



Pearl Theme Documentation

Also available [Online manual](#) and [Video tutorials](#).

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Getting Started

Introduction

Pearl WP is a true multi-niche WordPress theme, which consist of several micro-niche themes. Each micro-niche layout has its own features, modules and specifications. You can use UI modules from any layout and mix it with other UI modules. 300+ UI modules and 250+ prebuilt pages are available for use. Open the shell and find the Pearl!

Some of the features of the Pearl Theme include:

- Custom Visual Composer drag & drop page builder
- Header Builder - Unlimited Header Options
- Custom Mega Menu system
- Advanced Theme Options
- Loading Speed Optimization
- Unlimited Custom Colors
- Ability to display appointments on your website.
- Templates include custom pie charts, graphs and progress bars
- Built with SASS – the most stable and powerful professional grade CSS extension language
- Compatible with Firefox, Safari, Chrome, and IE10+
- Ability to mark multi-locations on Google Maps
- Ability to add Revolution Slider to pages
- Bootstrap-based Responsive Layouts
- Ability to have a Background image for your website
- Ability to use any of 700+ Google Fonts
- WooCommerce compatibility
- Custom SVG and FontAwesome icons
- One-click demo content import
- Ability to embed Audio / Video on pages
- Retina Ready
- SEO ready

System Requirements

To install the Pearl Theme you must have a working version of WordPress already installed. For information regarding the installing of the WordPress platform, please see the WordPress Codex at http://codex.wordpress.org/Installing_WordPress.

Installing the Theme

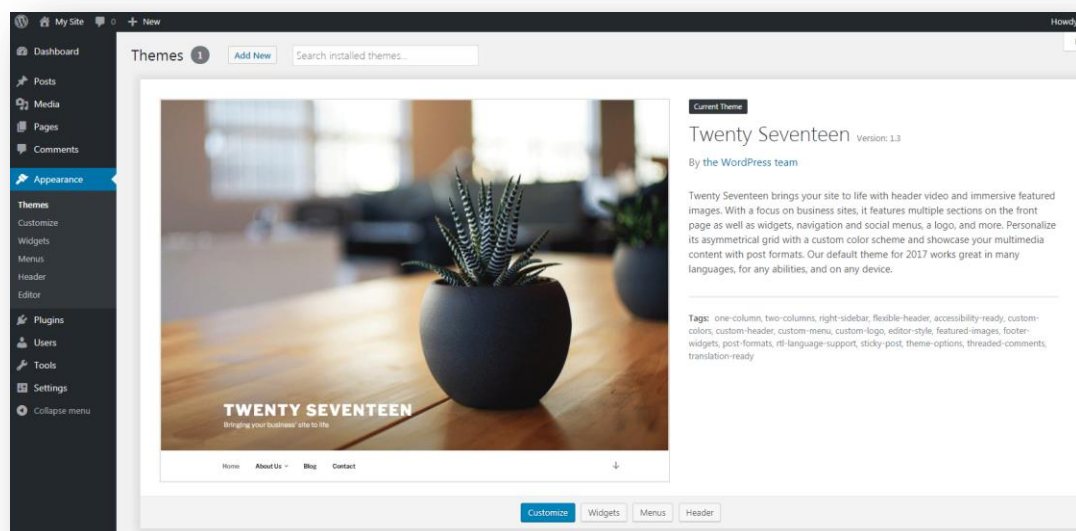
You can install the theme just as you would install any other WordPress Theme.

Note: In order to install a theme, you would need to login to your WordPress admin area with Administrator rights.

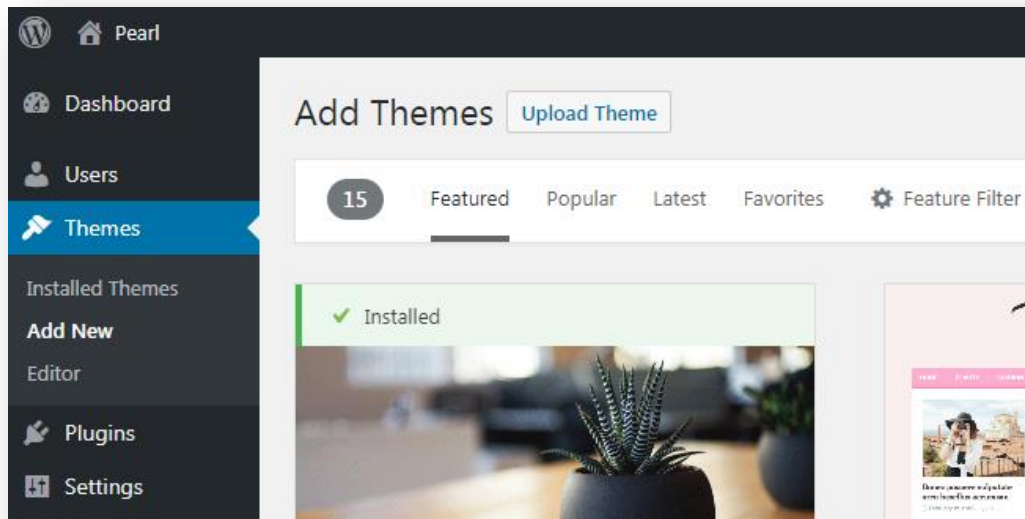
Tip: If you wish, you can view a video of the Installation process at – <https://www.youtube.com/watch?v=sZkW6nbUsKI>

To install the theme:

1. In the WordPress Dashboard, click on **Appearance > Themes** to open the Themes screen.



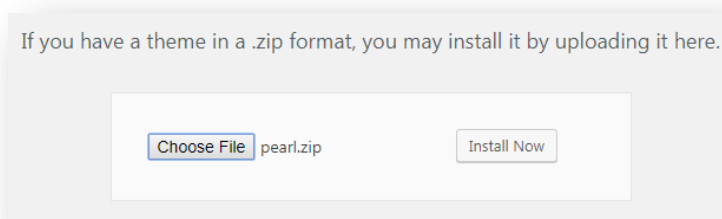
- Click on the **Add New** button to open the Add Themes screen.



- Click on the **Upload Theme** button and upload the zipped theme file you have received from ThemeForest - <https://help.market.envato.com/hc/en-us/articles/202821510-Theme-is-missing-the-style-css-stylesheet-error>.

Note: Depending on the speed of your Internet connection, it may take some time to upload the zip file.

- Once the file is uploaded click on the **Install Now** button to install the theme.



Note: If you have trouble installing the theme, please see the next section: *What to do if the theme installation fails*.

What to do if the theme installation fails?

If the installation stalls and fails to respond after a few minutes, or if WordPress gives you an error message, you are suffering from PHP configuration limits that are set too low to complete the process. You should contact your hosting provider and ask them to increase those limits to a minimum as follows:

- max_execution_time 600
- memory_limit 256M
- post_max_size 32M
- upload_max_filesize 32M

You can verify your PHP configuration limits by installing a simple plugin found here:

<http://wordpress.org/extend/plugins/wordpress-php-info>. You can also check your PHP error logs to see the exact error being returned.

Viewing System Status

You can also view some of your WordPress system settings by going to the Pearl Theme System Status page. (Click on **Pearl > System Status** in the WordPress menu.) This page will provide information about your WordPress environment and your server environment.

PRODUCT REGISTRATION	INSTALL DEMOS	PLUGINS	THEME OPTIONS	SUPPORT	SYSTEM STATUS
WordPress Environment					
Home URL:	[?]		http://wptheme.stm		
Site URL:	[?]		http://wptheme.stm		
WP Version:	[?]		4.8		
WP Multisite:	[?]		–		
WP Memory Limit:	[?]		256 MB		
WP Debug Mode:	[?]		✓		
Language:	[?]		en_US		
Server Environment					
Server Info:	[?]		Apache/2.2.15 (CentOS)		
PHP Version:	[?]		7.0.13		
PHP Post Max Size:	[?]		800 MB		
PHP Time Limit:	[?]		3000		
PHP Max Input Vars:	[?]		3000		
SUHOAS Installed:	[?]		–		
ZipArchive:	[?]		✓		
MySQL Version:	[?]		5.6.26		
Max Upload Size:	[?]		200 MB		

Any items that require your attention will be highlighted in yellow.

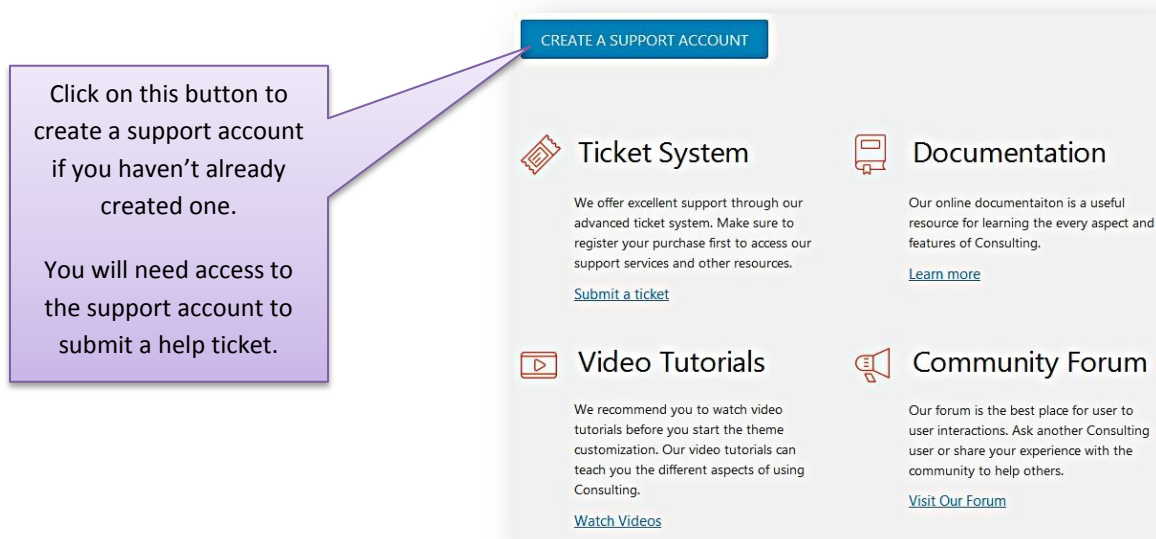
Getting Help

Your Pearl Theme comes with six months of free support.

In case you are facing problems with using the Pearl Theme, you can get help in the following ways:

- Read our online documentation.
- Watch online video tutorials to learn how to customize the theme.
- Visit our Community Forum.
- Submit a Help Ticket.

Click on **Pearl > Support** in the WordPress menu to access the Support page.



Note: You can also get extended support through subscriptions via ThemeForest.

Theme Activation

Once the theme is installed, you need to activate the theme to enable the Pearl Theme demos and theme auto update feature.

Click on **Activate** to activate the theme. You will then have to generate a token.

Steps for activating the theme:

- 1) Click on the **Generate a Personal Token** link. A new window will open that takes you to the Envato Account sign-in page.
- 2) **Sign in** using the credentials of the same account you used to purchase the Pearl theme.
- 3) **Enter a name** for the token. (This name is to identify this token anytime later.)
- 4) **Select the following checkboxes from the Permissions Needed section:**
 - * View Your Envato Account Username,
 - * Download Your Purchased Items,
 - * Verify Purchases You've Made, and
 - * List Purchases You've Made.
- 5) Select the checkbox to **agree** to the terms and conditions and then click on the **Create Token** button.
- 6) A new page will load with a token in a box. **Select the token text** and copy it to the clipboard by pressing **Ctrl+C** on your keyboard.

Token name

StylemixThemes

Pick something cool, short and catchy!

Permissions needed

☒ View and search Envato sites

☒ View your Envato Account username

☐ View your email address

☐ View your account profile details

☐ View your account financial history

☒ Download your purchased items

☐ View your items' sales history

☐ Verify purchases of your items

☒ List purchases you've made

☒ Verify purchases you've made

☐ View your purchases of the app creator's items

☐ View your public and private collections

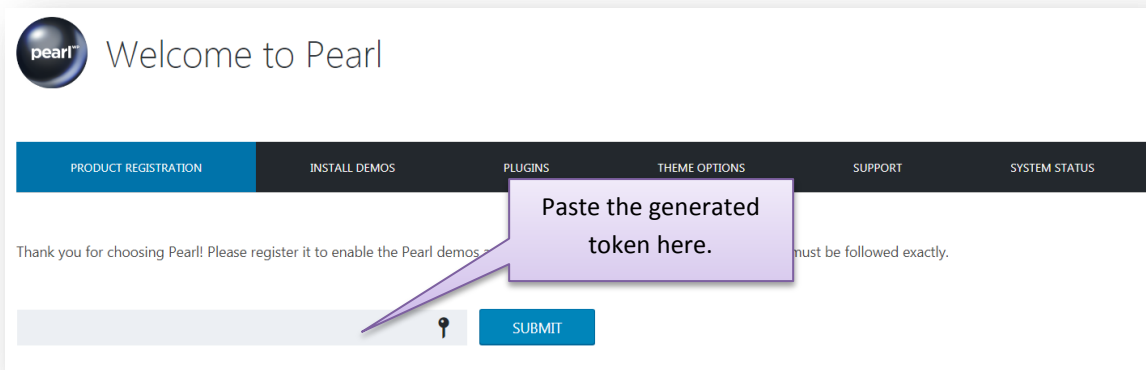
☐ View your statement transactions

☐ View the total number of subscribed users to Envato Market

☐ Shows the total number of items available on Envato Market

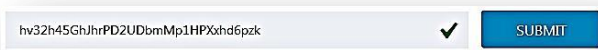
☒ I have read, understood and agree to the [Terms and Conditions](#).

Create Token



Paste the token in the provided box and click on the **Submit** button.

If activation is successful, you will see a green check mark.



You can follow [this manual](#) if activation fails.

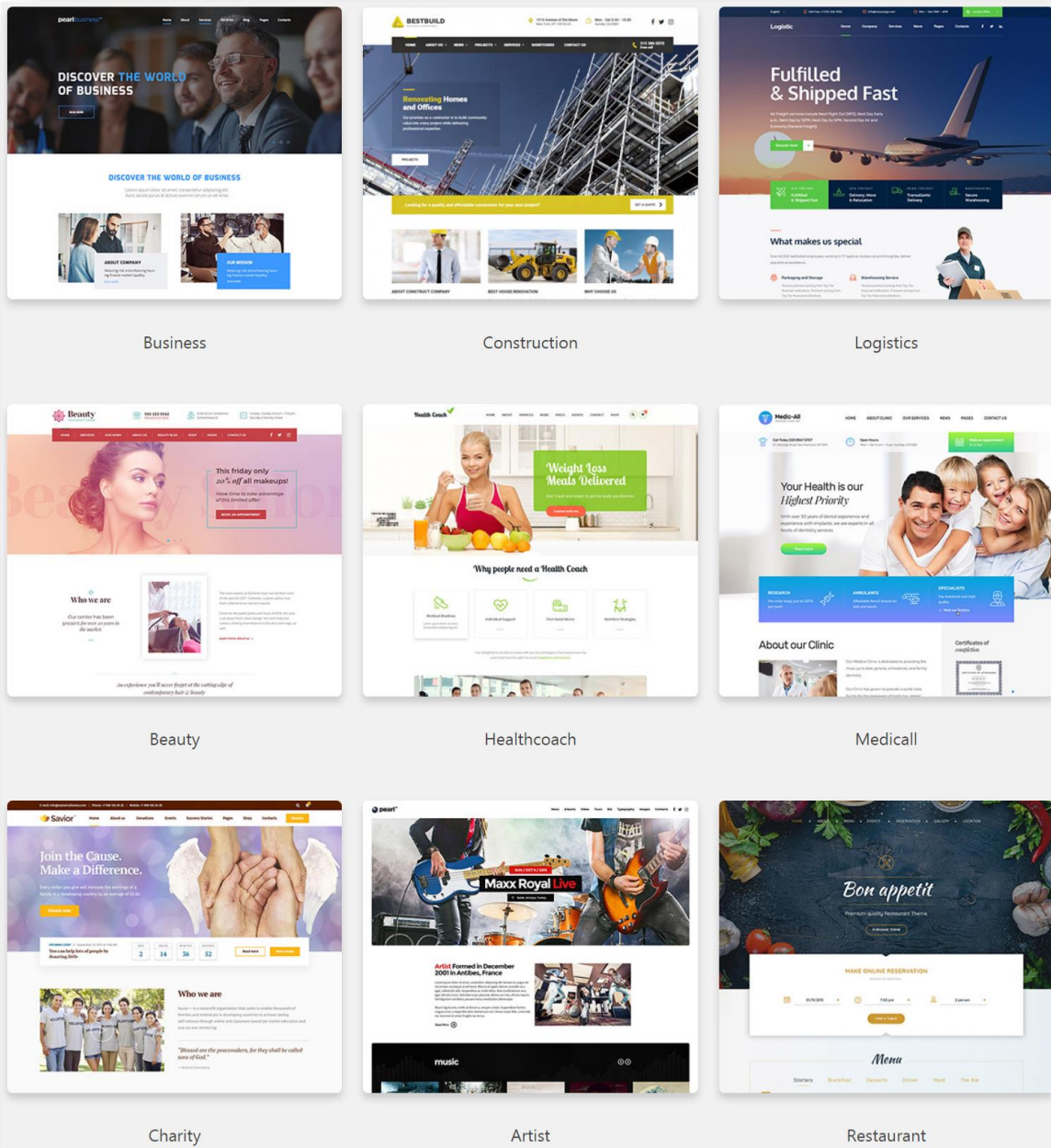
Demo Import

Once the theme is installed, you will find a new **Pearl menu** in the WordPress dashboard. You can use this menu to access the different theme-related pages.

Don't know where to start on building up your site? We have created an option for you to recreate our theme demo site with just one click.

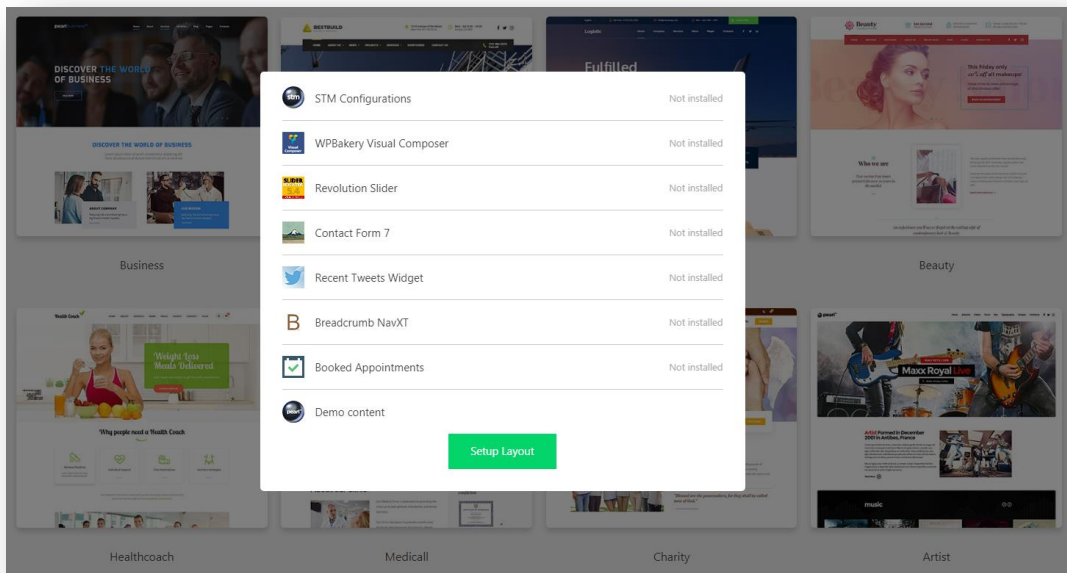
Tip: Before importing the demo content, you can check out the various demos at <http://pearl.stylemixthemes.com/landing/>. You can see the different demos and decide on which one suits your firm the best.

Click on **Pearl > Demo Import** in the WordPress menu.

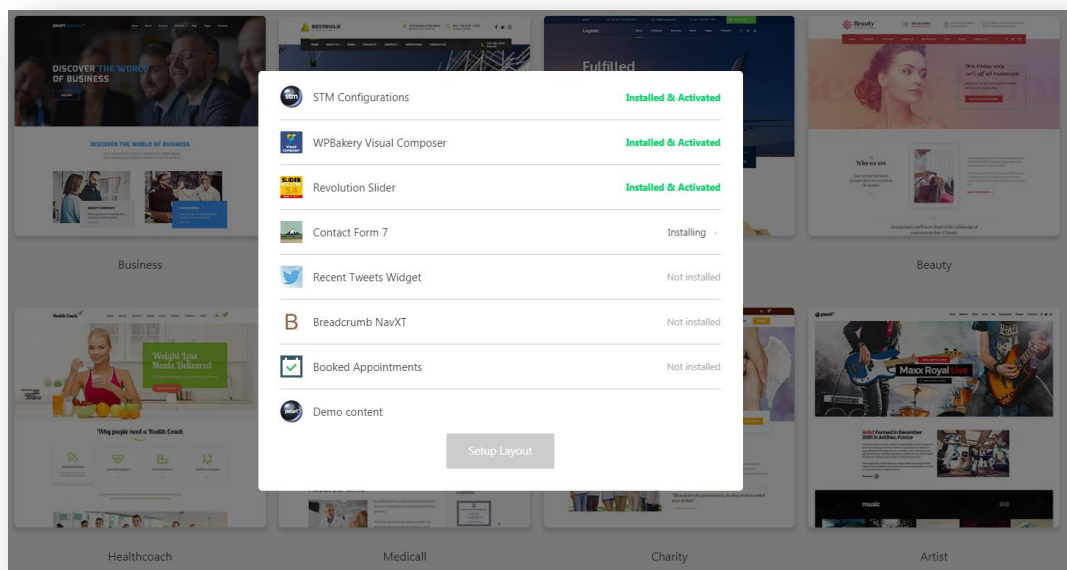


Tip: You can use the demo content as a starting point for your website and modify the content to suit your needs. In that case, select the demo layout that is most appropriate for your website.

Each demo layout requires a number of plugins to function properly. Fortunately, StyleMix Themes has made it easy for you to install the plugins and they will be installed automatically during demo setup proceed. In order to start the import proceed, click on the **Setup layout** button.



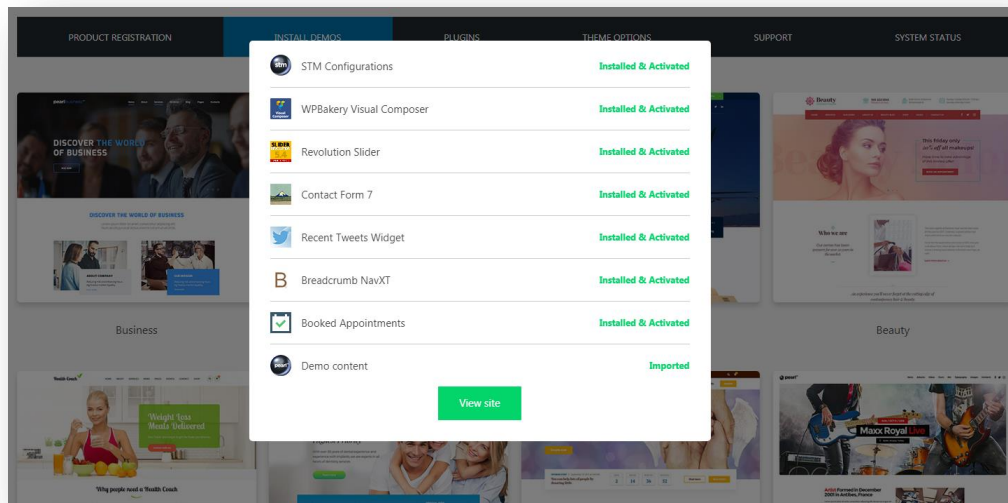
Note: Depending on the speed of your Internet connection, it may take some time to install all the plugins and import the demo content.



Note: If the import fails or stalls, please try to **reload the page** and click on **Setup layout** button once again or see the previous section: *What to do if the theme installation fails.*

Note: All the plugins which are not free come under our **EXTENDED License**, so you **don't need to pay for their license to use them**. Some of them might have messages requiring activation, but they are already activated on our side. No purchase code needed. When using them under our license you will need to wait for the plugin updates in our regular theme updates. **If you want to be able to auto update them from wp-admin, you will need to buy your own personal license for that.** However, we always include the latest versions of the plugins in every update of the theme.

Setup Layout feature installs all required plugins, imports the chosen demo layout and widgets. After finishing the proceed you can visit your site front page in order to see all ready features 😊



Tip: If you want to start from scratch after viewing the demo content, you can remove the demo content using the **Reset WP** plugin (<https://wordpress.org/plugins/reset-wp/>). This plugin resets the WordPress database back to its defaults. It will delete all customizations and content, but it does not modify files; it only resets the database. Please see the above link for more details.

Updating the theme

We will periodically provide updates of your theme. These updates are essential if you want to have a bug-free website as we give new features and improvements to the theme over time. Some of these updates might be needed in order to make the theme compatible with newer versions of WordPress.

Note: There is no risk of losing your settings and pages when you update the theme. However, any modifications you have made to the core theme files will be lost, so you should back up those files before you update the theme.

Tip: After upgrading the theme, you can update extra plugins via **Pearl > Install Plugins**.

There are three ways of updating our WordPress themes to newer versions:

- Updating via the WordPress Admin Panel (using Dashboard > Updates)
- Update via the WordPress Admin Panel (using an extra plugin)
- Updating via FTP

Updating via the WordPress Admin Panel (using Dashboard > Updates)

The easiest way of updating the theme is via **Dashboard > Updates**. When an update is available for your theme, you will get a notification in your WordPress Dashboard and you can update your theme by clicking on **Dashboard > Updates** and updating the theme (just as you would update any other installed theme).

Note: You will need the **token key** you had generated when you had originally installed the theme. You will find this under the **Settings > API Keys** section of your profile on **Themeforest**.

Updating via the WordPress Admin Panel (using an Extra Plugin)

For this method you should first install the Easy Theme and Plugin Upgrades plugin (<http://wordpress.org/plugins/easy-theme-and-plugin-upgrades/>). This plugin will update your theme when you upload the theme.zip file.

Once you have installed the Easy Theme and Plugin Upgrades plugin:

1. Download the theme file update from ThemeForest.
2. Extract the **pearl.zip** file from the downloaded theme file.
3. In the WordPress dashboard, click on **Appearance > Themes > Add New > Upload Theme > Browse...**
4. Select the **pearl.zip** file that you extracted in step 2 and click on **Install Now**.

Updating via FTP

Another way of updating your theme is via FTP. Extract the contents of the **pearl.zip** file (which you will find inside the theme update file you have downloaded from Themeforest). The contents will be extracted to a folder called **pearl** and to subfolders within the pearl folder.

Tip: Make sure your unzipping software does not create any extra directory with the same name nested within the **pearl** folder.

Using an FTP program, upload the **pearl** folder (and its subfolders) to `/wp-content/themes/` on your web server.

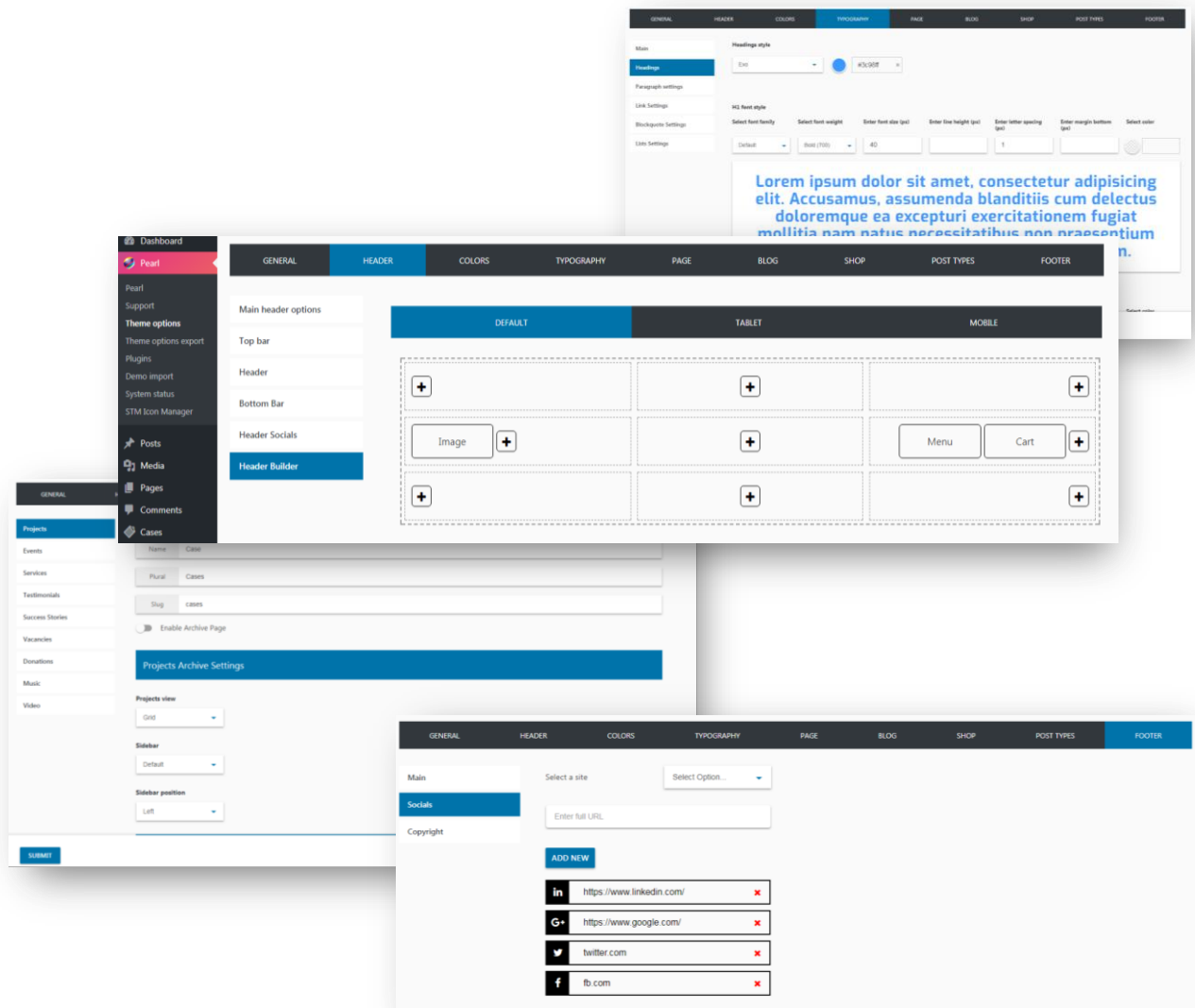
Note: The FTP program will give a warning that the **pearl** folder already exists. Choose **Replace All**.

Final Tip: Whichever method you use to update your theme, clear your browser cache after each update if you notice anything off. Old theme files can sometimes persist in your local cache and make you think something's wrong

Setting Up your Website

Once the Pearl Theme is installed, you will now have to customize the theme to suit your needs. The following are some of the tasks you need to complete to customize the theme:

- Build your own header, set up headers, footers, and sidebars for your website.
- Choose your own color scheme and typography options.
- Type in the address and other information about your organization.
- Design and add widgets to your website.
- Set up the menus of the website.
- Change the main language of the site (if your main language is not English).



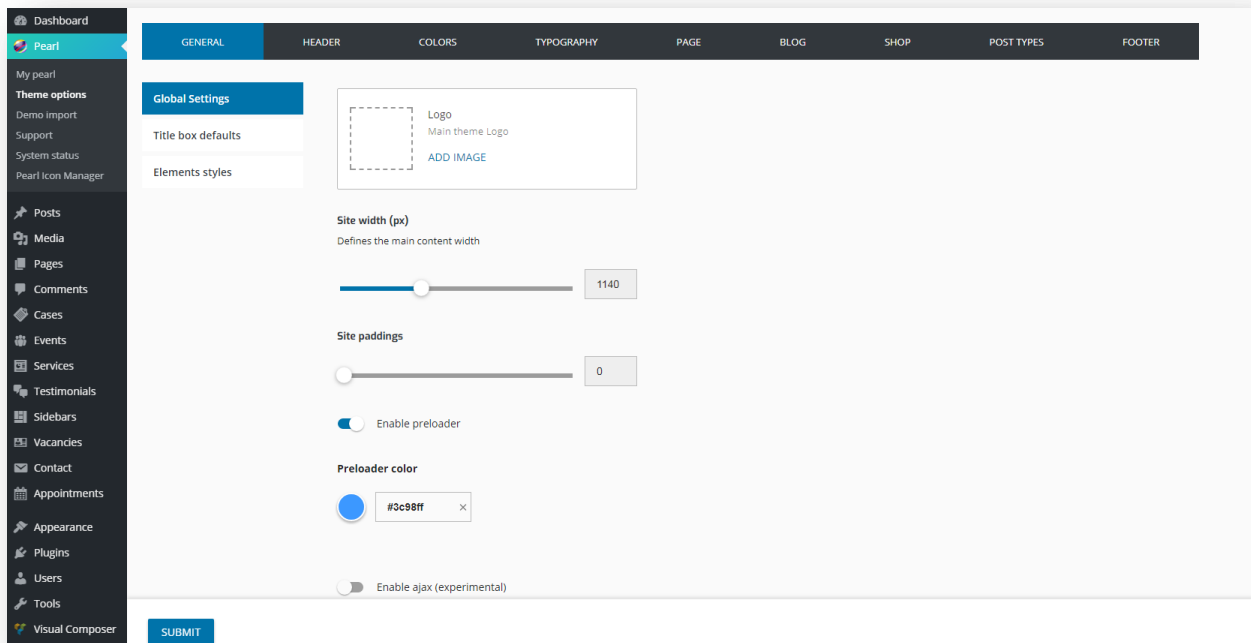
Customizing the Theme

You can perform general customization of the Pearl Theme by going to **Pearl > Theme Options** (just as you would normally do for any other theme). Here, you can set up the following:

- General site settings such as logo and site icon; default visualization options; default Title Box settings, Google and PayPal API credentials, etc.
- Header and Footer for your pages.
- Colors scheme
- Typography settings.
- Page and Post Type options.
- General Page Settings such as the background image for the home page; font settings for the headings and body text of your pages; and the layout or structure of certain pages such as the archive and shop pages.

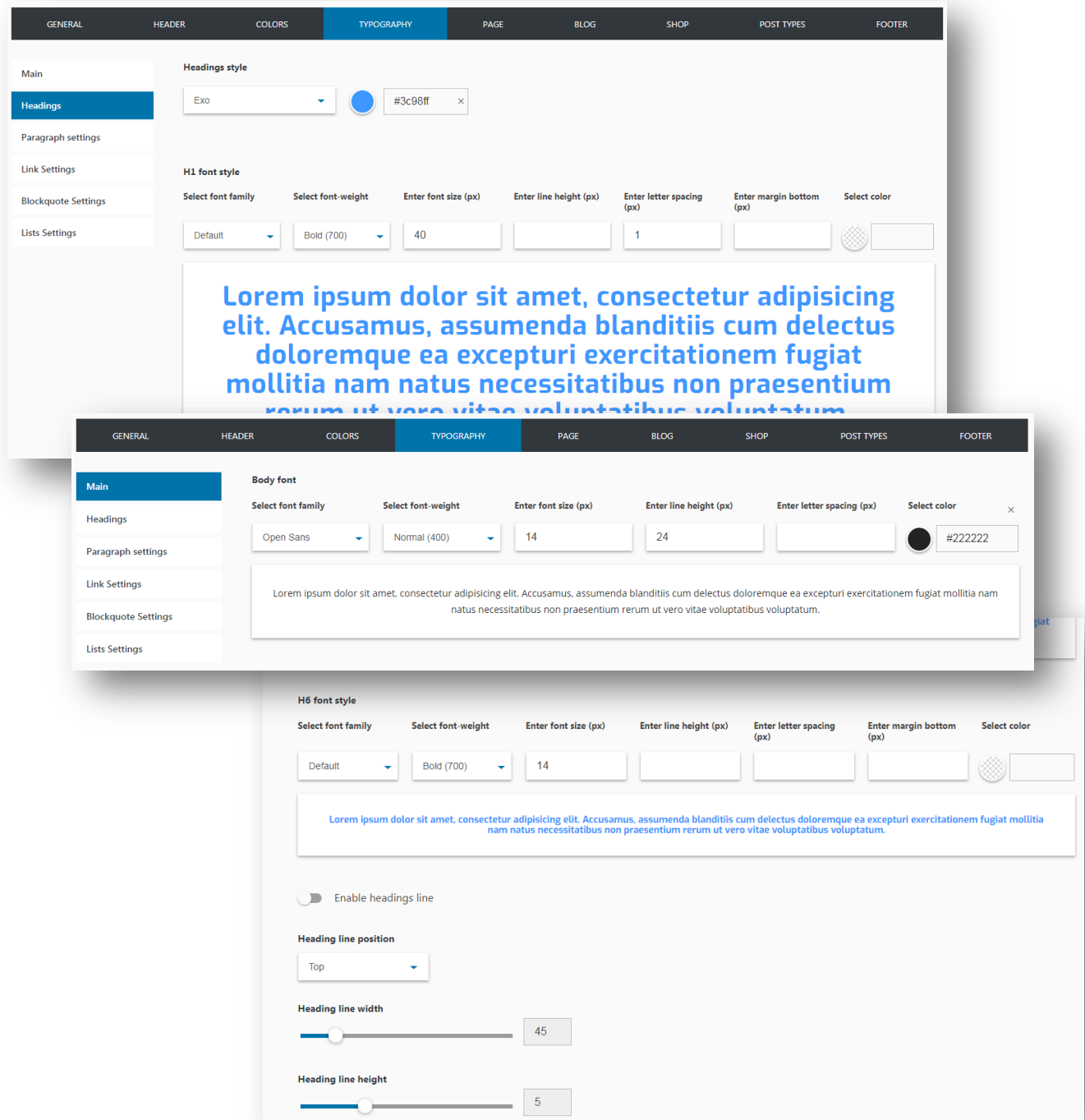
General Theme Options

Here you can setup global website settings such as site logo/icon, view types for basic modules, site width and site layout options, default settings for page Title Box, Google and PayPal API settings.



Typography settings

If you want to change your website typography settings, you need to go **Pearl > Them Options > Typography**. It's possible to change typography options for Main (body) and Headings, also Paragraphs, Link, Blockquote and List settings.

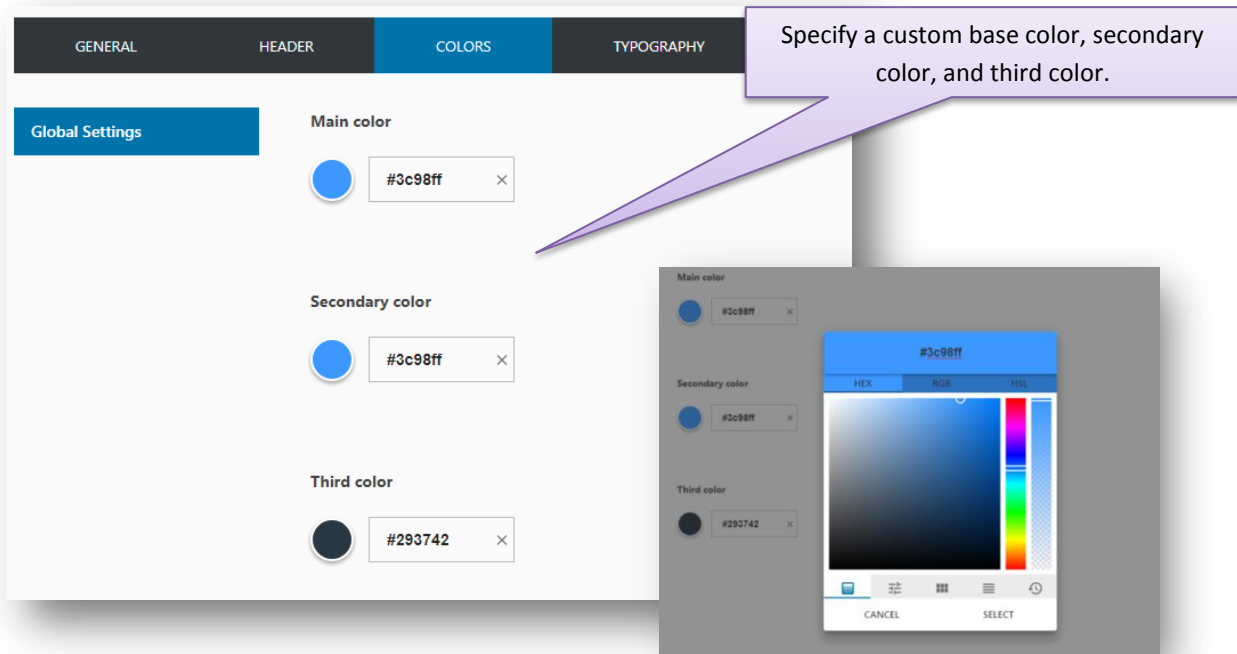


Setting the General Color Scheme for your Website

With the Pearl theme you can specify a basic color scheme for your website. You can select from between three pre-defined schemes or create your own custom scheme by defining a base color, a secondary color and a third color.

To specify the Color Scheme:

1. Click on **Pearl > Them Options > Colors** in the WordPress menu.



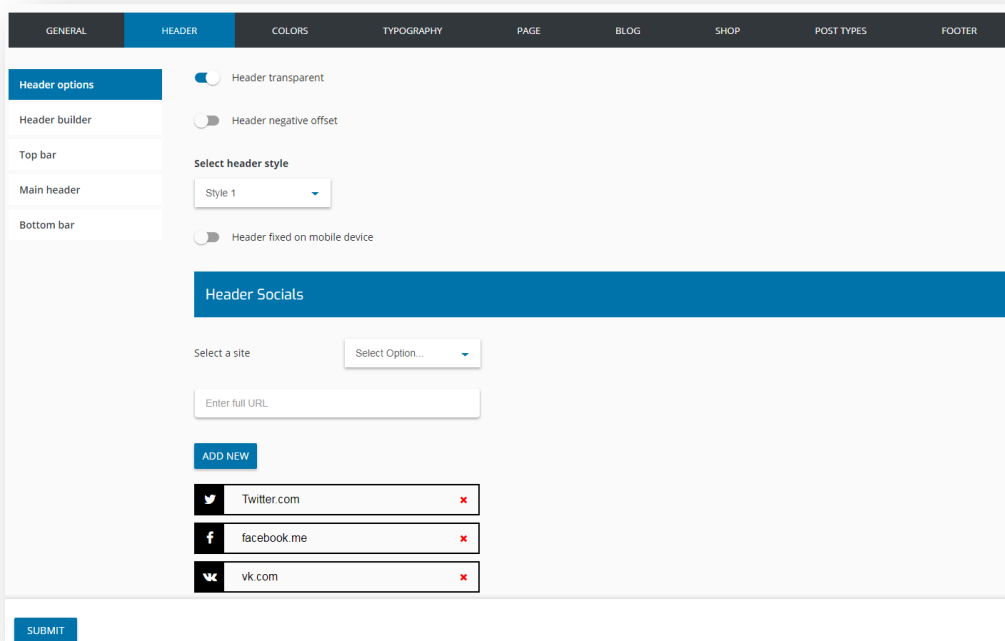
2. Click on the **Submit** button to save your settings.

Setting Up the Header

You can customize the look-and-feel of the header. You can also control what items appear in the header area of your pages.

To set up or customize the header of your web pages:

Click on **Theme Options > Header** in the WordPress menu.

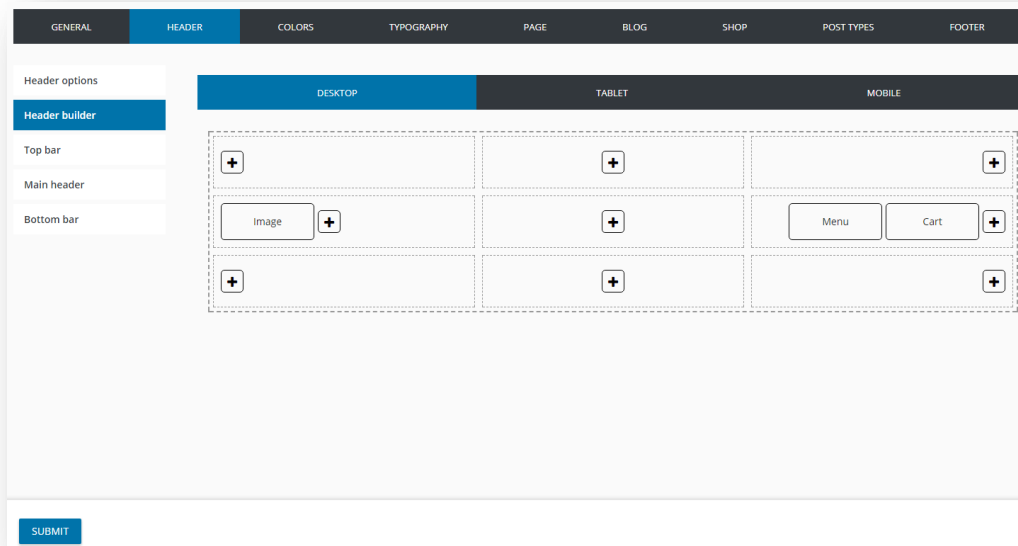


Header Builder

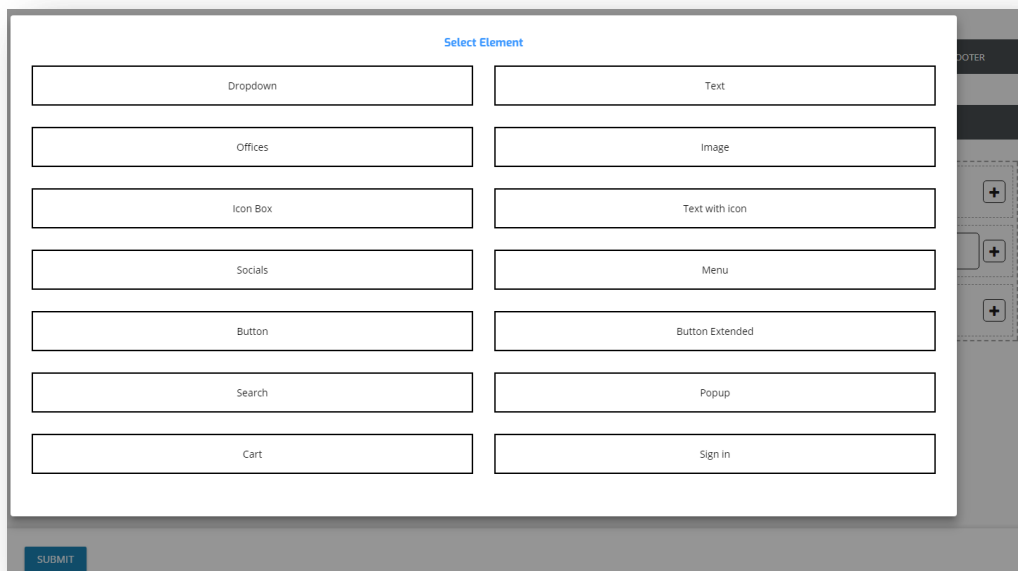
You can set up the theme header individually. Every section of the header can be modified and it's possible to add different elements like: **dropdown**, **text**, **menu**, **popup**, **button**, **infobox**, etc.

To change the header layout:

1. Click on **Pearl > Theme Options > Header > Header builder** in the WordPress menu.



2. Drag & Drop needed elements.



3. Click on the **Submit** button to save your changes.

Here you can see detailed video tutorial – <https://www.youtube.com/watch?v= WTp-6E762A>.

Setting Up the Standard Menus

As mentioned above, your theme allows you to have a menu at the top of your website pages and up to three menus in the sidebars.

To set up the Standard Menus:

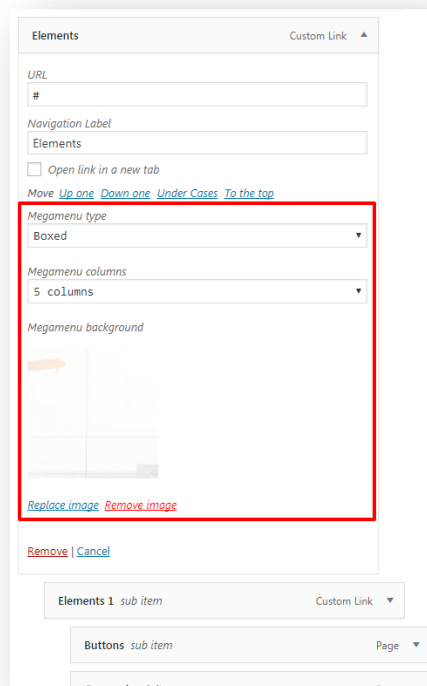
1. Click on **Appearance > Menus** in the WordPress menu to open the Menus page.
2. You can now set up the menus as you would do for any other WordPress theme.

Mega Menu for your Website

The Pearl Theme supports up to four menus. You can have a menu at the top of your website pages and up to three menus in the sidebars. In addition to the above locations, you can also add one of the four menus to any page you want using the Visual Composer Custom Menu widget.

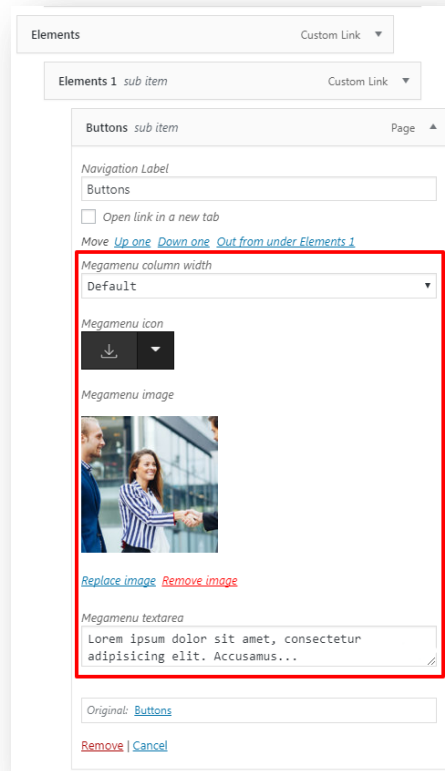
You can go to **Appearance -> Menu** in order to change your menu items appearance. For first parent of the theme mega menu includes parameters like:

- Mega Menu type - Boxed or Wide;
- Mega menu columns - it sets how many columns would be your Mega Menu child elements;



Mega Menu child elements also have special options such:

- Mega Menu column width;
- Mega Menu child columns width;
- Mega Menu icon;
- Mega Menu content image;



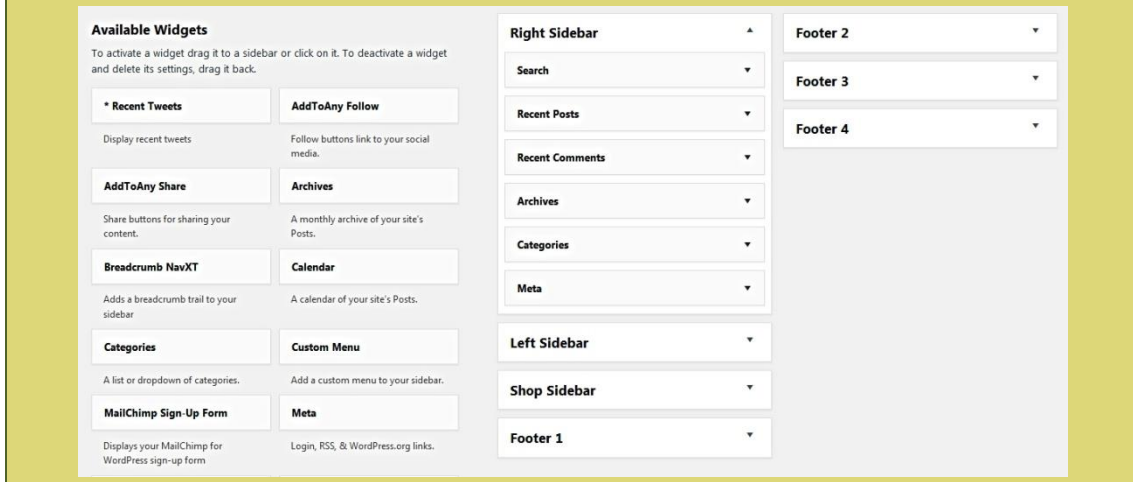
Setting Up the Footer

You can customize the look-and-feel of the Footer. You can have up to four footers on your pages/posts. You can control what items appear in the footer area of your pages. You can also select between two heading styles for the footer and write the copyright message to be displayed on the website.

To set up or customize the footer of your web pages:

1. Click on **Theme Options > Footer** in the WordPress menu.
2. Click on **Main** to customize footer styles, or click on **Socials** to specify which social icons should appear in the footer and **Copyright** for bottom footer information.

Note: If you want to have multiple footers, you can specify what information should be shown in the different footers by going to **Appearance > Widgets** and dragging widgets into the different Footer areas.



Setting Up Sidebars

The Pearl Theme has two sidebars, left and right. These sidebars can be selected for archives as well as single pages or posts. You can create additional sidebars using Visual Composer widgets or elements. These additional sidebars can then be added to individual pages or posts.


To set up the sidebars:

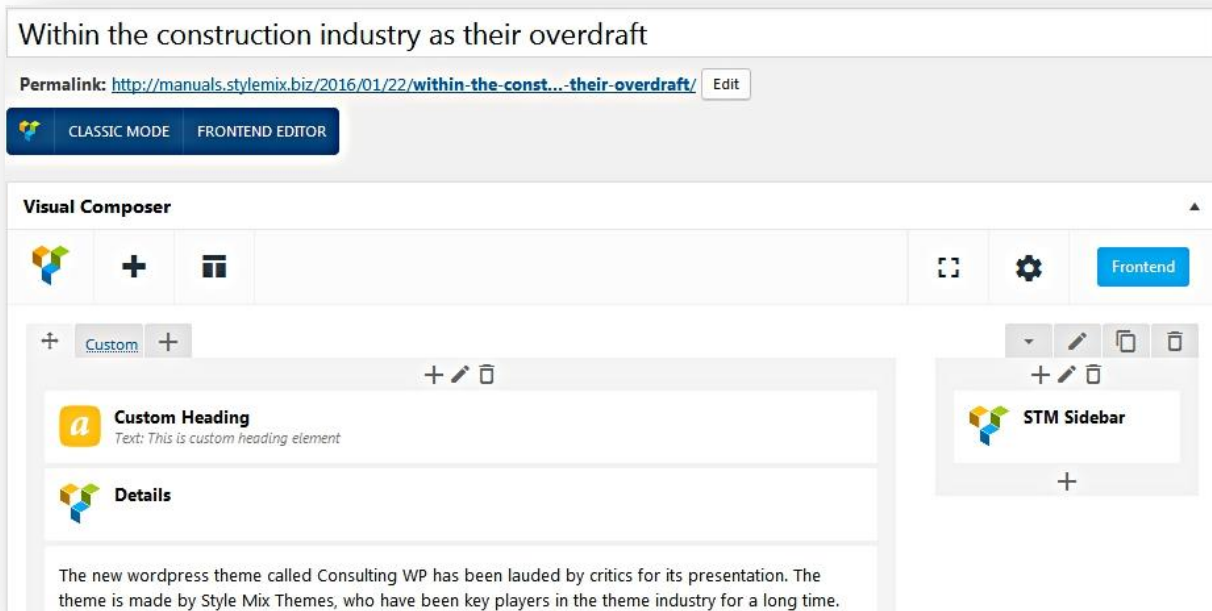
Click on **Theme Options > Blog** (or **Shop Pages**) in the WordPress menu.

Note: If using the default WordPress sidebars, you can add widgets to the sidebar by going to **Appearance > Widgets** and dragging widgets onto the sidebars.

To set up sidebars on individual pages or posts:

While creating or editing the page or post, add a **Widgetised Sidebar** or an **STM Sidebar** Visual Composer element to the page.

Note: You may first have to add an extra column for the sidebar by clicking on the  button.



Note: Use the **Widgetised Sidebar** element if you want to add one of your predefined *widgets* to the column, and use the **STM Sidebar** element if you want to add one of your predefined *sidebars* to the column.

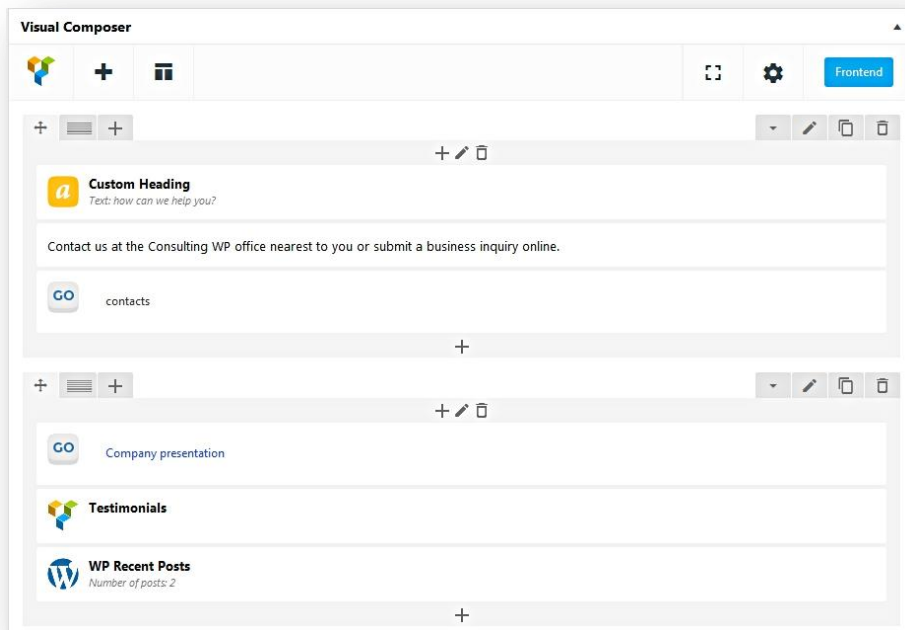
Tip: See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

Creating Additional Sidebars

In addition to the left and right sidebars, you can create your own sidebars using Visual Composer widgets or elements. You can then add these sidebars to individual pages or posts.

To create additional sidebars:

1. Click on **VC Sidebars > Add New** in the WordPress menu.
2. Design the sidebar as you would design any other page. You can also add sections to the sidebar using Visual Composer Elements and Widgets, if required.



Note: Once you have created the sidebars, you can add these sidebars to any of your pages or posts. See *Setting Up Sidebars* for more details.

Adding Custom Icons

The Pearl theme comes with a set of icons that you can use on your pages. If you want, you can use your own set of icons using specially generated icons.

To add your own set of custom icons:

1. Design your icons and save them as .SVG files.
2. Convert the .SVG files to a font set (.zip file) by visiting <https://icomoon.io/app/>
3. Click on **Pearl > STM Icon Manager** to open the Icon Fonts Manager page and upload the font set .zip file by clicking on the **Upload New Icons** button.

Localizing or Changing the Language of the Theme

If you are using the Pearl Theme in a non-English speaking country, you can change the language of the theme so that the wp-admin area will be in the language of your choice.

You can change your site's main language via **Settings > General > Site Language**. This will change all your WordPress related prompts to the selected language, but you will still have to localize the theme related options and screens.

It's easy to localize your site using the [Loco Translate](#) plugin. (You can see a related tutorial in the following page: <https://localise.biz/help/wordpress/translate-plugin/beginners>.)

Another way is to add your translations using the [PoEdit](#) platform. Basically, you need to create a .po file that contains the translations and PoEdit will generate a .mo file for you. You then need to upload the .mo file to your theme's language folder (../wp-content/themes/theme-folder/languages/).

Note: Before adding translations for static strings, you need to rename the language files correctly according your site's language. The theme language files are located in the **../wp-content/themes/theme-folder/languages/** folder. You can find a list of language codes at [WordPress in your Language](#). As an example, the language code for English is en_EN, so you would save the translated files as en_EN.po and en_EN.mo.

Note: The Pearl Theme comes with many custom post types. You will need to change the names of these custom post types to the language of your choice. See *Changing the Title of Custom Post Types* for more information.

Content management

Types of Posts

The Pearl Theme comes with many built-in types of posts that are useful for multiple websites. The following table lists the various types of posts available:

Type	Used for...
Projects	Displaying details of projects offered by your organization.
Events	Displaying details of events being held in your organization.
Services	Displaying details of services offered by your firm.
Success Stories	Displaying information about the people worked with your firm.
Testimonials	Displaying testimonials from satisfied customers or clients.
Vacancies	Displaying details of job vacancies at your organization.
Donations	Displaying detailed information about donations with a donation form.
Music	Displaying music albums, singles with audio player.
Video	Displaying videos with video player.

Setting up and changing the Title of Custom Post Types

If you want, you can change the title of the all custom post types.

To change the title and default settings of the above-mentioned custom post type:

1. Click on **Pearl > Theme Options** in the WordPress menu.
2. In the Theme Options menu, select **Post Types** and then select the custom post type you want to edit.

GENERAL HEADER COLORS TYPOGRAPHY PAGE BLOG SHOP **POST TYPES** FOOTER

Projects

Events

Services

Testimonials

Success Stories

Vacancies

Donations

Music

Video

☒ Projects

Name Case

Plural Cases

Slug cases

☐ Enable Archive Page

Projects Archive Settings

Projects view

Grid

Sidebar

Default

Sidebar position

Left

Projects Single Page Settings

Sidebar

Cases sidebar

Hide sidebar on mobile

Hide

Sidebar position

Right

SUBMIT

Type the new names here.
For example, if you want to call them “Cases” instead of “Projects”, you would change these three items.

Note: The URL text is the word that appears in the URLs of the page (Ex: <http://www.xyz.com/cases/>)

Here you can setup Custom Post Type Archive and Single page defaults like: **View layout type, Sidebar, its position and mobile visibility settings.**

- After making the changes click on the **Submit** button at the top of the page.

Note: If you change any of the **STM Post Type** names, you will need to regenerate the WordPress **Permalinks**. To do this:

Click on **Settings > Permalinks** in the WordPress menu to open the Permalink Settings page. At the bottom of the page, click on the **Save Changes** button. WordPress will regenerate the permalinks using the new names you have given.

Adding Other Content

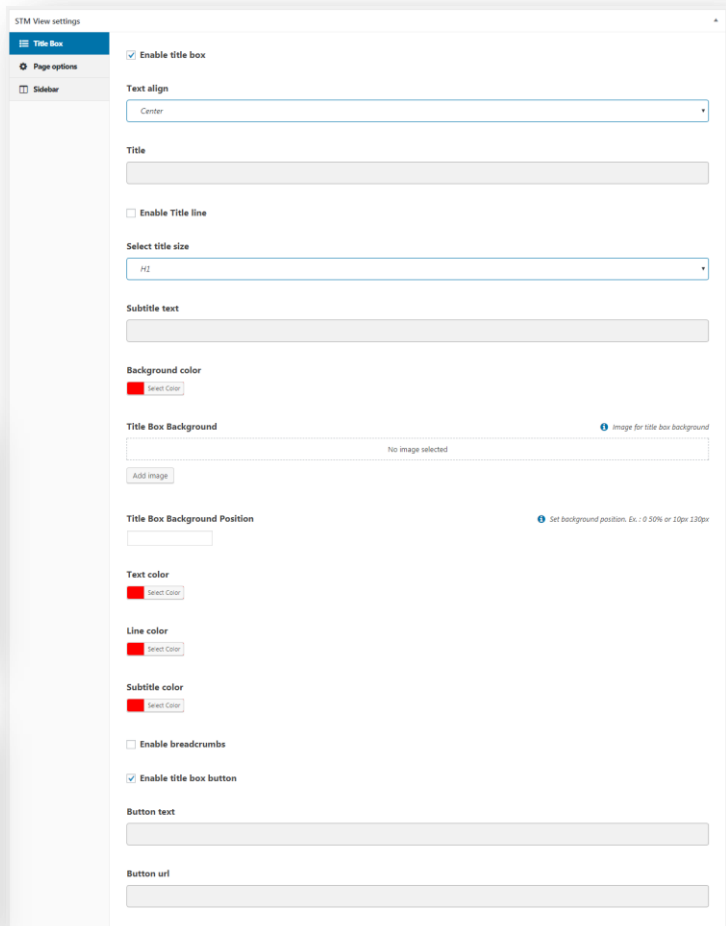
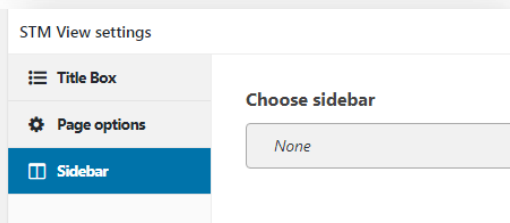
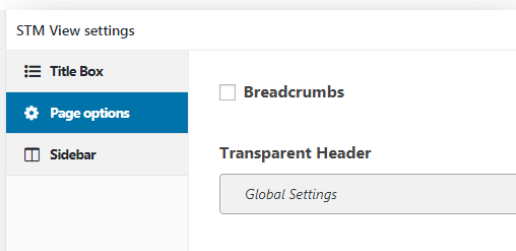
Other than the special types of content covered in the previous sections of this manual, you can also add regular content to your website as normal pages and posts. You can create your pages using Classic mode or the Visual Composer Backend or Frontend Editors.

Tip: See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

Additional Options for Pages and Posts

The following additional options are available while adding pages and posts:

1. You can add sliders to the page (if you have set up sliders using the Revolution Slider plugin).
2. You can change the formatting of the page title area (for a particular page) using the **Page setup** panel.



Miscellaneous Features

The Pearl Theme also supports blogs. You can set up a custom blog page. You can also have custom sidebars on the blog.

Besides this, the Pearl Theme is compatible with the WooCommerce plugin, so you can have an e-commerce shop on your website.

Adding a Blog to your Website

You can also have a regular blog on your website where you (or anyone with admin/author rights) can put up posts.

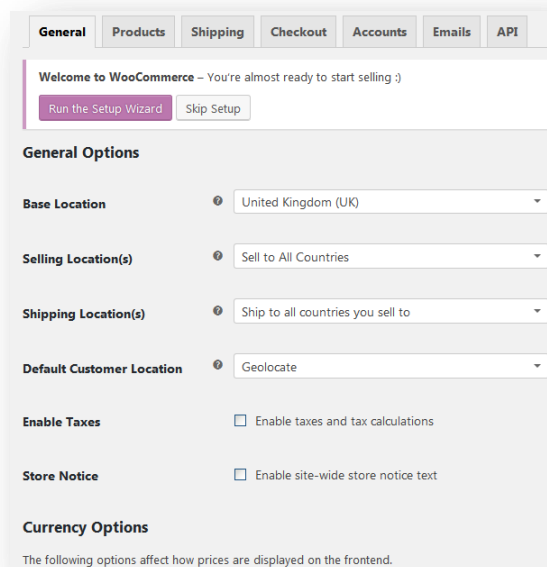
Note: Blog posts can be published from the WordPress admin area. Only someone with admin or author rights can put up blog posts.

You can assign any page you create as the start page of your blog by clicking on **Settings > Reading > Static Front Page** and selecting the page in the **Posts page** drop-down list.

Incorporating a WooCommerce Shop in your Website

WooCommerce is the most popular e-commerce plugin for WordPress. Now you can have a shop with all e-commerce features on your WordPress site.

Before you start adding products, please go through the WooCommerce plugin settings and specify everything you need for your shop.



Please see <https://docs.woothemes.com/documentation/plugins/woocommerce/getting-started/> for more details on setting up a shop using the WooCommerce plugin.

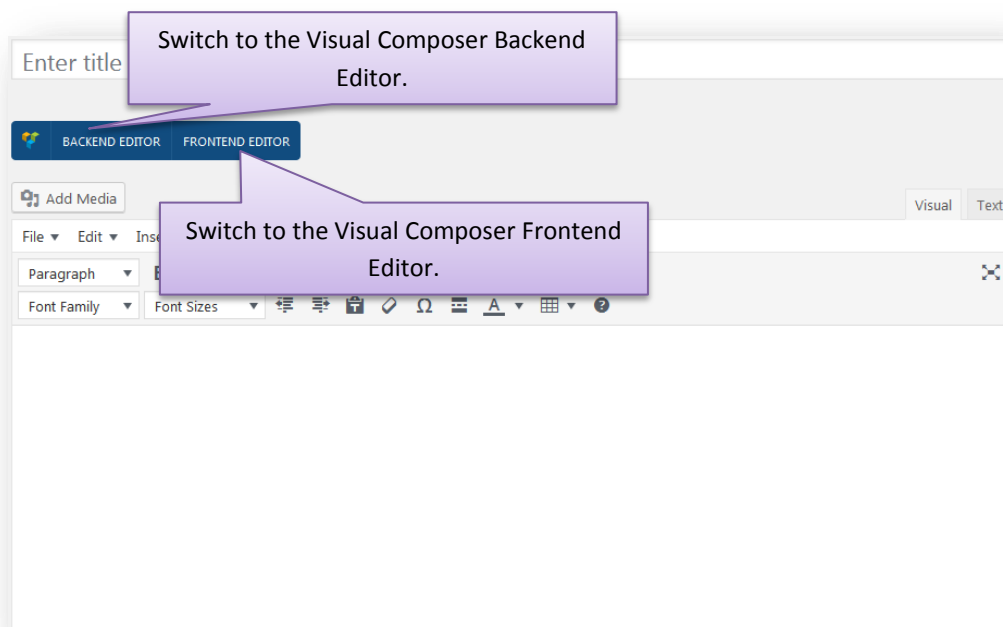
Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages

Your Pearl Theme incorporates the WPBakery Visual Composer plugin that helps you build pages quickly and easily with an intuitive drag-and-drop interface.

Note: This appendix gives you a brief overview of using the WPBakery Visual Composer to create your pages. Please see http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full_screen_preview/242431 to view a short manual on how to use the Visual Composer, or <http://vc.wpbakery.com/video-tutorials/> to see some tutorial videos.

Tip: Click on **Visual Composer > General Settings** in the WordPress menu to set up or control the functioning of the Visual Composer plugin.

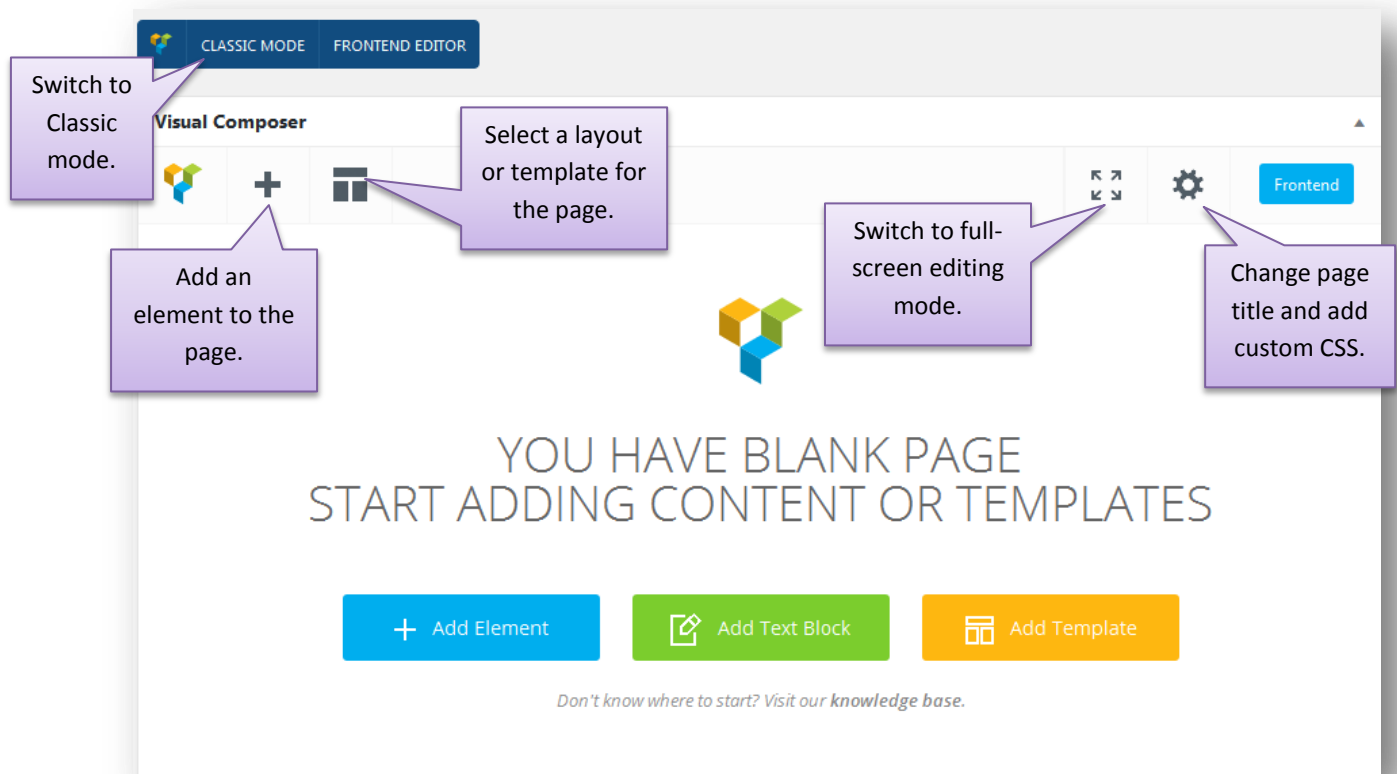
You can control whether the Visual Composer plugin should be enabled or not for different types of pages and posts in the Visual Composer Settings pages. If the Visual Composer is disabled, you will see the WordPress **Classic Editor** with buttons to switch to the Visual Composer (as in the following image):



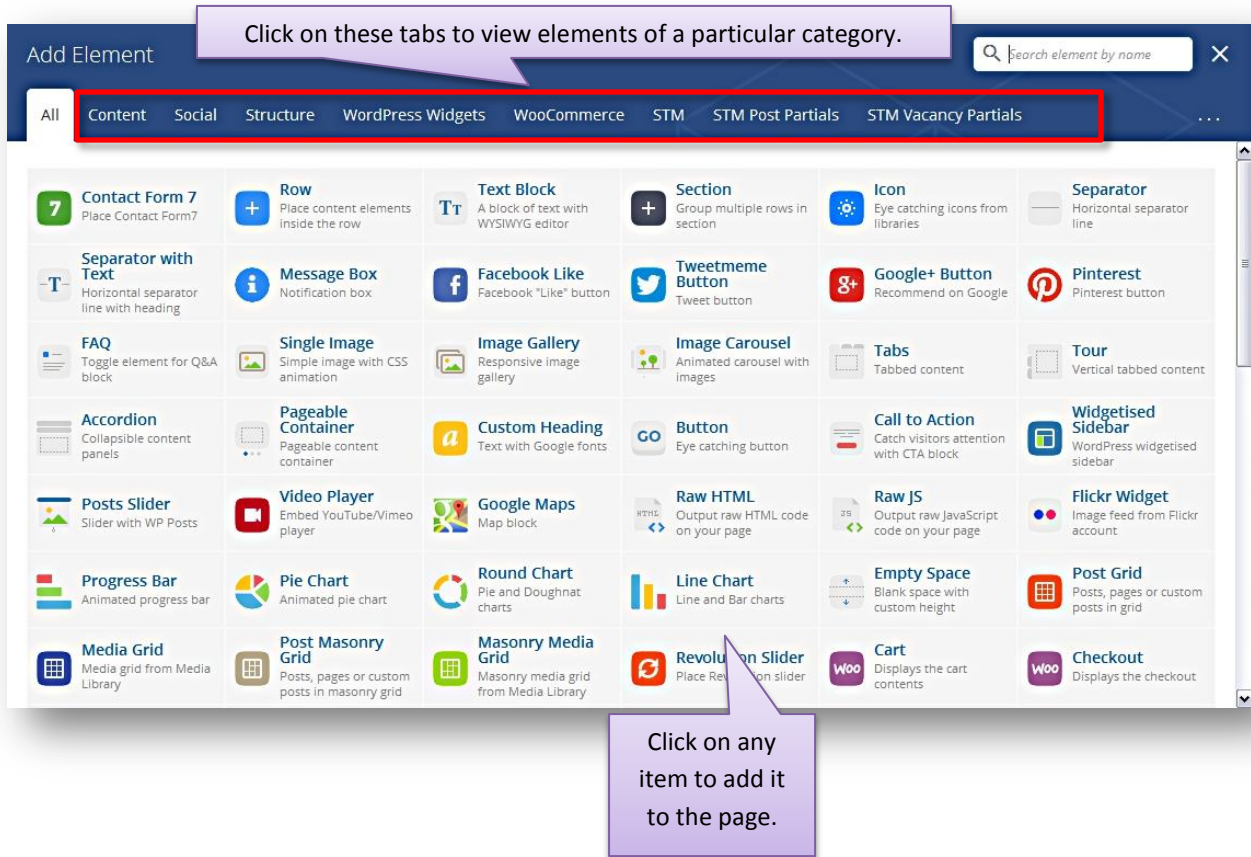
As can be seen in the above image, the Visual Composer can work in two modes: as a Backend editor, or as a Frontend editor.

Working with the Backend Editor

Click on the **Backend Editor** button to switch to the Backend mode.



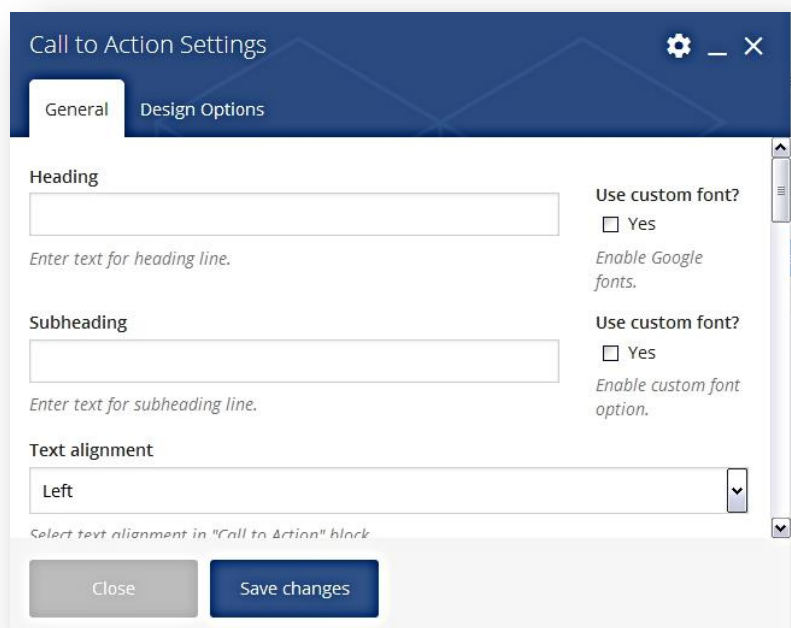
To add an element to the page, click on the **Add Element** button and select an element or widget from Visual Composer's vast array of elements or widgets.



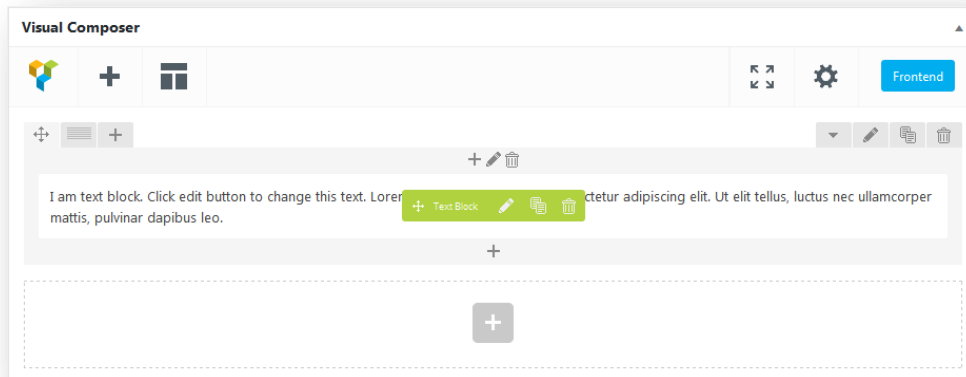
Note: You will find all the Pearl Theme related elements or widgets in the **STM, STM Post Partials, STM Vacancy Partials, and STM Staff Partials** tabs.

For some of the elements you may have to specify additional details or settings.

The element will be added to your page and formatted according to your settings.



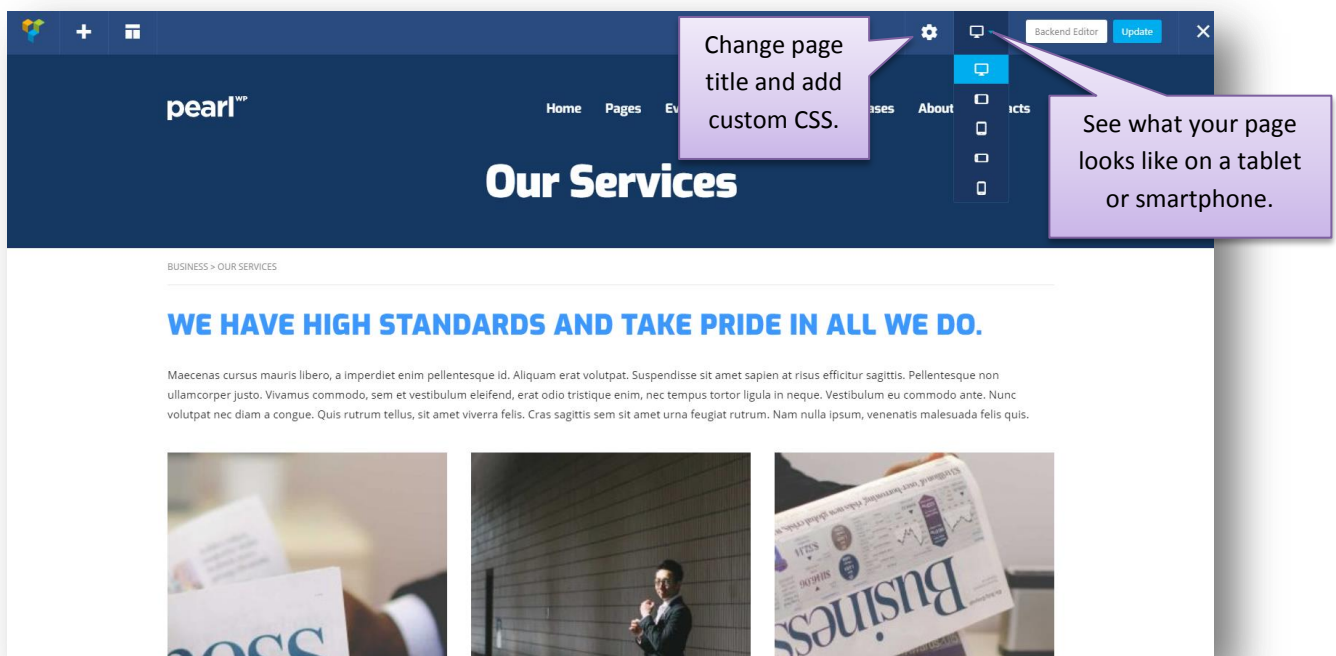
To make changes to any added element, hover the mouse pointer over the element. You will see icons that allow you to move, edit, copy or delete the item.



Tip: As you add elements with the Visual Composer, use the **Preview** button to see what your page will look like.

Working with the Frontend Editor

The Backend Editor shows you the “blocks” that make up your page, but does not show you what your page actually looks like. Alternatively, you can work with the Frontend Editor to see what the actual page looks like as you create/edit it.

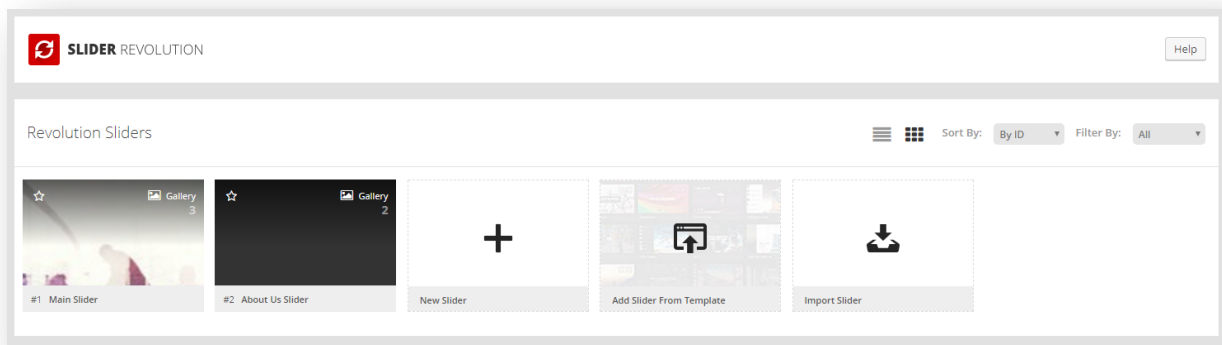


Appendix B: Using the Revolution Slider

Your Pearl Theme incorporates the Revolution Slider plugin that allows you to display a series of images or other content on your web pages as a slider or carousel. This is useful for picture galleries, introductions, etc.


Note: This appendix gives you a brief overview of using the Revolution Slider. Please see <http://www.themepunch.com/revslider-doc/slider-revolution-documentation/> for more detailed instructions.

Before you can add a slider to a page/post, you first have to create the slider. Click on **Slider Revolution** in the WordPress menu to access the Sliders page.



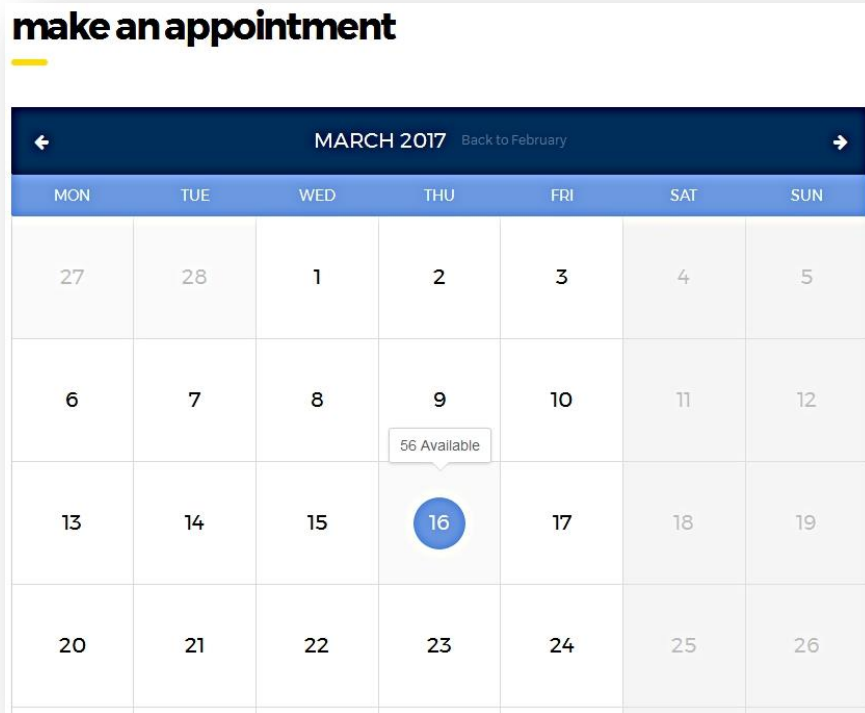
You can create a new slider from scratch or you can use a free or paid template.

Once the slider has been created, you can add it to your pages/posts in one of the following ways:

- In the page/post editor, add a shortcode `[rev_slider alias="xxx"]` (where "xxx" is the name of the slider), or using the Classic Editor, click on the  button and select a slider to insert it at your cursor location.
- In the Widgets screen (**Appearance > Widgets**), drag the "Revolution Slider" widget to a sidebar.
- Using Visual Composer, add a **Revolution Slider** widget/element to the page/post.

Appendix C: Adding an Appointment Calendar

The Pearl theme allows you to provide an appointment booking facility for visitors to your website. Visitors can view your appointment calendar, select a date, select a time slot, and book an appointment by entering their name and email id.



Note: The appointment feature is dependent on your website's date/time settings (given in **Settings > General**), specifically the **Time Zone**, **Date Format**, **Time Format**, and **Week Starts On** settings. So make sure these items have been set properly before you start setting up your appointment calendars.

Setting Up your Appointment Calendar

Before you can put up an appointment calendar on your website, you need to first set up the calendar.

To set up an appointment calendar:

1. Click on **Appointments > Settings** in the WordPress menu to open the Appointment Settings page.
2. The Settings page provides lots of settings that allow you to customize the Appointment feature, including:
 - The color settings of the calendar;
 - Whether to directly approve the bookings or to send the bookings to a pending list for further approval;
 - Appointment cancellation limits;
 - The content of the emails to be sent when an appointment is booked, approved, or cancelled; when a new user registers for an appointment; and a reminder message to be sent when the appointment time is near;
 - Default and Custom Timeslots for appointments; and
 - Custom Fields for the User Registration form.

Note: The Pearl Theme's Appointment feature makes use of Boxy Studio's Booked plugin. You can find detailed instructions of setting up the plugin at <https://boxystudio.ticksy.com/article/7827/>

Setting Up Additional Calendars

In addition to the default appointment calendar, you can create additional calendars if you wish (say, for different departments in your organization).

To set up additional calendars:

1. Click on **Appointments > Calendars** in the WordPress menu.

Type a name and a slug for the calendar.

Optionally, assign the calendar to an employee. The selected employee will receive all the bookings.

Add New Custom Calendar

Name
Human Resources Manager
The name is how it appears on your site.

Slug
hrm
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

Assign this calendar to:
Default ☒
This will use your setting from the Booked Settings panel by default.

Add New Custom Calendar

Bulk Actions

<input type="checkbox"/> Name	Description	Slug	Count
<input type="checkbox"/> Production Manager		prod-mgr	0
<input type="checkbox"/> Book an Appointment with the Sales Manager		apt-sm	0

Bulk Actions

<input type="checkbox"/> Name	Description	Slug	Count
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- Click on **Appointments** > **Settings** to open the Settings page and click on the **Shortcodes** tab to view the shortcode for your custom calendar.

Note down the shortcode for the calendar as you will need the code for displaying the calendar on your website.

APPOINTMENT SETTINGS

General | Emails | Time Slots | Custom Time Slots | Custom Fields | Export | Shortcodes

Display the Default Calendar

You can use this shortcode to display the front-end booking calendar. Use the "calendar" attribute to display a specific calendar, month and/or year. You can also use the "switcher" variable to add a calendar switcher dropdown above the calendar. Your user

[booked-calendar]

Display a Custom Calendar

Book an Appointment with the Sales Manager

[booked-calendar calendar=76]

Human Resources Manager

[booked-calendar calendar=78]

Production Manager

[booked-calendar calendar=77]

Displaying the Appointment Calendar on your Website

Once you have set up your appointment calendar (and, optionally, created custom calendars), you can display the calendar(s) on your website so that visitors can book appointments.

To display an appointment calendar:

1. Create a new page or a post.
2. Add a `[booked-calendar]` tag to the page.

Note: The `[booked-calendar]` shortcode displays the default calendar. If, however, you want to display one of your custom calendars, add the shortcode of that calendar (e.g., `[booked-calendar calendar=77]`).

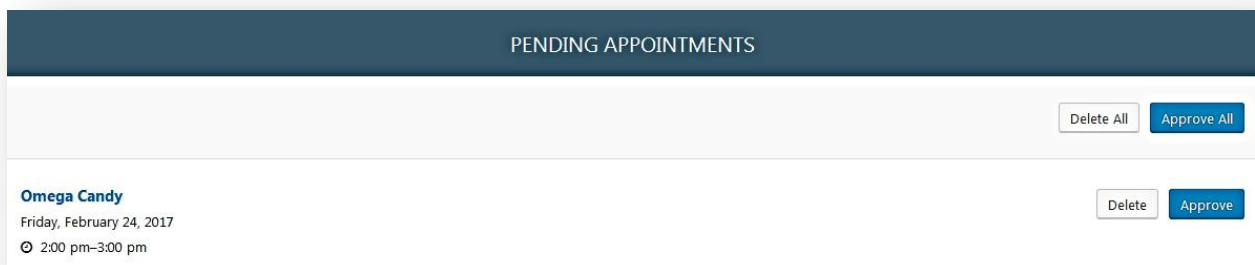
Tip: You can even display appointment calendars in your sidebar. To display a small calendar in your sidebar, add a `size="small"` attribute to the shortcode for the calendar. For example, to display the default appointment calendar in a sidebar, add `[booked-calendar size="small"]` to a widget in the sidebar.

Confirming or Deleting Appointment Bookings

Once your visitors book appointments, you will receive the bookings in the Pending page and an email will be sent to the person to whom the calendar has been assigned.

To confirm or delete an appointment:

1. Click on **Appointments > Pending** in the WordPress menu to see a list of all pending appointments.



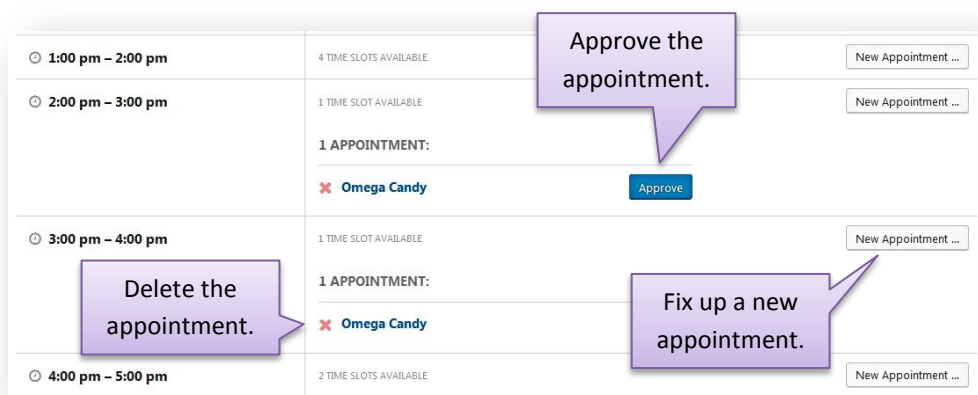
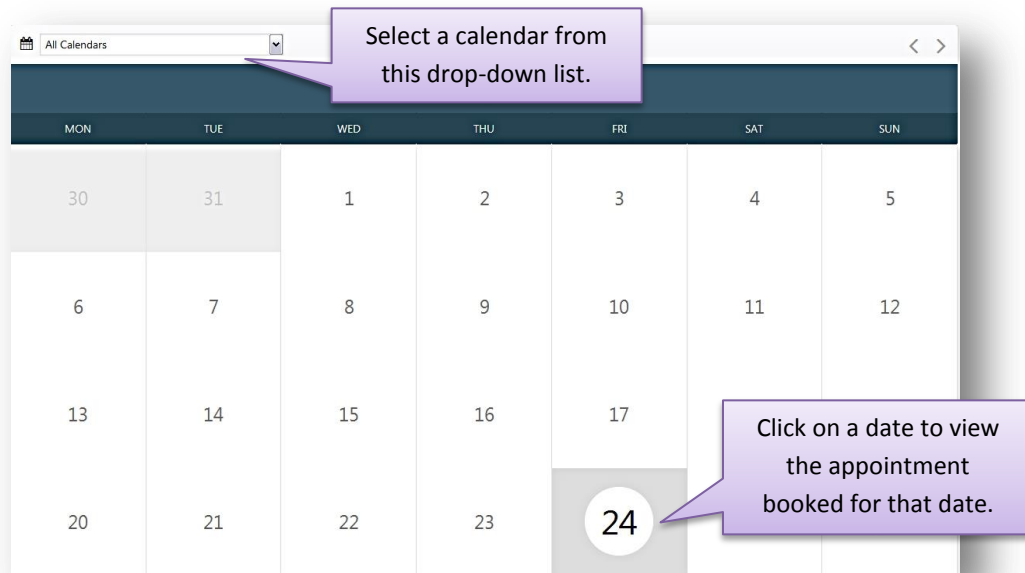
- Click on the **Delete** or **Approve** button to either delete or confirm the appointment, respectively.

Viewing a List of Appointments for the Day

On any day, you can view the list of appointments by logging into the WordPress admin area. You can also approve unapproved appointments, delete appointments, and/or fix a new appointment for a customer.

To view the list of appointments:

- Click on **Appointments** in the WordPress menu.



Tip: After viewing the appointments, click once again on the date to hide the list of appointments.