Rota

Release

Mar 19, 2018

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CHAPTER 1

General Information

1.1 General Information

Thank you for purchasing Rota! We're very pleased that you have chosen our theme to use on your website. We're doing our best not to disappoint you! Before you get started, please check out these documentation pages. Rota can only be used with WordPress and we assume that you already have it installed and ready to go. If you don't, please see WordPress Codex to get started.

1.2 Requirements

Before using Rota, please meet the following requirements:

- Essentials to run WordPress – Read more about WordPress Minimum Requirements – in case any doubts regarding the server, contact your host provider.
- Latest version of WordPress, which you can download here.
- Create secure FTP and Database.

1.3 Installation

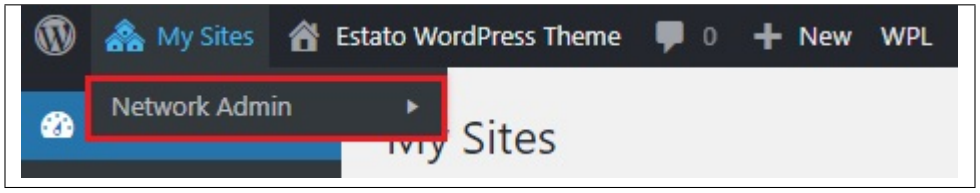
In our guide, we will show you step by step instructions on how to install our WordPress theme for beginners. Below you will find two ways to install a WordPress theme.

1.3.1 Installation via Administration Panel

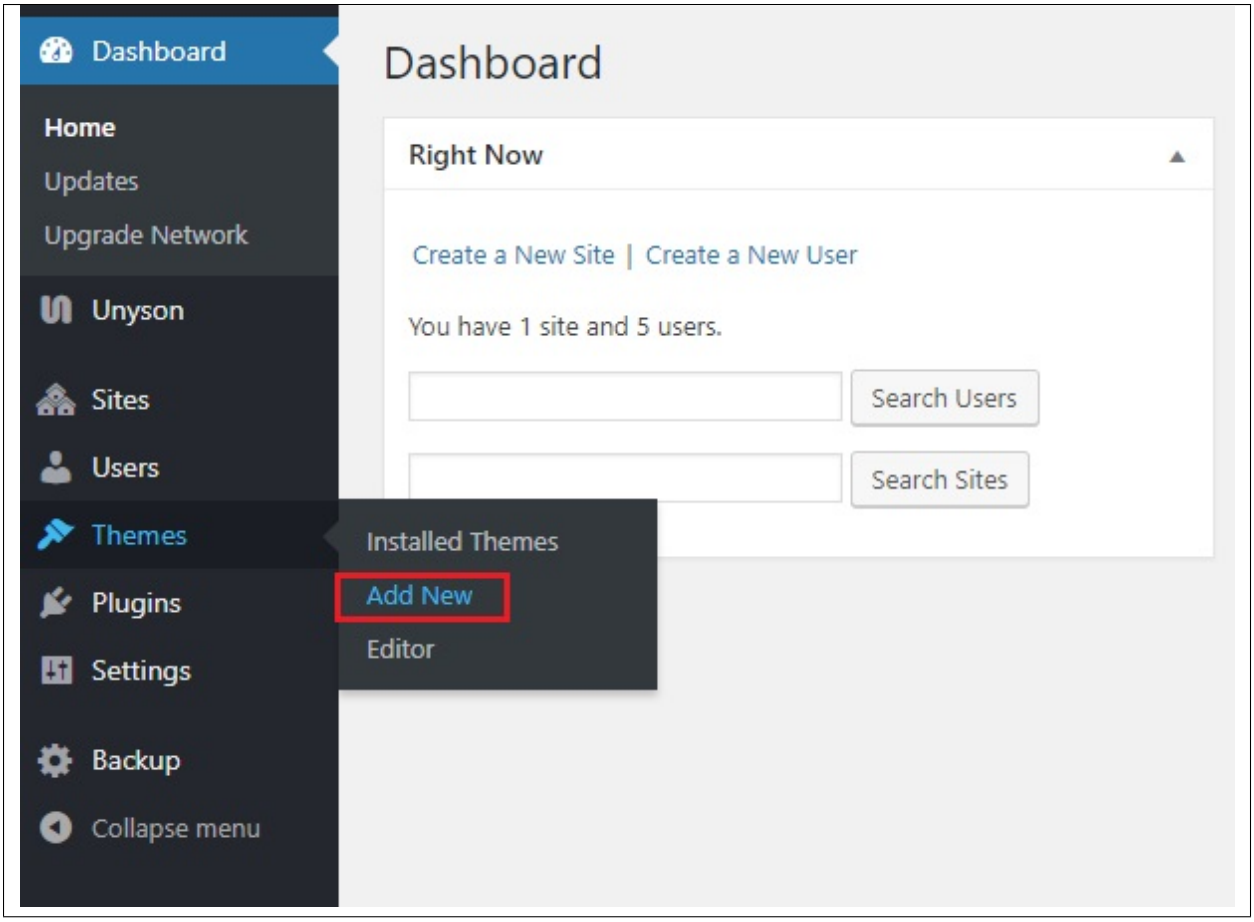
If Rota files are downloaded from your Themeforest account, you can start an installation using WordPress administration panel.

Follow steps below to install the theme:

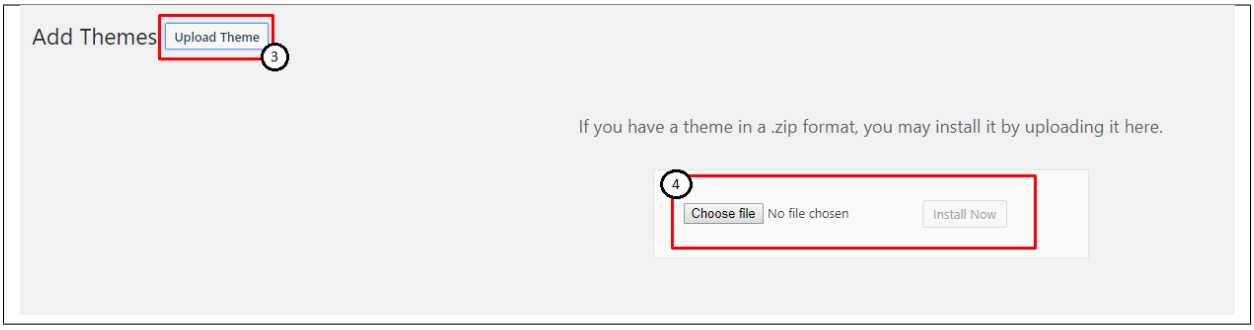
- **Step 1** - Once you've logged in to your administration panel, go to *My Sites* > *Network Admin*.



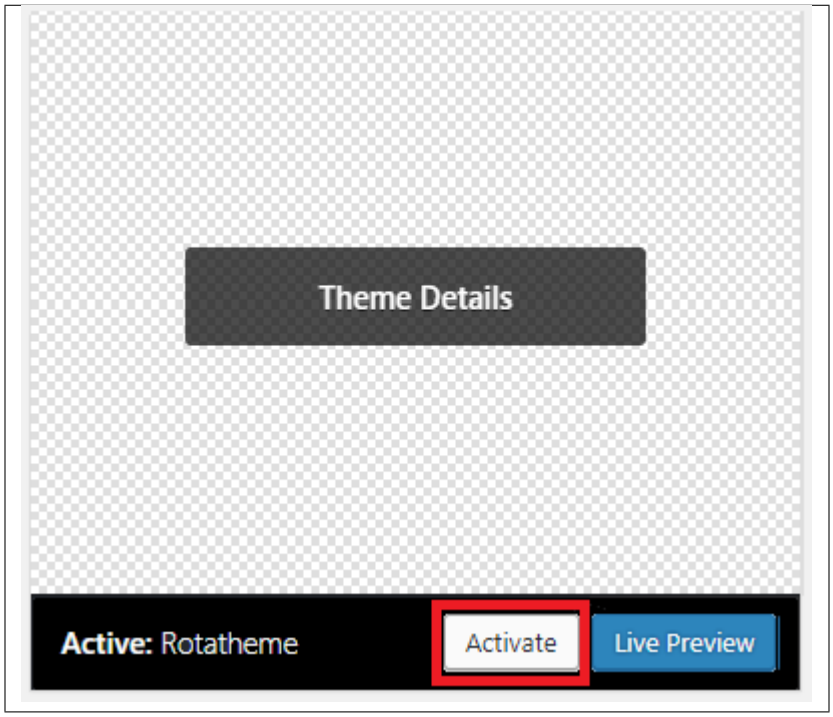
- **Step 2** - Then click on *Themes* > *Add New*, you will be directed to a page where you can choose available themes.



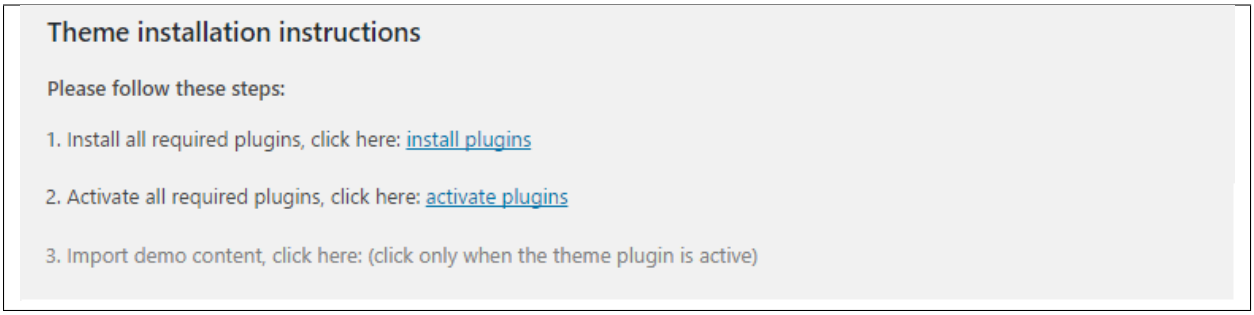
- **Step 3** - Once directed to the page, on the upper left side of the screen click on *Upload Theme* button.
- **Step 4** - Choose the *Rotatheme.zip* file from your computer, then click *Install Now*.



- **Step 5** - Click on *My Sites* then go to *Appearance* > *Themes* and *Activate Rota*.



- **Step 6** - After activating *Rota*, you will be sent to *Theme Installation Instruction* steps. By following this steps you will be asked to install required plugins, activate them, and import demo content (required).



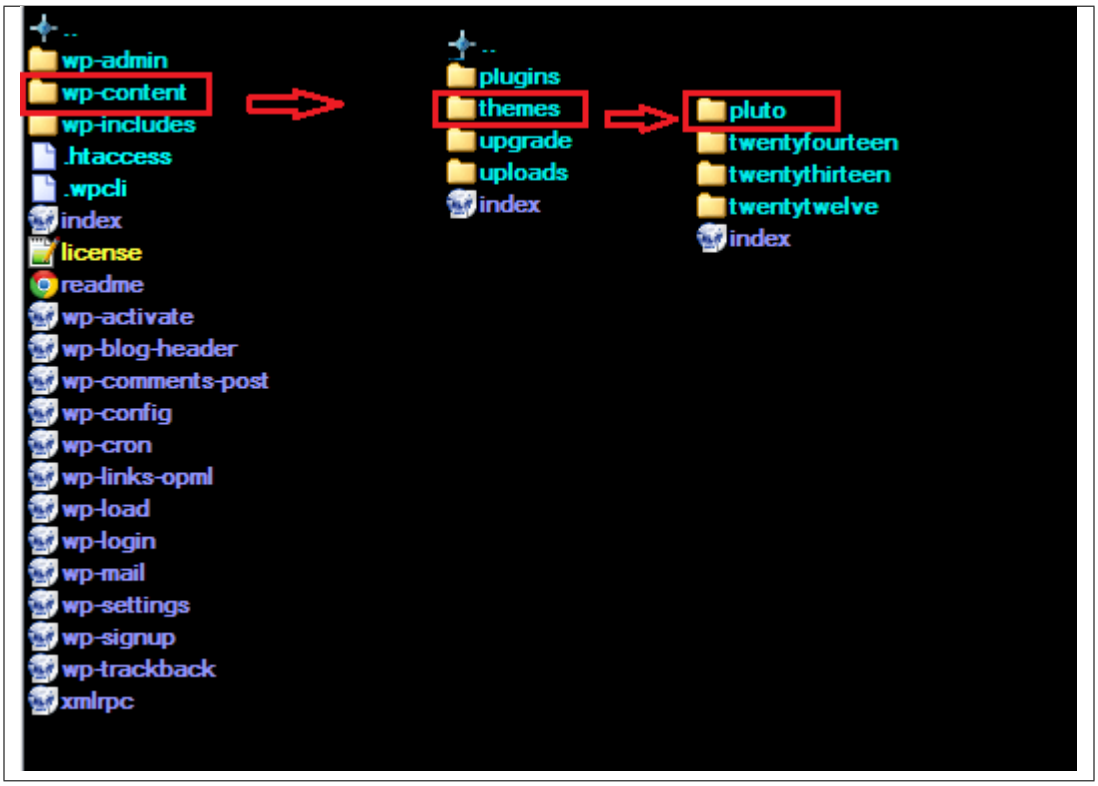
Common Install Error: Are You Sure You Want To Do This?

If you get the following question message when installing *Rotatheme.zip* file via WordPress, it means that you have an upload file size limit. *Install the theme via FTP* or call your hosting company and ask them to increase the limit.

1.3.2 Installation via FTP

To install Rota WP via FTP, follow steps below:

- **Step 1** – Unarchive *Rotatheme.zip* file
- **Step 2** – Access your host web server using FTP client
- **Step 3** – Find directory *wp-content* > *themes*
- **Step 4** – Put folder Rotatheme in directory *wp-content* > *themes*



- **Step 5** - Go to your WordPress administration panel, navigate to *Appearance* > *Themes* then activate **Rotatheme**.

Learn more:

- WordPress Codex – FTP clients

1.4 Unyson, Extension, and Plugins

Some functionalities of the Rota Theme are available because of the plugins we used to create it. Once Rota is activated in your WordPress admin panel you should see notification about bundled plugins we recommend to install – they are included in Rota package – so you don't have to do anything more than click *install* and *activate*.

1.4.1 Unyson

Unyson is a framework for WordPress that facilitates development of a theme. This framework was created from the ground up by the team behind ThemeFuse from the desire to empower developers to build outstanding WordPress themes fast and easy. This documentation is heavily modified by createIT to ensure all custom extensions are well documented.

> **This documentation assumes you have a working knowledge of WordPress. If you haven't, please start by reading** WordPress Documentation.

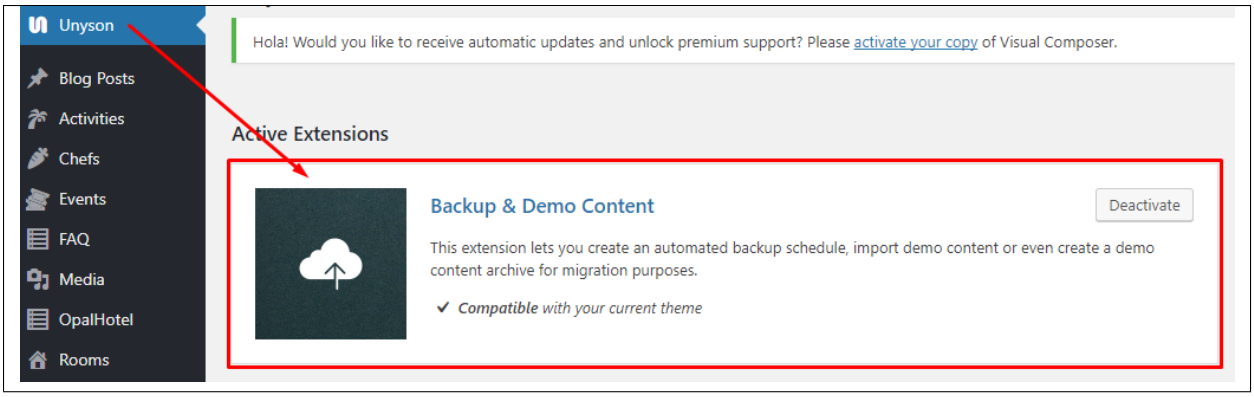
Minimum Requirements

- WordPress 4.4 or greater
- PHP version 5.2.4 or greater
- MySQL version 5.0 or greater

Installation

Unyson is part of *Rota plugin* that should be activated to be able to use the fully use this theme.

After plugin will be activated you will notice the Unyson entry in the sidebar:



Configure the plugin by going to the Unyson menu and activating the following extensions:

- Backup & Demo Content: This extension lets you create an automated backup schedule, import demo content or even create a demo content archive for migration purposes.
- SASS Compiler: Compiles SASS files. Remember to activate it when you are going to change theme colors via Customize.

- Breadcrumbs: Creates a simplified navigation menu for the pages that can be placed anywhere in the theme.
- Bumblebee Debug Mode: Allows for Sass constant recompilation.
- CT Team: This extension will add team post type support.
- CT Careers: This extension will add Careers post type support.
- CT Timeline: This extension will add Timeline post type support.
- CT Links: This extension will add Links post type support.
- CT Services: This extension will add Services post type support.
- CT Coupons: This extension will add coupons post type support.
- CT Reviews: This extension will add Reviews post type support.
- CT FAQ: This extension will add FAQ post type support.

License

The licenses for most software are designed to take away your freedom to share and change it. By contrast, the GNU General Public License is intended to guarantee your freedom to share and change free software. Unyson inherits the General Public License (GPL) from WordPress.

1.4.2 Extension

On the Unysone page you'll see a list of available extensions separated in two sections:

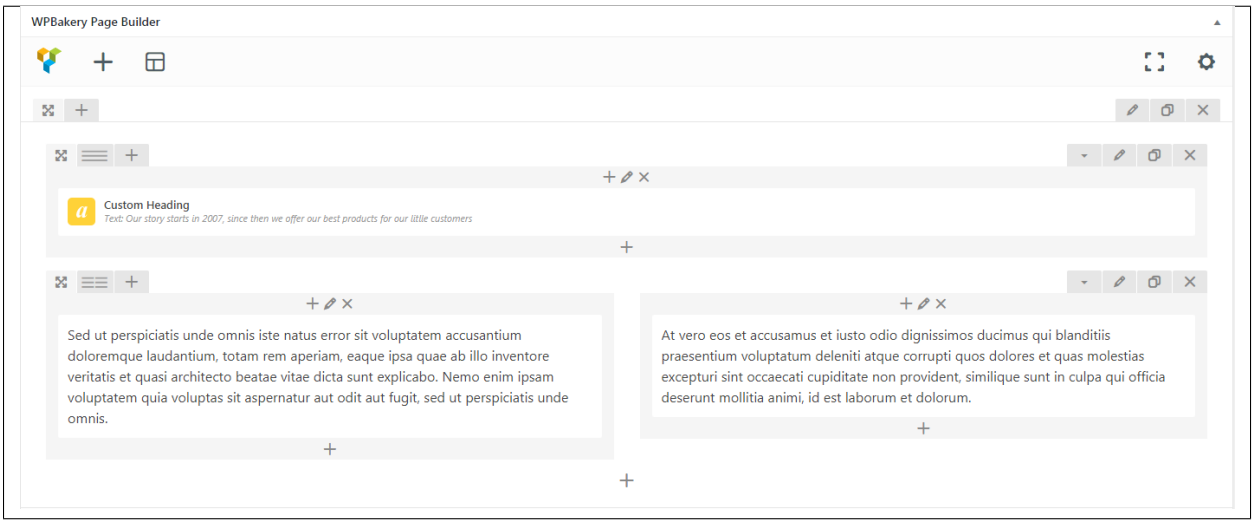
Active Extensions - Extensions that *should be activate* to be able to fully use Rota WP theme functionality:

Available Extensions - extensions not yet downloaded or activate.

Note: We recommend to not activate any of the extensions that are not part of the list above. They may not be compatible with the theme and could create unexpected issues.

1.4.3 Plugins

Visual Composer



Simply drag and drop elements to build your page content. We prepared components which will help you determine main structure of the webpage – easily set up backgrounds, colors and styles for whole sections as well as lots of various smaller components which you can freely put wherever you want.

> **Note:** As the VC plugin used with Rota WP Theme is part of a bundle, that mean that theme author has a license and only he/she can download latest versions of VC and include it in the theme. You as a theme user may use Visual Composer free of charge while you use the theme that came with VC (because you have a license for that theme).

Learn more:

For more information about Visual Composer, please check articles below:

- How to install Visual Composer
- Visual Composer demo
- Visual Composer documentation

Dynamic Widget

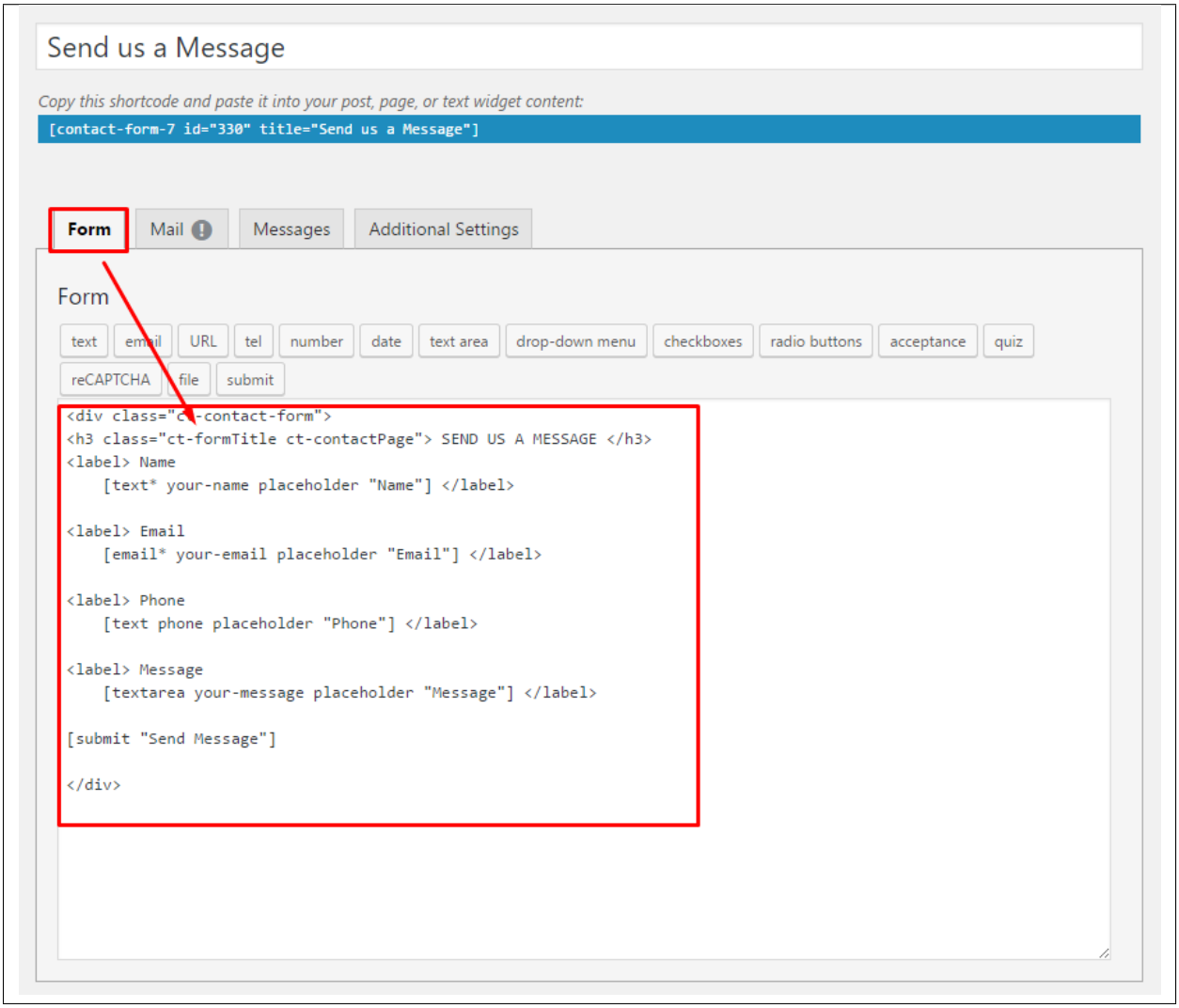
Dynamic Widgets gives you full control on which pages a widget will display. It lets you dynamically show or hide widgets on WordPress pages by setting conditional logic rules on a widget with just a few mouse clicks. No knowledge of PHP required. No fiddling around with conditional tags.

Learn more:

- Default widget display setting
- FAQ Dynamic Widgets

Contact Form 7

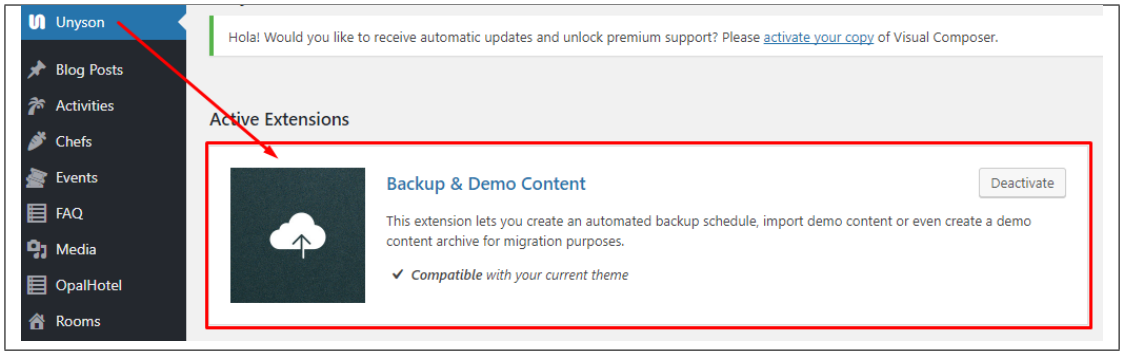
Contact forms in Memoria WP are created with the use of *Contact Form 7 Plugin*. Below you will find information how to recreate Contact forms used in our theme by adding the correct markup for the Form section of this plugin.



If you never before used this plugin I suggest you to check Getting Started with ContactForm 7.

1.5 Demo Content

Note: To be able to use theme content installation and backup functionality make sure to activate *Backup & Demo Content* Unyson's extension.

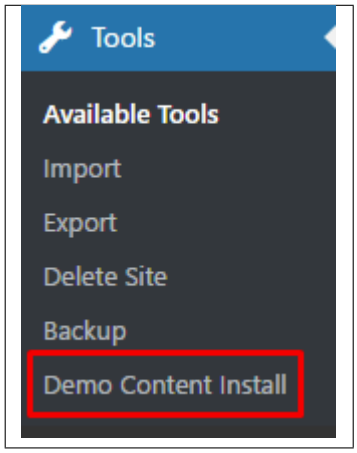


The fastest and easiest way to import our demo content is to use Theme Options *Demo Content Installer*. It will import all pages and posts, sample slider, widgets, theme options, assigned pages, and more.

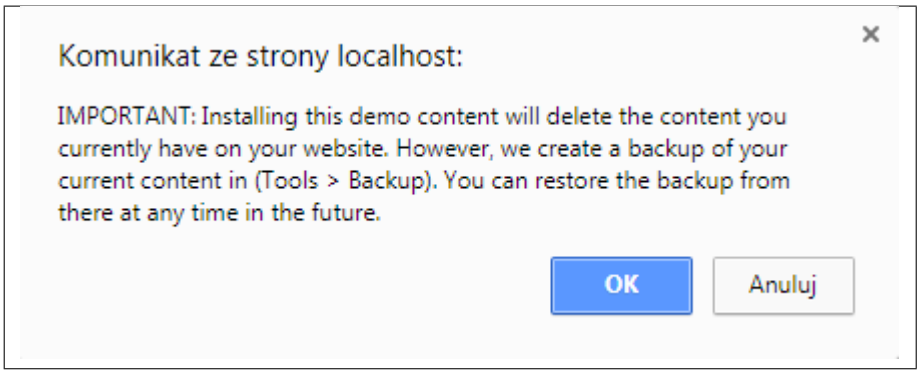
1.5.1 Import Demo Content

To import our demo content, please follow the steps below:

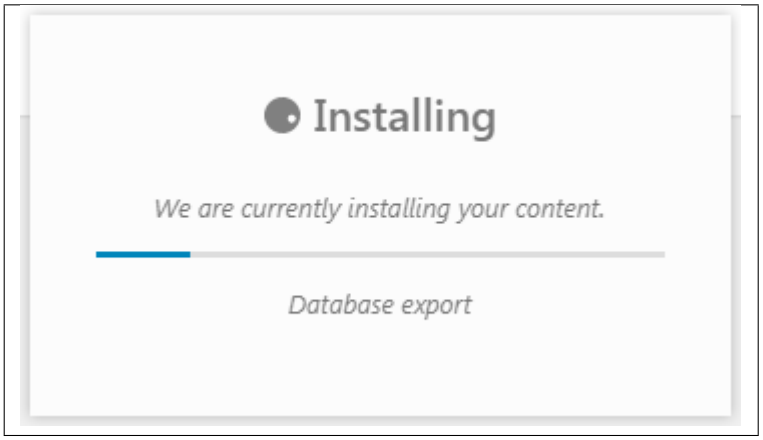
- **Step 1** – navigate to Tools where after activating the Unyson extension *Demo Content Install* option will be available



- **Step 2** – choose import option you want to use from available options
- **Step 3** - To be able to continue you need to agree to this term.

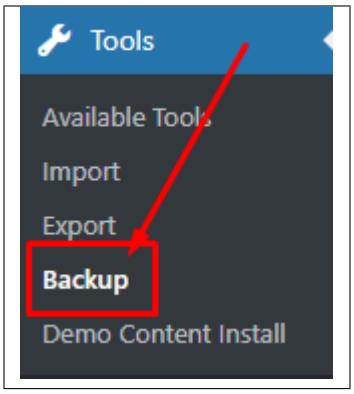


- **Step 4** – Wait until the content will be installed



Importing can take a few minutes. Please be patient and wait for it to complete. Once it is loading, you will see message with indicating progress.

We recommend this approach on a newly installed WordPress. It will *replace* the content you currently have on your website. However, we create a backup of your current content in (Tools > Backup). You can restore the backup from there at any time in the future.



1.6 Support

All of our items comes with free support. Free support is limited to questions regarding the themes features or problems. We provide premium support for code customisation or third-party plugins.

Note: Our support hours: **10:00 AM – 6:00 PM UTC +1 on Monday to Friday**.

1.6.1 Free Support

For issues and concerns, you can reach us through these support methods:

- **E-mail** – support@createit.pl
- **Help Desk** – Click here to go to our support website. Just click on the *Submit Ticket* button and follow instructions to create a ticket.
- **Forum** – Comment/Post on the product you have issues/queries in ThemeForest or CodeCanyon websites.

  Before You Post in a Forum

  We urge you to follow the steps below, before you post a new topic on the forum, to speed up your request. It's in everyone's interest and will benefit in making the entire forum more efficient:

  - **Step 1** – Always check the Documentation and the Knowledgebase Section. Most questions are already answered in those areas.
  - **Step 2** – If your question hasn't been brought up on the forum, please post a new topic. Always be as specific as possible. Creating a topic requires entering the live URL to your home page or page that shows the issue in question. It also has bars for WP and FTP login info, which aren't required, however, providing us with your login information can save a lot of time for both of us. Login credentials are securely stored and accessible only by our support staff.
  - **Step 3** – We usually answer questions in 24 hours on working days. However, if you don't get any answer within 72 hours bump up your question or send us an e-mail.

For *all support methods*, you will receive confirmations and replies on your queries through e-mail or by tracking your ticket which you will also get through e-mail. To track your ticket, please click here.

Once we reply to your query, *each ticket will be open for 7 days* without a reply from you. On the 6th day without a reply, an e-mail will be sent to notify you of the ticket's inactivity. To make the ticket active again, you simply need to reply or follow the steps in the e-mail. If you won't make the ticket active within 7 days, on the 8th day the ticket will automatically be closed.

1.6.2 Premium Support

We can create your website from scratch, redesign it or just extend the current ones. For more information, please take a look at our website. Typical issues covered by Premium Support:

- Custom CSS
- Support for third party software and plug-ins
- WordPress Installation with Theme configuration
- Server configuration
- Site structure modifications
- Graphic adjustments, etc.
- WordPress general howto's

CHAPTER 2

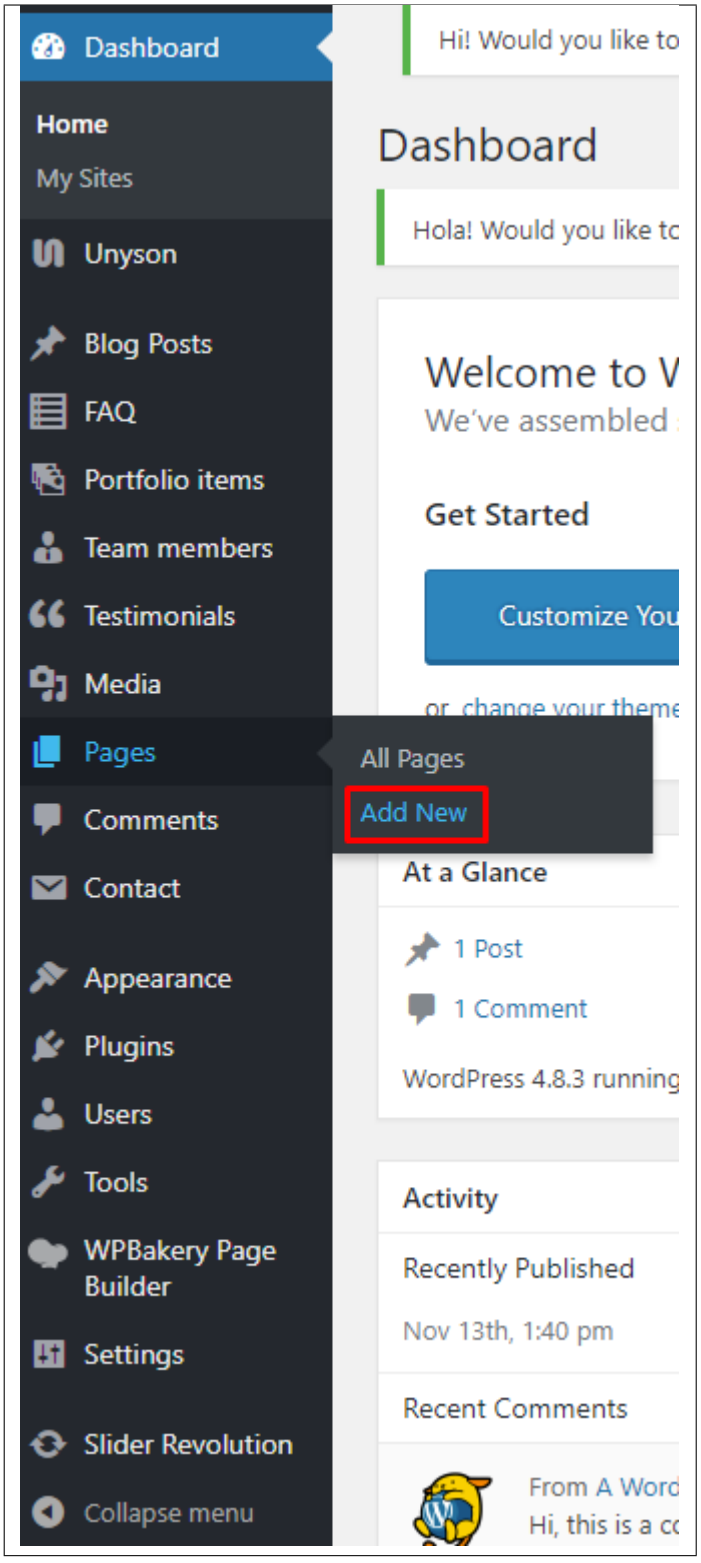
Page

You can use *Pages* to organize and manage any content on your website. You can create multiple pages on your website for different types of content or setup onepager with scroll-to-section menu.

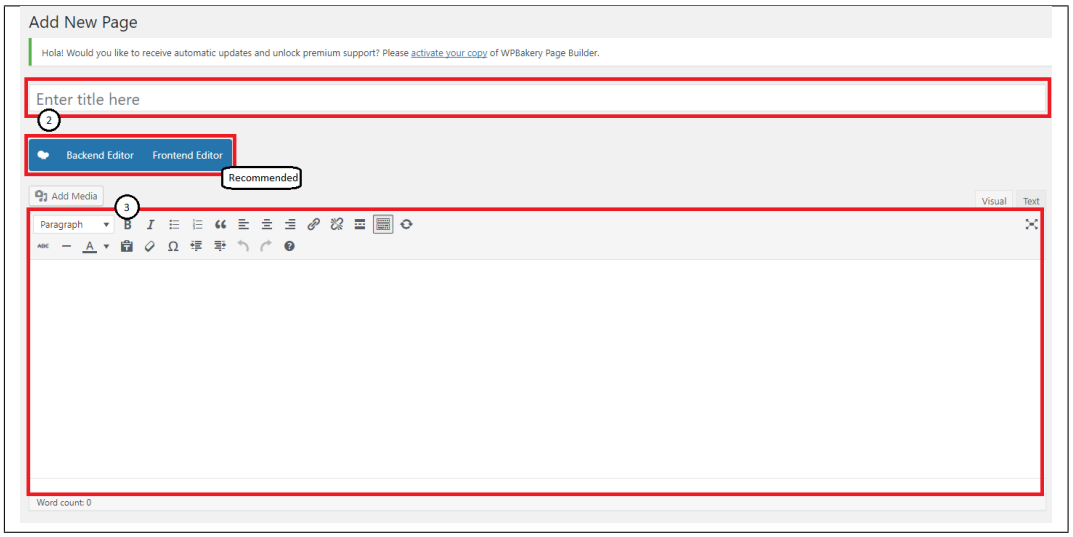
2.1 Create New Page

To create a new *Page* in *Rota* follow the steps below:

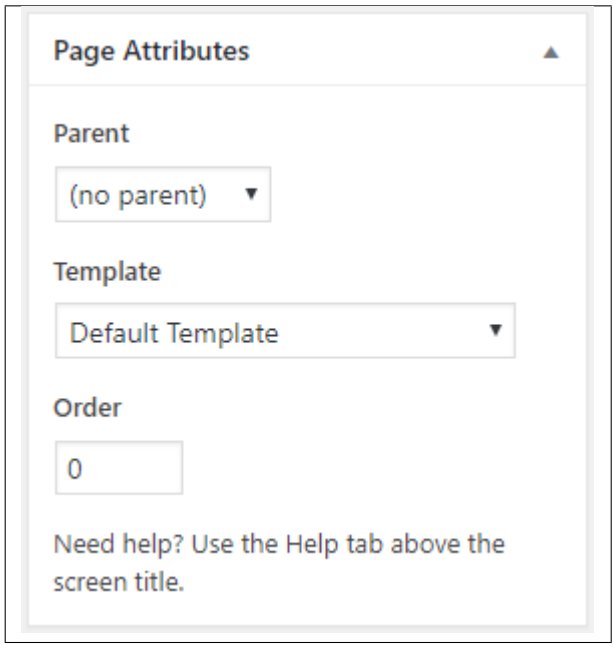
- **Step 1** - In *Dashboard*, navigate to *Pages* > *Add New*. You will be directed to a page where you can add details on the page.



- **Step 2** - Add the *Title* of the page.
- **Step 3** - Add content – we recommend you to create page content using *Visual Composer* or by modifying demo content.



- **Step 4** - Choose page attributes.

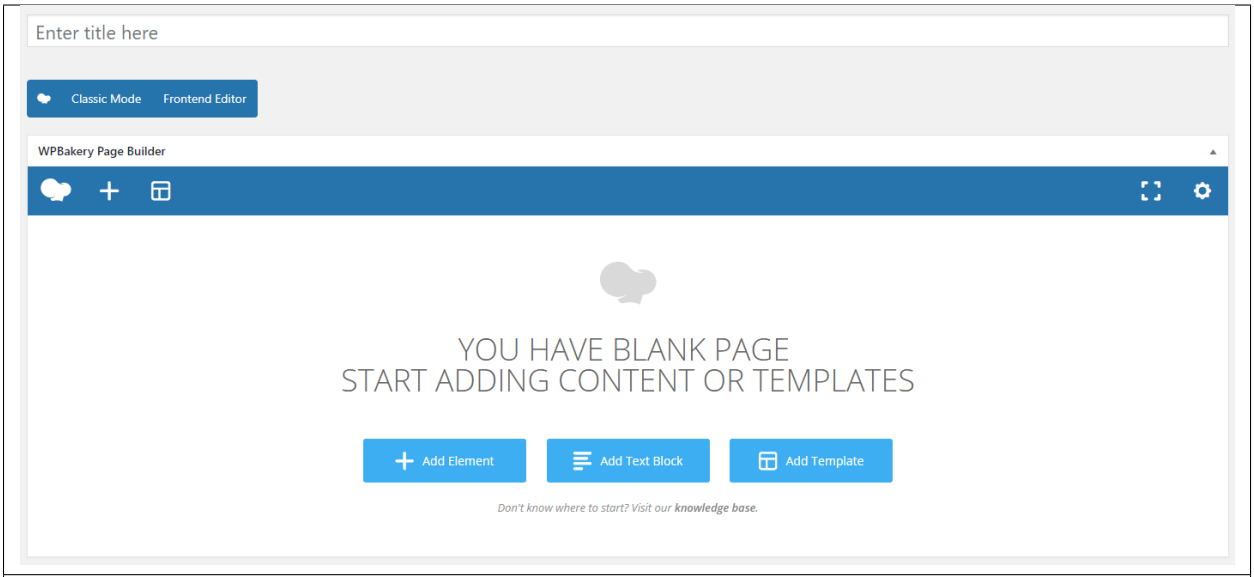


  - Parent – If you want to create this page as a subpage.
  - Template – You can choose one of defined page templates
  - Order – The order of the page.

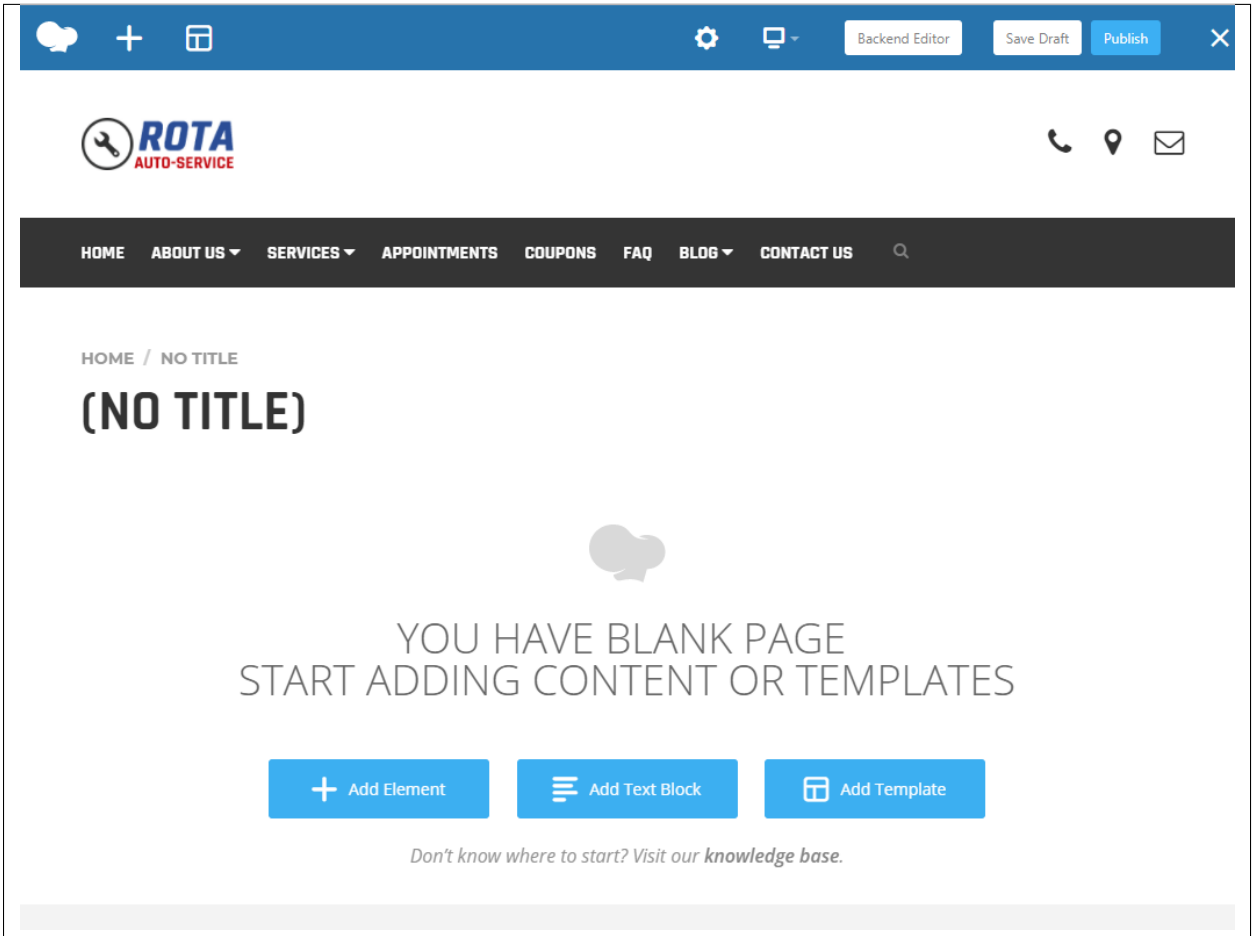
- **Step 5** - After adding all the contents of the page, click on the *Publish* button.

2.1.1 Create Page Using Visual Composer

When using *Visual Composer* to add content, you have 2 Editor options, the **Backend Editor** and **Frontend Editor**.



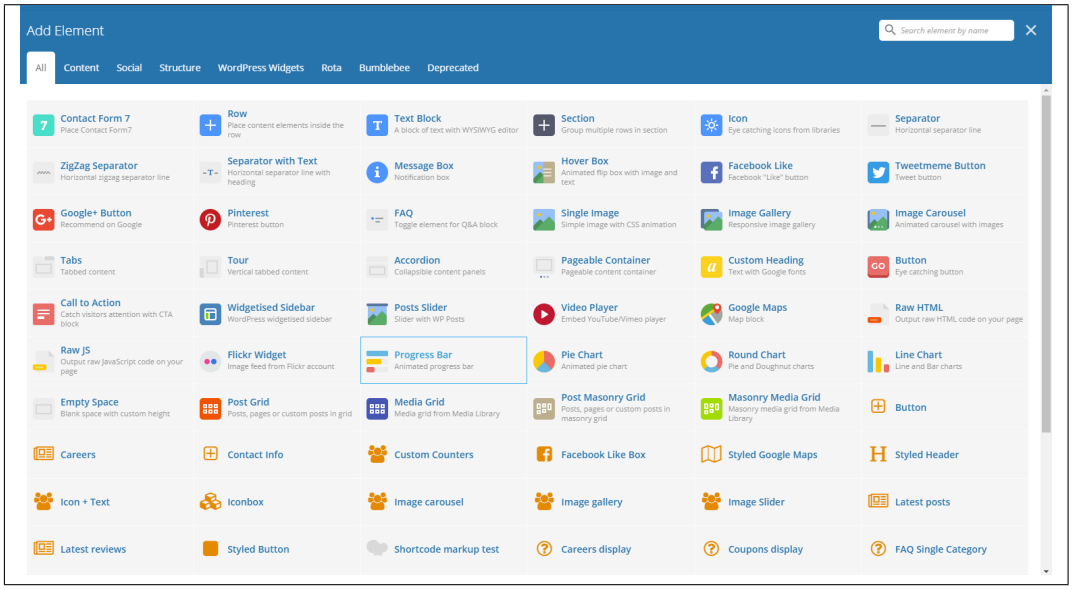
Backend Editor



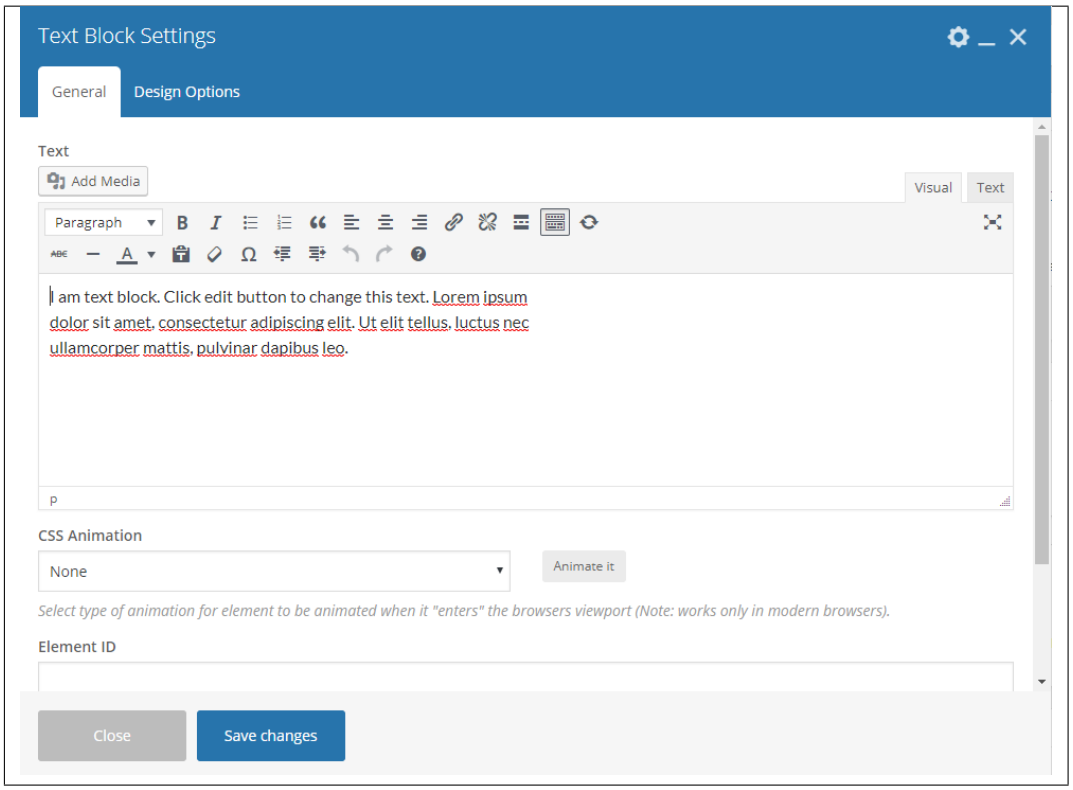
Frontend Editor

In adding contents to the page, there are many options to choose from. Some of the options are:

- **Elements** - You will be able to choose elements that are needed and used on the page.



- **Text Block** – This is where you add Text to the page.

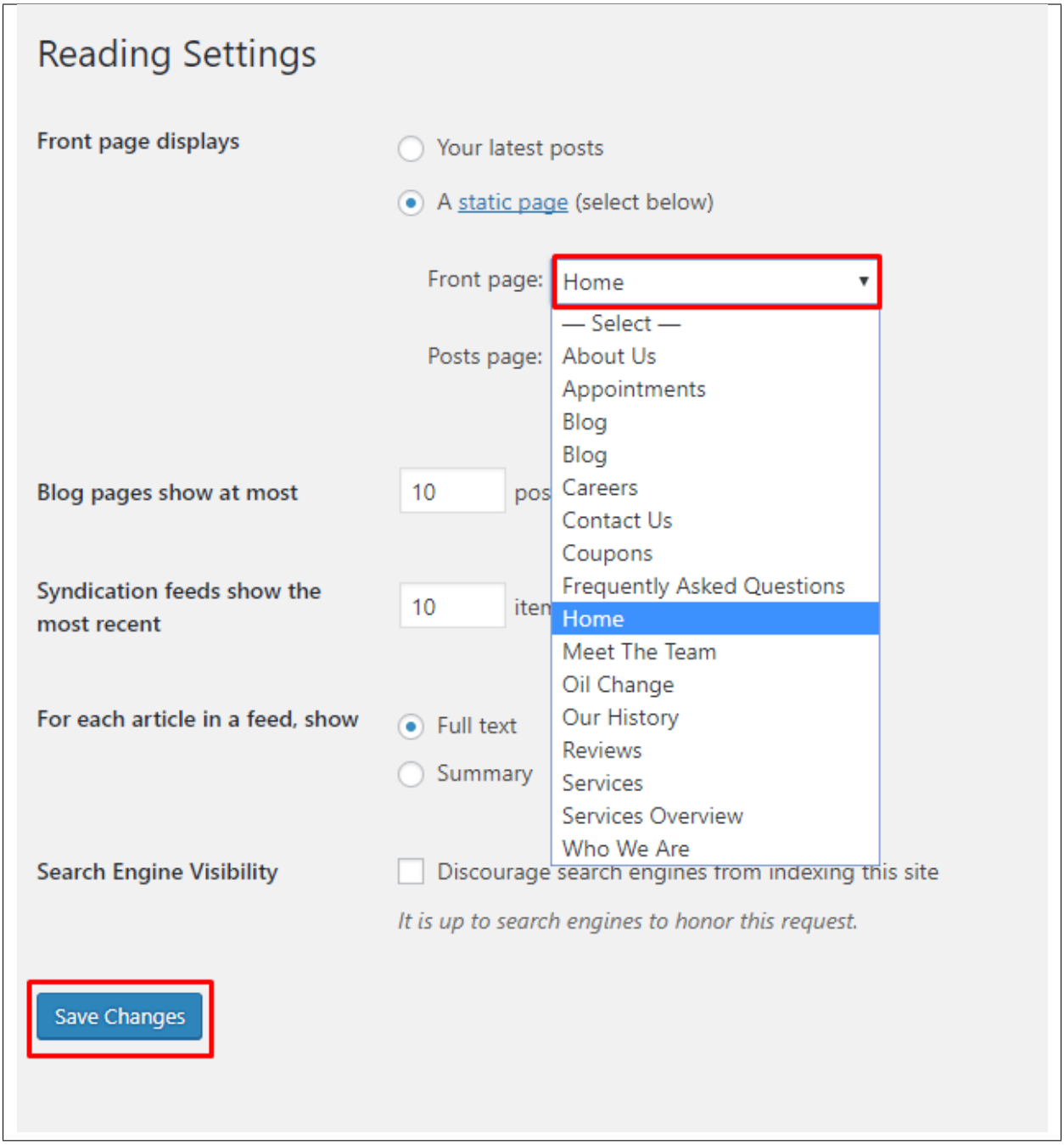


- **Row** – An area where you can add elements.

2.2 Homepage Setup

If you have added some pages via *Pages* > *Add New* you can choose one and set it up as a homepage.

Use Static front page tool in *Settings* > *Reading* and choose from the list your homepage. Remember to click *Save* changes at the end of editing.

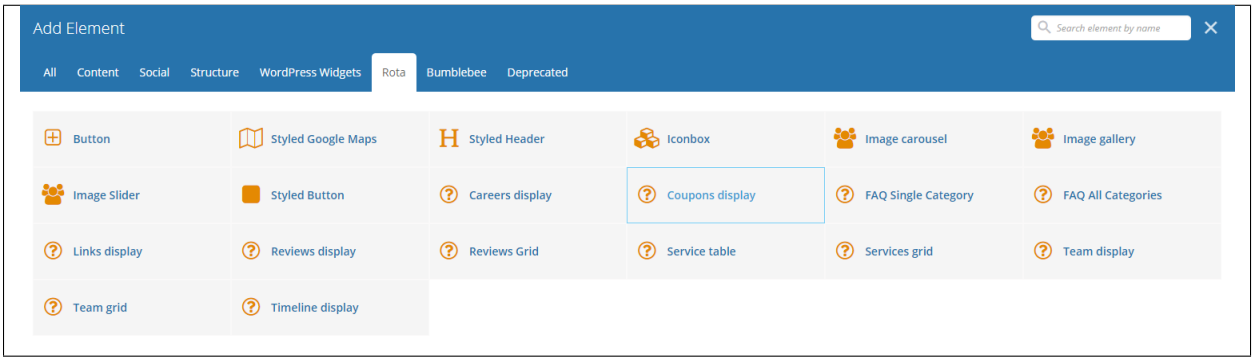

Reading Settings
Front page displays
Your latest posts
A static page (select below)
Front page:
Home
Posts page:
— Select —
About Us
Appointments
Blog
Blog
Careers
Contact Us
Coupons
Frequently Asked Questions
Home
Meet The Team
Oil Change
Our History
Reviews
Services
Services Overview
Who We Are
Blog pages show at most
10
pos
Syndication feeds show the most recent
10
iten
For each article in a feed, show
Full text
Summary
Search Engine Visibility
Discourage search engines from indexing this site
It is up to search engines to honor this request.
Save Changes

CHAPTER 3

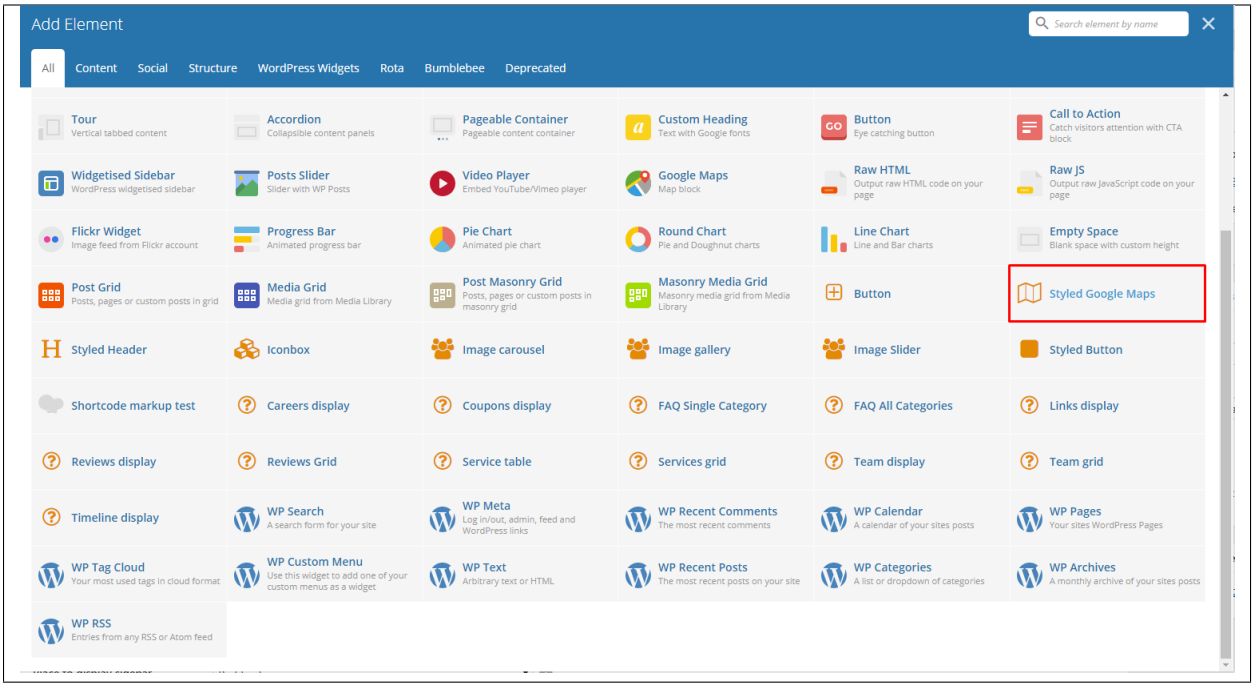
Rota Elements

3.1 Rota Custom Shortcodes

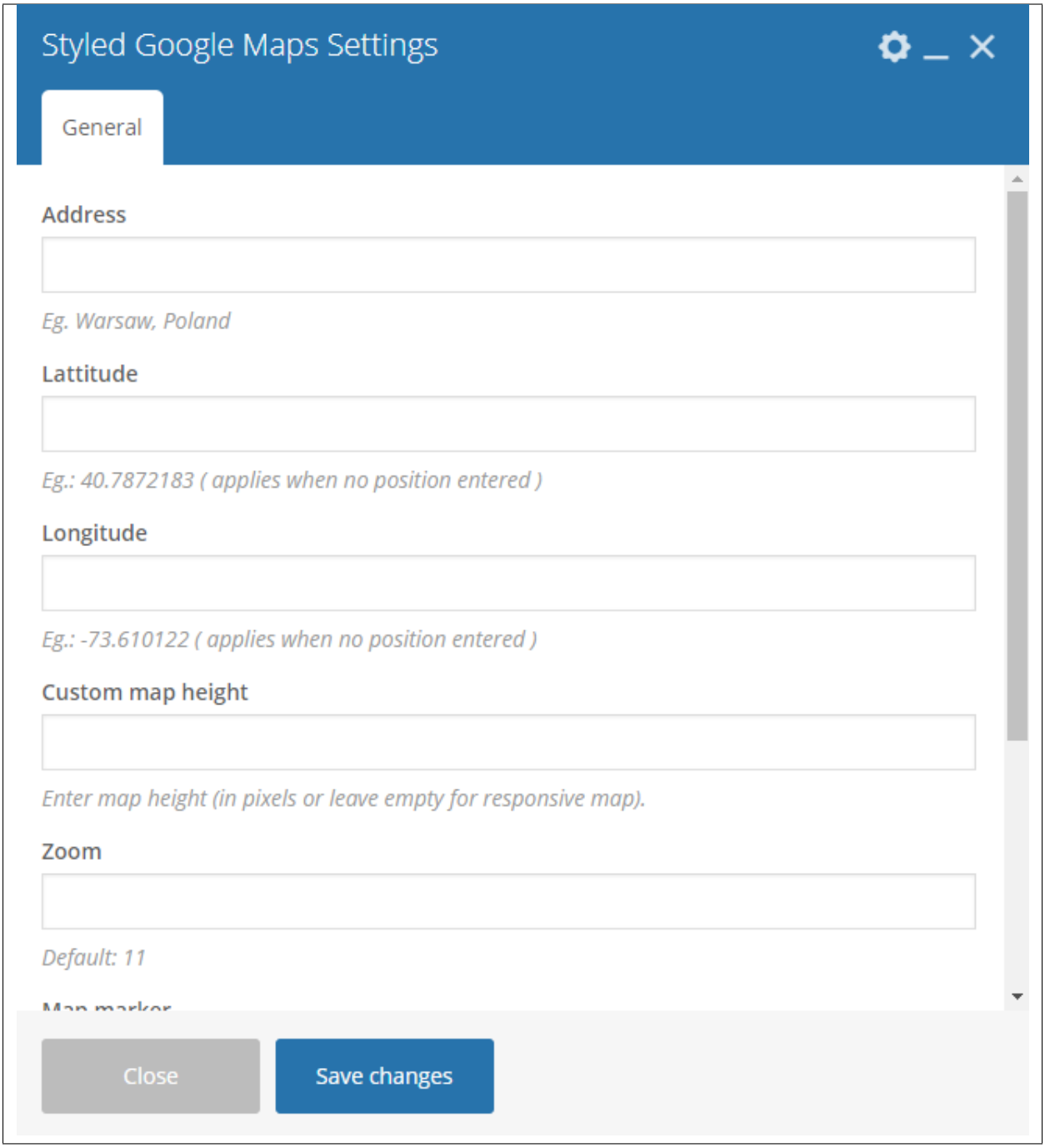
With Rota comes many custom shortcodes for (Visual Composer) VC that are used to show content created in Rota. Below you will find short information about this Visual Composer elements:



3.1.1 Styled Google Maps



Lets you add a styled google map on a page. You will be able to customize this map in the *Styled Google Maps Settings*.

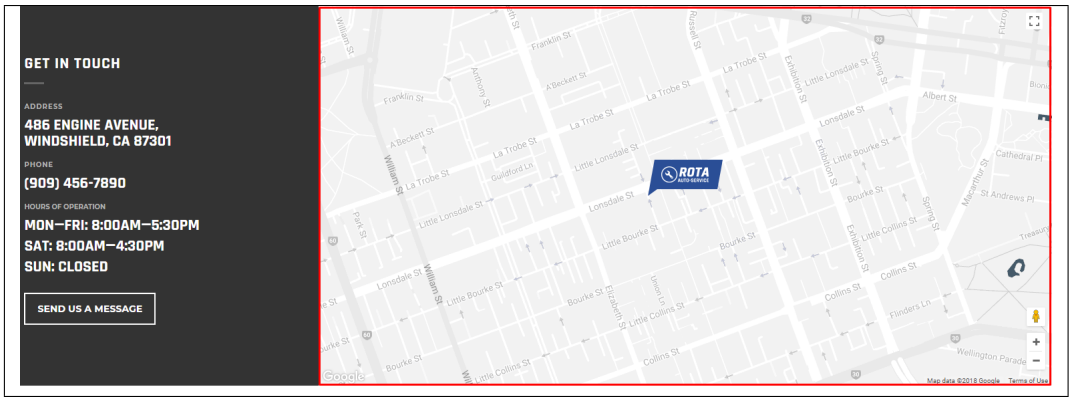


-General Tab-

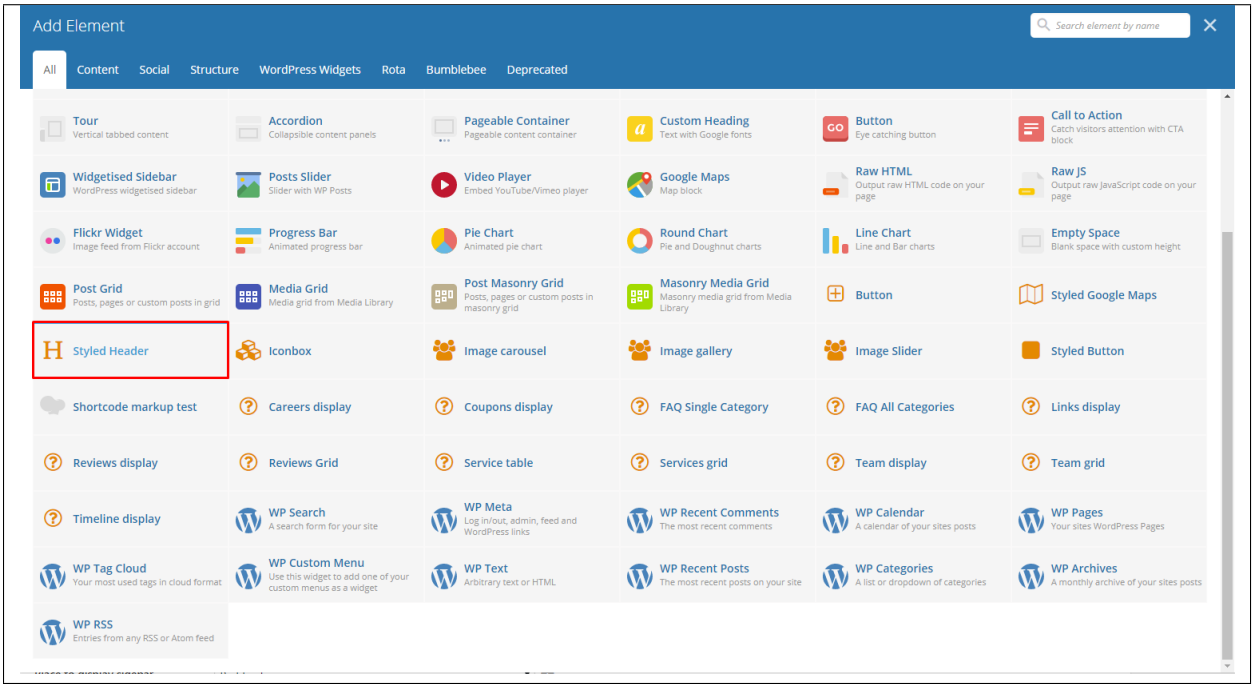
- **Address** - Set an address for the map.
- **Latitude** - Option to add a latitude of the address.
- **Longitude** - Option to add a longitude of the address.
- **Custom map height** - Height of the map.
- **Zoom** - Zoom percentage of the map.
- **Map marker** - Option to add a custom map marker.

- **Map style code** - Paste "JavaScript Style Array" here, you can find and create it on: snazzymaps.com

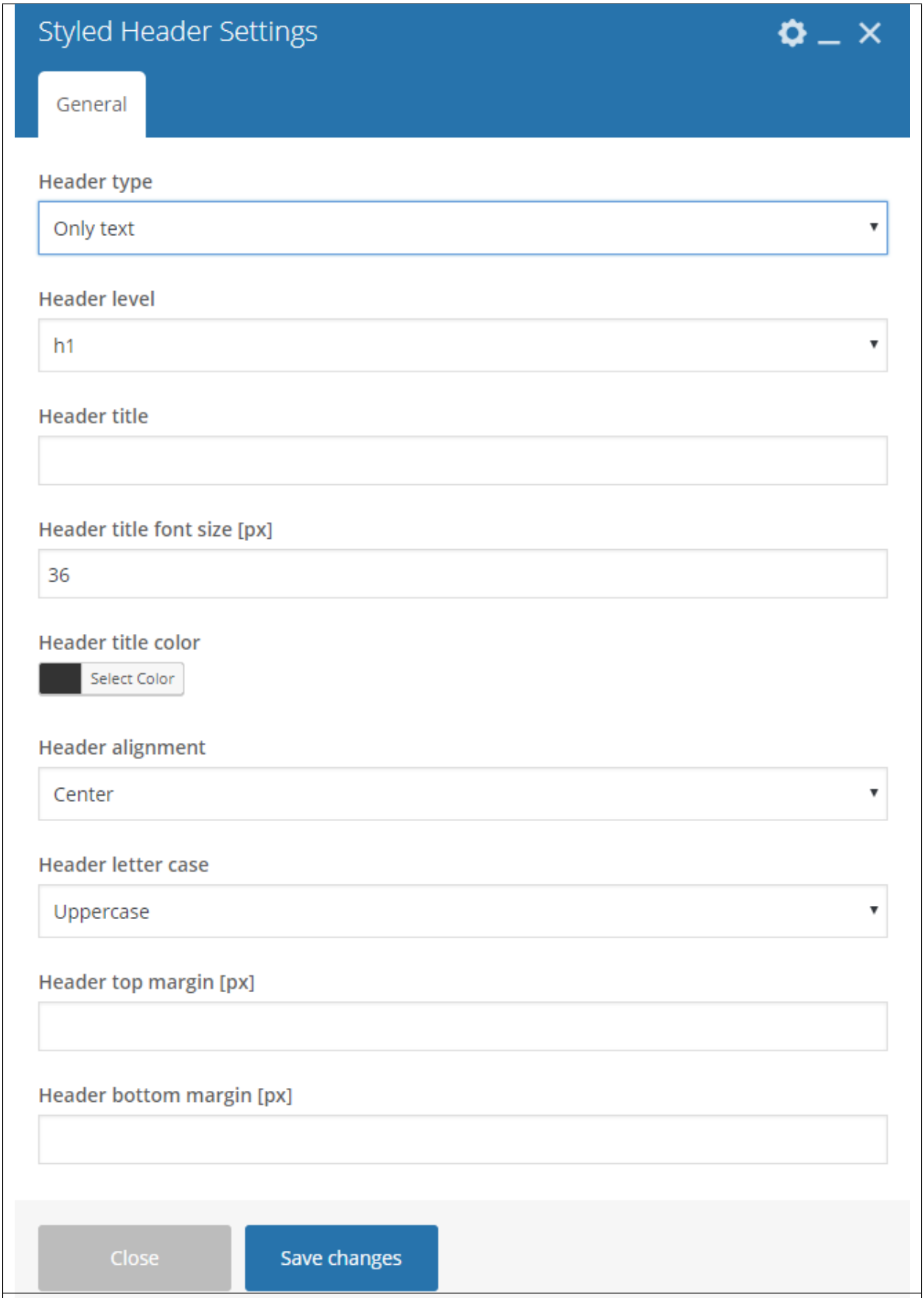
Sample:



3.1.2 Styled Header



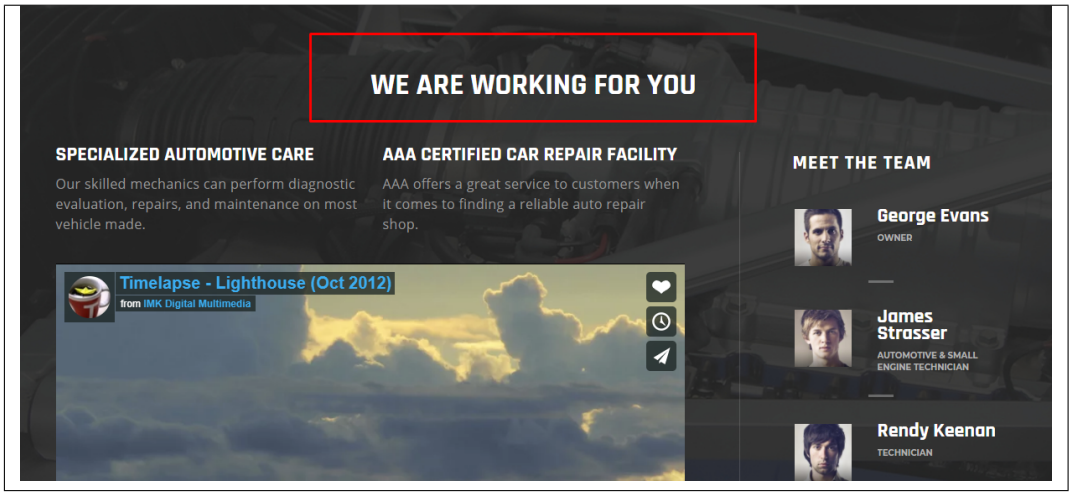
This theme comes with VC element that give you the option to create a header title that can be used in the theme.


Styled Header Settings
General
Header type
Only text
Header level
h1
Header title
Header title font size [px]
36
Header title color
Select Color
Header alignment
Center
Header letter case
Uppercase
Header top margin [px]
Header bottom margin [px]
Close
Save changes

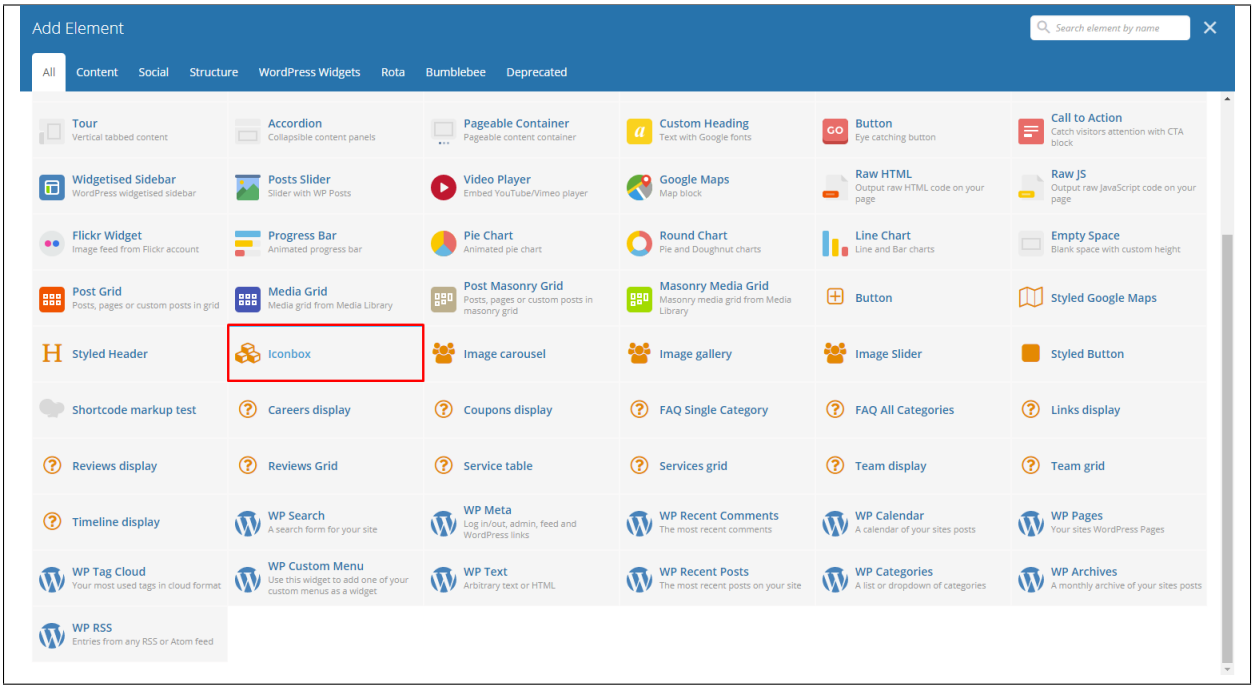
-General Tab-

- **Header type** - Format of how the title would look like: Only text or With text and decoration.
- **Header level**
- **Header title** - What is written as the title.
- **Header title font size[px]** - Font size of the title.
- **Header title color** - The color of the title's font.
- **Header alignment** - Alignment of the title in the page.
- **Header letter case** - Letter case of the title.
  - Lowercase - All letters in the title are in lowercase.
  - Uppercase - All letters in the title are in uppercase.
  - Capitalize - Only the first letter of the words in the title are uppercase.
  - None - Default letter case is used.
- **Header top margin[px]** - Top margin of the title.
- **Header bottom margin[px]** - Bottom margin of the title.

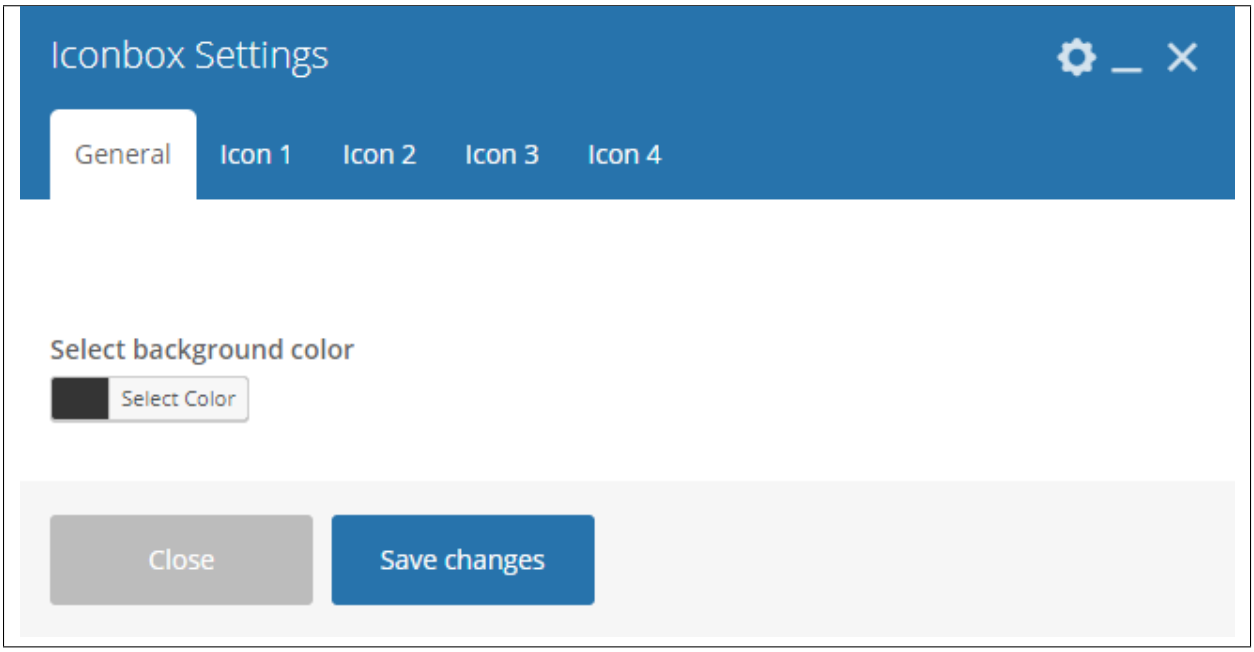
Sample:



3.1.3 Iconbox



Below you will see all the available options that can/need to be set to use *Pricing Table*.



-General Tab-

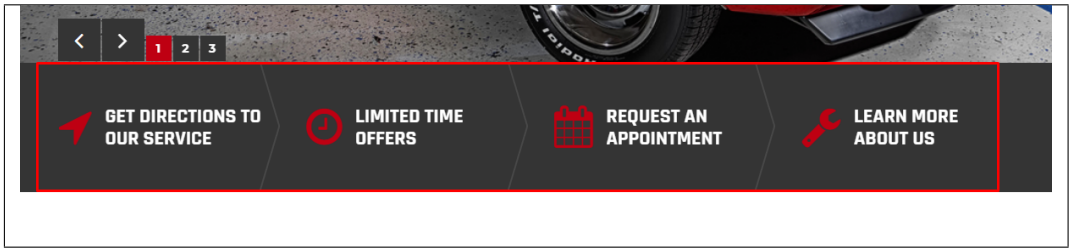
- **Select background color** - Set the background color for the Icon box.

-Icon 1 to 4 Tab-

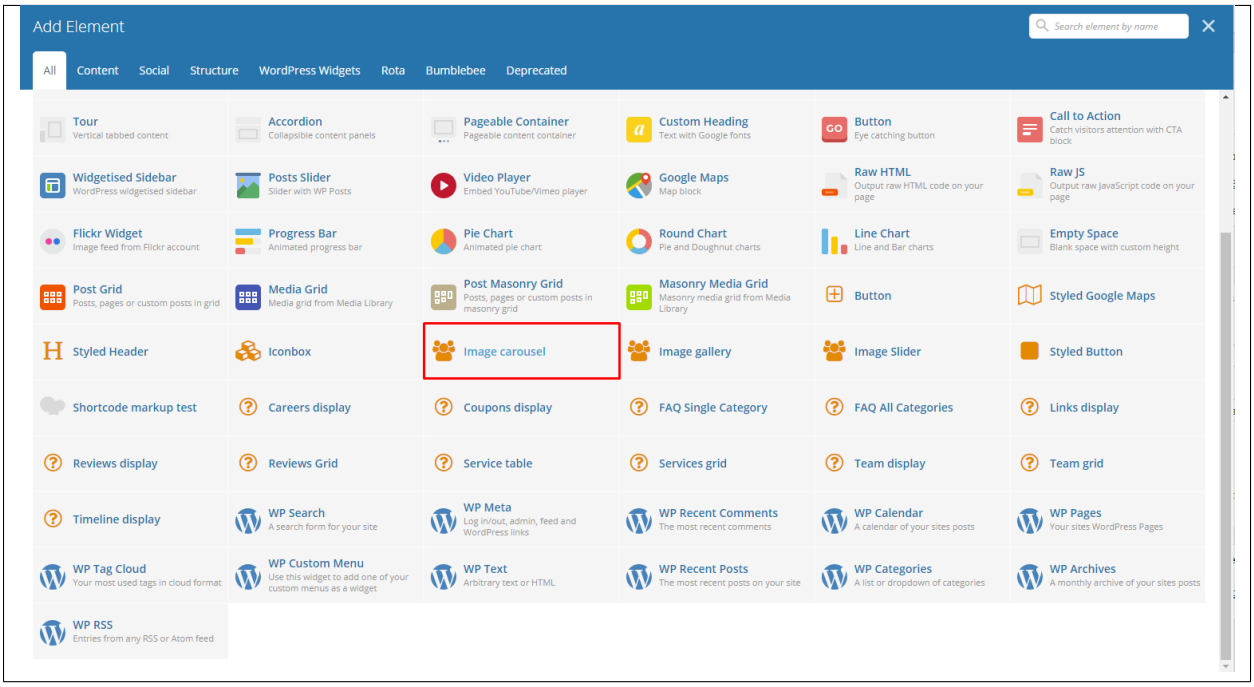
- **Enable this box** - Option to enable an icon box. This should be checked for the icon box to show.

- **Icon** - Choose an icon to add to the icon box.
- **Select icon color** - Color of the icon in the icon box.
- **Title** - Title of the icon box.
- **Select title color** - Font color of the title.
- **Link** - URL link for a page to which it directs.

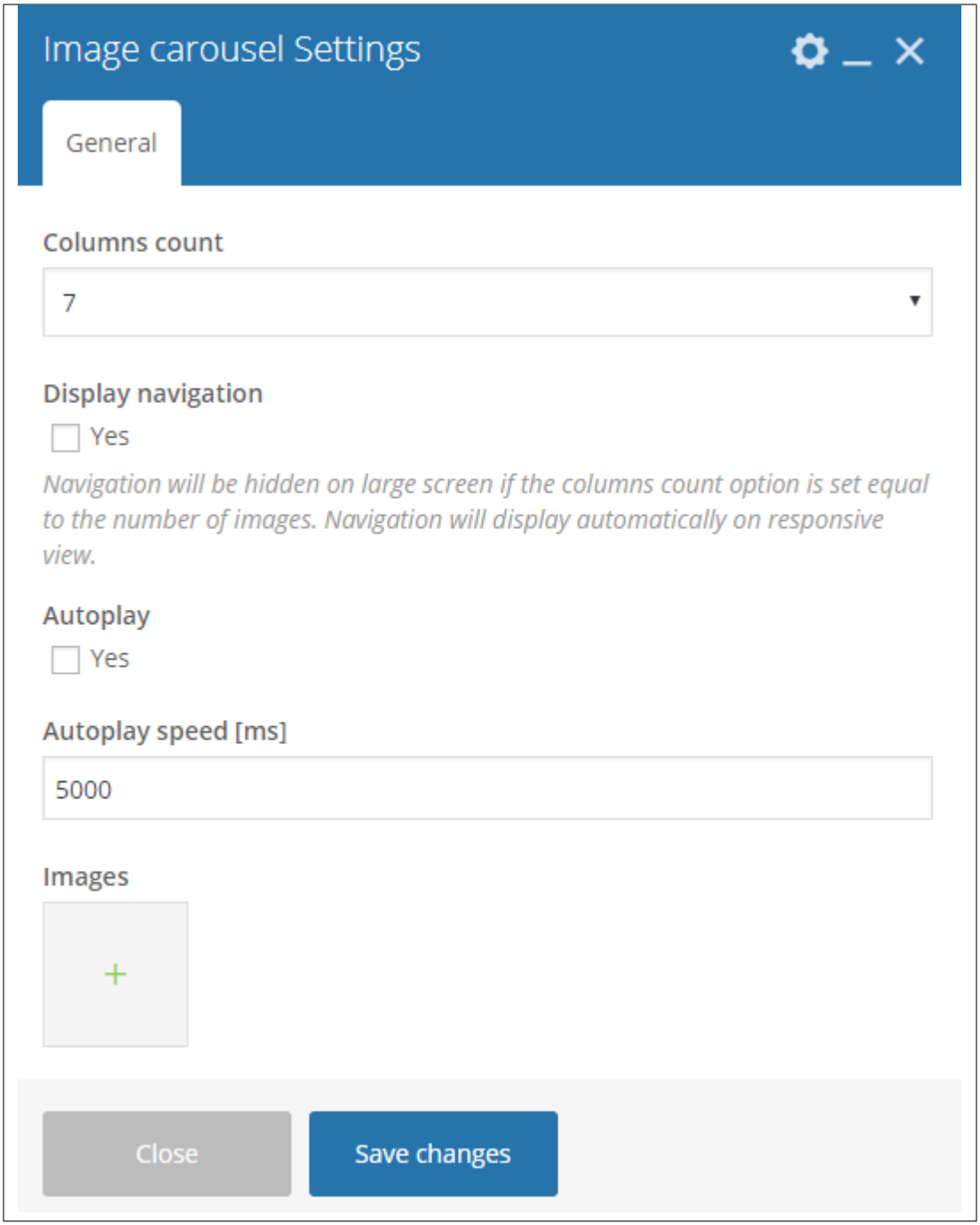
Sample:



3.1.4 Image carousel



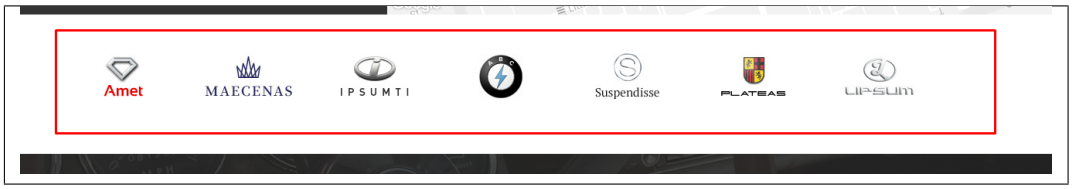
This will create an animated carousel with images on the page.



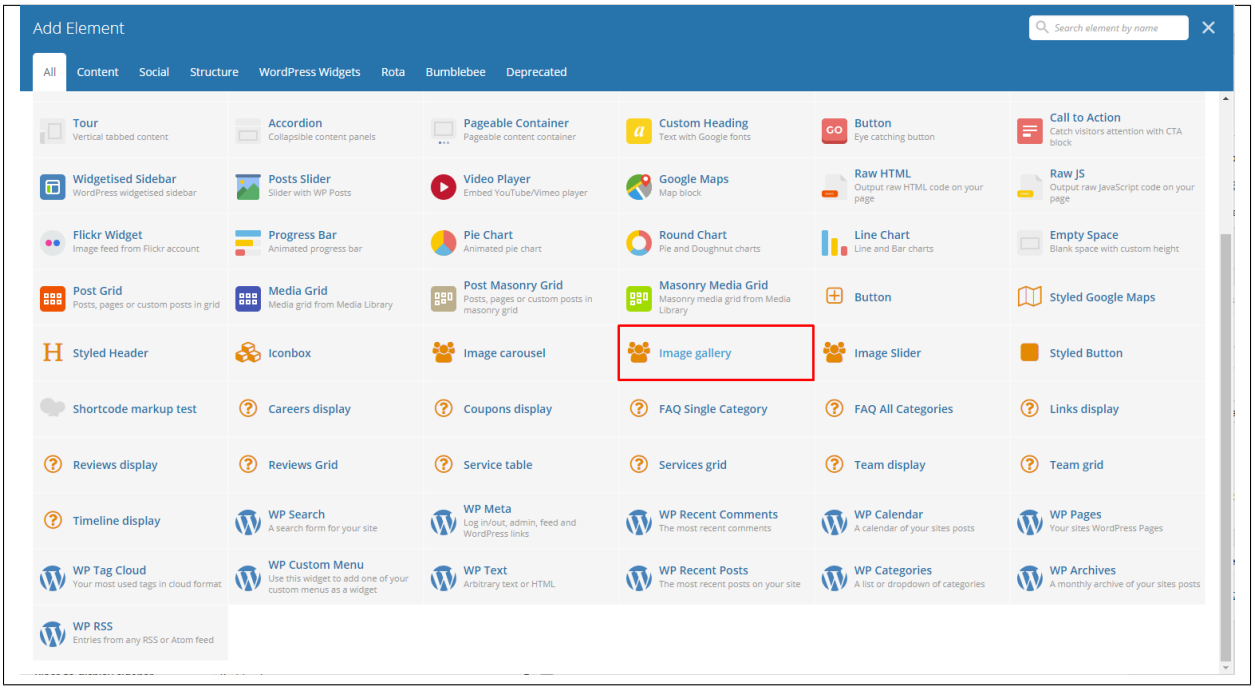
-General Tab-

- **Columns count** - Number of columns in the carousel.
- **Display navigation** - Option to display the navigation in the carousel.
- **Autoplay** - Option to make the carousel move automatically.
- **Autoplay speed [ms]** - Speed of the carousel when moving automatically.
- **Images** - Image inside the carousel.

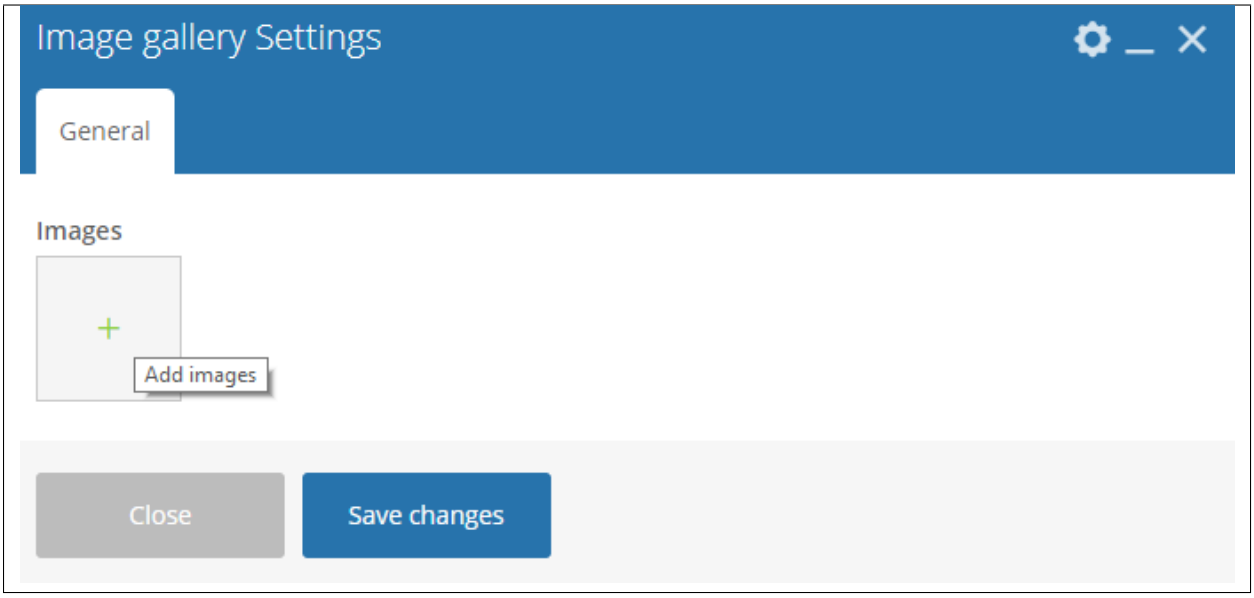
Sample:



3.1.5 Image gallery



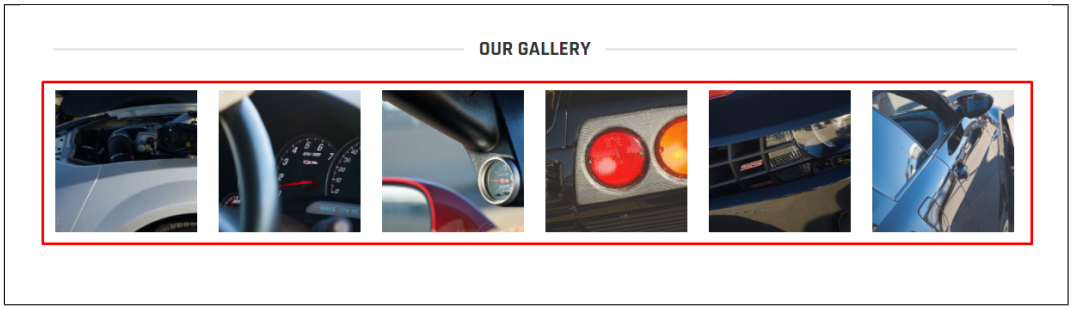
This will create a group of image in the page.



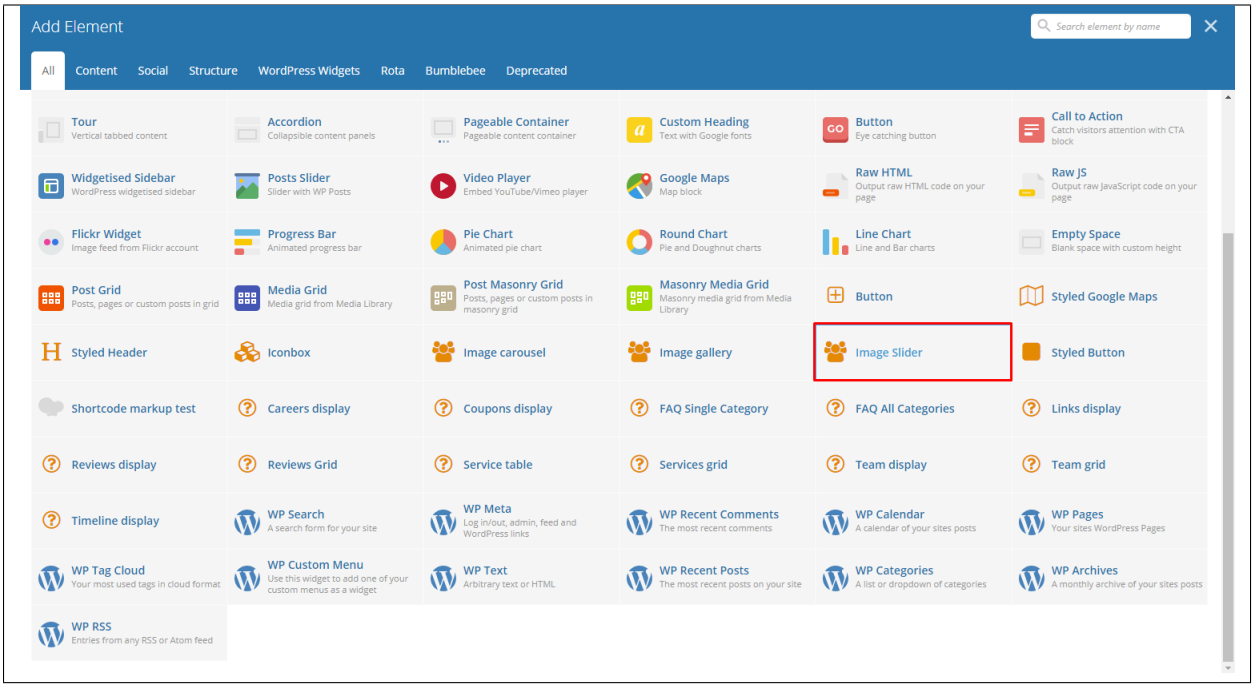
-General Tab-

- **Images** - Images to be added in the image gallery.

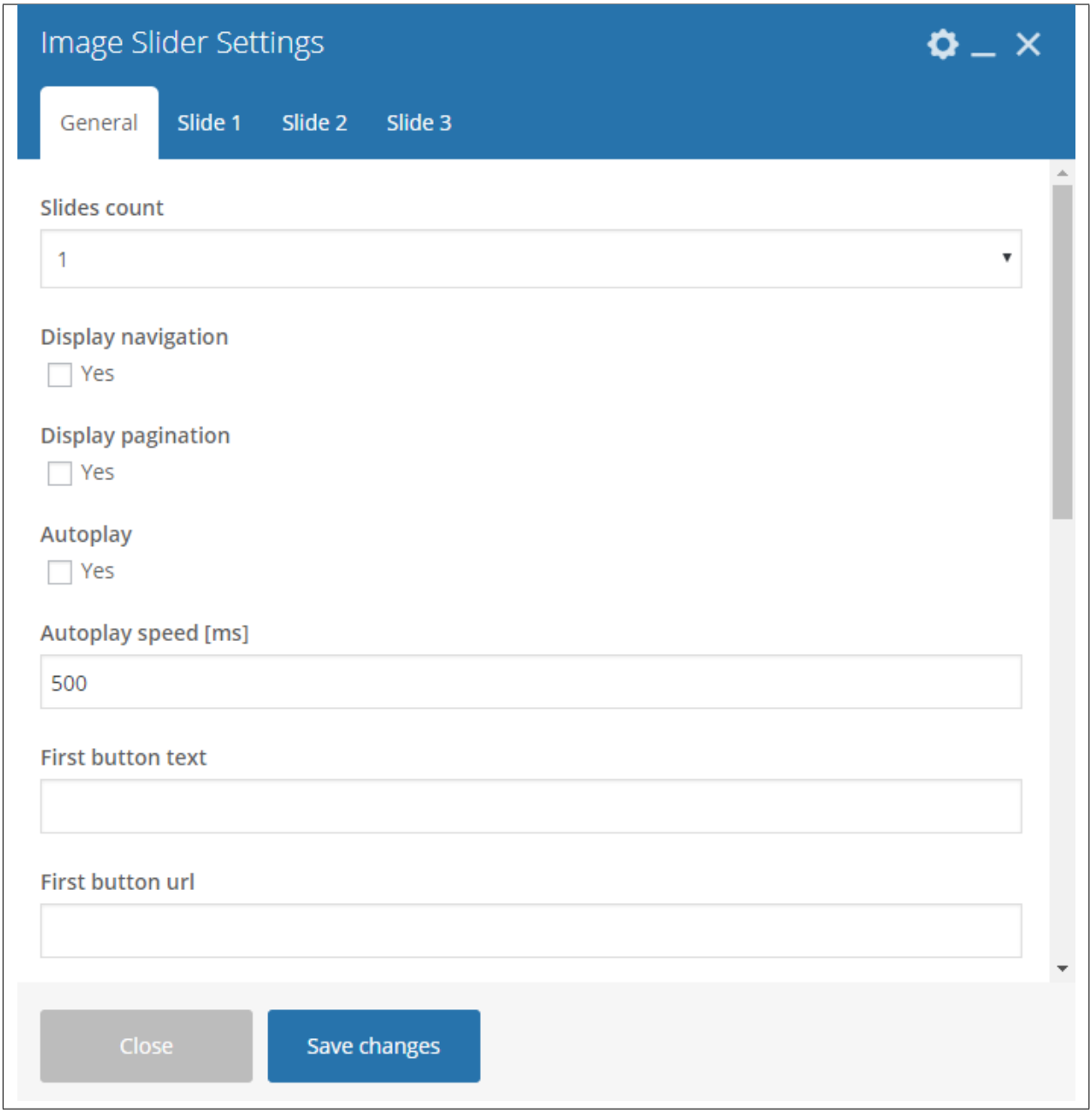
Sample:



3.1.6 Image Slider



This will display an image slider in the page that is responsive.



-General Tab-

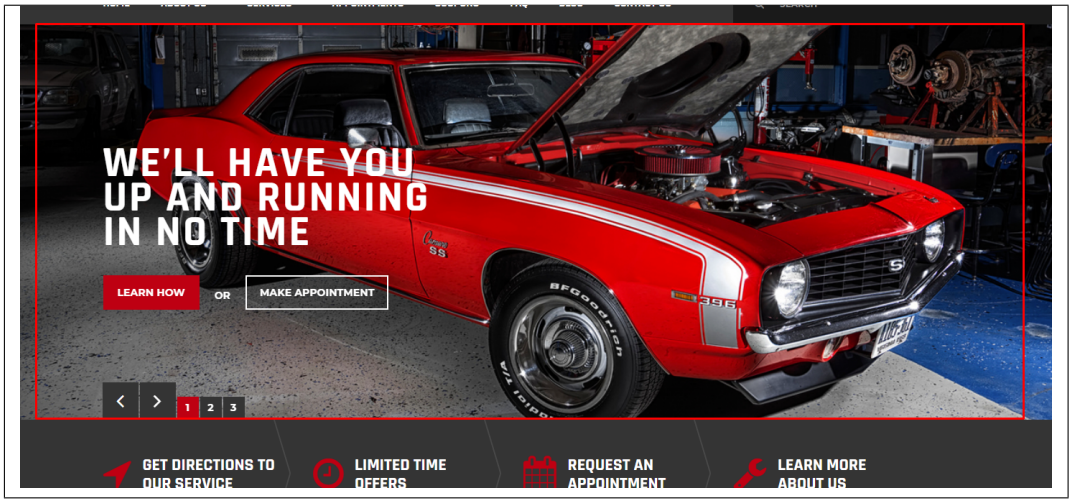
- **Slider count** - How the events are being shown.
- **Display navigation** - Option to add a *Buy Ticket* button.
- **Display pagination** - The ticket that was made in *Tickets*. To know how to create tickets, go to *Create Tickets* tutorial.
- **Autoplay** - Option to make the carousel move automatically.
- **Autoplay speed [ms]** - Speed of the carousel when moving automatically.
- **First button text** - Text inside the first button.
- **First button URL** - URL for the page where the button will link.

- **First button color** - The text color of the first button.
- **First button background color** - The background color of the button.
- **First button border color** - Border color for the button.
- **Second button text** - Text inside the second button.
- **Second button URL** - URL for the page where the button will link.
- **Second button color** - The text color of the second button.
- **Second button background color** - The background color of the button.
- **Second button border color** - Border color for the button.
- **Text between buttons** - Text between the

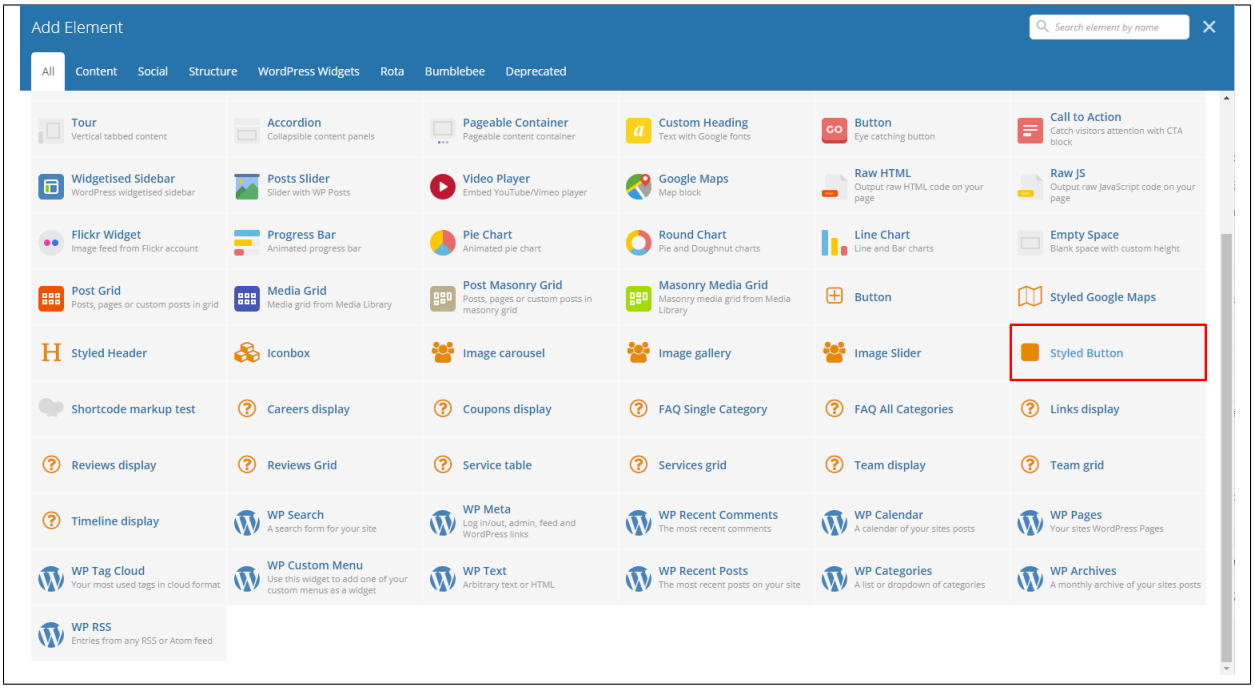
-Slides Tab-

- **Image** - Image in the slide.
- **Header Text** - Text displayed in the slide.
- **Display first button** - Option to show the first button.
- **Display second button** - Option to show the second button.

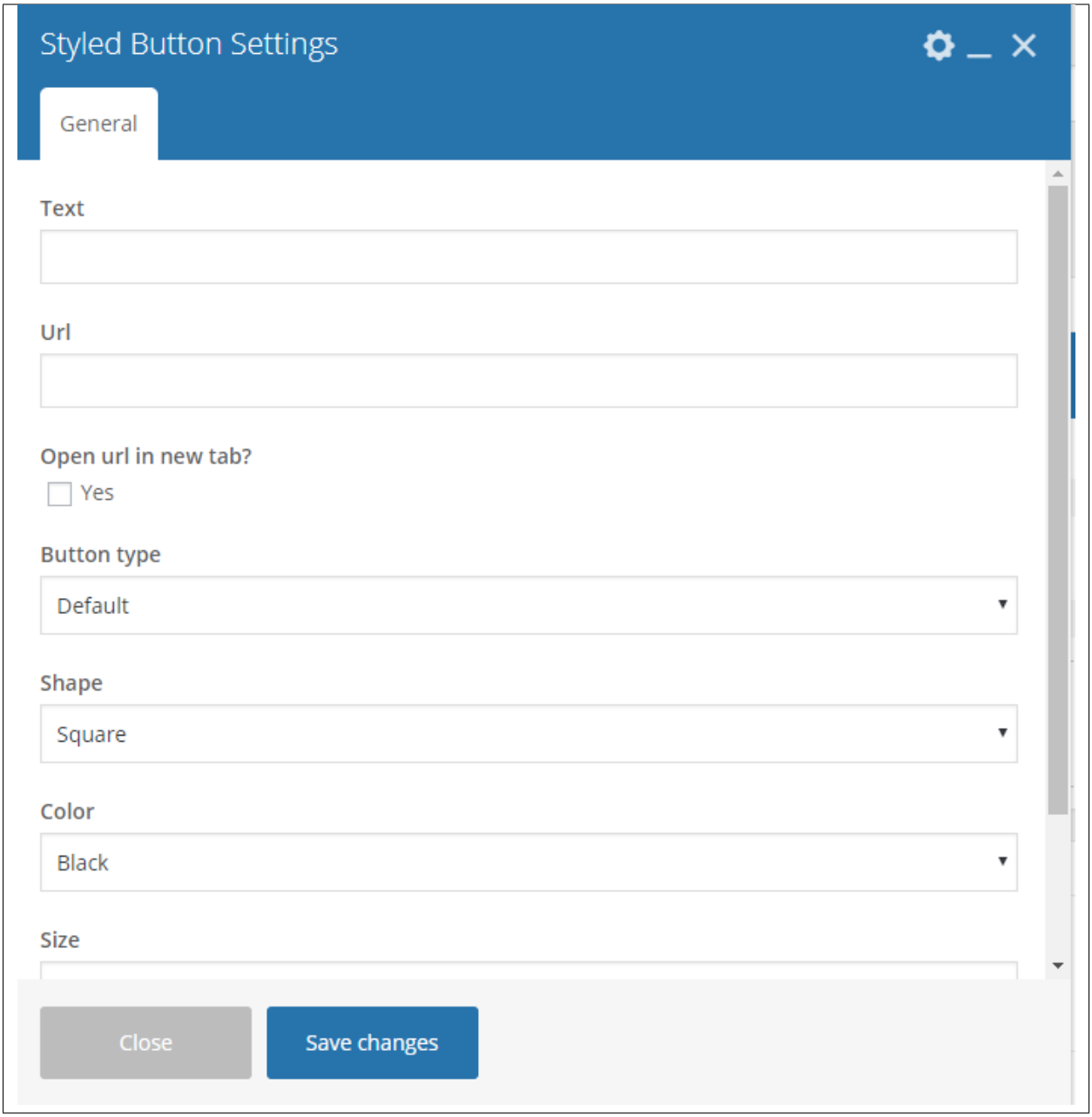
Sample:



3.1.7 Styled Button



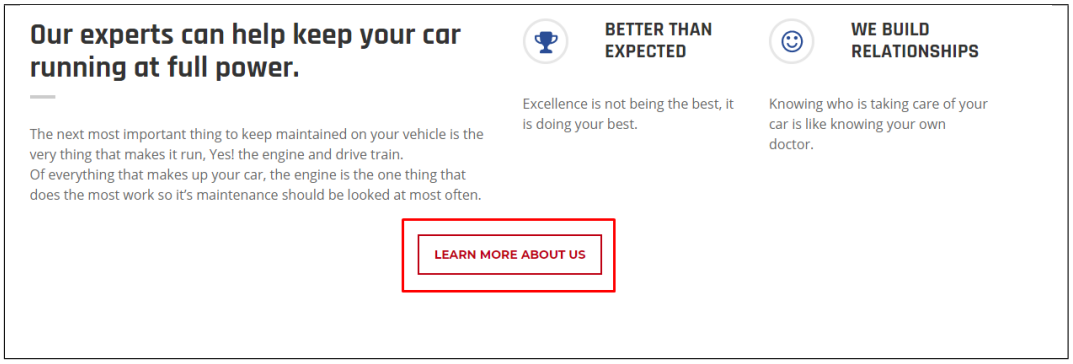
This element lets you add a button that is customized by you.



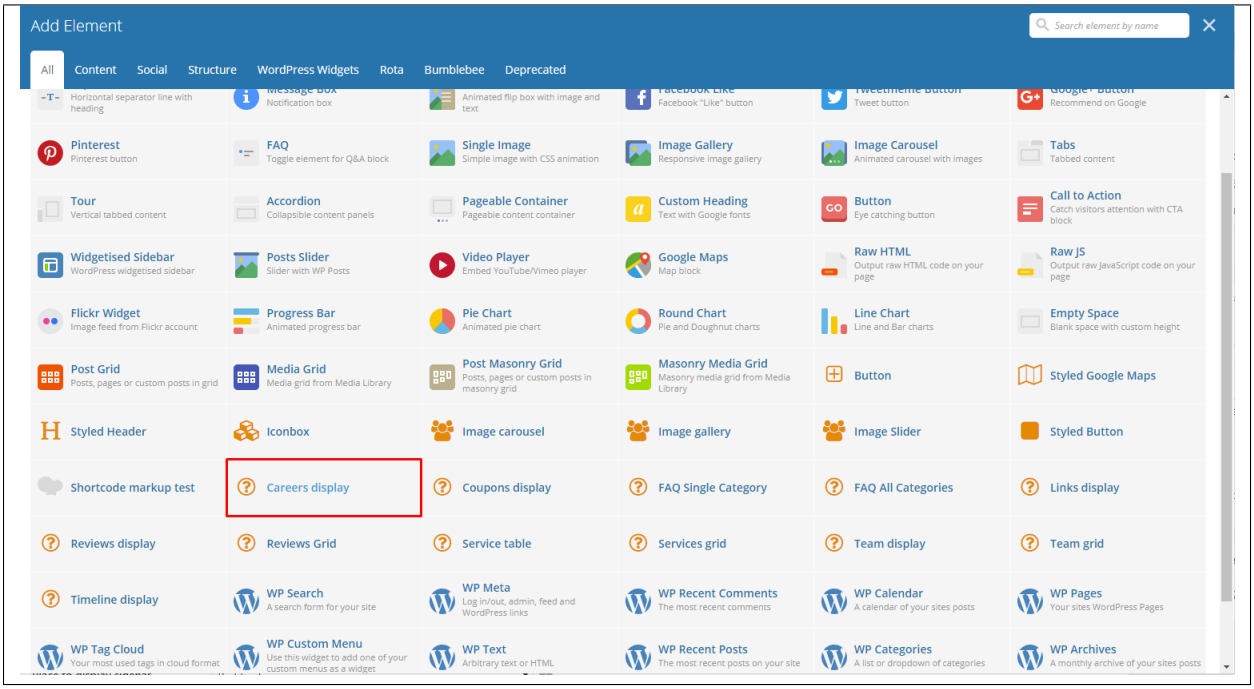
-General Tab-

- **Text** - Text inside the button.
- **Url** - URL where the button will link.
- **Open url in new tab?** - Option to open linked page to a new tab.
- **Button type** - The type of button that will show in the page: Default or With Border.
- **Shape** - The shape of the button: Square or Rounded.
- **Color** - Color of the button.
- **Size** - Size of the button.
- **Button Alignment** - The position of the button in the row.

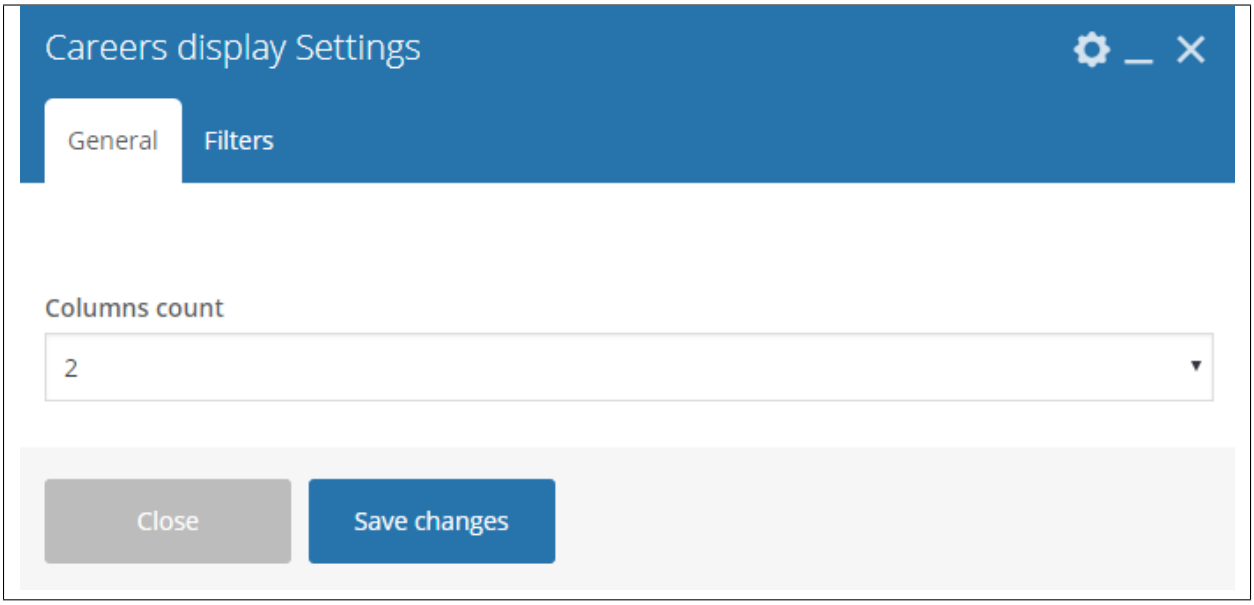
Sample:



3.1.8 Careers display



This will let you show items in Careers items.



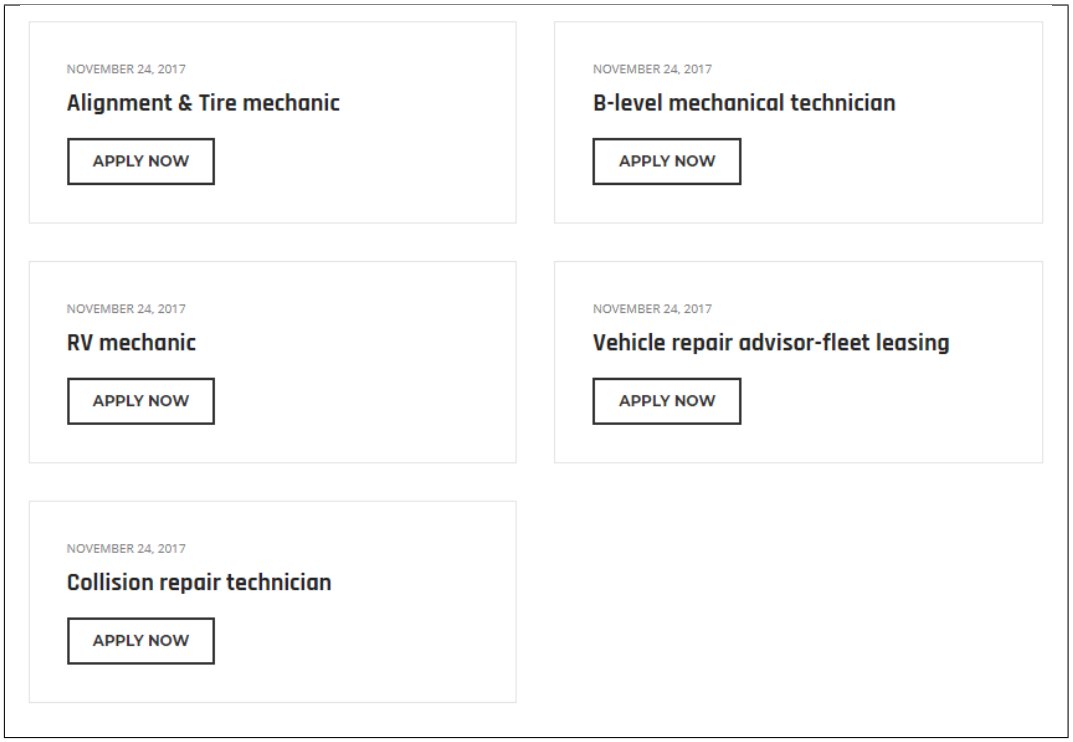
-General Tab-

- **Columns count** - Number of columns to write the Careers Items in the page.

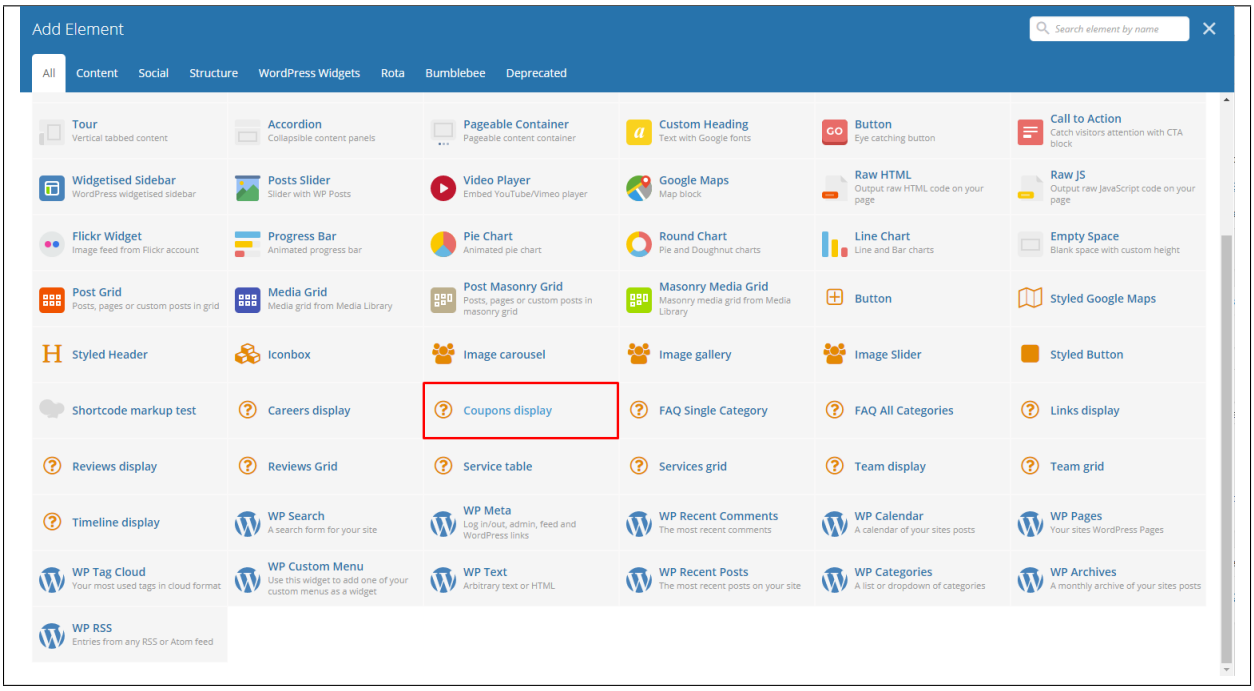
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the FAQs order looks.
- **Order by** - How the FAQs are ordered.
- **Specify ct-careers objects** - Only selected FAQs are shown.
- **Exclude ct-careers objects** - None of the selected FAQs will be displayed.
- **Specify terms of ct-careers-taxonomy taxonomy** - Only show FAQs under the categories.
- **Exclude terms of ct-careers-taxonomy taxonomy** - None of the FAQs under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

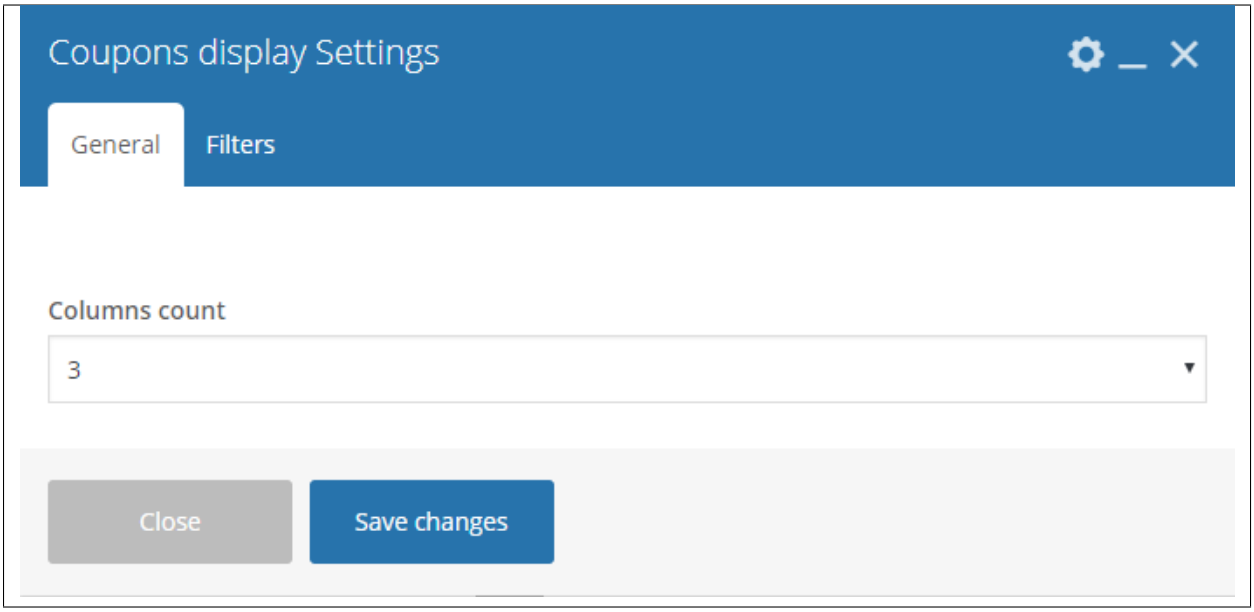
Sample:



3.1.9 Coupons display



This element will show the items inside Coupons in the page.



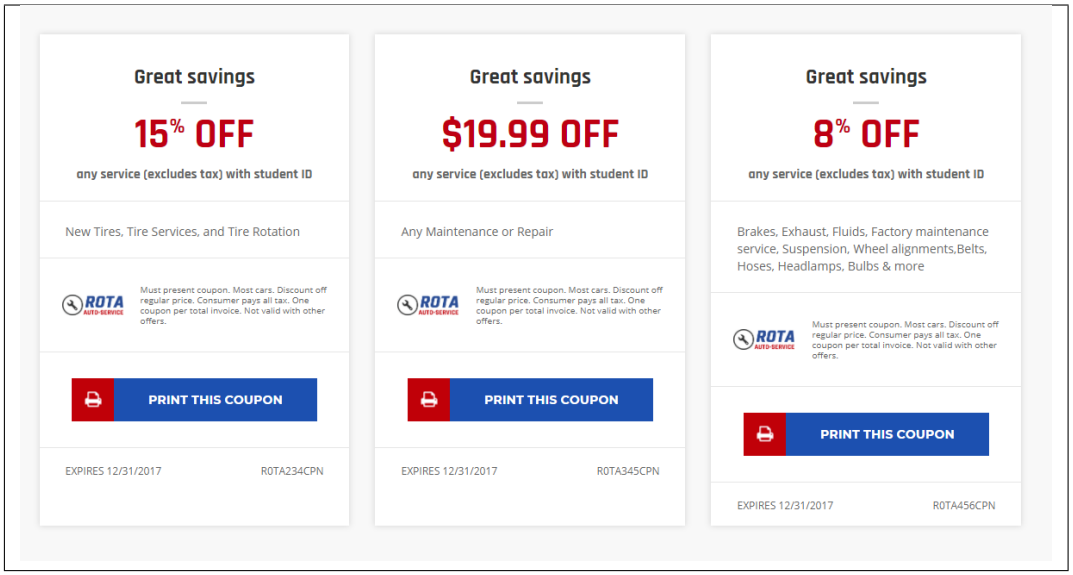
-General Tab-

- **Columns count** - Number of columns to write the Careers Items in the page.

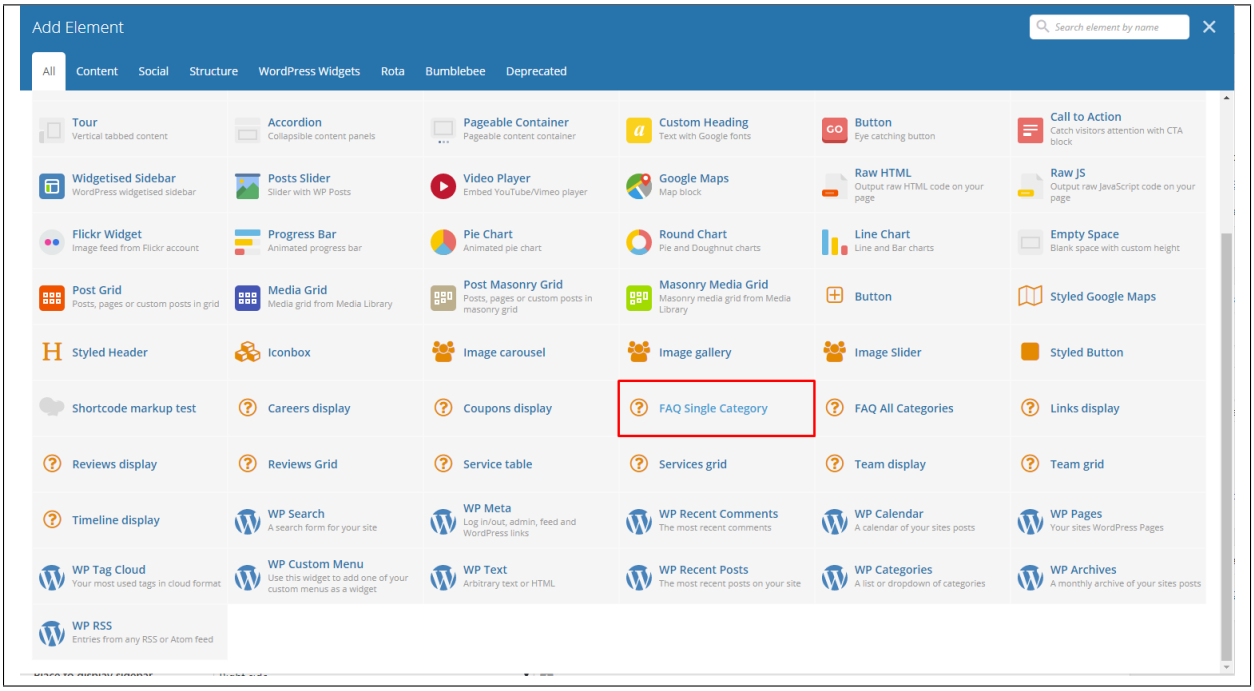
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the FAQs order looks.
- **Order by** - How the FAQs are ordered.
- **Specify ct-coupons objects** - Only selected FAQs are shown.
- **Exclude ct-coupons objects** - None of the selected FAQs will be displayed.
- **Specify terms of category taxonomy** - Only show FAQs under the categories.
- **Exclude terms of category taxonomy** - None of the FAQs under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

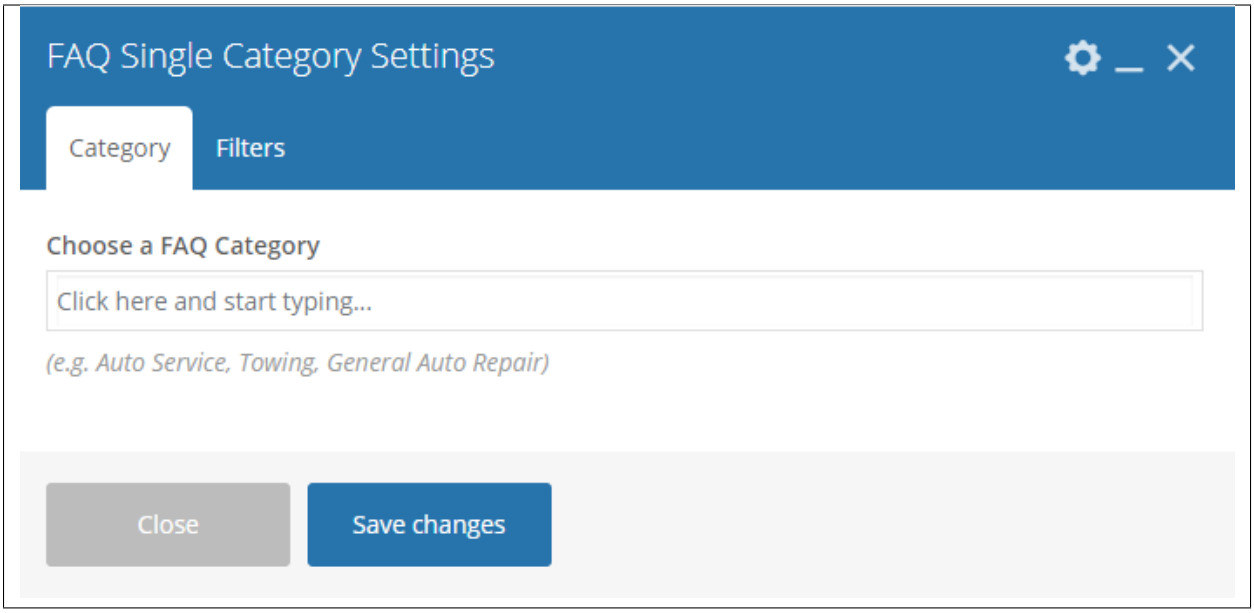
Sample:



3.1.10 FAQ Single Category



This element lets you add an FAQs with a single category on the page.



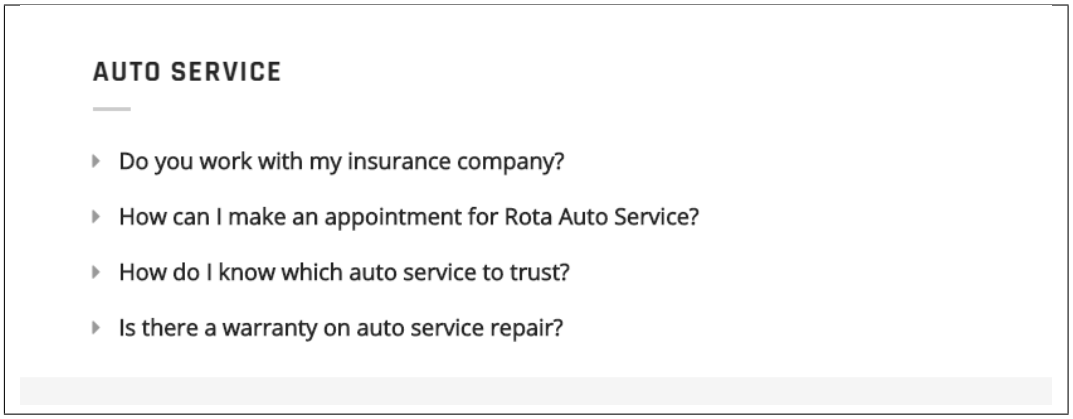
-Category Tab-

- **Choose a FAQ Category** - Category of the FAQs that you want to show.

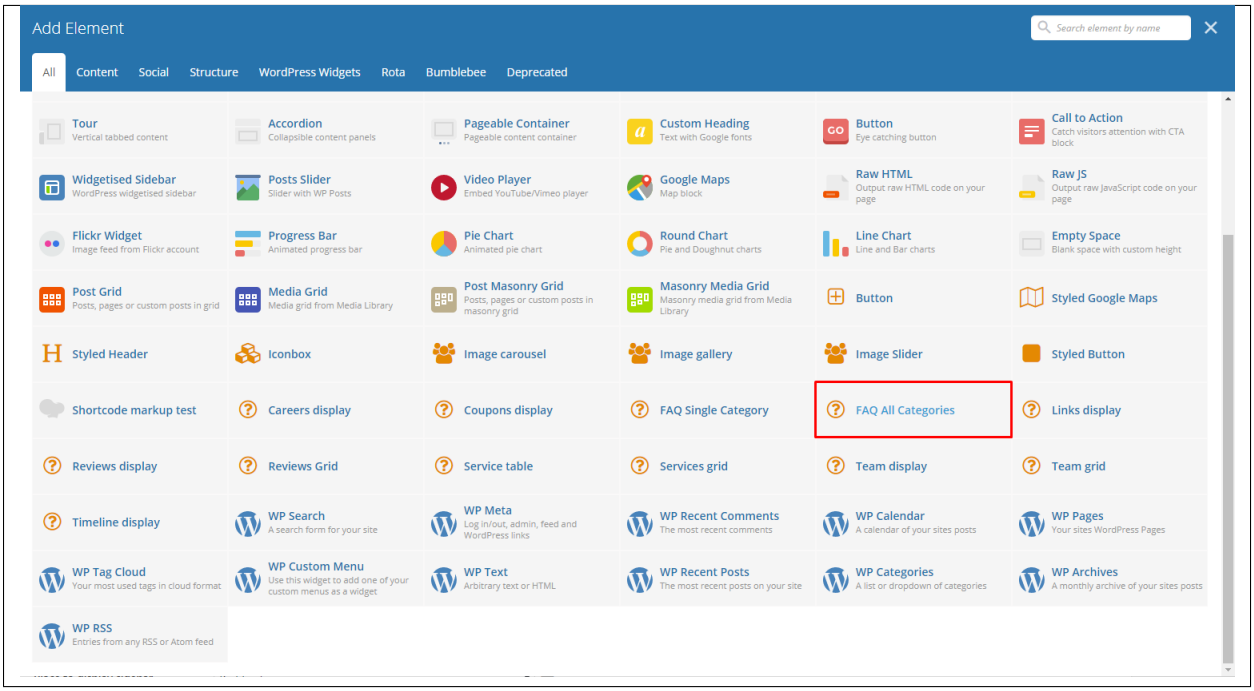
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the FAQs order looks.
- **Order by** - How the FAQs are ordered.
- **Specify ct-faq objects** - Only selected FAQs are shown.
- **Exclude ct-faq objects** - None of the selected FAQs will be displayed.
- **Specify terms of ct-faq-taxonomy taxonomy** - Only show FAQs under the categories.
- **Exclude terms of ct-faq-taxonomy taxonomy** - None of the FAQs under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

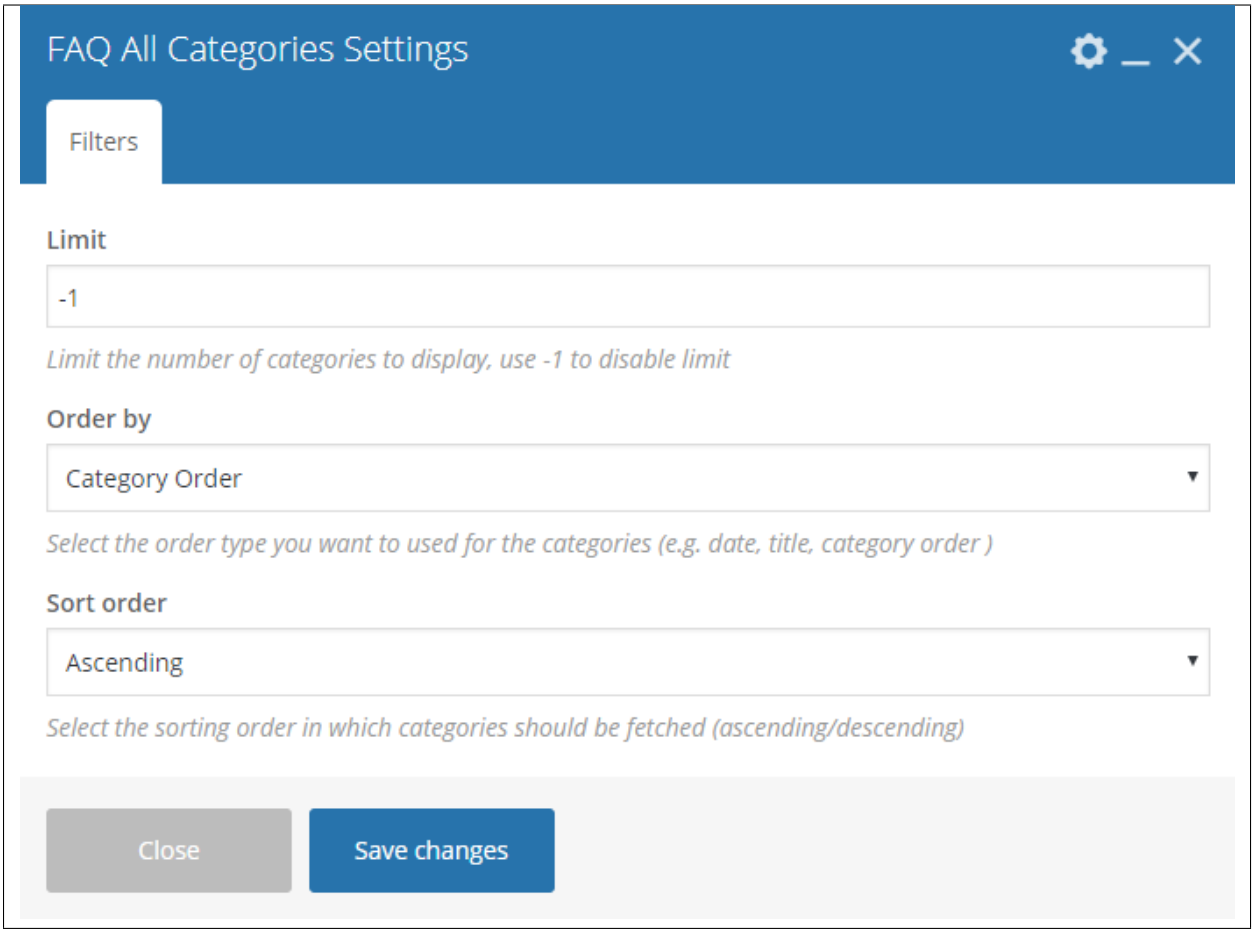
Sample:



3.1.11 FAQ All Categories



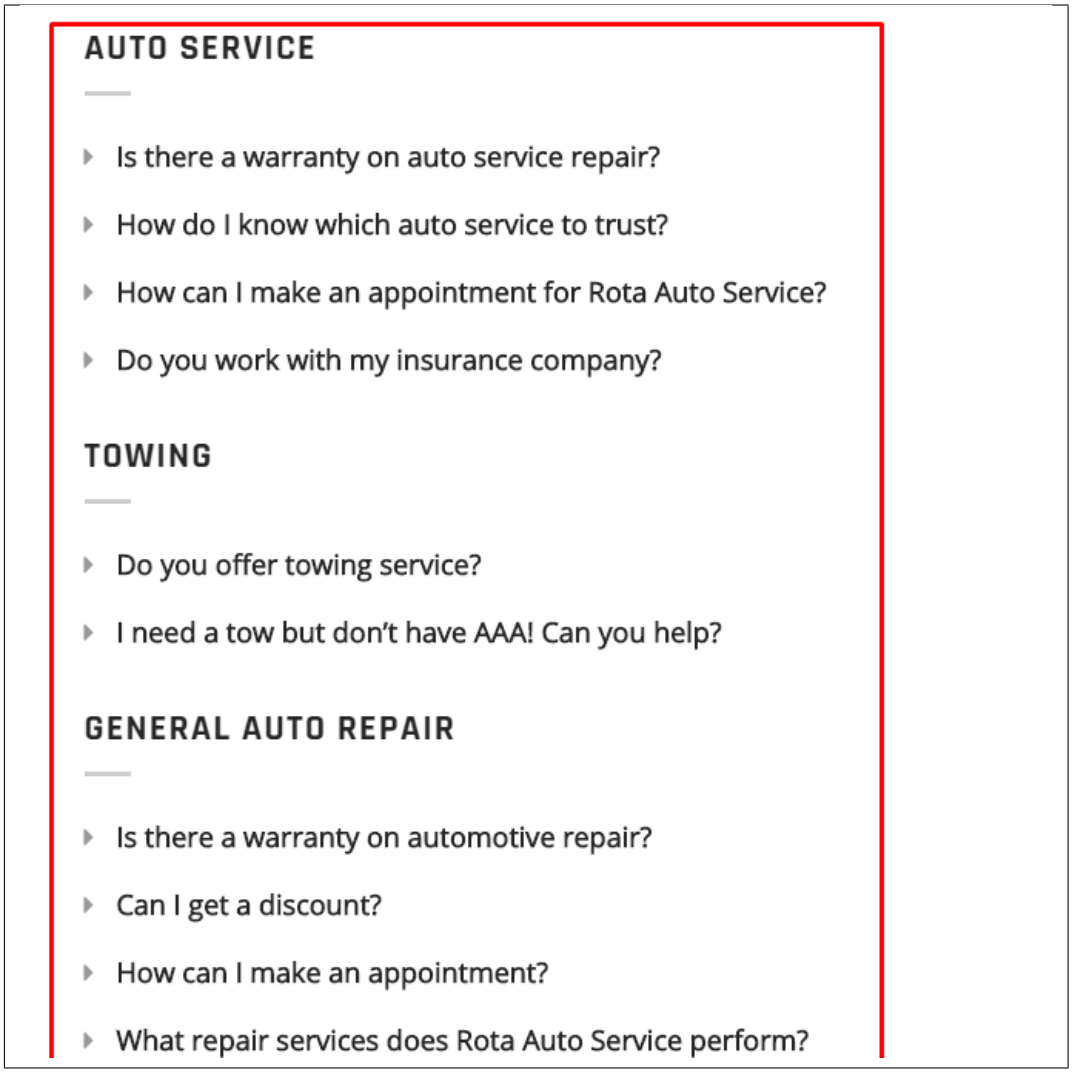
This element lets you add all the FAQs on the page.



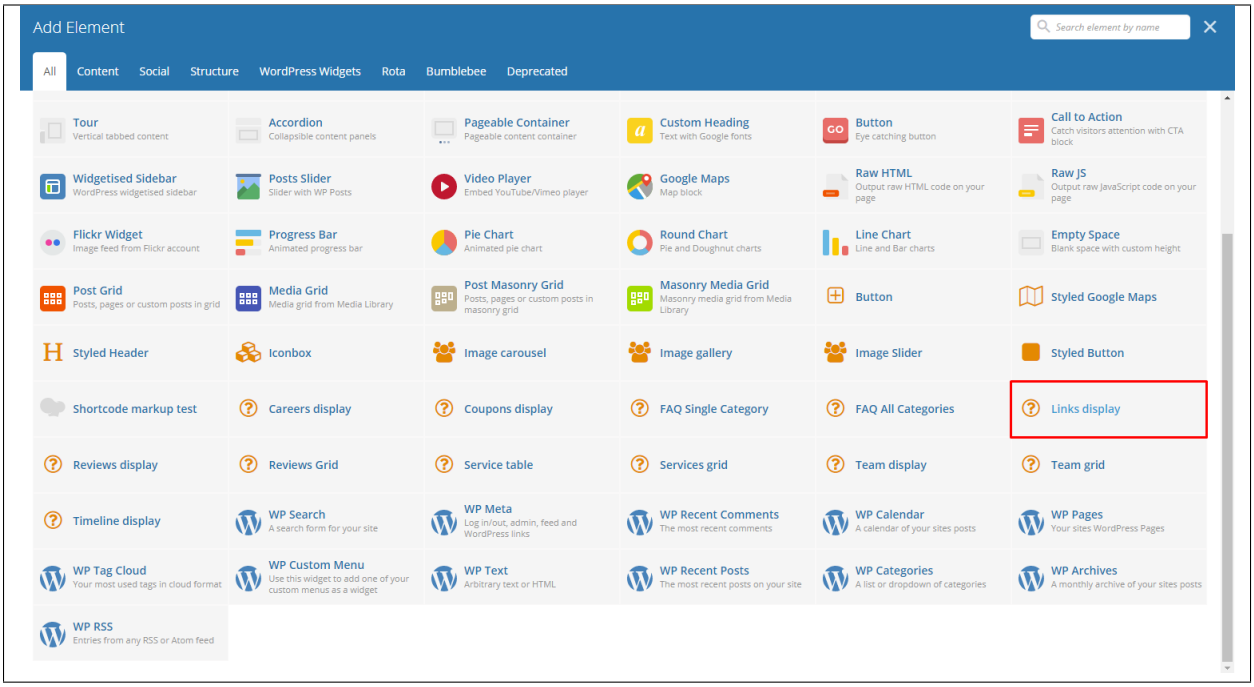
-Filters Tab-

- **Limit** - Set results limit.
- **Order by** - How the FAQs order looks.
- **Sort order** - How the FAQs are ordered.

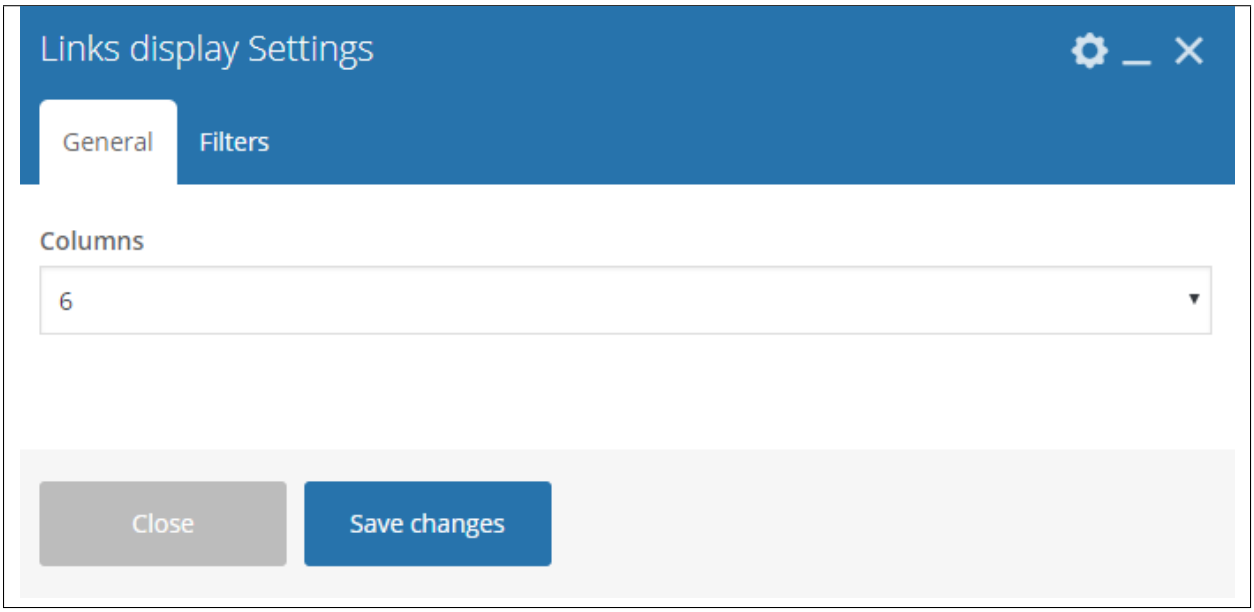
Sample:


AUTO SERVICE
Is there a warranty on auto service repair?
How do I know which auto service to trust?
How can I make an appointment for Rota Auto Service?
Do you work with my insurance company?
TOWING
Do you offer towing service?
I need a tow but don't have AAA! Can you help?
GENERAL AUTO REPAIR
Is there a warranty on automotive repair?
Can I get a discount?
How can I make an appointment?
What repair services does Rota Auto Service perform?

3.1.12 Links display



This element lets you display all the links inside *Links*.



-General Tab-

- **Columns** - Number of columns which the links are displayed.

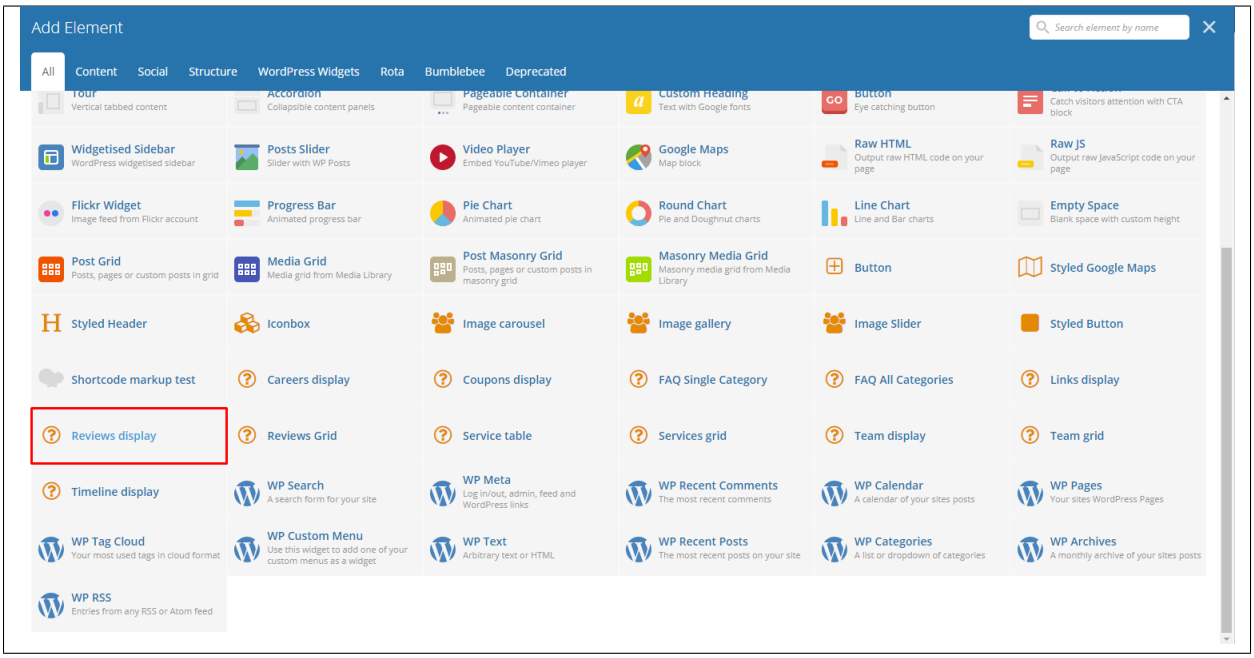
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.

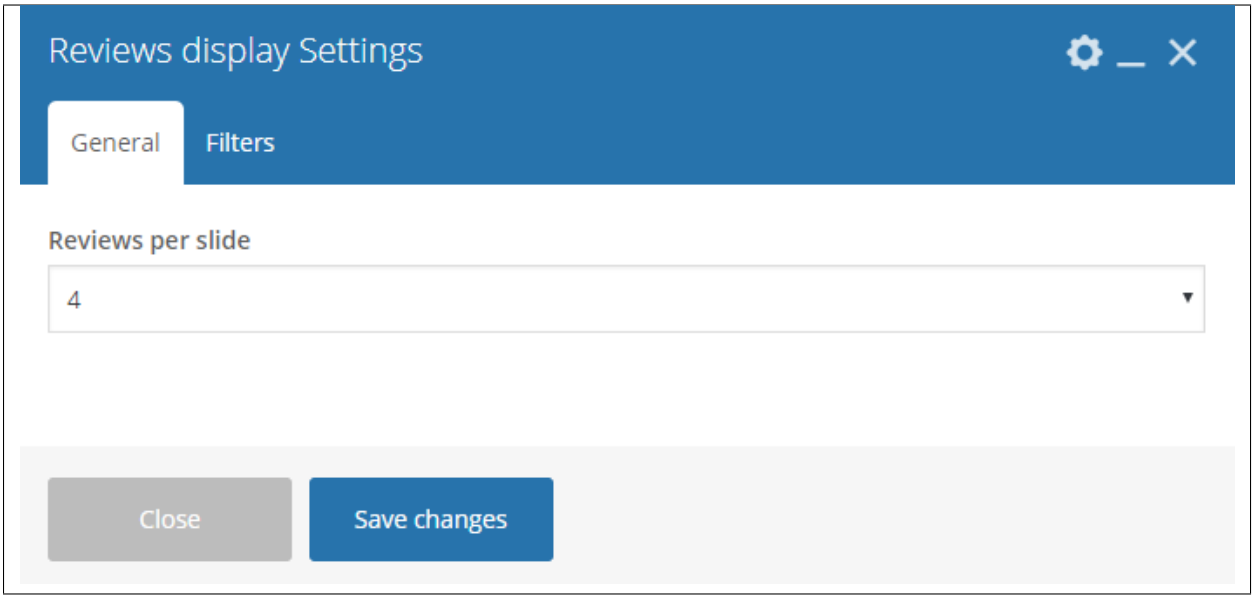
- **Order** - How the jobs order looks.
- **Order by** - How the jobs are ordered.
- **Specify ct-links objects** - Only selected jobs are shown.
- **Exclude ct-links objects** - None of the selected jobs will be displayed.
- **Specify terms of ct-links-taxonomy taxonomy** - Only show jobs under the categories.
- **Exclude terms of ct-links-taxonomy taxonomy** - None of the jobs under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

Sample:

3.1.13 Reviews display



Lets you display the items in Reviews inside a slide.



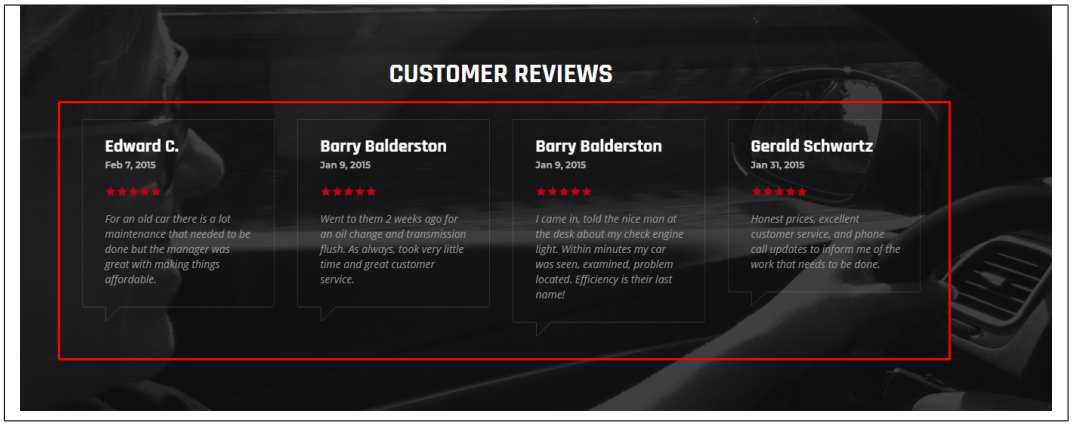
-General Tab-

- **Reviews per slide** - Number of reviews that will be shown inside the slide.

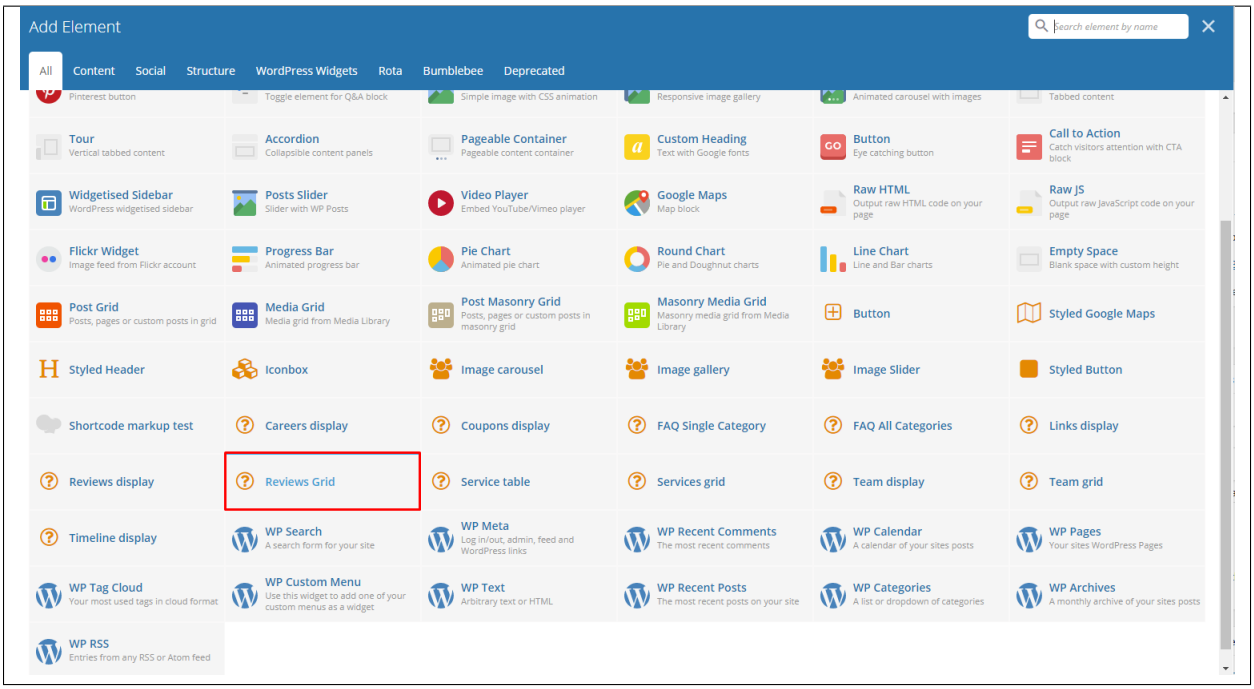
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the jobs order looks.
- **Order by** - How the jobs are ordered.
- **Specify ct-reviews objects** - Only selected jobs are shown.
- **Exclude ct-reviews objects** - None of the selected jobs will be displayed.
- **Specify terms of ct-reviews-taxonomy taxonomy** - Only show jobs under the categories.
- **Exclude terms of ct-reviews-taxonomy taxonomy** - None of the jobs under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

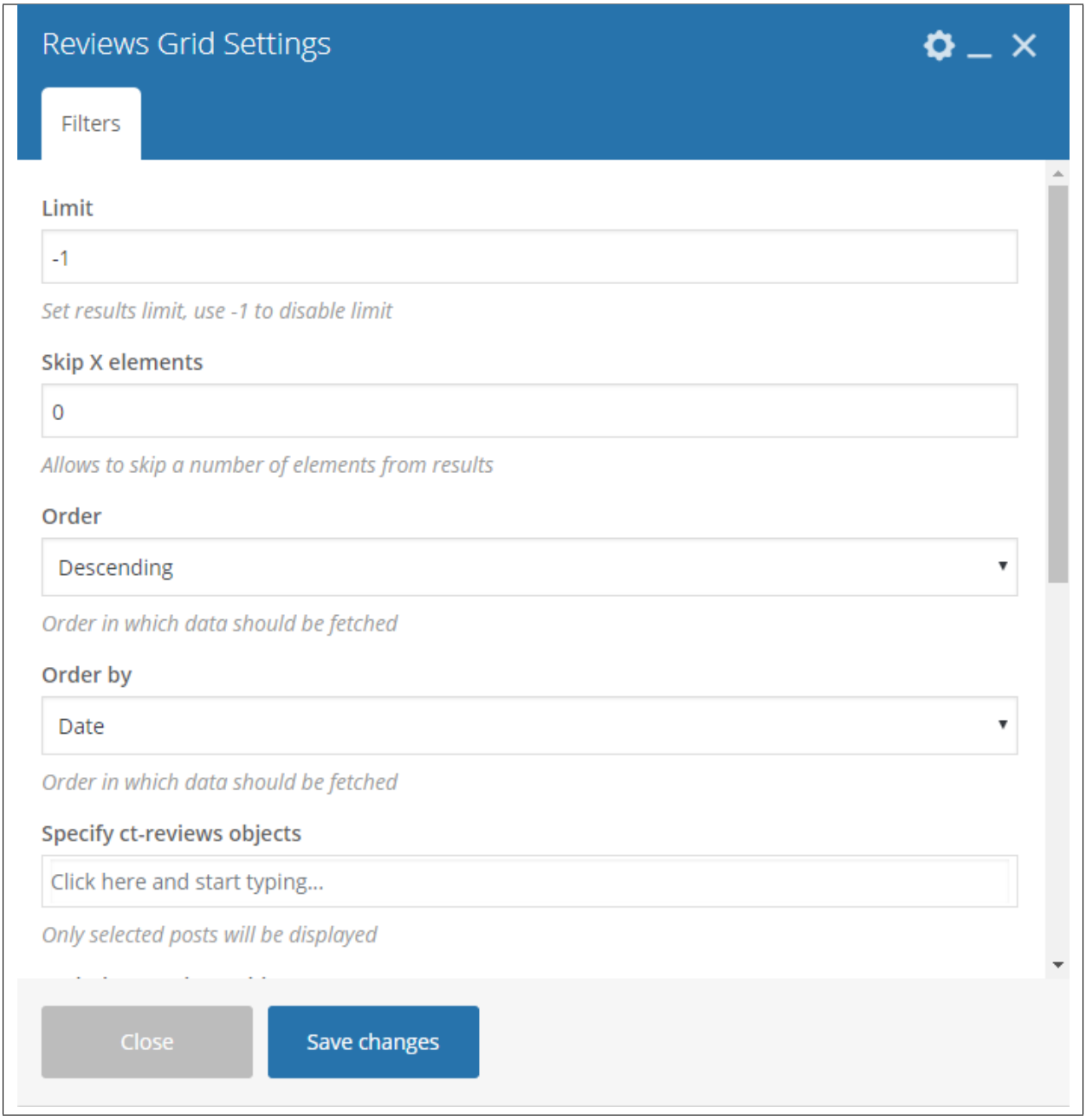
Sample:



3.1.14 Reviews Grid



Lets you display in a grid view the items in Reviews.

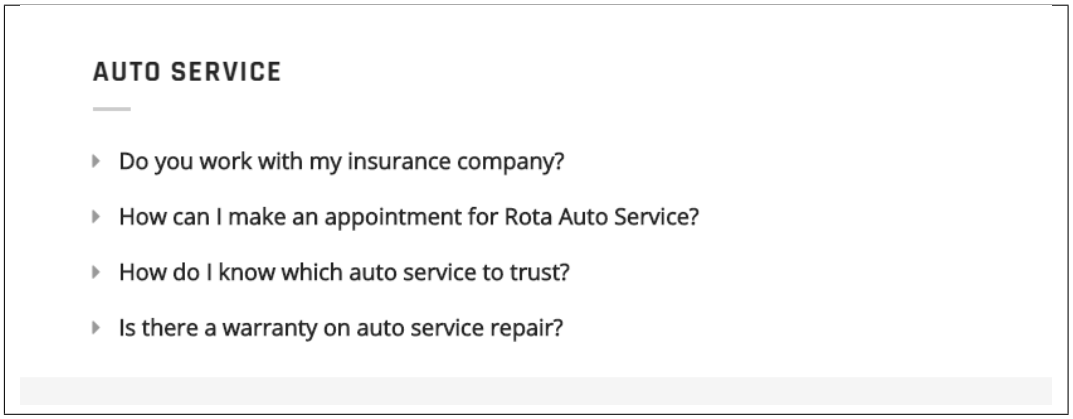


-Filters Tab-

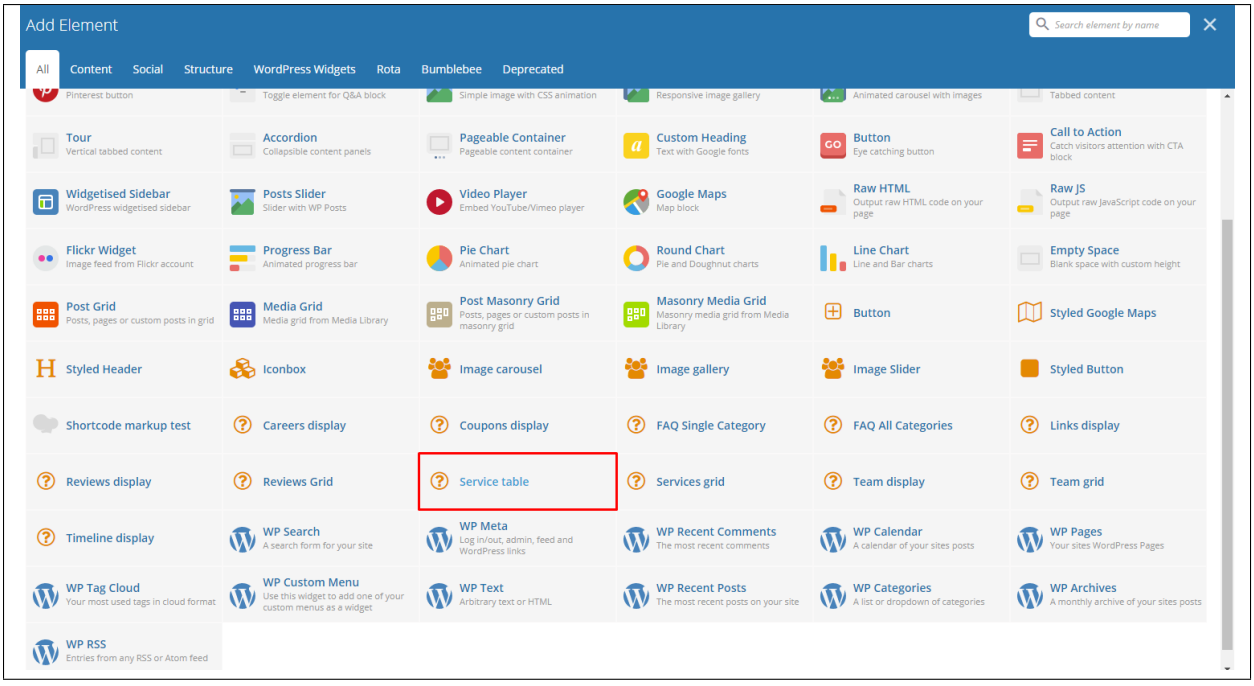
- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the jobs order looks.
- **Order by** - How the jobs are ordered.
- **Specify ct-reviews objects** - Only selected jobs are shown.
- **Exclude ct-reviews objects** - None of the selected jobs will be displayed.
- **Specify terms of ct-reviews-taxonomy taxonomy** - Only show jobs under the categories.

- **Exclude terms of ct-reviews-taxonomy taxonomy** - None of the jobs under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

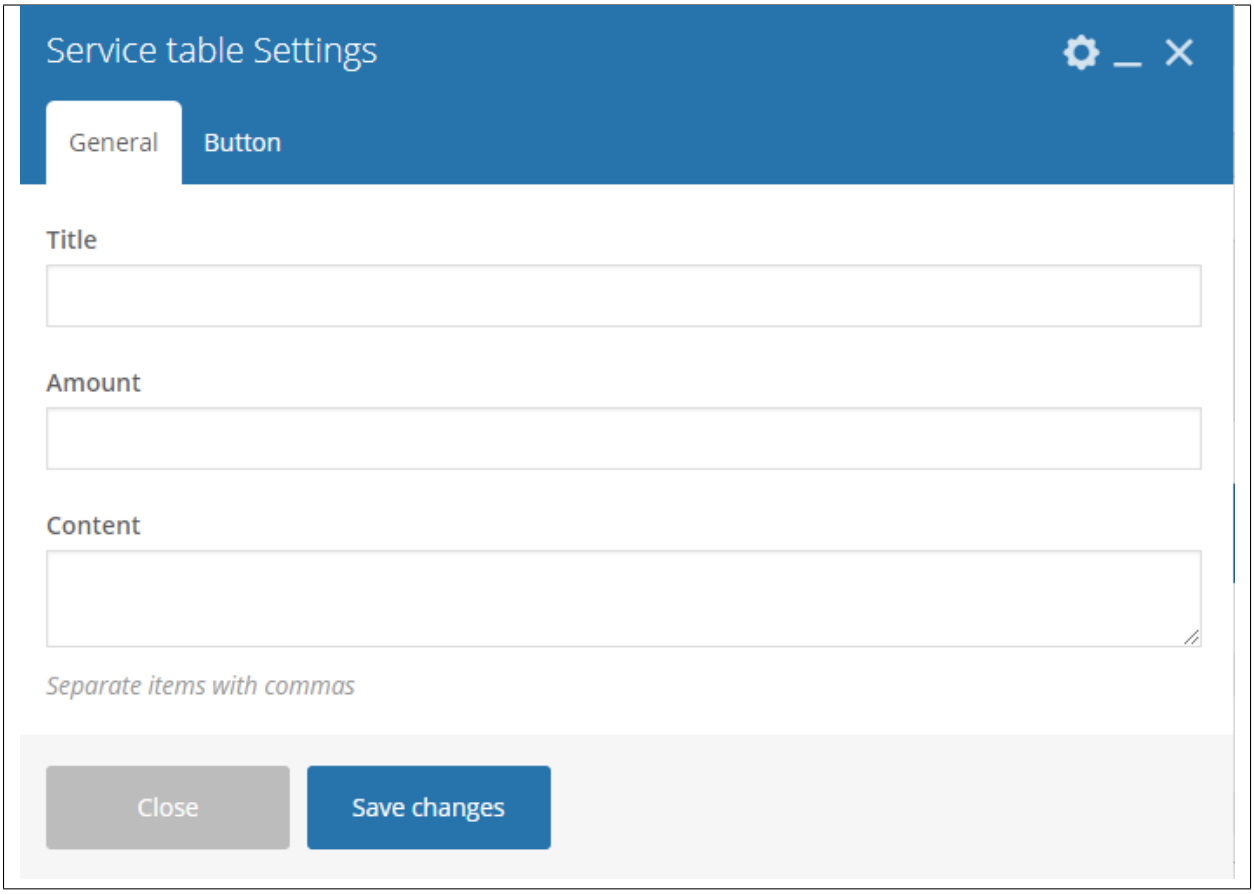
Sample:



3.1.15 Service table



Lets you add a table that you can customize with the services you want to add.



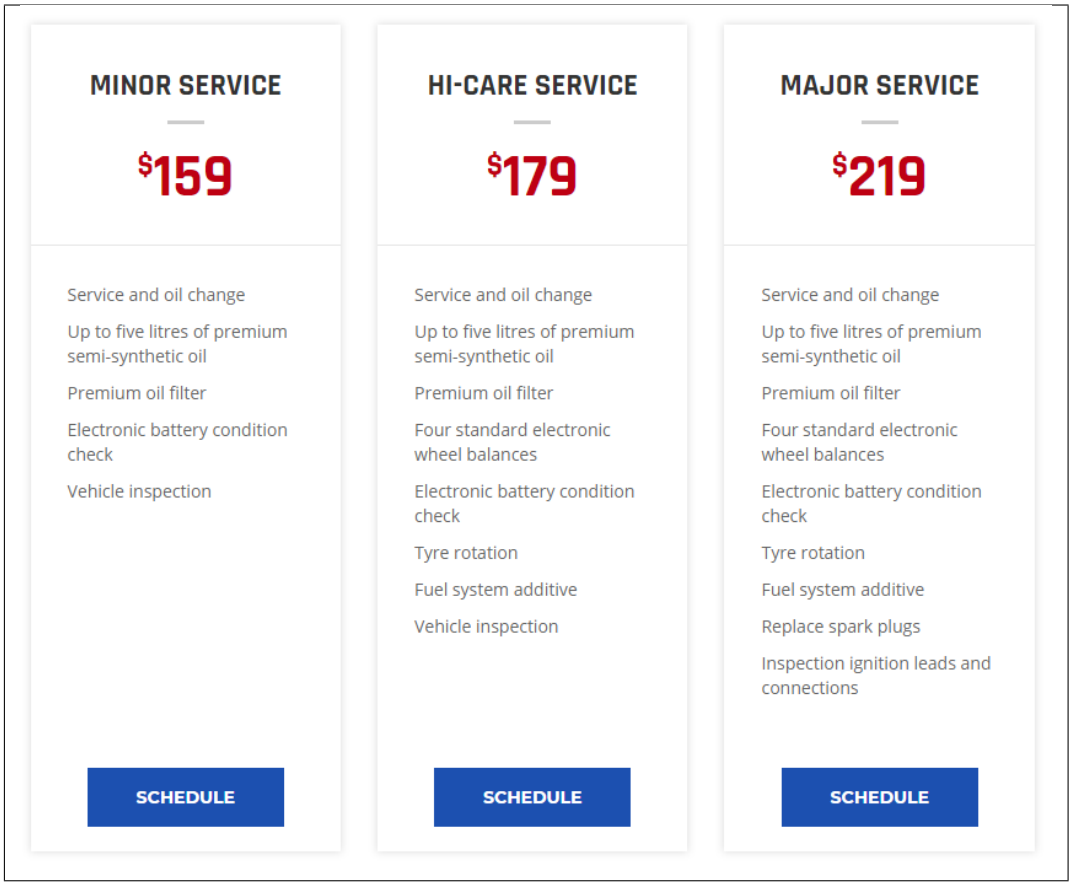
-General Tab-

- **Title** - Title of the service.
- **Amount** - Price of the service.
- **Content** - Features of the service. Each feature is separated with a comma.

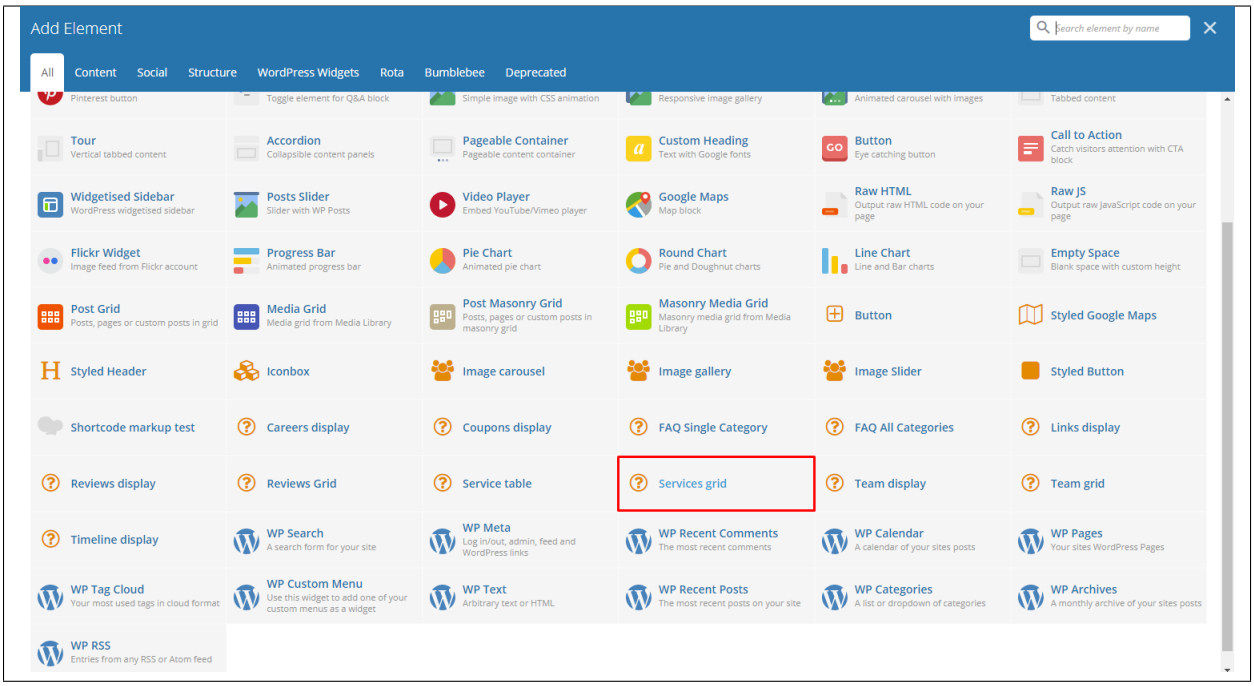
-Button Tab-

- **Text** - The label of the button.
- **URL** - URL link for the button.
- **Color** - Color of the Text.
- **Background color** - Color of the button.
- **Border color** - Color of the button's border.

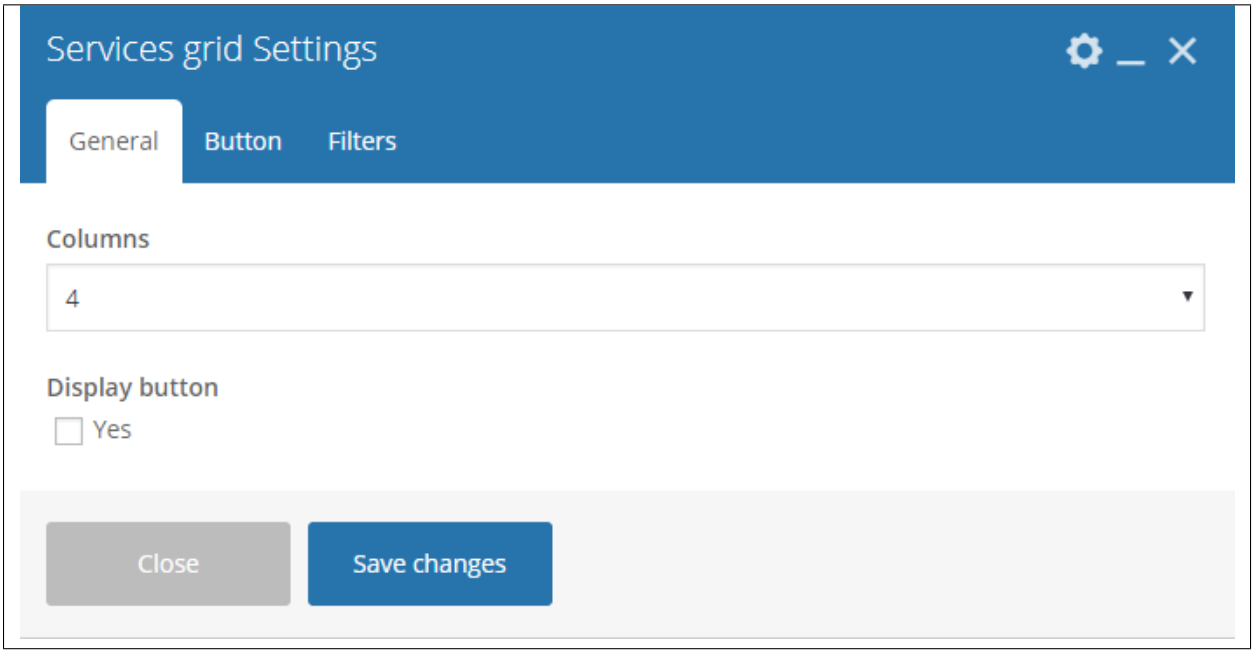
Sample:



3.1.16 Services grid



Lets you display in a grid view the items in Services.



-General Tab-

- **Columns** - Number of columns where the services are displayed.
- **Display button** - Option to display a button in the grid.

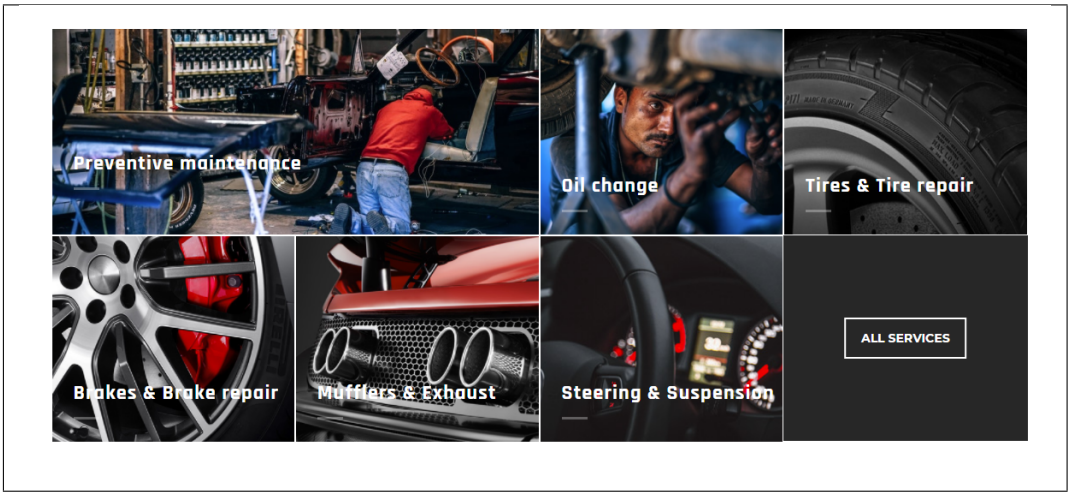
-Button Tab-

- **Text** - The label of the button.
- **URL** - URL link for the button.
- **Color** - Color of the Text.
- **Background color** - Color of the button.
- **Border color** - Color of the button's border.

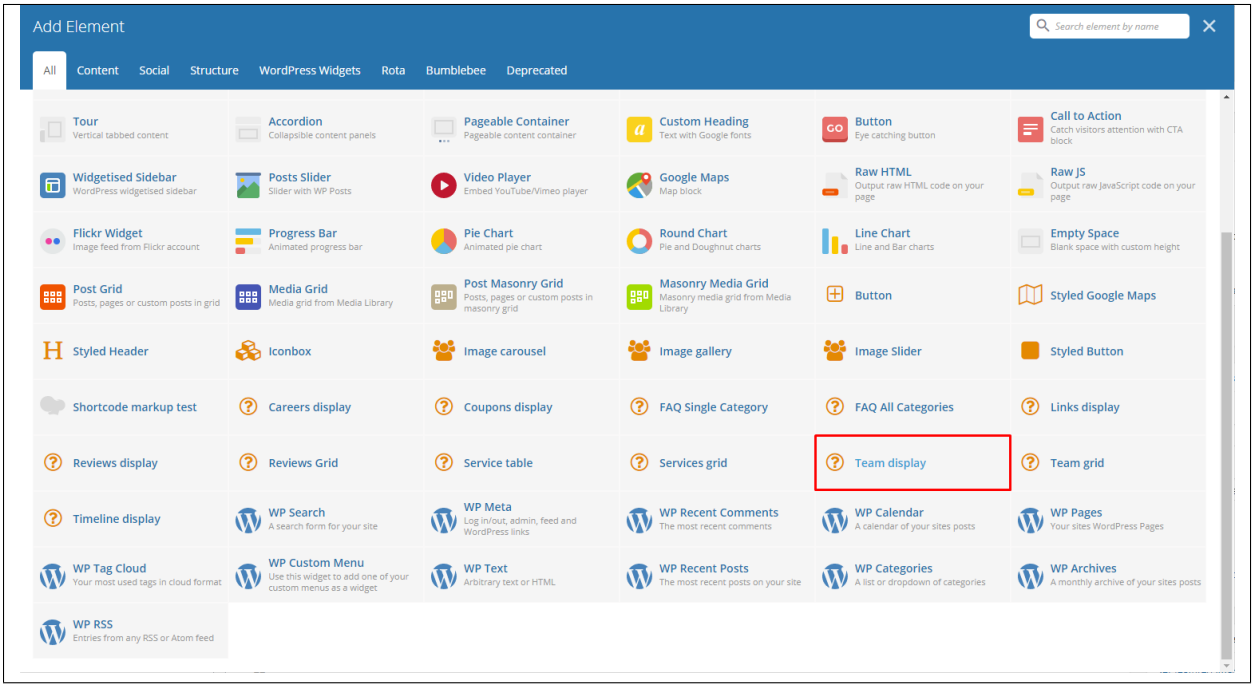
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the jobs order looks.
- **Order by** - How the jobs are ordered.
- **Specify ct-services objects** - Only selected jobs are shown.
- **Exclude ct-services objects** - None of the selected jobs will be displayed.
- **Specify terms of category taxonomy** - Only show jobs under the categories.
- **Exclude terms of category taxonomy** - None of the jobs under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

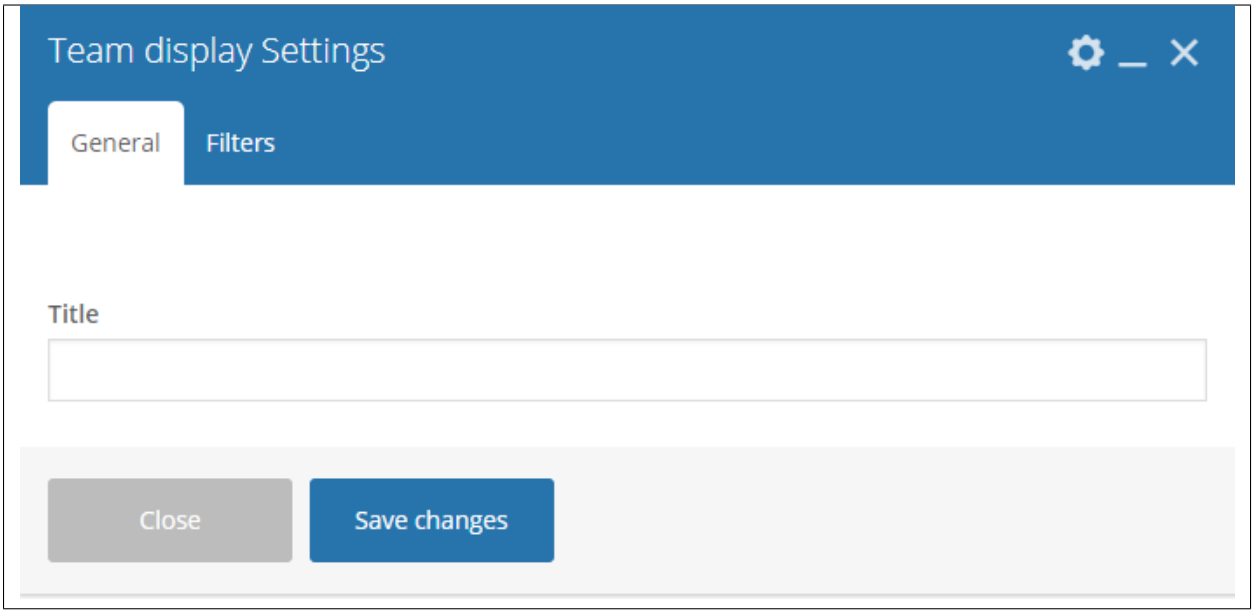
Sample:



3.1.17 Team display



Lets you add a table of the team members created in the *Team Members*. To know how to create a team member item, go to *Create Team Member* tutorial.



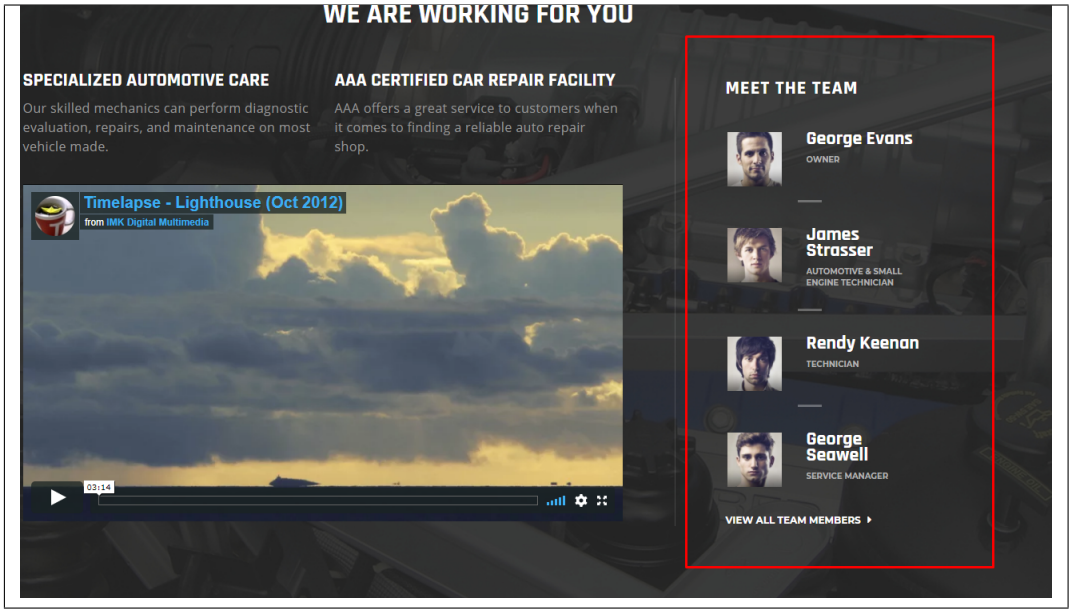
-General Tab-

- **Title** - Option to show the skills of the team members.

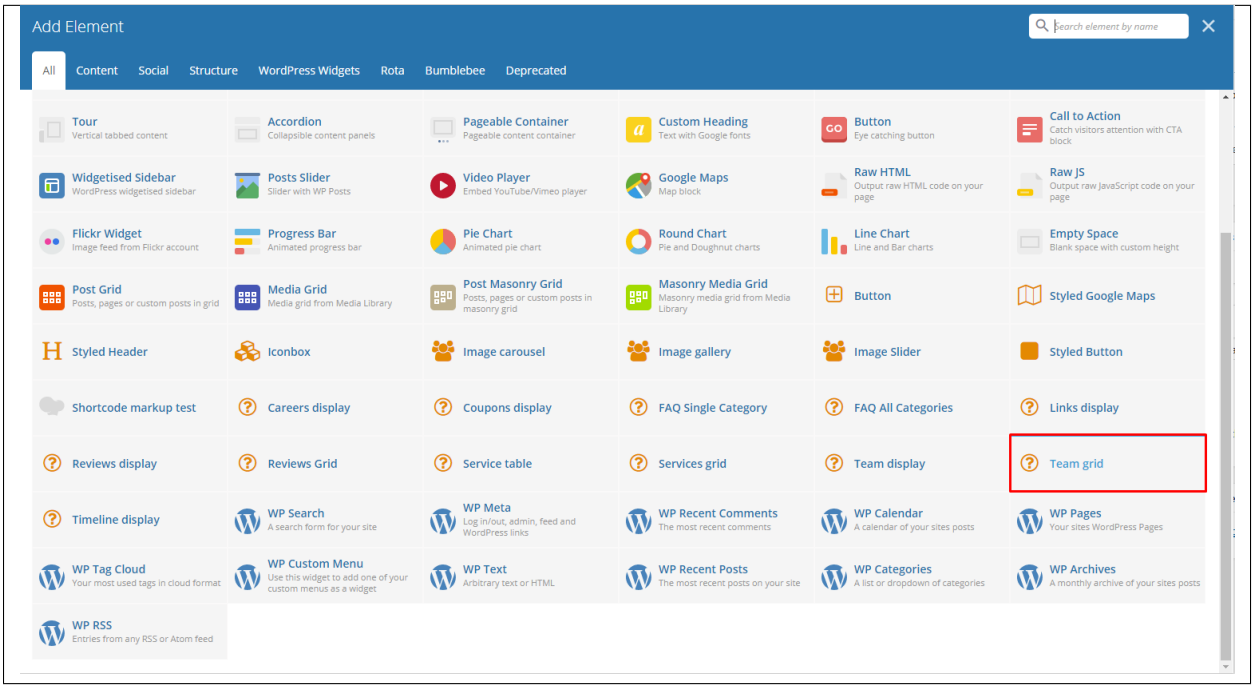
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the team members order looks.
- **Order by** - How the team members are ordered.
- **Specify ct-team objects** - Only selected team members are shown.
- **Exclude ct-team objects** - None of the selected team members will be displayed.
- **Specify terms of category taxonomy** - Only show team members under the categories.
- **Exclude terms of category taxonomy** - None of the team members under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

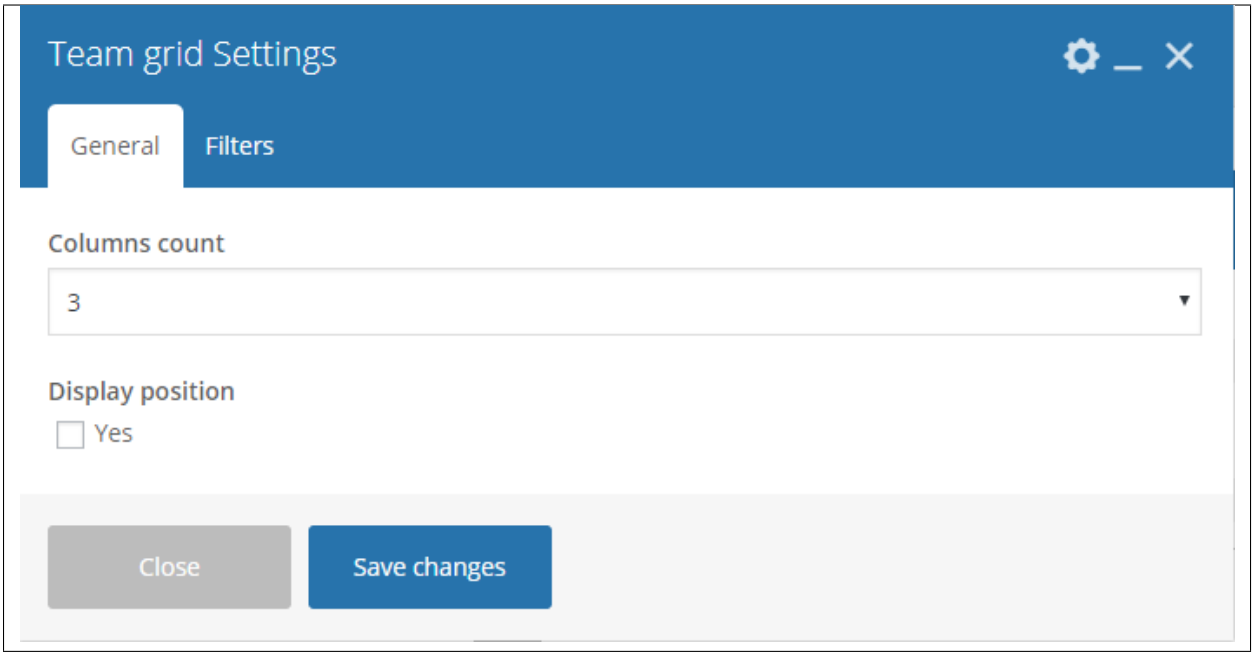
Sample:



3.1.18 Team grid



Lets you add a grid view of the team members created in the *Team Members*. To know how to create a team member item, go to *Create Team Member* tutorial.



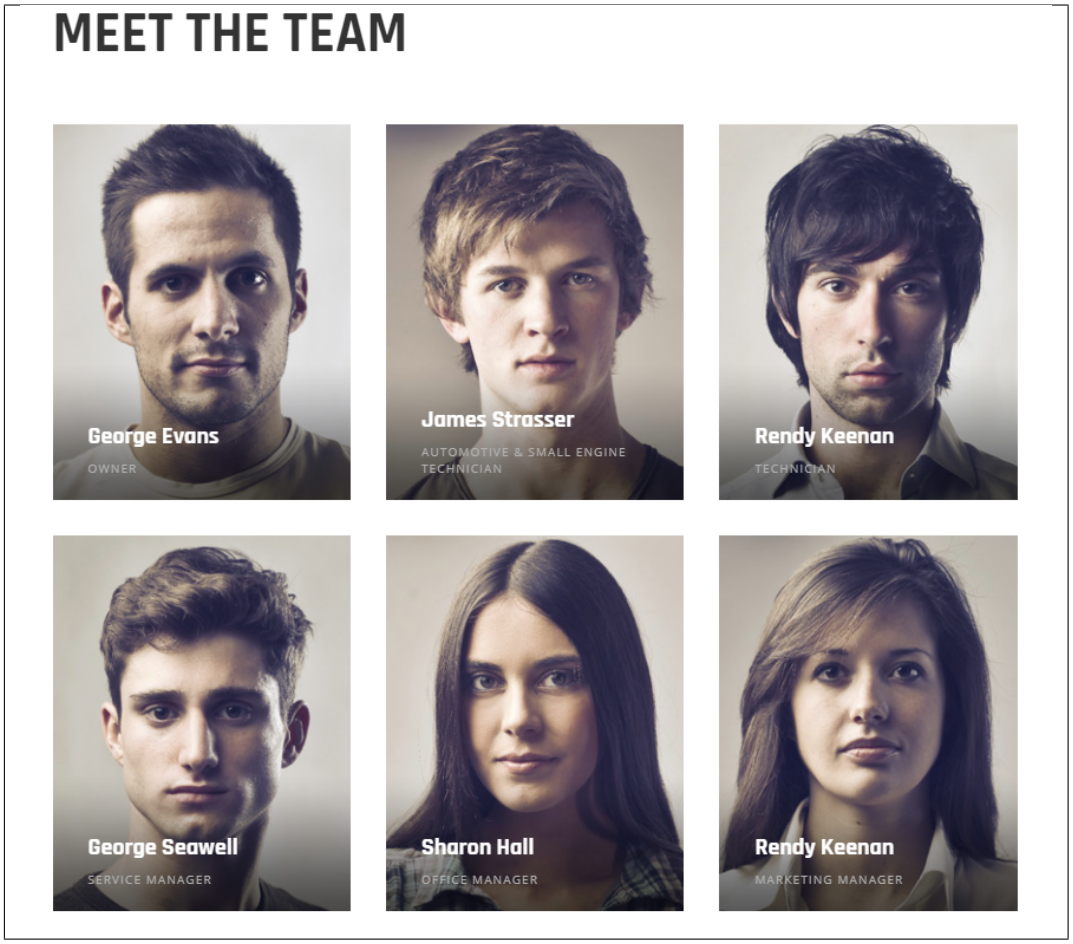
-General Tab-

- **Columns count** - Number of columns where the team is displayed.
- **Display position** - Option to display the company position of each member.

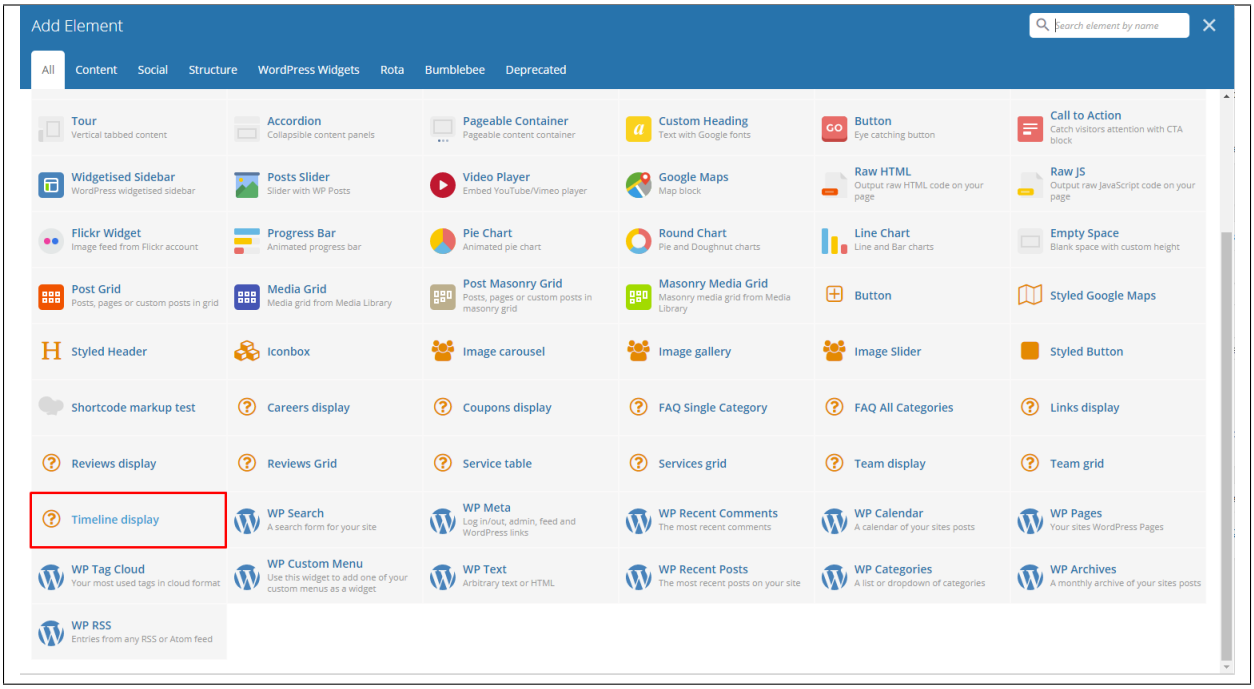
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the team members order looks.
- **Order by** - How the team members are ordered.
- **Specify ct-team objects** - Only selected team members are shown.
- **Exclude ct-team objects** - None of the selected team members will be displayed.
- **Specify terms of category taxonomy** - Only show team members under the categories.
- **Exclude terms of category taxonomy** - None of the team members under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

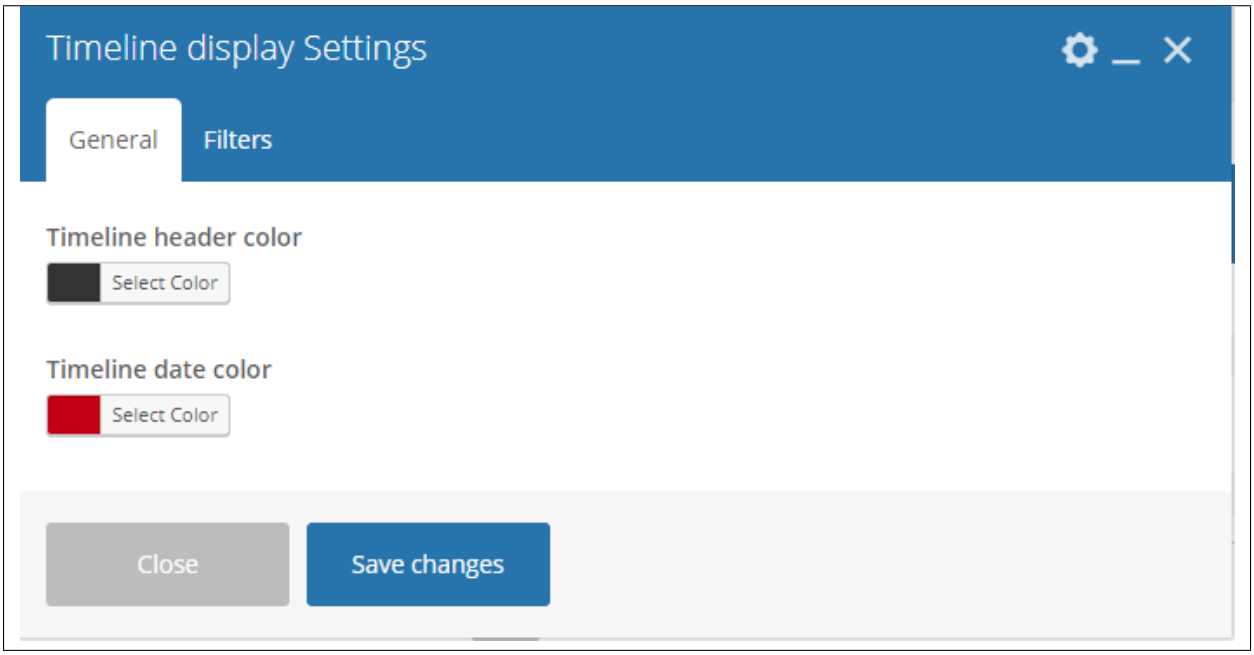
Sample:


MEET THE TEAM
George Evans
OWNER
James Strasser
AUTOMOTIVE & SMALL ENGINE TECHNICIAN
Rendy Keenan
TECHNICIAN
George Seawell
SERVICE MANAGER
Sharon Hall
OFFICE MANAGER
Rendy Keenan
MARKETING MANAGER

3.1.19 Timeline display



Gives you an option to show people dynamic *Testimonial Items* that are made on your site.



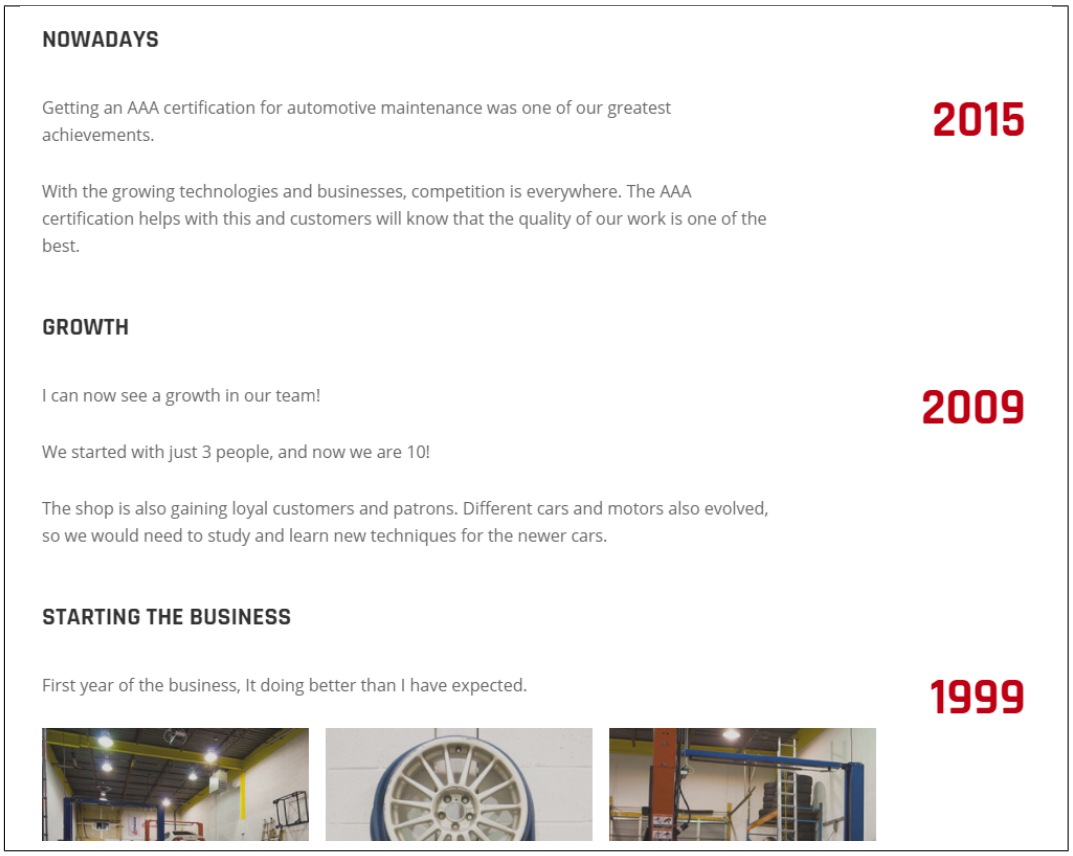
-General Tab-

- **Timeline header color** - Header text color of each timeline.
- **Timeline date color** - Date color of each timeline.

-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the team members order looks.
- **Order by** - How the team members are ordered.
- **Specify ct-timeline objects** - Only selected team members are shown.
- **Exclude ct-timeline objects** - None of the selected team members will be displayed.
- **Specify terms of category taxonomy** - Only show team members under the categories.
- **Exclude terms of category taxonomy** - None of the team members under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

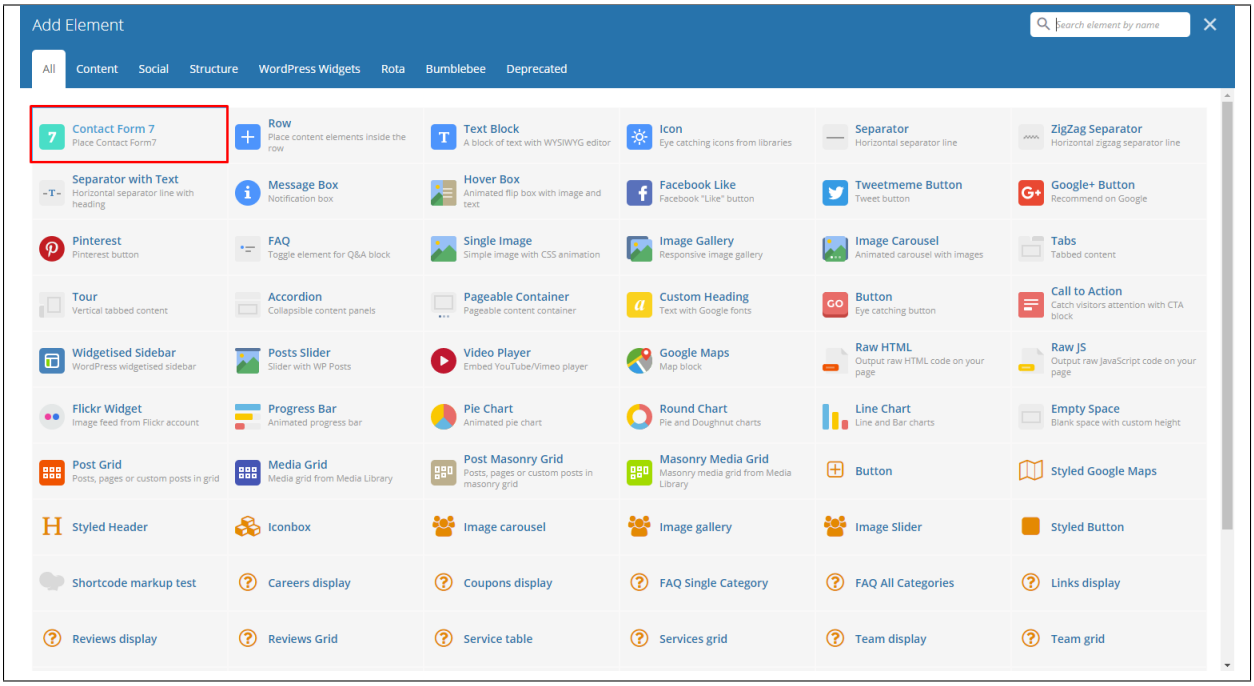
Sample:



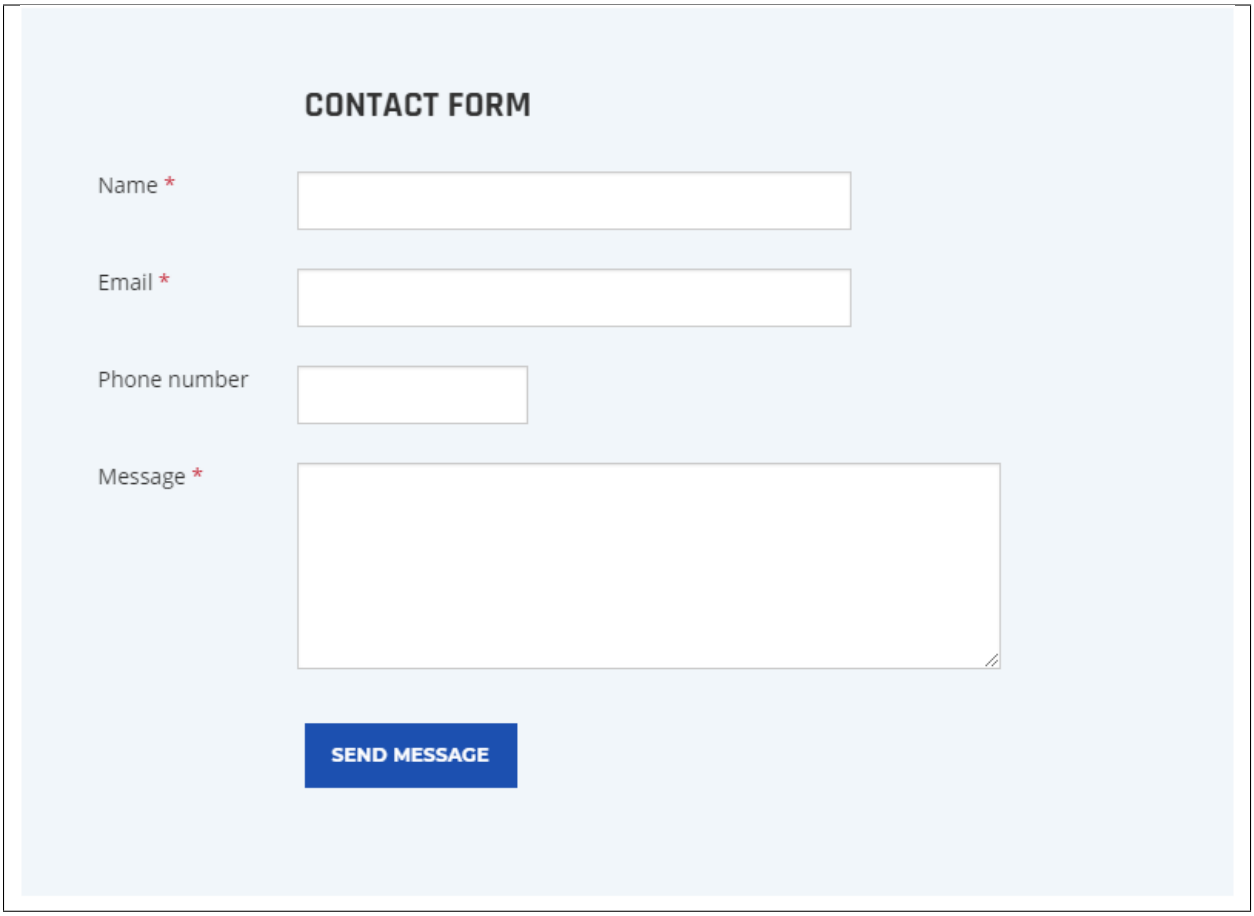
3.2 Rota Plugin Elements

Some plugins that are used in Sella generates an element that helps customize the pages on your site. You will see the plugin elements as follows:

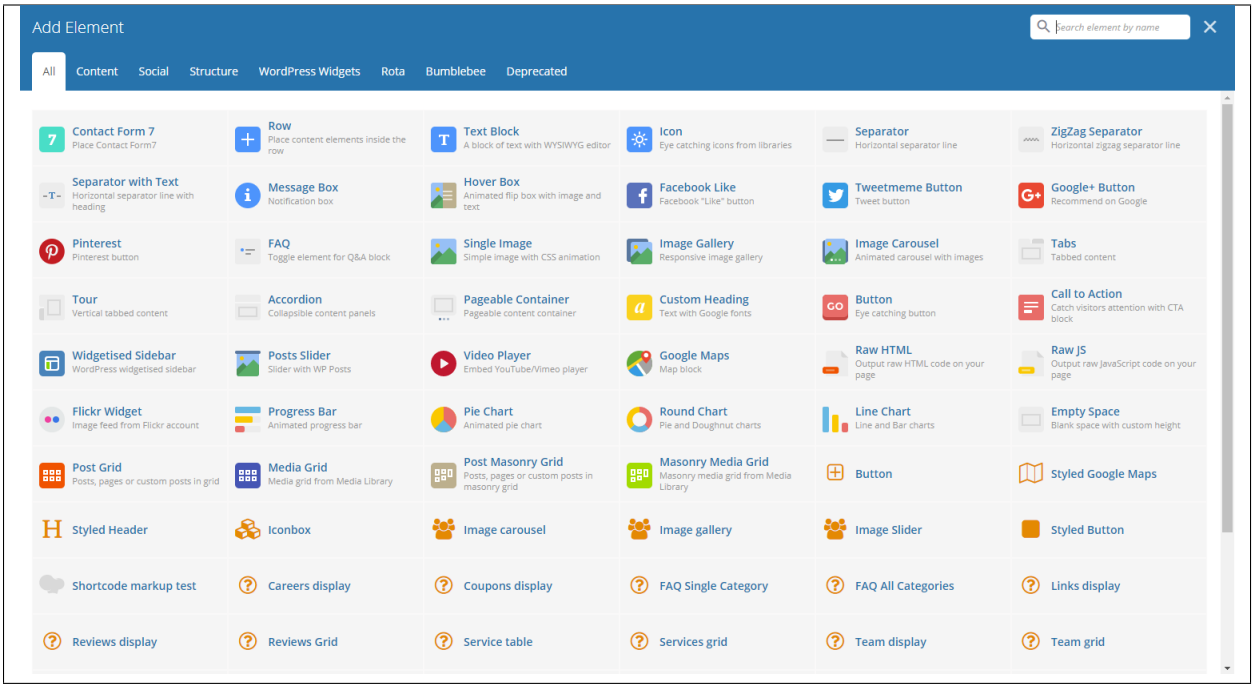
3.2.1 Contact Form 7



This is the plugin that can add a *Contact Forms* on a page. To know how to create a contact form, go to the Create Contact Form tutorial.


CONTACT FORM
Name *
Email *
Phone number
Message *
SEND MESSAGE

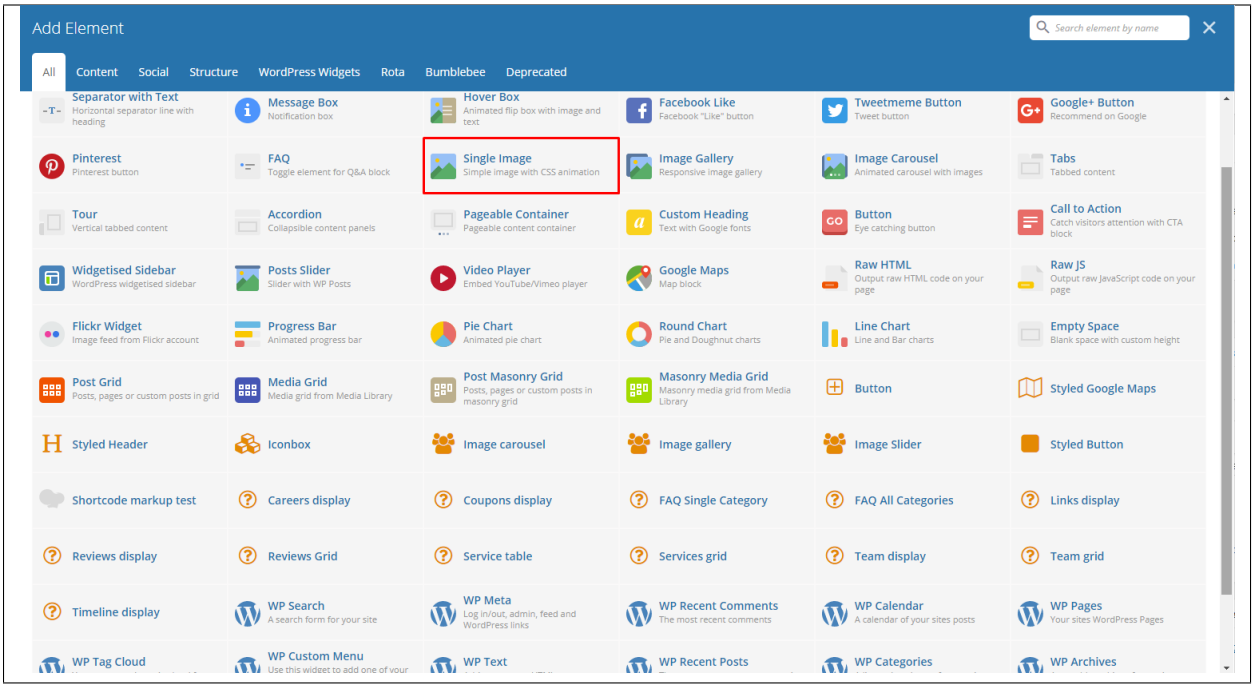
3.2.2 Visual Composer



This element lets you customize your page using a simple drag and drop of elements to build your page content. You can easily setup the backgrounds, colors, and styles for a whole section as well as lots of various smaller components which you can freely put wherever you want.

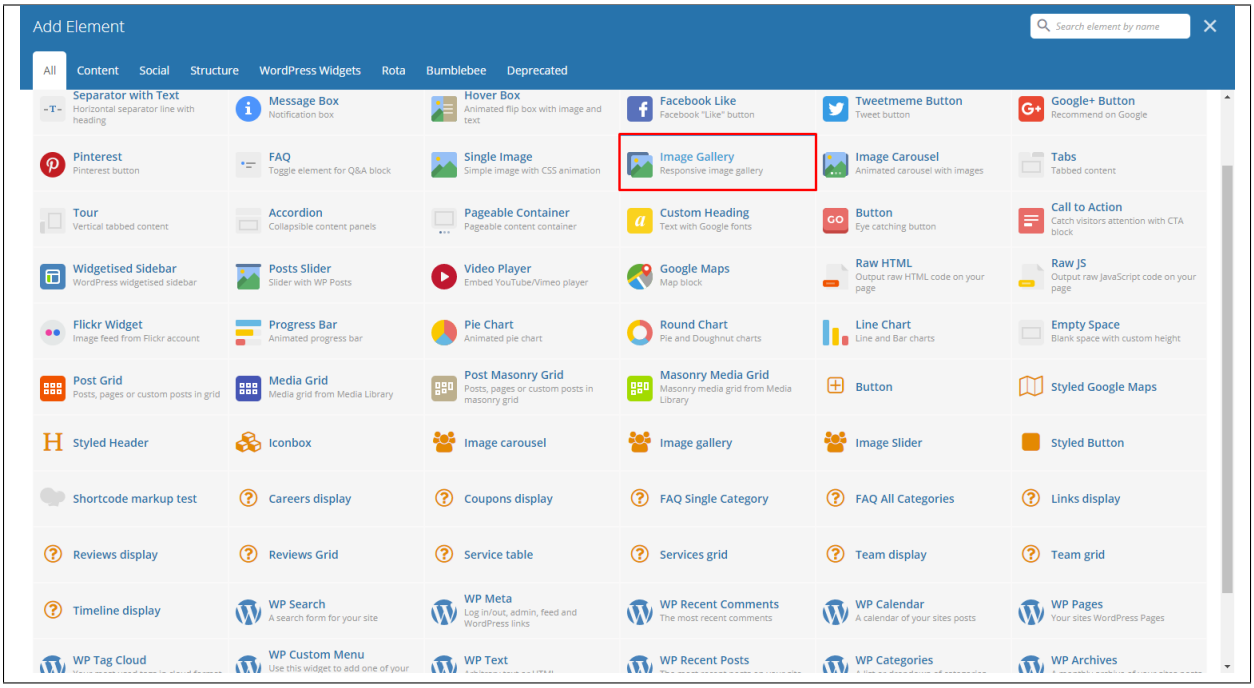
Some of these elements are:

Single Image

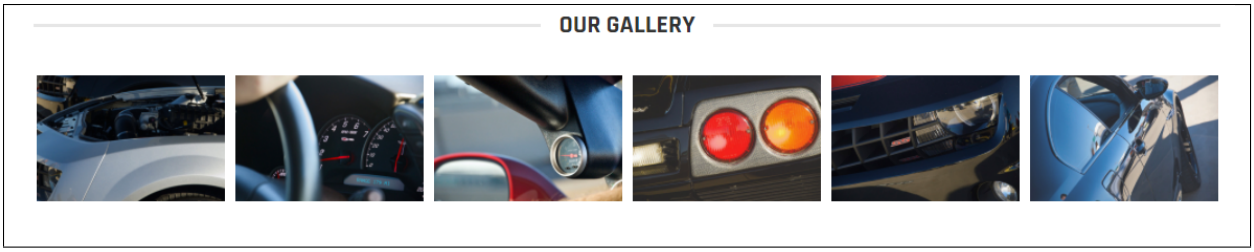


This element will let you add a single image in your page.

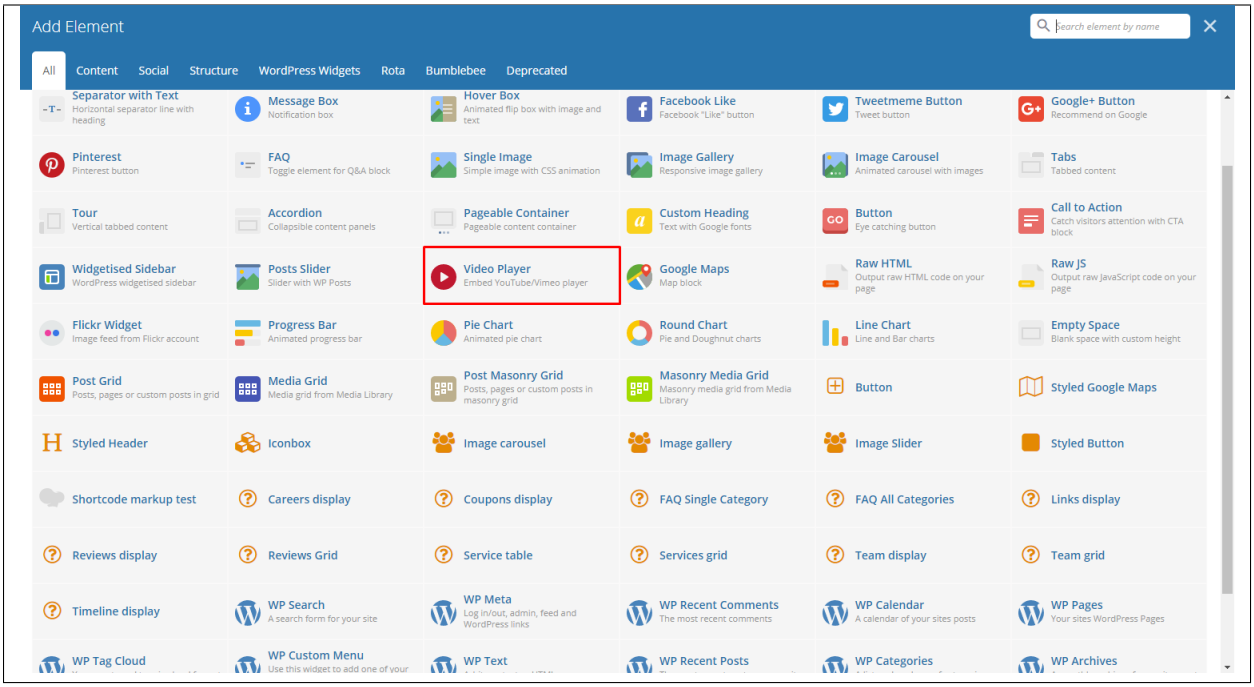
Image Gallery



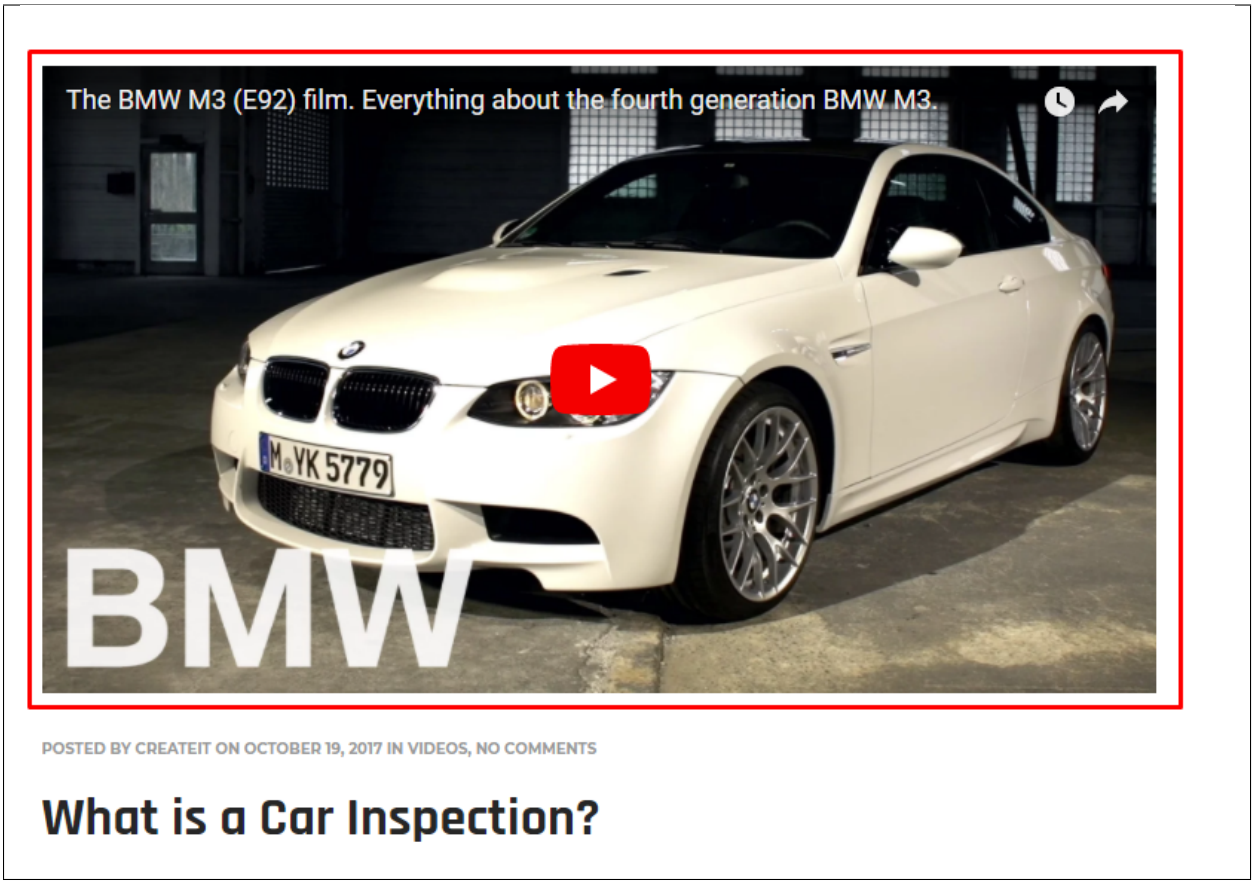
This element will let you add multiple images in your page.



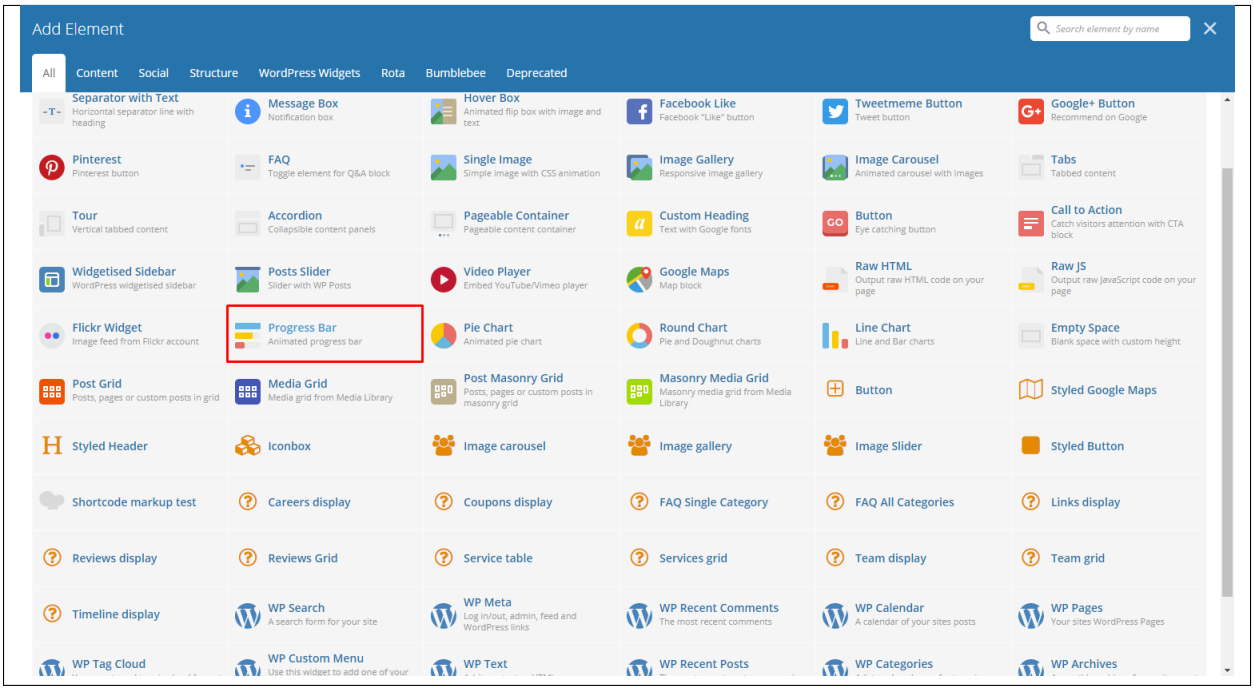
Video Player



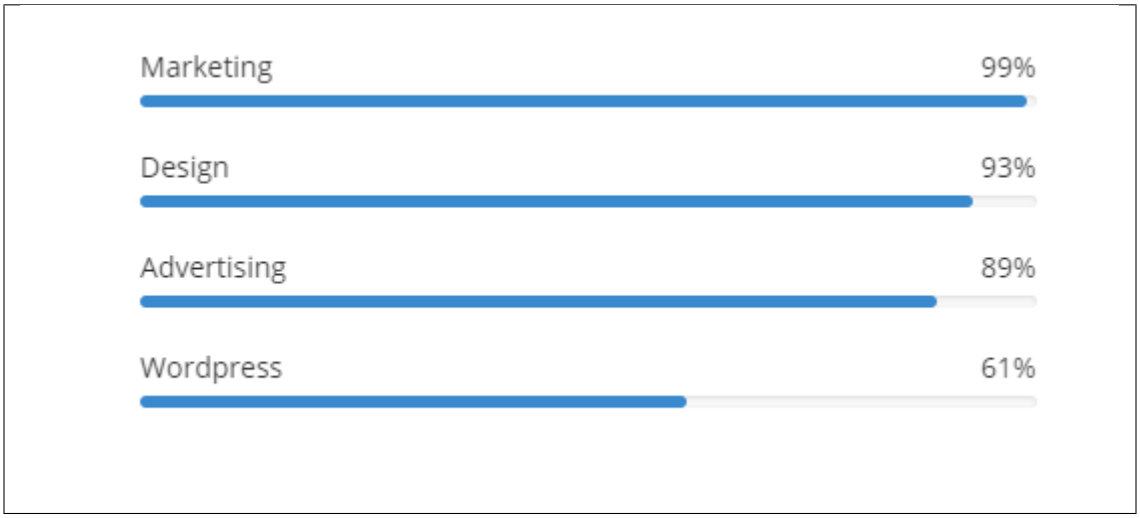
This element will let you add a video or MP3 file inside your page by adding the link for the video/MP3.



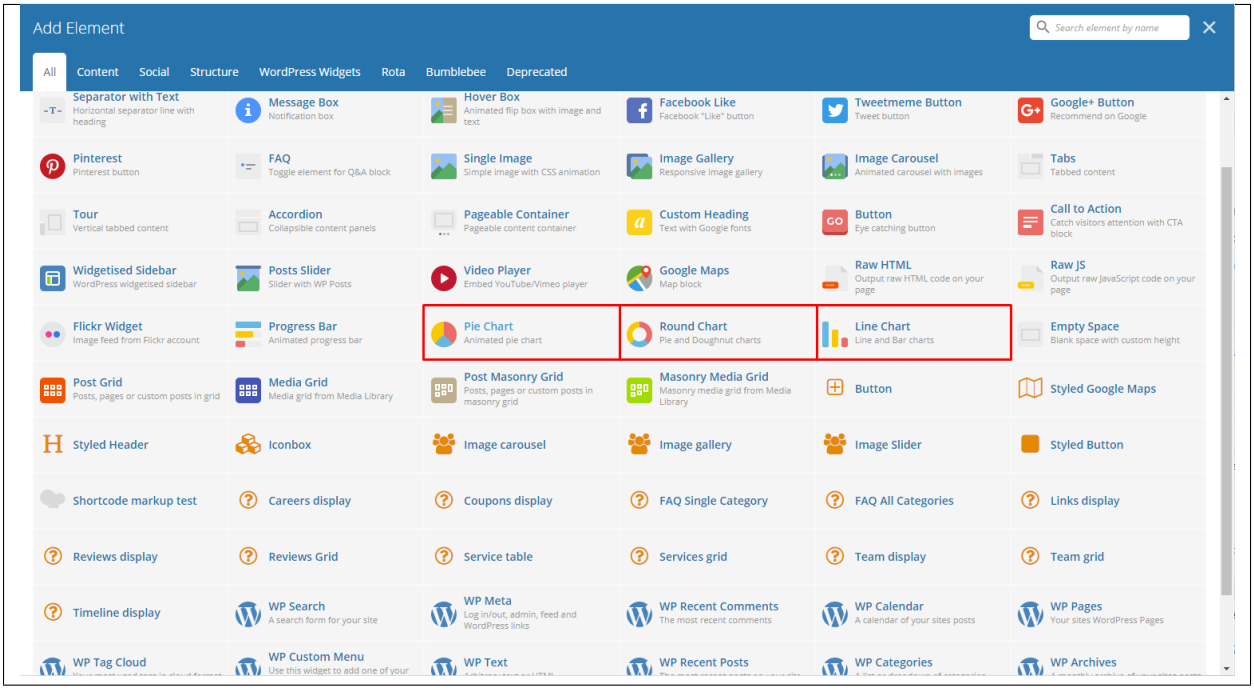
Progress Bar



This element will add an animated progress bar in your page.

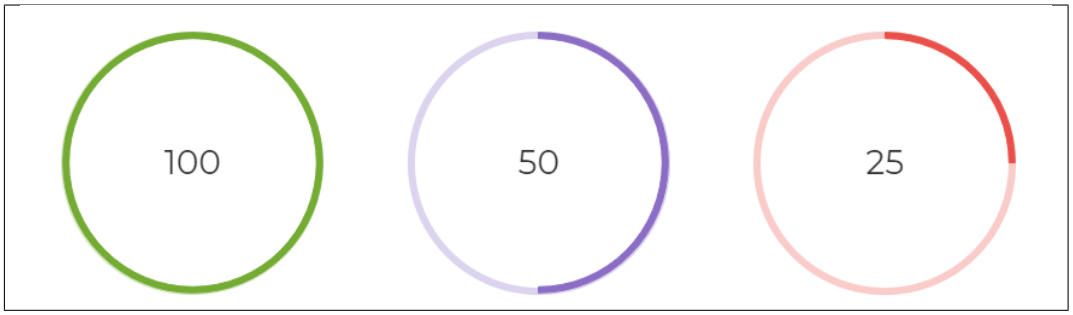


Chart

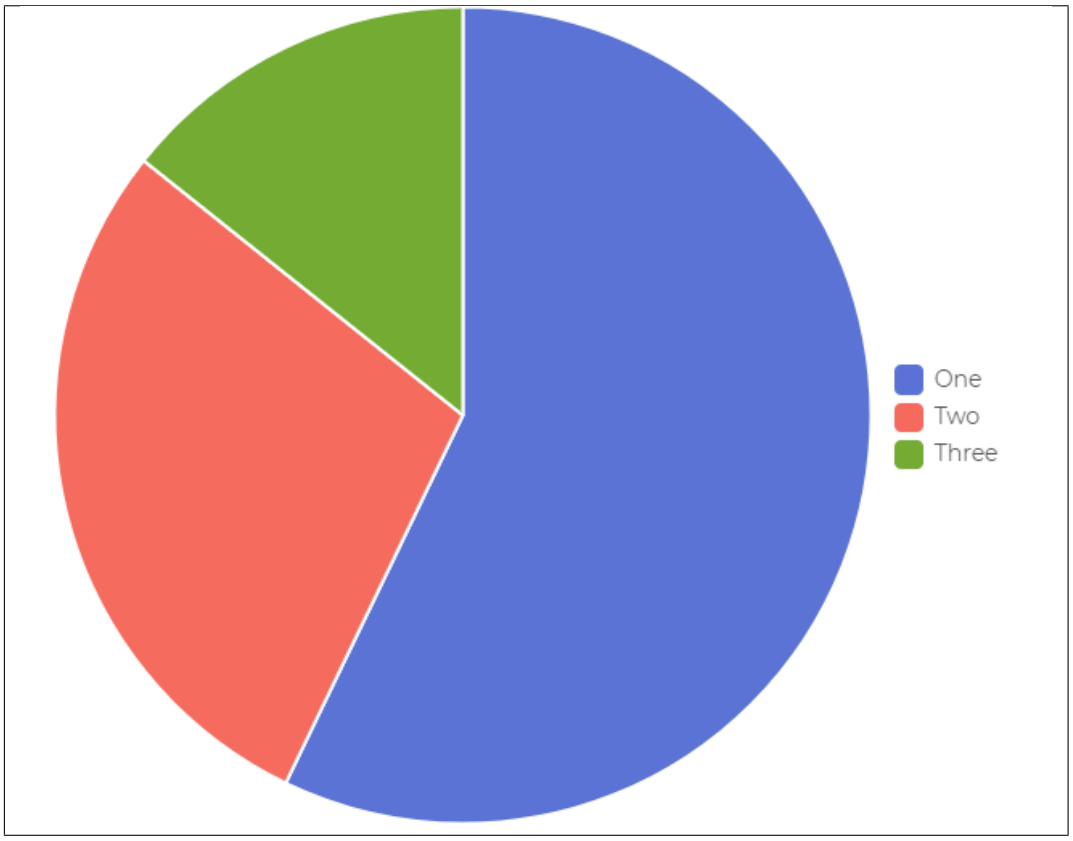


This element lets you add a graph. These are the types of graph that you can add:

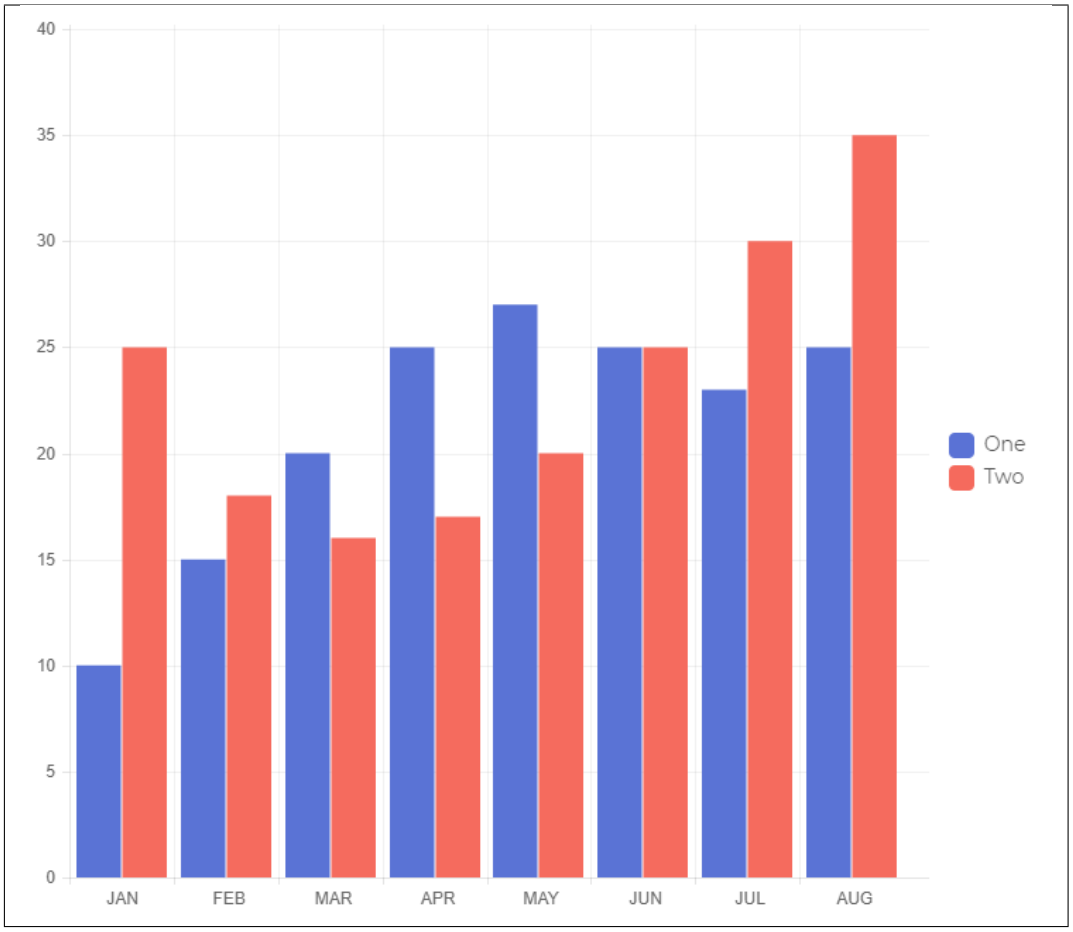
- **Pie**



- **Round**



- **Line**


40
35
30
25
20
15
10
5
0
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
One
Two

CHAPTER 4

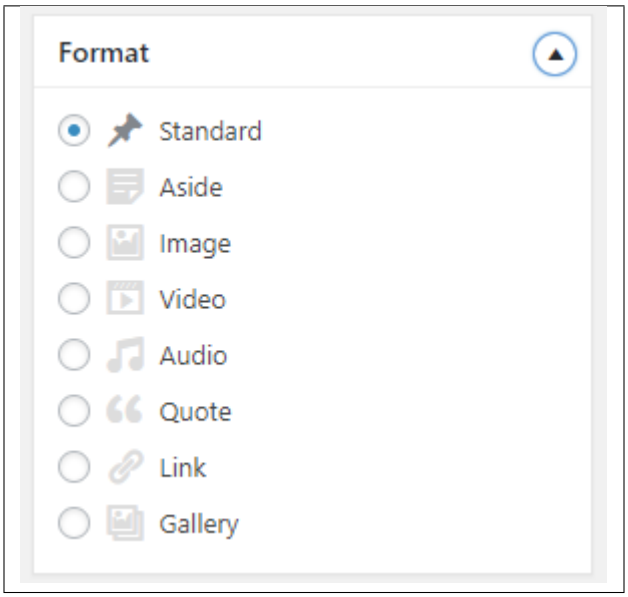
Blogs Posts

Sella is loaded with options for the blog. It offers many different options for you to present your blog posts, along with several different blog post layouts. In addition, there are numerous theme options and shortcode options that allow you to customize how posts are displayed.

4.1 Create New Blog Post

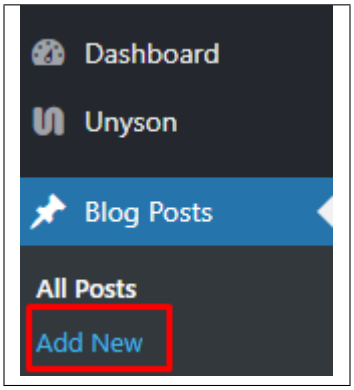
No matter which method you use to display your blog posts, first thing you need to do is create them.

Sella offers several blog post formats:

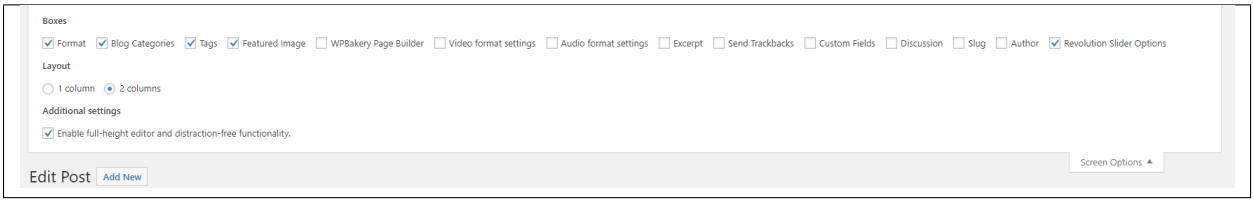


Follow the steps below to create a blog post:

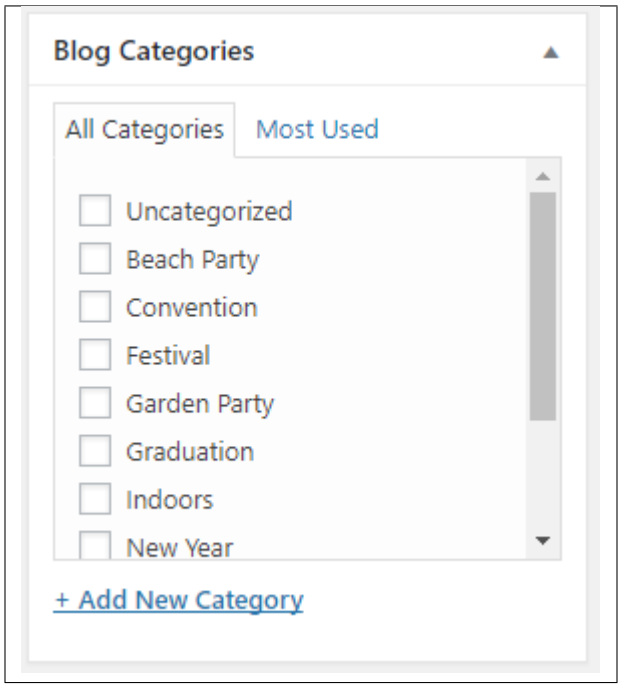
- **Step 1** - Navigate to *Blog Posts* > *Add New* in the Dashboard.



- **Step 2** - Create a title and insert your post content in the editing field. You can use any of our shortcode elements inside the post. If you want to use some additional fields, choose them from *Screen Options* at the top of the screen.

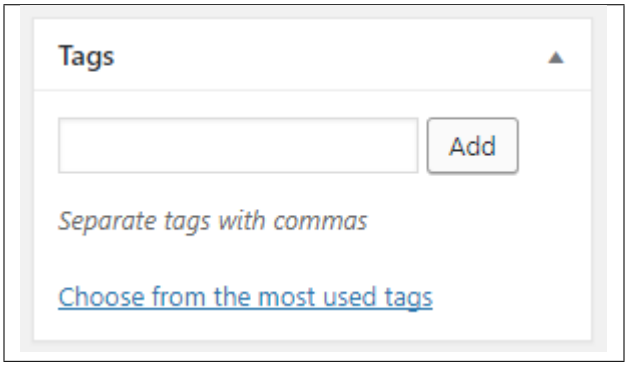


- **Step 3** - Add *Blog Categories* on the right side. Categories are meant for broad grouping of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. *Sub-categories* are made when a Category is added to a Parent Category . To assign it to the post, check the box next to the Category name.

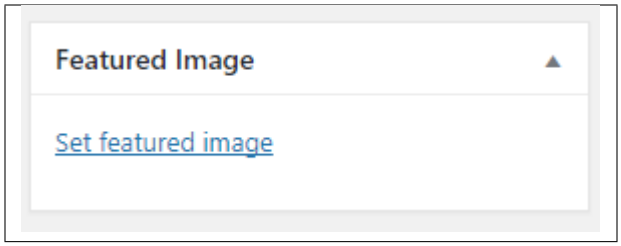


- **Step 4** - To add *Tags*, write the Tags at the textbox below the Blog Categories. Tags are meant to describe

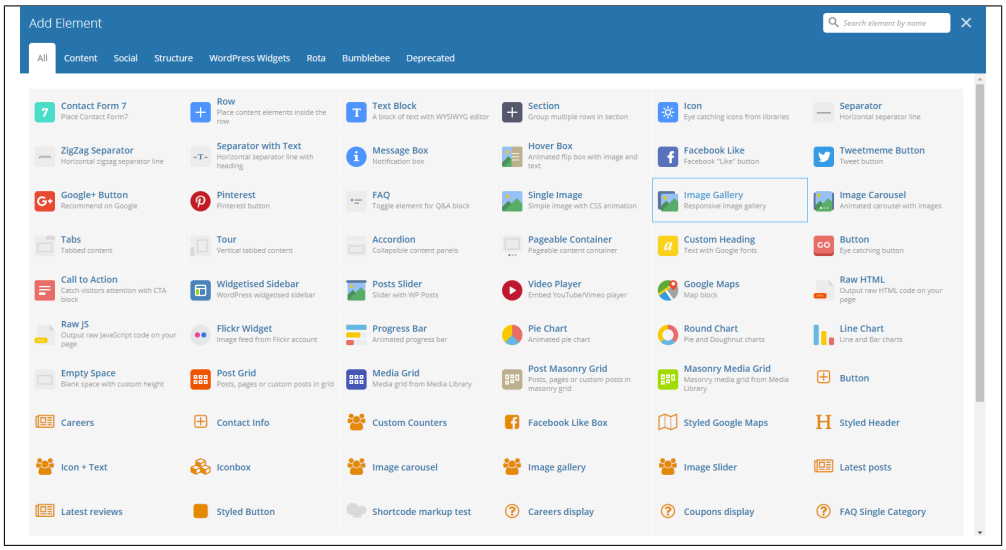
specific details of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical. Type the name of the tag in the field, separate multiple tags with commas.



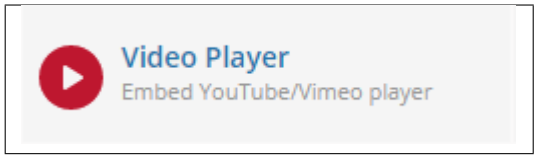
- **Step 5** - To add a *Single image*, click the Featured Image box, select an image and click *Set Featured Image*.



To add more than one image, use *Image Gallery* (Visual Composer element) , each image will be a slide in the gallery slideshow. Gallery can be created by adding images from Media gallery or by adding External links of the images that will be used.



- **Step 6** – To post *Video*, use Video Player (Visual Composer element) and paste the direct video URL from Youtube, Vimeo or Dailymotion and more.
- **Step 7** – to post *Audio*, use Video Player (Visual Composer element) and paste the direct audio URL from Soundcloud, Mixcloud and more.



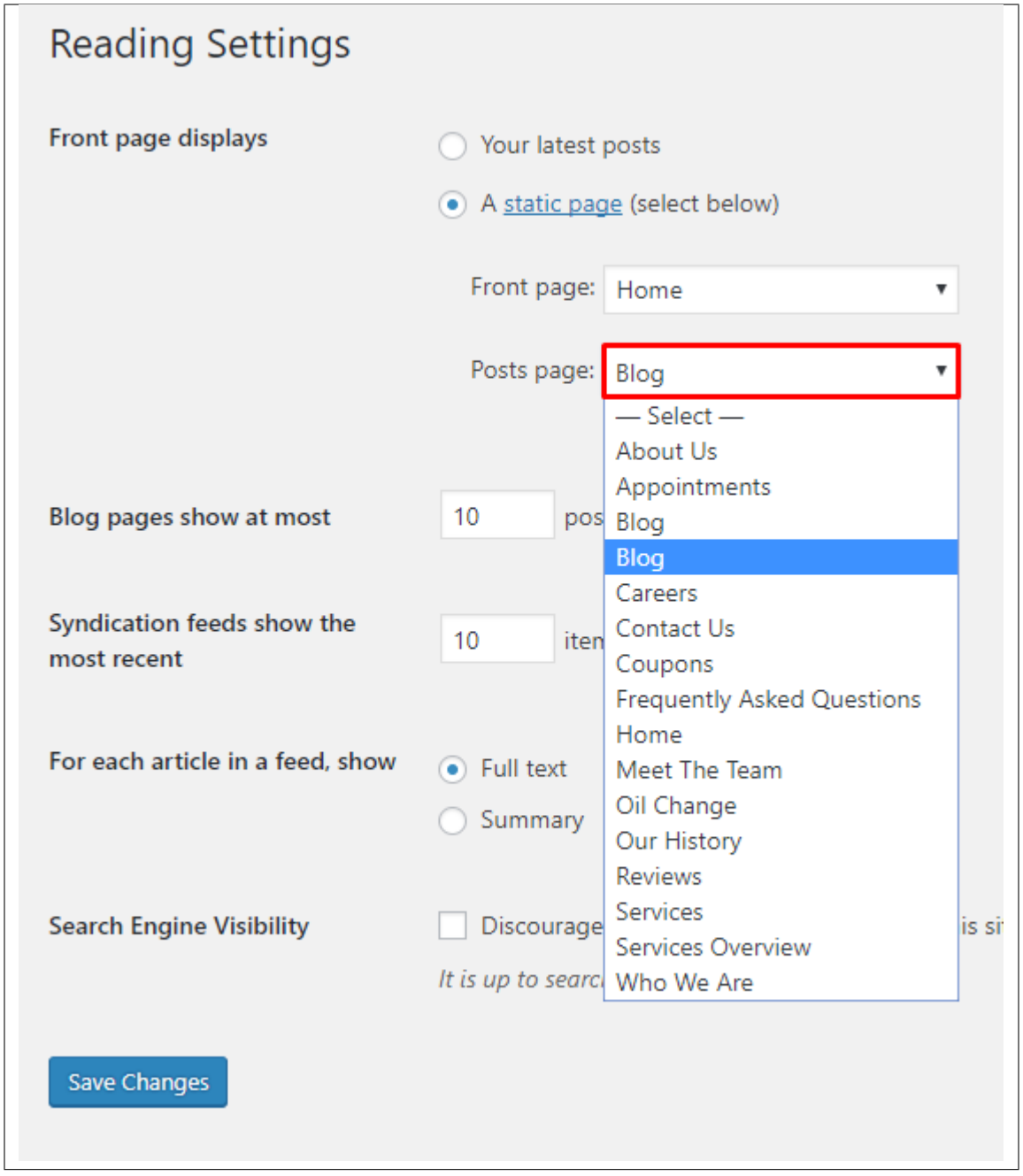
- **Step 8** – For *Quotation*, use WordPress *Blockquote* option (Shift + Alt + Q).
- **Step 9** – For *Links*, use WordPress *Inser/Edit Link* option (Ctrl + K).
- **Step 10** – Create an excerpt – *Excerpts* are optional hand-crafted summaries of your content that can be used in your theme. Learn more about manual excerpts.
- **Step 11** – Once finished, click *Publish* to save the post.

You will see all the Blogs created at *Blog Posts* > *All Posts*.

4.2 Blog Index Page

The most popular way of displaying blog posts is to setup *blog index page*. There all of your posts will be displayed and ordered by publish date.

To set the page as your post page, navigate to Posts page tool in *Settings* > *Reading* and choose Blog index page from the ones you created.



Note: On Blog index page you will see only your posts, so don't add any other content to it.

4.3 Blog Category

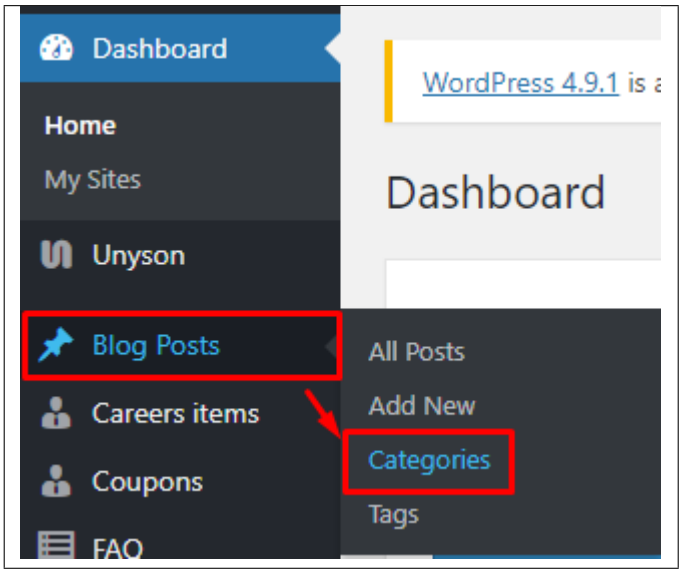
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a blog would make it easier to locate and post on similar topics by category.

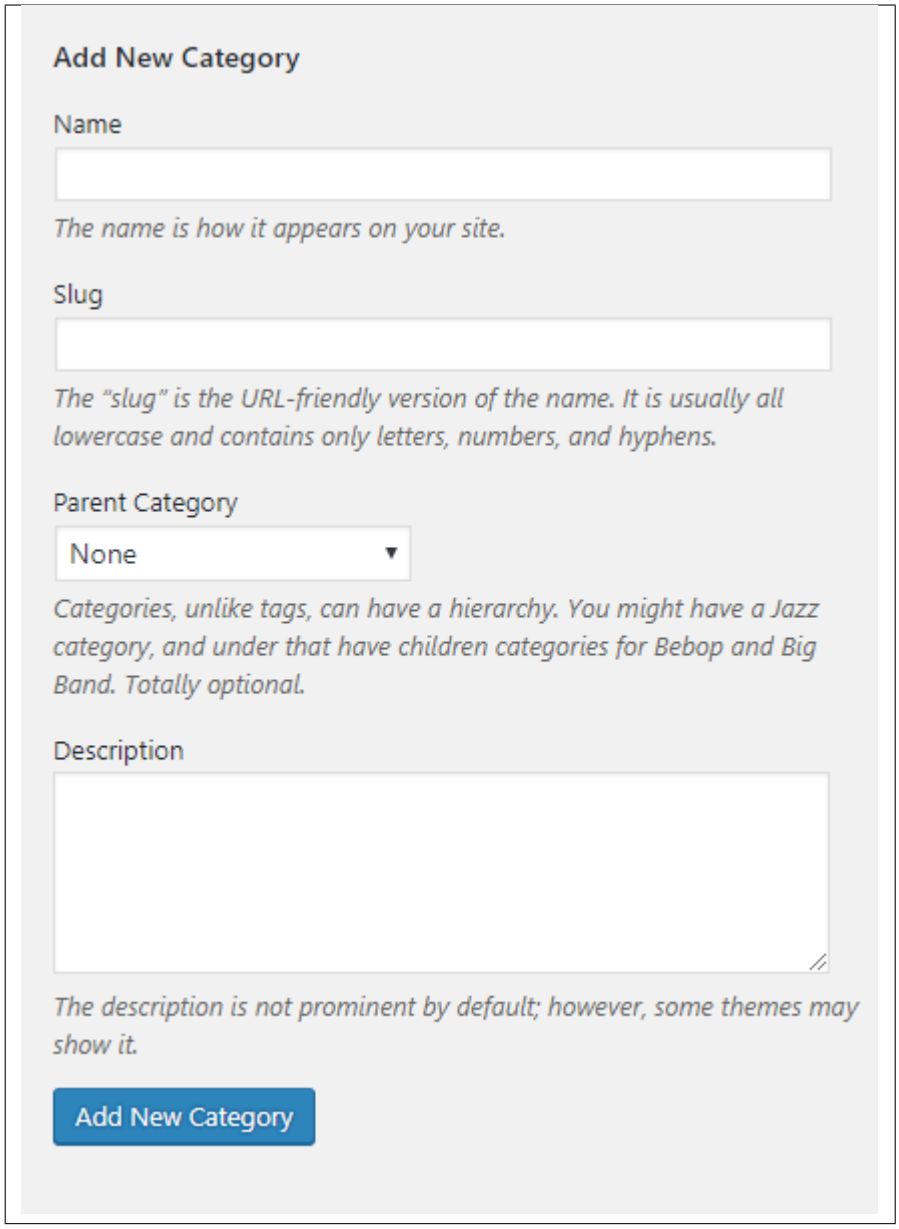
4.3.1 Create Blog Category

To create a *Category* for a blog, follow these steps:

- **Step 1** - Navigate your Dashboard to *Blog Posts* > *Categories*. You will see the *Blog Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.



  - **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.

- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

4.3.2 Delete Blog Category

To delete a Category, navigate your Dashboard to *Blog Posts* > *Categories*.

In the *Blog Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

4.4 Blog Tags

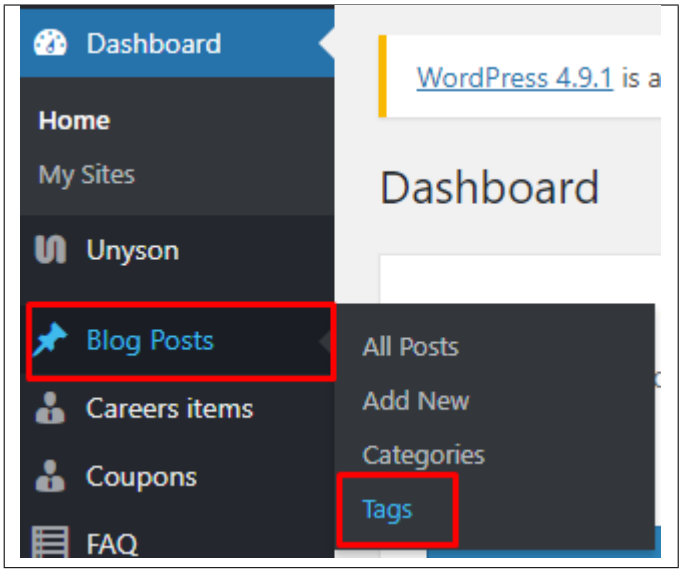
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a Blog post would make it easier to relate a post with another post even if the categories are different.

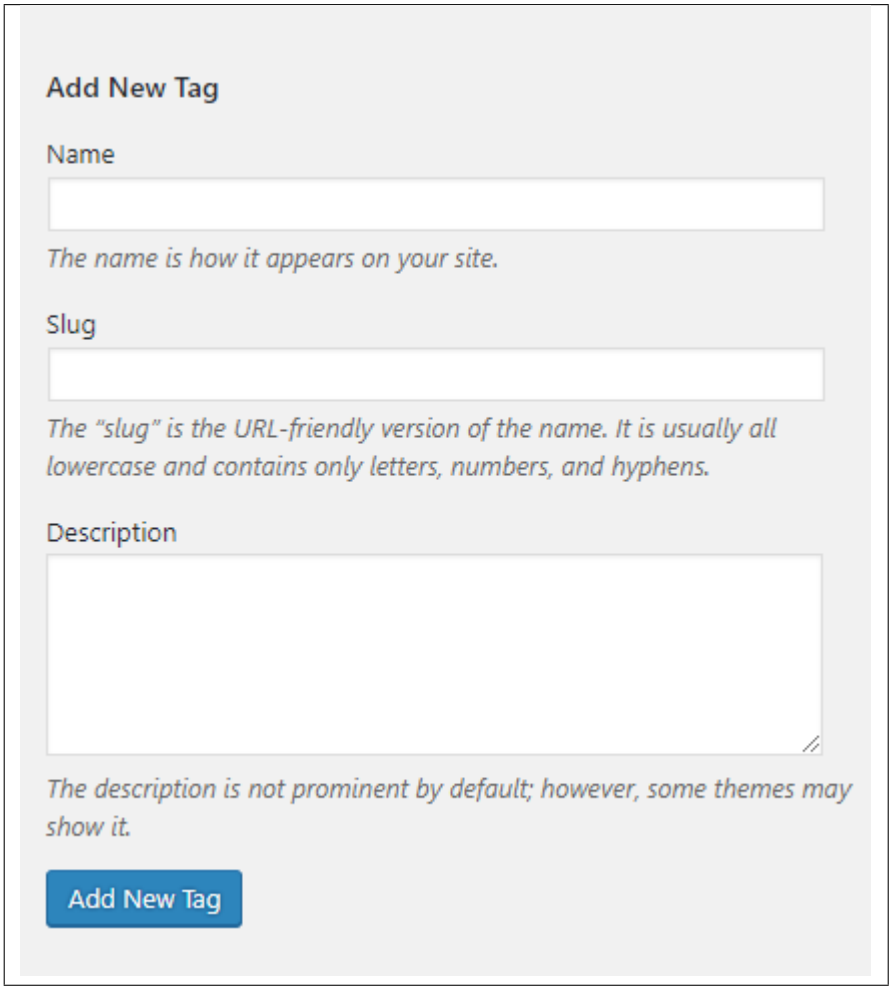
4.4.1 Create Blog Tags

To create a *Tag* for a Blog, follow these steps:

- **Step 1** - Navigate your Dashboard to *Blog* > *Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.

  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.

- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from other component of the site.

4.4.2 Delete Blog Tags

To delete a tag, navigate your Dashboard to *Blog* > *Tags*.

In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

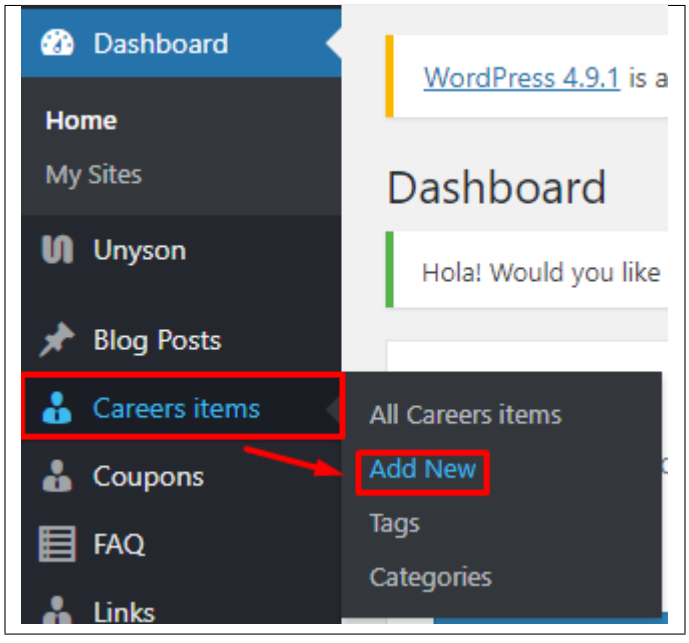
Note: Deleting a tag may affect the tags from other component of the site.

CHAPTER 5

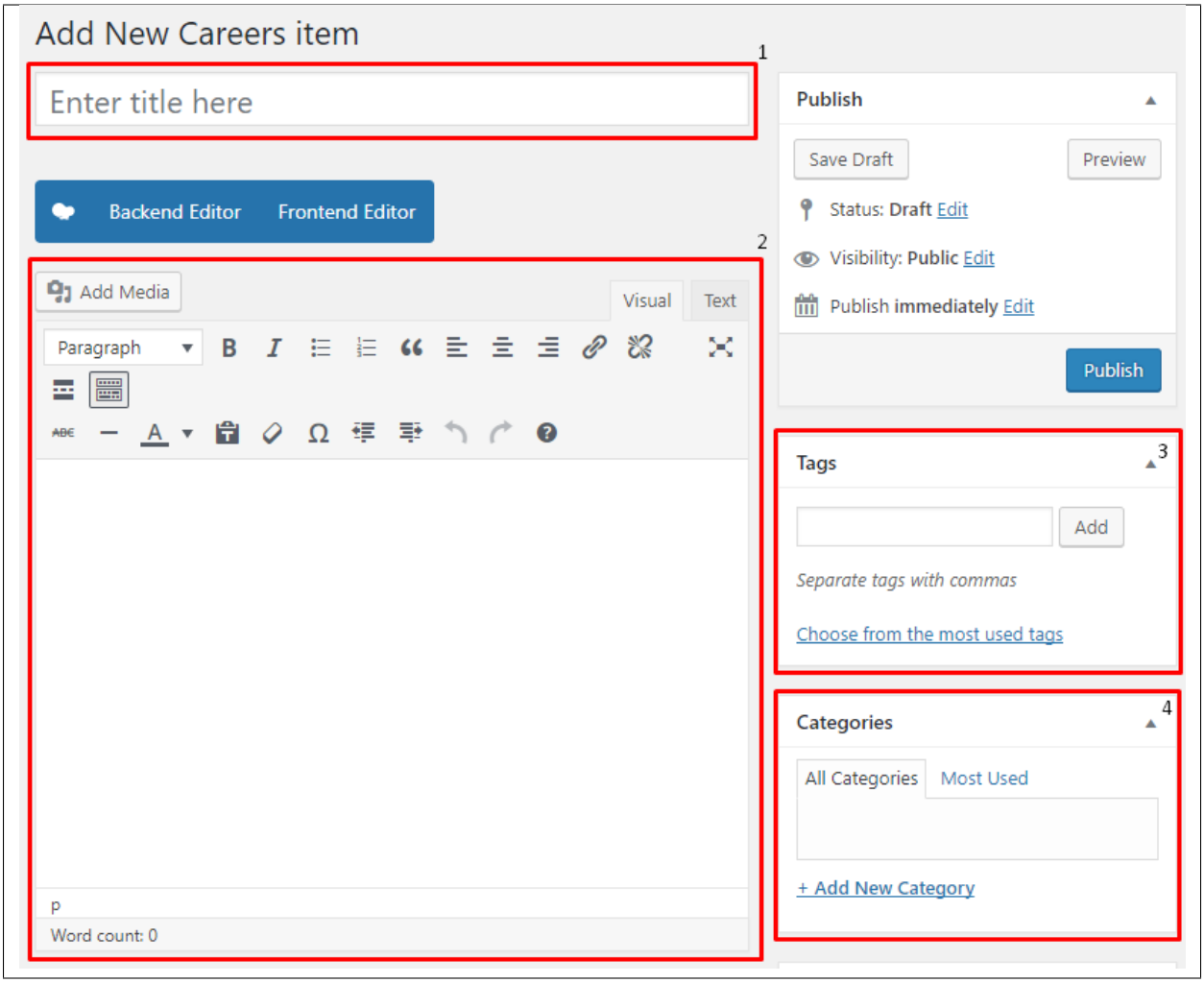
Career items

5.1 Create Career

To create a new *Career* item, navigate in WordPress Dashboard to *Career items* > *Add New*.



The *Add New Career item* page will show. Add the details for the career.



1. **Title** - The title for the career.
2. **Editor container** - You can add the descriptions and you can also add elements to customize the page for the career.
3. **Tags** - Tags are meant to describe specific details of your posts.
4. **Categories** - Category of the career.

After adding all the details, click on *Publish* button to save.

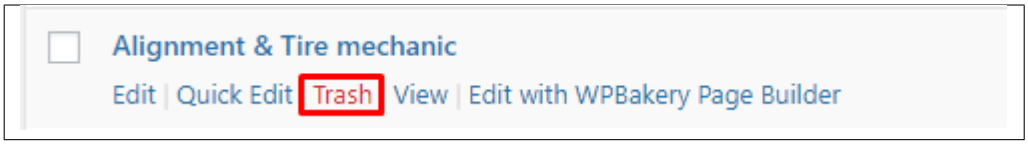
5.1.1 Delete Career

To delete a Career, navigate your Dashboard to *Career items* > *All Career items*

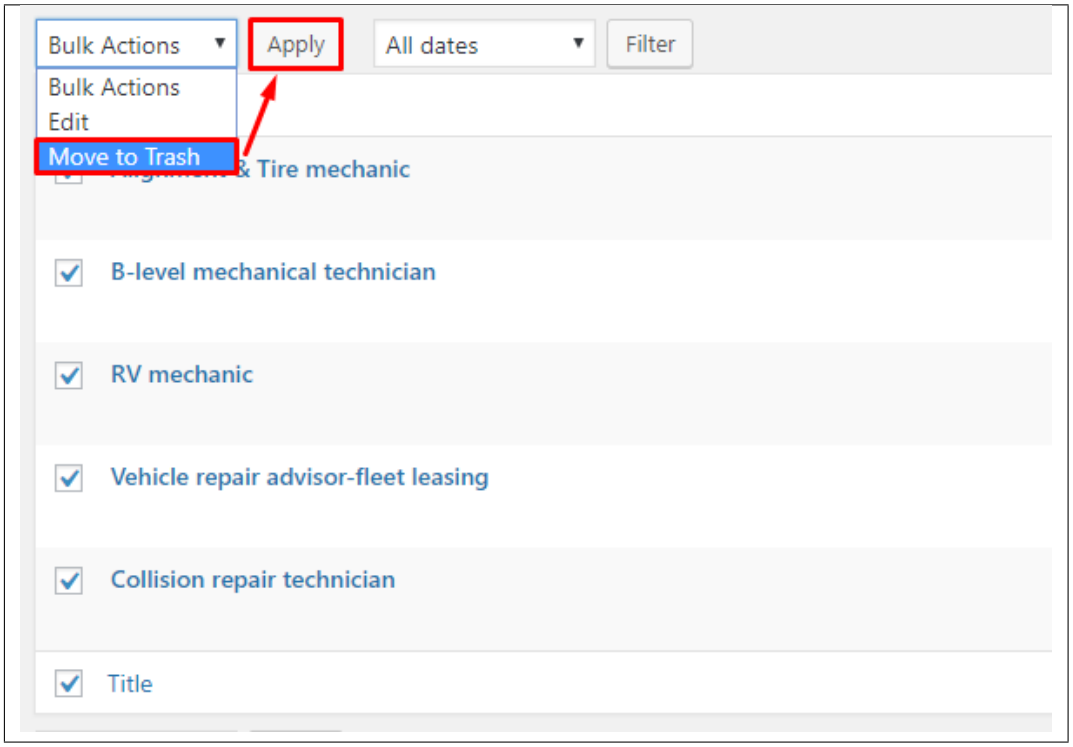
In the Career items page, you will see all the created Careers.

To delete a Career, you have two options:

- **Single Career Delete** - Hover your mouse pointer on the Career that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.



- **Multiple Career Delete** - To delete multiple Careers, click on the box beside the Careers you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



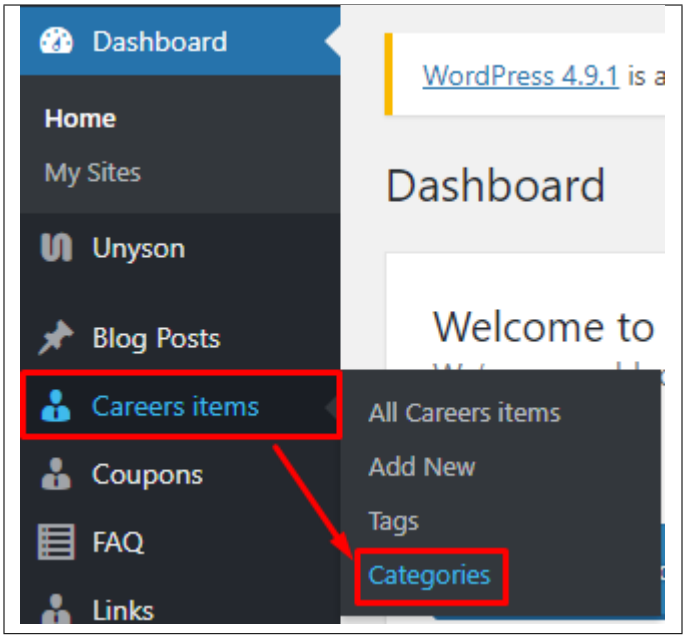
5.2 Career Category

Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

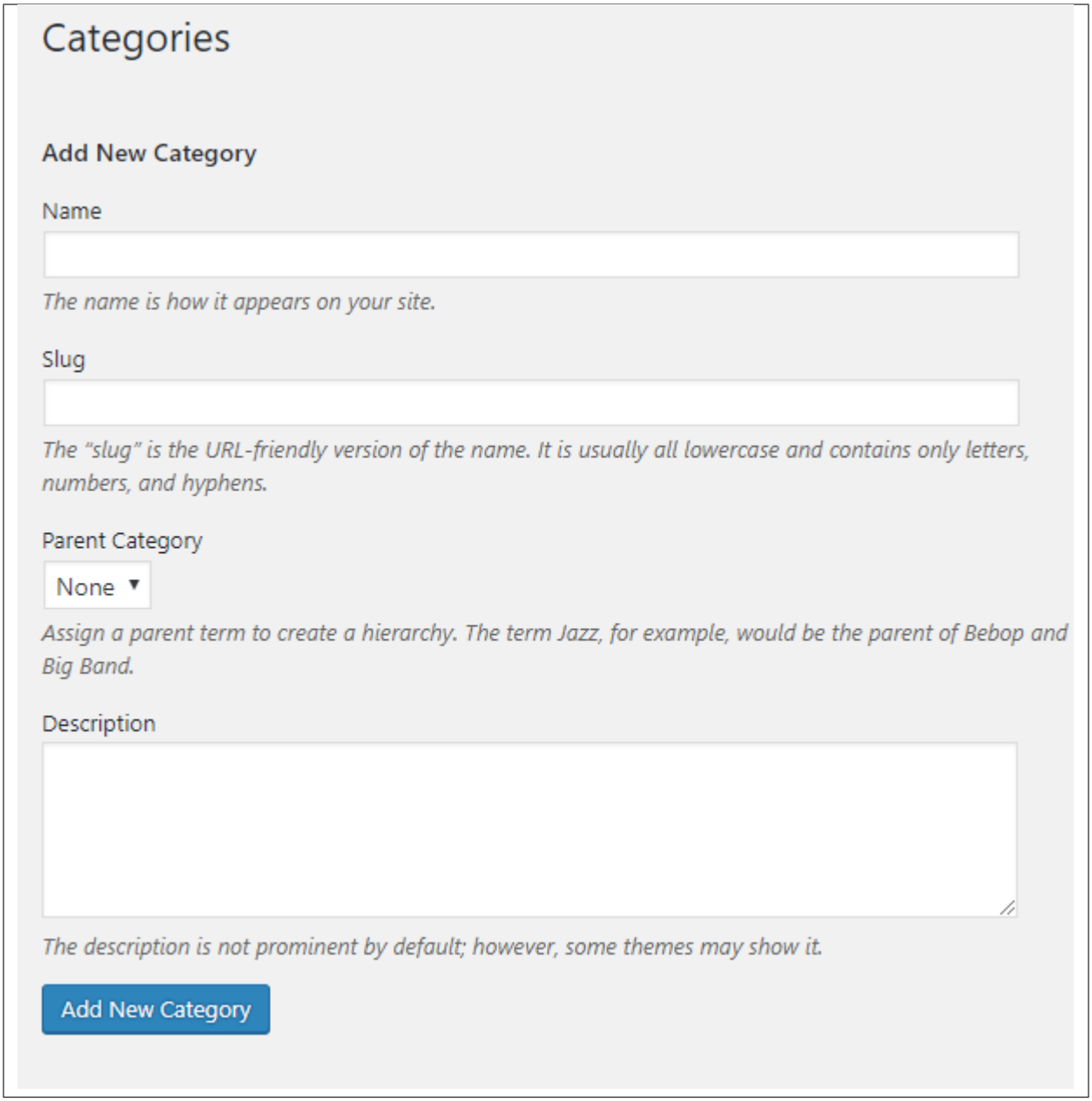
Adding categories to a blog would make it easier to locate and post on similar topics by category.

5.2.1 Create Career items Categories

To create new *Career items Categories*, navigate in WordPress Dashboard to *Career items* > *Categories*.



The *Categories* page will show, here you can add the details of the Career items Categories that you would like to create.



After adding all the details, click on *Add New category* to save.

5.2.2 Delete Career items Categories

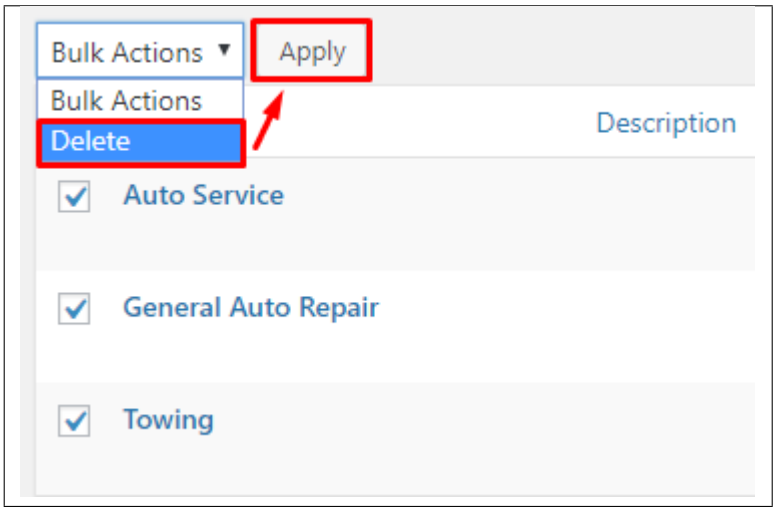
To delete a Category, navigate your Dashboard to *Career items* > *Categories*.

In the *Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



5.3 Career Tags

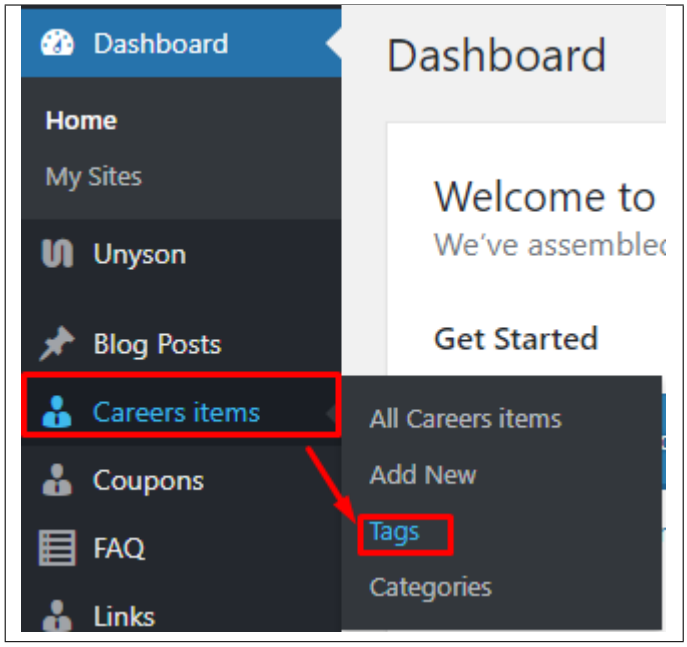
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a Career post would make it easier to relate a post with another post even if the categories are different.

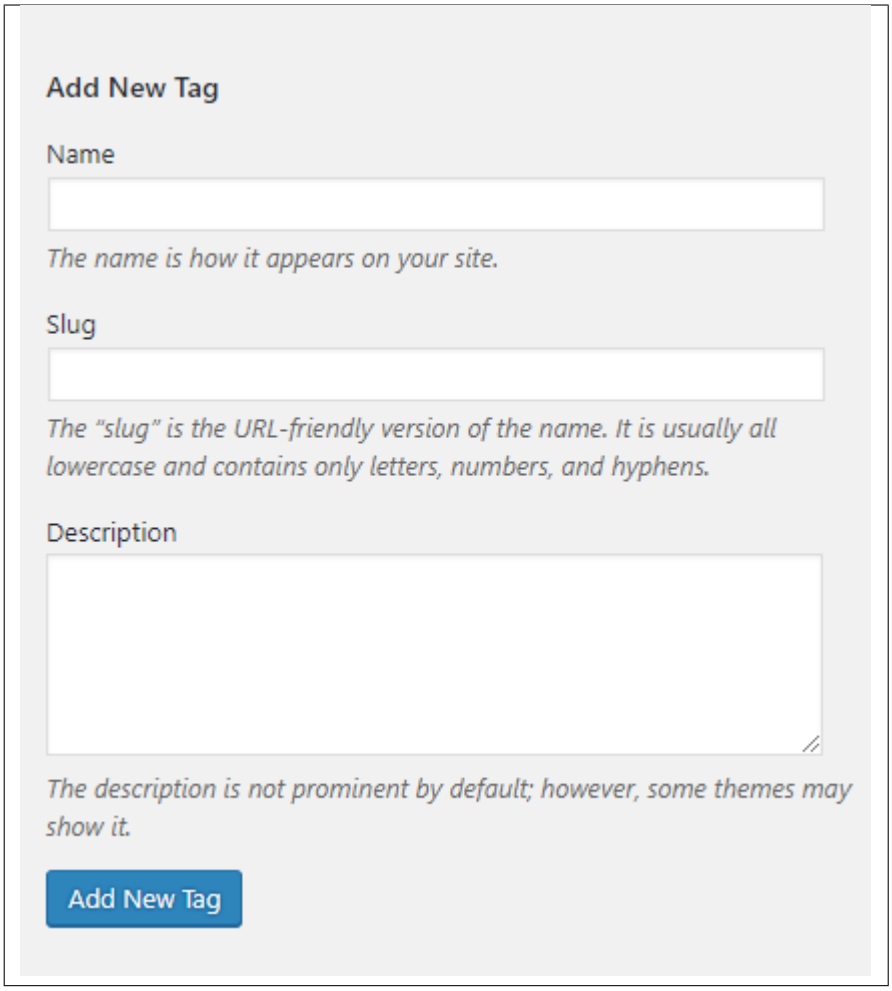
5.3.1 Create Career Tags

To create a *Tag* for a Career, follow these steps:

- **Step 1** - Navigate your Dashboard to *Career Posts* > *Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.

- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from component of the site.

5.3.2 Delete Career Tags

To delete a tag, navigate your Dashboard to *Career Posts* > *Tags*.

In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

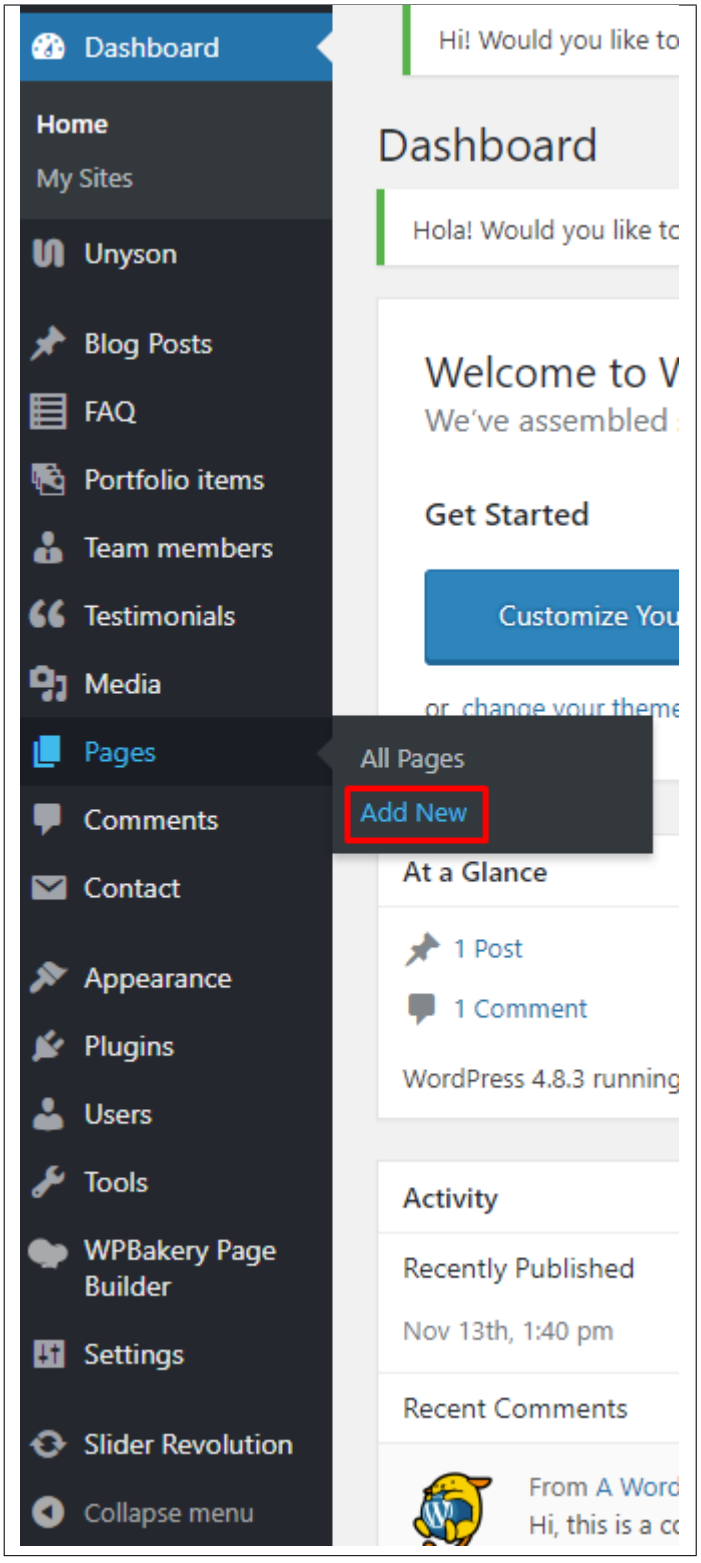
Note: Deleting a tag may affect the tags from other component of the site.

5.4 Create Career Page

Careers in Rota is generated by the theme from *Career Items*.

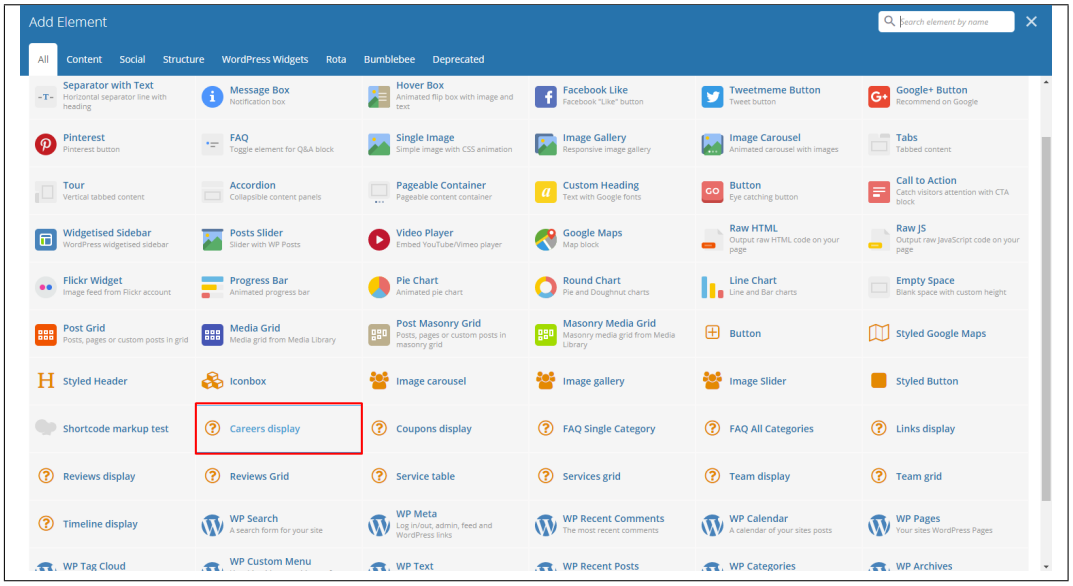
To create a *Careers Page*, follow these steps:

- **Step 1** - Create a new page where to add the Careers.



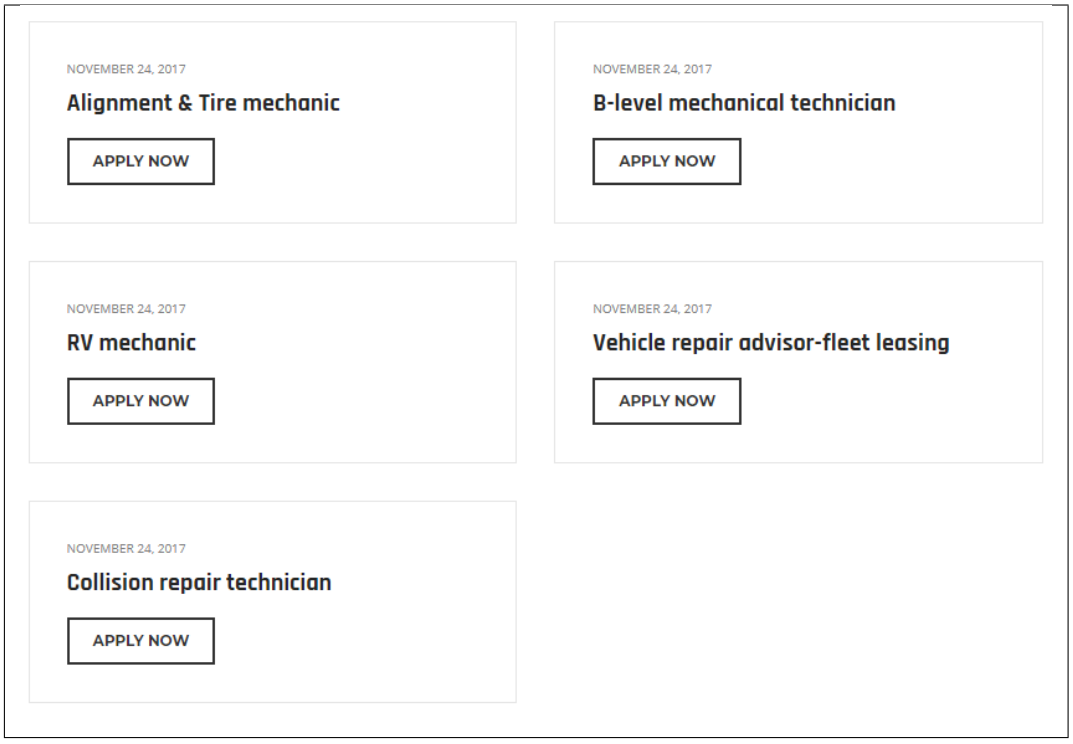
- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.

- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Career Items*. The *Career Items* can be generated by using the **Careers display** element on the page.



- **Step 6** - You can customize the page by adding other elements to the page.
- **Step 7** - Once you have finished customizing the page, click on the *Publish* button.

Sample:

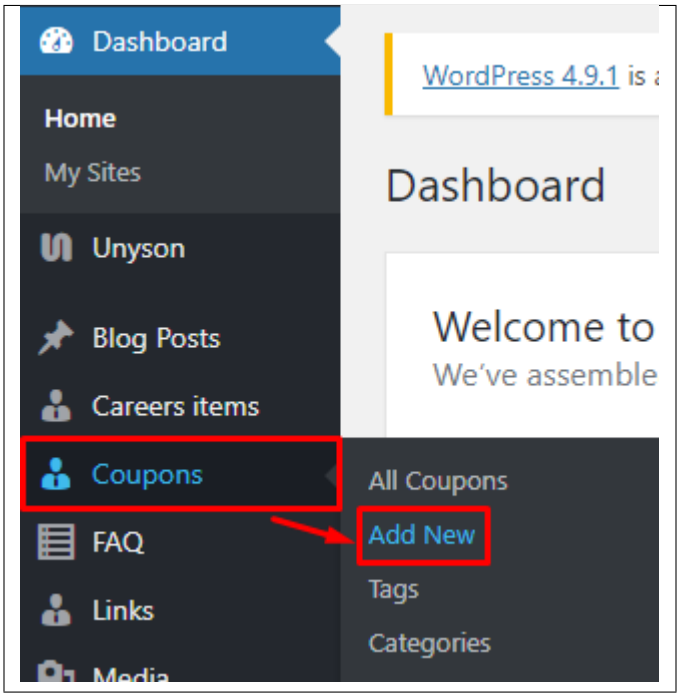

NOVEMBER 24, 2017
Alignment & Tire mechanic
APPLY NOW
NOVEMBER 24, 2017
B-level mechanical technician
APPLY NOW
NOVEMBER 24, 2017
RV mechanic
APPLY NOW
NOVEMBER 24, 2017
Vehicle repair advisor-fleet leasing
APPLY NOW
NOVEMBER 24, 2017
Collision repair technician
APPLY NOW

CHAPTER 6

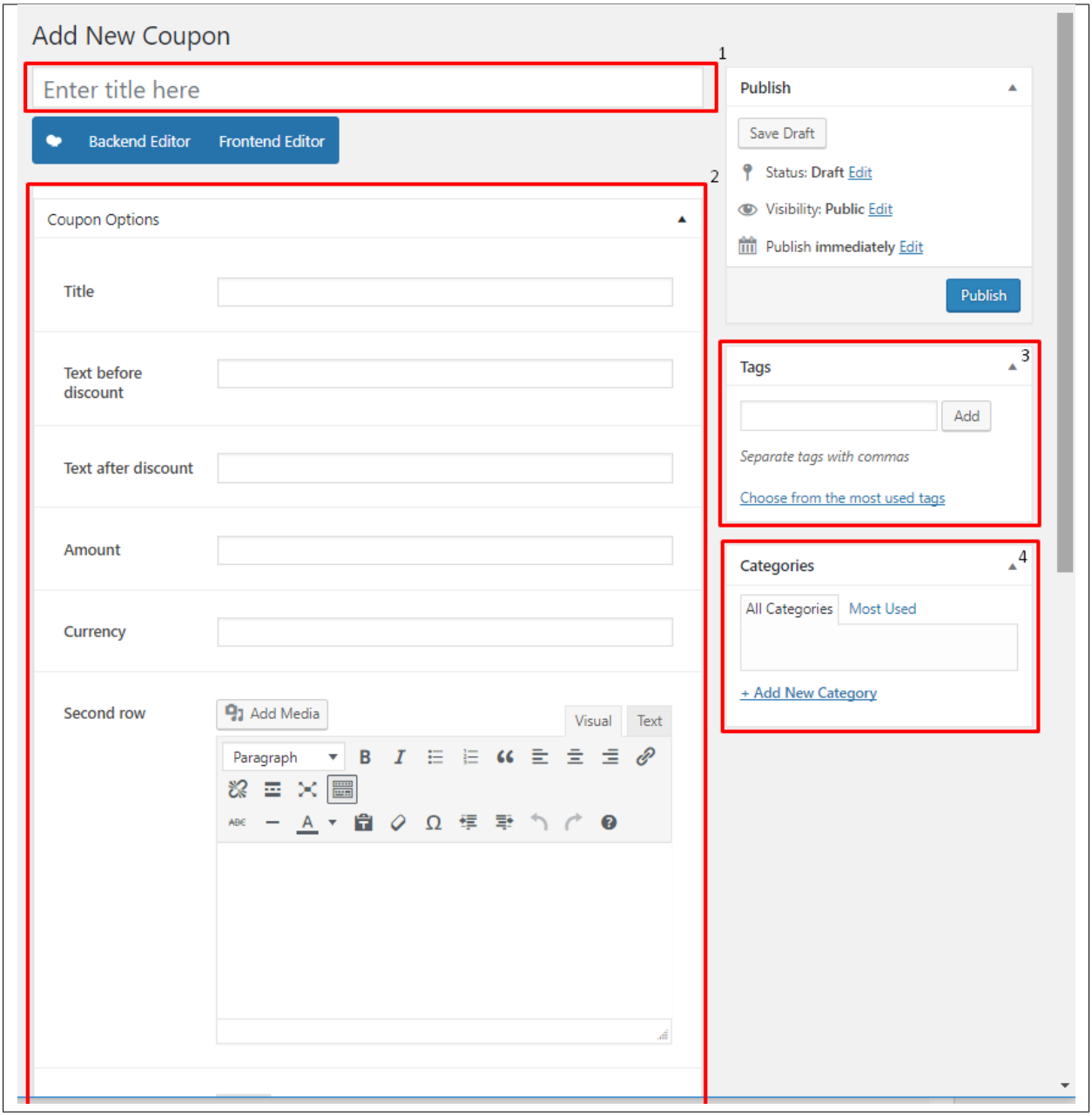
Coupons

6.1 Create Coupon

To create a new *Coupon* item, navigate in WordPress Dashboard to *Coupons* > *Add New*.



The *Add New Coupon* page will show. Add the details for the Coupon.



1. **Title** - The name of the Coupon.
2. **Coupon Options** - You can add here the role of the Coupon that will be shown in the website.
    - Title - Title/Name of the coupon.
    - Text before discount - Text after the Amount of the coupon.
    - Text after discount - Text below the Amount.
    - Amount - Amount of the coupon.
    - Currency - Currency of the amount.
    - Second row - Text written in the second row.
    - Third row image - Image at the left side of the 3rd row.

- Third row text - Text at the right side of the 3rd row.
- Expires - Date of the expiration of the coupon.
- Code - Unique code for the coupon.
- Show print button - Option to show print button on the coupon.
- Button image - Image beside the print button.

3. **Tags**
4. **Categories**

After adding all the details, click on *Publish* button to save.

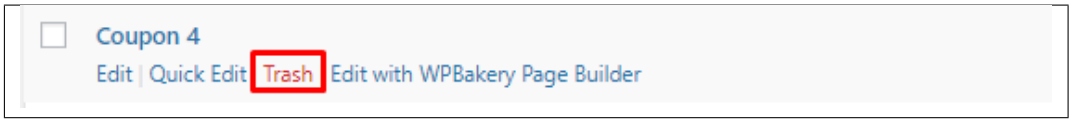
6.1.1 Delete Coupon

To delete a Coupon, navigate your Dashboard to *Coupon* > *All Coupons*

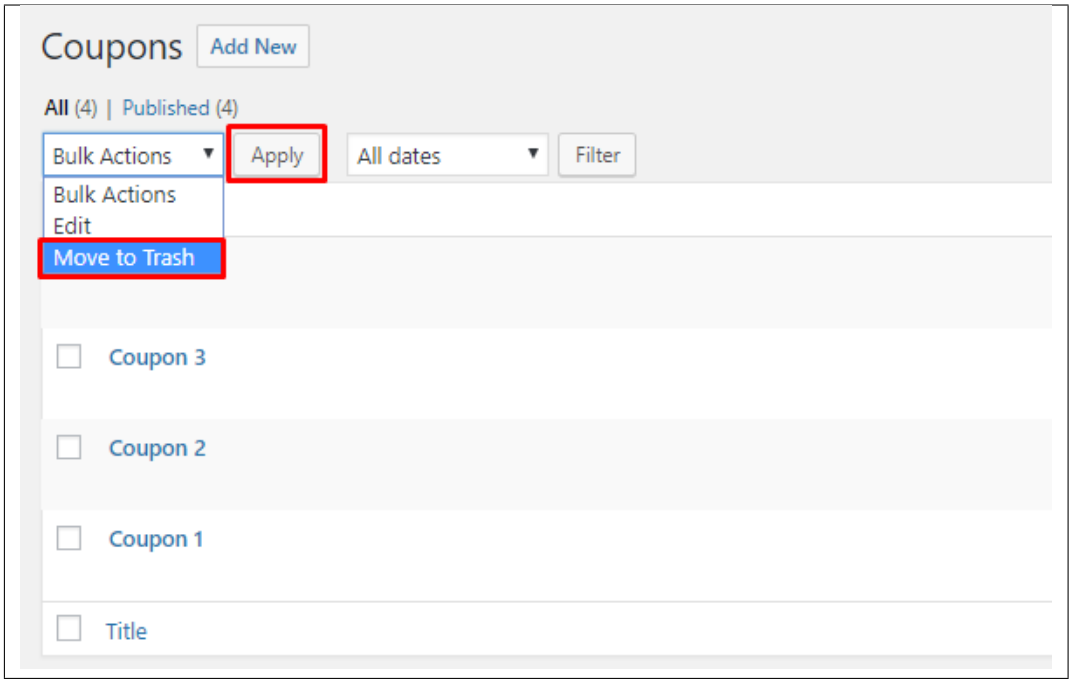
In the Coupons page, you will see all the created Coupons.

To delete a Coupon, you have two options:

- **Single Coupon Delete** - Hover your mouse pointer on the Coupon that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.



- **Multiple Coupons Delete** - To delete multiple Coupons, click on the box beside the Coupons you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



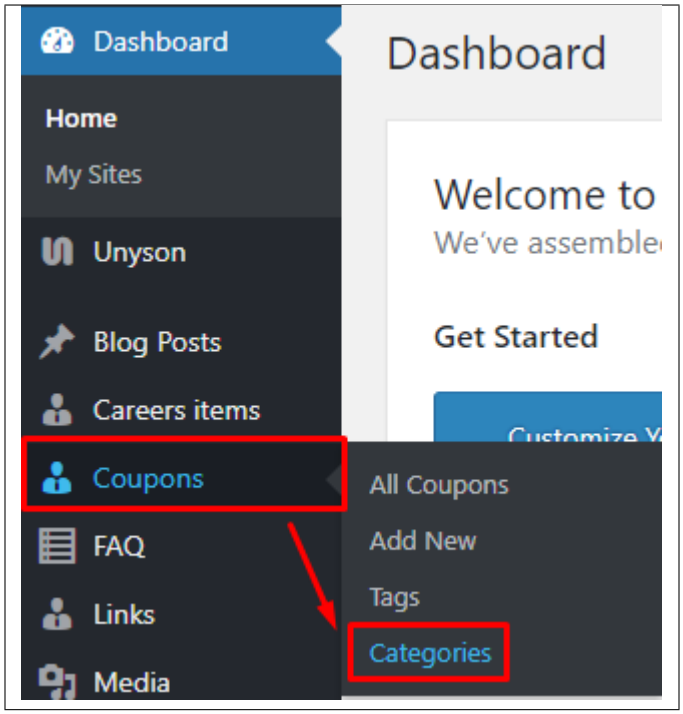
6.2 Coupons Category

Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

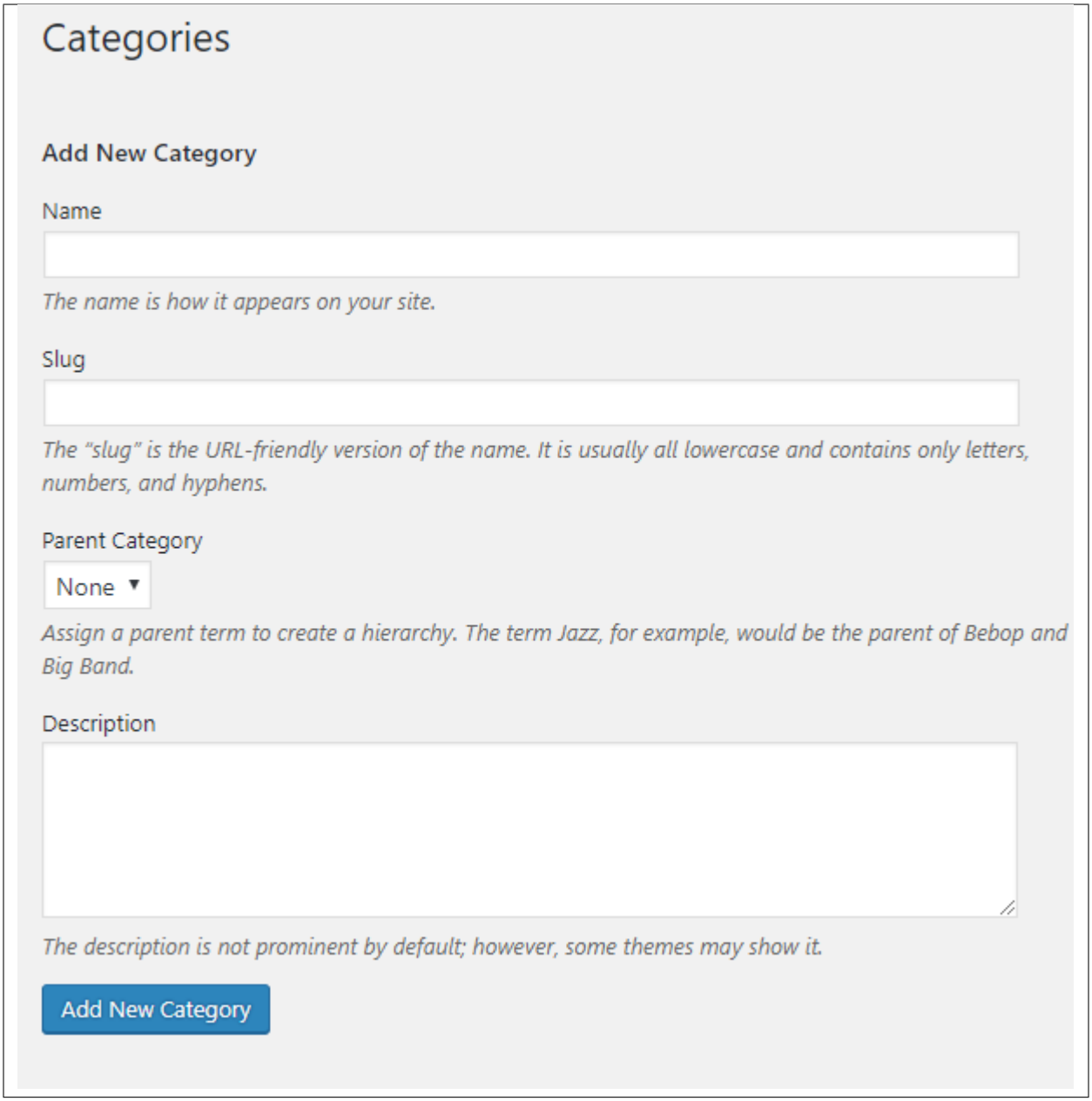
Adding categories to a blog would make it easier to locate and post on similar topics by category.

6.2.1 Create Coupons Categories

To create new *Coupons Categories*, navigate in WordPress Dashboard to *Coupons* > *Categories*.



The *Categories* page will show, here you can add the details of the Coupons Categories that you would like to create.



After adding all the details, click on *Add New category* to save.

6.2.2 Delete Coupons Categories

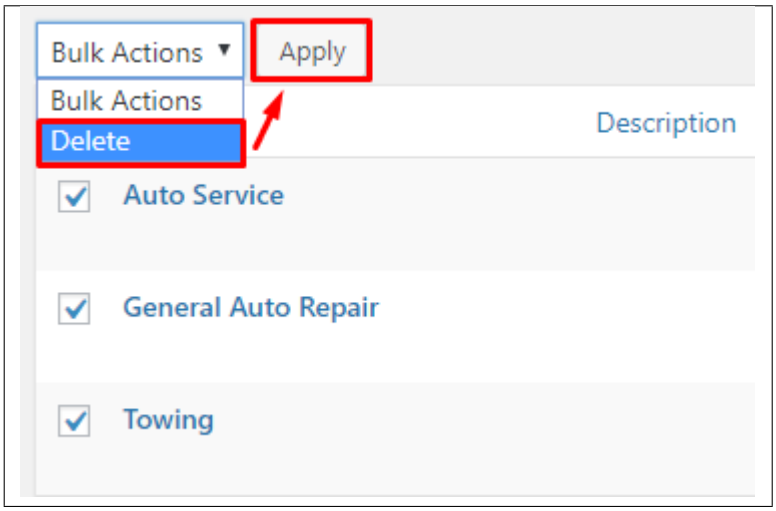
To delete a Category, navigate your Dashboard to *Coupons* > *Categories*.

In the *Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



6.3 Coupon Tags

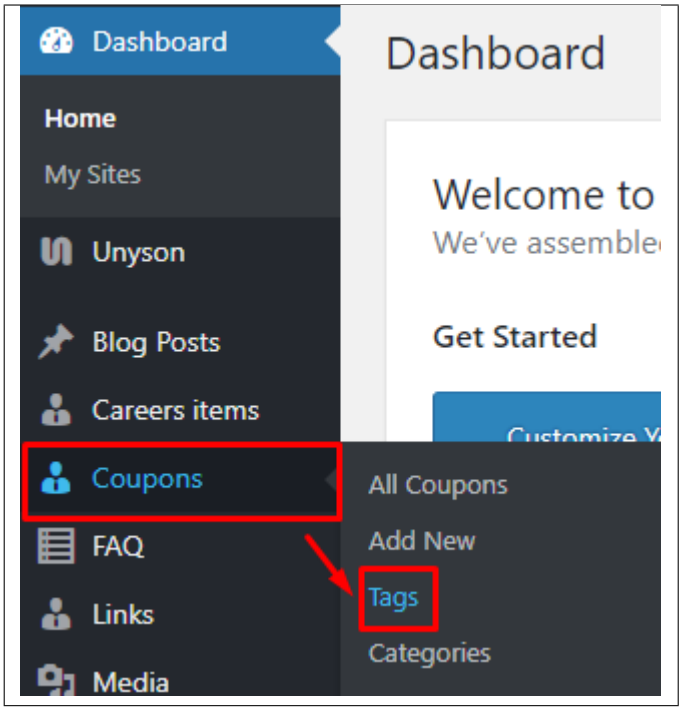
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a Coupon would make it easier to relate a post with another post even if the categories are different.

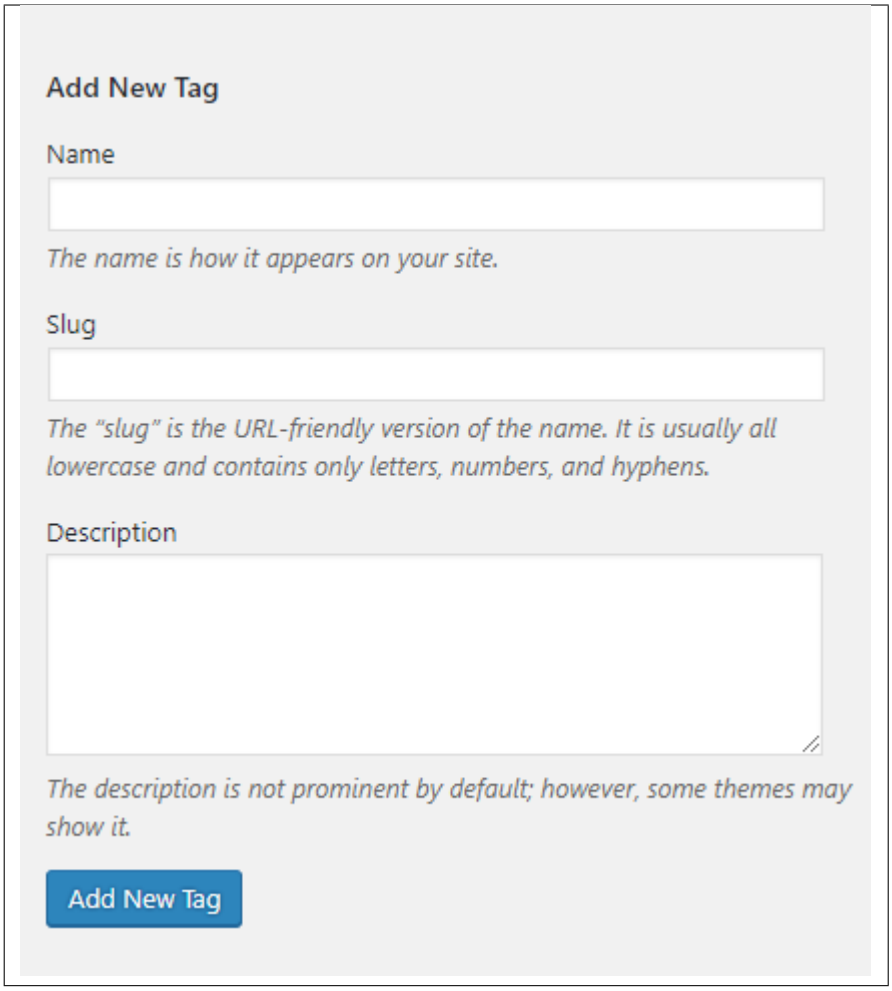
6.3.1 Create Coupon Tags

To create a *Tag* for a Coupon, follow these steps:

- **Step 1** - Navigate your Dashboard to *Coupons* > *Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.

- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from component of the site.

6.3.2 Delete Coupon Tags

To delete a tag, navigate your Dashboard to *Coupons* > *Tags*.

In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

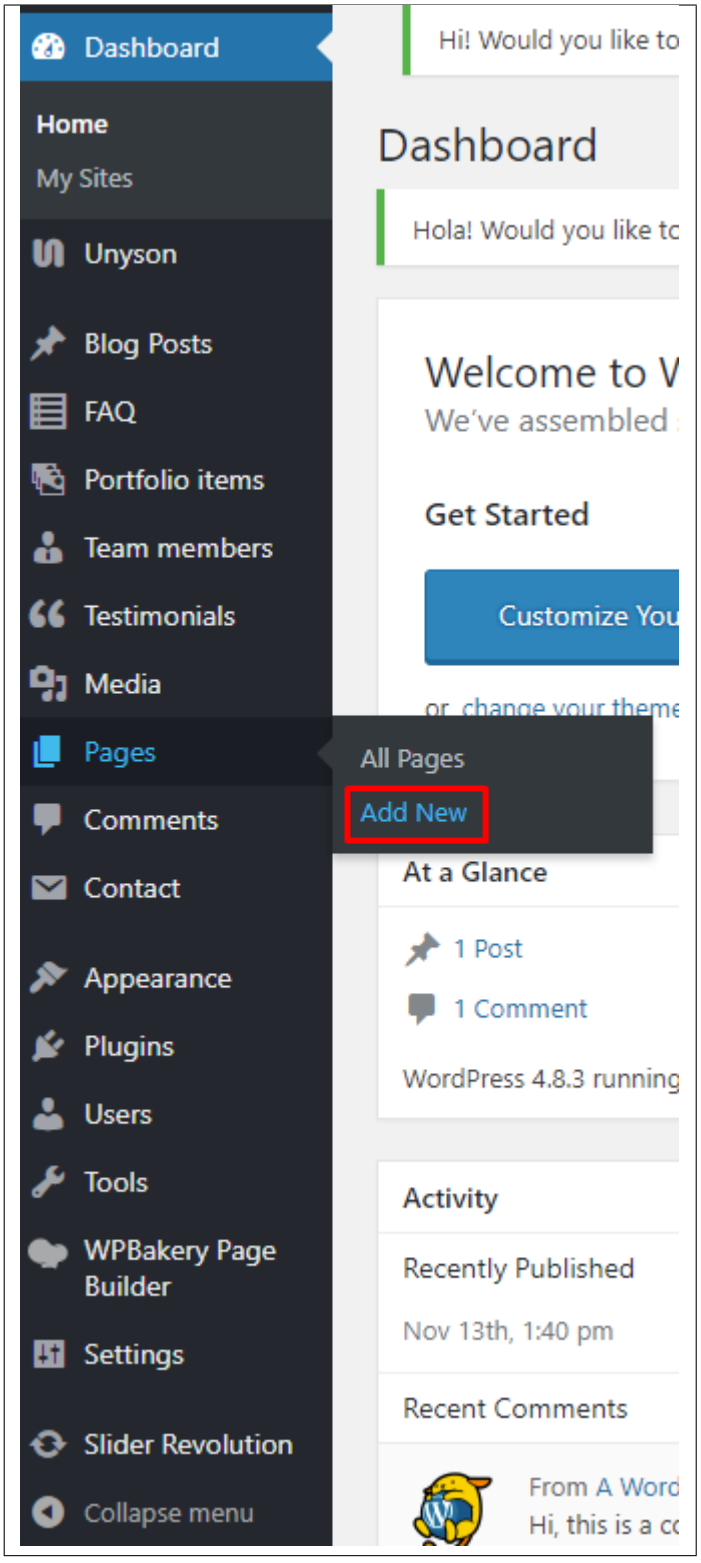
Note: Deleting a tag may affect the tags from other component of the site.

6.4 Create Coupons Page

Coupons in Rota is generated by the theme from *Coupon Items*.

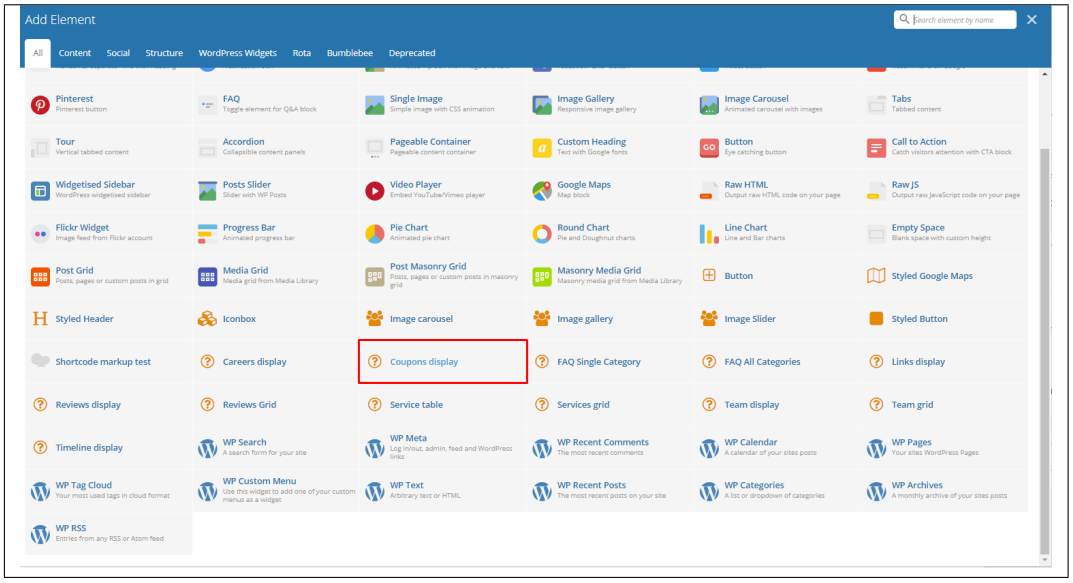
To create an *Coupons Page*, follow these steps:

- **Step 1** - Create a new page where to add the Coupons.



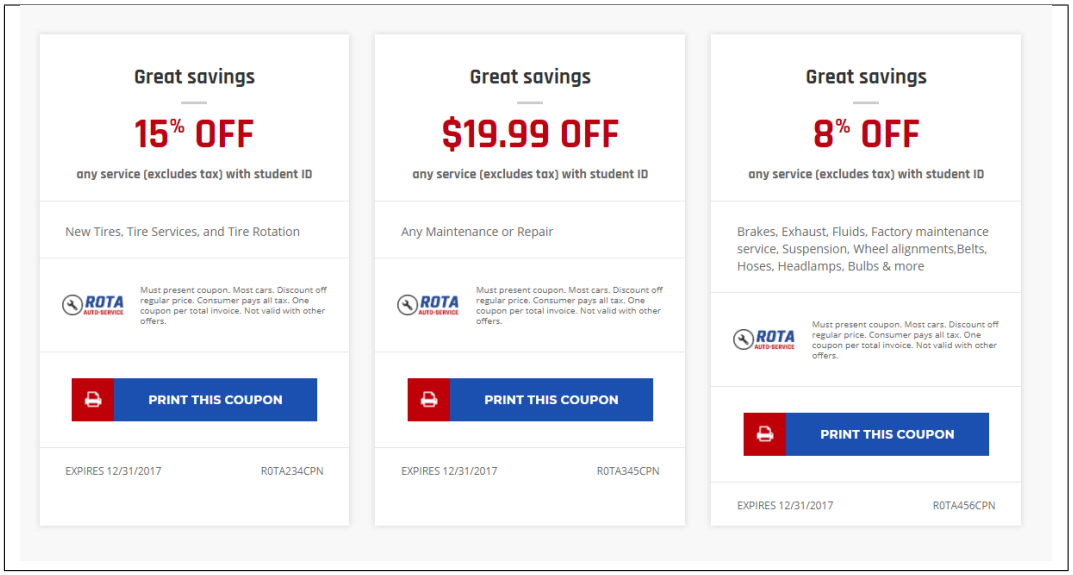
- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.

- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Coupons*. The *Coupons* can be generated by using the **Coupons display** element on the page.



- **Step 6** - You can customize the page by adding other elements to the page.
- **Step 7** - Once you have finished customizing the page, click on the *Publish* button.

  Sample:


Great savings
15% OFF
any service (excludes tax) with student ID
New Tires, Tire Services, and Tire Rotation
ROTA AUTO-SERVICE
Must present coupon. Most cars. Discount off regular price. Consumer pays all tax. One coupon per total invoice. Not valid with other offers.
PRINT THIS COUPON
EXPIRES 12/31/2017
R0TA234CPN
Great savings
$19.99 OFF
any service (excludes tax) with student ID
Any Maintenance or Repair
ROTA AUTO-SERVICE
Must present coupon. Most cars. Discount off regular price. Consumer pays all tax. One coupon per total invoice. Not valid with other offers.
PRINT THIS COUPON
EXPIRES 12/31/2017
R0TA345CPN
Great savings
8% OFF
any service (excludes tax) with student ID
Brakes, Exhaust, Fluids, Factory maintenance service, Suspension, Wheel alignments,Belts, Hoses, Headlamps, Bulbs & more
ROTA AUTO-SERVICE
Must present coupon. Most cars. Discount off regular price. Consumer pays all tax. One coupon per total invoice. Not valid with other offers.
PRINT THIS COUPON
EXPIRES 12/31/2017
R0TA456CPN

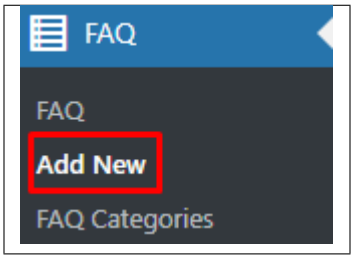
CHAPTER 7

FAQ

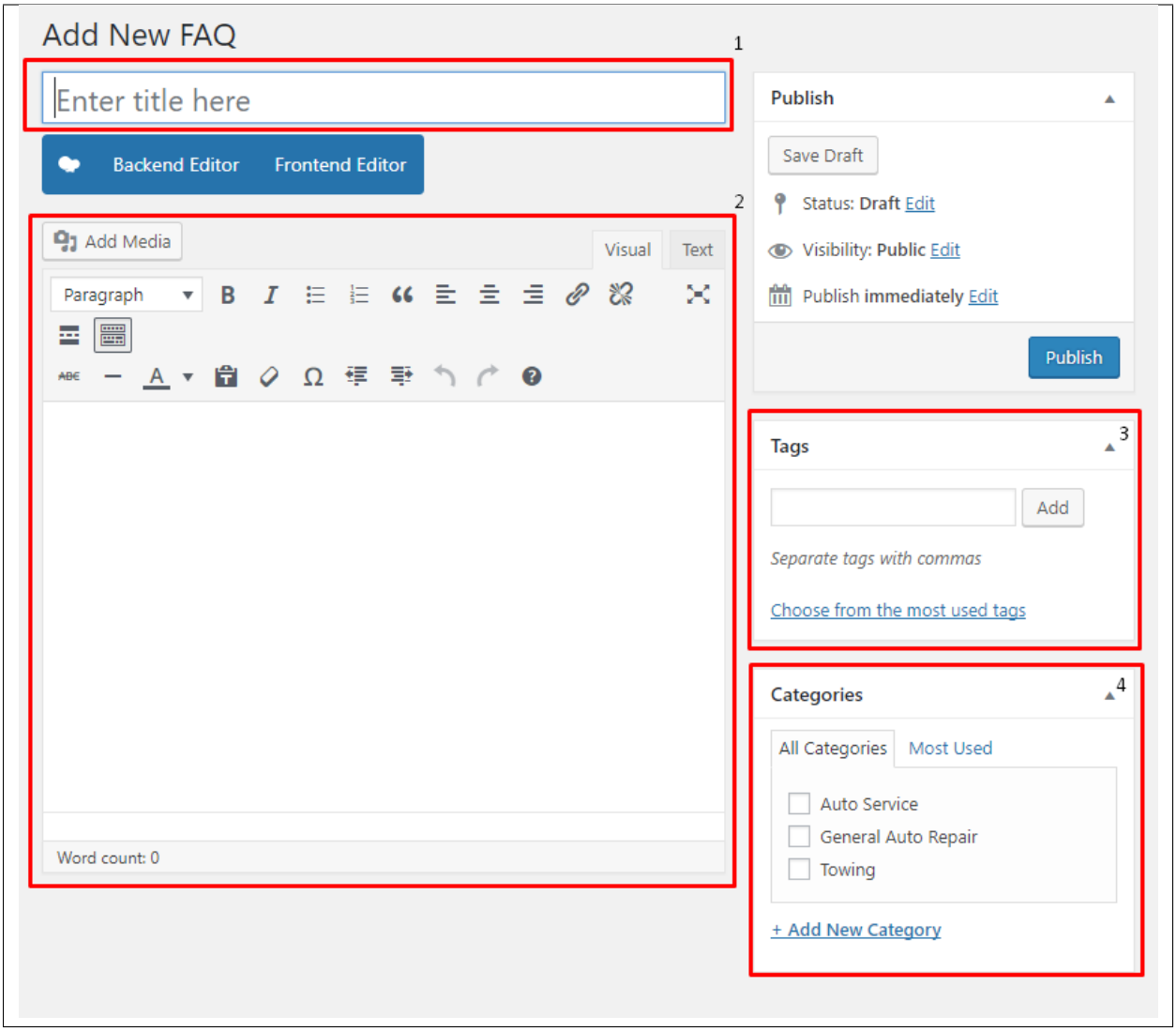
7.1 Create FAQ Item

Frequently Asked Questions (FAQ) of *Rota* is generated by the theme from FAQ items.

To create a new FAQ item, navigate in WordPress Dashboard to *FAQ* > *Add New*.



The *Add New FAQ* page will show, information on the FAQs can be define here.



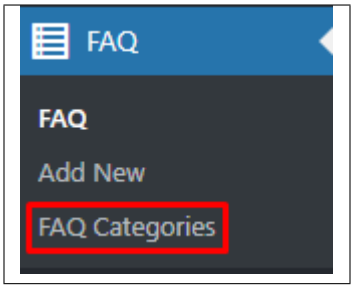
- **Title** – The FAQ's question should be written as the title.
- **Editor Container** – Where the answers for the question is added.
- **Tags** - Tags are meant to describe specific details of your posts.
- **Categories** (optional) – Assign to preexisting category or add a new one.

Once done, click on *Publish* button.

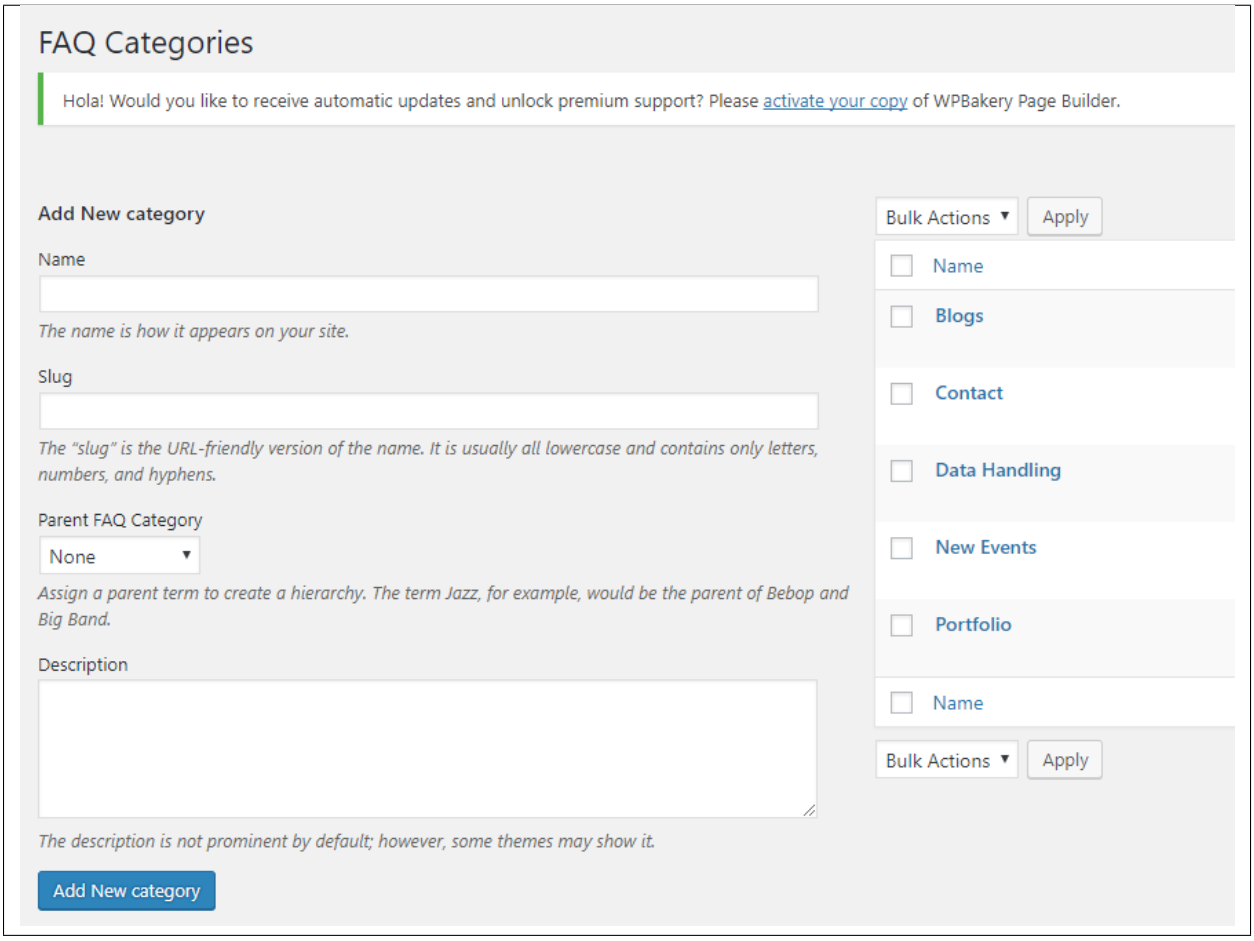
7.1.1 Create FAQ Categories

Categories are convenient ways to organize your FAQ items, that can be added to more than just one category.

To create new *FAQ Category*, navigate in WordPress Dashboard to *FAQ* > *Faq Categories*.



The *FAQ Categories* page will show, here you can add the details of the FAQ Category that you would like to create.



After adding all the details, click on *Add New category* to save.

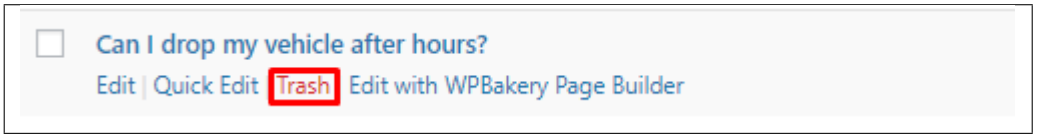
7.1.2 Delete FAQ Categories

To delete a Category, navigate your Dashboard to *FAQ* > *FAQ Categories*.

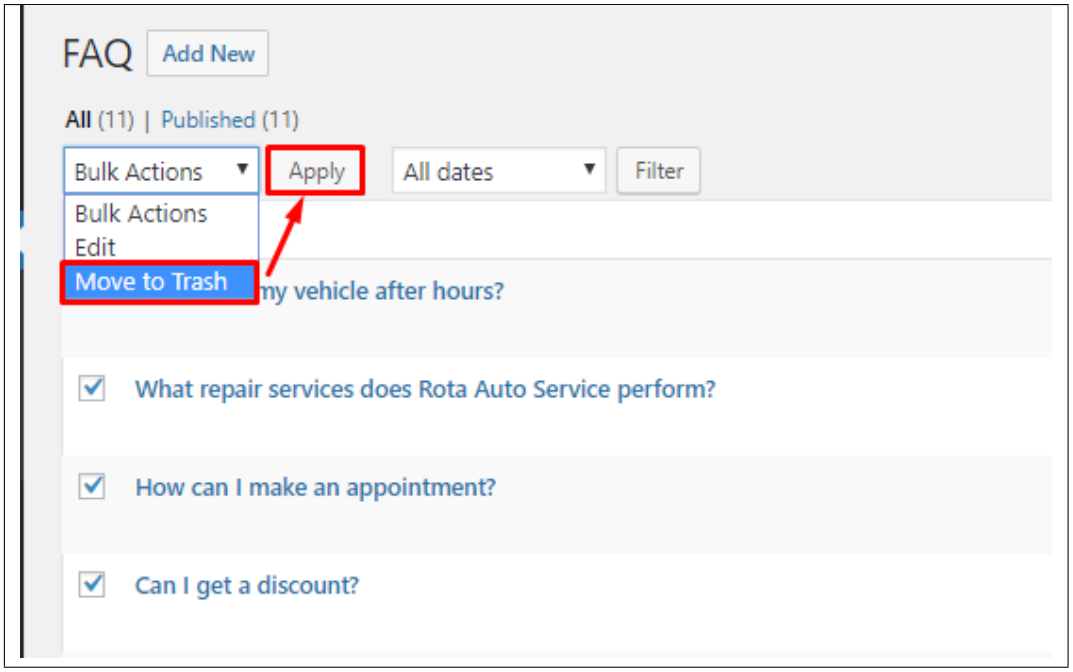
In the *FAQ Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



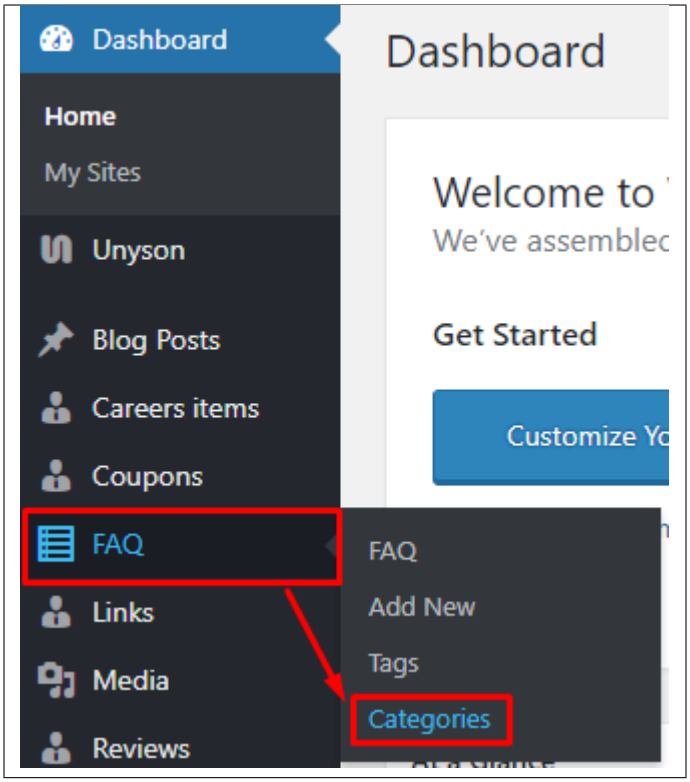
7.2 FAQ Category

Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

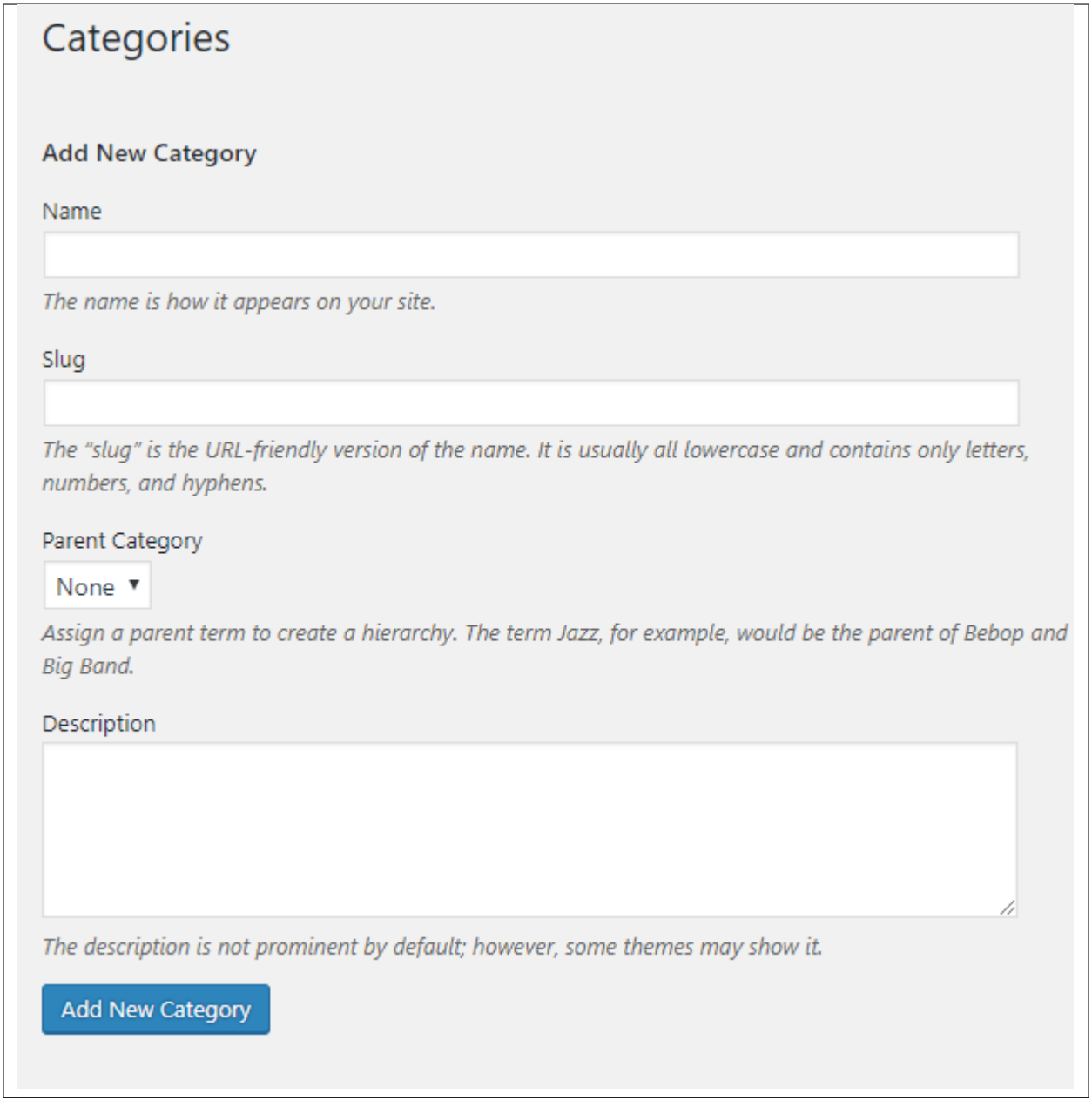
Adding categories to a blog would make it easier to locate and post on similar topics by category.

7.2.1 Create FAQ Categories

To create new *FAQ Categories*, navigate in WordPress Dashboard to *FAQ* > *Categories*.



The *Categories* page will show, here you can add the details of the FAQ Categories that you would like to create.



After adding all the details, click on *Add New category* to save.

7.2.2 Delete FAQ Categories

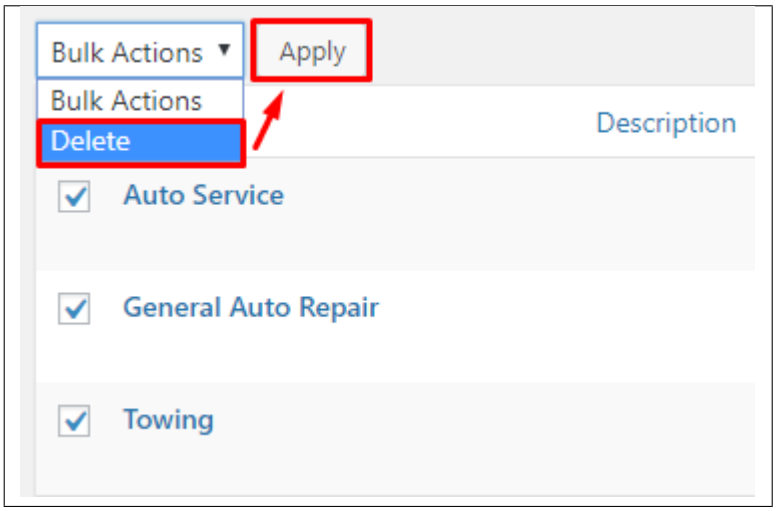
To delete a Category, navigate your Dashboard to *FAQ* > *Categories*.

In the *Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



7.3 FAQ Tags

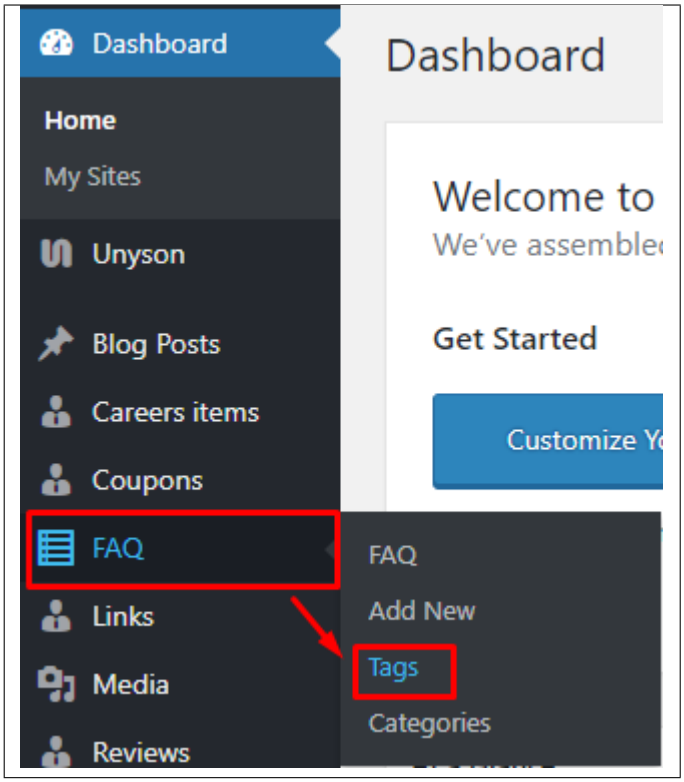
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to an FAQ would make it easier to relate a post with another post even if the categories are different.

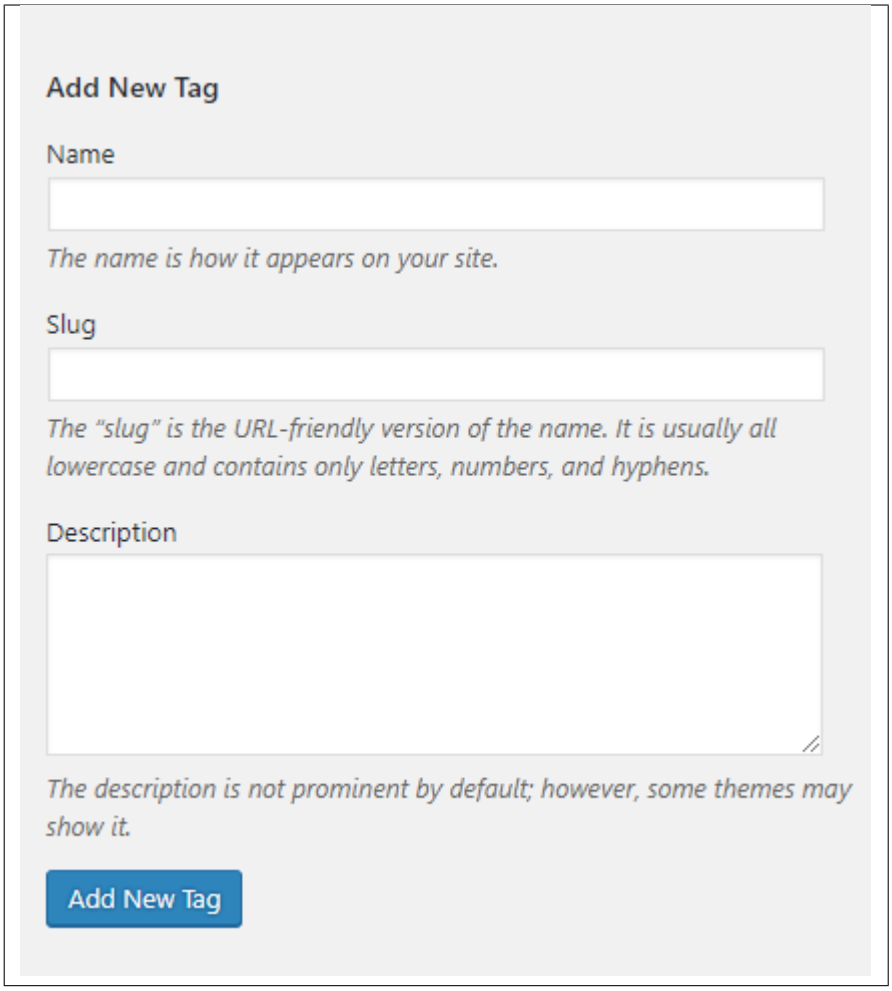
7.3.1 Create FAQ Tags

To create a *Tag* for a FAQ, follow these steps:

- **Step 1** - Navigate your Dashboard to *FAQ* > *Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.

- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from component of the site.

7.3.2 Delete FAQ Tags

To delete a tag, navigate your Dashboard to *FAQ* > *Tags*.

In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

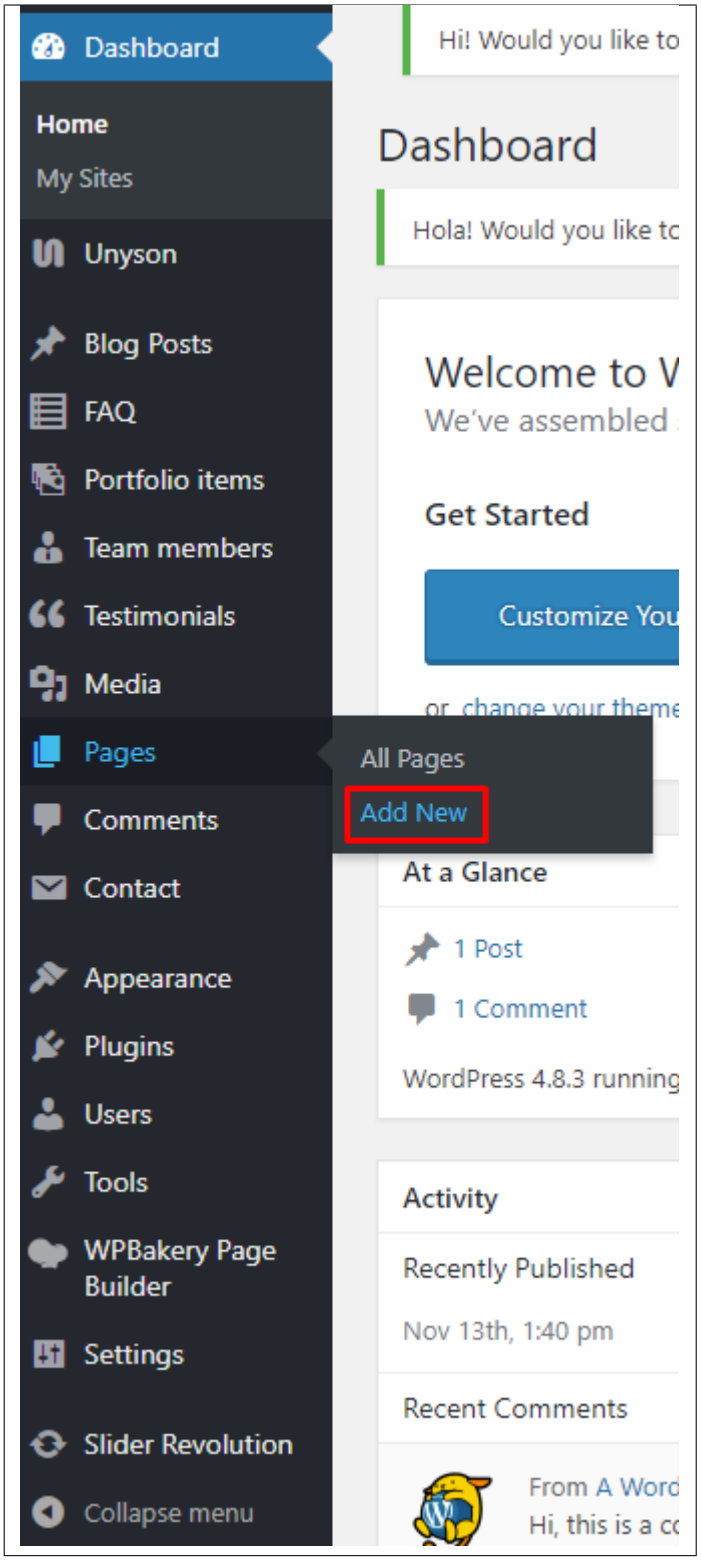
Note: Deleting a tag may affect the tags from other component of the site.

7.4 Create FAQ Page

Frequently Asked Questions (FAQ) of Rota is generated by the theme from *FAQ Items*.

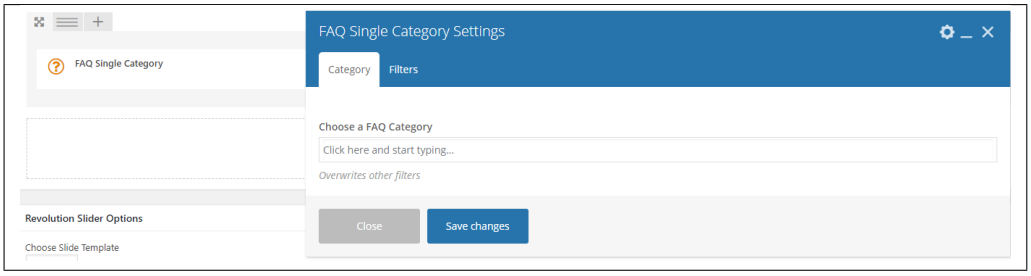
To create an *FAQ Page*, follow these steps:

- **Step 1** - Create a new page where to add the FAQs.



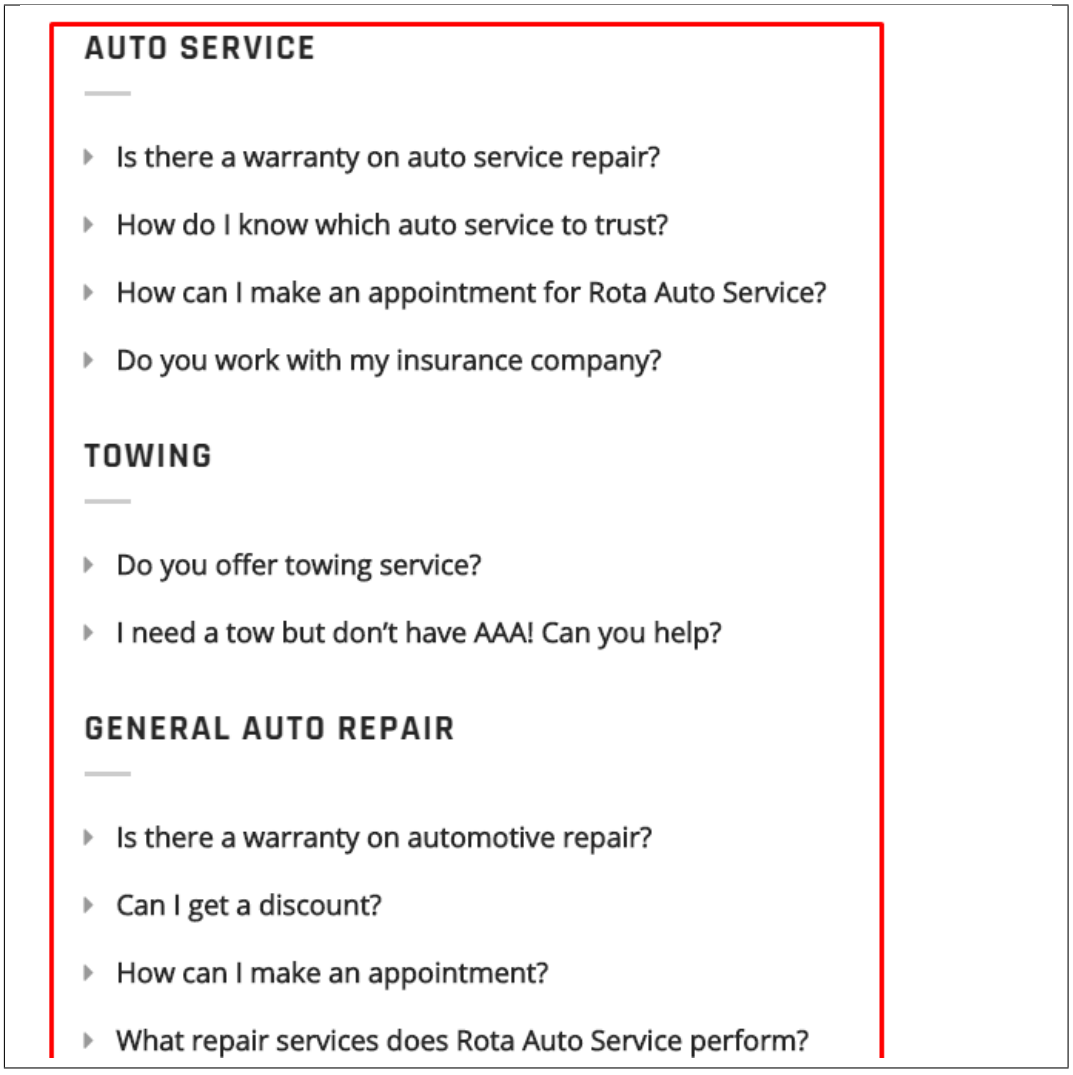
- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.

- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *FAQ Items*. The *FAQ Items* can be generated by 2 types of *Theme Element*: **FAQ Single Category** or **FAQ All Categories**.
    1. **FAQ Single Category** - You can specifically add FAQ Items using the categories of the FAQ Items.



    2. **FAQ All Categories** - All the FAQ Items are shown.
- **Step 6** - You can customize the page by adding other elements to the page.
- **Step 7** - Once you have finished customizing the page, click on the *Publish* button.

    Sample:


AUTO SERVICE
Is there a warranty on auto service repair?
How do I know which auto service to trust?
How can I make an appointment for Rota Auto Service?
Do you work with my insurance company?
TOWING
Do you offer towing service?
I need a tow but don't have AAA! Can you help?
GENERAL AUTO REPAIR
Is there a warranty on automotive repair?
Can I get a discount?
How can I make an appointment?
What repair services does Rota Auto Service perform?

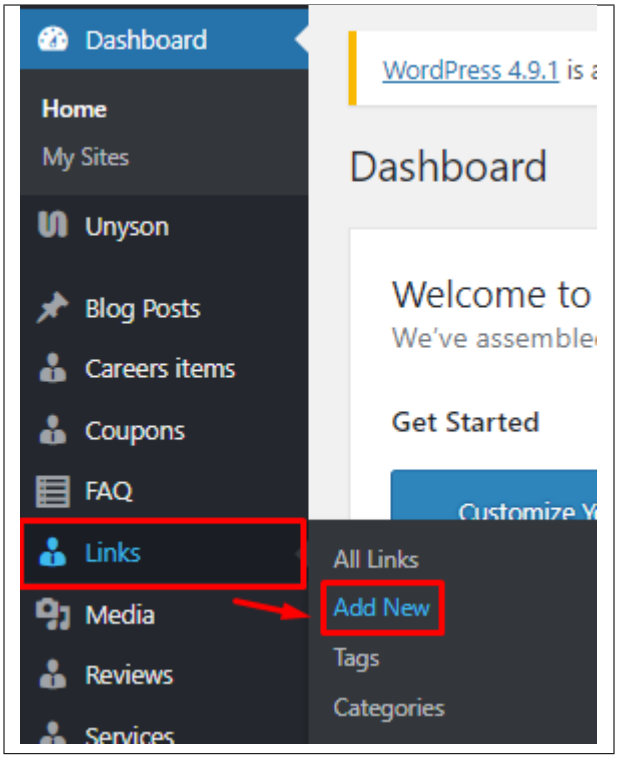
CHAPTER 8

Links

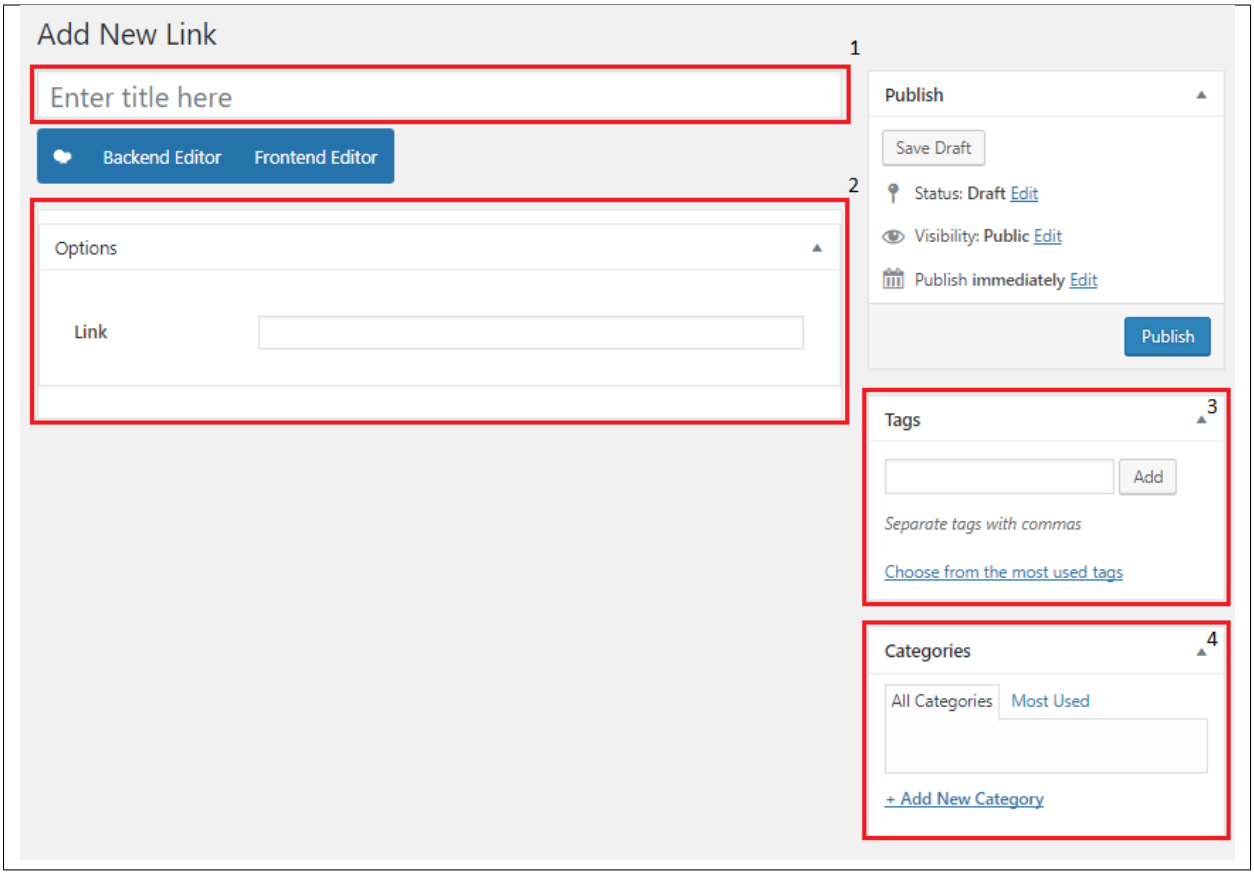
8.1 Create Link

You can make links to shops that are associated with you.

To create a new *Link* item, navigate in WordPress Dashboard to *Links* > *Add New*.



The *Add New Link* page will show. Add the details for the Link.



1. **Title** - The name of the shop/company for the link.
2. **Link Options**
   - Link - URL of the shop/company.
3. **Tags**
4. **Categories**

After adding all the details, click on *Publish* button to save.

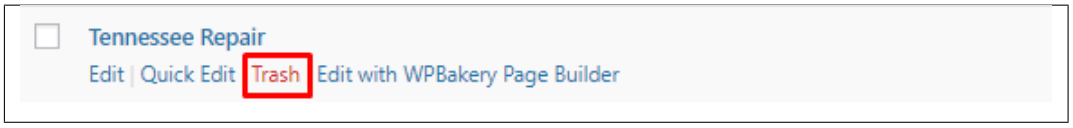
8.1.1 Delete Link

To delete a Link, navigate your Dashboard to *Link* > *All Links*

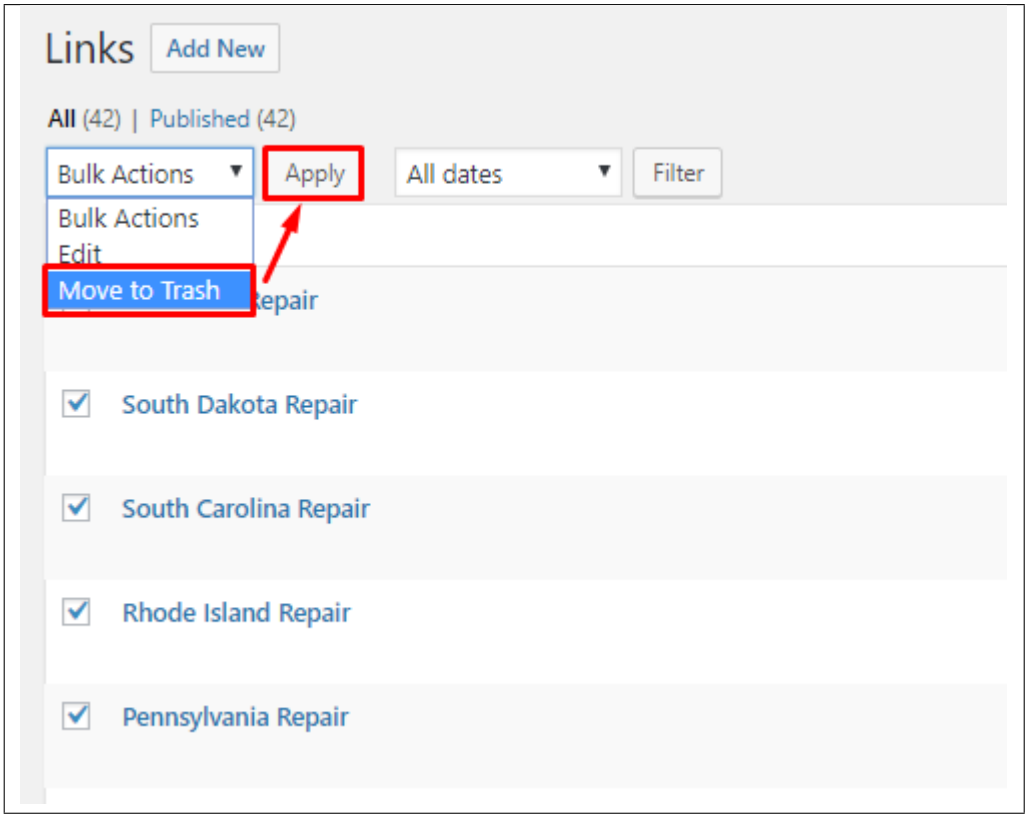
In the Links page, you will see all the created Links.

To delete a Link, you have two options:

- **Single Link Delete** - Hover your mouse pointer on the Link that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.



- **Multiple Links Delete** - To delete multiple Links, click on the box beside the Links you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



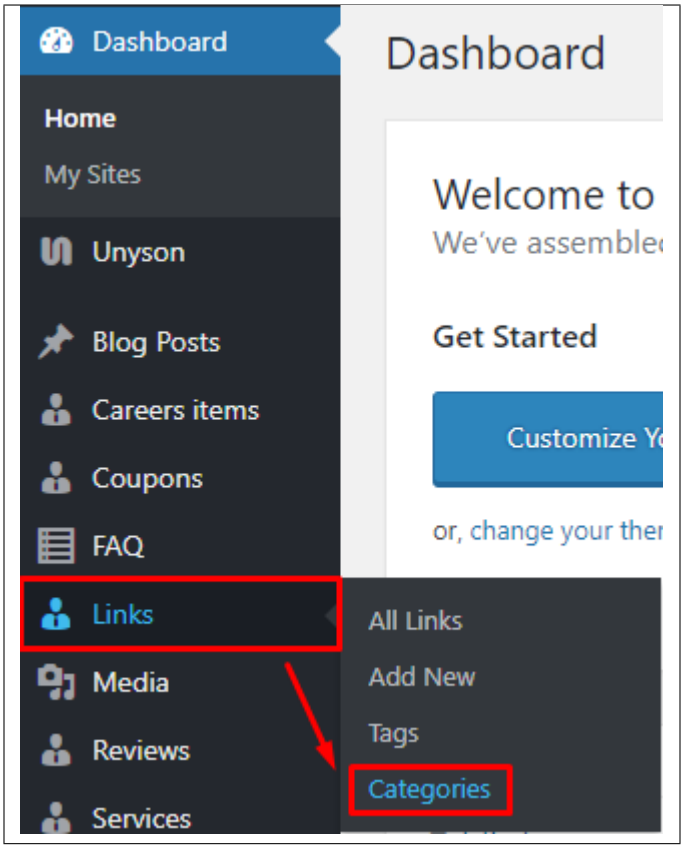
8.2 Links Category

Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

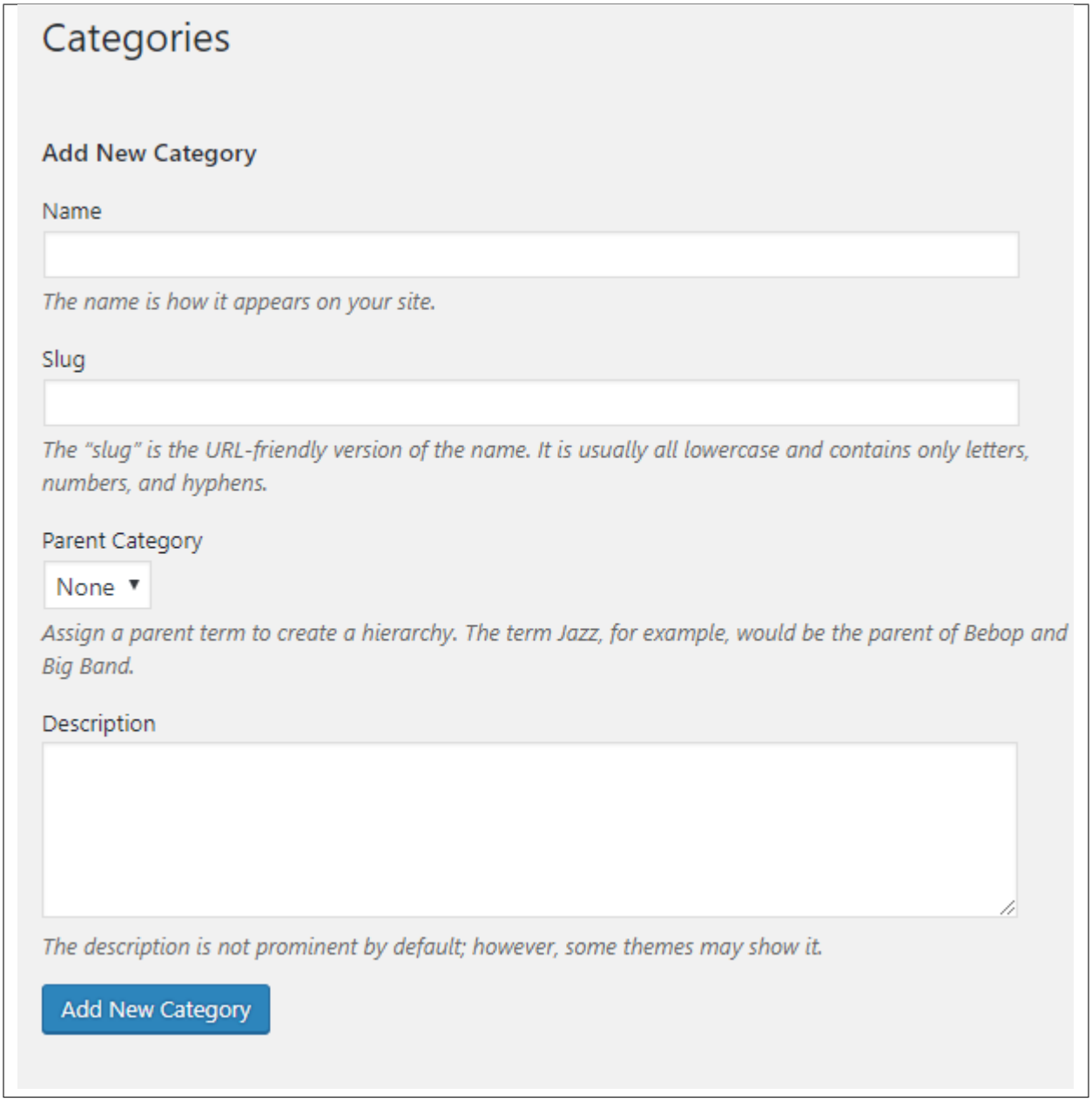
Adding categories to a blog would make it easier to locate and post on similar topics by category.

8.2.1 Create Links Categories

To create new *Links Categories*, navigate in WordPress Dashboard to *Links* > *Categories*.



The *Categories* page will show, here you can add the details of the Links Categories that you would like to create.



After adding all the details, click on *Add New category* to save.

8.2.2 Delete Links Categories

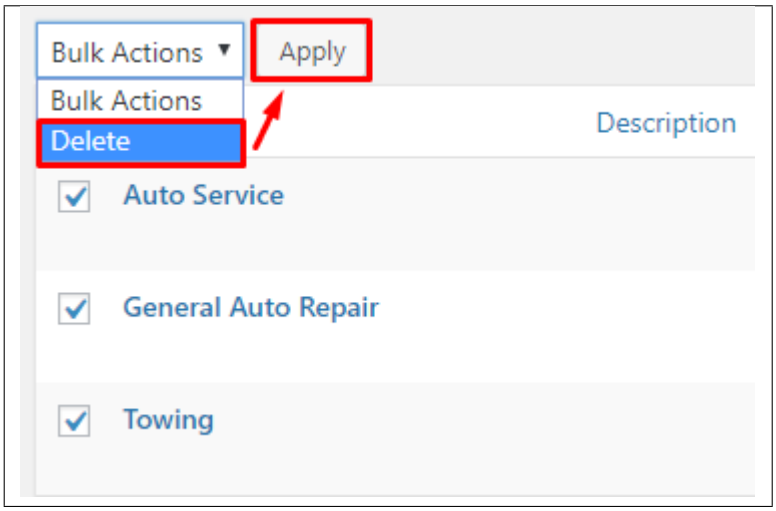
To delete a Category, navigate your Dashboard to *Links* > *Categories*.

In the *Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



8.3 Link Tags

Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

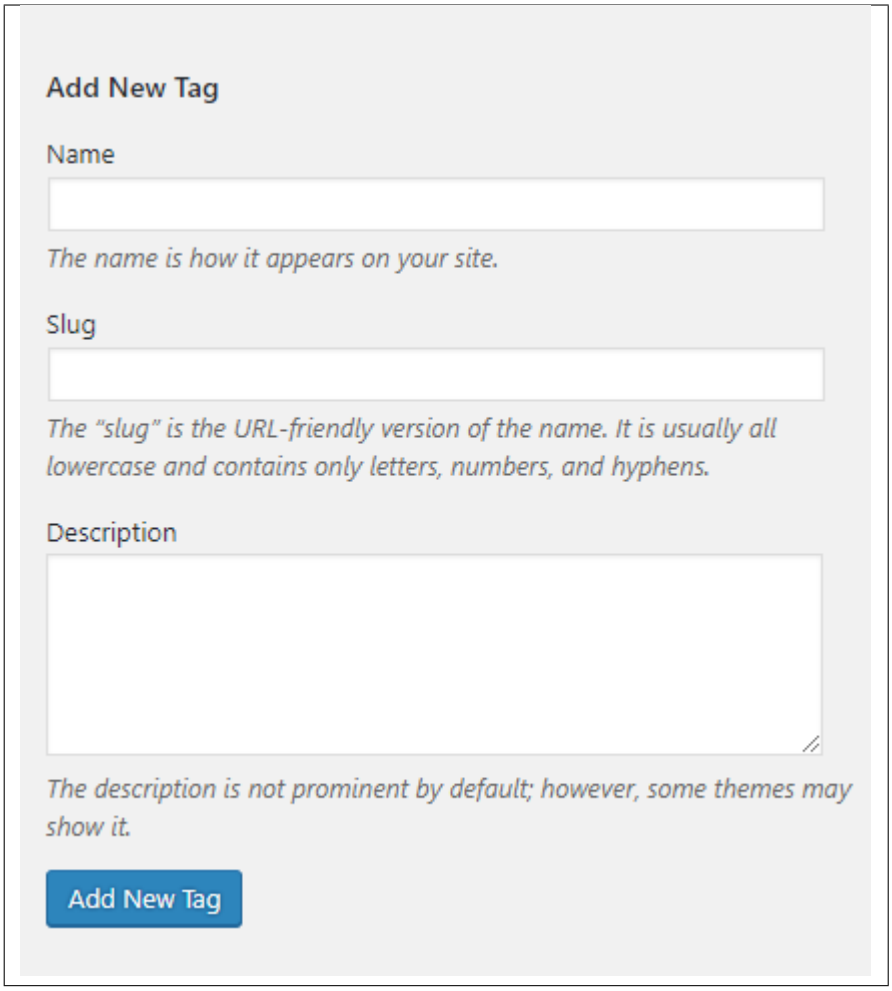
Adding tags to a Link would make it easier to relate a post with another post even if the categories are different.

8.3.1 Create Link Tags

To create a *Tag* for a Link, follow these steps:

- **Step 1** - Navigate your Dashboard to *Links* > *Tags*. You will see the *Tags* page.

- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.

- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from component of the site.

8.3.2 Delete Link Tags

To delete a tag, navigate your Dashboard to *Links* > *Tags*.

In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

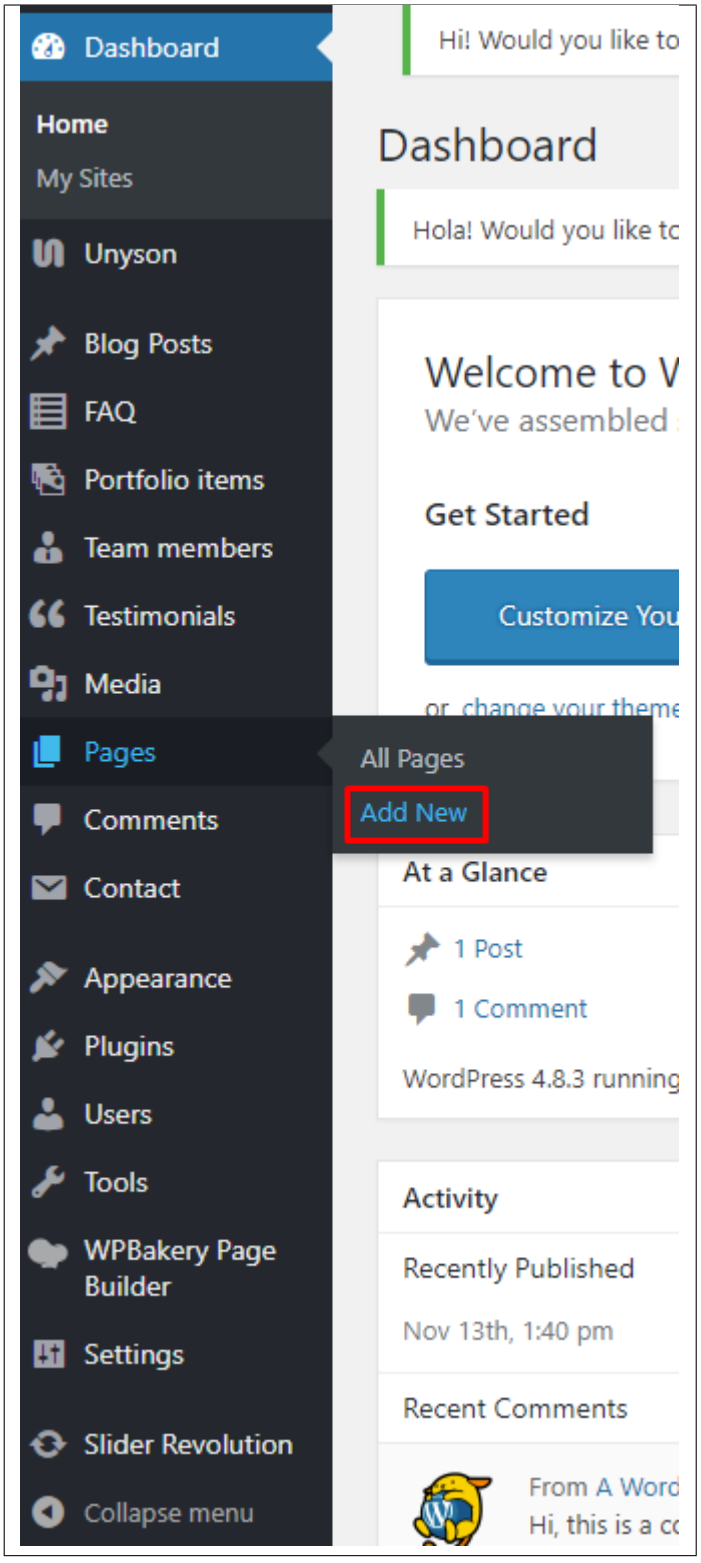
Note: Deleting a tag may affect the tags from other component of the site.

8.4 Create Links Page

Links in Rota is generated by the theme from *Links*.

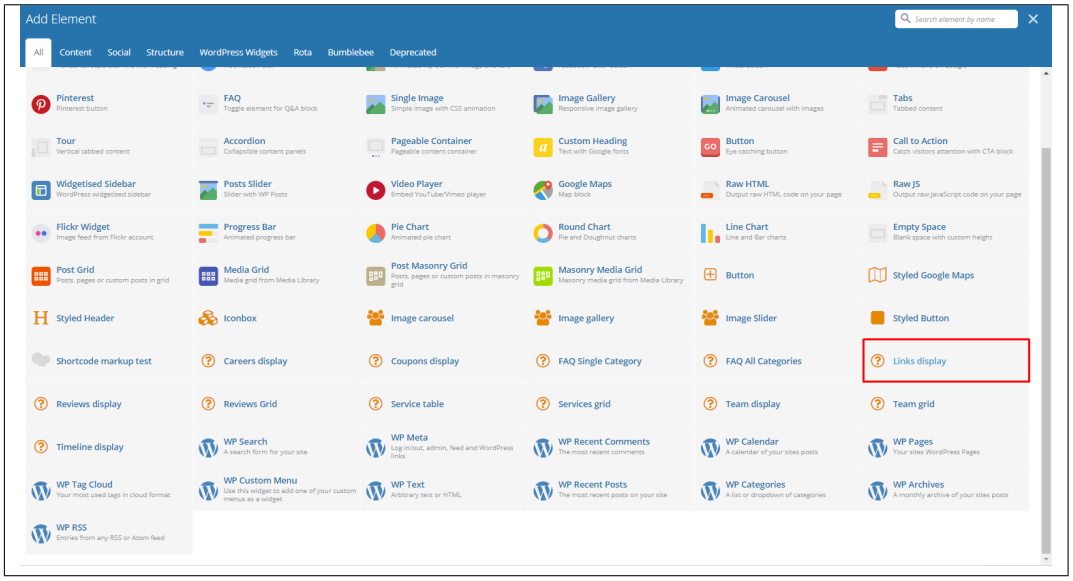
To add *Links* in a page, follow these steps:

- **Step 1** - Create a new page where to add the Links.



- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.

- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Links*. The *Links* can be generated by using the **Links display** element on the page.



- **Step 6** - You can customize the page by adding other elements to the page.
- **Step 7** - Once you have finished customizing the page, click on the *Publish* button.

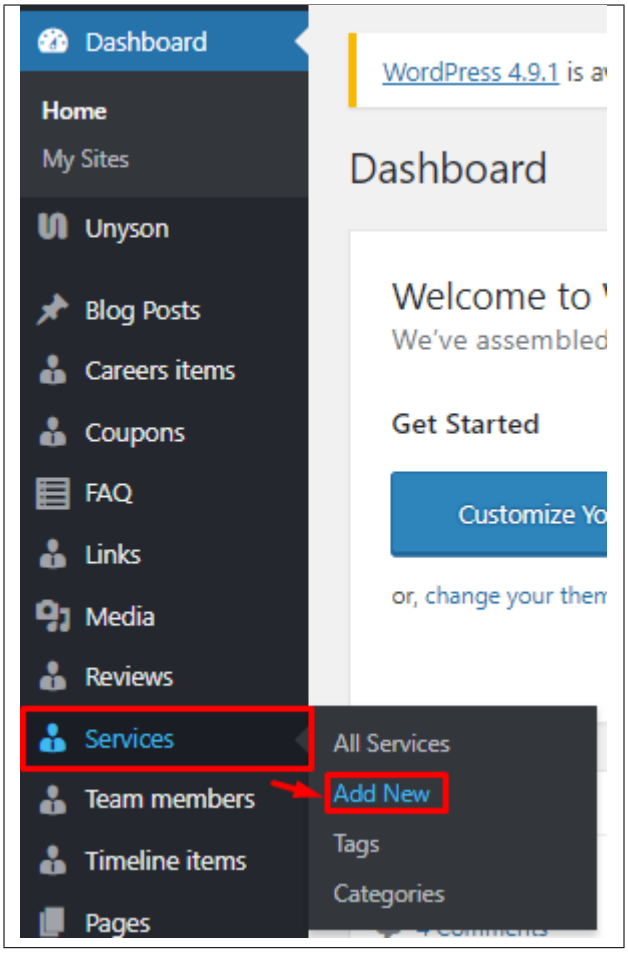
Sample:

CHAPTER 9

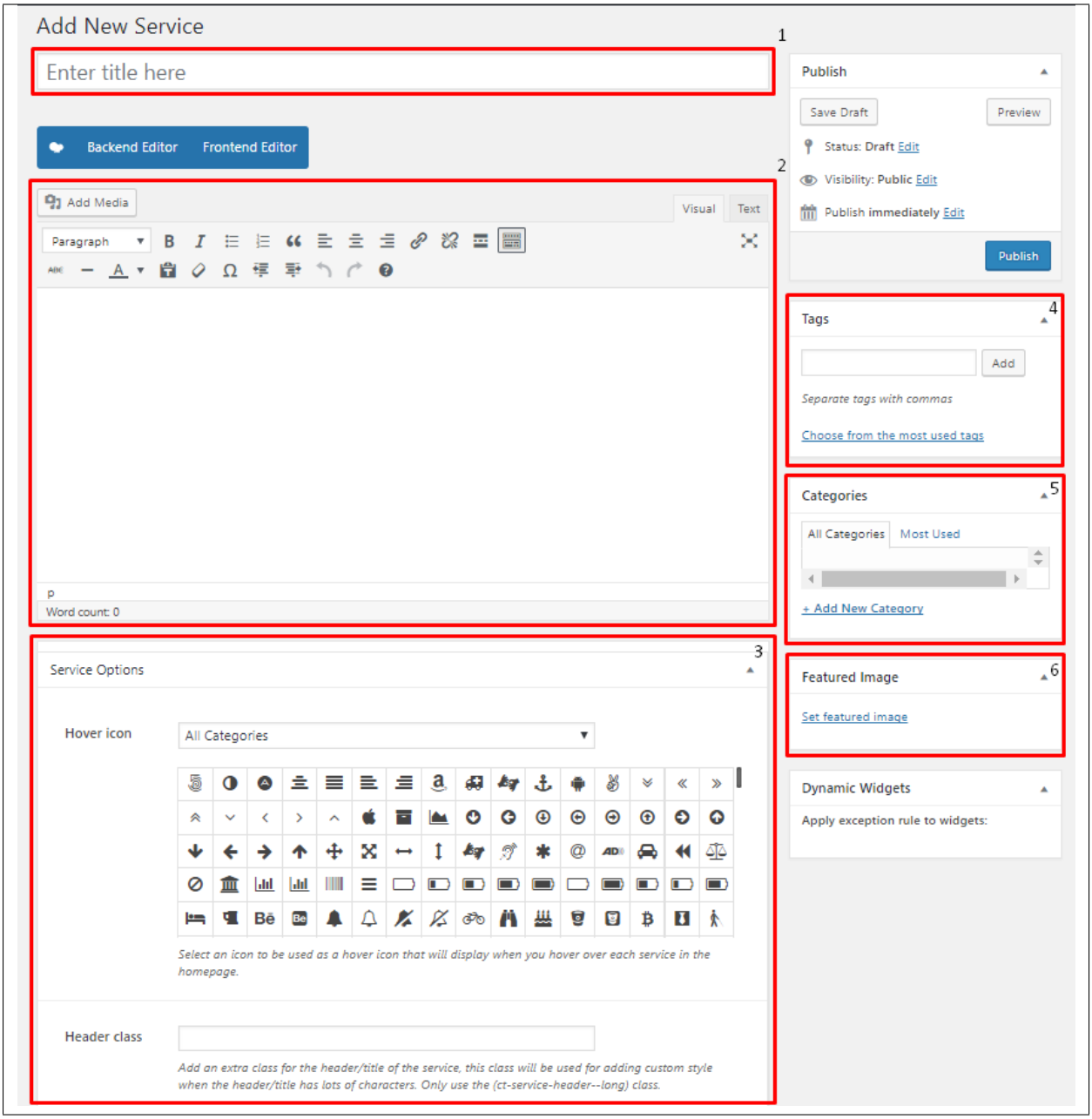
Services

9.1 Create Service

To create a new *Services* item, navigate in WordPress Dashboard to *Services* > *Add New*. This item will also serve as the Service's one pager.



The *Add New Service* page will show. Add the details for the Service.



1. **Title** - The name of the shop/company for the Service.
2. **Editor container** - You can add the descriptions and elements to customize the page for the services.
3. **Service Options**
   - Hover icon
   - Header class
4. **Tags**
5. **Categories**

After adding all the details, click on *Publish* button to save.

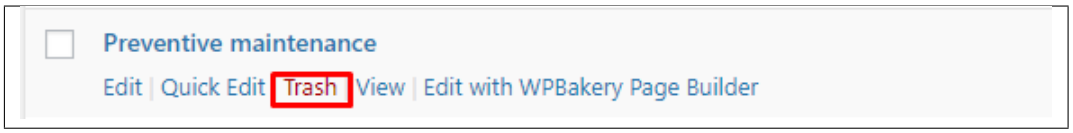
9.1.1 Delete Service

To delete a Service, navigate your Dashboard to *Service* > *All Services*

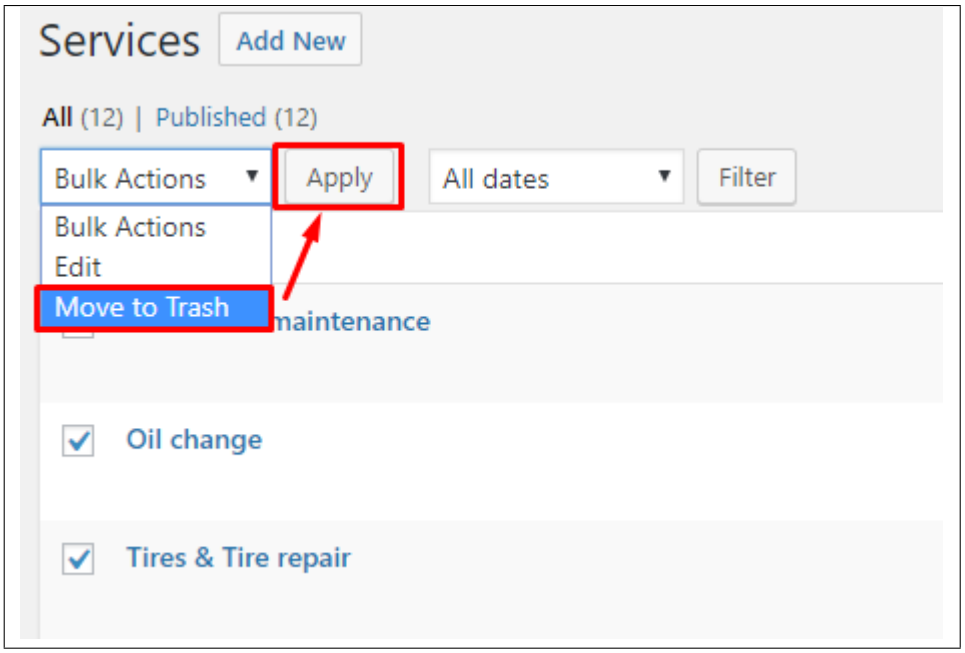
In the Services page, you will see all the created Services.

To delete a Service, you have two options:

- **Single Service Delete** - Hover your mouse pointer on the Service that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.



- **Multiple Services Delete** - To delete multiple Services, click on the box beside the Services you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



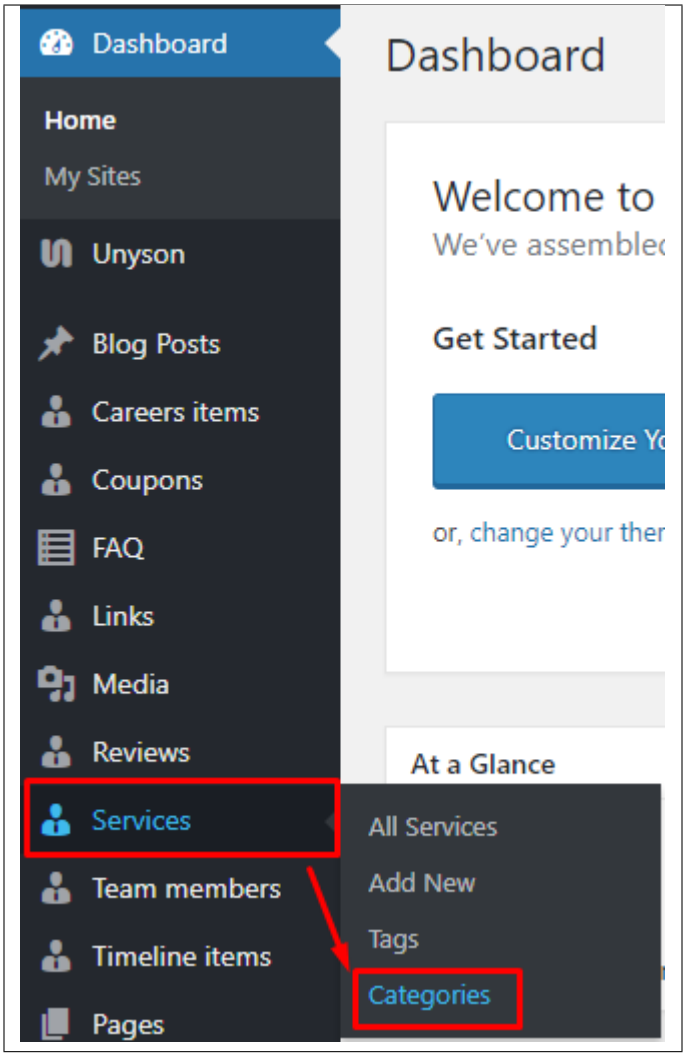
9.2 Services Category

Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

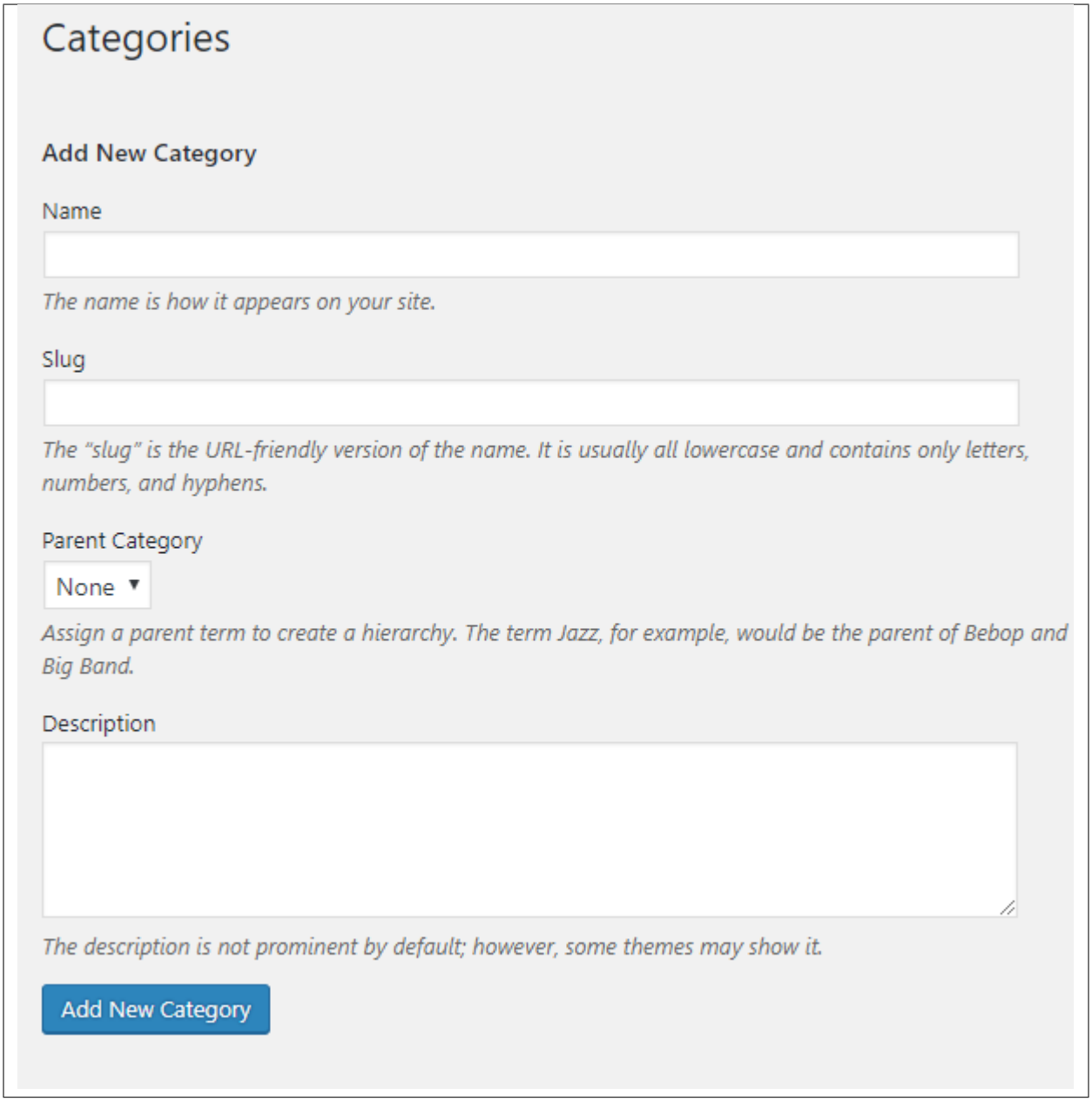
Adding categories to a blog would make it easier to locate and post on similar topics by category.

9.2.1 Create Services Categories

To create new *Services Categories*, navigate in WordPress Dashboard to *Service* > *Categories*.



The *Categories* page will show, here you can add the details of the Services Categories that you would like to create.



After adding all the details, click on *Add New category* to save.

9.2.2 Delete Services Categories

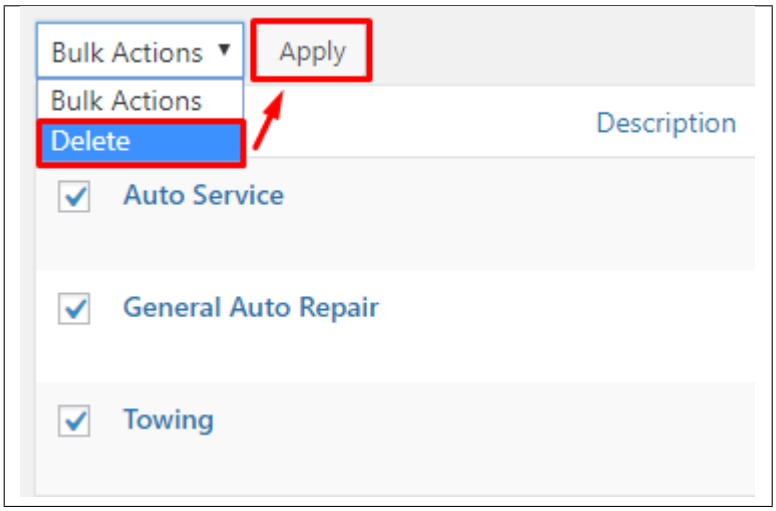
To delete a Category, navigate your Dashboard to *Services* > *Categories*.

In the *Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



9.3 Service Tags

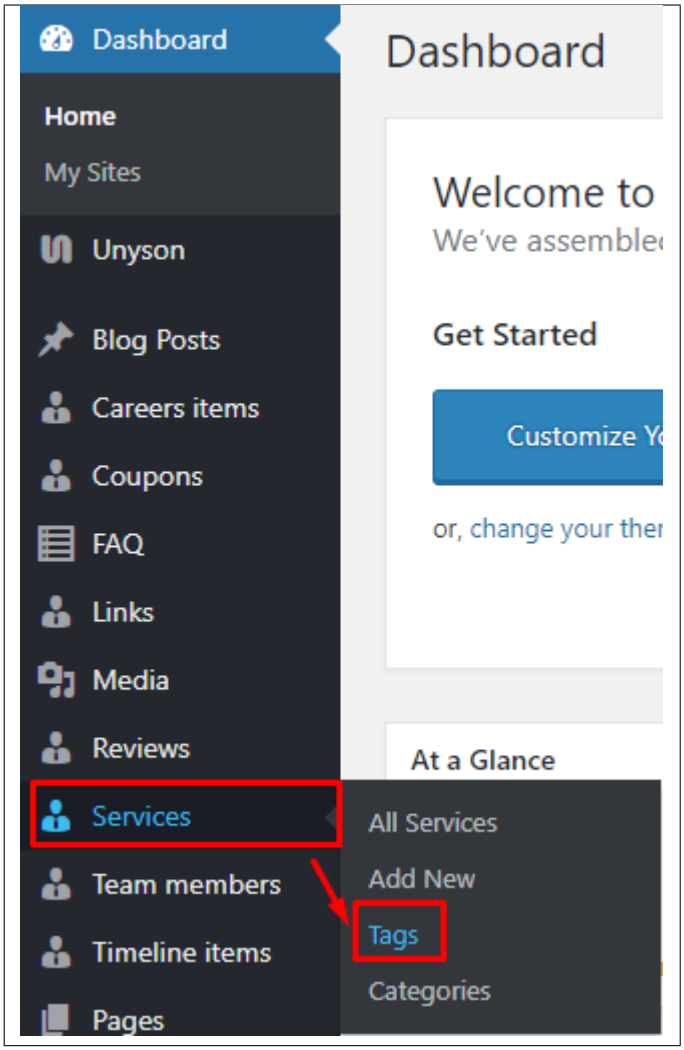
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a Service would make it easier to relate a post with another post even if the categories are different.

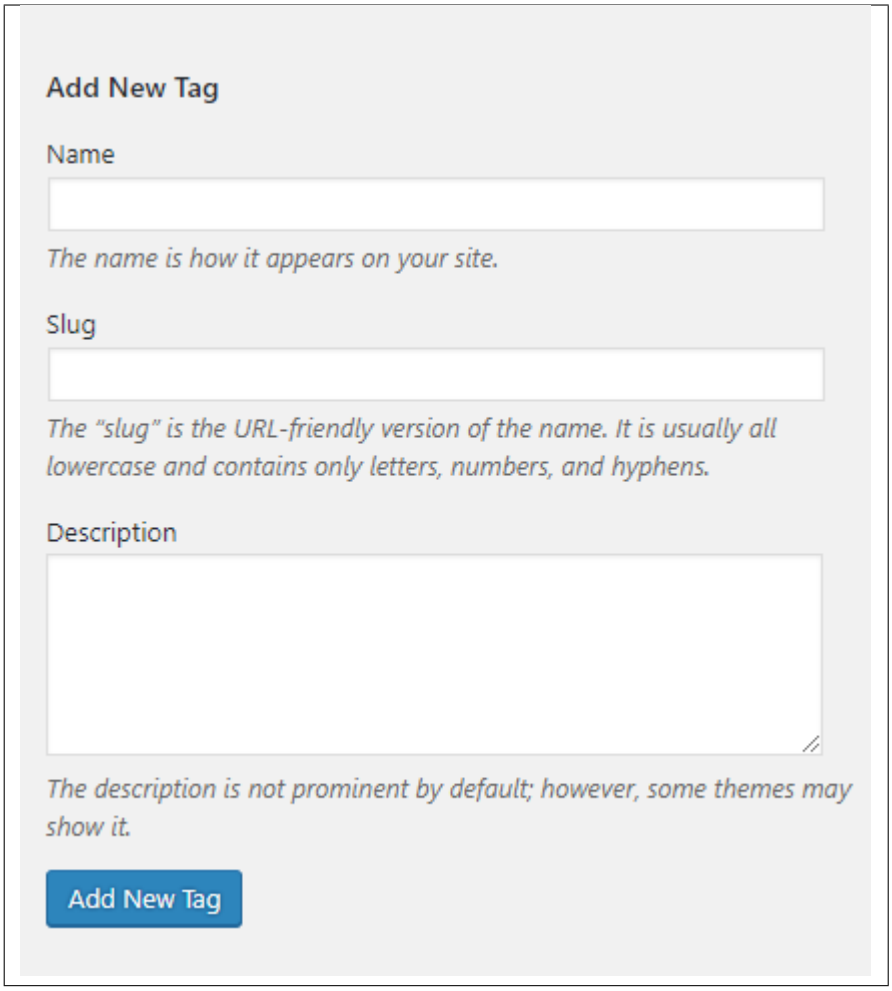
9.3.1 Create Service Tags

To create a *Tag* for a Service, follow these steps:

- **Step 1** - Navigate your Dashboard to *Services* > *Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.

- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from component of the site.

9.3.2 Delete Service Tags

To delete a tag, navigate your Dashboard to *Services* > *Tags*.

In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

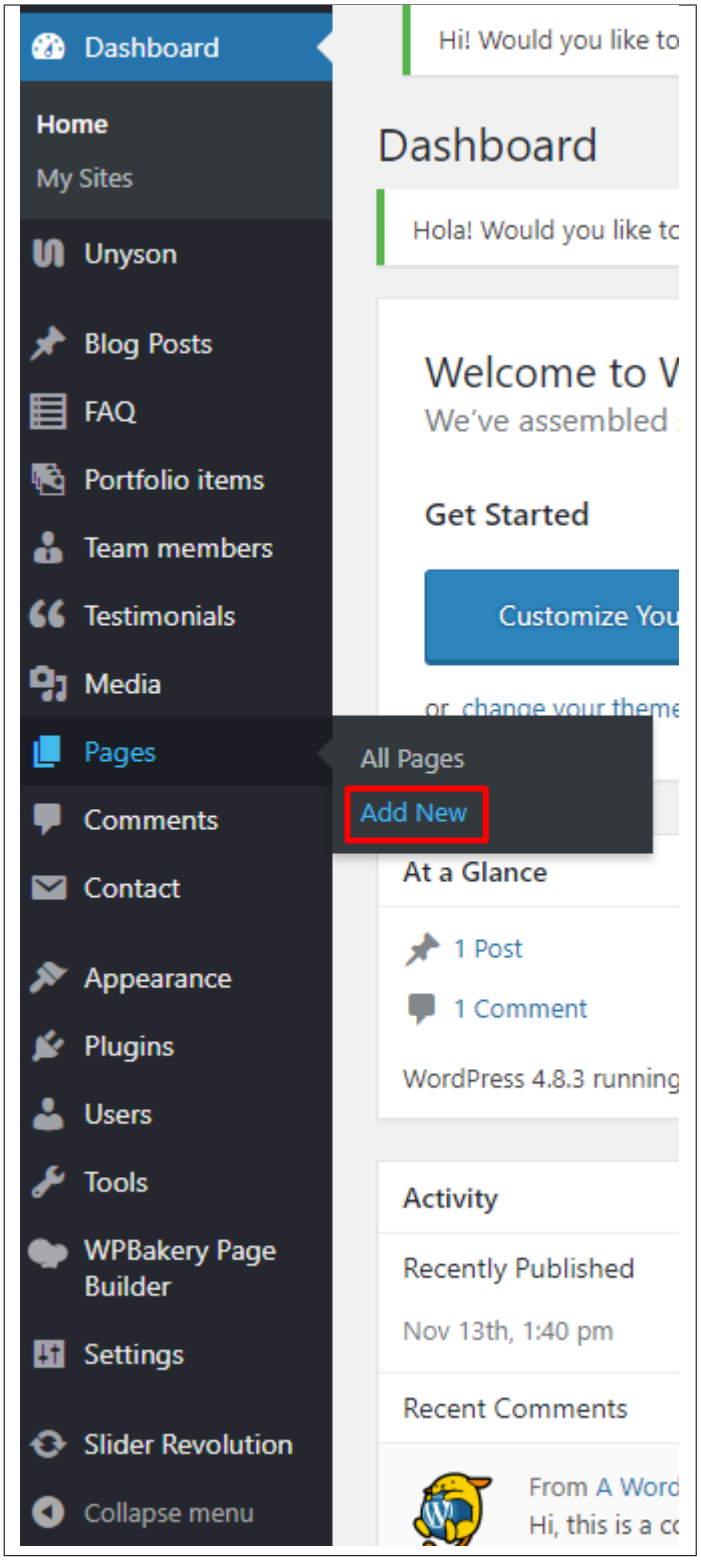
Note: Deleting a tag may affect the tags from other component of the site.

9.4 Create Services Page

Services in Rota is generated by the theme from *Services*.

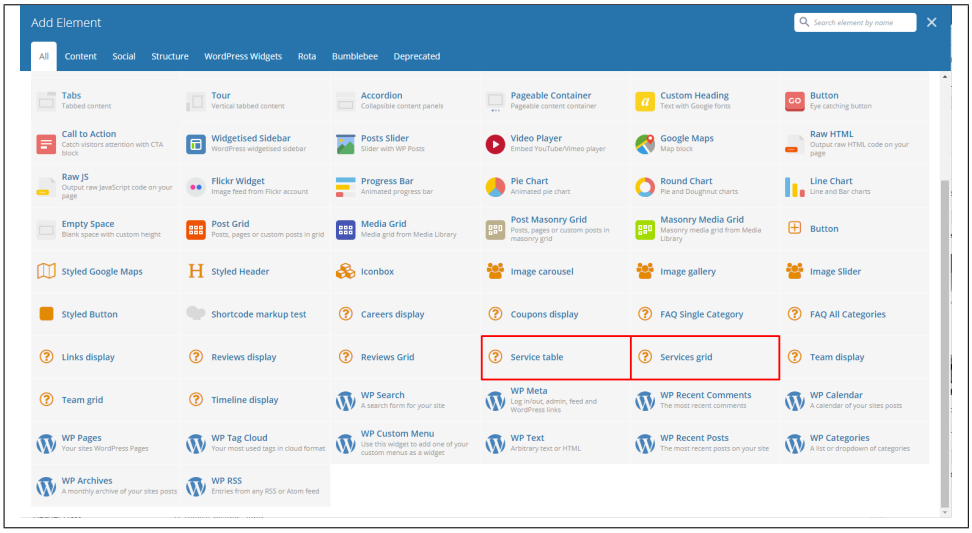
To add *Services* in a page, follow these steps:

- **Step 1** - Create a new page where to add the Services.

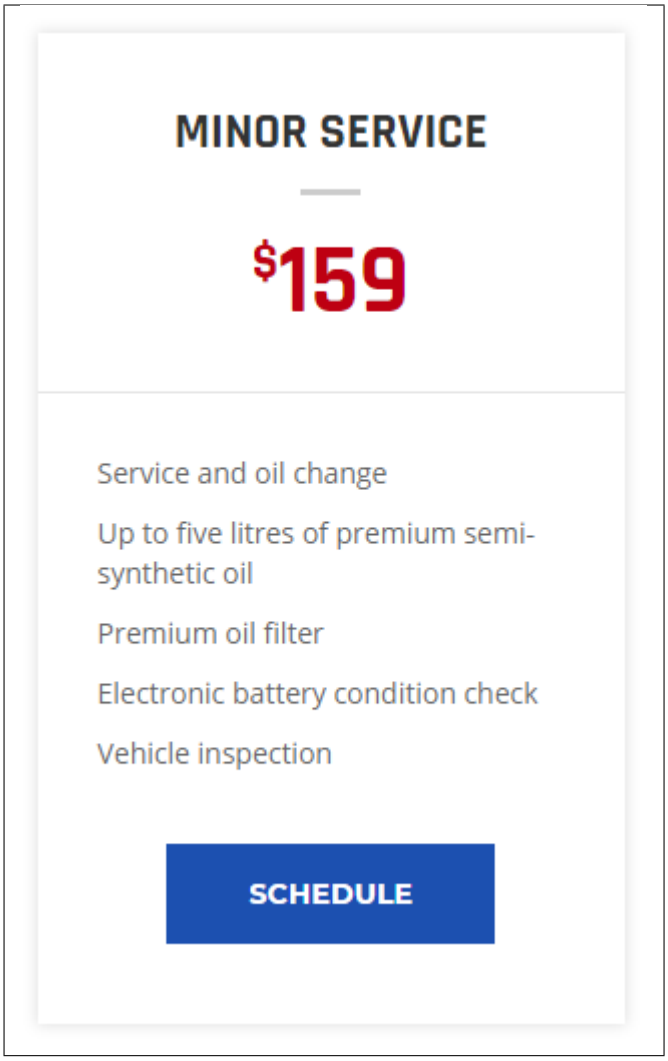


- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.

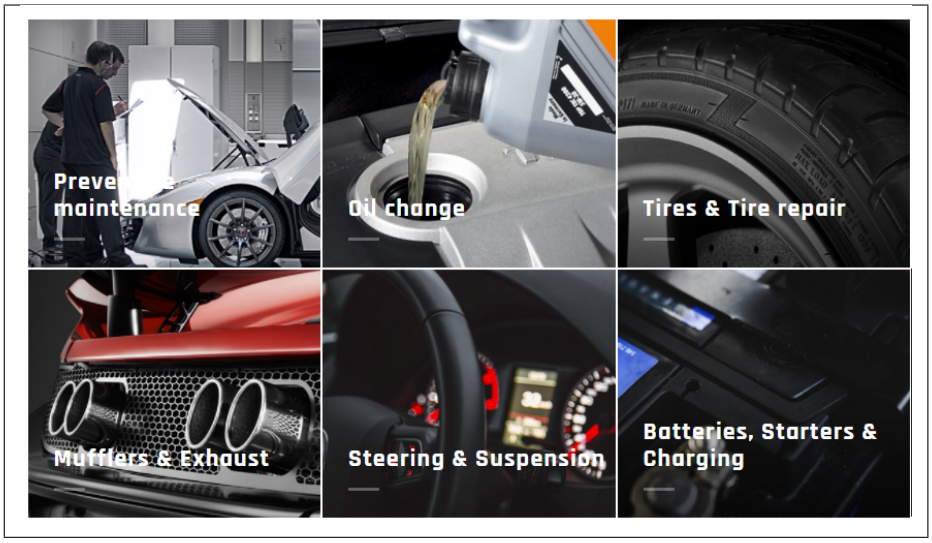
- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Services*. The *Services* can be generated by using 2 elements: *Service table* or *Service grid*



  - **Service table**

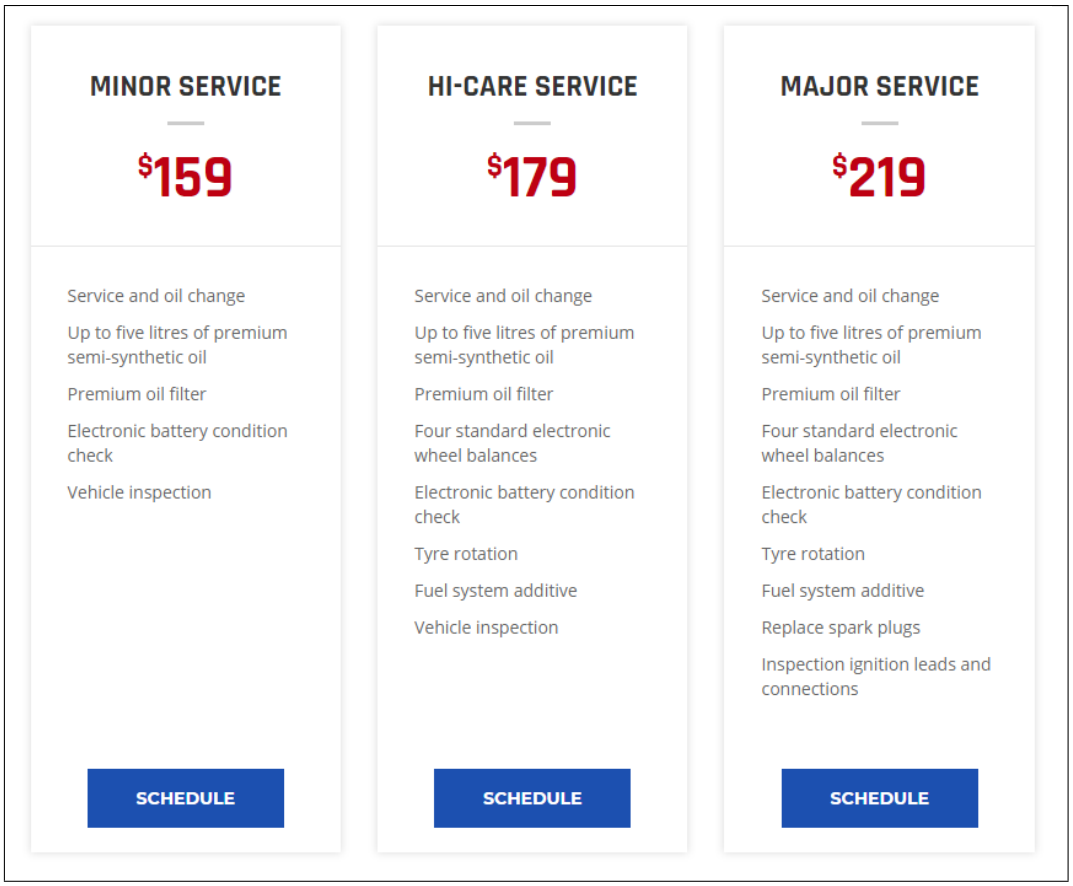


– **Services grid**



- **Step 6** - You can customize the page by adding other elements to the page.
- **Step 7** - Once you have finished customizing the page, click on the *Publish* button.

  Sample:

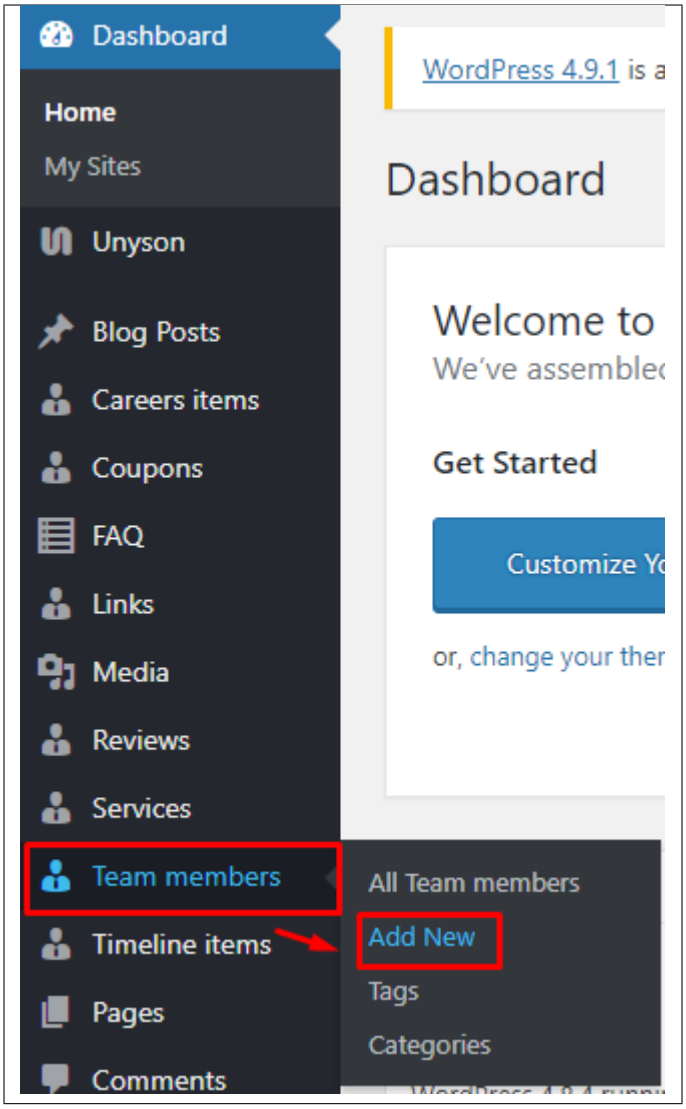


CHAPTER 10

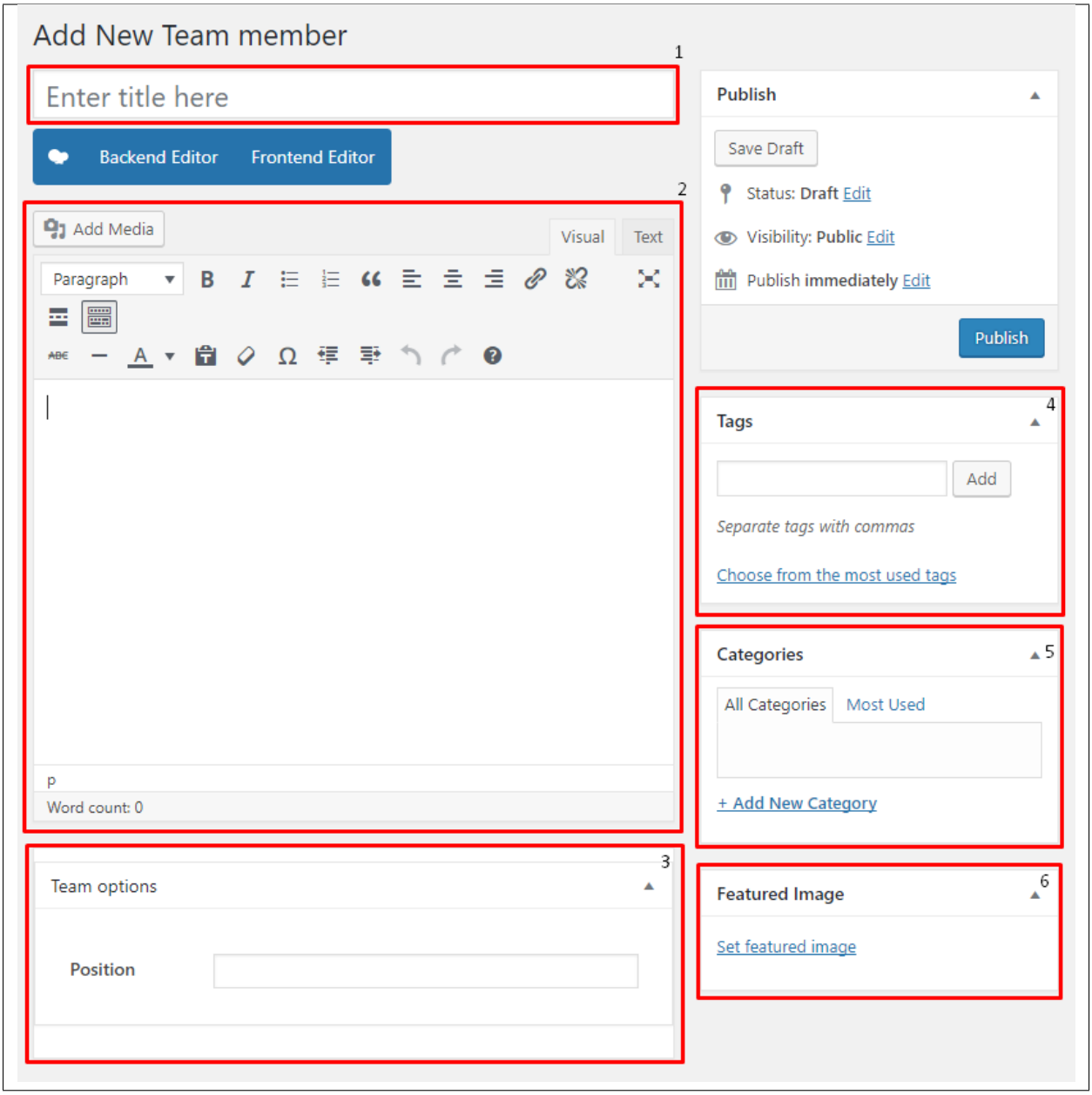
Team Member

10.1 Create Team Member

To create a new *Team Member* item, navigate in WordPress Dashboard to *Team members* > *Add New*.



The *Add New Team member* page will show. Add the details for the team member.



1. **Title** - The name of the team member.
2. **Editor container** - You can add here the role of the team member that will be shown in the website.
3. **Team options**
    - Position - Team member's position in the company.
4. **Tags**
5. **Team Categories**
6. **Featured Image** - Team members picture that will be shown in the site.

After adding all the details, click on *Publish* button to save.

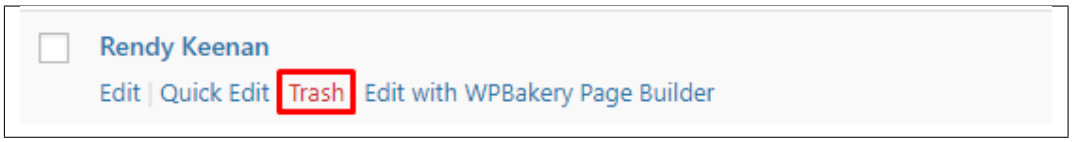
10.1.1 Delete Team member

To delete a Team member, navigate your Dashboard to *Team member* > *All Team members*

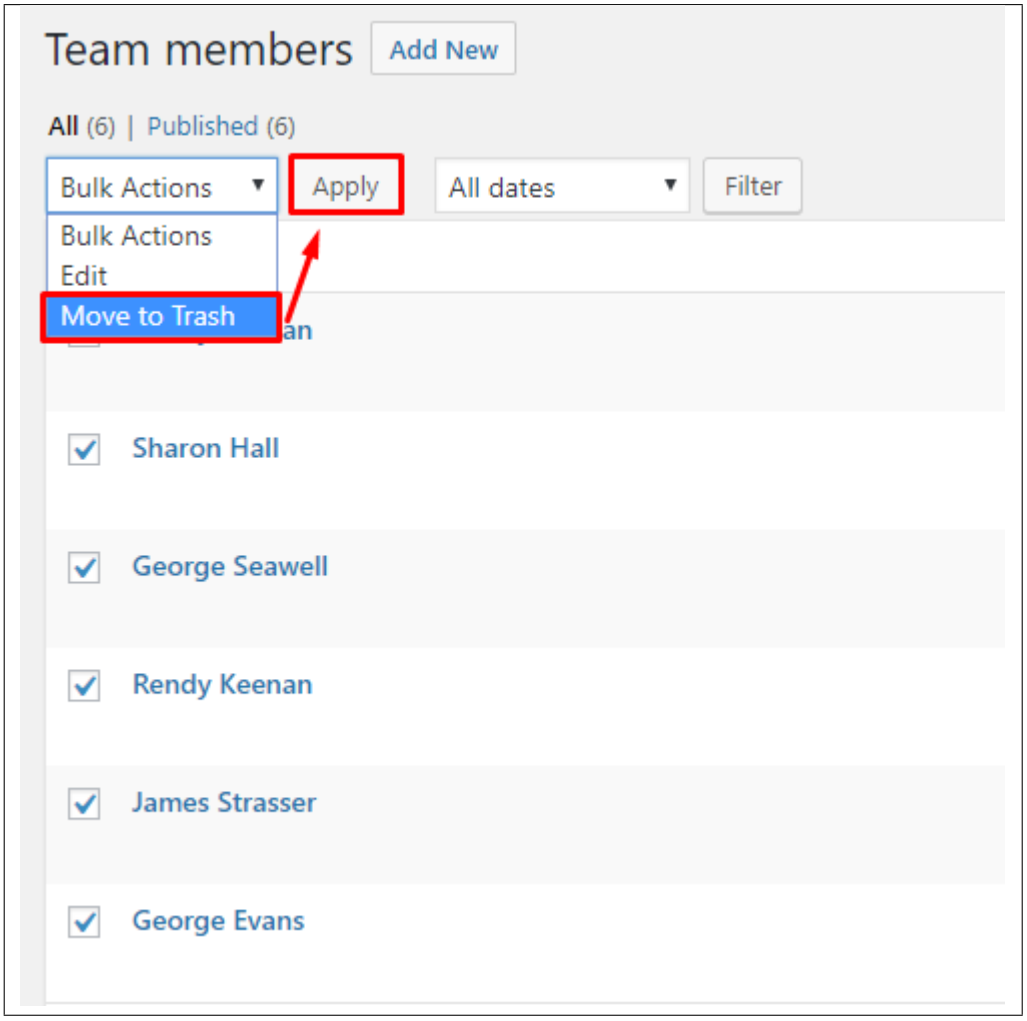
In the Team members page, you will see all the created Team members.

To delete a Team member, you have two options:

- **Single Team member Delete** - Hover your mouse pointer on the Team member that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.



- **Multiple Team members Delete** - To delete multiple Team members, click on the box beside the Team members you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.

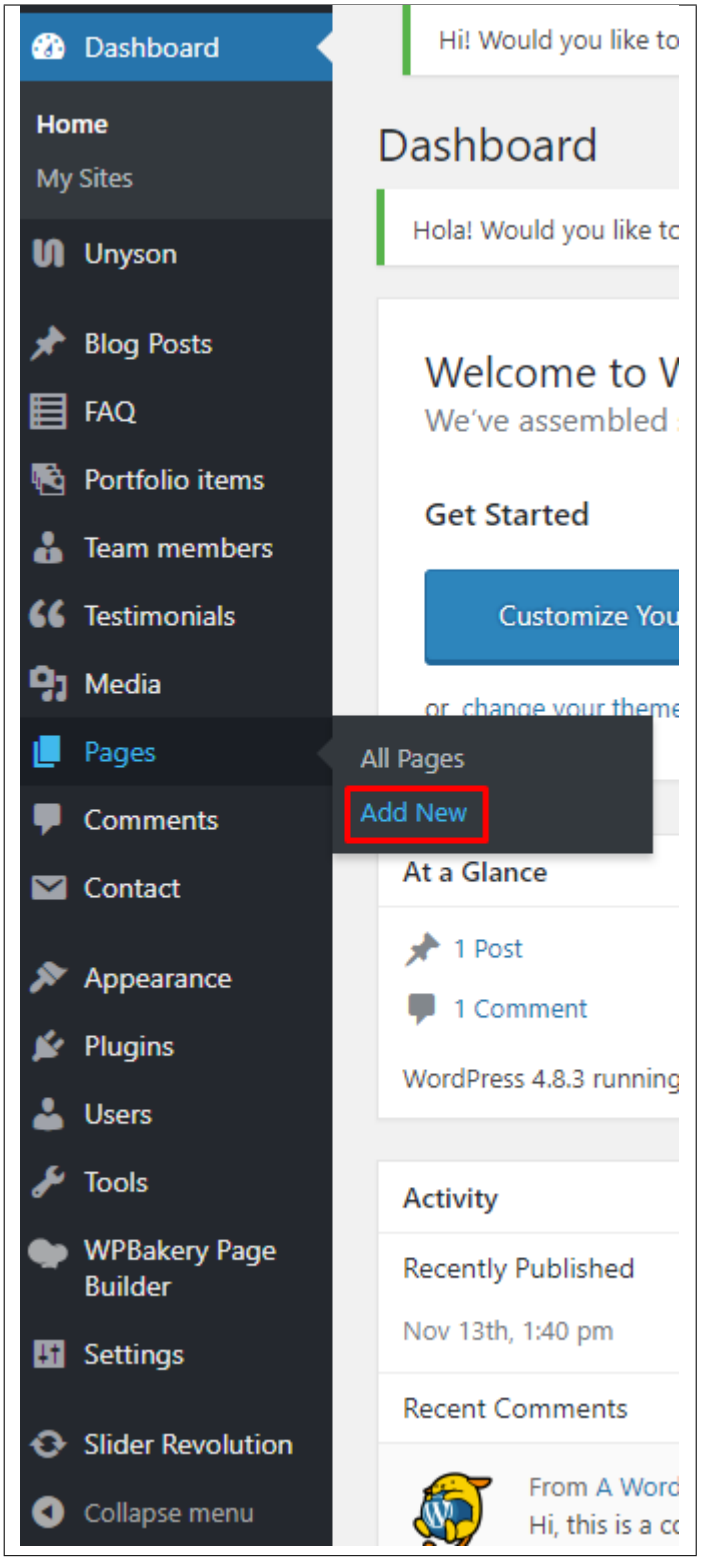


10.2 Create Team Member Page

Teams of Rota is generated by the theme from *Team members* items.

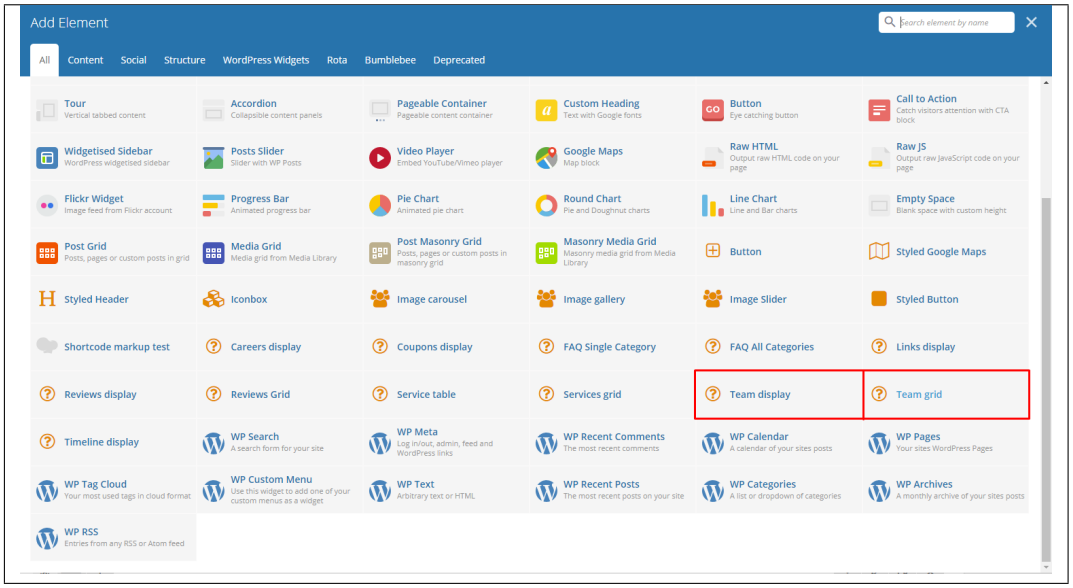
To create a simple page with team members, follow these steps:

- **Step 1** - Create a new page where to add the Teams page.

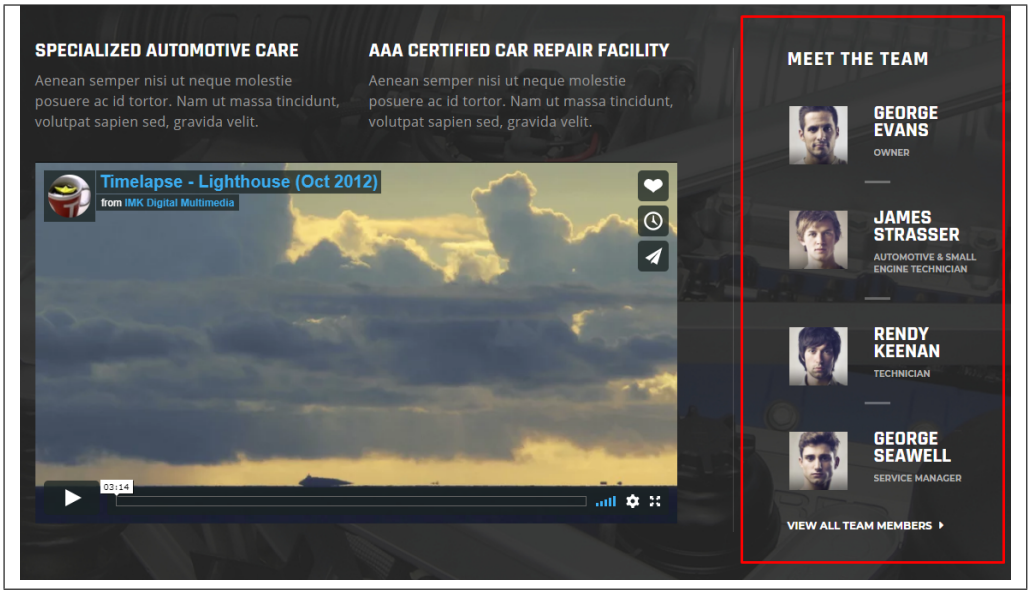


- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.

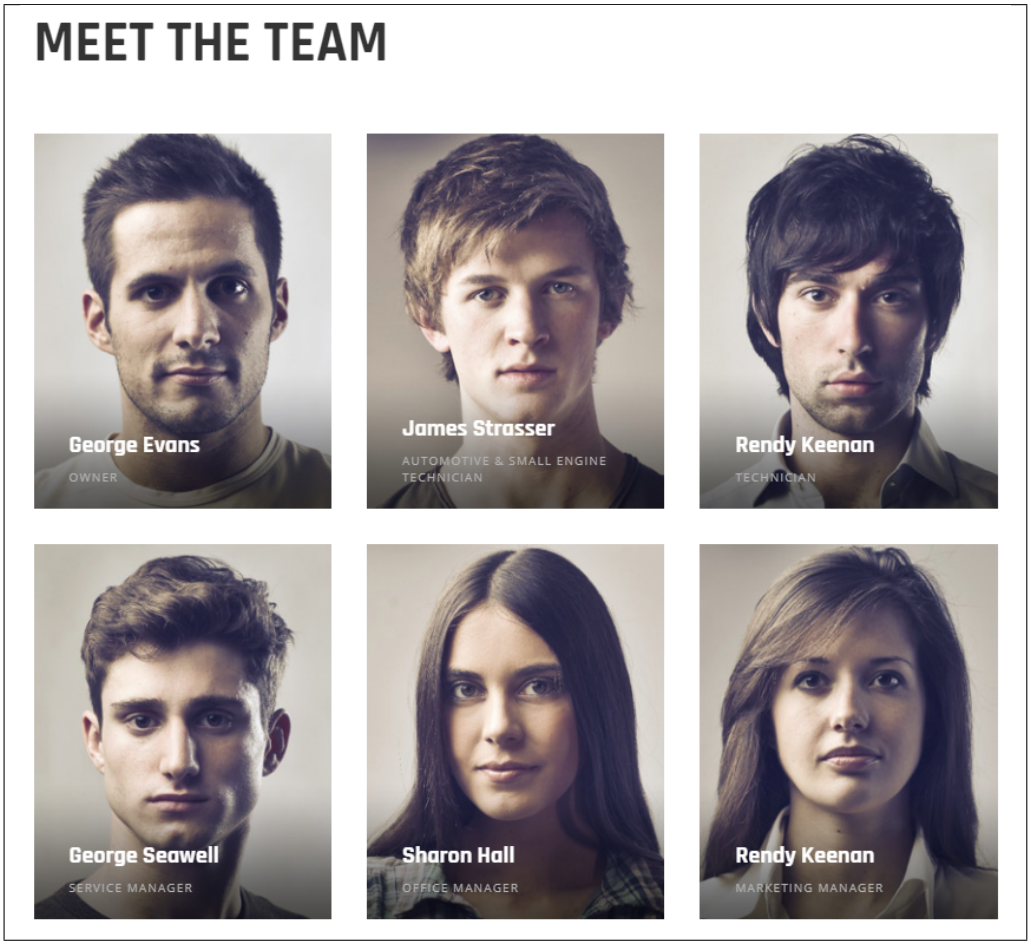
- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Team members* items. To add the *Team members* items, you can use 2 elements: *Team display* or *Team grid*



- **Step 6** - Add the needed information for the elements. Click *Save changes* to save.
  - **Team display**


SPECIALIZED AUTOMOTIVE CARE
Aenean semper nisi ut neque molestie posuere ac id tortor. Nam ut massa tincidunt, volutpat sapien sed, gravida velit.
AAA CERTIFIED CAR REPAIR FACILITY
Aenean semper nisi ut neque molestie posuere ac id tortor. Nam ut massa tincidunt, volutpat sapien sed, gravida velit.
Timelapse - Lighthouse (Oct 2012)
from IMK Digital Multimedia
03:14
MEET THE TEAM
GEORGE EVANS
OWNER
JAMES STRASSER
AUTOMOTIVE & SMALL ENGINE TECHNICIAN
RENDY KEENAN
TECHNICIAN
GEORGE SEAWELL
SERVICE MANAGER
VIEW ALL TEAM MEMBERS

– **Team grid**


MEET THE TEAM
George Evans
OWNER
James Strasser
AUTOMOTIVE & SMALL ENGINE TECHNICIAN
Rendy Keenan
TECHNICIAN
George Seawell
SERVICE MANAGER
Sharon Hall
OFFICE MANAGER
Rendy Keenan
MARKETING MANAGER

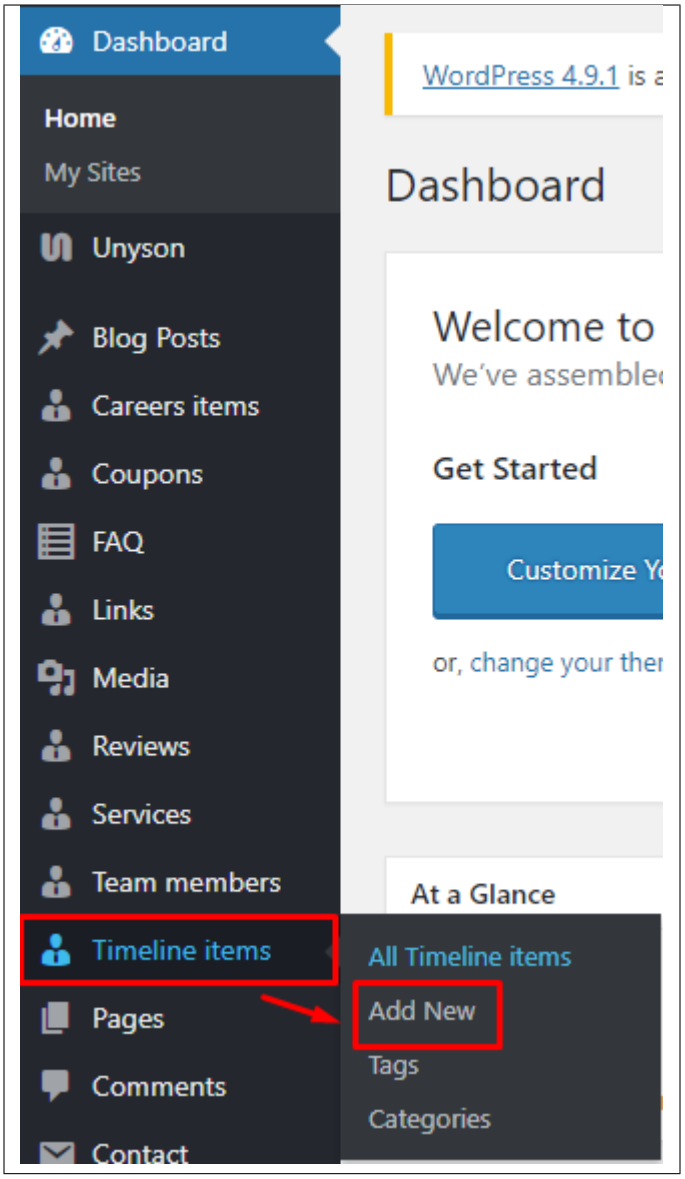
- **Step 7** - You can add more elements on the page as you like. Once satisfied, click on the *Publish* button.

CHAPTER 11

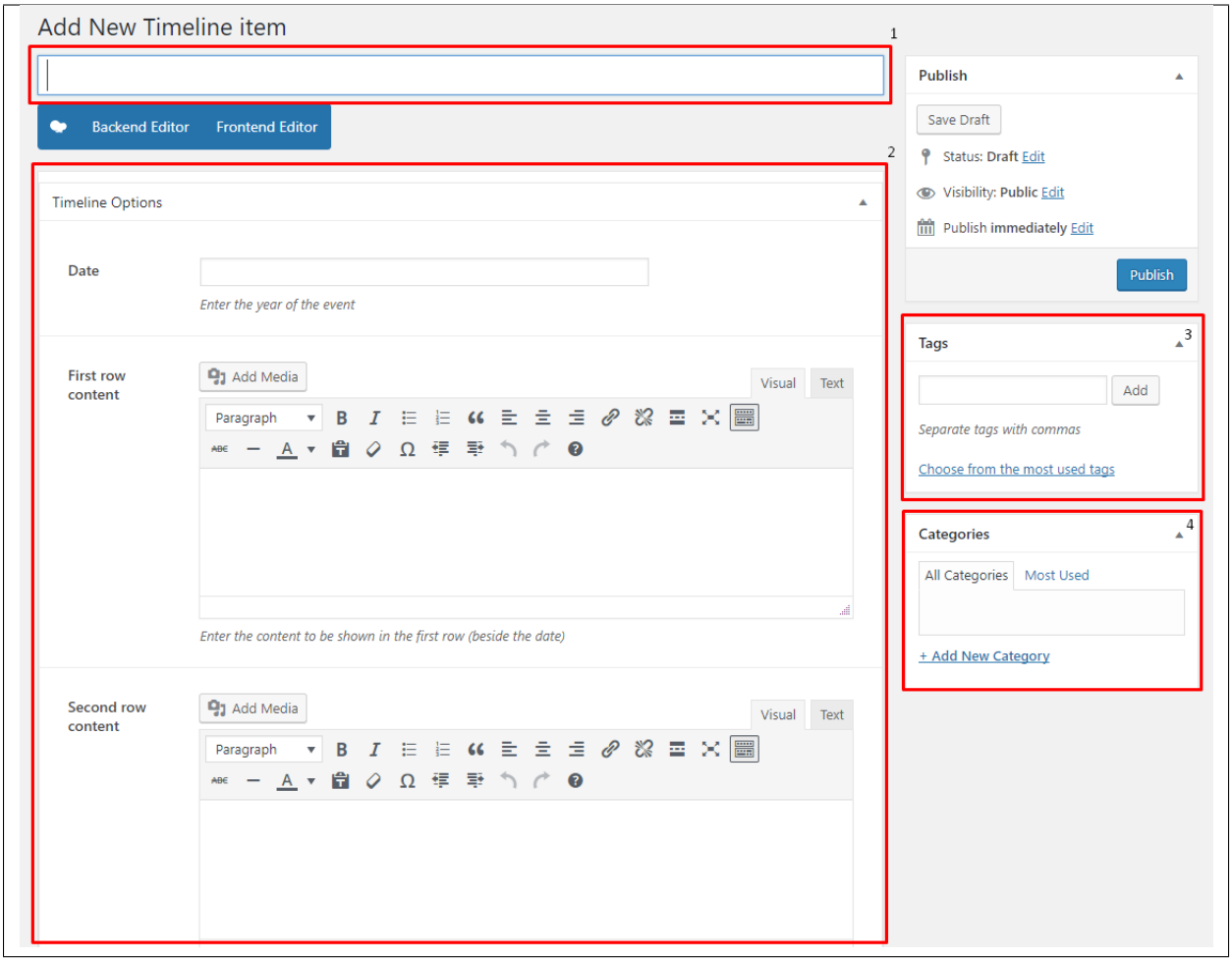
Timeline items

11.1 Create Timeline item

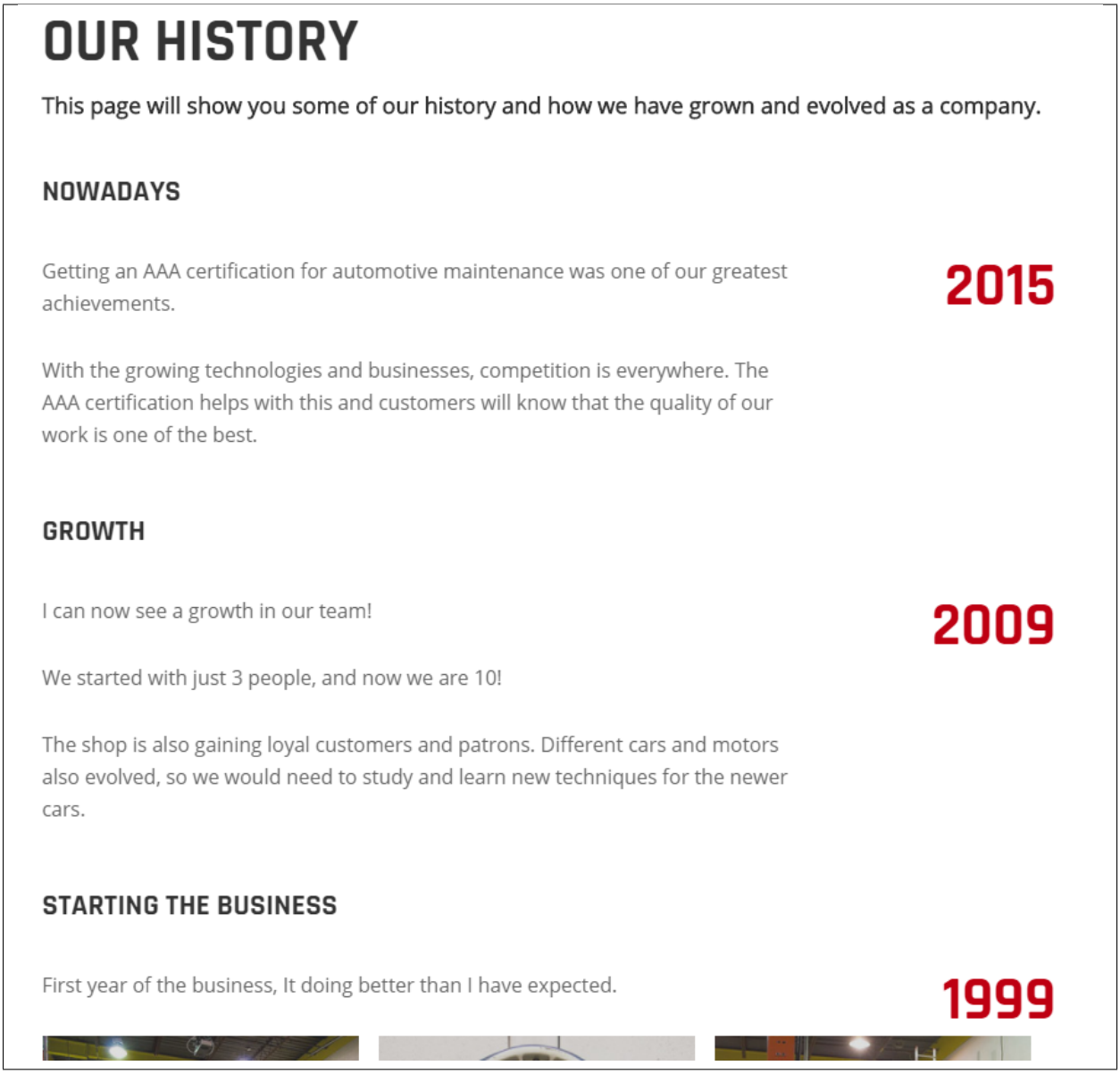
To create a new *Timeline items*, navigate in WordPress Dashboard to *Timeline items* > *Add New*.



The *Add New Timeline item* page will show. Add the details for the Timeline item.



1. **Title** - The name of the Timeline item.
2. **Editor container** - You can add here the role of the Timeline item that will be shown in the website.
3. **Team options**
    - Position - Timeline item's position in the company.
4. **Tags**
5. **Team Categories**
6. **Featured Image** - Timeline items picture that will be shown in the site.



After adding all the details, click on *Publish* button to save.

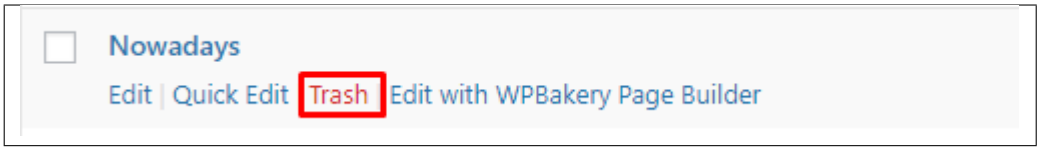
11.1.1 Delete Timeline item

To delete a Timeline item, navigate your Dashboard to *Timeline item* > *All Timeline items*

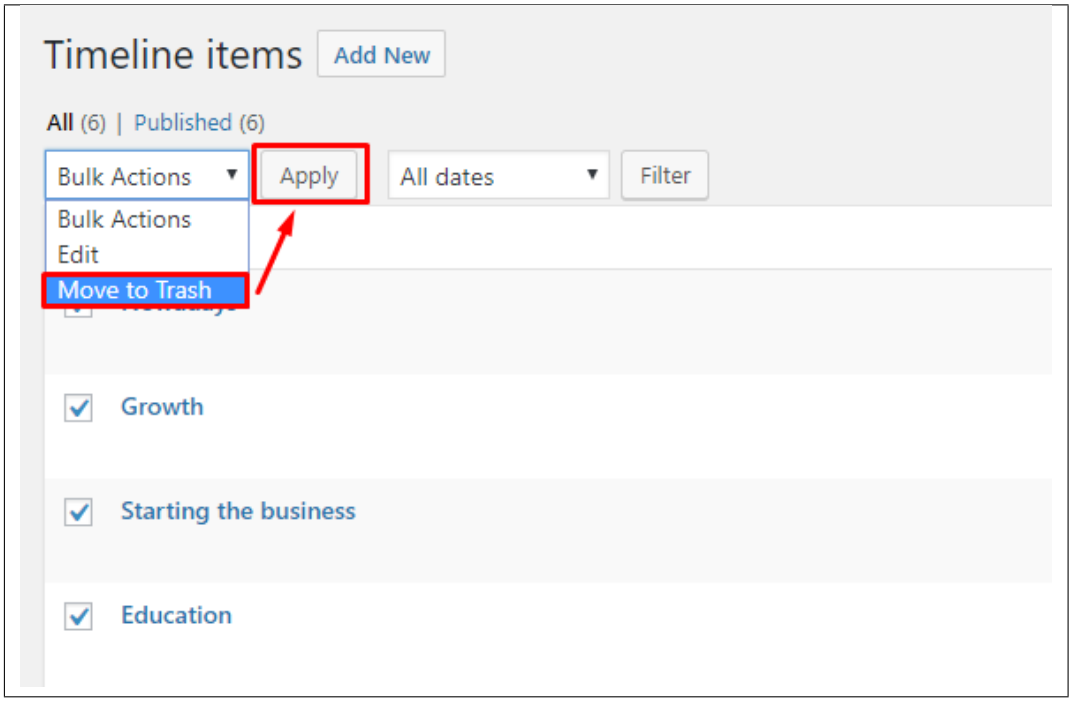
In the Timeline items page, you will see all the created Timeline items.

To delete a Timeline item, you have two options:

- **Single Timeline item Delete** - Hover your mouse pointer on the Timeline item that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.



- **Multiple Timeline items Delete** - To delete multiple Timeline items, click on the box beside the Timeline items you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



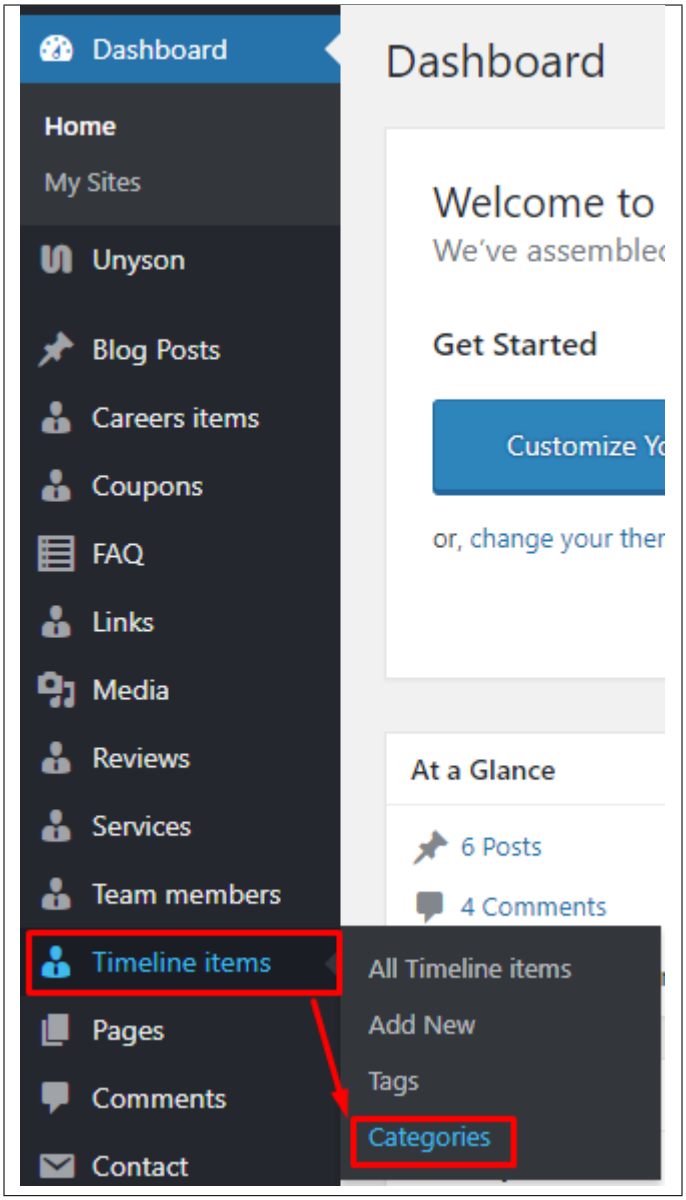
11.2 Timeline Category

Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

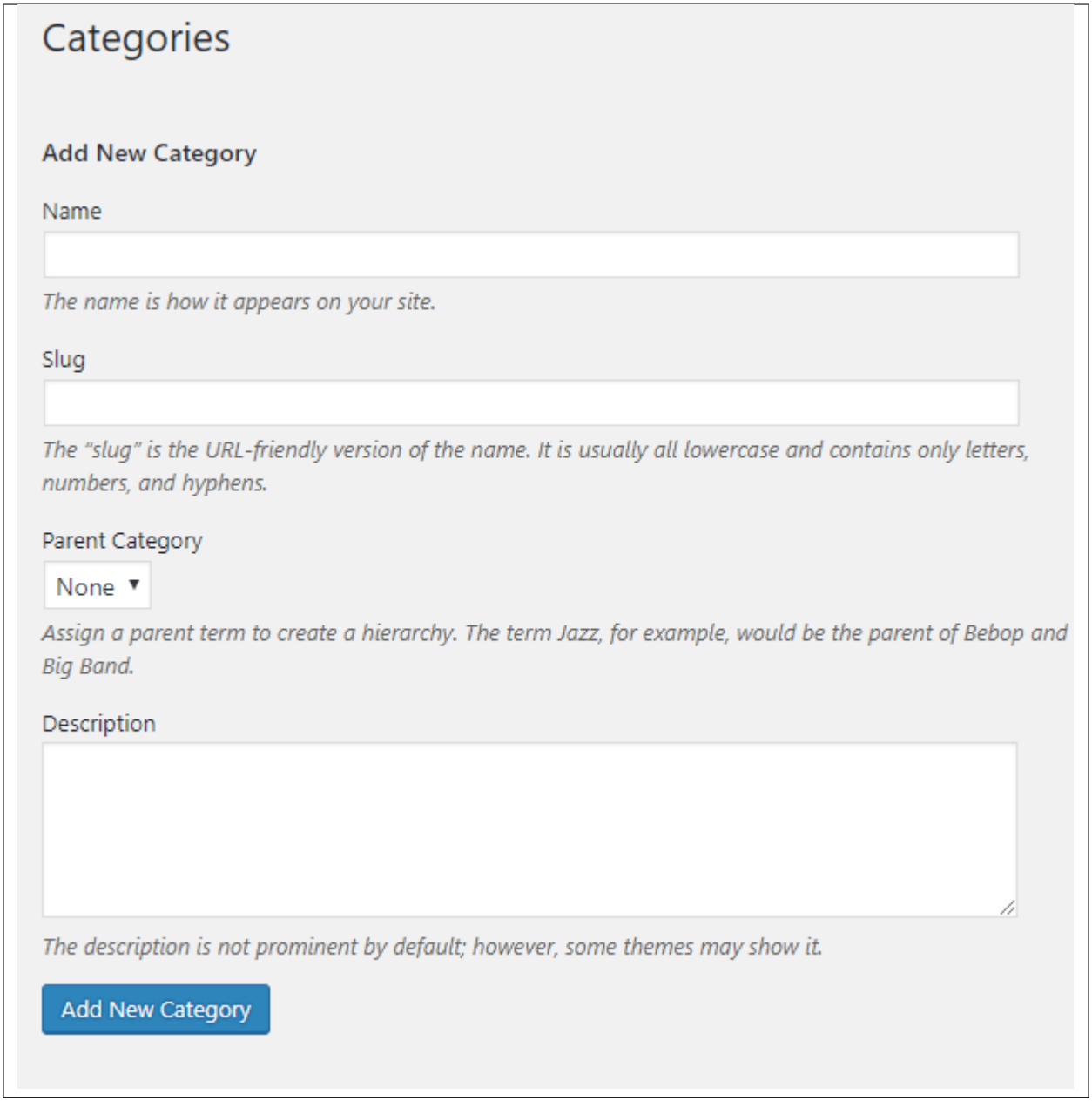
Adding categories to a blog would make it easier to locate and post on similar topics by category.

11.2.1 Create Timeline items Categories

To create new *Timeline items Categories*, navigate in WordPress Dashboard to *Timeline items* > *Categories*.



The *Categories* page will show, here you can add the details of the Timeline items Categories that you would like to create.



After adding all the details, click on *Add New category* to save.

11.2.2 Delete Timeline items Categories

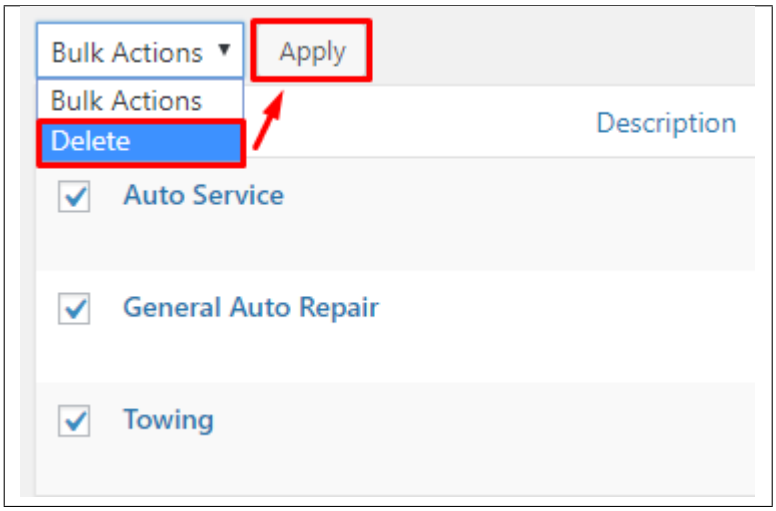
To delete a Category, navigate your Dashboard to *Timeline items* > *Categories*.

In the *Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



11.3 Timeline Tags

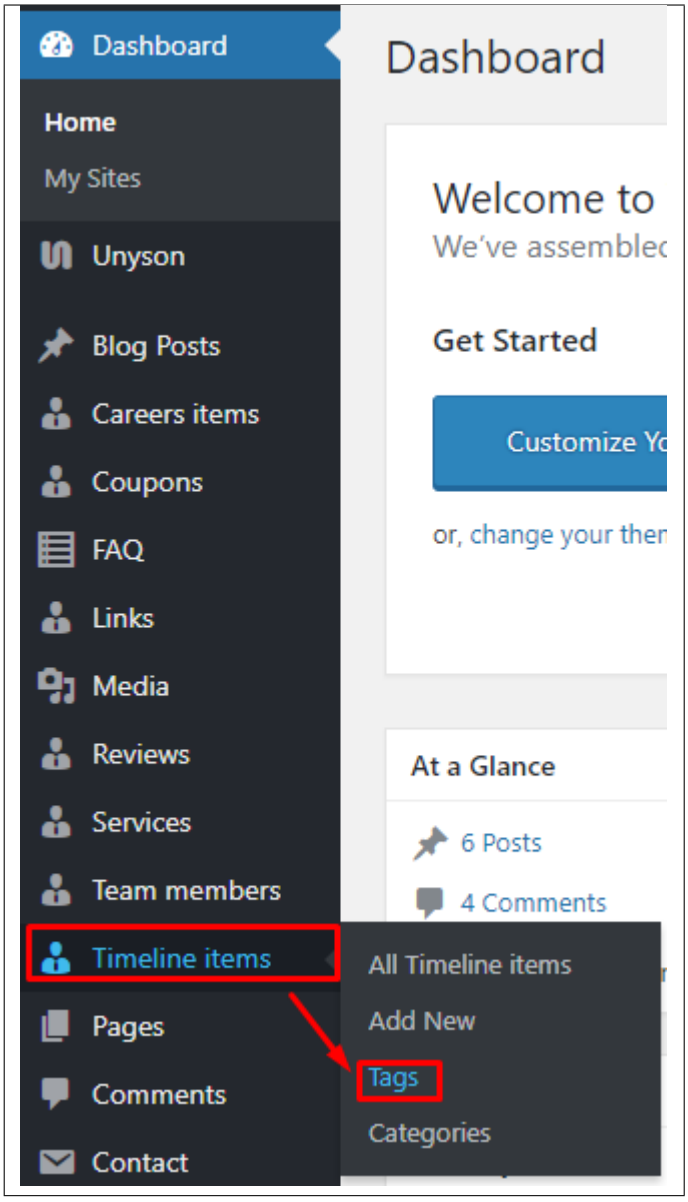
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a Timeline would make it easier to relate a post with another post even if the categories are different.

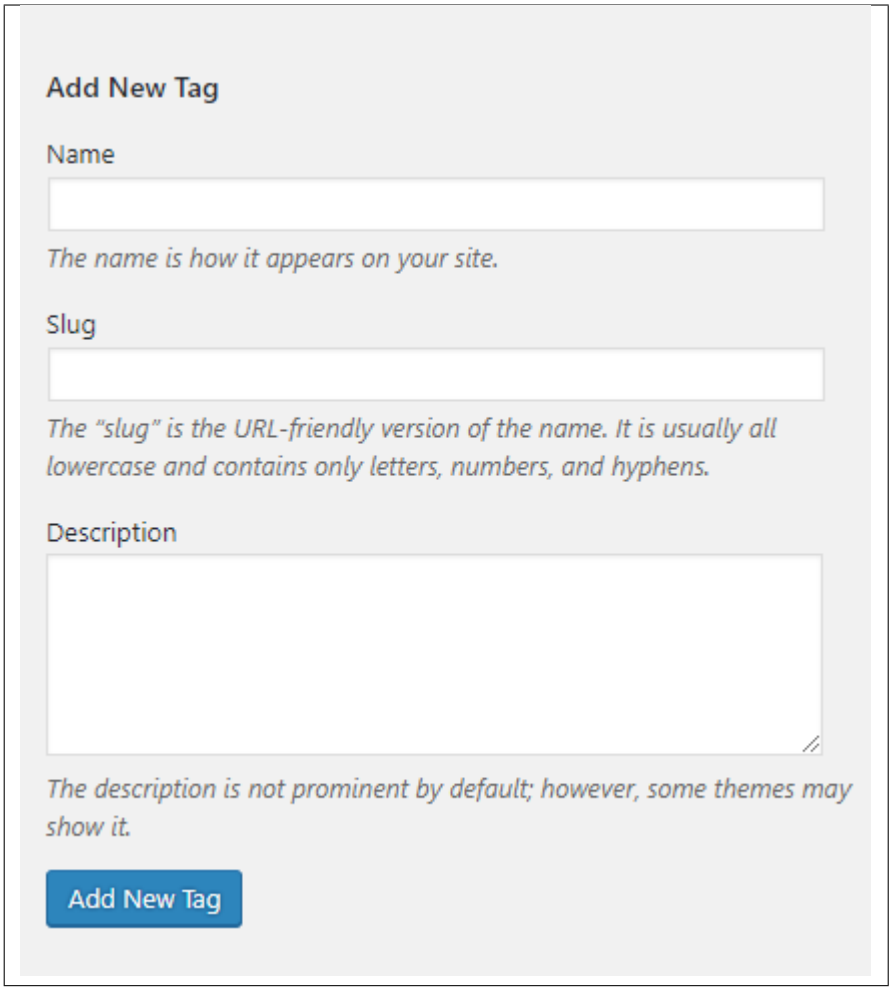
11.3.1 Create Timeline Tags

To create a *Tag* for a Timeline, follow these steps:

- **Step 1** - Navigate your Dashboard to *Timeline Items* > *Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.

- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from component of the site.

11.3.2 Delete Timeline Tags

To delete a tag, navigate your Dashboard to *Timeline Items* > *Tags*.

In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

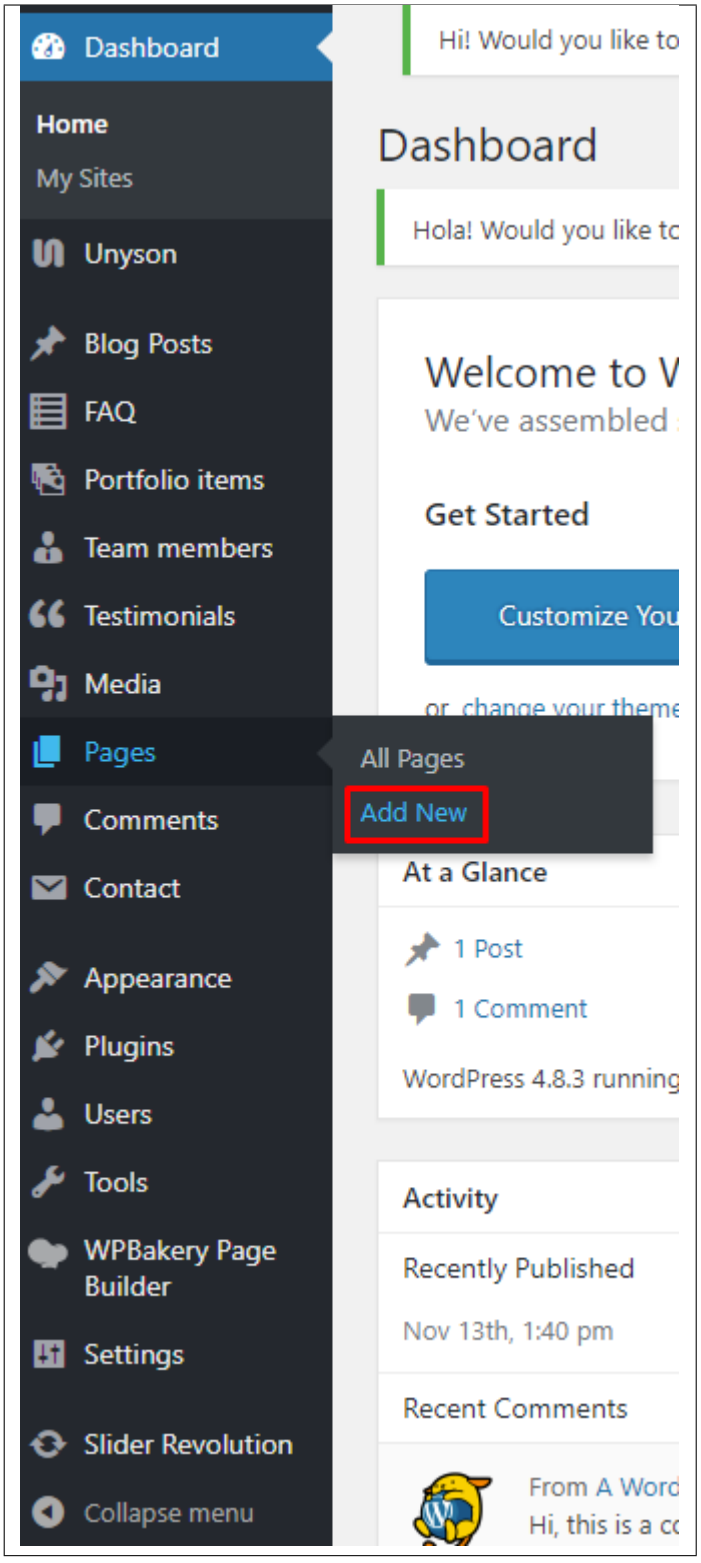
Note: Deleting a tag may affect the tags from other component of the site.

11.4 Create Timeline item Page

Timeline items in Rota is generated by the theme from *Timeline item*.

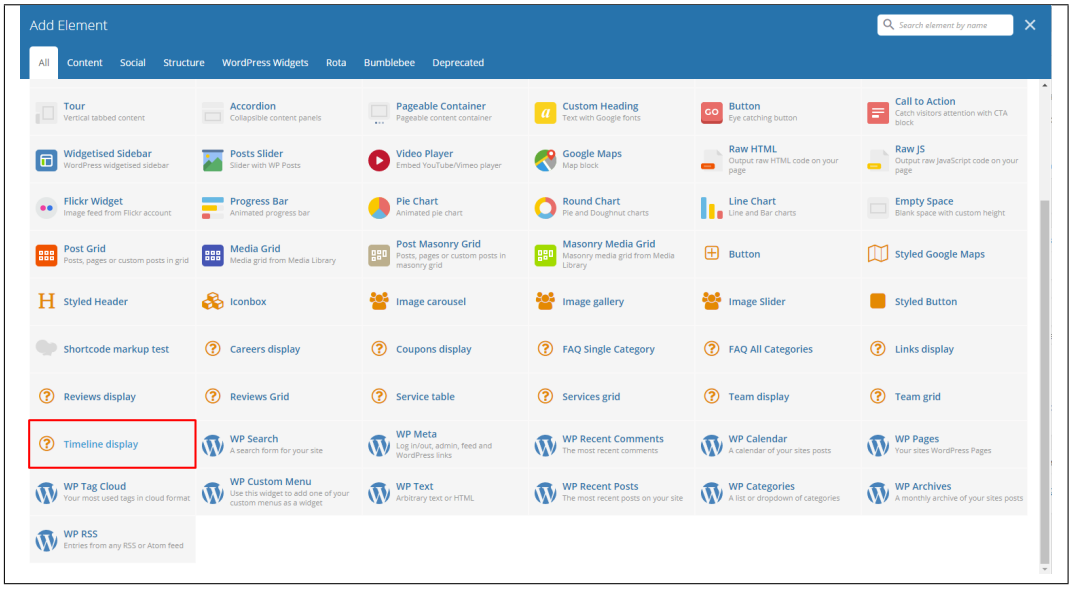
To create a page with *Timeline*, follow these steps:

- **Step 1** - Create a new page where to add the Timeline items.



- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.

- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Timeline items*. The *Timeline items* can be generated by using the **Timeline display** element on the page.



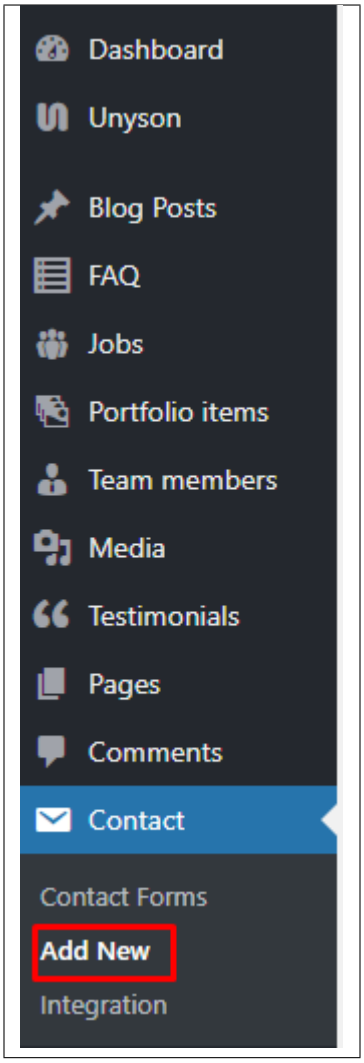
- **Step 6** - You can customize the page by adding other elements to the page.
- **Step 7** - Once you have finished customizing the page, click on the *Publish* button.

CHAPTER 12

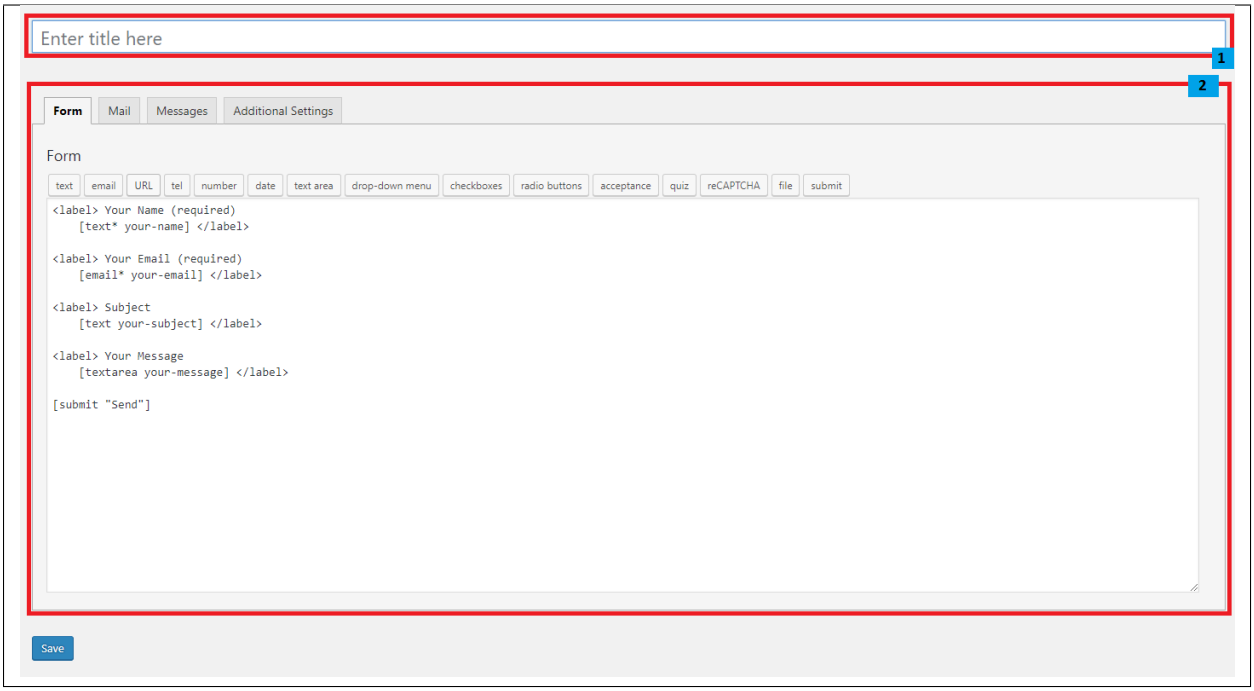
Contact Form

12.1 Create Contact Form

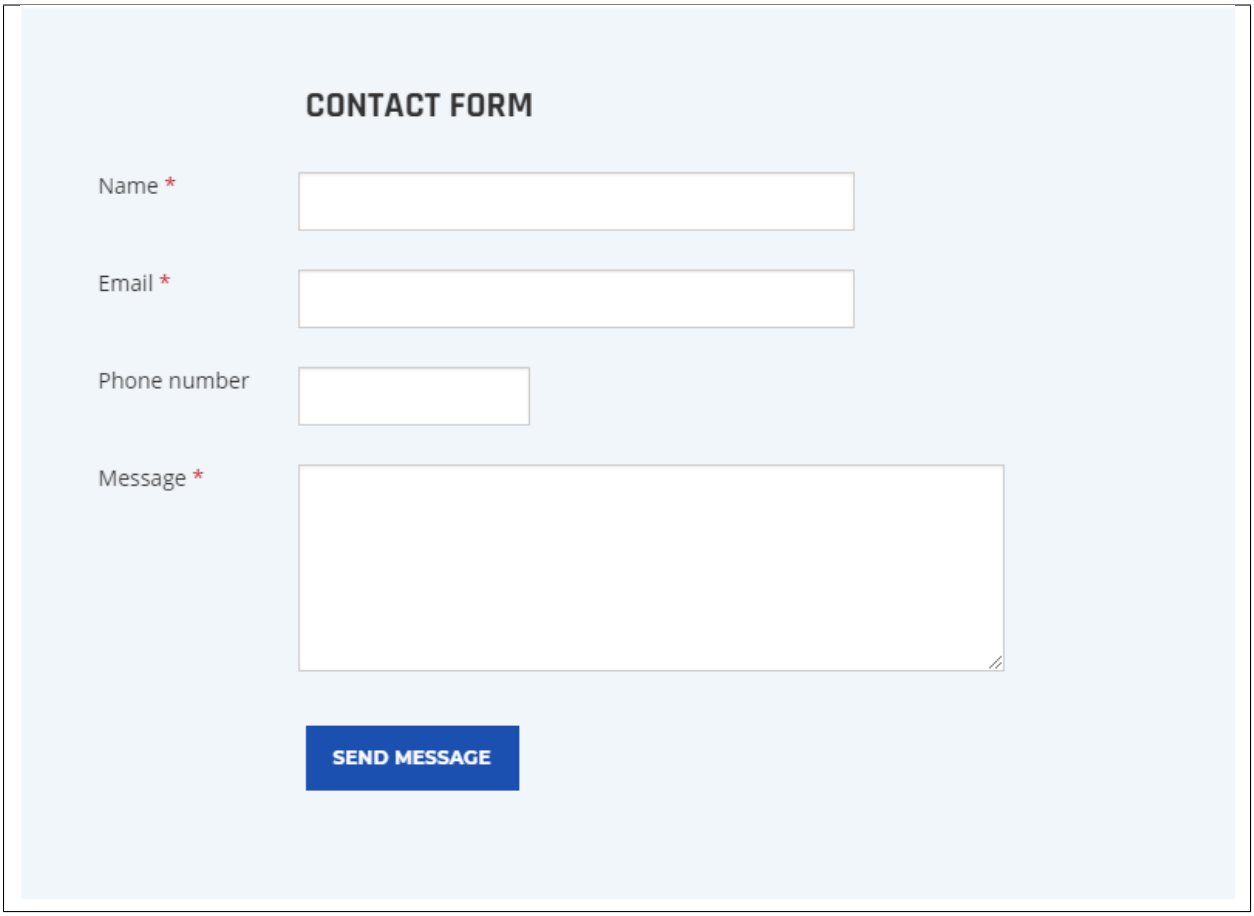
To create a new *Contact Form* item, navigate in WordPress Dashboard to *Contact* > *Add New*.



The *Add New Contact Form* page will show. Add the details for the *Contact Form*.



1. **Title** - The title for the *Contact Form*
2. **Form Details** - Details and information of the form.
    - Form - The codes for the user interface of the form.
    - Mail - Set the email template of the form.
    - Messages - Message prompt when an action is done with the form.
    - Additional Settings - You can add customization code.



After adding all the details, click on *Save* button to save.

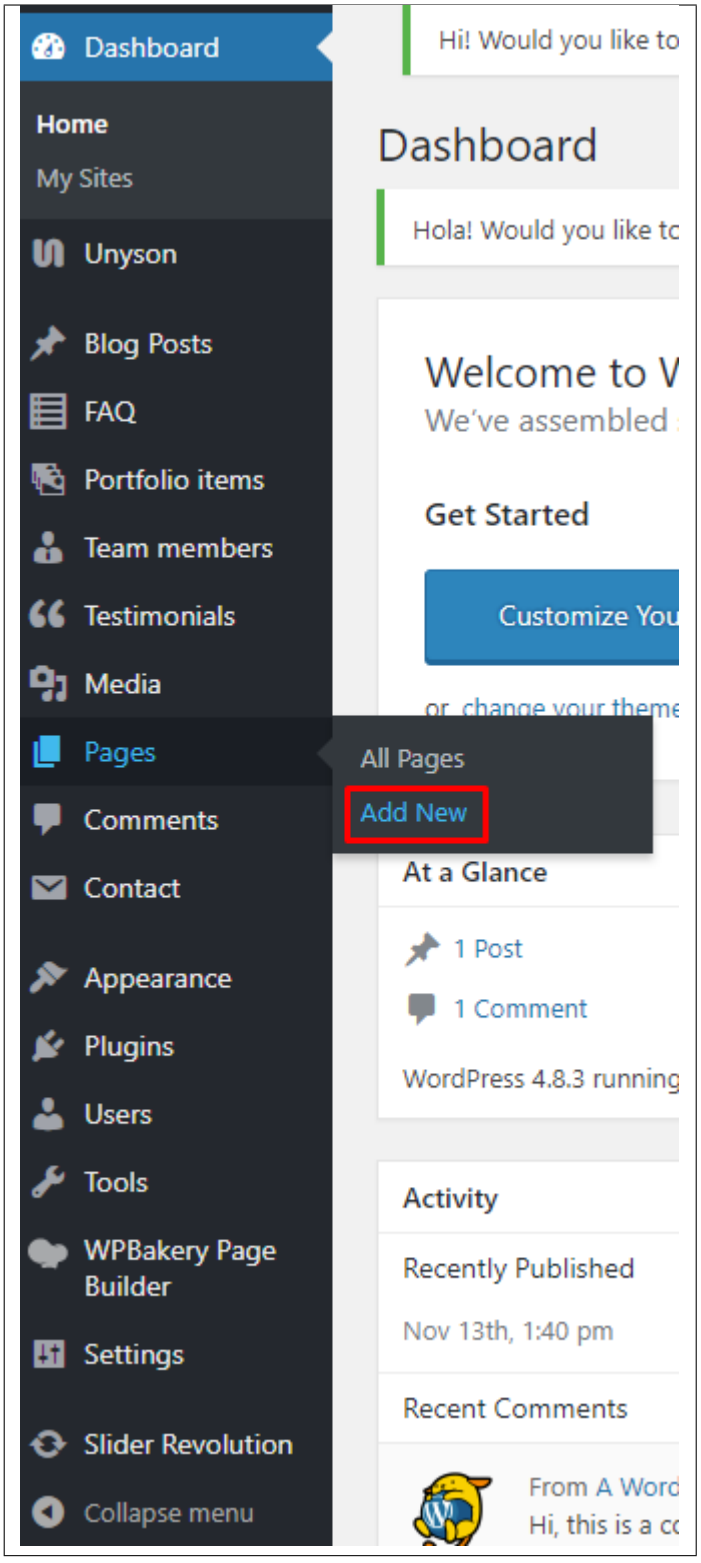
Note: For information on how to use this plugin or what markup to use, go to here **General Information > Unyson, Extension, and Plugins > Contact Form 7**.

12.2 Create Contact Page

Contact Form Page of Rota is generated by the theme from *Contact Form* item.

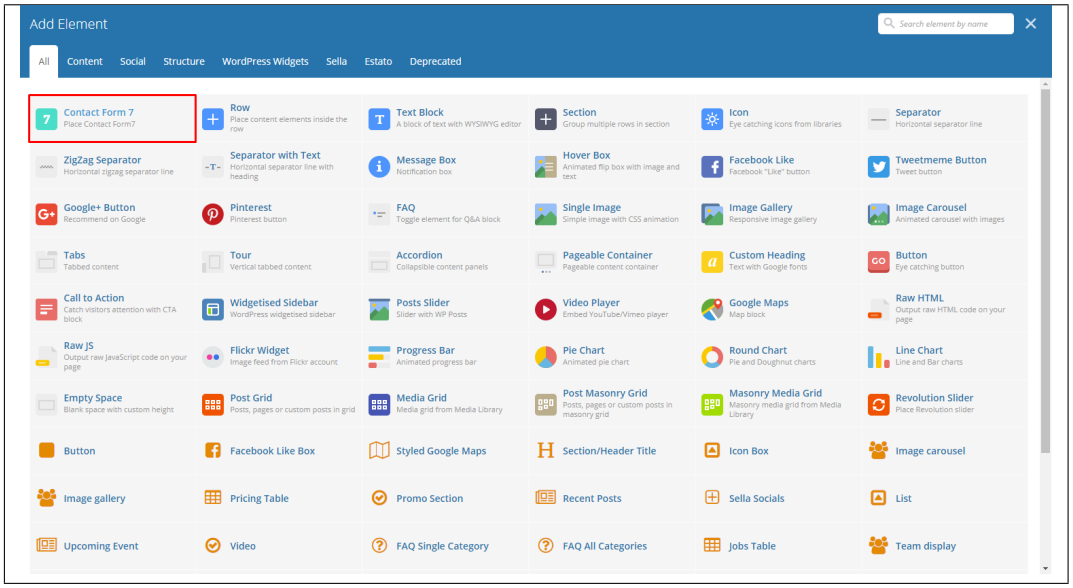
To create an *Contact Form Page*, follow these steps:

- **Step 1** - Create a new page where to add the *Contact Form*.

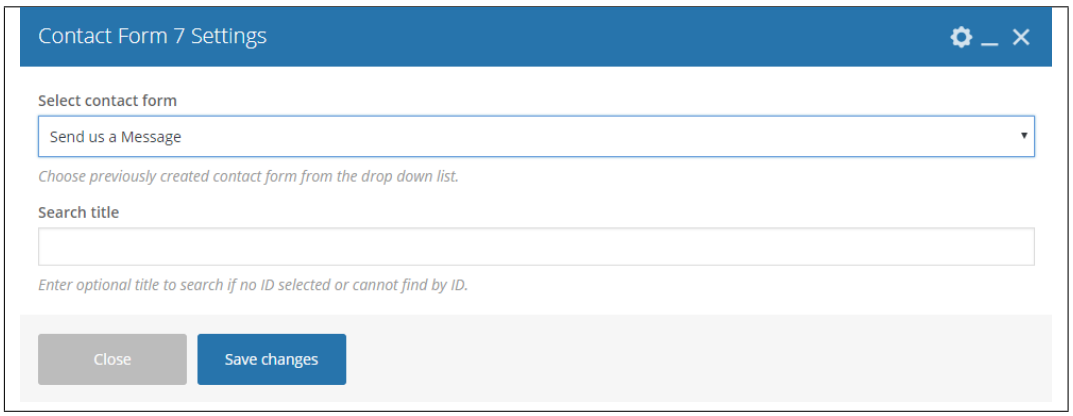


- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.

- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Contact Form* item. The *Contact Form* can be generated by *Contact Form 7* of *Theme Element*.



- **Step 6** - The *Contact Form 7 Settings* will pop-up. Change details as needed.



  - **Select contact form** - The form you want to add to the page.
  - **Search title** - Optional title to search if no form is added.

- **Step 7** - You can customize the page by adding other elements to the page.

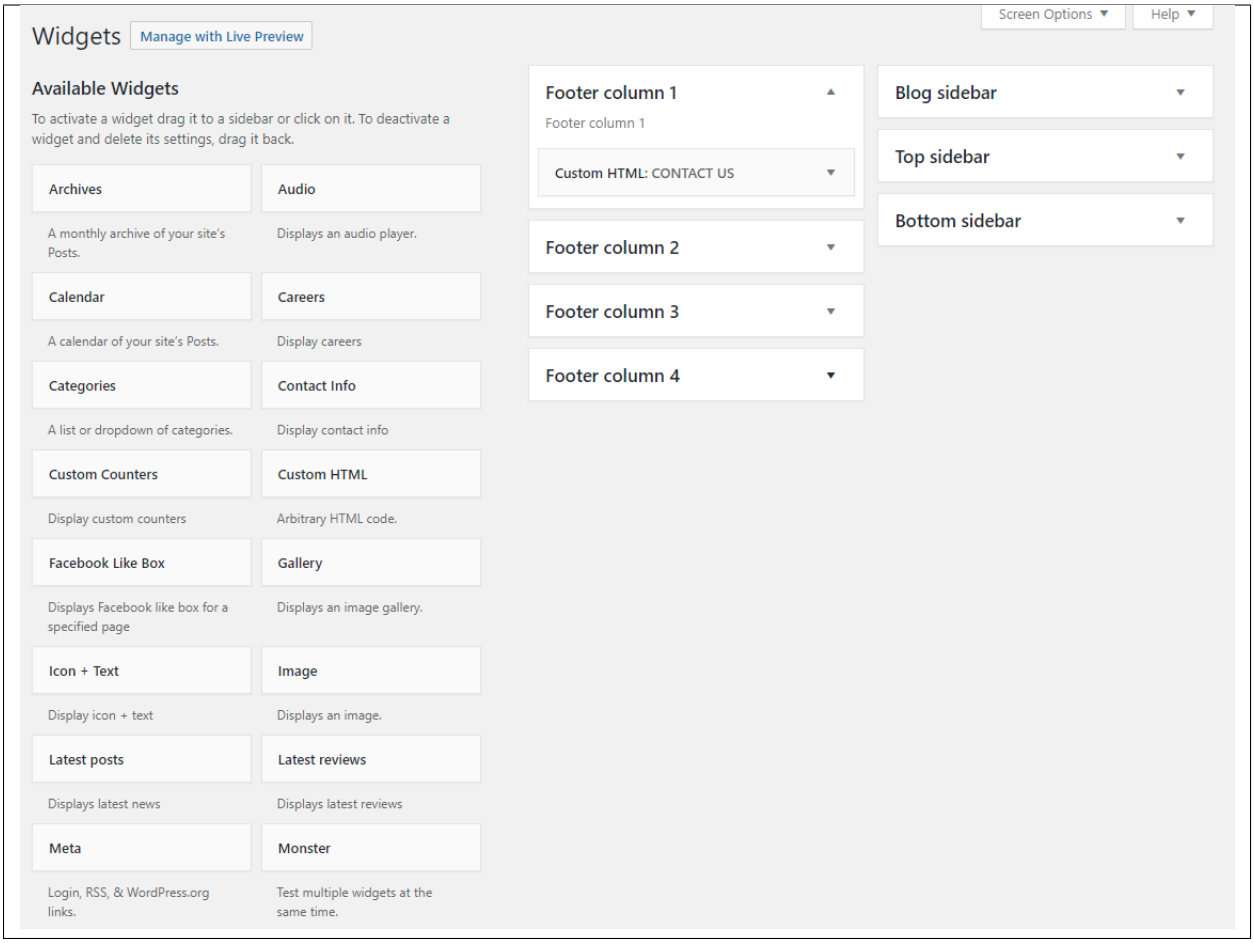
- **Step 8** - Once you have finished customizing the page, click on the *Publish* button.

CHAPTER 13

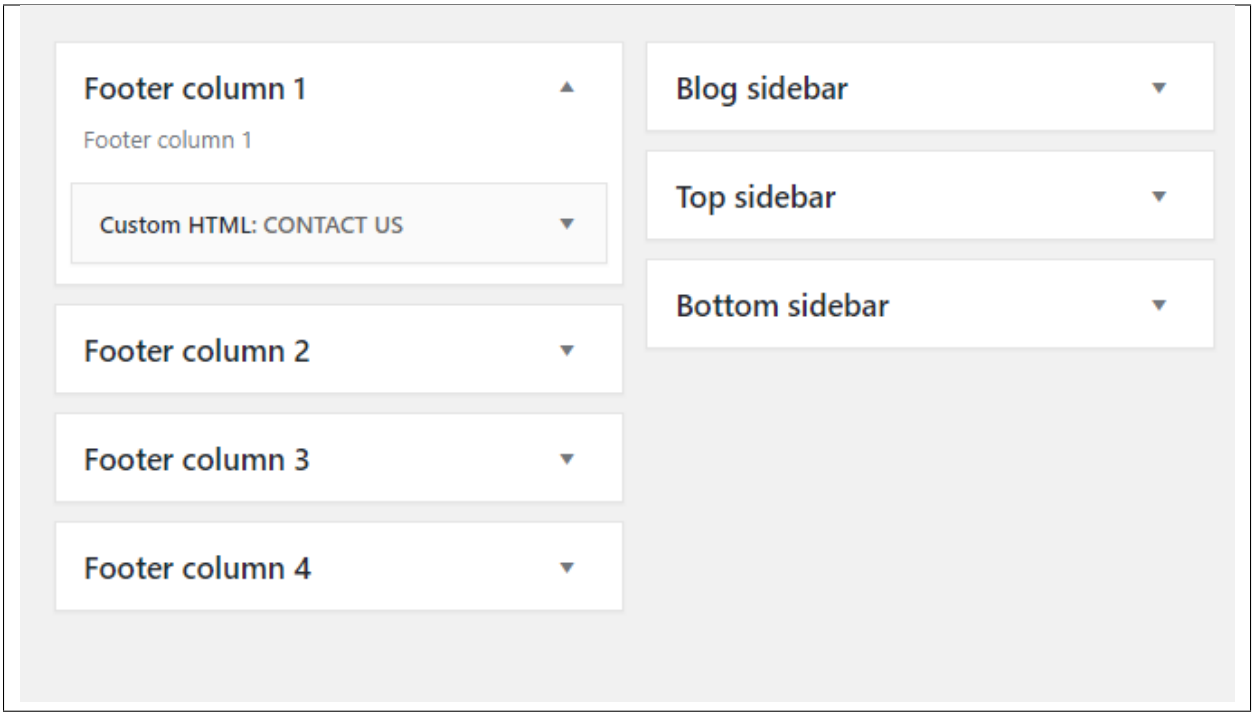
Widgets & Menu

13.1 Widgets

Widgets are small blocks of content, which you can find in theme footer or sidebar. They were originally designed to provide a simple and easy-to-use way of giving design and structure control of the WordPress Theme to the user, which is now available on WordPress Themes to include the header, footer, and elsewhere in the WordPress design and structure.

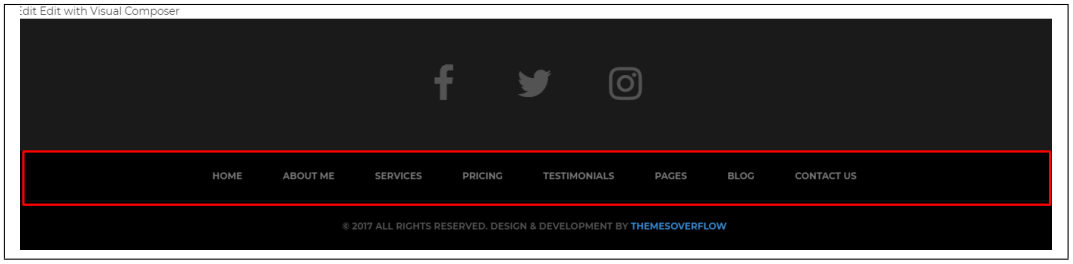

Screen Options
Help
Widgets
Manage with Live Preview
Available Widgets
To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.
Archives
A monthly archive of your site's Posts.
Audio
Displays an audio player.
Calendar
A calendar of your site's Posts.
Careers
Display careers
Categories
A list or dropdown of categories.
Contact Info
Display contact info
Custom Counters
Display custom counters
Custom HTML
Arbitrary HTML code.
Facebook Like Box
Displays Facebook like box for a specified page
Gallery
Displays an image gallery.
Icon + Text
Display icon + text
Image
Displays an image.
Latest posts
Displays latest news
Latest reviews
Displays latest reviews
Meta
Login, RSS, & WordPress.org links.
Monster
Test multiple widgets at the same time.
Footer column 1
Footer column 1
Custom HTML: CONTACT US
Footer column 2
Footer column 3
Footer column 4
Blog sidebar
Top sidebar
Bottom sidebar

13.1.1 Sidebars



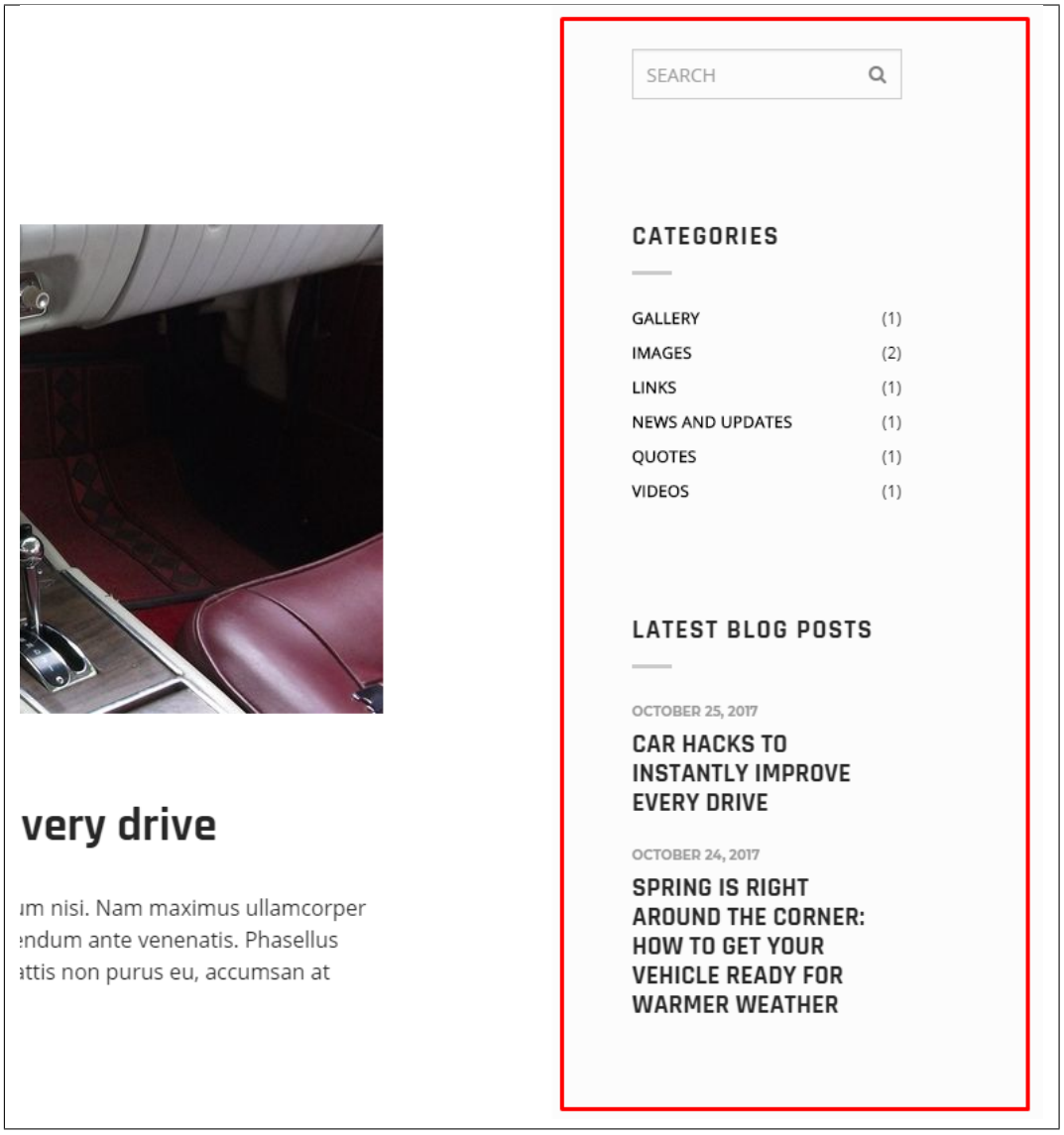
In Rota you have access to 7 sidebars that can be customized using available theme widgets.

- **Footer**



You can enable/disable the footer in the *Appearance* > *Customize* > *Footer*, then uncheck the *Footer display*.

- **Blog sidebar**



You can enable/disable blog sidebar in the *Appearance* > *Customize* > *Blog Settings* > *Blog/Single blog post*, then uncheck the *Display blog sidebar*.

13.1.2 How to Edit Widgets

You can access widget edit screen under *Appearance* > *Widgets* panel or via Customize on path *Appearance* > *Customise* > *Widgets*. It has three main areas:

- Available Widgets
- Inactive Widgets
- Inactive Sidebars and widget areas

To add a widget to your site, drag and drop the name of the widget you want to use from the *Available Widgets* section into one of the widget areas on the right-hand side of the window. After you have added it, the widget will open up (or if it doesn't, you can click on the triangle to open it) and you can change the settings and save the widget. The specific

settings needed will depend on what type of widget you are using. For instance, if it is a text widget, you just need to type in the text (and optionally, HTML code), and save the widget.

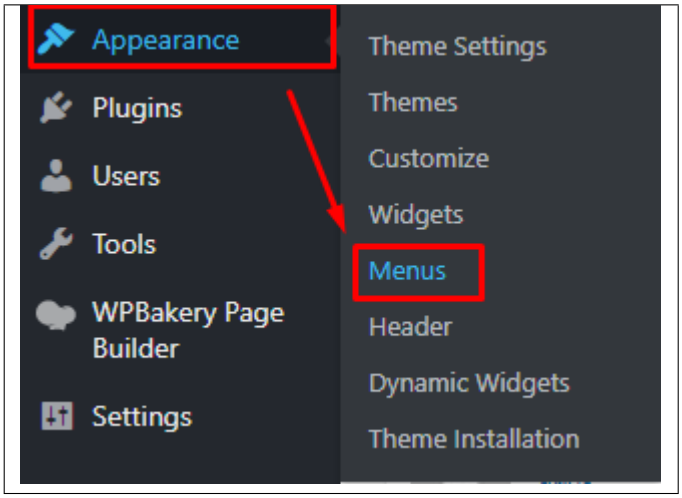
13.2 Menus

This guide covers the basic tasks a user may carry out when using the built-in menu editor.

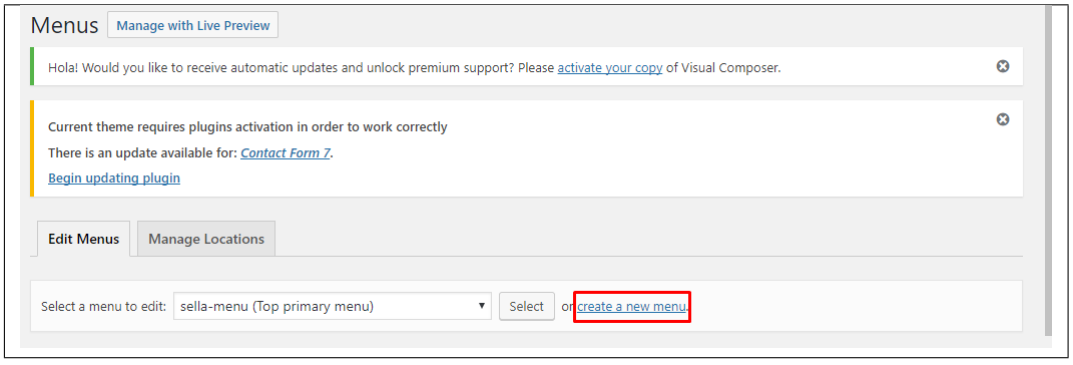
13.2.1 Menu Setup

To make a simple menu, follow the steps:

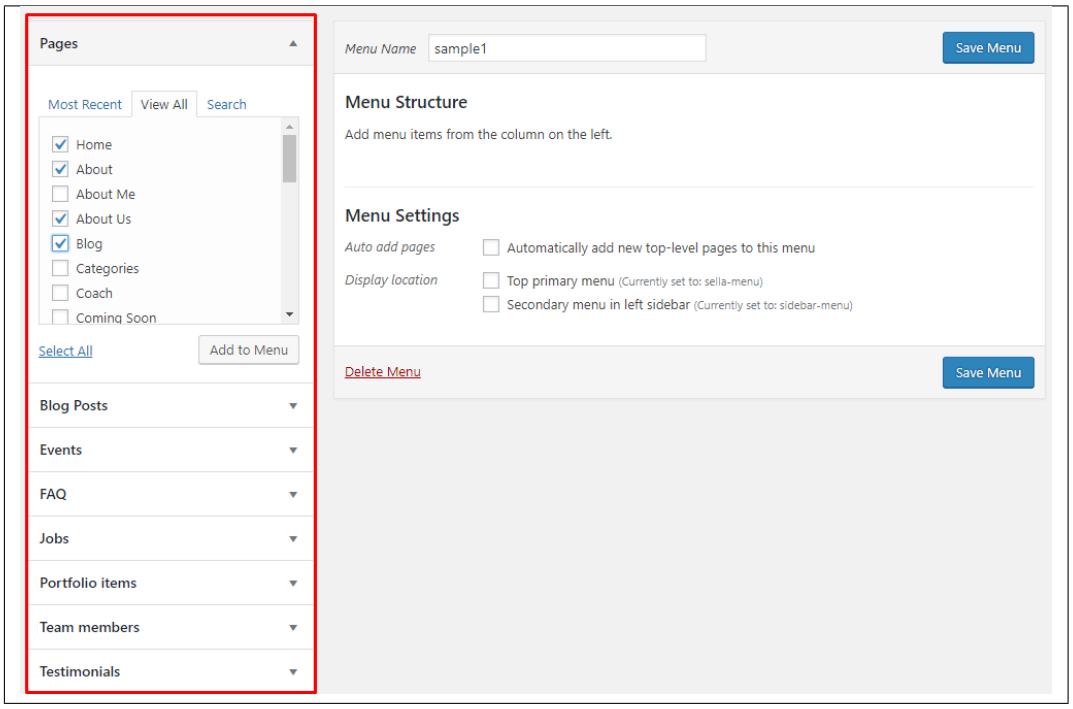
- **Step 1** - Navigate your Dashboard to *Appearance* > *Menus*. The *Menus* page will show.



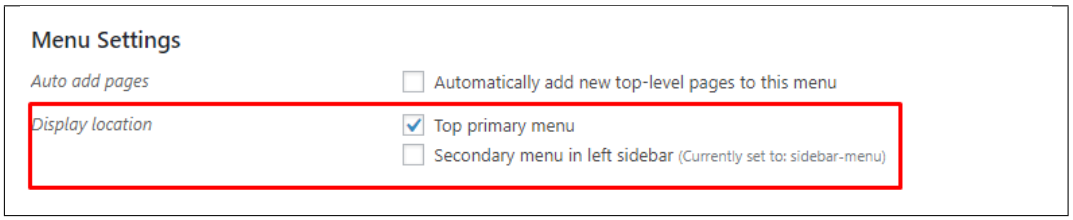
- **Step 2** - In the menus page, you can edit a menu or make a new menu. To make a new menu, locate *create a new menu*.



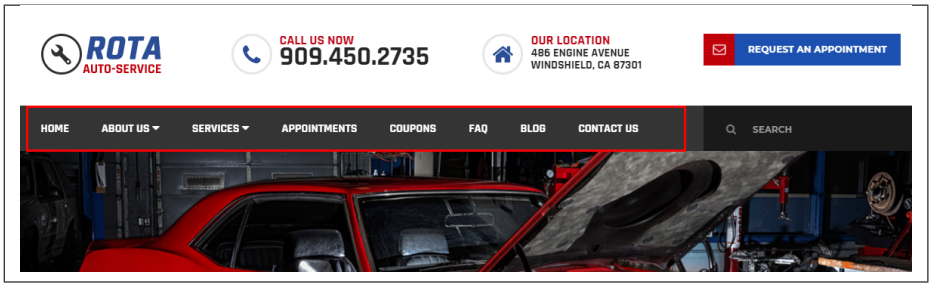
- **Step 3** - You will be ask to name your menu. After naming the menu, click *Create Menu*.
- **Step 4** - From the right side choose pages, links, or categories that you want to add to your menu and click on *Add to Menu*. Once menu items are added, you can reorder or nest them via drag and drop tool. Remember to click Save Menu when you finish to keep your changes saved.



- **Step 5** - You can set a menu as a *Top primary menu* or *Secondary menu in the left sidebar*.



1. **Top primary menu** - visible on the top of the page.



- **Step 6** - After any changes, click on *Save Menu* button.

Note: For the Search Box beside the menu, you have the option to add/remove that in the *Customizer* > *Header* > *Display Search Box*

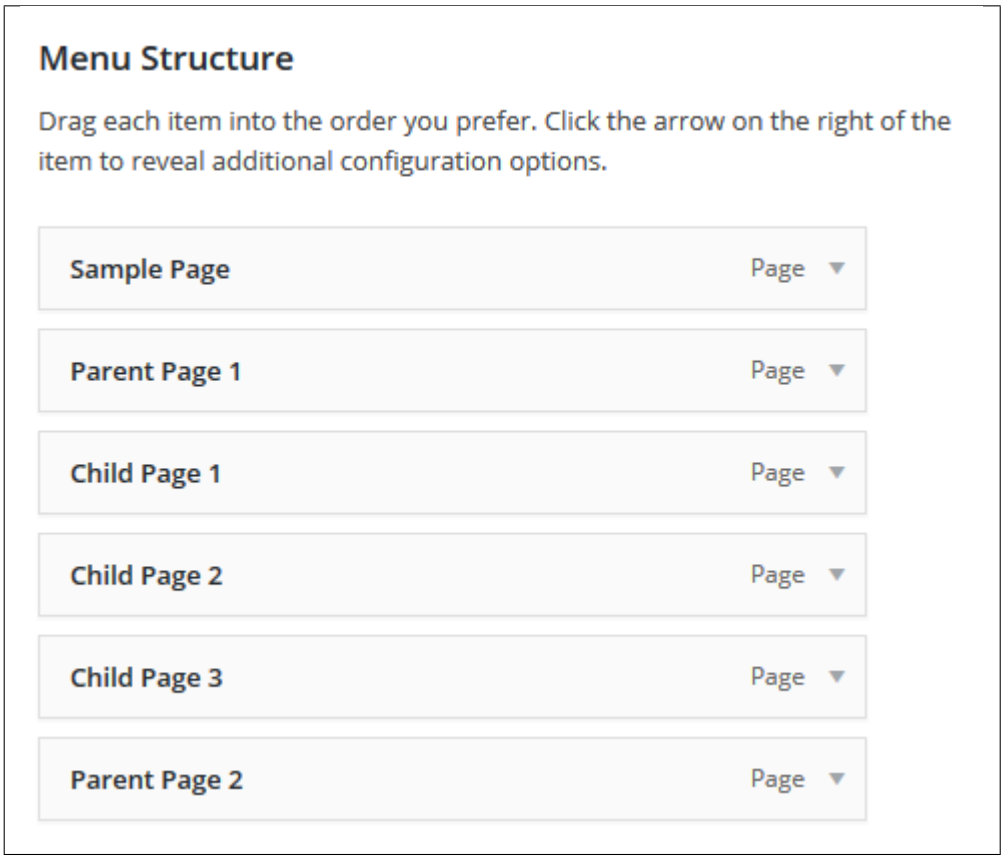
13.2.2 Multi-level Menu Setup

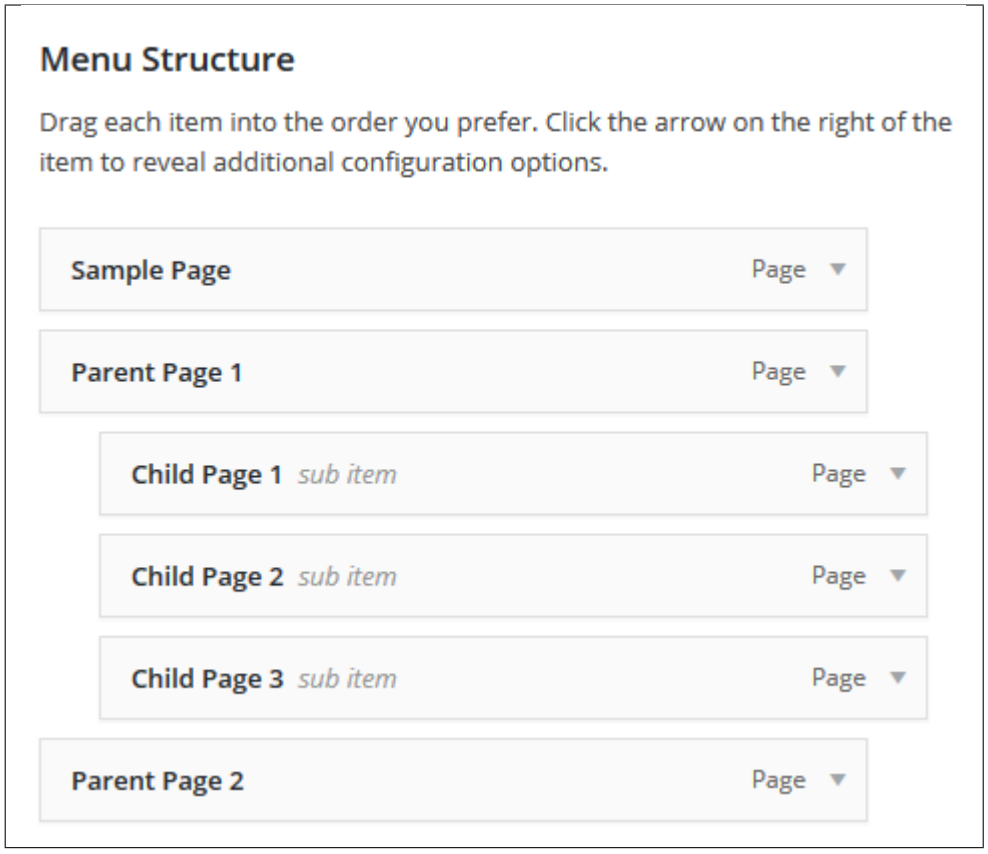
When planning the structure of your menu, it helps to think of each menu item as a heading in a formal report document. In a formal report, main section headings (Level 1 headings) are the nearest to the left of the page; sub-section headings (Level 2 headings) are indented slightly further to the right; any other subordinate headings (Level 3, 4, etc) within the same section are indented even further to the right.

The WordPress menu editor allows you to create multi-level menus using a simple 'drag and drop' interface. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu.

To make one menu item a subordinate of another, you need to position the 'child' underneath its 'parent' and then drag it slightly to the right.

- Position the mouse over the 'child' menu item.
- While press and holding the left mouse button, drag it to the right.
- Release the mouse button.
- Repeat these steps for each sub-menu item.
- Click the **Save Menu** button in the *Menu Editor* to save your changes.

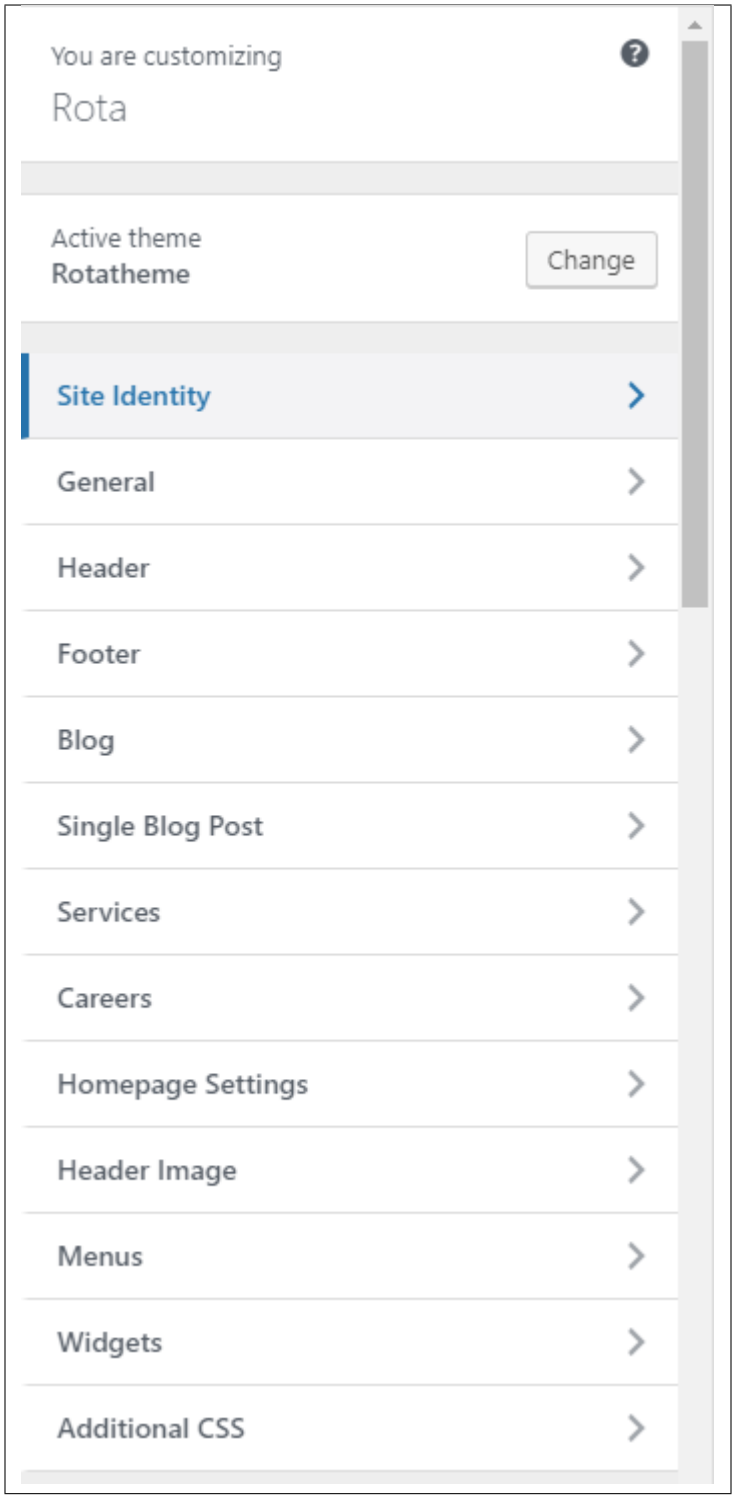



Menu Structure
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Sample Page
Page
Parent Page 1
Page
Child Page 1 sub item
Page
Child Page 2 sub item
Page
Child Page 3 sub item
Page
Parent Page 2
Page

CHAPTER 14

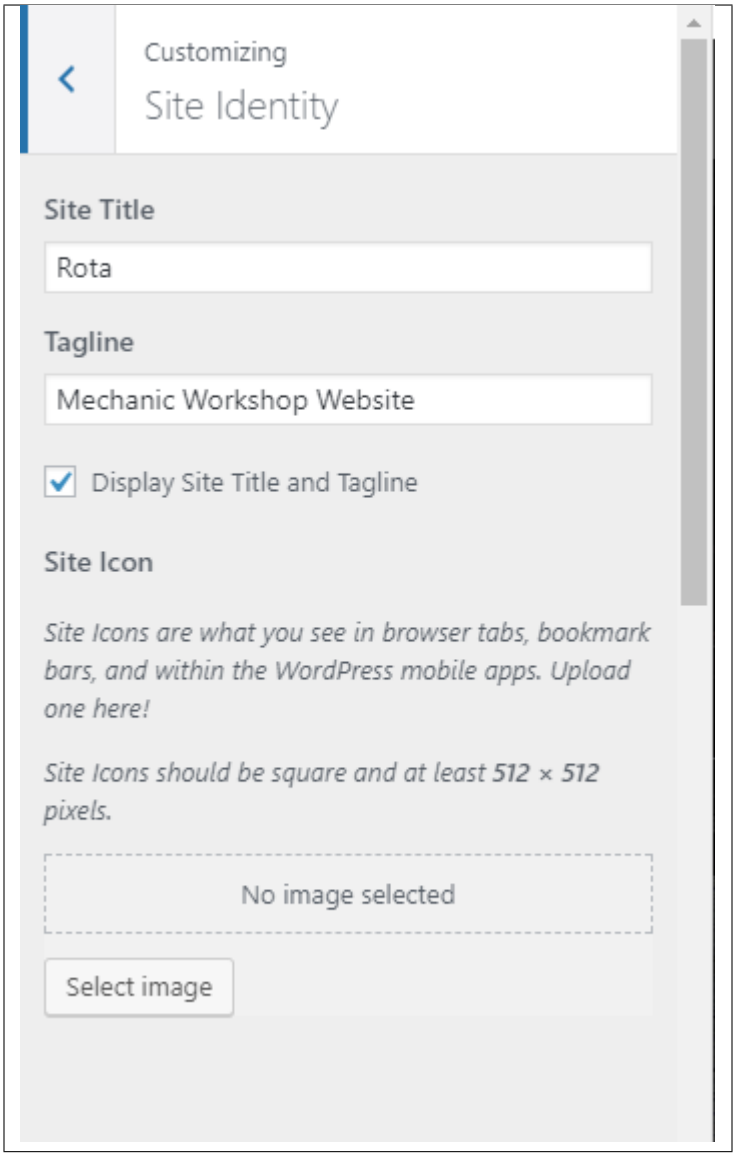
Customising Rota

Rota comes with an advanced customizer, which allows to edit most of the theme's elements in one place. If you want to use it, navigate to *Appearance* > *Customize*.



14.1 Site Identity

Here you will have the option to customize your site's identity or how it can be viewed by people.

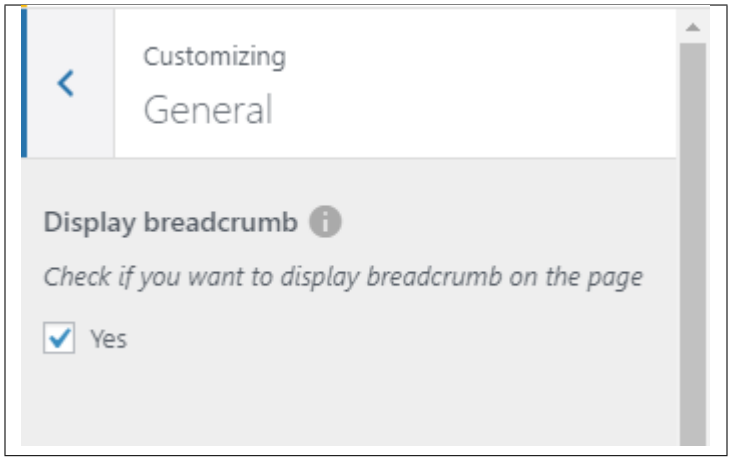


- **Site Title** - The title of the site you created.
- **Tagline** - The slogan/catchphrase for you site. What people will remember if they see your site.
- **Site Icon** - The icon used as a browser icon. Icons must be square, and at least 512 pixels wide and tall.

Add all the information you like to add, then click on the *Save* button.

14.2 General

You can pick the color scheme of the site here.

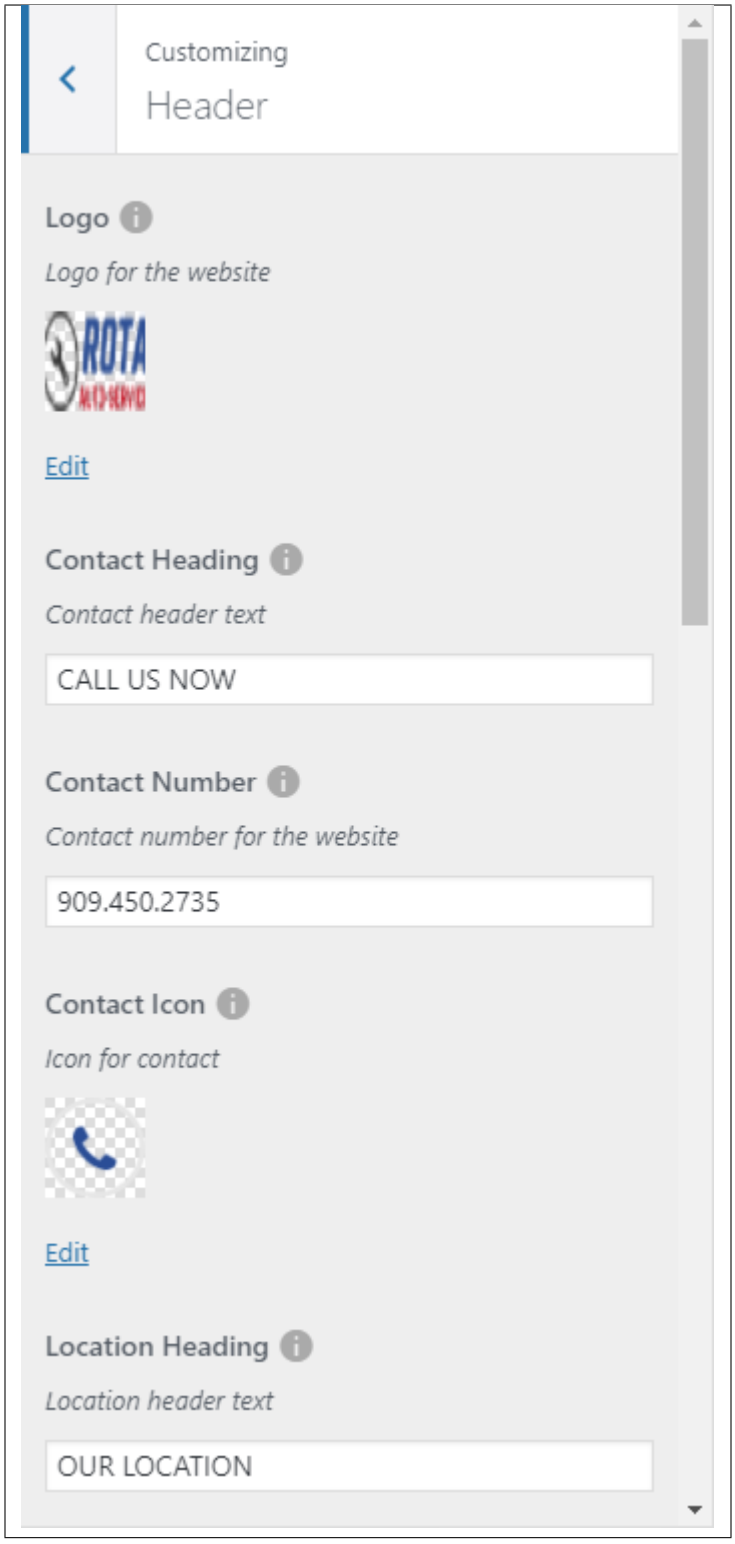


- **Display breadcrumb** - Option to display the breadcrumbs in the site.

Add all the information you like to add, then click on the *Save* button.

14.3 Header

The *Header* is where to set the behavior of the header and how it looks.



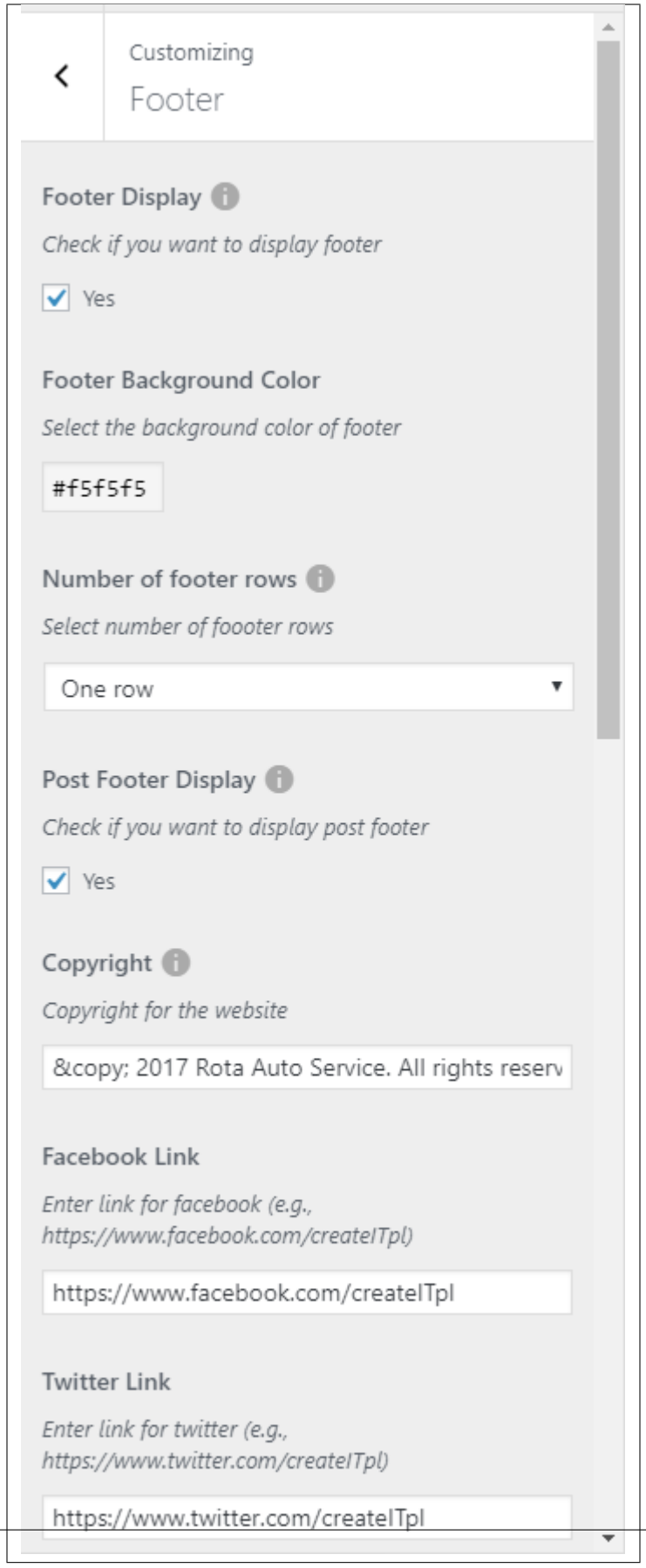
- **Logo** - This will be the logo that will be shown at the header of the site.
- **Contact Heading** - Text at the second column of the header.
- **Contact Number** - Contact number that will be displayed at the second column of the header, below the Text.

- **Contact Icon** - Icon on the second column of the header.
- **Location Heading** - Text at the third column of the header.
- **Location** - Address of the business that will be displayed at the third column of the header, below the Text.
- **Location Icon** - Icon on the third column of the header.
- **Display Request Button** - Option to display the Request Button at the fourth column of the header.
- **Request Button Text** - Text in the request button.
- **Request Button Link** - URL of the request button.
- **Request Button Background Color** - Color of the request button.
- **Request Button Icon** - Icon beside the request button.
- **Display Search Box** - Option to display Search Box beside the primary menu.

Add all the information you like to add, then click on the *Save* button.

14.4 Footer

You can customize the footer here.

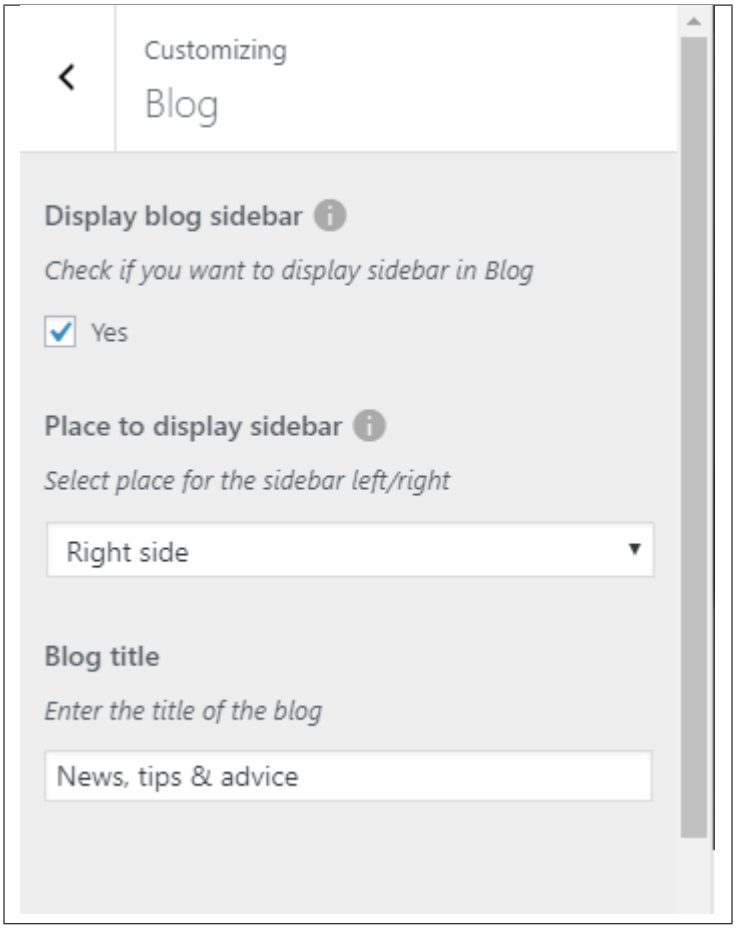

Customizing
Footer
Footer Display
Check if you want to display footer
Yes
Footer Background Color
Select the background color of footer
#f5f5f5
Number of footer rows
Select number of foooter rows
One row
Post Footer Display
Check if you want to display post footer
Yes
Copyright
Copyright for the website
© 2017 Rota Auto Service. All rights reserv
Facebook Link
Enter link for facebook (e.g., https://www.facebook.com/createITpl)
https://www.facebook.com/createITpl
Twitter Link
Enter link for twitter (e.g., https://www.twitter.com/createITpl)
https://www.twitter.com/createITpl

- **Footer Display** - Option to display footer on the page.
- **Footer Background Color** - Background color of the footer.
- **Number of footer rows** - Number of rows in the footer.
- **Post Footer Display** - Option to display post footer on the page.
- **Copyright** - Copyright for the website.
- **Facebook Link** - Facebook page link for the company.
- **Twitter Link** - Twitter link for the company.
- **Youtube Link** - Youtube link for the company.
- **LinkedIn Link** - LinkedIn link for the company.
- **Google Plus Link** - Google Plus link for the company.

Add all the information you like to add, then click on the *Save* button.

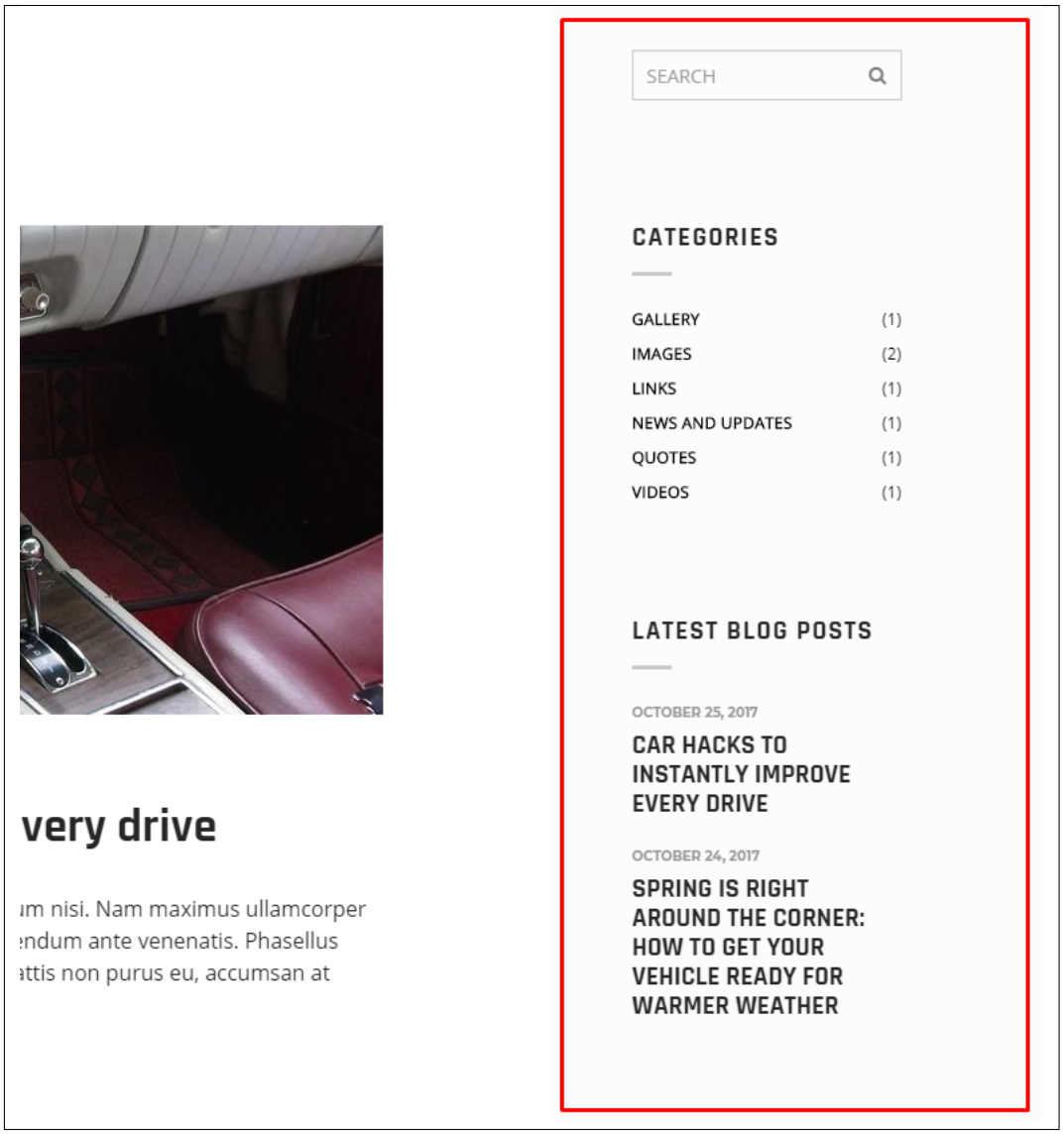
14.5 Blog

You can customize the all blogs page here.



- **Display blog sidebar** - Option to display sidebar in the all bogs page.

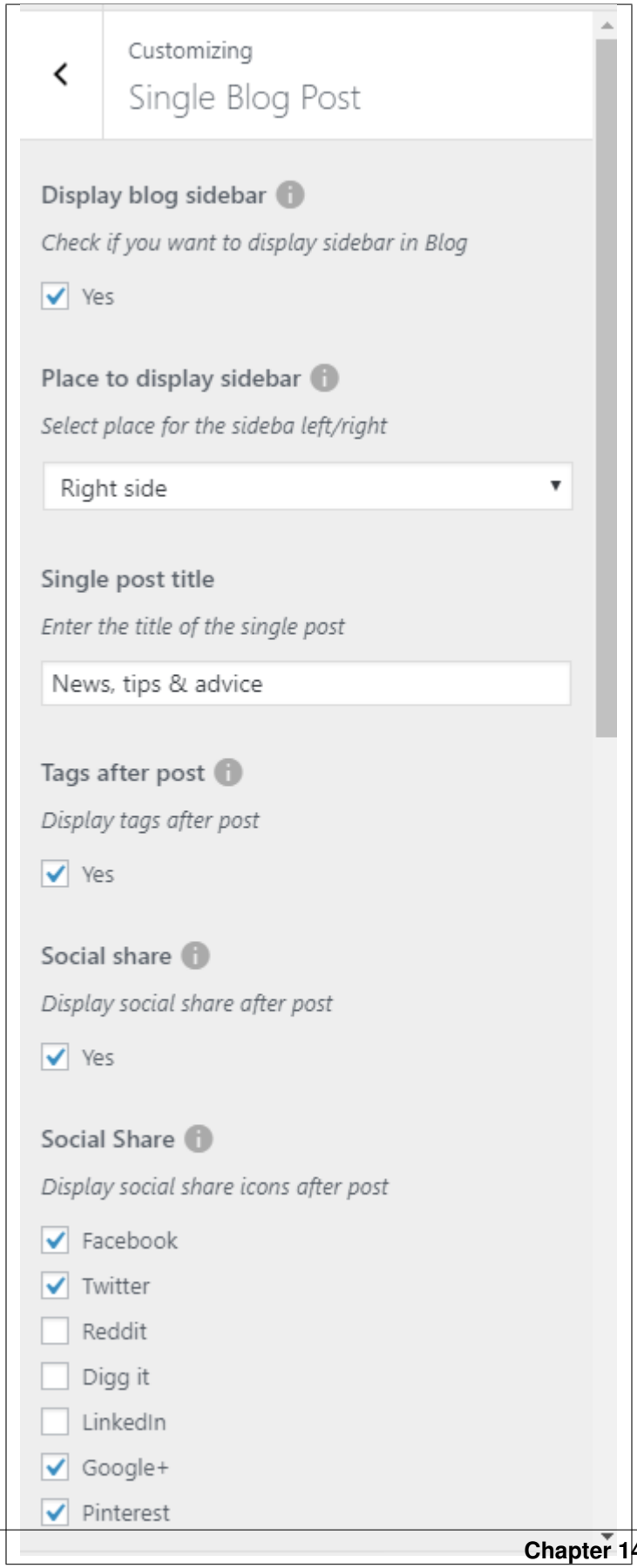
- **Place to display sidebar** - Location where the sidebar is placed.
- **Blog title** - Title/Heading of the all blogs page.



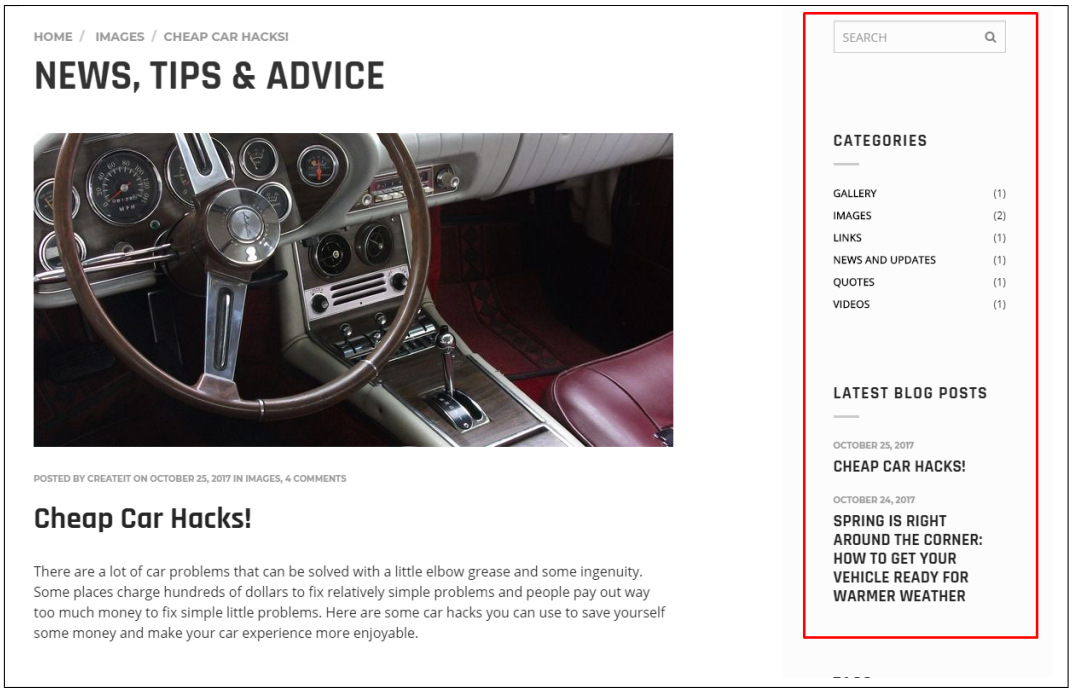
Add all the information you like to add, then click on the *Save* button.

14.6 Single Blog Post

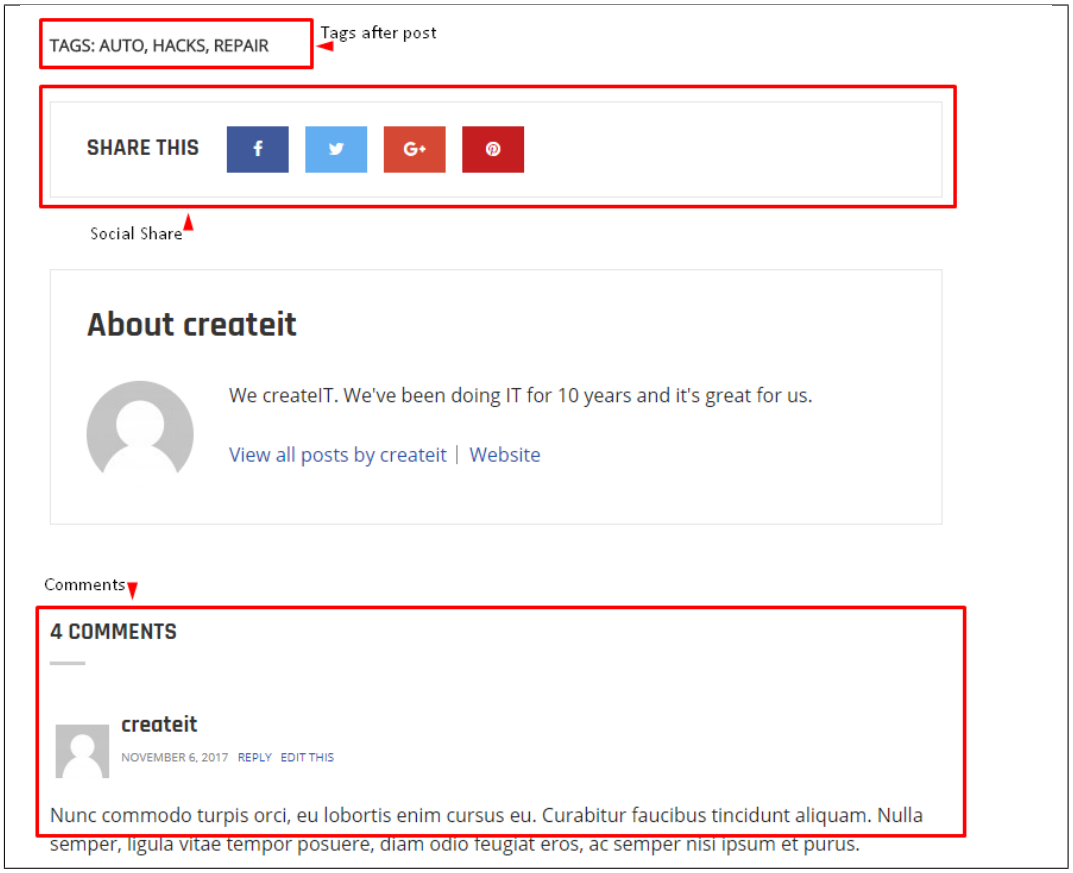
You can customize the single blog post page here.


Customizing
Single Blog Post
Display blog sidebar
Check if you want to display sidebar in Blog
Yes
Place to display sidebar
Select place for the sideba left/right
Right side
Single post title
Enter the title of the single post
News, tips & advice
Tags after post
Display tags after post
Yes
Social share
Display social share after post
Yes
Social Share
Display social share icons after post
Facebook
Twitter
Reddit
Digg it
LinkedIn
Google+
Pinterest

- **Display blog sidebar** - Option to display sidebar in the all bogs page.
- **Place to display sidebar** - Location where the sidebar is placed.



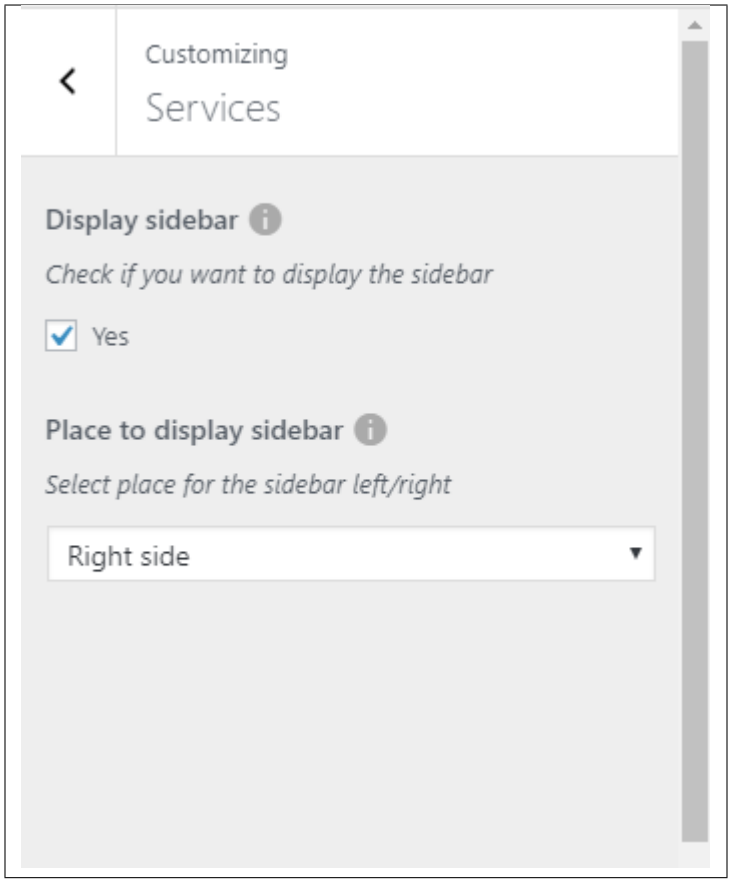
- **Single post title** - Title/Heading of the single blog page.
- **Tags after post** - Option to show the blog's tags at the bottom of the page.
- **Social Share** - Option to display social media's icons after the tags.
- **Social Share** - Options of social medias that you can display the icons.
- **Author Info** - Option to display author information.
- **Display comments after post** - Option to display comment section in the page.



Add all the information you like to add, then click on the *Save* button.

14.7 Services

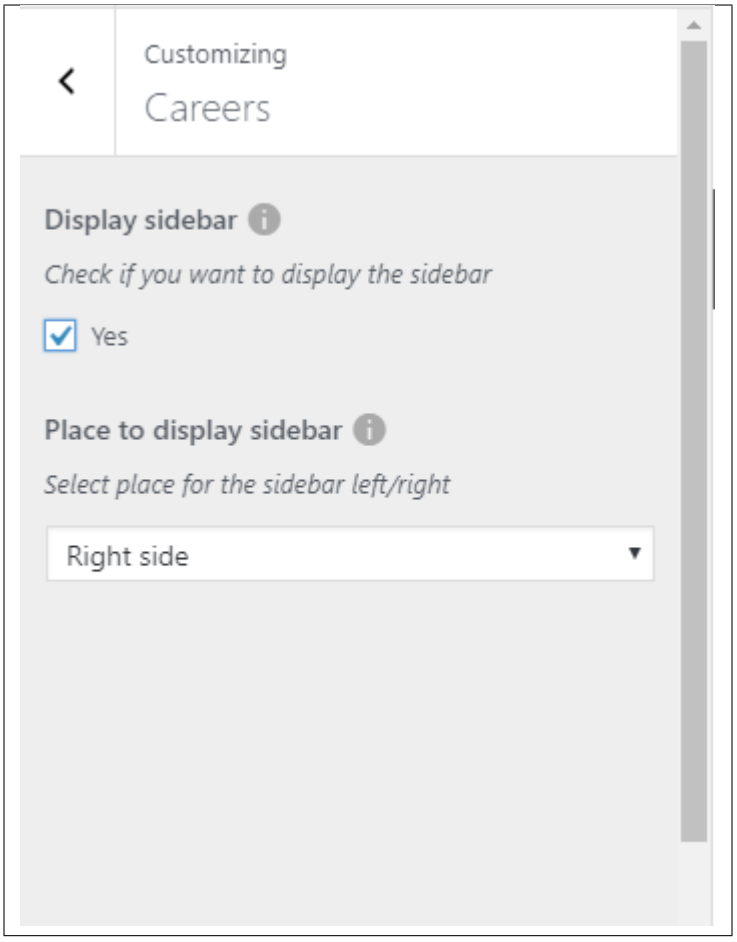
You can customize the single Services page here.



- **Display sidebar** - Option to display sidebar in the single service page.
- **Place to display sidebar** - Location where the sidebar is placed.

14.8 Careers

You can customize the single Careers page here.

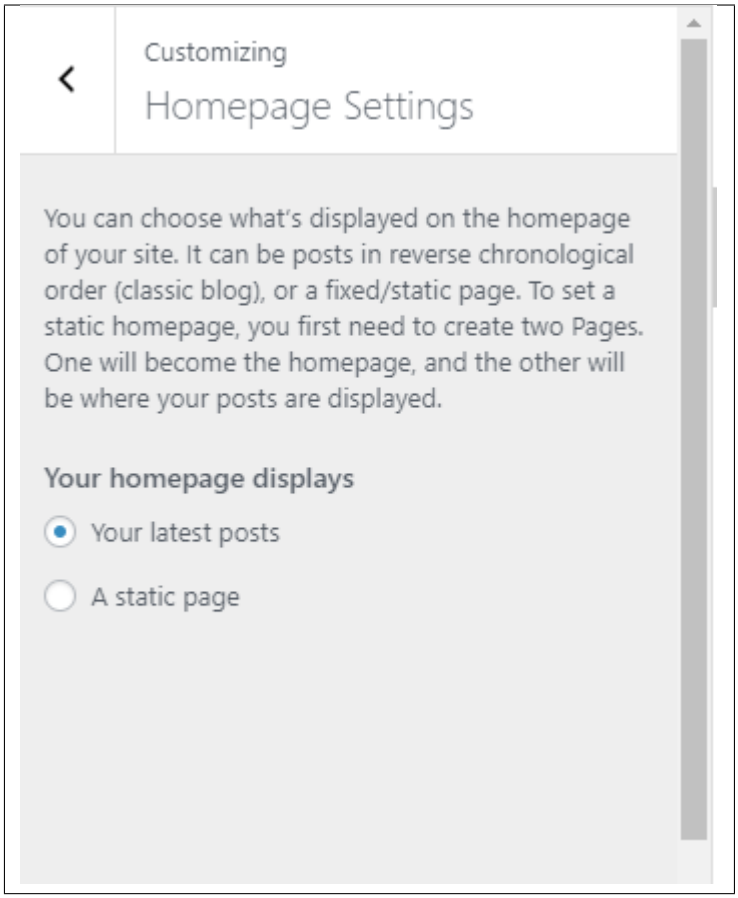


- **Display sidebar** - Option to display sidebar in the single careers page.
- **Place to display sidebar** - Location where the sidebar is placed.

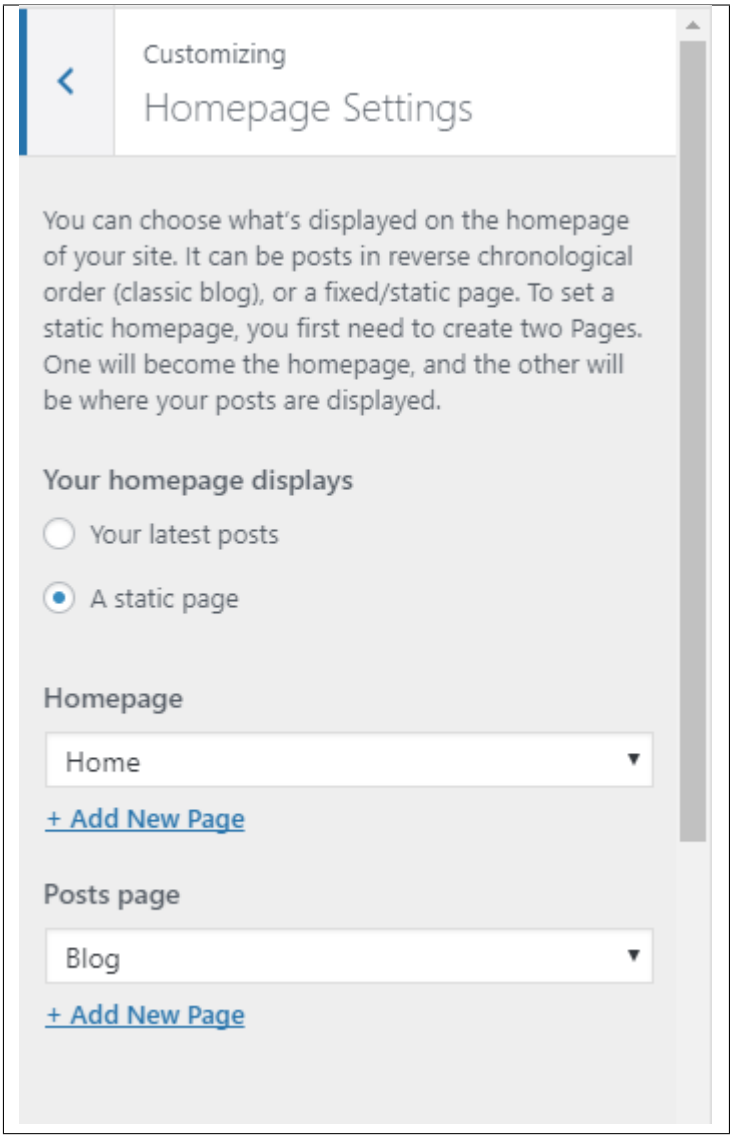
14.9 Homepage Setting

Option for the front page is shown here.

- **Front page displays** - Options on how the front page/home page looks like.
  - **Your latest posts** - Show the latest post on your blogs.



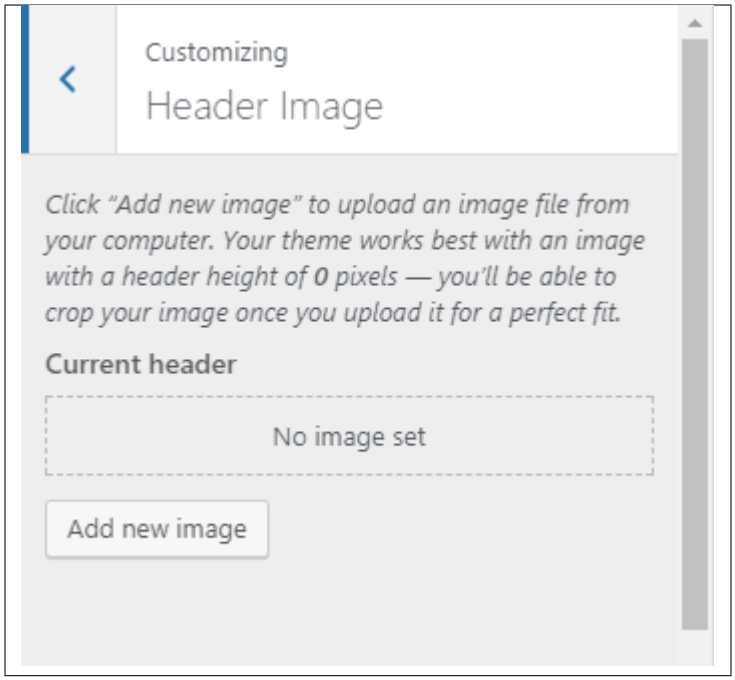
– **A static page** - Set a page that would stay the same until the page is replaced manually.



Note: You can also do this using the **Homepage Setup** instructions in *Page > Homepage Setup*.

14.10 Header Image

The *Header Image* is where to set the Background of the header.

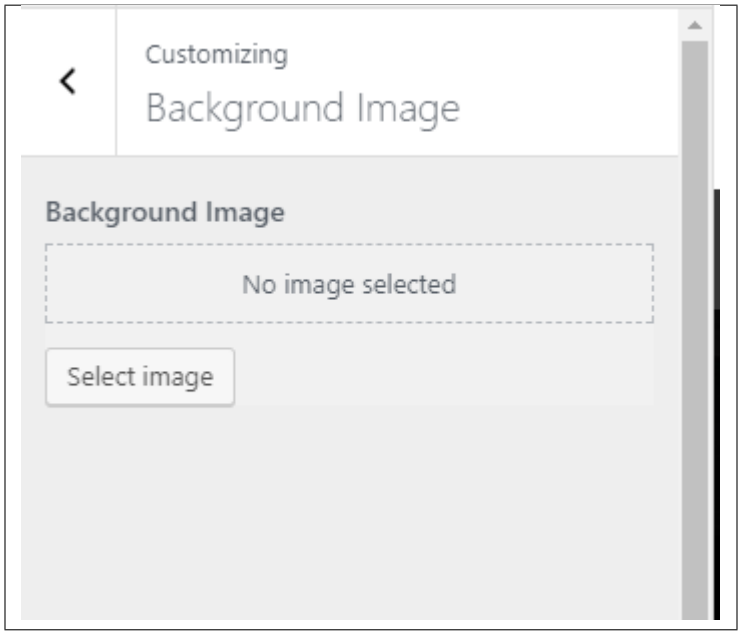


Current header - This will be the default header for the site.

Add all the information you like to add, then click on the *Save* button.

14.11 Background Image

The *Background Image* is where to set the preloader of your site.

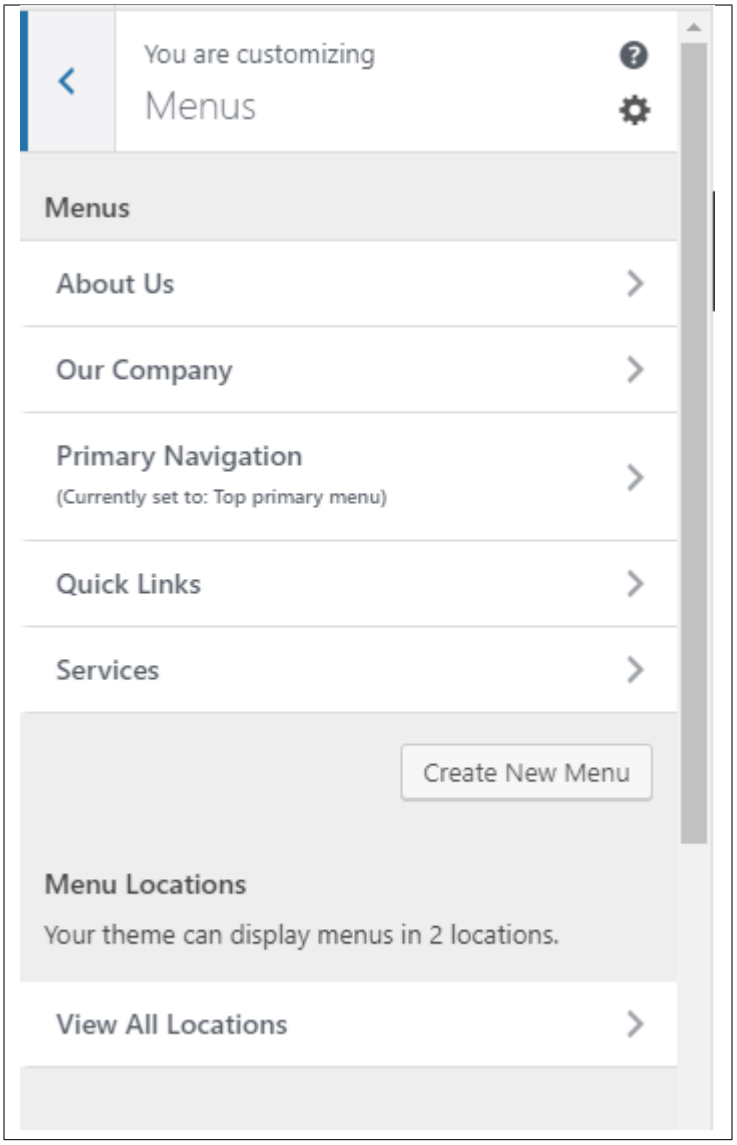


Background Image - This will be the preloader image for the site.

Add all the information you like to add, then click on the *Save* button.

14.12 Menus

You can change the details and settings of a menu here.



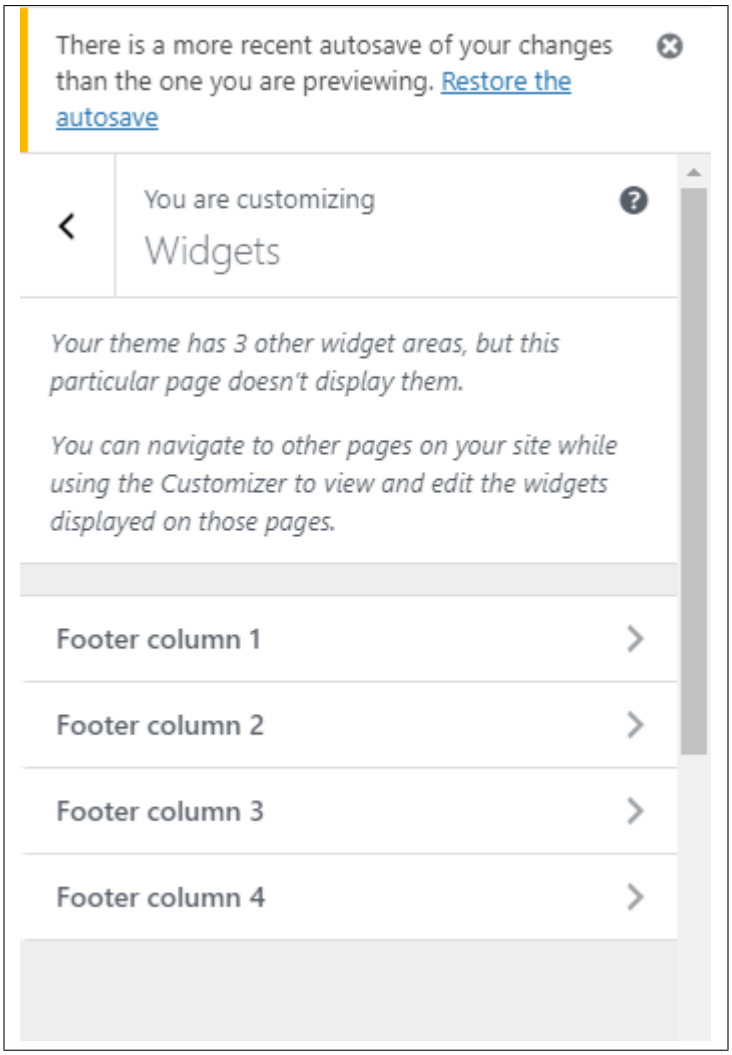
1. **Menus** - These are the menus made by you. You can make/add a new menu or delete it.
    - **Top primary menu** - (Top primary menu) Choose which menu in the *Menus* would like to use as the primary menu.
    - **Secondary menu in left sidebar** - Choose which menu in the *Menus* would like to use as the sidebar menu.
2. **Menu Location** - Rota supports 2 menus: *Primary Menu and Sidebar Menu*

Note: You can also do the same thing by following Menu Setup instructions in *Widgets & Menu > Menu > Menu Setup*.

14.13 Widgets

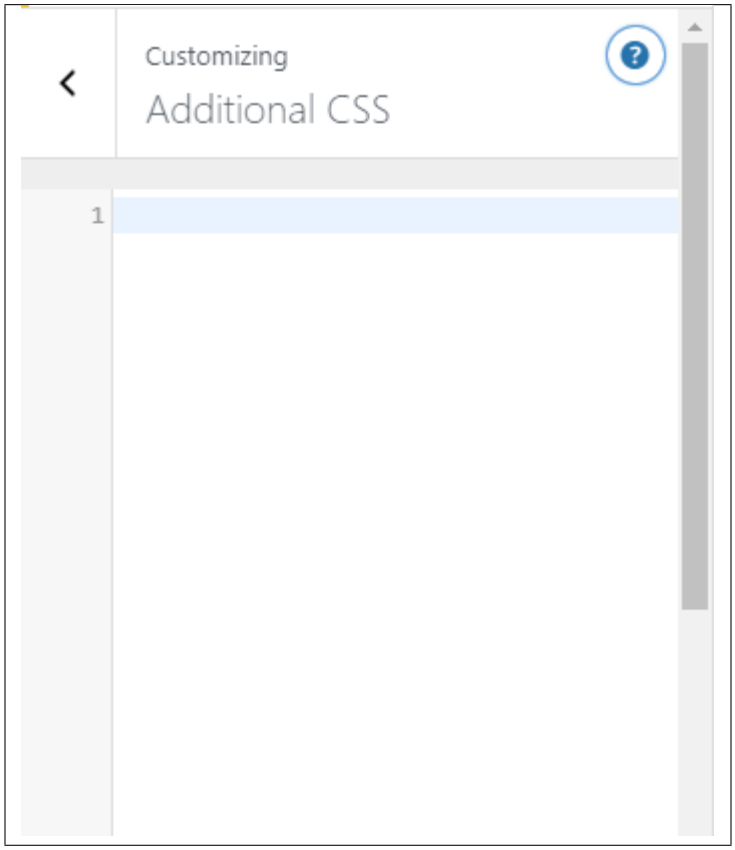
You can customize what is inside the widgets on the page.

Note: If a widget is on the page you see on the preview, it will be listed in the left side under widgets.



- **Footer column 1**
- **Footer column 2**
- **Footer column 3**
- **Footer column 4**
- **Blog sidebar**
- **Top sidebar**
- **Bottom sidebar**

Note: You can also do the same thing by following How to Edit Widgets instructions in *Widgets & Menu > Widgets*.

14.14 Additional CSS

You can add your own CSS code for your site.