

# Medmix WordPress Theme

## Documentation

*Updated on December 28, 2020*

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## Quick start guide

1. Install and activate the Medmix WordPress theme.
2. Install and activate the plugins that the theme offers to install. You may optionally disable unneeded plugins later.
3. Import sample data (if you install a theme on a fresh website).
4. Configure the settings for the Appointment Booking plugin.
5. Set up and customize the front page.
6. Edit the website identity, menus and header in the WordPress Customizer.
7. Customize other website pages.

# Installation

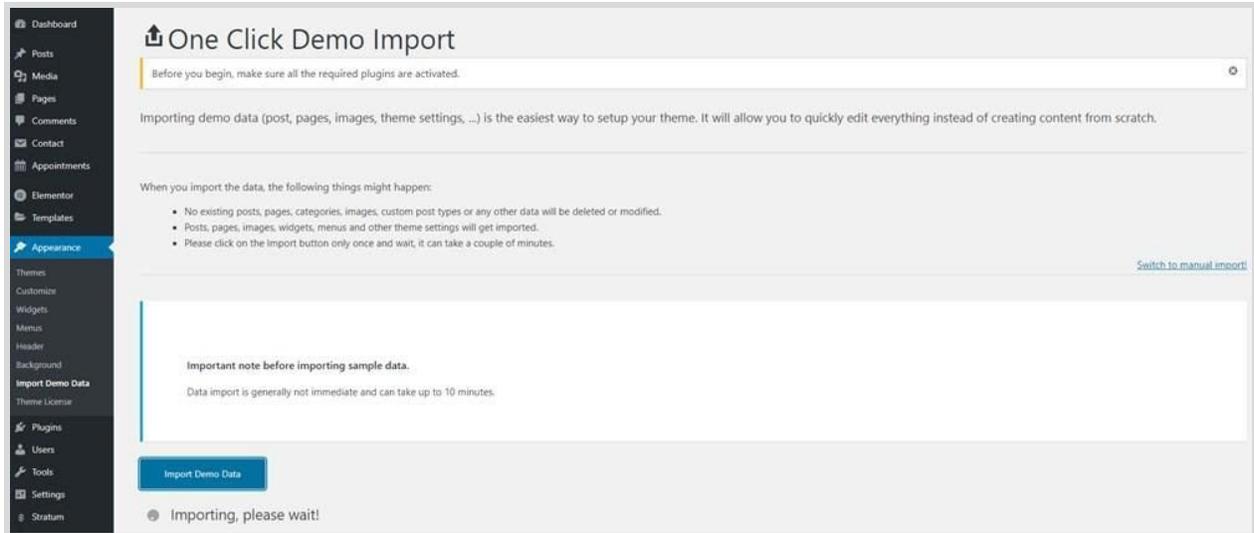
1. In your WordPress admin panel, go to **Appearance** → **Themes** and click the **Add New** button.
2. Click **Upload Theme, Browse** and Choose File; then select the theme's ZIP file. Click **Install Now**.
3. Click **Activate** to use your new theme.
4. Immediately after the activation, you'll be prompted to install several plugins which ensure that your website looks and functions as the Medmix demo - you can install all of them *at this stage* and later deactivate/uninstall plugins you won't need. You simply need to click the "**Begin installing plugins**" link.
5. Once all plugins are installed and activated, you may want to import sample data to the theme to edit all pages easier.

*Warning! Import sample data only in case it's a fresh website and it doesn't contain any custom content!*

## Import sample data

When all required plugins are installed and activated, **Import Demo Data** menu should appear under the **Appearance** menu on your WordPress dashboard. Head over to this menu and run the importer by clicking on the "**Import Demo Data**" button.

You will also see a quick guide on how to import sample data:



Once the process is finished, you can start customizing your theme!



Now you can customize your theme!

There are 2 ways you can proceed with the theme customization:

1. General website settings and design customization.
2. Add your doctors, schedules, locations and more with the *MotoPress Appointment Booking plugin*.

We recommend starting with the second way. This will help you firstly add major content and only after that customize the theme appearance, including for the content you added via the plugin.

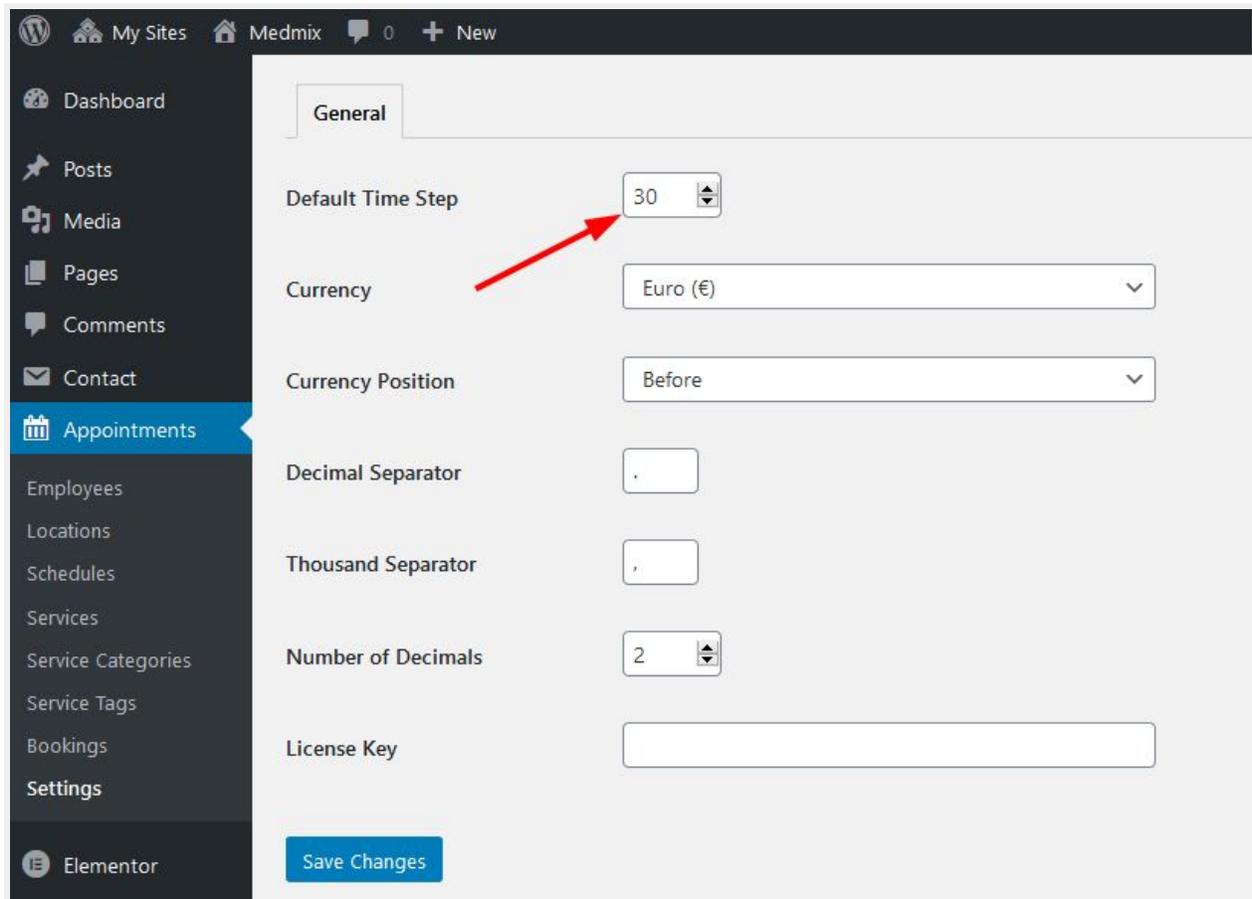
# Configure the MotoPress Appointment Booking plugin

This plugin allows you to showcase doctors, their schedules, the services they provide, and optionally enable online appointment bookings.

Here is a general guide:

Refer to the [full plugin documentation](#) for more details.

1. Set up your currency and default time step via the “Settings” menu. For example, if you have appointments that last *1 h 40 m*, a default time step of *10 m* is required.



2. Add staff members via the *Employees menu* → *Add new*.

If you imported sample demo data, you can simply customize the doctor profiles (update names, descriptions, photos). If you are a solo practitioner, simply delete unneeded staff members.

The screenshot displays the 'Edit Employee' interface. On the left is a dark sidebar with navigation options: Dashboard, Posts, Media, Pages, Comments, Contact, Appointments (highlighted), Employees, Locations, Schedules, Services, Service Categories, Service Tags, Bookings, Settings, Elementor, Templates, and Appearance. The main content area has a title 'Edit Employee' and an 'Add New' button. Below the title is a text input field containing 'Dr. Kai Shaw'. A 'Permalink' field shows the URL 'https://themes.getmotopress.com/medmix/employee/dr-kai-shaw/' with an 'Edit' button. An 'Add Media' button is visible. A rich text editor is active, showing a paragraph of text about the Department of Pediatrics. To the right of the editor is a 'Featured image' section with a photo of a female doctor and a 'Remove featured image' link. At the bottom, a status bar indicates 'Word count: 57' and 'Last edited by John Smith on December 22, 2020 at 4:09 pm'.

To make a tutor profile page more engaging, we use *the Elementor plugin* - so when you need to update details, click on the “Edit with Elementor” button and customize the content or design of the page:

Edit Heading

Content
Style
Advanced

---

**Title**

Title

Areas of Expertise

---

**Link**

Paste URL or type

Size: Default

HTML Tag: H4

Alignment: ☰ ☶ ☷ ☵

Need Help ?



### Biography

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

When you need your company to have a new website or if you venture on updating your old webpage with a new look and functionality, the choices are versatile. Assuming that you will go the easy way and choose a theme for your WordPress website, the overall number of characteristics that you will need to keep in mind narrows down significantly.

### Areas of Expertise

- Lorem ipsum dolor sit amet

### Biography

When you need your company to have a new website or if you venture on updating your old webpage with a new look and functionality, the choices are versatile. Assuming that you will go the easy way and choose a theme for your WordPress website, the overall number of characteristics that you will need to keep in mind narrows down significantly.

### Contact Us

Phone: + 800 123 45 67

Email: AnnaWalker@medmix.com

Speciality: Primary Care

Degrees: M.D. of Medicine

University: Harvard University

### Investigations Price List

### Treatments Price List

Colonoscopy \$40

### Working Hours

If you don't want to showcase doctor profiles on the site - **delete or hide** the Doctors page that shows all doctors but **don't delete** Employees in the Appointment Booking plugin menu. In this case, the doctor names will be offered only in the booking form allowing patients to choose their favorite specialist.

# Make an Appointment

Service Category

 — Any — 

Service \*

 — Select — 

Location

 — Any — 

Employee

 — Any — 

— Any —

- Dr. Anna Walker
- Dr. Greg House
- Dr. Sarah Johnson
- Dr. Kai Shaw
- Dr. Ray Mathis
- Dr. Tyler Campos
- Dr. Jesse Johnson

The Doctors page is built with Elementor - so you can basically use any way to create a custom doctors page and link each person to their profile:

Edit Image

Content
Style
Advanced

**Image**

Medmix Image Skin Style 4

Choose Image



Image Size Large - 1024 x 1024

Alignment Center

Caption None

Link Custom URL

<https://themes.getmotopress.com>

Need Help

# Our Team

Home → Our Team



**Dr. Marta Stewart**  
Cardiac Surgeon



**Dr. Anna Walker**  
Traumatologist



**Dr. Greg House**  
Cardiac Surgeon



**Dr. Sarah Johnson**  
Consulting Doctor

You can find a personal profile link in the Employee menu:

- My Sites
- Medmix
- 0
- New
- View Employee
- Dashboard
- Posts
- Media
- Pages
- Comments
- Contact
- Appointments
- Employees
- Locations
- Schedules
- Services
- Service Categories
- Service Tags
- Bookings
- Settings

**Edit Employee**
Add New

Dr. Tyler Campos

Permalink <https://themes.getmotopress.com/medmix/employee/dr-tyler-campos/> Edit

Edit with Elementor

Add Media

Paragraph
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The Department of Pediatrics strives to improve the well-being of all children. We will be recognized by UNMC, the region, and the nation as a center of excellence and innovation in health care, scholarship, education, service, and advocacy. Our faculty members will continuously improve their abilities through the support and opportunities provided by the Department and UNMC.

3. Add locations *via Locations* → *Add new*.

If you operate in different locations, or, for example, different physical rooms within one institution, you can add relative locations. You can optionally add categories and images to your locations.

4. Create schedules for your doctors *via Schedules* → *Add new*. You can add working hours, lunchtimes, and breaks, as well as include different locations into the employee schedule.

The screenshot shows the WordPress 'Edit Schedule' interface. The left sidebar contains navigation options: Dashboard, Posts, Media, Pages, Comments, Contact, Appointments (highlighted), Employees, Locations, Schedules, Services, Service Categories, Service Tags, Bookings, Settings, Elementor, Templates, Appearance, Plugins, Users, Tools, Settings, Stratum, and Collapse menu. The main content area is titled 'Edit Schedule' with an 'Add New' button. Below the title is a search bar containing 'Schedule for Jesse Johnson'. The 'Schedule Settings' section includes a dropdown for 'Employee' (Dr. Jesse Johnson) and a dropdown for 'Main Location' (Medmix Clinic 1). The 'Timetable' section features a table with columns for days of the week and rows for time slots. Below the table are fields for 'Day Of Week', 'Period Of Time', 'Activity Type', and 'Location', along with 'Add' and 'Cancel' buttons.

**Edit Schedule** [Add New](#)

Schedule for Jesse Johnson

**Schedule Settings**

Employee: Dr. Jesse Johnson  
To which employee this schedule applies.

Main Location: Medmix Clinic 1  
The location where the employee spends the major amount of time.

**Timetable**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am — 5:00 pm Working hours						

Day Of Week \*: Monday

Period Of Time \*: 12:00 am — 12:30 am

Activity Type \*: Working hours

Location: — Select —

[Add](#) [Cancel](#)

You can also add different categories to your services - clients will be available to choose the category when placing a booking (e.g., a clinic department)

5. Add the services and treatments your clinic offers via *Services* → *Add new*. Here you can add a service description, price, appointment duration.

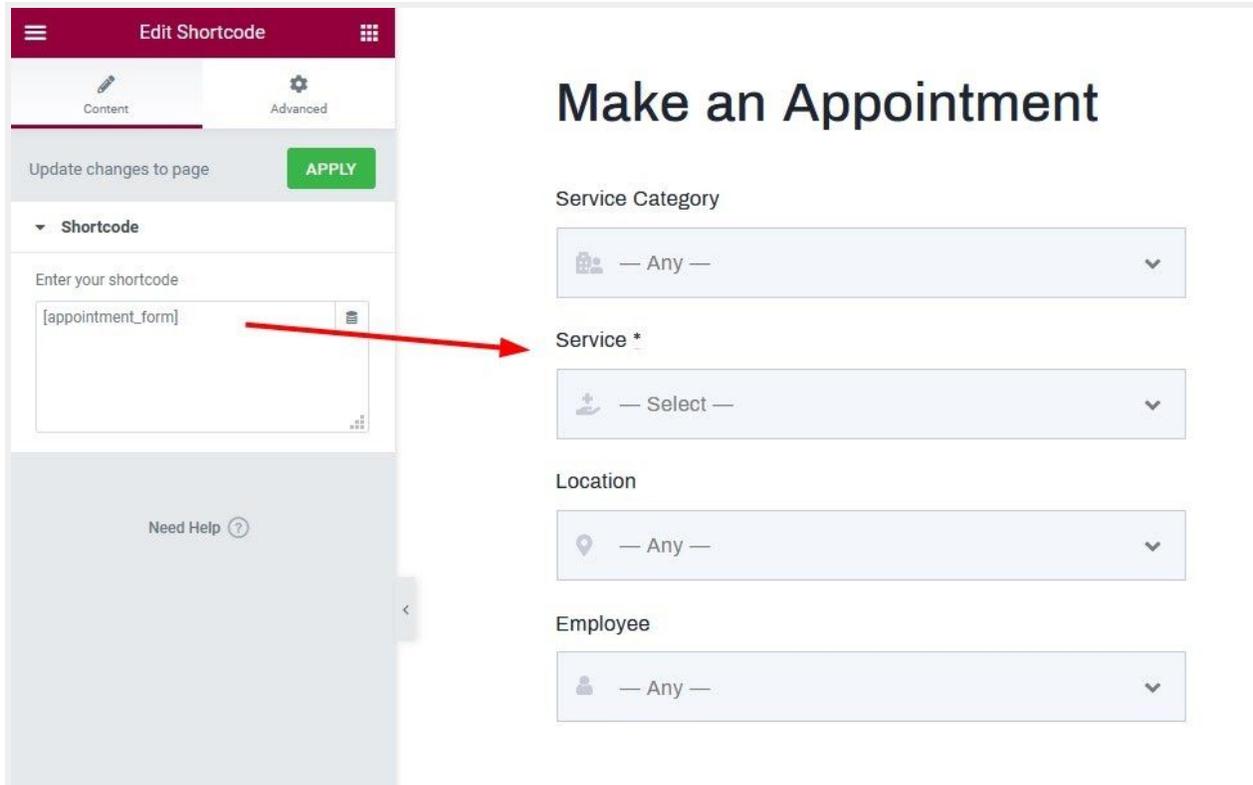
To create a more engaging appointment/clinic department description, you can also use the Elementor page builder - in the default theme design, we used our [Stratum widgets](#) for Elementor (included with the theme) to place details into different sorts of tabs:

The screenshot displays the 'Primary Care' page in the Stratum theme. On the left, the Elementor editor is visible, showing the 'Edit Price List' sidebar with various widgets and settings. The main content area on the right features a heading 'Primary Care', a breadcrumb 'Home → Primary Care', and an 'Overview' section with placeholder text. Below the text is a photo of two female doctors. To the right of the main content is a 'Departaments' sidebar with a list of departments: Primary Care, Pediatric Clinic, Eye Doctor, Cardiology Clinic, Neurology Clinic, Gynaecological, Gastroenterologist, Outpatient Surgery, and Dermatologists.

6. Add a booking wizard to your site.

To add a booking wizard to your site, copy and paste this shortcode, then place it on any page using the Shortcode widget in Elementor or Shortcode block in Gutenberg (check it out on the frontend once added) -

**[appointment\_form]**



## Set up the front page

Here are the steps to follow to set up the front page:

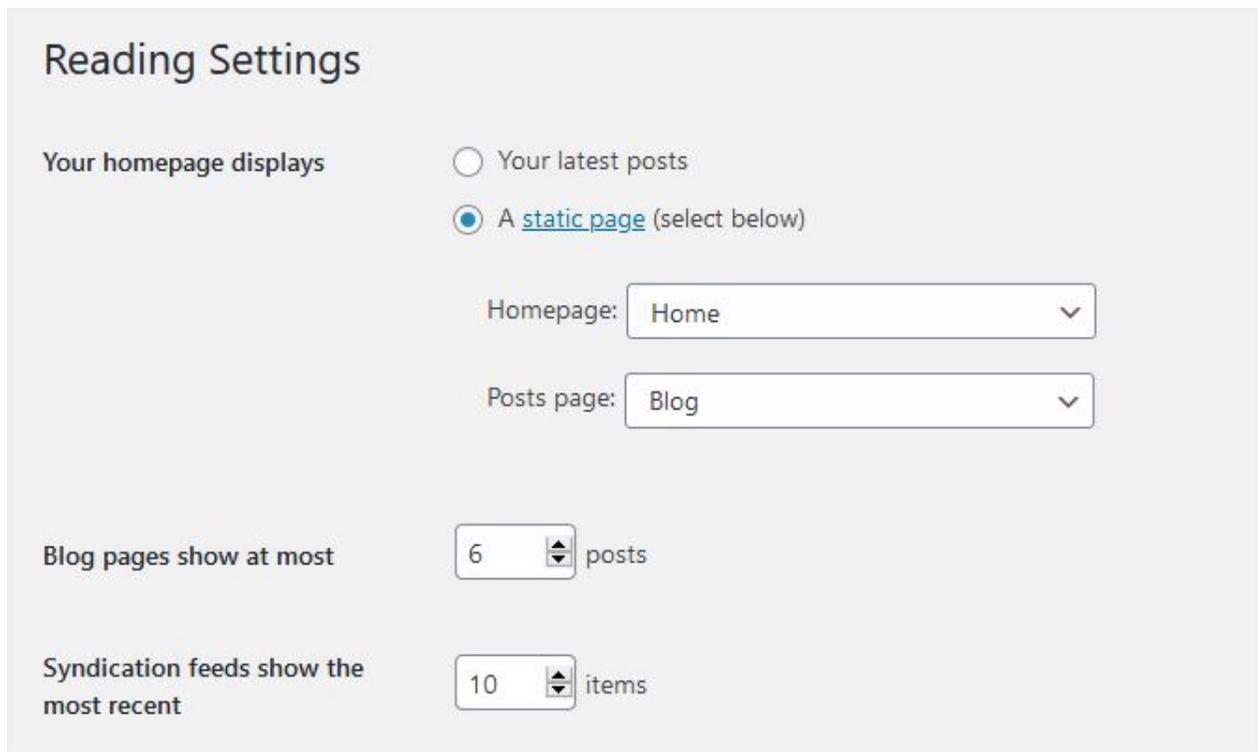
1. Go to **Pages** → **Add New** and add a page.

**Note:** if you used the sample data installer, *Home - Front page*, *Elementor* should already be among the default pages and you can customize it without creating a new page.

*In this case, disregard the steps 2, 3 and 4.*

2. Label it appropriately, e.g. *home page*, *front page*.
3. In the Gutenberg *Page Attributes* panel, select *the preferable template* (“Canvas” is the default one for the home page).
4. Publish your page.
5. Go to **Settings** → **Reading**: set ‘Front page displays’ to *Static Page*.

6. Select the 'Homepage': choose the one you created during the step #2 and save changes.

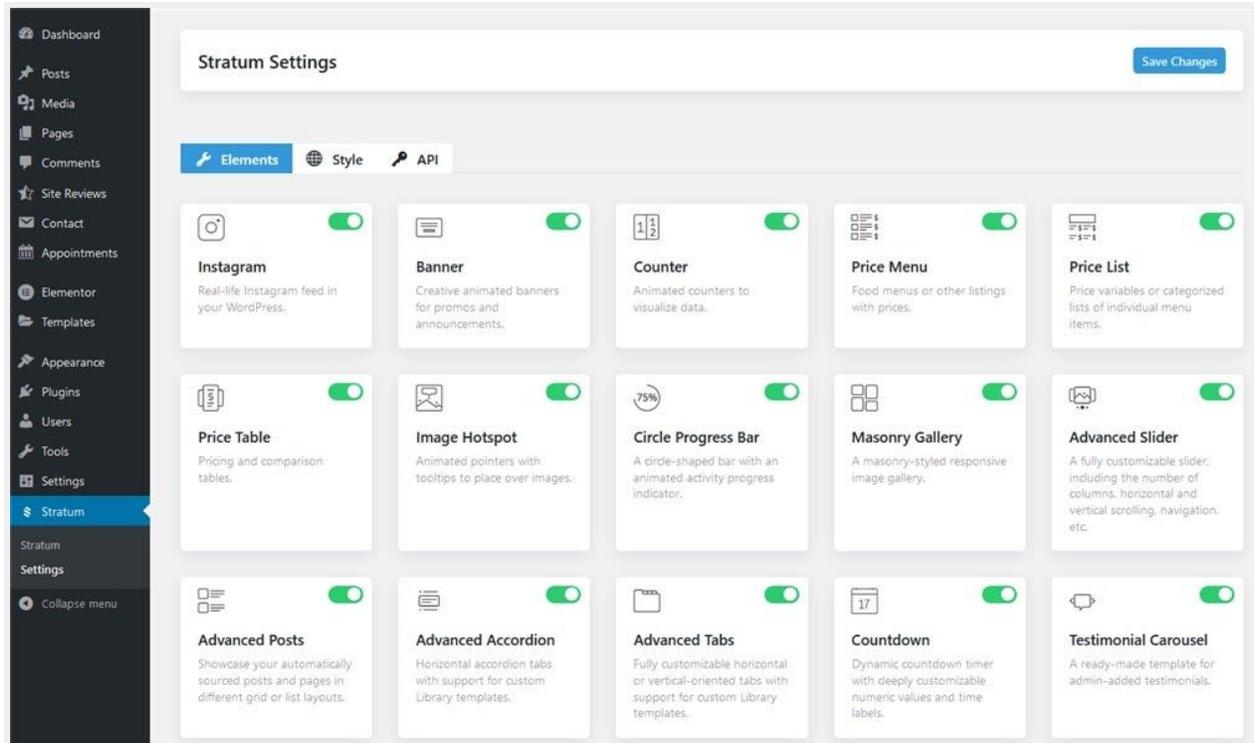


The image shows the 'Reading Settings' panel in WordPress. Under 'Your homepage displays', the radio button for 'A static page (select below)' is selected. Below this, the 'Homepage' dropdown menu is set to 'Home' and the 'Posts page' dropdown menu is set to 'Blog'. Under 'Blog pages show at most', the number '6' is entered in the spinner box, followed by the text 'posts'. Under 'Syndication feeds show the most recent', the number '10' is entered in the spinner box, followed by the text 'items'.

## Customize the front page

You can modify the theme via the WordPress Customizer, the Gutenberg core editor or Elementor.

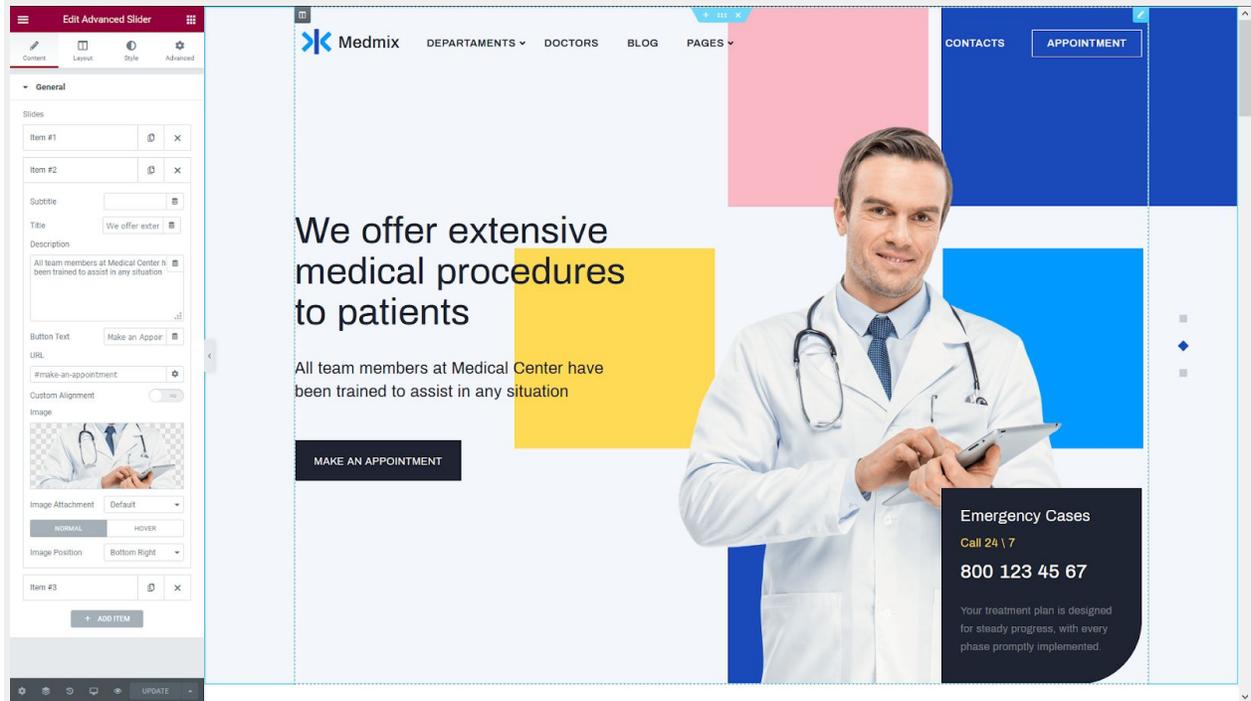
In Medmix, we widely use the Elementor editor, including for building the front page sections. Elementor is powered up by Stratum widgets, so you might want to configure some Stratum settings first: go to **Stratum** → **Settings**: here you can disable unneeded widgets, customize global colors and optionally add API keys (Google Maps and Instagram are supported).



**Let's take a look at some widgets and sections.**

### **Frontpage slider**

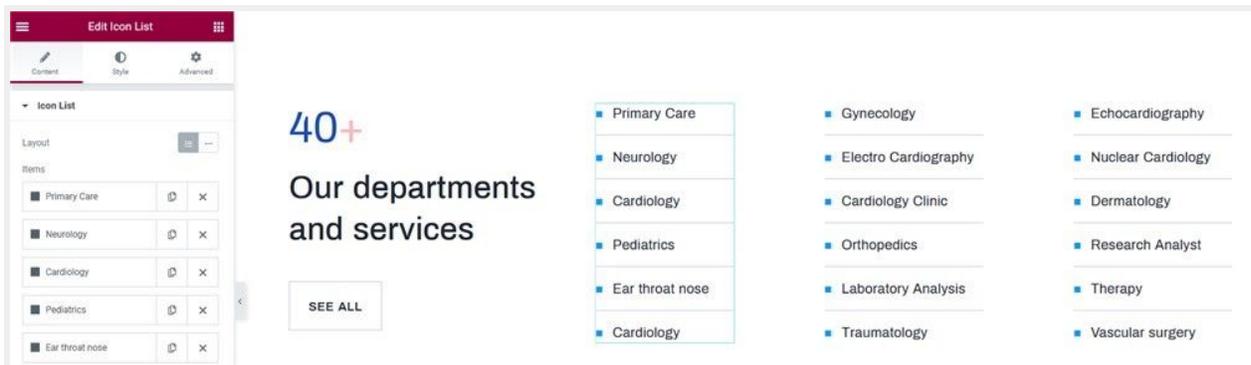
The frontpage slider is created with Stratum's Advanced Slider widget for Elementor - just click on the slider and start updating the text content, images, etc.



See how to work with the [Stratum Advanced Slider widget](#).

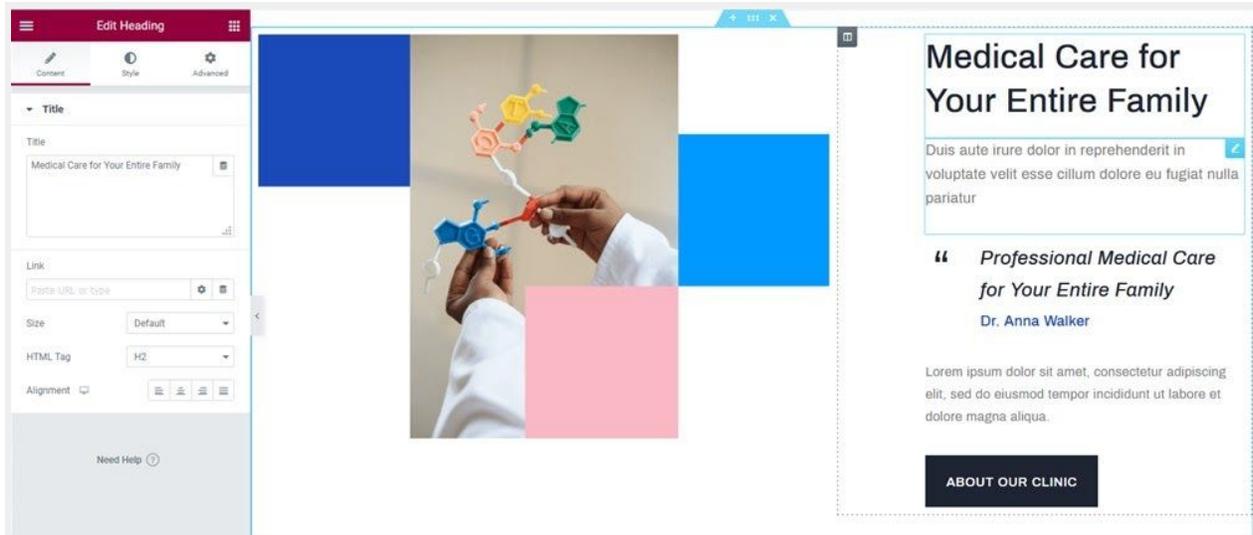
### The highlighted features section

This section is designed with the default Elementor widgets placed into four columns. You can also use it as submenu and edit via the WordPress Customizer (Menu > Services).



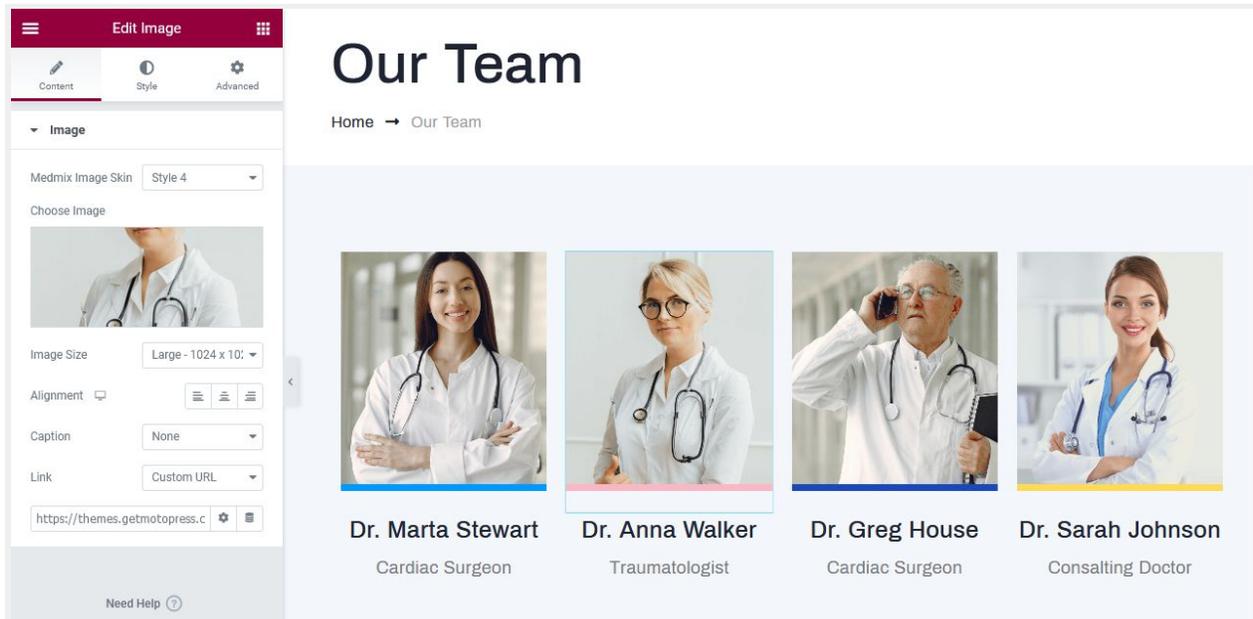
### Call-to-action section

It's an optional section you can use to tell a story about the clinic, place an important testimonial or use in any other way.



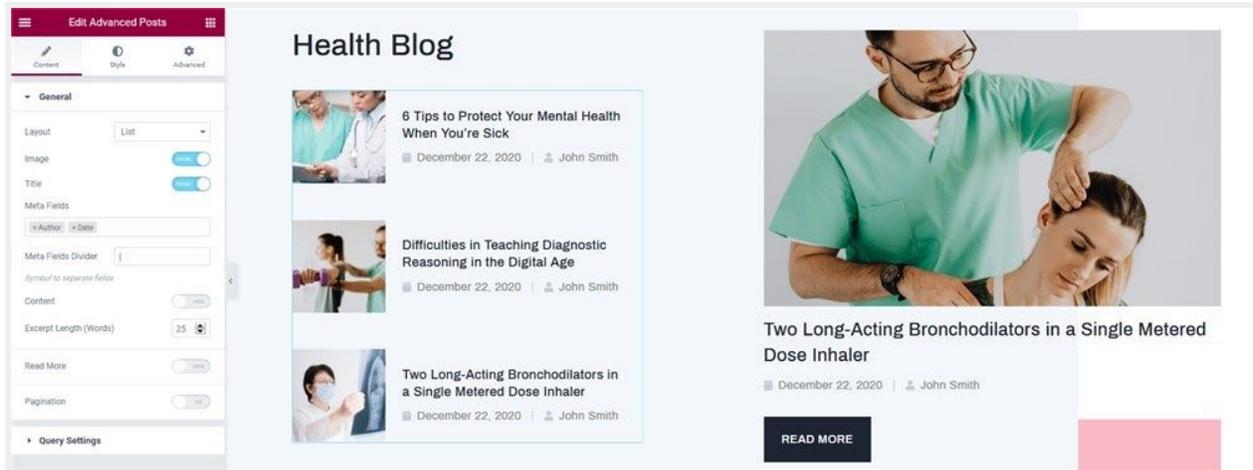
## Medical staff

Feature selected doctors on the front page:



## Blog

The section is powered by the Advanced Posts widget by Stratum, where you can use different layouts and customize the content of the posts. *Read how to get the most out of the [Advanced Posts](#).*



## Edit the theme via the WordPress Customizer

The WordPress Customizer is the place where you mostly edit the header and footer parts of the theme.

Go to **Appearance** → **Customize** to edit the following key theme sections:

### Site identity

Upload your logo, input a title, tagline and add a favicon.

### Colors

Update the header text color and a default background color.

### Header image

Upload a header image if you want to use it on the default page templates.

### Background image

Optionally add a background image to website pages (solid background is preferred).

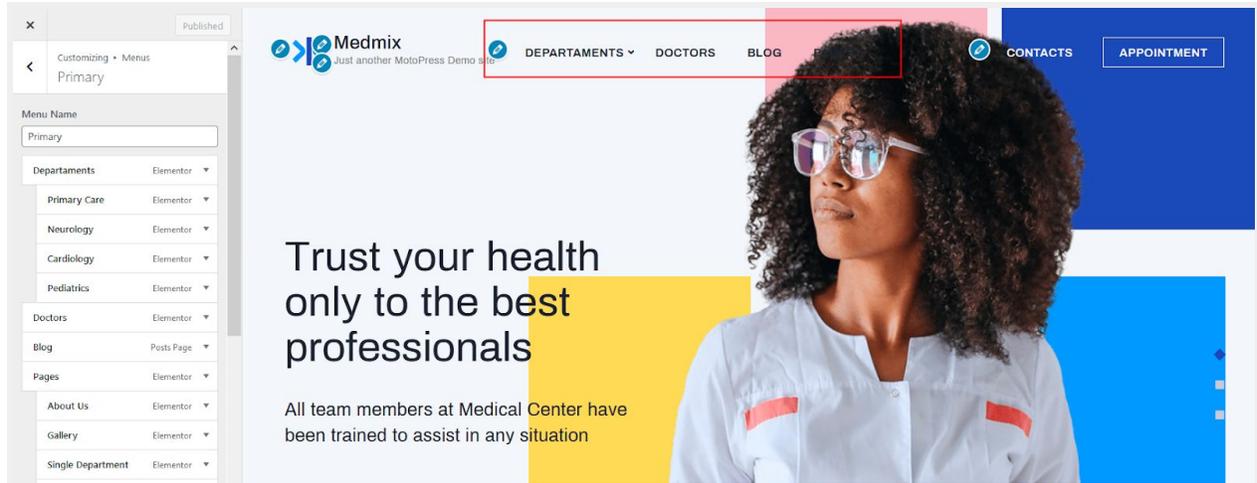
# Menus & widgets

Here you can add menu items, change their location and content.

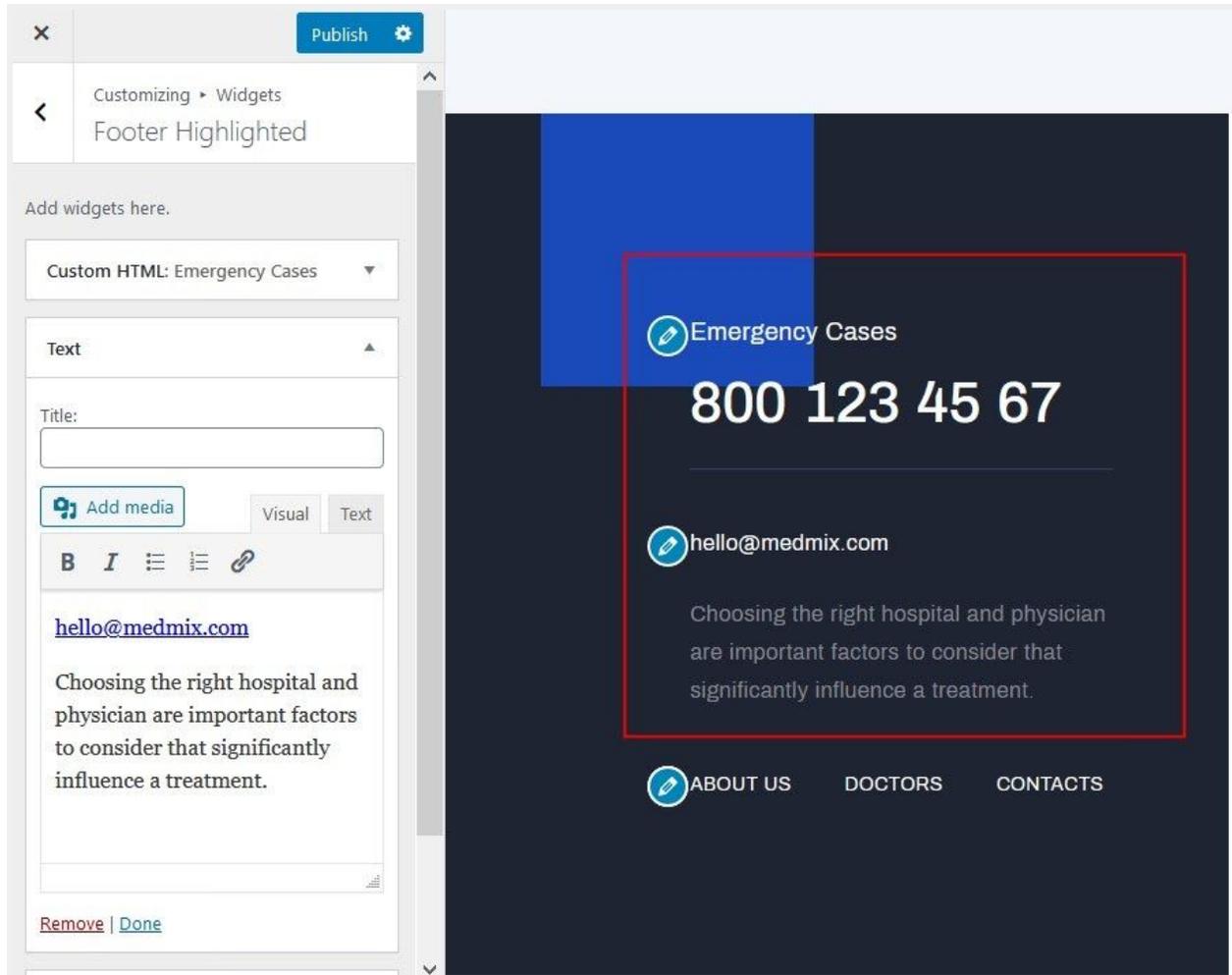
- Flat menu in footer

The image shows a configuration interface on the left and a live preview of a website footer on the right. The configuration interface is titled 'Customizing > Menus > Flat' and includes a 'Published' status. The 'Menu Name' field is set to 'Flat'. Below this, there is a list of menu items: 'About Us', 'Doctors', and 'Contacts', each with an 'Elementor' dropdown menu. At the bottom of this list are 'Reorder' and '+ Add Items' buttons. The 'Menu Locations' section has two radio buttons: 'Primary (Current: Primary)' and 'Secondary (Current: Secondary)'. The 'Menu Options' section has one checkbox: 'Automatically add new top-level pages to this menu'. A 'Delete Menu' link is also present. At the bottom of the configuration panel are 'Hide Controls' and device icons. The live preview shows a dark footer with a blue header area containing 'Emergency Cases' and the phone number '800 123 45 67'. Below this is the email 'hello@medmix.com' and a paragraph of text. At the bottom of the footer, a horizontal menu contains 'ABOUT US', 'DOCTORS', and 'CONTACTS', which is highlighted with a red box.

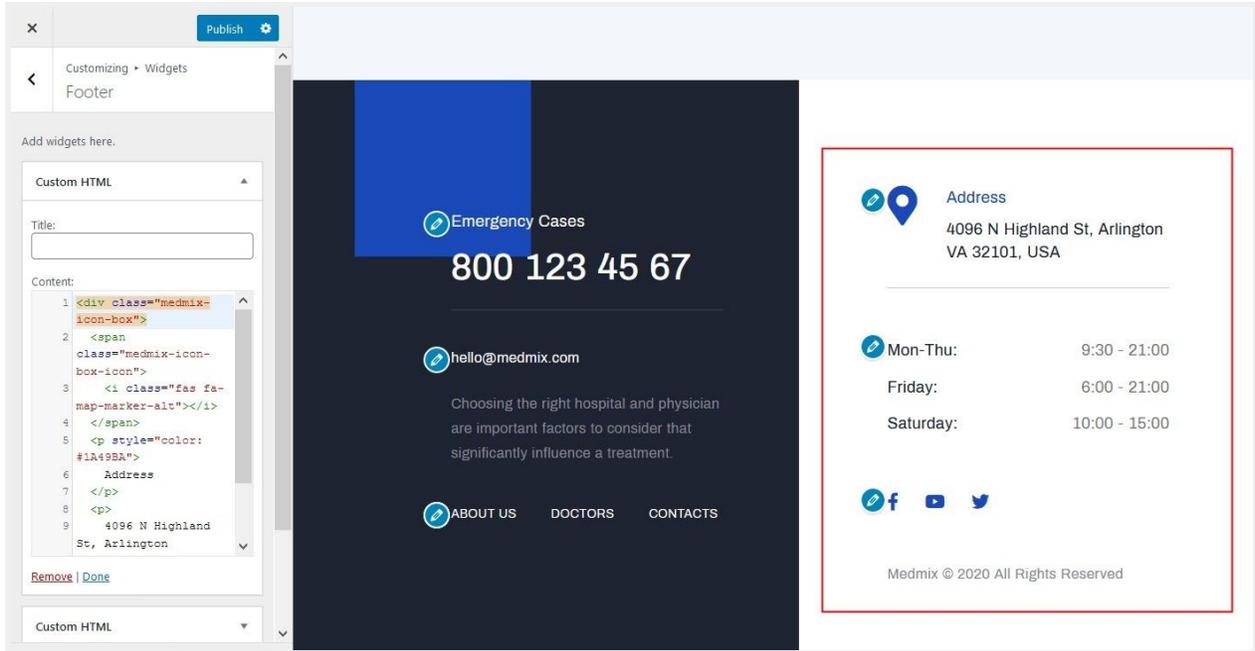
- Primary menu in header



- Secondary menu in header ('Contacts')
- Services menu
- The Medmix theme also comes with the extra "Highlighted footer widget" where you can focus on any specific message or create a call-to-action



- Footer widgets - three sections with custom HTML text



- Header widget - appointment form



## Homepage settings

This is the standard WordPress functionality where you can designate the landing page for the front page and for the blog posts page.

## Theme settings

In this menu, you can customize the following sections:

**Header**

- Show or hide the site description (under the logo)

**Blog**

- Use a default blog style
- Enable or disable blog sidebar at archive pages
- Enable sidebar at single blog pages

**Footer**

Here you can update the default footer text in the copyright section (at the very bottom of your site).