

FORTHcrs Portal: Administrator Manual

Note: All modifications occur in the folder wp-content/themes/

Note: Anything that is stated between {} means that it is replaced by your code

Generate New Post type

Step 1 (Register Post Type):

- Open file *Zephyr-child/functions.php*
- Scroll bellow the comment tag 'Custom post type registrations start'.
- Visit site <https://generatewp.com/post-type/>
- Fill out the form above with (fields stated bellow):
 - o Function name
 - o Post Type Key
 - o Menu Name
 - o Admin Bar Name
- Click update code and copy the code provided in the box bellow the form.
- Paste the code in *Zephyr-child/functions.php* bellow the comment tag 'Custom post type registrations start'.
- Your post type is registered. If any further assistance needed the registered post types bellow yours can act as templates.

Step 2 (File system)

- There are 4 important files that need to be created:
 - o *Zephyr-child/archive-{your_post_type_name}.php*
 - o *Zephyr-child/templates/{your_post_type_name}/listing.php*
 - o *Zephyr-child/templates/{your_post_type_name}/listing-post.php*
 - o *Zephyr-child/templates/{your_post_type_name}/single-{your_post_type_name}.php*
- It is suggested to copy the file structure of **Zephyr-child/templates/events/** and make the appropriate changes in the contained files, as well as the file *Zephyr-child/archive-events.php* as *Zephyr-child/archive-{your_post_type_name}.php* (henceforth we assume you copied said files).
- It is important that after creating the file structure the correct paths are followed inside the files so:
 - o In *Zephyr-child/archive-{your_post_type_name}.php* change line:

```
<?php us_load_template( 'templates/events/listing', $template_vars ) ?>  
to  
<?php us_load_template( 'templates/{your_post_type_name}/listing',  
$template_vars ) ?>
```

- In *Zephyr-child/templates/{your_post_type_name}/listing.php* change line


```
us_load_template( 'templates/events/listing-post', $template_vars );
```

 to


```
us_load_template( 'templates/{your_post_type_name}/listing-post',
      $template_vars );
```
- In *Zephyr-child/templates/single.php* there is a comment 'Guide to the correct single file' below that there is an if-else statement. Add another else if statement similar to the `$post_type == 'events'` case with your post-type and file destination.
- That concludes the file system preparation.

Step 3 (Business logic)

- Because the nature of your new post type cannot be templated you can choose to alter the steps below by copying different post types like blog, FAQs, Announcements in a similar manner as Events. To do so simply replace the previous steps with the respective folders.
- If you wish to add a sidebar similar to the one in events but with your own content
 - navigate to *Zephyr-child/functions.php*
 - create a function that returns a string that contains your content
 - Below the function add the line

```
add_shortcode({your_shortcode_name}, {your_function_name});
```

- Now go to the back office on <http://portal.forthcrs.com/wp/wp-admin/widgets.php> and create a new widget area with any name you wish.
- On that new widget area above add a text field.
- On the body of the text field add `[{your_shortcode_name}]` (notice the array brackets!)
- Click save
- In *Zephyr-child/archive-{your_post_type}.php* change

```
<?php dynamic_sidebar( 'events_sidebar' ) ?>
```

to

```
<?php dynamic_sidebar( '{your_sidebar_name}' ) ?>
```

Translate Content Strings

In order to add or alter translations in any content string apart from the dynamic content (provided by the back office of the portal):

- Search all the files inside Zephyr-child/ for "Translation Block start"
- The files that contain translation blocks are:
 - o *Zephyr-child/templates/support_documents/listing.php*
 - o *Zephyr-child/templates/blog/listing.php*
 - o *Zephyr-child/archive-announcements.php*
 - o *Zephyr-child/archive-faqs.php*
 - o *Zephyr-child/archive-events.php*
 - o *Zephyr-child/archive-support_documents.php*
 - o *Zephyr-child/functions.php*
 - o *Zephyr-child/main.js*
 - o *Zephyr-child/templates/footer.php*
 - o *Zephyr-child/templates/single.php*
- After you find the translation block an if-else statement with all the available languages can be found.
- Changing the Strings in the translation block is all you need to do.

Change Contact information

In order to change the popup chat system contact information:

- Go to *Zephyr-child/templates/footer.php*
- Change skype name in line

```
<a href="skype:skypename?call" class="btn skype"><i class="fa fa-skype"></i> <?php echo $contact_skype_button; ?></a>
```

to the appropriate skype name.

- Change mail setting by searching in the same file the comment 'Change Email settings here'.
- Bellow that you can change the \$to variable with the appropriate email.