Housing Solutions Website Rebuild (v10) Specification Home

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✅ **Welcome to your new space**

Use it to create something wonderful.

To start, you might want to:

- **Customise this overview** using the **edit icon** at the top right of this page.
- **Create a new page** by clicking the **+** in the space sidebar, then go ahead and fill it with plans, ideas, or anything else your heart desires.

ℹ️

Need inspiration?

- Get a quick intro into what spaces are, and how to best use them at Confluence 101: organize your work in spaces.
- Check out our guide for ideas on how to set up your space overview.
- If starting from a blank space is daunting, try using one of the space templates instead.

Introduction

This specification document serves as the main reference document on the project for all Housing Solutions stakeholders as well as Prodo Digital developers and designers.

This document represents a singular documented view of the project to be delivered, and is informed by, and supersedes client briefs and any subsequent discussions that have taken place. The specification document is an ongoing collaborative document and will be updated as and when new requirements within the scope of the project are clarified up to the point of specification sign-off. At this point, those become the agreed deliverables.

Any changes to the agreed project deliverables will be detailed as change requests in a separate document and are subject to analysis to determine whether there is any further impact on costs or delivery dates. Those would be subject to written agreement by both Prodo and Housing Solutions as per the terms of the Master Services Agreement between the parties.

The first version of the specification can be signed off with areas still 'To Be Confirmed' which will be added during subsequent stages of the project.

Assumptions

All areas marked **TBC1** or **TBC2** are to be confirmed with Housing Solutions.

- **TBC1**: These are areas that it is critical to get more information on before development commences.
- **TBC2**: These areas can be confirmed up to the commencement of development.

Version History & Stakeholders

Client: Housing Solutions

Project: Website Rebuild/Corde Go

Authors: Jan Koren, Helen Pratt

Version: 0.1

Version	Date	Author	Changes
0.1	28/02/23	Jan Koren, Helen Pratt	First draft

Stakeholders

Name	Role
Jenny Bradshaw	Head of Client Services - Prodo Digital
Laurence Earl	Head of Delivery & Experience - Prodo Digital
Jan Koren	Technical Architect - Prodo Digital
Helen Pratt	Project Manager - Prodo Digital
Richard Harvey	Housing Solutions - Head of Digital Transformation
Sam Denslow	Housing Solutions - Applications Manager

Project Objectives

Background

With Umbraco v7 coming to the end of life, a new version of the Housing Solutions website is required to be built in v10.

Project Objectives

To rebuild the existing website using the latest version of Umbraco (version 10), retaining all existing designs and functionality.

Common Terms and Definitions

Content within the website will be defined by document types. These describe the fields that are editable within the content but will not describe how they are displayed to the web site visitorBelow is a reference list of terms and their meanings that will be used through this document.

Content Management System (CMS)	A piece of software that is responsible for the management of the content and assets
Umbraco	A widely used opensource CMS
CMS User	A user that is responsible for curating content using the CMS
Website Visitor	An internet user who will access the website
Component	A component is part of the website which is not part of the modules list this are usual fixed items like the header, footer and banners
Block Editor	The block editor is the place that you select your modules from it's effectively a container for the bulk part of the content population
Module	A module is an individual piece of the site which is added to a page via the block editor.
Document Type	Content within the website will be defined by document types. These describe the fields that are editable within the content but will not describe how they are displayed to the web site visitor

Initial Sitemap

Due to the site being built into a CMS which will ultimately be controlled by a CMS editor there is scope for this to be updated both before go live and once the site is delivered.

⚠️ The sitemap will mirror the current structure of the website which can be altered by Housing Solutions at any stage of the project.

Umbraco CMS Features

The website will be built upon the Umbraco CMS platform enabling rapid and reliable development of the required custom features as well as providing a set of standard and common CMS features. The website will initially be based on the latest stable version of Umbraco at the time when development starts.

This section will detail the common features provided by Umbraco which can be used on your website.

User Management

Umbraco allows CMS Users to log in, using an email address and password, and manage content and other elements on the website. CMS Users can be granted various permissions allowing them to perform a variety of actions on the following Umbraco sections:

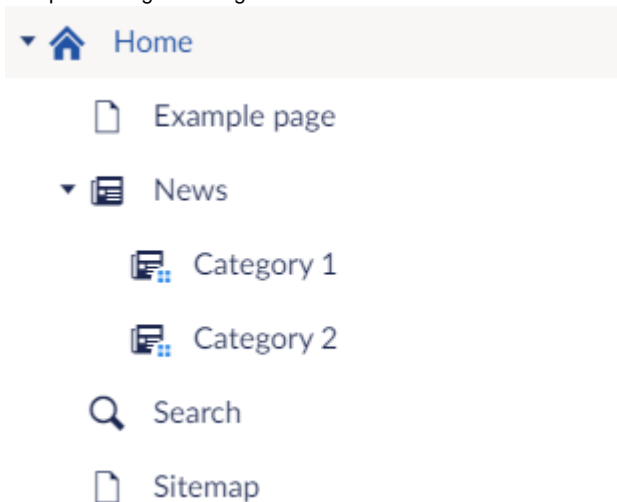- Content
- Media
- Users
- Members
- Forms

Two levels of access will be provided for CMS Users of the site. Editors will have access to Content, Media and Forms sections, Admins will also have access to the Members and Users sections.

Prodo will set up the the initial CMS Users for the site. One of the provided users will be required to be an Admin which will allow you to add more users going forward without input from Prodo.

Content Management

Users who have access to the Content section will be able to manage the content on the website. This section will cover the common content management tasks which are provided as default by Umbraco. The content features of each document type are described later in this document.

Umbraco allows a site structure to be built up using a navigation tree similar to those found on most content management systems. This allows a parent item to contain children and those children items in turn to also contain children. This allows a structured content tree to be set up reflecting the navigational needs of the website.

In some cases content items might be displayed in a list view as part of the parent node. This prevents the tree structure becoming visually over whelming to the editor and improves responsiveness of the UI. Document types that utilise this view will be highlighted later in this specification.

|	Name	Status	Sort ▲	Last edited	Created by
☑					
⊞	Test news article heading 1	Published	0	2020-07-02 13:37	Prodo Developers
⊞	A slightly longer test news article heading t...	Published	1	2020-07-02 13:40	Prodo Developers
⊞	Another interesting test news article heading	Published	2	2020-07-02 13:40	Prodo Developers
⊞	Short news title	Published	3	2020-07-02 13:40	Prodo Developers

Create News Article

CMS users will be able to create and manage content pages and content elements, such as site settings, within the content section if they have access. Depending on the users access level they will be able to perform the following actions:

Action	Purpose
Create	Allows a CMS user to create a page or element.
Delete	Allows a CMS user to delete a page or element, removing it from the website and moving it to the Recycle Bin. Items can be restored from the Recycle bin or deleted completely meaning it can not be recovered.
Move	Allows a CMS to move a page or element to another valid location.
Copy	Allows a CMS to take a copy of the page or element.
Sort	Allows a CMS user to sort the child items.
Rollback	Allows a CMS user to rollback an item to a previous version.
Audit Trail	Allows a CMS user to view the audit history of the item highlighting when items have been published or updated.
Publish	Allows a CMS user to publish a page or item allowing website visitors to see the content.
Permissions	Allows a CMS user to set user permissions for the item. Such as not allowing an editor to publish a page.
Save	Allows a CMS user to save a version of the item without publishing it.
Preview	Allows a CMS user to see a preview of what the page will look like once published. Not applicable to elements.
Unpublish	Allows a CMS user to remove the page from the website without removing it from the CMS.
Scheduled Publish	Allows a CMS user to set a time and date at which the page should be published in its current saved state.
Scheduled Unpublish	Allows a CMS user to set a time and date at which the page should be unpublished from the website.

Media Management

Umbraco allows an editor to maintain a library of media assets which can be organised into folders and sub folders. Files can be uploaded directly via an upload dialog or can be dragged to the web browser in order to upload them to the targeted location.
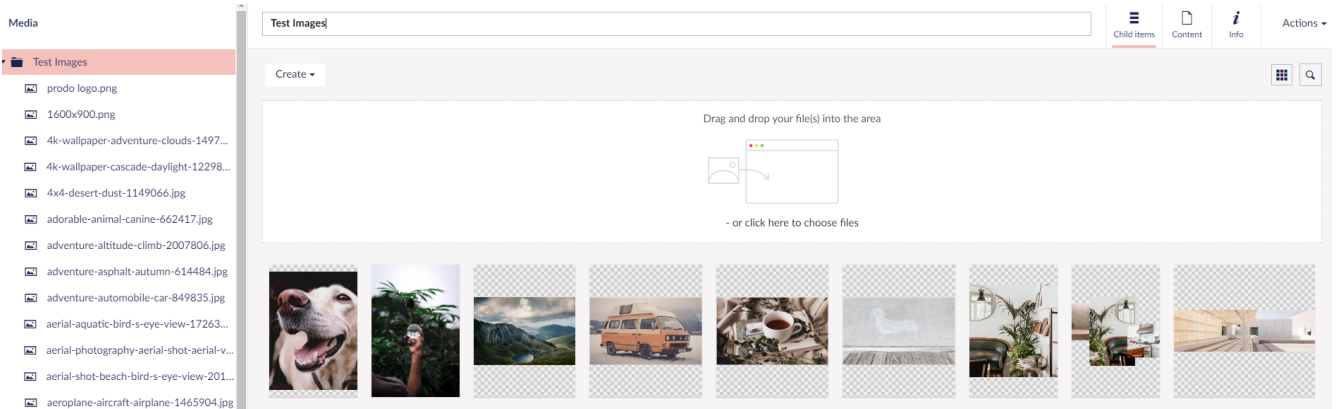
Once uploaded, the files will be available on the website to users who know the URL and can be used by any appropriate media pickers. A list of places where the asset is used is shown within Umbraco to assist editor tracking asset use.

For images that have been uploaded to the CMS Umbraco will display an image cropper interface which allows an editor to set a series of image crops based on the original version of the image. This allows the website to display multiple versions of the image at the correct dimensions and crop for different areas on the site. The specific crops, and where they are used on the site, will be defined by the final design.

An editor is also able to delete files from the website via Umbraco. If an asset is deleted via the back office it is first placed into the recycle bin, whilst in this location the file will still be accessible on the website. To remove the asset completely from the site the editor will have to remove it from the recycle bin or use the Remove file(s) option found on the editor page.

Umbraco CMS Features - User Stories

The following user stories will be used to verify the Umbraco CMS Features are working correctly

	Module	User Story	Success Criteria
1	User Management	As a **CMS User,** I want the ability to log in.	The CMS user will be able to login Umbraco using their Email and Valid Password.
2	User Admin	As a **CSM User**, I want the ability to add new users if I am an admin	The CMS user will be able to access the User section and add a new user if they are in the admin user group
3	Content Management	As a **CMS user**, I want the ability to manage content and elements	The CMS user will be able to perform the following actions on pages and elements in line with the content structure of the site: • Create • Delete • Move • Copy • Sort • Rollback • View Audit Trail • Save • Preview
4	Content Management	As a **CMS user**, I want the ability to publish and unpublish page and elements on the website	The CMS user will be able to perform the following actions on pages and elements: • Publish • Unpublish • Schedule Publish • Schedule Unpublish

Document Types

Content within the website will be defined by document types. These describe the fields that are editable within the content but will not describe how they are displayed to the web site visitor. Some fields on a document type might not directly impact the look of the page but could have further implications for area such as search.

Document types can contain common groups of fields called compositions while also containing more specific fields. These specific fields will be applicable to only the content the document type represents, for example a News Article may contain an Author field where as the Homepage would not contain such content.

Homepage

The homepage serves as the main entry point to the website and all other pages and content items will be located under it. The following compositions will form part of the homepage document type:

- Heading
- Banner
- Summary
- Social
- SSL & Scripts
- SEO

The homepage will also contain a Block Editor field type allowing the following modules:

- Accordion
- Basic Map
- Document Listing
- Form
- Gallery
- Grid Layout
- Lightbox Gallery
- Listing
- Map
- Quote
- Raw HTML
- Rich text editor
- Tabbed Content
- Text Snippet
- Video

The Homepage is a protected node and can not be deleted, the website relies on settings from this node to function properly.

Homepage - User Stories

The following user stories will be used to verify the Homepage is working correctly from the view of a CMS User.

Module	User Story	Success Criteria
Home page	As a **CMS User**, I want to be able to manage the homepage	The CMS user will be able to view and manage the homepage from the content section in Umbraco.
Home page	As a **CMS User**, I want to manage all Common Page Compositions of the homepage	The CMS user will be able to manage the Common Page Compositions in line with their User Stories

Standard Content

The standard content page serves as a generic page able to hold a range of content. It is built around the block editor field type which allows a multitude of modules to be placed onto the page. As well as the block editor the document type also consists of the Common Page Compositions

The modules available in the block editor are documented in the Content Modules section of this specification.

The following compositions will form part of the standard content document type:

- Heading
- Banner
- Summary
- Social
- SSL & Scripts
- SEO

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Standard Content - User Stories

The following user stories will be used to verify the functionality of the Standard Content page.

Module	User Story	Success Criteria
Standard Content	As a **CMS User**, I want to be able to create Standard Content pages	The CMS user will be able to create Standard Content pages below the following pages: • Homepage • Standard Content
Standard Content	As a **CMS User**, I want to be able to manage the content on a Standard Content page	The CMS User will be able to manage the Common Page Compositions in line with their User Stories The CMS User will be able to populate the modules documented later in this specification.

The news section of the website serves as an areas for press releases and updates to be published for a website visitor to read. It is made up of the following document types.

News Listing

The news listing is the main entry point to the news area. It lists all the news articles that have been added below it and allows a website user to filter those articles by category and tag.

For each news article listed on the news listings the page will show a title, image, tags, publish date, summary text and a link to the full article page in line with the designs. Listings will be paged with 12 articles being shown on each page. News articles shown on the page are arranged by published date with the latest article shown first.

The following compositions will form part of the news listing document type:

- Heading
- Banner
- Summary
- Social
- SSL & Scripts
- SEO

In the Article Settings section, the user can define a Featured Article that will be used to populate the Latest News module along with a Global Article Fallback Image. The fallback image is used as a placeholder for articles with no summary image defined.

News Category Listing

The news category listings acts a container for the news articles allowing them to be split into areas and for that to be reflected in the navigation and URL structure. When a user filters by category from the news listing page they will be directed to the selected category listing page. The page will only list the articles that have been placed into the category but will still display the filters shown on the news listings page.

For each news article listed on the news category listings page the page will show a title, image, tags, publish date, summary text and a link to the full article page in line with the designs. Listings will be paged with 12 articles being shown on each page. News articles shown on the page are arranged by published date with the latest article shown first.

The following compositions will form part of the news category listing document type:

- Heading
- Banner
- Summary
- Social
- SSL & Scripts
- SEO

The child news articles will be displayed in a list view and not be shown in the tree. This is because it is expected that each category will grow to contain a number of articles that would be unmanageable in a tree view.

Under Article Settings, the editor can choose an article to be designated as the 'Featured Article'. This will places the featured article at the start of the news list, regardless of the time or date the article was published.

News Article

The news article document type contains all the content that forms a article page. It will be displayed in line with the design.

The following compositions will form part of the news article document type:

- Heading
- Summary
- Social
- SSL & Scripts
- SEO

The news article will also contain a Block Editor field type allowing the following modules:

- Accordion
- Basic Map
- Document Listing
- Form
- Gallery
- Grid Layout

- Lightbox Gallery
- Listing
- Map
- Quote
- Raw HTML
- Rich text editor
- Tabbed Content
- Text Snippet
- Video

In addition to the composition fields the following fields will be included as part of this document type

Field	Field Type	Notes
Article Date	Date time	The date to use as the articles published date, used when ordering articles by date. Will default to create date.
Display Date	Text string	A text override that will be shown to the website visitor. Will not impact sorting date.
Tags	Tags	A selection of tags associated to the article.

News - User Stories

The following user stories will be used to verify the News section of the site id working correctly.

Module	User Story	Success Criteria
News Listing Template	As a **CMS User**, I want to add a news listing to a webpage so that **Website Visitors** can view a list of news articles	The news listing template will display a grid list of news articles - Each grid item will include: • Thumbnail image • Title • Description • Link to the article • pagination for the grid list A pagination control will exist at the bottom of the page with Previous /Next Controls - allowing navigation between the pages The CMS User can manage (create, change and delete) the categories types for articles. The news listing template will feature dropdown filters that allow articles to be filtered by: • Category: this will be a dropdown list containing all published categories that have been created in Umbraco • Tag: this will allow a User to enter one tag to search for via a text field
News Articles	As a **CMS USER**, I want to create news articles, so that **Website Visitors** can be kept up-to-date with what we are doing.	The CMS User can add any of the available Content Modules of the news document type to the template The CMS User will have the ability to group news articles into category folders Each news article template will include the following settings: • to specify a custom 'Display Date' that will be displayed to the website user e.g. 'Last week'. • to set an 'article date' to organise the articles in the listing template • to specify summary text that will appear on the listing template • to specify a summary image that will appear on the listing template • to specify tags • to specify if the article is to be 'featured' - using this feature will display it at the beginning of listings template

Site Search

The site search page provides a mechanism for a website visitor to search the published content found on the website. It will contain the common page compositions only.

The website visitor will be presented with a search box allowing them to input a search term. The website visitor will then be able to submit the search which will reload the page and show a paged set of results based on the search term provided. Results will be determined by the search score each page is given by an Examine search provider that is built into Umbraco. The index that the score is based on will include all fields found on the content page including any content added to the modules.

Search booster text can be applied to all content that is indexed via the Search Term Booster field found on the SEO composition. This allows an editor to increase the chances of a page being returned in a search for a given set of terms. All other fields indexed for the page will be equally weighted.

Site Search - User Stories

The following user stories will be used to verify the Site Search is working correctly.

Module	User Story	Success Criteria
Site Search	As a **Website Visitor**, I want to search for specific information on the site, so I can quickly find the area or document of interest	- The site search template will feature a text-based search field that will return a list of website pages. - The site search will only display pages which include the search keyword in either the title, or the content. - Website pages returned in the results will feature the: - Page title - Page summary - Page Summary Image - Button link to the page - The site search results will be paginated and include: - Previous and Next navigation buttons which when clicked will take users to the previous/next page of results - Page number navigation buttons, which when clicked will take users to the specific page of results. Only the two closest pages will be displayed as numbers on either side of the current page.

The site setting element defines content and settings that have a site wide impact. This ensures page elements such as company name and defined footer links are managed centrally. Site settings is an element type and as such has no visible presence on the website.

Site settings is a protected node it isn't something that can be deleted, the website relies on settings from this node to function properly.

The following fields will be available on site settings:

Company Info

Field Name	Field Type	Required	Notes
Company Logo	Image Picker	Yes	The logo to be used on the website. Shown on all page templates inline with the design
Company Name	Text string	Yes	The Company Name to use on the website.

Footer

Field Name	Field Type	Required	Notes
Social Links Heading	Text string	No	The heading to place above the social links
Footer Links Heading	Text string	No	The heading to place above the footer links
Footer Links	Multiple Link Picker	No	The links to show in the footer. Allows you to pick an internal page or provide an external link along with a name

Scripts

Field Name	Field Type	Required	Notes
Top Head Scripts	Text area	No	Allows an editor to set global top head scripts to be placed on all pages
Head Scripts	Text area	No	Allows an editor to set global head scripts to be placed on all pages
Body Open Scripts	Text area	No	Allows an editor to set global Body Open Scripts on all pages
Body Close Scripts	Text area	No	Allows an editor to set global Body Close Scripts on all pages

Social

Field Name	Field Type	Required	Notes
Default OGP Image	Image Picker	No	The default image to use when sharing a page to a social platform
Social Links	Social Links Picker	No	Allows an editor to provide a set of social links containing a icon, link and title

SEO

Field Name	Field Type	Required	Notes
Website Name	Text string	No	The name used in the page title
Title Format	Text string	No	The format to used for the page title. Allows a user to pull in the page name and website name into the title format

Site Settings - User Stories

The following user stories will be used to verify the Site Settings are working correctly.

	Module	User Story	Success Criteria
1	Company Info	As a **CMS User**, I want to be able to change the websites main logo and name shown to a **Website Visitor.**	The CMS User will be able to upload an image which is then shown as the site logo in line with the designs. The CMS user will be able to provide a company name which is used where the company name is shown in the designs.
2	Footer	As a **CMS User**, I want to be able to control what is shown in the footer.	The CMS User will be able to provide a footer links heading which is shown in the footer. The CMS User will be able to provide a number of footer links which are shown in the footer. A Website Visitor will be able to follow these links. The CMS User will be able to provide a header for the social links shown in the footer.
3	Scripts	As a **CMS User**, I want to be able to disable the SSL redirect and provide custom scripts.	The CMS User will be able to provide scripts which are output in the following location in the HTML of all pages: • Top Head • Head • Body Open • Body Close
4	Social	As a **CMS User**, I want to be able to define how a page is shown when it is shared on a social platform and populate which social links are shown in the footer to a **Website Visitor**.	The CMS User will be able to upload an image which will be the default OGP Image used in the appropriate metatag. The CMS User will be able to define a list of social links. They will be able to provide an icon, text and external link for each entry.
5	SEO	As a **CMS User**, I want to be able define how the page title is shown in the **Website Visitors** browser and within search engine results.	The CMS User will be able to provide a Website Name which can be used in the page name shown in the broswer. The CMS User will be able to define how the title is constructed from the page name and the website name

The following field compositions will be found on all page document types found in Umbraco. They serve the purpose of providing basic functionality to enable a page to be controlled in areas such as SEO or navigation. These elements are provided in addition to the standard meta data stored for a page by Umbraco such as publish date or URL.

Page Name

This fields in this composition allow a page heading to be different from the page name which defines the URL.

Field	Type	Notes
Page Name	Text string	

Page Visibility

Fields contained in this composition are linked to the general visibility options of th epage such as in the navigation or search.

Field	Type	Notes
Hide from Sitename	Checkbox	Hides the site from the sitemap and XML sitemap
Hide From Navigation	Checkbox	Will hide the page from the site navigation
Hide From Search Results	Checkbox	Will hide the site from the internal site search
Hide Child Pages From Navigation	Checkbox	Turning this on will hide all the child pages from the navigation

SEO

Fields contained in this composition are linked to the general SEO of the page including local display options such as visibility in the site map.

Field	Type	Notes
Robots Meta Options	Checkbox List	Options are noindex and nofollow
Meta Title	Text string	
Meta Description	Text area	Soft limit of 155 characters
Cononical Link	Text string	
URL Alias	Text string	
Search Term Boosters	Repeatable Text string	Allows a page to be boosted in the search results for the given terms

Scripts

Fields in this composition are for allowing the insertion of custom scripts into the page.

Field	Type	Notes
Head Scripts	Text area	Allows scripts to be placed into the head of the page
Body Open Scripts	Text area	Allows scripts to be placed into the body open of the page
Body Close Scripts	Text area	Allows scripts to be placed into the body close of the page

Social Sharing

Fields in this composition allow a CMS user to control how the page is viewed when shared on various social media platforms.

Field	Type	Notes
OGP Title	Text string	Defaults to page name if not supplied
OGP Description	Text area	Defaults to page summary if not supplied

OGP Image	Single image picker	Defaults to the image set in site settings if not supplied

Further to the compositions that are found on all pages the following compositions are will be applied to a sub set of the pages.

Banner

Fields in this composition allow a CMS user to define items to be shown at the top of the page in a banner inline with the designs.

Field	Type	Notes
Banner Items	Banner Items	Allows a CMS editor to set one or more banner items with the following fields. Image, Heading Subheading, Text, Link, Link Text
Disable Image Crops	Checkbox	When checked the default image crops will be removed and images will be displayed at their original dimensions

Summary

Fields in this composition allow a CMS user to define the summary of a page which can then be used on listings modules or other linked CTAs.

Field	Type	Notes
Summary Image	Single Image Picker	If populated this image will be used as the image for the page when shown on a listing
Summary Text	Text area	If populated this image will be used as the text for the page when shown on a listing

Common Page Compositions - User Stories

The following user stories will be used to verify the Common Page Fields are working correctly

	Module	User Story	Success Criteria
1	Heading	As a **CMS User,** I want the ability to provide a alternative heading for all pages to be shown to a **Website Visitor.**	The CMS User will be able to populate a heading field within the CMS for each page which is then visible on the page.
2	SEO	As a **CMS User**, I want the ability to set SEO meta data.	The CMS User will be able to populate the following fields which are then shown in the relevant tags in the HTML for the page. • Robots Meta • Meta Title • Meta Description • Canonical Link
3	Hide a web page	As a **CMS User**, I want the ability to restrict the visibility of a web page to **Website Visitor**.	The CMS User will have the ability to hide a webpage from: • Sitemap • XML Sitemap • Site search results • Main navigation
4	Page URL	As a **CMS User**, I want the ability to provide an alternative URL for a page.	The CMS User will have the ability to provide a URL in a text field which then allows the page to be accessed by the provided URL.
5	Social Sharing	As a **CMS User**, I want to define how a page is shown when shared on social platforms.	The CMS User will be able to populate the following fields which are then shown in the relevant tags in the HTML for the page. • OGP Title - defaults to page heading or name • OGP Description - defaults to page summary • OGP Image - defaults to image set in site settings

Content Modules

Content modules are the building blocks for content-focused pages on the website. Modules can be added to any page where a block editor is included. When published to the site, the look and feel of each module will be determined by the design. This section will specify the fields that make up each module.

- Accordion
- Content Modules - User Stories
- Document Listings
- Form
- Grid/Icon Layout
- Image Gallery
- Logo Rotator
- Maps
- Quote
- Raw Html
- Rich text editor
- Sitemap
- Video

Accordion

This module is used to consolidate information within a single system. Accordions are very similar to tabs, except that the items are displayed within a vertical list. When a new item within the list is opened, the previously-opened item is closed and the new item's content is displayed.

Example:
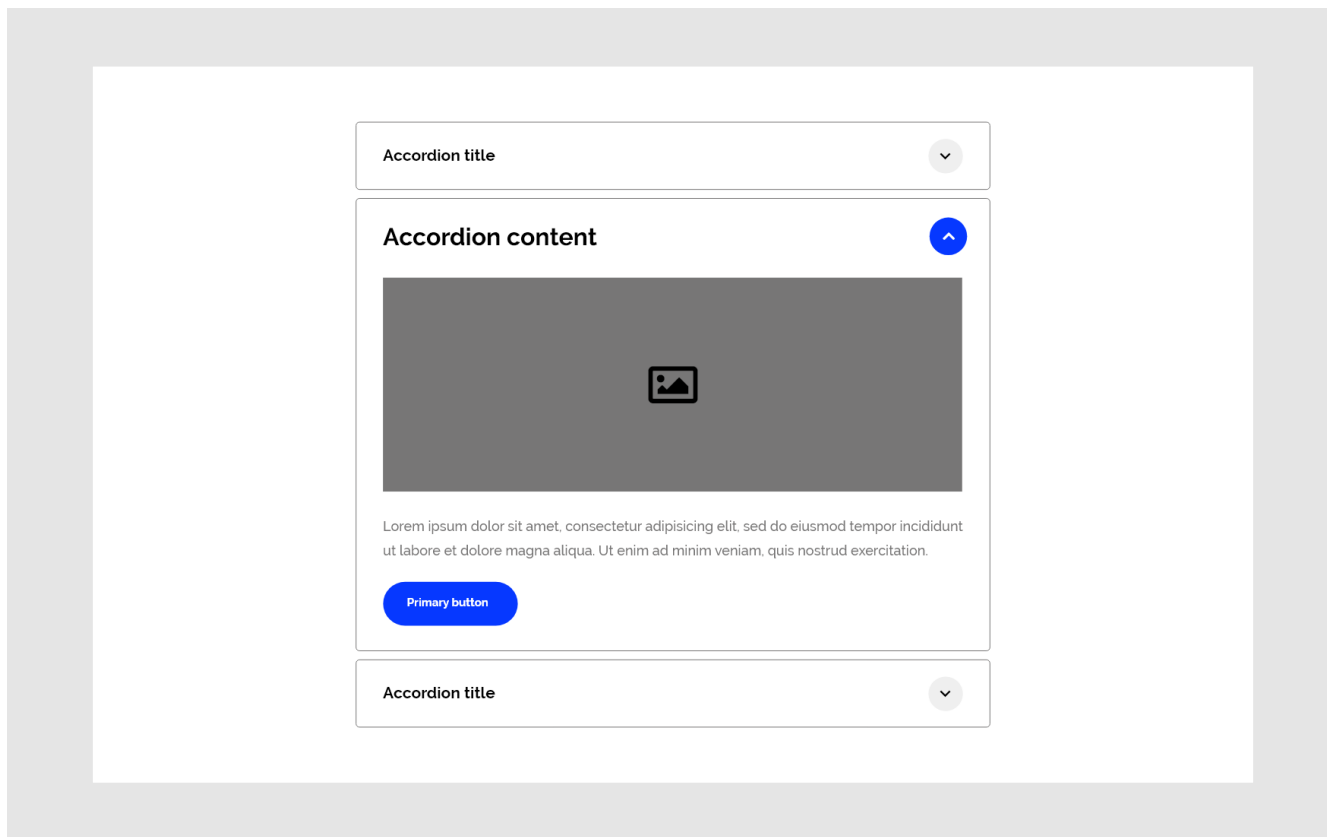
An indefinite amount of Accordion Sections can be added to the accordion and each section will contain the following fields:

Field	Type	Required	Notes
Heading	Text string	Yes	The heading shown to the website visitor for each accordion section
Accordion Content	Basic Rich Text Editor	Yes	The content to be shown when a accordion section is active
Image	Image picker	No	An image to be position along side each accordion items content

Document Listings

A document listing allows a CMS User to show documents to the Website Visitor. A website visitor will be able to see the name type and size of the file as well as being able to download or open it.

Document download

Lorem Ipsum dolor sit amet	
🗎 - PDF - 234kb	Primary button
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam,	View online
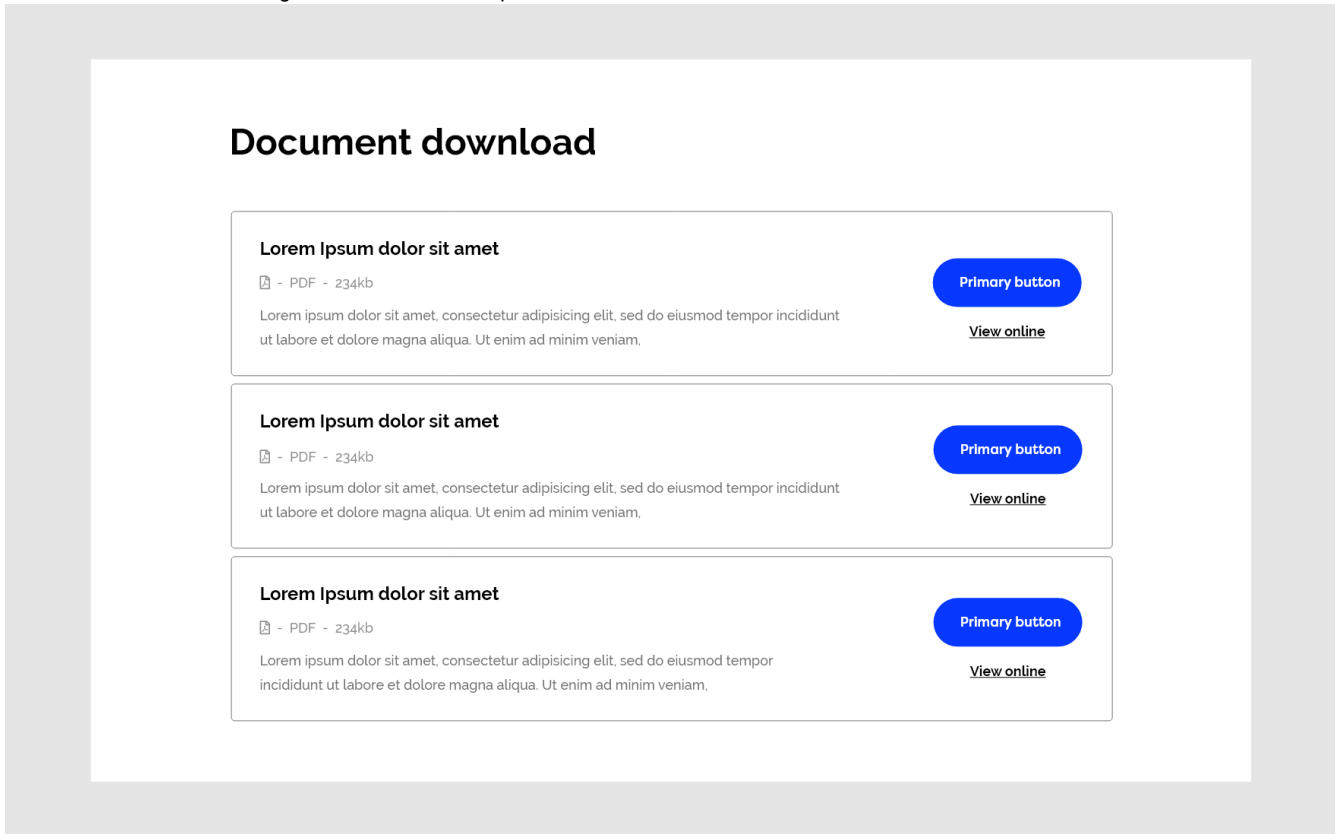
Folder Picker

This variant will display the child items of a selected media folder

Field	Type	Required	Notes
Folder to List	Media Folder Picker	Yes	Allows any folder in the media section to be selected

Picker

This variant allows an editor to explicitly pick which document to list

Field	Type	Required	Notes
Document To List	Media Picker (Multiple)	Yes	Allows a editor to pick files from the media section

Model Settings

The following setting will be available on the module:

Field	Type	Required	Notes
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

Form

Used to collect information from a website visitor using a number of different predetermined fields.

Form field title

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

Short text

Lorem ipsum dolor sit amet

Short text error

Lorem ipsum dolor sit amet

⚠ Please enter a valid email address

Long text

Lorem ipsum dolor sit amet

Dropdown

- Select -	⌄

Document upload

Choose file No file chosen

Checkbox list

☑ Lorem ipsum dolor sit amet

☑ Lorem ipsum dolor sit amet

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☐ I'm not a robot
reCAPTCHA
Privacy - Terms

Submit

Allows a CMS User to insert a Umbraco Form into the page allowing the Website Visitor to provide feedback or complete information which is then captured.

Field	Type	Required	Notes
From	Form Picker	Yes	Allows a CMS User to pick a form they have access to from the Umbraco Forms section

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Form Content	Basic Rich Text Editor	No	Optional content to show with the form

Model Settings

The following settings will be available on the module:

Field	Type	Required	Notes
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

Grid/Icon Layout

This module is used to showcase a series of links in a grid format with accompanying images, title and body copy.
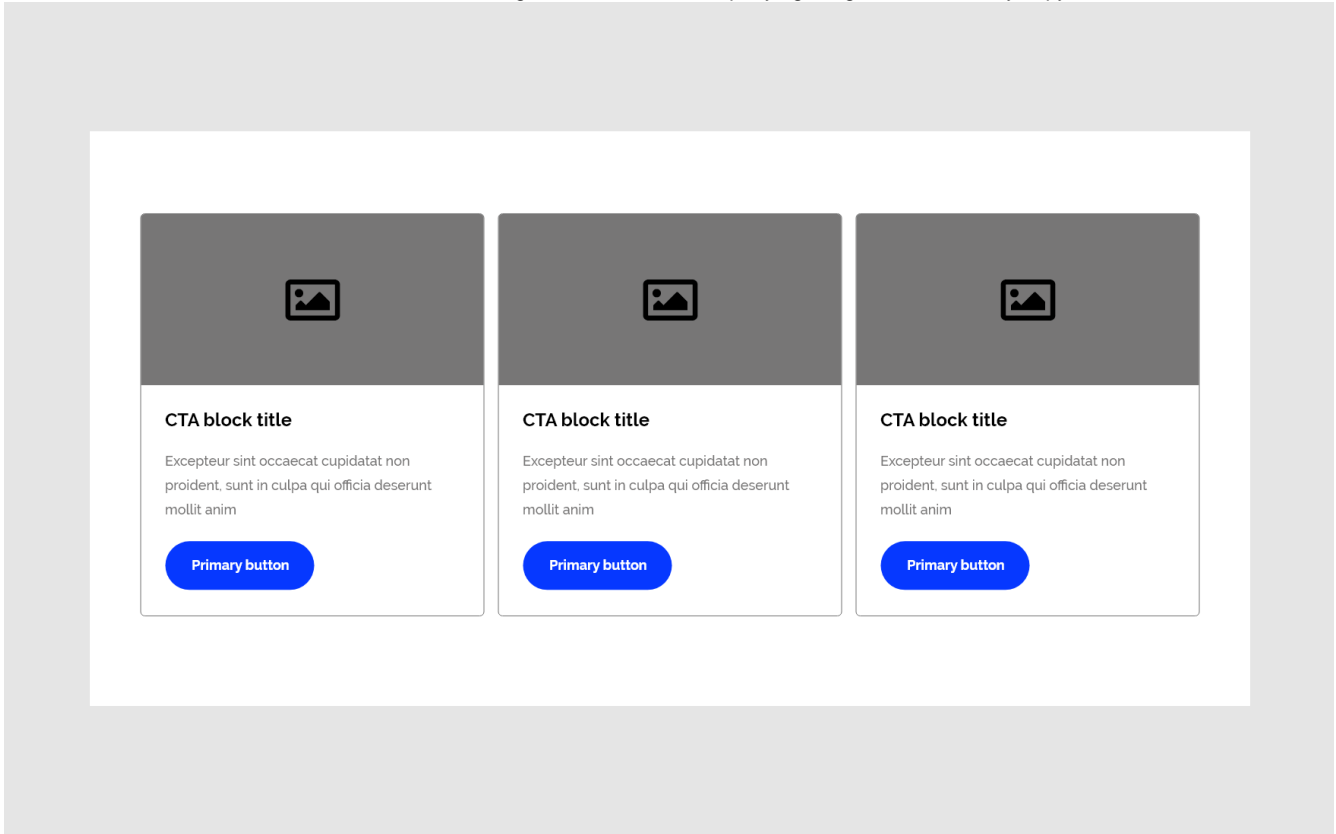
Allows a CMS User to build a module containing CTA Blocks which consist of an Image, Title, Summary, and Link and Link Text. These are shown to the Website Visitor in accordance with the design.

There are three different approaches available to populating the grid module. Each are described below.

Child Pages

This variant will display a list of child pages to a website visitor that are published below a chosen parent page. The child pages Name, Summary, and Summary image will be displayed in the listing along with a link to the page. The following options will be available to the CMS User.

Field	Type	Required	Notes
Parent Page	Link picker	Yes	Allows a CMS user to set which page should act as the parent page for the listing.

Picker

This variant will display a list of pages to a website visitor which have been chosen by the CMS User. The selected pages Name, Summary, and Summary image will be displayed in the listing along with a link to the page. The following options will be available to the CMS User.

Field	Type	Required	Notes
Pages to Display	Multiple Content Picker	Yes	Allows a CMS user to set which pages should be shown in the listing

Manual

This variant allows a CMS editor to build up the Grid without them being based on Umbraco pages. The CMS User will be able to manually enter details for each listing. The following options will be available to the CMS User.
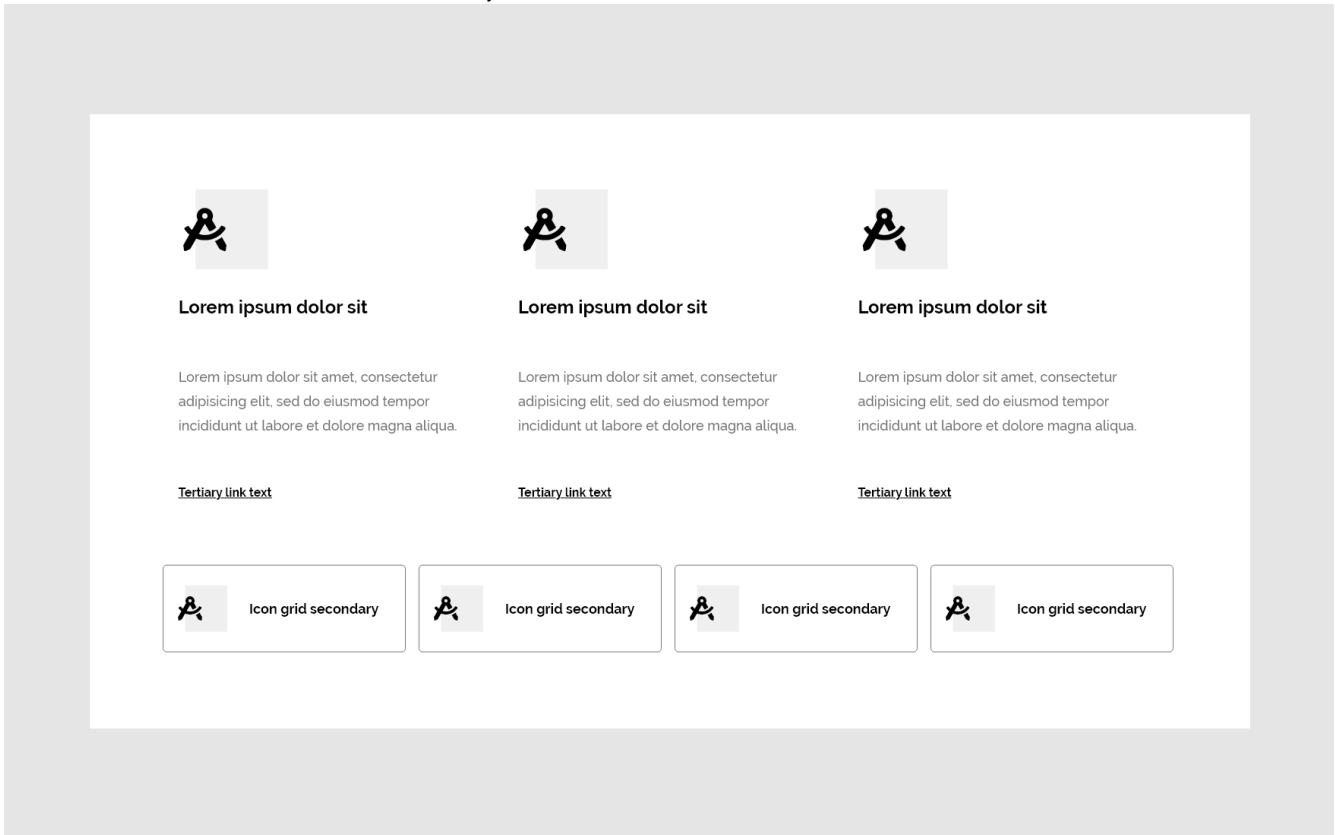
Field	Type	Required	Notes
Grid Items	List Item Content	Yes	Allows a CMS User to define multiple Grid items which consist of a Heading, Image, Copy, Link and Link Text

Icon

This module is used for displaying features, benefits or services where imagery might not suit the application. Row 1 consists of primary features, including They consist of an icon, heading, summary, and button. Row 2 consists of secondary features, including icon, heading and link.

NOTE
It is recommended that overall text length between grid items is similar to prevent spacing issues.
The module utilizes Font Awesome which is a library of over 2000 icons.

The user has the option to add primary and secondary CTA's to emphasize the priority of some calls to action. The primary CTA's appear before the secondary items.

Primary icon grid items

Field	Type	Required	Notes
Icon	Icon picker	Yes	A list of font awesome icons are available to choose from
Heading	Text string	No	A heading for the icon grid item
Summary	Text string	No	A summary for the icon grid item
Link URL	Link	No	A link for the icon grid item to link to
Link text	Text string	No	A string of text to be used as a click prompt. This may be hidden in favour of design and a hover effect

Secondary icon grid items

Field	Type	Required	Notes
Icon	Icon picker	Yes	A list of font awesome icons are available to choose from
Heading	Text string	No	A heading for the icon grid item
Link URL	Link	No	A link for the icon grid item to link to

Module Settings

The following setting will be available on the module:

Paginate	Checkbox	No	Allows the CMS User to define if the CTA items should be paginated.
Items to Take	Number	No	Defines the number of items to show if the CMS user has set the grid to be paginated.
Summary Text Character Limit	Numeric	No	The number of characters to be shown in the summary text field before add an ellipsis
Disable image crops?	Checkbox	No	When checked the default image crops will be removed and images will be displayed at their original dimensions
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

Image Gallery

Allows a CMS User to select multiple images to be shown on the page to a Website Visitor. Can be used as a Thumbnail/Lightbox gallery allowing a website visitor to interact with the module.

Standard Mode

This module is used to display a series of images one at a time with accompanying description text for each.
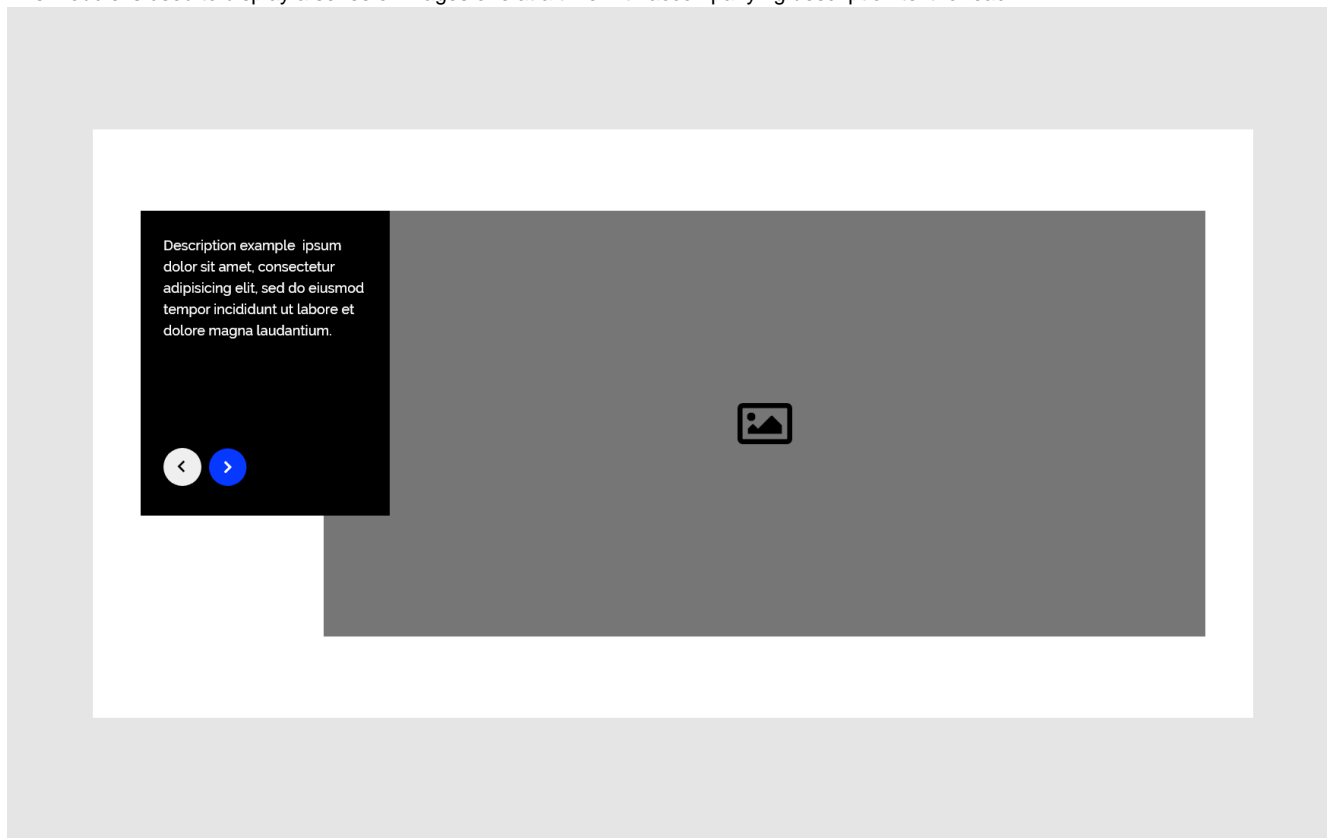
Thumbnail Mode

This module is used to display a series of images all at the same time, which can also be viewed in full resolution in a lightbox.

Both modes have the following fields:

Field	Type	Required	Notes
Images	Multiple Image Picker	Yes	Allows a CMS User to select multiple images form the media section

Model Settings

The following settings will be available on the module:

Field	Type	Required	Notes
Show as Thumbnails	Checkbox	No	Renders the module as a lightbox gallery
Disable image crops?	Checkbox	No	When checked the default image crops will be removed and images will be displayed at their original dimensions
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

Logo Rotator

Used to showcase company logos, awards and accreditations in grid form, with a subheader, body copy and CTA accompanying on the left.
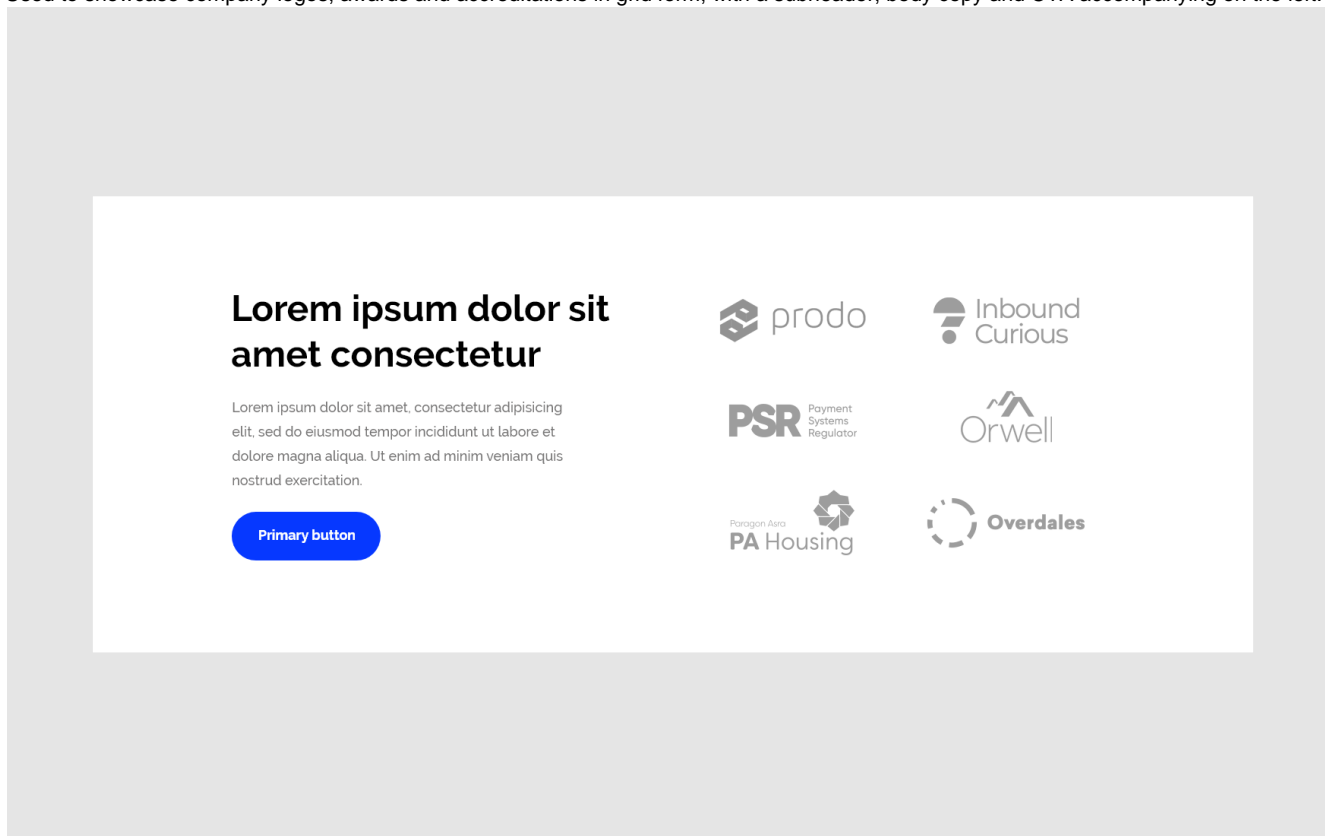
Field	Type	Required	Notes
Heading	Text string	No	A supporting header for the images as a group
Summary	Text string	No	A summary of the images being displayed
Link	URL Picker	No	A supporting link to provide a conversion point to relevant content
Link text	Text string	No	The text to appear for the supporting link
Logo	Image picker	Yes	A list of images to be displayed in a grid

Model Settings

The following settings will be available on the module:

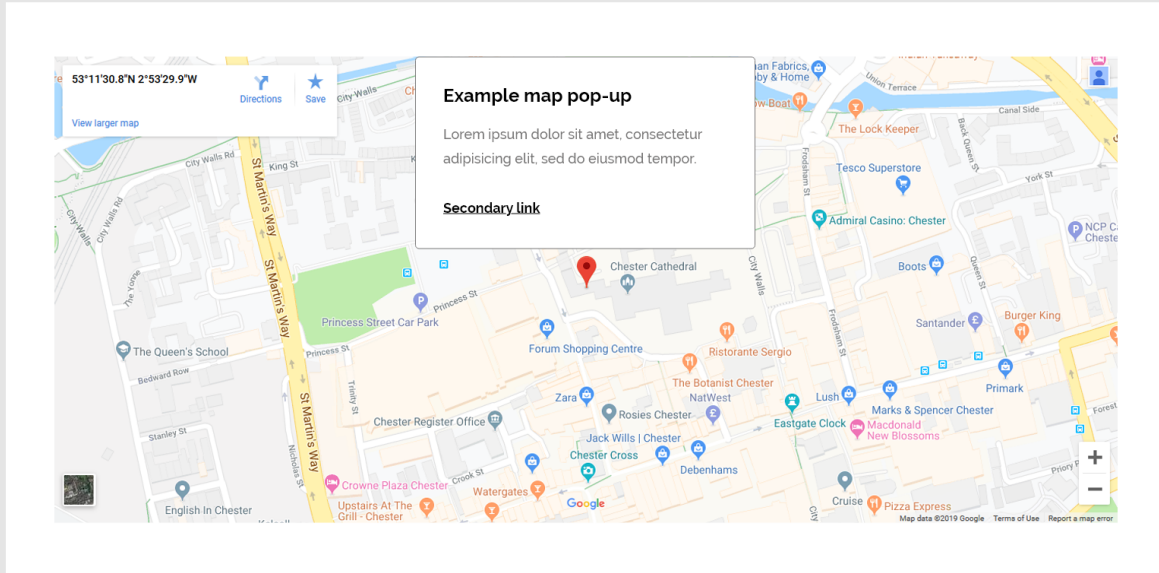| Field	Type	Required	Notes
Disable image crops?	Checkbox	No	When checked the default image crops will be removed and images will be displayed at their original dimensions
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

Maps

> ⚠️ Requires a valid Google Maps API Key to be provided to Prodo to work. (TBC2)

Map

A map showing multiple location pins on a dynamic Google map along with some pop up content linked to the pin. Multiple location fields can be added to the module.

Field	Type	Required	Notes
Locations	Google Maps Locations	Yes	A list of locations made up of a selected location from Google Maps and managed pop up text

Basic Map

A basic map allows the display of one map location within a Google Map.

Field	Type	Required	Notes
Location	Google Maps Location	Yes	One location made up of a selected location from Google Maps

Model Settings

The following settings will be available on the module:

Field	Type	Required	Notes
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

Quote / Testimonial

Displays a styled quote to a website visitor, the CMS User will be able to define the following fields.
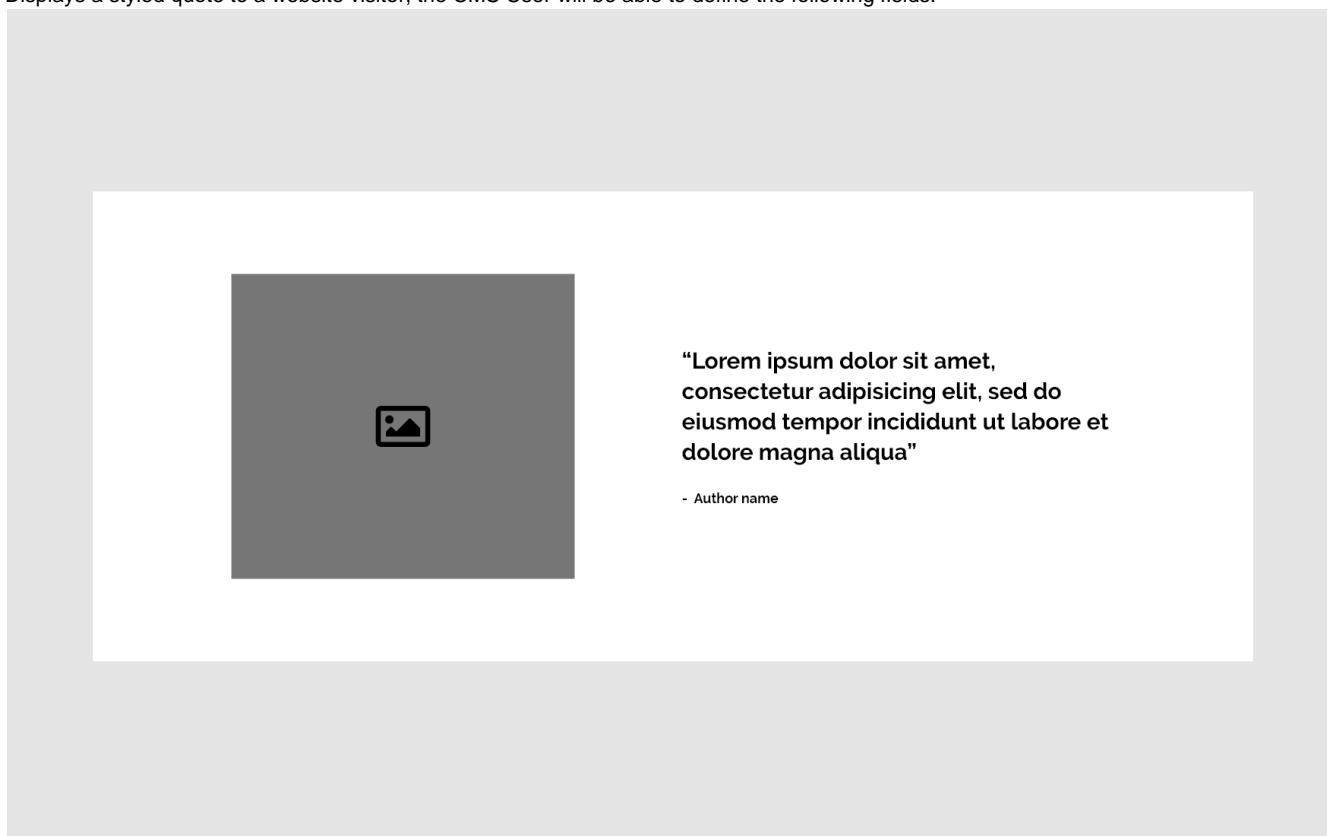
Field	Type	Required	Notes
Image	Image picker	No	Provide an image that sits along side the quote or testimonial
Quote	Text area	Yes	The quote text to display within the module
Author	Text string	No	The author of the quote to be shown within the module

Model Settings

The following settings will be available on the module:

Field	Type	Required	Notes
Disable image crops?	Checkbox	No	When checked the default image crops will be removed and images will be displayed at their original dimensions
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

Raw Html

Allows an HTML snippet to be placed on the page. This module is designed to accept items such as iFrames or external forms.

Field	Type	Required	Notes
Html	Text area	Yes	The HTML to place into the page. The text inputted here will be output to the page exactly as inputted.

Model Settings

The following settings will be available on the module:

Field	Type	Required	Notes
Restrict Width	Checkbox	No	Defines if the HTML will be restricted in width to match the other modules.
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

Rich text editor

This module is used for long form text sections such as news articles or case studies, but can also be used in conjunction with other modules. It supports left, right and centralized text layouts, ordered and unordered lists, and images.

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

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The CMS User will be able to format text in the following ways:

- Bold
- Italic
- Align Left
- Align Center
- Align Right
- Bullet List + variations
- Number List + variations
- Indented
- Linked

In addition to the basic formatting the CMS user will also be able to mark text as styled in the following ways in line with the design:

- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 5
- Heading 6
- Primary Button Style
- Secondary Button Style

The following settings will be available on the module:

Field	Type	Required	Notes
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

Sitemap

A sitemap tells Google which pages and files you think are important in your site, providing a list of pages that mirror the content of the website. Specific pages can be set to not appear in the sitemap, for example any system pages or landing pages you don't want immediately accessible.

- Home
  - Standard Internal
    - Test Page
      - 3rd level test
      - 3rd level test 2
      - 3rd level test 3
    - Test Page
      - 3rd level test
      - 3rd level test 2
      - 3rd level test 3
      - 3rd level test 4

Model Settings

The following settings will be available on the module:

Field	Type	Required	Notes
Top Module Spacing	Numeric	No	Sets the top spacing on the module
Bottom Module Spacing	Numeric	No	Sets the bottom spacing on the module

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Video

Allows a CMS user to embed an externally hosted video into the web page so the website visitor can view it. Videos can be embedded from YouTube or Vimeo.
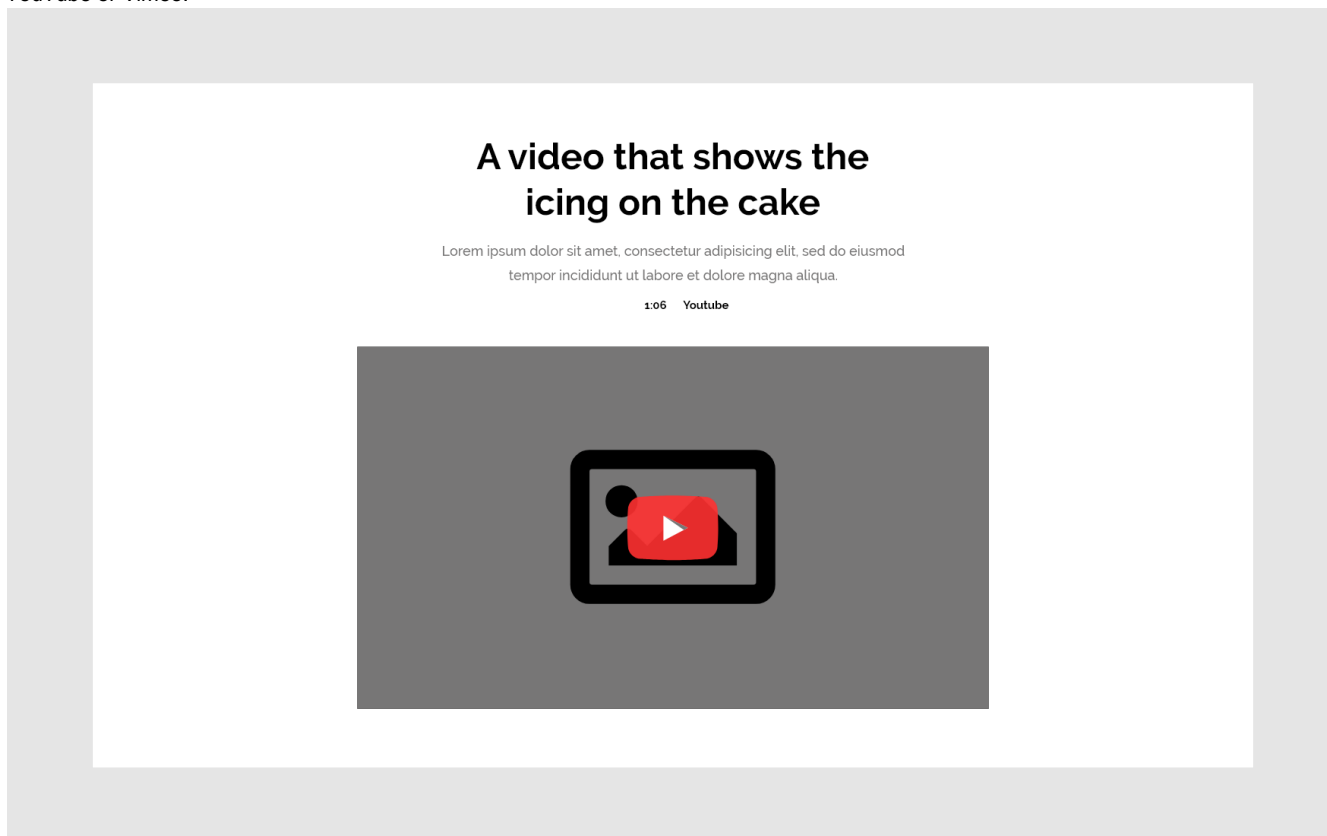
The following options are available within the same module.

Embed mode

The user can choose to have the video embedded within the content and play when activated within the flow of content.

Lightbox mode

The user can choose to have the video open in a lightbox, with an image of the video used as a large background within the content of the page

Field	Type	Required	Notes
Video heading	Text string	Yes	Appears above the embedded video
Video summary	Text string	No	Appears near the heading
Video length	Text string	No	A field to inform the user the duration of the video. Appears near the summary
Video provider	Text string	No	A field to inform the user of where the video is hosted, Appears near the summary
Video image	Image picker	No	An image that appears as a background to the module when the lightbox option is ticked
URL	Text string	Yes	The URL of the video to embed. Once provided the CMS User will be able to retrieve the video which will then be previewed below the text string field.
Lightbox Mode	Checkbox	Yes	An option that changes the layout and behaviour of the module to open a video in the lightbox

Model Settings

The following settings will be available on the module:

Field	Type	Required	Notes

| Disable image crops? | Checkbox | No | When checked the default image crops will be removed and images will be displayed at their original dimensions |
| Top Module Spacing | Numeric | No | Sets the top spacing on the module |

Content Modules - User Stories

	Module Name	User Story	Success Criteria
1	Accordion	As a **CMS User**, I want a method to collapse content, so that the page length doesn't get too long	The CMS user can create an accordion that will include the following for each tab: Heading text Content - rich text editor The accordion module will allow CMS USER to feature multiple rows of content that will collapse into a single title row Clicking a title row will expand and show the additional content below the title row
2	Document Listing	As a **CMS User**, I want to add documents to a webpage so that **Website Visitors** have a clear call-to-action to download a file/document	The CMS user can upload a specific document/file or select a folder to add to a page If a folder is selected the document/files will automatically create a list based on the media items in it. The CMS user can add multiple files/documents The document list can include a: Title Description Download button view online button File size: e.g. 368kb
3	Form	As a **Website Visitor**, I want to fill in an online form so that the organisation can help me with the request	The website visitor can complete the required form that may include the following fields: Short text Long text Date Picker Dropdown options Checkbox list Radio button list File upload function The user can provide information based on different conditions If Recapture is required the user can submit the answer before submitting the form content (Google Recaptcha should be set up and the keys sent to Prodo) On submission the user is presented with a confirmation message Mandatory fields prompt the users to complete the information before submission
4	Gallery - Large	As a **CMS User**, I want to add an image gallery to a page so that I can feature or promote key images to **Website Visitors**	The image gallery module will allow the CMS User to: Select one or more images from the Umbraco media section to be displayed in a slider format
5	Gallery - Thumbnail /Lightbox	As a **CMS User**, I want to add a lightbox gallery to a page so that I can feature or promote key images to **Website Visitors**	The Lightbox gallery module will allow the CMS User to: Select multiple images from the Umbraco media section Add an optional caption text for each image in the gallery The images will be displayed as thumbnails in grid format. Clicking an image in the gallery will open it up in a larger format inside a lightbox and will have navigation to click left or right to the previous or next image. (Images must be correctly sized before being uploaded)

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6	Grid Module	As a **CMS User**, I want a clear method to promote key web pages within content, so that I can guide **Website Visitors** to the correct section of the website	The grid module can be used as a basic call-to-action, or as a method to list out multiple pages to a visitor. Each grid item will feature an: Image thumbnail Title Description (optional) Button link (link text will be editable) The CMS USER will have the ability to either: Select a parent page from which the child pages will be displayed as grid items. With this option the grid item content will be automatically pulled through from the child page's summary content. This grid module option can be paginated This grid module option allows the CMS user to select individual pages to be listed as grid items OR Manually create individual grid items which can be used as call-to-actions. With this option, each individual grid item's content will be manually populated/controlled by the CMS USER. Again this does not need to include summary text, which is optional e.g. this would be used for call-to-actions which link through to individual pages
7	Map - Basic embed	As a **CMS User**, I want to add a basic map to a page so that a **Website Visitor** can get directions	The map module will allow the CMS User to add one location pin The map module will display the location pin within the viewport of the map The map will have options to pan and zoom around the location of the map Note that Google Maps is the standard for this function and requires that Thrive has a Google account and has enabled billing.
8	Blockquote	As a **CMS User**, I want to add a quote to a webpage so that I can emphasise content to **W ebsite Visitors**	The blockquote option can be added to any standard internal page. The quote content can be edited The author can be specified
9	Raw HTML	As a **CMS User**, I want to add custom HTML to a page	The raw HTML module can have markup written or copied into an standard internal page. The raw HTML module provides an opportunity to add custom HTML to a page. Primarily this is for embedding iframes into the pages content, however this should be used with care as adding custom markup can behave unexpectadly or break the users experience. Prodo cannot support any custom HTML added to the page due to the risk involved.
10	Rich Text Editor	As a **CMS User**, I want to feature rich text content within a webpage, so that information can be presented to a **Website Visitor**	The rich-text-area (RTE) module will allow the CMS USER to add the following text-based content styling: Paragraph text Paragraph styles including bold, italic and underlined Heading styles including H1, H2, H3, H4, H5 Numbered list style and variations of numbered lists Bullet point list style and variations of bulleted lists
11	Sitemap	As a **CMS User**, I want to list all published pages that are visible in the navigation, so that a list of pages can be displayed in a single format to a **Website Visitor**	The sitemap module can be added to any standard internal template. This has no option to change functionality. It will list all published pages that are visible in the navigation.
12	Video	As a **CMS User**, I would like to provide video on a webpage so that I can serve relevant content to **Website Visitors**	The CMS USER can add the video module to standard content pages. The video module will allow the URL for a video hosted on YouTube or Vimeo to be inserted
13	Icon Grid	As a **CMS User**, I want to promote a list of services or features using Font Awesome to **We bsite Visitors**	The CMS USER can add the icon grid to standard content pages. The icon grid module will allow CMS users to set a main Heading, Summary, and Button to signpost users to a landing page of their choosing. The icon grid module will allow two types of list, the primary list can contain a icon, heading, summary and link. The secondary list can contain a icon, heading and link.

| 14	Quick Links	As a **CMS User**, I want to help **Website Visitors** quickly find content when they land on key pages of the site	The CMS USER can add the quick links module to any homepage or standard content pages.
			The quick links module is an effective way to signpost visitors to key areas of the site. These can be similar in content or demonstate several of the many key paths a user can take.
			The module can contain introductory text consisting of an Image for visual effect, a heading, summary and primary call to action.
			The module also contains a list of key pages which can bed manually added or selected from the sites content tree.
15	Logo rotator	As a **CMS USER** I want to feature a list of logos that we can promote/interact/integrate with.	The CMS User can add a list of logos to the page to promote a collection of brands, payment services, or anything that suits their needs.
			The CMS User can add a heading, summary and link to signpost the user to a single page.

Site Template Components

Site templates define the elements that will be shown to a website visitor when they visit the site. Templates can include common elements, such as navigation and header logos, as well as elements that are specific to the document type.

This section will define what is contained in each common element and how they behave. The designs will define the appearance of each element.

Accessibility tools

This section of the website is used to assist users across the website. The tool is toggled using a button located on every page.

Example:
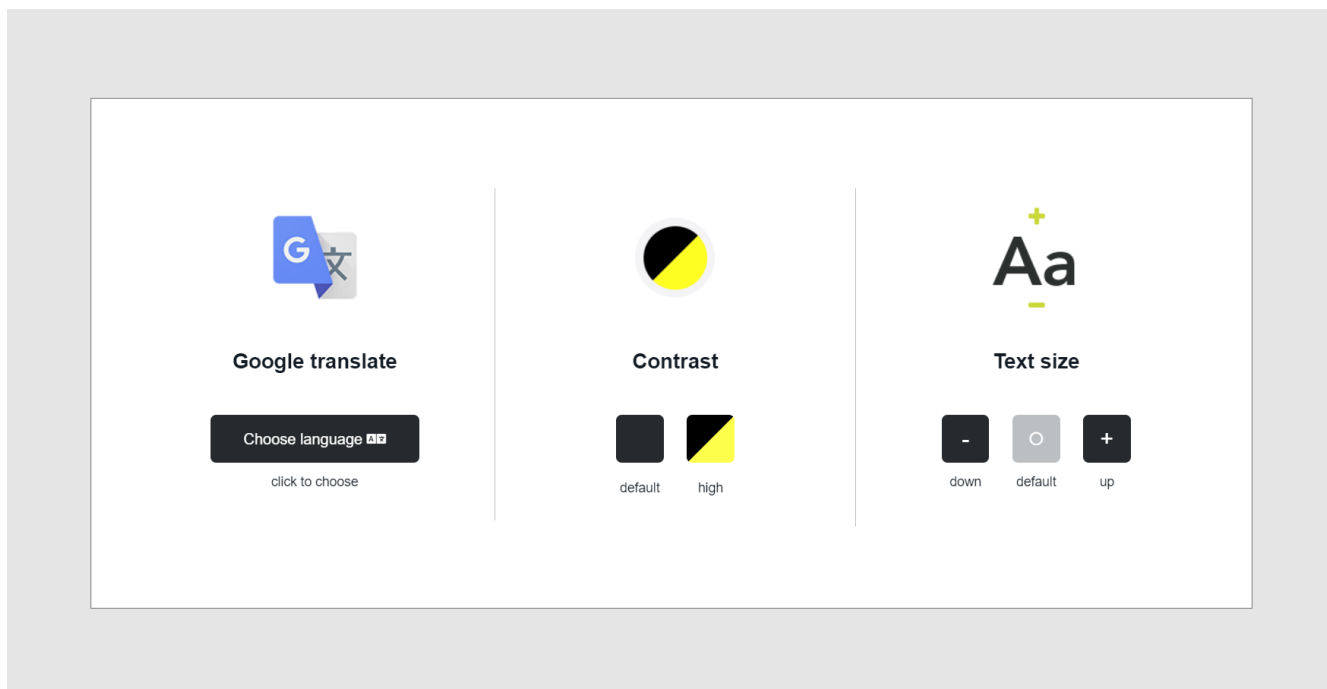
The user can display these tools by clicking a accessibility button and changing the settings below each content section.

If applicable the user can:

1. Change the default language of the page. This tool uses Google Translate.
2. Change the contrast of the website from it's original colour theme to a high contrast theme for any users with a visual impairment. Changing this settings applies a cookie to keep this setting active whilst navigating the website.
3. Change the default font size of the website in increments. The settings are as follows: -2 -1 default +1 +2. This setting changes the scale of all text and line heights across the website. Changing this settings applies a cookie to keep this setting active whilst navigating the website.

Banner / Hero

The banner component is used to introduce users to the pages content.

Example:
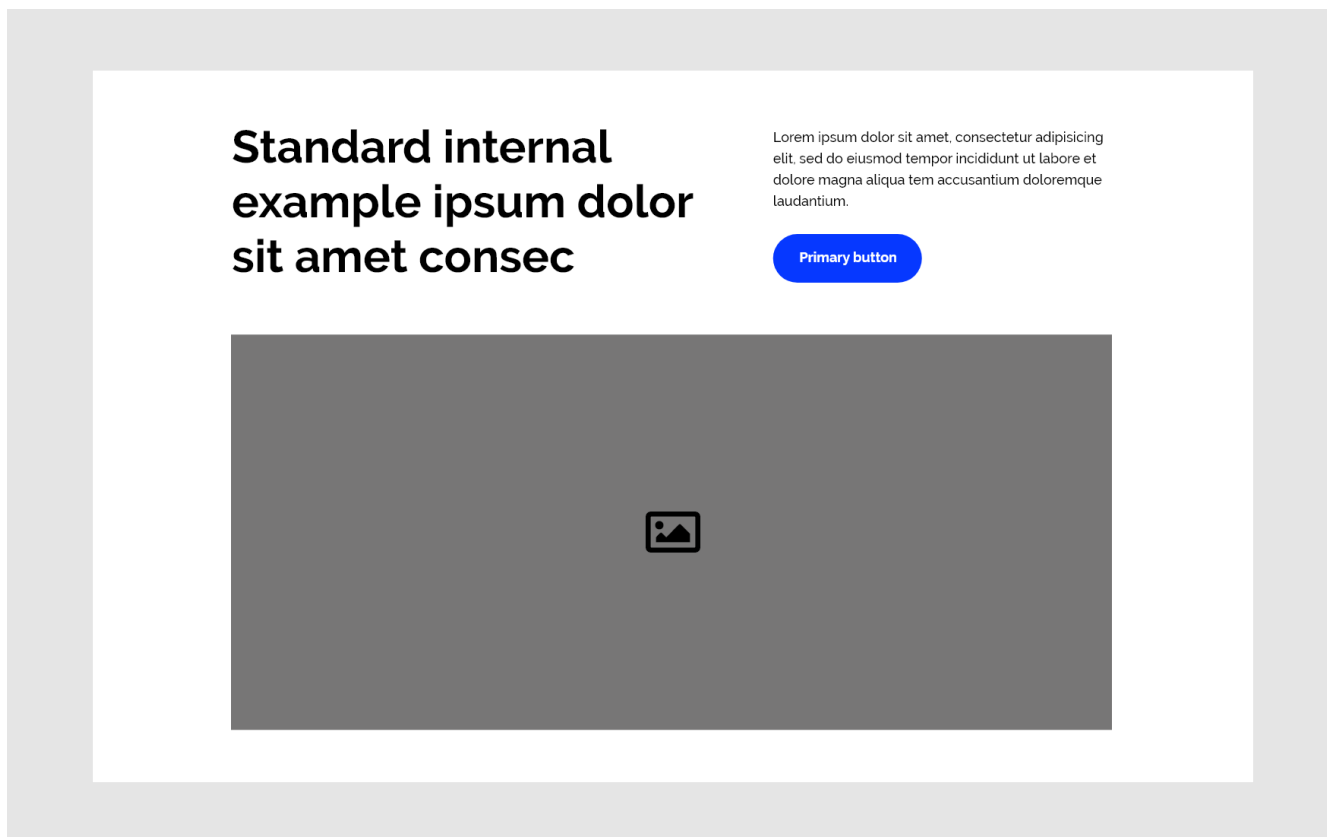
The banner will contain the following fields:

Field	Type	Required	Notes
Sub heading	Text string	No	This appears above or below the main heading. This will be determined in the design.
Heading	Text string	Yes	The heading will be the focus of the banner. This primarily acts as the H1 for the page.
Text	Text string	No	A single paragraph of text that appears below the heading.
Image	Image picker	No	An image to be positioned along side the banner.
Link	Link picker	No	Choose where a CTA located in the content of a banner should link to.
Link text	Text string	No	The text that should appear within the button of a banner

User Story:

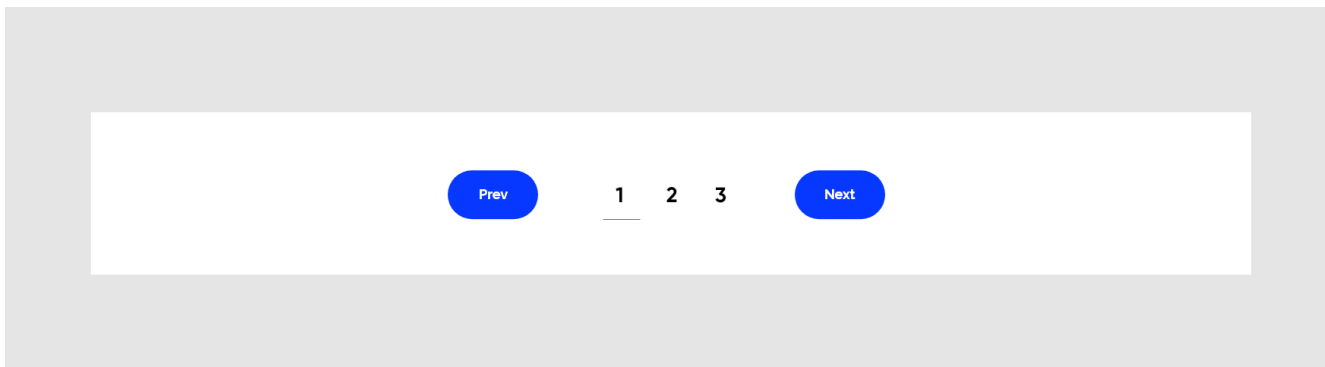| User Story	Success Criteria
As a **CMS User**, I want a consistent area to introduce visitors to the page. With a heading, summary, button and image.	The CMS user can create a banner that will include the following: Subheading Heading Summary Image- An image to sit alongside the banner text

User Story:

Pagination

This section of the website is used for navigation between multiple pages of content. Primarily, this is used for the News Listing and Site Search areas of the website, to reduce page load times and chunk long lists of content.

Prev   **1**   **2**   **3**   Next

Showing which page the user is currently on, the user can navigate through pages by either clicking the number, or by using the previous and next buttons.

Pagination - User Stories

User Story	Success Criteria
As a general user, I am exploring the news section of the site and would like to load the next page of results.	Clicking on any of the numbers rendered in the pagination will reload the page and the listing will be updated to display the page of results selected by the user.

Site Header

This section of the website sits at the top of the viewport and houses your logo, navigation, navigation dropdown and any additional functionality outlined in this document.

Example:
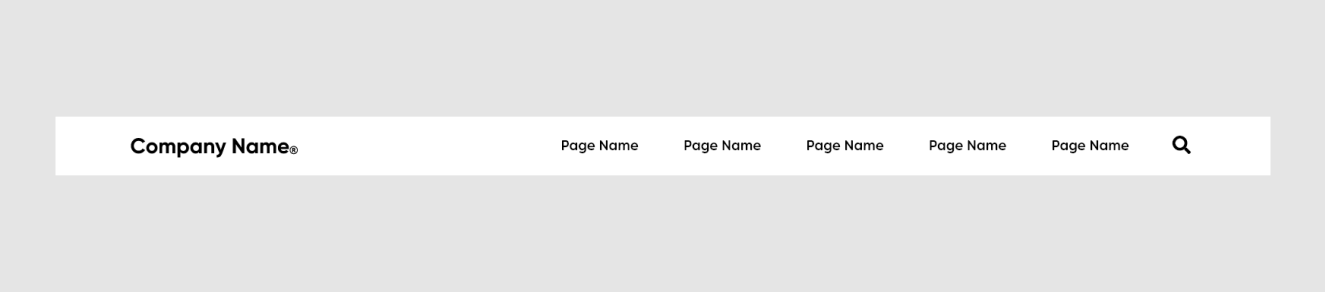
Company Name®   Page Name   Page Name   Page Name   Page Name   Page Name   🔍

This allows users to quickly navigate throughout your website. It behaves responsively to accommodate all browser sizes, whether on a desktop, tablet or mobile device.

Site Header - User Stories

User Story	Success Criteria
As a **Website Visitor**, I want to see a header on every page that contains controls so I can easily access and navigate the website	The header will be consistently at the top of every web page The header must contain the following elements: • Logo • Navigation links • Website search Clicking on the logo will redirect a **Website Visitor** to the homepage

Site Navigation - Top Level Only

This section of the website is located within the Site Header and mirrors content structure of your CMS. Each top level page located underneath the homepage is listed here.

Example:

| Company Name® | | Page Name | Page Name | Page Name | Page Name | Page Name | 🔍 |

This allows users to quickly navigate throughout your website. It behaves responsively to accommodate all browser sizes, whether on a desktop, tablet or mobile device.
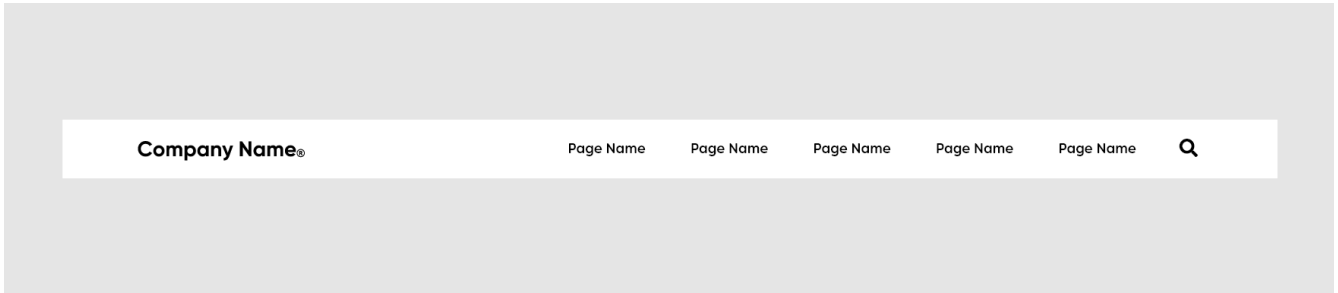
User Story:

User Story	Success Criteria
As a **Website Visitor,** I can click on a link in the main navigation so that I can easily browse between different areas of the website	The main navigation will be visible in the header of every web page Clicking on an item in the navigation will open the linked page in the same browser tab

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Site Navigation - Dropdown

This section of the website is located within the Site Header and mirrors the content structure of your CMS. Each top level page located underneath the homepage is listed here.
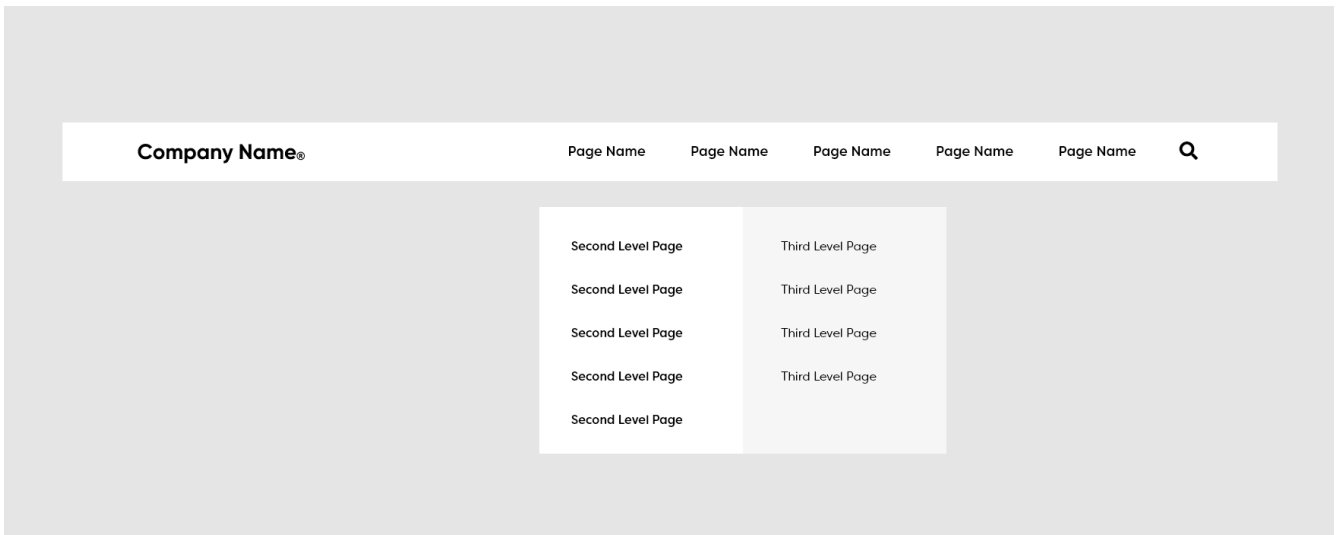
Example:

This allows users to quickly navigate throughout your website. It behaves responsively to accommodate all browser sizes, whether on a desktop, tablet or mobile device.

When a user hovers over the item on desktop the child pages of the item will be shown in a dropdown. On mobile the user will be able to expand the menu to show the child pages

Example:

This allows users to quickly navigate throughout your website. It behaves responsively to accommodate all browser sizes, whether on a desktop, tablet or mobile device. It can contain second and third level navigation links.
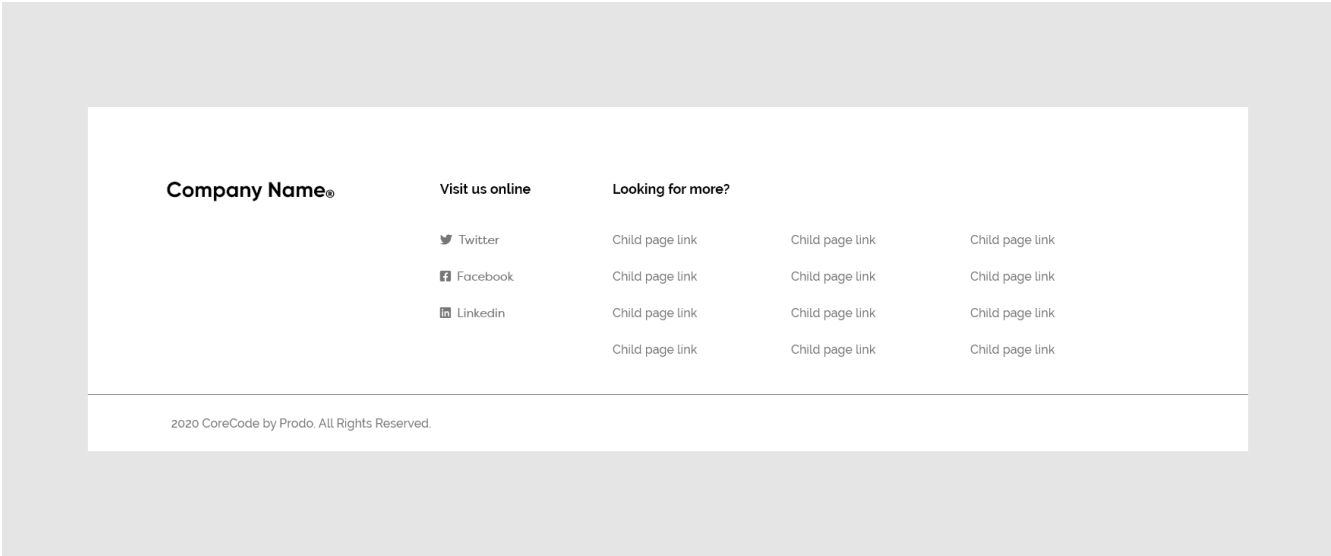
Site Navigation - Dropdown - User Stories

User Story	Success Criteria

Site Footer

This section of the website is located at the bottom of every page, providing a final landing point for users. Commonly used for additional links, social media and company information.

Example:

The user can update the list of links and social media items in Site Settings.

Site Footer - User Stories

1	Footer	As a **Website User**, I want to see a footer on every page containing links which show me core business information so that I have consistent access to this information across the site.	• The footer will be consistently at the bottom of every web page • The footer can contain links to relevant social media accounts / sites • The footer can contain CMS user specified links
2	Footer Navigation	As a **Website User**, I can click on a link in the footer navigation so that I can easily browse between different areas of the website	• The footer navigation will be visible in the footer of every web page and will be content managed via Umbraco • Clicking on an item in the navigation will redirect the user to the associated web page • If the navigation contains an external link then it will open in a new browser tab • Internal links will open in the same browser tab
3	Footer Social Links	As a **Website User**, I can click on a social link in the footer so I can see the associated social feeds	• The footer social links will be visible in the footer of every web page and will be content managed via Umbraco • Clicking on an item will redirect the user to the associated social channel • Each link will show an icon linked to the social channel that is managed in Umbraco

Umbraco Forms

The creation of and display of forms to a website visitor is a key requirement of the website. Forms allow a user to submit data via the website in a easy and structured way.

The form functionality on the site will be provided by Umbraco Forms, a paid for extension to Umbraco which is created and maintained by the Umbraco core team. It allows a CMS user to create a form based on a set number of standard field types which can then be embedded into content pages. A CMS user can then defines what happens to the data when a user submits it, this can include sending the submission to an email or storing it within the Umbraco database for retrieval at a later date.

This specification will highlight the key features of Umbraco Forms and how a CMS user will be able to use it within the context of the website build. The full list of features available in Umbraco Forms will be in line with the details provided by Umbraco in relation to the product.

Form Creation

CMS users who have been granted access to the Umbraco Forms section will be able to create and manage forms which can be placed onto the website.

A form will be made up of pages and fields, with a page containing a number of fields. The following field types (answer types) will be available for a CMS user to place onto a form page.

Field Type	Description
Short answer	Shown as a text string field allowing a small amount of plain text to be input by the website visitor.
Long Answer	Shown as a text area field allowing a larger amount of plain text to be input by the user.
Date	Shown as a date picker in line with designs or standard browser UI. Allows a website visitor to select a date from a calendar.
Checkbox	Shown as a single checkbox in line with the designs allowing a website visitor to check or uncheck the option related to the provided label
File upload	Shown as a file upload in line with the designs. Allows a website visitor to upload a file as part of the form submission.
Password	Shown as a password field where the text input is masked. Allows a website visitor to input a text string related to a password
Multiple Choice	Shown as a checkbox list allowing a website visitor to select one or more options that have been defined by the CMS user.
Data Consent	Shown as a checkbox with supporting text. Allows a website visitor to consent to having their data stored and processed in line with GDPR requirements.
Dropdown	Shown as a standard drop down inline with designs. Allows a website visitor to select one option from a list defined by the CMS user.
Single Choice	Shown as a radio button list inline with designs. Allows a website visitor to select one option from a list defined by the CMS user.
Title and description	Allows a CMS user to define a message that will be shown on the form in order to provide the website visitor with supporting information about the form or section of form. The appearance of the message will be defined by the design.
Hidden	A hidden field which will not be shown to the website visitor. Allows a a CMS user to gather information that has not been provided direct by the user such as from a session or query string value.
Recapture	A Google Recapture challenge field which can be placed on a form to reduce spam submissions. Appears inline with the Google design and requires an API key to be set up and provided to Prodo (TBC2).

Each field type allows the field to be marked as required and for field types that support it additional validation rules related to formatting of the answer can be provided. These allow a CMS user to dictate that a text field should be provided in the form of an email address for example.

Custom field types can be developed to meet certain form requirements. The website scope currently does not require this.

Form Workflows

Prodo digital

Form workflows determine how the submitted data is managed both at the submission and approval event. By default Umbraco Form's provides the following workflow types.

Workflow Type	Description
Change Record State	Allows a CMS user to set up rules based on what data has been submitted in order to delete or approve the submission. For example the workflow could be configured to delete submissions that contain a known spam phrase.
Post as XML	Allows a CMS user with developer input to send the submitted data in a XML structure to an API endpoint for further processing.
Save as XML file	Allows a CMS user with developer input to save the submitted data in a XML structure to a given location on the hosting storage.
Save as Umbraco content node	Allows a CMS user to create an Umbraco content node based on the submitted data. Each field can be mapped to a field contained on the target data type. This is used in cases where you would want to make the submission public such as a forum post.
Send email	Allows a CMS user to send the submission via a plain text email to a given email address.
Send email with template (Razor)	Allows a CMS user to send a styled email to a given email address. The email is styled based a template which needs to be produced by a developer.
Send form to URL	Allows a CMS user with input from a developer to send the submitted data to a URL endpoint. Mapping can be set up between the field on the form and the fields required by the endpoint.
Slack	Allows a CMS user to surface the data submitted into Slack.

Custom workflows can also be developed to integrate with other systems. The website scope currently does not require this.

Umbraco Forms - User Stories

The following user stories will be used to verify Umbraco Forms are working correctly.

Module	User Story	Success Criteria
Answer Types	As a **CMS User**, I want to be able to add questions to a form I am building.	The CMS User will be able to add the following answer types: • Short answer • Long answer • Date • Checkbox • Field upload • Password • Multiple choice • Data Consent • Dropdown • Single Choice • Title and Description • Hidden • Recapture The fields will be shown to the website visitor inline with the designs.
Form Conditions	As a **CMS User,** I want to be able to show and hide questions based on a previous answer.	The CMS user will be able to set conditions in line with the default Umbraco Forms functionality.
Form Workflows	As a **CMS user**, I want to be able to control what happens to data once a user submits a form.	The CMS user will be able to assign the following workflows to a form: • Change Record State • Post as XML • Save as XML file • Save as Umbraco content node • Send email • Send email with template (Razor) • Send form to URL • Slack
Display Forms	As a **CMS user**, I want to be able to embed an Umbraco Form into any web page that contains the form module.	The CMS user will be able to use the grid editor to add a form to a content page in order for the website visitor to see and interact with the form.

OneTrust Cookie Tool

A notification will pop up on the website for the user to accept or reject cookie preferences through the use of the third-party tool provided by OneTrust. Features of OneTrust include:

- Scan websites for first and third party tracking technologies including cookies, tags, pixels, web beacons, and more
- Automatically categorise the trackers discovered with the Cookiepedia database of over 20,000 pre-categorized cookies and trackers
- Automatically block trackers until consent is given with zero code required using OneTrust Auto-blocking
- Maintain a centralised audit trail to demonstrate compliance and dashboarding to monitor opt-in rates

OneTrust's script will be added to the website to enable the Cookie Control tool functionality across all pages. Preferences, scans, content and categorisation of cookies for the tool will be managed from within the OneTrust admin area by Housing Solutions.

Prodo will assist in the running of the first scan and subsequent categorisation of any cookies that were not automatically identified within OneTrust's Cookiepedia database.

Testing

We are constantly reviewing our browser support based on worldwide usage trends. Below are the details of browsers that we fully test along with browsers that are tested functionally.

All of the browsers below will be tested however we will not test or develop to browsers with compatibility mode enabled.

Complete Layout and Functional Testing

These are browsers that we test that the site will function as desired and match the appearance of designs in their entirety.

Web

- Microsoft Edge
- Chrome - Latest version at time of development
- Firefox - Latest version at time of development
- Safari - Latest version at time of development

Mobile (within HubSpot supported devices/software updates)

- Safari on iPhone and iPad
- Android Browser on Tablet and Mobile
- Android Browser on Android

Accessibility Testing

The site will be developed and tested to the WCAG 2 AA standard. These standards are used as a guideline and may not pass on small areas of the website with the clients permission. Anything that may not pass accessibility will be raised during the design phase.

Primary content sections of the website, for example Rich Text Areas, will always meet AA standards unless a specific requirement has been made.

Not in Scope

Browser Support, Integrations, Content and Testing

- We support all major browsers. However, support for functional requirements in older browsers and those not listed in the Testing section is not within the scope of this project. The site may have display differences in other browsers.
- 3rd Party Integrations outside of what has been defined within this specification document.
- Meeting any specific accessibility standards e.g. A, AA, or AAA standards, unless specifically defined in this document.
- The completion of any load or penetration testing
- Any fixes based on the outcome of penetration testing unless deemed to be a high-risk issue
- Domain Name Management.
- Content importation or migration beyond that defined in the specification.
- Any work that is marked as Out of Scope within or outside of this document.

Sign Off

By signing this approval document, I hereby confirm that the specification has been produced to my requirements and I authorise Prodo Digital to advance to development according to this specification.

Housing Solutions Sign Off

Contact Name: Richard Harvey

Signed:

Date:

Prodo Sign Off

Head of Client Services: Jenny Bradshaw

Signed:

Date:

prodo digital