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**CONTENTS**

|  |
| --- |
| OVERVIEW  B.1 - SITEMAP  B.2 – FUNCTIONALITY & PLUGINS  B.3 - SITE USERS  B.4 - BROWSER COMPATIBILITY TEST  B.5 – HOSTING |

**OVERVIEW**

The purpose of this document is to provide a scope of work to client.

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Web Platform: | Silverstripe |
| Theme | Custom theme with templates: home, flooring solutions, inner page (with layout variations), contact, news, portfolios. |
| Mobile responsive | Yes |
| Social Media | Facebook link in Footer only |

## B.1 – SITEMAP

See Sitemap.

The inner template will be the default template page however we may change to other template layouts as we build the content.

**B.2 –FUNCTIONALITY & PLUGINS**

1. **Global Functionality**

Present on all pages unless stated.

* 1. **Hidden features**

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Reporting Scripts | Google Analytics code: UA-4261671-19 | No |  |
| SEO | Required | No |  |

* 1. **Header**

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Website navigation | Fixed at the top of browser window | Yes |  |

* 1. **Footer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Footer navigation menu | Links to main pages | Yes |  |
| Copyright Signature | © Copyright 2014 James Henry Limited. All Rights Reserved. | No |  |
| Online Marketing by Onmark | Linked to<http://www.onmark.co.nz/> Note: Online Marketing also needs to link to Onmark website. | No |  |

* 1. **Call to action**

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Contact Form | All form submissions should send email and be lodged into a database. | Yes |  |
| 0800 number | (Clickable smartphone link on smartphone browser) If responsive | Yes |  |

1. **Template functionality** (All templates include Global functionality and its elements unless stated)
   1. **Homepage** (Apply to home page)

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Navigation menu | Navigation menu . Note: See visual designs for drop-down menu layout (will link to relevant pages). | Yes |  |
| Banner | Rotating images in banner. Auto-rotate then stop. | Yes |  |
| Call to action | 0800 526 374 | Yes |  |
| Content | Text | Yes |  |
| Funnels | Linked to relevant pages | Yes |  |
| Architects & Designers | Linked to Architects & Designers page | Yes |  |
| Form | All form submissions should send email and be lodged into a database. | Yes |  |
| Testimonial Section | Ability to have a new testimonial on each page | Yes |  |
| Awards Section | Links to About Page | Yes |  |

* 1. **Default content page** (Apply to inner pages)

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Static Banner | Static banner (Use default, but allow ability to overlay a new image on each page). | yes |  |
| Page content (right) | Text | yes |  |
| Sidebar menu (left) | Customisable sidebar menu (ability to add different menus depending on which page we are on). | yes |  |

* 1. **Total Flooring Solutions Page   
     JPEG = FLOORING-SOLUTIONS-3. PSD = FLOORING-3.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Content | Text | Yes |  |
| Funnels | The three funnels should have the following anchors:  #types (To click down to section that says Total Flooring Solutions, which actually needs to be relabelled Floor Types.  #species (To click down to the Wood Species section)  #finish (To click down to the Sanding, Coating, Stains and Finishes section) | Yes |  |
| Sections | Need the ability to edit all text and images.  Also need the ability to add additional wood species (for example).  The Headings in the Three Sections should all link off to their relevant pages as well (Floor Types, Wood Species, Sanding Coating Stains & Finishes). |  |  |

* 1. **Flooring page** (Apply to Flooring page)

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Banner | Static image (with ability to change). | Yes |  |
| Content | Text | Yes |  |
| Funnels | All content managed - links through to relevant pages. | Yes |  |
| Flooring Services | All content managed - links through to relevant pages. | Yes |  |

* 1. **Contact page** (Apply to contact page)

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Contact details (Right) | Text as per PSD | Yes |  |
| Contact form (Left) | All form submissions should send email and be lodged into a database.  - Fields as per PSD | Yes |  |

* 1. **News** (Apply same format to FAQs page)

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Search Facility |  | Yes |  |
| Recent Posts (Left) | - Display Recent Posts (doesn’t apply on FAQs page) | Yes |  |

* 1. **Portfolio** (Applies to both Residential & Commercial Portfolios)

|  |  |  |  |
| --- | --- | --- | --- |
| **Element** | **Description** | **CMS** | **Plug-in** |
| Dropdown | In the Drop-down from the main menu, there should be a link (and thumbnail image) to Residential Portfolio and one for Commercial Portfolio | Yes |  |
| Landing Page | When Residential Portfolio is clicked, it should take you to a landing page (see RESIDENTIAL-11.jpg), then when one of the examples is selected, it will take you to RESIDENTIAL-INDIVIDUAL-11.jpg. Please note: on the individual layout page, the client would prefer the gallery to pop-up in a light-box fashion rather than having thumbnails. We cannot design this as we are unsure what the Silverstripe functionality is like, but please use a light-box style gallery.  The Commercial Portfolio landing page and individual page should be laid out the same as Residential. | Yes |  |

## B.3 - SITE USERS

## Note: Ensure all passwords use lower case letters.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of User** | **User name** | **Authority** | **Restrictions** | **Email** | **Password** |
| Admin | onmark | Administration Panel / Full access | None | grow@onmark.co.nz |  |
| Admin | admin | Administration Panel / Full access | None |  |  |

## B.4 - BROWSER COMPATIBILITY TEST

|  |  |  |
| --- | --- | --- |
| **Browser** | **Version** | **OS** |
| Chrome | 38, 37, 36 | Windows, Mac, Linux |
| IE | 11, 10, 9 | Windows, Linux |
| Safari | 8, 7, 6 | Windows, Mac, Linux |
| Firefox | 33, 32, 31 | Windows, Mac, Linux |
| Opera | 25, 24, 23 | Windows, Mac, Linux |

## B.6 - HOSTING

Site to be hosted by Onmark.