

REQUIREMENTS

V2.1 | 5.13.21 | John Kuefler

The developer should refer to this document and to the interactive wireframe prototype available here:

<https://uxwest.com/clients/use/harvesters7/>

See yellow notes on the wireframes (which also appear in this document).

PAGE

| | |
|-------|--|
| 2 | Overview, Roles |
| 3 | Plugins, Accessibility Compliance, QA |
| 4-5 | Site Tree |
| 6 | Site Map |
| 7-14 | Page Notes |
| 15-16 | Appendix A – Food Locator Plugin Notes |

OVERVIEW

The site will be built in the latest version of WordPress with Gutenberg blocks. The header, main navigation, footer, default fonts, buttons, colors, form fields, etc. should be styled to match the design files (to be furnished). Content within the editable page areas should use the default styles unless overridden by the editor using the block controls.

All pages should allow full control over content within the blocks with the exception of a few pages as indicated on the Page Tree (page 4).

In addition to standard WordPress functionality, there are two custom features (one for donations and one for finding a partner agency, aka the Food Locator):

Donation System (see page 12)

The website will accept donations via a third-party site (Convio/Blackbaud). Convio will be responsible for styling their site to exactly match the WordPress site (header, navigation, footer, page content, button styles, etc.) so that the experience is seamless for the user. Navigation on the WordPress site will open the Convio site in the same window and vice-versa. The developer will furnish required code to Convio and advise/consult as needed.

Food Locator (see pages 8-9)

A custom WordPress plugin for the Food Locator has been started but may need additional work before implementation. See Appendix A ("Harvesters Service Locator – Instructions.pdf"). Code in its current state will be furnished to the developer.

Roles

Useagility will provide the following deliverables to the developer:

- Requirements, sitemap and wireframes with notes.
- Design files (Sketch) for desktop and mobile.
- Content population.
- John Kuefler is the designated contact for technical questions, Katie Wehmeyer for scheduling, budget and contract matters.

The developer will provide the following deliverables:

- WordPress site build (*NOTE: If the developer determines that custom widgets or blocks are recommended to faithfully execute the design, the details should be discussed with Useagility before proceeding.*)
 - Create a set of responsive WordPress page templates, following the provided wireframe and design files. Templates will use Gutenberg blocks for content. Create any custom widgets/blocks that are needed to meet the final design as well.

We anticipate the following:

- ~9 templates/unique pages: Home, Blog Post Listing, Blog Post Single, Event Calendar, Single Event, Search Results, Generic Page Template, Food Locator search page, Food Locator agency detail page.
- ~2 potential custom editable blocks: The ability to designate a featured blog post or an event detail page to appear on the home page with editable icon/text/colored background that links to content. (See note 6 on page 7.)
- Navigation: Desktop and mobile navigation that conforms to specification in wireframe, including 3rd level nav on page for desktop, and 3rd level nav in-menu for mobile. (See note 3 on page 10.)
- Custom coding as needed: Custom coding as needed to fulfil requirements in wireframe not covered by above items.

- Publish the site to a staging environment so that content can be entered as the pages/templates become ready for use.
- Plugin setup:
 - The following plugins are anticipated to meet site requirements:
 - The Events Calendar (<https://theeventscalendar.com/>) - For calendar of events.
 - Gravity Forms (<https://www.gravityforms.com/>) - To power all forms on the site.
 - Layer Slider Pro (<https://layerslider.kreaturamedia.com/>) - For the hero area on the home page.
 - Notibar - (<https://wordpress.org/plugins/notibar/>) - For the promotional banners across the top of the site.
 - Hustle Pro - (<https://wpmudev.com/project/hustle/>) - For promotional lightbox popups.
 - Redirection - (<https://wordpress.org/plugins/redirection/>) - For 301 redirects and vanity URLs.
 - All of the above are paid plugins that would need to be purchased to get all the functionality required.
- Food locator (custom WordPress plugin) **See notes on pages 8-10.**
 - Developer will integrate the provided food locator WordPress plugin to match the wireframe.
 - Navision integration and data cleansing should be expected, if developer can gain access to required data via API or access to SharePoint.
 - Plugin work-to-date code will be provided and will need to be modified to meet requirements shown in wireframe.
 - Developer will coordinate with Useagility's specialists to set up and test these integrations.
- Site deployment:
 - Once approved, move the staging site with all of the content entered to a live production environment and coordinate with Useagility to get Harvesters DNS updated to point to the new site.
 - **Hosting is TBD.**
 - Include site health checks, security updates, etc. as explained in LimeLight's proposal, appendix 1.

ACCESSIBILITY COMPLIANCE

The site should comply with WCAG 2.1 Level AA to the greatest extent possible. If any specific Level AA criteria cannot be met, please advise. <https://www.w3.org/WAI/WCAG21/quickref/>

QA TESTING

The site should be tested and debugged for the current version and current -1 of the following browsers:

- Windows: Chrome, Firefox, Edge
- Mac: Chrome, Firefox, Safari
- Mobile:
 - Android Chrome
 - iOS iPhone Safari
 - iOS iPad Safari

SITE TREE

The developer will create WordPress pages for all pages listed here. For the pages that require content, create blank pages ready for Useagility to populate content:

Black = pages that allow for content editing using Gutenberg blocks

Red = page that are not editable in WordPress

Home

Get Food Assistance

[Food Locator](#)

[Agency Detail](#)

Drive-Thru Food Pick Up

Kids Cafe

SNAP Assistance

How to Help

Give Food

Host Food or Fund Drive

Host Virtual Food Drive

Most Needed Items

Give Lunch

Volunteer

Volunteer Opportunities

Community Service

Become an Ambassador

Donate

[Donate Now \(Convio/Blackbaud\)](#)

Harvest 365 Monthly Giving Intro

[Harvest 365 Monthly Giving Form \(Convio/Blackbaud\)](#)

Corporate Giving

Cause Marketing

Other Ways to Give

Plan a Fundraiser

Donate FAQ

Advocate

Sign Up for our Advocate Alerts

Contact Your Elected Representatives

Learn About Hunger

Hunger in Our Region

Lunch Challenge

Education Resources

Events and News

- Annual Events

- Event Calendar

- Event Detail

- [Latest News \(WP Blog Landing Page\)](#)

- Article One

About Harvesters

- Who We Are

- Our History

- Our Leadership Team

- Our Board of Directors

- What We Do

- How a Food Bank Works

- Our Strategic Plan

- Annual Reports and Financials

- Our Agency Network

- Our Programs

- Feeding Families

- Feeding Children

- Feeding Seniors

- Hunger and Health

- Nutrition Education

- Disaster Relief/Response

- Careers

Contact

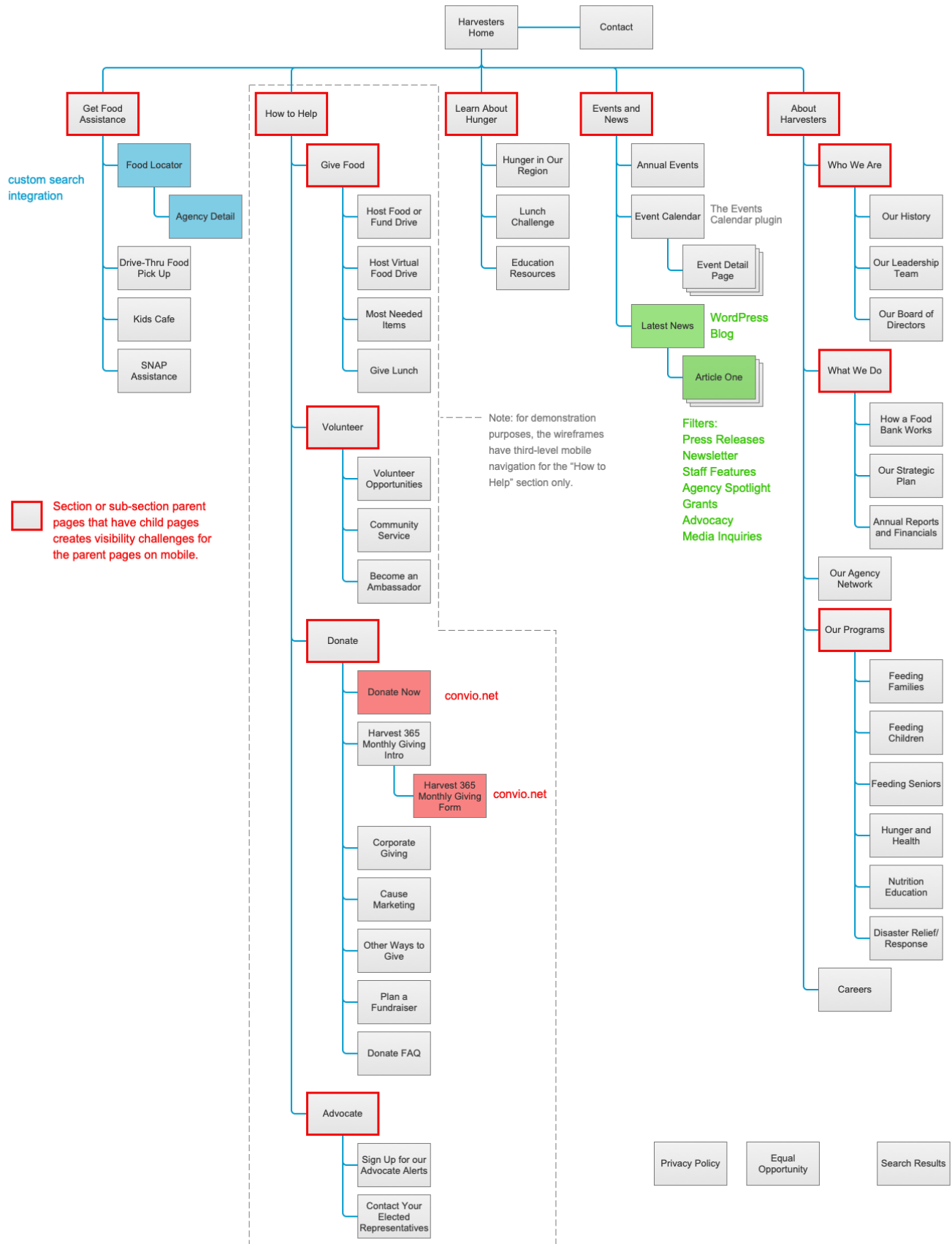
- [Search Results](#)

- Privacy Policy

- Equal Opportunity

SITE MAP

https://uxwest.com/clients/use/harvesters7/#id=8vwarv&p=site_map_v7&g=1



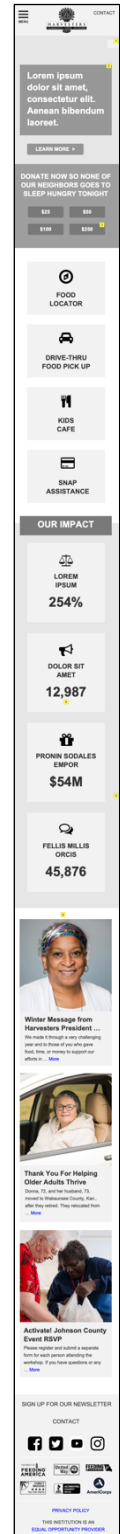
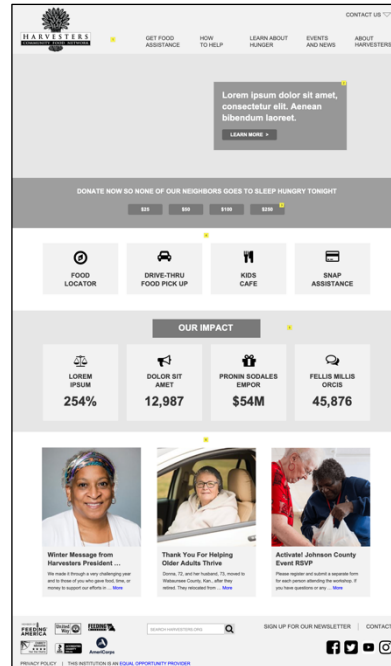
PAGE NOTES (REFER TO YELLOW NOTES POPUPS ON WIREFRAMES)

https://uxwest.com/clients/use/harvesters7/#id=paydob&p=harvesters_home

Home Page

Site should be fully responsive. Desktop and mobile design files will be furnished. Developer is responsible for creating responsive breakpoints to ensure good user experience in all browsers noted in the QA requirements.

Use the Axure control at the top of the wireframe to see mobile views.



| Note number | Note |
|-------------|--|
| 1 | Header gracefully minimizes on page scroll and pins to top of browser window. (Shown on the home page of the wireframes only but should be implemented site wide.) |
| 2 | The main hero image should allow for several options: (A) a static image with a text box overlay that can be sized and positioned as desired, (B) multiple images that transition automatically with a single persistent text box overlay that can be sized and positioned as desired, (C) a carousel that advances automatically or manually with multiple slides, (D) the ability to use different images for desktop vs. mobile and/or position the text differently for mobile vs. desktop. (WP Layer Slider Pro will be used for these features.) |
| 3 | If possible, these buttons should link to the Convio donation form page with the amount chosen here pre-selected on the Convio form. |
| 4 | This is a standard WordPress Gutenberg block content area. |
| 5 | This is a standard WordPress Gutenberg block content area. |
| 6 | Create an automated functionality to select particular blog posts and/or events to be featured on the home page above the footer (e.g., add a “feature on home page” checkbox on the post and event admin pages). The home page displays the featured image, the H1 and a text snippet with a link to read the full post. |

Food Locator

https://uxwest.com/clients/use/harvesters7/#id=kb6shl&p=food_locator

See wireframes for mobile views.

If no results are found, display message shown above.

| Note number | Note |
|-------------|---|
| 1 | <p>The agencies keep their information updated in Navision. On the current site, Harvesters exports from Navision and uploads a spreadsheet to the site to populate the agency list for the service locator. (The spreadsheet sometimes needs manual cleanup because agencies don't enter info the same way - e.g., capitalization).</p> <p>The new site will use a custom WordPress plugin for the Food Locator. Some of the work has been done and the code will be furnished. The plugin will require additional dev work to provide the functionality shown in the wireframes.</p> <p>We must allow for manual editing or addition of individual records if needed.</p> <p>If possible, the agency list should be populated via direct integration os Navision. The method to do this is TDB (may be via API or via access to Harvesters' SharePoint site. (It will require cleaning up text formatting during data transfer.)</p> |
| 1.1 | Need to be able to search by zip code or by city, state. |
| 2 | Custom menu with icons. |


| Note number | Name | Note |
|-------------|---------------------|---|
| 3 | | Location detail pops up when map icon is clicked, with a link to the agency detail page in popup. OR, when a map icon is clicked, the corresponding location is highlighted on the list below the map. |
| 4 | | Depending on how the agency is tagged in the spreadsheet, one, two or three icons will display. |
| 5 | Filter by Days Open | These selections filter the results list, so with each click of a day button, agencies not open that day disappear from the list below. These buttons should act like radio buttons (only one be selected at a time). |
| 6 | Notes field | Add a feature so the admin can add notes to particular agency listings (in WordPress). The notes text will display on both the search results list and on the agency detail page. Notes that display on the search results list are truncated so no more than 2 lines show, appended with a "More..." link to the agency detail page. |
| 7 | Open/Closed tag | Based on the data imported from Navision, this field will display "OPEN TODAY" or "CLOSED TODAY" beginning at 12:01 AM each day. |

Note: please review the behavior of the search results on mobile by clicking through the wireframe. The page should auto-scroll to the search results as shown.

Agency Detail Page

https://uxwest.com/clients/use/harvesters7/#id=vc75x7&p=agency_detail

The agency detail pages will be created automatically from the data imported from Blackbaud. These pages will not be editable in WordPress, except for the ability to add notes as described.



[CONTACT US](#)

[GET FOOD ASSISTANCE](#)
[HOW TO HELP](#)
[LEARN ABOUT HUNGER](#)
[EVENTS AND NEWS](#)
[ABOUT HARVESTERS](#)

[Home](#) > [Get Food Assistance](#) > [Food Locator](#) > [Catholic Charities](#)

[< Back To Search Results](#)

Catholic Charities

Note: Only partial hours today. Normally we are open Monday, Tuesday and Friday 9AM-3PM. **This week (May 9-15) we will close earlier, we are only open from 9AM to 1PM.**

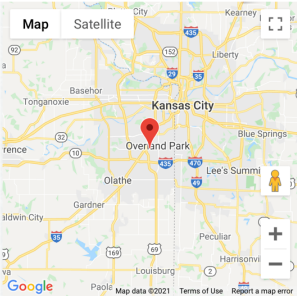
These notes come from Navision. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accums. These an et viverra justo commodo. Proin sodales pulvinar sic tempor.

9806 W 87th Street
Overland Park, KS 66212
913-384-6608
[Website](#)

Service Type: Pantry
 Drive-Thru Food Pickup

PLEASE CALL TO CONFIRM HOURS

Monday - every week
9:00 AM - 3:00 PM
Tuesday - every week
9:00 AM - 3:00 PM
Friday - every week
9:00 AM - 3:00 PM
Closed
Sunday, Wednesday, Thursday, Saturday



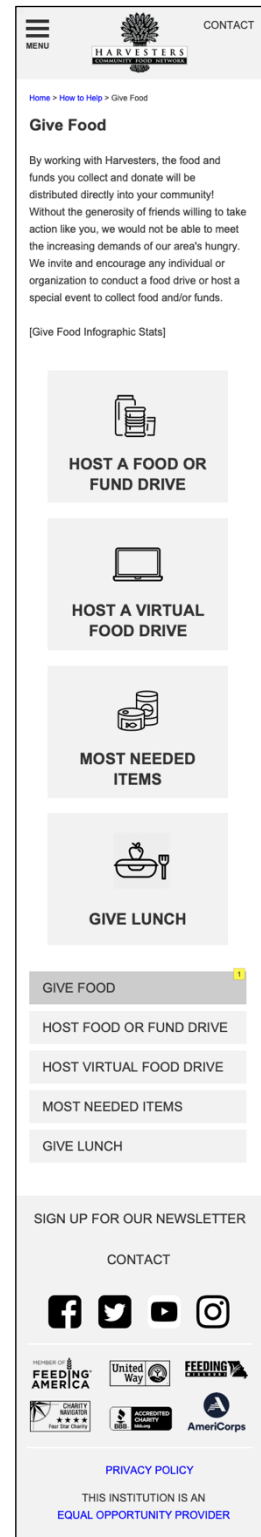
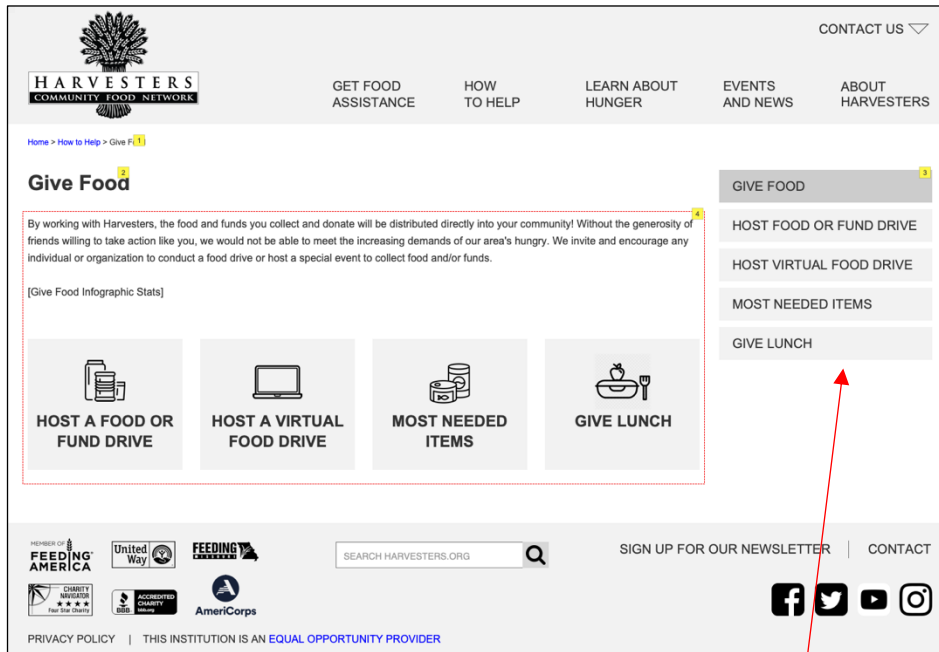
[SIGN UP FOR OUR NEWSLETTER](#) | [CONTACT](#)

[PRIVACY POLICY](#) | THIS INSTITUTION IS AN [EQUAL OPPORTUNITY PROVIDER](#)

| Note number | Name | Note |
|-------------|----------------------|---|
| 1 | | Add a feature so the admin can add notes to particular agency listings (in WordPress). The notes text will display on both the search results list and on the agency detail page. Notes that display on the search results list are truncated so no more than 2 lines show, appended with a “More...” link to the agency detail page. |
| 2 | | Link agency URL to “Website” text if Navision data includes the URL. If URL is not in Navision, don’t display “Website” text. |
| 3 | Navision notes field | Notes displayed here are imported from Navision and are separate from the special red notes above that are managed in WordPress. These notes appear only on the agency detail page and not on the listing page. |

Standard Content Pages

https://uxwest.com/clients/use/harvesters7/#id=t14a7c&p=give_food



| Note number | Note |
|-------------|--|
| 1 | Place breadcrumbs on all pages. (Discuss feasibility of extending breadcrumbs to Blackbaud pages.) |
| 2 | The page name creates the default URL and H1 (both editable in WordPress). |
| 3 | On desktop, the third-level navigation links appear in the right column of second- and third-level pages. (On mobile the third level nav links appear both on the fly-out menu and on the bottom of the pages, as shown on the wireframes.) |
| 4 | Standard pages have empty content areas that can be managed using Gutenberg blocks. The default styling of block contents (H1, H2, H3, H4, Paragraph Text, Bullet Text, Buttons, Form Fields, Image Captions, etc.) should match the design files furnished. |

DONATION PAGES/FORMS

Wireframe reference:

https://uxwest.com/clients/use/harvesters7/#id=zin3jg&p=donate_now

Current site reference:

https://secure3.convio.net/harvst/site/Donation2?jsessionid=00000000.app30109a?df_id=1480&mfc_pref=T&1480.donation=form1&NONCE_TOKEN=CA218751E44BEEFD2A7E40D3AAC5A3D4

Wireframe reference:

https://uxwest.com/clients/use/harvesters7/#id=17noae&p=harvest_365_monthly_giving_form

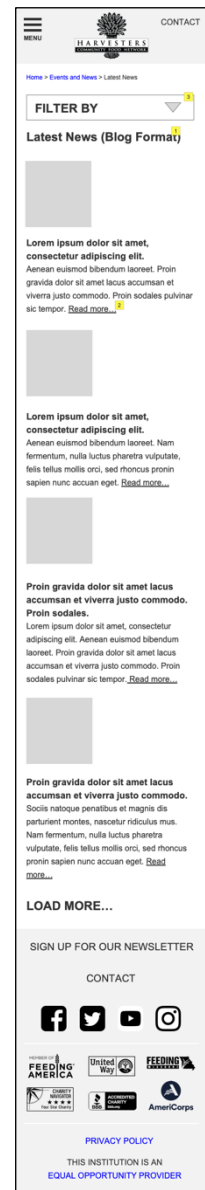
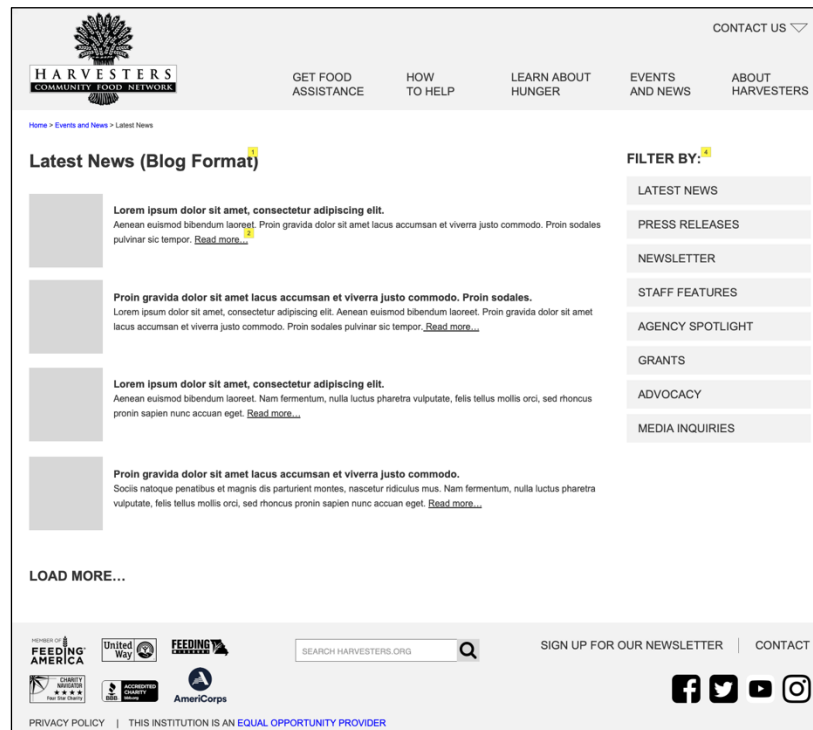
Current site reference:

https://secure3.convio.net/harvst/site/Donation2?1521.donation=form1&df_id=1521&mfc_pref=T

| Note number | Note |
|-------------|--|
| 1 | These pages are hosted on the Convio/Blackbaud site. Blackbaud will re-skin the donation pages to match the WordPress UI. The developer should provide code, consulting and assistance to Blackbaud as needed. All links to the Blackbaud site should open in the same window/tab. |

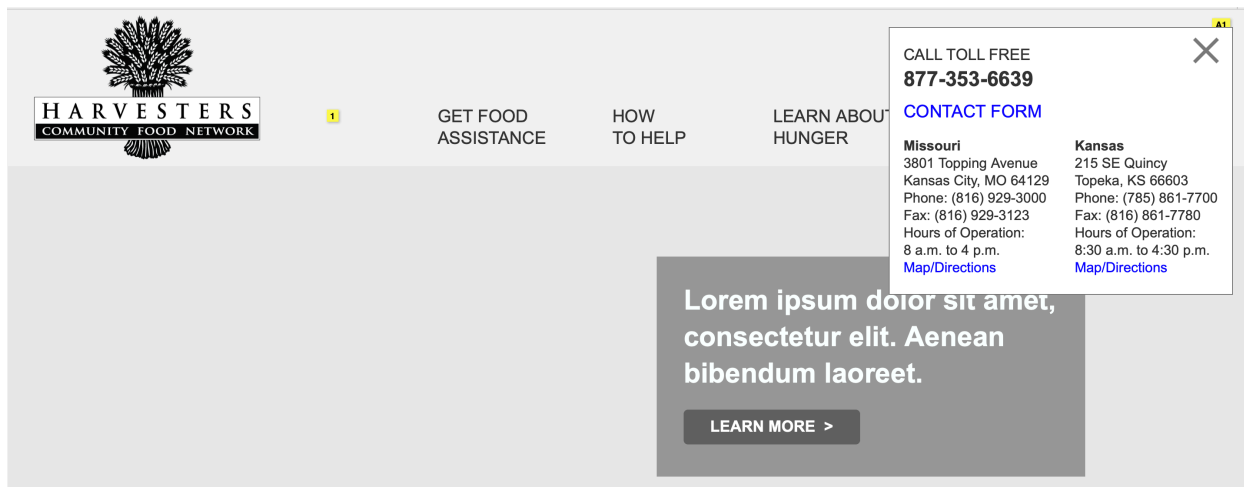
BLOG

https://uxwest.com/clients/use/harvesters7/#id=bliw8e&p=latest_news

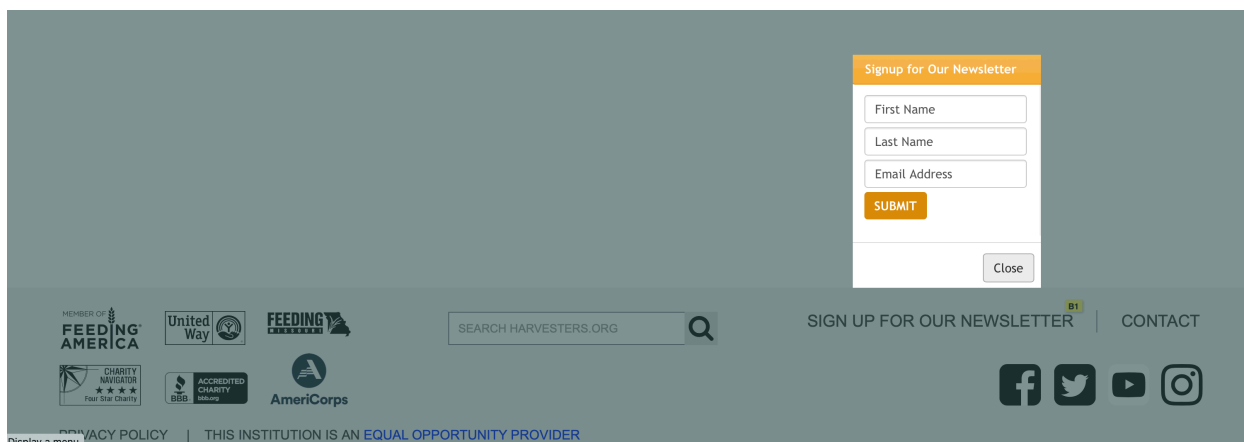


| Note number | Name | Note |
|-------------|-------------|---|
| 1 | | <p>This section uses the standard WordPress blog. Allow Harvesters to control standard options such as whether to include a featured image, how many characters to display in the snippet text, and what tags to use.</p> <p>In addition to the standard blog features, add an admin control to select particular posts to be featured on the home page (e.g., add a “feature on home page” checkbox on the post admin page).</p> |
| 2 | | Links to Article One (4th level) |
| 3 | Filter menu | Create custom blog navigation control for mobile (see mobile wireframe prototype). |
| 4 | | Style the filter links to match the third level nav links on the regular pages. |

Header and Footer Popups



| Note number | Note |
|-------------|--|
| A1 | Expands to show basic contact info with links to contact page (Desktop and mobile) |



| Note number | Note |
|-------------|--|
| B1 | Opens a lightbox subscription form. TBD where this data will be sent. (Desktop and mobile) |

APPENDIX A

Harvesters Service Locator

Records are typically created by uploading a prepared CSV file containing all Service Agency records. Individual records may be added or altered. When a new CSV is uploaded, all existing records are removed and replaced by the records in the new file.

Initial Setup

Before the plugin will work successfully, complete the following steps after enabling the plugin, before attempting the first bulk upload. Update the Programs taxonomy if a new Service Agency program type is added before uploading the new CSV.

1. Assign the Google Maps API Key: Admin Menu > Service Agencies > Options

/wp-admin/edit.php?post_type=harvesters_agency&page=harvesters_menu_options

2. Create the initial program types: Admin Menu > Service Agencies > Programs. Known agency

Names/Slugs. The *Name* is displayed on the front end to the users. The *Slug* will match the value provided by the Program Type column in the uploaded CSV, transformed to lowercase with spaces removed.

- a. Agency/agency
- b. Kitchen/kitchen
- c. Mobile Distribution/massdist
- d. Pantry/pantry

3. Create search and results pages.

- a. To display a form to search by zip code from any page, use the shortcode

[harvesters_zipcode_filter_form]

- i. The default result page is the URL /get-help, to specify a different result page, add the action argument to the shortcode:

[harvesters_zipcode_filter_form action="/get-help"]

- b. To display the full filter form, along with results, create a page with the shortcode

[harvesters_filter_form_result]

- i. For this page use the default URL /get-help, or specify the URL in the zip code search from

Program Types

Records must match an existing Program Type to be created. Specify programs by navigating to Service Agencies > Programs

(/wp-admin/edit-tags.php?taxonomy=harvesters_agency_program&post_type=harvesters_agency). The value in the Program Type column must match a Program taxonomy Slug to be considered valid. Spaces and case are ignored for matching purposes, i.e. *PANTRY* in the Program Type column in the CSV will match the slug *pantry*, *MASS DIST* will match the slug *massdist*.

Adding a Program Type

Add the program type to the taxonomy first, then upload the CSV that has the new program type to display the corresponding agencies.

Removing a Program Type

A program type may be safely removed at any time. After it is removed, the program type will no longer display in the form. Agencies previously assigned to the removed program type will display when “all” is selected in the filter. Individual records will not display a program type. Affected agencies may be removed by deleting them in the admin or by uploading a new CSV.

Bulk Upload Service Agency Records

- Upload a prepared CSV file, headings/columns must [match this template](#).
- Navigate to Admin Menu > Service Locator > Bulk Upload

(/wp-admin/edit.php?post_type=harvesters_agency&page=harvesters_bulk_upload)

- Select “Browse” and choose the prepared CSV file. Submit.

Once the file is submitted, a process will run in the background to match the provided addresses to their Latitude/Longitude values via Google Maps Places API. Once all of the records have been prepared, the existing Service Agencies will be removed and replaced with the new values.

Any record that does not have a matching Program Type will be omitted.

Any record that does not successfully match a Latitude/Longitude will be created, but the record will be saved as a draft and will not be published or viewable by end-users.

With 500 records, this process is taking approximately 30 minutes to complete.

You should check for unpublished Service Agency listings in the admin after this is completed to update any addresses that were unable to be matched. The title will have “— Draft” appended in the the list of All Service Agencies:



Grandview Park (Kansas City, KS) — Draft

To remove all agencies, including pending records not yet added to the site, click the “Remove Service Agencies” button.

Edit Existing Record

From the front end click “Edit Service Agency” in the top admin toolbar while on the page to edit..

From the admin, navigate to Service Agencies > All Service Agencies

(/wp-admin/edit.php?post_type=harvesters_agency). Hover over the title/name of the agency and select “Edit”. Change any information and select “Update”, “Publish”, or “Save Draft” to save or publish the changes.

To add or update the geolocation (latitude and longitude), enter the full address in the *Geo Location* field, i.e. 3801 Topping Avenue, Kansas City, MO 64129. Click the “Update Latitude/Longitude” button. If successful, the following *Latitude and Longitude* field will update to the new values. If the address is not successfully matched, an alert will notify you of the issue. After updating the address, the record is not saved until you click the “Update”, “Publish”, or “Save Draft” button.