# Developer Handover Documentation

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## General Overview

This is a general overview of the development process; it will detail how a web based project is approached within Bewonder\*

### Stage 1 – Brief/Quote

A development brief is created and added onto the [Development Trello Board](https://trello.com/b/NHPW8UQf). Depending on the type of project, we may need to provide some technical input into what is required and produce a quote for them to review and sign off.

Domains transfers and purchases also take place during this time. Domains are handled by ITVET more info on ITVET can be found in this document.

### Stage 2 – Prototyping/wireframing

Once the quote has been approved, the brief is then assigned to a digital designer, who then prototypes the website layout. Depending on the project budget the prototyping may also be a design.

### Stage 3 – Design

Should wireframes have been created and approved, design and branding is then applied to the prototype and a finalised design is reached.

### Stage 4 – Development

The design is then supplied using Adobe XD’s Developer Handoff link. This provides downloadable assets and CSS snippets. The site also allows you to calculate distances between each element and apply necessary padding and margins.

### Stage 5 – QA

Once development has finished, the website will go through a round of internal QA with the digital team and any amends will be actioned prior to sharing with the account handler.

### Stage 6 – Amends

The account handler will provide their feedback, as well as any client feedback. All amends are to be actioned ready for go live.

### Stage 7 – Live

Once we have final client signoff, the site can be made live. Ensure that all steps on the [go live checklist](https://jll2.sharepoint.com/:w:/r/teams/BewonderTest/Shared%20Documents/Bewonder%20Teams/Digital/Process/Go%20Live%20Checklist.docx?d=we5cb00b488b4489b9c864533b4764316&csf=1&web=1&e=shPKPa) have been completed.

## Tech Stack

### WordPress & Joomla CMS

Most websites we host are primarily WordPress however there are some historic sites we host on older versions of Joomla. It is our goal to recreate the sites running Joomla onto a new WordPress CMS to standardise the codebase and prevent fragmentation across the tech stack.

All of our WordPress builds have been developed on top of [Underscores](https://underscores.me/) as a base theme and further extended with a modular based approach to content blocks.

Whilst we have separated each functional aspect of our shopping centre/retail builds into separate plugins to easily maintain them, an update has yet to be rolled out across all schemes. The latest site to use these plugins as of writing this document is <http://www.cascades-shopping.co.uk/>

We use WordPress provided template functions to build the front end of our websites, however there are 2 websites that use PHP frameworks, these are:

* Queensgate Shopping Centre
* Crowngate Shopping Centre

These sites use a mix of Symphony, Laravel, Tailwind and Vue.js to produce the front end code of the site. If these sites present any issues, Ross McNeil at Digizu is original contractor who developed them and he can be contacted by email at [ross@digizu.co.uk](mailto:ross@digizu.co.uk)

<https://www.galleriesbristol.co.uk/> was also developed by a contractor and uses grunt/browserify to run CSS Pre-processors and transpile ES6 code. It also uses custom functions to load in PHP partials. The contractor for this one was Stephen Griffin:

<https://notepadwebdevelopment.com/>

#### Plugins

We use a combination of custom plugins and 3rd party plugins across all of our projects, the most common plugins are detailed below

##### BWSC Plugins

There are a variety of BWSC (Bewonder Shopping Centre) plugins that each account for individual piece of functionality for the site, some generate custom fields for specific post types, some create new post types and some do both. The plugins are as follows:

**BWSC Flexible Content**

This plugin provides all of the modular components found on the pages post type. The input fields for the majority of all components found in the template-parts/molecules/ directory can be found here.

**BWSC Jobs**

The BWSC Jobs plugin creates a Job post type and includes all the necessary custom fields to populate jobs with.

**BWSC Slider**

The BWSC Slider plugin created the Slider post type and generates custom fields specific to the homepage slider. It’s important to note these fields this can vary depending on the build, additional fields can be added in acf\_add\_local\_field\_group() function to extend its capabilities

**BWSC Stores**

The BWSC Stores plugin creates the stores post type and necessary custom fields. Here you can edit the post type labels, archive description and more. The store categories taxonomy is also created here. Any options related to the taxonomy can be changed here.

**BWSC Theme Settings**

The BWSC Theme Settings plugin creates an options page using the ACF Pro plugin. This houses site wide specific custom fields such as Centre Address, Google map location, Centre Opening hours etc.

It also houses various functions used throughout all theme templates. This ranges from functions to echo social platform links, acquiring opening hours for the centre as a table, setting custom archive page titles and adding shortcodes for the centres location google map

**BWSC Whats On**

The BWSC What’s On plugin creates a What’s on post type and What’s on categories taxonomy. Usually there are 3 taxonomy terms, Offers, News and Events.

##### Force24 Plugin/Integration (Rubix forms)

The Rubix Forms plugin integrates with our email marketing platform Force24 via JavaScript. The plugin generates a page template which can be selected from the page attributes area of WordPress pages.

Within the page template there are a few key input fields to take note of:

Sign Up Source – This needs to be unique as this is how we identify what entries have come from newsletter signups or competition signups

Form Fields Opt in - Inside the form fields repeater there is an opt in field. This is required for all signup forms to comply with GDPR.

The plugin also creates a ‘Rubix Form Settings’ options page. Within this area you will find 2 key fields:

**Client ID** – The client ID can be found in the Settings area of the Force24 account at the very top beneath the centre name.

**Marketing List** – The marketing list ID can be found in the ‘Your data’ area of the Force24 account. The ID can be found as a string at the end of the URL bar:



To add new accounts to Force24 please see the Force24 area below under Suppliers.

To find out more information on how the plugin integrates with the Force24 API, see below link:

<https://landing.force24.co.uk/Set-up-documents/TrackingandFormCaptureConfigGuide-2.6.pdf>

##### 3rd Party Plugins

###### Mapplic

Mapplic is an interactive map plugin that allows you to add interactivity to our SVG maps found on the majority of our websites. There are a few quirks with Mapplic to be aware of:

* Maps need to be provided in a very specific format, they need to have 3 layers labelled landmarks, nopointer and base. Each of these layers relate to how Mapplic interacts with it
  + Elements within **landmarks** are interactive and should only house paths or shape objects. Each of these should be labelled with a unique id so that they can be tied up to stores in the backend.
  + Elements within **nopointer are** not interactive however they are usually placed on top of the landmarks elements. An example of this would be store logos or names. When store logos are placed in the nopointer the CSS property pointer-events: none; gets applied to them and they are ignored by mouse events
  + Elements within **base** similar to nopointer aren’t clickable however they are located beneath both landmarks and nopointer layers
* When maps have multiple floors its common for the SVGs supplied from studio to have identical CSS classes. This can cause conflicts when the SVG’s are loaded on the same page. To fix this, an ID will need to be added to each SVG and the ID be added as a prefix to all CSS classes found in the <style> tags of the SVG.

###### Yoast SEO

We use Yoast to optimise for SEO. More info here <https://yoast.com/wordpress/plugins/seo/>

###### ACF PRO

We use ACF Pro to create all of our custom meta. ACF Pro can be downloaded from the ACF website using the following credentials:

<https://www.advancedcustomfields.com/my-account/>

Email: [digital.support@bewonder.co.uk](mailto:digital.support@bewonder.co.uk)

Password: Cossacks29!

The license key for ACF Pro (needed for automatic updates) is:

b3JkZXJfaWQ9ODg0NjB8dHlwZT1kZXZlbG9wZXJ8ZGF0ZT0yMDE2LTA4LTI2IDE0OjAwOjE5

###### Litespeed Cache

We use litespeed cache to cache site pages, more info on that here:

<https://en-gb.wordpress.org/plugins/litespeed-cache/>

###### Ninjaforms

We sometimes use Ninjaforms for competition form signups should a Force24 account be unavailable.

At the end of the competition, the entrants should be imported into Force24 and erased from the CMS.

###### WP All Import

WP All import is used on local builds to import store CSV’s and automate the creation of store pages, an example CSV of this can be found here:

<https://jll2.sharepoint.com/:x:/r/teams/BewonderTest/Shared%20Documents/Bewonder%20Teams/Digital/Handover%20Assets/birstall_store_import_1.1.csv?d=wda045ab40c464512b0496196ac5c8ff5&csf=1&web=1&e=4odJyn>

It’s important to note that this does not import everything, and you will have to go through all stores an ensure the following are also input:

* Store Logo
* Store Image (featured image)
* Map ID (should the site use an interactive map)
* Opening hours (whilst opening hours can be imported for each day, it sets each day to Monday so these will need to be updated)

Plugin can be downloaded from:

<https://www.wpallimport.com/>

WP All Import License Key: 78f188292875e61b632330a74e3de44d

###### WP All Export

If we are building a new WP site off of an old WP site, we can easily export all of the fields we need by using the WP All Export. The plugin works the exact same way as WP All Import, just in reverse.

WP All Import will need needed to import the data into a new site.

Plugin can be downloaded from:

<https://www.wpallimport.com/>

WP All Export License Key: 4630520782a59d1dd550775faf91ad34

### Tech Stack & Front End Technologies

For our latest builds the front end stack primarily consists of basic HTML, SASS, ES6 and PHP. HTML and SASS follows BEM naming conventions, this is further explained below. Our ES6 code also follows a modular approach to development making use of ES6 modules.

#### BEM Naming Convention

Our latest code follows the BEM naming convention to keep the codebase consistent and modular, you can find more information on this here:

<http://getbem.com/>

#### Atomic Design Methodology

In conjunction with utilising the BEM Naming Convention, we also use the Atomic Design Methodology developed by Brad Frost. More information can be found on this here:

<https://atomicdesign.bradfrost.com/chapter-2/>

Our file structure is set up in a way that accounts for this methodology, with atoms, molecules, organisms, templates and pages all being included as folder partials for our SASS files.

Primarily, molecules are the building blocks of our sites comprising of all the reusable components we have on each of our sites.

The PHP template files for each of these can be found within the template-parts/molecules/ directory

### Common Libraries

JS libraries are used consistently across our sites, complete list below:

#### jQuery

Less recent builds have used jQuery to manipulate the DOM. Most of these sites load the default jQuery served by WordPress, however some sites deregister this enqueue in the functions.php file and load a more up to date version to support certain features of web builds. ES6 has replaced this on later builds.

#### AOS

More recent builds use the AOS library to animate elements in on viewport position. More info on AOS here: <https://michalsnik.github.io/aos/>

#### Owl Carousel

On older builds Owl Carousel is used for all carousel areas, more info on it here:

<https://owlcarousel2.github.io/OwlCarousel2/>

#### Slick Carousel

On more recent builds Slick carousel is used for all carousel areas, more info on it here:

<https://kenwheeler.github.io/slick/>

#### Vivus

Vivus is used on the bewonder.co.uk site to animate SVG paths on viewport position. You can find more information on this here:

<https://maxwellito.github.io/vivus/>

#### Tilt.js

Tilt js is used on some campaign microsites and retail parks to produce 3d effects on mouseover events, more info on it here:

<https://gijsroge.github.io/tilt.js/>

#### Waypoints

Waypoints is used on older builds to trigger animations on viewport position, this was later replaced with AOS. More information on this here:

<http://imakewebthings.com/waypoints/>

#### GSAP

GreenSock has been used on a few sites for JS powered animations, more info on this here:

<https://greensock.com/>

#### Turbolinks

Turbolinks has been used on small amount of sites to replace HTTP page load requests with AJAX and speed up websites by only requesting the content that needs to be updated. This has been disabled on most sites due to a conflict with LightSpeed cache however information can be found on this here:

<https://github.com/turbolinks/turbolinks>

If future builds are looking for functionality, Barba.js is an alternative said to work well with LiteSpeed Cache, more info here:

<https://github.com/barbajs/barba>

#### Object fit polyfill

A lot of our img tags use the object-fill property in CSS which is not supported by IE11. A pollyfill is available for that here and is included by default in our latest builds:

<https://github.com/fregante/object-fit-images>

### Build Tools

NPM is our package manager however Yarn could be used if preferred.

Across more recent builds, Gulp is used as our task runner. WebPack is also included in Gulp’s pipeline to transpile and bundle ES6 modules using babel.

A template of our Gulp config can be found on sharepoint here:

<https://jll2.sharepoint.com/:u:/r/teams/BewonderTest/Shared%20Documents/Bewonder%20Teams/Digital/Handover%20Assets/Gulp.zip?csf=1&web=1&e=ozEnGc>

Within this zip you will find:

* **.babelrc** – config used to transpile ES6 modules
* **/dist** – Folder where all code is compiled to, already set up with default substructure
* **gulpfile.babel.js** – Where all gulp tasks are written.
* **package.json** – default npm packages required by most of our projects
* **scripts.php** – used by the gulp cacheBust task to add a random string to CSS/JS link rels, this is included and enqueued in the wp enqueue function within the functions file.
* **/src** - source folder where all raw code is placed.
* **Webpack.config.js** – general config used in conjunction with gulp scripts task

Below are a complete list of tasks you will find in the gulp file and their purpose. They can either be run in VScode gulp tasks extension or by running **gulp** followed by the below:

* **styles** – this processes the SASS files and partials into one CSS file, it also generates sourcemaps for easy debugging and automatically generates browser prefixes.
* **stylesProd** – this processes the SASS files and partials into one CSS file, it does not generate sourcemaps and compresses the code ready for production
* **scripts** - this calls webpack to process all ES6 code with babel and bundle up into one JS file
* **images** – the images task optimises images and SVGs and places them in the dist folder
* **cwebp** – converts bitmap images to webp format and places them in the dist folder
* **cacheBust** – amends the scripts.php file and add’s a generated string to the end of the JS and CSS link rel so that users request a new copy of the CSS when making changes to live sites
* **watchFiles** – this watches all files and folders within the src folder and triggers either the styles, scripts or images task if something changes
* **build** – builds the site files for development
* **prod** – builds the site files for production

**Please note:** as webpack is a separate entity, **mode: 'production'** will need to be added in the **module.exports** object in the webpack.config.js file when compiling for production.

You can also pass webpack this property using a CLI argument, e.g.

webpack --mode=development

#### Codekit

For some older WordPress builds we have made use of CodeKit to automatically compile, lint and optimise our code.

You can download codekit here:

<https://codekitapp.com/>

Codekit can be activated using the following license key:



With email address:

[aaron.fawell@bewonder.co.uk](mailto:aaron.fawell@bewonder.co.uk) or [digital.support@bewonder.co.uk](mailto:digital.support@bewonder.co.uk)

Each project has its own codekit3/4 config file that is easily readable by the codekit software. Simply add the website theme folder to codekit, and it will be ready to go.

#### Version Control

We use Github to version control our existing and new projects. You can find a complete list of existing websites within our organisational account here:

<https://github.com/Bewonder-Digital>

This organisation is private so permissions will need to be added before repositories can be accessed.

For the majority of our repositories, you will notice only the theme folder is available, this is due to our use of pull deployment, more info on that below

#### Pull Deployment

Our Github repositories are integrated into each cPanel account using SSH keys. This is used to rapidly deploy changes to existing sites.

A guide on how to set up Pull Deployment on new projects can be found here:

<https://jll2.sharepoint.com/:w:/r/teams/BewonderTest/Shared%20Documents/Bewonder%20Teams/Digital/Process/Git/Adding%20Git%20Pull%20Deployment%20to%20cPanel.docx?d=w36cd99002a8a40aba5daad559f00df29&csf=1&web=1&e=JO7usg>

A short guide on how to deploy from cPanel can be found here:

<https://jll2.sharepoint.com/:w:/r/teams/BewonderTest/Shared%20Documents/Bewonder%20Teams/Digital/Process/Git/Deploying%20Git%20Version%20control%20via%20cPanel.docx?d=w261e85edb3fa420b992c7807fbf2bb79&csf=1&web=1&e=v6j4iN>

#### MAMP Pro

For our local environment we use LAMP stack software MAMP Pro. This also handles local domain names.

MAMP Pro can be downloaded from here:

<https://www.mamp.info/en/mamp-pro/mac/>

MAMP Pro can be activated using the following license key(s):

MAMP 5

**MP-870D-289E-5C46-57E00-D492-4780-5CD4-BBC22-I**

MAMP 6

**MP-6770-C5C6-0688-86700-1097-2950-2410-E32E0-L**

#### FTP

Whilst the FTP you use is an individual preference. Should Transmit be used as the primary FTP client, you can find a complete export of all servers by download the below encrypted file

<https://jll2.sharepoint.com/:u:/t/BewonderTest/ERIQF7lLHgtJhNMwBG6fF-sBQIcSWSr4dvwlwVSahCqwxg?e=Y3M2kf>

You can unlock it when importing by using the following password:

BuHS966oQrZ&

Should Transmit not be your primary FTP client. FTP connection details can be found within the notes section of each schemes LastPass entry.

## Suppliers

### ITVET

ITVET are our domain handlers and manage most of the domain names for our websites. In some instances, the domain may be managed by the client. A list of what domains we maintain can be found here:

<https://jll2-my.sharepoint.com/:x:/g/personal/aaron_fawell_eu_jll_com/EYqtdSACmThPjpCyYOTm9NIB87yOdeKDKPDQjfMismt_Iw?e=tmDpGu>

To purchase or transfer domains in or out, a document will need to be completed and sent on to [servicedesk@itvet.co.uk](mailto:servicedesk@itvet.co.uk)

These documents can be found here:

<https://jll2.sharepoint.com/:f:/r/teams/BewonderTest/Shared%20Documents/Bewonder%20Teams/Digital/ITVET?csf=1&web=1&e=03mxLm>

ITVET also manage our BT WiFi landing pages. More info on that can be found below

### UKDedicated

UKDedicated are our hosting providers, they host all our websites under one WHM, you can access the WHM here:

<https://81.19.182.130:2087/>

Login details can be found in LastPass.

Should something go wrong, you can contact UKDedicated support on [helpdesk@support.ukdedicated.com](mailto:helpdesk@support.ukdedicated.com) or by phone on 08000 124 555

### Ikon

Ikon keep our retained sites up to date with content. When creating a new build, it is common to provide Ikon with a CMS User guide once it has been completed. You can find examples of these CMS User Guides here:

<https://jll2.sharepoint.com/:f:/r/teams/BewonderTest/Shared%20Documents/Bewonder%20Teams/Digital/CMS%20User%20Guides?csf=1&web=1&e=PeB1eU>

You can contact Ikon on [amends@ikondigital.co.uk](mailto:amends@ikondigital.co.uk)

### Force24

You can log in to Force24 here:

<https://platform.data-crypt.com/login>

Each scheme has its own login. These are all listed in LastPass. Each login resets every 6 months, a password reset will need to be triggered. This will be sent to [digital.support@bewonder.co.uk](mailto:digital.support@bewonder.co.uk)

Our contact at Force24 is [liv.smith@force24.co.uk](mailto:liv.smith@force24.co.uk). Liv can be contacted to create new accounts. Prior to requesting a new account, ensure that the necessary subdomains and DNS records are in place. Refer to the Force24 subdomain setup document found here:

<https://jll2.sharepoint.com/:b:/r/teams/BewonderTest/Shared%20Documents/Bewonder%20Teams/Digital/Email%20Marketing/Force24%20Subdomain%20Setup%201.3.pdf?csf=1&web=1&e=xfX1Qw>

Support can be found within the Force24 platform using the chat functionality at the bottom right.

<https://platform.data-crypt.com/login>

### Mosaic/Monotype

Monotype/Mosaic is a font library that provides web font services to all of our websites that use web fonts. A login should be provided to you which you can use to log in to this service. Contact Nicola Edmonson [Nicola.Edmondson@bewonder.co.uk](mailto:Nicola.Edmondson@bewonder.co.uk) if you do not have a login

### Hoefler & Co

Similar to Mosaic/Monotype, Hoefler & Co provide additional fonts through their cloud service.

### Google Cloud Console

Google cloud console hosts all of our google API integrations. Primarily the JavaScipt Maps API service utilised across all sites that offer map location functionality. You can log in to this service here: <https://console.cloud.google.com/>

Using the following credentials:

Email: chris16091983@gmail.com

Password: J11ReT01LMarKEt1nG2oi5

The above credentials also allow you to access analytics for all websites.

### Google Analytics

You can access analytics using the following credentials:

Email: chris16091983@gmail.com

Password: J11ReT01LMarKEt1nG2oi5

Our sites primarily use the UA-3 tag however some of the later builds use UA-4 and a more integrated with Google Tags Manager.

### Google Tags Manager

A few of our sites utilise Google Tags Manager to track events. The same credentials can be used to access this site:

Email: chris16091983@gmail.com

Password: J11ReT01LMarKEt1nG2oi5

### Hotjar

Our new builds make use of Hotjar to analyse how users are interacting with the site. As part of the site live checklist Hotjar will need to be added to all new builds. The username and password for Hotjar can be found on LastPass

### Vimeo

We have a pro Vimeo account which you can access using LastPass credentials. These are primarily used for background videos for hero areas on websites.

### Issuu

Issuu is a platform we commonly use to embed flipbooks onto our sites. With the premium plan, we can unlist flipbooks and hide them from public view. This is commonly used with JLL related projects.

You can log in to issuu here with credentials found in LastPass:

<https://issuu.com/>

### Browserstack

Browserstack is a cross-browser tool that allows you to test websites across hundreds of browsers and devices. We us it collaboratively with physical testing tools.

Browserstack allows you to screenshot web pages on various devices and browsers, providing an effective point of reference should an issue be flagged on a particular device or group of devices.

Browserstacks main feature is to provide real-time simulation of these devices for both staging and local environments.

You can log in to browserstack below using credentials found in LastPass

<https://www.browserstack.com/>

### CodeCanyon

CodeCanyon provides some plugins we use across our WordPress sites, including Mapplic.

<https://codecanyon.net/>

Login details can be found in LastPass

## Other Areas

### Setting Websites Live on UKDedicated

Setting websites live on our UKDedicated server consists of the following steps

* Ensure the latest version of files have been downloaded locally, download the latest version of the SQL file from phpMyAdmin in the bewonder.digital cpanel
* If this is for a new client, set up a new account in the WHM, save the username and password details in notes as this will be added to the notes area in LastPass once the website is live. These details are also used to access the account via FTP if you want to upload the website files using this method.
* Once you have the latest SQL database upload this to the new account and upload the latest website files via FTP or cPanel file manager. Change the site url in the wp\_options table of the database to reflect the live site domain
* To check that the site is working correctly, update your hosts file so that the new site URL points to our UKDedicated server. You can do this by using the following terminal command: sudo nano /etc/hosts. Ensure an entry is put in for the domain but also the www. Subdomain
* At this point the site should be fully functional. Permalinks will need to be purged to refresh the site URL’s and Velvet Blues may need to be run to updated the site URL across the site from the staging/local version to the live site URL
* It is then a case of following the [go live checklist](https://jll2.sharepoint.com/:w:/r/teams/BewonderTest/Shared%20Documents/Bewonder%20Teams/Digital/Process/Go%20Live%20Checklist.docx?d=we5cb00b488b4489b9c864533b4764316&csf=1&web=1&e=shPKPa)

### Advent Calendars

Our advent calendars are built on a WP Multisite install and work slightly differently to other builds.

When adding a new advent calendar a subdomain will need to be added and DNS records added. Unfortunately, I am not aware of what DNS records these are, however if you quote ticket number # 179135 when contacting ITVET to carry this out, this ticket should show them what actions were performed to get it working properly.

To create a new advent calendar, first duplicate an already existing theme in the public\_html/wp-content/themes/ folder of the adventonline.co.uk account on UKDedicated and give it a name.

Log in to the network admin of the multisite here:

<http://adventonline.co.uk/wp-login.php>

Username: f5digital

Password: $%^ygf6574hJFGy67\*%

Navigate to the network admin area on the top left of the dashboard:

Graphical user interface, text

Description automatically generated

Select sites > Add New

Input Subdomain, Site Title and Admin Email. Once the site has been created, go to edit the site and enable the newly create theme for that site by navigating to the themes tab and enabling that specific theme.

Enter the dashboard for the site and enable all plugins. A new post type for Doors should be available which houses all the door content. In here you can create new doors, specify the open date, content, and add a featured image.

Every door uses the same Ninjaform, a hidden value gets populated in the Ninjaform via JavaScript to indicate what door has been opened.

### Trello

Trello is our project management tool where all projects are placed and tracked. Each Trello card has a brief, and account handler and a member of the digital team assigned to it for action. It also have useful information such as delivery date, and synergist job number used for tracking time to each project.

#### Websites

The primary board for the digital department is the Websites/Microsites Board found here:

<https://trello.com/b/NHPW8UQf>

The read me card explains how the board should be used:

<https://trello.com/c/QMuMjWIp>

#### Change Requests

The secondary board is change requests. These cards relate to new requests for existing sites that are currently live. These should only be bugs, layout issues or very minor adjustments to layout or functionality. Should a card request simple content changes for copy or imagery, move the card into the IKON/Studio list. It is likely this will happen by other members of the team prior to being assigned to the card.

The Change Requests board can be found here:

<https://trello.com/b/NxF11zzw>

### LastPass

LastPass hosts all of our usernames and passwords in the Cloud so they are easily accessed by everyone using the same log in. The login will be provided by one of the Digital Team members. It is likely the login details will change from the date of writing this document.

### BT WiFi Landing Pages

ITVET host all of the landing pages for our shopping centre/retail park WiFi connection signup and logins. This is located on one of ITVET’s servers (WEB165). You can access this by connecting via FTP. Prior to connecting via FTP you will also need to connect to ITVET’s VPN. Connections are made through a piece of software called Tunnelblick, more info on that below.

Should you not have FTP details, contact [servicedesk@itvet.co.uk](mailto:servicedesk@itvet.co.uk) who can provide these for you.

Changes for these pages are usually only related to imagery which, each of which have a unique name. Any update on images should overwrite these files with the same name.

Folder names usually start with the client acronym, something similar to ‘JLLS’. There are 2 unique characters within the filenames that denote what centre the folder is for. For example JLLS-\*\*HC will relate to highchelmer.com.

### Tunnelblick VPN

Tunnelblick is an open source VPN client that can be downloaded from <https://tunnelblick.net/>

Tunnelblick can be automatically configured using the files found in the zip below:

<https://jll2.sharepoint.com/:u:/t/BewonderTest/EfjMk0iBikBNirGKQ43PILcBLq-1hImIYS3UyR4bDuQ_dA?e=j5m2yw>

The PDF also details how to connect. Should the password not connect or be outdated, please contact [servicedesk@itvet.co.uk](mailto:servicedesk@itvet.co.uk) for support.

### Game Modification

We often re-use game assets and repurpose for other clients. A lot of games are reskins of pre-made games found on <https://codecanyon.net/>

As a limitation of not knowing specific technologies such as Construct3 we either restrict the reskins to just HTML5/JS games, or certain Construct3 games where we can easily replace assets with making no functional or layout changes.

Bewonder studio provide the assets sized to the correct dimension. These are then dropped into the source files by a developer.

### Synergist

Synergist is a project management/time tracking piece of software that is used across the agency. You can log in to synergist below, prior to logging in you will need to ensure that you are connected to JLL’s VPN. More information on that below.

<https://synergist.eu.jll.com/>

Login details are the same as your Connect/JLL Login details

### Cisco AnyConnect VPN (JLL VPN)

Cisco AnyConnect is JLL’s VPN, used to access certain areas of JLL’s intranet. You can find the installer below:

Please note: this is an outdated installer and may not work after the writing of this document. Please contact Arron Borson [Arron.Borson@eu.jll.com](mailto:Arron.Borson@eu.jll.com) who will be able to provide you with the latest installation file.

Login details are the same as your Connect/JLL Login details

### Acymailing

When setting up a competition on a Joomla CMS, this will need to be done using the acymailing component. To create a new competition, do the following steps:

* Log in to the Joomla CMS
* Select content in the navbar and navigate to ‘Articles’
* Create a new article with all the necessary content for the competition, ensure that you include {loadposition component\_module\_1} in the content where the form should be.
* Once the article has been created, navigate to ‘Hidden Menu’ in the navbar under ‘Menus’
* Create a new menu item and direct it to the competition article. This will give you the link to the competition
* Select components in the navbar, highlight ‘AcyMailing’ and navigate to ‘Lists’
* Create a new list and name it the same or something similar to the competition name
* Once the list has been created, navigate to ‘Extensions > Modules’ and create a new AcyMailing module
* In the module you will need to:
  + Change ‘Automatically subscribe to’ and ‘List checked by default’ to the new list you have just created
  + Update ‘Displayed fields’ to the fields that have been briefed in
  + Change position on the right hand side to ‘component\_module\_1’
  + Hide title on the right hand side
  + If needed, change publish status to published
  + On the menu assignment tab, ensure that only the competition menu item under hidden menu is selected
* The competition form should now be usable, test the form on the page you have created and ensure the entry gets directed into the correct list in the AcyMailing component area.

### Continuing Cascades Shopping Development

The latest files for Cascades Shopping will be located on the bewonder.digital staging site, download all files via FTP or via cPanel file manager. Download the SQL file through phpMyAdmin

Set up the site as usual using LAMP stack software. The theme files can be found in the BWSC folder. To install and use task runners do the following:

In terminal

* npm install
* gulp watch

If you’re using VSCode, I’d recommend installing the gulp tasks extension found here: <https://marketplace.visualstudio.com/items?itemName=nickdodd79.gulptasks>

This will allow you to view all tasks in a helpful sidebar, removing the need to use terminal. A complete list of the tasks functions can be found [here](#_Build_Tools)

It’s important to note that node needs to be the LTS version and not the latest in alpha. You can use node version manager to manage your version if it outdated or the alpha version

<https://github.com/nvm-sh/nvm>

If you encounter issues with running npm install or running gulp tasks, it is more than likely due to the use of node-sass as opposed to dart-sass. To fix this, ensure that the sass import in **gulpfile.babel.js** is being directed to **gulp-dart-sass** instead of **gulp-sass** or **node-sass**

As of writing this document, we are waiting on the interactive map to be supplied by studio. Please follow the instructions found [here](#_Mapplic) to check the maps format and code.

### Important things to be aware of

* I am unsure how adobe handles active web fonts for cc accounts that have been deactivated. It might be that they continue as long as the CC organisation package remains in place or there may be a grace period that allows you to transition web fonts over to a new account. I couldn’t find anything regarding this on their help centre unfortunately.
* Similarly, we also have a lot of web fonts on monotype/mosaic which are pulled from my login so this will also need to be accounted for and looked into