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Login

To login as superuser, navigate to http://provamel.com/user and login with the following credentials:

- Login: superuser
- Password: s4e$ePheda

Caching

The CMS uses a cache to improve the speed of the website. If changes made in the admin do not show up immediately, this cache has to be cleared. This can be done by going to “Provamel Specific > Clear varnish”.

http://provamel.com/admin/config/provamel/clear- varnish

You have the option clearing the cache for a specific country or to clear the cache for all countries. It is recommended to only clear the cache for the countries you updated.

CKEditor

Most of the time when editing the website’s content, you will use a ‘CKEditor’, which is similar to MS Word styling and contains these buttons on top:

Buttons from left to right:

Bold, italic, underline, strike-through, align left, align center, align right, align justify, list, numbered list, decrease indent, increase indent, undo, redo

Link (which shows a popup for further configuration), unlink (remove link), insert picture (popup with further configuration and uploading of files), text color (which contains all Provamel colors + a ‘more colors’ button for extra flexibility), background color, superscript, subscript, source (HTML code), horizontal line, cut, copy, paste

Font-family, size, styles (with a list of the most common styles used in the design), insert table and the last button is to switch the background color of the CKEditor to black or white (used to increase readability when typing white text for example, this doesn’t change anything in the front-end result).
Important for links: if you wish to link to a page within the provamel.com domain, DO NOT start the URL with 'https://provamel.com'. Instead, start with a slash and then the country prefix. For example:

The underlined link “Discover our delicious products without the worry.” from the example above links to http://provamel.com/uk/recipes. This is configured in the CKEditor as follow:

* Select the text ‘Discover our delicious products without the worry.’
* Click , and fill in like this: /uk/recipes

Since the content will be filled in on a different (staging) domain, these links will work on the staging (provamelstaging.alprodev.net) and production environment (provamel.com).
Superuser menu

After logging in successfully, a menu bar appears permanently (as long as you are logged in) on top of the screen, in the black bar you find a home button ( ), a user page (contains only the information about how long you are a member) and the log out button:

In the grey collapsible menu, you will find buttons to change content or other website info. Those are explained below:

Product Categories

This is an overview of ALL possible product categories. A product category is used to build the products overview page (for example: https://provamel.com/uk/products for UK).

Per product category you will find these fields in the overview:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PARENT CATEGORY</th>
<th>LANGUAGE</th>
<th>PUBLISHED</th>
<th>WEIGHT</th>
<th>EDIT LINK</th>
<th>TRANSLATE LINK</th>
</tr>
</thead>
</table>

- **Title**: The title of the category, shown together with the packshot on the products overview page.

- **Parent Category**: If the category is a child of another category, you can find the linked parent here. (For example; ‘DRINKS’ is parent of ‘SOYA DRINKS’. This is used to build the products overview page.

- **Language**: The language this product category is in.

- **Published**: You can never delete any content. If you wish not to show the product category (or any other content), you can ‘unpublish’ this content. Click ‘edit’ first, on the bottom of the form you will find a ‘Published’ checkbox. Uncheck this and click ‘Save’ to unpublish this content. This can be published again any time in the future.

- **Weight**: This number is used to sort the categories on the products overview page. You can use a negative number if you wish. If item B has a bigger weight than item A, then item B will appear first in the list.

- **Edit link**: click ‘edit’ to edit this content.

- **Translate link**: click ‘translate’ and then ‘add translation’ or ‘edit’ at the correct language you wish to translate in.
Edit or add a product category

- Title (similar for all content): the title for this product category
- Overview title: this title is used in the overviews to add color to the title. You can mark the color using the WYSIWYG text editor.
Color: determines the color used for this category. This is for example used as the color for the button underneath a category listing.

Products Overview Title: this allows you to override the title as shown on the product category overview. Leave this empty if you want to use the same title as the field above on the overview. This field is now unused and will be removed after the launch of the new design.

Product Detail Title: when viewing a product in a category, there’s a section at the bottom of the page listing other products within the same category. This title will be displayed on top of that listing. Note that this title is not an override of the general title. Meaning that if you do not fill in this field, no title will be shown on top of the listing.

Language (similar for all content): The language of this product category, this is only enabled when creating a new category which is not a translation from another category or when editing a category without translations. Defaults to the current language.

Weight (similar for almost all content): This number is used to sort the categories on the products overview page. You can use a negative number if you wish.

Description: This is the small description block visible for subcategories only at the products overview page.

Additional blocks: this field allows you to specify which additional blocks need to be shown on the detailpage of a product within this category. This allows you to add more information about the product category on the product detail.

Hide in menus and at product overview page: this allows you to hide a category from the menu and product overview page, making it a hidden category that is still accessible.

Translation settings (similar for all content): this allows you to mark translations of this content to be outdated. This is a CMS feature to assist you to keep track of which translations are in need of updating.

URL path settings (similar for all content): normally an automatic URL is generated for the category based on the title. If you want to override this, you can do this here.

Meta tags (similar for all content): allows you to define the metatags used by search engines and social media to index the content.

Publishing options (similar for all content): Here you can find the checkbox to publish / unpublish this content.

Products

This is an overview of ALL products available. Fields in this overview are similar as product categories.
Edit or add a product

- **Title (similar for all content):** the title for this product
- **Main ingredient:** define the main ingredient of the product which is used to determine which color should be used for it.
- **Title detailpage:** allows you to override the title displayed on the product detail page. You can leave it empty if you want to use the general title. *This field is now unused and will be removed after the launch of the new design.*
- **Display title:** this title is used in places where we want to add color to the product name such as the detailpage. You can mark the color using the WYSIWYG text editor.
- **Product codes:** allows you to specify the product codes of this product that will be shown under the “Glutenfree” icon on the detailpage
- **Is Glutenfree:** marks this product as glutenfree which will be shown on the detailpage
• Update categorie(s) and their weights per category for every country: if you want to update the weights per category and the categories across all translations, you can mark this checkbox before saving.

Category
- Bakken & Smeren
- Cocogonie
- Desserts
- Gekoelde drinks
- Cranen Drinks
- Kokosnoot drinks
- Noten Drinks
- Plantaardig Alternatief voor Kwark
- Plantaardige Alternatieven voor Room
- Plantaardige Alternatieven Voor Yoghurt
- Plantaardige Alternatieven voor Yoghurt
- Plantaardige Alternatieven Voor Yoghurt Met Fruit & Vanille
- Rijst Drinks
- Soja Drinks

Weight within this category: 4

• Category: the (sub-)category of this product. You cannot select a category that has subcategories of his own (for example, you cannot select ‘Drinks’, because this category has ‘Almond Drinks’, ‘Hazelnut Drinks’... as subcategories). For each category selected, you can
define the weight of the product within this category which defines the order they are displayed in.

- **Intro**: This is the intro visible at the top of a product detail, example:

  **Want to know why people find our SOYA CHOCO drink so utterly DELICIOUS?**

  Feeling an urge for something CHOCOLATEY? Try our Soya Organic Chocolate Drink. Enjoy pre bliss in CHOCOLATE HEAVEN. Here's a Soya Organic Chocolate Drink like no other! Beats the rest to the table.

  This field can be styled using the CKEditor.

- **Icon**: this field allows you to add a “new” or “fresh” icon to the product on the product overview pages. **This field is now unused and will be removed after the launch of the new design.**

**Packshot Small**

![Provamel Drink Soya Unsweetend 1L 500ml.png](image1) (67.28 KB) [Remove]

**Alternate text**

Provamel soya unsweetened drink

This text will be used by screen readers, search engines, or when the image cannot be loaded.

**Title**

Provamel soya unsweetened drink

The title is used as a tool tip when the user hovers the mouse over the image.

Small packshot used in the list of products with the same category.

**Packshot Big**

![Provamel Drink Soya Unsweetened 1L.png](image2) (100.58 KB) [Remove]

Big packshot shown when looking at the details from this product.

- **Packshot small**: This image is used in the slider on top of a product detail page.
- **Packshot big**: This image is used as detail image (left) on the product detail page.
- **Update Packshots For Every Country**: by default, the product packshots will only be updated for the packshot of this specific country. If you want to update the packshots of all the other countries with the one of this translation, you can check this checkbox before saving.
**Product ingredients (old):** Here you can add one ingredient at a time (you can click the 'Add another item' multiple times at first if you wish. These fields are ‘autocomplete fields’, which means if you type the first few letters, a list with the similar existing ingredients appear. You can use the arrow keys and the enter key (or the mouse) to select one. Or if the ingredient is not in the list, just fill it in and it will be added to the list. **This field is now unused and will be removed after the launch of the new design.**

**Product ingredients:*** here you can add one ingredient add the time. You can click the 'Add another item' multiple times at first if you wish. These fields are autocomplete fields that search in the ingredient database. This means you type the first few letters and a list of matching ingredient will show up. If the ingredient you are looking for is not in the list, it has to be added to the ingredient taxonomy which is covered later in this manual. In addition to the ingredient name, you can also indicate that a * should be added to reference to in the product ingredients outro/footnote. You can also add an optional % to be added between parentheses.

**Product Ingredients Outro:** This is the text that will be visible under all the ingredients on the product detail page.
• Nutritional Values Intro: This is the intro above the nutritional values. Can be styled in the same way as the product intro.

• Nutritional Values: this works the same way the ingredients work. The label is an autocomplete field. Per nutritional value you can change the value, set a checkbox if the nutritional value has to be indented, and a checkbox if this item has to be bold.
RI

RI Volume *
200

RI Volume Unit *
ml

Kilojoules *
454 kj

Kilocalories *
108 kcal

Calories Percentage *
6 %

Fat *
5,2 g

Fat Percentage *
8 %

Saturates *
1,4 g

Satures Percentage *
8 %

Sugars *
6,6 g

Sugars Percentage *
8 %

Salt *
0,26 g

Salt Percentage *
4 %

☐ Update RI Values For Every Country

Check this if the RI values have to be updated for EVERY TRANSLATION of this product, for EVERY COUNTRY.
The RI sections allows you to specify the intake and reference intake values as displayed on the website. You can specify the intake volume that is used as a reference and then input both the absolute values and % as compared to the reference intake. The energy values must be specified in both Kilojoules and Kilocalories.

Allergy & Nutritional info

Biologisch
100% Plantaardig
Gezoet met tapioca siroop
Eiwitrijk
0,3 g alfa-linoleenzuur per 100 ml
Bron van ω3 vetzuren
Rijk aan meervoudige onverzadigde vetzuren
Rijk aan onverzadigde vetzuren

Available packaging

1L

Allergy & nutritional info and available packaging: style-able input fields for the corresponding tabs on the product detail page.
• Overwrite country logos: if you want to override the default country logos on the product detail you can specify these here. If no logos are specified, the default listing for the country will be shown.

• Translation settings (similar for all content): this allows you to mark translations of this content to be outdated. This is a CMS feature to assist you to keep track of which translations are in need of updating.

• Keywords: specify keywords that will be used to search recipes. These keywords always have to be provided in English and divided by commas.

• Meta tags (similar for all content): allows you to define the metatags used by search engines and social media to index the content. The ‘Page title’ is automated for all content.
(as discussed before). The description defaults to a summary. Which is empty for product categories, thus will have to be entered per category. Do not forget to fill in the values for the ‘OPEN GRAPH’ (Facebook) and the ‘TWITTER CARD’.

- URL path settings (similar for all content): normally an automatic URL is generated for the category based on the title. If you want to override this, you can do this here.

- Publishing options (similar for all content): Here you can find the checkbox to publish / unpublish this content.
Recipe Categories

This screen provides an overview of all recipe categories available. Fields in this overview are similar to product categories.

**Edit or add a recipe category**

- **Title**: Desserts

**Product Detail Block Title**

DESSERTS

Text used for the blocks at the product detail page, just below the “FIND A SHOP” button. (Visible for the product when it is linked to one or more recipes belonging to this Recipe Category)

**Language**

Austrian German (at)

**Weight**

3

**Image For Overview**

The image used on the recipes overview page.

- **Hide at recipe overview / search page and at product detail page**

  If this is checked, this category (and its recipes) will not be visible at the recipe overview/search page, nor on the products detail page.

**TRANSLATION SETTINGS**

- **URL path settings**
  - **Automatic alias**

- **Meta tags**
  - Description: Entdecken Sie unsere leckere Rezepte...
  - Keywords: Provamel, Rezepte, Dessert...

- **Publishing options**
  - Published

- **Generate automatic URL alias**

  Uncheck this to create a custom alias below.

  **URL alias**

  rezepfe/Desserts

  Optionally specify an alternative URL by which this content can be accessed. For example, type “about” when writing an about page. Use a relative path and don’t add a trailing slash or the URL alias won’t work.

- **Title, language and weight**: same as other content, used in the recipes overview page ([http://provamel.com/uk/recipes](http://provamel.com/uk/recipes))

- **Product detail block title**: text used for the blocks at the product detail page, just below the “Find a shop” button.

- **Image For Overview**: the small image used on the recipes overview page
- Hide at recipe overview / search page and at product detail page: this hides the recipe category from the overview, search and product detail pages. This makes them effectively hidden but still accessible.

- URL path settings (similar for all content): normally an automatic URL is generated for the category based on the title. If you want to override this, you can do this here.

- Meta tags (similar for all content): allows you to define the metatags used by search engines and social media to index the content.

- Publishing options (similar for all content): Here you can find the checkbox to publish / unpublish this content.
Recipes

This is the overview of all recipes available. There is one extra field pertaining to other content, this is the ‘SUBMITTED BY USER’ field. If a user submits a recipe, this recipe is added but **NOT published by default.** After reviewing this recipe you choose to publish this recipe or not. The country admin also receives an email with a notification when a user recipe has been submitted.

- **Title**: Sweet potato rösti
- **Language**: English (nl)

**Weight when NOT searched on category**

1

**Category**

- Breakfast

**Weight within this category**: 1

- Cocogonia
- Coconut
- Desserts
- Green Story
- Main Courses
- Sauces & Dips
- Smoothies
- Soups
- Starters

- Title, language and weight: same as other content
- Category: similar to a product, the categories this recipe belongs to and the weight associated with it inside this category.
- **Header image**: This is the header image shown on top of the detail page for a recipe.

- **Overview / search result image**: specify the image to be used for the recipe in the recipe overview and search results pages.

- **Number Of Persons**: the number of persons this recipe is meant for

- **Duration (Hours + Minutes)**: Only minutes is required, you can add hours if you wish.

- **Difficulty**: specify the difficulty of preparing this recipe

- **Health**: indicates if this recipe is glutenfree and/or vegan
Ingredients: Similar to product recipes, please note: this is not an autocomplete field.

Preparation steps: A dynamic number of preparation steps. You can rearrange the order by click and dragging the arrow next to the step (↑).

Tip: A tip if needed, will be shown under ‘TIP’ on the recipe detail page.
- **Key product:** this field defines the main Provamel product used in the recipe. It is used for various things such as determining the color of the recipe, the product shown on its detail and the related products.

- **Provamel Products:** Here you will find a list from all products in the current language. Check the products needed for this recipe.

- **Published:** check this checkbox to publish the recipe (when a user submits a recipe, this checkbox is unchecked by default).
Basic Pages

This is an overview of all available Basic Pages and can be filtered by language. A Basic page has to be added to a menu manually (see below at ‘contextual menus’).
Add or edit basic page

- Title: Used as Page title and to generate URL
- Language: The language this basic page is meant for
- Body: The stylable content
• Header Image: the image used as header image
• Header Image Mobile: specify a different header image for mobile
• Header Image Copy: the copy within the header image
• Footer Image: the image used as footer image
• Footer Image Mobile: specify a different footer image for mobile
• Footer Image Link: the URL the footer image links to, you can select whether this URL opens in a new window or not.
• Footer Image Copy: The copy within the footer image (centered at the bottom of the image)
• Translation settings, URL path settings, meta tags and Publishing options: same as other content
Translate Strings

This section contains hardcoded content which isn’t specifically attached to any of the previous mentioned features.

All these loose translatable content are listed in this section and need to be translated.

The default language is always English. You will find a filter field which is case sensitive. And you can filter per language and search on translated / untranslated.

Text-group and Context will always be the same for these strings (text). At the column ‘string’ you find the string itself. In the column ‘languages’, you can see which languages have translations for this string already, if no translation exists, the language prefix will be lined. If a translation exists, the language prefix will be shown without line-through.
Here you will find 3 options:

- **Change social link URLs**

  These are the URLs behind the social buttons on the right or next to the newsletter of every page:

  Edit form; per language you have a vertical tab with the 4 URLs needed:

<table>
<thead>
<tr>
<th>Belgium (NL)</th>
<th>Facebook URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Kingdom</td>
<td><a href="http://facebook.com/provamel">http://facebook.com/provamel</a></td>
</tr>
</tbody>
</table>
  
  |  | Twitter URL |  
  |  | http://twitter.com/provamel |  
  
  |  | Pinterest URL |  
  |  | http://pinterest.com/provamel |  
  
  |  | Instagram URL |  
  |  | http://instagram.com/provamel |
• **Export products**

This generates a .csv file with the products and their introductions. Note that the introductions contain HTML tags as the introduction styling cannot be exported through a csv file. When importing the CSV into Excel, make sure to import with file origin set to Unicode (UTF-8).

• **Export recipes (images filenames)**

This generates a .csv file of all recipes and the filenames of the header images used in the recipe. When importing the CSV into Excel, make sure to import with file origin set to Unicode (UTF-8).

• **Export recipes (translatable fields)**

This is similar to the image filename CSV export with the fields of the recipe that can be translated. When importing the CSV into Excel, make sure to import with file origin set to Unicode (UTF-8).

• **Clear varnish**

As mentioned in the beginning of the manual. The site uses a cache to improve the loading speed. The clear varnish functionality allows you to clear this cache either for countries individually or for all countries.

**Manage product ingredient taxonomy**

Under “Taxonomy” you can find a “Ingredients” vocabulary that lists all the possible ingredients that can be used to define the ingredients of a product. These terms should be properly translated from the original source to prevent duplication of terms in the system.

**Block nodes**

Block nodes allow you to customize the homepage and “our story” pages. These pages consist of blocks called “Block Nodes”. These blocks can be created, edited and removed. Furthermore, the order of these blocks can be changed.

When clicking this section, you get a filterable overview of all the existing “block nodes”. There are 4 filters you can apply:

- **Type**: filter on one of the block node types
- **Language**: filter on a specific enabled language
- **Published**: filter on whether the node is published ‘publically visible’ or not
- **Title**: filter (case-insensitive) on the title

Click ‘Apply’ to apply the selected filters.
<table>
<thead>
<tr>
<th>Type</th>
<th>Language</th>
<th>Published</th>
<th>Title contains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block - Header Image</td>
<td>- Any -</td>
<td>- Any -</td>
<td>our story</td>
</tr>
<tr>
<td>Block - Image / Text</td>
<td>- Any -</td>
<td>- Any -</td>
<td></td>
</tr>
<tr>
<td>Block - Products</td>
<td>- Any -</td>
<td>- Any -</td>
<td></td>
</tr>
<tr>
<td>Block - Recipes</td>
<td>- Any -</td>
<td>- Any -</td>
<td></td>
</tr>
<tr>
<td>Block - Single Column Text</td>
<td>- Any -</td>
<td>- Any -</td>
<td></td>
</tr>
</tbody>
</table>

**BLISS**
Steenkaai 42
1800 Vilvoorde

E info@bliss-content.com
blissmaker.studio
**Block node types**

There are multiple block node types:

- **Block – Image / Text**

  *committed to do better*

  All our products are organic* and plant-based. We respect nature and have strict rules for respecting the environment. Everything we make is GMO free and organic* certified, which means less pesticides and antibiotics in your body and our soil. Like all organic products, there are no artificial additives, preservatives and colourings in any of our foods. We rigorously evaluate every ingredient on its added value and we will never use unnecessary ones. We are open and honest so everybody can understand all our ingredients and why we put them in. *What doesn’t fit, we leave out.* We’re not perfect, but ever since we started out in 1983 we’ve been dedicated to doing better.

  * We also offer a drink enriched with vitamins — our Provena! Drink Soy with Calcium & Vitamins. This is the only product in our assortment that is not and cannot be organic.

This block consists of:

- **Title**: administrative title, this is not used in the frontend, fill in a clear title so you know later on what block this exactly is.
- **Language**: the language of this block
- **Image - Desktop**: an image only visible for desktop users, do not forget to enter an ‘Alternate text’ with a short description of the image.
- **Image - Mobile**: an image only visible for mobile users, do not forget to enter an ‘Alternate text’ with a short description of the image. Optional, if not filled in, the desktop image will be used
- **Icon left and right**: allows you to add icons on top of the video to the left and right
- **Text overlay**: text to be shown in overlay on top of the image. Can be styled with the WYSIWYG editor.
- **YouTube video**: URL to a YouTube video which will add a play button on top of the visual. If the user clicks the play button, the video plays in an overlay.
- **Image on the left side**: by default the image is on the right side. Use this checkbox to show the image on the left side.
- **Body title**: the title above the text, with WYSIWYG to be able to add color. You do not need to style it like a title here as that will be done automatically.
- **Body**: the body copy
- **Id**: optional: an optional HTML id to be able to link to this section, if not sure what this is do not set a value
- **Call to action**: optional: exists of 2 fields:
  - **Title**: the text on the button under the body text
  - **URL**: the URL where the links redirects to
- **Call to action color**: defines the color of the call to action
- **Footnote**: additional copy to be added in small print below the call to action.
- **Title tag level (SEO)**: determines the hierarchy of the title for SEO purposes. A sensible default for most blocks is h2.
This block consists of:

- **Title**: administrative title, this is not used in the frontend, fill in a clear title so you know later on what block this exactly is.
- **Color**: color used in the arrows between the different steps of the process.
- **Display title**: the title above the process blocks, with WYSIWYG to be able to add color. You do not need to style it like a title here as that will be done automatically.
- **Body**: introduction copy to be displayed above the process blocks.
- **Process steps**: you can define up to 5 steps in the process with title, image and description.
- **Footnote**: additional footnote to be shown below the process blocks.
• **Block – Products**

**products**

This block consists of:

- **Title**: administrative title, this is not used in the frontend, fill in a clear title so you know later on what block this exactly is.
- **Title**: the title above the process blocks, with WYSIWYG to be able to add color. You do not need to style it like a title here as that will be done automatically.
- **Language**: the language of this block
- **Body**: optional: a body text rendered under the title
- **Call to action**: exists of 2 fields:
  - **Title**: the text on the button under the products
  - **URL**: the URL where the links redirects to
- **Call to action color**: allows you to specify the color for the call to action button
- **Provamel Products**: Optional: if no products are selected here, the first 6 products with the checkbox ‘Promoted to frontpage’ will be used. If one or more products are selected, the first 6 selected products will be rendered.

• **Sort products at the “Block – Products”**

To sort the products, the global ‘Weight’ field from the product is used. From small to big, for example:

- If the product ‘Almond unsweetened’ has a weight of 2 and the product ‘Rice with almond’ has a weight of -3 and the product ‘Hazelnut original’ has a weight of 0, then the products will be sorted like this (left to right):
  - Rice with almond (-3)
  - Hazelnut original (0)
  - Almond unsweetened (2)

This value can be updated like so:
• Browse to the product detail page of the product you want to update their weight for.

• Click the ‘Edit’ button just below above the breadcrumb:

• Just beneath the ‘Language’ field, fill in the ‘Weight’ field:

  ![Language](image)

  ![Weight](image)

• Scroll down and click Save:

• **Block – Product**

  ![Product](image)

  **go oat more often.**

  **oat. no sugars.**

  Enjoy the mild taste of Provamel Oat Drink No Sugars with only the 4 ingredients: water, oats, sunflower oil and sea salt. No sugar, no sweeteners, nothing else.

  ![FIND OAT MORE](image)

  **This block consists of:**

  • **Title**: administrative title, this is not used in the frontend, fill in a clear title so you know later on what block this exactly is.
  • **Visual position**: defines if the visual should be shown to the left or the right of the block.
  • **Product visual**: the product packshot to be shown, should be a transparent PNG cropped so it has no whitespace around it.
  • **Large copy**: formattable copy to be displayed next to the packshot, usually word per word. Size and font are set automatically.
  • **Body title**: formattable title for the text side of the block.
  • **Body**: formattable body copy for the text side of the block.
  • **Call to action**: optional button link and description to be shown underneath the copy.
  • **Call to action color**: define the color of the call to action button.
  • **Footnote**: additional footnote to be shown below the button.
  • **Title tag level (SEO)**: the hierarchical ranking of the title. Usually h2 is a good default.
Block – Recipes

This block consists of:

- **Title**: administrative title, this is not used in the frontend, fill in a clear title so you know later on what block this exactly is.
- **Language**: the language of this block
- **Title**: the title above the recipe blocks, with WYSIWYG to be able to add color. You do not need to style it like a title here as that will be done automatically.
- **Body**: optional: a body text rendered under the title
- **Call to action**: exists of 2 fields:
  - **Title**: the text on the button under the products
  - **URL**: the URL where the links redirects to
- **Call to action color**: define the color of the call to action button
- **3 Provamel Recipes**: Optional: if no recipes are selected here, the first 3 recipes with the checkbox ‘Promoted to frontpage’ will be used. If one or more recipes are selected, the first 3 selected recipes will be rendered.

**Sort recipes at the “Block - Recipes”**

To sort the recipes, the global ‘Weight’ field from the recipe is used. From small to big, for example:

- If the recipe ‘Gluten-free pancakes’ has a weight of 5 and the recipe ‘Banana Bread’ has a weight of -2 and the recipe ‘Almond scones’ has a weight of 0, then the recipes will be sorted like this (left to right):
  - Banana Bread (-2)
  - Almond scones (0)
  - Gluten-free pancakes (5)

This value can be updated like so:
- Browse to the recipe detail page of the recipe you want to update their weight for
• Click the ‘Edit’ button just below above the breadcrumb:

• Just beneath the ‘Language’ field, fill in the ‘Weight when NOT searched on category’ field:

  Language
  English (uk) ▼

  Weight when NOT searched on category *
  

  Category:

• Scroll down and click Save:

  Save

• **Block – Single Column Text**

  find out everything we stand for

  Since 1983, Provamel has been the choice for many positive thinkers. Together with you, we believe in healthy, pure and plant-based organic foods. This way, the simple choices you make every day can lead to a better world.

  FIND OUT EVERYTHING WE STAND FOR

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  • **Title**: administrative title, this is not used in the frontend, fill in a clear title so you know later on what block this exactly is.
  • **Language**: the language of this block
  • **Title**: the title above the recipe blocks, with WYSIWYG to be able to add color. You do not need to style it like a title here as that will be done automatically.
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    o **Title**: the text on the button under the products
    o **URL**: the URL where the links redirects to
  • **Call to action color**: define the color of the call to action button
  • **Title tag level (SEO)**: the hierarchical ranking of the title. Usually h2 is a good default.

  **Update blocks order on homepage & our story pages**

  To update the order of the blocks on the homepage and the our story page:
  • Visit the page you want to alter
  • Click ‘Edit blocks’ above the page, beneath the menu:
Click and drag the blocks until the desired order is in place:

- Tabs
  - page tabs
- Block – Single Column Text – Our Story supporters – UK
- Block – Single Column Text – Our Story supporters – UK
- Block – Image/Text – Our story Pro Organic – UK
- Block – Image/Text – Our story Pro Organic – UK
- Block – Image/Text – Our story Pro Plant-based – UK
- Block – Image/Text – Our story Pro Plant-based – UK
- Block – Image/Text – Our story Pro Local Fields – UK
- Block – Image/Text – Our story Pro Local Fields – UK
- Block – Image/Text – Our story Pro Animal Welfare – UK
- Block – Image/Text – Our story Pro Animal Welfare – UK

Click 'Save' beneath the blocks to save your changes:

Add blocks to homepage & our story

To add a block on the homepage or the our story page:
- Visit the page you want to alter
- Click 'Edit blocks' above the page, beneath the menu:
  
- Click the gear on top right from the block names, then click 'Add content':
  
- Click 'Existing node' on the right side:
• Start typing a part of the administrative title you entered when creating the block:

```
Enter the title or NID of a node
```

<table>
<thead>
<tr>
<th>Block</th>
<th>Section Name</th>
<th>NID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block - Header image - homepage - UK (block_header_image)</td>
<td>block_header_image</td>
<td></td>
</tr>
<tr>
<td>Block - Products Promoted To Frontpage - homepage - UK (block_products)</td>
<td>block_products</td>
<td></td>
</tr>
<tr>
<td>Block - Recipes - homepage - UK (block_recipes)</td>
<td>block_recipes</td>
<td></td>
</tr>
<tr>
<td>Block - Single Column Text - homepage supporters - UK (block_single_column)</td>
<td>block_single_column</td>
<td></td>
</tr>
</tbody>
</table>

• Select (click) the desired block.
• Click ‘Finish’ to add the block:

```
Finish
```

• Update the order of the blocks as you wish (see ‘Update blocks order on homepages & our story pages’ above)
• Click ‘Save’ beneath the blocks to save your changes:

```
Save
```

**Edit / delete blocks on the homepage & our story**

Edit or deleting a block can be done at the Block Nodes list page (edit / delete links per Block Node) or at the page where the blocks themselves are present. This document explains the latter:

• Visit the page were the block you want to alter is present
• Hover the mouse in the top right corner of the block, a gear icon will appear:

```
• Click on this gear and click ‘Delete’ to remove this block or ‘Edit’ to edit this block:
```

**Various handy features**

**Content tabs**

You will notice that at various pages and with various content there will be tabs available which allow you to navigate to the page you want to edit and find the edit form immediately, or edit content that is not available through the superuser’s menu, the plant-based pages for example:
WHAT IS PLANT-BASED EATING?

Plant-based eating is really good for you and so simple to do. Are you already a vegetarian or a veggie, well you’re always welcome to send us your tips & tricks to increase your plant-based eating pattern. Still figuring out what plant-based eating is? It’s easy, just make sure at least 2/3 of your plate contains plant-based food, – like soy, nuts, whole grains and seeds etc. – the remaining 1/3 can consist of a

Contextual menus

When hovering a menu, you will notice a settings icon appear at the right top corner of the menu. If you click this icon a menu with the item ‘List links’ appear, this is used to edit the menu items themselves. We advise that you only change the title from a menu item. Changing menu attributes can break the menu. The header menu and footer menu are identical, the same menu items are used.