

Welcome to Janitor

This guide explains how to use the Janitor backend to add content to the KBHFF website. This guide was created by Josh Hunt, Julie Courraud, Sarah Ettlinger, and Clemens Borys. Contact it@kbhff.dk if you have any questions!

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HOW TO...

...login to Janitor

- Go to <http://kbhff.dk/login>
- Login in with your email address, member number or telephone number - and your password
- Click on Janitor in the top-right hand menu to access Janitor.
 - If you cannot see Janitor in the top-right, email it@kbhff.dk to ask for access - tell us your name and email address on the account.
- Hover over the "J" on the left side of the page to open up the main Janitor menu.

...create and/or edit an afdeling (“department”) in Janitor’s back-end

Can only be done by the IT steering group.

- Log in to Janitor
- Hover over ‘J’ at the left side of the page to open up the main Janitor back-end menus.
- Click the arrow next to Content and then click on Departments
- Click New Department at the top of the page to add a new department, or click the Edit button next to the department you wish to edit.
- To change the location of a department, make sure to change both the actual address and the coordinates to make sure the pins on the map are correctly placed.

...use Janitor’s text editor

The editor consists of a list of boxes; there’s a small label on the left-hand side that tells you what type of content is in the box. Some values you might see:

- *p*: short for “paragraph”, use one of these for each paragraph on your page.

- *h1, h2, h3, ...*: short for “heading”. The smaller the number, the bigger the heading. You can't choose *h1*, because the only *h1* element on a page should be the page's title. Use *h2, h3*, and *h4* to split your text up into sections.
- *ul*: short for “unordered list”, i.e. a bullet point list. This will have subentries labelled *li*, short for “list item”.

Click the black “+” button below the list of boxes to **add a new box**. Click the “bin” icon to the right of any box to **delete** the box. If you select some of the text, a pop-up will appear allowing you to choose to **format the text** (e.g. add italics/bold/underline). Do the same to add a **link**.

To create a line break without the padding around each paragraph element, hit `ctrl+return`. Do not edit the raw HTML.

...create a new basic page (“page”)

- Log in to Janitor
- Hover over ‘J’ at the left side of the page to open up the main Janitor back-end menus.
- Navigate to Content > Pages.
- Click “New Page”, at the top of the page
- Enter a title for the page, click “Save and continue”
- Add a secondary headline if you wish - this will show up as an h2 at the top of the page - you can also add your h2 text as h2 in the page content box.
- Add a short description in the “Short description” box: This is for SEO (search engine optimisation) and is important. It should be in full Danish sentences with keywords that are relevant to the page. Aim for 4-5 lines.
- Add the page content at the bottom of the page
 - When you want to make a new paragraph, click the black “+” button below the editor and choose “Text (p, h2, ...)”. This will add a new box to the list where you can enter the next paragraph.
- If relevant, add tags:
 - Click “Tags” at the bottom of the page
 - Click the black “+” button to add a tag
 - Tags are primarily used for news (posts) categories and for controllers. If you are making a regular page, you will not need to add a tag.
- Click on the yellow switch in the top-right that currently says “Off”: this will change it to “On”, making the page visible.

- You can access your page under “om/name-of-your-page” with name-of-your-page as displayed in the “SINDEX” fold at the top of the janitor page

...add an image to a page

- Get the image file onto your computer (download it from the internet, copy it from a camera, etc.)
- Click the black “+” icon and choose “Media (jpg, png)”
- Double-click on the blank box, and it will open a file dialogue in which you can choose the picture to upload

...add a link inside a paragraph

- In the editor, select the text you want to be marked as a link
- An option menu should pop up on the right, the first choice being “Link”
- As url enter the page to link to.
 - If you want to create an internal link to another page created in janitor this is usually “om/name-of-your-page”.
 - If you want to create a link towards an email address, write “mailto:xxx@kbhff.dk”

...add an embedded video to a page

- Upload the video to Vimeo or Youtube
- Click the black “+” icon and choose “External video (Vimeo, Youtube)”
- If your video is on youtube, click on the label that says “Vimeo” and choose “Youtube” from the menu that opens
- Enter the URL of the video into the blank box

...create a new navigation node (“tab”)

Can only be done by the IT steering group.

- Log in to Janitor
- Hover over ‘J’ at the left side of the page to open up the main Janitor back-end menus.
- Navigate to Site > Navigations.
- Click “Edit” in front of “main-public”
- Click “New Node”, at the top of the page

- Add the name of your node in the first box and a classname in the second
- Enter the link to which the navigation node should point under "Link to a static URL"
- Clear/deselect all other fields (e.g. select page, select controller, and fallback link)
- Click "Save"

...create a new subnavigation node (e.g. under "Om")

Can only be done by the IT steering group.

- Log in to Janitor
- Hover over 'J' at the left side of the page
- Navigate to Site > Navigations.
- Click "Edit" next to "sub-about" (or the corresponding entry for the subnavigation you want to edit)
- Click "New Node", at the top of the page
- Enter the desired link under "Link to a static URL"
- Clear/deselect all other fields
- Click "Save"

...create a new news item ("post")

- In Janitor, navigate to Content > Posts.
- Click "New Post".
- Enter the publication date and title of the post.
- Click "Save and continue"
- Fill in a short description; the start of this will be displayed on the forside, so this is a good way to get a summary of the post or the first couple of sentences of the post.
- Enter the content of the post in the editor.
- Add tags to the post:
 - Use "on:frontpage" to make the post visible on the frontpage. By default a post will only be shown on the nyheder page.
 - Use "post:Nyhed" to classify the post as a Nyhed or "post:Arrangement" to classify the post as an Arrangement. (These are the only two categories that we use at the minute.)
- Click on the yellow toggle switch at the top right of the page to be "On"
- Upload an image for the post. Check the image sizing guidelines below. If there is no relevant image, use the "default" image with the KBHFF logo that is used on

many of the other posts (you'll have to go to a post that uses the logo, download the image, then re-upload it on your new post).

Don't forget to add a preview image

Posts, like other pages, show a banner at the top that is chosen randomly on each visit. However, when your post appears in a list of posts, for example on the front page, it will show a preview image which is empty by default.

It is therefore ***strongly encouraged*** that you add a preview image to every one of your posts. The first image attached under “MEDIAE” will be used as the post’s preview image. If you are already using an image in your post anyways, it will show up as its preview image and you can refer to the below section on image sizing guidelines to get a feeling for which part of your image will be visible in the preview.

If your post itself doesn’t include any pictures, you can choose one of the kbhff-branded stock photos [found here](#). These are already sized such that the preview shown will look reasonable. Simply add any of these pictures to your post under “MEDIAE” in the janitor interface. You can use the same picture in the “CONTENT” section if you wish to show it on the post itself, but you don’t need to. In the latter case it will simply be used as preview but not shown on the post itself.

To see some impressions of the preview images, you can look at the current posts on the frontpage of test.kbhff.dk. [As of March 2020. If these example posts are no longer available, feel free to remove this paragraph.]

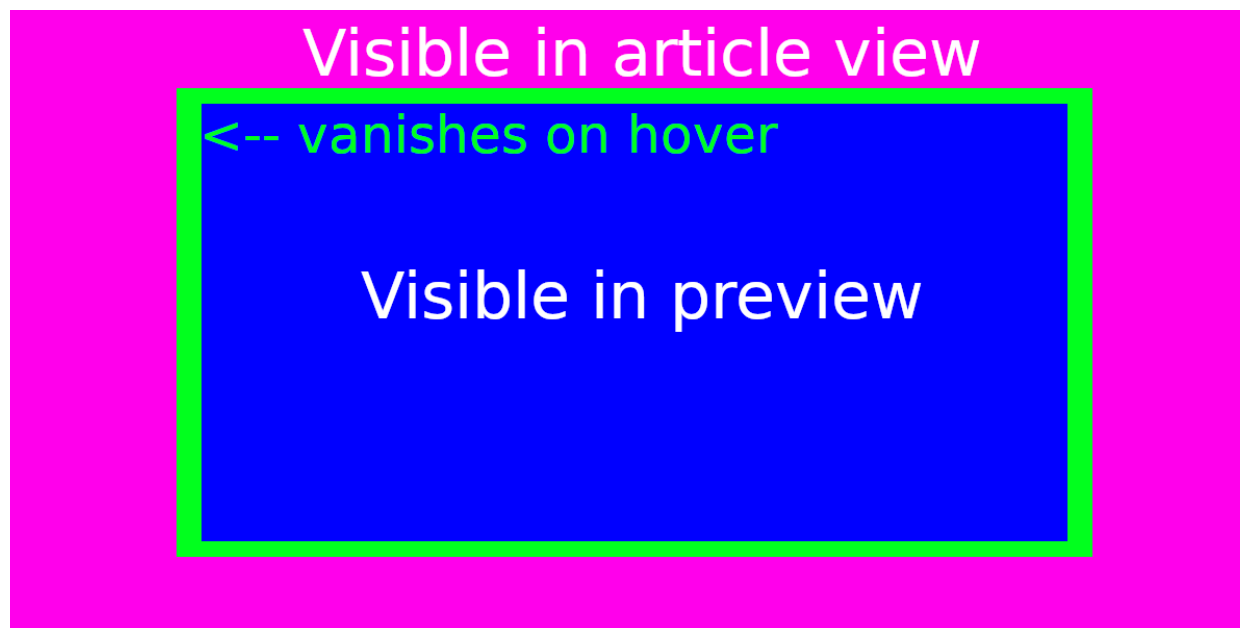
Note that if you use an image in the “POST CONTENT” section, it should likely only be included further down the page after the first few paragraphs, or it will conflict with the random banner at the top of the post.

Sizing your images to be used as previews

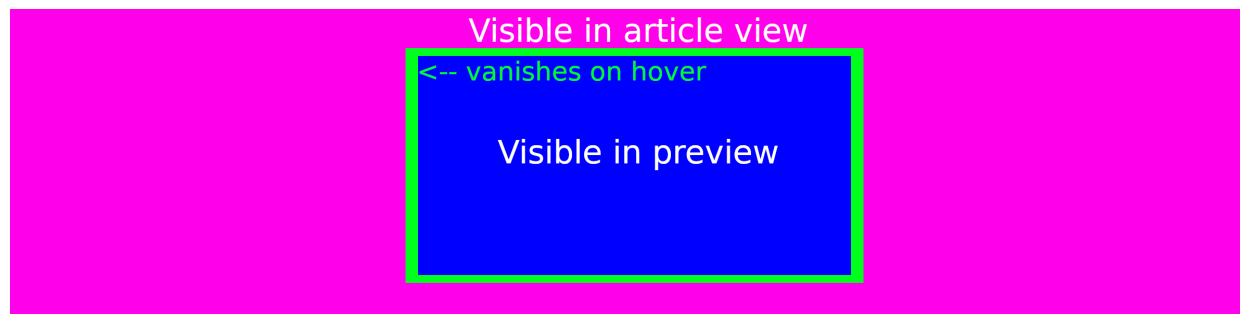
The first image on your post under “MEDIAE” will be used as the post’s preview image on the front page. In the Janitor system the preview is automatically cropped to a 1:2 ratio losing parts of the image, even if the image you uploaded was already in 1:2 aspect ratio. An image in the article itself is scaled to fit the column width. To keep the article image from crowding up the top and pushing your text too far down the page, it is recommended that you upload images with a 1:2 aspect ratio (height:width) or wider. Note that wider images will still be cropped to a 1:2 format in the preview, selecting a part roughly in the center

although *not* the full height.

To make this a bit easier to handle, we provide the below templates to size your images. You can for example use them as masks in the image editing program of your choice to crop your picture to a size and selection that hopefully looks reasonable both in the article view and the preview. The templates are in 1:2 and 1:4 image aspect ratio, depending on whether you want your article view image to be proportioned roughly like a normal photo or roughly like a banner. The templates are also again [found here](#).



(<http://test.kbhff.dk/nyheder/image-size-test-post>)



(<http://test.kbhff.dk/nyheder/wide-image-size-test-post>)

...create a new Ugens Pose

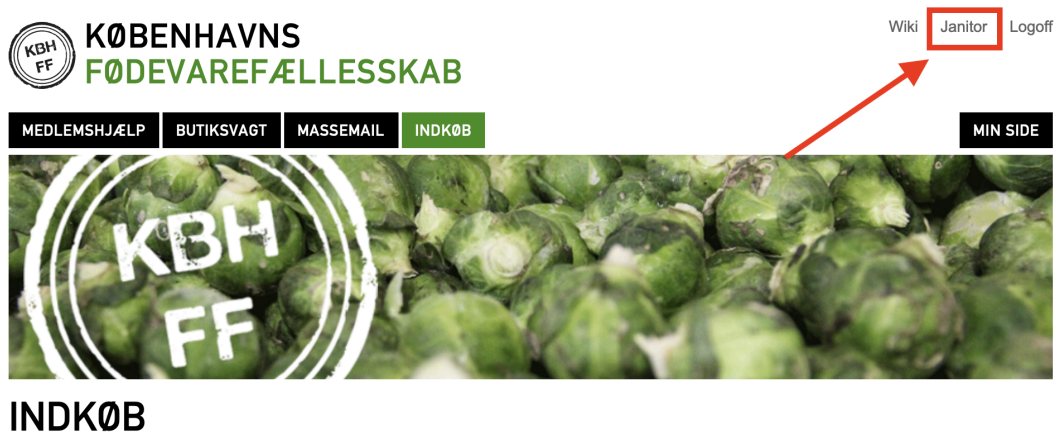
- **WARNING:** The bags will be displayed in the order they are **last edited!** So if you need to catch up or are creating several bags, make sure you start with the “oldest” bag, as in the lowest week number, up to the highest (most recent). If you need to reorganize the list of bags displayed on <http://kbhff.dk/ugens-pose> afterwards, you have to update them one by one by starting with the oldest (then refresh the website page to check the display).
- Log in to Janitor
- Hover over ‘J’ at the left side of the page to open up the main Janitor back-end menus.
- Navigate to Content > Weekly Bags
- **Here you can either DUPLICATE an existing bag, or CREATE a new one from scratch.**
- **DUPLICATE:**
 - Select the bag to be duplicated by clicking on Edit (there are some templates available), click on the grey button Duplicate and Confirm.
 - Click on List to the left to return to the list of bags, and Edit the new “(cloned)” bag.
 - Rename it properly and edit the content. See below for detailed editing and screenshot.
- **CREATE FROM SCRATCH**
 - Click “New weekly bag” (green button at the top)
 - See below for an example screenshot.
 - Enter a name (e.g. “Uge 42”) in the first box and enter the corresponding week number in the second box, as well as the year in the third box.
 - Click “Save and continue”
 - Enter the contents of the bag in the editor:
 - Click on the “P” in the grey square at the beginning of the field and select **H4** instead to create a title. These **H4** elements should be used to add titles such as “Biodynamiske varer”, “Økologiske varer”, “Frugtposen”, “Kartoffelposen”, etc.
 - Click Enter to open a new line (“P” by default) and fill in the info about every item in the bag (use one line per item).

Example: “0,9 kg Kartoffler, Estima, Birkemosegaard (Øko/bio),
løssalgspris: 14 kr / kg”
 - In the "Full description box", enter an extended description in

- Click on the “P” in the grey square at the beginning of the field and select **H3** instead to create a title. These **H3** elements should be used to add titles such as “Løssalg”, “Ugens poser / Ekstra poser”
- Under “Løssalg”, use *ul* to start a list which will include all løssalg items such as “Løg, Birkemosegaard (Øko), løssalgspis: 21 kr / kg”.
- Under “Ugens poser / Ekstra poser”, use **H4** element at the start to add titles such as “Grøntposen”, “Frugtposen”, “Kartoffelposen”
- Use *ul* to start a list which will include all numbers of bags in each department such as “Amager 6 / 0”.
- **When you want it to be displayed on the front page**, click the yellow switch in the top-right corner to set it to “On” (the button will turn grey). The bag will then appear during the corresponding week of the year (computed Wednesday to Wednesday).
- There is also a page called “Ugens Poser” where you can edit the text that is shown above the list of past week’s bags

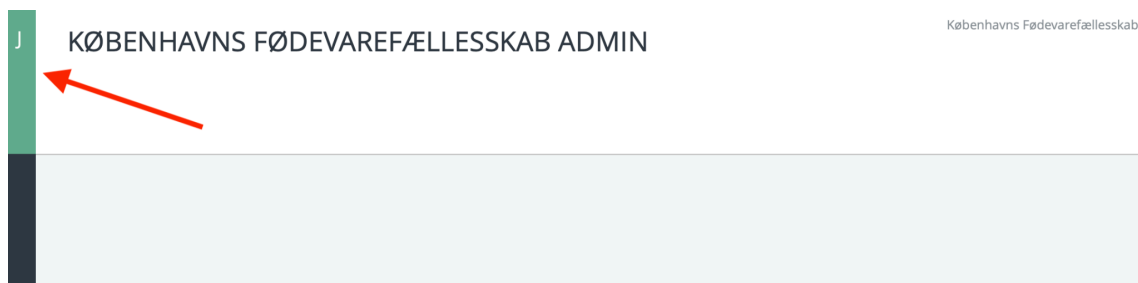
...create a new Assorted Product (løssalg)

- Log in to Janitor

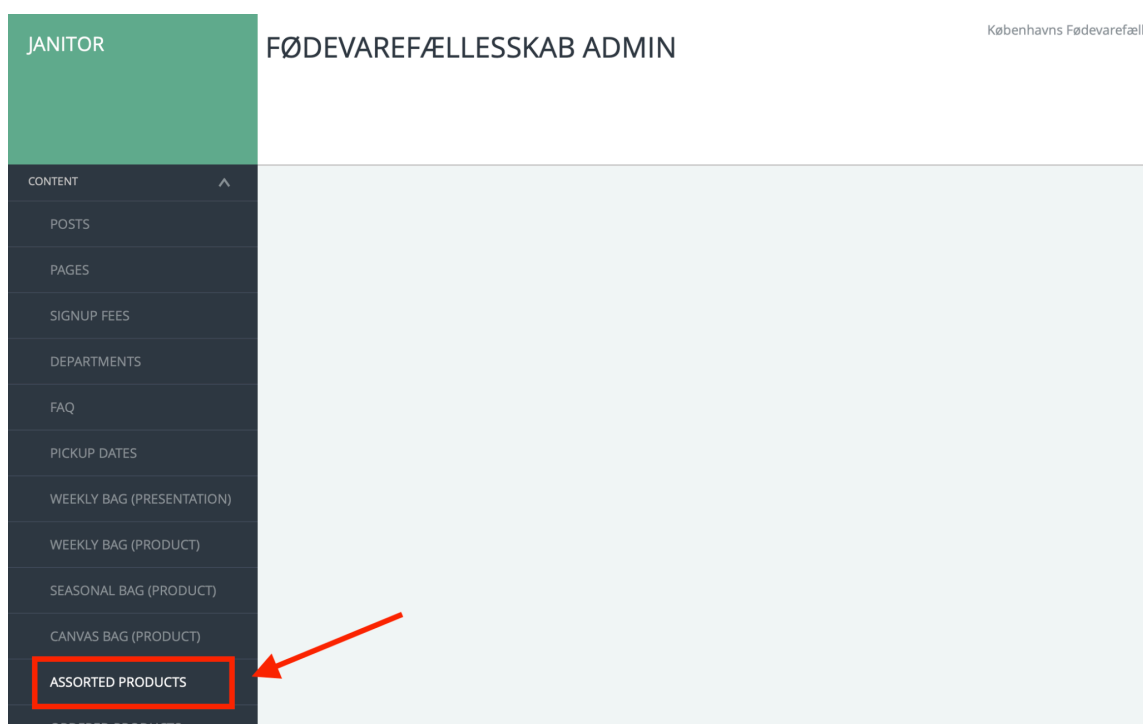


ORDRER TIL UDLEVERING

- Hover over 'J' at the left side of the page to open up the main Janitor back-end menu.



- Navigate to Content > Assorted Products



...activate or deactivate Assorted Products (løssalg)

- Log in to Janitor (see above)
- Hover over 'J' at the left side of the page to open up the main Janitor back-end menu.
- Navigate to Content > Assorted Products
- Click new product and fill in name and first date for ordering. You can also add last day if relevant. After clicking 'save and continue' add price and an image. Note that sometime .JPG images are automatically being rotated. This can be solved by using .PNG image instead. To activate follow the instruction below.

- Find the product you want to activate or deactivate, and change the toggle to on or off

J ASSORTED PRODUCTS Københavns Fødevarerfællesskab | Phoebe Berke | Logoff

New product

type to filter

Spaghetti græskar	Edit	Delete	ON
Græskar, sweet dumpling	Edit	Delete	ON
Hokkaido græskar	Edit	Delete	ON
Ufo græskar	Edit	Delete	ON
Ræddiker	Edit	Delete	OFF

- Products that are turned **off** will **not** show up in the list of Produkter on the page that Indkøbsgruppen uses to edit the website's grøntshoppen



Dild	0	0	0	0	0	0	0	0	0	0	0	0
Anisop	0	0	0	0	0	0	0	0	0	0	0	0

PRODUKTER

Hej indkøber! Dette afsnit bruges til at oprette og vedligeholde de posetyper som tilbydes til KBHFFs medlemmer.

Poserne kan enten oprettes som faste ugentlige valg, eller som specielle tilbud i specifikke perioder. Ved at trykke 'tilføj nyt produkt' til højre åbnes en ny menu, hvori disse funktioner kan vælges. Du kan også redigere eller fjerne poser, ved at trykke på de relevante knapper ud for det pågældende produkt.

TILFØJ NYT PRODUKT

NAVN	TILGÆNGELIGHED	PRIS	TILGÆNGELIG NU?	
 grøntpose	Altid	140 kr. (Støttemedlem) 115 kr. (Frivillig)	Ja	REDIGER
 stofpose	Altid	50 kr. (Støttemedlem) 50 kr. (Frivillig)	Ja	REDIGER

Uge 8	✓
8	✓
2020	✓

Content of bag (RAW HTML)

H4	Biodynamiske varer	✓
P	0,9 kg Kartoffler, Estima, Birkemosegaard (Øko/bio), løssalgspris: 14 kr / kg	
P	0,3 kg Ræddike, sort, Birkemosegaard (Øko/bio), løssalgspris: 27 kr / kg	
H4	Økologiske varer	
P	0,2 kg Shii-take, Tvedemose (Øko), løssalgspris: 181 kr / kg	
P	50 g Hvidløg, (blandede), Hvidløg og Vin (Øko), løssalgspris: 15 kr / 100 g	
P	0,4 kg Pastinak, Birkemosegaard (Øko), løssalgspris: 26 kr / kg	
P	1 Bundt Timian, Grønholtgaard (Øko), løssalgspris: 17 kr / Bundt	
P	2 Stok Blomstrende rosenkål, Grønholtgaard (Øko), løssalgspris: 17 kr / Stok	
H4	Frugtposen	
P	2 kg Æbler, Topaz, Poul og Lise Lone Nørby (Øko), løssalgspris: 31 kr / kg	
P	Næste uges frugtpose: æbler	
H4	Kartoffelposen	
P	1,5 kg Kartoffler, røde, Birkemosegaard (Øko/bio), løssalgspris: 14 kr / kg	

+

Full description (RAW HTML)

H3 Løssalg ✓

↑

↓

UL

Løg, Birkemosegaard (Øko), løssalgsspris: 21 kr / kg

Knoldselleri, Grønholtgaard (Øko), løssalgsspris: 21 kr / Stk

Æbler, Topaz, Poul og Lise Lone Nørby (Øko), løssalgsspris: 31 kr / kg

Hvidløg, (blandede), Hvidløg og Vin (Øko), løssalgsspris: 15 kr / 100 g

🗑

CSS

H3 Ugens poser / Ekstra poser

H4 Grøntposen

UL

Amager 26 / 2

Sydhavnen 7 / 3

Valby / 0

Vesterbro 14 / 2

Frederiksberg 10 / 3

Vanløse 11 / 1

Østerbro 10 / 2

Nørrebro 22 / 2

KP Nørrebro / 0

Nordvest 19 / 3

I alt 119 / 18

H4 Frugtposen

UL

Amager 6 / 0

Sydhavnen 4 / 0

Valby / 0

Vesterbro 2 / 0

Frederiksberg 1 / 2

Vanløse 7 / 0

Østerbro 2 / 1

Nørrebro 6 / 0

KP Nørrebro / 0

Nordvest 2 / 1

I alt 30 / 4

...create a new page with an embedded map

Coming soon...

...create a new page with a grid system

Coming soon...

...edit/delete a page/post

- Log in to Janitor
- Hover over 'J' at the left side of the page to open up the main Janitor back-end menus.
- Navigate to Content > Pages (to edit/delete a page) or Content > Posts (to edit/delete a news item)
- Click "Edit" or "Delete" on the right hand side, next to the Page/Post you want to edit/delete.

...change the default view of a controller (e.g. change what /om displays)

- There is a hard-coded special tag for each controller, e.g.:
 - "page:about" for /om
 - "page:english" for /english
 - "page:contact" for /kontakt
 - "page:departments" for /afdelinger
 - "page:persondata" for /persondata
 - "page:businessterms" for /handelsbetingelser
- Make a page with the content that you want to display
- Add the special tag to the page to tell Janitor that this page should be the default view for the controller, e.g. "page:about" to determine what is displayed on the /om controller.

Various other bits of text on the website are also editable by changing the pages with tags starting with "PAGE". **Warning:** it is important that you write "page" not "PAGE", the tags are case-sensitive. See [Why do I get "Tag must conform to tag format: context:value. Tag could not be added" error when adding a tag?](#)

...edit one of the pages linked from the footer (kontakt, handelsbetingelser, etc.)

See [...change the default view of a controller \(e.g. change what /om displays\)](#)

...add an FAQ to the FAQ page on the KBHFF website

- Log in to Janitor
- Hover over 'J' at the left side of the page to open up the main Janitor back-end menus.
- Navigate to Content > FAQ
- Click "New Question" (green button at the top)
- Ignore the first "Select an item" drop-down
- Add the question in the Question box
- Click "Save and continue"
- On the next page, add the answer. Use *p* elements, not headings.
- Click "Update"
- Click "List" at the top of the page to return to the list of questions. You can re-order questions by clicking each element on the left hand side and dragging it up or down.

...edit a FAQ on the FAQ page

Log in to Janitor and navigate to Content > FAQ. Find the question you wish to edit and click the grey "Edit" button on the right-hand side. Edit the question as desired, then click "Update" to save your changes.

There is a page called "Spørgsmål og Svar" which is switched off – edit content in the FAQ section.

...sort & group FAQ questions into sections / add a new section to the FAQ?

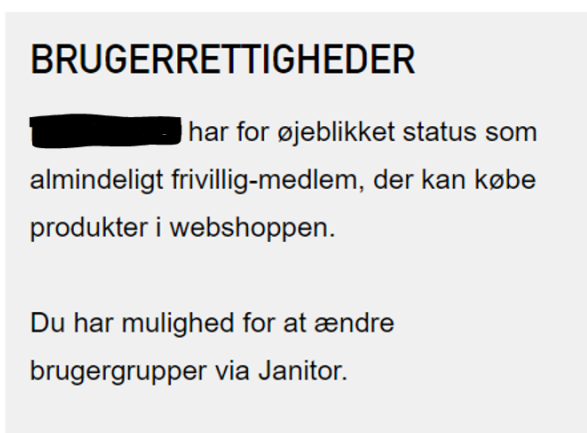
The FAQs are grouped into headings according to their tag, e.g. all FAQs with the tag "faq:Det frivillige arbejde" will appear under the heading "Det frivillige arbejde" on the FAQ page. The questions in a given section will appear in the same order as they appear on the Janitor page "Content > FAQ".

To change the order of the sections themselves, navigate to the Janitor page "Site > Taglists" and click "Edit" next to the "faq" taglist. There will now be a list of all tags which start with "faq:" (one for each section in the FAQ) and you can drag them to reorder them in the desired order.

To create a new section, go to Janitor, hover over the "J" on the left-hand side and navigate to Content > FAQ. Create the question that you would like to add to the new section, then return to the list of all questions. Click the grey "+" symbol underneath the question in order to add a tag. The name of the tag should be "faq:[Name of the new section]".

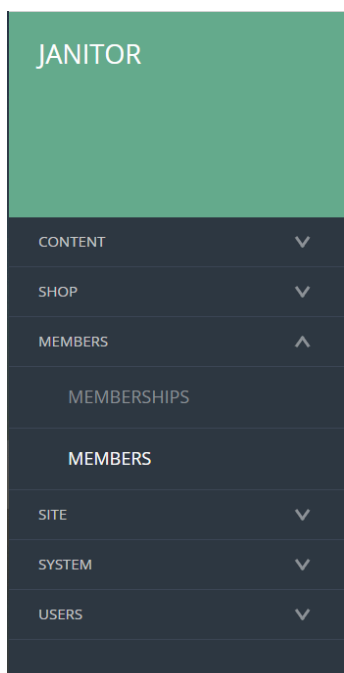
...Find out what user group a user is in

- Go to Medlemshjælp
- Search for the user
- Click "Åben"
- Scroll to the bottom and look in the window "BRUGERRETTIGHEDER" to see which user group the users is set to (see picture below).



...Update a user group on a user (for developers)

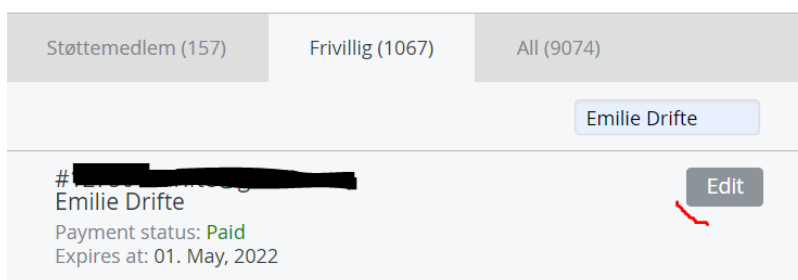
- Log into Janitor
- Go to the "Members" menu item. Members > Members



- Go to the “Frivillig” tab and use the “Filter” to search for the member.



- Press “Edit” on the member card.



- Go to the profile tab and select the “User group” you want to update the member to.

EDIT USER
Emilie Drifte

[All users](#) [Cancel account](#) [Delete account](#)

☐ ON

Profile Content Maillists Orders Subscriptions Membership

NAME, LANGUAGE AND USER GROUP

Emilie Drifte ✓

Emilie

Drifte

Dansk

User ✓ [Select user group](#)

User

Super User

Shop shift

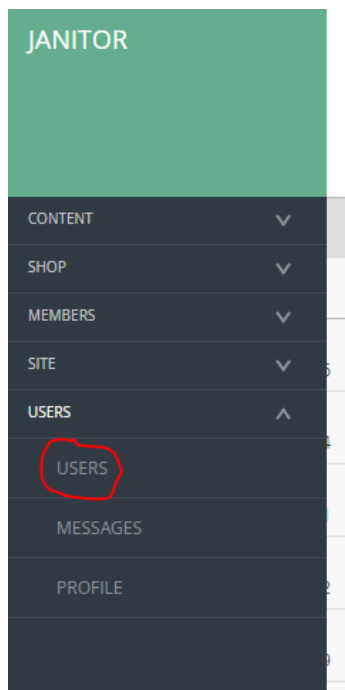
- Press “Update” to save the configuration.

Super User ✓ [Select user group](#)

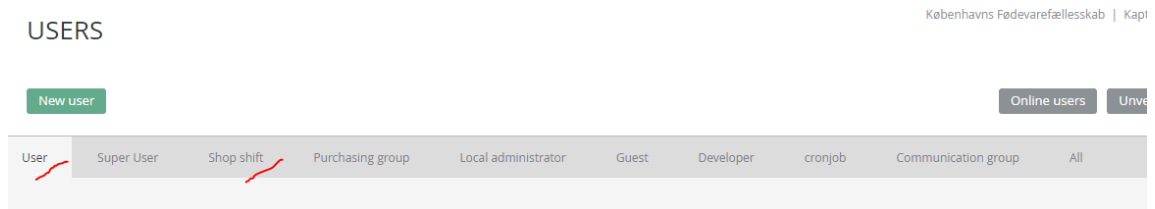
[Back](#) [Update](#)

...Update a user group on a user (for super users)

- Log into Janitor
- Go to the “Users” menu item. Users > Users



- Go to the tab that corresponds to the user's current group and use the "Filter" to search for the user (by name).



- Press "Edit" next to the user's name.
- Go to the profile tab and select the "User group" you want to update the member to.

EDIT USER
Emilie Drifte

All users Cancel account Delete account

ON

Profile Content Maillists Orders Subscriptions Membership

NAME, LANGUAGE AND USER GROUP

Emilie Drifte ✓

Emilie

Drifte

Dansk

User ✓ Select user group

User

Super User

Shop shift

- Press “Update” to save the configuration.

Super User ✓ Select user group

Back Update

FAQ

What is the difference between a user and a member?

The *Janitor* backend uses the term *user* to refer to a *user account*. Everyone who can log in (e.g. with their email and password) is a user. Users are part of different *user groups*, such as *shop shift* or *communication group*, which determine their rights on the platform as explained in the [Welcome guide](#).

Every user who signs up as either *støttemedlem* or *frivillige* is furthermore a *member*.

You may think of these two terms as viewing the same person through two different lenses: Viewing them as a *user* you are interested in their *user account* and their rights on the platform. Viewing them as a *member* you are interested in their *membership* and kontingent payment.

If you have access to the *Janitor* backend, you might be able to view lists of both users and their user groups, as well as members and their memberships through the menu on the left (provided that you are a *Super User* or *Developer*).

Practically, every *user* should be a *member* and as of right now, when you sign up on the webpage you will create both a user account and a membership for your user, but the backend leaves the possibility to have users that are not members.

Why do I get "Tag must conform to tag format: context:value. Tag could not be added" error when adding a tag?

It seems this error is displayed when a tag isn't in the correct format: for example, the context part of the tag **must** be all in lowercase (e.g. "page:contact" not "PAGE:contact"). The value part of the tag is, apparently, "kind of free text". See discussion at <https://trello.com/c/IF13HMml/203-jh-website-feedback-cant-add-tags-from-http-websitek-bhffdk-janitor-admin-page-list> for more details. If you find other things that cause this error, please add them here.

When I add a new page, what is the URL to view it?

Most pages we create should have their own, custom controller (e.g. /afdelinger for the afdelinger page). However, some less important pages might not need this, in which case you can access them at "/om/<sindex>", where "<sindex>" is a name that you can find by editing your page and clicking on the "sindex" header at the top of the page to expand it.

How do I center-align an image?

Haha, you can't and never will be able to (says Martin).

How do I change the texts during signup, which are not part of any regular page?

For the short descriptions on the "vælg medlemskab" overview screen, see content>signup fees in the left hand janitor menu.

The images above the descriptions are hard coded as background images, which are controlled via "developer settings" at the bottom of the editing page (volunteer/supporter)

For the detailed descriptions on the pages for individual memberships, see members>memberships.

RESOURCES

How do I check what remains to be done on the new website?

Primarily used by the inner circle of IT:

- https://docs.google.com/spreadsheets/d/1q pj9UXAACInxG4XkLFKdPpQJ_Ad-J5Z00SiTDy1A900/edit#gid=0
- New navigation structure:
<https://docs.google.com/spreadsheets/d/1EdzLqsmPtCuMrvXAq1bT20LICS38NaTVQHedmD7UMSo/edit#gid=0>