

www.hitachiaircon.xzy

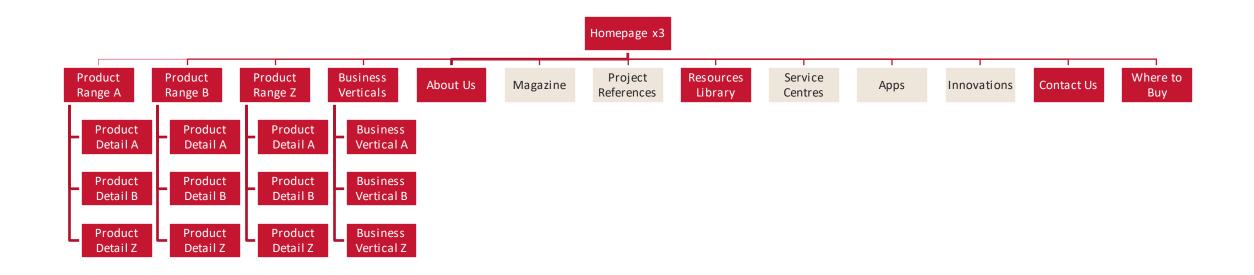
CMS Guideline

Cooling & Heating August, 2021

Index

- <u>Sitemap</u>
- Initial considerations
- <u>Homepage</u>
- Menu
- Product ranges
- Product detail page
- Business verticals
- Magazine
- Projects
- Resources Library
- Service Centres
- Contact Us
- FAQs
- Where to buy
- About Us
- <u>Innovations</u>
- Apps
- Pop-ups
- Warning messages
- Frequently Asked Questions
- Virtual Showroom page

Sitemap



Core sections

Sections that can be hidden through the CMS

Initial considerations

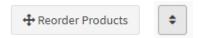
 To create new content, you will normally find a button in the header of each page in the CMS, or a more specific button if it concerns only the creation of a content within a module.



• It is possible to edit and delete most of the content.



• It is also possible to reorder much of the content, for which one of the following buttons may appear.



• In order for the content to be saved, it is always necessary to execute this action.



• In most CMS tabs, there is a search box as well as a category filter.



• It is possible to export the content databases in different formats



Initial considerations

- Web image standards are detailed in the following presentation: link
- Except for content such as news or project references, SEO is generally overseen by the Global Digital Marketing team. For this reason, nothing is detailed in this presentation.

Homepage



Homepage

Description

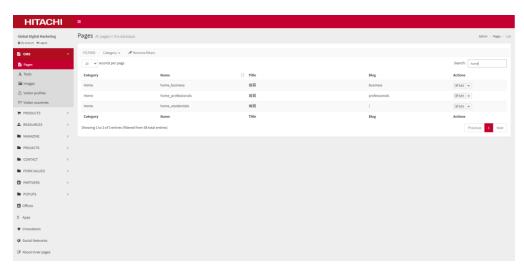
One single home page to allocate all the content.

Elements:

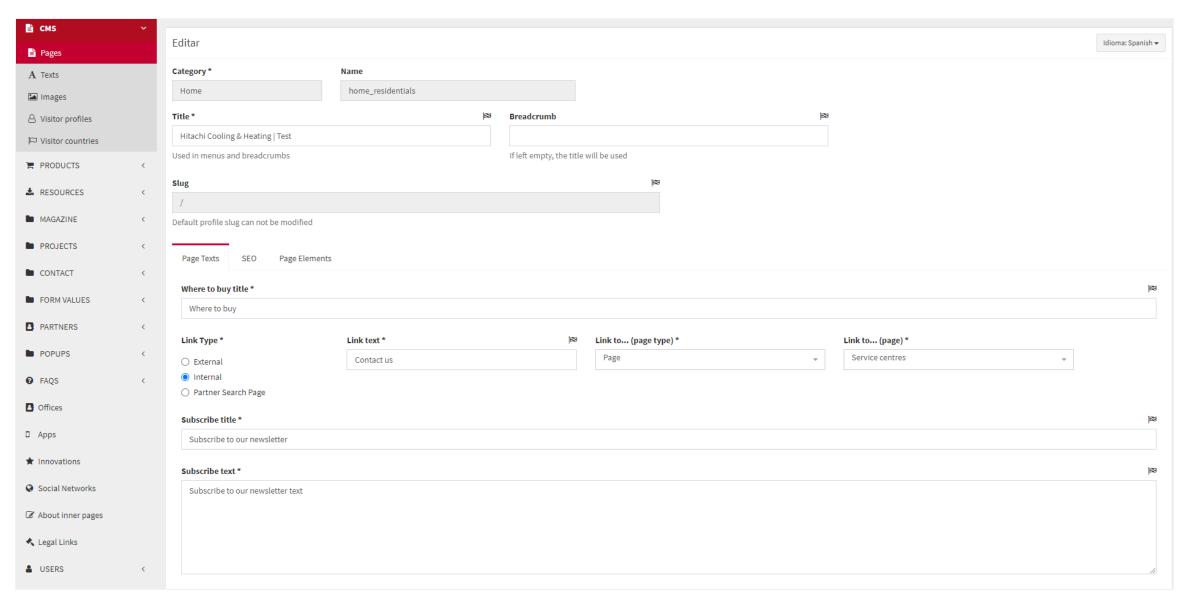
- Banner in the hero area Can be customized with an image or video loop
- Shortcuts to the products or business verticals
- Optional: "Highlights" module
- Gallery with the latest news
- Contact banner
- Where to buy banner
- Newsletter banner



CMS \rightarrow Pages \rightarrow Category: Home



Homepage



Homepage

Tab Option	Description	Comments
Page Eleme Header* nts	Title* - H1 for SEO Subtitle- Secondary title for SEO Text – Text for SEO purposes Promotional content: Up to 3 cards • Mark the module as main – checkbox (just 1 card can be the main) • Title (max 70 characters)* • Images* - (Image (size 1224x432px, max. weight 300Kb) / Image (size 600x488px, max. weight 300Kb) • Show link – Y/N • Show video loop or GIF – Y/N (Only allowed in the main module) • Show Youtube Link – Y/N	 Only it's possible to perform one action by each card to center user's attention: Can active a link or a Youtube video, not both at same time. If both are included, the CMS will by default give preference to the link that will direct the user to when clicking on the card. Video loop functionality only is possible to enable in the card marked as "main" in the CMS For images is mandatory to add the two formats specified in the CMS (one will be used for desktop and other for mobile and certain screen resolutions)



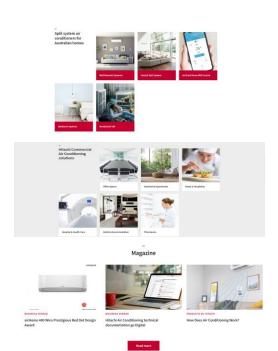




^{*} Mandatory

Homepage

Tab	Option	Description		
Page Elements Products		Title of the module* Access to product pages: Thumbnail* Title* Description Link (it can be an internal or external link)*		
Page Elements	Business solutions	Title of the module* Access to business vertical pages: Thumbnail* Title* Link (it can be an internal or external link)*		
Page Elements	News and Projects	Title of the module* Link*		

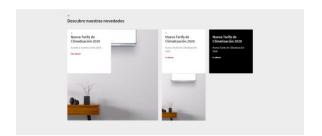


^{*} Mandatory

Homepage

Tab	Option	Description
Page Elements	Let's talk (contact banner)*	Title* Text* Link Text (call to action)* Link (it can be an internal or external link)* Image*
Page Elements	Features	Title of the module* Page elements: Title* Text* Background color (red, white or black)* Link Text (call to action)* Link (it can be an internal or external link)* Image





Homepage

Tab	Fields	Description
Page Texts	Where to buy title *	Where to buy banner - Title
	Link Type *	Where to buy banner - It can be an internal link, an external link or a partner's page (within the website).
	Link text *	Where to buy banner - Call to action
	Link to (page type) *	Where to buy banner - Select the link to the type of page
	Link to (page) *	Where to buy banner - Select the link to the specific page
	Subscribe title *	Newsletter subscription banner - Title
	Subscribe text *	Newsletter subscription banner - Text
	Subscribe email placeholder *	Newsletter subscription banner - Text within email field
	Subscribe button *	Newsletter subscription banner - Call to action
	Subscription ok message title *	Newsletter subscription banner - Sent Ok Title
	Subscription ok message text *	Newsletter subscription banner - Sent Ok Text
	Subscription ok message button *	Newsletter subscription banner - Sent Ok Button
	Double optin pending message title *	Newsletter subscription banner - Double Optin Title
	Double optin pending message text *	Newsletter subscription banner - Double Optin Text



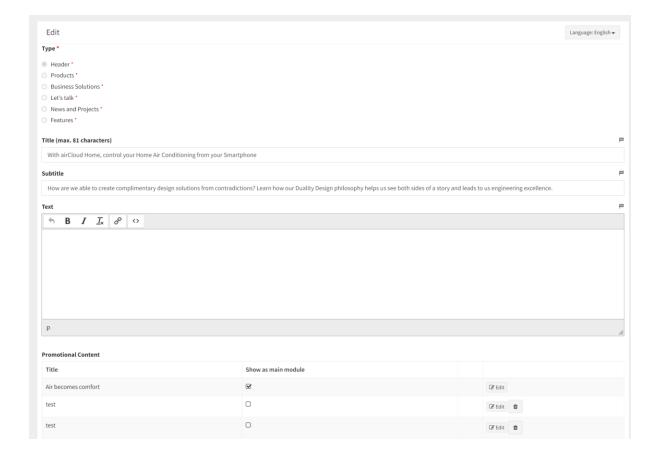


Homepage

Considerations

- The database of users registered to the newsletter can be downloaded from: "Users" → "Suscriptions to newsletters"
- Except for the header, the page element modules can be reordered by dragging the arrows. Check in the next slide how to edit the header.
- The maximum number of products/business verticals that can be highlighted on the homepage is 7.

Header – Main page

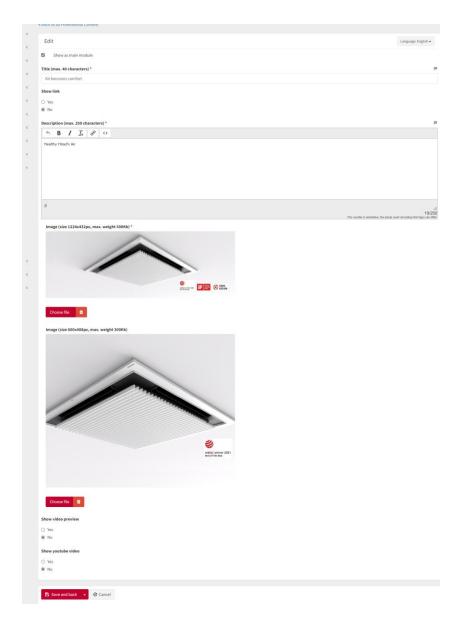


Main texts of the header → Go
to CMS>Home>Page
Elemments>Header

This part is mainly reserved for SEO text agreed with Digital Team (Please, let us know if you need to do any changes)

- -Title H1 reserved for SEO
- -Subtitle Secondary title
- reserved for SEO
- -Text Text for SEO

Header – Promotional content cards



Promotional content → Go to CMS>Home>Page Elemments>Header>Add promotional content

You can have 1 to 3 cards (only one of them can be marked as main)

In each card you can edit:

- Title* (40 characters)
- Description* (250 characters)
- Images* Mandatory add the two formats specified (Image (size 1224x432px, max. weight 300Kb) / Image (size 600x488px, max. weight 300Kb)
- Show link Y/N
- Show video loop or GIF Y/N (Only allowed in the main module). Depending if the content card has a square or rectangular image, you should select one or other of this formats:

(size 1224x432px) - rectangular (size 600x488px) -square

Max weight:

for GIFs: 300kb

for video loop: 2MB

Show Youtube Link – Y/N

_

Menu



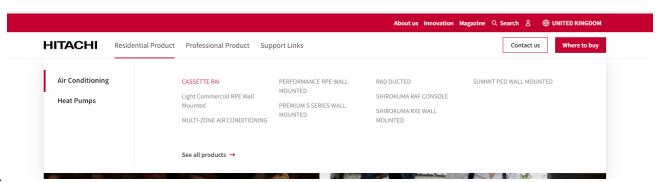
Menu

Description

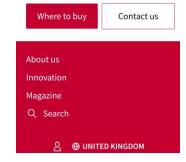
A single mega-menu for all type of user profiles.

Elements:

- Main area (red one): About, Innovations, News, Projects and Log-in sections + Search bar + Country and language selector (for multilanguage countries).
- CTAs: Contact form and Where to Buy (Optional)
- Secondary Area
 - o Residential products
 - o Professional products
 - Support Links







Menu

Tab	Fields	Description
Menu link category	Residential products	Title of this tab is editable
	Professional products	Title of this tab is editable
Support links	Support links	Links of the support tab are editable: create new, edit existing ones, reorder or delete
Menu texts	CMS>Texts>Menu items	Texts displayed on the menu are editable
Where to buy CTA	CMS>Home>Checkbox "show WTB button"	To hide/show the Where to Buy CTA

Residential and professional products category

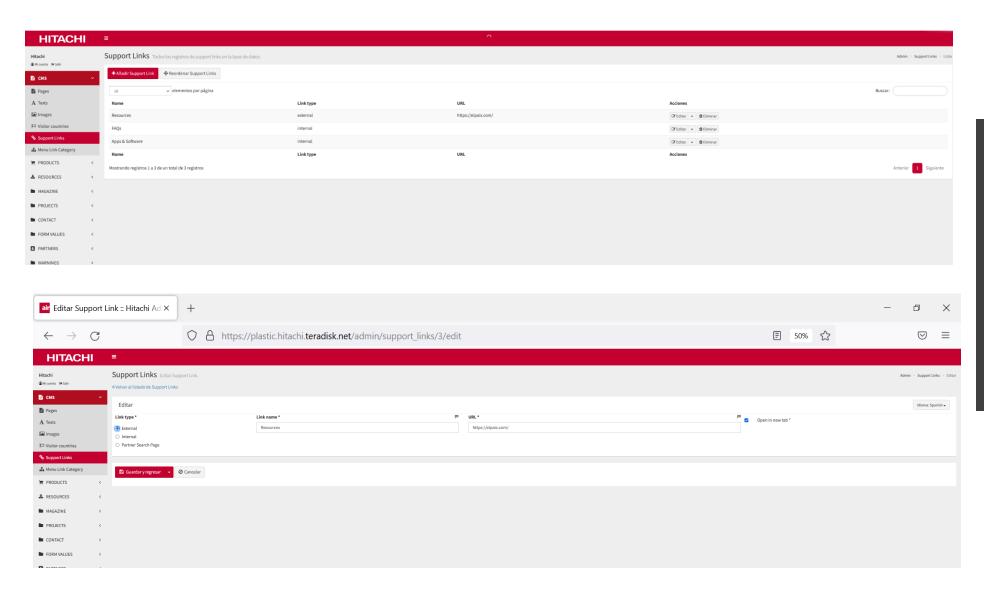


Residential and Professional products category → Go to CMS>Menu link category

Here you can edit the texts of "residential products and professional products" category.

Reminder! Remember that from now on every time you add a new product range you must assign it to the menu in the "menu category link" field to make it accessible from the website menu

Support links

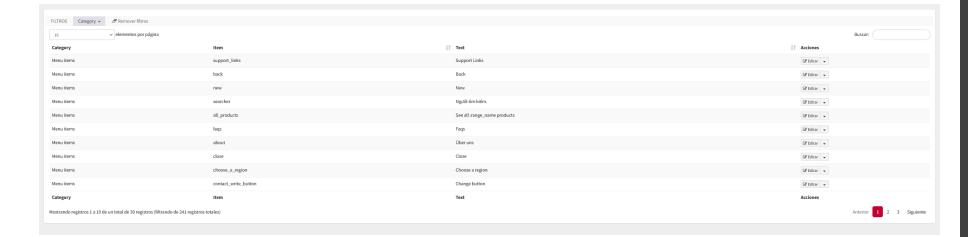


Support links tab → Go to CMS>Support links tab

Here you can add, reorder or edit the existing links in this tab.

Here you will find secondary links and links that need to be added locally – Links can be external or internal

Menu texts



Menu texts→ Go to CMS>texts>Menu items

Here you will find all the different texts that appear in the menu "back", "see products", etc...

Remember that in multilanguage sites they should be changed and saved for both of the languages

Menu

Considerations

- Main menu (red) links cannot be managed through the CMS. If you need to add any to this category, please, ask Digital Team.
- It's not recommended to add further than 7 links to the main category.
- When you create a new range, you need to link it to the menu through the "Menu link tab" you will find in the ranges page at the CMS.
- NEW tag can be added to new productins in the menu by marking it in the product page
- After the change made in April 2022 Social networks are displayed in the footer as icons.

Product Ranges



Product Range - Subhome

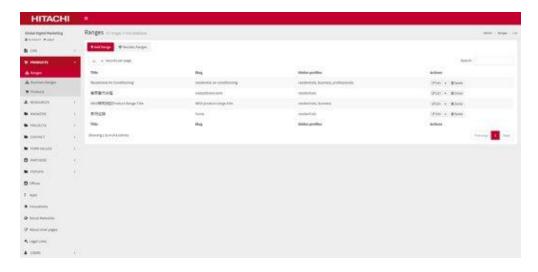
Description

Elements:

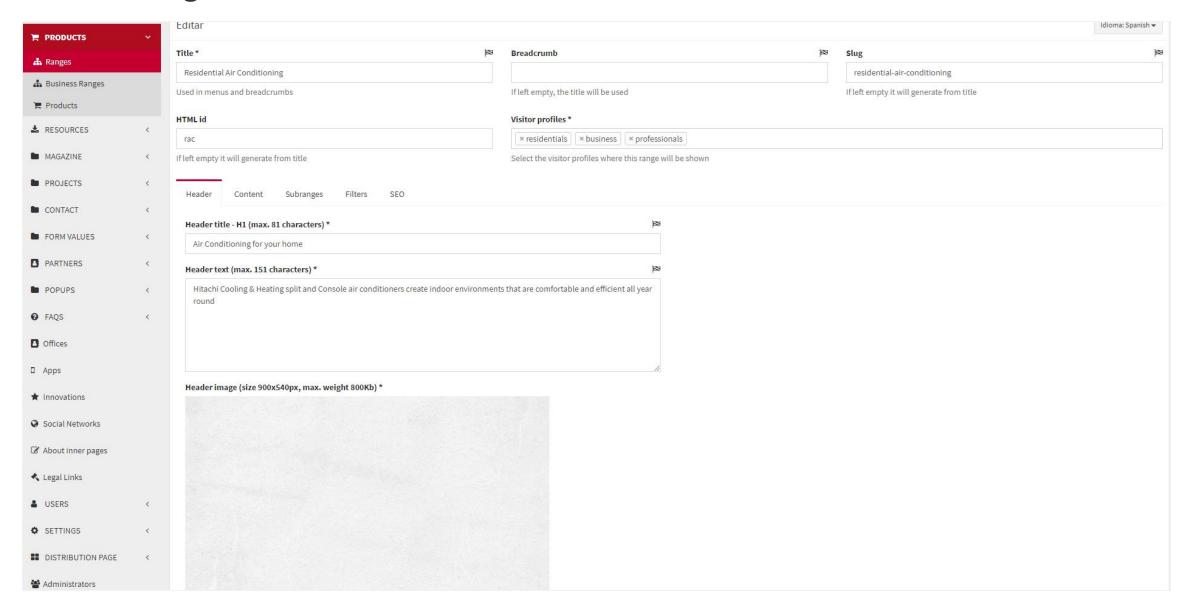
- Header made up of title + text + image, gif or video + CTAs
- Body copy for SEO positioning
- Product grid including filters
- o Bottom copy for SEO positioning



Products → Ranges



Product Range - Subhome



Product Range - Subhome

Editable content:

Tab	Fields	Comments
Header	Header title (H1) * Header text* Header image* or GIF Option to include a link to YouTube: Yes/No Video link	-
	Display secondary CTA: Yes/No Text for secondary CTA - Responsive Text for secondary CTA - Desktop Link Type (it can be an internal or external link)* Select link (dropdown menu)	The primary CTA is mandatory, it is a static text, it is edited from: "CMS" \rightarrow "Texts"
Content	Section title – H2* Body Text* - Product grid title* - Title bottom text* Bottom text*	The image of the grid is the one shown in the URL: www.hitachiaircon.xzy/ranges





Create your perfect enviroment

Hitachi Cooling & Heating's split and multi-split home solutions use the latest technology to improve the quality of the air you breathe.

Our advanced systems make it easier to maintain a healthier indoor atmosphere, and intuitive climate control settings keep your home as comfortable as it is energy efficient.

Read more >

-Residential Air Conditioning

tachi Air Conditioners for Residential Space

with one of years of experience, we are conflicted that or usuage of cooling and hasting solo purples be bounded as the choicers will the leading climate conflict the changing to constmantain the perfect indoor environment. Meeting the enabling requirements of our clients means that we are constantly invocating our systems, resulting in a colorisation of elegant and efficient options that are designed to educt to you and the spaces that they invalue, the catematic options that are designed to educt to you and the spaces that they invalue, the cateal types of homes, business great and the constant of your state of the spaces that they invalue, the cateation, a need on for specific spaces the gazages, secretary, home offices and more, belief to with mornisms, during described homes (eding custom that, and it will be will be efficient.)

To see our ranges of home and business solutions, click here, and if you are interested in receiving more information from a professional installer, find your nearest one using our Put Installer.

Product Range - Subhome

Tab	Field	Comments
Subranges	-	Although this functionality appears in the CMS, it has not yet been launched.
	Filter name*	
	Type: number or checkbox*	
		The values of each product will be assigned
	If "number" is selected:	when editing the products themselves.
Filters	Range of numbers	
	Unit of measurement	You can decide whether to use "." or "," to
		separate numbers in the "Settings" menu.
	If "checkbox" is selected:	
	Values	

Tab	Fields	Comments
Product page	White CTA CTA: Yes/No Title CTA (max. 20 characters) Text CTA (max. 100 characters) CTA button (max. 20 characters) Red CTA – Quotations:	Here CTAs for quotation requests and Contact us can be added



^{*} Mandatory

Product Range - Subhome

Tab	Fields	Comments
Product page - CTA	CTA: Yes/No Title CTA (max. 20 characters) Text CTA (max. 100 characters) CTA button (max. 20 characters)	Here CTAs for quotation requests and Contact us can be added
Product page - Red box	Title / Red box in footer (max. 100 characters) Text / Red box in footer (max. 110 characters) Link type / Red box in footer *	Here CTAs for quotation requests and Contact us can be added
Product page - Grey box	Title / Gray box in footer (max. 100 characters) Text / Gray box in footer (max. 110 characters) Link type / Gray box in footer *	Here CTAs for quotation requests and Contact us can be added





^{*} Mandatory

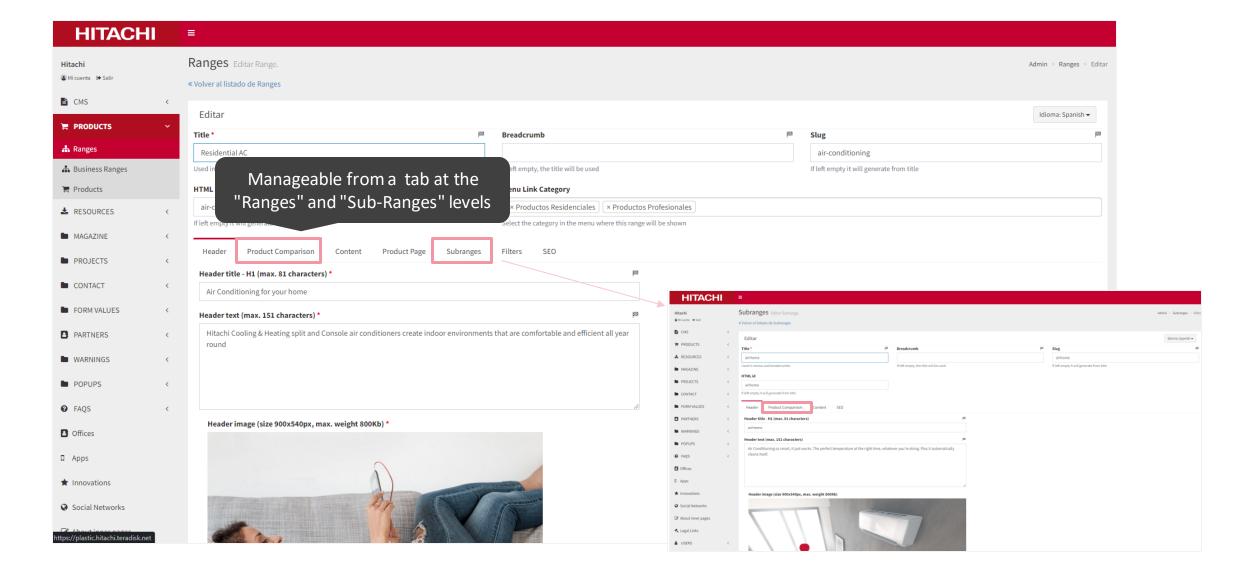
Product Range - Subhome

				-	_	-		- 0	
Lorai	×	Takai	×	Mokai	×	Eco	×	Takumi	×
Type Docted		Type Ducted		Type Ducted		Type Ducted		Type Ducted	
System Cooling & Heating		System Cooling & Heat	ing	System Cooling 6 Heat	ing	System Cooling & He	oting	System Cooling & Hea	ting
No. Rooms		No. Rooms		No. Rooms		No. Rooms		No. Rooms	
1		1		1		1		1	
Average room size Small / McGum		Average room Small / Medius		Average room Small / Hedion		Average room Small / Medic		Average room Small / Media	
leverter		Inverter 705		leverter Yes		Inverter Vac		Inverter	
Energy efficient A-Cooling B-Hosting		Energy efficient A-Cooling S-Hooting	il.	Energy efficies A-Cooling B-Heating	ii.	Energy effici A-Cooling B-Heating	ent	Energy efficie A Cooling B Heating	nt
Remote control Remote control Included		Remote contro Remote contro included		Remote control Remote control Included		Remote cont Remote cont Included		Remote contr Remote contr Included	
				Oisplay additiona	141111111111111111111111111111111111111				

Tab	Fields	Comments
Product comparison	1.Title* 2.Field to upload the excel comparison	The "Slug" is a mandatory field. It must be in the first row of the data table. It allows you to link the name of a product to the corresponding page of the website. The value to include in the Slug field would be "floor-small" (without quotation marks). Label: Through the "Label" field it is possible to highlight a specific feature of a product Maximum number of rows: No more than 25 rows will be displayed. Energy efficiency: If you need to include stars in the rating, copy the star symbol ★ included in the Excel sample.

^{*} Mandatory

CMS guide - Product Comparison funtionality



CMS guide - Product Comparison funtionality

Manageable from "Product Comparison" tab at the "Ranges" and "Sub-Ranges" levels

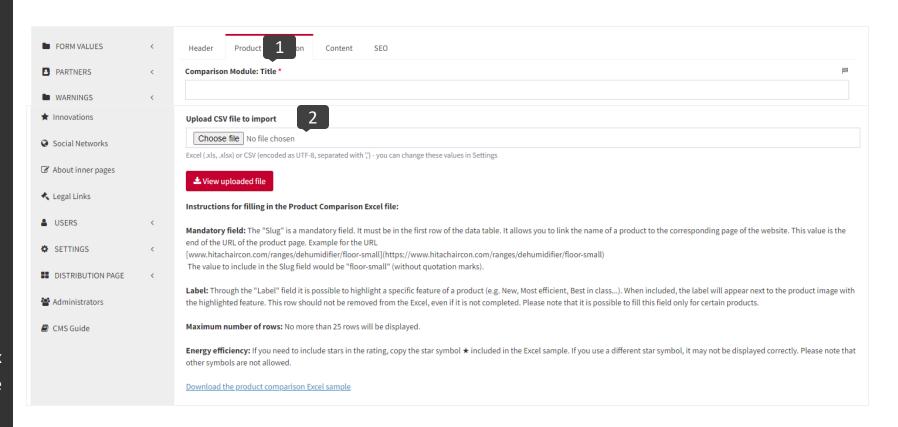
Fields to edit within the tab "Product Comparison":

Title of the comparison data table (mandatory)
Excel/CSV with product data for comparison

On the CMS you will also find some instructions on how to upload the Excel/CSV and a downloadable template to fill in.

*In product pages it exists a checkbox to mark products as highlighted in the comparative modal

Show as featured product



Check the video and follow the steps!

- 1. Editing the product comparison tab Range & Subrange
- 2. Getting the excel file ready to upload!

CMS guide - Product Comparison funtionality

How to link the comparison modal

To display the comparison on two or more specific pre-selected products you must add at the end of the url the parameter title-

range?compare=product1,product2.
Each product added to the comparison,
except the first one, must be separated
by commas after the "=" sign.

Example:

hitachiaircon.com/uk/ranges/title-range?compare=yutaki-m,yutaki-o-

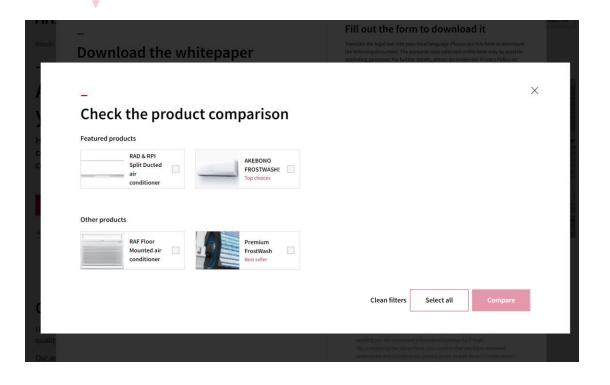
Check the video and follow the steps!

Linking the comparison modal in the product pages

01. IL CONDIZIONATORE DI DESIGN INTELLIGENTE GARANTITO 5 ANNI

Hitachi's Akebono FrostWash is the uniquely designed single-split air conditioner, The indoor unit is made with great attention to detail, combining the color white in different textures: matt for the frame and bottom panel, satin for the front panel, and gloss for the frame. Akebono FrostWash is diponibile in three different sizes from 25, the smallest, to 50, to meet the needs of modern living. Compare this product





Product Range - Subhome

Considerations

- Please do not modify the HTML ID. It is a global tracking code.
- In the "visitor profiles" field, select those you want to see this range in the menu.
- Assigning products to a range will be done when editing the products.

Product Detail Page

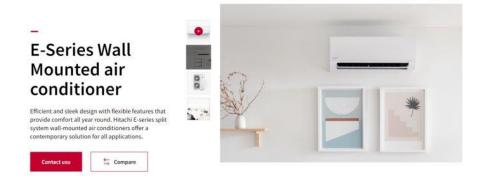


Product Detail - Inner page

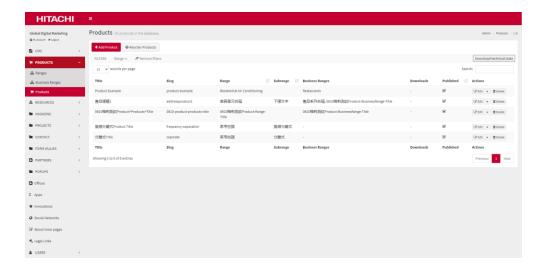
 Description (migrating to new template, ETA September 2021 - Won't affect content already loaded into the CMS)

Elements:

- New header: title + text + images, gifs and/or videos + CTAs
- o Feature modules
 - Only text
 - Image/GIF + text (right side)
 - o Image/GIF + text (left side)
 - o Slider
 - Only Image/GIF
- Data tables
- Related downloads
- o Where to buy banner



Products → **Products**



Product Detail - Inner page

Tab	Fields	Comments
	Product model* Short description* - Text*	The "product models" and the "short description" appear on the card in the grid of the product gallery (range page or business verticals). The "Text" appears as an introduction on the product detail page.
General		
	Business Ranges	The business verticals are those in which the product will appear.
	Downloads	In the "Downloads" field you can select the downloadable documents related to this product.







Product Detail - Inner page

Editable content:

Tab	Fields	Comments
Images	Option to include a link to YouTube: Yes/No Video link Header image* Grid image	
Elements	The following modules can be combined in a flexible way to compose the product page design: Image/GIF + Text Text + Image/GIF Text Slider Image/GIF	
	Footnotes	Rich text. Allows links.
Data tables	Add data table: Single (regular data table) Multiple (for IDUs, require uploading thumbnails of each IDU)	It is necessary to include an Excel/CSV table for desktop and a PDF version for mobile (the Excel/CVS version will be uploaded after uploading the PDF).
		Tables in Excel/CSV cannot have merged cells.





Product Detail - Inner page

Editable content:

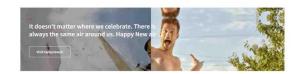
Tab	Fields	Comments	
Product Features	The values that have been defined for the range to which this product belongs will appear here (e.g. capacity, color, efficiency). You must complete these fields according to the values of the product.	These values will appear on the product card and will be useful for filtering the products.	



Tab	Fields	Comments
Additional information	Additional information title (max. 50 characters)* Additional information description (max. 250 characters)* - Enriched text box Image*(size 327px x 208px, max. weight 400Kb, PNG format mandatory)	Here other additional information about the benefits of the product can be included. This module is optional.

Other E	Benefits
an .	

Tab	Fields	Comments
Banner	Banner description Banner CTA: Yes/No Banner CTA text Link type: external, internal, partner search page Banner background image (size 2200x900px, max. weight 400Kb)* - Only required if banner is active	This module is optional. Also, to include a CTA in the module is optional. You need to mark the checkbox of "Display promotional banner" to make the banner visible



^{*} Mandatory

Product Detail - Inner page

Editable content:

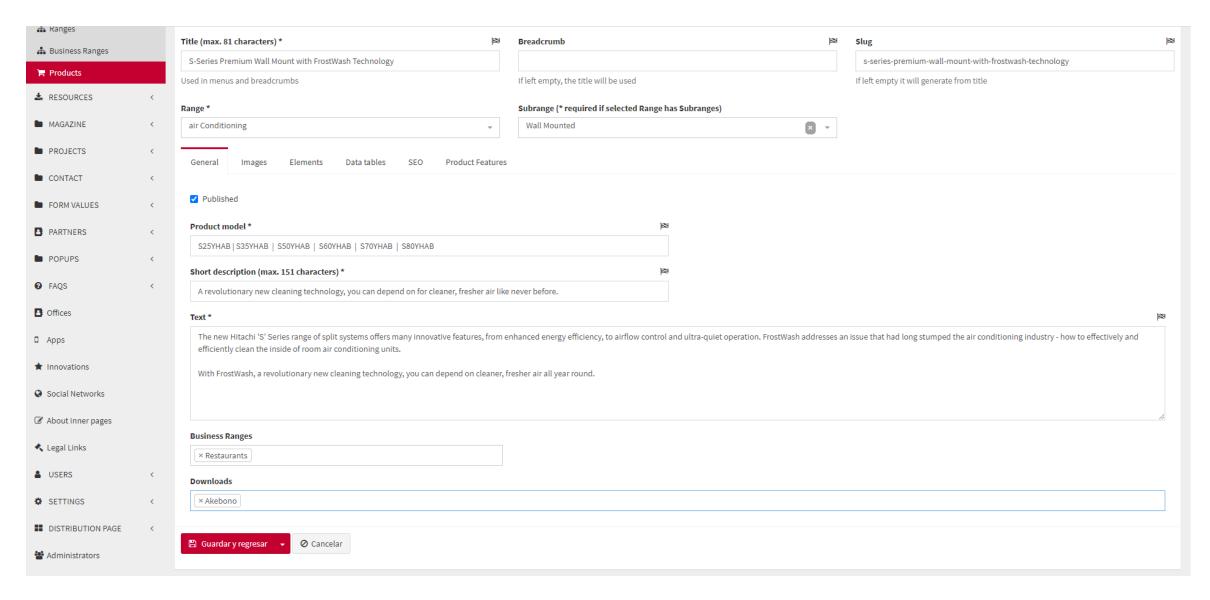
Tab	Fields	Comments
Modules	Show compare button: Yes/No If yes — Select type of link: External, internal, partner search page	These values will appear on the product card and will be useful for filtering the products.







Product Detail - Inner page



Product Detail - Inner page

Considerations

Select the "range" to which the product belongs from the dropdown menu. Do not select "sub-range" for now, as this functionality has not yet been launched.



 The products can be published and unpublished by clicking on the checkbox "Published"



 Note that from June 2022 you can add captions to all images (max 200 characters)

Business Verticals

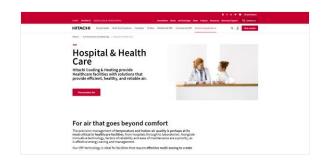


Business Vertical - Subhome

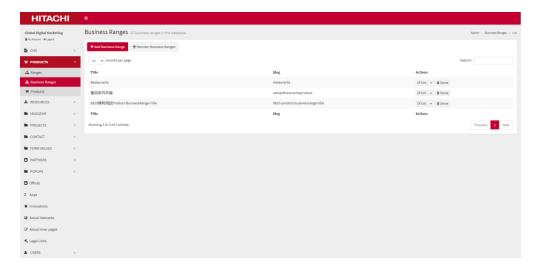
Description

Elements:

- O Header made up of title + text + image, gif or video + CTAs
- Body copy for SEO positioning
- Product grid including filters
- Bottom copy for SEO positioning



Products → **Business Ranges**



Business Vertical - Subhome

Editable content:

Tab	Fields	Comments
Header	Header title (H1) * Header text* Header image* or GIF Option to include a link to YouTube: Yes/No Video link	-
Content	Display secondary CTA: Yes/No Text for secondary CTA - Responsive Text for secondary CTA - Desktop Link Type (it can be an internal or external link)* Select link (dropdown menu) - Section title – H2* Body Text* - Product grid title* - Title bottom text* Bottom text* - Grid image*	The primary CTA is mandatory, it is a static text, it is edited from: "CMS" → "Texts" The image of the grid is the one shown in the URL: www.hitachiaircon.xzy/in-your-business





View all products

Where to buy link

Where comfort is part of the experience

Comfort is an essential element of every stay, but it is perceived as much more than the quality of the bed and the convenience of room service. It is also the ambience.

Our climate control solutions for hotels ensure guests experience a comfortable environment from check-in to check-out and give business owners the technology to manage climate control effectively and improve energy efficiency.

Read more ~

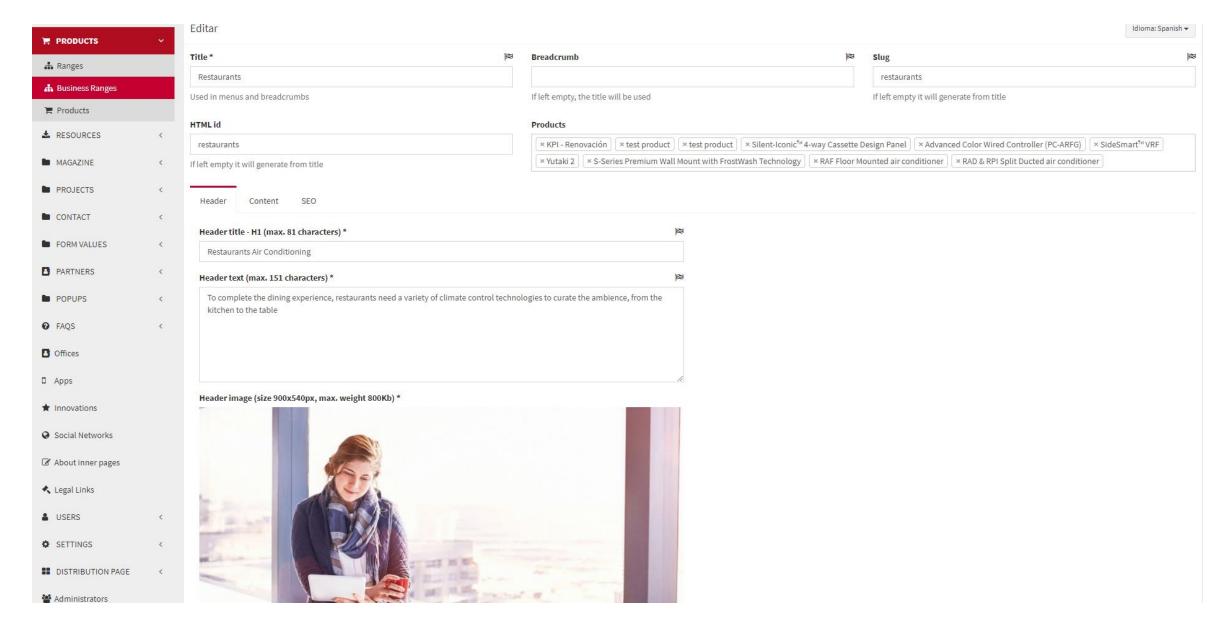
Our range of products for Residential Apartments

Hitachi Air Conditioners for Residential Spaces

With over 80 years of experience, we are confident that our range of cooling and healing studie provides because that and inclinates seem fall healing clinicate contribute the changing to react send materials the perfect indoor environment. Meeting the evolving requirements of our climits means that we are constantly invovating our systems, resulting the acceleration of begind and efficient options that are designed to adult to you and to spream that they install, the called afficient options that are designed to adult to you and to spream that they install, the called materials are seen to provide the called the called

To see our ranges of home and business solutions, click here, and if you are interested in receiving more information from a professional installer, find your nearest one using our Patacator.

Business Vertical - Subhome



Business Vertical - Subhome

Considerations

- Please do not modify the HTML ID. It is a global tracking code.
- In the "Products" field, select the products you want to associate to this business vertical.

Products



Magazine



Magazine - Subhome

• **Description** (In December 2021 images sizes have changed as a result of some improvements done on this section*. Please, take a look on images specs on the CMS images guideline)

Elements:

- o Title
- Subtitle
- Filter by topic
- News grid



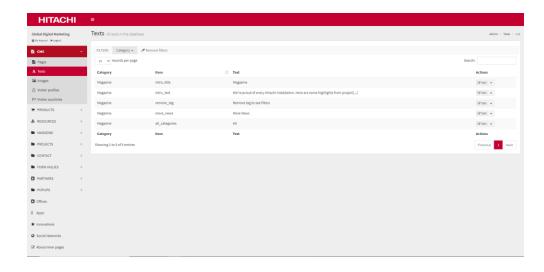


LIVING SPACES

Smart cities



Thumbnails of new news are automatically embedded, static texts can be edited from: CMS → Texts→ Category: Magazine



^{*}This change doesn't affect images and content already uploaded. It just affects to new uploads

Magazine - Subhome

Considerations

 There is a global categorisation and tagging convention, please check with the Global Digital Marketing team.



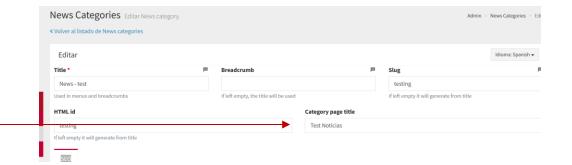
• Please do not modify the HTML ID. It is a global tracking code.

We're proud of every Hitachi installation.



Projects - Subhome - Categories

 Important: Due to the improvements made in this section in December 2021, now is possible to add a different title for each category



CMS>Magazine/projects -Categories
You can change the title depending on
the category to have a different one
for each category

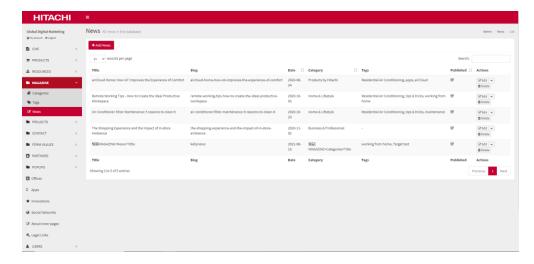
Magazine – Detail page

• **Description** (In December 2021 images sizes have changed as a result of some improvements done on this section*. Please, take a look on images specs on the CMS images guideline)

Elements:

- o Title
- o Date
- Header image
- Body copy + image(s) Free composition through rich editor
- Related tags
- Related news module

Magazine → News



^{*}This change doesn't affect images and content already uploaded. It just affects to new uploads

Magazine – Detail page

* Mandatory

Tab	Fields	Comments
General	Drop-down menu: select the category of the news* Date* Tags* Text*	The text is uploaded through a rich editor that allows you to include images, links, formatted text, etc.
Images	Header image* Grid image* Home and related grid image* Images inserted in text	The "Grid image" appears in the Magazine subhome, while the "Home and related grid image" image appears in the homepage and in the other related news module.





Smart cities



Best climate systems for restaurants

Grid image

Smart cities



Headerimage

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, esque ipsa quae ab ilio inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Neme omin ipsam voluptatem quia voluptate sit aperentur auto cita ut fugit, sed consequentur magri dolorer eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam esqu olorem ipsum quia dolor sit amer, consectetur, apilipsi veill, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam siliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostum exercitatomen ullam coprosi suscipit laboriosam, nist ut aliquid e ea commodi consequatur? Quia autem vei eum bure reprehenderit qui in ea voluptate veili resse quam nihil molestiae consequatur, veil illum qui dolorem eum fugicit quo voluptas nulla pariatur?



Inserted text i mage

More news

Smart cities





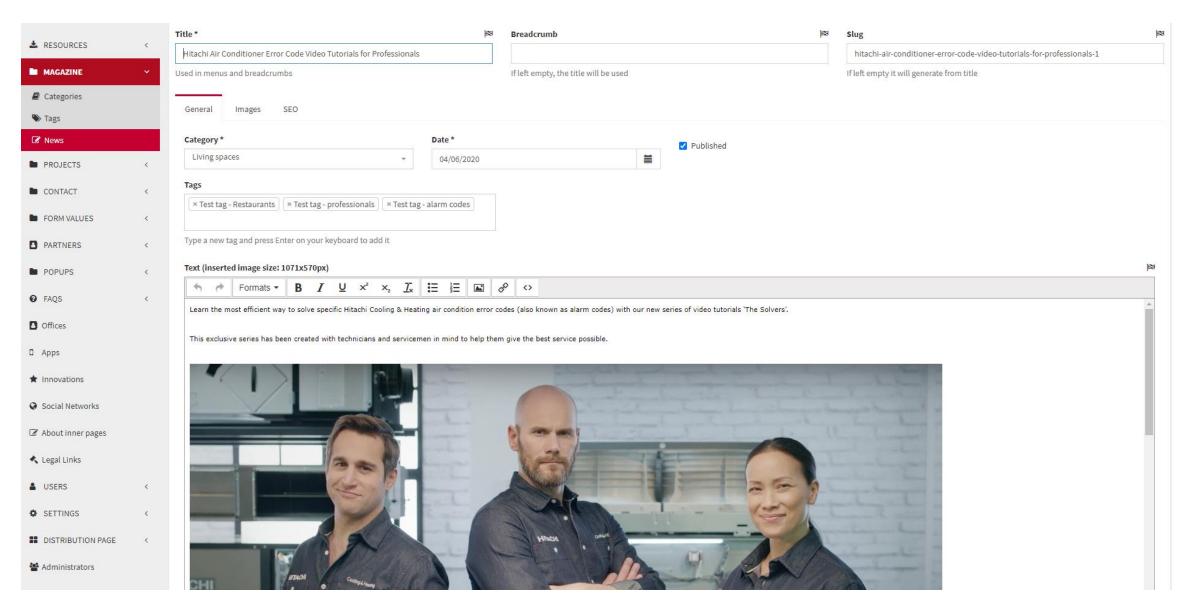
Best climate systems for restaurants



Title4

Home and related grid image

Magazine - Detail Page



Magazine - Detail Page

Considerations

- Static texts can be edited from: CMS → Pages → Category:
 "magazine_detail"
- The news can be published and unpublished by clicking on the checkbox "Published"
 - Published
- Important: in the case of news, it is necessary for the local team to complete the "SEO" tab.

Projects



Projects - Subhome

 Description (In December 2021 images sizes have changed as a result of some improvements done on this section*. Please, take a look on images specs on the <u>CMS images guideline</u>)

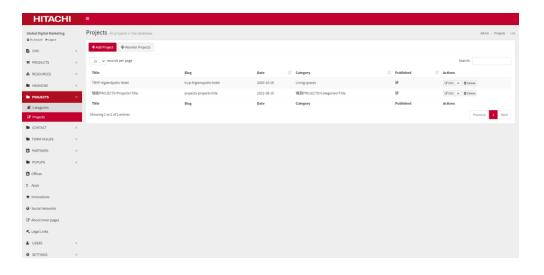
Elements:

- o Title
- Subtitle
- Filter by topic
- Projects grid

We're proud of every Hitachi installation.



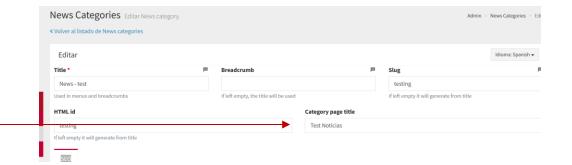
Thumbnails of new projects are automatically embedded, static texts can be edited from: CMS \rightarrow Texts \rightarrow Category: Projects



^{*}This change doesn't affect images and content already uploaded. It just affects to new uploads

Projects - Subhome - Categories

 Important: Due to the improvements made in this section in December 2021, now is possible to add a different title for each category



CMS>Magazine/projects -Categories
You can change the title depending on
the category to have a different one
for each category

Projects - Detail page

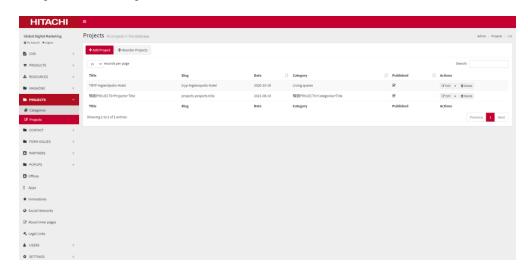
• **Project References - Page detail** (In December 2021 images sizes have changed as a result of some improvements done on this section*. Please, take a look on images specs on the CMS images guideline)

Elements:

- o Title
- Header image
- Body copy + image(s) Free composition through rich editor
- o Lateral summary including key project data
- Related projects module



Projects → **Projects**



^{*}This change doesn't affect images and content already uploaded. It just affects to new uploads

Projects - Detail page

Tab	Fields	Comments
General	Drop-down menu: select the category of the Project* Date* Tags* Text*	The text is uploaded through a rich editor that allows you to include images, links, formatted text, etc.
Images	Header image* Grid image* Home and related grid image* Images inserted in text	The "Grid image" appears in the Magazine subhome, while the "Home and related grid image" image appears in the homepage and in the other related news module.

We're proud of every Hitachi installation.







Grid image

test 1



Headerimage



It really is amazing when you think about it that just by looking up on any given night, you could see virtually hundreds of thousands of stars, star systems, planets, moons, asteroids, comets and maybe a even an occasional space shuttle might wander by. It is even more breathtaking when you realize that the sky you are looking up at is for all intents and purposes the exact same sky that our ancestors are purposed to the exact same sky that our are purposed to the exact samhundreds and thousands of years ago enjoyed when they just looked up.

Inserted text i mage

more projects









test 3

Home and related grid image

Projects - Detail page

Considerations

Editing the Projects section is the same as editing the Magazine, except for the side summary which includes the key project data.

Tab	Fields		Comments		
Extra	You can include values for those information you consider relevant (e.g. Date of installation) and related details (e.g. September 2016)				
Extra				Je	a
Title		Value			
localización		Madrid	•	Ü	

• In the case of projects, it is necessary for the local team to complete the "SEO" tab.

LOCATION Kellyville No

Kellyville North Public School, Kellyville New South Wales

DATE OF INSTALLATION

January 2019

DETAILS OF THE INSTALLATION

Total Nominal Cooling Capacity: 1359kW Total Nominal Heating Capacity: 1536kW

INDOOR UNITS

95x Hitachi 4-Way Cassette Units with motion sensor

OUTDOOR UNITS

24x Hitachi Set Free Σ (Sigma) VRF Units

ONTROLLERS

7x Hitachi Central Station EZ Controllers

KEY CRITERIA

Hitachi's high energy efficiency and exceptional controllability

Resources Library



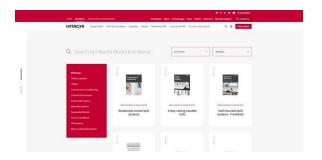
Resources Library

 Description (moving to a Global Resource Library by FY22, which will replace the local Resource libraries; will integrate with PMM to ease documentation updates)

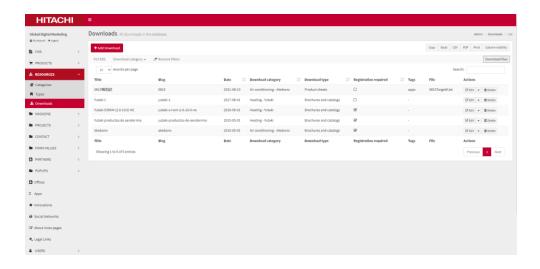
Elements:

- Search bar
- o Filters
- Shortcuts to documents (under login or not)

Categories and types are also edited via the Resources tab in the CMS: add, delete, modify.



Resources → **Downloads**



Resources Library

Fields that appear on each card and that allow filtering the documentation that exists in the database:

Fields	Comments
Title*	Title of the document
Download category*	
Download type*	
Tags*	To ease the search process
Date*	Date on which the document was released
File*	Up to 50 Mb.
Grid image	

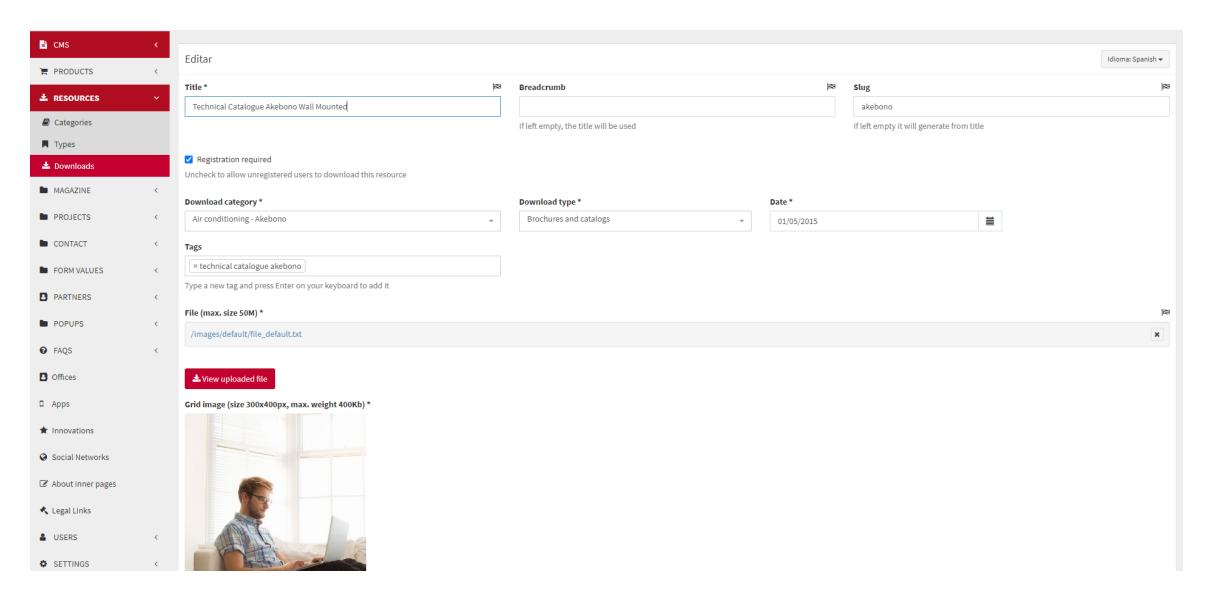


Select whether you want the document to be accessible under registration or not.

Registration required

Uncheck to allow unregistered users to download this resource

Resources Library



Resources Library

Considerations

- It is possible to make a bulk download of all the files uploaded on the website via the "Download files" button.
- To download the database of registered users, go to:
 "Users" → "Users"
- To download the DB that lists which document has been downloaded by which user, go to: "Users" → "Download Stats"

Service Centres



Service Centres

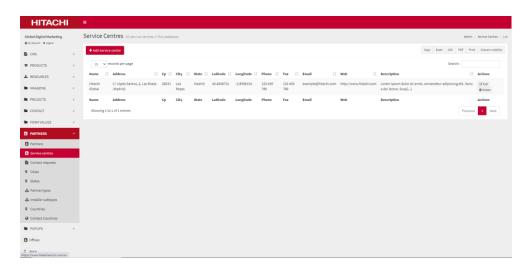
Description

Elements:

- Search bar
- Map → Cards with contact details



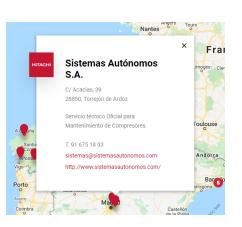
Partners → **Service Centres**



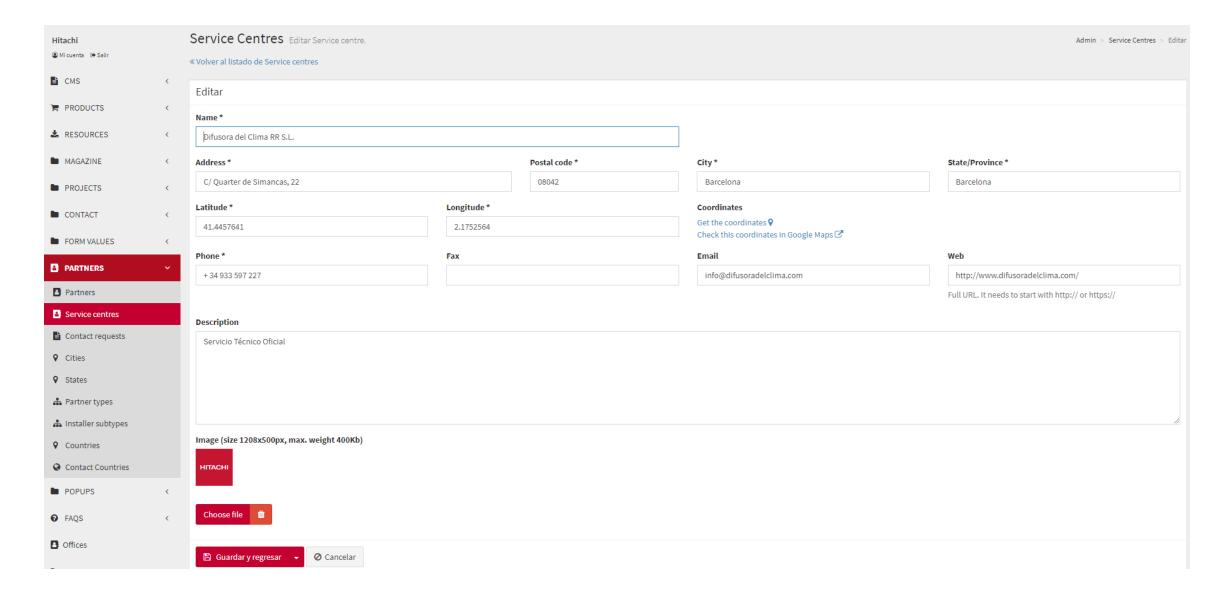
Service Centres

Fields for Service that appear on each card:

Fields	Comments
Name*	
Address*	
Postal code*	
City*	
State/Province*	
Latitude* Longitude*	It is not necessary to fill in these fields manually, select the "Get the coordinates" button.
Phone	
Fax	
Email	
Web	
Description	
Image	If no image is added, the Hitachi logo will appear by default.



Service Centres



Contact Us



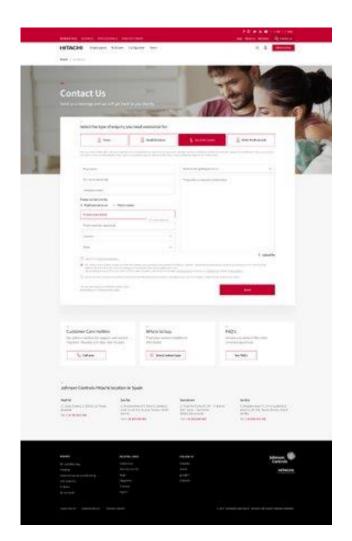
Contact Us

Description

Elements:

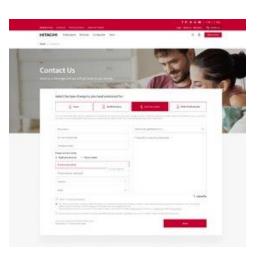
- Main page: Title + Subtitle; fields,
- User profile selector (up to 4 profiles)
 - Form(s) Two different forms targeted to end-users and small business (Form A) or Medium and Large Business and Professionals (Form B)
- Modules
- Office Contact details



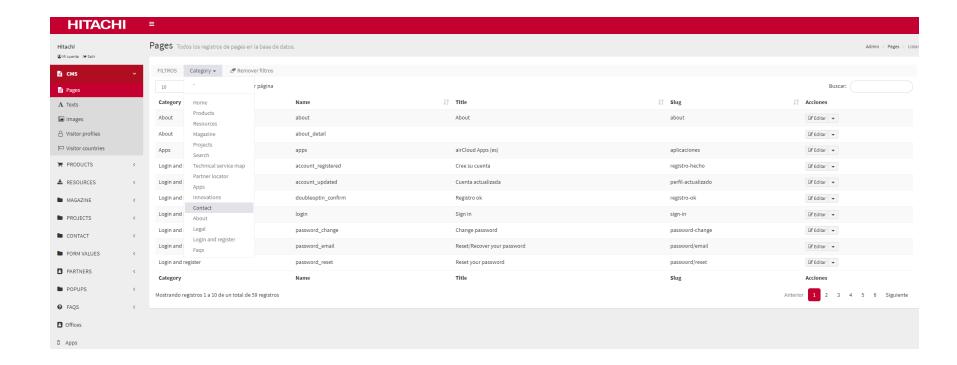


Contact Us – Main page

Fields	Comments
Contact box title (max. 50 characters) *	
Header subtitle (max. 250 characters) *	
Profiles header title *	
Forms fields: First name *, Last name *, Email *, Reasons to keep in touch *, Details *, Attach file text *, Contact me text *, Company *, Phone *, Phone number *, Country *, state/province*, select a product*	Fields displayed in the forms
Text of the send button *	
Write again message *	
Continue button text (max. 40 characters) *	
Offices title (max. 90 characters) *	
Call us text *	
Step 1 text *	
Step 2 text *	
Partner type text: Air Conditioning *	Displayed in the where to buy module
Partner type text: Heat pumps *	Displayed in the where to buy module
Partner type text: Distributor *	Displayed in the whereto buy module
Show modules	Can be marked or unmarked
Show offices	Can be marked or unmarked
Show countries	Can be marked or un marked for each form separately
Show states	Can be marked or un marked for each form separately



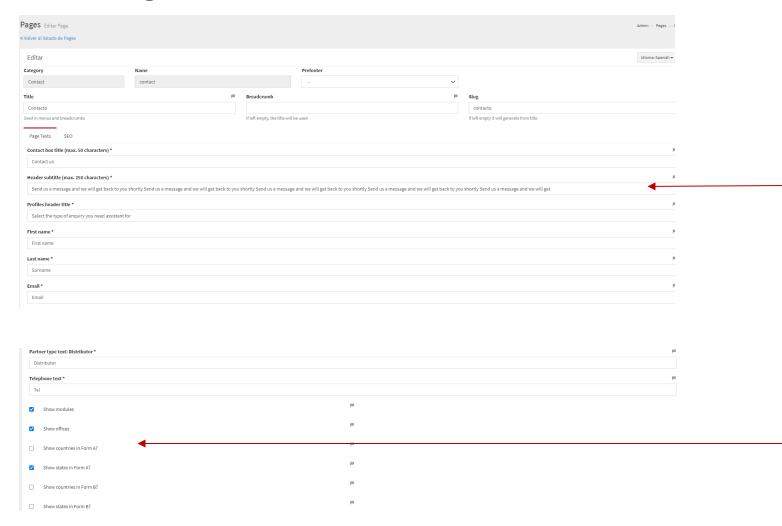
Main page



Step 1 → Go to
CMS>Pages>Contact



CMS>Pages>Contact



CMS>Pages>Contact

Here you can edit the texts displayed in the form.

*To edit legal texts go to CMS>texts>legal

At the bottom of the page you can choose to show or hide the following elements:

- -Featured modules
- -List of offices
- -Country field in the form
- -State/province field in the form

Just check or uncheck the box and save the changes.

Contact Us – Types

Fields	Comments
Title (max. 60 characters)	
Email	If it's left empty, request will be sent to general contact email set in settings
Form*	Can be linked to form A, B or both at the same time
Quotation	If it's marked an additional field with a dropdown of the ranges will be displayed.

It is possible to customise the e-mail address to which each enquiry should be sent.

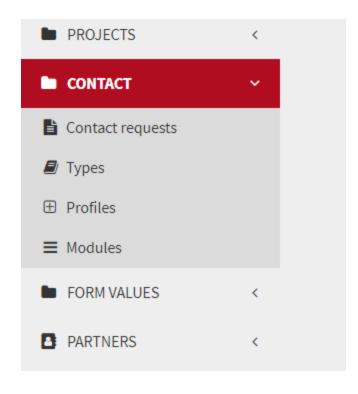
For example:

- •If the user of Form B selects the reason "How to become a partner", the query is sent to mail.a@jci-hitachi.com
- •If the user of Form B selects the reason "Where to buy", the query is sent to mail.b@jci-hitachi.com
- •For both forms, <u>A and B</u>, if the users select the reason "Other questions" the query is sent to <u>mail.c@jci-hitachi.com</u>

Considerations:

- •We need the local team to indicate which person/mailbox should receive each form (in function of the subject the user selects).
- •It is necessary to identify the generic mailbox to which enquiries that do not have an assigned routing should be sent.

CMS>Contact

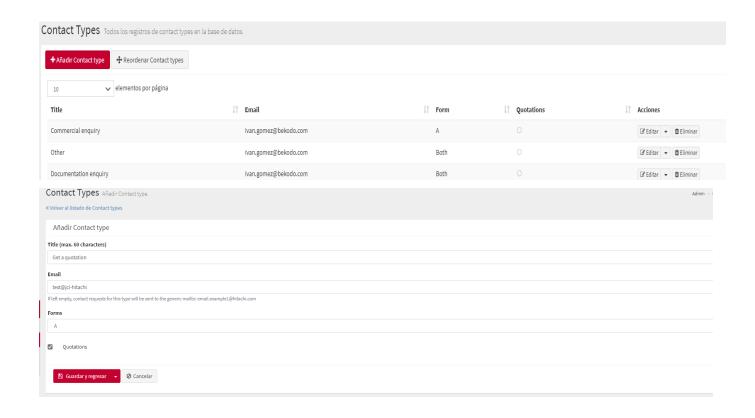


Step 2 → Go to CMS>Contact

Here you will be able to manage:

- -Contact requests
- -Profiles
- -Contact reasons + email routings
- -Featured modules content

CMS > Contact > Types



*What if I want to have the same contact reason in both forms but with different email routing?

It is possible to create two contact reasons with the same name and associate them to different forms and enter a different email for each one.

For example:

Get a quotation-end user - Form A- email.example1@jci-hitachi.com Get a quotation-professionals-Form B-email.example2@jci-hitachi.com

Step 4→ Go to CMS>Contact>Types

Here you can edit the contact reasons, in which form appear and the email routings.

How to add a new contact reason?

- 1.Click on add contact type
- 2. Introduce contact reason title
- 3. Introduce the email routing
- 4. Select the form (A, B or Both)
- 5. Select quotation box if you want to active a filed in the form that displays the different product ranges.

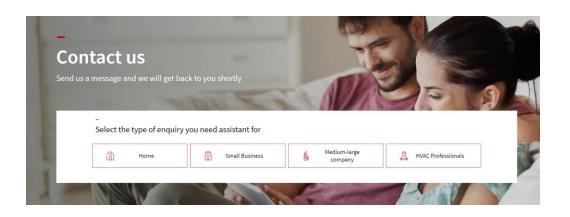
Contact Us – Profiles

Fields	Comments
Profile title (max. 40 characters)	
Select the form type	A or B
Active field	If it's unmarked the profile will be hidden

Up to 4:

- Residential end-users
- Small Business
- Medium and Large business
- HVAC Professionals

Can be hidden



CMS > Contact > Profiles



Mostrando registros 1 a 4 de un total de 4 registros



Step 5 → Go to CMS>Contact>Profiles

Here you will be able to manage the different profiles associated to the forms. By default the will be:

- -Hvac Professionals
- -Business owners
- -Small business
- -Home

Click on edit in each profile to

- -Edit the profile title
- -Change the form associated to
- -Activate or deactivate the profile (If deactivated, the profile will not be displayed on the front page).

Contact Us – Modules

Fields	Comments
Title (max. 40 characters)	
Description (max. 150 characters)	
Types	Type of module
СТА	
CTA Mobile	Just for customercare hotline
Url/number	



These three new modules offer full flexibility.
There are three types, these are sortable with each other (wnThis can be enabled or disabled.):

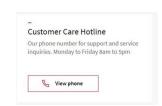
Adaptive link:

Possibility of including any link of interest, being able to add as many link modules as needed



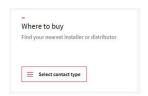
Customers Care Hotline:

Modules to add contact phones. On mobile devices, clicking on the CTA calls the indicated phone number, on the desktop it shows the phone on the screen.

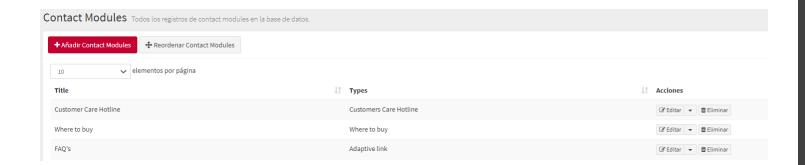


Where to buy:

Direct link to the Partner locator. If there's more than one partner type displays a dropdown.



CMS > Contact > Modules



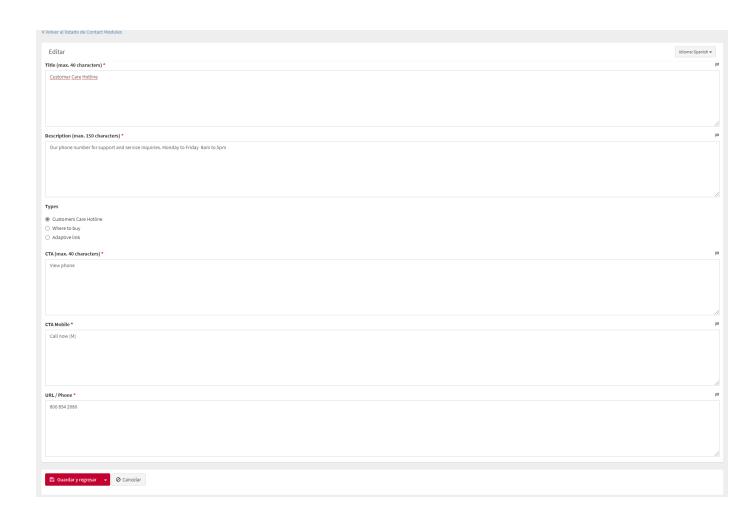
Step 6→ Go to CMS>Contact>Modules

Here you can edit the modules displayed below the forms. There are three main types:

- -Hvac Professionals
- -Customer Care hotline module
- -Where to by module
- -Adaptive link module

Are sortable with each other

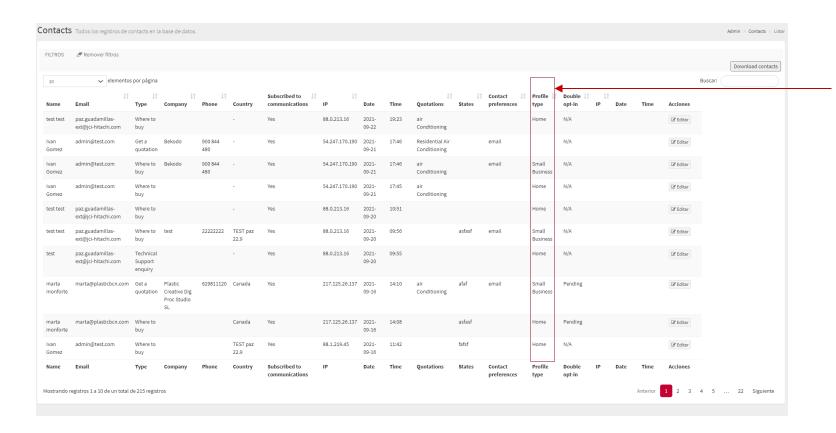
CMS > Contact > Modules



How to manage modules

- -Choose module title +description
- -Select the type of module you want to be displayed
- -Edit CTA for Desktop and mobile
- -Introduce an url (for adaptive link type) or a phone number (customer care hotline)
- *For Where to Buy module, the links displayed will be directly generated from the different profiles in the where to buy section.

CMS > Contact > Contact requests



Step 3 → Go to CMS>Contact requests

>In this section the contact requests of the users are available.

*New: Profile type information will be displayed.

>You can click on "download contacts" to get an excel file with all the requests.

>To see and download the attached documents, click on edit in each request.

FAQs



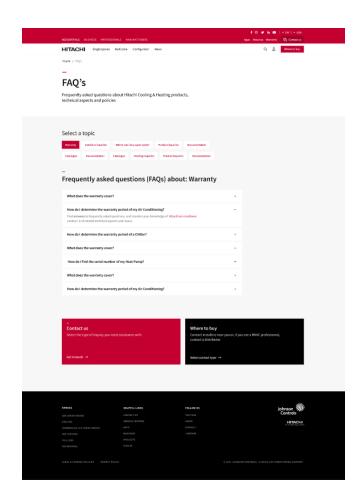
FAQs

Description

Elements:

- Title + Subtitle
- Filter by topic
- Questions & Answers
- Banners
 - Contact Us
 - Where to buy

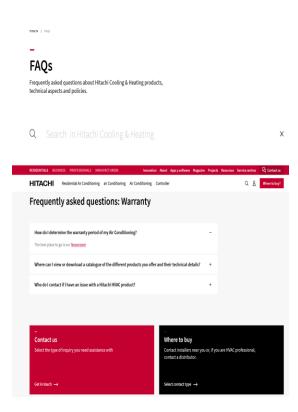
HITACHI



FAQs- Main page

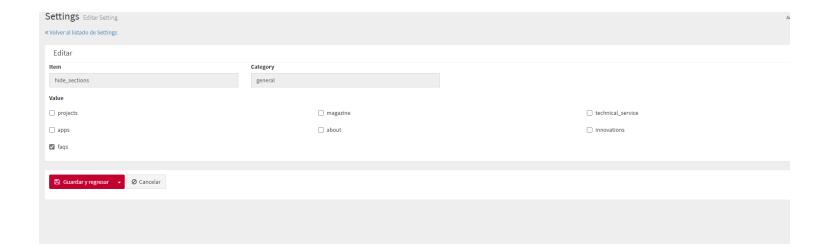
HITACHI

Fields	Comments
Header title (max. 64 characters) *	
Header subtitle (max. 200 characters) *	
Category page title (max. 80 characters) *	
Faqs page title (max. 80 characters) *	
Contact box title (max. 60 characters) *	
Write again message *	
Continue button text (max. 40 characters) *	
Contact box description (max. 300 characters) *	Text for modules at the end of the page
Contact box CTA (max. 60 characters) *	Text for modules at the end of the page
Partner Locator box title (max. 60 characters) *	Text for modules at the end of the page
Partner Locator box CTA (max. 60 characters) *	Text for modules at the end of the page
All category title *	
Description faqs section (Mobile) *	



Main page

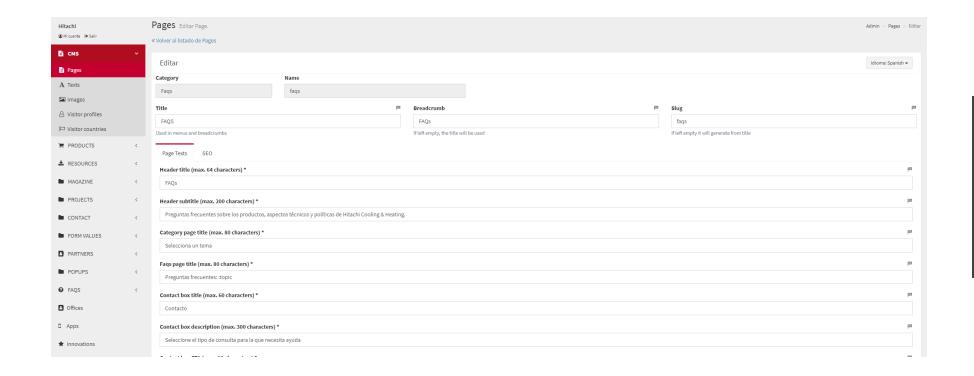
The section will be delivered hidden



Step 1 → Go to Settings>
Hide_sections and make
FAQs page visible

*The url will be: hitachiaircon.xyz/faqs

CMS>Pages>FAQs



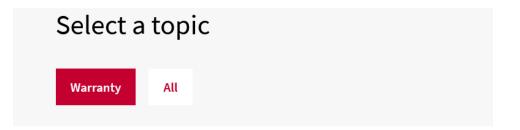
Step 2 → Go to CMS>Pages>FAQs

Here you will be able to edit the different texts of the main page and the texts displayed in the modules at the bottom (Contact us & Partner Locator)

FAQs- Categories

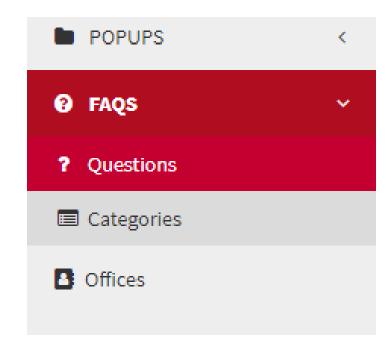
Fields Comments

Title*



Topics can be used to classify the questions. The topics can be ordered, a topic can also be classified as main, showing it open by default

CMS>FAQs

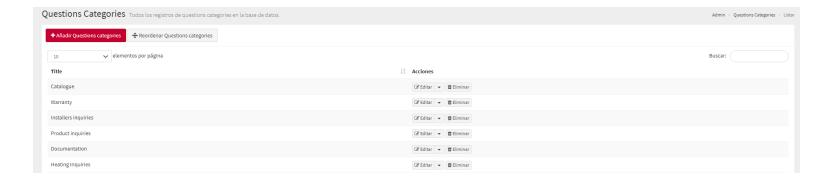


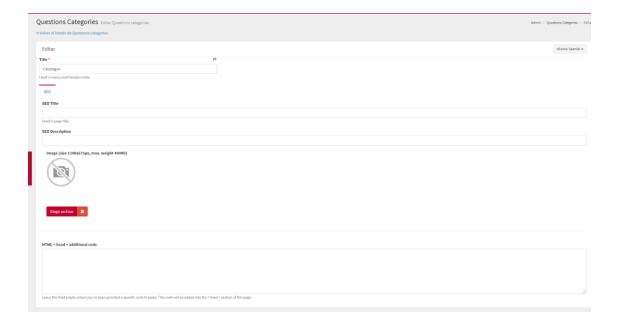
Step 2→Go to CMS>FAQs

Here you will be able to manage:

- -Questions and answers
- -Categories

CMS>FAQs>Categories





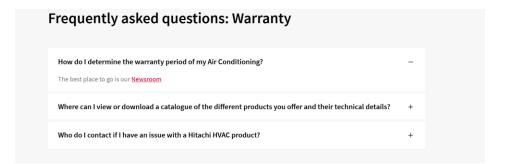
Step 3→ Go to CMS>FAQs>Categories

If needed, you can also create categories to link the questions to them.

Note that you need first to create the category and then go to questions and link it to it

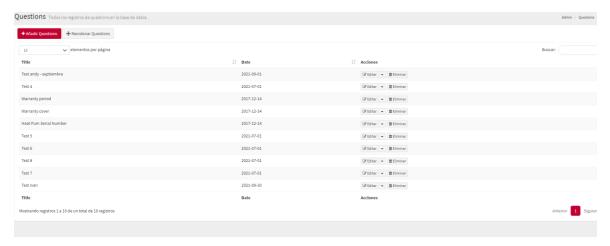
FAQs– questions

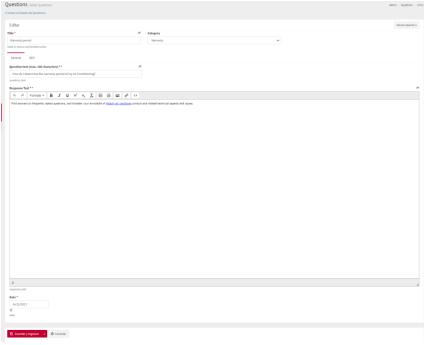
Fields	Comments
Title	
Category	
Question text*	
Response text*	
Date*	



You can create as many questions and answers as you need. These are also sortable with each other. The first question of each topic will always appear displayed by default

CMS>FAQs>Questions





Step 4 → Go to CMS>FAQs>questions

>Here you can introduce the different Q&A to display and link them to a category

You can add more questions or reorder them.

Where to buy



Where to Buy

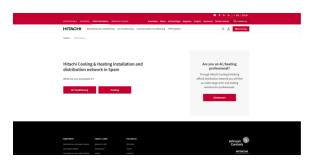
Description

Elements (if needed to highlight e.g. Installers and Wholesellers)

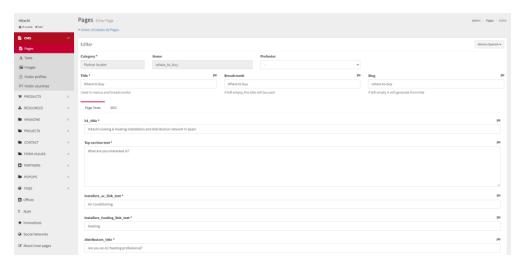
o Selector

If it's not necessary to differentiate partner type, but you only want to show one type of partner (e.g. retailers) this screen is not displayed.





CMS \rightarrow Pages \rightarrow Category: Where to buy

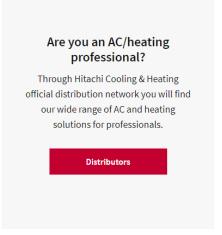


Where to buy

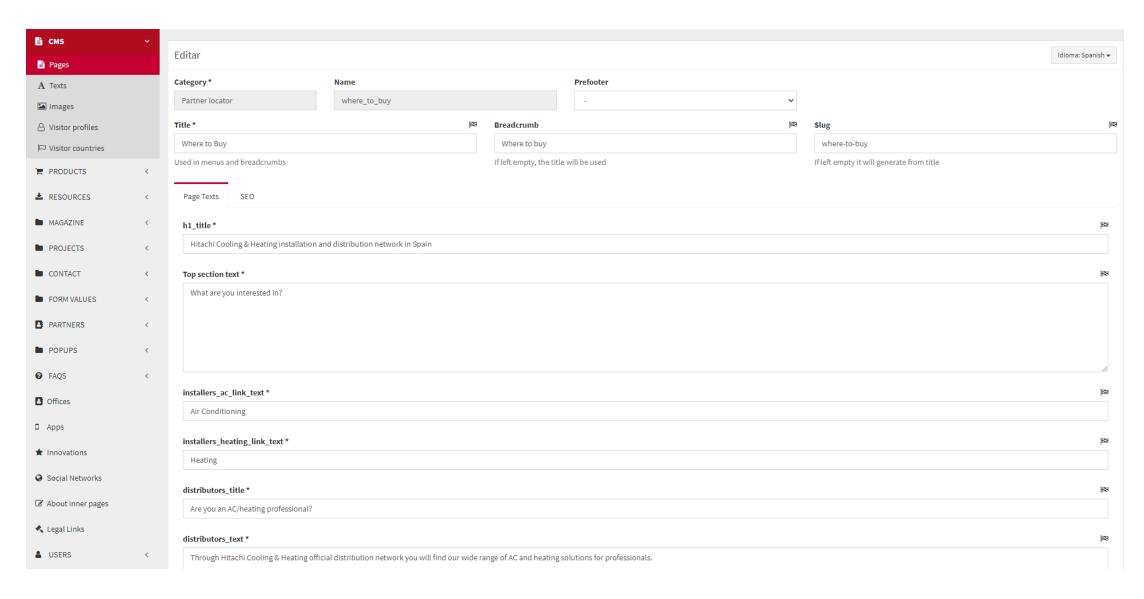
Editable content:

Tab	Fields	Description
Page Texts	H1 title*	
	Top section title*	Text over the buttons
	Installers AC link text*	
	Installers Heating link text*	
	Distributors title*	
	Distributors text *	
	Distributors link text *	





Where to buy

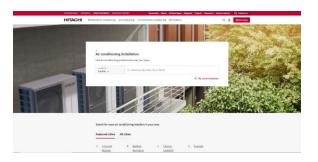


Where to Buy – Search pages

Description

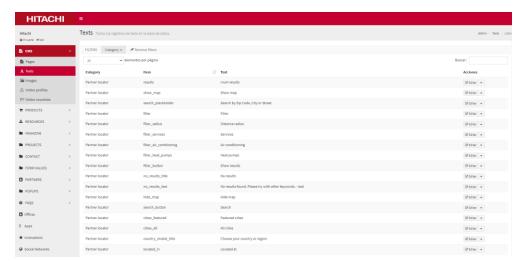
Elements:

- o Search bar
- List of cities
 - Featured
 - All



These pages are mostly made of dynamic content. Static texts must be edited from the "Texts" tab.

CMS \rightarrow Texts \rightarrow Category: Partner Locator



Where to Buy – Search pages

The first step to adding partners is to add locations.

How to add state/provinces or cities

Manual process:

- Complete the following fields:
 - Name of the state/province or city
 - Contact email to which notifications should be sent (only for state/provinces)
 - If it should be featured, select "Top"

Bulk upload:

- Click on the "Download states" or "Download cities" button
- Edit the Excel file
- Upload the file by clicking on the "Upload states" or "Upload cities" button

Edit	
Name *	Slug*
Alicante	alicante
	If left empty it will generate from title
Contact mailto	Country*
digital.marketing@jci-hitachi.com	spain +

Upload states Download states

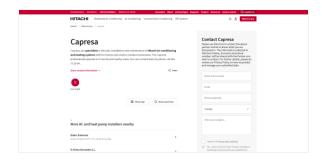
Where to Buy – Partner pages

Description

Elements:

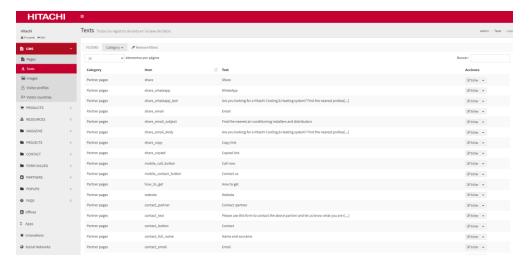
- o Title
- Introduction text
- Contact details
- о Мар
- Other partners nearby
- Sidebar contact form





These pages are mostly made of dynamic content. Static texts must be edited from the "Texts" tab.

CMS → **Texts** → **Category**: **Partner pages**



Where to Buy – Search pages

How to add partners (In the CMS: Partners → Partners)

Manual process:

- Complete the following fields:
 - Address*
 - Postal code*
 - City*
 - For latitude and longitude click on "Get the coordinates"*
 - Phone*
 - Fax
 - Email
 - Web

If you do not want to display the address, select the option "Private address"".

Private address

Bulk upload:

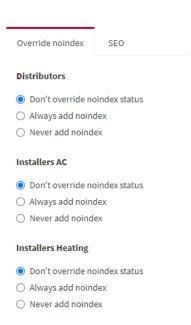
- Click on the "Download partners
- Edit the Excel file
- Upload the file by clicking on the "Upload partners" button

Upload partners Download partners

Where to Buy

Considerations

Please ignore options to override URL status directives.



- The search radius can be edited through the CMS (Settings tab).
- To download the database of contact requests, go to:
 "Partners" → "Contact requests"

About Us

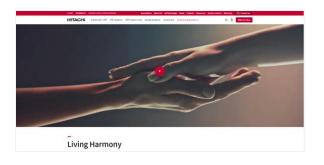


About Us - Subhome

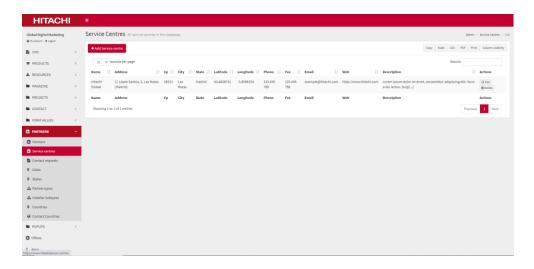
Description

Elements:

- O Video
- Title
- Text
- O Text in two columns
- Image gallery
- O Thumbnails to access inner pages



$\mathbf{CMS} \to \mathbf{Pages} \to \mathbf{Category: About}$



About Us - Subhome

Tab	Fields	Description
Page Texts	Header title*	
	Header text*	
	Column 1 title*	
	Column 1 text*	
	Column 2 title*	
	Column 2 text*	
	offices_title*	It will disappear with the implementation of the new Contact Us
	Options	Fields
Page Elements	Header*	Image + Image ALT Option to include a link to YouTube: Yes/No Link
	Slider*	Title of the module Text Images x2 (desktop + responsive)
	Thumbnails	Title of the module Access other content: Thumbnail Title Link

Euroing Harrmony Beyond content, we aim in visibly and pass and mind, languistic presult, rectiveling and soft inguests being the newton pass of mind, languistic presult, rectiveling and soft inguests being the newton pass of monitorial pass and software, speaking inclination by the land in south seam and nonminests, that ming like presists into this desired on any pass. Our Purpose The new passing pass pass in the content of hings years and passing pass of the content of hings years. Why Hitachi Wagesti. Aspenses intenting parapassites in presists in the based of the passing passing the presists in the based of the passing passing the presists in the based of the passing passing the presists in the based of the passing passing the presists of the passing passing the presists passing the passing passing the passing the passing passing the passing the passing the passing passing the passing t







About Us - Subhome

8 Visitor profiles		Title *	æ		Breadcrumb	R≋	Slug	je.
□ Visitor countries		About					about	
PRODUCTS	<	Used in menus and breadcrumbs			If left empty, the title will be used		If left empty it will generate from title	
♣ RESOURCES	<	Page Texts SEO Page Elements						
■ MAGAZINE	<	Header title (max. 60 characters) *						 ≈
■ PROJECTS	<	Living Harmony						
CONTACT	<	Header text *						 ≋
■ FORM VALUES	<	♦ B I <u>I</u> x & ↔						
■ PARTNERS	<	Beyond comfort, we aim for vitality and peace of mir puts people at the center of it all with a premium tou	d, integrating people, technology and ch based on expertise.	llivin	g spaces: being the meeting point for other technologies and devices, speaking individually	but wi	th a social sense and conscience; balancing life experiences with a positive attitude tha	t
■ POPUPS	<							
② FAQS	<							
♣ Offices								
□ Apps		p						
★ Innovations		Both title and text must be filled for header to show						_
Social Networks		Column 1 title (max. 60 characters) *						 88
		Our Purpose						
♣ Legal Links		Column 1 text *						æ
■ USERS	<	Φ B I I _x Θ ⇔						
SETTINGS	<	We are global premium brand, experts in the creat	ion of living spaces.					
		We want to create a world where people live in harm	ony; with themselves, each other and	l the	environment they inhabit. We aim to be the catalysts of that harmony.			
■ DISTRIBUTION PAGE	<	Our lananece heritage and years of experience have	taught us that harmonious living space	nec Ir	ead to improved quality of life. The right atmosphere is key to this, and we work each day t	o devel	on products that facilitate harmony in all indoor spaces	
Administrators		our Japanese nerrtage and years or experience have	taught us that harmonious hving space	ues It	and to improved quanty of life. The right authosphere is key to this, and we work each day t	o devel	op products that recintate narmony in an indoor spaces.	

About Us - Inner Page

Description

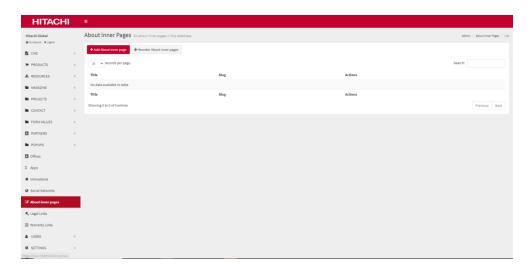
Elements:

- Header: Title + Text + Image or Video
- Content Free composition with modules of 1, 2 or 3 columns
- Shortcuts to related contents





About Inner Pages



About Us - Inner Page

Editable content:

Tab	Fields	Comments
Page Texts	Header title* Header text* Image + Image ALT Option to include a link to YouTube: Yes/No Video link	
Elements	The following modules can be combined in a flexible way to compose the product page design: 1 column: Image + Title + Text 2 columns: Image + Title + Text x2 3 columns: Image + Title + Text x3	Option to include a link to YouTube in all cases
Thumbnails	Thumbnail section title	The option to include thumbnails allows you to link only to content related to the topic of the page.
	Content thumbnails Image Link (internal or external)	





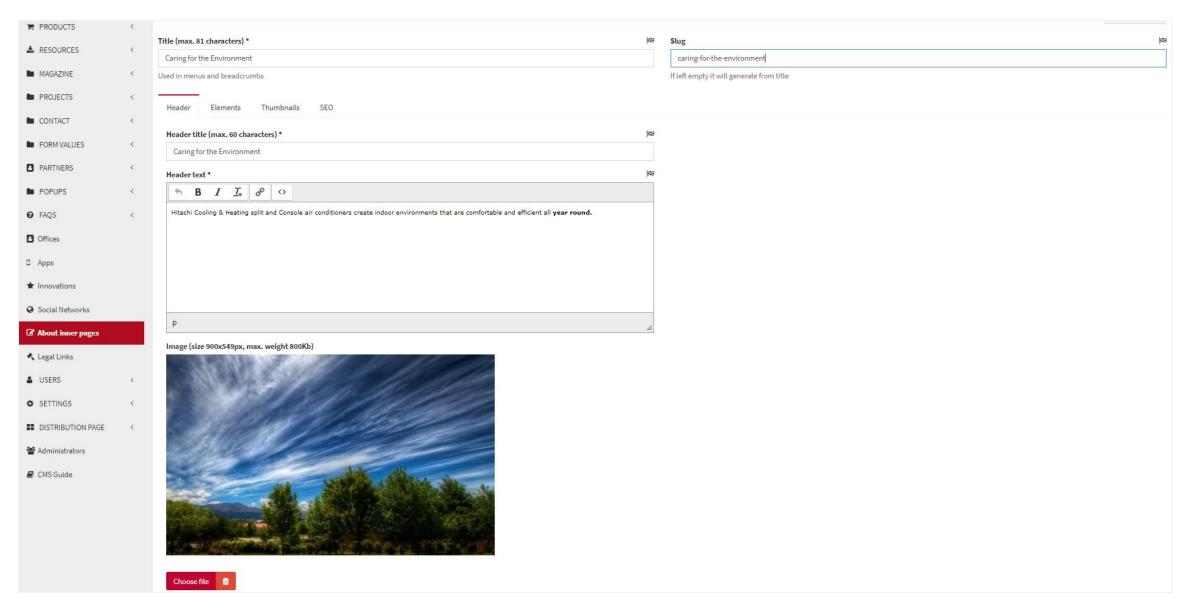
HITACHI



Discover climate solutions for yor business



About Us - Inner Page



Innovations



Innovations - Subhome

Description

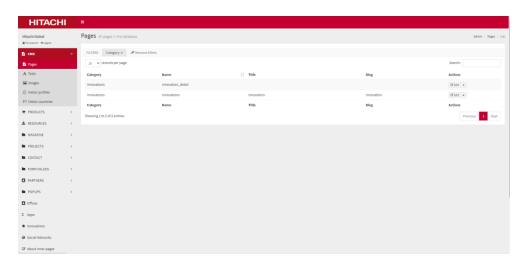
Elements:

- O Header: Title + Text + Image or Video
- Introductory text for SEO positioning
- O Shortcuts to inner pages





$CMS \rightarrow Pages \rightarrow Category: Innovations$



Innovations - Subhome

Editable content:

Tab	Fields	Comments
Page Texts	Top section title* Introduction text*	
Elements	Header* Title Text Image Option to include a link to YouTube: Yes/No Video link	

Born in Japan, with a global presence

For over 80 years, **Hitachi Cooling & Heating** has been driven by the challenge to reshape the perception and possibilities of climate control solutions for residential and commercial spaces and for those that work with it in a professional capacity.

We strive to **improve existing technologies and innovate** within the gaps in the market that appear as lifestyles and business evolve.

Read more V

Innovation Hub

Pioneers of indoor comfort technologies since the 1930s, Hitachi continues to set new standards in cooling & heating innovation.

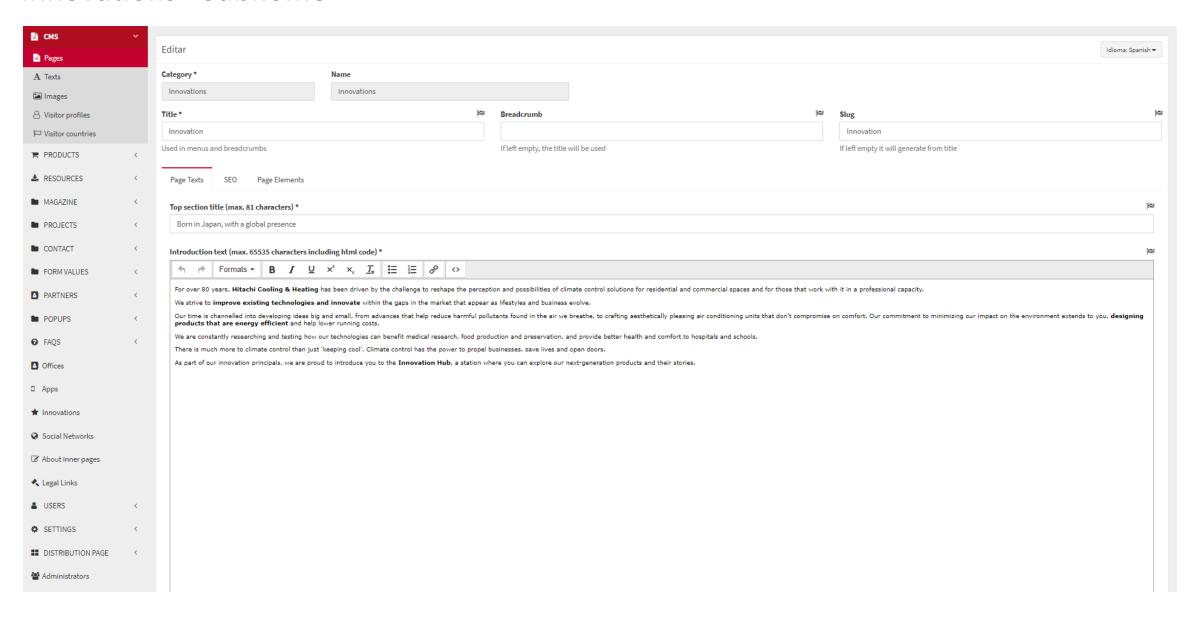
#airislife



Thumbnails of inner pages are automatically embedded when these pages are created.



Innovations - Subhome



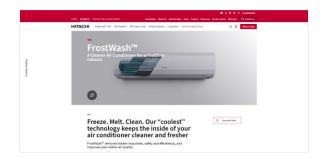
Innovations - Inner Page

Description

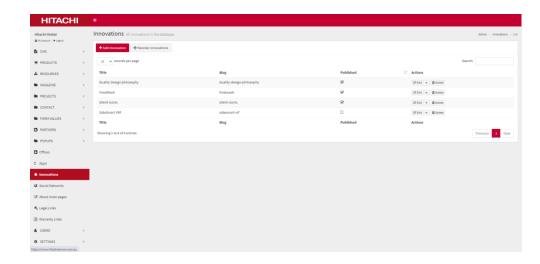
Elements:

- Header: Title + Text + Image(s)
- o Content Free composition through rich editor
- o Links to related product and documentation





Innovations



Innovations - Inner Page

Editable content:

Tab	Fields	Comments
General	Tag	To identify what type of innovation it is, is overprinted on the card
	Text to show in the card (innovations prehome)*	
	Awards	If any, thumbnails of the awards the product or initiative has received. They will be overprinted in the header of the detail page.





Tab	Fields	Comments
Header	Header title	
	Header text	Paragraph below the title
	Header image(s)	



Buttons: the page can be customised by implementing several CTAs

- Show brochure button: Yes/No
 If yes: select link type and CTA
- Show case study button: Yes/No If yes: select link type and CTA

区	Compatibility	
	Brochure	
	Case Study	

* Mandatory

Innovations - Inner Page

Editable content:

Tab	Fields	Comments
Content	Introduction title*	To identify what type of innovation it is
	Introduction text*	Rich text editor
Content elements: the following modules can be combined in a flexible way to compose the page design		Rich text editor
	Text Slider	

Create a "silent"	space to maximize the
experience	

Interior design is fundamental in all commercial environments and has a significant impact on the customer's enjoyment of them; restaurants, shopp and specialized clinics with sheek and modern concepts need climate control solutions that match. Until Bows, IT sheen comments for eliging-orientated shipflings to adopt clicical control of the control o



If you're interested in the Silent-Londic**-way cassetts unit design panel, find out m babout the Hitland Cooling, it Healting units it is compatible with and which is the besolution for your needs. Please contact us to find out availability in your area. And note that you can also see this product live in our Customer Experience Center located at Shimuzu, Japan. An extensive 500 square meter showroom to see, Interaction and learn about the lastst Hitland. Icoling is Healting products for the Japanese and and learn about the lastst Hitland Localing is Healting products for the Japanese and



Tab	Fields	Comments
QR	Show QR: Yes/No	Module to display dinamic content
	If Yes:	
	Title*	
	Desktop text*	
	Mobile text*	
	Mobile button text	
	Modal title*	
	Image*	
	Link text + URLs	







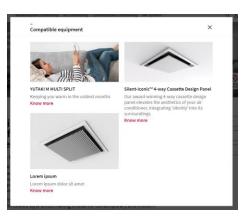
Innovations - Inner Page

Editable content:

Tab	Fields	Comments
Resources	Show Resources module: Yes/No*	
	If Yes: upload documentation	

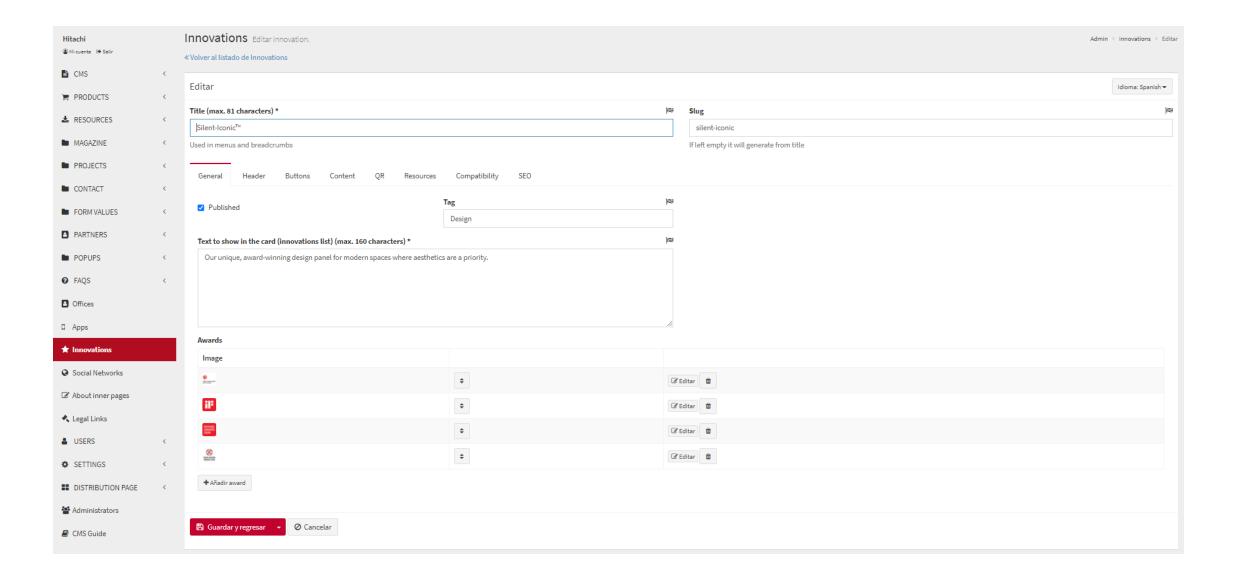
_
Brochures and
catalogs

Tab	Fields	Comments
Compatibility	Show compatibility button: Yes/No	
	If Yes: Include link + select link (internal, external or pop-up) Select products (if the pop-up option has been selected)	If the selected product is on the web, the title, image and description text will be embedded automatically.



Innovations - Inner Page

HITACHI



Apps



Apps

Description

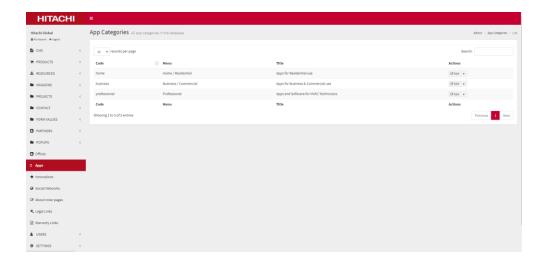
Elements:

- O Header: Title + Text + Image or Video
- Profile selector (if the apps are targeted to different user profiles)
- O Cards for each app
 - Title
 - Text
 - Image (optional)
 - Link to landing page and/or app stores

HITACHI



Apps



Apps

The apps are filtered by categories (home, business, professional), so you have to select the profile the apps you want to edit.

Code	↓↑ Menu	Title	Acciones
home	Home	Apps for Home AC Units	☑ Editar 🔻
business	Business	Apps for Commercial AC & VRF Systems	☑ Editar 🔻
professional	Professional	Apps for HVAC Professionals	☑ Editar 🔻

Editable content for each App:

Tab	Fields	Comments
	Title*	
	Text*	
	Icons	Apple, Google and/or Desktop
Links	CTA + Link to Landing page CTA + Link to Apple Store CTA + Link to Play Store	
Images	Show video: Yes/No If yes: link to YouTube Image	



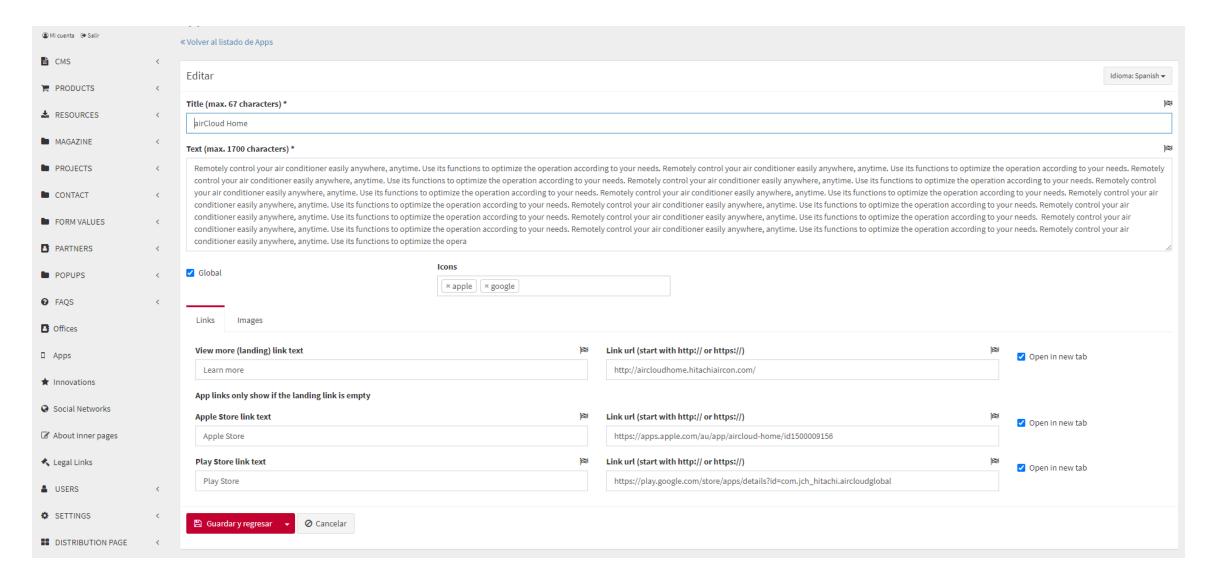
If the "Global" checkbox is selected, the app will be highlighted.

✓ Global

.

HITACHI

Innovations - Inner Page



Pop-ups



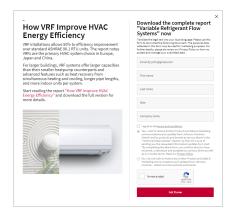
Pop-ups

Description

In the tab called 'POPUPS' there are two options:

- Popups: to enable or disable pop-ups
- Popups request: to access the database the pop-ups generate





Popups

HITACHI		≡		
Hitachi		Welcome to Hitachi Web Admin Dashboard	Hitachi	Dashboard
≧ CMS	<			
₩ PRODUCTS	<			
≛ RESOURCES	<			
■ MAGAZINE	<			
■ PROJECTS	<			
■ CONTACT	<			
■ PARTNERS	<			
POPUPS	~			
Popups Popup requests				

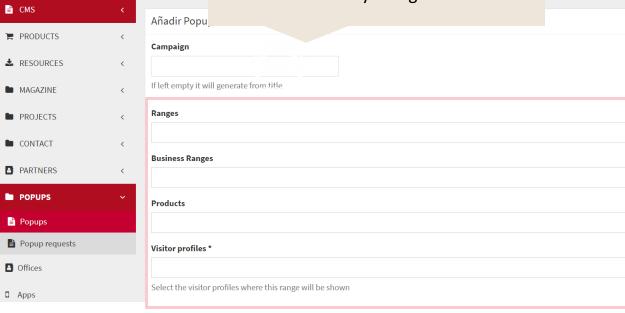
How to implement a new pop-up window 1/4

- 1. Click on the button: +Add Popup
- There you have several fields. They are related to where the pop-up window should appear:
 - Product range pages and/or
 - Business verticals pages and/or
 - Product detail pages

And to which audience profile.

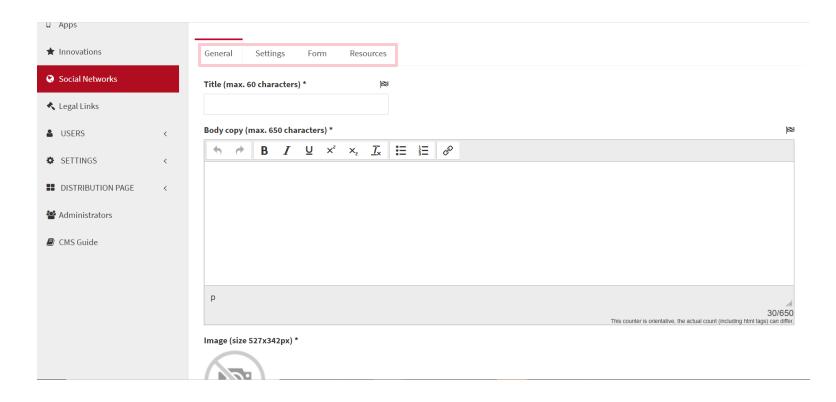
Fill in all these fields. **Note you can select** multiple pages and audience profiles at the same time.

The **campaign name** will allow you to easily identify the pop-up and the related database in the future, try to use one that is easily recognizable.



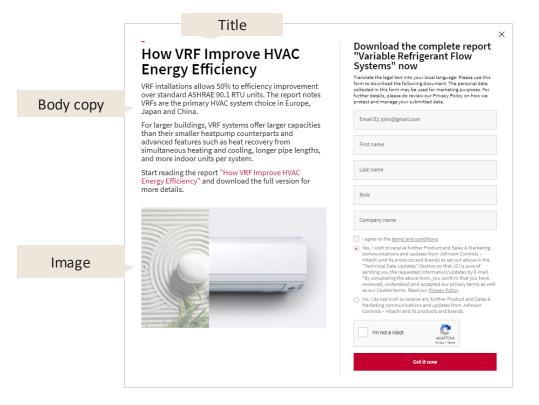
How to implement a new pop-up window 2/4

- 4. Complete the information on the pop-up. You will see there are 4 tabs:
- General to customize image and texts
- Settings to define when the pop-up should be active, and how many seconds should pass from the time the user lands to the page until the pop-up it's launched
- Form to customize the text within the fields, and to activate or not optional fields
- Resources to upload downloadable information for which users provide their personal data

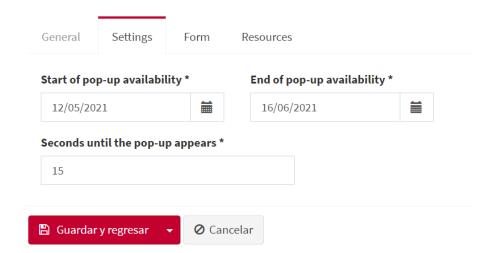


How to implement a new pop-up window 3/4

- **General** Complete:
 - Title (max. 60 characters)
 - Body copy (max. 650 characters)
 - Image (size 527x342px)

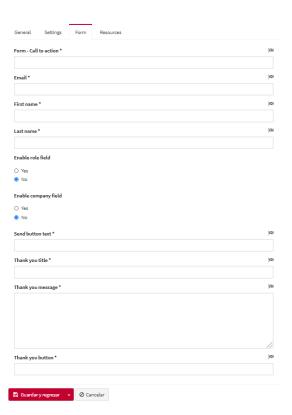


- **Settings** Define:
 - Period during which the pop-up will be active
 - How many seconds should pass from the time the user lands to the page until the pop-up it's launched

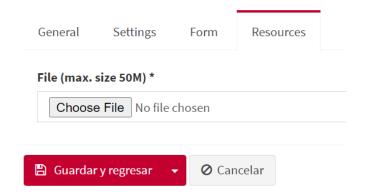


How to implement a new pop-up window 4/4

- Form Complete:
 - Form title
 - Text within the fields
 - Role and Company fields Enabled or Disabled
 - Button texts
 - Thank you message



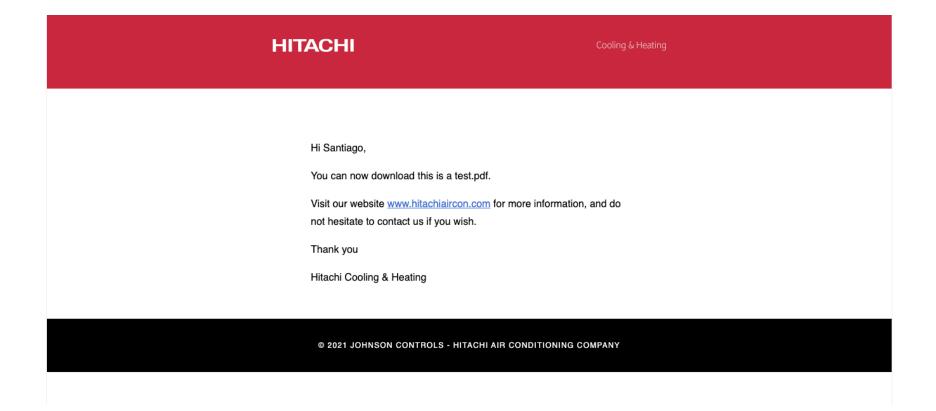
- Resources -
 - Upload the file the user will download, up to 50 Mb.



Double opt-in

Users cannot download the file directly from the web, but from an email in their inbox → Qualified database.

The **email is customized** with the user's name and the name of the Download.

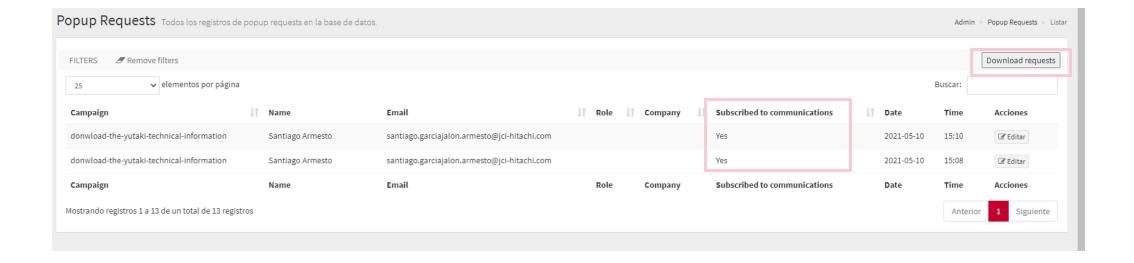


Database

The database can be accessed from the menu: **POPUPS > Popups request**It can be **downloaded in bulk** via the 'Download requests" button.

IMPORTANT CONSIDERATION!

If the user has selected that he/she "DOES NOT" want to be contacted for commercial purposes, his/her details cannot be used for any other future marketing action (field: Subscribed to communications).



Static texts

Since the pop-up is highly customisable, there is very little static content. You can find these texts at CMS > Texts

Category	ltem	Text
Login and register	popup_form_legal_text	Please use this form to download the following document. The personal data collected in this form may be used for marketing purposes. For further details, please do review our Privacy Policy on how we protect and manage your submitted data.
Emails	popup_subject	":file_name" is ready to download
Emails	popup_line1	You can now download :file_name.
Emails	popup_line2	Visit our website www.hitachiaircon.com for more information, and do not hesitate to contact us if you wish.
Emails	popup_line3	Thank you

This text must be **translated** with precision because of its legal implications.

The tag ":file_name"
embeds the name of the
Download, please use it as
it is

Considerations

- There can only be one pop-up per URL. If you enable a second pop-up on the same URL for the same period of time, the pop-up you enabled first will be prioritized. To display another pop-up, you must disable the one that is currently active.
- The pages in which the pop-ups can be enabled are: product range pages, product detail pages and business vertical pages.
- The legal text canno be shortened, it is necessary in order to comply with data privacy regulation.
 - If your language is English, keep the texts as they are.
 - If your language is **different from English**, please translate them accurately.

Note that this refers **not only to the legal checks, but also to the paragraph above the form** which explains why this data is being captured.

Warning Messages



Warning messages

Notification system for hitachiaircon.xyz websites

Description

Elements:

- o Title
- Warning type: White (regular alerts) and Orange (Critical alerts)
- Short text
- Read more text
 - o External link
 - Internal link
 - o Modal message

When can I use a warning message?

For example, let's imagine that we have a product supply problem or an app crash > We can include a warning message on the entire page or in a specific section to warn the user.





FAQs- Main page

Fields	Comments	
Title (max. 60 characters) *		
Show in all pages: Yes / No	 If No is chosen > Is needed to indicate in which specific pages the warning message needs to be shown: Ranges pages Business ranges pages Product detail pages Magazine, Projects and About sections (Main page and detail pages at the same time). Contact, Apps and Resources sections (Whole main page) Register (Private and commercial at the same time) Innovations (In the main page and in detail pages separately if needed) Where to buy (In the main page and in partners type pages* separately if needed. *air conditioning installers, heat pumps installers and distributors) 	
Warning type*	White for regular alerts and Orange for critical ones.	
Short text*		
Learn more modal text	Can add and external or internal link, a modal to display or don't show any link or modal.	
Write again message *		
Settings	To set the period of time in which the warning should be displayed	

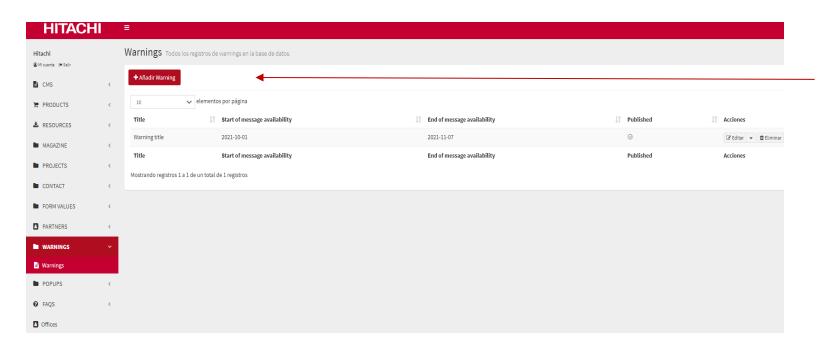
CMS guide



CMS>Warning

You can find it in the left side of the CMS, in a folder called "warnings"

CMS guide: Add a new warning



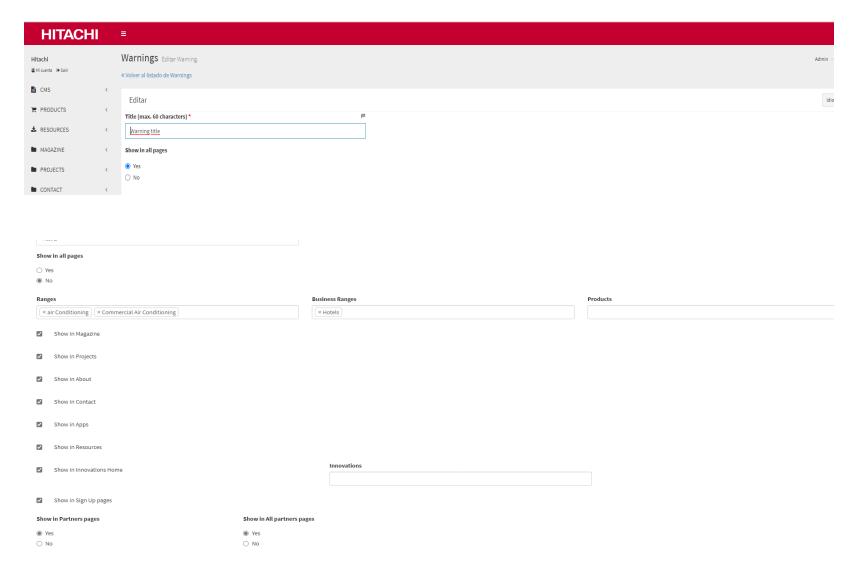
CMS>Warning>Warning

Click on "Add a warning" to add a new message

You can also edit or delete the existing ones



CMS guide: Add a new warning



Step 1:

Choose if the message should be active for all pages or just for specific ones

The warning message can be displayed for the different pages in the following way:

- Ranges pages
- Business ranges pages
- **Product detail pages**
- Magazine, Projects and About sections (Main page and detail pages at the same time).
- **Contact, Apps and Resources sections** (Whole main page)
- **Register** (Private and commercial at the same time)
- **Innovations** (In the main page and in detail pages separately if needed)
- Where to buy (In the main page and in partners type pages* separately if needed. *air conditioning installers, heat pumps installers and distributors)

CMS guide: Setting up a new warning

End of message availability

07/11/2021

☐ Guardar y regresar → Ø Cancelar



Step 2: In "General" you can configure: -Warning message color -Short text -Read more link. Could be: External Internal Open Modal No link You need to mark "published" to make it

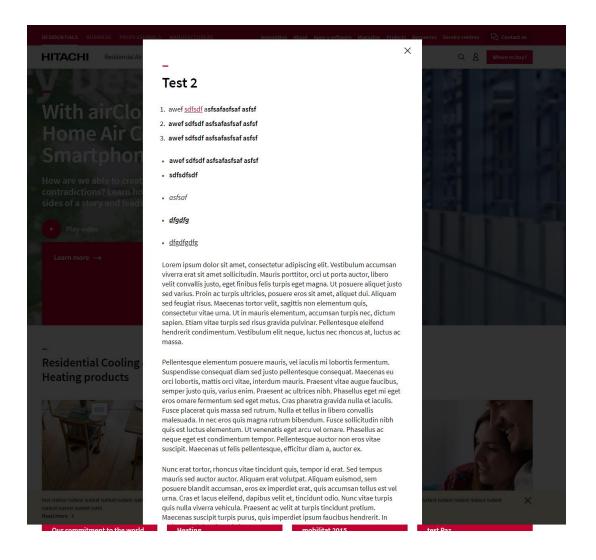
Step 3:
In "Settings" you can configure:
-The specific time in which the message should be showed

visible in live website.

CMS guide: Setting up a new warning

Modal message example

HITACHI



Virtual Showroom

page



Virtual Showroom – CMS>Pages>Virtual Showroom

Fields	Comments					
Title (max. 200 characters) *						
Description						
Iframe	To embed an iframe code for showrooms					
SEO tab	It works in the same way as the rest of the tabs					

HITACHI http://doi.org/

Visit our virtual Showroom

Enjoy the 360° experience of our Johnson Controls-Hitachi Showroom in Barcelona (Spain)



Quick help guide: Common questions



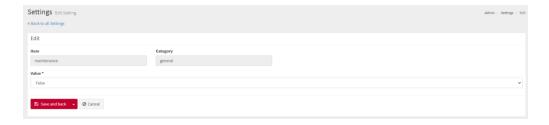
FAQs

How to activate/deactivate the maintenance mode?

Through the main menu, in the "Settings" section, select the "Maintenance" option:

Value = False → Normal operation

Value = True → Maintenance



O Can I activate the multi-language by myself?

No, although this option appears in the CMS, it is an action that must be carried out by the Global Digital Marketing team.

O About e-mail notifications:

Although it is possible to customise the delivery of notifications for each form, it is possible to include a default email address to which all notifications will be sent if no customisation has been made. To do this, go to:

"Settings" → "contact_form_mailto" or "Settings" → "partner default mailto"



FAQs

O What about tracking?

For all matters relating to tracking, please contact the Global Digital Marketing team.

You will also find information on this subject in the Marketing Center: link

O How to add/edit/remove links to social networks?

From the main menu, in the "Social Networks" section, you can add new networks, delete those that already appear or edit the links.



FAQs

• How to hide the "optional" sections?

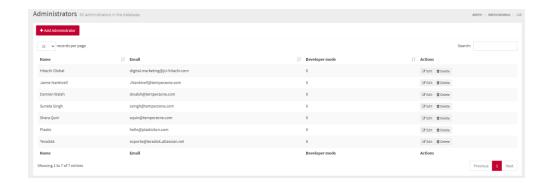
Through the main menu, in the "Settings" section, go to "Settings" → "hide_sections".

Select the checkbox of the sections you want to hide.



O How to add/edit/remove users from the CMS?

Through the main menu, in the "Settings" section, go to "Settings" → "Administrators".



FAQs

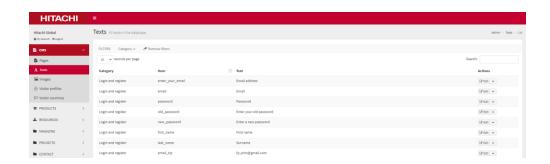
How to enable/disable web user profiles (homeowners, HVAC professionals, etc.)?

For this action it is required to request support from the Global Digital Marketing team.

About static texts:

All static texts on the website can be edited by accessing: "CMS" \rightarrow "Texts".

You can either search by category or do a specific text search. Both options are available in the header of the page.





Thanks:)

Cooling & Heating