

## www.hitachiaircon.xzy

CMS Guideline

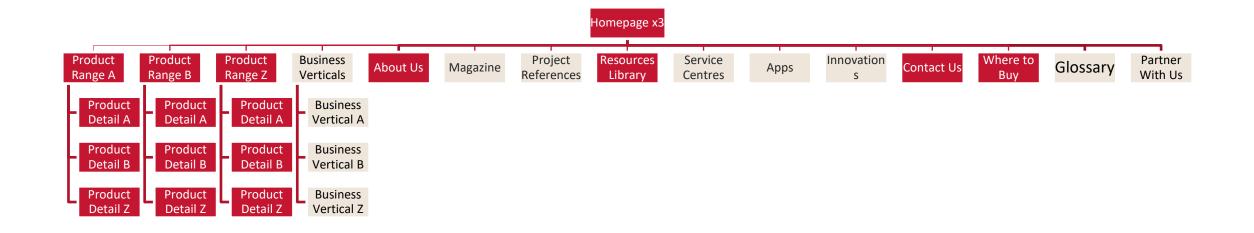
Cooling & Heating May, 2023

## Index

- Sitemap
- <u>Initial considerations</u>
- Homepage
- Menu
- Product ranges
- Product detail page
- Business verticals
- Magazine
- <u>Projects</u>
- Resources Library
- Service Centres
- Contact Us

- FAQs
- Where to buy
- About Us
- <u>Innovations</u>
- Apps
- Pop-ups
- Warning messages
- Virtual Showroom page
- Glossary
- Partner With Us
- Content Scheduling functionality
- Quick help guide: Common questions

## **Sitemap**



Core sections

Sections that can be hidden through the CMS

## **Initial considerations**

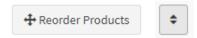
• To create new content, you will normally find a button in the header of each page in the CMS, or a more specific button if it concerns only the creation of a content within a module.



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



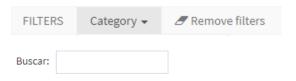
• It is also possible to reorder much of the content, for which one of the following buttons may appear.



• 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: <a href="link">link</a>

- 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.
- To access the Video Guideline click on the following link and you will be redirected to the Playlist with all the available contents: <u>CMS Guideline Videotutorials</u>

## Homepage



## Homepage

### Description

One single home page to allocate all the content.

### Elements:

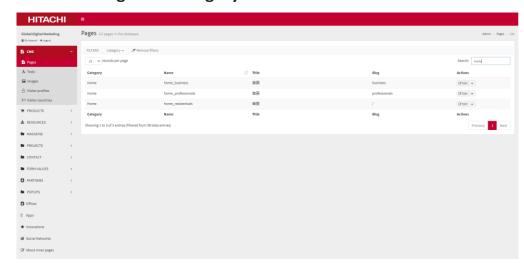
- Banner in the hero area Can be customized with an image or video loop
- Shortcuts to the products or business verticals
- Optional: "Highlights" module
- Gallery with the latest news
- Contact banner
- Where to buy banner
- Newsletter banner

### Check the video and follow the steps!

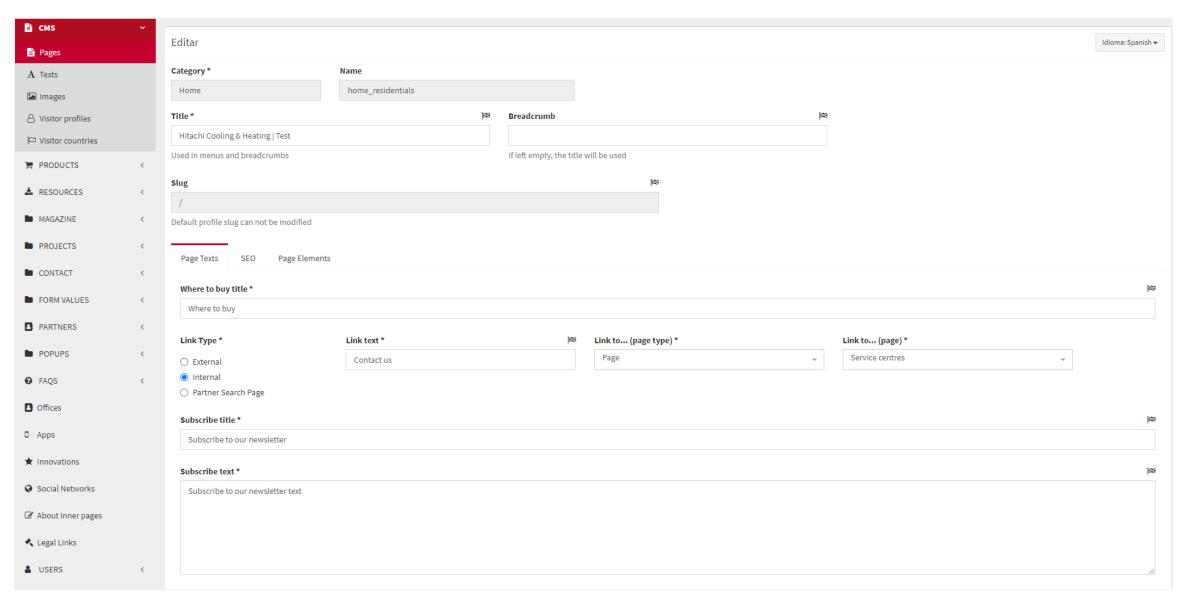
- 1. 1.1. CMS Guideline Homepage 1. Elements and How to manage them
- 2. 1.2. CMS Guideline Homepage 2. Header



### CMS $\rightarrow$ Pages $\rightarrow$ Category: Home



## Homepage



## Homepage

Tab	Option	Description	Comments
Page Eleme nts	Header*	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	<ul> <li>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.</li> <li>Video loop functionality only is possible to enable in the card marked as "main" in the CMS</li> <li>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)</li> </ul>

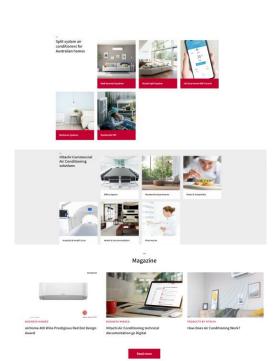




<sup>\*</sup> Mandatory

## 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*

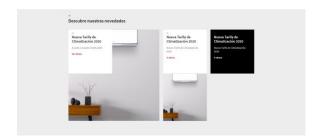


<sup>\*</sup> Mandatory

## 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



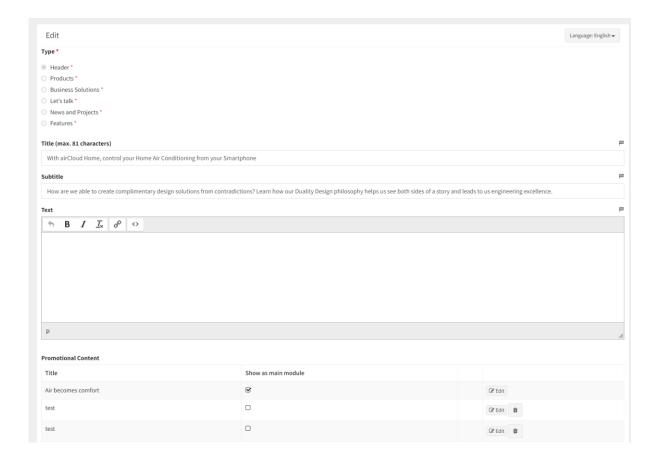


## Homepage

### **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

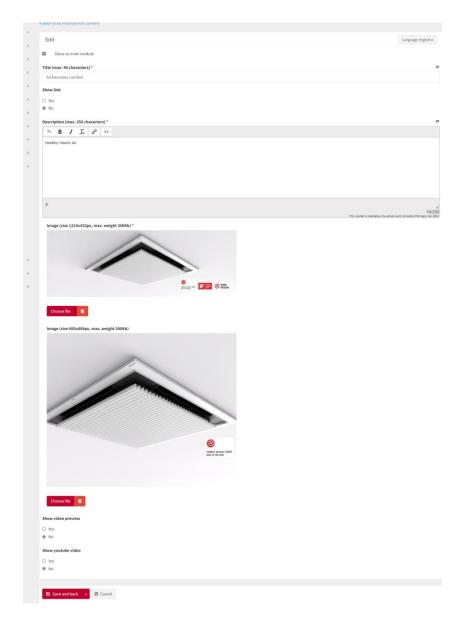


Main texts of the header → Go to CMS>Home>Page Elemments>Header

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

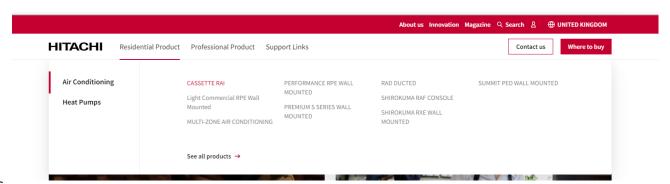
A single mega-menu for all type of user profiles.

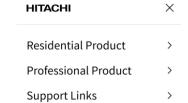
### Elements:

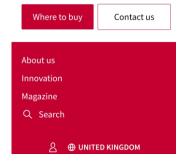
- Main area (red one): About, Innovations, News, Projects and Log-in sections + Search bar + Country and language selector (for multilanguage countries).
- CTAs: Contact form and Where to Buy (Optional)
- Secondary Area
  - o Residential products
  - o Professional products
  - Support Links

### Check the video and follow the steps!

- 1. 2.1. CMS Guideline Menu 1. Elements
- 2. 2.2. CMS Guideline Menu 2. Menu Link Category
- 3. 2.3. CMS Guideline Menu 3. Support Links and Menu Text



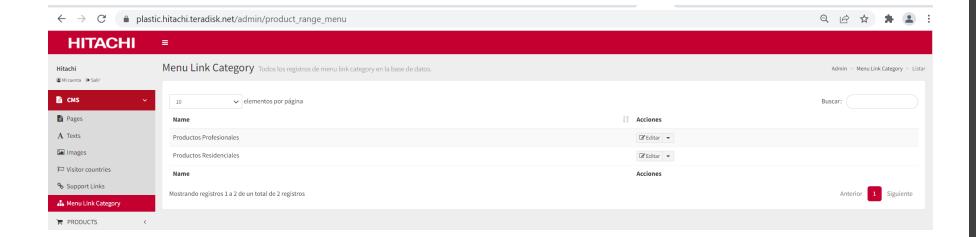




## Menu

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

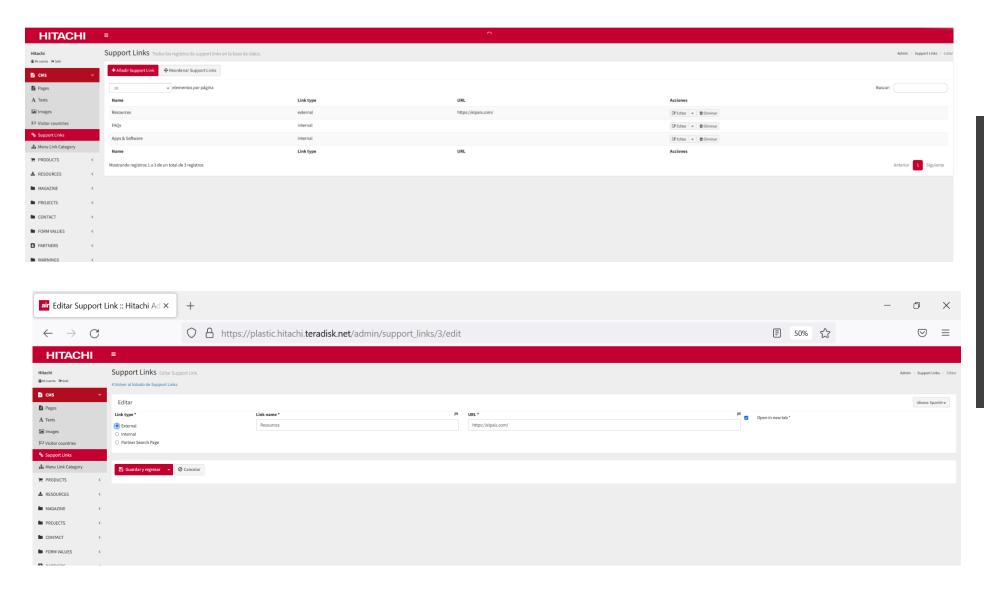


Residential and Professional products category → Go to CMS>Menu link category

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**

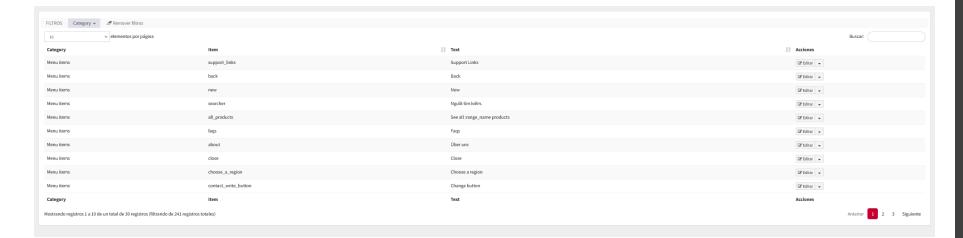


Support links tab → Go to CMS>Support links tab

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 & Sub-Ranges



## **Product Range - Subhome**

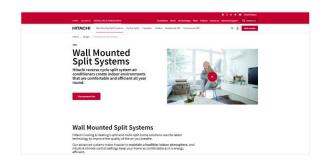
### Description

### Elements:

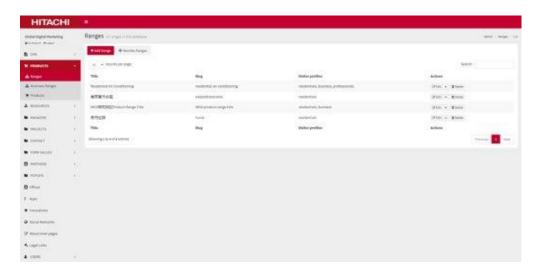
- O Header made up of title + text + image, gif or video + CTAs
- Body copy for SEO positioning
- Product grid including filters
- o Bottom copy for SEO positioning

### Check the video and follow the steps!

- 1. 3.1. CMS Guideline Product Range 1. Elements & Header
- 2. 3.2. CMS Guideline Product Range 2. Content, Filters & Subrange

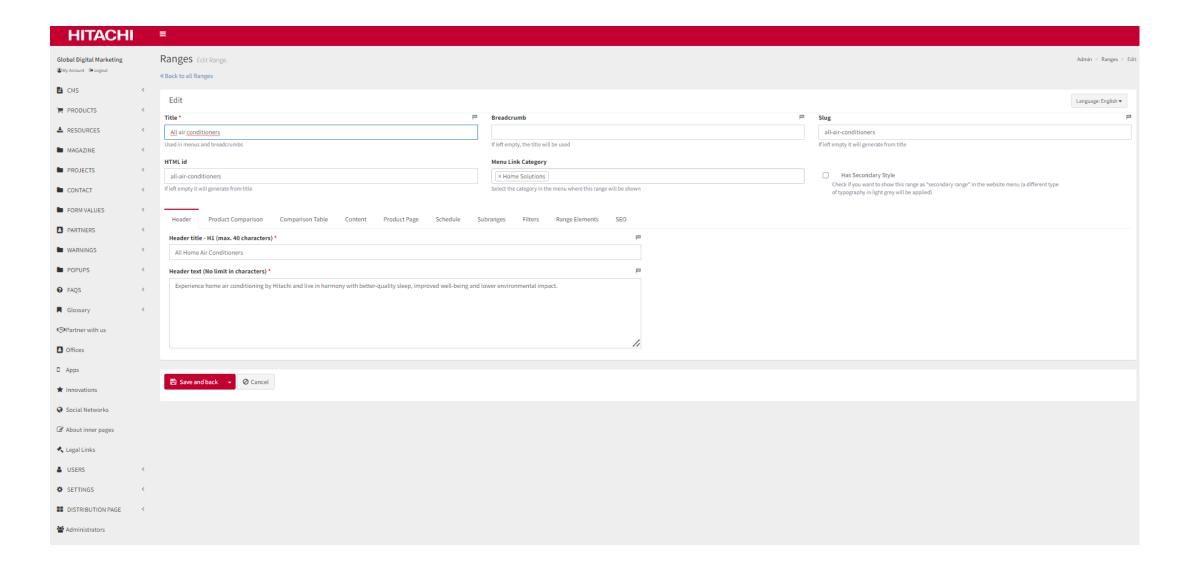


### **Products** → Ranges





## **Product Range - Subhome**



## **Product Range - Subhome**

### Editable content:

Tab	Fields	Comments
Header	Header title (H1) * Header text* Shortcuts to subranges – Automatically generated	-
Product Comparison	Title CSV/Excel file	Enabled on-click via CTA. See further details in next slide
Comparison table	Title Introduction text CSV/Excel file	
Content  * Mandatory	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*	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/ranges

### Air Conditioning for Single Room













Explore our range of AC for single room

Window AC	Console AC	Wall Mounted AC	Floor Standing AC	Cassette AC	Ducted AC
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West	Non	Mess	Mos	No.	New

### 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 Y

### Hitachi Air Conditioners for Residential Spaces

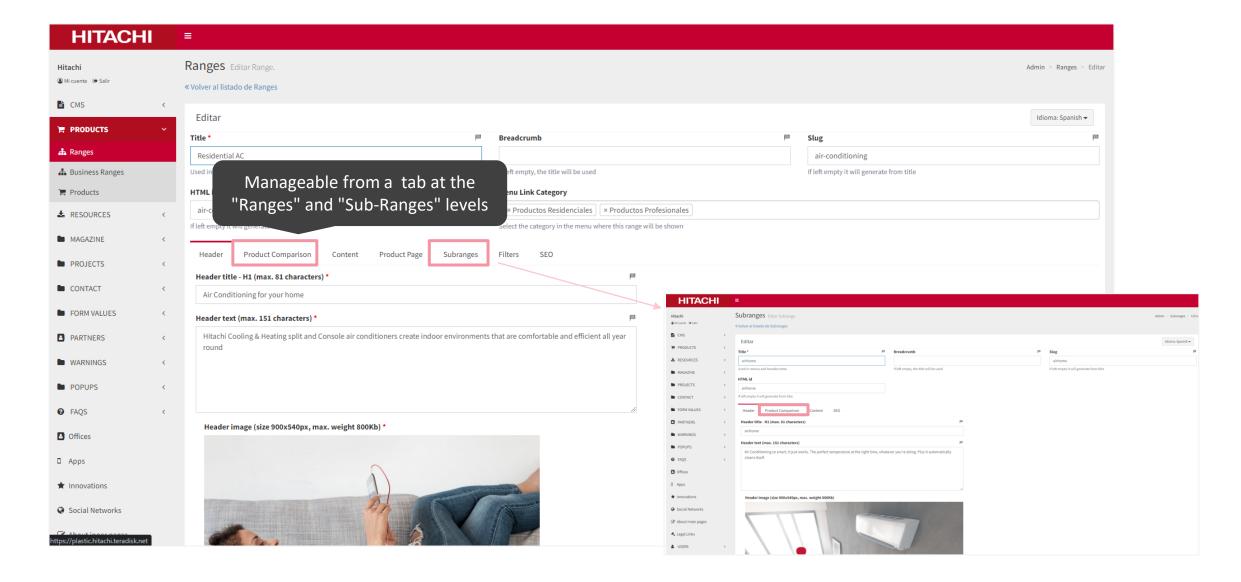
## **Product Range - Subhome**

	-		-		-		-		-
Lorai	×	Takai	*	Mokai	×	Eco	×	Takumi	
Type Docted		Type Dicted		Type Ducted		Type Ducted		Type Ducted	
System Cooling & Hea	ring	System Cooling & Hes	ting	System Cooling 6: Fie	iting	System Cooling & Hea	Ong.	System Cooling & Hea	ting
No. Rooms		No. Rooms		No. Rooms		No. Rooms		No. Rooms	
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leverter 701		Inverter Tos		Inverter Yes		Inverter No.		Inverter	
Energy efficie A Cooling B-Hosting	est.	Energy efficie A-Cooling S-Heating	est	Energy efficie A Cooking B Heating	est	Energy efficie A-Cooling B-Heating	nt	Energy efficie A Cooling B-Heating	nt
Remote contri Remote contri Included		Remote contr Remote contr Included		Remote cost Remote cost Included		Remote contr Remote contr Included		Remote contr Remote contr Included	
				Display addition	2010000				

Product comparison detail	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.

<sup>\*</sup> Mandatory

## **CMS** guide - Product Comparison funtionality



## **CMS guide - Product Comparison funtionality**

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

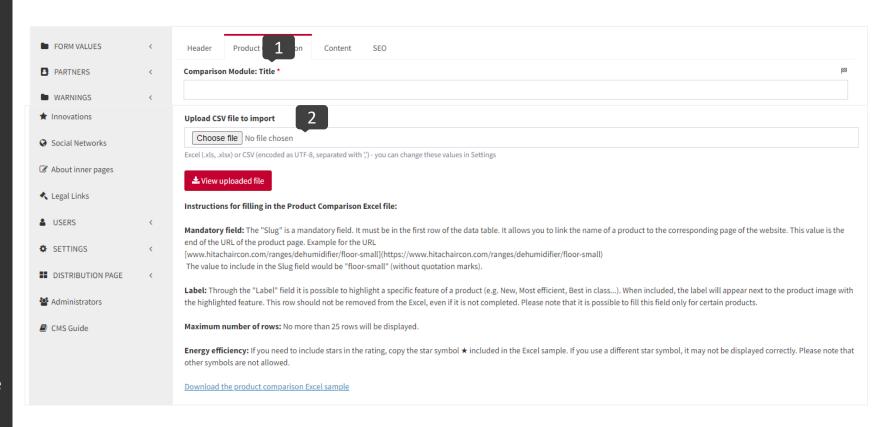
Fields to edit within the tab "Product Comparison":

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-

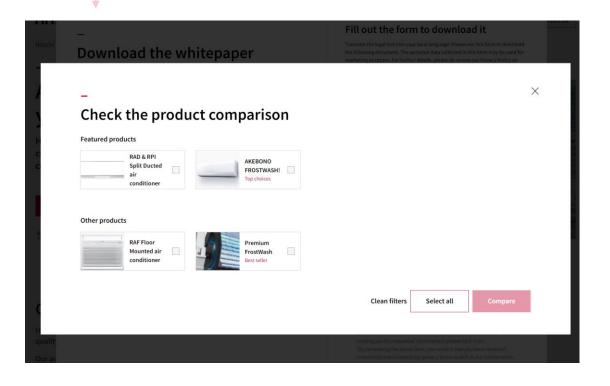
### Check the video and follow the steps!

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**

Tab	Field	Comments		
Elements	<ul> <li>Title (Max 80 charact)</li> <li>Introduction Text (Max 300 charact)</li> <li>Optional content modules:</li> <li>Image + Text /GIF + Text /Text+ video</li> <li>Text</li> <li>Slider</li> <li>Image</li> <li>GIF</li> <li>Icon + Text</li> <li>Step by Step</li> <li>Highlights</li> <li>Accordion</li> <li>Footnotes</li> </ul>	All modules can be reorderer one among other	Build your ideal indoor environment with our of single room AC.  If the second control is the second control is the second control is the second control in the second control is the second control in the second control in the second control is the second control in the second control i	
Subranges	-	Only available in ranges.		
Filters	Filter name* Type: number or checkbox*  If "number" is selected:    Range of numbers    Unit of measurement  If "checkbox" is selected:    Values	The values of each product will be assigned when editing the products themselves.  You can decide whether to use "." or "," to separate numbers in the "Settings" menu.	Discover the most suitable AC for your ne	

Image + text / GIF+ text/ Video + text

### Solutions for Hotels



### A breath of fresh air

Our advanced air filtering system combines a Stainless steel pre-filter with a Stainless steel interior to provide fresh, clean air.

Our patented self cleaning Frost Wash technology will freeze, melt and wash away dirt, mould and bacteria with up to 91% reduction of bateria and 87% of mould.

### Slider



Single Image / GIF



## **Elements detail: Optional modules layout**

Single text:

### A breath of fresh air

Our advanced air filtering system combines a Stainless steel pre-filter with a Stainless steel interior to provide fresh, clean air.

Our patented self cleaning Frost Wash technology will freeze, melt and wash away dirt, mould and bacteria with up to 91% reduction of bateria and 87% of mould.

### Icon + text

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# **Elements detail: Optional modules layout**

#### **Highlights: Icon/Hihlighted title**

#### Other benefits

#### $86 \, \mathrm{m}^3$

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE 2 outdoor units feature an ultra-compact footprint, so they can be placed discreetly out of sight or configured to optimise space usage.

#### Acondicio nado

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE 2 outdoor units feature an ultra-compact footprint, so they can be placed discreetly out of sight or configured 2 to optimise space usage.

#### Up to 10

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE 2 outdoor units feature an <u>uitra-compact</u> footprint, so they can be placed discreetly out of sight or configured<sup>2</sup> to optimise space usage.

#### Nunc turpisa

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE Z outdoor units feature an ultra-compact footprint, so they can be placed discreetly out of sight or configured to optimise space usage.

#### 43

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE \( \times \) outdoor units feature an ultra-compact footprint, so they can be placed discreetly out of sight or configured to optimise space usage.

#### Lorem metusc

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE \( \tilde{\text{SET}}\) outdoor units feature an ultra-compact footprint, so they can be placed discreetly out of sight or configured to optimise space usage.

# Up to 10

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE I outdoor units feature an <u>ultra-compact</u> footprint, so they can be placed discreetly out of sight or configured to optimise space usage.

#### 43

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE Σ outdoor units feature an ultra-compact footprint, so they can be placed discreetly out of sight or configured to optimise space usage.

## 2,367

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE Σ outdoor units feature an <u>ultra-compact</u> footprint, so they can be placed discreetly out of sight or configured to optimise space usage.

## Turpisa nubc

Well designed cooling and heating should allow the best use of indoor and outdoor spaces. SET FREE  $\Sigma$  outdoor units feature an <u>ultra-compact</u> footprint, so they can be placed discreetly out of sight or configured<sup>2</sup> to optimise space usage.

#### Other Benefits



#### Silent Mode

Specially curved fan blades reduce the buffeting noise of them cutting through the air at slower speeds.



#### 0.5°C temperature control

Set temperature in increments of 0.5°C



#### Multiple Timers

6x On/Off time and temperature settings for each day of the week (using airCloud Home). Set a specific time interval for power off, up to 12 hours



2,367

Well designed cooling and heating

should allow the best use of indoor and

discreetly out of sight or configured2 to

outdoor spaces, SET FREE Σ outdoor

units feature an ultra-compact

optimise space usage.

footprint, so they can be placed

#### Save your favourite settings

Quickly activate your most used combination of mode, temperature and fan speed with a dedicated button on the remote control

# **Elements detail: Optional modules layout**

#### **Step by Step**

#### Step by step process

Maecenas tempus placerat massa, nec lacinia est ultricies id. Cras placerat arcu nisi, vitae congue orci interdum eget. Nam convallis nisl eget sem vulputate condimentum. Suspendisse ultricies ultrices aliquet.





#### Select your language

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi dignissim diam rutrum eleifend consequat. Maecenas vitae augue rutrum dolor elementum scelerisque sit amet vel est.



#### Step by step process

Maecenas tempus placerat massa, nec lacinia est ultricies id. Cras placerat arcu nisi, vitae congue orci interdum eget. Nam convallis nisl eget sem vulputate condimentum. Suspendisse ultricies ultrices aliquet.





Duis mattis ut nunc ac accumsan. Mauris pulvinar diam quis maximus efficitur. Morbi a eros lectus. Morbi et nulla enim.

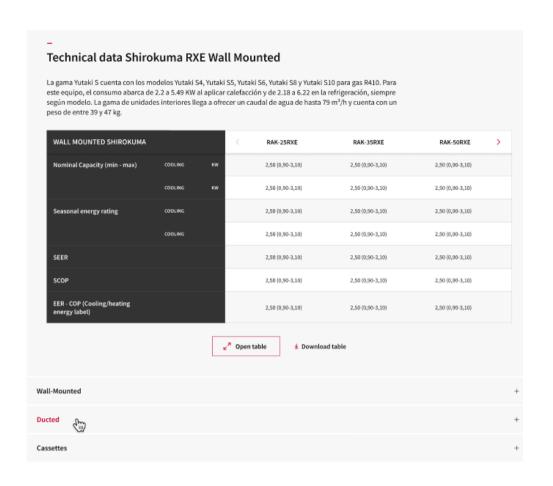
#### Select your language

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi dignissim diam rutrum eleifend consequat. Maecenas vitae augue rutrum dolor elementum scelerisque sit amet vel est.



# Elements detail: Optional modules layout

#### **Accordion Module**



Units come with motion detectors as standard which automatically switches to eco mode when no people are detected and then switches' back<sub>2</sub> to standard mode when someone enters the room.

- Lowers running costs and increases energy efficiency.



Tested by Kitasato Research Center of Environmental Science with JCH South East. Asia premium YX series. Test no. 2017\_40194 : anti-bocterial & anti-mold effects when operating frost wash four times.

Wall-Mounted +

Ducted +

Cassettes +

\* Mandatory

#### HITACHI

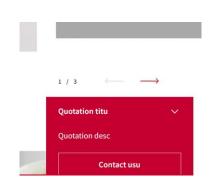
# **Product Range - Subhome**

Product tab detail:	Fields	Comments
Product page tab	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. Those fields will be applied to all the product pages of the products of the range.



# **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





<sup>\*</sup> Mandatory

# **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**

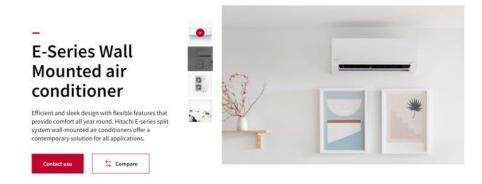
 Description (migrating to new template, ETA September 2021 - Won't affect content already loaded into the CMS)

#### Elements:

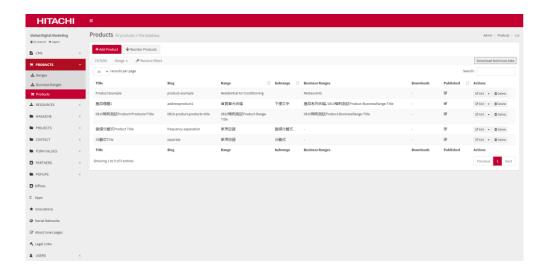
- New header: title + text + images, gifs and/or videos + CTAs
- Feature modules
  - Only text
  - Image/GIF + text (right side)
  - o Image/GIF + text (left side)
  - o Slider
  - Only Image/GIF
- o Data tables
- Related downloads
- Where to buy banner

#### Check the video and follow the steps!

- 1. 4.1. CMS Guideline Product Detail Page 1. Elements
- 2. 4.2. CMS Guideline Product Detail Page 2. Manage Elements



#### **Products** → **Products**



# **Product Detail - Inner page**

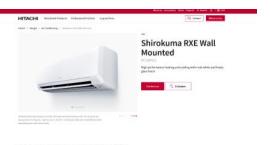
Tab	Fields	Comments
	Product model* Short description* -	The "product models" and the "short description" appear on the card in the grid of the product gallery (range page or business verticals).  The "Text" appears as an introduction on the
General	Text* - Business Ranges	product detail page.  The business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





# **Product Detail - Inner page**

Tab	Fields	Comments
	Option to include a link to YouTube: Yes/No	
	Video link	
Images	Header image*	
	Grid image	
Elements	The following modules can be combined in a flexible way to	
	compose the product page design:	
	Image + Text /GIF + Text /Text+ video	
	Text	Tabbed Module functionality has been enabled
	Slider	Information can be shown in two different tabs.
	Image	In CMS you can select which modules to
	GIF	associate to each tab.
	Icon + Text	
	Step by Step	
	Highlights	
	Accordion	
		Rich text. Allows links.
	Footnotes	
Data tables	Add data table:	It is necessary to include an Excel/CSV table for
	Single (regular data table)	desktop and a PDF version for mobile (the
	Multiple (for IDUs, require uploading thumbnails of each IDU)	Excel/CVS version will be uploaded after
* Mandatory		uploading the PDF).
ivialiuatol y		
		Tables in Excel/CSV cannot have merged cells.







# **Product Detail - Inner page**

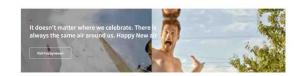
Tab	Fields	Comments
Product Features	The values that have been defined for the range to which this product belongs will appear here (e.g. capacity, color, efficiency). You must complete these fields according to the values of the product.	These values will appear on the product card and will be useful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

Otner E	Benefits
V	-
	100

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



<sup>\*</sup> 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.

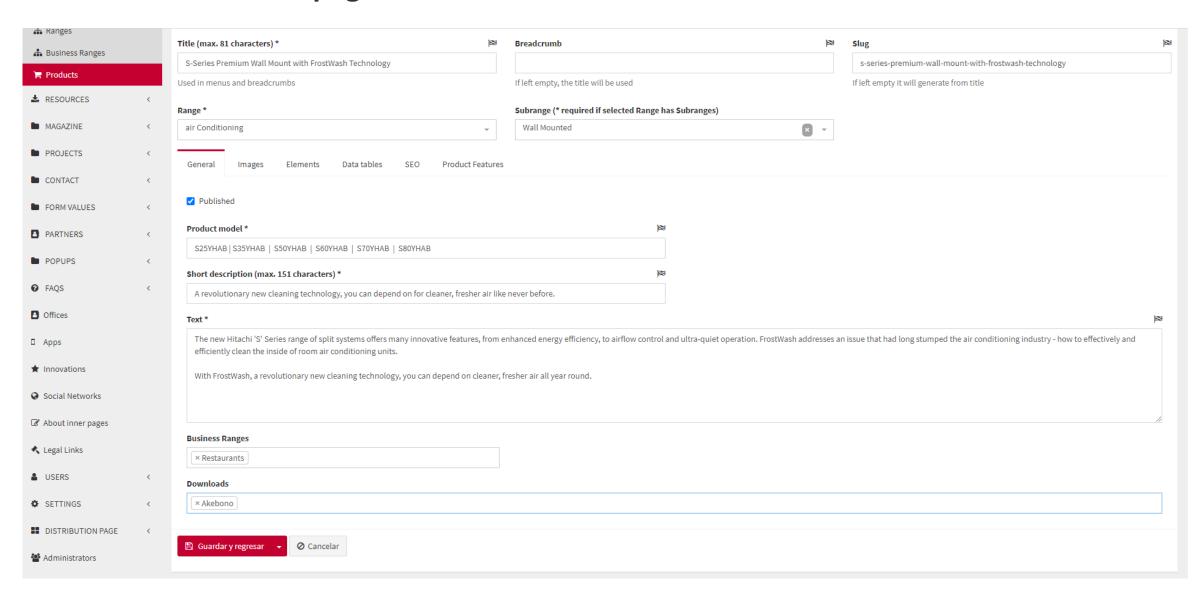


contemporary solution for all applications.





# **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**

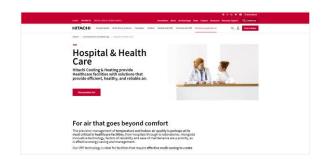
#### Description

#### Elements:

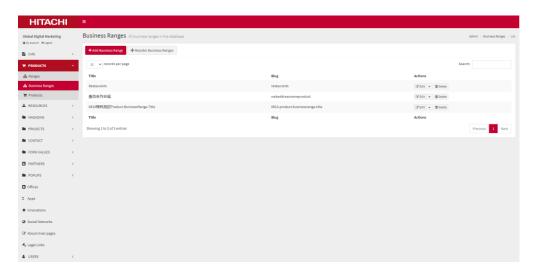
- Header made up of title + text + image, gif or video + CTA
  - Possible to include as many images/video/GIFs as needed
- Body copy for SEO positioning
- Content modules
- Contact form (focused on business)
- Bottom copy for SEO positioning
- Pop-up form for gated downloads

#### Check the video and follow the steps!

1. 6.1. - CMS Guideline - Business Vertical - 1. Elements & How to manage them



#### **Products** → **Business Ranges**



## **Business Vertical - Subhome**

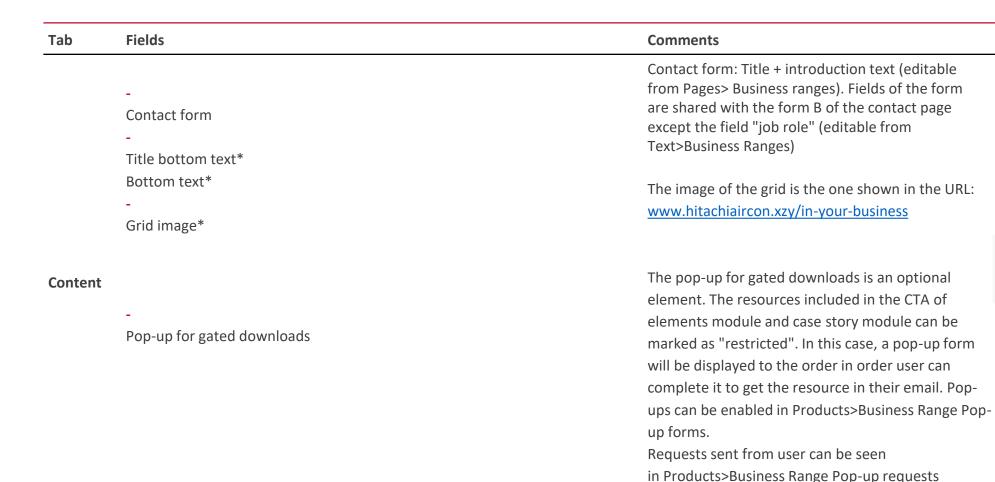
#### \* Mandatory Editable content:

The image of the grid is the one shown in the URL:

www.hitachiaircon.xzy/in-your-business

Tab	Fields	Comments	_
Header	Header title (H1) * Header text* Header image* or GIF Option to include a link to YouTube: Yes/No CTA – Leads to the form at the bottom	-The primary CTA is mandatory, it is a static text, it is edited from: "CMS" $\rightarrow$ "Texts"	Hitachi Cooling & Heating HVAC solutions for Hotel Industry  Wash provides a helf rarge of ar defiver ficebility, unstainable growth and health a low definer.
Content	Section title – H2 Body Text  Title elemments module – H2* Content modules x n  Case story module (Title*+ text*+ background image* + optional Youtube video + Optional CTA (link or brochure)  Contact form  Title bottom text* Bottom text*  Grid image*	The elements module allow the following content possibilities:  • Text* + Image* + CTA (optional)  • Text + GIF  • Text + Video  • Image* + Text* + CTA (optional)  • GIF + Text  • Video + Text  • Image  • GIF  • Video  • Slider   Contact form: Title + introduction text (editable from Pages> Business ranges). Fields of the form are shared with the form B of the contact page except the field "job role" (editable from Text>Business Ranges). Requests sent from user can be seen in Products>Business Range Contact requests  The image of the grid is the one shown in the URL:	Where comfort is part of the exp Comfort is an essential element of every tay, but it is perceived a the quality of the bed and the convenience of room service. It is a Our climate control solutions for boths among waste to make a manage climate control effectively and improve energy efficiency liked more v  VEF   a finable solution for spaces throughout the hotel  Manage because any power and solve another particles and more v  VEF   a finable solution for spaces throughout the hotel  Manage because any power and solve another in solve any purchase any power and power and the solve and any purchase and the solve and the solve and the solve any purchase and the solve and the solve and the solve and the solve any and the solve and the solve and the solve any and the solve and the solve and the solve any and the solve and the solve and the solve any and the solve and the solve and the solve and the solve any and the solve and the solve and the solve and the solve any and the solve and the solve and the solve and the solve and and the solve and the solve and the solve and the solve and and the solve and and the solve and

### **Business Vertical - Subhome**





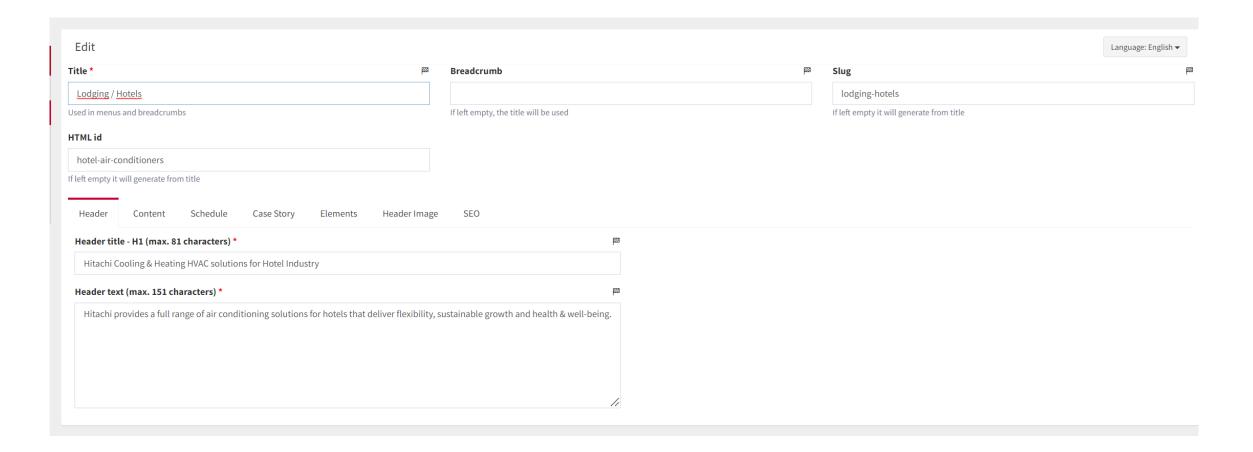




\_

#### HITACHI

## **Business Vertical - Subhome**

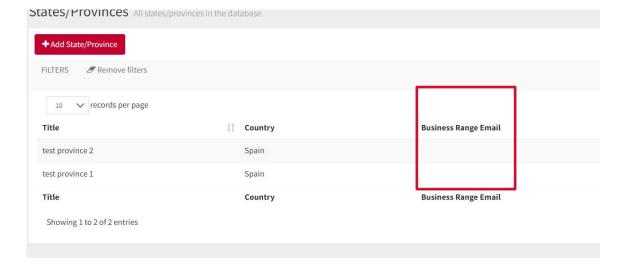


#### **Business Vertical - Subhome**

#### **Considerations**

- Please do not modify the HTML ID. It is a global tracking code.
- In the "business\_range\_contact\_mailto" field of "Settings" part in the CMS, user can define the general mail routing where the requests of contact form will be sent to be attended internally. It is also possible to define a specific email routing for this emails by country or province/state in "form values" of the CMS in the "Business range email" field.





# 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

#### Check the video and follow the steps!

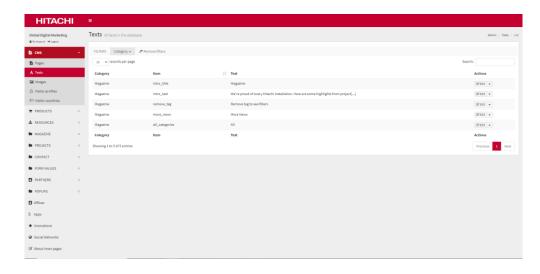
- 1. <u>5.1.- CMS Guideline Magazine 1. Subhome & Elements</u>
- 2. <u>5.2. CMS Guideline Magazine 2. Detail Page</u>
- 3. 5.3.- CMS Guideline Magazine 3. Category



Smart cities



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



<sup>\*</sup>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.

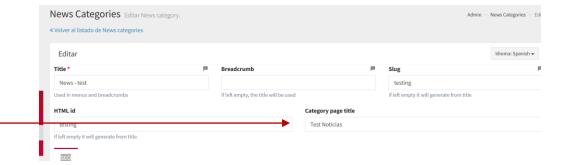
All Offices Living agaces Commercial spaces Public gaaces Large-asic installations

LIVING SPACES

LIVING SPACES

# **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

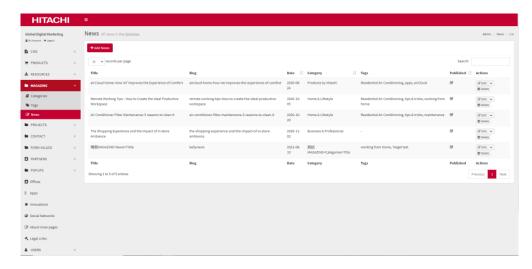
# Magazine – Detail page

 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 <u>CMS images guideline</u>)

#### Elements:

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

#### Magazine → News



<sup>\*</sup>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.







mart cities

Best climate systems for restaurants

Grid image

#### Smart cities



Header image

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, esque ipsa quae ab illo inventore veritatis et quusi architecto beatae vitae dicta sunt explication. Nemo enim ipsam voluptatem quia voluptas et aperenatu aut odit aut futgi, sed consequentur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque poro quisquam et, qui dolorem ipsum quia dolor sit amer, consecteur, adoptisc vellt, sed quia non numquam eius modi tempora incident ut labore et delore magnam allquam quaerat voluptatem. Ut enim ad minima veniam, quis nostum exercitoriomen ullam corporis suscifut laborisam, nisti ut allquid ese a commodi consequatur? Quis autem vell eum lure reprehenderit qui in ea voluptate vellt esse quam nihil moleritae consequatur, vel illum qui dolorem eum rigitat quo voluptam alla painteur?



Inserted text image

#### More news

Smart cities





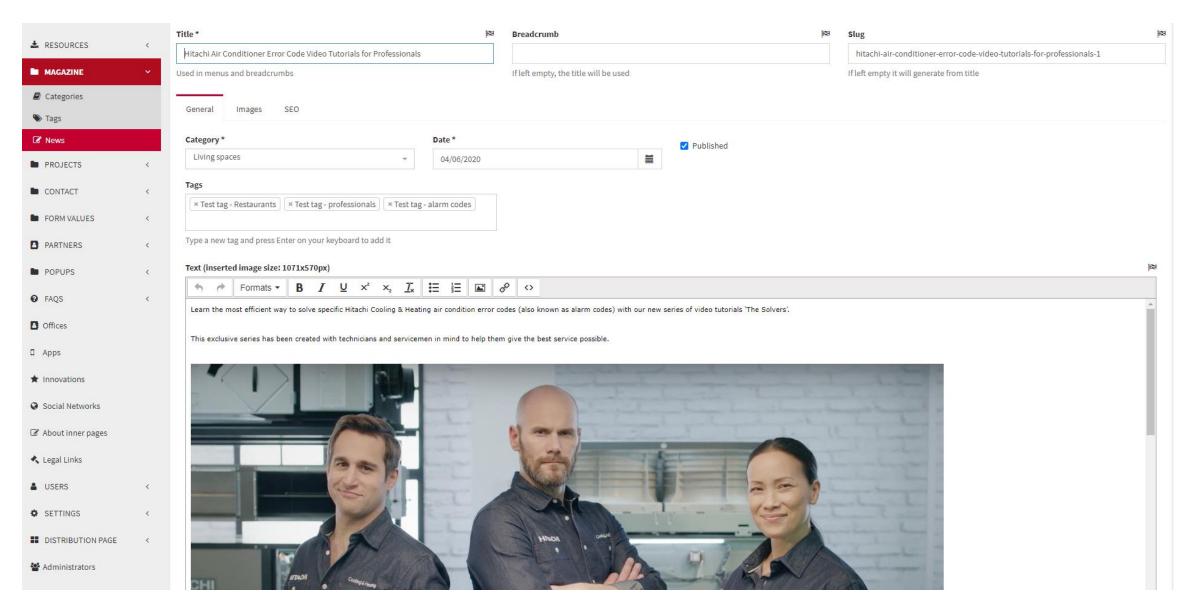


Best climate systems for restaurants

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.

#### Check the video and follow the steps!

- 1. 5.1.- CMS Guideline Magazine 1. Subhome & Elements
- 2. 5.2. CMS Guideline Magazine 2. Detail Page
- 3. 5.3.- CMS Guideline Magazine 3. Category

# **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 CMS images guideline)

#### Elements:

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

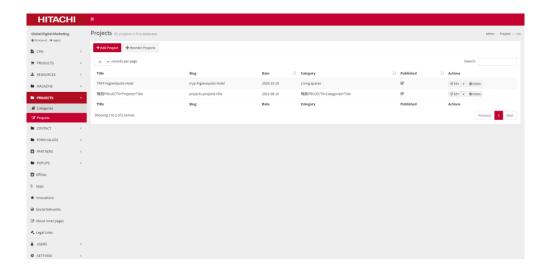
#### Check the video and follow the steps!

- 1. 7.1.- CMS Guideline Projects 1. Subhome
- 2. 7.2.- CMS Guideline Projects 2. Project Detail Page
- 3. 7.3. CMS Guideline Projects 3. Categories

# We're proud of every Hitachi installation.



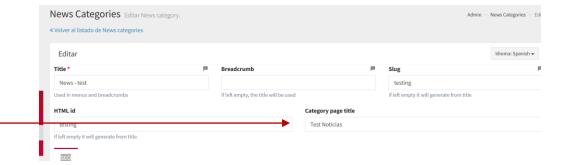
Thumbnails of new projects are automatically embedded, static texts can be edited from: CMS  $\rightarrow$  Texts  $\rightarrow$  Category: Projects



<sup>\*</sup>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**

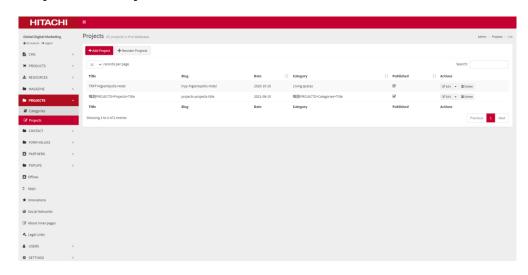
 Project References - Page detail (In December 2021 images sizes have changed as a result of some improvements done on this section\*. Please, take a look on images specs on the <u>CMS images</u> <u>guideline</u>)

#### Elements:

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



#### **Projects** → **Projects**



<sup>\*</sup>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



Header image



 $stars, star \ systems, planets, moons, a steroids, comets \ and \ may be a \ even \ an \ occasional \ space \ shuttle \ might \ wander \ by. \ It \ is \ even \ more$ 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

Inserted text image

#### 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				jes	ı.
Title		Value			
localización		Madrid	<b>\$</b>		

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

# LOCATION 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 X (Sigma) VRF Units CONTROLLERS 7x Hitachi Central Station EZ Controllers

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:

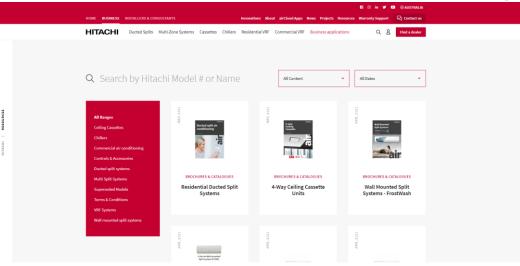
- Search bar
- Filters
- Shortcuts to documents (under login or not)

#### Check the video and follow the steps!

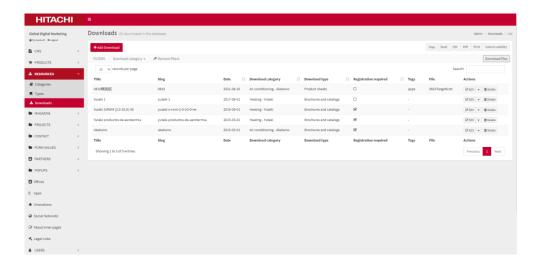
- 1. 8.1.- CMS Guideline Resource Library 1. Page Elements
- 2. 8.2.- CMS Guideline Resource Library 2. Uploading and editing downloads

**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	

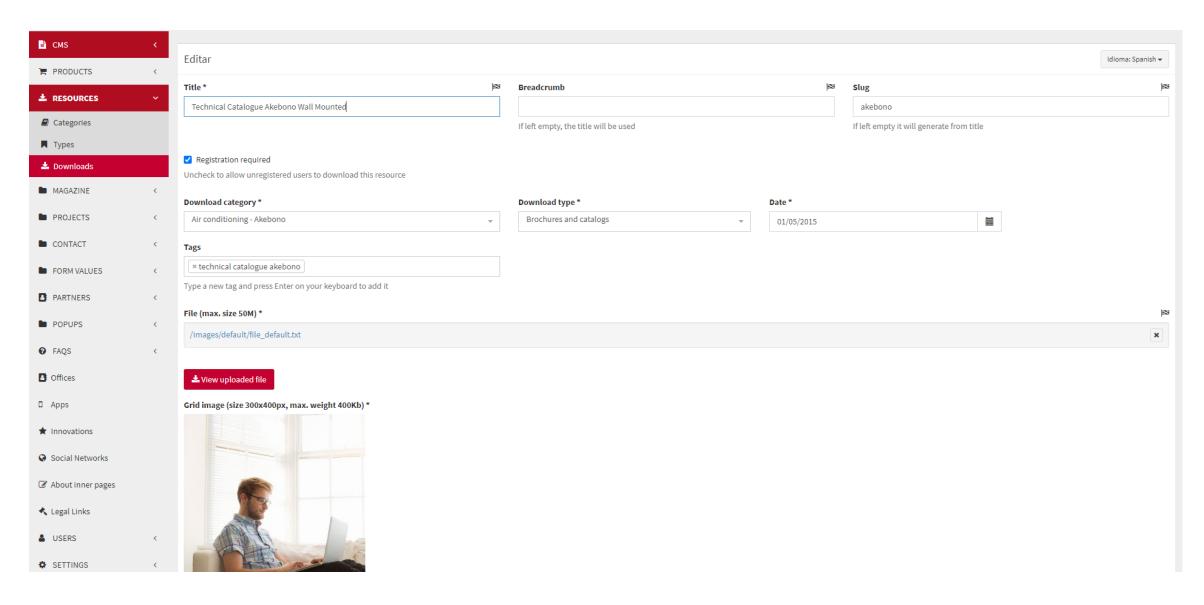


Select whether you want the document to be accessible under registration or not.

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**

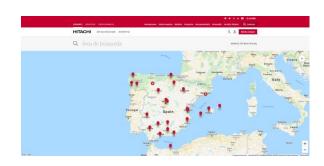
## Description

### Elements:

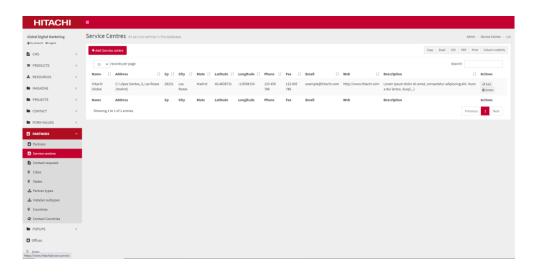
- Search bar
- Map → Cards with contact details

# Check the video and follow the steps!

1. 11.1. - CMS Guideline - Service Centres



#### **Partners** → **Service Centres**



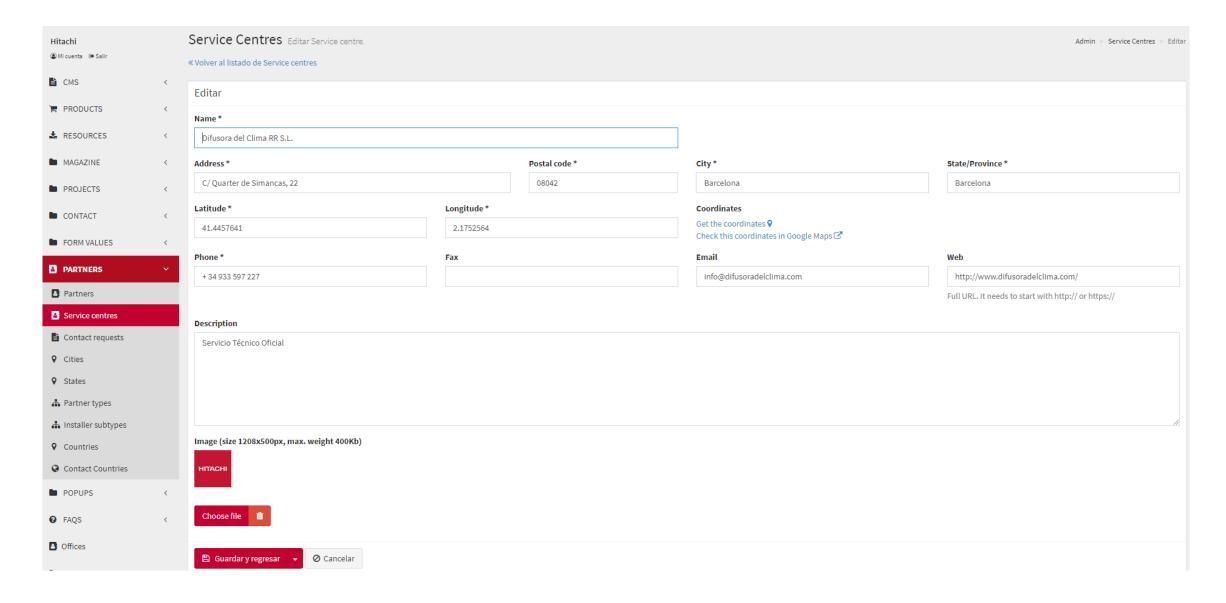
# **Service Centres**

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 <b>"Get the coordinates"</b> 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

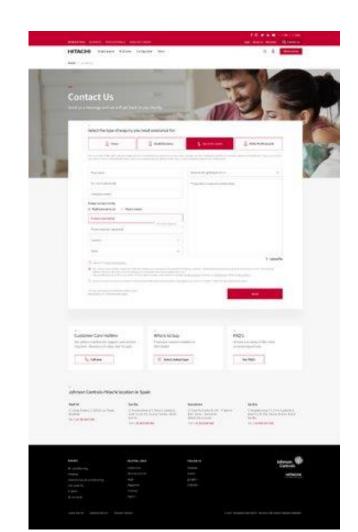
#### Elements:

- 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

# Check the video and follow the steps!

- 1. 12.1. CMS Guideline Contact Us 1. Subhome & Elements
- 2. 12.2. CMS Guideline Contact Us 2. How to manage the elements

## **HITACHI**



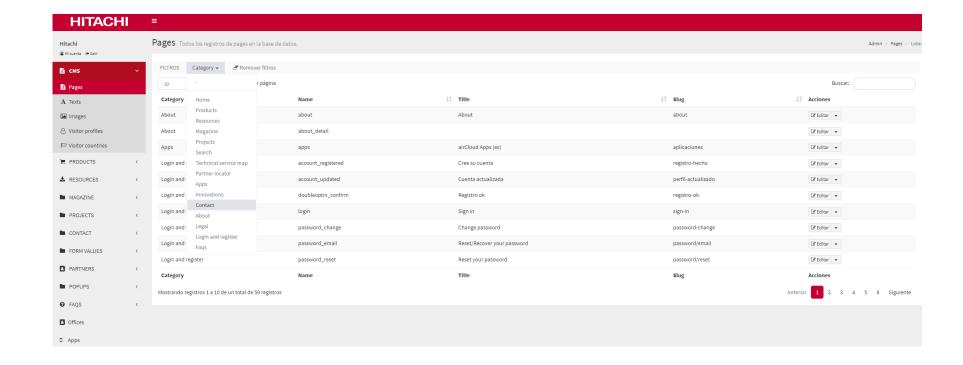
# **Contact Us – Main page**

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	

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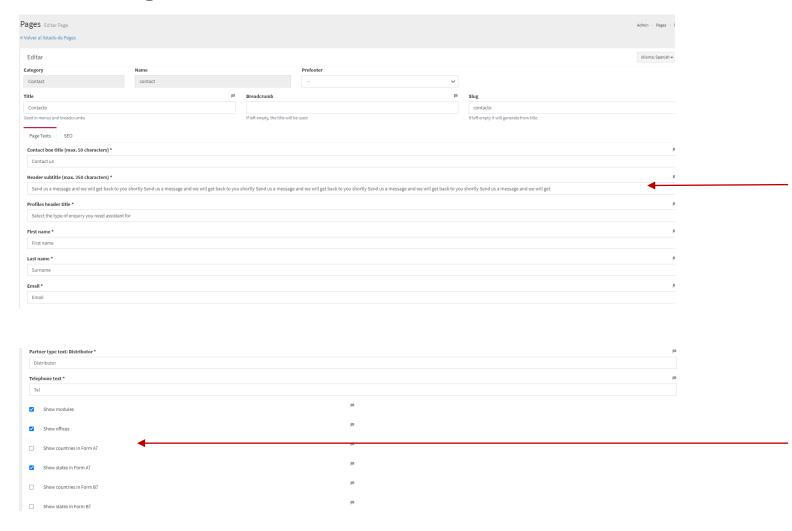
- HITACHI

# 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.

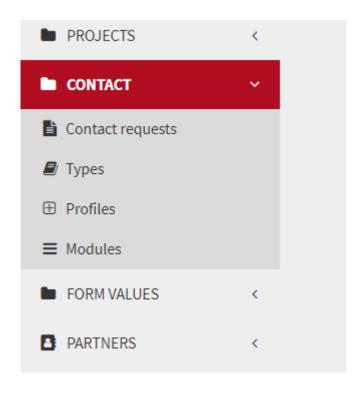
For example:

- •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

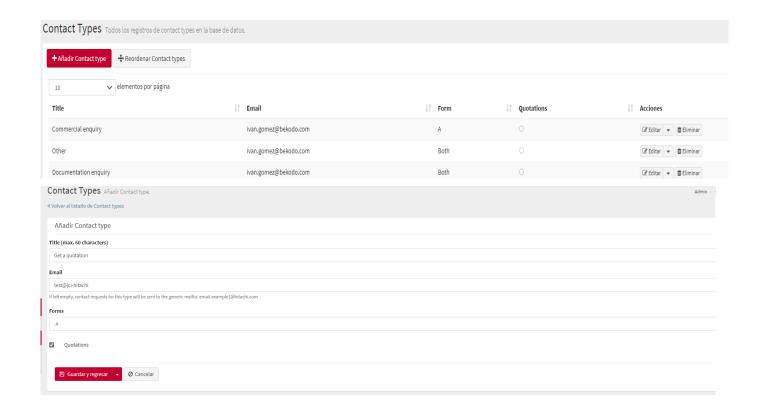


# Step 2→Go to CMS>Contact

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.

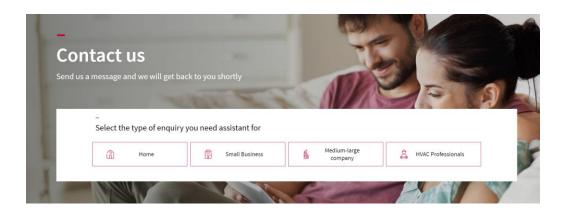
# **Contact Us – Profiles**

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**

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:**

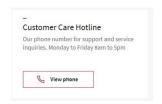
Possibility of including any link of interest, being able to add as many link modules as needed

# FAQ'S Answers to some of the most common questions See FAQ'S

HITACHI

#### **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.



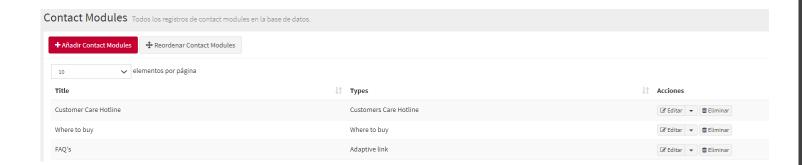
## Where to buy:

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



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

# CMS > Contact > Modules



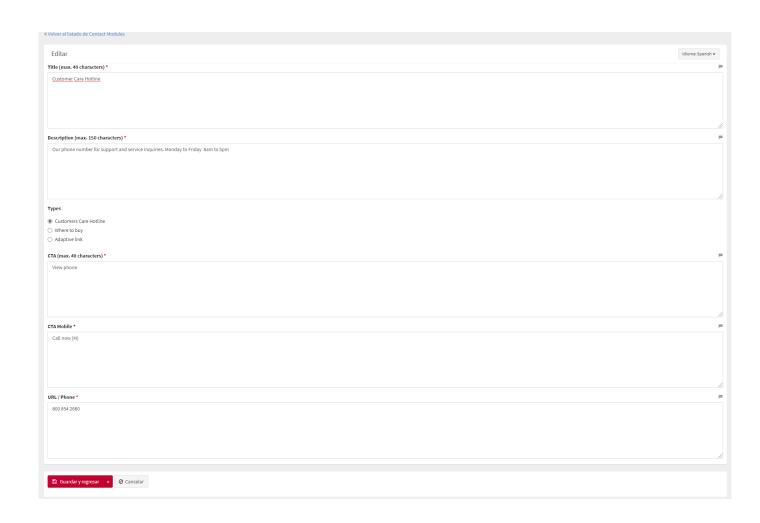
# Step 6→ Go to CMS>Contact>Modules

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

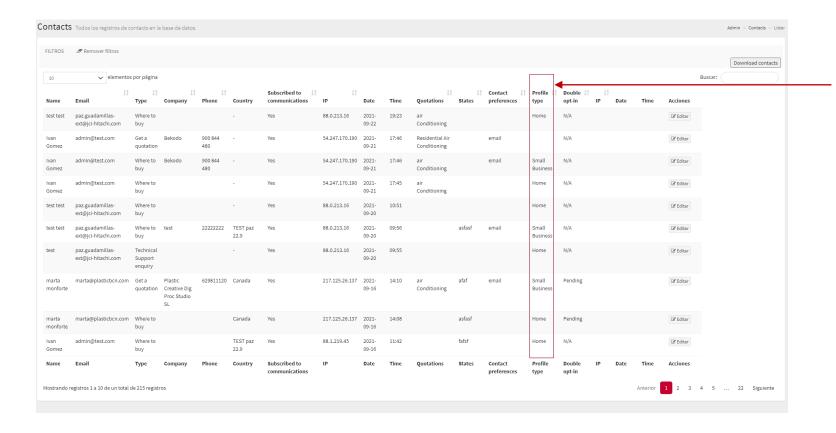
# CMS > Contact > Modules



## 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

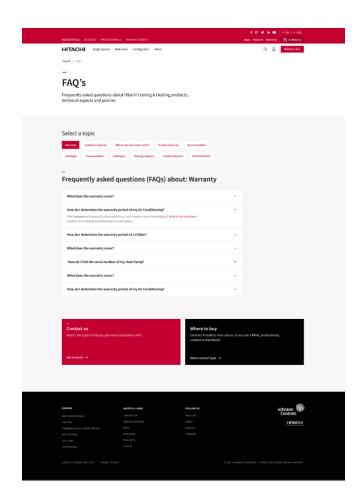
#### Elements:

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

# Check the video and follow the steps!

• 13.1. - CMS Guideline - FAQs - 1. Subhome & Elements

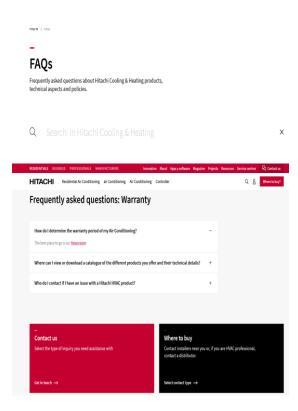
## **HITACHI**



# FAQs- Main page

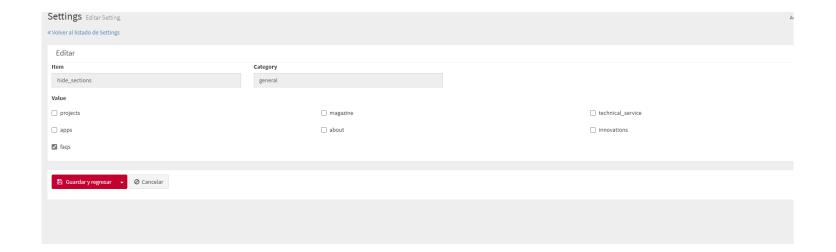
## HITACHI

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

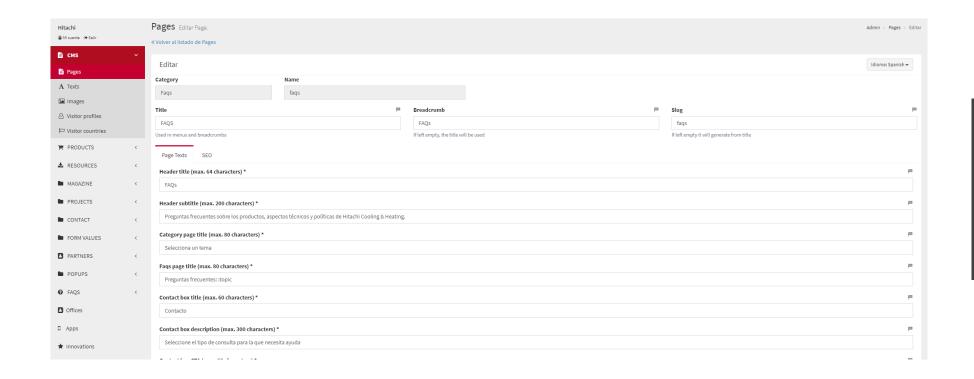
The section will be delivered hidden



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**

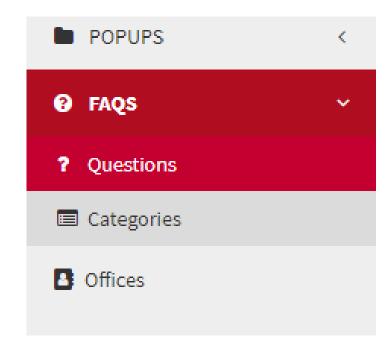
Fields Comments

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



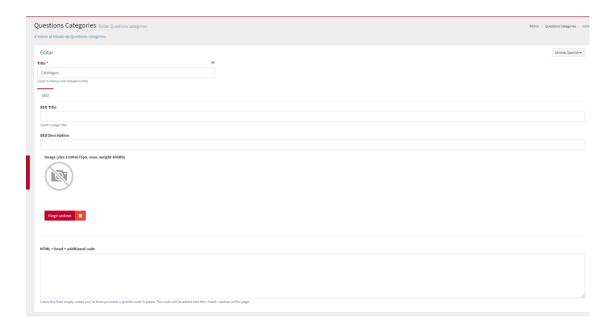
# Step 2→Go to CMS>FAQs

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

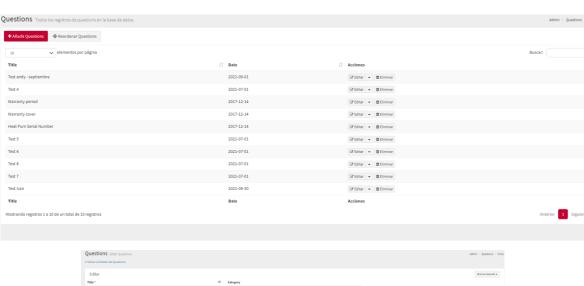
# **FAQs**– questions

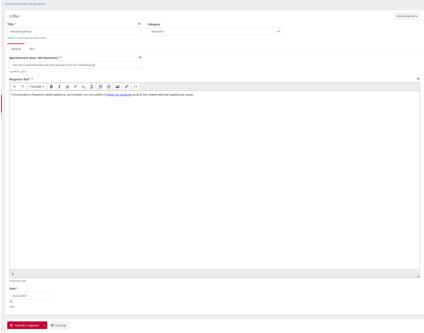
Fields	Comments
Title	
Category	
Question text*	
Response text*	
Date*	



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

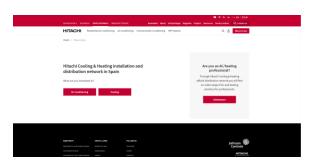
Elements (if needed to highlight e.g. Installers and Wholesellers)

Selector

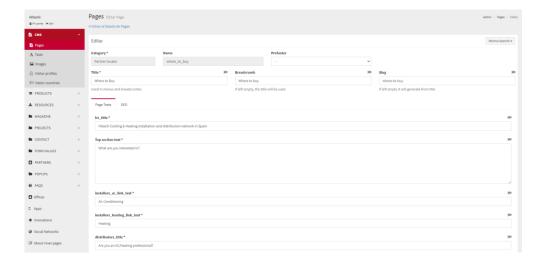
If it's not necessary to differentiate partner type, but you only want to show one type of partner (e.g. retailers) this screen is not displayed.

# Check the video and follow the steps!

- 1 18.1. CMS Guideline Where to Buy 1. Subhome, Search Page & Partner Page
- 2. <u>18.2. CMS Guideline Where to buy 2. Management of the elements</u>



## CMS $\rightarrow$ Pages $\rightarrow$ Category: Where to buy

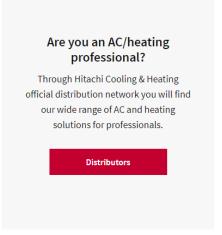


# Where to buy

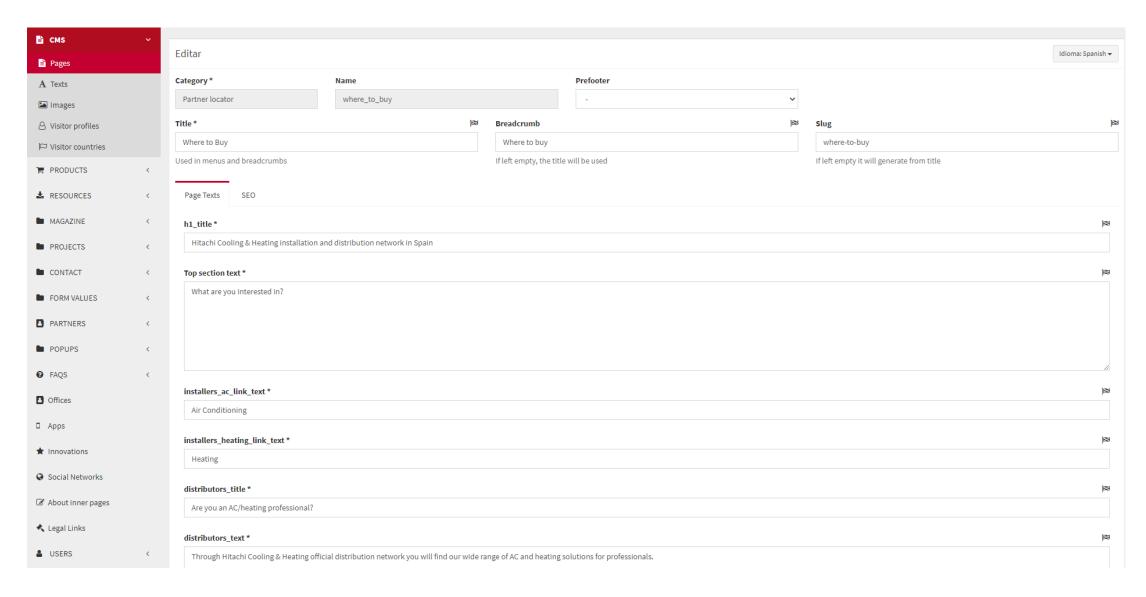
### Editable content:

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

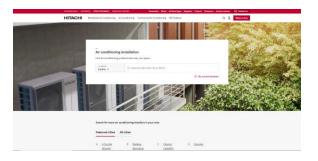


# Where to Buy – Search pages

## Description

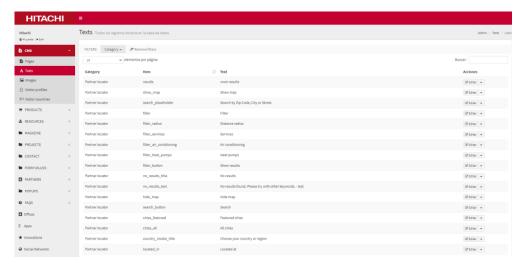
### Elements:

- 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** → **Texts** → **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





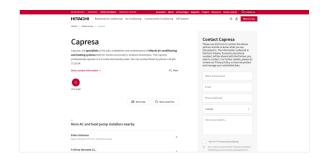
### Where to Buy – Partner pages

#### Description

#### Elements:

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





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

CMS  $\rightarrow$  Texts  $\rightarrow$  Category: Partner pages

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Hitachi Siri cuerta (* Sair		Texts Todos los registros	de texts en la base de datos.		Admin > Texts > List
Ē CMS	v	FILTERS Category •	₹ Remove filters		
Pages		25 🕶	elementos por página		Buscar:
A Texts		Category	Item	↓↑ Text	Acciones
Images		Partner pages	share	Share	□ tditar •
		Partner pages	share_whatsapp	WhatsApp	Ø Editar ▼
ICI Visitor countries		Partner pages	share_whatsapp_text	Are you looking for a Hitachi Cooling & Heating system? Find the nearest profess[]	Ø Editar →
₩ PRODUCTS	<	Partner pages	share_email	Email	☑ tditar ▼
A RESOURCES	<	Partner pages	share_email_subject	Find the nearest air conditioning installers and distributors	Of Editor   ₩
MAGAZINE	<	Partner pages	share_email_body	Are you looking for a Hitachi Cooling 6. Heating system? Find the nearest profess[]	CP Editor 💌
PROJECTS	•	Partner pages	share_copy	Copy link	☑ tditer →
CONTACT	•	Partner pages	share_copled	Copied link	Ø tditer      ▼
FORM VALUES	<	Partner pages	mobile_call_button	Call now	Ø Editar ▼
■ PARTNERS	<	Partner pages	mobile_contact_button	Contact us	Ø Editar ▼
■ POPUPS	<	Partner pages	how_to_get	How to get	Of Editor ▼
O FAQS	<	Partner pages	website	Website	Ø Editar ▼
	`	Partner pages	contact_partner	Contact:partner	Ø Editar ▼
■ Offices		Partner pages	contact_text	Please use this form to contact the above partner and let us know what you are $i[\ldots]$	☑ Editar •
G Apps		Partner pages	contact_button	Contact	☐ Editer ▼
★ Innovations		Partner pages	contact_full_name	Name and surname	Of tolter ▼
Social Networks		Partner pages	contact_email	Email	Ø 6ditar ■

## 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:**

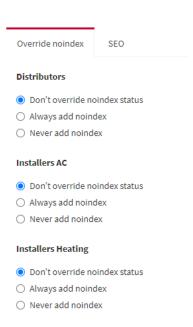
- Click on the "Download partners
- Edit the Excel file
- Upload the file by clicking on the "Upload partners" button

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**

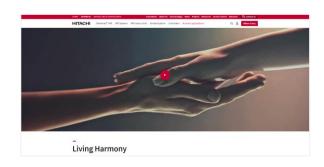
#### Description

#### Elements:

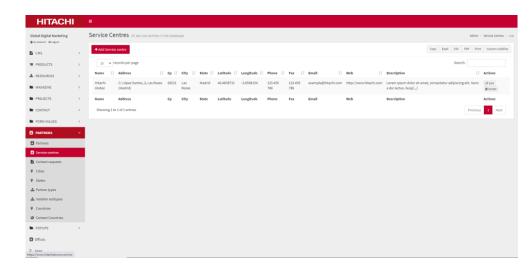
- Video
- Title
- O Text
- Text in two columns
- Image gallery
- O Thumbnails to access inner pages

### Check the video and follow the steps!

1. 10.1. - CMS Guideline - About Us - 1. Elements and How to manage them



#### **CMS** $\rightarrow$ **Pages** $\rightarrow$ **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









# **About Us - Subhome**

8 Visitor profiles	Title *	ı	<b> 23</b>	Breadcrumb	<b> 23</b>	Slug	8
□ Visitor countries	About					about	
₩ PRODUCTS <	Used in menus a	nd breadcrumbs		If left empty, the title will be used		If left empty it will generate from title	
<b>≛</b> RESOURCES <	Page Texts	SEO Page Elements					
■ MAGAZINE <	Header title	max. 60 characters) *					<b> 88</b>
■ PROJECTS <	Living Harn	nony					
CONTACT <	Header text *						<b> 23</b>
■ FORM VALUES <	← B	I I & S					
PARTNERS <	Beyond comf puts people a	ort, we aim for vitality and peace of mind, integrating people, technology at the center of it all with a premium touch based on expertise.	and liv	ing spaces: being the meeting point for other technologies and devices, speaking individually	but w	ith a social sense and conscience; balancing life experiences with a positive attitude tha	it
■ POPUPS <							
<b>②</b> FAQS <							
<b>⚠</b> Offices							
□ Apps	р						
★ Innovations	Both title and	text must be filled for header to show					
Social Networks	Column 1 titl	e (max. 60 characters) *					<b> ≋</b>
	Our Purpos	e					
★ Legal Links	Column 1 tex						<b> ≊</b> 8
<b>≜</b> USERS <	<b>♦ B</b>	I I & & .					
SETTINGS <	We are globa	l premium brand, experts in the creation of living spaces.					
■ DISTRIBUTION PAGE 〈	We want to d	reate a world where people live in harmony; with themselves, each other a	and th	e environment they inhabit. We aim to be the catalysts of that harmony.			
Administrators	Our Japanes	e heritage and years of experience have taught us that harmonious living s	spaces	lead to improved quality of life. The right atmosphere is key to this, and we work each day to	o deve	lop products that facilitate harmony in all indoor spaces.	
- ····	1						1

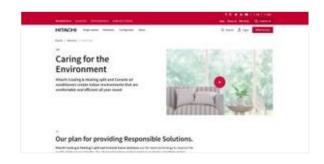
## **About Us - Inner Page**

#### Description

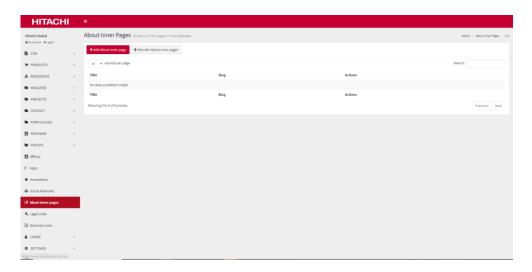
#### Elements:

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

#### HITACHI



#### **About Inner Pages**



— HITACHI

# **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)	





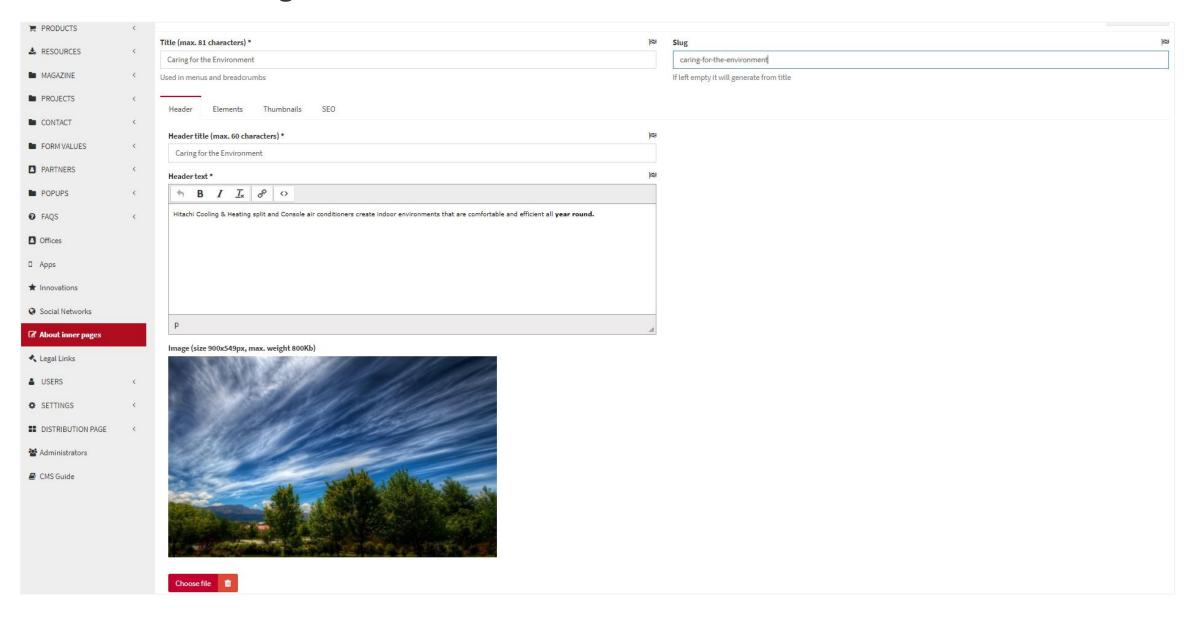


Discover climate solutions for yor business



- HITACHI

# **About Us - Inner Page**



# Innovations



### **Innovations - Subhome**

#### Description

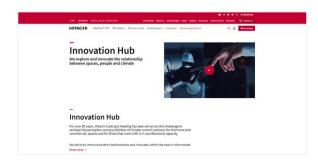
#### Elements:

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

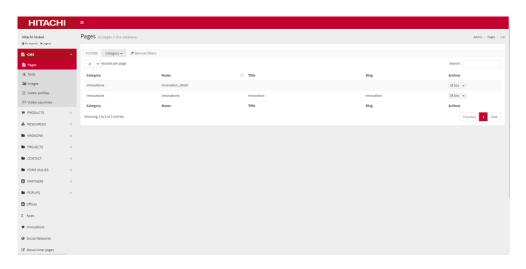
#### Check the video and follow the steps!

1. 9.1.- CMS Guideline - Innovation - 1. Subhome

#### HITACHI



#### **CMS** → **Pages** → **Category: Innovations**



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#### HITACHI

### **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 ~

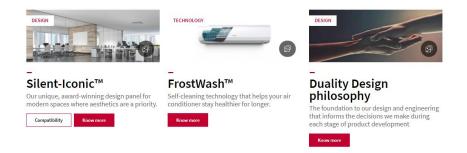
#### Innovation Hub

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

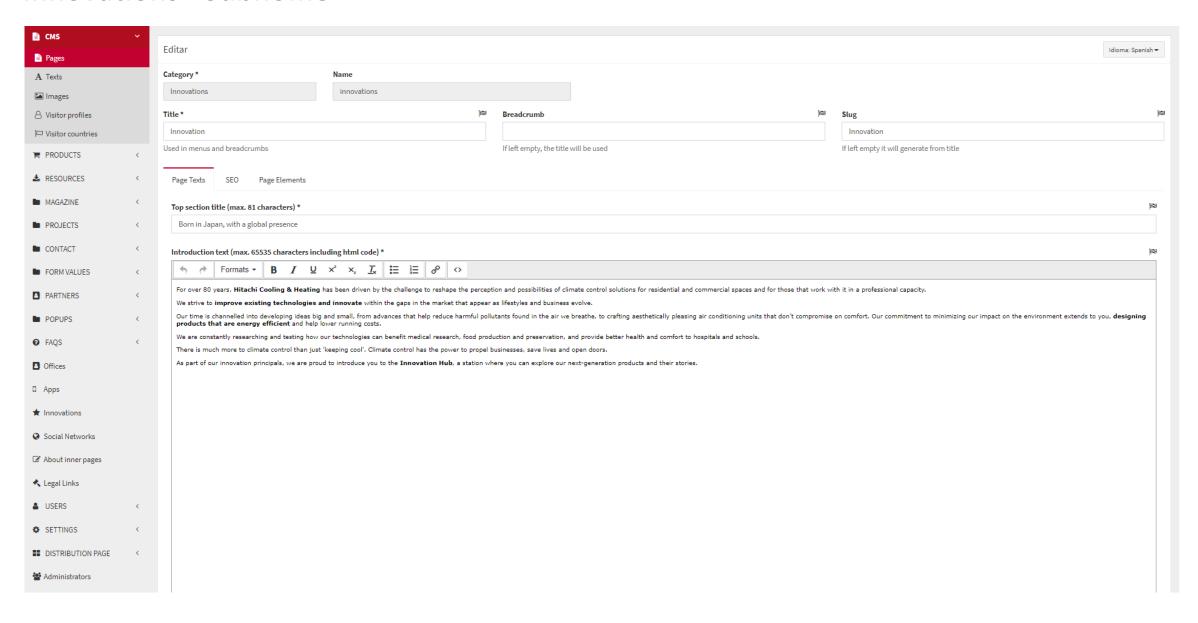
#airislife



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



### **Innovations - Subhome**



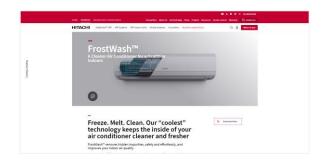
### **Innovations - Inner Page**

#### Description

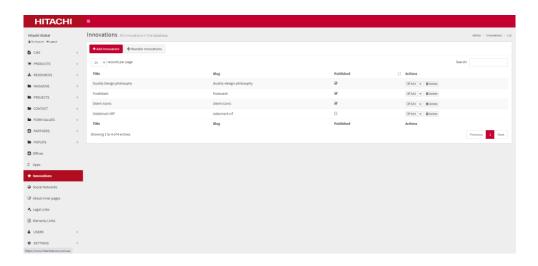
#### Elements:

- Header: Title + Text + Image(s)
- 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

S	Compatibility
	Brochure
D	Case Study

# **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 significainpact on the customer's enjoyment of them; restaurnts, along and specialised clinics with sleek and modern concepts need climate control solutions that match Until new, it's been common for design-environment profilings to adopt dustedconcealed style indoor units because thay are wisbly less disruptive and easier to integrate, or architects and interior designers, the Silmin concernation of the contractions of the contraction of the con



In you is elitefested in the signer-score. You've asserte with design panes, find out may about the Historic Gooling & Heating units it is compatible with and which is the best about the Historic 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 Castomer Experience Center located at Silinuzur, Japan. An estanciae 900 agains metar to windown to see show and learn about the latest Historic Cooling & Heating products for the Japanese and learn about the latest Historic Cooling is 100 and 100 a



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	







\_

#### HITACHI

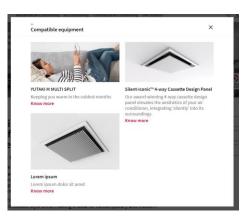
# **Innovations - Inner Page**

#### Editable content:

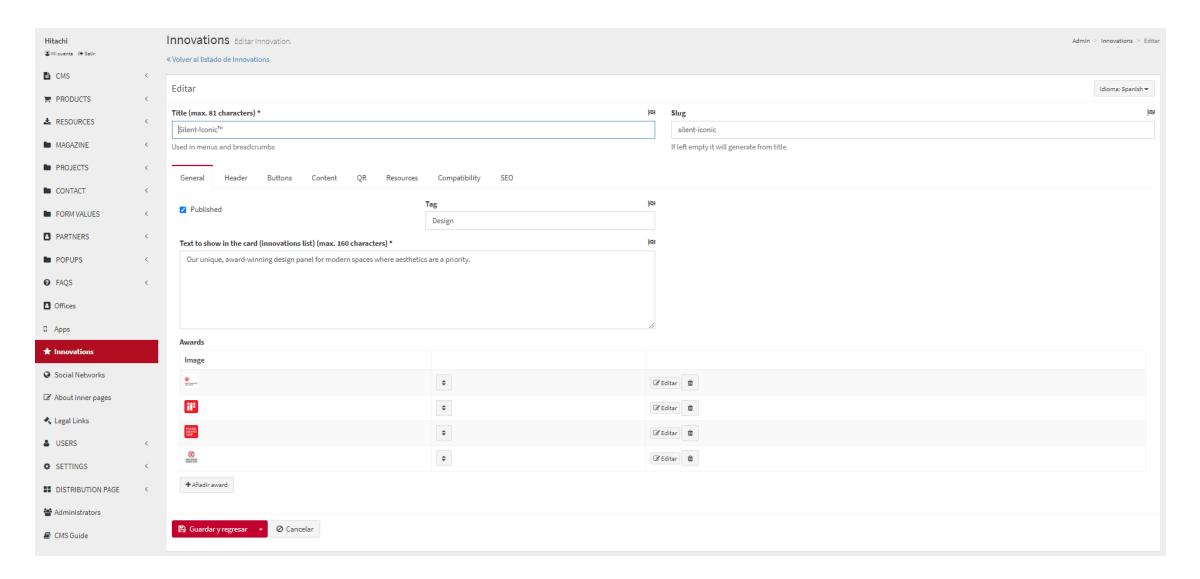
Tab	Fields	Comments
Resources	Show Resources module: Yes/No*	
	If Yes: upload documentation	

_
<b>Brochures and</b>
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**



Apps



### **Apps**

#### Description

#### Elements:

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

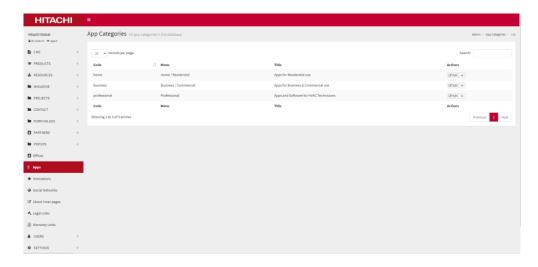
#### Check the video and follow the steps!

- 1 14.1. CMS Guideline Apps 1. Section Description & Elements
- 2. 14.2. CMS Guideline Apps 2. How to edit and Manage the section

#### 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	<b>☑</b> Editar ▼

#### Editable content for each App:

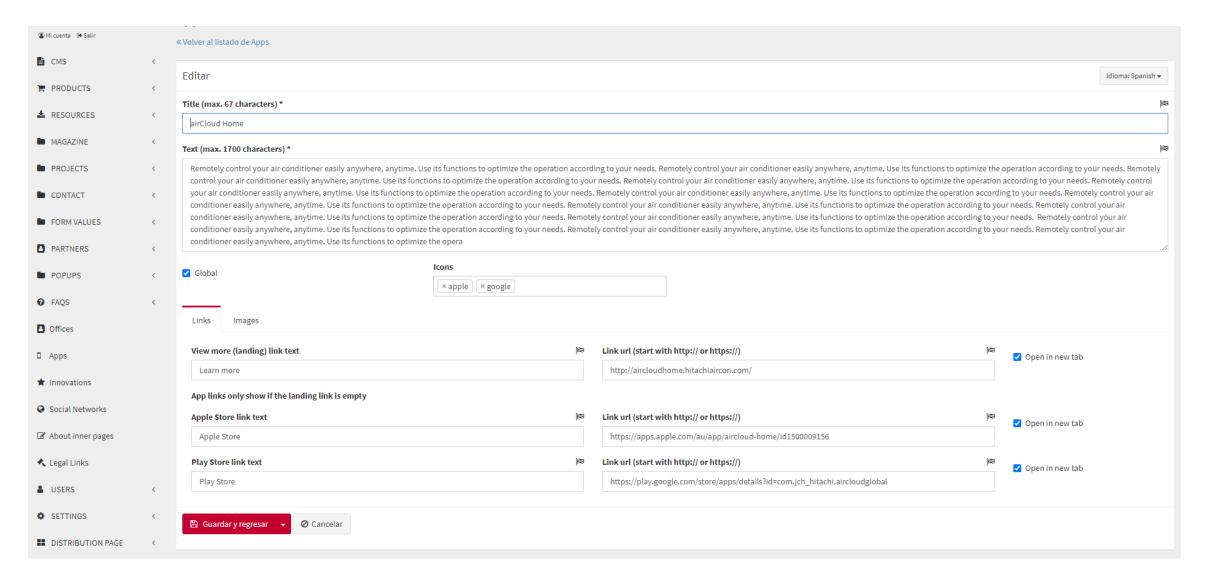
Tab	Fields	Comments
	Title*	
	Text*	
	Icons	Apple, Google and/or Desktop
Links	CTA + Link to Landing page CTA + Link to Apple Store CTA + Link to Play Store	
Images	Show video: Yes/No If yes: link to YouTube Image	



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



### **Innovations - Inner Page**



Pop-ups



### Pop-ups

#### Description

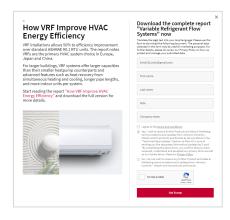
In the tab called 'POPUPS' there are two options:

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

### Check the video and follow the steps!

1. 16.1. - CMS Guideline - Pop-Ups

#### HITACHI



#### **Popups**



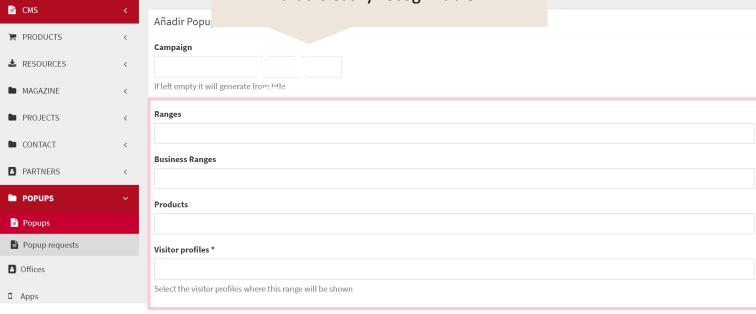
# How to implement a new pop-up window 1/4

- 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.

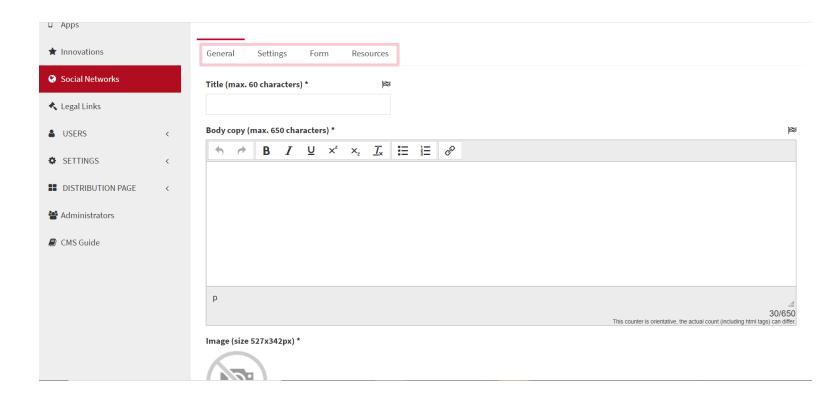
The **campaign name** will allow you to easily identify the pop-up and the related database in the future, try to use one that is easily recognizable.



### \_

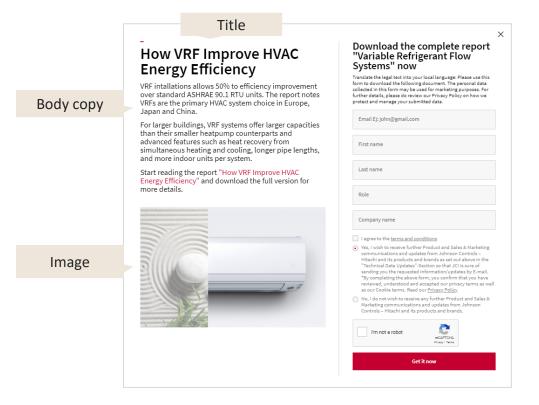
### How to implement a new pop-up window 2/4

- 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

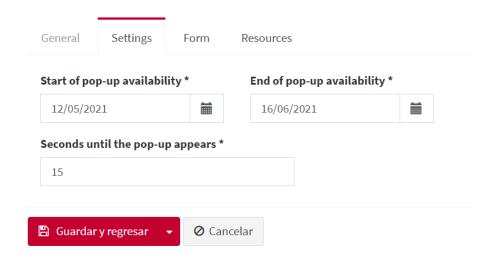


### How to implement a new pop-up window 3/4

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

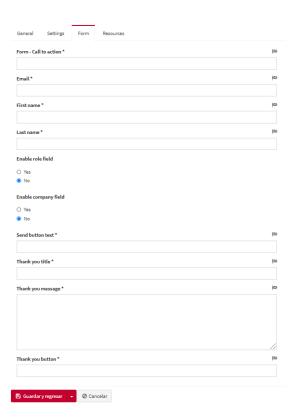


- **Settings** Define:
  - Period during which the pop-up will be active
  - How many seconds should pass from the time the user lands to the page until the pop-up it's launched

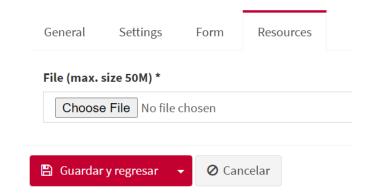


### How to implement a new pop-up window 4/4

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



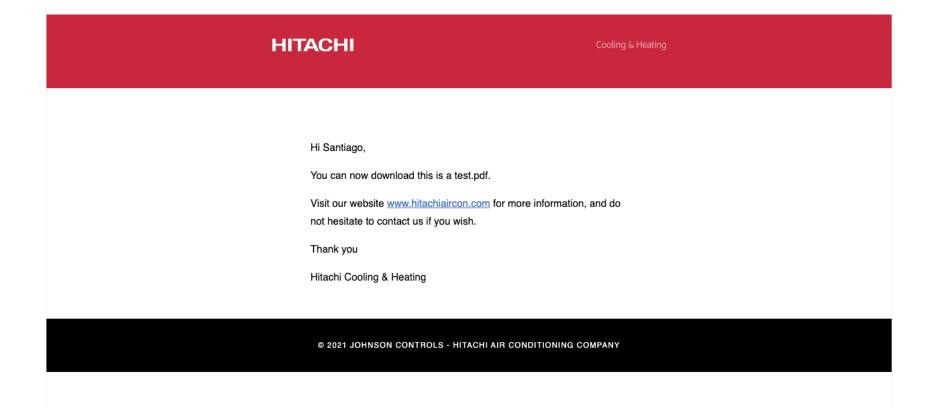
- Resources -
  - Upload the file the user will download, up to 50 Mb.



## **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.

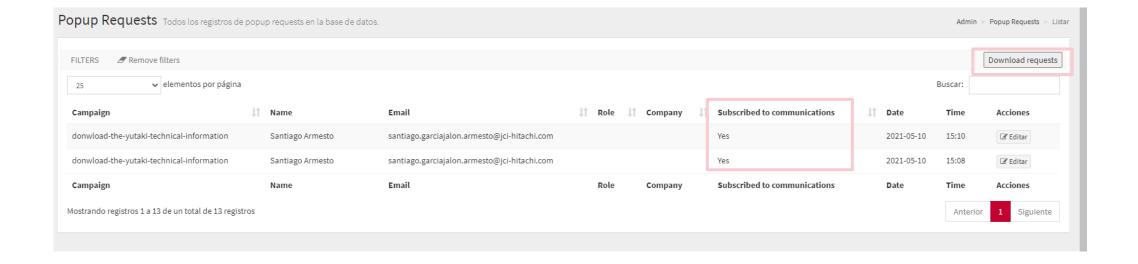


### **Database**

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	Item	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 <a href="www.hitachiaircon.com">www.hitachiaircon.com</a> 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
  - External link
  - Internal link
  - Modal message

#### Check the video and follow the steps!

1. <u>15.1. - CMS Guideline - Warning Messages</u>

#### 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	<ul> <li>If No is chosen &gt; Is needed to indicate in which specific pages the warning message needs to be shown:</li> <li>Ranges pages</li> <li>Business ranges pages</li> <li>Product detail pages</li> <li>Magazine, Projects and About sections (Main page and detail pages at the same time).</li> <li>Contact, Apps and Resources sections (Whole main page)</li> <li>Register (Private and commercial at the same time)</li> <li>Innovations (In the main page and in detail pages separately if needed)</li> <li>Where to buy (In the main page and in partners type pages* separately if needed. *air conditioning installers, heat pumps installers and distributors)</li> </ul>
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

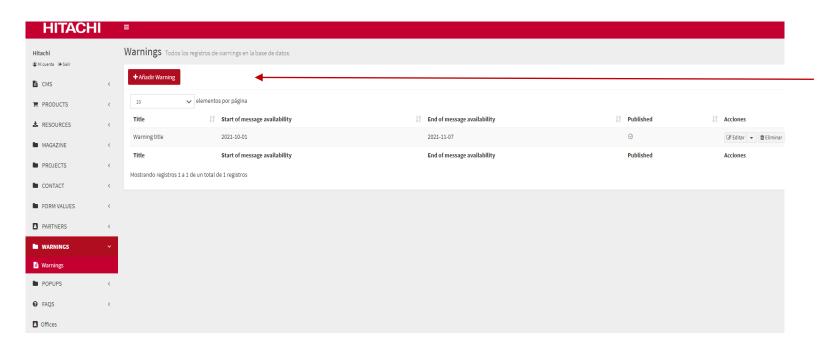
# CMS guide



#### CMS>Warning

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

# CMS guide: Add a new warning

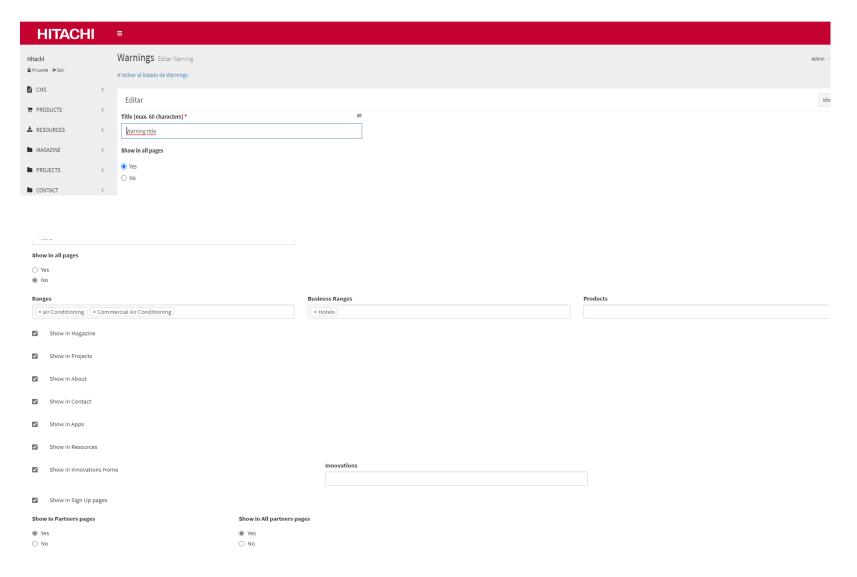


#### **CMS>Warning>Warning**

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 visible in live website.

#### Step 3:

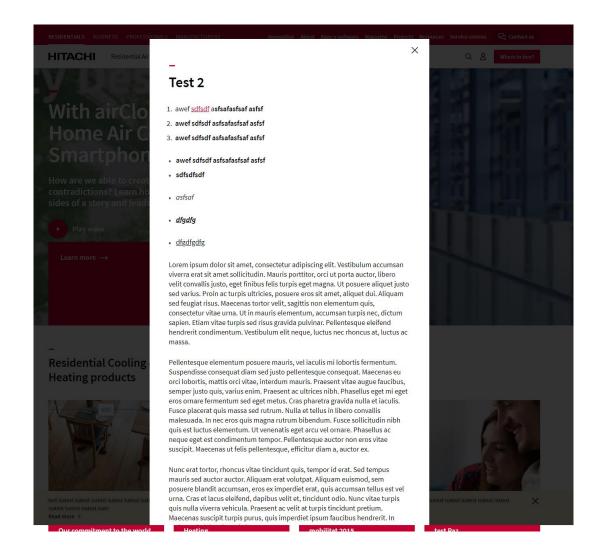
In "Settings" you can configure:

-The specific time in which the message should be showed

## 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 hitachiaircon.com

#### Visit our virtual Showroom

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



# Glossary



## **Glossary**

Dictionary of air conditioning and climate control terms for end-users

#### **Description**

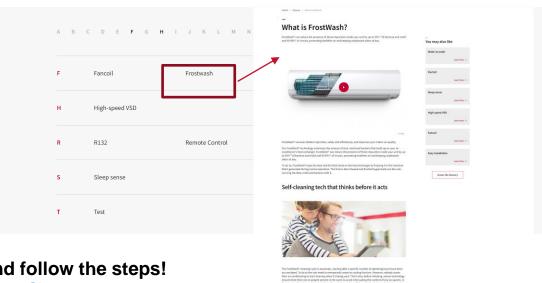
- Main page (include all the terms listed by a list of letters, except for chinese)
- Detail page:
  - Header:
    - Title\*
    - Introduction text\* (250 characters)
  - Main content (max 2800 characters)
    - Categories
  - Related terms module
  - Related products module

HITACHI

Hitachi / Definition of key concepts on heat pumps and HVAC

# Definition of key concepts on heat pumps and HVAC

We help you to have a cleared idea of what aerotherma energy is, ducted units or air conditioning concepts that you did not know yet



#### Check the video and follow the steps!

1. 17.1. - CMS Guideline - Glossary

# Glossary (main page) – CMS>Pages>Glossary

Fields	Comments
Title*	Not limited characters
Subtitle*	Not limited characters
SEO tab	It works in the same way as the rest of the tabs

Hitachi / Definition of key concepts on heat pumps and HVAC

# Definition of key concepts on heat pumps and HVAC

We help you to have a cleared idea of what aerotherma energy is, ducted units or air conditioning concepts that you did not know yet

F Fancoil Frostwash

H High-speed VSD

R R132 Remote Control

S Sleep sense

T Test

# Glossary (detail pages) – CMS>Glossary> Term (edit)

Fields	Comments
Name*	Not limited characters
Slug*	If left empty, it will be generated from title
Breadcrumb	If left empty, it will be generated from title
Description (max. 250 characters)	
Main Categories of the Term	This field is mandatory and it's used to associate the term with an existing category. Categories list is editable from CMS>Glossary>Categories
Text (max. 2800 characters)	Possible to include images - width 1028px x free height)
Related terms	In this field specific terms will be showed in the "Related terms" module
Related Categories	In this field terms belonging to the indicated categories will be highlighted in the "Related terms" module
Related products	In this field specific products will be showed in the "Related products" module
SEO tab	Meta title, Meta description and Image alt
Header slider images	Term image (size 1212x798px, max. weight 400Kb) Allowed GIFs and Youtube videos

#### What is FrostWash?

ostWash\* can reduce the presence of these impurities inside your unit by up to 93%\*\*of bacteria and mold id 99,99%\* of viruses, promoting healthler air and keeping unpleasant odors at bay:



Rest of the text of the page can be editted from CMS>pages>term or CMS>text>Glossary



The FroutNate<sup>®</sup> cleaning cycle is automatic, starting after a specific number of operating hours have been accumulated. To do so the unit needs to temporarily craise its cooling function, However, nobedy wants their air conditioning to start cleaning when it's being used. That's with, before initiating, seriors technolos ensures that there are no people present in the room to avoid interrupting the conflort of any occupants, the situation that user institute to intact the trucy cle markers, all they need to do is tag the busines on the the situation that auter institute to institute the cycle themselves, all they need to do is tag the busines on the situation that care institute to institute the cycle themselves, all they need to do is tag the busines on the situation that care institute to institute the cycle themselves, all they need to do is tag the business of the situation that one of the situation that one situation of the situation

A premium combination of convenience and comf

Frostfash\* integrates into Heach Cooling & Heating latest generation of premium wall mounted air conditionen, offering a unique experience of conflort, convenience, and one that keeps your unit and your home cleaner and healthier. If you're interested in the Frostfash\* technology and how it can contribute to healthy air conditioner and home, find out more about which Historic Cooling & Heating models it is featured to Missan content is to find our thin wall allithic in unear realism.



#### Post division with Forestition





S-Series Premium with FrostWa Technology
The new Haza's "Some ranged hask synd other range associate beforers, from exhanengy efficiency, is enthus contain and unitengy streams and the containing and long stranged to an amount of the content of the containing relationship of entities and exhaustic countries and on the constitution grants, till for facilities, a conduce-Series Wall Mounted

As part of rise convertiment to constant improvement, se locked for an improceedinated in our product offering from words along the other product offering from words along in the product of the

# Partner With Us



#### **Partner With Us**

Business-focused section aimed at attracting potential partners to become Hitachi partners (includes an online form to initiate the application).

#### **Description**

- Header
  - Title
  - Introduction text
  - Image/video
- Content blocks x N
- Form
- Title
- Form

#### Check the video and follow the steps!

1. 19.1 - CMS Guideline - Partner with Us

NUM: / Professional

HITACHI

#### Partner with us

Hitachi aircon, testing text, Hitachi aircon, testing text, Hitachi aircon, testing text, Hitachi aircon, testing text Hitachi aircon, testing text

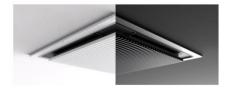
Apply to be a partner



#### Have you already discovered the advantages to become an Hitachi Partner?

By joining Hitachi you will be able to:

- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque volutpat ligula lectus, non
  commodo tortor sodales vel. Nauris consectetur ultrices tempus. Proin auctor aliquin inorem sit amet
  molestie. Pellentesque acur our, sodales in luctus in, cifurum el nulla. Nunc rhoncus placerat pruns non
  laoreez. Proin in sodales velit, quis placerat neque. Maecenas commodo auctor erat, et tincidunt nisd
  availus eu:
- Lorem ipsum dolor sit amet, consectetur adipiscing ellt, Pellentesque volutpat ligula lectus, non
  commodo tortor sodales vel. Mauris consectetur ultrices tempus. Proin auctor aliquam forem sit amet
  molestie. Pellentesque acu cors, codales in luttus in "Citicum vel nulla. Nun rehoncus placenta pruss non
  laoreet. Proin in sodales velit, quis placerat neque. Maccenas commodo auctor erat, et tincidunt nisil



# Apply to become an official Hitachi Cooling & Heating Partner EN | With partnership are you interested in?\* | | Indicated a property interest | | Indicated interest | Indicated interested interes

# Partner With Us – CMS>Glossary>Partner with us

Page text

Fields	Comments
Contact box title (max. 200 characters) *	Not limited characters
First name *	If left empty, it will be generated from title
Surname*	If left empty, it will be generated from title
Job title*	
Company email*	This field is mandatory and it's used to associate the term with an existing category. Categories list is editable from CMS>Glossary>Categories
Phone number*	Possible to include images - width 1028px x free height)
Contact preference*	In this field specific terms will be showed in the "Related terms" module
Company name*	In this field terms belonging to the indicated categories will be highlighted in the "Related terms" module
Annual turnover text*	In this field specific products will be showed in the "Related products" module
Number of employees text*	Meta title, Meta description and Image alt
City*	Term image (size 1212x798px, max. weight 400Kb) Allowed GIFs and Youtube videos

	Wich partnership are you interested in? *   WAC installers   Heat Pumps installers   Distributors
First name *	Company name *
Sumame *	Total number of employees
Job title *	City (Headquarters) *
Company email *	Postal address (Headquarters) *
Phone number *	Albania
I prefer to be contacted via:	State
Professional email     Phone number	Flease attach photos of your points of sale. Max. 5Mb
in species for the Parameterisation of the Control	rted our privacy terms as well as our Cookie terms. Read our <u>Privacy Policy</u>



# Partner With Us – CMS>Glossary>Partner with us

Page text	Fields	Comments
	Postal Address*	Not limited characters
	Country*	If left empty, it will be generated from title
	State/Province*	If left empty, it will be generated from title
	Attach file/text*	
	Send CTA*	This field is mandatory and it's used to associate the term with an existing category. Categories list is editable from CMS>Glossary>Categories
	Option num. employees	Possible to include images - width 1028px x free height)
	Options turnover	In this field specific terms will be showed in the "Related terms" module
	Step 1 text	In this field terms belonging to the indicated categories will be highlighted in the "Related terms" module
	Step 2 text	In this field specific products will be showed in the "Related products" module
	Partnership options*	Meta title, Meta description and Image alt
	City*	Term image (size 1212x798px, max. weight 400Kb) Allowed GIFs and Youtube videos

	Wich partnership are you interested in? *    HWAC Installers   Heat Pumps Installers   Distributors
First name *	Company name *
Surname *	Total number of employees
Job title *	City (Headquarters) *
Company email *	Postal address (Headquarters) *
Phone number *	Albania
I prefer to be contacted via:	State
Professional email     Phone number	▼ Please attach photos of your points of sale. Max. SHb
I agree to the terms and conditions	
Updates" Section so that JCI is sure of sending you the requested informatio	and updates from Johnson-Controls - Hitachi and its products and brands as set out above in the "Technical Data nylopidate by E-real. Took and acceptation or privacy terms as well as our Conline terms. Based our Eduacy/Edilicy
No, I do not wish to receive any further Product and Sales & Marketing comm	nunications and updates from Johnson Controls - Hitachi and its products and brands.

# Partner With Us – CMS>Glossary>Partner with us

HITACHI

Page Elements	Fields	Comments
Elements	Header	Title (max. 81 characters) Text (max. 151 characters) Header cta Youtube video option
	Text modules x N	Title Text (max. 1000 characters) (Image size: 1210px.) Can be added as many content blocks as needed
SEO tab	SEO	Meta title and description

#### Partner with us

Hitachi aircon, testing text, Hitachi aircon, testing text, Hitachi aircon, testing text, Hitachi aircon, testing text Hitachi aircon, testing text





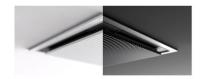
#### become an Hitachi Partner?

#### occome an intacin i ai their

#### By joining Hitachi you will be able to:

 Levem ipsum dolor sit amest, consectetur adojacing elit. Pellerensquar volutgat ligula lectus, non commodo tontor sodales vet. Mauris consecterur ufrices tempos. Prota autor aliquam lorem sit arretmoleste. Pellerenspor aer our ci, odale in lactus in, dictum se ilulia. Nucir chronos, patrera puns son laceret. Pioni in sodales vetit, quis placerar ineque. Marcenas commodo auctor erat, et tincidient nul varius eu.

Lerem ipsum dolar sit amet, consectetur adipiscing elit. Pellentesque volutgat ligutal lectur, non
commode tortor sodales vel. Mauris consectetur uthieres tempus. Proia auctor aliquam forem sit amet
molectale. Pelletraspica accu ori, sodales in loctus in, dictiur el rulla. Numc Remosa piaceras pruns non
laoreer. Proin in sodales velit, quis placerat neque. Maccenas commodo auctor erat, et tincidunt nol
varias ex.



# **Content Scheduling**



## **Content scheduling**

Functionality to schedule the publication or unpublication of new or existing content. You can add a start AND end date, which means you can also schedule when the content is unpublished (for example, if you are asked by the Sales team to take down a product from the website when you'll be on vacation).

#### **Description**

- This functionality is included in the following sections:
  - Support Links
  - Ranges
  - Business Verticals
  - Product Pages
  - Innovation Detail Pages
  - About Inner Pages
  - Magazine articles
  - Projects

You will find this option in a tab in each of this sections named as "Schedule".

#### HITACHI

ublished	Start of this content availability	End of this content availability
Yes		
) No	100	8

# **Content scheduling**

Fields	Comments
Published? Y/N	In Magazine and Projects you can mark if the content is published or not. If "Yes" is selected, the option to enable the publication period will be enabled.  In the other sections, you will just need to specify a publication period in the "START DATE" and "END DATE" fields.
Start Date*	
End Date*	

# 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



#### 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.

#### 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: <a href="link">link</a>

#### 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** 

#### HITACHI

• How to hide the "optional" sections?

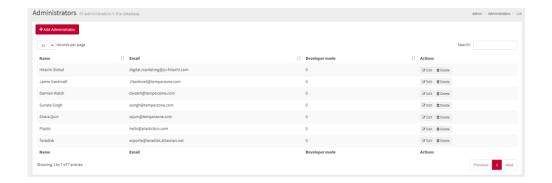
Through the main menu, in the "Settings" section, go to "Settings"  $\rightarrow$  "hide\_sections".

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"  $\rightarrow$  "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.

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Hitachi Global © My Account (+ Logout		Texts All texts in the databa	56.		Admin - Tests - List
₿ cms	v	FILTERS Category *	₹ Remove filters		
Pages		25 v records per page			Search:
A Texts		Category	Item	↓↑ Text	Actions
Images		Login and register	enter_your_email	Email address	Ø Edit ▼
		Login and register	email	Email	Ø Edit ▼
I <sup>□</sup> Visitor countries		Login and register	password	Password	Ø Edit ▼
PRODUCTS	<	Login and register	old_password	Enter your old password	Œ tát ▼
▲ RESOURCES	<	Login and register	new_password	Enter a new password	Ø sat ▼
MAGAZINE	<	Login and register	first_name	First name	© polt ▼
■ PROJECTS	<	Login and register	last_name	Surname	Ø Edit ▼
CONTACT		Login and register	email_tip	E): John⊕gmail.com	Ø tot ▼



# Thanks:)

Cooling & Heating