Arval
Userguide - Corporate Drupal 8

Summary

2

Login / Back-office review

Login

You must add "user" to the end of the URL of your website.
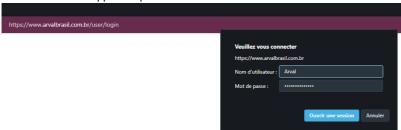
/!\ Only use the root of the URL /!

Exemple:

https://www.arval.com/user

NOT

https://www.arval.com/about-us/user

A "HT Access" will appear to protect back-office access:

https://www.arvalbrasil.com.br/user/login

Veuillez vous connecter
https://www.arvalbrasil.com.br

Nom d'utilisateur :   Arval

Mot de passe :   ●●●●●●●●●●●●●●

Ouvrir une session   Annuler

• Username: Arval
• Password: Provided by Arval Corp

Then the login page will be display.

LOGIN

Home

USERNAME *

apetit

Enter your Drupal username.

PASSWORD *

....

Enter the password that accompanies your username.

Federated login

LOG IN

• Username: Login provided by HQ
• Password: XXXXX

Back-office /website review

Menu

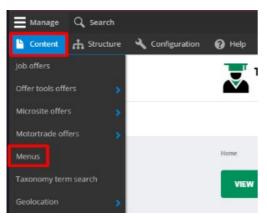When login to the back-office the Drupal menu will be accessible.

ℹ Keep in mind that all the websites of the Arval Group are in the same emplacement.

Some tools or features may be visible but not dedicated to your website. ℹ

Content menu
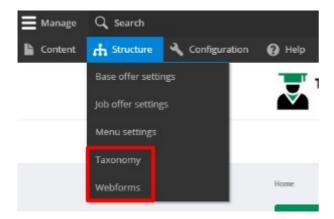
Here we will build:
- Content (Pages, News, Testimonials…)
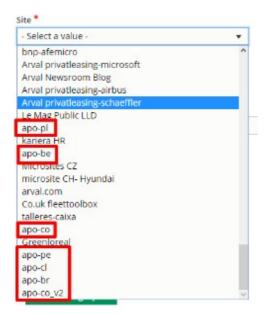- Menus

Structure menu

Here we will build:
- Taxonomy (Newsroom categories & Services)
- Webform (Contact, HR, complaint…)

Environment

Whenever you create a content you must choose in the « Site » field your environnement. For Apollo website you must choose apo-xx.

ⓘ Only apply for country managing many website ⓘ

URL / Node

Drupal is mostly use for it multilanguage managing.

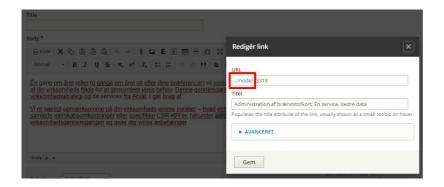All URL are converts to a **node** which help back-office to identify a page.

For example:

https://cms-mig.arval.com/the-master/small-

business Is identify like this for Drupal

https://cms-mig.arval.com/the-master/node/1557

Whenever integrated a node in the Rich Text Editor please put this structure:
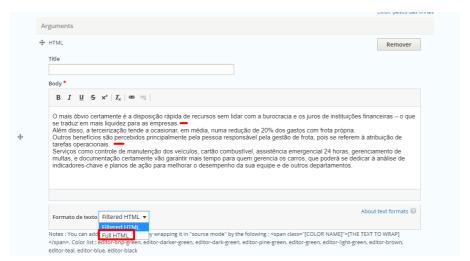
RTE / WYSIWYG

<u>RTE</u>: Rich Text Editor

<u>WYSIWYG</u>: What you see is what you get

When using one, you must **always put the <u>"Full HTML"</u> option**.
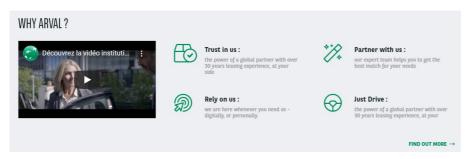Without it the text format like the linebreak will not be visible.
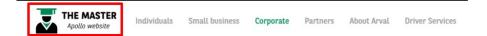

Non editable part

Some part cannot be modify on your side.
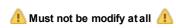A JIRA support ticket will be necessary to modify them.

"Why Arval" block

This block is call automatically on every created pages.
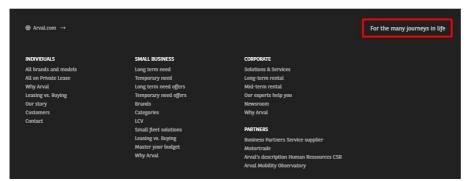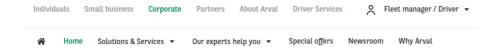Defined at the website creation.

Website logo

<u>Summary</u>

Arval slogan

⚠ **Must not be modify at all** ⚠

⊕ Arval.com →

For the many journeys in life

INDIVIDUALS	SMALL BUSINESS	CORPORATE
All brands and models	Long term need	Solutions & Services
All on Private Lease	Temporary need	Long-term rental
Why Arval	Long term need offers	Mid-term rental
Leasing vs. Buying	Temporary need offers	Our experts help you
Our story	Brands	Newsroom
Customers	Categories	Why Arval
Contact	LCV	
	Small fleet solutions	PARTNERS
	Leasing vs. Buying	Business Partners Service supplier
	Master your budget	Motortrade
	Why Arval	Arval's description Human Ressources CSR
		Arval Mobility Observatory

Social network

Entire menu

You cannot replace an entire menu. You must modify the existing one.

Individuals   Small business   Corporate   Partners   About Arval   Driver Services   ⚬ Fleet manager / Driver ▾

⌂   Home   Solutions & Services ▾   Our experts help you ▾   Special offers   Newsroom   Why Arval

Contents / Testimonial / News

Homepage

1/ Create an homepage content

Go in the Content page and click on **Add content**:

Choose the **homepage** content:

Add content

Home

⊙ Highlighted Page

⊙ Homepage

⊙ Marketing page

Complete all necessary fields:

Create Homepage

Home » Add content

Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Language	Select the language (Only for multi-languages country)
3	Title	Title of the page (Will be used for automatic meta-title)
4	Segment	Choose the dedicated segment
5	Add paragraph	Click to choose the layer/bloc you want to add
6	Publish	Check is you want the page visible in live
7	Save	Save the page modification
8	Preview	Click to have a preview of the page before publishing
9	Page title	Meta title of the page
10	Page description	Meta description of the page

2) Define an homepage to the website

The homepage of the website may be a simple "Page" content.

Once the homepage is created it must be link into the settings of the back-office to be visible:
⚠ **You must create a Jira support ticket to proceed** ⚠

Page / Apollo page

1) "Page" content

Page content is use for Transversal (Legal) pages
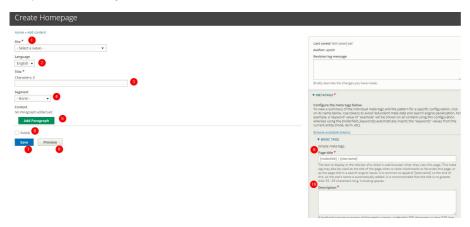

Usually in the socket menu:

Go in the Content page and click on **Add content**:

Choose the **Page** content:
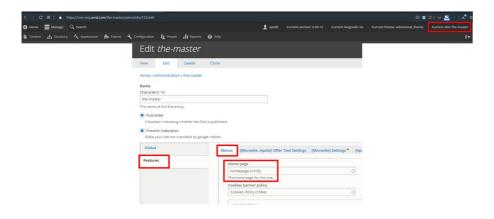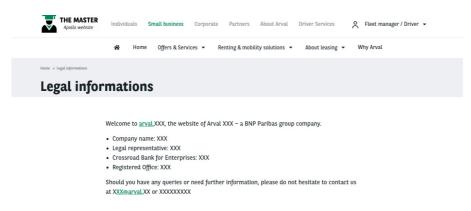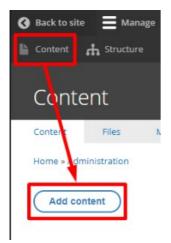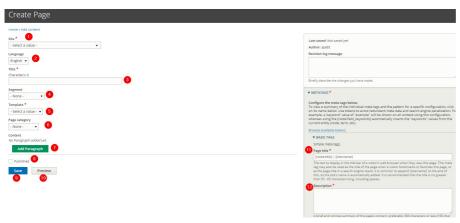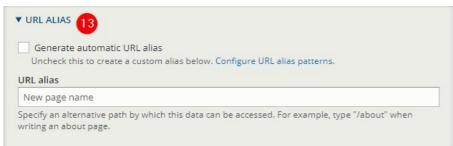
Page

Complete all necessary fields:

Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Language	Select the language (Only for multi-languages country)
3	Title	Title of the page (Will be used for automatic meta-title)
4	Segment	Choose the dedicated segment
5	Template	**Basic page only**
6	Category	**Not use**
7	Add paragraph	Click to choose the layer/bloc you want to add
8	Publish	Check is you want the page visible in live
9	Save	Save the page modification
10	Preview	Click to have a preview of the page before publishing
11	Page title	Meta title of the page
12	Page description	Meta description of the page
13	URL Alias	If checked the URL of the page will be taken from the content title. If unchecked you can modify the URL independently of the content title

2) "Apollo page" content

Firs used content on the website

Go in the <u>Content page</u> and click on **Add content**:

Choose the **Page** content:
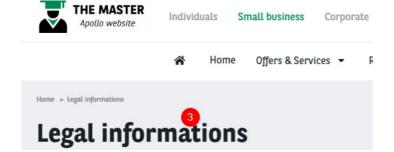

Complete all necessary fields:

<u>Summary</u>

Create Page Apollo
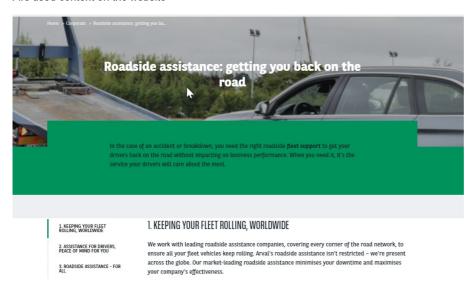
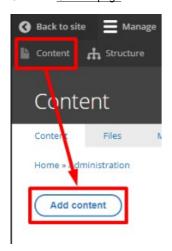| Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Title	Title of the webform (Not visible in front-office)
3	Language	Select the language (Only for multi-languages country)
4	Segment	Choose the dedicated segment
5	Offer type	Link between offer type element: Testimonials, offers...
6	Add paragraph	Click to choose the layer/bloc you want to add
7	Publish	Check is you want the page visible in live
8	Save	Save the page modification
9	Preview	Click to have a preview of the page before publishing
10	Page title	Meta title of the page
11	Page description	Meta description of the page
12	URL Alias	If checked the URL of the page will be taken from the content title. If unchecked you can modify the URL independently of the content title

Testimonials

Block call on the page/layer after creation.

Go in the Content page and click on **Add content**:

Choose the **Testimonial** content:
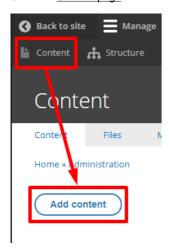
Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Title	Title of the page (Will be used for automatic meta-title)
3	Language	Select the language (Only for multi-languages country)
4	Image	Upload the desire visual: <u>570x340px</u>
5	Catch phrase	Big title to catch visitor attention
6	Description	Description of the testimonial
7	Author	Author of the testimonial
8	Segment	Choose the dedicated segment
9	Offer type	Define on which offer type content will be visible the testimonial Example: Visible on a "Page Apollo" defined as LTR offer type, if the testimonial is define on LTR too. **Select "none" for website without offers**
10	Publish	Check is you want the page visible in live
11	Save	Save the page modification
12	Preview	Click to have a preview of the page before publishing

Call the testomonial in a page

In a content. Add the paragraph "**Slide testimonial**".

Put the title and the numbers of testimonial to display

<u>Summary</u>

THEY CHOOSE ARVAL FOR THEIR WORK [1]

" Very professional "

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ornare ullamcorper nisi, ac tristique ante rutrum ut. Praesent posuere mi et tempus lobortis. Aliquam erat volutpat. Etiam finibus feugiat orci. Suspendisse venenatis felis massa, in gravida dui congue a. Proin ante est, tempus quis ipsum sed, auctor consectetur nisl.

Esmeralda, human resources manager

• • [2]

News

Create a News/Press release/Resource

Go in the Content page and click on **Add content**:

Choose the **News** content:
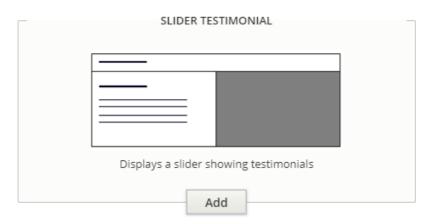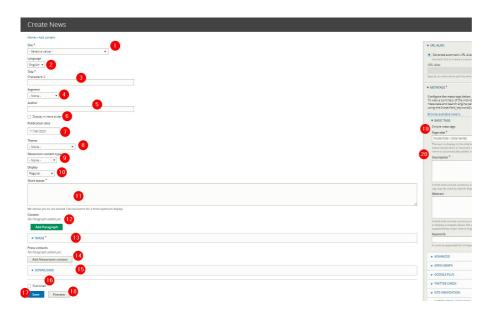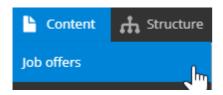

❯ News

Complete the necessary fields:

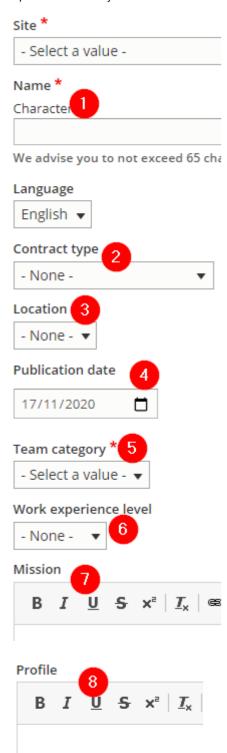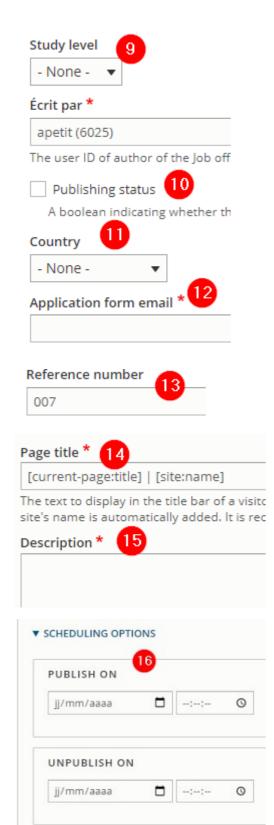| Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Title	Title of the webform (Not visible in front-office)
3	Language	Select the language (Only for multi-languages country)
4	Segment	Choose the dedicated segment
5	Author	Author of the news
6	Display in news slider	News will be appearing in "News slider" paragraph on other pages
7	Publication date	Publication date on the news
8	Theme	Theme of the news. (Pre-created in taxonomy first)
9	Newsroom content type	Type of the content: News, Press release, Ressource (Pre-created in taxonomy first)
10	Display	Desire display related to "Newsroom content type"
11	Short teaser	Short description visible in the newsroom page
12	Add paragraph	Add desire paragraph. "HTML" paragraph is the first used.
13	Image	Visual of the news.
14	Press contact	Use to set a source of a "Press release". Only for "Press release" display
15	Download	Allow to download a document
16	Published	Check is you want the page visible
17	Save	Save the page modification
18	Preview	Click to have a preview of the page before publishing
19	Page title	Meta title of the page
20	Page description	Meta description of the page

Summary

Job offers

Create a job offer

Go in: Content => Job offers

Complete the necessary fields:

Study level ⑨

- None - ▼

Écrit par *

apetit (6025)

The user ID of author of the Job off

☐ Publishing status ⑩

A boolean indicating whether th

Country ⑪

- None - ▼

Application form email * ⑫

Reference number ⑬

007

Page title * ⑭

[current-page:title] | [site:name]

The text to display in the title bar of a visito
site's name is automatically added. It is rec

Description * ⑮

▼ SCHEDULING OPTIONS

⑯

PUBLISH ON

jj/mm/aaaa 📅   --:--:-- 🕐

UNPUBLISH ON

jj/mm/aaaa 📅   --:--:-- 🕐

Number	Title	Description
1	Name	Name of the job offers
2	Contract type	Called taxonomy (See taxonomy topic)
3	Location	Called taxonomy (See taxonomy topic)
4	Publication date	Date of publication shown (Used for a paragraph layout)
5	Team category	Called taxonomy (See taxonomy topic)
6	Work experience level	Called taxonomy (See taxonomy topic)

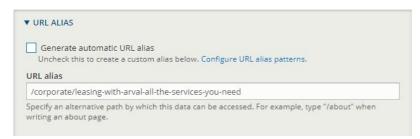| 7	Mission	Mission of the job offers
8	Profile	Define the profil needed for the job offers
9	Study level	Called taxonomy (See taxonomy topic)
10	Publishing status	Check to publish the job offer
11	Country	Define the country where is locate the offers. (Used for a paragraph layout)
12	Application form email	Mandatory but no effect
13	Reference number	Visual of the news.
14	Page title	Define the meta title
15	Description	Define the meta description
16	Scheduling options	Start and end date of offer visibilty

Other actions on a content

Modify a content URL

URL alias are used to modify the URL of a content.

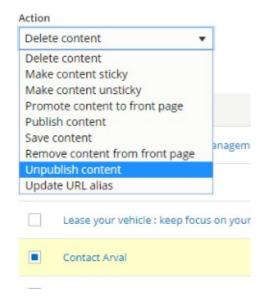**Uncheck the checkbox and put the desire URL.Don't forget to put the segment name and to begin with a slash**
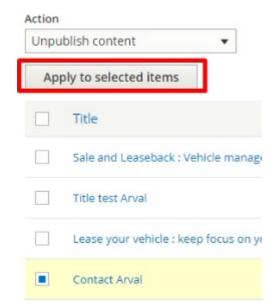
Publish/Unpublish a content

First options:

Go in the content page and search the page you want to unpublish. Check the box and choose unpublish:

Then click on "Apply to selected items"

The page is now unpublished:

You can select multiple contents to "Unpublish"

Second option:

Edit the content

Title	Content type	Langue	Author	Site	Status	Updated	Operations
Contact Arval	Page Apollo	English	tgonot_admin	CORP_the-master	Published	03/07/2020 - 16:21	Edit

Uncheck the "Published" box and save:

Deindexation of a content

In the content page go to:

Metatag > Advanced

Click on **"Prevents search engines from indexing this page."**

Duplicate a content

⚠ **Please dont' use this feature. Arval Corp will provide a "How to" document as soon as possible** ⚠

Redirect a content

Go ont the redirect page:

Click on "Add redirect"

Then complete the necessary information

Add URL redirect

Site *
CORP_the-master ▾   ❶

Path *
https://cms-mig.arval.com/the-master | /socio-estrategico-de-tu-flota/leasing-operativo-largo-plazo   ❷

To *   ❸
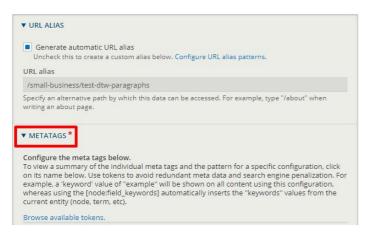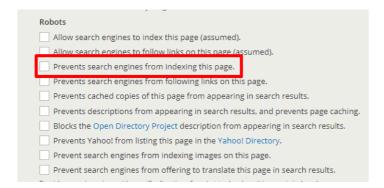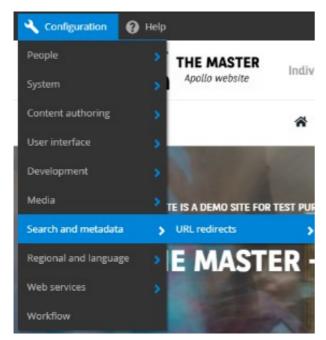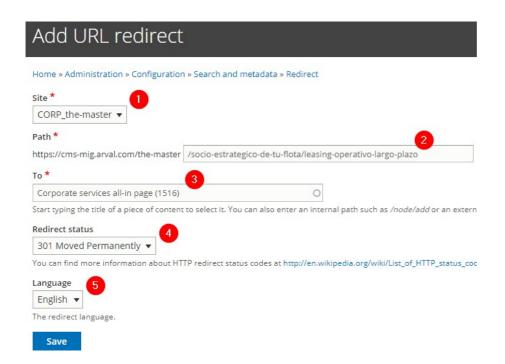Corporate services all-in page (1516)   ○
Start typing the title of a piece of content to select it. You can also enter an internal path such as */node/add* or an extern

Redirect status   ❹
301 Moved Permanently ▾
You can find more information about HTTP redirect status codes at http://en.wikipedia.org/wiki/List_of_HTTP_status_coc

Language   ❺
English ▾
The redirect language.

Save

Number	Title	Description
1	Site	Select the website you are working on
2	Path	Put the end of the URL (Relative URL)
3	To	Search the page where you want to redirect the old URL
4	Redirect status	Use "301 Moved Permanently"
5	Language	Select the language of the page you want to redirect. Multilanguage website only

To edit redirection go on the "Redirect" page and click on Edit on the redirection you want to modify.

☐	/small-business/landing-page-ltr-sme	/the-master/small-business/long-term-rental-what-is-full-service-leasing	302	English	CORP_the-master	Mon 15/04/2019 - 09:00	Edit ▾

<u>Summary</u>

Taxonomy (Corporate)

Service taxonomy

Corporate services

"Corporate services" taxonomy are used to create a short resume of service.

They can be display on the services or mainly on the catalog of all services available in the website.

INCLUDED SERVICES

Roadside assistance

Market-leading roadside assistance for all drivers, in all countries, 24/7, getting you back on the road.

Service, maintenance and repair

Service, maintenance and repair are vital to the safety, performance and image of your fleet vehicles.

Tires management

We look after the full life-cycle of your tires, from selection to storage and seasonal replacement.

Relief vehicle

Arval can provide you with relief vehicle of the same class, when you need it most.

Insurance and accident management test add

All areas of Insurance and Accident Management cover, including vehicle recovery and insurance claims. lorem ipsum more text to see if the ok ccftuikd
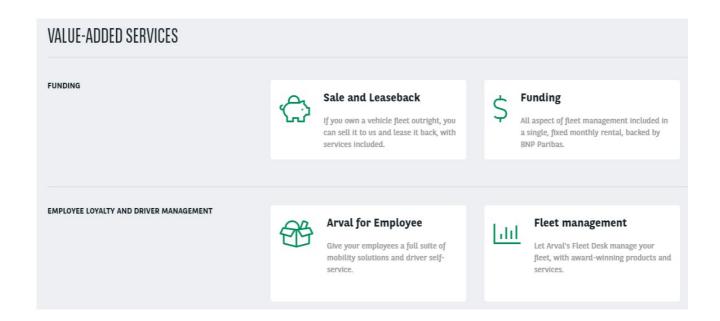
Fuel card management

The Arval Fuel Card provides a quick and easy payment mechanism, giving you accurate data.
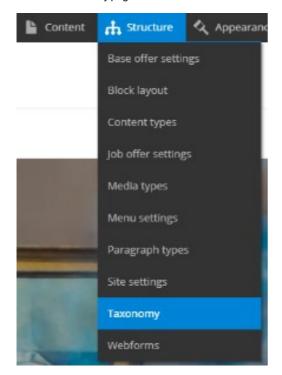
Fines management

Traffic fines are issued to Arval, as the vehicle owner – so we can rid you of the admin hassle.

Go in the taxonomy pages:

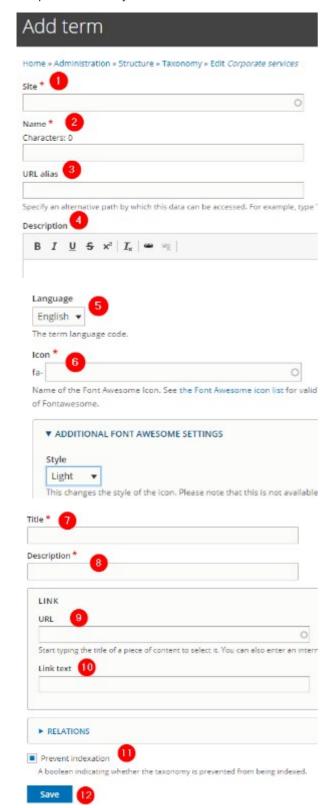Search the "Corporate services" line and click on "List terms":

Click on edit to modify an existing taxonomy:

Or click on "Add term" to create one:

Add term

Complete all necessary fields:

Add term

Home » Administration » Structure » Taxonomy » Edit *Corporate services*

Site * ①

Name * ②
Characters: 0

URL alias ③

Specify an alternative path by which this data can be accessed. For example, type

Description ④

B *I* U S x² I_x

Language ⑤
English ▾
The term language code.

Icon * ⑥
fa-

Name of the Font Awesome Icon. See the Font Awesome icon list for valid
of Fontawesome.

▼ ADDITIONAL FONT AWESOME SETTINGS

Style
Light ▾
This changes the style of the icon. Please note that this is not available

Title * ⑦

Description * ⑧

LINK

URL ⑨

Start typing the title of a piece of content to select it. You can also enter an intern

Link text ⑩

▶ RELATIONS

☑ Prevent indexation ⑪
A boolean indicating whether the taxonomy is prevented from being indexed.

Save ⑫

Summary

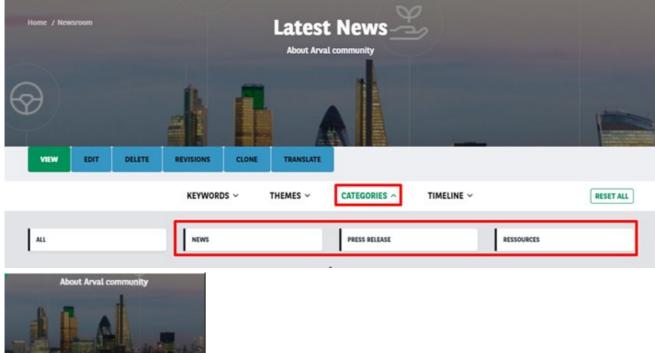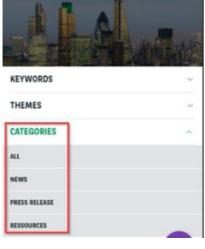| Number	Title	Description	Comments
1	Site	Select the desire country you are working on Example: apo_br	
2	Name	Name in the back-office of the taxonomy	
3	URL Alias	Not use	
4	Description	Description in the back-office of the taxonomy	
5	Language	Select the language (Only for multi-languages country)	
6	Icon	Select the icon of the taxonomy:	https://fontawesome.com/icons?d=gallery&s=light Solid Regular Light
7	Title	Title of the taxonomy	
8	Description	Description of the taxonomy	
9	URL	Redirection of the taxonomy. Link to the corresponding service page content.	
10	Link text	Not use	
11	Prevent indexation	Always let this box checked	
12	Save	Save the page modification	

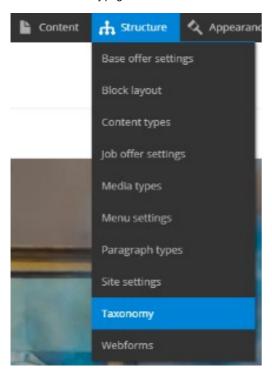# Newsroom taxonomy

Newsroom content type

"Newsroom content type" taxonomy are used to create a category for the News page. They will be available when creating a news and in the filters of the newsroom.

Three types of categories are available basically: News, Press release, Ressource.
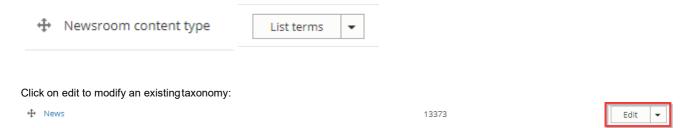
Go in the taxonomy pages:

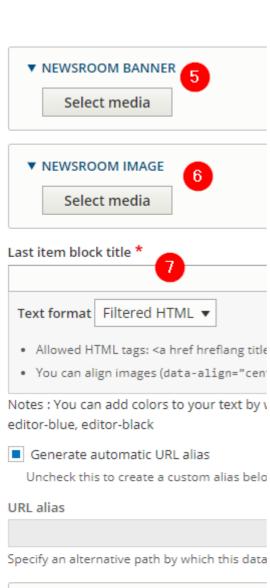Search the "Corporate services" line and click on "List terms":

Newsroom content type   List terms ▾

Click on edit to modify an existing taxonomy:

News   13373   Edit ▾

Or click on "Add term" to create one:

Add term

Complete all necessary fields:

Site * **1**
- Select a value -   ▾

Language **2**
English ▾
The term language code.

Name * **3**
Characters: 0

Description **4**
B I U S xᵉ Iₓ ∞ ⬚

▼ NEWSROOM BANNER ⑤

Select media

▼ NEWSROOM IMAGE ⑥

Select media

Last item block title * ⑦

Text format | Filtered HTML ▼

- Allowed HTML tags: <a href hreflang title
- You can align images (data-align="cen

Notes : You can add colors to your text by v
editor-blue, editor-black

■ Generate automatic URL alias
    Uncheck this to create a custom alias belo

URL alias

Specify an alternative path by which this data

▶ RELATIONS

■ Prevent indexation ⑧
    A boolean indicating whether the taxonon

Save ⑨

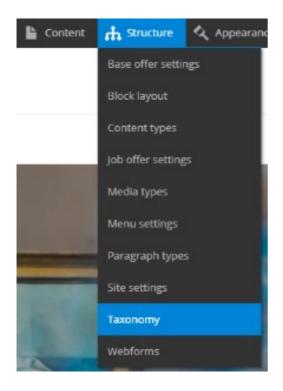| Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Language	Select the language (Only for multi-languages country)
3	Name	Name of the category
4	Description	Description in the back-office of the taxonomy
5	Newsroom banner	Not use
6	Newsroom image	Not use
7	Last item block title	Not use. Put the "name" to be ble to save.
8	Prevent indexation	Always let this box checked
9	Save	Save the page modification

Newsroom theme

"Newsroom theme" taxonomy are used to create a theme for the News page.

They will be available when creating a news and in the filters of the newsroom.

Go in the taxonomy pages:

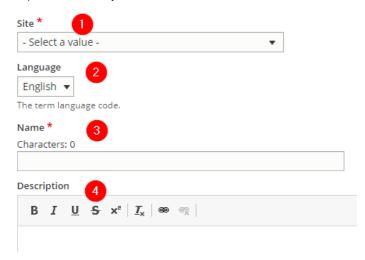Search the "Corporate services" line and click on "List terms":

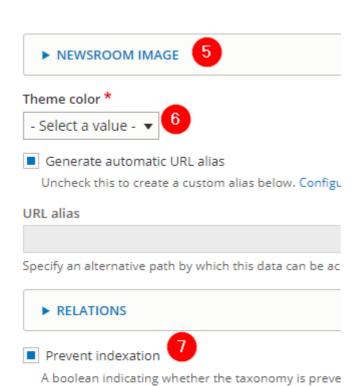Click on edit to modify an existing taxonomy:

Or click on "Add term" to create one:

Complete all necessary fields:

► NEWSROOM IMAGE **5**

Theme color *
- Select a value - ▼ **6**

☑ Generate automatic URL alias
Uncheck this to create a custom alias below. Configu

URL alias

Specify an alternative path by which this data can be ac

► RELATIONS

7
☑ Prevent indexation
A boolean indicating whether the taxonomy is preve

Save **8**

Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Language	Select the language (Only for multi-languages country)
3	Name	Name of the category
4	Description	Description in the back-office of the taxonomy
5	Newsroom image	Header image of the theme
6	Theme color	Will be use as header if no "Newsroom Image" is define 1 Darker green 2 Dark green 3 Pine green 4 Green 5 Light green 6 Brown 7 Teal 8 Blue 9 Black
7	Prevent indexation	Always let this box checked
8	Save	Save the page modification

Summary

Career taxonomy

Career - City
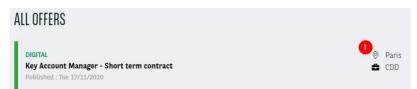

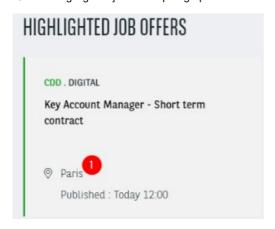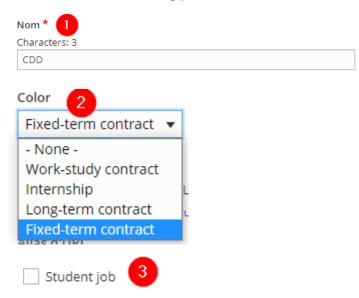| Number	Title	Description
1	Name	Name of the City
2	Geolocation	Will be use for a job locator

Job offer page:

"Career - All offers" paragraph:

"Career - highlighted job offers" paragraph:
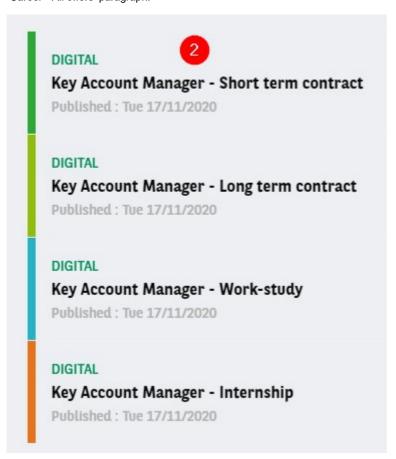

Career - Contract Type

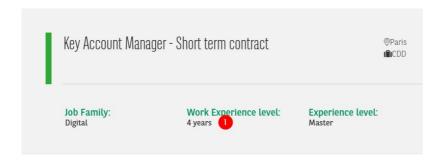| Number	Title	Description
1	Name	Name of the contract type
2	Color	Define a color regarding the topic available in BO

3	Student job	-TBD-

Job offer page:

"Career - All offers" paragraph:

Career - Level of Expertise

Number	Title	Description
1	Name	Name of the level of expertise

Key Account Manager - Short term contract

⊙Paris
🎒CDD

Job Family:
Digital

Work Experience level:
4 years ①

Experience level:
Master

Career - Study Level

Nom * ①
Characters: 6

Master

Number	Title	Description
1	Name	Name of the level of expertise

Job offer page:

Key Account Manager - Short term contract

⊙Paris
🎒CDD

Job Family:
Digital

Work Experience level:
4 years

Experience level:
Master ①

Career - Team Category

Nom * ①
Characters: 7

Digital

Description ②

B *I* U S̶ x² | I̲ₓ | 🔗 🔗

Description digital
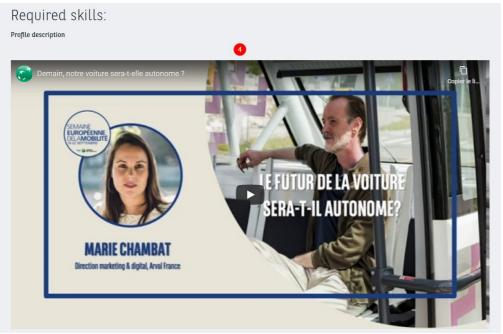
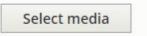| Number	Title	Description
1	Name	Name of the team category
2	Description	Description of the team category Will be visible on the team category page itself
3	Image	Will be visible on the team category page itself **and** the job offer page associated to this category
4	Video	Will be visible on the job offer page associated to this category

Category page:

Job offer page:

Key Account Manager - Short term contract

⊙Paris
🛄CDD

Required skills:

Profile description
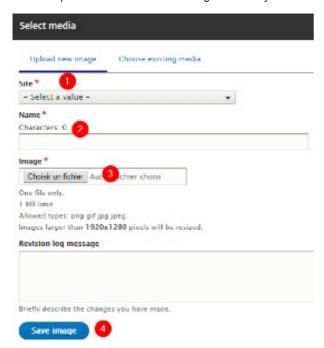
Media management

Manage media

Visual

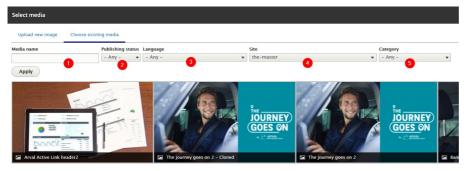When adding a visual

New visual

You can upload a new visual non-existing in the library

Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Name	Choose a name that can be find later in the library ⚠ Two visual cannot have the same name ⚠
3	Image	Upload the visual
4	Save Image	Save the visual in the library

Existing visual in library

If the visual already exist you can search it with the tool.

Summary

Number	Title	Description
1	Media name	Search the visual directly with it name
2	Publishing status	Filter by publish/unpublish visual
3	Language	Filter the language of the visual
4	Site	Filter the website where is display the visual
5	Category	Not use

Duplicate visual

You can duplicate visual from another website.

⚠ **Always make sure that the other country granted you the right to use the visual** ⚠

Select another website you are login and click on a visual

A popin appear. Click on "Clone media":

Then select the website you are login and click on "Clone":

Home

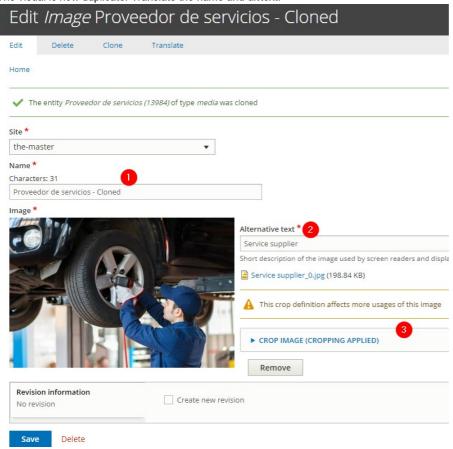Do you want to clone the *Media* entity named *Proveedor de servicios*

Select the site into which you want to clone the entity *
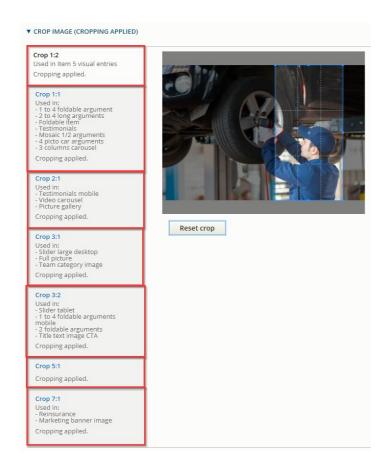
| the-master ▼ |

| Clone | Abort |

The visual is now duplicate. Translate the name and alttext:

Edit *Image* Proveedor de servicios - Cloned

Edit   Delete   Clone   Translate

Home

✔ The entity *Proveedor de servicios (13984)* of type *media* was cloned

Site *
| the-master ▼ |

Name *
Characters: 31   **1**
| Proveedor de servicios - Cloned |

Image *

Alternative text * **2**
| Service supplier |
Short description of the image used by screen readers and displa

🖻 Service supplier_0.jpg (198.84 KB)

⚠ This crop definition affects more usages of this image

3
▶ CROP IMAGE (CROPPING APPLIED)

| Remove |

Revision information
No revision   ☐ Create new revision

| Save | Delete

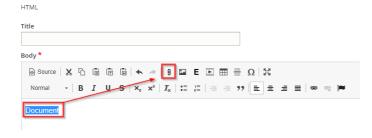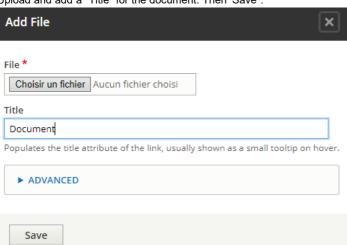| Number	Title	Description
1	Name	Translate the media name ⚠ Two visual cannot have the same name ⚠
2	Alternative text	Use when visual cannot be display.
3	Crop image	Choose each crop for each dimension case

Crop media

▼ CROP IMAGE (CROPPING APPLIED)

Crop 1:2
Used in Item 5 visual entries
Cropping applied.

Crop 1:1
Used in:
- 1 to 4 foldable argument
- 2 to 4 long arguments
- Foldable item
- Testimonials
- Mosaic 1/2 arguments
- 4 picto car arguments
- 3 columns carousel
Cropping applied.

Crop 2:1
Used in:
- Testimonials mobile
- Video carousel
- Picture gallery
Cropping applied.

Crop 3:1
Used in:
- Slider large desktop
- Full picture
- Team category image
Cropping applied.

Crop 3:2
Used in:
- Slider tablet
- 1 to 4 foldable arguments mobile
- 2 foldable arguments
- Title text image CTA
Cropping applied.

Crop 5:1
Cropping applied.

Crop 7:1
Used in:
- Reinsurance
- Marketing banner image
Cropping applied.

Reset crop

Documents

Can be add in a Riche Text Editor.

Select the text that will contain the document link:

HTML

Title

Body *

Document

Upload and add a "Title" for the document. Then "Save".

Add File

File *

Choisir un fichier   Aucun fichier choisi

Title

Document

Populates the title attribute of the link, usually shown as a small tooltip on hover.

▶ ADVANCED

Save

Menus

To modify a menu go on **Content -> Menu**

Then choose the menu to modify by clicking on "Edit"

ID	Name	Site	Translation language	Operations links
276	The Master Menu	the-master	English	Edit ▾
282	Individuals Footer Menu	the-master	English	Edit ▾
283	Small Business Footer Menu	the-master	English	Edit ▾
284	Corporate Footer Menu	the-master	English	Edit ▾
285	Socket menu	the-master	English	Edit ▾
288	Contact menu	the-master	English	Edit ▾
412	User account	the-master	English	Edit ▾

footer menu

There is 5 type of menu in the back-office:

Main Menu

Modify the menu

Note that we cannot put two same URL in the main menu.
Or it will result by a highlighting of both menu entry at the same time

First level

⚠️ First level must not be modify ⚠️

Second level

For example if we want to add an entry with sub items here:

Summary

In the main menu edit the segment we want to modify:

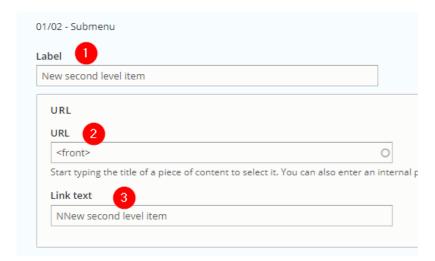| Menu items		
✛ 01 - Segment Individuals		Edit ▾
✛ 01 - Segment Small business		Edit ▾
✛ 01 - Segment Corporate		Edit ▾
✛ 01 - Segment Partners		Edit ▾
✛ 01 - Segment About Arval		Edit ▾
✛ 01 - Segment Driver Services		Edit ▾

All entries of this segment are now visible.
Add a new item to the segment.

⚠ If the second level have sub items then choose **submenu** ⚠

⚠ If the second doesn't have sub items then choose **basic item** ⚠

<u>Summary</u>

01/02/03/04 - Basic item

Home
/the-master/node/1464

01/02 - Submenu

Solutions & Services
/the-master/corporate/corporate-services-all-in-page
Mobility
/the-master/corporate/mobility-solutions-beyond-four-wheels
Efficiency and savings
/the-master/corporate/efficiency-and-savings
Fleet Advice
/the-master/corporate/fleet-advice
Employee loyalty and driver management
/the-master/corporate/employee-loyalty-and-driver-management
CSR
/the-master/corporate/corporate-social-responsibility-a-greener-fleet
Long-term rental : all the services you need
Leasing with Arval, all the services you need
Mid Term Rental : A turnkey solution to flexible vehicle needs
Mid Term Rental : A turnkey solution to flexible vehicle needs
Services catalog
All services

01/02 - Submenu

Our experts help you
Our experts help you
Account team
/the-master/corporate/account-team-a-dedicated-mini-leasing-company-for-you
Electric vehicles
/the-master/corporate/expert-help-electric-vehicles
Large fleet solutions
/the-master/corporate/large-fleet-solutions-partnership-for-quality
Global fleet solutions: Arval International Business Office
/the-master/corporate/global-fleet-solutions-arval-international-business-office

01/02/03/04 - Basic item

Special offers

01/02/03/04 - Basic item

Newsroom
/the-master/corporate/newsroom

01/02/03/04 - Basic item

Why Arval
/the-master/corporate/why-arval-a-trusted-partner

Add 01/02/03/04 - Basic item
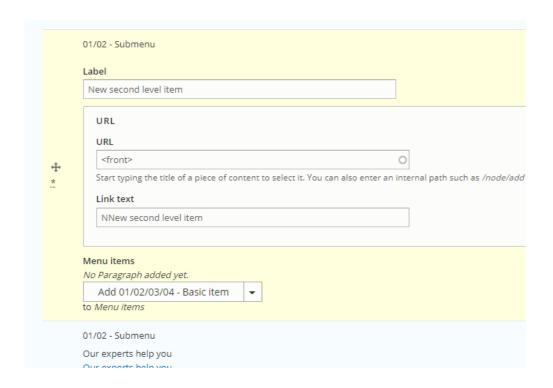Add 01/02 - Submenu

Summary

Complete the necessary fields:

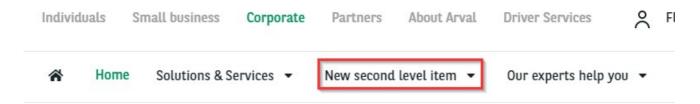| Number	Title	Description
1	Label	Name of the menu entry
2	URL	Redirection of the menu entry
3	Link text	Name of the menu entry (Copy)

Move the new item where you want it to be visible in front-office:

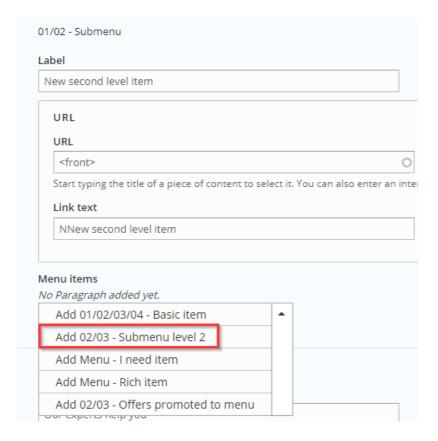Yellow color indicate that the order of this item have been modified:

01/02 - Submenu

Label

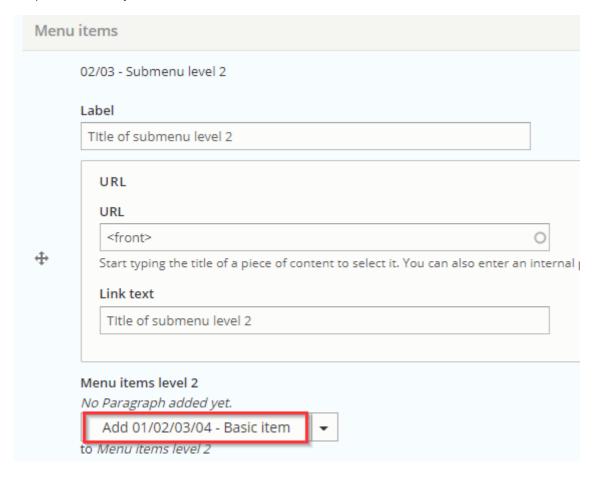New second level item

URL

URL

<front>

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add

Link text

NNew second level item

Menu items
No Paragraph added yet.

Add 01/02/03/04 - Basic item   ▼

to Menu items

01/02 - Submenu

Our experts help you

Our experts help you

Actual result:

Individuals   Small business   **Corporate**   Partners   About Arval   Driver Services   👤   Fl

🏠   **Home**   Solutions & Services ▼   New second level item ▼   Our experts help you ▼

Third level

⚠️ **This level is necessary to build the menu but must not be filled with text and URL** ⚠️

We must now add a "Subitem level 2" to our "Submenu":

01/02 - Submenu

Label

New second level item

URL

URL

<front>

Start typing the title of a piece of content to select it. You can also enter an inte

Link text

NNew second level item

Menu items

No Paragraph added yet.

Add 01/02/03/04 - Basic item

Add 02/03 - Submenu level 2

Add Menu - I need item

Add Menu - Rich item

Add 02/03 - Offers promoted to menu

Fourth level

Complete the necessary field and add a "Basic item" to it:

Menu items

02/03 - Submenu level 2

Label

TItle of submenu level 2

URL

URL

<front>

Start typing the title of a piece of content to select it. You can also enter an internal

Link text

TItle of submenu level 2

Menu items level 2

No Paragraph added yet.

Add 01/02/03/04 - Basic item

to *Menu items level 2*

Actual result:

Complete necessary field of the basic item.
Click on "Add basic item" for additional menu entry.

Final result:

To add an additional submenu here:

Recreate a **submenu level 2** and repeat the actions.

Create the menu

Menu are build with different level.

First level

First we start with the **segment:**

Site *
the-master

Name *
Characters: 9
Main menu
The name of the Arval menu entity.

Language
English

Menu items
No Paragraph added yet.

Add 01 - Segment

to Menu items

Save

Select the **segment** menu you want, fill the **URL** and the **Link text** (Visible in front).

Menu items

01 - Segment

Segment *
Corporate

LINK

URL
Corporate services all-in page (1516)
Start typing the title of a piece of content to select it. You can also enter an internal path

Link text
Corporate

▼ ATTRIBUTES

Target
- None -

Second level

Then we will add a second level:

Summary

⚠️ If the second level have children item then choose the **submenu** ⚠️

⚠️ If the second doesn't have children item then choose **basic item** ⚠️

01/02 - Submenu

Label

Solutions & Services

URL

URL

Corporate services all-in page (1516)   ○

Start typing the title of a piece of content to select it. You can also enter an interna

Link text

Third level

For second level that are submenu we add in int a **submenu level2.**

Menu

01/02 - Submenu

Label

URL

URL

○

Start typing the title of a piece of content to select it. You can also enter an internal path

Link text

Menu items
No Paragraph added yet.

Add 01/02/03/04 - Basic item   ▲
Add 02/03 - Submenu level 2
Add (Add Menu - I need item
to *Menu*   Add Menu - Rich item
Add 02/03 - Offers promoted to menu

01 - Segment

The menu entries inside of it are **Basic item**

Call the main menu in BO

⚠ **A Jira support ticket must be raised for this action** ⚠

Footer Menu

These menu must be created 3 time for each emplacement:

Create the menu

First level

First we start with the **segment:**

Select the **segment** menu you want, fill the **URL** and the **label** (Visible in front).

Summary
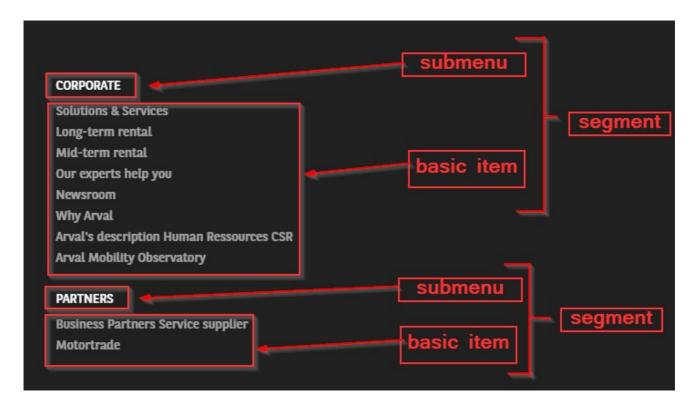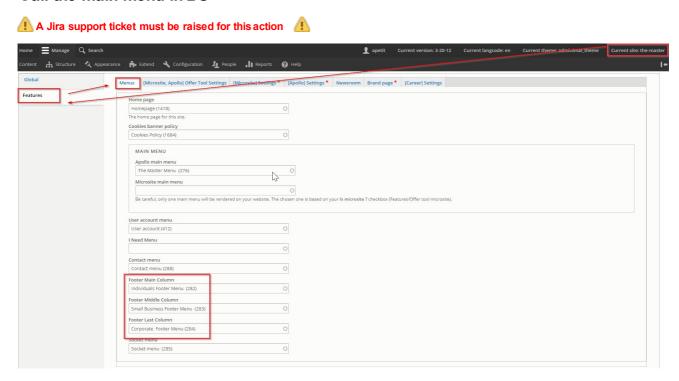
Second level

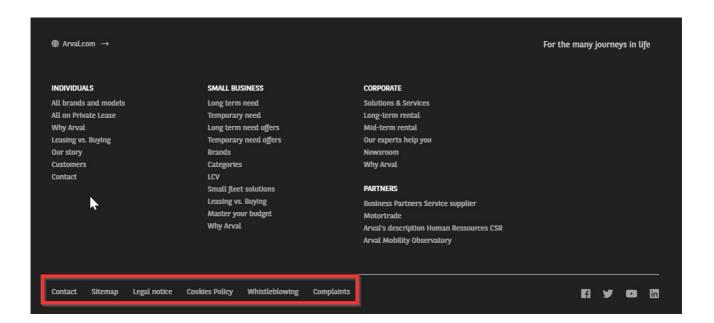Then we will add a second level: **submenu**

Third level

Then we add the **basic item**

Restart with a new segment to create a new section inside the menu:

Call the main menu in BO

⚠️ **A Jira support ticket must be raised for this action** ⚠️

Socket menu

Create the menu

Contrary to other menu we only create **basic items.**

Menu items		
01/02/03/04 - Basic item		
Contact		
/the-master/corporate/contact-arval		
01/02/03/04 - Basic item		
Sitemap		
/the-master/node/3005		
01/02/03/04 - Basic item		
Legal notice		
/the-master/node/11539		
01/02/03/04 - Basic item		
Cookies Policy		
/the-master/node/11546		
01/02/03/04 - Basic item		
Whistleblowing		
/the-master/node/11554		
01/02/03/04 - Basic item		
Complaints		
/the-master/node/11627		

Call the menu in the BO

⚠ **A Jira support ticket must be raised for this action** ⚠

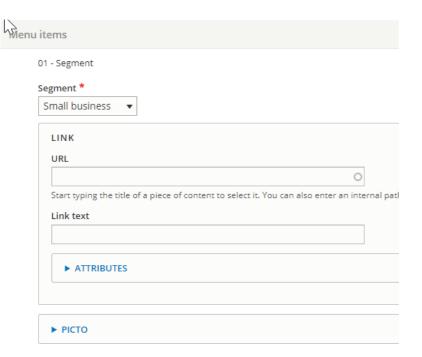# Contact menu

Create the menu

First level

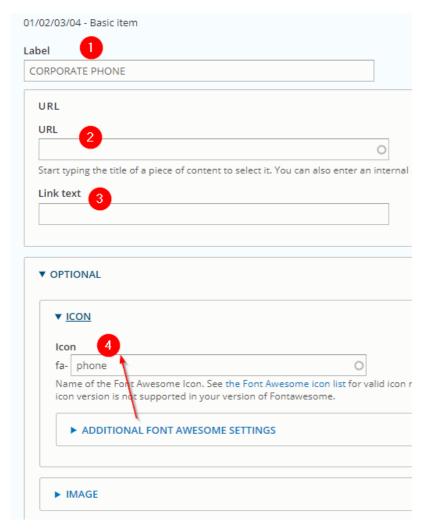First we start with the **segment:**

Select the **segment** menu you want.
It define on which segment of the front-office this menu should appear.

Menu items

01 - Segment

Segment *

Small business ▾

LINK

URL

○

Start typing the title of a piece of content to select it. You can also enter an internal path

Link text

▶ ATTRIBUTES

▶ PICTO

Second level

Then we will add a second level: **basic item**

01/02/03/04 - Basic item

Label ①

CORPORATE PHONE

URL

URL ②

○

Start typing the title of a piece of content to select it. You can also enter an internal

Link text ③

▼ OPTIONAL

▼ ICON

Icon ④

fa- | phone | ○

Name of the Font Awesome Icon. See the Font Awesome icon list for valid icon
icon version is not supported in your version of Fontawesome.

▶ ADDITIONAL FONT AWESOME SETTINGS

▶ IMAGE

Number	Title	Description	Comments
1	Label	Name of the menu entry	

2	URL	Redirection of the menu entry	
3	Link text	Name of the menu entry (Copy)	
4	Icon	Select the icon of the taxonomy:	https://fontawesome.com/icons?d=gallery&s=light

Restart with a new segment to display a menu on each segments in front-office.

Call the menu in the BO

⚠ **A Jira support ticket must be raised for this action** ⚠

User menu

Create the menu

First level

Select the **menu user account** item

Second level

Add an item each time you want to add a link

Links

URL

Start typing the title of a piece of content to select it. You can also enter an internal pa

Link text

Add another item

Links

Start typing the title of a piece of content to select it. You can also enter an internal pa

Summary

Webform

How to create a webform?

• URL: /admin/structure/webform

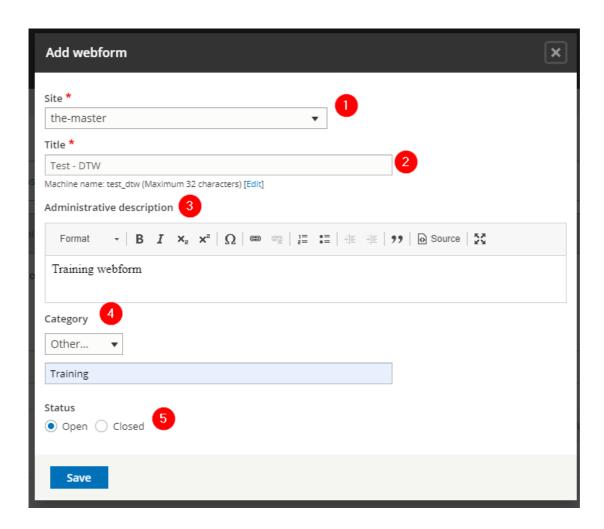## Multi-pages webform

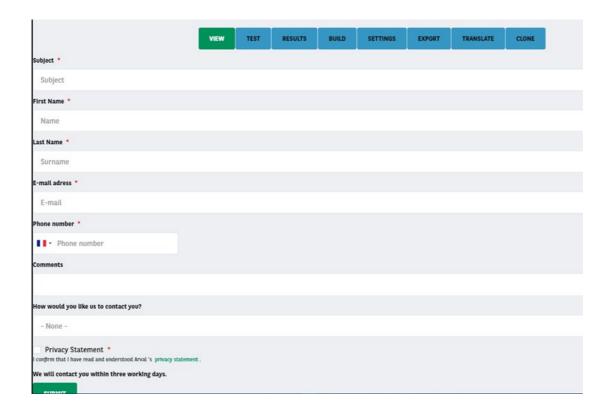Then click on « Add webform »

Fill all the necessary fields:

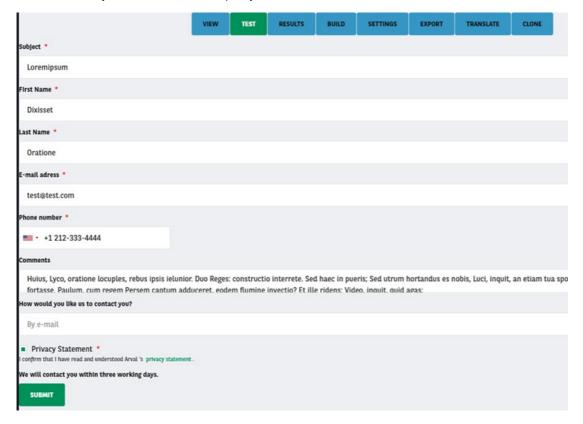| Number	Title	Description
1	Site	Select the desire country you are working on Example: arval_br
2	Title	Title of the webform (Not visible in front-office)
3	Administrative description	Description of the webform (Not visible in front-office)
4	Category	**/!\ Don't use /!**
5	Status	Always choose "Open"

Webform tab

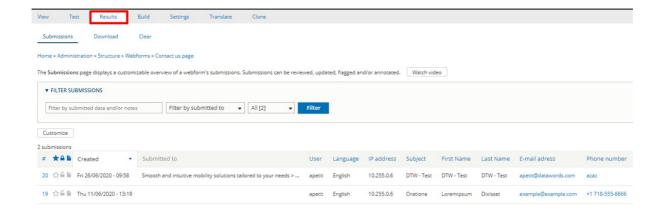## View

Preview of the webform (Empty)

Test

Filled automatically the fields to send a test quickly
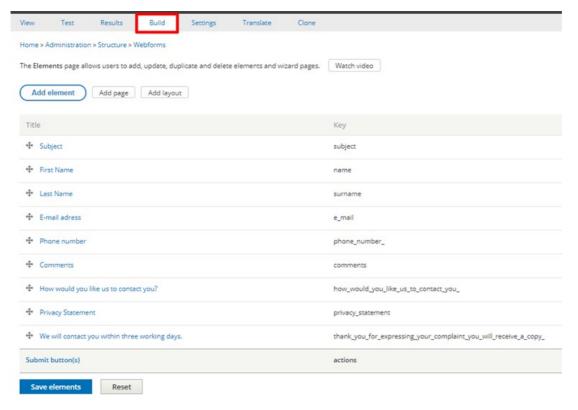

Results

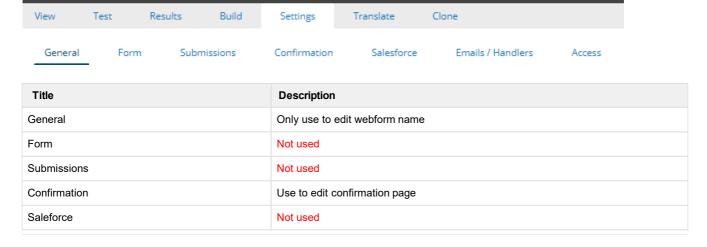Show all the submissions of the webform

Build

Use to add elements (Fields) in the webform

Settings

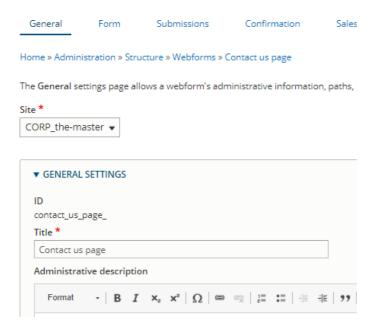Settings tab have multiple options

Title	Description
General	Only use to edit webform name
Form	Not used
Submissions	Not used
Confirmation	Use to edit confirmation page
Saleforce	Not used

<u>Summary</u>

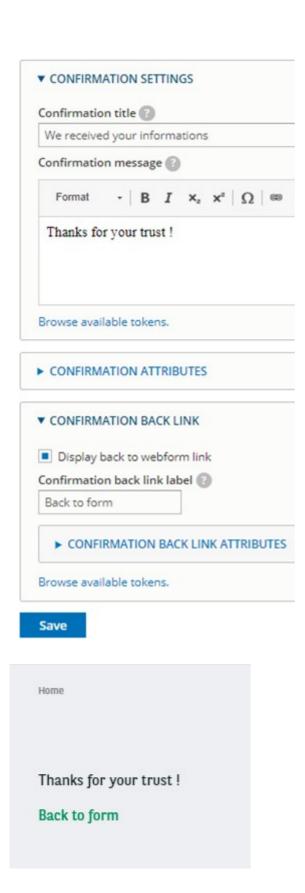| Emails / Handlers	Use to edit email recipient
Access	Not used

General

Use to change the webform name

Confirmation

Use to edit confirmation message and back button after sending the webform.

CONFIRMATION SETTINGS

Confirmation title ?

We received your informations

Confirmation message ?

Format · | B I x₂ xª | Ω | ⊕

Thanks for your trust !

Browse available tokens.

▶ CONFIRMATION ATTRIBUTES

CONFIRMATION BACK LINK

■ Display back to webform link

Confirmation back link label ?

Back to form

▶ CONFIRMATION BACK LINK ATTRIBUTES

Browse available tokens.

Save

Home

Thanks for your trust !

Back to form

Email / Handlers

Details here Link a recipient email to the webform

Home » Administration » Structure » Webforms

The **Emails/Handlers** page allows additional actions and behaviors to be processed when a webform or submission is external applications and send notifications & confirmations.   Watch video

Add email   Add handler

Export

Use to export the webform (code)

View   Test   Results   Build   Settings   Export

Home » Administration » Structure » Webforms

The **Config Export** form allows developers to quickly export a single webform's YAMI any personal information) to a new ticket in the Webform module's issue queue.
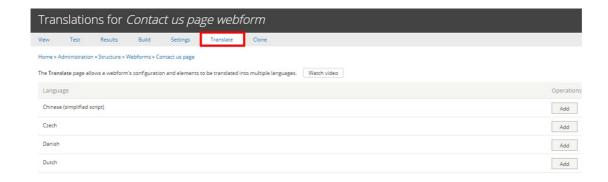
Here is your webform's configuration: ?

```
 1  uuid: 836d3635-5f23-4398-8ef3-85dadb438ee9
 2  langcode: en
 3  status: open
 4  dependencies:
 5    module:
 6      - arval_global
 7  third_party_settings:
 8    arval_global:
 9      site: '123'
10  open: null
11  close: null
12  weight: 0
13  uid: 6025
14  template: false
15  archive: false
16  id: test_dtw
17  title: 'Test - DTW'
18  description: 'Training webform'
19  category: ''
20  elements: |
21    name:
```
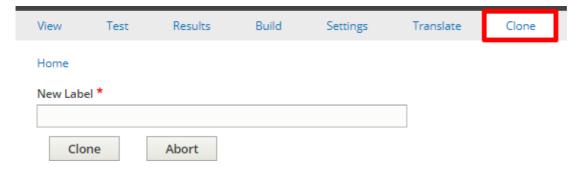
Translate

Only for multilanguages website.
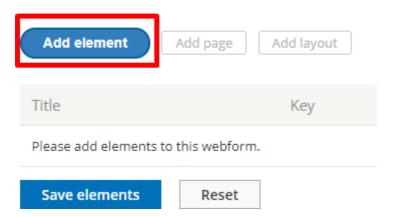Translate the existing webform

Summary

Translations for *Contact us page webform*

View   Test   Results   Build   Settings   Translate   Clone

Home » Administration » Structure » Webforms » Contact us page

The **Translate** page allows a webform's configuration and elements to be translated into multiple languages.   Watch video

Language	Operations
Chinese (simplified script)	Add
Czech	Add
Danish	Add
Dutch	Add

Clone

Don't use. Close options isn't working for webforms

View	Test	Results	Build	Settings	Translate	Clone

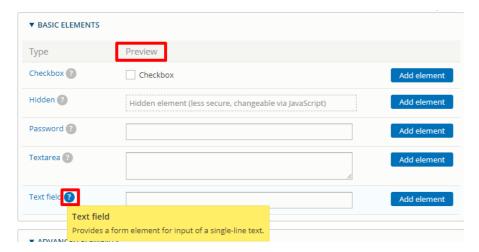Home

New Label *

[   ]

Clone   Abort

Add elements (fields)

- Actually the webform is empty. We need to add elements (Fields)
- Click on **Add elements** to open the list

The **Elements** page allows users to add, update, duplicate a

Add element   Add page   Add layout

Title	Key

Please add elements to this webform.

Save elements   Reset

Summary

- You can hover the interrogation dot to have further details on the field
- behavior. A preview of the field is also available
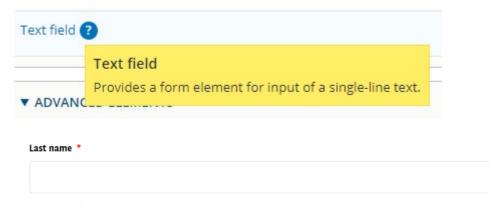- Here we create a simple text field by clicking on **Add element**

3) Elements global list

- An element exist for each type of fields. Here is a sample list for the usual fields:

Text field

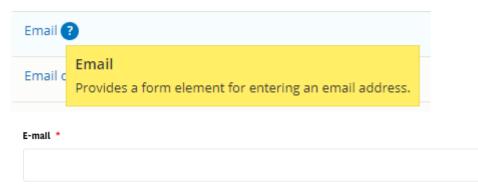Use for textual field like name, lastname, company etc...

Text area

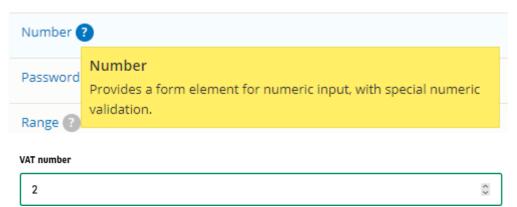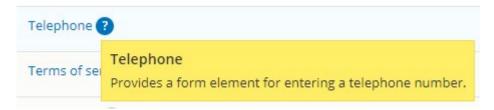Use for multiple line text field as a comment or a suggestion.

Please mention these people and their actions *

[text area]

Email

Use to set an email

Email ❓

Email
Email
Provides a form element for entering an email address.

E-mail *

[input field]

Number

Use to set numbers cracter

Number ❓

Number
Password
Number
Provides a form element for numeric input, with special numeric validation.
Range ❓

VAT number

2

Telephone

Use to set a phone number

Telephone ❓

Telephone
Terms of se
Telephone
Provides a form element for entering a telephone number.
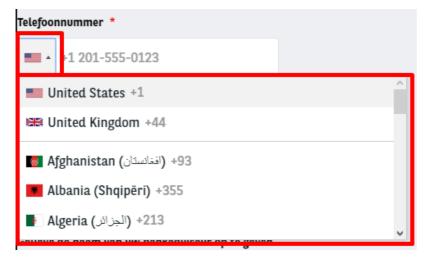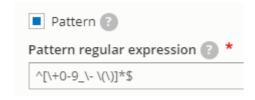
Specificities:

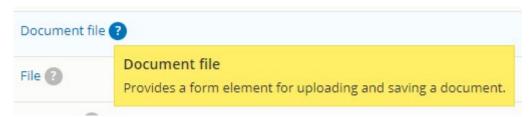You can choose to put a default country phone number

Check the "Pattern" box and put this code to allow only number and "+" caracter:
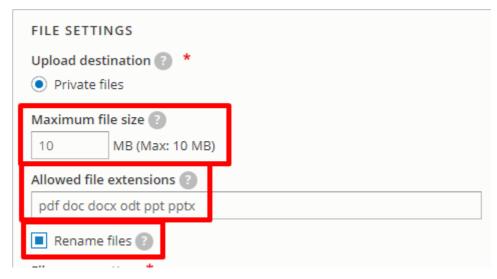
^[\+0-9_\- \(\)]*$

Document file

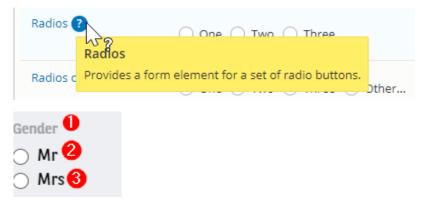Use to allow file import

Specificities:

Maximum size of document to set, **extensions** allowed, **rename files** to avoid error
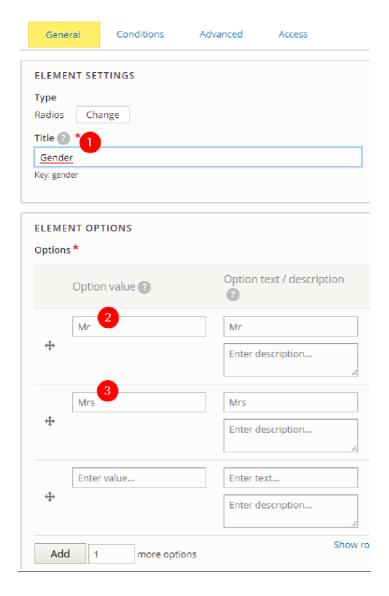
FILE SETTINGS

Upload destination (?) *

⦿ Private files

Maximum file size (?)

| 10 | MB (Max: 10 MB)

Allowed file extensions (?)

pdf doc docx odt ppt pptx

☑ Rename files (?)

RECEIPT #4

| Choisir un fichier | Aucun fichier choisi

One file only.   Aucun fichier choisi
5 MB limit.
Allowed types: gif jpg jpeg png bmp tif pdf.

Radios

Use to choose one option. Mainly use for gender

Radios (?)   ○ One ○ Two ○ Three

          Radios
Radios c Provides a form element for a set of radio buttons.
                              Other...

Gender ❶
○ Mr ❷
○ Mrs ❸

Specifities:

Select

Use for drop-down list. Also use for conditional form

Your relationship with Arval

- None -

- None -

Arval driver

Fleet manager

Business owner

Potential customer

Press

Check box

Use mainly for Legal acceptance

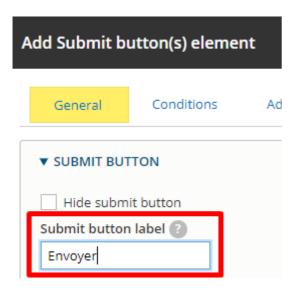| Checkbox ❓ | | Add element |
| Hidden ❓ **Checkbox** Provides a form element for a single checkbox. | | Add element |

☐ I confirm I have read the **Arval Data Protection Notice**. *

Submit button

Submit button is set by default when building a form.
Click on "Edit" to modify the button label

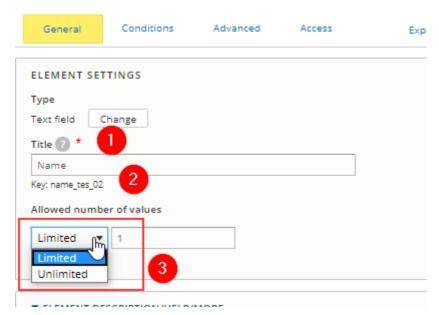| ✛ **Submit button(s)** | actions | Submit button(s) | Edit |

- Then modify the **Submit button label**
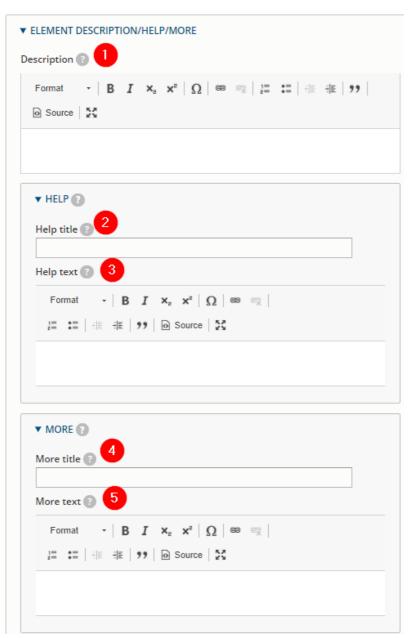
General tab of elements

Element settings

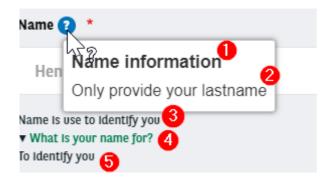
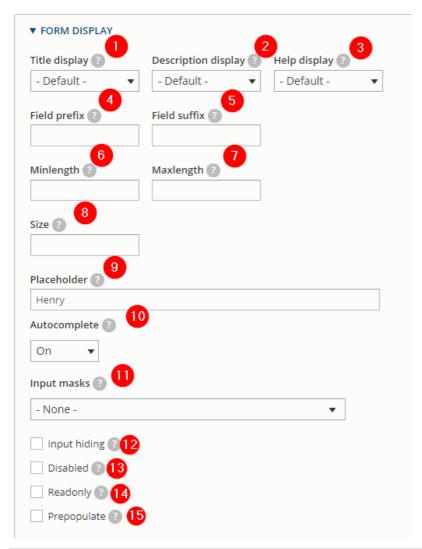| Number	Title	Description
1	Title	Name of the field
2	Key	⚠️ For Offers webforms only ⚠️ Some fields have they're own key and must be edit when creating the fields. Please refer to the excel document provided for offers webform.
3	Number of values	You can limit the value number for this element and define the maximum number of "text field" you want to put available for the user. By default you will have "limited 1".

Element description/Help/More

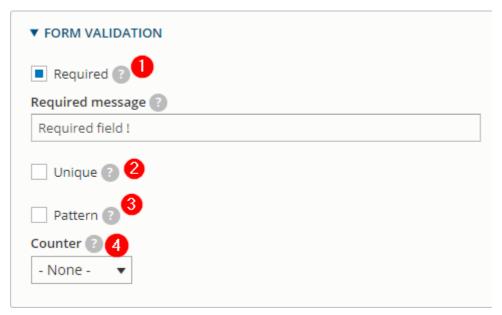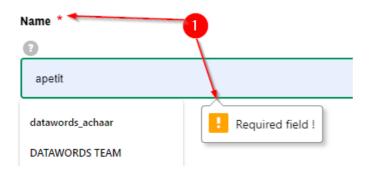| Number	Title	Description
1	Description	Description of the field
2	Help title	Bubble title with indication on how to fill the field
3	Help text	Bubble description with indication on how to fill the field
4	More title	Additional description title
5	More text	Additional description text

Name ❓ *

> **Name information** ①
>
> Only provide your lastname ②

Hen

Name is use to identify you ③

▼ What is your name for? ④

To identify you ⑤

Form display

▼ FORM DISPLAY

Title display ❓ ①	Description display ❓ ②	Help display ❓ ③
- Default -	- Default -	- Default -

Field prefix ❓ ④	Field suffix ❓ ⑤

Minlength ❓ ⑥	Maxlength ❓ ⑦

Size ❓ ⑧

Placeholder ❓ ⑨

Henry

Autocomplete ❓ ⑩

On

Input masks ❓ ⑪

- None -

☐ Input hiding ❓ ⑫

☐ Disabled ❓ ⑬

☐ Readonly ❓ ⑭

☐ Prepopulate ❓ ⑮

Number	Title	Description
1	Title display	Defined the position of the title field
2	Description display	Defined the position of the description field
3	Help display	Defined the position of the help fields
4	Field prefix	Don't use
5	Field sufix	Don't use
6	Minlength	Defined the minimum lenght of the text field
7	Maxlength	Defined the maximum lenght of the text field

8	Size	Don't use
9	Placeholder	The placeholder will be shown in the element until the user starts entering a value.
10	Autocomplete	Enable the autocompletion of the field
11	Input masks	Ensures a predefined format. **Not working for letters only.**
12	Input hiding	Hides the user entry
13	Disabled	Makes this element non-editable with the user entry
14	Readonly	Makes this element non-editable with the user entry
15	Prepopulate	Don't use

Form validation

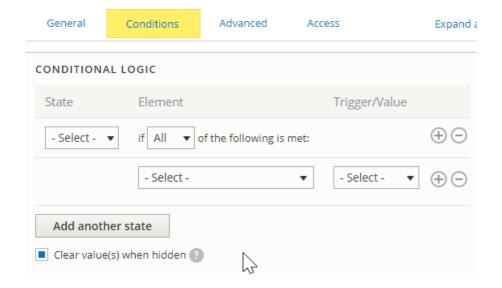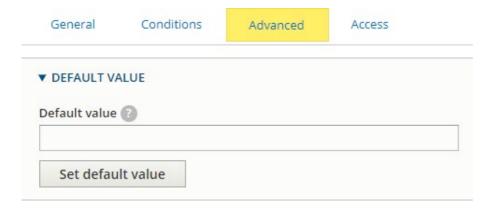| Number	Title	Description
1	Required	Check this option if the user must enter a value.
2	Unique	Don't use
3	Pattern	Don't use
4	Counter - None	Don't use

Encryption

Don't use

<u>Summary</u>

Condition tab

Details here conditional webform
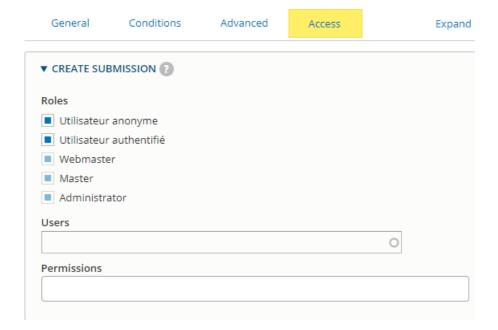

Advanced tab

Don't use

Access tab

Don't use

<u>Summary</u>
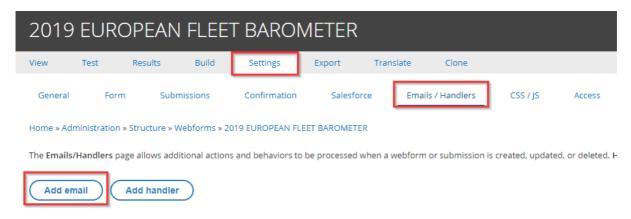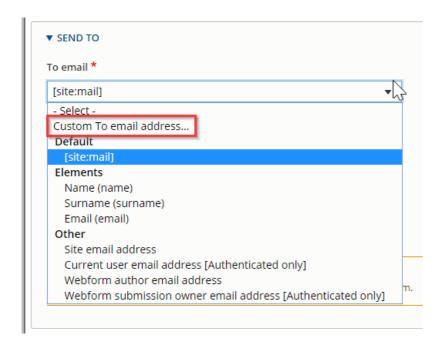
Link a recipient email to the webform

Single email

When you are on the webform you want to edit go here:

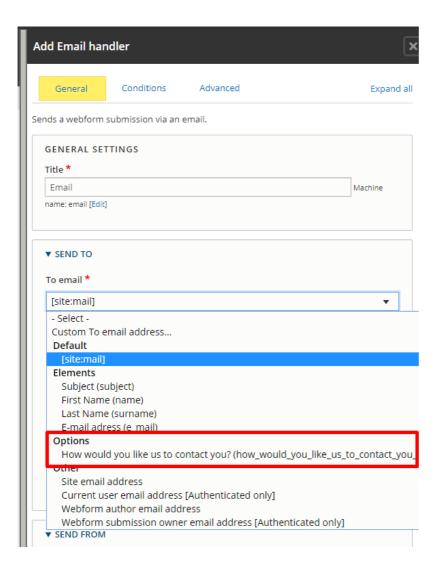Then choose a customize email to add and insert the email:

You can put multiple email separate by semicolons.
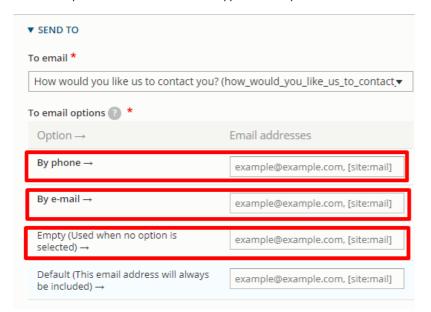You can also configure CC email for the webform by the sameway.

Multiple email

You must choose on the list one of the **Option** elements:

Then each option of the select element will appear with a specific email field:

Saleforce

If you are using Saleforce always make sure that the handler "Saleforce" is set:

Salesforce

Sends a webform submission via salesforce.

FTP

Submissions of webform are now stock in a FTP instead of Drupal back-office

Always make sure that the handler "Privacy" is set on all your webforms and **in the last position**
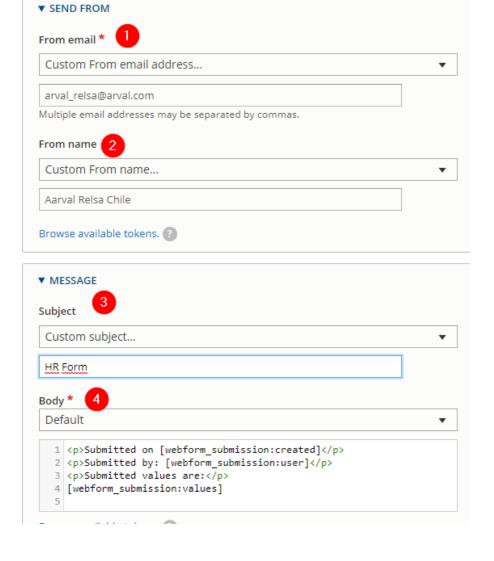
Privacy

Ensure submissions are not kept in database. Must be set as the last handler.

Modify the email paramaters (User data)
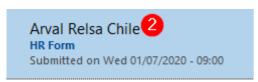
Click on "Edit" on a added email

Formulario Motortrade	correo_electronico	Para: ventas@autocargo.cl	Activado	Editar ▾
Sends a webform submission via an email.		De: [site:name] <[site:mail]>		
		Asunto: Formulario Motortrade		
		Settings: HTML		
		Sent when: Completado		

Then modify the following sections:

▼ SEND FROM

From email * **①**

Custom From email address... ▾

arval_relsa@arval.com

Multiple email addresses may be separated by commas.

From name **②**

Custom From name... ▾

Aarval Relsa Chile

Browse available tokens. ❓

▼ MESSAGE

③

Subject

Custom subject... ▾

HR Form

Body * **④**

Default ▾

```
1  <p>Submitted on [webform_submission:created]</p>
2  <p>Submitted by: [webform_submission:user]</p>
3  <p>Submitted values are:</p>
4  [webform_submission:values]
5
```

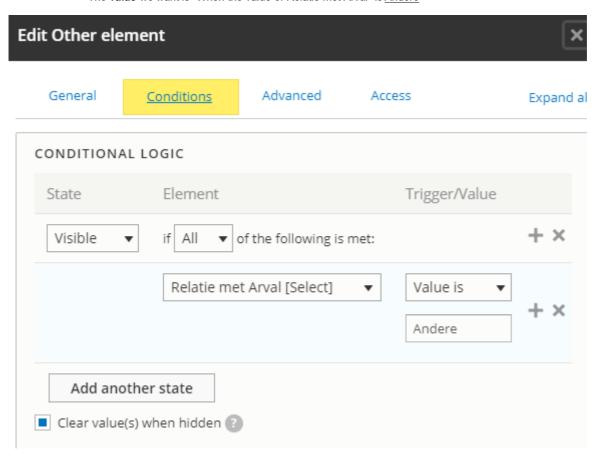| Number	Title	Description
1	From email	Select "Custom" to personalize the from email
2	From name	Select "Custom" to personalize the email name
3	Subject	Select "Custom" to personalize the email subject
4	Body	Always select "Default". Without it the date will not be display.

HR Form ③

A arval_relsa@arval.com ①
À Anthony PETIT

Arval Relsa Chile ②
HR Form
Submitted on Wed 01/07/2020 - 09:00

Conditional webform

A conditional form is use to make appear or disappear some fields when an option is set.

Example: We will make appear a textfield "Other" if the select option "Andere" is choose on the "Relatle met Arval" field
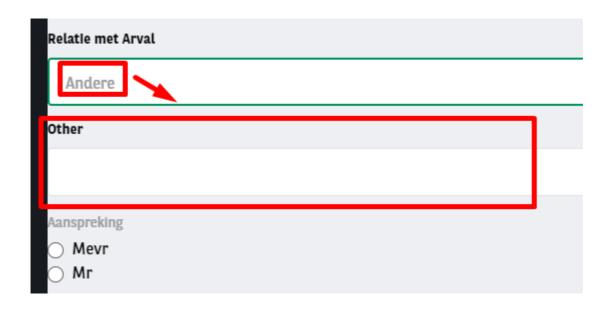
Relatle met Arval

- Geen -

- Geen -

Arval bestuurder

Vlootbeheerder

Bedrijfsleider

Potentiële klant

Andere

- Each elements must be create then we will put **Conditions** on the element to make appear
- On the Properties window of the element click on **Conditions** and fill the **conditional** logic
  - **State =** visible (We want it visible when...)
  - **If =** When many logic you can set **one of those** or **All** conditions are filled
  - Then select the element that will decide if it's visible or not
    - Here it's "Relatie met Arval"
  - The **value** we want is "When the value of Relatie met Arval" is <u>Andere</u>"

- When this option is choose on the form then the "Other" field will appear
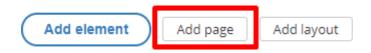
<u>Summary</u>
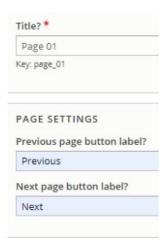
Multi-pages webform

A webform can be display as multiple pages

When creating the webform click on "Add page":

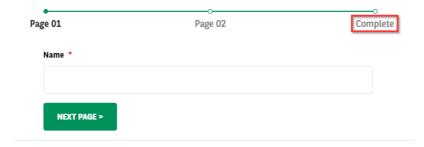Fill the name and "Next & "Previous" CTA button then save:

Click on add element in your "Wizard page" and add the element you want.

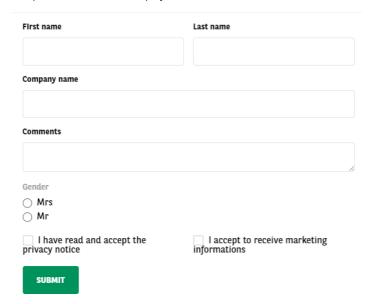After that click on "Add page" to build the second page of your webform:

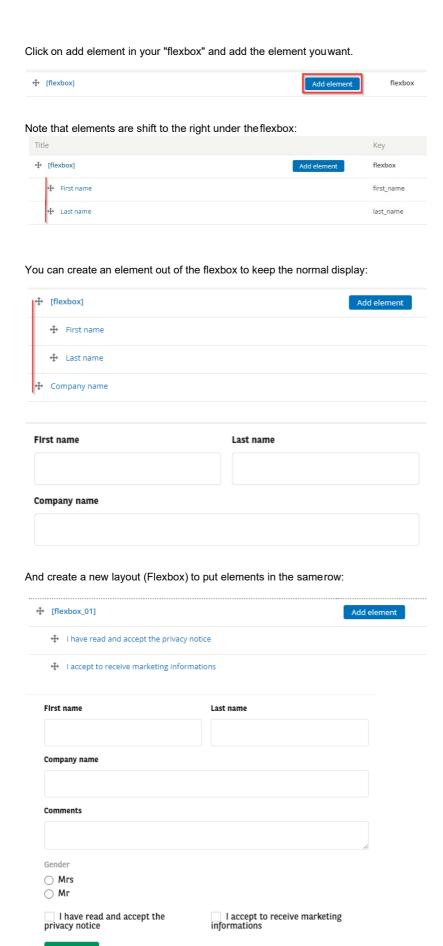Add the element and save. The webform now has two pages.

Multiple element in a line

Multiple elements can be display in one row

When creating the webform click on "Add layout

Click on add element in your "flexbox" and add the element you want.

Note that elements are shift to the right under the flexbox:

You can create an element out of the flexbox to keep the normal display:

And create a new layout (Flexbox) to put elements in the same row:

Modify the confirmation page

By default the confirmation page look like this:

You can modify it by going to:
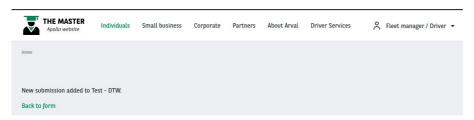
Settings => Confirmation

Then select the confirmation type you desire:
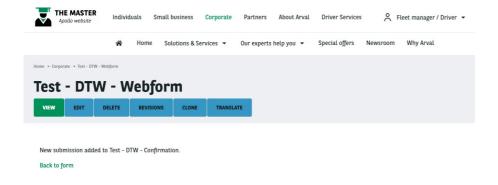

Page

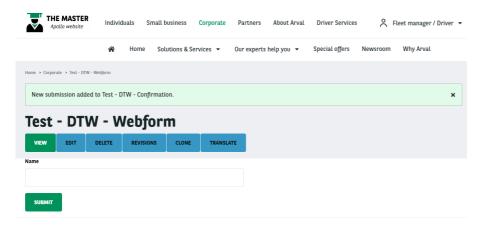Confirmation message is display in a new page.

Inline

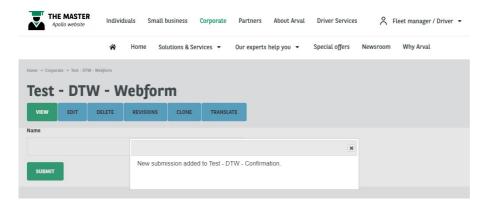Confirmation message is display in the same page and replace the webform.

Message

Confirmation message is display at the top of the page.

Modal

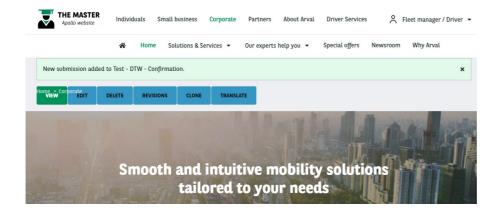Confirmation message is display in a popin

URL

No confirmation message. Redirect to a new page after sending the webform.

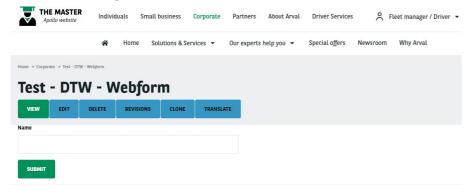Then you can create a full confirmation page corresponding to your webform.

URL with message

Redirect to a new page after sending the webform and display the confirmation message

New submission added to Test - DTW - Confirmation.

VIEW   EDIT   DELETE   REVISIONS   CLONE   TRANSLATE

Smooth and intuitive mobility solutions tailored to your needs

None

No confirmation mesage. The webform is reset.

Home > Corporate > Test - DTW - Webform

Test - DTW - Webform

VIEW   EDIT   DELETE   REVISIONS   CLONE   TRANSLATE

Name
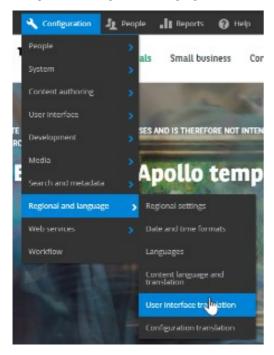
SUBMIT

Translate interface - Corporate

Translate interface or User interface translation is used to translate the isolated/hardcode terms in the website. Those terms cannot be found in any content and are part of the website coding.

Some can be managed on webmastering side and some need a JIRA ticket to be

raised. The complete list is provided appart of this userguide.

To access the Translate interface go in:

Configuration => Regional and language => User interface translation

Once in the page here are the details:

Number	Title	Description
1	String contains	Put the text or a part of the text you are searching
2	Translation language	**Always make sure to have selected the good language**. Aall the languages of Arval website are available
3	Search in	You can search for a already translated or untranslated terms
4	Source string	English source of the term
5	Translation for...	Add here the translation you want

Note that the Translater interface can be case sensitive and display multiple results. Some back-office terms can be display as well.

Some test must be needed to find the good terms to translate.

<u>Summary</u>