

# Arval

## Userguide - Corporate

### Drupal 8

DATAWORDS  
e-Multicultural Technologies



**ARVAL**  
BNP PARIBAS GROUP



# Summary

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# Login / Back-office review

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## Login

You must add "user" to the end of the URL of your website.

**!! Only use the root of the URL !!**

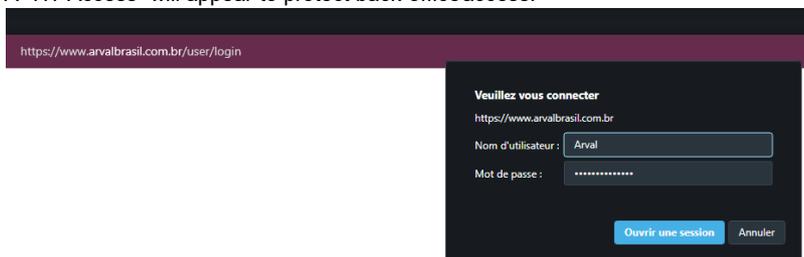
Exemple:

<https://www.arval.com/user>

NOT

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

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



- Username: Arval
- Password: Provided by Arval Corp

Then the login page will be display.

- Username: Login provided by HQ
- Password: XXXXX

## Back-office /website review

### Menu

When login to the back-office the [Drupal menu](#) will be accessible.



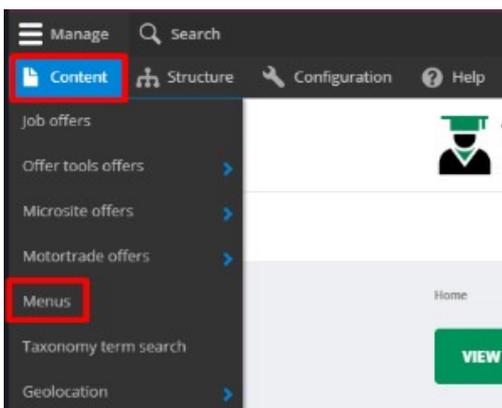
**i** Keep in mind that all the websites of the Arval Group are in the same emplacement.

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

### Content menu

Here we will build:

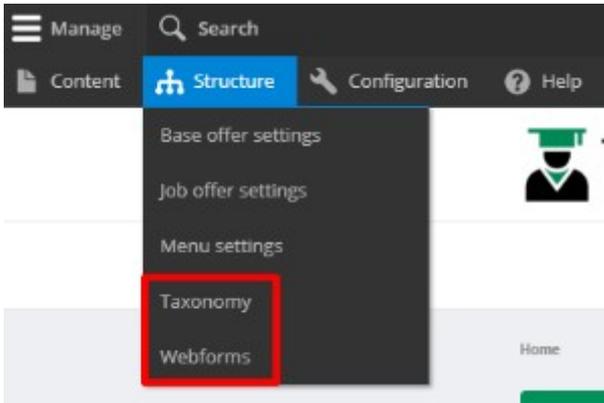
- Content (Pages, News, Testimonials...)
- Menus



### Structure menu

Here we will build:

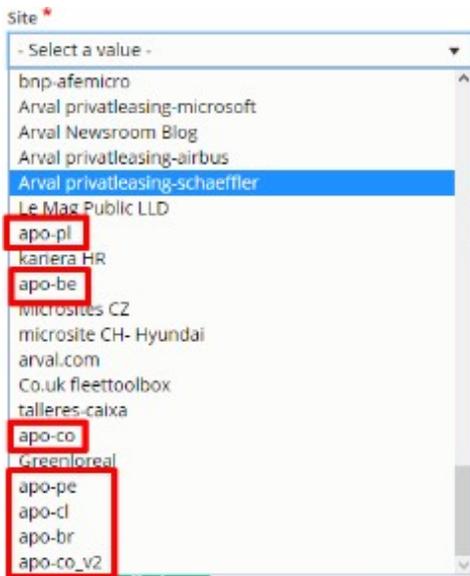
- Taxonomy (Newsroom categories & Services)
- Webform (Contact, HR, complaint...)



## Environment

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

**i** Only apply for country managing many website **i**



## 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.

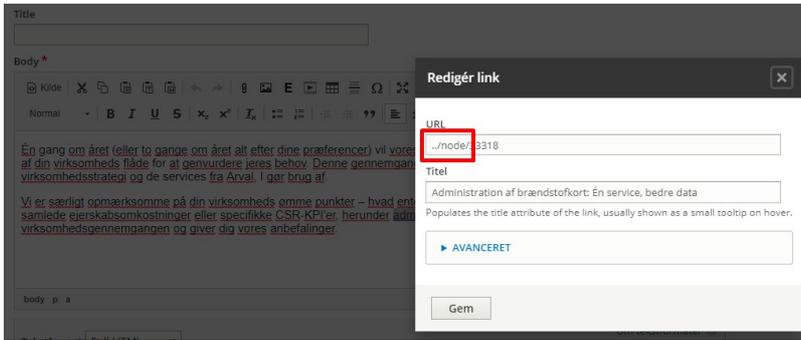
For example:

<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 thisstructure:

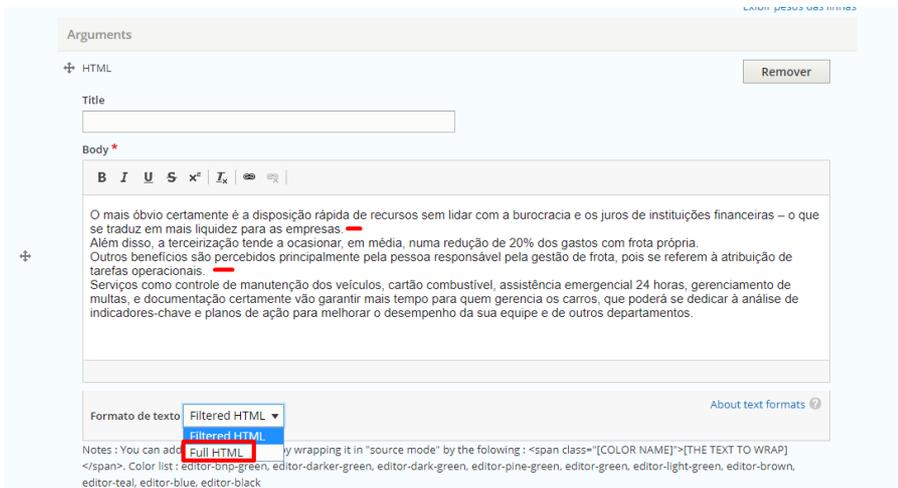


## RTE / WYSIWYG

RTE: Rich Text Editor

WYSIWYG: What you see is what you get

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

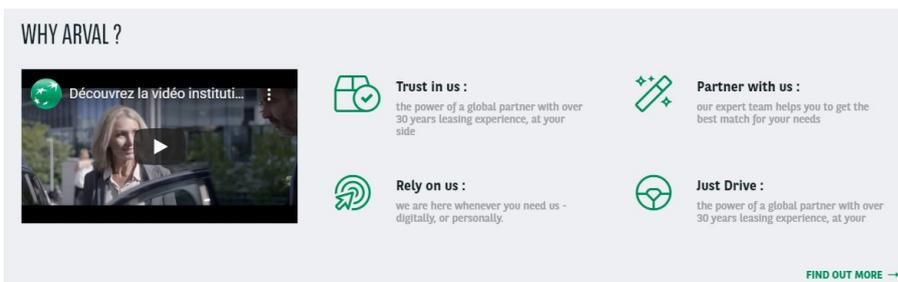


## Non editable part

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.

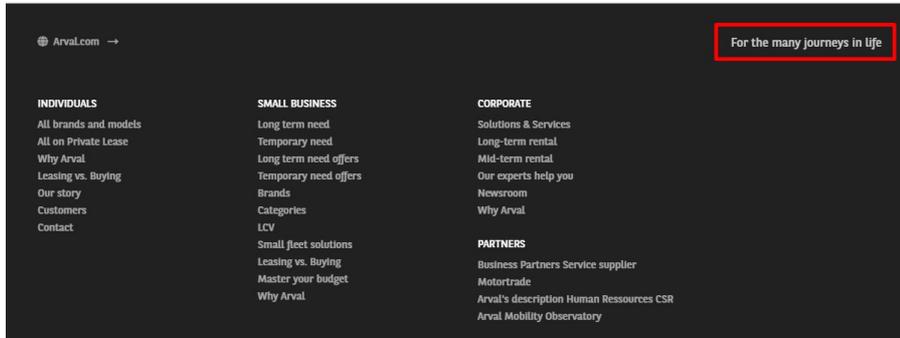


## Website logo

## Summary

## Arval slogan

⚠️ **Must not be modify at all** ⚠️

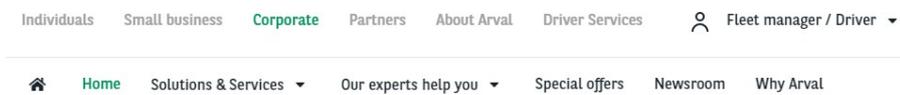


## Social network



## Entire menu

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

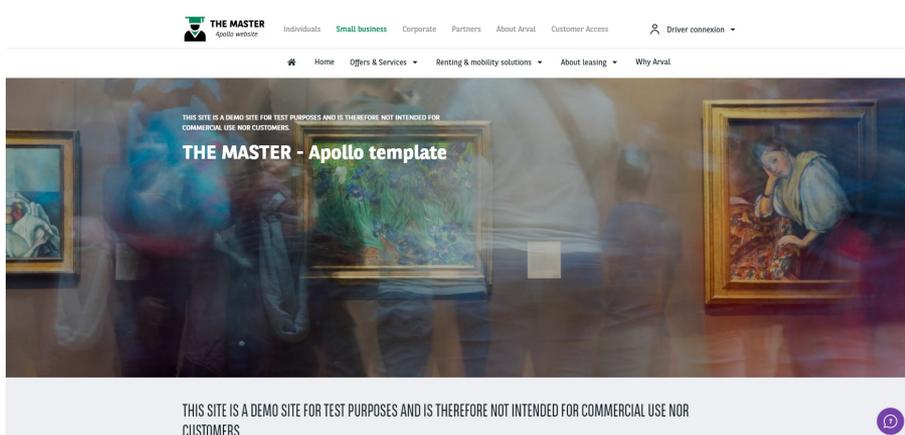


# Contents / Testimonial / News

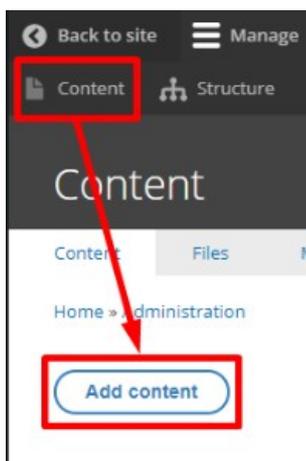
- [Homepage](#)
  - [1/ Create an homepage content](#)
  - [2\) Define an homepage to the website](#)
- [Page / Apollo page](#)
  - [1\) "Page" content](#)
  - [2\)"Apollo page" content](#)
  - [Testimonials](#)
  - [Call the testimonial in a page](#)
- [News](#)
  - [Create a News/Press release/Resource](#)
- [Job offers](#)
  - [Create a job offer](#)
- [Other actions on a content](#)
  - [Modify a content URL](#)
  - [Publish/Unpublish a content](#)
  - [Deindexation of a content](#)
  - [Duplicate a content](#)
  - [Redirect a content](#)

## 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:

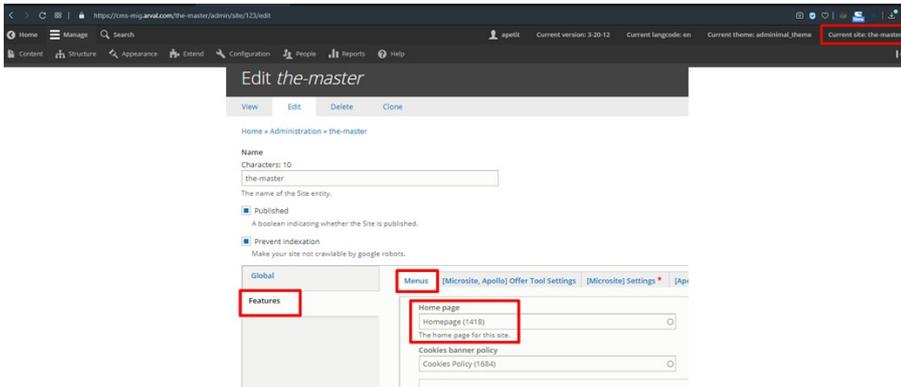
Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Language	Select the language (Only for multi-languages country)
3	Title	Title of the page (Will be used for automatic meta-title)
4	Segment	Choose the dedicated segment
5	Add paragraph	Click to choose the layer/bloc 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:

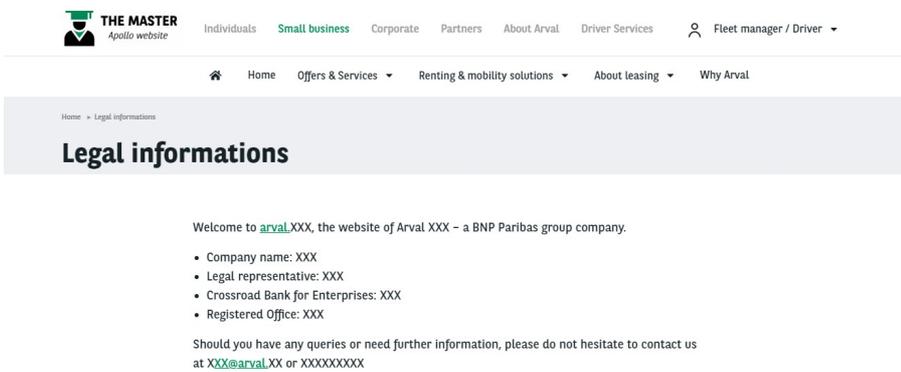
**⚠️ You must create a Jira support ticket to proceed ⚠️**



## Page / Apollo page

### 1) "Page" content

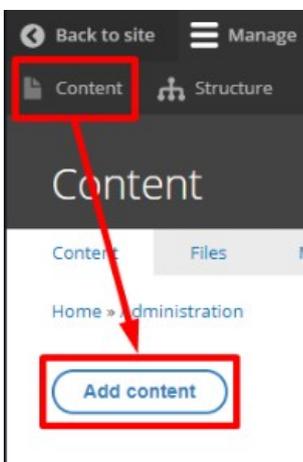
Page content is used for Transversal (Legal) pages



Usually in the socket menu:



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



Choose the **Page** content:

Summary

Complete all necessary fields:

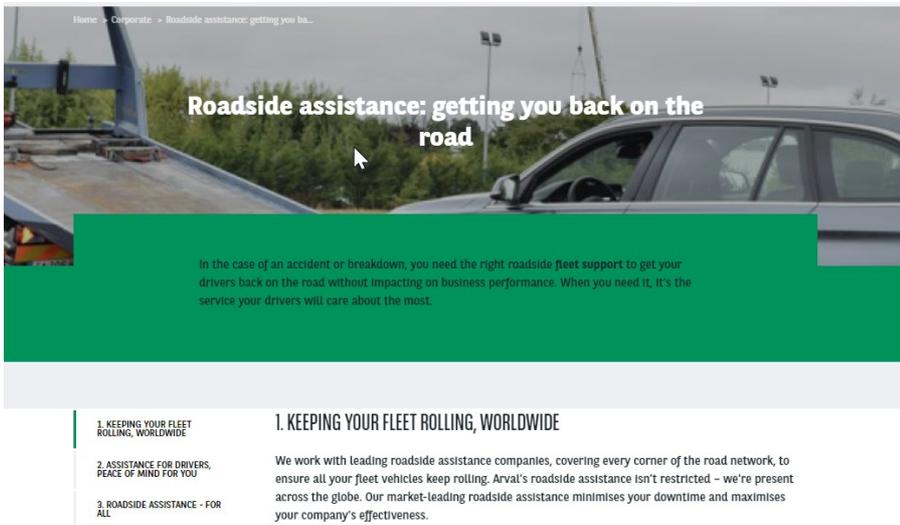
Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Language	Select the language (Only for multi-languages country)
3	Title	Title of the page (Will be used for automatic meta-title)
4	Segment	Choose the dedicated segment
5	Template	<b>Basic page only</b>
6	Category	<b>Not use</b>
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

Home > Legal informations

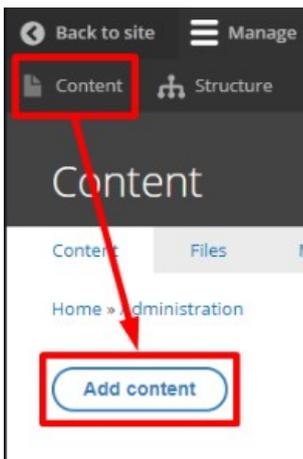
# Legal informations <sup>3</sup>

## 2) "Apollo page" content

Firs used content on the website



Go in the [Content page](#) and click on **Add content**:



Choose the **Page** content:

 **Page Apollo**

Complete all necessary fields:

Summary

Create Page Apollo

Home + Add content

Site \* 1

- Select a value -

Title \* 2

Characters: 0

Language 3

English

Segment \* 4

- Select a value -

Offer Type

Offer LTR 5

Offer LCV

Offer MTR

Content

No Paragraphs added yet.

Add Paragraph 6

Public 7

Save 8 Preview 9

URL ALIAS

Generate automatic URL alias 12

Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

METATAGS

Configure the meta tags below.

To view a summary of the individual meta tags and the pattern for a specific configuration, click on its name below. Use tokens to avoid redundant meta data and search engine penalization. For example, a keyword value of "example" will be shown on all content using this configuration, whereas using the {keyword} placeholder automatically inserts the "keyword" values from the current entity (mode, term, etc).

BASIC TAGS

Simple meta tags.

Page title \* 10

{mode} | {token}

The text to display in the title bar of a visitor's web browser when they view this page. This meta tag may also be used as the title of the page when a visitor bookmarks or favorites this page, or as the page title in a search engine result. It is common to append "[Site name]" to the end of this, so the site's name is automatically added. It is recommended that the title is no greater than 55-65 characters long, including spaces.

Description \* 11

A brief and concise summary of the page's content, preferably 300 characters or less (150 char)

URL ALIAS 12

Generate automatic URL alias

Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

New page name

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

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

THE MASTER  
Apollo website

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

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

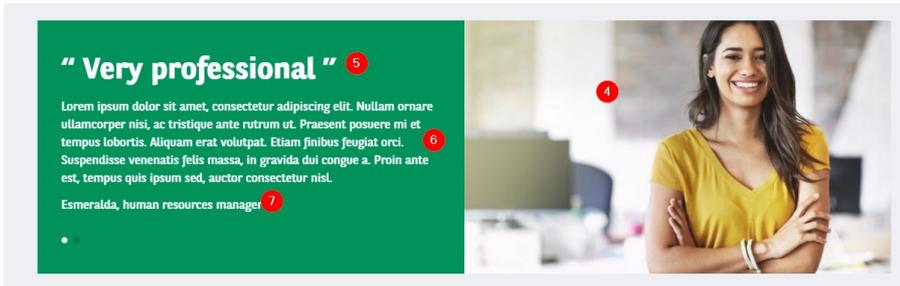
VIEW EDIT DELETE REVISIONS CLONE TRANSLATE

Home > Corporate > Roadside assistance: getting you ba...

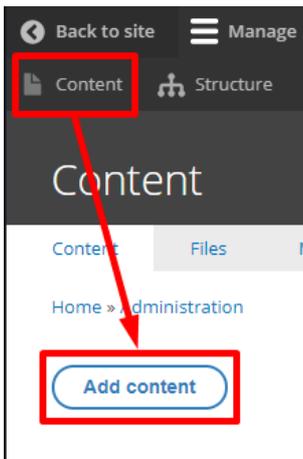
Roadside assistance: getting you back on the road

# Testimonials

Block call on the page/layer after creation.



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



Choose the **Testimonial** content:

➤ Testimonial

## Create Testimonial

Home » Add content

Site \* 1  
- Select a value -

Title \* 2  
Characters: 0

Language 3  
English

▶ IMAGE 4

catch phrase 5

description 6

author 7

Segment 8  
- None -

Offer Type 9  
None -  
Offer LTR  
Offer LCV  
Offer MTR

Published 10

11 Save 12 Preview

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. <b>Select "none" for website without offers</b>
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 testimonial in a page

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

Filter  Search

### Other

SLIDER TESTIMONIAL



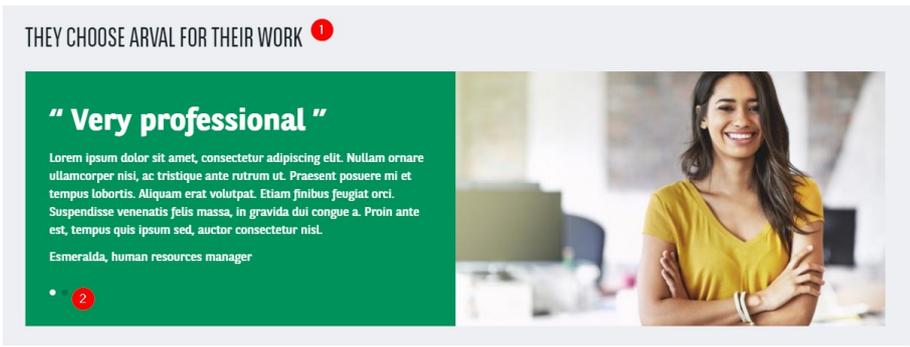
Displays a slider showing testimonials

Put the title and the numbers of testimonial to display

Slider Testimonial

Paragraph title \* **1**

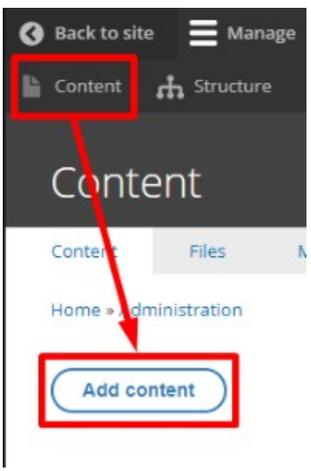
Number of testimonials to display \* **2**



## News

### Create a News/Press release/Resource

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



Choose the **News** content:



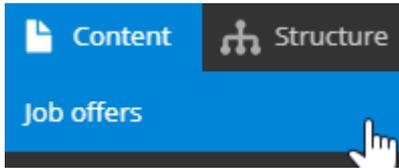
Complete the necessary fields:

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" <u>display</u>
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

# Job offers

## Create a job offer

Go in: Content => Job offers



Complete the necessary fields:

Site \*

Name \*

Character **1**

We advise you to not exceed 65 characters

Language

Contract type **2**

Location **3**

Publication date **4**

Team category \* **5**

Work experience level

Mission **7**

**B** *I* U ~~S~~ x<sup>2</sup> | I<sub>x</sub> | 

Profile **8**

**B** *I* U ~~S~~ x<sup>2</sup> | I<sub>x</sub>

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 visit  
site's name is automatically added. It is rec

Description \* **15**

▼ SCHEDULING OPTIONS **16**

PUBLISH ON  
jj/mm/aaaa [calendar icon] --:--:-- [clock icon]

UNPUBLISH ON  
jj/mm/aaaa [calendar icon] --:--:-- [clock icon]

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 visibility

Key Account Manager - Short term contract

Paris  
CDD

Job Family: Digital 5

Work Experience level: 4 years 6

Experience level: Master 9

Reference number: 007 13

Mission: 7

Mission description

Required skills: 8

Profile description

## Other actions on a content

### Modify a content URL

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

▼ URL ALIAS

Generate automatic URL alias  
Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

**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:

Action

- Delete content
- Delete content
- Make content sticky
- Make content unsticky
- Promote content to front page
- Publish content
- Save content
- Remove content from front page
- Unpublish content**
- Update URL alias

Lease your vehicle : keep focus on your

Contact Arval

Then click on "Apply to selected items"

Action

Unpublish content

**Apply to selected items**

Title

Sale and Leaseback : Vehicle manag

Title test Arval

Lease your vehicle : keep focus on y

Contact Arval

The page is now unpublished:

✓ Unpublish content was applied to 1 item.

**i** You can select multiple contents to "Unpublish" **i**

### Second option:

Edit the content

Title	Content type	Langue	Author	Site	Status	Updated	Operations
Contact Avial	Page Apollo	English	sgonet_admin	CORP_the-master	Published	03/07/2020 - 16:21	<b>Edit</b>

Uncheck the "Published" box and save:

**Content**

+	Header image	Contact
+	HTML	Do you
+	Apollo Sticky Anchors	Contact
+	Marketing Block	We are

Add Paragraphe

---

**Publié**

Save
Preview
Delete

## Deindexation of a content

In the content page go to:

Metatag > Advanced

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

▼ URL ALIAS

Generate automatic URL alias  
Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

▼ **METATAGS \***

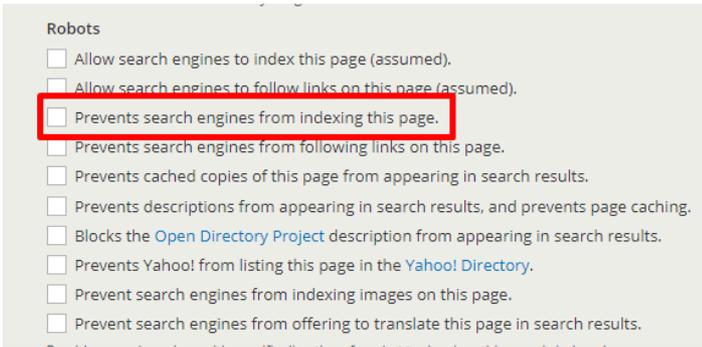
Configure the meta tags below.  
To view a summary of the individual meta tags and the pattern for a specific configuration, click on its name below. Use tokens to avoid redundant meta data and search engine penalization. For example, a 'keyword' value of "example" will be shown on all content using this configuration, whereas using the [node:field\_keywords] automatically inserts the "keywords" values from the current entity (node, term, etc).

[Browse available tokens.](#)

▶ **ADVANCED**

▶ OPEN GRAPH

▶ GOOGLE PLUS

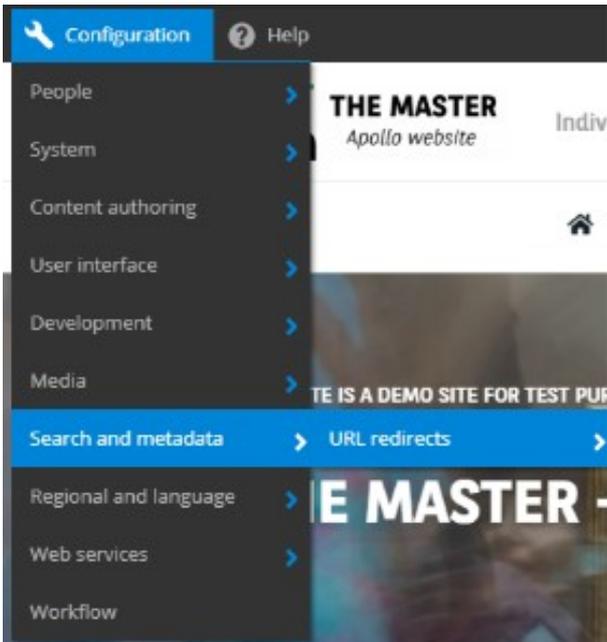


## Duplicate a content

⚠️ Please don't 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

Home » Administration » Configuration » Search and metadata » Redirect

Site \* 1

Path \* 2

To \* 3

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 external path.

Redirect status 4

You can find more information about HTTP redirect status codes at [http://en.wikipedia.org/wiki/List\\_of\\_HTTP\\_status\\_codes](http://en.wikipedia.org/wiki/List_of_HTTP_status_codes)

Language 5

The redirect language.

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. <b>Multilanguage website only</b>

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

/small-business/landing-page/tr-sme  /the-master/small-business/long-term-rental-what-is-full-service-leasing 302 English CORP\_the-master Mon 15/04/2019 - 09:00

# Taxonomy (Corporate)

- [Service taxonomy](#)
  - [Corporate services](#)
- [Newsroom taxonomy](#)
  - [Newsroom content type](#)
  - [Newsroom theme](#)
- [Career taxonomy](#)
  - [Career - City](#)
  - [Career - Contract Type](#)
  - [Career - Level of Expertise](#)
  - [Career - Study Level](#)
  - [Career - Team Category](#)

## 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

 <p><b>Roadside assistance</b></p> <p>Market-leading roadside assistance for all drivers, in all countries, 24/7, getting you back on the road.</p>	 <p><b>Service, maintenance and repair</b></p> <p>Service, maintenance and repair are vital to the safety, performance and image of your fleet vehicles.</p>	 <p><b>Tires management</b></p> <p>We look after the full life-cycle of your tires, from selection to storage and seasonal replacement.</p>	 <p><b>Relief vehicle</b></p> <p>Arval can provide you with relief vehicle of the same class, when you need it most.</p>
 <p><b>Insurance and accident management test add</b></p> <p>All areas of Insurance and Accident Management cover, including vehicle recovery and insurance claims. lorem ipsum more text to see if the ok ccftuikd</p>	 <p><b>Fuel card management</b></p> <p>The Arval Fuel Card provides a quick and easy payment mechanism, giving you accurate data.</p>	 <p><b>Fines management</b></p> <p>Traffic fines are issued to Arval, as the vehicle owner - so we can rid you of the admin hassle.</p>	

## VALUE-ADDED SERVICES

### FUNDING



#### Sale and Leaseback

If you own a vehicle fleet outright, you can sell it to us and lease it back, with services included.



#### Funding

All aspect of fleet management included in a single, fixed monthly rental, backed by BNP Paribas.

### EMPLOYEE LOYALTY AND DRIVER MANAGEMENT



#### Arval for Employee

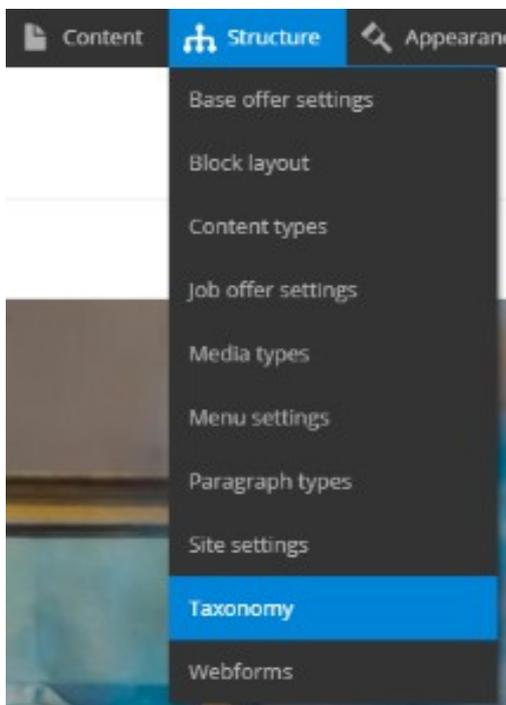
Give your employees a full suite of mobility solutions and driver self-service.



#### Fleet management

Let Arval's Fleet Desk manage your fleet, with award-winning products and services.

Go in the taxonomy pages:



Search the "Corporate services" line and click on "Listterms":



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 "node/1234567890"

Description **4**

**B I U S x<sup>2</sup> I<sub>x</sub> ☰ %**

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 internal ID.

Link text **10**

► RELATIONS

Prevent indexation **11**

A boolean indicating whether the taxonomy is prevented from being indexed.

Save **12**

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:	<a href="https://fontawesome.com/icons?d=gallery&amp;s=light">https://fontawesome.com/icons?d=gallery&amp;s=light</a> 
7	Title	Title of the taxonomy	
8	Description	Description of the taxonomy	
9	URL	Redirection of the taxonomy. Link to the corresponding servicepage content.	
10	Link text	Not use	
11	Prevent indexation	Always let this box checked	
12	Save	Save the page modification	

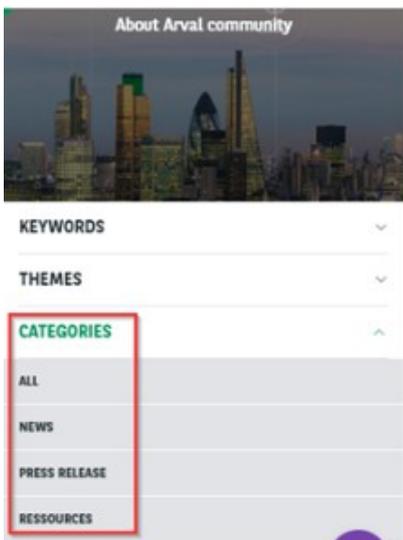
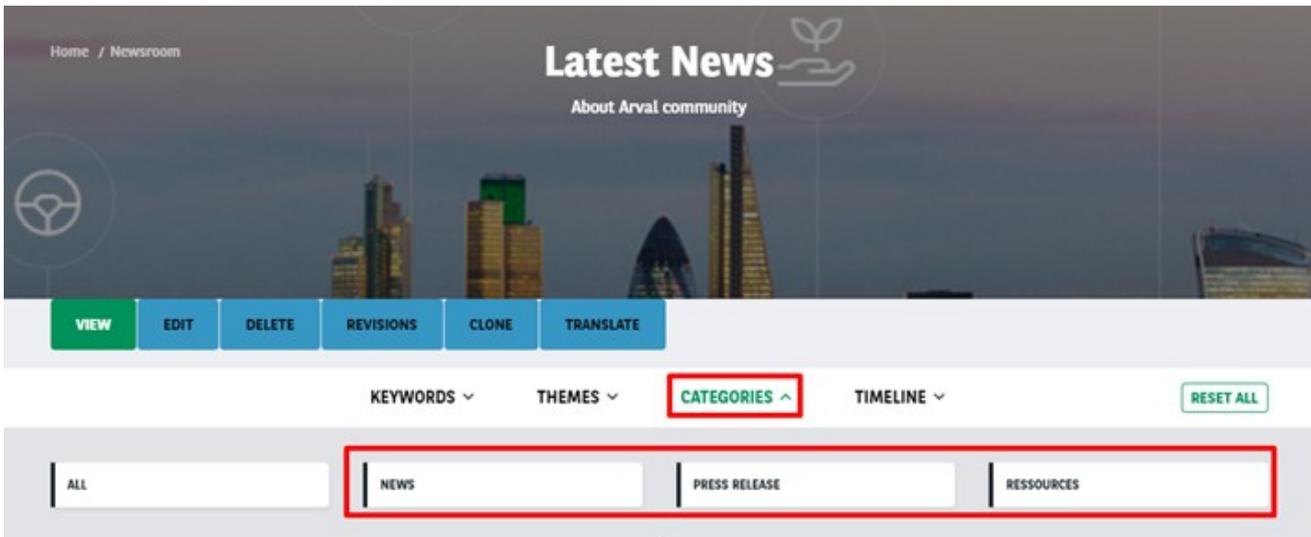


## Newsroom taxonomy

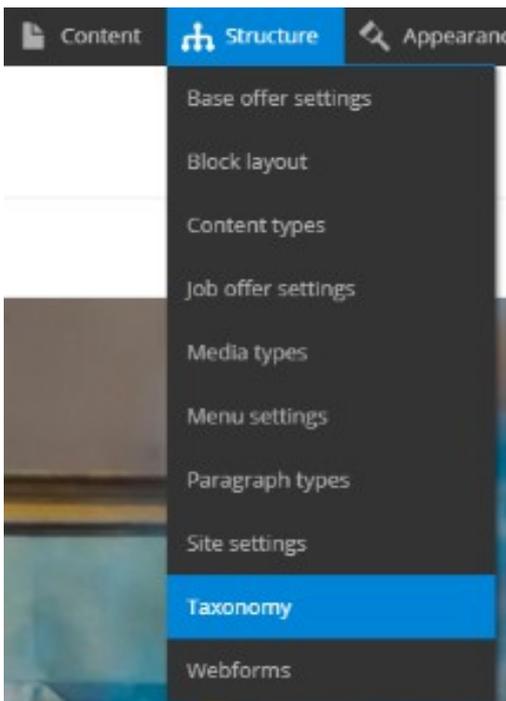
### Newsroom content type

"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 "Listterms":

---

 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

Language 2

The term language code.

Name\* 3

Characters: 0

Description 4

**B I U S x<sup>2</sup> I<sub>x</sub>  **

▼ 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 \ editor-blue, editor-black

Generate automatic URL alias  
 Uncheck this to create a custom alias below

URL alias

Specify an alternative path by which this data

► RELATIONS

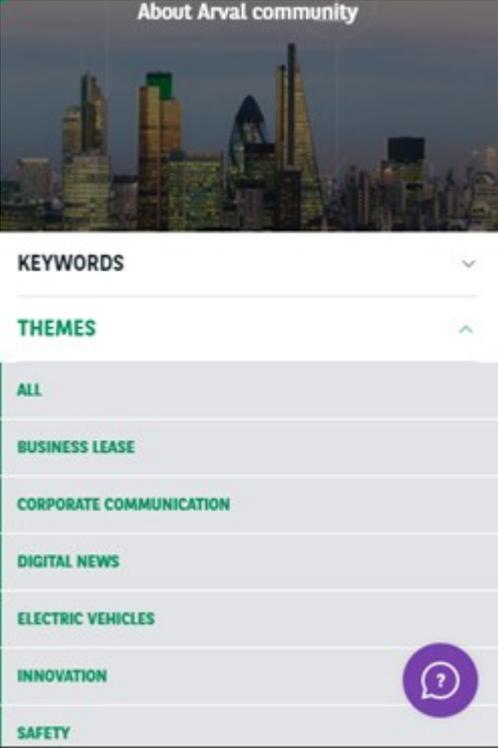
Prevent indexation 8  
 A boolean indicating whether the taxonon

Save 9

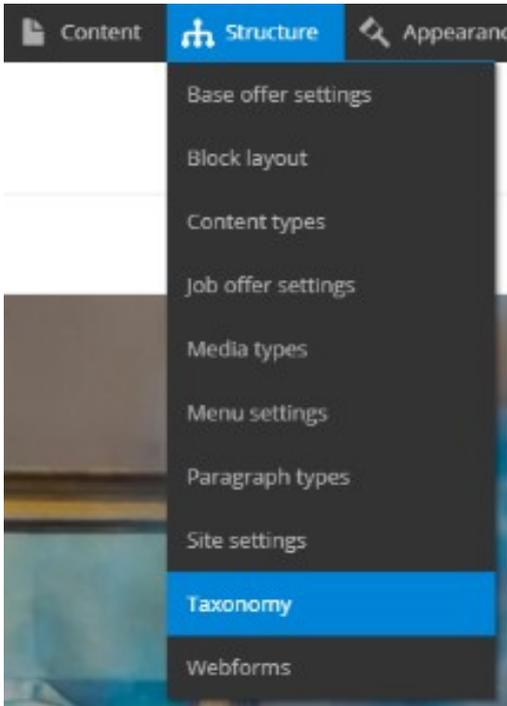
Number	Title	Description
1	Site	Select the desire country you are working on Example: apo_br
2	Language	Select the language (Only for multi-languages country)
3	Name	Name of the category
4	Description	Description in the back-office of the taxonomy
5	Newsroom banner	Not use
6	Newsroom image	Not use
7	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 "Listterms":



Click on edit to modify an existing taxonomy:



Or click on "Add term" to create one:



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 x<sup>2</sup> I<sub>x</sub> | [link] [comment]**

► 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

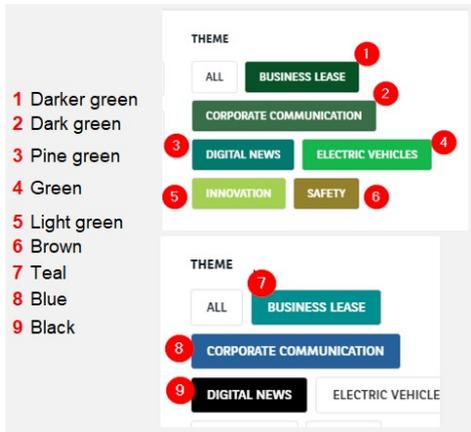
Prevent indexation

7

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 
7	Prevent indexation	Always let this box checked
8	Save	Save the page modification



## Career taxonomy

### Career - City

Nom \* **1**  
 Characters: 5

#### GEOLOCATION **2**

Latitude

Enter either in decimal 51.47879 or sexagesimal format 51° 28' 43.644"

Longitude

Enter either in decimal -0.010677 or sexagesimal format -0° 38.4372"

Number	Title	Description
<b>1</b>	Name	Name of the City
<b>2</b>	Geolocation	Will be use for a job locator

Job offer page:

Key Account Manager - Short term contract 1 Paris CDD

---

Job Family: Digital      Work Experience level: 4 years      Experience level: Master

"Career - All offers" paragraph:

ALL OFFERS

DIGITAL 1 Paris CDD

Key Account Manager - Short term contract  
Published : Tue 17/11/2020

"Career - highlighted job offers" paragraph:

HIGHLIGHTED JOB OFFERS

CDD . DIGITAL

Key Account Manager - Short term contract

Paris 1

Published : Today 12:00

## Career - Contract Type

Nom \* 1

Characters: 3

CDD

Color 2

- Fixed-term contract ▼
- None -
- Work-study contract
- Internship
- Long-term contract
- Fixed-term contract

Student job 3

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:

The screenshot shows a job offer card. At the top left, there is a red circle with the number '2' next to a vertical green bar. The job title is 'Key Account Manager - Short term contract'. To the right, there is a location icon for Paris and a red circle with the number '1' next to a 'CDD' icon. Below the title, there are three columns of information: 'Job Family: Digital', 'Work Experience level: 4 years', and 'Experience level: Master'.

"Career - All offers" paragraph:

The screenshot shows a list of four job offers under the heading 'DIGITAL'. Each offer has a red circle with a number '2' next to a vertical bar of a different color (green, yellow, blue, orange). The offers are:
 

- Key Account Manager - Short term contract (Published: Tue 17/11/2020)
- Key Account Manager - Long term contract (Published: Tue 17/11/2020)
- Key Account Manager - Work-study (Published: Tue 17/11/2020)
- Key Account Manager - Internship (Published: Tue 17/11/2020)

## Career - Level of Expertise

Nom \*

Characters: 7

4 years

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

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

## Career - Team Category

Nom \*

1

Characters: 7

Digital

Description

2

**B** *I* U ~~S~~ x<sup>2</sup> | I<sub>x</sub> |  

Description digital

▼ IMAGE 3

You can select up to 1 media items (0 left).

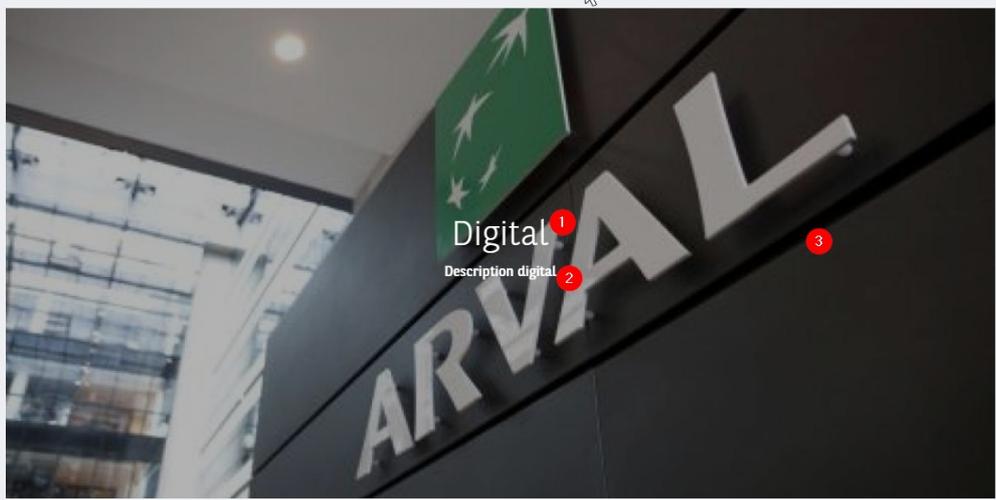


Video 4

<https://www.youtube.com/watch?v=282-rWEylHI>

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 <b>and</b> 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

4

Demain, notre voiture sera-t-elle autonome ?

Copier le li...

SEMAINE EUROPEENNE DE LA MOBILITE  
du 22 septembre

MARIE CHAMBAT  
Direction marketing & digital, Arval France

LE FUTUR DE LA VOITURE  
SERA-T-IL AUTONOME?

A video thumbnail with a blue border. On the left, there is a circular portrait of Marie Chambat, with text identifying her as "MARIE CHAMBAT, Direction marketing & digital, Arval France". Above her portrait is a logo for "SEMAINE EUROPEENNE DE LA MOBILITE du 22 septembre". The main part of the thumbnail shows a man sitting in the driver's seat of a car, looking forward. Overlaid on this image is the text "LE FUTUR DE LA VOITURE SERA-T-IL AUTONOME?". A play button icon is centered over the text. The background of the video shows a man in a green jacket sitting in the driver's seat of a car, looking out the window. A red circle with the number "4" is in the top left corner of the video area.

# Media management

- [Manage media](#)
  - [Visual](#)
    - [New visual](#)
    - [Existing visual in library](#)
    - [Duplicate visual](#)
    - [Crop media](#)
  - [Documents](#)

## Manage media

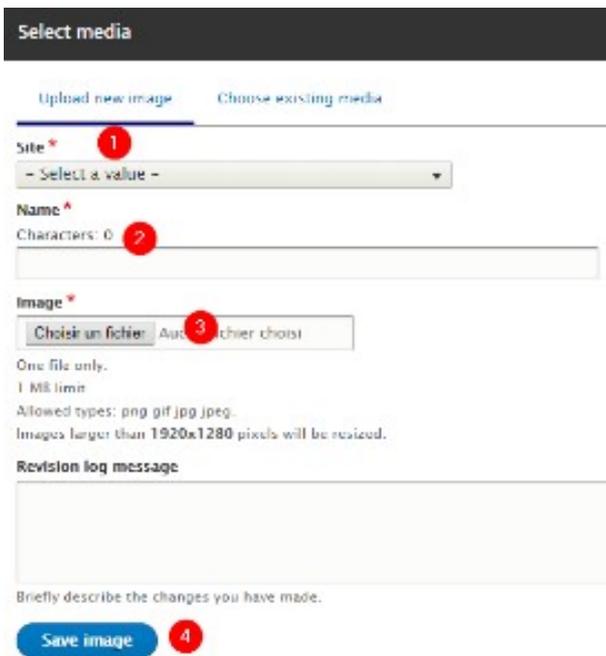
### Visual

When adding a visual



### New visual

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



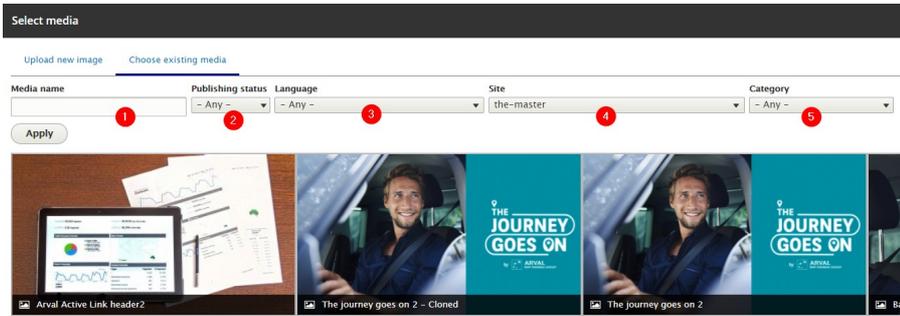
The screenshot shows a form titled 'Select media' with two tabs: 'Upload new image' (selected) and 'Choose existing media'. The form includes the following fields and elements:

- Site \***: A dropdown menu with a red circle '1' next to it. The text below it says '- Select a value -'.
- Name \***: A text input field with a red circle '2' next to it. The text below it says 'Characters: 0'.
- Image \***: A file selection button labeled 'Choisir un fichier' with a red circle '3' next to it. Below it, there is a note: 'One file only. 1 MiB limit. Allowed types: png gif jpg jpeg. Images larger than 1920x1280 pixels will be resized.'
- Revision log message**: A large text area for entering a message. Below it, there is a prompt: 'Briefly describe the changes you have made.'
- Save image**: A blue button with a red circle '4' next to it.

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.



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

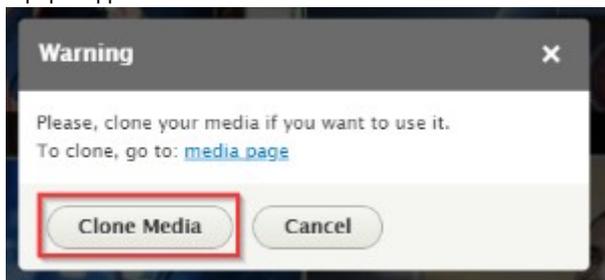
You can duplicate visual from another website.

**⚠ 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 ▼

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 display  
  
⚠ This crop definition affects more usages of this image  
[▶ CROP IMAGE \(CROPPING APPLIED\)](#) 3

Revision information  
No revision  Create new revision

Number	Title	Description
<span style="color: red; font-weight: bold;">1</span>	Name	Translate the media name ⚠ Two visual cannot have the same name ⚠
<span style="color: red; font-weight: bold;">2</span>	Alternative text	Use when visual cannot be display.
<span style="color: red; font-weight: bold;">3</span>	Crop image	Choose each crop for each dimension case

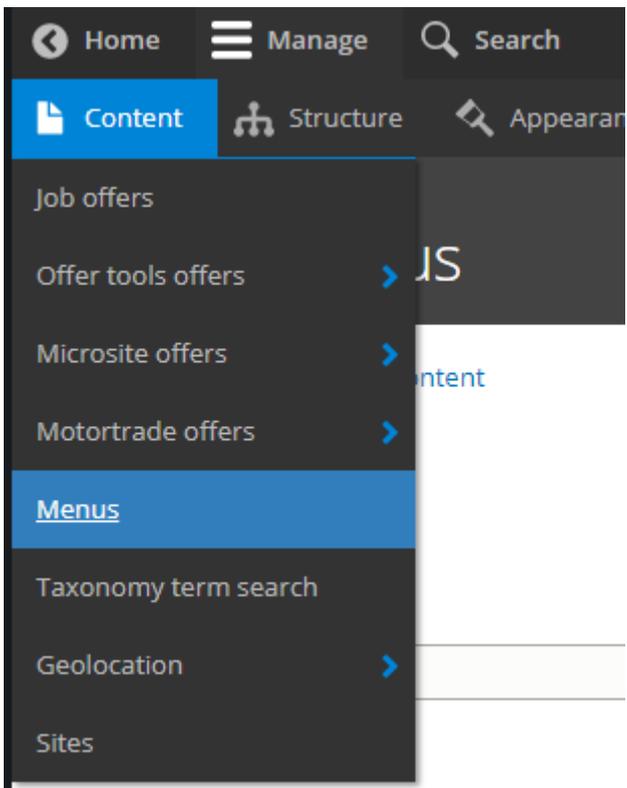
## Crop media



# Menus

- [Main Menu](#)
  - [Modify the menu](#)
    - [First level](#)
    - [Second level](#)
    - [Third level](#)
    - [Fourth level](#)
  - [Create the menu](#)
    - [First level](#)
    - [Second level](#)
    - [Third level](#)
  - [Call the main menu in BO](#)
- [Footer Menu](#)
  - [Create the menu](#)
    - [First level](#)
    - [Second level](#)
    - [Third level](#)
  - [Call the main menu in BO](#)
- [Socket menu](#)
  - [Create the menu](#)
  - [Call the menu in the BO](#)
- [Contact menu](#)
  - [Create the menu](#)
    - [First level](#)
    - [Second level](#)
  - [Call the menu in the BO](#)
- [User menu](#)
  - [Create the menu](#)
    - [First level](#)
    - [Second level](#)

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 ▾

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

## Main Menu

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

---

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

Mobility  
Efficiency and savings  
Fleet Advice  
Employee loyalty and driver management  
CSR

Long-term rental : all the services you need  
Mid Term Rental : A turnkey solution to flexible vehicle needs  
Services catalog

## 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**

Corporativo Parceiros Sobre a Arval Serviços ao condutor

---

 Soluções e serviços ▾ Nossos especialistas ajudam você ▾

## First level

 First level must not be modify 

 **THE MASTER**  
Apollo website

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

---

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

## 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 <b>Corporate</b>		<b>Edit ▾</b>
+ 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** 

## Menu

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



Complete the necessary fields:

01/02 - Submenu

**Label** **1**

**URL**

**URL** **2**

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

**Link text** **3**

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:

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>

---

01/02 - Submenu

**Label**

**URL**

URL

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

**Link text**



---

**Menu items**

No Paragraph added yet.

to Menu items

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

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 such as */node/add*

**Link text**

**Menu items**

*No Paragraph added yet.*

Add 01/02/03/04 - Basic item ▼

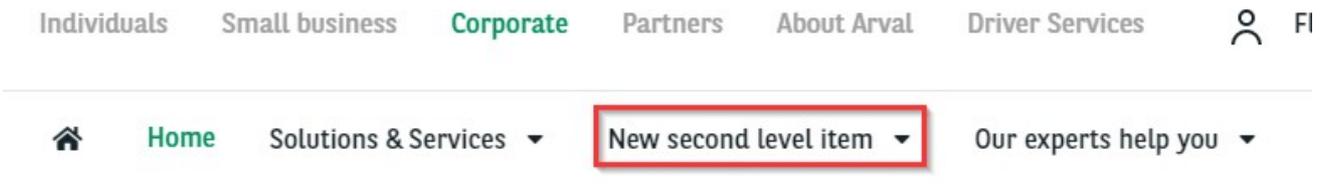
to Menu items

01/02 - Submenu

Our experts help you

Our experts help you

Actual result:



### 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 internal

**Link text**

New 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:



TITLE OF SUBMENU LEVEL 2

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

### Menu items level 2

01/02/03/04 - Basic item

#### Label

Title of basic item

#### URL

#### URL

<front>



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

#### Link text

Basic item

▶ OPTIONAL

Add 01/02/03/04 - Basic item ▾

to Menu items level 2

Final result:

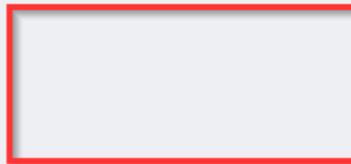
TITLE OF SUBMENU LEVEL 2

Title of basic item

To add an additional submenu here:

TITLE OF SUBMENU LEVEL 2

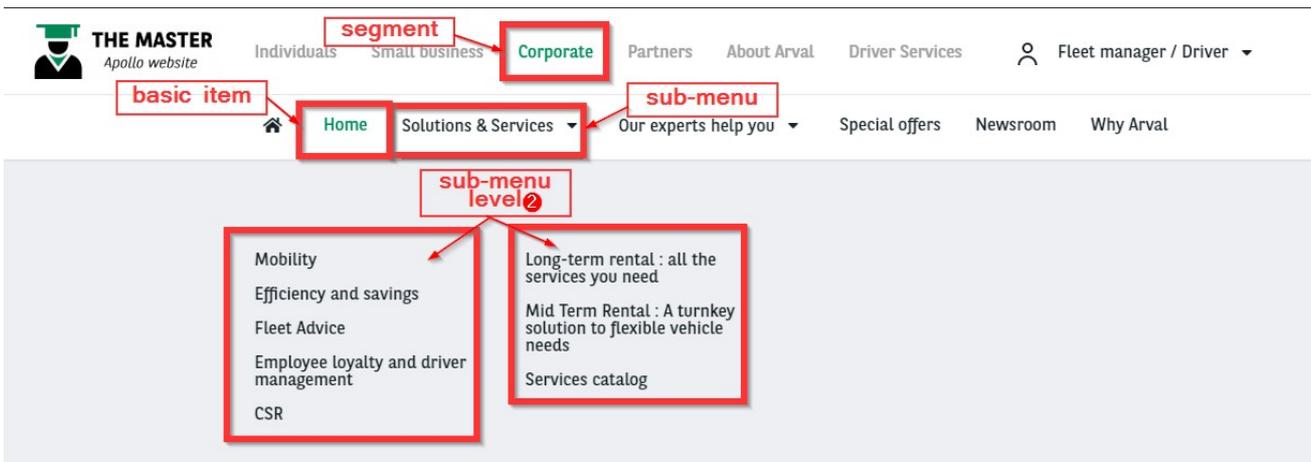
Title of basic item



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:

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

Link text

Corporate

▼ ATTRIBUTES

Target

- None -

► PICTO

Menu

No Paragraphe added yet.

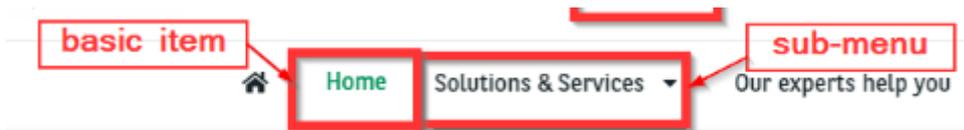
Add 01/02/03/04 - Basic item

Add 01/02 - Submenu

Add 01 - Segment

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

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



01/02/03/04 - Basic item

Label

Home

URL

URL

Smooth and intuitive mobility solutions tailored to your needs (1464)

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

Link text

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**

**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 Menu - I need item
- Add Menu - Rich item
- Add 02/03 - Offers promoted to menu

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

**Menu items**

02/03 - Submenu level 2

**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 level 2

No Paragraph added yet.

Add 01/02/03/04 - Basic item

to Menu items level 2

## Call the main menu in BO

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

Home Manage Search

Content Structure Appearance Extend Configuration People Reports Help

Global

Features

Menus [Microsite, Apollo] Offer Tool Settings [Microsite] Settings \* [Apollo] Settings Newsroom Brand page \* [Career] Settings

Home page

Homepage (1418)

The home page for this site.

Cookies banner policy

Cookies Policy (1684)

**MAIN MENU**

Apollo main menu

The Master Menu (276)

Microsite main menu

Be careful, only one main menu will be rendered on your website. The chosen one is based on your Is microsite? checkbox (Features/Offer tool microsite).

## Footer Menu

Arval.com →

For the many journeys in life

**INDIVIDUALS**

- All brands and models
- All on Private Lease
- Why Arval
- Leasing vs. Buying
- Our story
- Customers
- Contact

**SMALL BUSINESS**

- Long term need
- Temporary need
- Long term need offers
- Temporary need offers
- Brands
- Categories
- LCV
- Small fleet solutions
- Leasing vs. Buying
- Master your budget
- Why Arval

**CORPORATE**

- Solutions & Services
- Long-term rental
- Mid-term rental
- Our experts help you
- Newsroom
- Why Arval

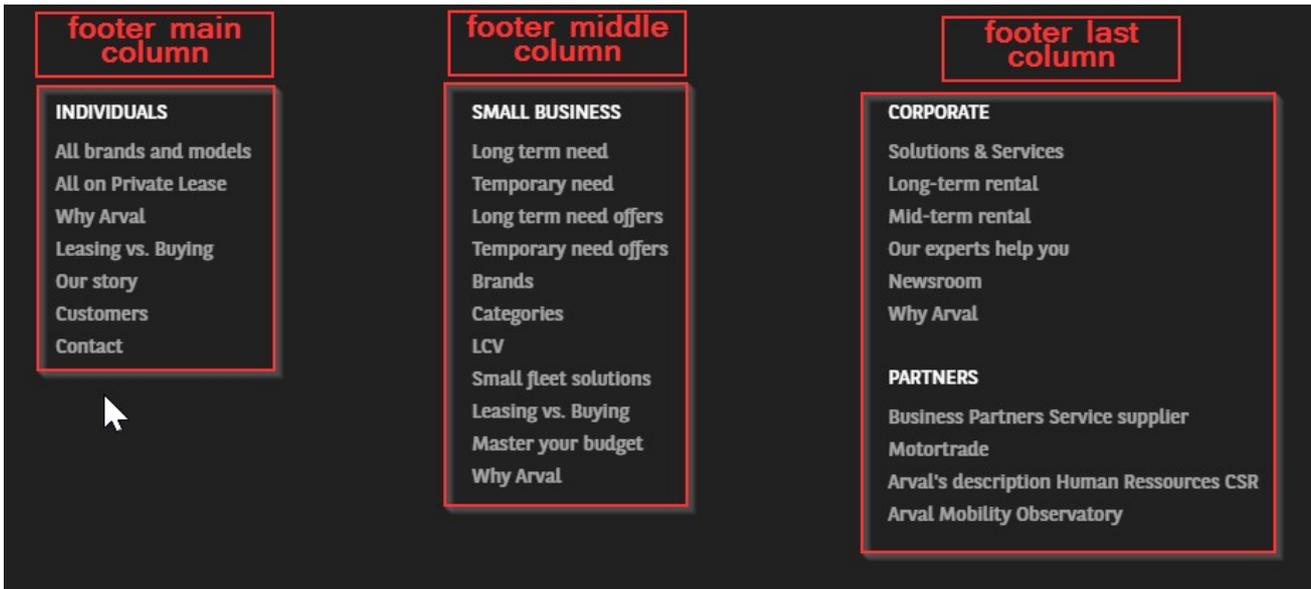
**PARTNERS**

- Business Partners Service supplier
- Motortrade
- Arval's description Human Ressources CSR
- Arval Mobility Observatory

Contact Sitemap Legal notice Cookies Policy Whistleblowing Complaints

f t y in

These menu must be created 3 time for each emplacement:



## Create the menu

### First level

First we start with the **segment**:

Home » Administration » Structure

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 **label** (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: **submenu**

Menu items

01 - Segment

Segment \*

- Select a value - ▾

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

Menu

No Paragraphe added yet.

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

Add 01 - Segment

## Third level

Then we add the **basic item**

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

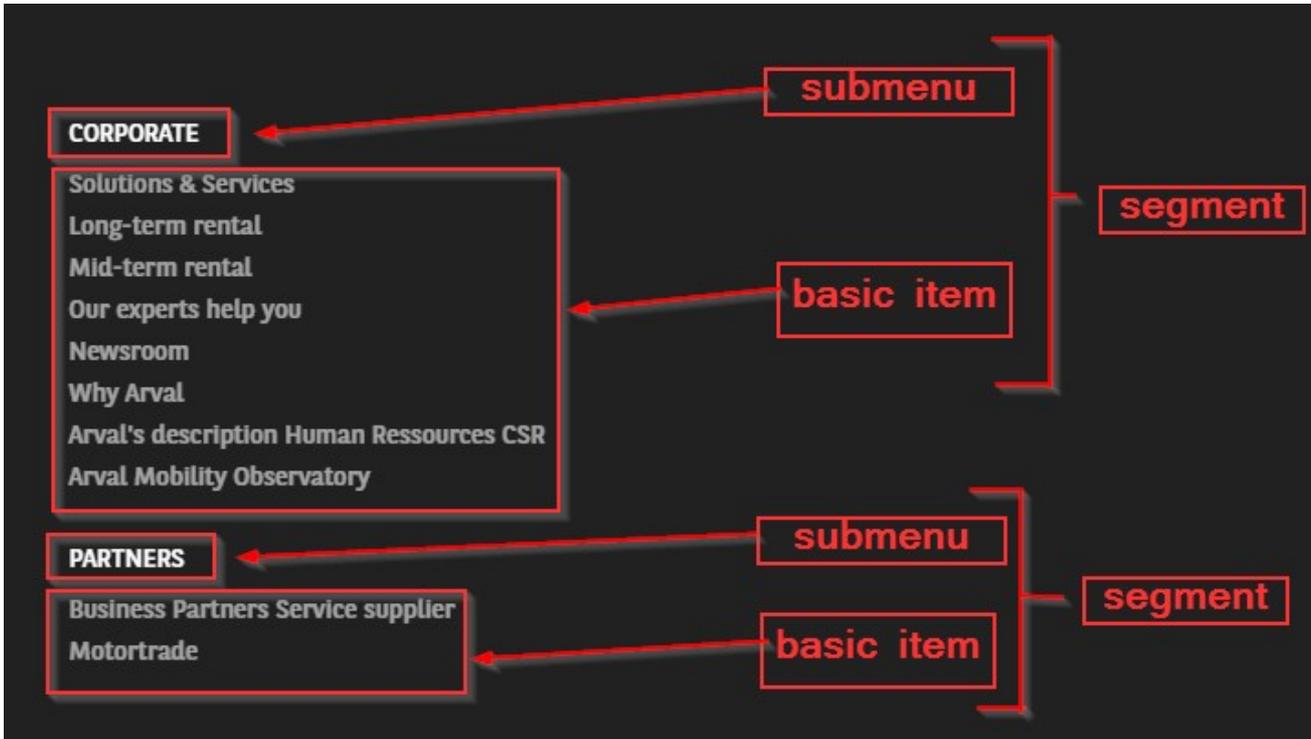
Menu items

No Paragraph added yet.

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

to Menu items

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 ⚠️

The screenshot shows the BO interface for configuring menus. The 'Menus' tab is selected, and the 'MAIN MENU' section is expanded. The 'Apollo main menu' is selected, and the 'Microsite main menu' is also visible. The 'Footer Main Column' section is highlighted with a red box, showing the following options:

- Individuals Footer Menu (282)
- Small Business Footer Menu (283)
- Corporate Footer Menu (284)

The 'Socket menu' section is also visible, showing the 'Socket menu (285)' option.

## Socket menu

**INDIVIDUALS**

All brands and models  
All on Private Lease  
Why Arval  
Leasing vs. Buying  
Our story  
Customers  
Contact

**SMALL BUSINESS**

Long term need  
Temporary need  
Long term need offers  
Temporary need offers  
Brands  
Categories  
LCV  
Small fleet solutions  
Leasing vs. Buying  
Master your budget  
Why Arval

**CORPORATE**

Solutions & Services  
Long-term rental  
Mid-term rental  
Our experts help you  
Newsroom  
Why Arval

**PARTNERS**

Business Partners Service supplier  
Motortrade  
Arval's description Human Resources CSR  
Arval Mobility Observatory

Contact Sitemap Legal notice Cookies Policy Whistleblowing Complaints



## Create the menu

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

### Add menu

[Home](#) » [Administration](#) » [Structure](#)

Site \*

- Select a value -

Name \*

Characters: 0

The name of the Arval menu entity.

Language

English

Menu items

No Paragraph added yet.

Add 01 - Segment
Add 01/02/03/04 - Basic item
Add 01/02 - Submenu
Add 01 - Menu user account
Add 01 - Menu country

to [Menu items](#)

Save

## 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 path

Link text **3**

▼ OPTIONAL

▼ ICON

Icon **4**

fa- phone

Name of the Font Awesome icon. See [the Font Awesome icon list](#) for valid icon names. If the icon version is not supported in your version of Fontawesome.

▶ ADDITIONAL FONT AWESOME SETTINGS

▶ IMAGE

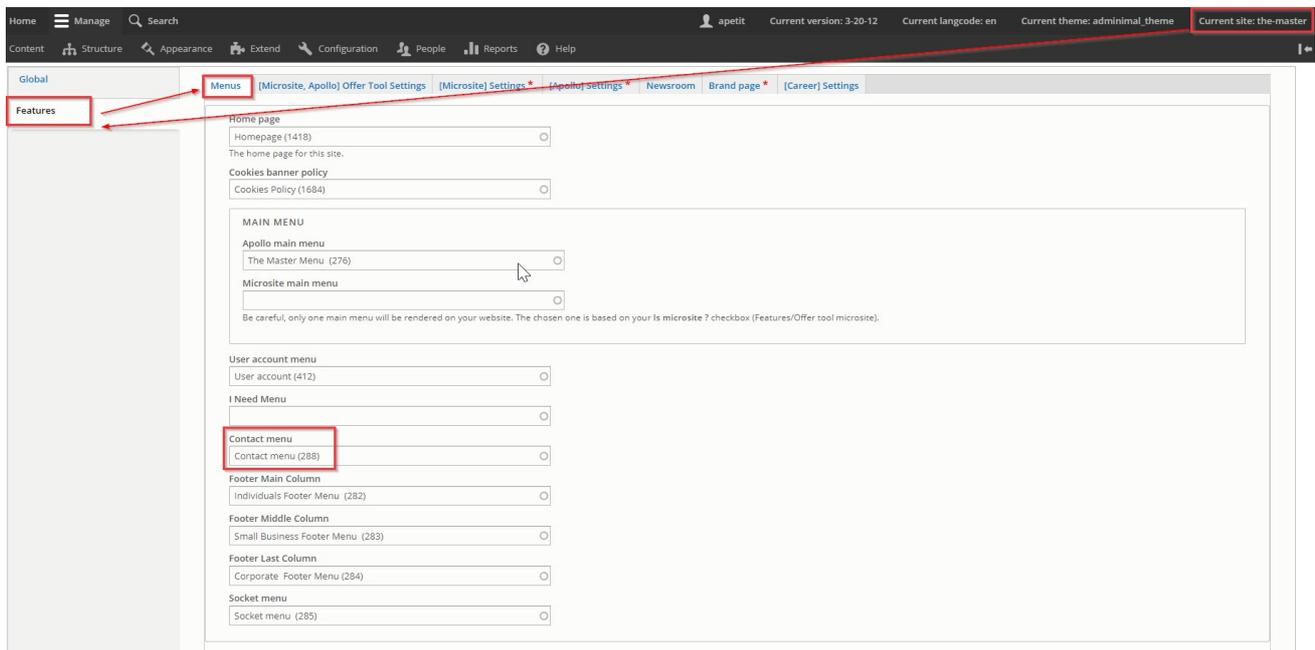
Number	Title	Description	Comments
1	Label	Name of the menu entry	

2	URL	Redirection of the menu entry	
3	Link text	Name of the menu entry (Copy)	
4	Icon	Select the icon of the taxonomy:	<a href="https://fontawesome.com/icons?d=gallery&amp;s=light">https://fontawesome.com/icons?d=gallery&amp;s=light</a> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Solid</p>  </div> <div style="text-align: center;"> <p>Regular</p>  </div> <div style="text-align: center;"> <p>Light</p>  </div> </div>

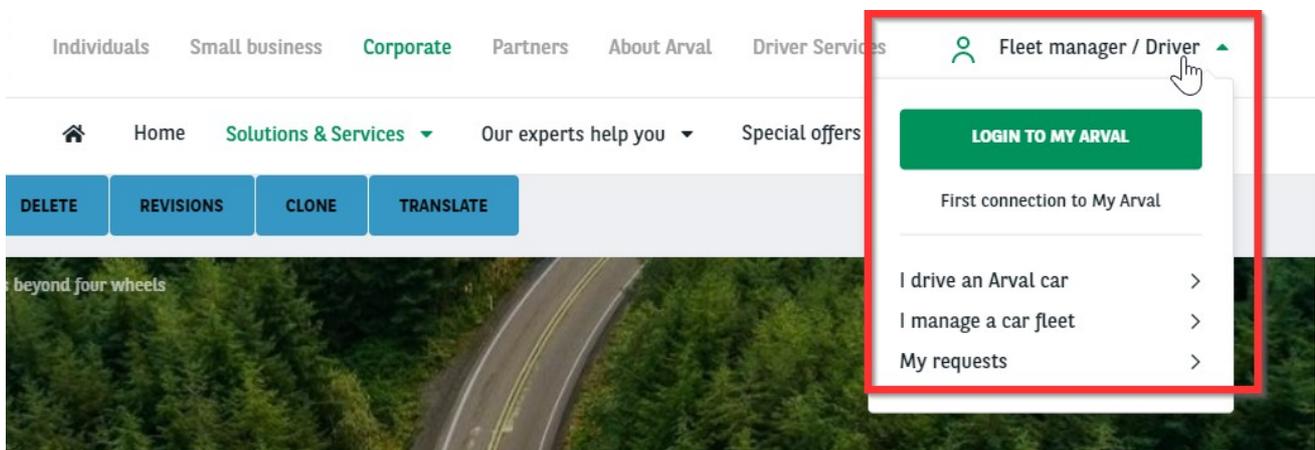
Restart with a new segment to display a menu on each segments in front-office.

## Call the menu in the BO

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



## User menu



## Create the menu

First level

Summary

Select the **menu user account** item

Menu items

01 - Menu user account

Menu label \*  
Fleet manager / Driver

CTA \*  
URL \*  
  
Start typing the title of a piece of content to select it. You can also enter an internal path :  
Link text \*

1ST CONNEXION

URL  
  
Start typing the title of a piece of content to select it. You can also enter an internal path :  
Link text \*

## 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 \*

URL  
  
Start typing the title of a piece of content to select it. You can also enter an internal pa  
Link text \*

URL  
  
Start typing the title of a piece of content to select it. You can also enter an internal pa  
Link text \*

## 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

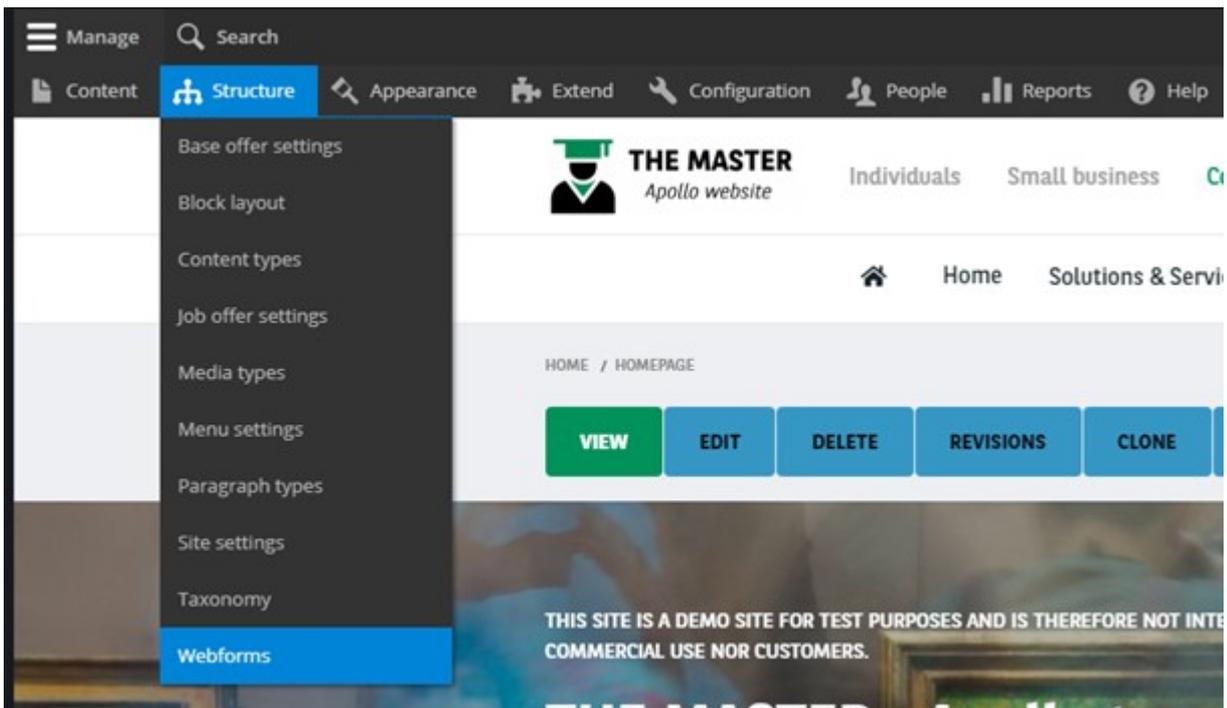
# Webform

## Link a recipient email to the webform

- How to create a webform?
  - Multi-pages webform
  - Webform tab
    - View
    - Test
    - Results
    - Build
    - Settings
    - Export
    - Translate
    - Clone
  - Add elements (fields)
    - Text field
    - Text area
    - Email
    - Number
    - Telephone
    - Document file
    - Radios
    - Select
    - Check box
    - Submit button
    - General tab of elements
  - Link a recipient email to the webform
    - Single email
    - Multiple email
    - Salesforce
    - FTP
  - Modify the email paramaters (User data)
  - Conditional webform
  - Multi-pages webform
  - Multiple element in a line
- Modify the confirmation page
  - Page
  - Inline
  - Message
  - Modal
  - URL
  - URL with message
  - None

# How to create a webform?

• URL: /admin/structure/webform



## Multi-pages webform

Then click on « Add webform »



Fill all the necessary fields:

### Add webform ✕

Site \* 1

the-master ▼

Title \* 2

Test - DTW

Machine name: test\_dtw (Maximum 32 characters) [\[Edit\]](#)

Administrative description 3

Format ▼ | **B** *I* x<sub>2</sub> x<sup>2</sup> | Ω | | | | | | | | Source

Training webform

Category 4

Other... ▼

Training

Status 5

Open  Closed

[Save](#)

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	<b>!! Don't use !!</b>
5	Status	Always choose "Open"

## Webform tab

### View

Preview of the webform (Empty)

[VIEW](#)
[TEST](#)
[RESULTS](#)
[BUILD](#)
[SETTINGS](#)
[EXPORT](#)
[TRANSLATE](#)
[CLONE](#)

**Subject \***

Subject

**First Name \***

Name

**Last Name \***

Surname

**E-mail address \***

E-mail

**Phone number \***



**Comments**

How would you like us to contact you?

- None -

**Privacy Statement \***  
I confirm that I have read and understood Arval 's [privacy statement](#) .

We will contact you within three working days.

[SUBMIT](#)

## Test

Filled automatically the fields to send a test quickly

[VIEW](#)
[TEST](#)
[RESULTS](#)
[BUILD](#)
[SETTINGS](#)
[EXPORT](#)
[TRANSLATE](#)
[CLONE](#)

**Subject \***

Loremipsum

**First Name \***

Dixisset

**Last Name \***

Oratione

**E-mail address \***

test@test.com

**Phone number \***



**Comments**

Huius, Lyco, oratione locuples, rebus ipsis ielunior. Duo Reges: constructio interrete. Sed haec in pueris; Sed utrum hortandus es nobis, Luci, inquit, an etiam tua spo fortasse. Paulum. cum reoem Persem cantum adduceret. eodem flumine invecio? Et ille ridens: Video. inquit. quid aras:

How would you like us to contact you?

By e-mail

**Privacy Statement \***  
I confirm that I have read and understood Arval 's [privacy statement](#) .

We will contact you within three working days.

[SUBMIT](#)

## Results

Show all the submissions of the webform

[Summary](#)

View Test **Results** Build Settings Translate Clone

Submissions Download Clear

Home » Administration » Structure » Webforms » Contact us page

The Submissions page displays a customizable overview of a webform's submissions. Submissions can be reviewed, updated, flagged and/or annotated. [Watch video](#)

▼ FILTER SUBMISSIONS

Filter by submitted data and/or notes Filter by submitted to All [2] Filter

Customize

2 submissions

#	Created	Submitted to	User	Language	IP address	Subject	First Name	Last Name	E-mail address	Phone number
20	Fri 26/06/2020 - 09:58	Smooth and intuitive mobility solutions tailored to your needs > ...	apetit	English	10.255.0.6	DTW - Test	DTW - Test	DTW - Test	apetit@datawords.com	azaz
19	Thu 11/06/2020 - 13:19		apetit	English	10.255.0.6	Oratione	Loremipsum	Dixisset	example@example.com	+1 718-555-6666

## Build

Use to add elements (Fields) in the webform

View Test Results **Build** Settings Translate Clone

Home » Administration » Structure » Webforms

The Elements page allows users to add, update, duplicate and delete elements and wizard pages. [Watch video](#)

Add element Add page Add layout

Title	Key
Subject	subject
First Name	name
Last Name	surname
E-mail address	e_mail
Phone number	phone_number_
Comments	comments
How would you like us to contact you?	how_would_you_like_us_to_contact_you_
Privacy Statement	privacy_statement
We will contact you within three working days.	thank_you_for_expressing_your_complaint_you_will_receive_a_copy_
Submit button(s)	actions

Save elements Reset

## Settings

Settings tab have multiple options

View Test Results Build **Settings** Translate Clone

General Form Submissions Confirmation Salesforce Emails / Handlers Access

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

Emails / Handlers	Use to edit email recipient
Access	Not used

## General

Use to change the webform name

[General](#) [Form](#) [Submissions](#) [Confirmation](#) [Sales](#)

[Home](#) » [Administration](#) » [Structure](#) » [Webforms](#) » [Contact us page](#)

The General settings page allows a webform's administrative information, paths,

Site \*

CORP\_the-master ▼

▼ GENERAL SETTINGS

ID  
contact\_us\_page\_

Title \*

Administrative description

Format ▼ | **B** *I* ~~x~~ <sup>x</sup> | Ω | | |

## 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* x<sub>2</sub> x<sup>d</sup> | 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](#)

Summary

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: 836d3635-5f23-4398-8ef3-85dad438ee9
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

## 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)	<a href="#">Add</a>
Czech	<a href="#">Add</a>
Danish	<a href="#">Add</a>
Dutch	<a href="#">Add</a>

## 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**

▼ BASIC ELEMENTS

Type	Preview	
Checkbox ?	<input type="checkbox"/> Checkbox	<a href="#">Add element</a>
Hidden ?	Hidden element (less secure, changeable via JavaScript)	<a href="#">Add element</a>
Password ?	<input type="password"/>	<a href="#">Add element</a>
Textarea ?	<input type="text"/>	<a href="#">Add element</a>
Text field ?	<input type="text"/>	<a href="#">Add element</a>

**Text field**  
Provides a form element for input of a single-line text.

### 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 field** ?

**Text field**  
Provides a form element for input of a single-line text.

▼ ADVANC

Last name \*

## Text area

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

**Textarea** ?

**Textarea**  
Provides a form element for input of multiple-line text.

Text field

Please mention these people and their actions \*

## Email

Use to set an email

Email ?

Email

Provides a form element for entering an email address.

E-mail \*

## Number

Use to set numbers cracter

Number ?

Number

Provides a form element for numeric input, with special numeric validation.

VAT number

## Telephone

Use to set a phone number

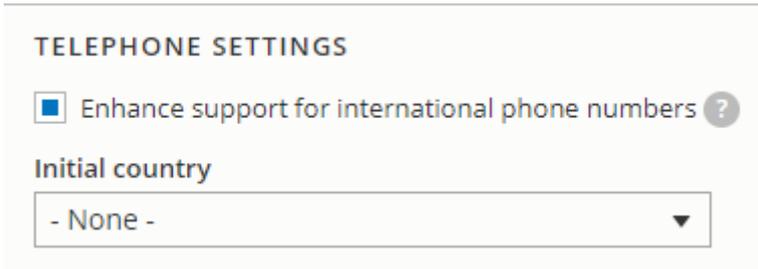
Telephone ?

Telephone

Provides a form element for entering a telephone number.

**Specificities:**

You can choose to put a default country phone number

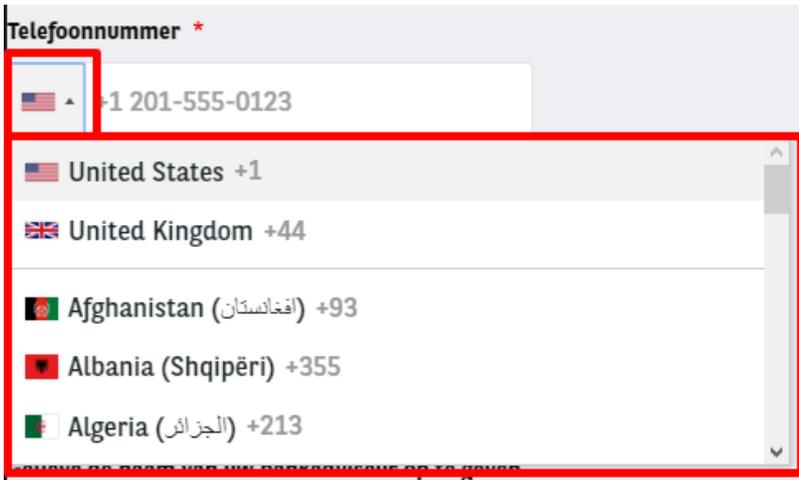


TELEPHONE SETTINGS

Enhance support for international phone numbers ?

Initial country

- None -



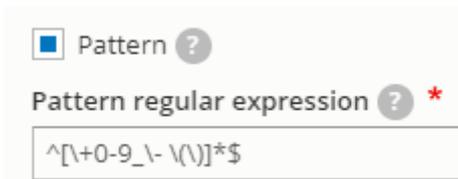
Telefoonnummer \*

+1 201-555-0123

- United States +1
- United Kingdom +44
- Afghanistan (افغانستان) +93
- Albania (Shqipëri) +355
- Algeria (الجزائر) +213

Check the "Pattern" box and put this code to allow only number and "+" character:

`^[+0-9_ \- \(\)]*$`



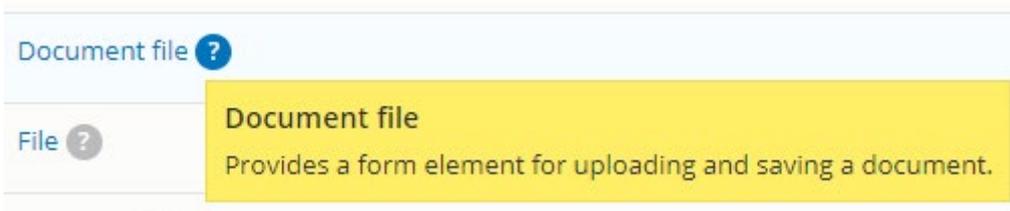
Pattern ?

Pattern regular expression ? \*

`^[+0-9_ \- \(\)]*$`

## Document file

Use to allow file import



Document file ?

File ?

**Document file**  
Provides a form element for uploading and saving a document.

**Specificities:**

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

**FILE SETTINGS**

Upload destination ? \*

Private files

Maximum file size ?

MB (Max: 10 MB)

Allowed file extensions ?

Rename files ?

**RECEIPT #4**

Choisir un fichier Aucun fichier choisi

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

Aucun fichier choisi

## Radios

Use to choose one option. Mainly use for gender

Radios ?

One  Two  Three

Radios ?

One  Two  Three  Other...

*(A yellow tooltip points to the question mark in the first example, containing the text: "Radios Provides a form element for a set of radio buttons.")*

Gender ①

Mr ②

Mrs ③

**Specificities:**

General Conditions Advanced Access

**ELEMENT SETTINGS**

Type  
Raios

Title <sup>?</sup> \* **1**  
  
 Key: gender

**ELEMENT OPTIONS**

Options \*

Option value <sup>?</sup>	Option text / description <sup>?</sup>
<input type="text" value="Mr"/> <b>2</b>	<input type="text" value="Mr"/> <input type="text" value="Enter description..."/>
<input type="text" value="Mrs"/> <b>3</b>	<input type="text" value="Mrs"/> <input type="text" value="Enter description..."/>
<input type="text" value="Enter value..."/>	<input type="text" value="Enter text..."/> <input type="text" value="Enter description..."/>

more options [Show ro](#)

## Select

Use for drop-down list. Also use for [conditional form](#)

Select <sup>?</sup>

Select

Provides a form element for a drop-down menu or scrolling selection box.

Table s

**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**

## Add Submit button(s) element

General Conditions Ad

▼ SUBMIT BUTTON

Hide submit button

Submit button label ?

Envoyer

## General tab of elements

### Element settings

General Conditions Advanced Access Exp

ELEMENT SETTINGS

Type  
Text field

Title ? \* 1

Name

Key: name\_tes\_02 2

Allowed number of values

Limited 1 3

Limited

Unlimited

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".

Name 1

## Element description/Help/More

▼ ELEMENT DESCRIPTION/HELP/MORE

Description ? **1**

Format ▾ | **B** *I*  $x_2$   $x^2$  |  $\Omega$  | | | | | |

Source |

▼ HELP ?

Help title ? **2**

Help text ? **3**

Format ▾ | **B** *I*  $x_2$   $x^2$  |  $\Omega$  | | | | | |

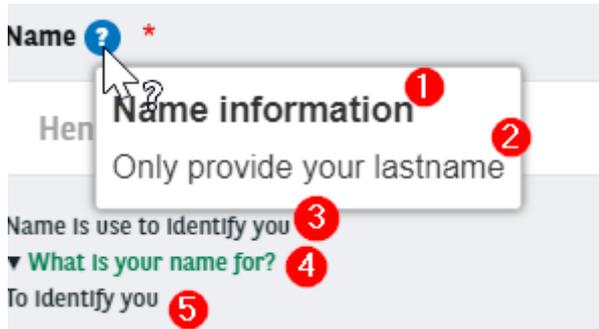
▼ MORE ?

More title ? **4**

More text ? **5**

Format ▾ | **B** *I*  $x_2$   $x^2$  |  $\Omega$  | | | | | |

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



## 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 suffix	Don't use
6	Minlength	Defined the minimum length of the text field
7	Maxlength	Defined the maximum length 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. <b>Not working for letters only.</b>
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

**▼ FORM VALIDATION**

Required 1 ?

Required message ?

Required field !

Unique 2 ?

Pattern 3 ?

Counter 4 ?

- None - ▼

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

**Name \*** 1 ?

apetit

datawords\_achaar

DATAWORDS TEAM

! Required field !

## Encryption

Don't use

Summary

### ▼ ENCRYPTION

Encrypt this field's value ?

## Condition tab

Details here [conditional webform](#)

General

Conditions

Advanced

Access

Expand a

### CONDITIONAL LOGIC

State

Element

Trigger/Value

- Select - ▼

if All ▼ of the following is met:

+ -

- Select - ▼

- Select - ▼

+ -

Add another state

Clear value(s) when hidden ?

## Advanced tab

Don't use

General

Conditions

Advanced

Access

### ▼ DEFAULT VALUE

Default value ?

Set default value

## Access tab

Don't use

Summary

General

Conditions

Advanced

Access

Expand

▼ CREATE SUBMISSION ?

Roles

- Utilisateur anonyme
- Utilisateur authentifié
- Webmaster
- Master
- Administrator

Users

Permissions

## Link a recipient email to the webform

### Single email

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

2019 EUROPEAN FLEET BAROMETER

View Test Results Build **Settings** Export Translate Clone

General Form Submissions Confirmation Salesforce **Emails / Handlers** CSS / JS Access

Home » Administration » Structure » Webforms » 2019 EUROPEAN FLEET BAROMETER

The Emails/Handlers page allows additional actions and behaviors to be processed when a webform or submission is created, updated, or deleted. H

**Add email** Add handler

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

▼ SEND TO

To email \*

[site:mail]

- Select -

Custom To email address...

Default

[site:mail]

Elements

- Name (name)
- Surname (surname)
- Email (email)

Other

- Site email address
- Current user email address [Authenticated only]
- Webform author email address
- Webform submission owner email address [Authenticated only]

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

▼ SEND TO

To email \*

Custom To email address...

datawords@datawords.com;datawords2@datawords.com

Multiple email addresses may be separated by commas.

CC email

- None -

## Multiple email

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

**Add Email handler** ✕

General Conditions Advanced Expand all

Sends a webform submission via an email.

**GENERAL SETTINGS**

Title \*  
 Machine  
name: email [Edit]

▼ SEND TO

To email \*

- Select -
- Custom To email address...
- Default
- [site:mail]**
- Elements
  - Subject (subject)
  - First Name (name)
  - Last Name (surname)
  - E-mail address (e-mail)
- Options**
- How would you like us to contact you? (how\_would\_you\_like\_us\_to\_contact\_you...
- Other
  - Site email address
  - Current user email address [Authenticated only]
  - Webform author email address
  - Webform submission owner email address [Authenticated only]

▼ SEND FROM

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

▼ SEND TO

To email \*

To email options ? \*

Option →	Email addresses
By phone →	example@example.com, [site:mail]
By e-mail →	example@example.com, [site:mail]
Empty (Used when no option is selected) →	example@example.com, [site:mail]
Default (This email address will always be included) →	example@example.com, [site:mail]

## Salesforce

If you are using Salesforce always make sure that the handler "Salesforce" 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 Sends a webform submission via an email.	correo_electronico	Para: ventas@autocargo.cl De: [site:name] <[site:mail]> Asunto: Formulario Motortrade Settings: HTML Sent when: Completado	Activado	
---	--------------------	--	----------	---

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**

**Subject** 3

Custom subject... ▼

HR Form

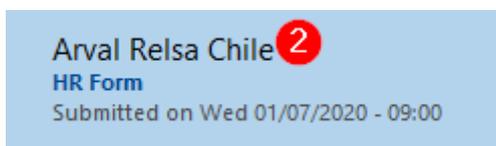
**Body \*** 4

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
```

Summary

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.



## 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 "Relatie met Arval" field

**Relatie met Arval**

- Geen -

- Geen -

Arval bestuurder

Vlootbeheerder

Bedrijfsleider

Potentiële klant

**Andere**

**Relatie met Arval**

- Geen -

---

Aanspreking

Mevr

Mr

- 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 Andere"

**Edit Other element** ✕

General **Conditions** Advanced Access Expand all

---

**CONDITIONAL LOGIC**

State	Element	Trigger/Value	
Visible ▼	if All ▼ of the following is met:		+ ✕
	Relatie met Arval [Select] ▼	Value is ▼	+ ✕
		Andere	

Clear value(s) when hidden ?

- When this option is choose on the form then the "Other" field will appear



Title	Key
+ Page 01	page_01

Add element

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

Add element Add page Add layout

Title	Key
+ Page 01	page_01
+ Name	name
+ First name	first_name
Submit button(s)	actions

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

Page 01 Page 02 Complete

Name \*

NEXT PAGE >

## Multiple element in a line

Multiple elements can be display in one row

First name Last name

Company name

Comments

Gender

Mrs

Mr

I have read and accept the privacy notice

I accept to receive marketing informations

SUBMIT

When creating the webform click on "Add layout

Add element

Add page

Add layout

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

<a href="#">+</a> [flexbox]	<a href="#">Add element</a>	flexbox
-----------------------------	-----------------------------	---------

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

Title		Key
<a href="#">+</a> [flexbox]	<a href="#">Add element</a>	flexbox
<a href="#">+</a> First name		first_name
<a href="#">+</a> Last name		last_name

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

<a href="#">+</a> [flexbox]	<a href="#">Add element</a>
<a href="#">+</a> First name	
<a href="#">+</a> Last name	
<a href="#">+</a> Company name	

<b>First name</b>	<b>Last name</b>
<input type="text"/>	<input type="text"/>
<b>Company name</b>	
<input type="text"/>	

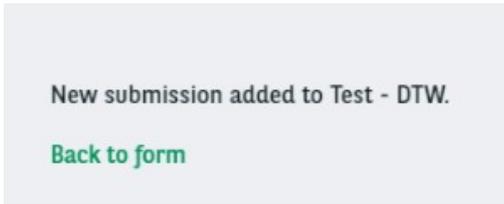
And create a new layout (Flexbox) to put elements in the same row:

<a href="#">+</a> [flexbox_01]	<a href="#">Add element</a>
<a href="#">+</a> I have read and accept the privacy notice	
<a href="#">+</a> I accept to receive marketing informations	

<b>First name</b>	<b>Last name</b>
<input type="text"/>	<input type="text"/>
<b>Company name</b>	
<input type="text"/>	
<b>Comments</b>	
<input type="text"/>	
Gender	
<input type="radio"/> Mrs	
<input type="radio"/> Mr	
<input type="checkbox"/> I have read and accept the privacy notice	<input type="checkbox"/> I accept to receive marketing informations
<a href="#">SUBMIT</a>	

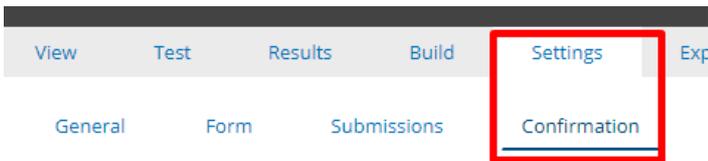
# Modify the confirmation page

By default the confirmation page look like this:



You can modify it by going to:

Settings => Confirmation

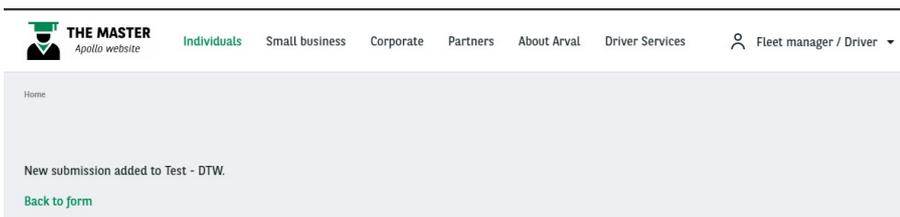


Then select the confirmation type you desire:



## Page

Confirmation message is display in a new page.



## Inline

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

THE MASTER Apollo website

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

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

Home > Corporate > Test - DTW - Webform

## Test - DTW - Webform

VIEW EDIT DELETE REVISIONS CLONE TRANSLATE

New submission added to Test - DTW - Confirmation.

[Back to form](#)

## Message

Confirmation message is display at the top of the page.

THE MASTER Apollo website

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

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

Home > Corporate > Test - DTW - Webform

New submission added to Test - DTW - Confirmation. x

## Test - DTW - Webform

VIEW EDIT DELETE REVISIONS CLONE TRANSLATE

Name

SUBMIT

## Modal

Confirmation message is display in a popin

THE MASTER Apollo website

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

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

Home > Corporate > Test - DTW - Webform

## Test - DTW - Webform

VIEW EDIT DELETE REVISIONS CLONE TRANSLATE

Name

SUBMIT

New submission added to Test - DTW - Confirmation. x

## 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. 

Home > Corporate  
**VIEW** EDIT DELETE REVISIONS CLONE TRANSLATE



None

No confirmation message. The webform is reset.

Home > Corporate > Test - DTW - Webform

## Test - DTW - Webform

**VIEW** EDIT DELETE REVISIONS CLONE TRANSLATE

Name

**SUBMIT**

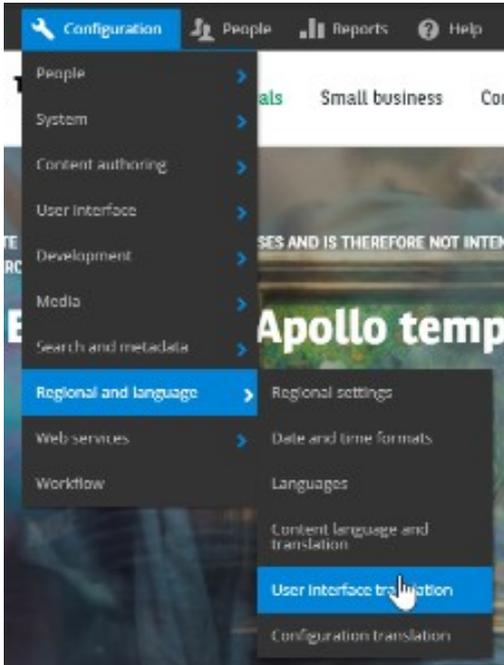
# Translate interface - Corporate

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.

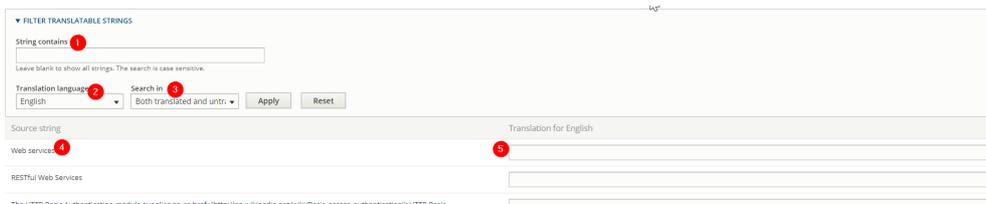
Some can be managed on webmastering side and some need a JIRA ticket to be raised. The complete list is provided apart of this userguide.

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	<b>Always make sure to have selected the good language.</b> All 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 Translator 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.