Guidelines for 3rd Party Web Customization

The following document lists the Best Practices that must be followed for any activity you intend to carry out in a Hitachi Cooling & Heating Local Website with the help of an external agency. It aims to minimize errors and make sure there are no conflicts when many agencies work on the same platform, since current changes may impact future deployments negatively.

Note: *For temporary landing pages, always choose the easiest process. Do not modify the website; rather opt for developments that do not require integration.*

If you have any further questions or doubts, please contact digital.marketing@jci-hitachi.com

GUIDES

First, your agency must be familiar with our **Code Guide** and **Style Guide**. Please, make sure you refer them to the following links as a first approach:

- **Code Guide:** https://codeguide.hitachiaircon-webresources.com/index
- **Style Guide:** http://styleguide.hitachiaircon-webresources.com/

For Content Management, make sure they have access to the **CMS Guide**: https://cmsguide.hitachiaircon-webresources.com/

ACCESS TO SERVER AND INTERNAL TOOLS

By default, the Global Digital Marketing Team has delivered to you the keys to access to the FTP and GIT Repository. If you do not have access, or the keys are not working, please contact us.

IMPORTANT: to be able to keep track of changes and who is responsible of making them, **do not share with the agency any admin or user keys we have provided for your individual use**. Please contact the Global Digital Marketing Team and we will provide the right access to your agency (**access will be restricted** to the folder your agency must work at, and the tasks needed to carry out their customization)

CODING BEST PRACTICES

*Before we begin, please make sure to **always inform and brief the Global Digital Marketing Team** of any changes you need to carry out. Our Team can and will implement most of the customizations that affect your website to ensure they are properly implemented and avoid future issues.*

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To perform any changes to the code, agency **must follow the bellow process:**

1. access the project's code repository (**GitHub**),
2. create a new branch based on the existing code to modify it with the new code,
3. and proceed to merge.

Nothing should be updated directly to PROD, the new code should be merged through the GIT repository.

If during the deployment of a new global functionality, or any other upgrade to the global template, we find any conflicts when uploading to PROD; all the changes will be uploaded to a devel branch of the GIT repository for the local team to handle the merge and solve any bugs/errors!

Keep in mind we do many updates, so **this process can happen many times a year**.

Please inform the agency **that they can only modify only the strictly necessary and follow the Laravel and shared repositories best practices**.

IMPORTANT: Work is restricted to the section that needs the changes, they must make sure it does not affect any other web structure (such as databases, for example) and **that the deployment is well documented in the GIT repository**.

If any other changes were to be implemented, or any other correlation exists, the Global Digital Marketing Team **must be aware of them beforehand**, in order to coordinate the deployment with the other agencies involved in web development.

In addition, it is important to **communicate the Global Digital Marketing Team of the dates deployments will take place in**.

Other recommendations:

- Don't use any automation tool for formatting or code cleaning
- Don't modify anything not related to the development or fix needed
- If any code is modified, please leave a comment on what's being done and why
- If database structure is being modified, you must use migrations and not the current database

HOW TO UPLOAD A LANDING PAGE TO PLESK

This process has two steps:
1. First, we must create a subdomain and the necessary components (databases, FTP Access, GIT repository) – This is done by the server agency and
2. Then, the landing page is deployed using the resources created in the above step

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Subdomain creation:
You must provide the following information:
- Do you want the landing page to be dependant from the main site or a routing
- Do you need access to Plesk/SSH/FTP?
- Do you require https redirect as default?

Landing deployment:
The deployment is completed through the below process:
1. **Upload files through FTP**.

   Application data in terms of database and email address are configured beforehand.
2. **Request any changes needed at a server level through Global Digital Marketing** (file permissions, extra packages…)

   Your agency must know exactly what they need at a technical level, as we will need to give clear and precise instructions to server management.
3. **Request, if necessary, any DNS adjustment**. For example, a register needed to validate an external application, redirects, etc.

WARNING:
The process changes if we need to set up version control for your landing page, because it entails configuring actions post-deployment in the GIT of Plesk. This will depend on each application, so please make sure to inform the Digital Marketing Team ahead.

Also, in case the application requires commands to be launched from the server, the SSH Access will have particularities and this will need to be analyzed and pondered by the Digital Marketing Team along with the Server Management.

Please follow the above guidelines and, in case of any doubts or if your agency considers another process should be followed, contact the Global Digital Marketing Team to inform them of your needs and get their approval before carrying out any activities.

Your collaboration is greatly appreciated! ☺

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