

# Free Template Guidelines

For all Somfy B2C V4 websites

*This document is a guideline on how to use the Free template. Before choosing to use the Free template it's good to first verify if the existing V4 Rich page template on the CMS have already the options or solution needed to achieve your goals. If you are going to use the Free template please follow the guidelines as described in this document.*

## For who?

### External agencies:

Somfy subsidiaries are working often with external agencies to create new pages with their own local Somfy websites. Sometimes the new pages they want to create cannot be realized because the Somfy CMS system is not allowing it. For this reason we have made available the Free template that allows them to freely create the pages they want. These pages have to be monitored in order for them be consistent with the Somfy Brand and Security guidelines. For this reason we developed this guideline.

### Somfy Subsidiaries:

Certain Somfy Subsidiaries have the in-house knowledge to work with the Free template. This procedure is for them also necessary to receive the right training on how to work with this template.

## Content

- Free template
- V4 Rich Pages template
- Brand Consistency
- Security
- Procedure
- Appendix

## Free template

### Completely free HTML, CSS and JS

The page template allows you to build a page from scratch, using HTML tags, style sheets and JavaScript animations.

### Best practices

As far as possible, the style sheets and JavaScript must be minified and loaded at the end of the page, to improve the page load and SEO. The medias (pictures, videos) have to be as well compressed as much as possible.

For security reasons, all the resources (images, css, js,...) should be uploaded on the Somfy server. The use of external resources can be a critical vulnerability. If some resources cannot be load on the Somfy server, they must be called with the same protocol (http or https) as the rest of the website.

The design of the pages has to respect the Somfy's digital brand book. Every design has to have responsive versions for smartphone's and tablets.

### Limitations

The whole page has to be developed. Nothing of the site can be re-used, especially the navigation, the header and the footer.

The calls for Google Analytics, Google Tag Manager, ... have to be manually added in each page. Please contact us to know to which Google Analytics account it should be linked and if needed where the Tag should show to in the page.

## V4 Rich Pages Template

Before choosing to use the Free template it's good to first verify if the existing templates on the CMS are may be sufficient to achieve your goals.

We recommend to use as much as possible the available V4 Rich Pages templates. They offer already several easy to use functions.

### Ready to use blocks of various types

The page is built with different predefined blocks. The blocks allow you to display all kind of media, while keeping a plain layout. The construction of a page does not require any knowledge of HTML.

The following kinds of blocks are available:

- Text + picture
- Full-width picture
- Videos
- Slider
- Tabs
- Free HTML
- ...

We provide training and support to the agencies. Please contact the Somfy Corporate digital team if such training is needed.

### Optimized and secure page

The style sheets and scripts are compressed and loaded at the end of the page, to optimize the page load. All the blocks are continually maintained to be supported by all browsers' versions. They are also optimised for mobile devices. The security of this template is regularly verified, to avoid most of the known vulnerabilities. All resources are hosted on centralized and secured servers.

### Limitations

The template is not adapted for big sections of HTML, or animated behaviours (e.g. in JavaScript).

## Brand consistency

When using the Free template it's important to always respect the Somfy Graphical guidelines. The Free template allows you to create a page design free from the CMS restrictions. Therefore certain rules from the Brand book needs to be respected.

### Header & Footer:

The current dynamic header and footer from the CMS cannot be used. Therefore special header and footer banner has been prepared for the Free template. These banners have to be always used.

*Download the HTML and CSS codes via this link:*

[https://somfy.sharepoint.com/sites/TS1/markcommunity/Guidelines/CMS\\_Netvertis/Free\\_template\\_Procedure/somfy\\_header-footer.zip](https://somfy.sharepoint.com/sites/TS1/markcommunity/Guidelines/CMS_Netvertis/Free_template_Procedure/somfy_header-footer.zip)

Header:



Footer:



For other aspect like the Somfy logos, fonts, picto's and the colour palette, please refer to the Brand book where everything is clearly explained with examples. Also consider brand consistency in the responsive design for mobile use.

*Download the graphical guidelines via this link:*

[https://somfy.sharepoint.com/sites/TS1/markcommunity/Guidelines/Somfy\\_Brand/Digital\\_graphic\\_guidelines\\_EN.pdf](https://somfy.sharepoint.com/sites/TS1/markcommunity/Guidelines/Somfy_Brand/Digital_graphic_guidelines_EN.pdf)

## Security

### About

This section defines a set of rules pertaining to security in the use of free templates. It will be enriched over time and experience.

As always, security is a trade-off and there may be cases where some of the guidelines seem inappropriate. In such a case, the discussion is to take place with the IT Architect in charge of the web application, who will in turn involve the IT Security Architect to make the most appropriate choice.

Consider looking at security mechanisms such as:

### Data Confidentiality

1. Use POST method as much as possible.
  - a. URL parameters (GET) are logged in all proxies and access logs, thus disclosing information

### Integrity

#### Cross Scripting / Injection

2. Use Content Security Policy to limit iframes to trusted frames with child-src directive
3. Escape HTML tags from print statements
4. Sanitize incoming data
  - a. Regard any data input as unsafe
  - b. Check format before using a user or URL input
  - c. Use functions to do so (see reference and use your framework built-in functions as much as possible)
5. Avoid fetching URL content on not mastered web sources

#### Bots

6. Avoid robot form submission by the use of reCAPTCHA

#### Information leak

7. Never display error messages with technical content
  - a. The use should a meaningful, one sentence error message
  - b. Debug information such as stack trace or dumps should be logged and not displayed
  - c. Should a link be necessary between the error message and the log file, specify a unique event ID in the user error message

8. Software version should be absent from published pages (both in visual and HTML source code, the version is often specified in HTML comments)
9. All cookies are flagged secure
  - a. So the browser only sends them over HTTPS
10. Move uploaded file out of document root
  - a. Never enable direct access to uploaded file
  - b. Never use the filename as access parameter
11. Sensitive information (including personal data) must not be stored on the client unencrypted

#### References:

- <https://www.google.com/recaptcha/intro/index.html>
- <https://content-security-policy.com/>
- <https://www.owasp.org/index.php/SecureFlag>



- input\_data.php

#### Transport Security

12. The entire website is protected by TLS 1.1 or higher
13. HSTS should be set

#### References:

- [https://www.owasp.org/index.php/HTTP\\_Strict\\_Transport\\_Security\\_Cheat\\_Sheet](https://www.owasp.org/index.php/HTTP_Strict_Transport_Security_Cheat_Sheet)

#### Legislative and standards compliance (including Privacy, Government and Industry standards)

14. Cookie maximum expiration time is 365 days. New consent required afterwards.
15. User consent must be obtained before depositing any cookie other than session management

#### Sending Mails

16. Should you need to send mail from a Somfy domain, you need to inform the IT Architect so that your mails aren't classified as spam (we make use SPF DNS records).

## Procedure

Because the usage of Free template can be complex in terms of the different CMS functions, security and also to guard the brand consistency Somfy Corporate Digital Marketing will first introduce this Free template before any user can work with it. (Somfy subsidiary or external

agency).The introduction will exist out of a training + follow up of the first projects in order to be certified to use this template.

Contact Somfy Corporate Digital Marketing team for more information:

**Contact person:** Zacharias Carlens ([zacharias.carlens@somfy.com](mailto:zacharias.carlens@somfy.com))

## Appendix

### Free Template tutorial

#### Step 1 : Create a page with a V4 Free Template

- Page > Add a new page

- Fill these fields

Close panel

PAGE LOCATION	
Section*	<span style="color: green; font-size: 1.2em;">?</span> <input style="width: 90%;" type="text" value="/nam_v4/home"/>
Label*	<span style="color: green; font-size: 1.2em;">?</span> <input style="width: 90%;" type="text" value="example2"/>
Template*	<span style="color: green; font-size: 1.2em;">?</span> <input style="width: 90%;" type="text" value="V4 Free Template"/> <span style="color: red; font-weight: bold; margin-left: 10px;">Choose this template</span>
Reference page for	<input style="width: 90%;" type="text"/>

NAVIGATION INFORMATION	
Title in navigation*	<span style="color: green; font-size: 1.2em;">?</span> <input style="width: 90%;" type="text" value="integration-test-two"/>
Page title	<span style="color: green; font-size: 1.2em;">?</span> <input style="width: 90%;" type="text"/>
Link	<span style="color: green; font-size: 1.2em;">?</span> <input style="width: 90%;" type="text"/>
Target	<span style="color: green; font-size: 1.2em;">?</span> <input type="checkbox"/> New window
Visible in menu*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Visible in sitemap*	<input type="radio"/> Yes <input checked="" type="radio"/> No

PUBLICATION	
Approved*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of publication	<input style="width: 30px;" type="text" value="25"/> <input style="width: 30px;" type="text" value="June"/> <input style="width: 30px;" type="text" value="2015"/>
Date of expiration	<input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>
Comment	<span style="color: green; font-size: 1.2em;">?</span> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>
Priority*	<input style="width: 40px;" type="text" value="0"/>

- Save





---

**Step 2 : Add your HTML code and associated medias**

- Go to the Site Map > Page and add a HTML content
- Fill the content edition
  - . Content title : is the folder name (no use a name with space)
  - . Detail: paste here your HTML code
  - . Save and approve your content

**CONTENT EDITION**

Content title	wide  <b>Name folder</b>
Detail*	<div> <b>Html code</b></div> <pre>&lt;!DOCTYPE html&gt; &lt;title&gt;WIDE&lt;/title&gt; &lt;link rel='stylesheet' type='text/css' href='/common/static/wide/css/animate.min.css' media='all'&gt; &lt;link rel='stylesheet' type='text/css' href='/common/static/wide/css/mainw.css' media='all'&gt; &lt;/head&gt; &lt;body &gt; &lt;div class="logo wow bounceIn" data-wow-duration="1s"</pre>

**PUBLICATION**

Date of publication	24 June 2015
Date of expiration	
Priority*	0
Comment	

Save and approve

Save as draft

Close window

Delete

---

### Step 3 : Put your associated files (css, js, media files)

- Open your free page
- Add the associated HTML files like JS, CSS, media files (see allowed extensions)

The screenshot displays a web editor interface. At the top, there is a code editor with the following HTML code:

```
<!DOCTYPE html>
<title>WIDE</title>
<link rel='stylesheet' type='text/css' href='/common/static/wide/css/animate.min.css' media='all'>
<link rel='stylesheet' type='text/css' href='/common/static/wide/css/mainw.css' media='all'>
</head>
<body >
<div class="logo wow bounceIn" data-wow-duration="1s" data-wow-delay="0.5s"></div>
<div class="logo wow zoomInLeft" data-wow-duration="1s" data-wow-delay="0.5s"></div>
<div class="logo wow fadeInLeft" data-wow-duration="1s" data-wow-delay="0.5s"></div>
<div class="logo wow fadeInRight" data-wow-duration="1s" data-wow-delay="0.5s"></div>
<div class="logo wow fadeIn" data-wow-duration="1s" data-wow-delay="0.5s"></div>
```

Below the code editor, there is a file manager area with three file slots:

- Slot 1: jquery.min.js (Delete file), wow.min.js (Delete file)
- Slot 2: animate.min.css (Delete file), mainw.css (Delete file)
- Slot 3: logoWide.png (Delete file)

To the right of the file manager, there is a green dashed box with the text:

**Drag & Drop your new files here.**

(Allowed extensions :  
js,css,jpg,gif,png,pdf,zip,svg,  
filenames without spaces)

**Step 4 : See the result page in the frontend**

- To know the page URL, go to Page > Redirections & Aliases



- Paste this URL in the browser address