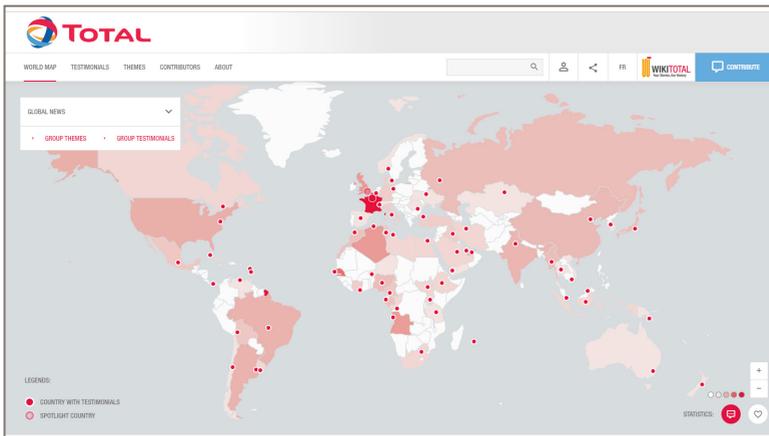


# Welcome to WIKITOTAL!

- > WIKITOTAL is the Website of Total's History in the countries where it operates.
- > It is a collaborative platform with an editorial part .
- > WIKITOTAL invites employees, former or active, Total partners, fans of history to consult all testimonials and take part in the testimonials gallery.

How to contribute on [www.wiki.total](http://www.wiki.total) ?

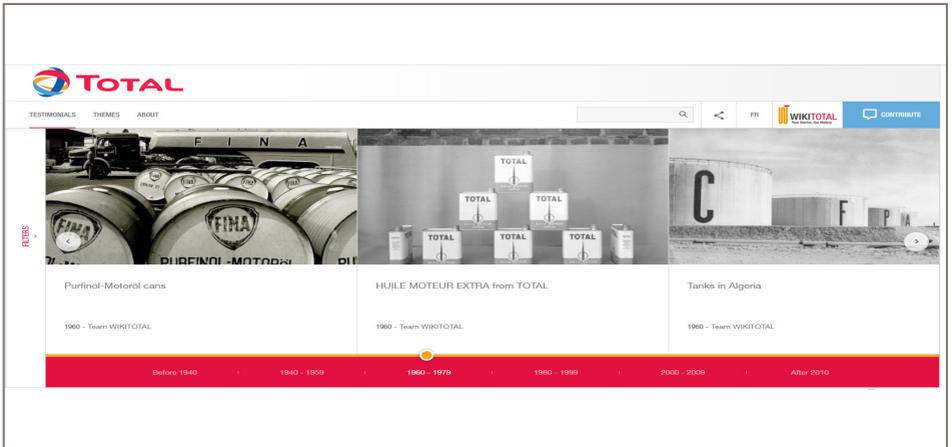
## 1 LET'S START



- > Flash the QR code or go to [www.wiki.total](http://www.wiki.total)
- > Choose your language (English or French) for the website interface.
- > Explore the history of countries surfing on the map.
- > Contribute either in English or French.



## 2 CONSULT ALL TESTIMONIALS



- > On the “Testimonials” tab, all testimonials are sorted by chronological order.
- > On the “Themes” tab, you will find testimonials about crossfunctional subjects or particular event like affiliates or sites anniversary.
- > On the “Filters menu” (on the left of the screen), you can choose testimonials by selecting the country, different categories such as Activities, Brands, People, Products and the Period.
- > You can also look for a testimonial in the search bar.

## 3 TAKE PART IN OUR TESTIMONIALS GALLERY!



From any page on the website :

- > Click on «Contribute» (on the top right corner).
- > On the testimonial page, you can also click on «Complete this testimonial» to link your article directly to the one you are reading.

Several categories or countries can be allocated to a testimonial.

- > It is important to precise the date of your testimonial.
- > Kindly fill the form in 4 steps. An asterisk \* means that the content is mandatory.

Testimonial characteristics

Welcome to 100% TOTAL!  
You are an employee, former or active, a partner of Total, a client, a fan of history?  
You can take part in our testimonial gallery.  
Please fill in the following fields. All fields marked with an asterisk (\*) are mandatory.

**1** TITLE \*

DATE OF THE EVENT \*

FUNCTION AT THE DATE OF THE EVENT \*

COUNTRY OF THE EVENT \*

CITY OF THE EVENT

CATEGORY \*

▶ NEXT STEP

**2** YOUR TEXT

MEDIAS

PDF FILES

▶ PREVIOUS STEP    ▶ NEXT STEP

**3** KEYWORDS

ONE TOTAL, OUR VALUES

▶ PREVIOUS STEP    ▶ PREVIEW OF TESTIMONIAL

## 1 Testimonial characteristics

Enter :

- The title
- The date of the event: you can choose a beginning and an end date or just a beginning date
- Your function at the date of the event
- The country(ies) of the event
- The categories

## 2 Testimonial writing

- Write your text
- You can choose to publish it with a media (picture or video) or PDF files
- The size must not exceed 10 MB for an image and 300 MB for a video

**WARNING** Be careful of the media copyrights and ensure to get the agreement of the people on the picture.

## 3 Keywords and Total Values

- Complete with keywords which are already prefilled
- Try to associate Total values to your testimonial



**SÉCURITÉ**  
SAFETY



**RESPECT DE L'AUTRE**  
RESPECT FOR EACH OTHER



**ESPRIT PIONNIER**  
PIONEER SPIRIT



**FORCE DE LA SOLIDARITÉ**  
STAND TOGETHER



**GOÛT DE LA PERFORMANCE**  
PERFORMANCE-MINDED

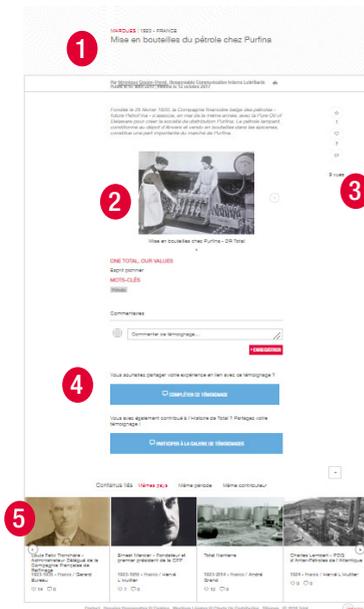
#### 4 Preview and validate your testimonial



- > You will be able to preview your testimonial. You can go back to the previous steps to modify it or confirm your testimonial.
- > There is a control of the content of your testimonial by the WIKITOTAL moderators.

> Once it is validated by the moderators, it is published online and you will receive confirmation by email.

## 4 THE TESTIMONIAL



- 1 At the top of the page, you can see who wrote the article, when, and print the testimonial.
- 2 Below the text, you will find a carousel of pictures and videos. Click on the arrow signs to scroll the different media of the testimonial.
- 3 On the right of the testimonial you can like the testimonial or add it to favorites.
- 4 Below the carousel, you can comment the testimonial or contribute writing your own testimonial.
- 5 At the end of the article you will find other testimonials related to the one you just read.

**NEED ANY HELP ?  
PLEASE CONTACT US**

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