

The image shows a close-up, low-angle shot of a building's facade. The word "ARVAL" is mounted on the wall in large, white, three-dimensional block letters. Above the letters, there is a dark square sign with a white logo consisting of three stars arranged in a curve. The building's structure, including windows and architectural details, is visible in the background. A large green diagonal shape covers the bottom right portion of the image, serving as a background for the text below.

ARVAL

*User Guide*  
*GDPR Webforms*

**/ARVAL**

# Introduction

Two new components has been added in the webform administration.

- GDPR Legal notice button : The visitor read and understood the data protection Notice
- GDPR Consent button : The visitor gives his consent to the processing of his personal data

When you create a new webform, these two fields are automatically added you only have to configure it (next page).

However, for all old webforms, the webmaster must add these components before to configure it. They are available in the list of components of all your webform :

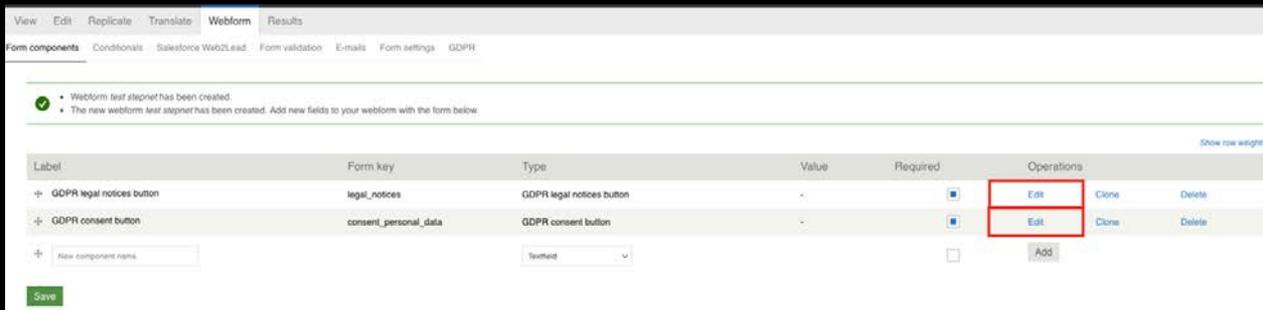
The screenshot shows the 'Email us' webform administration interface. At the top, there are tabs for 'View', 'Edit', 'Replicate', 'Translate', 'Webform', and 'Results'. Below the tabs, there are links for 'Form components', 'Conditions', 'Selection Wizard', 'Form validation', 'E-mails', 'Form settings', and 'GDPR'. The main area displays a table of components with columns for Label, Form key, Value, Required, and Operations. A dropdown menu is open over the 'Form key' column, listing various components including 'GDPR legal notice button' and 'GDPR consent button'. The 'GDPR legal notice button' is highlighted in blue. At the bottom left, there is a 'Save' button.

Label	Form key	Value	Required	Operations
Name	name	-	<input checked="" type="checkbox"/>	Edit Clone Delete
Telephone Number	telephone_number	-	<input checked="" type="checkbox"/>	Edit Clone Delete
Email Address	email_address	-	<input checked="" type="checkbox"/>	Edit Clone Delete
What is your query about?	what_is_your_query_about	!	<input checked="" type="checkbox"/>	Edit Clone Delete
Comments	comments	-	<input type="checkbox"/>	Edit Clone Delete
New component name			<input type="checkbox"/>	Add

# Configure my components

The two fields are already available but the webmaster must edit each field to translate it :

1. After creating a new webform, click on Edit



The screenshot shows a webform configuration interface. At the top, there are tabs for 'View', 'Edit', 'Replicate', 'Translate', 'Webform', and 'Results'. Below the tabs, there are several menu items: 'Form components', 'Conditionals', 'Salesforce Web2Lead', 'Form validation', 'E-mails', 'Form settings', and 'GDPR'. A green checkmark icon indicates that the webform has been created successfully. Below this, there is a table with the following columns: 'Label', 'Form key', 'Type', 'Value', 'Required', and 'Operations'. The table contains two rows of components: 'GDPR legal notices button' and 'GDPR consent button'. The 'Operations' column for each row contains 'Edit', 'Clone', and 'Delete' buttons. The 'Edit' buttons are highlighted with a red box. At the bottom of the table, there is a 'New component name' input field and a 'Textfield' dropdown menu. A 'Save' button is located at the bottom left of the interface.

Label	Form key	Type	Value	Required	Operations
GDPR legal notices button	legal_notices	GDPR legal notices button	-	<input checked="" type="checkbox"/>	Edit Clone Delete
GDPR consent button	consent_personal_data	GDPR consent button	-	<input checked="" type="checkbox"/>	Edit Clone Delete

1. Translate the description and save. If you have several languages, you must translate your webform before (as usual), then change the sentence for each language.



# Configure my components for Salesforce

1. If you modify an old webform, you must complete the form key to send the informations to salesforce.

(if you created a new webform, the formkey are already configured, don't modify it !)

For old webforms, please fill this way the form key :

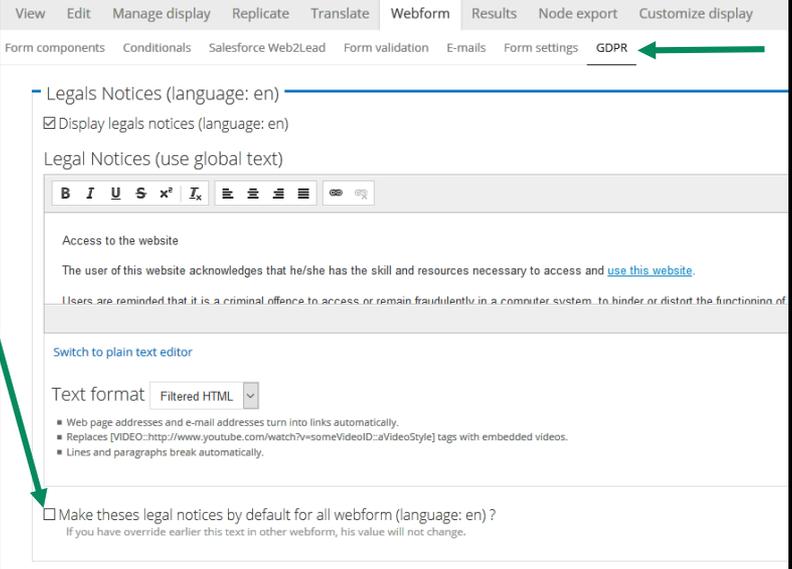
For the component GDPR Legal notice button : legal\_notices

For the GDPR Consent button : consent\_personal\_data

# Add the legal notices

Now you can add your legal notices

1. In your webform edition, go to "GDPR"
2. If you have already set up a default text, it will be used automatically
3. If it's the first time and you want to make this text the default text, tick this box
4. If you don't want to use the default text, simply change it in the field to override default text.
5. This field is language sensitive, so the modification you apply to one language won't apply to the others



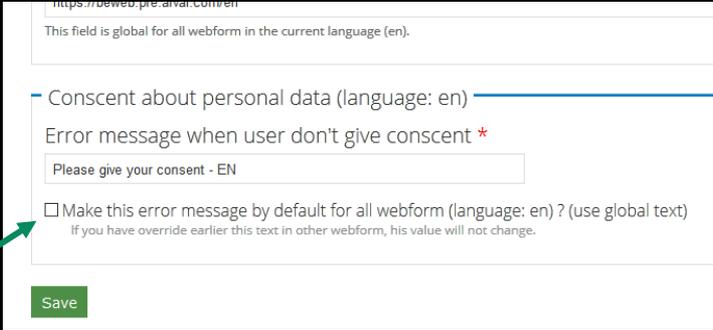
The screenshot shows the Salesforce Webform editor interface. The top navigation bar includes 'View', 'Edit', 'Manage display', 'Replicate', 'Translate', 'Webform', 'Results', 'Node export', and 'Customize display'. Below this, a secondary navigation bar lists 'Form components', 'Conditionals', 'Salesforce Web2Lead', 'Form validation', 'E-mails', 'Form settings', and 'GDPR'. A green arrow points to the 'GDPR' tab. The main content area is titled 'Legals Notices (language: en)'. It contains a checked checkbox for 'Display legals notices (language: en)'. Below this is a text editor for 'Legal Notices (use global text)'. The text editor has a rich text toolbar and contains the following text: 'Access to the website', 'The user of this website acknowledges that he/she has the skill and resources necessary to access and [use this website](#).', and 'Users are reminded that it is a criminal offence to access or remain fraudulently in a computer system, to hinder or distort the functioning of'. There is a 'Switch to plain text editor' button. Below the text editor is a 'Text format' dropdown menu set to 'Filtered HTML'. A small list of formatting rules is shown: 'Web page addresses and e-mail addresses turn into links automatically.', 'Replaces [VIDEO:http://www.youtube.com/watch?v=someVideoID:aVideoStyle] tags with embedded videos.', and 'Lines and paragraphs break automatically.'. At the bottom, there is an unchecked checkbox for 'Make these legal notices by default for all webform (language: en)?' with a note: 'If you have override earlier this text in other webform, his value will not change.'

**Important:** once the text is overridden, it won't be possible to change it globally anymore. To use the default text again, simply delete the content of the field and save you changes.

# Configure the consent message

To configure the consent message you want to display:

1. In your webform edition, go to "GDPR"
2. If you have already set up a default text, it will be used automatically
3. If it's the first time and you want to make this text the default text, tick this box
4. If you don't want to use the default text, simply change it in the field to override default text.
5. This field is language sensitive, so the modification you apply to one language won't apply to the others



The screenshot shows a configuration page for a webform. At the top, there is a URL bar with "https://bwebp.pre.aval.com/en". Below it, a text box contains "This field is global for all webform in the current language (en)". A blue horizontal line separates this from the main configuration area. The main area has a title "Consent about personal data (language: en)". Below the title is a text box with the error message "Error message when user don't give consent \*". The text box contains the text "Please give your consent - EN". Below the text box is a checkbox with the label "Make this error message by default for all webform (language: en) ? (use global text)". Below the checkbox is a smaller text box with the text "If you have override earlier this text in other webform, his value will not change." At the bottom of the form is a green "Save" button. A green arrow points from the third step of the list to the checkbox.

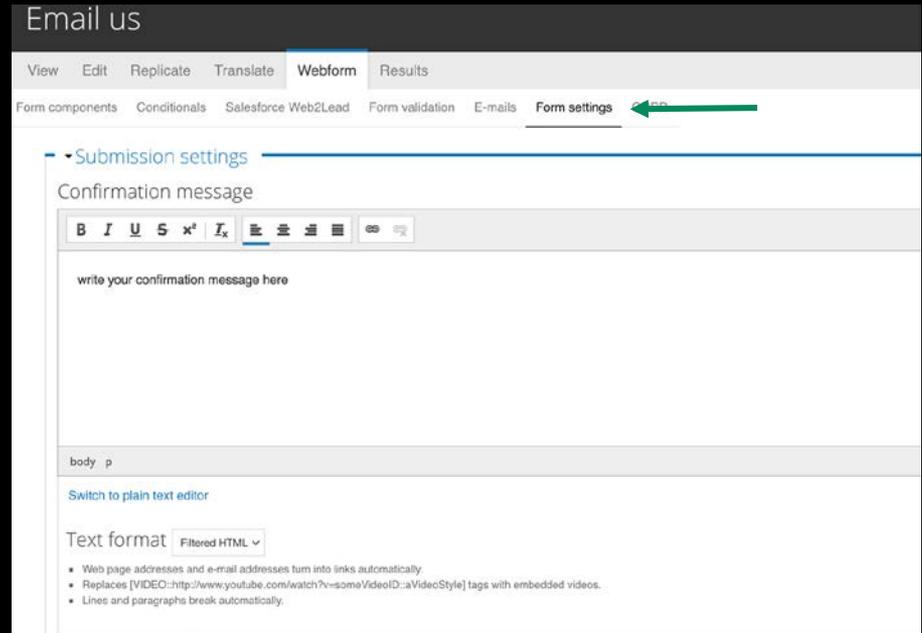
**Important:** once the text is overridden, it won't be possible to change it globally anymore. To use the default text again, simply delete the content of the field and save you changes.

# Configure Legal notices

1. To configure the confirmation message you want displayed :

Go to "Form settings"

And write your message



Email us

View Edit Replicate Translate **Webform** Results

Form components Conditionals Salesforce Web2Lead Form validation E-mails **Form settings**

Submission settings

Confirmation message

write your confirmation message here

body p

Switch to plain text editor

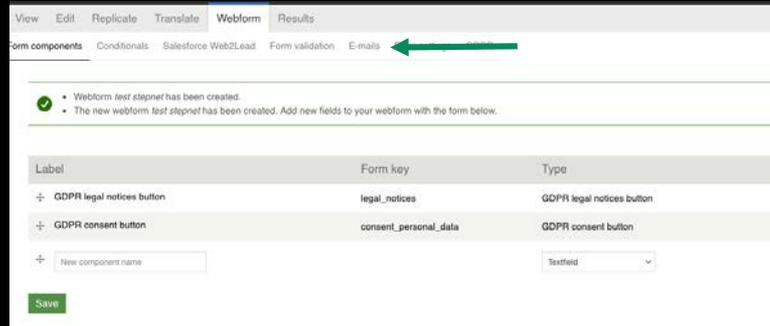
Text format Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Replaces [VIDEO:http://www.youtube.com/watch?v=someVideoID:aVideoStyle] tags with embedded videos.
- Lines and paragraphs break automatically.

# Configure the email sent to the administrator

To send an email with all the informations of the webform, to the administrator :

## 1. Go to "E-mails"



The screenshot shows the Salesforce Webform configuration interface. The 'E-mails' tab is selected, indicated by a green arrow. The interface displays a table of form components and a 'Save' button.

Label	Form key	Type
GDPR legal notices button	legal_notices	GDPR legal notices button
GDPR consent button	consent_personal_data	GDPR consent button
New component name		Textfield

## 1. Add the e-mail of the administrator and save

# Configure the email sent to the visitor

To send an email with all the informations of the webform, to the visitor :

1. First, make sure that your webform contain an "email" field. If not, add one.
1. Then, Go to "Email"

View Edit Replicate Translate Webform Results

Form components Conditions Salesforce Web2Lead Form validation

- Webform test stepnet has been created.
- The new webform test stepnet has been created. Add new fields to your webform with the forms below.

Label	Form key	Type
+ GDPR legal notices button	legal_notices	GDPR legal notices button
+ GDPR consent button	consent_personal_data	GDPR consent button
+ New component name		Textfield

Save

1. and add component value "email"

View Edit Replicate Translate Webform Results

Form components Conditions Salesforce Web2Lead Form validation E-mail Form settings GDPR

Email settings edited

Send	Email to	Subject	From	Operations
<input checked="" type="checkbox"/>	test@test.it	Form submission from: test stepnet	"Nival DM" <nival-reply@nival.com>	Edit Clone Delete
<input checked="" type="checkbox"/>	Value of "email"	Form submission from: test stepnet	"Nival DM" <nival-reply@nival.com>	Edit Clone Delete

Address: email@nival.com

Component value: email

Add

Save

# Configure the email sent to the visitor

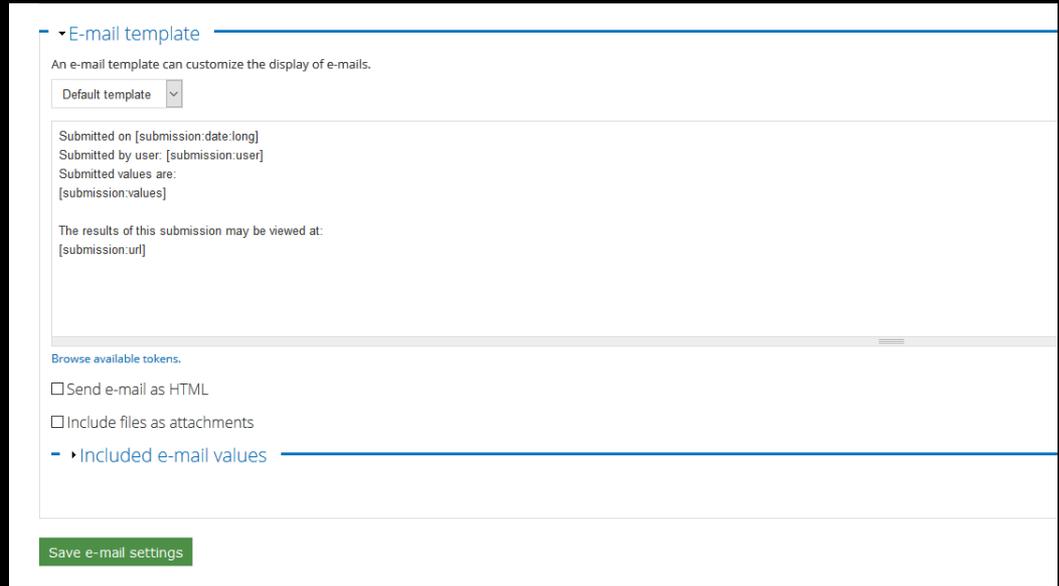
4. To configure the message you want to send :

Go to “Emails”

Select the mail you want to set up and click “Edit”

At the bottom of the options, edit the “E-Mail Template”

**Important:** The default token shouldn't be taken out of the default template



▼ E-mail template

An e-mail template can customize the display of e-mails.

Default template ▼

Submitted on [submission:date:long]  
Submitted by user: [submission:user]  
Submitted values are:  
[submission:values]

The results of this submission may be viewed at:  
[submission:url]

[Browse available tokens.](#)

Send e-mail as HTML

Include files as attachments

► Included e-mail values

Save e-mail settings