

GDPR

Blue Form Builder plugin

User Guide

Version 1.0

Table of Contents

I) Introduction.....	2
II) Add GDPR confirmation checkbox.....	3
1. Appearance tab.....	5
2. Advanced tab.....	8
III) Customize how long to store submissions.....	11
IV) Support.....	12

I) Introduction

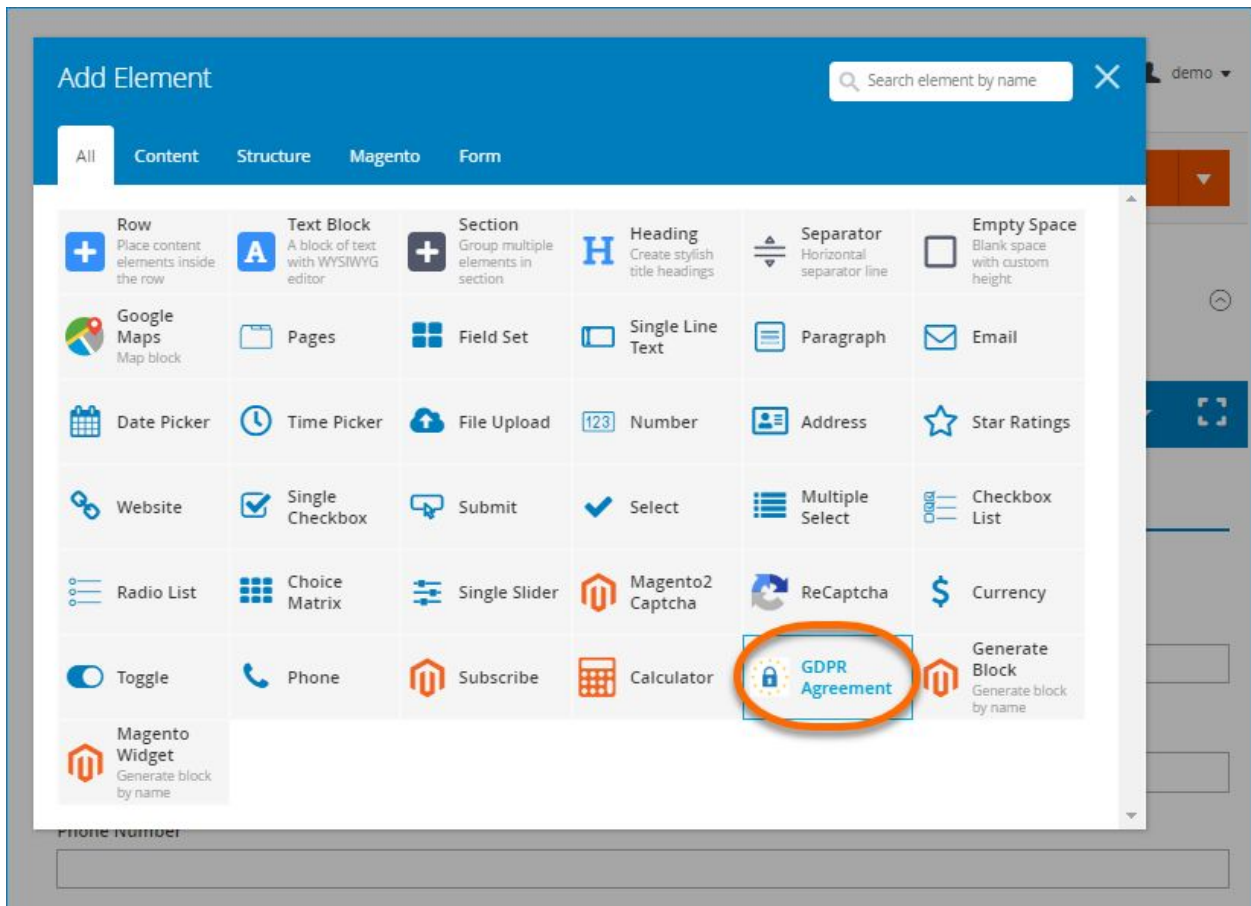
GDPR plugin allows you to create GDPR compliant forms in Magento 2 by adding a confirmation checkbox. This way, customers can enable or disable storing their data in your database.

- Add GDPR confirmation checkbox
- Decide how long to store submissions

Note: **GDPR** is a plugin of Blue Form Builder extension. Please pre-install **Blue Form Builder**. After that, install **GDPR** plugin and it will be integrated with existing Blue Form Builder on your website.

II) Add GDPR confirmation checkbox

- After **GDPR** plugin is installed, a new element named 'GDPR Agreement' will be available in the form builder. You can add this element to your form with a single click.



- After adding **GDPR Agreement** element to the form, a popup with element settings will show up like this:

GDPR Agreement Settings - [gdpr-686] ✕

- General
- Appearance
- Advanced
- Design Options

CSS Animation

▼

Select type of animation for element to be animated when it "enters" the browsers viewport (Note: works only in modern browsers).

Animation Duration (s) **Animation Delay (s)**

Disable Element **Hide on Page Load**

If checked this element won't be visible on the public side of your website. You can switch it back any time.

Element ID

Enter element ID (Note: make sure it is unique and valid according to [w3c specification](#))

* For **General** and **Design Options** tabs, please view details in [this documentation](#).

1. Appearance tab

GDPR Agreement Settings - [gdpr-448] ✕

General | **Appearance** | Advanced | Design Options

Label

Email Label

Label Position
 ▼

Label Alignment
 ▼

Control Width

Enter "auto" to display default control width

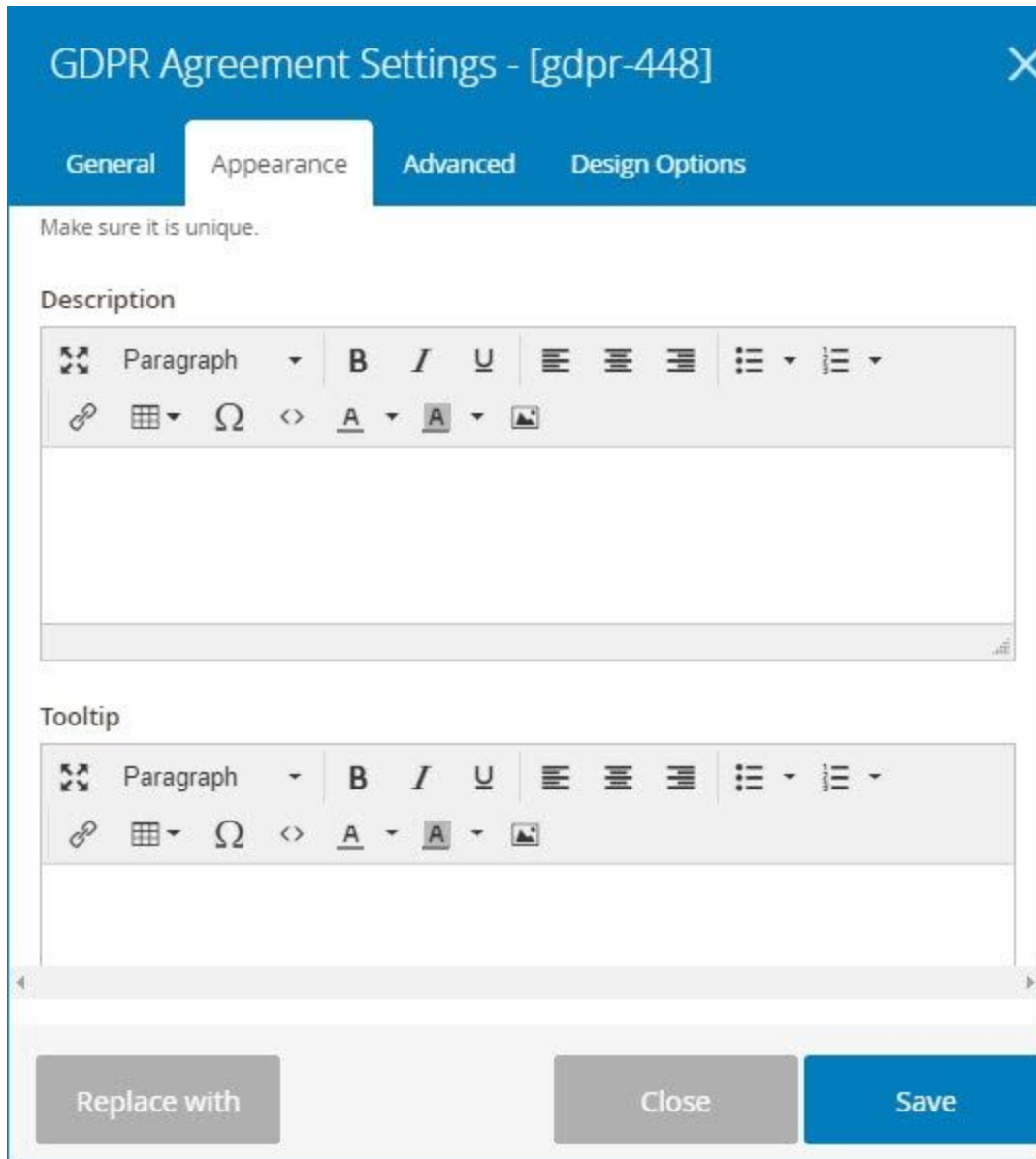
Element Name

Exclude from Email

Make sure it is unique.

Description

- **Label:** Enter label/name for the element.
- **Email Label:** Label of element in email notifications. Leave blank if you want to use element label in **Label** field in the email.
- **Label Position:** position of label including:
 - Above Element
 - Below Element
 - Left of Element
 - Right of Element
- **Label Alignment:** alignment of label including: Left, Right or Center.
- **Control Width:** width of the input field.
- **Element Name:** name of element variable.
- **Exclude from Email:** remove the element in notification emails. When enabling this function, the field **Email Label** will disappear.



GDPR Agreement Settings - [gdpr-448]

General Appearance Advanced Design Options

Make sure it is unique.

Description

Paragraph **B** *I* U [List icons] [Link icon] [Table icon] [Text color icon]

Tooltip

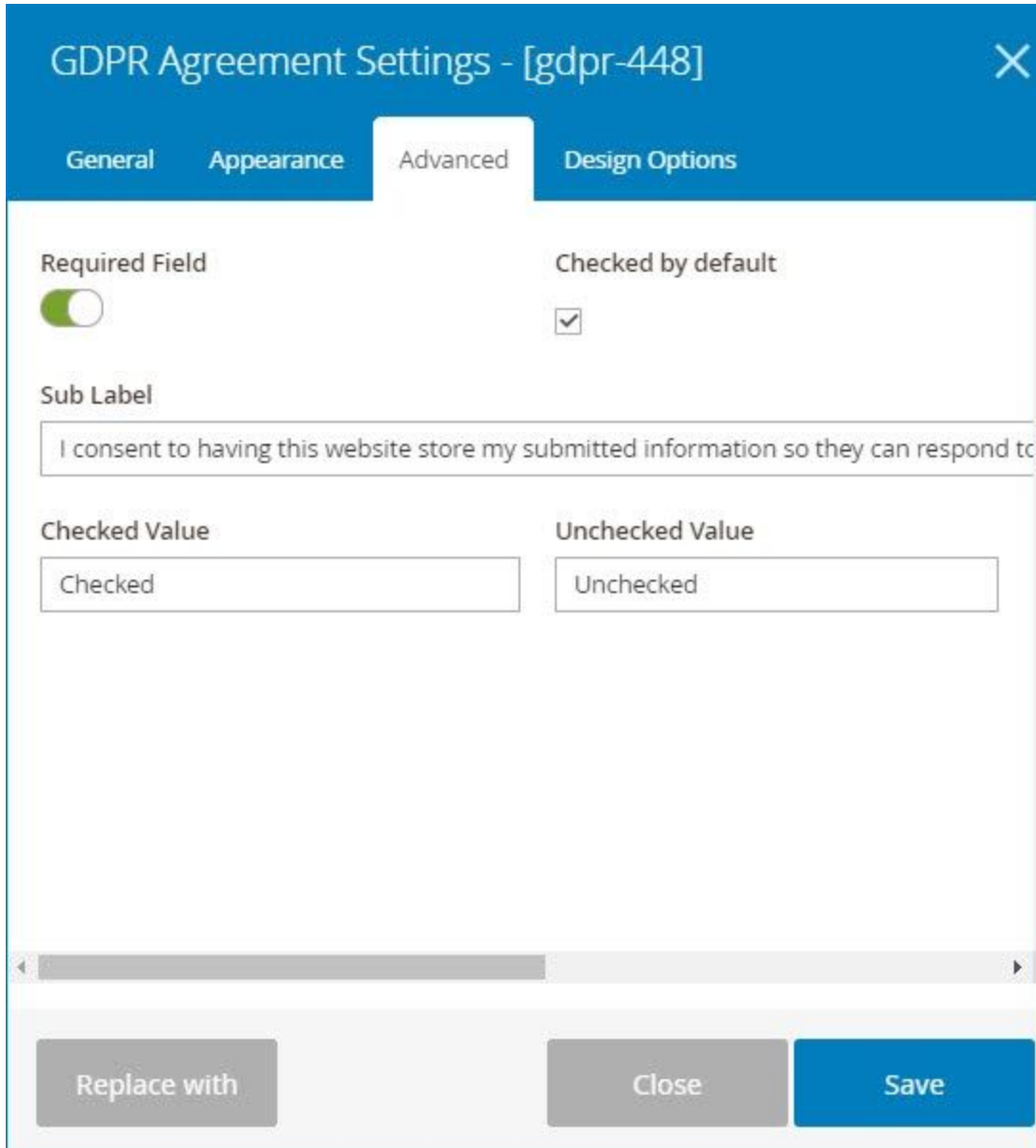
Paragraph **B** *I* U [List icons] [Link icon] [Table icon] [Text color icon]

Replace with Close Save

- **Description:** you can add HTML, Image, etc. using WYSIWYG editor to show element description. This description will be shown under the form field.

- **Tooltip:** you can add additional information for the element here. This information will be displayed in a small box when you hover over the tooltip icon.

2. Advanced tab



GDPR Agreement Settings - [gdpr-448]

General Appearance **Advanced** Design Options

Required Field

Checked by default

Sub Label

I consent to having this website store my submitted information so they can respond to

Checked Value

Unchecked Value

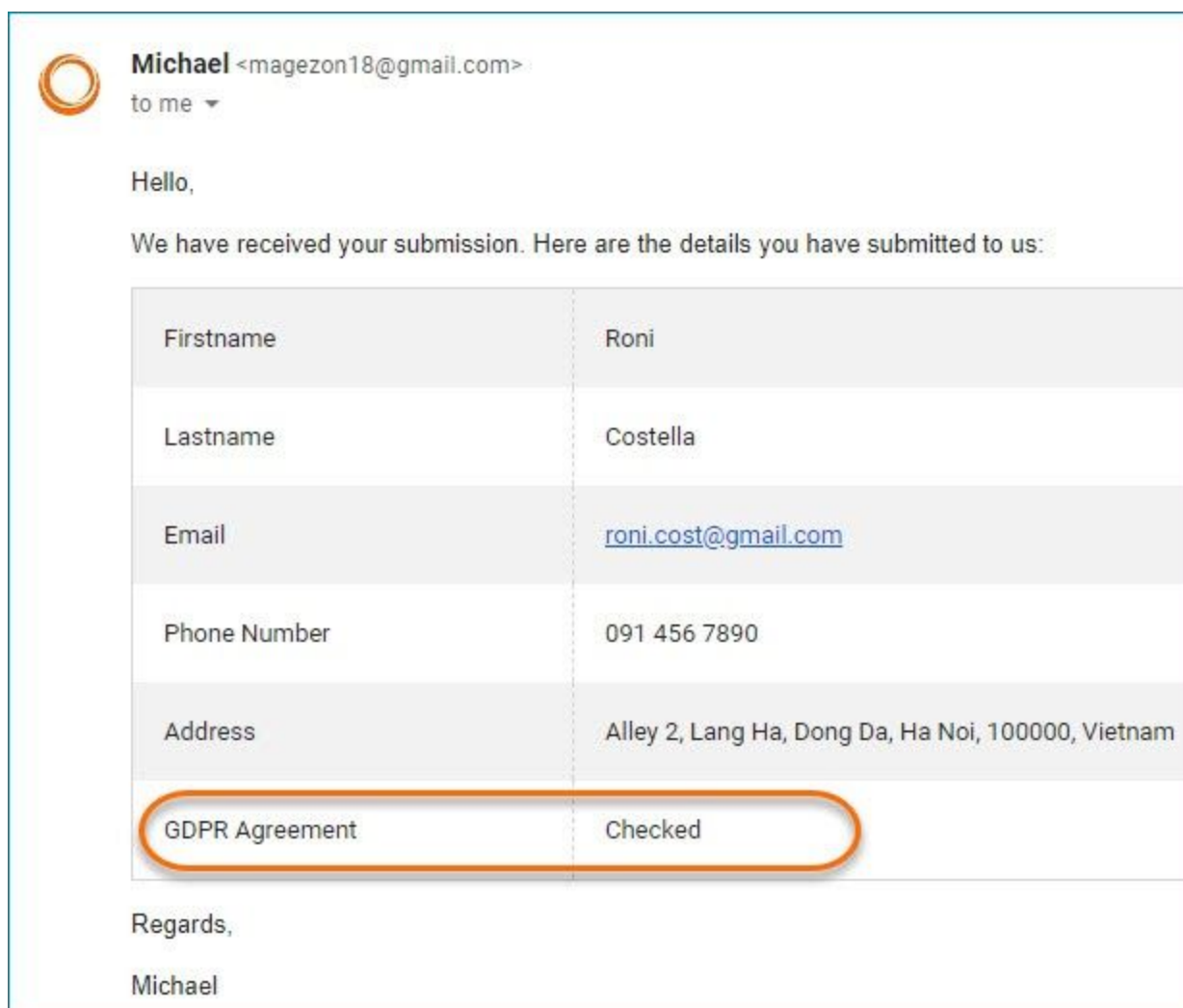
Replace with Close Save

- **Required Field:** turn on the button to set the element as required.
- **Checked by default:** if you tick this checkbox, the GDPR Agreement checkbox will be ticked by default when customers open the form.

- **Sub Label:** enter explanations to obtain customers' explicit consent to your collecting and storing their data.

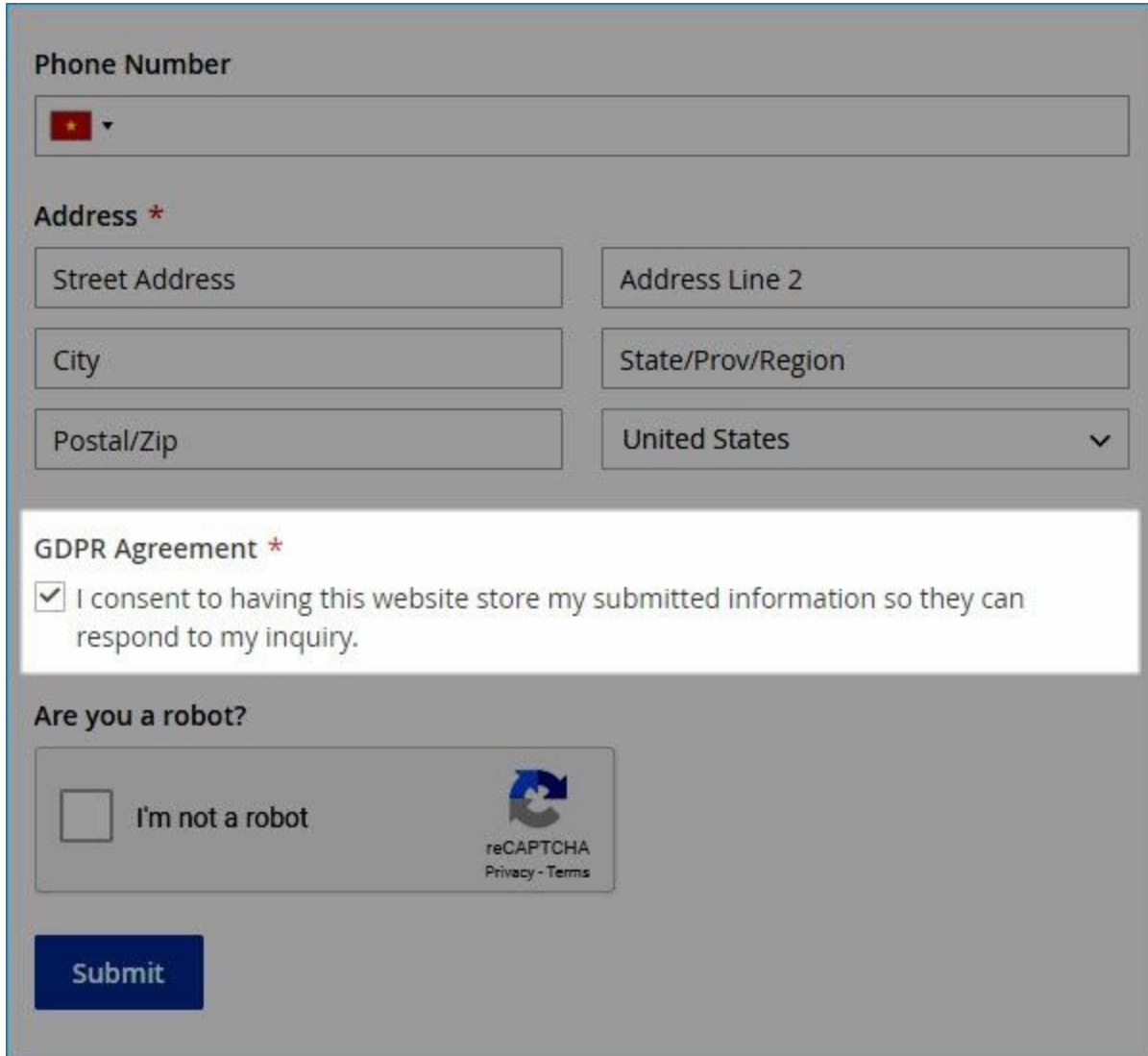
- **Checked Value / Unchecked Value:** values that will be displayed in email notifications.

For example, in **Checked Value** field, we enter 'Checked'. In **Unchecked Value** field, we enter 'Unchecked'. If a customer ticks the GDPR checkbox, then in email notifications sent to you and to this customer, the value for GDPR checkbox will be displayed as 'Checked' (see the below image).



Similarly, if a customer unticks the GDPR checkbox, then in email notifications sent to you and to this customer, the value for GDPR checkbox will be displayed as 'Unchecked'.

>> Let's see how GDPR Agreement field looks on frontend:



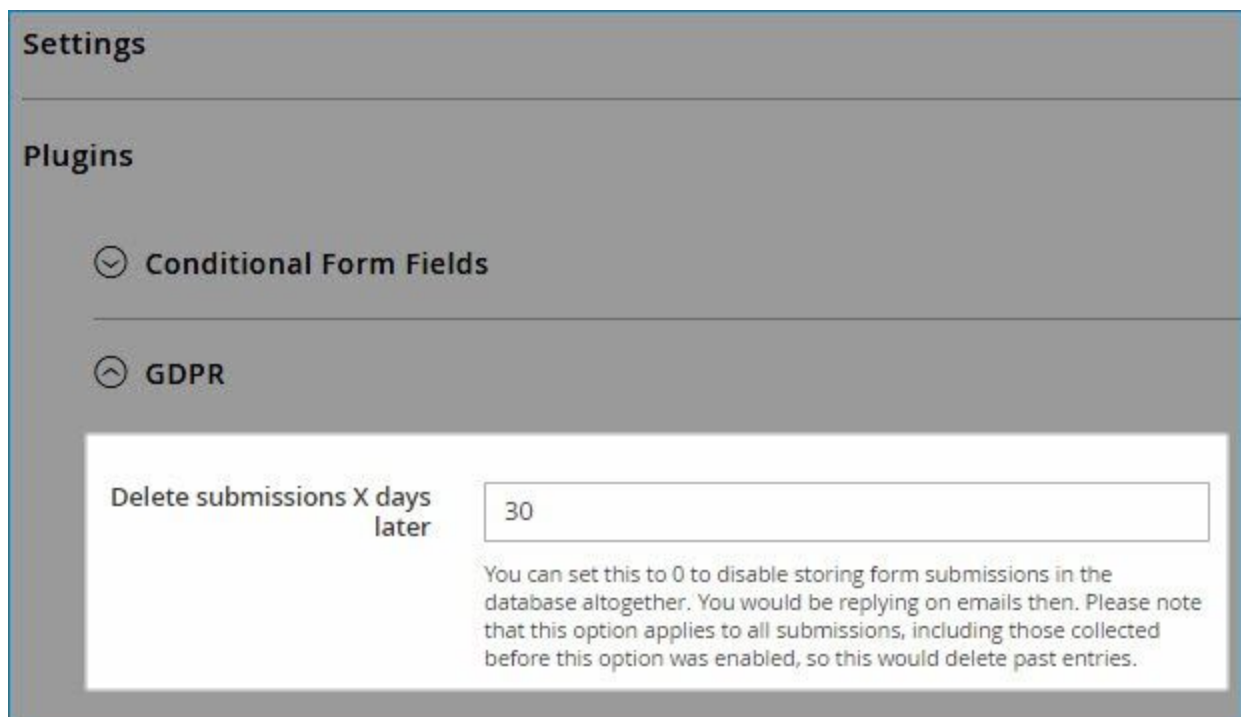
The screenshot shows a form with the following fields:

- Phone Number**: A dropdown menu showing a flag icon.
- Address ***: A group of six input fields: Street Address, Address Line 2, City, State/Prov/Region, Postal/Zip, and a dropdown menu showing "United States".
- GDPR Agreement ***: A checkbox that is checked, followed by the text "I consent to having this website store my submitted information so they can respond to my inquiry."
- Are you a robot?**: A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".
- Submit**: A blue button.

III) Customize how long to store submissions

In the edit page of a form, open **Plugins > GDPR** tab. In **Delete submissions X days later** field, enter the number of days during which you want to store customers' submissions. Out of this time period, all submissions of the form and related data such as uploaded files will be deleted from your database.

For example, if you enter '30' in this field, it means that after 30 days since customers submit the form, their submissions will be deleted.



The screenshot shows the 'Settings' page with the 'Plugins' section expanded. Under 'GDPR', the 'Delete submissions X days later' field is set to '30'. A note below the field states: 'You can set this to 0 to disable storing form submissions in the database altogether. You would be replying on emails then. Please note that this option applies to all submissions, including those collected before this option was enabled, so this would delete past entries.'

IV) Support

If you have any questions or need any support, feel free to contact us via following ways.

We will get back to you within 24 hours since you submit your support request.

- Submit [contact form](#).
- Email us at support@magezon.com.
- Submit a [ticket](#).
- Contact us through Skype: [support@magezon.com](https://www.skype.com/people/support@magezon.com)
- Contact us via live chat on our [website](#).