**DSAR Web Form Deployment Overview**

DSAR Web Form Pre- Requisites

* Support jQuery 3.3.1
* JavaScript enabled in web browsers
* Website has access to the Internet
* Location or new page of website already created prior to web form implementation
* Supported Web Browsers. Latest versions of:
  + Internet Explorer
  + Google Chrome
  + Firefox
  + Edge
  + Safari

Assumptions

* Customer project manager to provide website designer to liaise with MetaCompliance technical engineers
* Customer website designer to configure the HTML code to match their website branding
* Simple HTML form that customer applies to website will only contain the following fields. No additional fields can be added or removed:
  + Name – Free Text
  + Email – Free Text
  + Phone – Free Text
  + Location – Free Text
  + Request Type – Multi select drop-down
  + Request Details – Free Text
  + Identify Document – Multi select drop-down
  + Upload Files – document uploader (PDF only)

Steps to Web Form Implementation

1. MetaCompliance technical engineer sends HTML and JavaScript code to customer along with supporting documentation
2. WebEx Meeting arranged to discuss pre-requisites and implementation steps
   1. If pre- requisites are in place, MetaCompliance engineers can continue with technical implementation of DSAR web form
3. QA testing by MetaCompliance engineers
4. Customer website developer matches HTML code with website branding
5. Customer QA/ Pilot
6. Go Live

