General Settings

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Overview

You can access the general settings by going to the **Preferences Menu > General Settings**.

Language Setting

The settings on this page are reflected in the logs within your account and affect the time and date of responses, as well as the date format. Choose from English (US), English (GB), or Français.

Time Zone

Get your time on your email notifications.

Current Date and Time

Verify that you have the correct settings by what is displayed in this area.

Public Contact Information

The details entered here will be available to a form's respondent when they click the "Need assistance with this form?" link at the bottom of a form.

The information entered here will be **displayed to respondents when they need help with your forms**. You may want to provide a name, a phone number, or an email address.

PUBLIC CONTACT INFORMATION

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Communications from FormAssembly

This is where you can control the communications you receive from FormAssembly.

COMMUNICATIONS FROM FORMASSEMBLY

Occasionally, we need to get in contact with you.
Learn more about FormAssembly Communications policies here.

You will not receive emails from any third party, and we do not disclose or sell your contact information to anyone (see our Privacy Policy).

Notify me of any downtime or processing errors regarding my forms.

By checking this option, you'll be emailed when your forms have experienced processing errors on the following connectors:

- HTTPS
- Salesforce Marketing Cloud
- Salesforce

This can include errors received from the app(s) you are connecting to.

DOWNTIME & PROCESSING ERRORS

☐ Notify me of any downtime or processing error regarding my forms.

Secure Browsing

By default, your connection will be encrypted while you are logged in. At this time, this setting cannot be disabled.

SECURE BROWSING:

☑ Keep the connection encrypted while I'm logged in.

This option is enabled by default and cannot be disabled.

Branding

Define a header and footer for your forms

A header and footer can be defined for all of your forms here. Please see our documentation.