Application Settings

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Overview

As a FormAssembly administrator, you have full access to set defaults for your instance.

Localization

Locale & Time Zone

- Browse to: **Admin Dashboard | Settings | General**

These settings will be reflected in the responses and reports from within FormAssembly.

Administrative Emails

Support email & Bounce email addresses

- Browse to: **Admin Dashboard | Settings | General**
- The email address you enter in the "**Support email**" field will be the email that is used when one of your users chooses to "open a support request."
  - This address can be set to help@formassembly.com if you would like those questions to be routed to our Support Team.
- FormAssembly will email administrative notifications to the **Support address**.
- The **Bounce address** is where undeliverable emails will bounce back to you. It can be set to the administrator's email or an unmonitored address.

> **Note:** These emails **must** be filled in. If they are not, there is the potential to receive errors in your connector logs. Additionally, for a form owner to receive emails regarding connector errors, the "**support email**" field must be defined by the administrator.

Default Application Logo

- Browse to: **Admin Dashboard | Settings | Application**

To change the logo displayed on the top-left corner of the application, you must provide the full URL to the desired image in the "**Logo URL**" field.

> **Note:** The recommended size for custom logos is **240x20**.

Password Expiration

- Browse to: **Admin Dashboard | Settings | Application**

Use the dropdown menu to select the frequency of user password expiration. By default, passwords will expire every 365 days.

Other selectable options include the following:

- never
- 30 days
- 60 days
- 90 days
- 180 days
- 365 days

Data Retention

Delete data automatically after (in days)

- Browse to: **Admin Dashboard | Settings | Data Retention**

This is an optional setting that allows you to enforce a strict data retention policy. If you wish to purge responses (data collected with the forms) after a given number of days, enter the number here.

To keep the data, just leave the field empty.

> **Note**:
> - The purge only deletes completed responses.
> - Deletion is definitive and **cannot be undone**.
> - Incomplete responses, forms, and other application data **will not be deleted**.
> **On-Site users:** Please refer to the Setup Manual to make sure that the purge routine is correctly scheduled.