

Message Administration

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Overview

You can customize messages to users and respondents throughout FormAssembly.

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Default "Thank You" Message

- Browse to: [Admin Dashboard](#) | [Settings](#) | [Form Settings](#)

This is the default "Thank You" message that will appear after each form submission, if no message is otherwise configured for the form. You may edit this message.

Save and Resume Messages

- Browse to: [Admin Dashboard](#) | [Settings](#) | [Saving and Resuming](#)

The Save and Resume option uses eight predefined messages to acknowledge the saving of a respondent's form submission or response. You can customize these messages for your particular audience. The messages are:

- Saved Response Confirmation
- Save Email Subject
- Save Email Body
- Reminder Email Subject Reminder Email Body
- Reset Password Email Subject Reset Password Email Body

Note:

- The email sent out with the Save & Resume feature will be sent from the email address you have on file under your contact information unless the [Autoresponder](#) is set up for the form, in which case that email address will be used.
- Save and Resume Password requirements must adhere to the following **password policy**:
 - Passwords must include a minimum of 12 characters
 - Passwords must use numbers, uppercase, lowercase, and special characters
 - Commonly used passwords (such as p@ssword123) are restricted and will return an error if entered

Moderation Related Messages

- Browse to: [Admin Dashboard](#) | [Settings](#) | [Moderation](#)

When a user saves a new form, and that user's permissions are set to enforce moderation approval, the user will be informed that publishing approval is required. This message, as well as other moderation-related messages, can be customized to better reflect your organization's approval process.

Note: Form Moderation requires a FormAssembly Enterprise or Government plan. For information on upgrading your plan, please [contact our Sales Team](#).
