Application Settings

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Overview

As a FormAssembly administrator on an Essentials plan or above, 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 in 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**.

Default Form Builder

- Browse to: **Admin Dashboard | Settings | Application**
- Leave this field empty or keep the default value to use the most recent version of the Form Builder. However, as you upgrade the application, you may get a new version that is significantly different from what your users are accustomed to.
- If you prefer to keep using an older version, you may enter the desired version number here (e.g., 3.4.2, or 4.0.0).

See more details about managing the Form Builder Versions.

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 | Data Retention | Purge Settings**

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:
- Deletion is definitive and **cannot be undone**.

On-Site users: Please refer to the Setup Manual to make sure that the purge routine is correctly scheduled.