

# 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.

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## Localization

### Locale & Time Zone

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

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

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## 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](mailto: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.

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## 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.

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## 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 here the desired version number (e.g., 3.4.2, or 4.0.0).

See more details about managing the [Form Builder Versions](#).

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## 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.

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