

Project Options: Edit project properties

Edit Project Properties

From *Admin > Infocapture > Your Project > Edit Project Properties*

The available settings, in order:

Name: The title of your project. The form's purpose should be clear and meaningful to the users from its name.

Describe its purpose: This short description will appear to other administrators, when viewing your list of available projects under *Admin > Infocapture*. You may find it useful to add a note here if you're still testing, to let other administrators know to not yet set the status to Active.

Project Status: Set to *Blocked* for the project to only be visible from the admin side until you are ready. Set to *Testing* if you wish it to be visible on the 'front end', but the project will not send out any notification emails. Set to *Active* if you wish for the project to be visible, and to allow notification emails to go out.

Change Icon: Pick an icon that matches the form's purpose. The color can also be changed.

Short description: A sentence that can appear at the top of the page when users access your form. You may instead wish to use Full Description for a more attractive message with formatted text.

Full description: A text editor that can allow you to put formatted text or images at the top of the page when users access the form. This is useful for adding in a corporate branding image as a header, or a message about what the user needs to know before filling out the form.

Handle incoming mail: Emails can be fetched from a mailbox and converted into tickets. You may find it easier to set this up after you have finished building your form later. There is a guide to mail fetching in the 'advanced' section of the Infocapture Knowledgebase.

From address for email notification: The source address of any emails that this project will send, for example *no-reply@yourcompany.com* or *recruitment@yourcompany.com*

Assigned field appears: If you wish to allow individual form submissions to be assigned to individuals within the company, you'll need to tick this box. This will allow the 'Assign to' dropdown list to appear at the bottom of each submission, alongside the Status dropdown list if that too is enabled.

Tickets ID prefix: Without a prefix, forms will have an ID of a numerical string such as **03241**. You may wish to have it prefixed with an acronym or abbreviation, so that tickets have IDs such as **EXIT03241**

Codename: Without picking a codename, your project will have a URL that looks like:

http://www.yourintranet.com/intranet/infocapture/project.php?project_id=88

If you do pick a codename, it can instead appear as.../forms/(codename) for example:

<http://www.yourintranet.com/forms/onboarding>

Tags: Help users to find the project when searching, through the use of tags.

Plugin class name: If you're looking to extend the functionality of the Infocapture application, we can write a plugin to meet your needs. Once written, the name of the plugin is specified here so that it is loaded whenever the form is used. [Find out more about custom plugins here.](#)

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Last modified on 9 April 2019 by [Michael Christian](#)

Created on 6 August 2018 by [Jon Mulhern](#)

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