

Administer projects

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Administer projects

Use this page to find a project, review its administrative surface, change project settings, and handle project removal.

Projects administration

A project is the administrative container for the organization's documentation work. Project administration brings together the project list and the settings for an existing project.

If you need to...	Go to
Find, filter, sort, create, or open a project	Find and open a project
Review the list columns and project settings	Understand the project surface
Change project details or generation settings	Update project settings
Remove a project	Delete a project
Resolve a loading, empty, or error message	When project administration goes wrong
Continue to related project work	Continue after project administration
Create a new project	Create a project
Manage broader project settings	Manage project settings
Review project administration and audit information	Project administration reference

Before you start

You need an existing project before you can open its detail settings. The project detail route uses a project identifier, so start from the project list when you do not have the project already open.

Project settings do not have a required marker or a required validation pattern.

Find and open a project

The project list is where you choose an existing project or start project creation. Use the filters to narrow the list before opening a row.

Prerequisites

- You are on the project list.

Steps

1. In **Search projects...**, enter part of the project name or description.
2. In the first filter, choose a status, or in the second filter, choose a sort order.

If you need to...	Control	Select
Include every status	Status	All statuses
Show active projects	Status	Active
Show draft projects	Status	Draft
Show published projects	Status	Published
Show archived projects	Status	Archived
See the most recently updated projects first	Sort	Last updated
Sort names from A to Z	Sort	Name A–Z
Sort names from Z to A	Sort	Name Z–A
Sort by creation date	Sort	Date created

3. Select the project row to open that project.
4. Select **New project** when you need to create a project instead of opening an existing one.

Result: The selected project opens, or the **New project** route opens for project creation. If the filters return no rows, the list shows `Nothing matches` and `No project matches ...` for the current search or status selection.

Understand the project surface

The project surface has a list for finding records and a settings view for maintaining one selected project. The list columns are **Project**, **Source**, **Docs**, **Categories**, **Status**, and **Updated**.

The settings view groups project information, publishing information, documentation generation, and retention settings. **Project Name**, **Description**, **Slug**, **Repository URL**, and **Default Branch** are in the basic project information area. **Site URL (for screenshots)** is also a project setting. **Manual Style** and **Let documentation create records in this application** are in documentation generation settings. Retention uses **Auto-archive after (days)**, **Auto-delete archived after (days)**, and **Keep minimum versions**.

When the settings view is active, the page shows **Project Settings**. A published project with a public URL can also show a **Published URL** area with **Copy** and **Open**. The Site URL field appears after its configuration has loaded.

Update project settings

Use project settings when you need to maintain the project's identity, source repository, documentation style, documentation write permission, or retention policy.

Prerequisites

- You have opened the project settings view.
- You know the project values you want to maintain.

Steps

1. In **Project Name**, **Description**, or **Slug**, enter the new value.
2. In **Repository URL**, enter the source repository address.
3. In **Default Branch**, enter the branch used for documentation generation.
4. In **Manual Style**, select one of **Enterprise**, **Mid-market**, **Corporate**, or **SaaS**.
5. Select **Let documentation create records in this application** when the project setting needs to be enabled.
6. In the retention fields, enter values for **Auto-archive after (days)**, **Auto-delete archived after (days)**, and **Keep minimum versions**.
7. Select **Save Retention Policy**.

The project name, description, and slug save after a one-second delay when their values

change. **Repository URL** and **Default Branch** also save after a one-second delay.

The retention action is disabled while it is saving.

Result: The page reports `Saved` after a successful automatic or retention save. While an automatic save is in progress it reports `Saving...` ; after a changed value that has not saved it reports `Unsaved changes` .

Delete a project

Deleting a project is a destructive branch. The confirmation dialog shows `This action is permanent and cannot be undone` . It requires the exact project name before **Delete Project** becomes available.

Prerequisites

- You have opened the project list.
- The project row you intend to remove is visible.

Steps

1. In the project row, select the delete icon action for that project.
2. Read the **Delete Project** dialog before confirming the removal.
3. In the confirmation text input, enter the exact project name shown in the dialog.
4. Choose the outcome you need.

If you need to...	Select
Leave the project unchanged	Cancel
Remove the project after the exact-name match	Delete Project

If the entered text does not match, the dialog shows `Name doesn't match` and the delete action remains unavailable. During removal, the action shows `Deleting...` .

Result: **Cancel** closes the dialog without removing the project. A matching confirmation starts project removal.

When project administration goes wrong

Use the message on screen to choose the next action. The list and project detail view have separate loading and error states.

What you see	What it means	What to do
Loading projects...	The project list is loading.	Wait for the project list to finish loading.
Projects failed to load.	The project list could not load.	Retry the project-list request.
No projects yet	No projects are currently in the list.	Select New project to open project creation.
Nothing matches	The current search or status filter returns no rows.	Clear Search projects... or choose All statuses .
No project matches ...	The current search or status selection returns no project.	Change the search text or status selection.
Loading project...	The selected project is loading.	Wait for the project detail view to finish loading.
Project failed to load.	The project detail view could not load.	Check that you opened the intended project from the list.
Project not found	The project detail view has no project to display.	Return to the project list and open the project again.

Continue after project administration

After you finish project administration, continue with the task that matches your next goal.

Prerequisites

- You have finished the project-list or project-settings task you started.

Steps

1. Select **Audit trail** → to review project audit information.
2. In a project with a public URL, select **Copy** to copy the URL.
3. In the same public URL area, select **Open** to open the URL in a new window.
4. Continue with [Manage project settings](#) for broader project settings work.
5. Continue with [Project administration reference](#) for project administration and audit information.
6. Continue with [Projects overview](#) for the wider project workspace.

After **Copy**, the button label changes to **Copied!** temporarily.

Result: You are on the audit surface, have the public URL available, or have moved to the related project page for the next task.