

Manage project settings

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Manage project settings

Use this page to maintain a project's information and its documentation settings. A webhook is a project trigger; a snippet is reusable content; and a changelog draft is a release-note entry that you review before publishing.

Project settings at a glance

Project settings are the project-level surfaces for maintaining project information and the configuration used around project documentation. A project is the primary work container that connects documentation work with related versions, changes, and technical documentation surfaces.

If you need to...	Go to
Prepare or change the project's name, repository details, documentation style, or Site URL	Update project information and documentation settings
Create, edit, or remove reusable content	Manage reusable snippets
Choose webhook triggers or a regeneration schedule	Configure webhooks and scheduled regeneration
Review or publish changelog drafts	Manage changelog drafts and publishing
Understand the areas and conditional fields on the screen	Understand the settings screen
Start with a new project	Create a project
Continue with administrative project settings	Project settings administration
Review project changes and audit information	Project changes and audit

Prerequisites

Have a saved project and an authenticated application session before changing settings. The project must load before its settings can be initialized. The Site URL field appears after its configuration has loaded, and webhook and changelog areas depend on the configuration and data returned for the project.

Prerequisites

- Have the project identifier ready so you can open the project route.
- Use an authenticated application session.
- Decide whether you are changing project information, maintaining a snippet, configuring webhooks, or managing changelog drafts.

Find project settings

Use the project record route for the main settings surface. Use a dedicated route when you are going straight to snippets, webhooks, or changelog work.

Prerequisites

- Have a saved project.
- Use an authenticated application session.

Steps

1. **Open Projects.**
2. **Open** the project record whose settings you need to maintain.
3. Choose one route for the task:

If you need to...	Open
Maintain reusable content	Snippets
Configure webhook triggers or schedules	Webhooks & Triggers
Manage changelog drafts and publishing	Changelog & Release Notes

Result: The project settings surface for the selected task is open.

Understand the settings screen

The main settings surface groups project information, documentation generation, project information, published URL, publishing, documentation review, Git Sync, **Webhooks & Triggers**, technical docs, reusable snippets, changelog, and related settings areas. The dedicated settings surfaces provide the snippet editor, webhook configuration, and changelog draft controls.

Area	Fields or controls	When it appears
Project information	Project Name , Description , Slug , Repository URL , Default Branch , and Site URL (for screenshots)	On the project settings surface; the Site URL field appears after its configuration has loaded
Documentation generation	Manual Style and Let documentation create records in this application	On the project settings surface
Published URL	A read-only published URL with Copy and Open	When the project is public and has a full public URL
Webhooks & Triggers	Webhook URLs, triggers, scheduled regeneration, deliveries, and Save configuration	When the panel is open and its configuration or delivery data is available
Snippets	A snippet list and an editor with Name (reference key) , Title (optional) , and Content (markdown)	The editor appears while a snippet is being created or edited
Changelog & release notes	Drafts, published entries, Auto-publish daily drafts , and draft editing controls	Configuration appears when changelog configuration exists; title and body fields appear while a draft is being edited

The **Webhooks & Triggers** panel starts closed. Select its header to open the settings body. When **Enable scheduled regeneration** is selected, **Cron expression** and **Timezone** appear. The recent-delivery table appears when delivery records exist.

Update project information and documentation settings

Use this procedure when the project's identity, repository details, documentation style, or

documentation-generation setting changes. **Project Name**, **Description**, and **Slug** save as a debounced group; **Repository URL**, **Default Branch**, and Site URL use separate debounced updates.

Prerequisites

- **Open** the project settings surface.
- Have the intended project name, description, slug, repository URL, branch, and Site URL ready.

Steps

1. In the basic information area, enter the project name in **Project Name**.
2. Enter the project description in **Description**.
3. Enter the URL-friendly project identifier in **Slug**.
4. Enter the source repository address in **Repository URL**.
5. Enter the branch used for documentation generation in **Default Branch**.
6. Enter the live application URL in **Site URL (for screenshots)**.
7. Choose one value from **Manual Style**:

If you need to use...	Select
The enterprise writing style	Enterprise
The mid-market writing style	Mid-market
The corporate writing style	Corporate
The SaaS writing style	SaaS

8. Select **Let documentation create records in this application** when documentation work may create records in the application.

Result: The selected project and documentation settings are updated through their respective debounced saves. Select **Snippets** to continue with reusable content.

Manage reusable snippets

Maintain reusable content from the snippet settings surface by creating, editing, validating, saving, cancelling, or removing a snippet.

Prerequisites

- **Open Snippets** from the project's settings areas.
- Have the reference key and markdown content ready.

Steps

1. Select **New snippet** to open the editor.
2. Enter the reference key in **Name (reference key)**.
3. Enter an optional heading in **Title (optional)**.
4. Enter the reusable text in **Content (markdown)**.
5. Choose one path:

If you need to...	Select
Create the snippet or save its changes	Save
Close the editor without saving current changes	Cancel
Open the existing snippet for editing	Edit
Remove the existing snippet	Delete

6. If you selected **Delete**, confirm the browser prompt asking whether to delete the selected snippet and, when it is referenced, warning about the pages that use it.

Result: **Save** closes the editor and reloads the list after a successful create or update; **Cancel** closes the editor without saving; a successful removal reloads the list. Select **Webhooks & Triggers** to continue with project triggers and schedules.

Configure webhooks and scheduled regeneration

Use webhooks and scheduled regeneration to control project triggers and the timing used for documentation regeneration.

Prerequisites

- **Open Webhooks & Triggers** from the project's settings areas.

- Have the trigger conditions and schedule you want to use ready.

Steps

1. Select **Webhooks & Triggers** to open the settings body.
2. In **Trigger on**, select the event options that apply:

If you need to trigger on...	Select
A tag being created	Tag creation
A push to a branch	Push to branch
A GitHub or GitLab release	GitHub/GitLab release

3. When you select **Push to branch**, enter its branch pattern in the text field beside the checkbox.
4. When you select **Tag creation**, enter its tag pattern in the text field beside the checkbox.
5. Select **Enable scheduled regeneration** when the project needs a recurring schedule.
6. Choose one value from **Cron expression**:

If you need to use...	Select	Schedule value
No schedule selection yet	Select schedule...	
Weekly regeneration on Monday at 8am	Weekly (Mon 8am)	0 8 * * 1
Regeneration on the 1st and 15th	Bi-weekly (1st & 15th)	0 8 1,15 * *
Monthly regeneration on the 1st at 8am	Monthly (1st at 8am)	0 8 1 * *
Your own cron expression	Custom cron	custom

7. Choose one value from **Timezone**:

If the schedule uses...	Select
Coordinated Universal Time	UTC
Eastern time	Eastern (ET)
Central time	Central (CT)
Mountain time	Mountain (MT)

If the schedule uses...	Select
Pacific time	Pacific (PT)
London time	London (GMT)
Berlin time	Berlin (CET)
Dubai time	Dubai (GST)

8. Select **Generate new webhook secret** when the project needs a replacement secret.

9. Select **Save configuration** to save the trigger and schedule settings.

Result: The selected trigger and schedule values are sent as the project configuration. Select

Changelog & Release Notes to continue with release-note drafts.

Manage changelog drafts and publishing

Use the changelog surface to edit a draft, save its text, publish it, discard it, or configure daily auto-publishing.

Prerequisites

- **Open Changelog & Release Notes** from the project's settings areas.
- Have a draft available when you need to edit, publish, or discard one.

Steps

1. Select the checkbox for **Auto-publish daily drafts** when daily drafts should be published automatically after their 24-hour window.
2. Select **Edit** on the draft you want to change.
3. Enter the revised title in **Title**.
4. Enter the revised release note in **Body (markdown)**.
5. Choose one path for the draft:

If you need to...	Select
Save the draft changes	Save

If you need to...	Select
Close the editor without saving current text	Cancel
Make the draft public	Publish
Remove the draft	Discard
Continue editing	Edit

6. If you select **Discard**, confirm the prompt displaying

Discard this draft? Changes from today may re-open a new one. .

Result: The draft is saved, published, discarded, or left unchanged according to the path you selected. If a message appears, use the troubleshooting table before continuing.

When a settings change goes wrong

Use the message on screen to choose the corrective action. The messages below are the messages defined for these settings surfaces.

What you see	What it means	What to do
Project failed to load.	The project page could not load the project.	Return to the project route and retry the load.
Name must be a slug: lowercase letters/digits, then letters/digits/hyphen/underscore (max 64 chars).	The snippet reference key does not meet the accepted format.	Correct Name (reference key) and select Save again.
A deletion prompt naming the selected snippet and warning about pages that use it	The page is asking you to confirm snippet deletion.	Confirm only when you intend to remove the snippet.
Save failed	A snippet or webhook save did not complete.	Review the fields and select Save or Save configuration again.
Delete failed	A snippet removal did not complete.	Return to the snippet list and retry Delete .
New secret generated. Copy it now – it won't be shown again.	A new webhook secret was generated.	Copy the secret before leaving the settings surface.

What you see	What it means	What to do
Failed	Webhook secret generation did not complete.	Retry Generate new webhook secret .
Discard this draft? Changes from today may re-open a new one.	The page is asking you to confirm discarding a draft.	Confirm only when you intend to discard the draft.

What to do next

When the next task is outside project settings, continue to the page that owns that work:

- Return to **Projects** overview to choose another project workspace.
- Continue to Project changes and audit to inspect changes and audit information.
- Continue to Project settings administration for the dedicated administrative settings task.