

Project settings administration

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Project settings administration

Choose the right project setting

Project settings control project operation. A snippet is a reusable content block that can be

referenced from a page. A webhook is a project trigger for documentation work.

Scheduled regeneration

is documentation work set to run on a chosen schedule.

If you need to...	Go to
Create, edit, or remove reusable content	Maintain reusable snippets
Choose webhook triggers or a regeneration schedule	Configure webhooks and scheduled regeneration
Understand fields, options, and conditional areas	Understand the settings surfaces
Resolve a validation or save problem	Handle conditional areas and errors
Continue with other project-level settings	Manage project settings
Locate the project workspace	Projects overview

Before you start

Project settings apply to the open project. No listed field is marked as required.

Prerequisites

- Open the project workspace before selecting its settings.

With the project workspace open, continue to Find the project settings.

Find the project settings

Project settings are the project-level surfaces where you maintain reusable content or configure automation that affects documentation work.

1. From **Projects**, open the project and select **Settings**.
2. Select **Snippets** to maintain reusable content.
3. Select **Webhooks & Triggers** to configure triggers and scheduled regeneration.

Result: You are on the settings surface for the project operation you need to manage.

Understand the settings surfaces

The snippets surface combines a list of saved snippets with an editor that opens when you create or edit one. The webhook surface starts with an expandable **Webhooks & Triggers** panel and can contain URL, trigger, schedule, delivery, and save areas.

Snippets

Area	What you use it for	When it appears
Snippet table	Review the snippet's name, title, and saved text	When one or more snippets exist
Editor	Enter Name (reference key) , Title (optional) , and Content (markdown)	When you create or edit a snippet
Reference status	Check whether an existing snippet is used by pages	When reference data has been loaded for an existing snippet

When the list is loading, the page shows `Loading snippets...`. When no snippets exist and the editor is closed, it shows `No snippets yet` and `Create one to reuse content across pages.`

Webhooks & Triggers

Select the **Webhooks & Triggers** panel header to open or close its settings body. When it is open, the following areas can appear:

Area	What it contains	When it appears
Webhook URLs	Provider URLs, a secret readout, and copy or generate controls	When URL data exists

Area	What it contains	When it appears
Trigger on	Tag creation, Push to branch, tag pattern, branch pattern, and GitHub/GitLab release	When trigger configuration exists
Scheduled regeneration	Enable scheduled regeneration, Cron expression, and Timezone	When trigger configuration exists; the selects appear when scheduled regeneration is enabled
Recent webhook deliveries	Time, Provider, Event, Status, and Result	When recent delivery records exist
Save area	Save configuration	When the settings body is open

The **Cron expression** options are `Select schedule...`, `Weekly (Mon 8am)`, `Bi-weekly (1st & 15th)`, `Monthly (1st at 8am)`, and `Custom cron`. The **Timezone** options are `UTC`, `Eastern (ET)`, `Central (CT)`, `Mountain (MT)`, `Pacific (PT)`, `London (GMT)`, `Berlin (CET)`, and `Dubai (GST)`.

Choose the procedure that matches the setting you need to change.

Maintain reusable snippets

Use this procedure when you need to create, revise, cancel, or remove a snippet.

Prerequisites

- From **Projects**, open the project and select **Settings**.
- Select **Snippets**.
- Have the reference key, optional title, and markdown content ready when creating or editing a snippet.

Steps

1. Choose the operation you need:

If you need to...	Select
Create a snippet	New snippet
Open an existing snippet	Edit <code><snippet name></code>
Remove an existing snippet	Delete <code><snippet name></code>

2. If you selected **Delete** `<snippet name>` , confirm the browser prompt displaying `Delete snippet "<snippet.name>"?<usage>` . Confirming **Delete** `<snippet name>` completes the deletion path; skip steps 3–7.
3. If you selected **New snippet** or **Edit** `<snippet name>` , enter the value in **Name (reference key)**.
4. If you selected **New snippet** or **Edit** `<snippet name>` , enter a title in **Title (optional)** when the snippet needs one.
5. If you selected **New snippet** or **Edit** `<snippet name>` , enter the reusable markdown content in **Content (markdown)**.
6. If you selected **New snippet** or **Edit** `<snippet name>` , choose one path:

If you need to...	Select
Save a new or edited snippet	Save
Leave the editor without saving the current changes	Cancel

7. If you selected **Edit** `<snippet name>` , review its reference status: the page can show `Not referenced by any page yet.` OR `Referenced by: <page titles>` .

Result: The editor closes after a successful create or update and the snippet list reloads; a successful removal reloads the list, while **Cancel** closes the editor without saving.

Configure webhooks and scheduled regeneration

Use this procedure to set trigger conditions, choose a schedule, review delivery information, and save the configuration.

Prerequisites

- From **Projects**, open the project and select **Settings**.
- Select **Webhooks & Triggers**.
- Have the desired trigger conditions and schedule ready.

Steps

1. Select the **Webhooks & Triggers** panel header to open the settings body.

2. Review the provider URL shown in **Webhook URLs**.
3. In **Webhook URLs**, select the copy icon beside the provider URL when you need to copy it.
4. In **Trigger on**, select the trigger options that apply: **Tag creation**, **Push to branch**, or **GitHub/GitLab release**.
5. Enter the matching value in **tag pattern** or **branch pattern** when you use the corresponding trigger.
6. Select **Enable scheduled regeneration** when the project needs a recurring schedule.
7. Choose a value from **Cron expression**.
8. Choose a value from **Timezone**.
9. Review **Recent webhook deliveries** when delivery records are available.
10. Select **Save configuration**.
11. Choose one path for the secret:

If you need to...	Select
Generate a replacement secret	Generate new webhook secret
Copy a generated secret	Copy webhook secret

Result: The selected trigger and schedule values are sent as the project configuration, and the secret controls update or copy the secret when used.

If a message appears, continue to Handle conditional areas and errors.

Handle conditional areas and errors

Use the message on screen to decide whether to correct an entry, confirm a destructive action, or retry the operation.

What you see	What it means	What to do
Name must be a slug: lowercase letters/digits, then letters/digits/hyphen/underscore (max 64 chars).	The snippet name does not meet the accepted format.	Correct Name (reference key) and select Save again.
Delete snippet "<snippet.name>"?<usage>	The page is asking you to confirm deletion.	Confirm the browser prompt only when you intend to remove the snippet.
Save failed after saving a snippet	The snippet save did not complete.	Correct the entry if needed and select Save again.
Delete failed after deleting a snippet	The snippet removal did not complete.	Return to the snippet list and retry the delete action.
New secret generated. Copy it now – it won't be shown again.	A new webhook secret was generated.	Select Copy webhook secret before leaving the settings surface.
Failed after generating a secret	Secret generation did not complete.	Retry Generate new webhook secret .
Save failed after saving webhook configuration	The webhook configuration save did not complete.	Review the trigger and schedule values, then select Save configuration again.

Know what happens next

After you select **Save**, a saved snippet is created or updated and the list reloads. After deletion, the list reloads. After you select **Save configuration**, the webhook settings are saved. Continue with

[Manage project settings](#) for other project-level settings, or return to [Projects overview](#) to choose another project workspace.