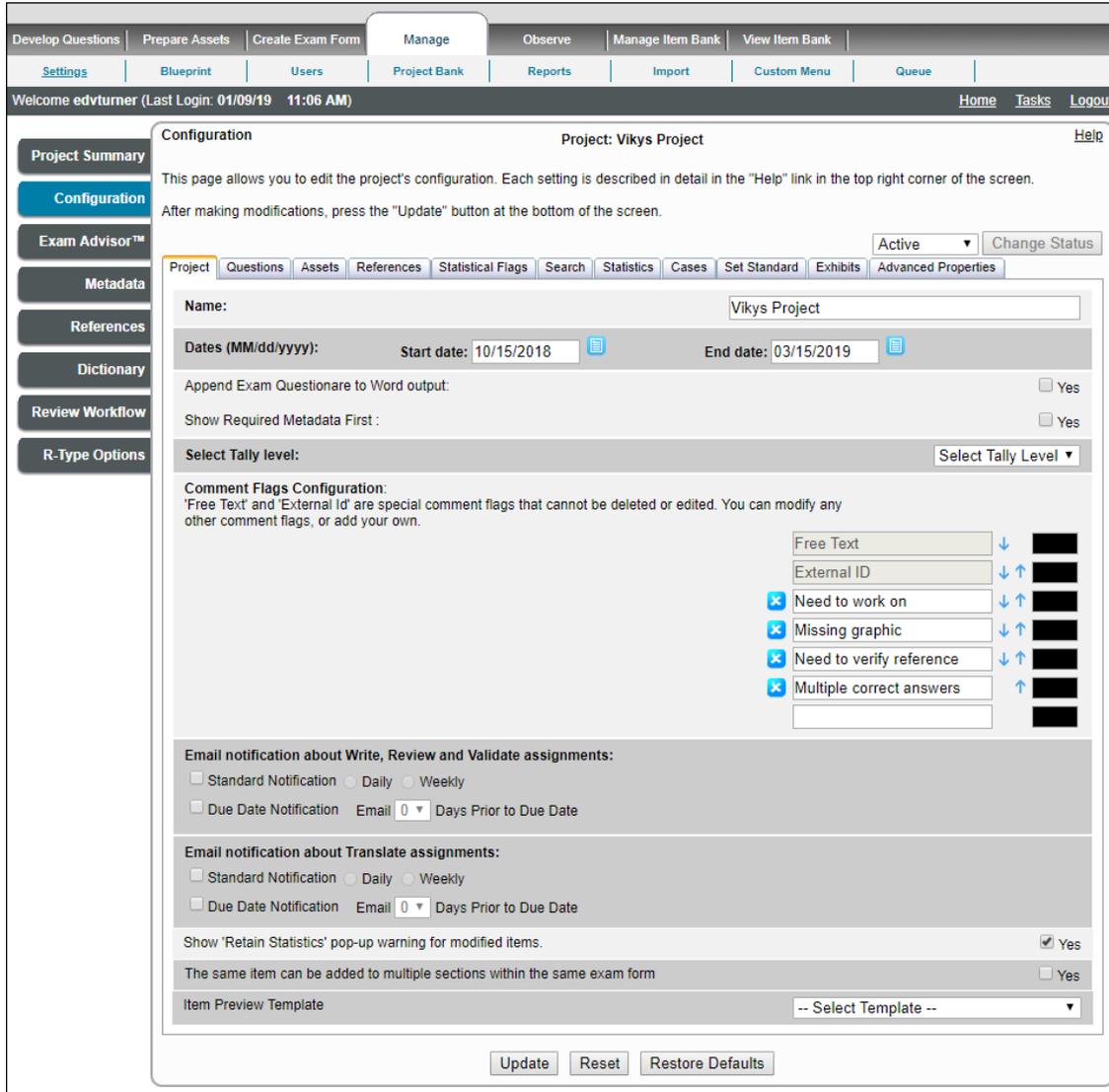# 5.1.2.1 Project Tab

The **Project** tab under **Manage**, allows you to edit the project's configuration. Select the **Manage Settings Configuration** menu and select the **Project** tab.

The **Project** tab on the **Configuration** page includes the following features:

Option	Description
Name	The **name** of the project. You can rename the project from here if required.
Start date/End date	Sets the start and end dates for the project. You may type in the dates in the respective fields, or click **Open Calendar** to open a calendar and select a date.
Append Exam Questionnaire to Word Output	Select **Yes** if the Exam Questionnaire should automatically attach to the Word output of the exam forms.
Show Required Metadata First	Sorts the metadata list on the **Metadata tab** with the mandatory metadata listed first (near the top).

Select Tally level	The Blueprint level at which project goals are to be set and assignments are made. This should be set up before making the project **Active**.
	The Tally level for a project can be changed at any time. If the Tally level selected is greater than the **Require writer to classify Questions to a level** setting on the **Questions Tab**, an error message in red text is displayed. In the above example, the error message appeared when an attempt was made to set the Tally level at **Level 3**, which was greater than the **Require writer to classify Questions to a level** setting on the **Questions Tab**, where it was set to **Level 1**.
Comment Flags Configuration	Comments for items can be specified here. Read **Comment Flags Configuration** for more information.
	Free Text and **External ID** comment flags cannot be modified.

Email notification about Write, Review, and Validate assignments	This specifies how often Writers, Reviewers, and Validators are notified about pending items they must submit/review/validate: **Standard Notification**, if selected (not selected by default), a notification email is sent according to the radio button selection. **Daily** (The default; Validators receive an email once a day.) **Weekly** (Validators receive an email once a week.) **Standard Notification** is off when the check box is not selected and no email notification is sent. **Due Date Notification:** This setting is for the new email notifications based on the defined due dates of individual users' Write, Review, or Validate assignments. If not selected, no due date notification email is sent. If selected, the user can define if the due date notification email is to be sent on the due date or a certain defined number of days prior, depending on the value selected in the **Days Prior to Due Date** drop-down list. This drop-down list has a range of 0 to 7 days (default is 0). The following cases demonstrate how selecting the due date and specifying the number of days prior to the due date works: - If *0* days is selected: an email notification is sent on the due date. - If a value *N* days is selected: an email notification is sent *N* days prior to the due date. - If the due date is changed after the email notification was already sent, then a new email notification is sent according to the new due date, if it is satisfying the configuration setting for the project. *E.g.:* Assuming that today is 6/3/2015, if the due date is 6/9/2015, an email notification setting is 6 days, then an email is sent today (6/3/2015). Now, if the email has already been sent today (6/3/2015), and the email due date was changed to 6/10/2015, then the application sends an email notification again on 6/4/2015 as it will satisfy the configuration setting for the Project of sending a notification email 6 days prior to the due date.
	⚠ If you are using version 7.1705 or lower, please ensure that the configuration of automatic email notification using Task Scheduler has been done as detailed in **Configure Automatic Email Notifications using Task Scheduler**. If this is not done, the email notifications are not sent.

Email notification about Translate assignments	This specifies how often Translators are notified about pending items they must translate: **Standard Notification**, if selected (not selected by default), a notification email is sent according to the radio button selection. • **Daily** (The default; Translators receive an email once a day.) • **Weekly** (Translators receive an email once a week.) **Standard Notification** is off when the check box is not selected and no email notification is sent. **Due Date Notification:** This setting is for the new email notifications based on the defined due dates of individual users' Translate assignments. If not selected, no due date notification email is sent. If selected, the user can define if the due date notification email is to be sent on the due date or a certain defined number of days prior, depending on the value selected in the **Days Prior to Due Date** drop-down list. This drop-down list has a range of 0 to 7 days (default is 0). The following cases demonstrate how selecting the due date and specifying the number of days prior to the due date works: • If *0* days is selected: an email notification is sent on the due date. • If a value *N* days is selected: an email notification is sent *N* days prior to the due date. • If the due date is changed after the email notification was already sent, then a new email notification is sent according to the new due date, if it is satisfying the configuration setting for the project. *E.g.:* Assuming that today is 6/3/2015, if the due date is 6/9/2015, an email notification setting is 6 days, then an email is sent today (6/3/2015). Now, if the email has already been sent today (6/3/2015), and the email due date was changed to 6/10/2015, then the application sends an email notification again on 6/4/2015 as it will satisfy the configuration setting for the Project of sending a notification email 6 days prior to the due date. ⚠ If you are using version 7.1705 or lower, please ensure that the configuration of automatic email notification using Task Scheduler has been done as detailed in **Configure Automatic Email Notifications using Task Scheduler**. If this is not done, the email notifications are not sent.
Show 'Retain Statistics' pop-up warning for modified items	The pop-up to confirm whether or not to retain statistics while modifying, batch editing, or cloning items with statistics are not shown if the **Show 'Retain Statistics' pop-up warning for modified items** check box is not selected and the statistics are retained. This check box is selected by default, meaning that the pop-up to confirm whether or not to retain statistics appears while modifying, batch editing, or cloning items with statistics.
The same item can be added to multiple sections within the same exam form	When this check box is selected, it is possible to add the same item under different sections within the same exam form. This check box is not selected by default.

Item Preview Template	When an item level calculator is added, clicking **Preview** (to preview the item) produces a compilation error. To resolve this issue, you must update the **Project Preview Template** to include exam level calculators. See the **Create Exam Form Preview DT Template** topic for details.
	Select the template from the drop-down list.

Click **Update** to save your changes, **Reset** to discard your changes, and **Restore Defaults** to restore default values.

ⓘ Please note that you can make changes in more than one tab of the Configuration page and click **Update**, all changes across all Configuration tabs are saved.