

Lab: Configuring advanced settings & Administrator contact form

Configuring advanced settings

Jira has a small number of commonly edited advanced configuration options, which are stored in the Jira database. These options can be accessed and edited from the Advanced Settings page. You must be a Jira System Administrator to do this.

Editing Jira's advanced settings

To access and edit options on the '**Advanced Settings**' page:

1. From the top navigation bar select **Administration > System**.
2. Click the **Advanced Settings** button on the 'General Configuration' page.
3. Edit the value of a **Key** by clicking its value on the right of the page and modifying the existing value.

Configuring the administrator contact form

The administrator contact form allows a user to send a message to the administrators of their Jira site by clicking the 'Contact Administrators' link. For example, the link appears on Login panels and pages.


Customizing the administrator contact message

You can customize the message that is presented to the user on the '**Contact Administrators Form**'.

To edit the administrator contact message:

1. Choose the **Administration > System**.
2. Choose **General Configuration**.
3. Click **Edit Settings**.
4. Scroll down to the **Contact Administrators Form** and set it to ON.

NOTE: You will need to configure a mail server first to enable this feature. If you don't have email server, you can skip these steps.

5. Enter your text in the **Contact Administrators Message** box. If you need markup assistance, click the  under the box.
6. Click **Update**.

If users send a message with the contact form it will reach all admins in the Jira admin group.

The Default Administrator Contact Message

By default, the contact administrators message looks the following:

Contact Site Administrators

To

From*

Subject*

Request details*

To restore the message to its default simply remove the custom message you entered so that the Contact Administrators Message field is empty.

Disabling the Contact Administrators Form

To enable or disable the administrator contact form:

1. Choose the **Administration > System**.
2. Choose **General Configuration**.
3. Click **Edit Settings**.
4. Scroll down to the **Contact Administrators Form** and set it to OFF.
5. Click **Update**.