

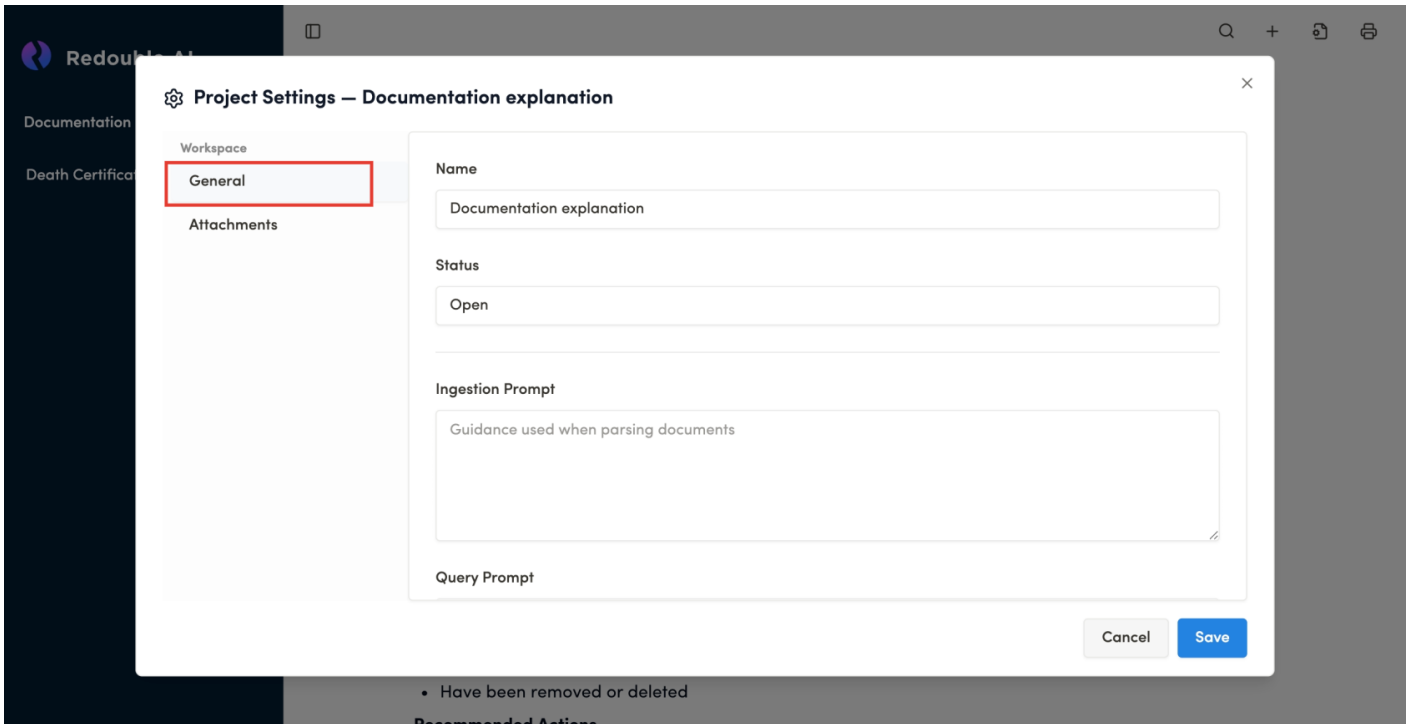
3.1 General

Preconditions:

- You are logged into the Redouble AI system
- You have at least one project

- Click on the "Document settings" icon and select "General" in the "Workspace" list





Name

Field Type: Text input

Purpose: Sets the project name for identification and organization

The project name helps you identify and organize multiple projects within your workspace. Choose a unique descriptive name that reflects the project's content or purpose.

Status

Field Type: Text input

Options: Open/Closed

Purpose: Indicates the state of the project

- **Open:** The project is actively being worked on and available for document uploads and queries
- **Closed:** The project has been completed or archived (read-only state)

Ingestion Prompt

Field Type: Multi-line text area

Purpose: Provides guidance to the AI when initially parsing and analyzing uploaded documents.

Query Prompt

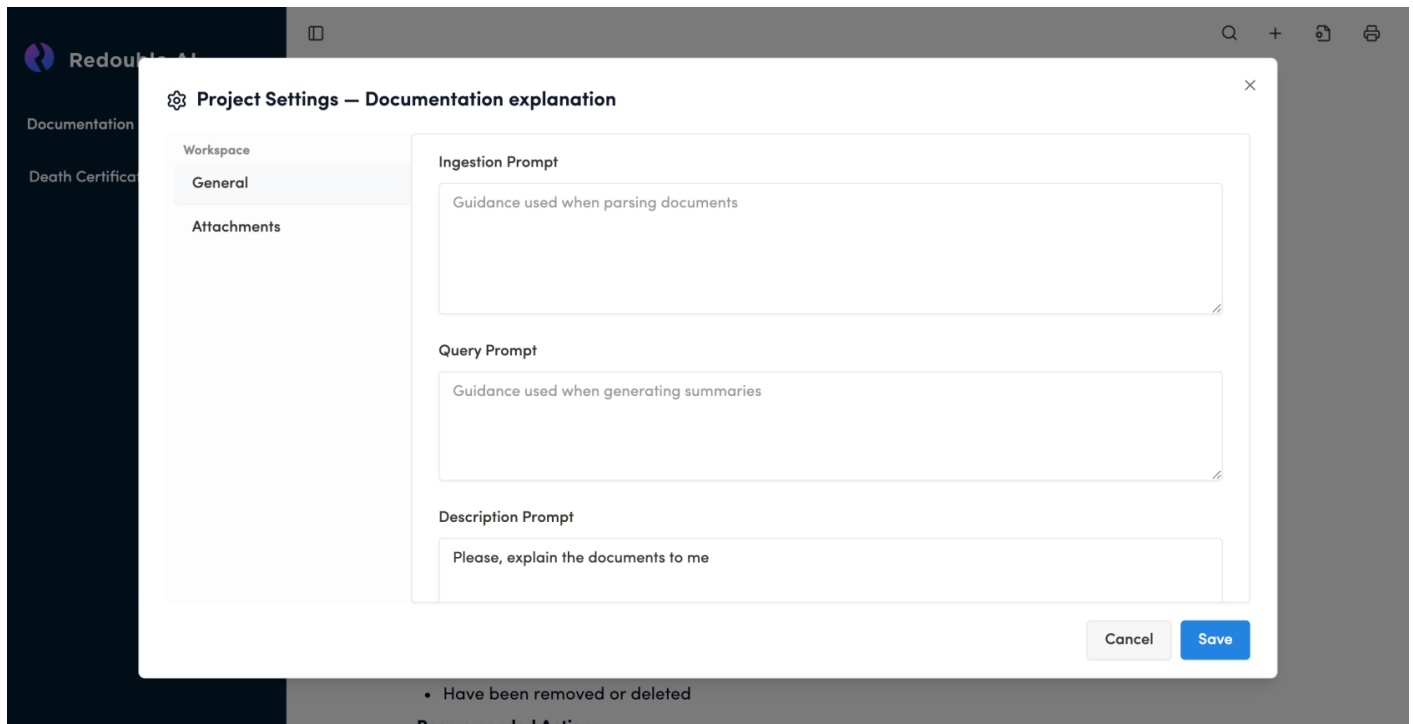
Field Type: Multi-line text area

Purpose: Guides the AI when generating responses to specific questions or creating document summaries.

Description Prompt

Field Type: Multi-line text area

Purpose: Defines the high-level role and overall instructions for the entire project.



The screenshot shows a 'Project Settings — Documentation explanation' dialog box. On the left is a sidebar with 'Workspace', 'General' (highlighted), and 'Attachments'. The main content area has three sections: 'Ingestion Prompt' with the text 'Guidance used when parsing documents', 'Query Prompt' with 'Guidance used when generating summaries', and 'Description Prompt' with 'Please, explain the documents to me'. Each section has a multi-line text input field. At the bottom right are 'Cancel' and 'Save' buttons. Below the dialog, a list item 'Have been removed or deleted' is partially visible under the heading 'Recommended Actions'.

Additional instructions

Field Type: Multi-line text area

Purpose: Provides guidance for specific analysis requirements or edge cases.

Force references

Field Type: Checkbox

Default State: Checked

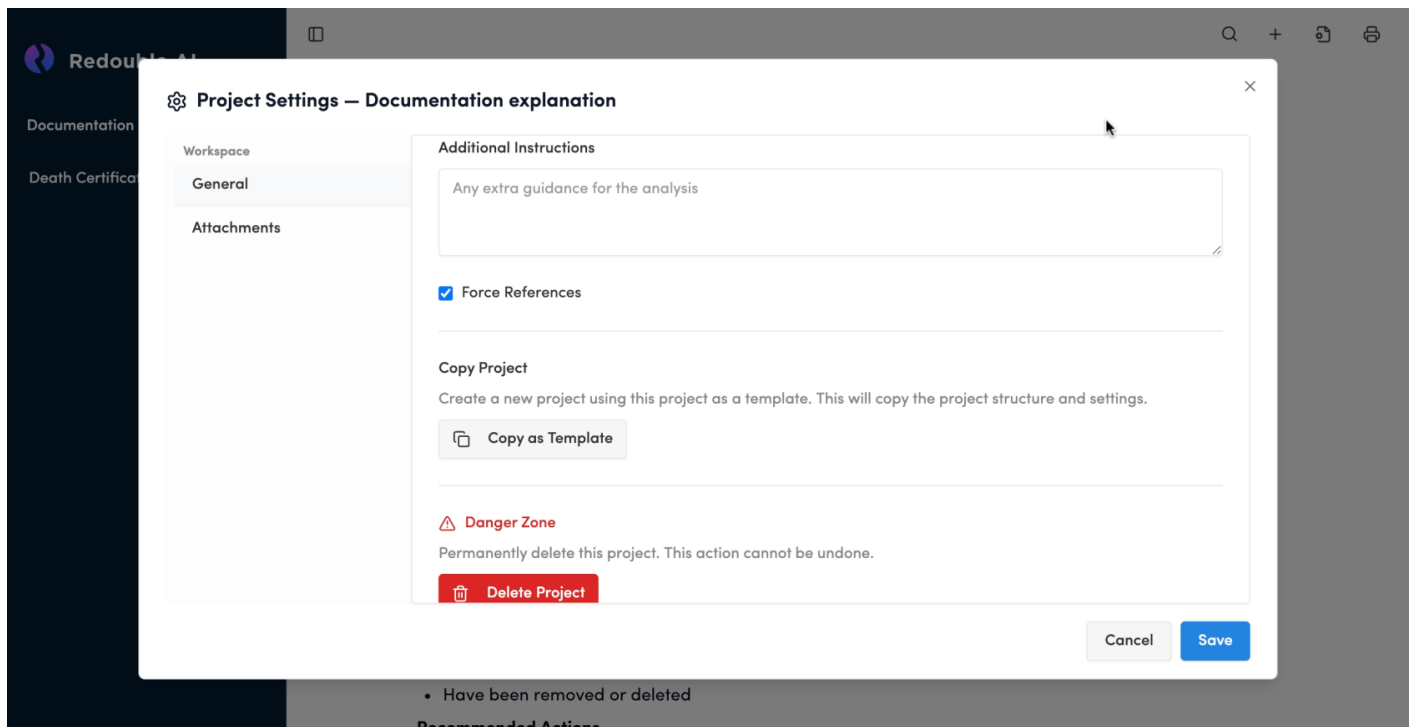
Purpose: Ensures that all AI-generated responses rely on input document previously uploaded into the project.

Copying a project

For more detailed information view [1.6 Copy Project](#)

Deleting a project

For more detailed information view [1.5 Deleting the project](#)



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