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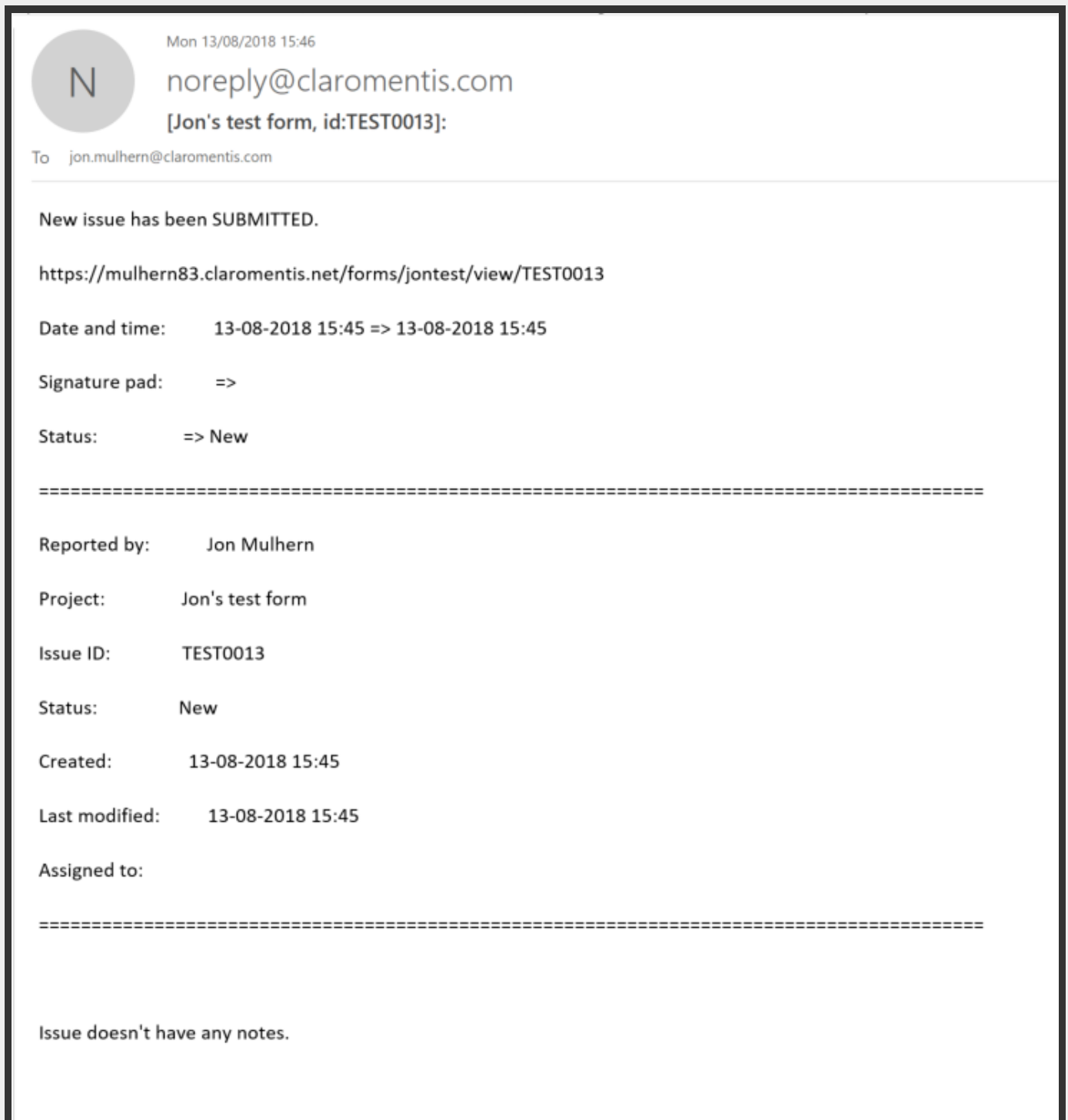
Notifications: Default notification templates

Understanding the Default template

When creating a notification, you may have noticed you had a template choice simply called *DEFAULT*.

The Default template is a simple looking email that will include any form information you wish. It is quicker to set up than a custom template, but less appealing in its utilitarian appearance.

Here is an example of a default notification email:



Customising the Default Template

From *Admin > Infocapture > Your Project > Default Notification Fields* you can use checkboxes to include or exclude form data from the template:

Jon's test form

Subject of notifications

Field name	Included into default notification email
STATUS	<input type="checkbox"/>
DATE CREATED	<input type="checkbox"/>
DATE LAST MODIFIED	<input type="checkbox"/>
ASSIGNED TO	<input type="checkbox"/>
TRAFFIC LIGHT	<input type="checkbox"/>
form purpose	<input type="checkbox"/>
Short string	<input type="checkbox"/>
Medium string	<input type="checkbox"/>
Long string	<input type="checkbox"/>
Financial	<input type="checkbox"/>
Short text	<input type="checkbox"/>

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