



InfoCapture default notification template

When creating a notification, there is a template choice simply called 'DEFAULT'.

The Default template is an email that can be configured to include certain information about a form.


It is quicker to set up than a [custom template](#), but less appealing in its utilitarian appearance.

Further to this, the default template can be used in certain situations outside of your chosen notification rules, so the information it contains needs to work in these scenarios too, unlike custom templates that are generally made to suit one purpose and so can be highly specialised.

Here is an example of a default notification email:

[Support Tickets, id:ST0025]: Cannot login due to error (see attached)

Inbox x



noreply@claromentis.com

to me ▾

New issue has been SUBMITTED.

<https://hannahtest-demo.myintranet.com/forms/tickets/view/ST0025>

Department: ==> Support

Ticket Type: ==> Problem

Urgency: ==> Medium

Ticket Summary: ==> Cannot login due to error (see attached)

Ticket Details updated

Teacher: [not selected] => Joe Bloggs

Status: ==> Submitted

=====

Reported by: Claromentis Administrator

Project: Support Tickets

Issue ID: ST0025

Status: Submitted

Created: 13-06-2023 15:00

Last modified: 13-06-2023 15:00

Assigned to:

Name: Claromentis Administrator

Department: Support

Job Title: System Administrator

Ticket Type: Problem

Urgency: Medium

Ticket Summary: Cannot login due to error (see attached)

=====

Issue doesn't have any notes.

Issue HISTORY

Date modified	User	Change
13-06-2023 15:00	Claromentis Administrator	New issue

Customising the Default Template

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

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Admin > Infocapture > Bug Tracker > Default notification fields

Default notification fields

Configure which fields to be included in default email notification

Here the default email notification can be customised, to show the contents of form fields within the generated email. For example, you may wish for your email notifications to give the information of the ticket's status, who submitted it, when it was created, and who it is currently assigned to.

Subject of notifications

summary

Field name	Included into default notification email
STATUS	<input checked="" type="checkbox"/>
DATE CREATED	<input checked="" type="checkbox"/>
DATE LAST MODIFIED	<input checked="" type="checkbox"/>
ASSIGNED TO	<input checked="" type="checkbox"/>
Type	<input type="checkbox"/>
Reproducibility	<input checked="" type="checkbox"/>
Severity	<input checked="" type="checkbox"/>
Priority	<input checked="" type="checkbox"/>
Summary	<input checked="" type="checkbox"/>
Description	<input checked="" type="checkbox"/>
Additional Information	<input type="checkbox"/>
Browser	<input type="checkbox"/>

Save

When will the default template be used?

There are 4 scenarios where the default template is used or can be chosen to be sent out:

1. 'Notify submitter' and/or 'Notify handler' about any change in the tickets' options

These can be enabled by form administrators and are optional, when they fire the system is hardcoded to send the default template.

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Admin > Infocapture > Bug Tracker > Notifications

Notifications

Configure email notification to inform users about changes in the tickets.

☒ Notify submitter about any changes in the tickets

☒ Notify ticket handler about any changes in the tickets

Save

Advanced notifications

Configure email notification to inform users about changes in the tickets.

This is dependent on Triggers having first been added. The second action must be to either create a Notification Template or visit the Default Notifications Field page, to define the content of your email notifications when they send.

For a chosen Trigger, an email notification can be sent to project roles, individual email addresses, or user pickers on your form. For example, a trigger of 'New Ticket Submitted' could generate an email to a project role called 'Approvers', with a notification template asking the role's users to approve the ticket.

+ Add new rule

Any change not captured by the field conditions used in notification rules will notify the submitter and/or ticket handler with the default template.

Reminder: In situations where a user would receive the default notification for the 'Notify xx' option is enabled, if there is a notification rule set up against the same condition, then the user will only receive one email and it will be the template set for the notification rule (not the 'Notify xx' option) as determined by the [priority order](#).

2. When the 'DEFAULT' template has been set in notification rules.

Your form managers can choose to use the default template rather than creating their custom templates for specific use cases.

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General list options

Tickets list columns

Admin > Infocapture > Bug Tracker > Notifications

Notifications

Configure email notification to inform users about changes in the tickets.

Notify submitter about any changes in the tickets

Notify ticket handler about any changes in the tickets

Save

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Add new rule

Trigger	Notification type	Notification template	Send notifications to	
New issue reported	Email	Issue reported: Reporter	Submitter of ticket	⬇️🗑️
New issue reported	Email	Issue reported: Development	Development	⬆️⬇️🗑️
Assigned changed	Email	Issue assigned: Handler	Ticket handler	⬆️⬇️🗑️
Status changed	Email	Issue updated: Reporter & Handler	Submitter of ticket, Ticket handler	⬆️⬇️🗑️
Note added	Email	DEFAULT	Submitter of ticket, Ticket handler	⬆️🗑️

3. When a user is monitoring a ticket

Any change made to the ticket will trigger the default notification to send to the monitoring user and detail what was updated.

Description

When I try to add a relative URL in the URL field I get an error message

Additional Information

Browser

Chrome

Assign to

[not assigned]

Change status to

New

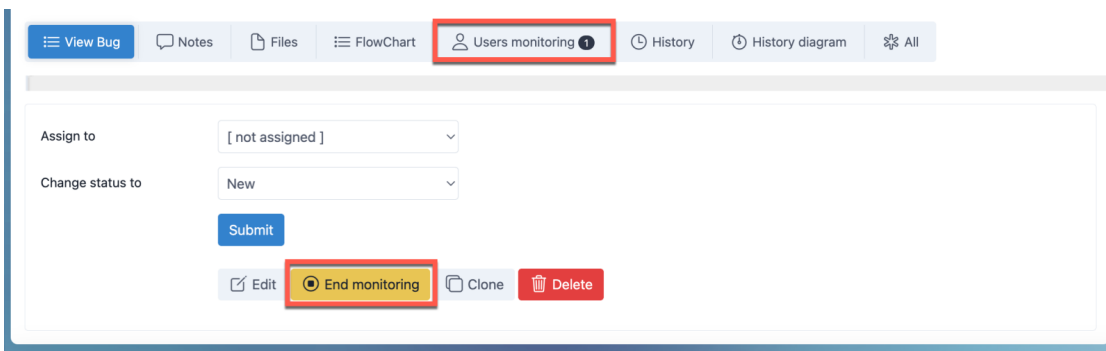
Submit

Edit

Monitor

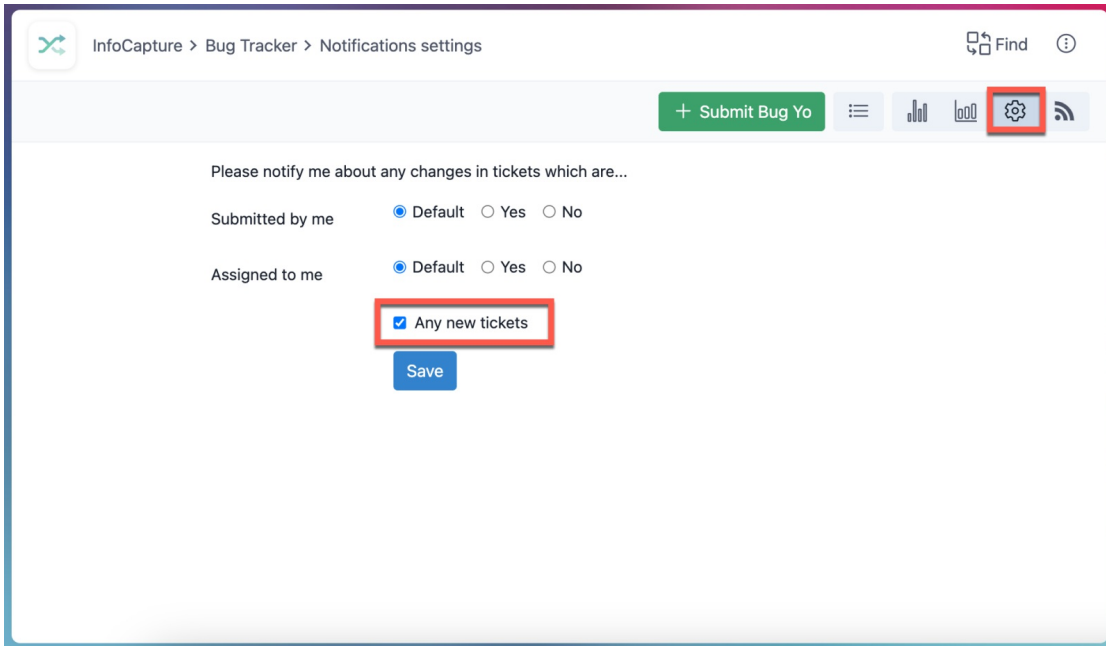
Clone

Delete



4. When a user has the 'Any new tickets' option enabled

Users can enable this option from the IC form settings which will trigger a notification any time a new ticket is submitted.



Recommended next article:
[List options](#)

Last modified on 6 January 2025 by [Veronica Kim](#)

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