

# Editing Email Notification Templates

Archived

The ability to amend your own email notification templates was introduced in version 8.7+

System notification templates use twig formatting, so any drastic changes made must adhere to these rules. Slight modifications to the wording of the template likely won't need any twig logic applied, however, for changes beyond this more information on how to follow the formatting is here.

### Updating your email templates

1. Navigate to Application > System.

Administration 😗	
Click to see users who have admin rights	٩.
🎝 🗘	
System	
Claromentis Administrator	

**Reminder:** To access the system panel, you will need to be a System administrator. For more information, check out our guide onSetting Sysadmins and application admins.

2. From the System panel, head to the Localisation tab.

Admin / System / Localisation							
🌣 General	Localisation						
<b>Administrators</b>	Localisation and translation preferences for the system and applications. Edit localisation Your changes				Original		
C License	Core Apps (News, Blog, Docume		Core Apps	(News, Blog, Documents		Core Apps (Ne	ws, Blog, Documents,
<ul> <li>Date and Time</li> </ul>	InfoCapture Anniversary		InfoCapture Anniversary			InfoCapture Anniversary	
Background Services	Announcements		Announcements			Announcements	
🔯 Localisation	Assets		Assets			Assets	
🖄 Mail	Audit		Audit		Audit		
	Badges		Badges		Badges		
🄀 Configuration							
<u>Δ</u> Labs	View/edit translation glossary Check translat		ons status	Add/edit languages	Edit notifico	ition templates	Edit digest template
Integrations							
< > Scripts							
om APIkeys							
⊥ LDAP							

Here is where you can change the terminology used across the site. For more information, see our guide onLocalisation.

#### 3. Select Edit notification templates.

Admin / System / Localisation						
🍄 General	Localisation Localisation and translation preferences for the system and applications.					
🖺 Administrators	Edit localisation	Your char	Your changes		Original	
Eicense	Core Apps (News, Blog, Documents, InfoCapture	Core Apps InfoCaptu	s (News, Blog, Documents re	S,	Core Apps (Ne InfoCapture	ws, Blog, Documents,
① Date and Time	Anniversary	Anniversary			Anniversary	
Background Services	Announcements	Announce	Announcements		Announcements	
🔯 Localisation	Assets	Assets			Assets	
⊠ <sup>a</sup> Mail	Audit Badges	Badges	Audit		Audit Badges	
🄀 Configuration		0			0	
<u>Å</u> Labs	View/edit translation glossary Ch	neck translations status	Add/edit languages	Edit notific	ation templates	Edit digest template
Integrations						
< > Scripts						
om APIkeys						
<u>₼</u> LDAP						

4. You will need to locate where the notification template is stored. You can also select the language option you would like to change.

🛱 General	Edit notification	S		
<b>88 • • • • • • • • • •</b>	Select a module to localise			
Administrators	System			
	English	German	Czech	Kurdish
License	U.S. International	Portuguese (Brazil)	Polish	Hungarian
	Russian	Spanish	Greek	Uzbek
Oate and Time	French	Dutch	Arabic	OLDOK
Background	Announcements			
Services	English	German	Czech	Kurdish
Services	U.S. International	Portuguese (Brazil)	Polish	Hungarian
	Russian	Spanish	Greek	Uzbek
Localisation	French	Dutch	Arabic	
🖄 Mail	Digital Assets Manag	er		
Maii	English	German	Czech	Kurdish
	U.S. International	Portuguese (Brazil)	Polish	Hungarian
⊁ Configuration	Russian	Spanish	Greek	Uzbek
	French	Dutch	Arabic	
🚊 Labs	Audit manager			
	English	German	Czech	Kurdish
Integrations	U.S. International	Portuguese (Brazil)	Polish	Hungarian
	Russian	Spanish	Greek	Uzbek
< > Scripts	French	Dutch	Arabic	
om APIkeys	Badges			
APIKeys	English	German	Czech	Kurdish
	U.S. International	Portuguese (Brazil)	Polish	Hungarian
₫ LDAP	Russian	Spanish	Greek	Uzbek
	French	Dutch	Arabic	

□ **Tip:** If you are unable to find the notification template, it is likely to be in the **System** section.

#### 5. Select the relevant template to update the template.

General	Edit English Notifications for "System"	
	Select a template to localise	
Administrators	admin.test_message	forum.forum_function.thread_users
	blogs.blog_control.added_blog	forum.forumadmin.subscribed_forum
License	blogs.blog_control.blog	holidays.hpnotifier.changes_my_holidays
	blogs.blog_control.edited_blog	holidays.hpnotifier.changes_your_holidays
Date and Time	blogs.blog_control.your_blog	holidays.hpnotifier.new
	calendar.document_notify	holidays.request.approved
Background	calendar.event_notify.delete	holidays.request.cancel_canceled
ervices	calendar.event_notify.invite	holidays.request.cancel_requested
61 910 63	calendar.event_notify.uninvite	holidays.request.canceled
	calendar.event_notify.update	holidays.request.created
Localisation	calendar.publish_notify	holidays.request.declined
	calendar.tool_kit.reminder	holidays.request.deleted
🛱 Mail	calendar.tool_kit.system_reminder	holidays.request.updated
	comments.new_comment comments.new_like	mail.mail_space_quota.grace_period_over mail.mail_space_quota.limit_exceeded
Configuration	common.class.erms_schedule	mail.mail_space_quota.iimit_exceeded mail.mail_space_quota.quota_exceeded.limited_working_now
0	common.password_policy	mail.mail_space_quota.quota_exceeded.innited_working_now mail.mail_space_quota.quota_exceeded
Labs	common.password_recovery	news.new_comment_added
Labs	common.user.account_frozen	news.news_control.added_news
ntegrations	common.user_model.profile_outdated	news.news_control.deleted_news
ntegrations	common.webmail_functions.receipt_confirmation	news.news_control.edited_news
> Scripts	courses.course_members	news.news_control.news
- ocripta	courses.courses_course.admin	news.news_control.your_news
	courses.courses_course.edit	news.your_comment_status
🖛 API keys	courses.courses_course.view	notification.doc.action_change
	courses.courses_function.edit	notification.doc.action_content_change
h LDAP	courses.courses_function.view	notification.doc.action_delete
	courses.view_course_include.submit	notification.doc.action_undelete
	courses.view_course_include	notification.folder.action_change
	documents.admin_cancelled_editing documents.checkout_notification	notification.folder.action_content_add_doc notification.folder.action_content_add_folder
	documents.doc_send_notify documents.draft_approval_notification	notification.folder.action_content_change_doc notification.folder.action_content_delete_doc
	documents.draft_delete_notification	notification.folder.action_content_delete_doc
	documents.draft_rejection_notification	notification.folder.action_content_undelete_doc
	documents.new_document_added	notification.folder.action_content_undelete_folder
	documents.schedules.notification	notification.folder.action_delete
	documents.take_responsibility	notification.folder.action_undelete
	documents.workflows.notify_action_executed	panels.peopleadmin_edituser.new_user_email_notification
	documents.workflows.notify_action_feedback	panels.peopleadmin_edituser.user_modified_email_notification
	documents.workflows.notify_action_ic	people.users_admin_logger.power_user_activity
	documents.workflows.notify_owner_transition	publish.publish_functions.folder_deleted
	documents.workflows.notify_transition	publish.publish_functions.page_edited
	documents.workflows.notify_transition_all	publish.publishpage.changes_rejected
	documents.workflows.notify_transition_none	publish.publishpage.wait_for_approval
	documents.workflows.notify_transition_one	rooms.rb_confirmation
	documents.workflows.transition_reminder	rooms.rb_fac_confirmation
	endorsements.user_endorsed	rooms.rbnotificator.fac_booking_changed
	forum.edit_msg.new_topic	rooms.rbnotificator.fac_booking_created
	forum.edit_msg.reply	rooms.rbnotificator.room_booking_changed
	forum.forum_add_cat.subscribed_cat	rooms.rbnotificator.room_booking_created
	forum.forum_function.category_users.notification_resp	search.suggestion_request_created
	forum.forum_function.category_users	search.suggestion_request_implemented
	forum.forum_function.reply_users.notification_resp forum.forum_function.reply_users	share.link surveys.reminder
	forum.forum_function.trepiy_users forum.forum_function.thread_users.notification_resp	aurveyarettiinder

## **Email templates**

The templates will look similar to the template below. Anything bracketed will pull in direct information from the specific action causing the notification.

Admin / System / Locali	isation / Edit notifications / System (English) / blogs.blog_control.added_blog	
🌣 General	Edit Notification	
👫 Administrators	Editing the notification template "blogs.blog_control.added_blog" Language	
Eicense	English ~ Template subject	Template preview
② Date and Time	1 Blog awaiting approval: {{ title!raw }} Template Body	Blog awaiting approval: On Prosperity 29-05-2020 14:00
Background Services	<pre>1 <strong>{{ title!raw }}</strong>  2 A new blog post was added by {% if is_owner_id %}<a href="{{ link!raw }}">{ 3   4 <a href="{{ all_blog_link!raw }}">Approve/Decline this blog post</a></a></pre>	Reply • Forward • Delete
🔯 Localisation	i a more () accelegation and ); supprovidential and stop parts or	A new blog post was added by John Smith.
🖄 Mail		Approve/Decline this blog post
⊁ Configuration		
<u>Å</u> Labs		
Integrations		
< > Scripts		
🖝 API keys		
슈 LDAP		
	Save Remove customisation	

The subject line of the email is the first line of text in the template. To update the subject, simply move the section of the template down and add your own as the first line.

Last modified on 23 May 2024 by Hannah Door

Created on 21 October 2020 by Veronica Kim Tags: notifications, system, email, templates