

Editing Email Notification Templates

Archived

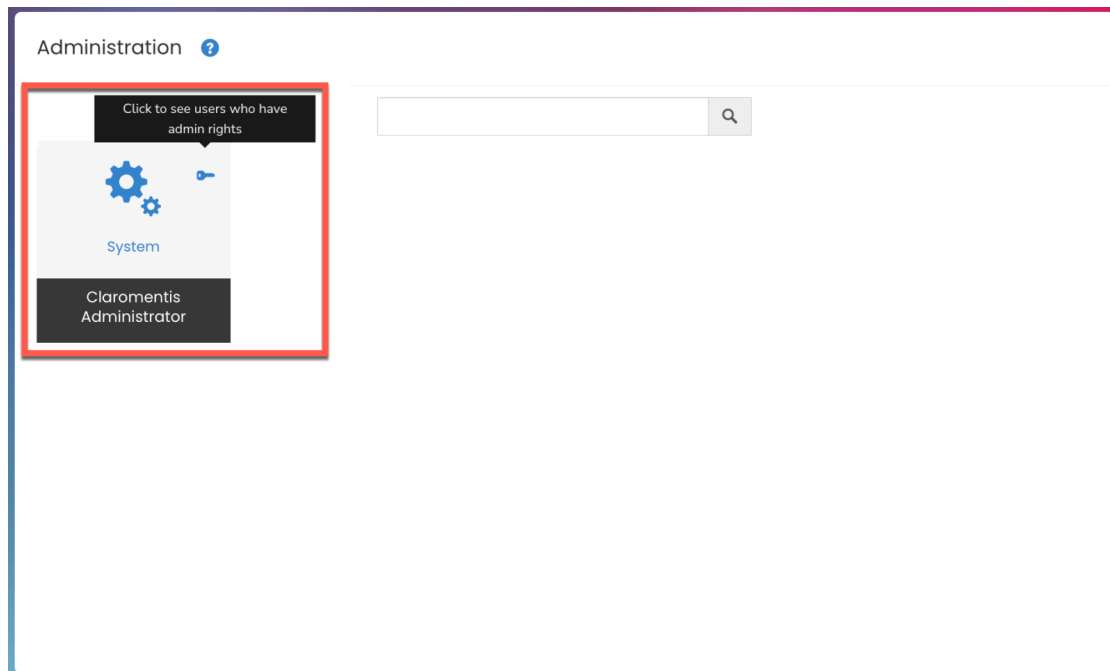
The ability to amend your own email notification templates was introduced in version 8.7+

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](#).

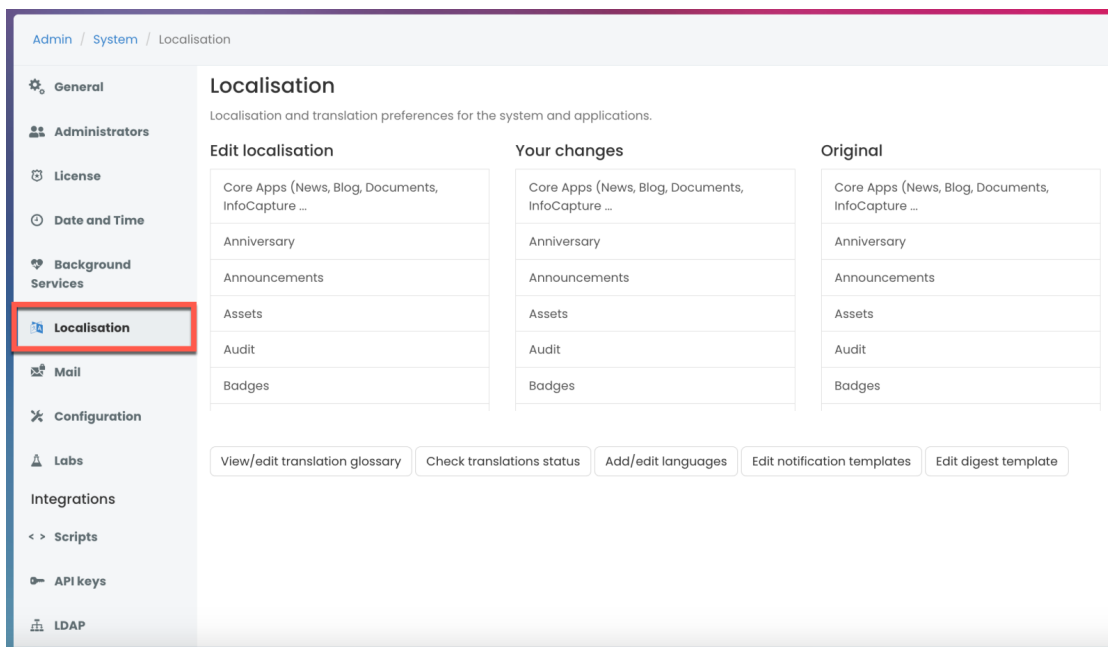
Updating your email templates

1. Navigate to **Application > System**.



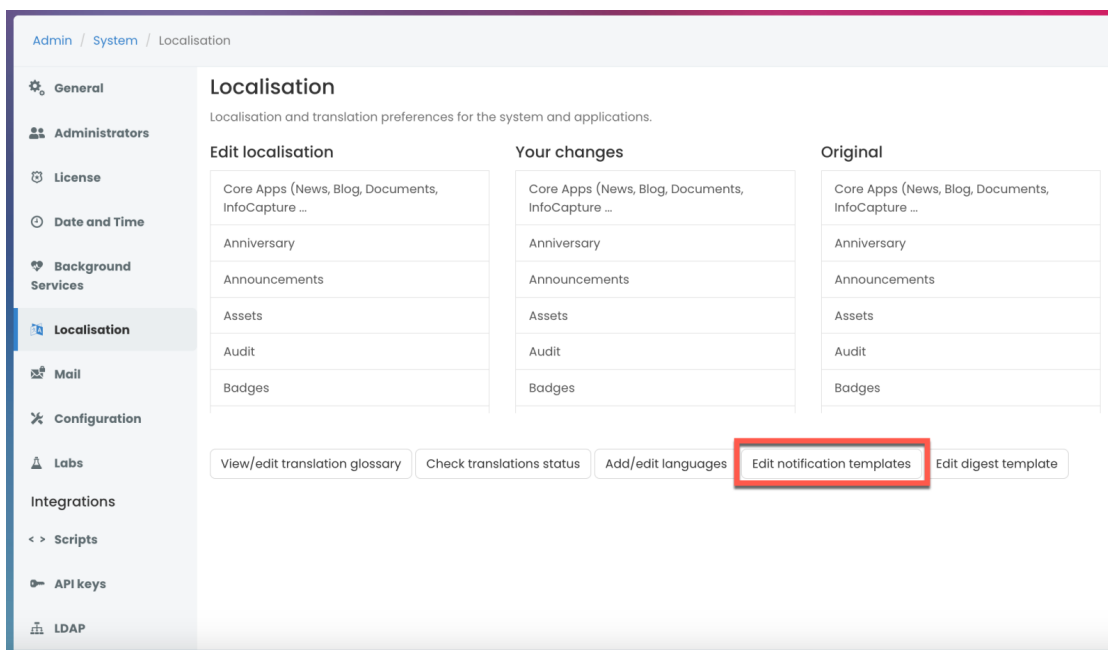
Reminder: To access the system panel, you will need to be a System administrator. For more information, check out our guide on [Setting Sysadmins](#) and [application admins](#).

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



Here is where you can change the terminology used across the site. For more information, see our guide on [Localisation](#).

3. Select **Edit notification templates**.



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

Admin / System / Localisation / Edit notifications

General

Administrators

License

Date and Time

Background Services

Localisation

Mail

Configuration

Labs

Integrations

< > Scripts

API keys

LDAP

Edit notifications

Select a module to localise

System

English
U.S. International
Russian
French

German
Portuguese (Brazil)
Spanish
Dutch

Czech
Polish
Greek
Arabic

Kurdish
Hungarian
Uzbek

Announcements

English
U.S. International
Russian
French

German
Portuguese (Brazil)
Spanish
Dutch

Czech
Polish
Greek
Arabic

Kurdish
Hungarian
Uzbek

Digital Assets Manager

English
U.S. International
Russian
French

German
Portuguese (Brazil)
Spanish
Dutch

Czech
Polish
Greek
Arabic

Kurdish
Hungarian
Uzbek

Audit manager

English
U.S. International
Russian
French

German
Portuguese (Brazil)
Spanish
Dutch

Czech
Polish
Greek
Arabic

Kurdish
Hungarian
Uzbek

Badges

English
U.S. International
Russian
French

German
Portuguese (Brazil)
Spanish
Dutch

Czech
Polish
Greek
Arabic

Kurdish
Hungarian
Uzbek

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.

Admin / System / Localisation / Edit notifications / System (English)

General

Administrators

License

Date and Time

Background Services

Localisation

Mail

Configuration

Labs

Integrations

< > Scripts

API keys

LDAP

Edit English Notifications for "System"

Select a template to localise

admin.test_message

blogs.blog_control.added_blog

blogs.blog_control.blog

blogs.blog_control.edited_blog

blogs.blog_control.your_blog

calendar.document_notify

calendar.event_notify.delete

calendar.event_notify.invite

calendar.event_notify.uninvite

calendar.event_notify.update

calendar.publish_notify

calendar.tool_kit.reminder

calendar.tool_kit.system_reminder

comments.new_comment

comments.new_like

common.class.arms_schedule

common.password_policy

common.password_recovery

common.user.account_frozen

common.user_model.profile_outdated

common.webmail_functions.receipt_confirmation

courses.course_members

courses.courses_course.admin

courses.courses_course.edit

courses.courses_course.view

courses.courses_function.edit

courses.courses_function.view

courses.view_course_include.submit

courses.view_course_include

documents.admin_cancelled_editing

documents.checkout_notification

documents.doc_send_notify

documents.draft_approval_notification

documents.draft_delete_notification

documents.draft_rejection_notification

documents.new_document_added

documents.schedules.notification

documents.take_responsibility

documents.workflows.notify_action_executed

documents.workflows.notify_action_feedback

documents.workflows.notify_action_ic

documents.workflows.notify_owner_transition

documents.workflows.notify_transition

documents.workflows.notify_transition_all

documents.workflows.notify_transition_none

documents.workflows.notify_transition_one

documents.workflows.transition_reminder

endorsements.user_endorsed

forum.edit_msg.new_topic

forum.edit_msg.reply

forum.forum_add_cat.subscribed_cat

forum.forum_function.category_users.notification_resp

forum.forum_function.category_users

forum.forum_function.reply_users.notification_resp

forum.forum_function.reply_users

forum.forum_function.thread_users.notification_resp

forum.forum_function.thread_users

forum.forumadmin.subscribed_forum

holidays.hpnofitier.changes_my_holidays

holidays.hpnofitier.changes_your_holidays

holidays.hpnofitier.new

holidays.request.approved

holidays.request.cancel_canceled

holidays.request.cancel_requested

holidays.request.canceled

holidays.request.created

holidays.request.declined

holidays.request.deleted

holidays.request.updated

mail.mail_space_quota.grace_period_over

mail.mail_space_quota.limit_exceeded

mail.mail_space_quota.quota_exceeded.limited_working_now

mail.mail_space_quota.quota_exceeded

news.new_comment_added

news.news_control.added_news

news.news_control.deleted_news

news.news_control.edited_news

news.news_control.news

news.news_control.your_news

news.your_comment_status

notification.doc.action_change

notification.doc.action_content_change

notification.doc.action_delete

notification.doc.action_undelete

notification.folder.action_change

notification.folder.action_content_add_doc

notification.folder.action_content_add_folder

notification.folder.action_content_change_doc

notification.folder.action_content_delete_doc

notification.folder.action_content_delete_folder

notification.folder.action_content_undelete_doc

notification.folder.action_content_undelete_folder

notification.folder.action_delete

notification.folder.action_undelete

panels.peopleadmin_edituser.new_user_email_notification

panels.peopleadmin_edituser.user_modified_email_notification

people.users_admin_logger.power_user_activity

publish.publish_functions.folder_deleted

publish.publish_functions.page_edited

publish.publishpage.changes_rejected

publish.publishpage.wait_for_approval

rooms.rb_confirmation

rooms.rb_fac_confirmation

rooms.rbnoficator.fac_booking_changed

rooms.rbnoficator.fac_booking_created

rooms.rbnoficator.room_booking_changed

rooms.rbnoficator.room_booking_created

search.suggestion_request_created

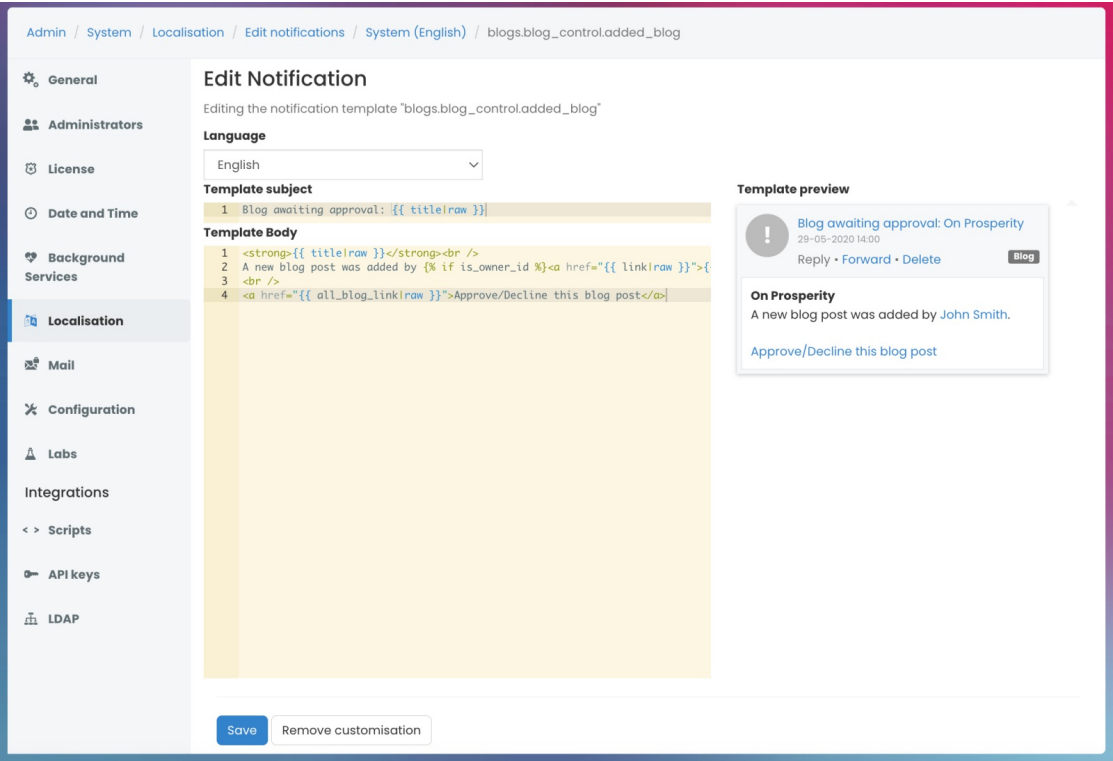
search.suggestion_request_implemented

share.link

surveys.reminder

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.



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](#)