



Editing Email Notification Templates

Archived

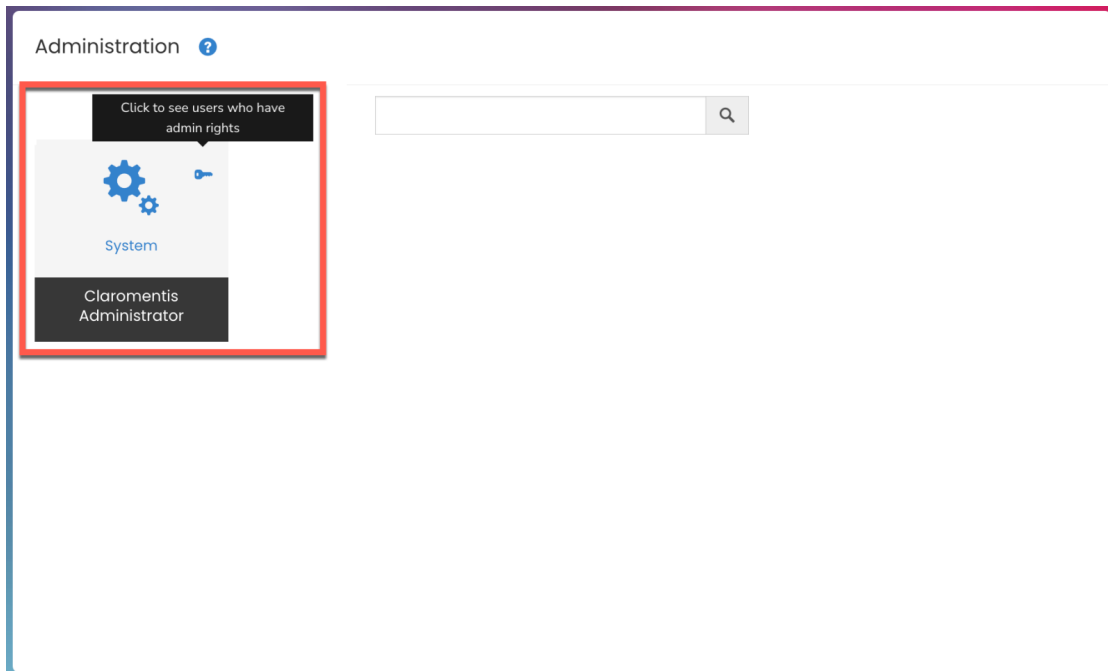
The ability to amend your own email notification templates was introduced in version **8.7+**

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.

The screenshot shows the 'Localisation' admin page. The left sidebar contains a menu with items: General, Administrators, License, Date and Time, Background Services, **Localisation** (highlighted with a red box), Mail, Configuration, Labs, Integrations, Scripts, API keys, and LDAP. The main content area is titled 'Localisation' and includes a sub-header 'Localisation and translation preferences for the system and applications.' Below this are three columns: 'Edit localisation', 'Your changes', and 'Original'. Each column contains a table with rows for 'Core Apps (News, Blog, Documents, InfoCapture ...)', 'Anniversary', 'Announcements', 'Assets', 'Audit', and 'Badges'. At the bottom of the main content area, there are five buttons: 'View/edit translation glossary', 'Check translations status', 'Add/edit languages', 'Edit notification templates', and 'Edit digest template'.

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**.

This screenshot is identical to the one above, showing the 'Localisation' admin page. In this version, the 'Edit notification templates' button at the bottom of the main content area is highlighted with a red box.

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	German	Czech	Kurdish
U.S. International	Portuguese (Brazil)	Polish	Hungarian
Russian	Spanish	Greek	Uzbek
French	Dutch	Arabic	

Announcements

English	German	Czech	Kurdish
U.S. International	Portuguese (Brazil)	Polish	Hungarian
Russian	Spanish	Greek	Uzbek
French	Dutch	Arabic	

Digital Assets Manager

English	German	Czech	Kurdish
U.S. International	Portuguese (Brazil)	Polish	Hungarian
Russian	Spanish	Greek	Uzbek
French	Dutch	Arabic	

Audit manager

English	German	Czech	Kurdish
U.S. International	Portuguese (Brazil)	Polish	Hungarian
Russian	Spanish	Greek	Uzbek
French	Dutch	Arabic	

Badges

English	German	Czech	Kurdish
U.S. International	Portuguese (Brazil)	Polish	Hungarian
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.

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	forum.forum_function.thread_users
blogs.blog_control.added_blog	forum.forumadmin.subscribed_forum
blogs.blog_control.blog	holidays.hpnotifier.changes_my_holidays
blogs.blog_control.edited_blog	holidays.hpnotifier.changes_your_holidays
blogs.blog_control.your_blog	holidays.hpnotifier.new
calendar.document_notify	holidays.request.approved
calendar.event_notify.delete	holidays.request.cancel_canceled
calendar.event_notify.invite	holidays.request.cancel_requested
calendar.event_notify.uninvite	holidays.request.canceled
calendar.event_notify.update	holidays.request.created
calendar.publish_notify	holidays.request.declined
calendar.tool_kit.reminder	holidays.request.deleted
calendar.tool_kit.system_reminder	holidays.request.updated
comments.new_comment	mail.mail_space_quota.grace_period_over
comments.new_like	mail.mail_space_quota.limit_exceeded
common.class.erns_schedule	mail.mail_space_quota.quota_exceeded.limited_working_now
common.password_policy	mail.mail_space_quota.quota_exceeded
common.password_recovery	news.new_comment_added
common.user.account_frozen	news.news_control.added_news
common.user_model.profile_outdated	news.news_control.deleted_news
common.webmail_functionsreceipt_confirmation	news.news_control.edited_news
courses.course_members	news.news_control.news
courses.courses_course.admin	news.news_control.your_news
courses.courses_course.edit	news.your_comment_status
courses.courses_course.view	notification.doc.action_change
courses.courses_function.edit	notification.doc.action_content_change
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	notification.folder.action_content_add_doc
documents.checkout_notification	notification.folder.action_content_add_folder
documents.doc_send_notify	notification.folder.action_content_change_doc
documents.draft_approval_notification	notification.folder.action_content_delete_doc
documents.draft_delete_notification	notification.folder.action_content_delete_folder
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	notification.folder.action_undelete
documents.workflows.notify_action_feedback	panels.peopleadmin_edituser.new_user_email_notification
documents.workflows.notify_action_ic	panels.peopleadmin_edituser.user_modified_email_notification
documents.workflows.notify_owner_transition	people.users_admin_logger.power_user_activity
documents.workflows.notify_transition	publish.publish_functions.folder_deleted
documents.workflows.notify_transition_all	publish.publish_functions.page_edited
documents.workflows.notify_transition_none	publish.publishpage.changes_rejected
documents.workflows.notify_transition_one	publish.publishpage.wait_for_approval
documents.workflows.transition_reminder	rooms.rb_confirmation
endorsements.user_endorsed	rooms.rb_fac_confirmation
forum.edit_msg_new_topic	rooms.rbnotificator.fac_booking_changed
forum.edit_msg.reply	rooms.rbnotificator.fac_booking_created
forum.forum_add_cat.subscribed_cat	rooms.rbnotificator.room_booking_changed
forum.forum_function.category_users.notification_resp	rooms.rbnotificator.room_booking_created
forum.forum_function.category_users	search.suggestion_request_created
forum.forum_function.reply_users.notification_resp	search.suggestion_request_implemented
forum.forum_function.reply_users	share.link
forum.forum_function.thread_users.notification_resp	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.

Admin / System / Localisation / Edit notifications / System (English) / blogs.blog_control.added_blog

Edit Notification

Editing the notification template "blogs.blog_control.added_blog"

Language
English

Template subject
1 Blog awaiting approval: {{ title|raw }}

Template Body
1 {{ title|raw }}

2 A new blog post was added by {% if is_owner_id %}{%
3

4 Approve/Decline this blog post

Template preview

On Prosperity
A new blog post was added by John Smith.
Approve/Decline this blog post

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](#)