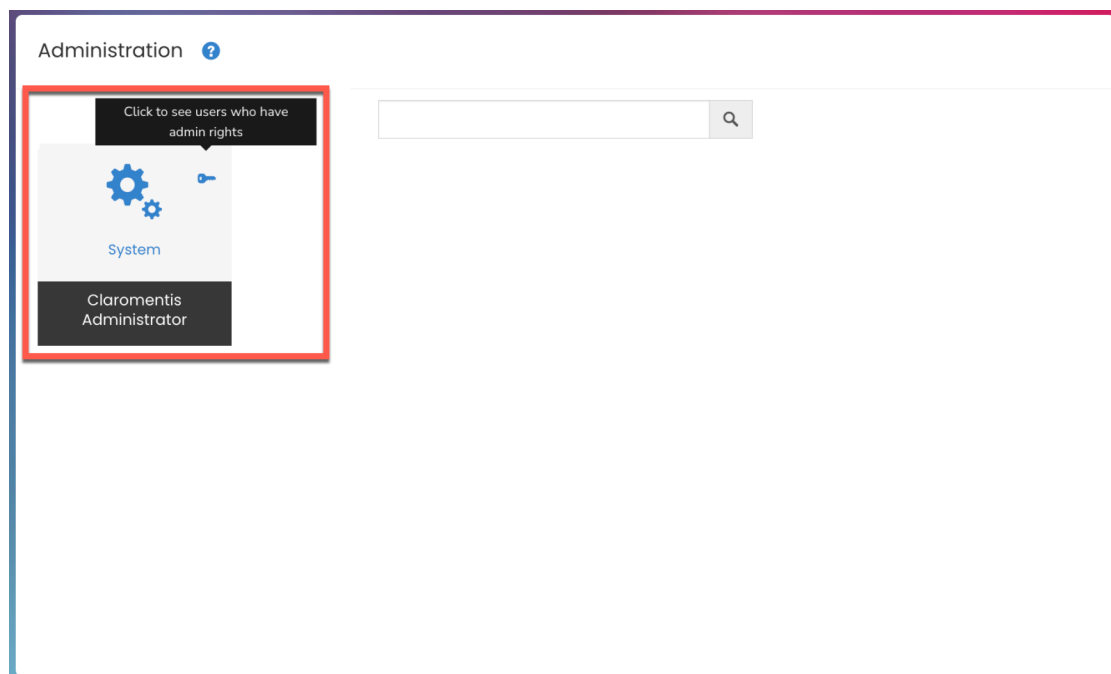# Editing Email Notification Templates

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.
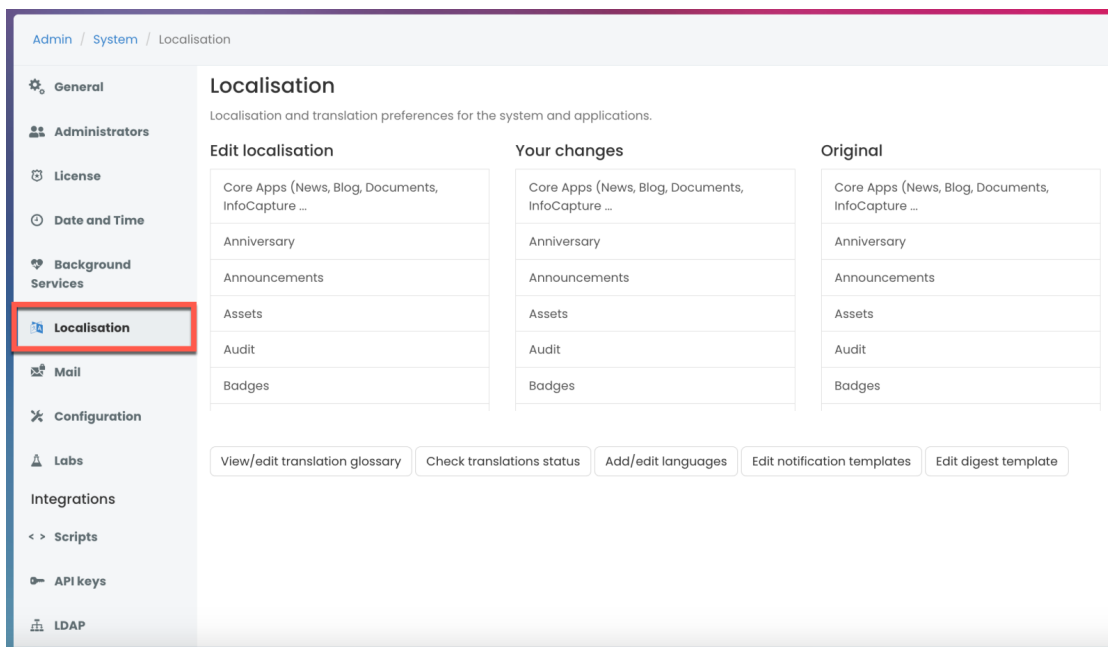
Updating your email templates

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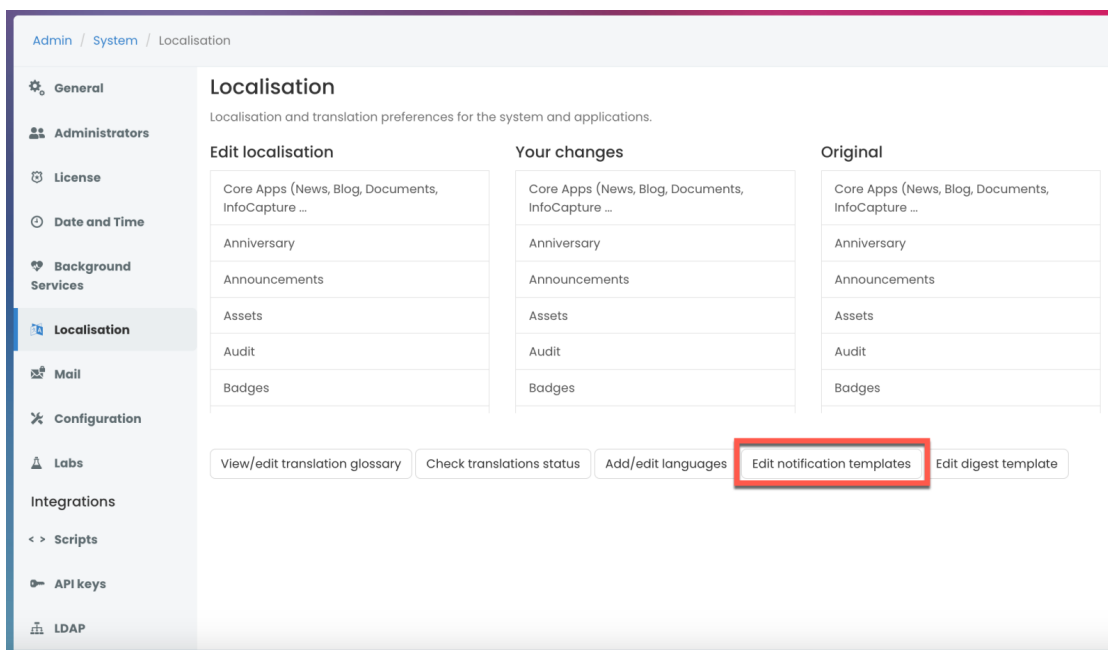

Reminder: To access the system panel, you will need to be a System administrator. For more information, check out our guide onSetting Sysadmins and application admins.

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

Edit notifications

Select a module to localise

General
Administrators
License
Date and Time
Background Services
Localisation
Mail
Configuration
Labs

Integrations

Scripts
API keys
LDAP

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)

Edit English Notifications for "System"

Select a template to localise

General
Administrators
License
Date and Time
Background Services
Localisation
Mail
Configuration
Labs

Integrations

Scripts
API keys
LDAP

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.erms_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.hpnotifier.changes_my_holidays
holidays.hpnotifier.changes_your_holidays
holidays.hpnotifier.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.rbnotificator.fac_booking_changed
rooms.rbnotificator.fac_booking_created
rooms.rbnotificator.room_booking_changed
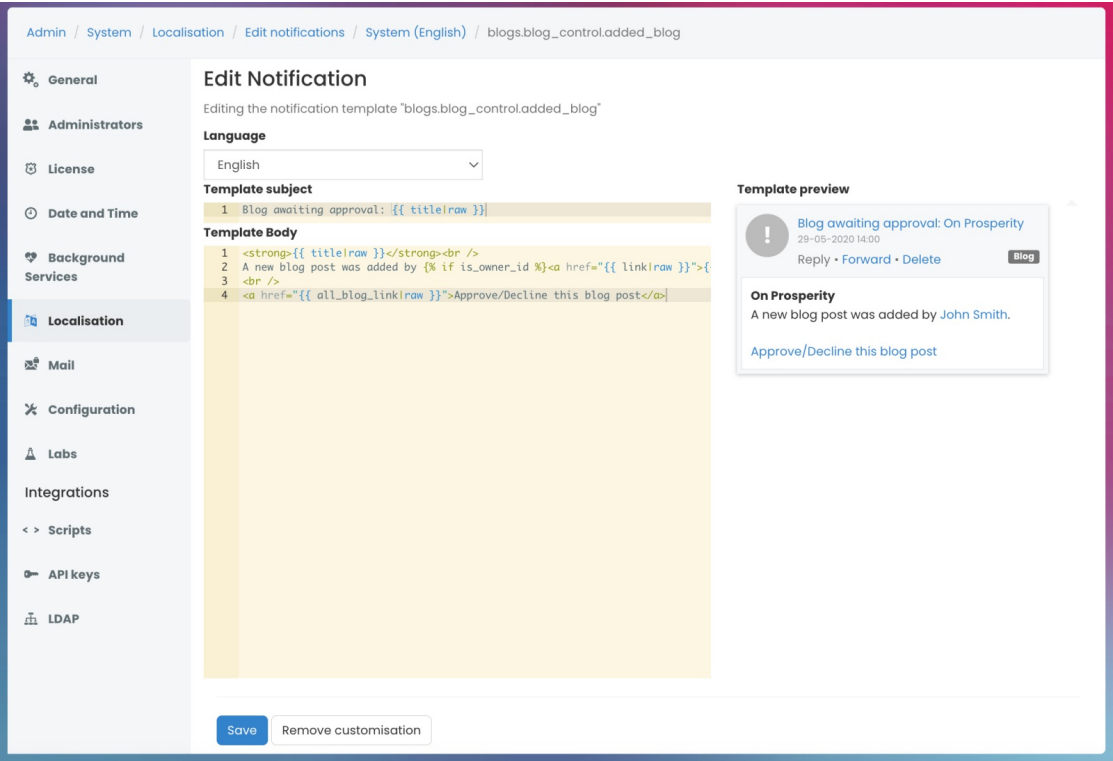rooms.rbnotificator.room_booking_created
search.suggestion_request_created
search.suggestion_request_implemented
share.link
surveys.reminder

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