



Editing Email Notification Templates

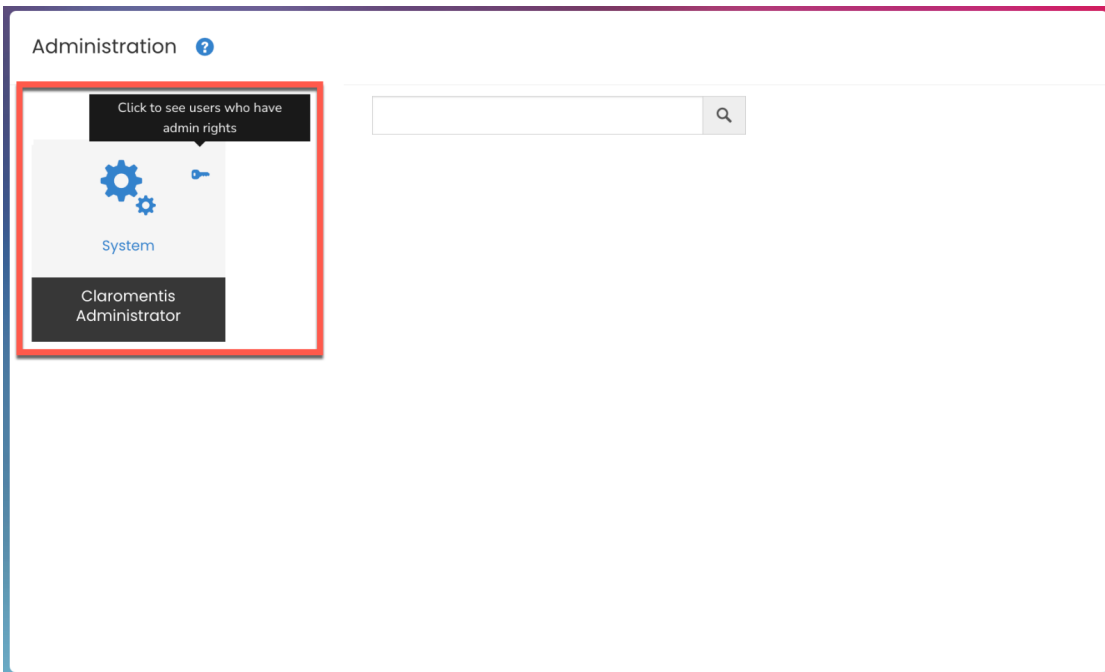
Archived

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 similar to the previous one, showing the 'Localisation' admin page. The 'Localisation' menu item in the sidebar is highlighted with a blue bar. In the main content area, the 'Edit notification templates' button at the bottom is highlighted with a red box. The rest of the page content, including the tables and other buttons, is identical to the previous screenshot.

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

<ul style="list-style-type: none"> 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.erm_schedule common.password_policy common.password_recovery common.user.account_frozen common.user_model.profile_outdated common.webmail_functionsreceipt_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 	<ul style="list-style-type: none"> 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
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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

Blog awaiting approval: On Prosperity
29-05-2020 14:00
Reply • Forward • Delete **Blog**

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

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Tags: notifications, system, email, templates