



People Notifications

We will provide an overview of all available People notifications.

Templates for each language can be viewed and [edited](#) from **Admin > System > Localisation > 'Edit notifications'** in the **'System', 'Panel' & 'People'** sections.

The screenshot shows the Claromentis Admin interface. The top navigation bar includes the Claromentis logo, a search bar, and various utility icons. The main content area is titled 'Admin > System > Localisation > Edit notifications'. The page is divided into three sections: 'System', 'Announcements', and 'Digital Assets Manager'. Each section has a list of languages for localization.

Module	Language	Language	Language
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

Notification not sending?

Remember: The type of notification received by users, e.g. email, in-system, none, etc., will depend on their preferences as outlined [here](#).

If a notification is not evident, check that the recipient's preferences are correctly to receive this in the format they expect.

What notifications can People send, and who will receive these?

In the 'System' area, the following notification templates are stored.

claromentis

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

Edit English Notifications for "System"

Select a template to localise

- admin.test_message
- comments.new_like
- common.password_policy
- common.user.account_frozen
- common.webmail_functionsreceipt_confirmation
- courses.courses_course.admin
- courses.courses_course.view
- courses.courses_function.view
- courses.view_course_include
- forum.edit_msg.new_topic
- forum.forum_add_cat.subscribed_cat
- forum.forum_function.category_users
- forum.forum_function.reply_users
- forum.forum_function.thread_users
- notification.doc.action_change
- notification.doc.action_delete
- notification.folder.action_change
- notification.folder.action_content_add_folder
- notification.folder.action_content_delete_doc
- notification.folder.action_content_undelete_doc
- notification.folder.action_content_undelete_folder
- notification.folder.action_delete
- notification.system.license_limit_reached
- surveys.reminder
- comments.new_comment
- common.class.ermis_schedule
- common.password_recovery
- common.user_model.profile_outdated
- courses.course_members
- courses.courses_course.edit
- courses.courses_function.edit
- courses.view_course_include.submit
- endorsements.user_endorsed
- forum.edit_msg.reply
- forum.forum_function.category_users.notification_resp
- forum.forum_function.reply_users.notification_resp
- forum.forum_function.thread_users.notification_resp
- forum.forumadmin.subscribed_forum
- notification.doc.action_content_change
- notification.doc.action_undelete
- notification.folder.action_content_add_doc
- notification.folder.action_content_change_doc
- notification.folder.action_content_delete_folder
- notification.folder.action_content_undelete_folder
- notification.folder.action_undelete
- share.link

common.password_policy

This notification will be sent to a user x days out from their password expiring.

Admin > System > Localisation > Edit notifications > System (English) > common.password_policy

Edit Notification

Editing the notification template "common.password_policy"

Language: English

Template subject

```
1 {{{ system_name|raw }}} Your password will expire in {{{ days|raw }}} days
```

Template Body

```
1 <strong>Your password is about to expire</strong><br />
2 You will be required to change your password in {{{ days|raw }}} days.<br />
3 <br />
4 <a href="{{ details_href|raw }}">Change it now</a>
```

Template preview

[Claromentis] Your password will expire in 90 days

Your password is about to expire
You will be required to change your password in 90 days.

[Change it now](#)

The parameters for this are set in the [password policy](#) area by a People administrator.

Admin > People Control Panel

User licences: Licence limit Unlimited Active users 53 Remaining users Unlimited

Extranet user limit Unlimited Active extranet users 7 Remaining extranet users Unlimited

If required, more user licenses can be requested on our support portal [Request licences](#) [More details](#)

Users Power users Roles Groups **Password policy**

Default password policy options

Minimum password length: 8

Require strong password

Maximum password age: 180 days

Notify user 7 days before expiration.

Accounts lockout

How many attempts the user is allowed until account is locked 3

How long they are locked out for (minutes) 5

Send notification to People Administrators when an account is locked out

[Save](#)

common.user.account_frozen

This notification will be sent to all People administrators to notify them that a user account has become **frozen/locked** due to incorrect credential entry.

The screenshot shows the 'Edit Notification' page for the 'common.user.account_frozen' template. The page is divided into several sections:

- Language:** A dropdown menu set to 'English'.
- Template subject:** A text field containing the code: `1 [{{ system_name|raw }}] Account Frozen: [{{ username|raw }}]`
- Template Body:** A text area containing HTML code for the notification body:

```
1 <strong>Account Frozen</strong><br />
2 The user account '[{{ username|raw }}]' has been frozen due to repeated fail
3 <br />
4 You can manually unblock this account using the link below:<br />
5 <br />
6 <a href="[{{ unblock_link|raw }}]">[{{ unblock_link|raw }}]</a><br />
7 <br />
8 <small style="color:#999999">This request was made from [{{ ip|raw }}].</small>
```
- Template preview:** A preview of the notification content:

[Clarentis] Account Frozen: jsmith

Account Frozen
The user account 'jsmith' has been frozen due to repeated failed attempts to log in.

You can manually unblock this account using the link below:

http://example.com/unblock_link

This request was made from 10.0.0.5.

This notification will only be sent if the following option has been enabled in Admin > People > **Password Policy**:

The screenshot shows the 'Password Policy' configuration page. The page includes several sections:

- User licences:** Licence limit: Unlimited, Active users: 53, Remaining users: Unlimited.
- Extranet user limit:** Unlimited, Active extranet users: 7, Remaining extranet users: Unlimited.
- Default password policy options:**
 - Minimum password length: 8
 - Require strong password
 - Maximum password age: 180 days
 - Notify user: 7 days before expiration.
- Accounts lockout:**
 - How many attempts the user is allowed until account is locked: 3
 - How long they are locked out for (minutes): 5
 - Send notification to People Administrators when an account is locked out

A red box highlights the checkbox for 'Send notification to People Administrators when an account is locked out'.

common.password_recovery

This notification will be sent to a user when they follow the 'Forgot password?' feature on the login page, allowing them to set a new password.

Admin > System > Localisation > Edit notifications > System (English) > **common.password_recovery**

Edit Notification

Editing the notification template "common.password_recovery"

Language: English

Template subject: 1 [{{ system_name|raw }}] Password Reset

Template Body:

```

1 <strong>You have requested a password reset</strong><br />
2 Please click <a href="{{ recover_url|raw }}">here</a> or copy and paste t
3 <br />
4 {{ recover_url|raw }}<br />
5 <br />
6 <em>Please note: This link will expire in {{ exp_days|raw }} days.</em><br />
7 <br />
8 If you did not request this password reset, please notify your system adr
9 <br />
10 <small style="color:#999999">This request was made from {{ ip_address|raw

```

Template preview:

[Claramentis] Password Reset

You have requested a password reset
Please click [here](#) or copy and paste the following link into your browser's address bar to reset it:

http://example.com/recover_href

Please note: This link will expire in 5 days.

If you did not request this password reset, please notify your system administrator immediately.

This request was made from 10.0.0.5.

common.user_model.profile_outdated

This is an optional function that will ensure end users are notified that their account is 'out of date' so they can log in to the site and refresh this.

Admin > System > Localisation > Edit notifications > System (English) > **common.user_model.profile_outdated**

Edit Notification

Editing the notification template "common.user_model.profile_outdated"

Language: English

Template subject: 1 [{{ system_name|raw }}] Your profile is out of date

Template Body:

```

1 <strong>Profile out of date</strong><br />
2 Your {{ system_name|raw }} profile is out of date, please login and update
3 <br />
4 <a href="{{ details_href|raw }}">Update my profile</a>

```

Template preview:

[Claramentis] Your profile is out of date

Profile out of date
Your Claramentis profile is out of date, please login and update your information.

[Update my profile](#)

By default, this will be blank so not in use.

Head to Admin > People > [General Configuration](#) to set this up:

Metadata field that keeps the date when user's profile was last updated

To notify users when they don't update their profile for a long time, specify user metadata field here. This field will contain the date when profile was updated the last time. Leave empty to not to use this function.

If its needed to dispay this field on people profile page or make editable in admin area, need to add description of that field in Metadata admin panel.

Key: pick key other than "usr_profile_last_updated" and set \$cfg_profile_last_updated_field = this key
Title: pick title (i.e. "Profile Last Updated")
Type: "datetime"
you can't create metadata field with key "usr_profile_last_updated", it is system metadata

(note that field type must be "datetime")

After this period of time user profile become outdated (days)

After user profile became outdated and has not been updated by user, send notification again every this number of days

The commonly used field is 'Last time login' with an appropriate timeframe, e.g. 365 days. However, any field you like can be used to track the time (Enter the [field key](#))

It is also possible to set the frequency to notify the user that their profile is outdated.

Once this has been set up and saved, if the timeframe entered has passed, any end user that fits the parameters (in this example, has not logged in for a year) will be notified every x days until they log in, at which point the timer resets.

endorsements.user_endorsed

This notification will be sent to a user when another person has [endorsed them for a Skill](#)

This relies on Skills first having been set up by a People Administrator.

The screenshot shows the 'Edit Notification' interface for the 'endorsements.user_endorsed' template. The left sidebar contains navigation options: Admin, General, Administrators, License, Date and Time, Background Services, Localisation (selected), Mail, Configuration, Generative AI, and Labs. The main content area is titled 'Edit Notification' and shows the notification template being edited. The language is set to 'English'. The template subject is '1 {{ endorser_name|raw }} has endorsed you for {{ skill|raw }} skill'. The template body contains HTML code for a notification, including a congratulatory message and a link to view the profile. A 'Template preview' window on the right shows the rendered notification: 'John Smith has endorsed you for Pancake flipping skill', 'Congratulations! John Smith has endorsed you for Pancake flipping skill', and a link 'View your profile'. Below the link, it says 'Why not endorse John Smith back?'.

In the 'Panels' section, the two templates below are stored.

The screenshot shows the 'Edit English Notifications for panels' interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Edit English Notifications for panels' and shows a list of templates to localise: 'panels.peopleadmin_edituser.new_user_email_notification' and 'panels.peopleadmin_edituser.user_modified_email_notification'. The 'Localisation' option is selected in the sidebar.

panels.peopleadmin_edituser.new_user_email_notification

This notification will be sent when a new user account is created, either [individually](#) by an administrator or [en masse via CSV](#).

The recipient will be the user who was created, and the notification will be sent to the email address associated with the account.

The screenshot shows the 'Edit Notification' interface for the 'panels.peopleadmin_edituser.new_user_email_notification' template. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Edit Notification' and shows the notification template being edited. The language is set to 'English'. The template subject is '1 [{{ systemName|raw }}] New account'. The template body contains HTML code for a notification, including a congratulatory message and log-in details. A 'Template preview' window on the right shows the rendered notification: '[] New account', 'New Account Congratulations, your new account has been created.', 'Here are your log-in details:', 'Username : jsmith', 'Password : Password123', and a link 'Log-in to'.

panels.peopleadmin_edituser.user_modified_email_notification

This notification will fire when an administrator enables the 'Email login details' option for a user profile and saves this.

(Usually, this is carried out as the administrator has [reset the password on their behalf](#)).

The screenshot shows the 'Edit Notification' configuration page. The breadcrumb trail is 'Admin > System > Localisation > Edit notifications > panels (English) > panels.peopleadmin_edituser.user_modified_email_notification'. The page title is 'Edit Notification' and the subtitle is 'Editing the notification template "panels.peopleadmin_edituser.user_modified_email_notification"'. The 'Language' is set to 'English'. The 'Template subject' is '1 {{{ systemName|raw }}} Your account was updated'. The 'Template Body' contains HTML code:

```
1 <strong>Account Updated</strong><br />
2 Your {{{ systemName|raw }}} account has been updated.<br />
3 <br />
4 Here are your new log-in details:<br />
5 <br />
6 Username : {{{ username|raw }}<br />
7 Password : {% if isLdapAccount %}Your password is managed by LDAP.{% else
8 <br />
9 <a href='{{ url|raw }}'>Log-in to {{{ systemName|raw }}}</a><br />
10
```

 The 'Template preview' shows the rendered output: 'Your account was updated', 'Account Updated', 'Your account has been updated.', 'Here are your new log-in details:', 'Username : jsmith', 'Password : Password123', and a 'Log-in to' link.

The recipient will be the user whose account was updated, and the notification will be sent to the email address associated with the profile.

The screenshot shows the 'Edit user info' page. The breadcrumb trail is 'Admin > People Control Panel > Edit user info'. The page has tabs for 'Edit user information', 'Role', 'Group', 'Org chart', and 'Other settings'. The 'User code' is 'alison'. The 'Last time login' is '26-05-2020 15:45'. The 'Account state' is 'Enabled'. The 'Assign user to extranet area' is 'Primary Area'. The 'Username' is 'alison'. The 'Password' field is empty. There is a 'Change image' button and a 'Delete image' checkbox. A red box highlights the 'Email log-in details' checkbox, which is checked.

Finally, in the 'People' section, the last template is stored:

The screenshot shows the 'Edit English Notifications for "People"' page. The breadcrumb trail is 'Admin > System > Localisation > Edit notifications > People (English)'. The page title is 'Edit English Notifications for "People"'. The subtitle is 'Select a template to localise'. The selected template is 'people.users_admin_logger.power_user_activity'.

people.users_admin_logger.power_user_activity

This notification will only be active if your site has [power users](#) configured.

The screenshot shows the 'Edit Notification' configuration page. The breadcrumb trail is: Admin > System > Localisation > Edit notifications > People (English) > people.users_admin_logger.power_user_activity. The page title is 'Edit Notification'. Below the title, it says 'Editing the notification template "people.users_admin_logger.power_user_activity"'. There are three main sections: 'Language' (set to English), 'Template subject' (1 Power User Activity for {{ name|raw }}), and 'Template Body' (2 Power User activity for {{ name|raw }}
 {{ details|raw }}). On the right, there is a 'Template preview' section showing the rendered notification: 'Power User Activity for John Smith' and 'Power User activity for John Smith Updated a profile'.

The option shown below must be enabled per power user for the notification to fire.

If it's on, any time that power user makes a change, all other People administrators will be sent this notification.

The screenshot shows the 'Edit power user rights' configuration page. The breadcrumb trail is: Admin > People Control Panel > Edit user info > Edit power user rights. The page title is 'This power user can'. There are two main sections: 'This power user can' and 'This power user can manage the following'. Under 'This power user can', there are four checkboxes: 'Add new users' (unchecked), 'Add new roles' (unchecked), 'Add new groups' (unchecked), and 'Alert global People Administrators when a power user makes a change' (checked and highlighted with a red box). Under 'This power user can manage the following', there is a 'Permissions' section with a search input 'Start typing to add...', 'Browse', and 'Remove' buttons. Below the search input, there is a list of permissions: 'View users', 'Edit/delete users in selected groups/roles/extranet', 'Assign/unassign users to selected group/role/extranet', and 'Edit/delete role/group properties'. There is also a link 'View effective permissions...' and a 'Save' button at the bottom.

Created on 20 January 2026 by [Hannah Door](#)

Tags: [notifications](#), [people](#)