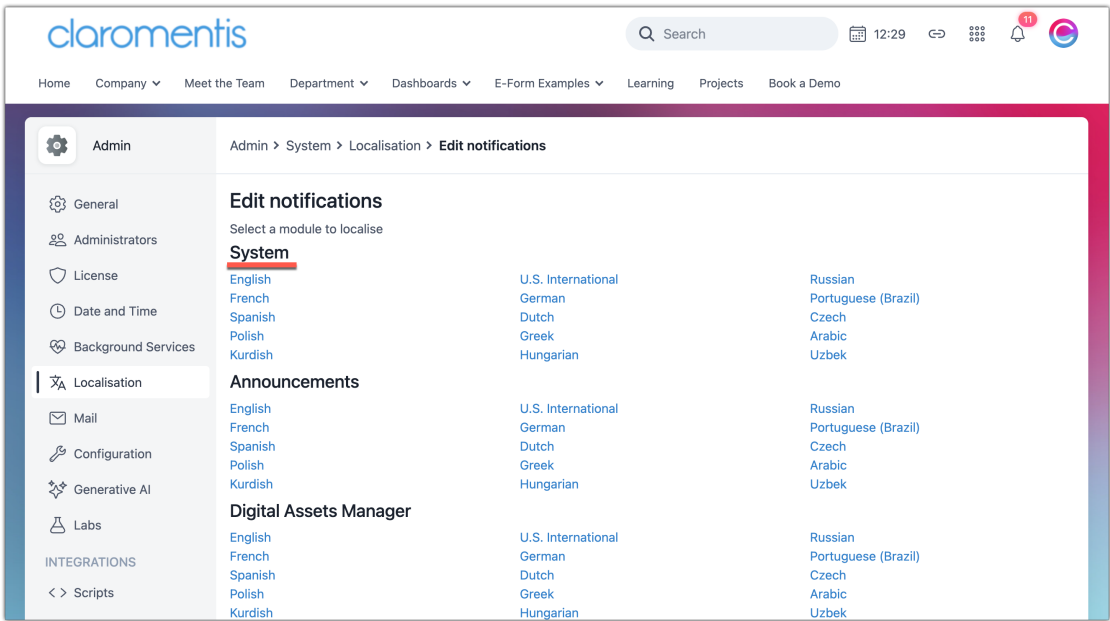




People Notifications

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.



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

pass 1/2

Home Company Meet the Team Department Dashboards E-Form Examples Learning Projects Book a Demo

Admin

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_delete_doc
- notification.folder.action_content_delete_folder
- notification.folder.action_content_delete_folder
- notification.folder.action_delete
- notification.system.license_limit_reached
- surveys.reminder
- comments.new_comment
- common.class.irms_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_delete
- notification.folder.action_content_add_doc
- notification.folder.action_content_change_doc
- notification.folder.action_content_delete_folder
- notification.folder.action_content_delete_folder
- notification.folder.action_delete
- share.link

common.password_policy

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

Admin

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 Your password is about to expire

2 You will be required to change your password in {{{ days|raw }}} days.

3

4 Change it now

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

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 licences 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 becomefrozen/locked due to incorrect credential entry.

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General

Administrators

License

Date and Time

Background Services

Localisation

Mail

Configuration

Generative AI

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INTEGRATIONS

<> Scripts

ADP Key...

Admin > System > Localisation > Edit notifications > System (English) > common.user.account_frozen

Edit Notification

Editing the notification template "common.user.account_frozen"

Language

English

Template subject

1 [{{ system_name|raw }}] Account Frozen: {{ username|raw }}

Template Body

1 Account Frozen

2 The user account '{{ username|raw }}' has been frozen due to repeated fail
3

4 You can manually unblock this account using the link below:

5

6 {{ unblock_link|raw }}

7

8 <small style="color:#999999">This request was made from {{ ip|raw }}.</small>

Template preview

[Claromentis] 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:

Admin

Staff list

UTILITIES

Add a new user

Export users

Add/update from CSV file

CONFIGURATION

General configuration

Configure user profile fields

Configure Skills

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.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.

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< > Scripts

API keys

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 You have requested a password reset

2 Please click here or copy and paste t
3

4 {{ recover_url|raw }}

5

6 Please note: This link will expire in {{ exp_days|raw }} days.

7

8 If you did not request this password reset, please notify your system adr
9

10 <small style="color:#999999">This request was made from {{ ip_address|raw

Template preview

[Claromentis] 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.

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INTEGRATIONS

< > Scripts

API keys

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 Profile out of date

2 Your {{ system_name|raw }} profile is out of date, please login and update
3

4 Update my profile

Template preview

[Claromentis] Your profile is out of date

Profile out of date

Your Claromentis 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")

last_time_login

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

365

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

3

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](#))

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](#)).

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INTEGRATIONS

Admin > System > Localisation > Edit notifications > panels (English) > panels.peopleadmin_edituser.user_modified_email_notification

Edit Notification

Editing the notification template "panels.peopleadmin_edituser.user_modified_email_notification"

Language

English

Template subject

1 {{{ systemName|raw }}} Your account was updated

Template Body

1 Account Updated

2 Your {{{ systemName|raw }}} account has been updated.

3

4 Here are your new log-in details:

5

6 Username : {{{ username|raw }}

7 Password : {% if isLdapAccount %}Your password is managed by LDAP.{% else
8

9 Log-in to {{{ systemName|raw }}}

10

Template preview

Your account was updated

Account Updated

Your account has been updated.

Here are your new log-in details:

Username : jsmith
Password : Password123

Log-in to

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

Admin

Staff list

UTILITIES

Add a new user

Export users

Add/update from CSV file

Synchronize/Update users from user directory

CONFIGURATION

General configuration

Admin > People Control Panel > Edit user info

Edit user information

Role

Group

Org chart

Other settings

User code

Last time login26-05-2020 15:45

Account state

Enabled

Disabled

Assign user to extranet area

Primary Area

Username *

alison

Password

Generate random password (if you want to change it)

Change image

Delete image

Email log-in details

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

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Background Services

Localisation

Mail

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

Edit English Notifications for "People"

Select a template to localise

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.

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General

Administrators

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Date and Time

Background Services

Localisation

Mail

Configuration

Generative AI

Admin > System > Localisation > Edit notifications > People (English) > people.users_admin_logger.power_user_activity

Edit Notification

Editing the notification template "people.users_admin_logger.power_user_activity"

Language

English

Template subject

1 Power User Activity for {{ name|row }}

Template Body

1 Power User activity for {{ name|row }}

2 {{ details|row }}

Template preview

Power User Activity for John Smith

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.

Admin > People Control Panel > Edit user info > Edit power user rights

This power user can

☐ Add new users

(has no effect if the power user can't assign to at least one extranet area)

☐ Add new roles

☐ Add new groups

☒ Alert global People Administrators when a power user makes a change

This power user can manage the following

Permissions

Start typing to add...

Browse

Remove

☐ View users

☐ Edit/delete users in selected groups/roles/extranet

☐ Assign/unassign users to selected group/role/extranet

☐ Edit/delete role/group properties

[View effective permissions...](#)

Save

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

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