

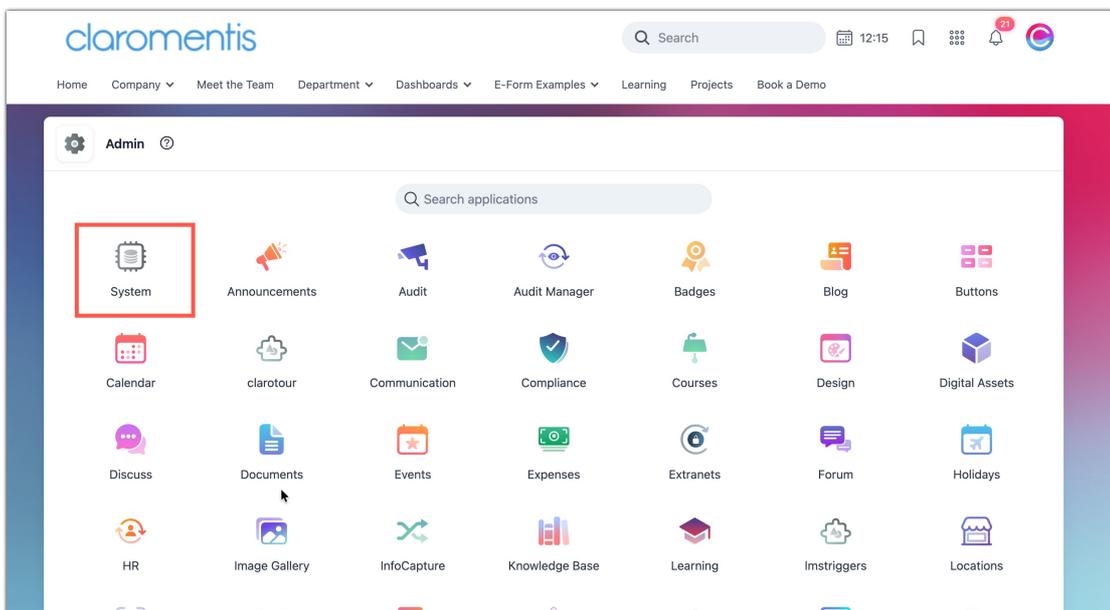
Editing Notification Templates

Notification templates use **Twig formatting**, so any drastic changes by [sysadmins](#) must adhere to these rules.

Slight modifications to the template wording likely won't need any twig logic applied; however, for any major changes you wish to apply, follow the formatting detailed [here](#)

A [sysadmin](#) can update notification templates

1. Navigate to **Applications > Admin > System**:



2. Open the **Localisation** tab

The screenshot shows the 'Admin > System' page in the Claromentis Digital Workplace. The page title is 'Claromentis Digital Workplace 10.4.4'. Below the title, there is a section for 'Installed Modules' with a table listing various components.

Name	Version	Status	Plugin
Core	10.3.4	OK	N/A
Anniversary	3.0.7	OK	Enabled / Disable
Announcements	3.0.3	OK	Enabled / Disable
Digital Assets Manager	4.0.0	OK	Enabled / Disable
Audit manager	3.0.7	OK	Enabled / Disable
Badges	3.0.2	OK	Enabled / Disable
Buttons	2.0.9	OK	Enabled / Disable
Countdown component	3.0.0	OK	Enabled / Disable

The 'Localisation' menu item in the left sidebar is highlighted with a red box.

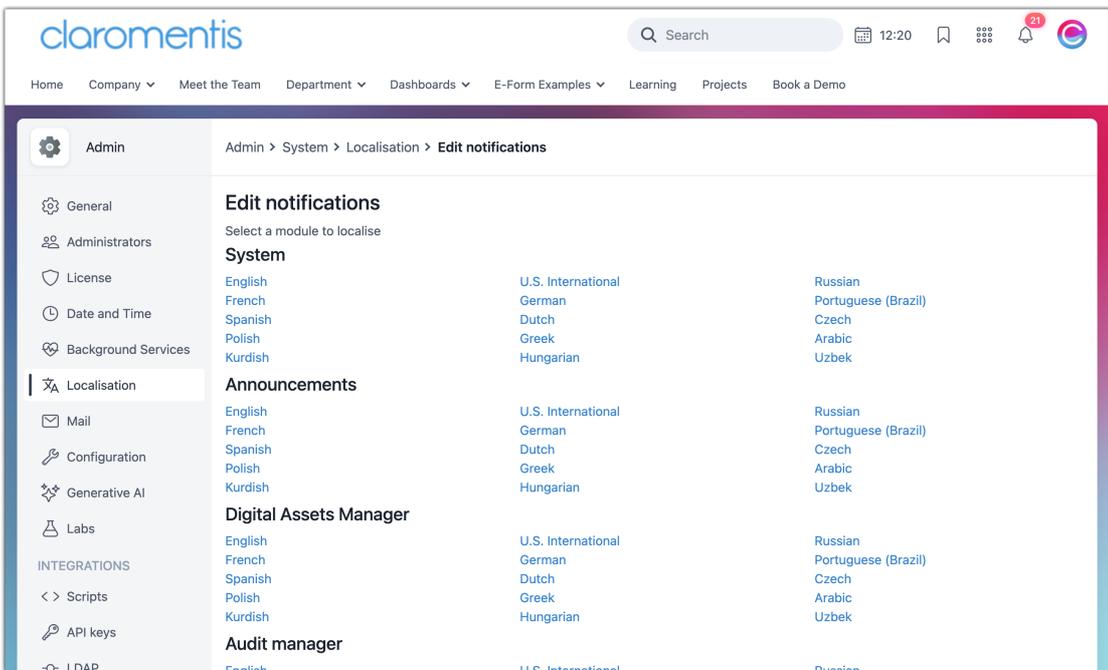
3. In this area, terminology used across the site can be edited. For more information, see our guide on [Localisation](#).

To edit notification templates specifically, click on the button shown below:

The screenshot shows the 'Admin > System > Localisation' page. The page title is 'Localisation' and it includes a sub-header 'Localisation and translation preferences for the system and applications.' Below this, there are three columns: 'Edit localisation', 'Your changes', and 'Original'. Each column contains a list of application categories: Core Apps, Anniversary, Announcements, Assets, Audit, Badges, and Blog. At the bottom of the page, there are several buttons: 'View/edit translation glossary', 'Check translations status', 'Add/edit languages', 'Edit notification templates' (highlighted with a red box), and 'Edit digest template'.

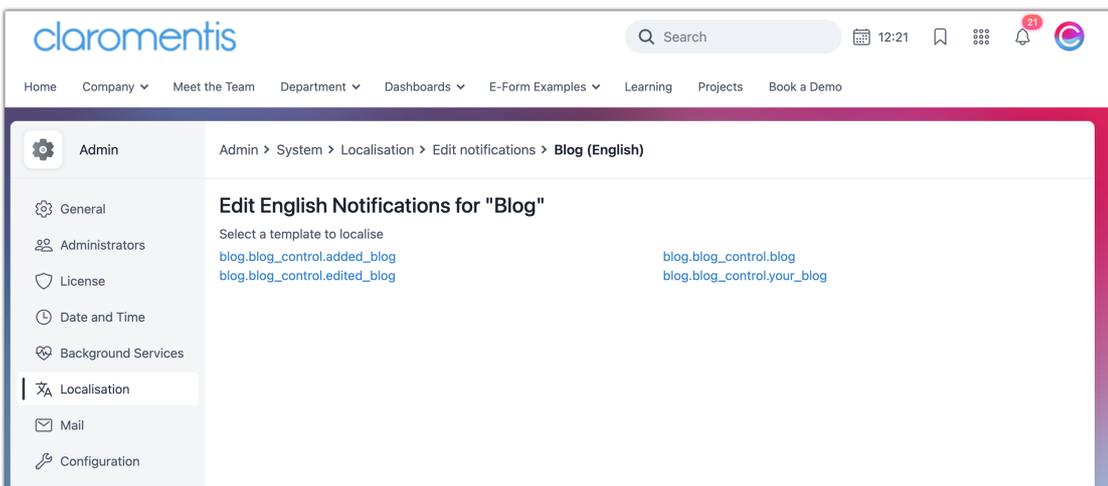
4. Next, locate where the notification template you want to edit is stored and select the language to edit in.

□ **Tip:** Some templates for applications are stored under System



5. The next screen will list the template for every action in that application that triggers a notification.

If an action is not listed, no notification is associated with it.



6. Click on the action you want to edit to open it and make changes, adhering to Twig logic. Click on **Save** to apply.

Changes will appear in notifications generated going forward.

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Admin

Admin > System > Localisation > Edit notifications > Blog (English) > **blog.blog_control.added_blog**

Edit Notification

Editing the notification template "blog.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

On Prosperity
A new blog post was added by John Smith.
[Approve/Decline this blog post](#)

For anything bracketed, the system pulls information from the action triggering the notification.

The subject line of the notification will use the first line of text in the template.

So, to change the subject, move the template down a line and add your own text into the first position.

Created on 12 March 2026 by [Hannah Door](#)

Tags: [edit](#), [notification](#), [template](#), [localisation](#)