



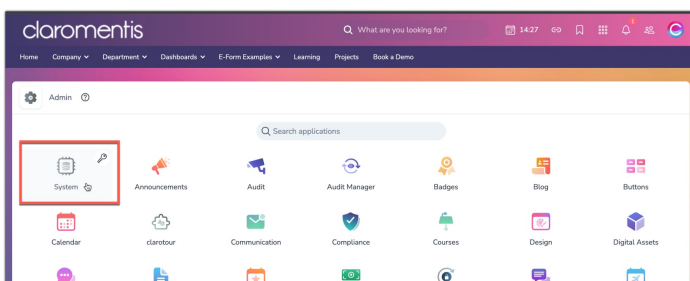
Editing Email Notification Templates

Notification templates use **twig formatting**, so any drastic changes by sysadmins must adhere to these rules.

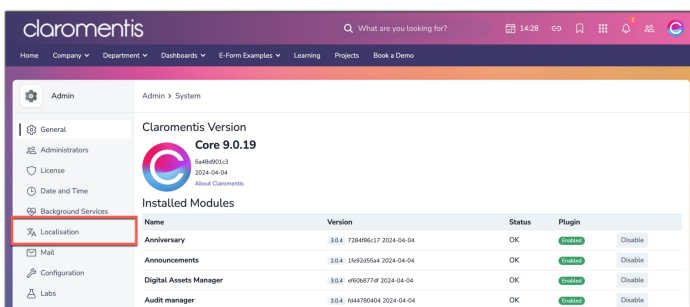
Slight modifications to the template wording likely won't need any twig logic applied, however, for any major changes you wish to apply follow the formatting detailed [here](#)

A sysadmin can update notification templates

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

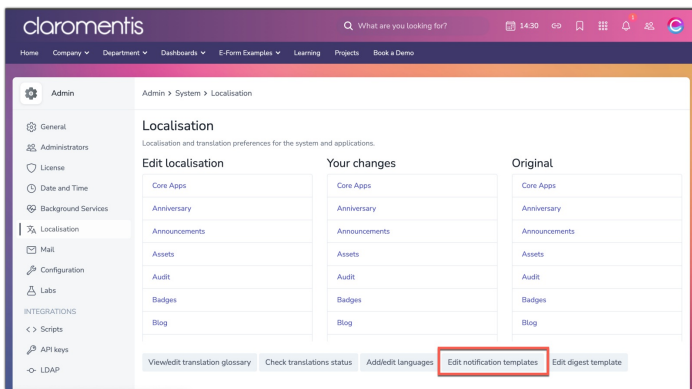


2. Open the **Localisation** tab

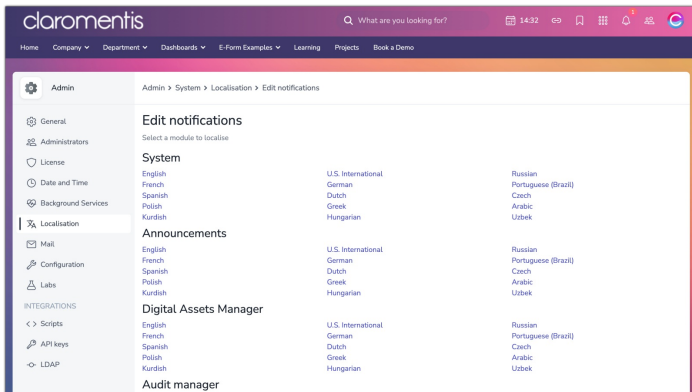


3. In this area terminology used across the site can be edited. For more information, see our [guide on Localisation](#).

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



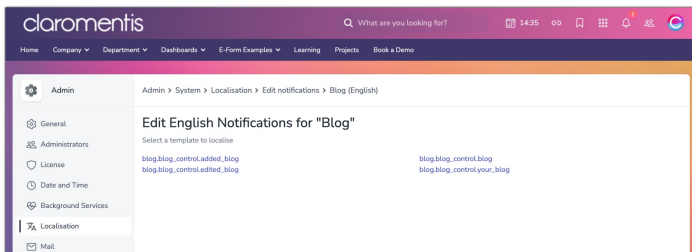
4. Next, locate where the notification template you want to edit is stored and select the language to edit in.



Tip: Some templates for applications are stored under System so check here too

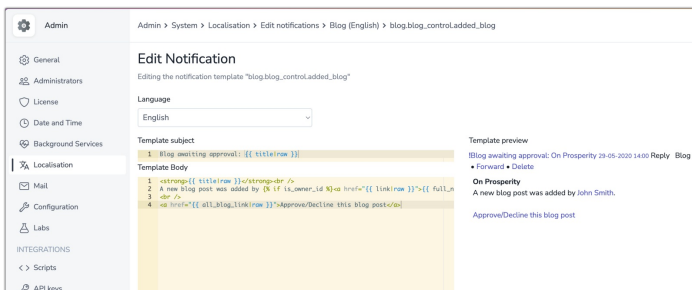
5. The next screen will list the template for every action in that application that triggers a notification.

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. Click on **Save** to apply.

Changes will appear in notifications generated going forward.



Email templates

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.

Admin / System / Localisation / Edit notifications / System (English) / blogs.blog_control.added_blog

General

Administrators

License

Date and Time

Background Services

Localisation

Mail

Configuration

Labs

Integrations

Scripts

API keys

LDAP

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

Last modified on 13 June 2024 by Veronica Kim

Created on 23 May 2024 by Hannah Door

Tags: edit, email, notification, template, localisation