

Email Templates

Version 50

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CommuniFire generates many emails such as confirm email, event notifications, daily digest, weekly digests, and much more. You can modify the verbiage and look of each template by clicking the Edit icon for your desired template.

Do not delete or rename default system email templates as this could result in system instability.

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[Add Email Template](#)

[Edit Email Template](#)

[Delete Email Template](#)

Data in Email Templates

CommuniFire uses mnemonics in emails templates. These mnemonics are replaced by the actual data value. For example, the mnemonic `{{USER_NAME}}` is replaced by the user's username in the actual email.

[Download the list of CommuniFire email template mnemonics here](#)

Current Date and Time Mnemonics (In progress)

MNEMONIC NAME	DESCRIPTION	FORMAT
<code>{{DATE_LONG+0}}</code>	Replaced with the current date in a long format.	Monday, June 15, 2009
<code>{{DATE_SHORT+0}}</code>	Replaced with the current date in a short format.	June 15, 2009
<code>{{DATE_FULL+0}}</code>	Replaced with the current date in a full format.	6/15/2009 Monday, June 15, 2009 1:45 PM
<code>{{DATE_GENERAL+0}}</code>		6/15/2009 1:45 PM
<code>{{DATETIME_CURRENT_LONG+0}}</code>	Replaced with the current date and time in a long format. For days before or days after, replace the "0" with "+1" or "-1" ... where 1 is the number of days.	Monday, June 15, 2009

{{DATETIME_CURRENT_SHORT+0}} Replaced with the current date and time in a short format. For days before or days after, replace the "0" with "+1" or "-1" ... where 1 is the number of days. 6/15/2009

List of Templates

Name	Description
Award earned notification	Notification of an award earned by a user
Award granted notification	Notification of an award granted by another user
Communifire Event Changed Time Notification	This event email notification is sent to notify an event attendee that the time has changed.
Communifire Event External Invite Notification	This event email notification is sent to notify an external user(whose only emailID is known) that he/she has been invited to attend an event.
Communifire Event Update ICS notification	This event email notification is sent to notify an event attendee of a change on the calendar ICS file (location or description, not time change).
Communifire Weekly Digest Email	Template for content wrapping the weekly digest email content
Communifire.AlbumUser.TellAFriend	Template for sharing an album via email.
Communifire.ArticleUser.TellAFriend	Template for sharing an article via email.
Communifire.BlogUser.TellAFriend	Template for sharing a blog via email.
Communifire.Entity.AddUpdate.Notification	When a user adds/updates an entity in Communifire this email would be sent out
Communifire.Entity.FlagNotification	Notifies the admin and moderators when an entity is flagged by a user
Communifire.Entity.Publish.Notification	Notification of published content.
Communifire.Event.Reminder	Email template for event reminders
Communifire.Event.SpaceAttendees.Notification	This Email Template is used to send email notification to user notifying them that they have been added as an Attendee for a particular event.
Communifire.Event.SpaceInvites.Notification	This event email notification is sent to notify a user that he has been invited to attend an event.
Communifire.EventUser.TellAFriend	Template for sharing an event via email.
Communifire.File.TellAFriend	Template for sharing a file via email.
Communifire.Follow.EntityUpdated.Notification	Notification email sent out to someone who is following it, when the author edits or updates the entity.
Communifire.Follow.NewComment.Notification	Notification emails sent out when someone comments on an entity which the user is following.
Communifire.IdeaUser.TellAFriend	Template for sharing an idea via email.
Communifire.Photo.NewComment.Notification	Notification of a comment made to your photo.

Communifire.PhotoAlbum.NewComment.Notification	Notification of a comment made to your photo album.
Communifire.PhotoUser.TellAFriend	Template for sharing a photo via email.
Communifire.Product.TellAFriend	Forward a product to friend
Communifire.Space.DailyDigestEmail	Template for content wrapping the daily digest email content. See Daily Digest Email to learn how to customize individual parts of the daily digest email.
Communifire.SpaceUser.AwaitingActivation	Notification to space admins about users awaiting activation
Communifire.Subscribe.Forum.Notification	This is the email that is sent to a user that has subscribed to a forum -- when a new topic is added.
Communifire.TasksDue.Notification	Email notification of pending tasks of a user. Sent to all users who have pending upcoming tasks.
Communifire.User.FriendRequest.Notification	Notification that you have received a connection request.
Communifire.User.FriendRequestAccepted.Notification	Notification that your connection request has been accepted.
Communifire.User.PrivateMessage.Notification	Private Message Notification
Communifire.User.ResetPassword	Email to reset the password of a user. This will contain the link via which user can reset their password.
Communifire.Video.NewComment.Notification	When someone posts a comment on a video submitted by the user
Communifire.VideoUser.TellAFriend	Template for sharing a video via email.
Communifire.Wall.NewCommentReply.Notification	When someone replies to a wall post on which you have added a comment.
Communifire.Wiki.NewComment.Notification	Notification of a comment made to your wiki page.
Communifire.WikiUser.TellAFriend	Template for sharing a wiki via email.
Communifire.WorkflowContent.AwaitingActivation	Notification of pending work-flow content.
Communifire.WorkflowContent.Declined	Notification of declined work-flow content.
Community Invitation	Community Invitation
Confirm Code Email	Email sent with confirmation code
Downtime apology	This email includes apology for off layout, informs about activity feed and videos.
Event Canceled Notification Email	This event email notification is sent to notify invitees of an event that it has been canceled
Event Invitation Reply Notification Email	This event notification is sent to notify the external inviter of an event when an internal user RSVPs
Event Invitation Reply Notification Email	This event email notification is sent to notify the organizer the invitation response from invitee
Event Not Accepting New Participants Email	Email sent when someone who was not invited RSVPs by email to an event that has invite others disabled
Grow up your network through communifire	Grow up your network through communifire

Inactive User Email	Email sent to inactive users
Issue Tracker Issue Created Notification	Notification of issue created. Sent to all members that belong to an issue.
Issue Tracker Issue Created Notification with Issue Body	Notification of issue created. Sent to all members that belong to an issue. Includes the ticket body.
Issue Tracker Issue Updated Notification	Notification of issue update. Sent to all members that belong to an issue.
Issue Tracker Issue Updated Notification with Comment	Notification of issue update. Sent to all members that belong to an issue. Includes the comment.
Membership Request Approved	Membership Request Approved
New Abuse Notification Email	This notification email gets sent whenever a member flags community content as abuse or spam.
New Contact Request Notification Email	This notification email gets sent whenever a new contact request is created via the contact us form.
New User Engagement Email	Email sent to new users who have not yet engaged in community
Notification for error occurred in video under process	Notification for error occurred in video under process
Notification for job post confirmation.	Notification for job has been successfully posted.
Notification for new pending user approval.	Notification for new pending user approval.
Notification for video process	Notification that video has been processed
Notification for video under process	Notification that video is under process
Notification of a comment made to your product.	Notification of a comment made to your product.
Notification of Event Comment	Notification of a comment made to your event.
Notification of Forum Topic Update	Notification that a 'reply' has been added to a forum topic.
Notification of Issue Comment	Notification of a comment made to an issue.
Notification of New Article Comment	Notification of a comment made to your article.
Notification of New Blog Comment	Notification of a comment made to your blog post.
Notification of New Calendar Share	Notification of New Calendar Share
Notification of New File Comment	Notification of a comment made to a file.
Notification of New Idea Comment	Notification of a comment made to your Idea.
Notification of New Order Confirmation	Email sent out when a new order is placed and confirmed.
Notification of New Space Wall Comment	When a user comments on another user's wall post within a space.
Notification of New Space Wall Post	When someone posts something on a space wall a user is a member of
Notification of New Wall Comment	When someone posts a comment to a wall post
Notification of New Wall Post	When someone posts something on user's wall
Notification of Task Comment	Notification of a comment made to a task.
Read Required Notification	Notification of new required reading content

Request login information

When a user requests that their login information be emailed to them.

Space Invitation

Space Invitation

Space Membership Request Approved

Space Membership Request Approved

Space Membership Request Declined

Space Membership Request Declined

Task Assigned Notification

Notification that a task has been assigned to someone.

User Limit Notification

Email sent to admin when reaching user limit for license

User Verification Email

This is the email that a user is sent immediately after they signup. This email contains a hyperlink that the user must click on that will verify that their email address is legitimate.

tags : mnemonics, site-administrator