

Edit a Domain Notification Template

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As a Domain Administrator, you can edit the templates that are used to construct notifications for facilities within your domain. After selecting the **Notification type**, you can choose to edit the content for actual incidents or drills, and specify the content depending on the method of delivery or Channel (for example, Email, Pager/SMS, or Voice). For more information about the options on this page, go to the article [Domain Notifications](#).

A screenshot of the 'Edit a Domain Notification Template' web interface. The interface has a top navigation bar with tabs: Planning, Response, Recovery, Settings, JX, and Ad hoc Notifications. The 'Settings' tab is active. Below the navigation bar, there's a 'Domain Notifications' section. It includes a 'Domain' dropdown menu set to 'Springfield USA', a 'Notification type' dropdown menu set to 'Availability Request', and a text box describing the notification. Below this, there are 'Incident type' and 'Channel' dropdown menus, both set to 'Actual' and 'Email' respectively. The main area is a 'Template' editor with a text area containing a notification template. The template includes variables like {FacilityName}, {IncidentName}, and {IncidentDescription}. To the right of the template editor is a 'Variables' list. At the bottom, there are buttons for 'Send Test Notification', 'Restore to system defaults', 'Save', and 'Undo'.

Helpful Links

[Juvare.com](#)

[Juvare Training Center](#)

[Announcements](#)

[Community Resources](#)

To edit domain notification templates

1. Point to **Settings** and select **Domain Notifications**. The *Domain Notifications* page opens.
2. If appropriate, in the **Domain** list, click the name of the domain you want to test.
3. For **Notification type**, select the template.
4. If appropriate, edit the type description.
5. Select the incident type (**Actual** or **Drill**).
6. Select the **Channel** (**Email**, **Pager/SMS**, or **Voice**).
7. Edit the **Template** text fields and insert variables as appropriate.
8. If appropriate, [test the notification](#).
9. Click **Save**.