

# Template Wizard

Template wizard is a neat utility that helps you to quickly create a scaffold for your Message template, that you can immediately use to send notifications. Wizard generates an HTML code that later you or somebody else with HTML competence can tweak and adapt to your corporate look-n-feel requirements.

To run the Wizard, click on **Template Wizard** button located to the right from message template textarea. You'll be presented with initial screen where you choose the desired

layout of your notification:

Template Wizard

Choose Layout

HTML or Plain

Choose Fields

Final Review

Details

Displays issue fields each on a separate row like this:

Key	ISMA-988
Summary	Testing ticket summary
Assignee	Mitch Davis

Table

Display issues in a table format where every issue is rendered on a separate line like this:

Key	Summary	Assignee
ISMA-988	Testing ticket summary	Mitch Davis
SIGL-1013	Another testing ticket	Matt Bright

There are two options:

Details: when you need to show fields from one Jira issue in

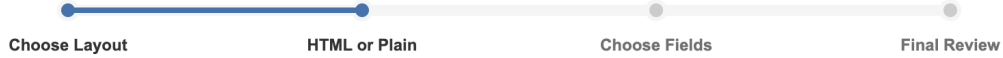
Next

the message

**Table:** when you need to show fields from multiple issues in the message. This is normally used in Jira Issues digested messaging type of notification

In the next step you will choose whether to use HTML or a plain text:

## Template Wizard



☒ HTML

Use HTML format if you want to send notifications with nicely formatted tables, logos and fonts.

☐ Plain

Use Plain format if you simply want to send a message without any formatting

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Normally, you'd choose **HTML** as most of the modern email clients are able to display it properly. In, however, you don't want HTML layout then choose **Plain**.

In the next step you choose fields that you want to be rendered in your template:

Template Wizard

Choose Layout

HTML or Plain

Choose Fields

Final Review

Field Names

Key

Summary

Issue field picker

Affects versions

App

Approvals

Approver groups

Approvers

Assignee

Atlas project key

Atlas project status

Attachment

Backout plan

Business Impact

Category

Key

Name

Email

Is Active

Timezone

Previous

Next

You can use nested fields, change fields labels and reorder fields by drag-and-dropping them. Once you're satisfied with the content, click on Next and you'll be presented with a generated template. Click on **Copy & Close** button and paste it into the Message template textarea.

That's it! Now you have a functional message template that works. You can fine-tune it further if needed.