

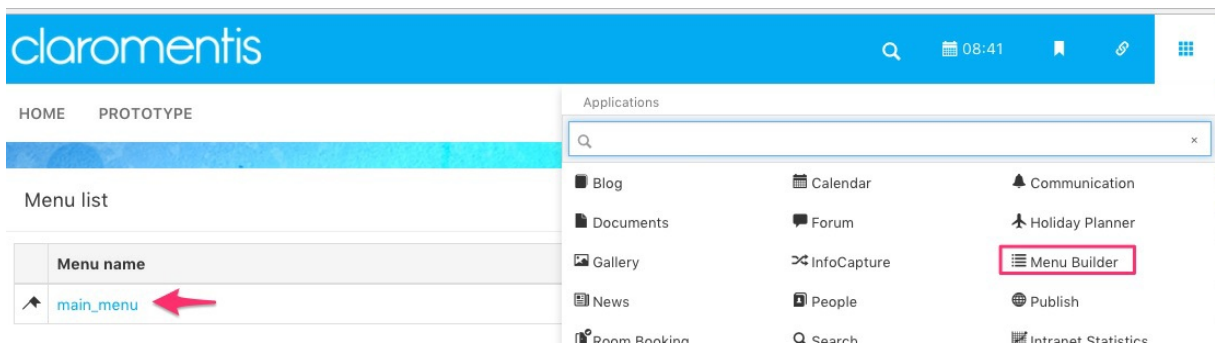


## Create A Multi Lingual Menu

It is possible to localise each link in the menu within Menu Builder. It is important to bear in mind that maintaining the menu in multiple languages may require a fair amount of upkeep and it is recommended that only one or two key content manager or Administrators to manage the menu.

### Step 1: Editing Menu

Navigate to Menu Builder and select menu to edit. (typically it is called main\_menu). Please note that you must have permission to edit menu, check your permission in Admin > Menu Builder.



### Step 2: Adding Localisation Key to the Menu Item

Click on "Edit Content" tab to see all menu item and click on the item you wish to localise. insert the following key into the 'Item title' field replacing **linkname** with a symbolic name of the link and **LinkName** with the default phrase for the link

see example below:

@{menu.app.linkname|LinkName}

Menu list / Edit menu / **Edit menu item**

**Type**  Folder  Page  Link

**Item title**

**Item URL**

**Item description**

**Order index**

**CSS class**

Visible

Open in new window

Perform this to all menu item you wish to localise

### Step 3: Create a localised menu

Navigate to **Admin > System > Localisation**

Admin / System / Localisation

**Localisation**  
Localisation and translation preferences for the system and applications.

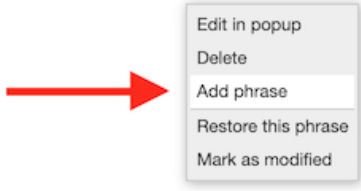
Edit localisation	Your changes	Original
Core Apps (News, Blog, Documents, InfoCapture ...)	Core Apps (News, Blog, Documents, InfoCapture ...)	Core Apps (News, Blog, Documents, InfoCapture ...)
Anniversary	Anniversary	Anniversary
Assets	Assets	Assets
Audit	Audit	Audit
Buttons	Buttons	Buttons
Chat	Chat	Chat
Codedevic	Codedevic	Codedevic


Then click on **Core Apps** localisation as indicated

### Step 4: Adding Localisation Phrase

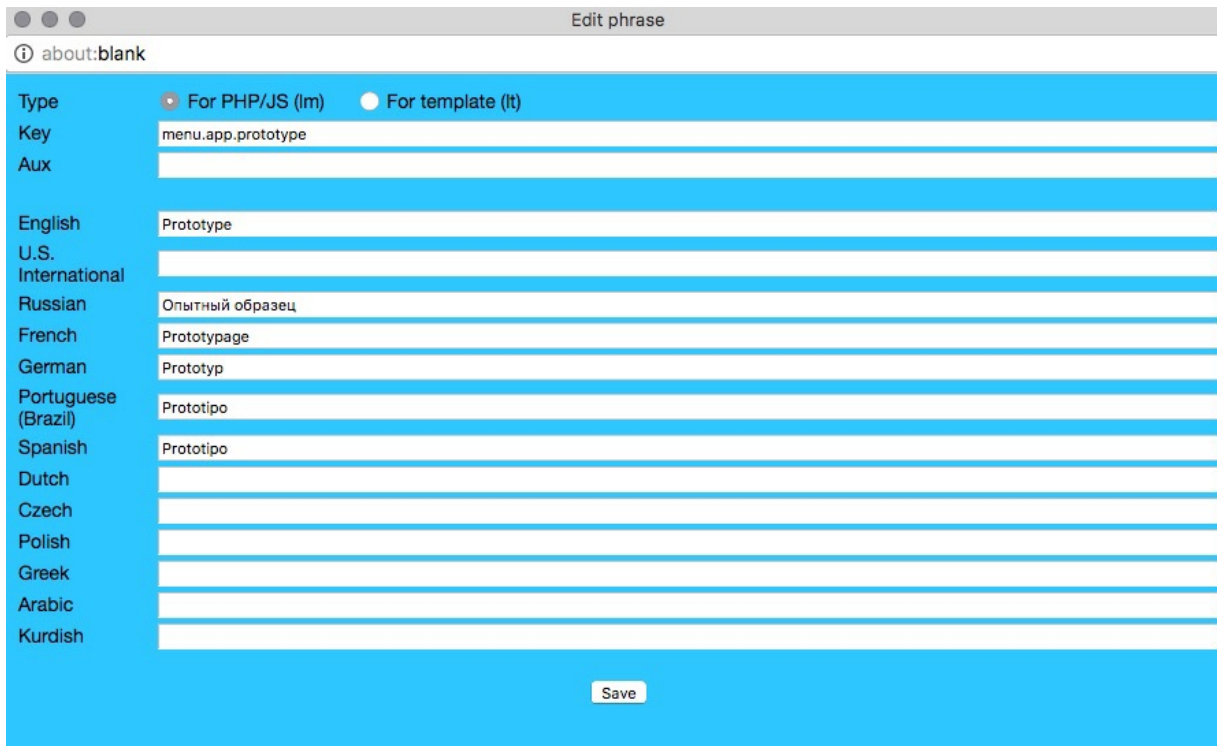
Right-click anywhere on the list and select "Add phrase"

Status	Ty...	Key	Aux	English
	Im	kbase.cat.culture		Culture
	Im	kbase.cat.jobdesc		Job Descr
	Im	kbase.cat.manager		Manager
	Im	menu.main.company		Company





A pop up window will open and Select PHP/JS(Im) and insert the key you have created within Menu Builder key field without @{} or the link name see example below

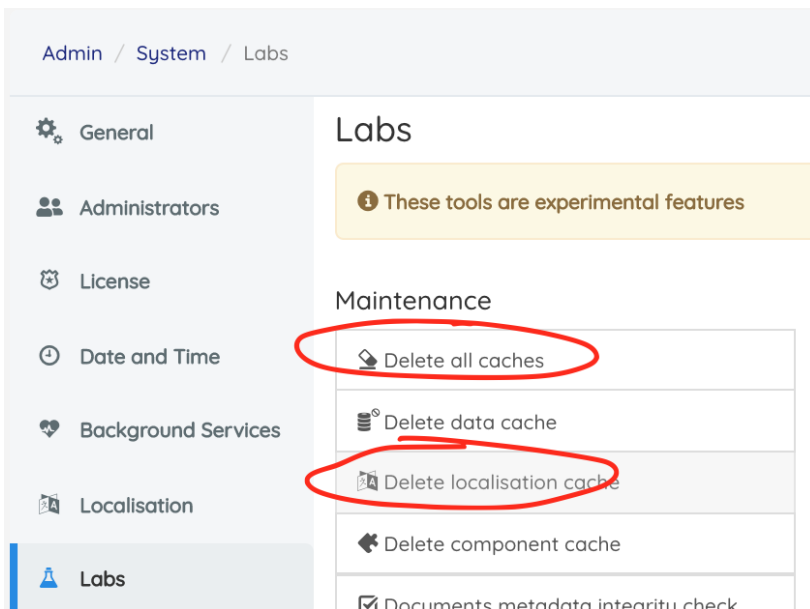


Insert the translations into the relevant fields and don't forget to click "Save"

**Repeat step 4 for other menu items**

### Step 5: Clear Cache!

For a good measure and make sure that everyone is seeing a new localised menu, you need to clear cache on the server this can be done by going to `Admin/System/Labs` and click on **Delete all caches** or **Delete localisation cache**.



For Claromentis version **before 8.2** follow the instruction below:

Navigate to address below by replacing **https://yourintranet.com** with your actual intranet address

<https://yourintranet.com/intranet/admin/utils/index.php>

Select "Edit all localisation message and save changes to custom file".

*Please note that you need to have access to Sysadmin Panel in order to access Claromentis Maintenance Utilities page*

## Claromentis Maintenance Utilities

### Localisation & Translation

- [Edit localisation messages on primary file](#) [show modules]
- [Edit localisation messages on custom file](#) [show modules]
- [Edit all localisation messages and save changes to custom file](#) [show modules]
- [View localisation messages \(read only\)](#) [show modules]
- [View/edit translation glossary](#)
- [Check translations status](#)
- [Do code localisation \(be careful!!\)](#)
- [Check localisation messages](#)
- [Export translations](#)
- [Import translations](#)

If you need to edit existing localisation file select "Edit localisation messages on custom file and don't forget to hit "Save" at the bottom of the page.

## Claromentis Maintenance Utilities

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Status	Typ...	Key	Aux	English
	Im	menu.app.home		Home
	Im	menu.app.prototype		Prototype

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Last modified on 1 December 2023 by [Hannah Door](#)

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Tags: [localisation](#), [menu builder](#), [multilingual](#)