



Creating a Multi Lingual Menu

It is possible to localise each item in [the menu](#) within Menu Builder.

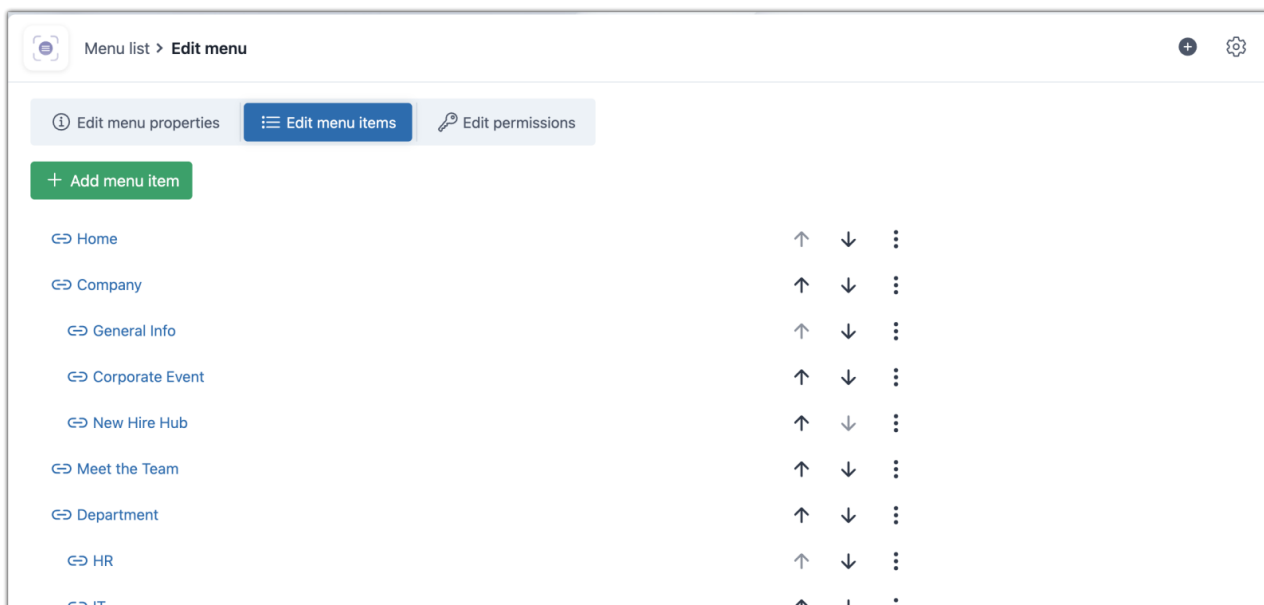
Different words can be set to appear per language and will display based on the user's chosen [language setting](#).

Maintaining the menu in multiple languages requires manual work to set up and a fair amount of upkeep, so for this reason, it is recommended that only one or two key administrators make changes to the menu.

Only [sysadmins](#) can perform all the changes outlined in this guide.

Step 1: Edit your menu

Navigate to your menu in edit mode (Applications > Menu > Your menu > 'Edit items' tab):



Step 2: Add the localisation key to menu items

Click into an item you want to localise.

Consider what is currently entered into the 'Item title' (this is what appears for users to click on):

Menu list > Edit menu > Edit menu item

Item title* Company

Item URL /pages/company

Item description Company

Order index After 'Home'

Visible
 Open in new tab

CSS class

Update

To allow this to be localised, the formatting of the item needs to be updated to match the below:

```
@{menu.app.linkname|LinkName}
```

linkname is the symbolic name of the link and **LinkName** is the default phrase for the link

Update all menu items that you wish to localise to match this formatting and save each item as you go.

Menu list > Edit menu > Edit menu item

Item title* @{menu.app.company|Company}

Item URL /pages/company

Item description Company

Order index After 'Home'

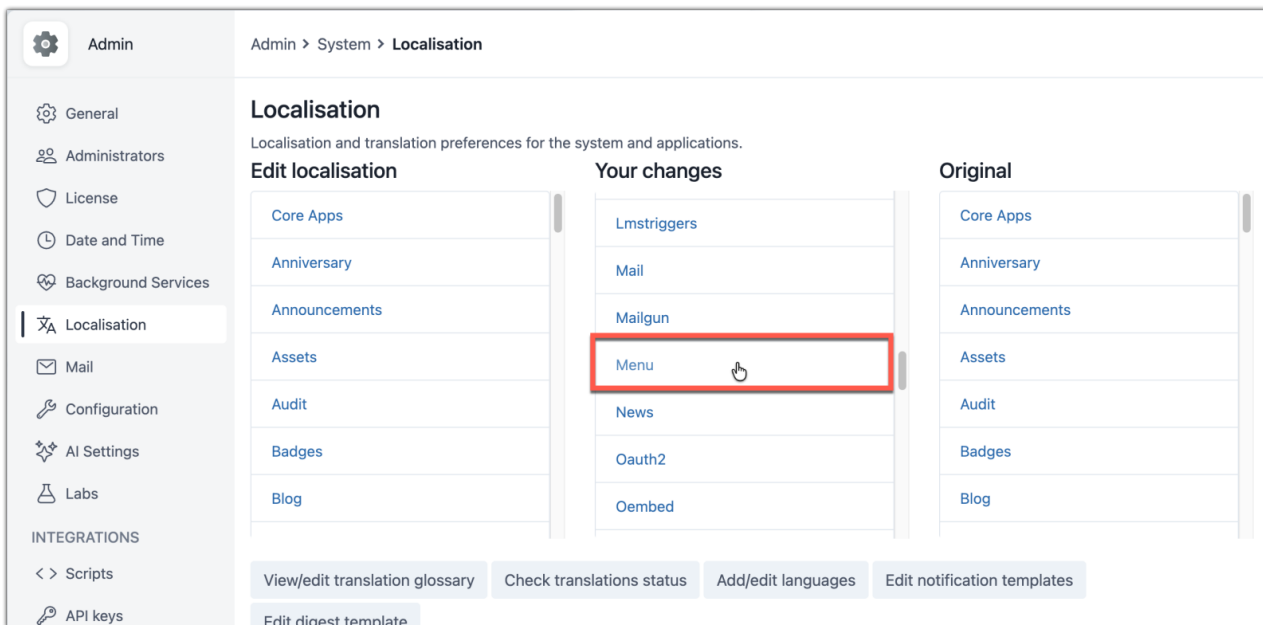
Visible
 Open in new tab

CSS class

Update

Step 3: Create the localisations for each item

Navigate to **Admin > System > Localisation > Menu (Your changes)**



Step 4: Add in the localisation phrases

1. A new tab will be opened in your browser, right-click anywhere in this tab and select 'Add phrase':

Status	Type	Key	Aux	English	U.S. International	Russian
Im	menu.item.assetregister			Asset Register		регистр активов
Im	menu.item.bookademo			Book a Demo		Зарезервируйте д
Im	menu.item.bugtracker			Bugtracker		баг трекер
Im	menu.item.company			Company		Компания
Im	menu.item.dam			DAM		цифровые активы
Im	menu.item.department			Department		отдел
Im	menu.item.exitinterview			Exit Interview		Интервью уходящ
Im	menu.item.forms			Forms		формы
Im	menu.item.home			Home		Главная
Im	menu.item.hr			HR		отдел кадров
Im	menu.item.invoicerequests			Invoice Requests		счета-фактуры
Im	menu.item.it			IT		ИТ
Im	menu.item.knowledgebase			Knowledgebase		база знаний
Im	menu.item.learning			Learning		обучение
Im	menu.item.learnmore			Learn More		выучить больше
Im	menu.item.meetings			Meetings		встречи
Im	menu.item.moreforms			More Forms		Дополнительные ф
Im	menu.item.performancereview			Performance Review		обзор эффективн
Im	menu.item.projects			Projects		проекты
Im	menu.item.purchaseorderrequest			Purchase Order Request		Запрос на заказ н
Im	menu.item.resources			Resources		Ресурсы
Im	menu.item.returntowork			Return To Work		Вернуться к работ
Im	menu.item.sales			Sales		продажи
Im	menu.item.supporttickets			Support Tickets		билеты на поддер
Im	menu.item.tshirtorder			T-Shirt Order		Заказать футболк
Im	menu.item.userguides			User Guides		Руководства поль

Another tab will open.

2. Select PHP/JS(Im) and copy/paste the key you have created without any special characters, also removing the last title, like the below:

Type For PHP/JS (Im) For template (It)

Key menu.app.company

Aux

English

U.S. International

3. Now enter the translations of this that you want to appear for all languages/desired languages:

Type For PHP/JS (Im) For template (It)

Key menu.app.company

Aux

English Company

U.S. International Company

Russian компания

French Entreprise

German Unternehmen

Portuguese (Brazil)

Spanish Empresa

Dutch

Czech

Polish

Greek

Arabic

Kurdish

Hungarian

Uzbek

Save

These are what will appear in the menu item when users have chosen to view the Intranet in that language.

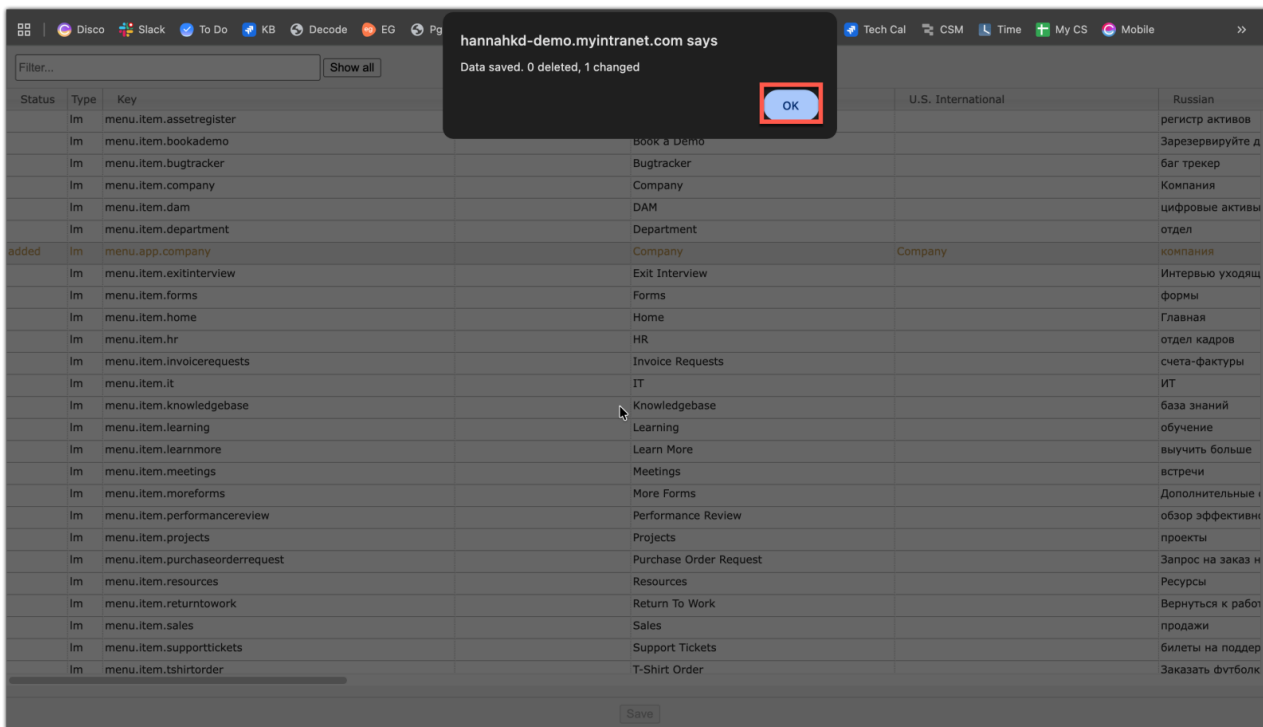
4. Once all have been filled out, click 'Save' to apply.

5. The tab will close, navigate back to the other localisation tab, and the new string will appear. Click 'Save' again here and then 'ok' in the pop-up to complete the process.

Filter... Show all

Status	Type	Key	Aux	English	U.S. International	Russian
	Im	menu.item.assetregister		Asset Register		регистр активов
	Im	menu.item.bookademo		Book a Demo		Зарезервируйте д
	Im	menu.item.bugtracker		Bugtracker		баг трекер
	Im	menu.item.company		Company		Компания
	Im	menu.item.dam		DAM		цифровые активы
	Im	menu.item.department		Department		отдел
added	Im	menu.app.company		Company	Company	компания
	Im	menu.item.exitinterview		Exit Interview		Интервью уходящ
	Im	menu.item.forms		Forms		формы
	Im	menu.item.home		Home		Главная
	Im	menu.item.hr		HR		отдел кадров
	Im	menu.item.invoicerequests		Invoice Requests		счета-фактуры
	Im	menu.item.it		IT		ИТ
	Im	menu.item.knowledgebase		Knowledgebase		база знаний
	Im	menu.item.learning		Learning		обучение
	Im	menu.item.learnmore		Learn More		выучить больше
	Im	menu.item.meetings		Meetings		встречи
	Im	menu.item.moreforms		More Forms		Дополнительные ф
	Im	menu.item.performancereview		Performance Review		обзор эффективн
	Im	menu.item.projects		Projects		проекты
	Im	menu.item.purchaseorderrequest		Purchase Order Request		Запрос на заказ н
	Im	menu.item.resources		Resources		Ресурсы
	Im	menu.item.returntowork		Return To Work		Вернуться к работ
	Im	menu.item.sales		Sales		продажи
	Im	menu.item.supporttickets		Support Tickets		билеты на поддер
	Im	menu.item.tshirtorder		T-Shirt Order		Заказать футболк

Save

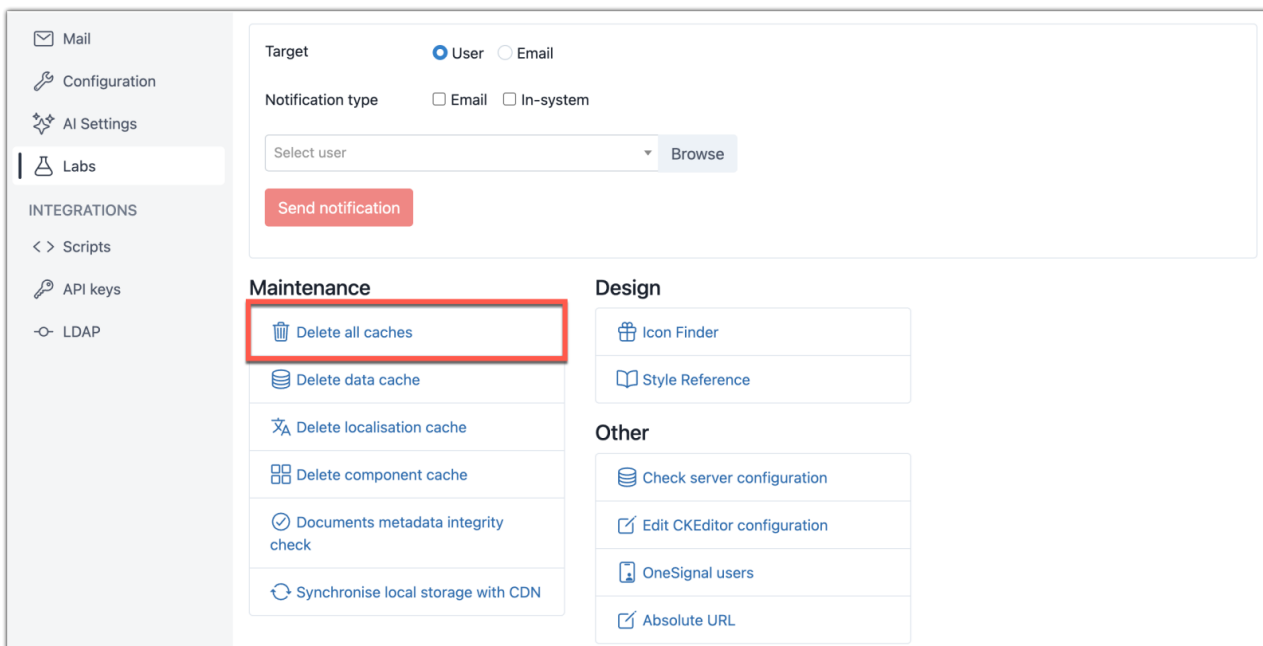


6. Repeat these steps for all other menu items that you updated the formatting for and wish to localise.

Step 5: Clear Cache

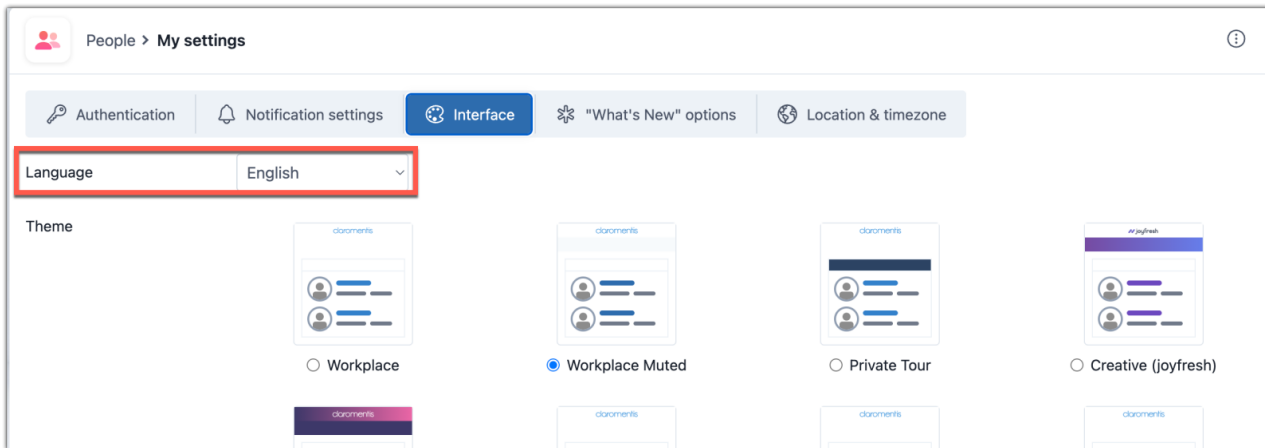
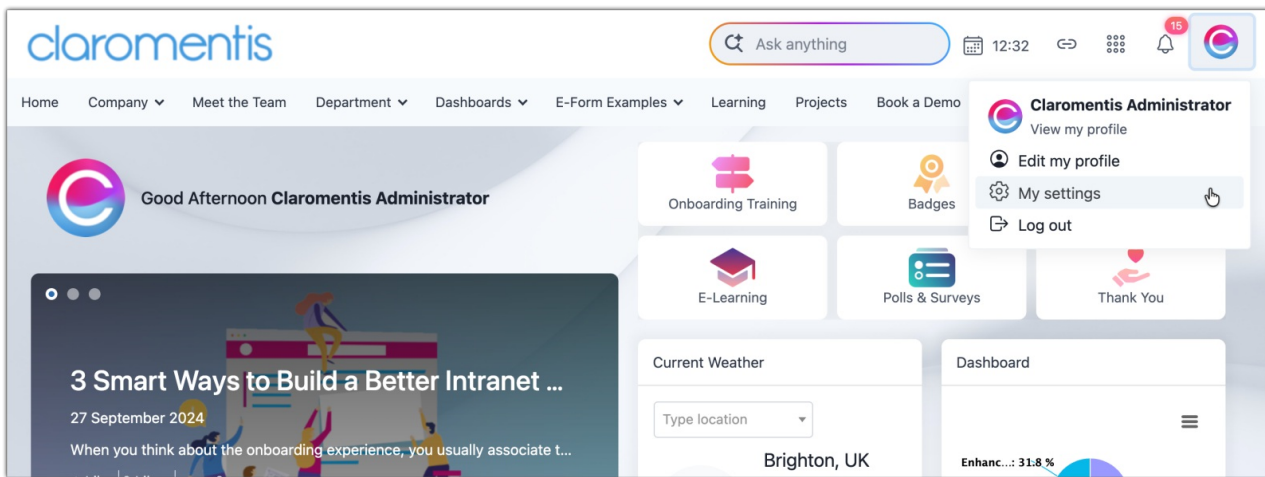
To make sure the system applies the updates correctly, all [system caches](#) can be cleared.

Head to Admin > System > Labs and click 'Delete all caches' - a confirmation message will appear on screen when this has been completed.

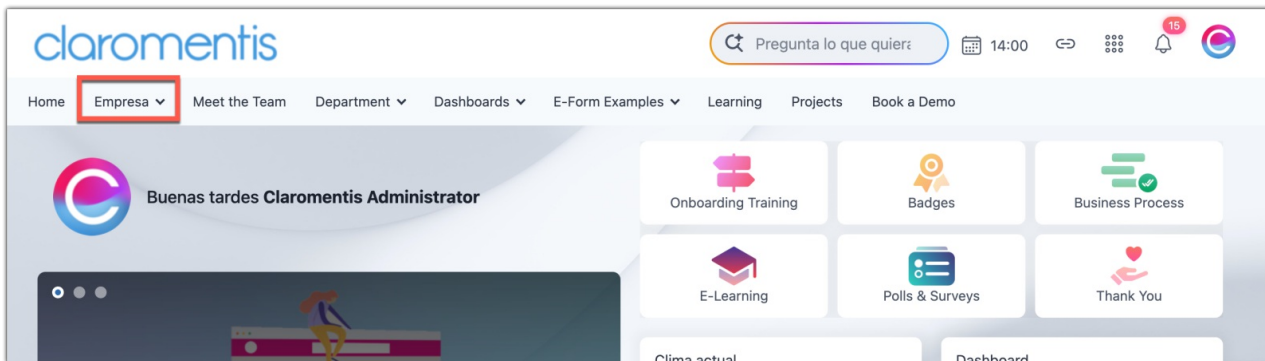


Step 6: Test

Change your language via my settings > Interface > Save my settings to one that you set translations in the localisation for.



On saving, the items that were giving phrases should be updated to what you entered, as shown in this example for 'Company' when the user is set to view the site in Spanish:



This confirms that any user who is viewing the Intranet in that language will see the translation that was localised as expected.