

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

claromentis		٩	🛗 08:41 📕 🔗	
HOME PROTOTYPE	Applications			
	Q			×
Manu list	Blog	🛅 Calendar	Communication	
Wertu list	Documents	Forum	🛧 Holiday Planner	
Menu name	Gallery	≫ InfoCapture	🗮 Menu Builder	
main_menu	News	People	Publish	
	Poom Booking	Q Search	Intranet Statistics	

#### 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}
```

Туре	e 🔿 Folder 🔿 Page 💿 Link		
Item title	@{menu.app.prototype Prototype}		
Item URL	http://prototypes.claromentis.net/list.php		
Item description			
Order index	After 'Home'		
CSS class			
	<ul> <li>Visible</li> <li>Open in new window</li> <li>Update</li> </ul>		

Perform this to all menu item you wish to localise

## Step 3: Create a localised menu

## Navigate to Admin > System > Localisation

Admin / System / Locolisation				
🏟 General	Seneral Localisation			
Administrators	Edit localisation	Your changes	Original	
Elcense	Core Apps (News, Blog, Documents, InfoCapture 🔶	Core Apps (News, Blog, Documents, InfoCapture	Core Apps (News, Blog, Documents, InfoCapture	
<ul> <li>Date and Time</li> </ul>	Anniversary	Anniversary	Anniversary	
Background Services	Assets	Assets	Assets	
Localisation	Audit	Audit	Audit	
Å Lohe	Buttons	Buttons	Buttons	
	Chat	Chat	Chat	
Integrations	Codedevic	Codedevic	Codedevic	
<ul> <li>Scripts</li> <li>API keys</li> </ul>	View/edit translation glossary Check translations status	Add/edit languages Edit notification templates Edit di	gest template	
🖾 Mailgun				
₫ LDAP				

Then click on Core Apps localisation as indicated

## Step 4: Adding Localisation Phrase

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

Status	Ту	Key		Aux	English
	lm	kbase.cat.culture			Culture
	lm	kbase.cat.jobdesc	kbase.cat.jobdesc		Job Desc
Im	lm	kbase.cat.manager menu.main.company			Manager
	lm				Company
			Delete Add phrase		
			Restore this phrase Mark as modified		
			Mark as modified		

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

	Edit phrase
(i) about:blank	
Туре	S For PHP/JS (Im) S For template (It)
Key	menu.app.prototype
Aux	
English	Prototype
U.S. International	
Russian	Опытный образец
French	Prototypage
German	Prototyp
Portuguese (Brazil)	Prototipo
Spanish	Prototipo
Dutch	
Czech	
Polish	
Greek	
Arabic	
Kurdish	
	Save

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 Ulilities**

#### 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.

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$\leftrightarrow$	← → C 🛈 localhost:8888/intranet/admin/utils/msg_edit.php?edit_mode=custom			🌣 🙆 🗔 👄 🔒 :	
Filter					
Status	Тур	Key	Aux	English	
	Im	menu.app.home		Home	
	Im	menu.app.prototype		Prototype	



Last modified on 1 December 2023 by Hannah Door