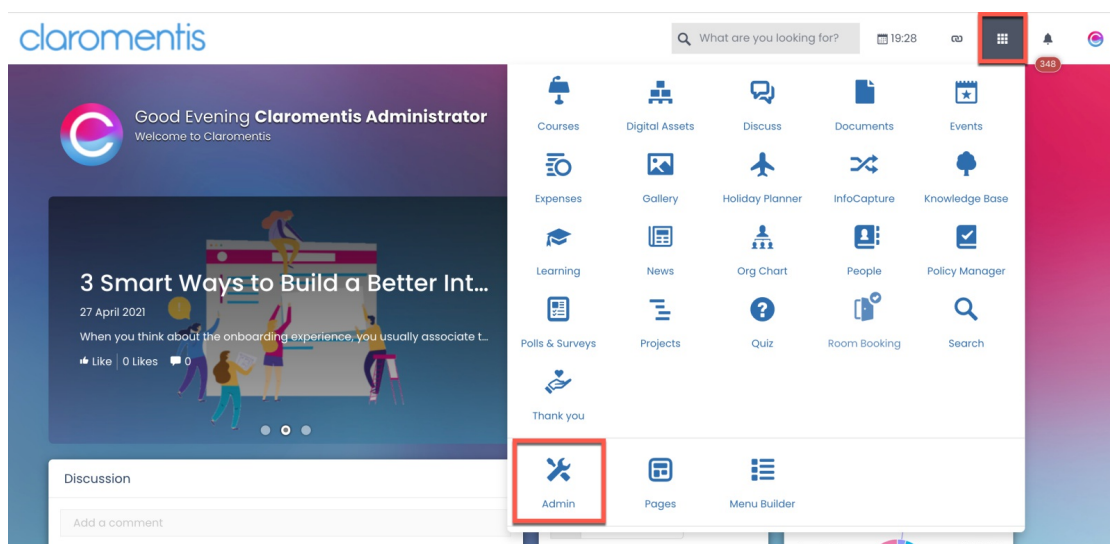Localisation

Introduction

Localisation allows custom phrases to be used across the intranet to suit your preference, for headings or descriptions etc. This can help give your intranet a personal feel suited to your organisation.

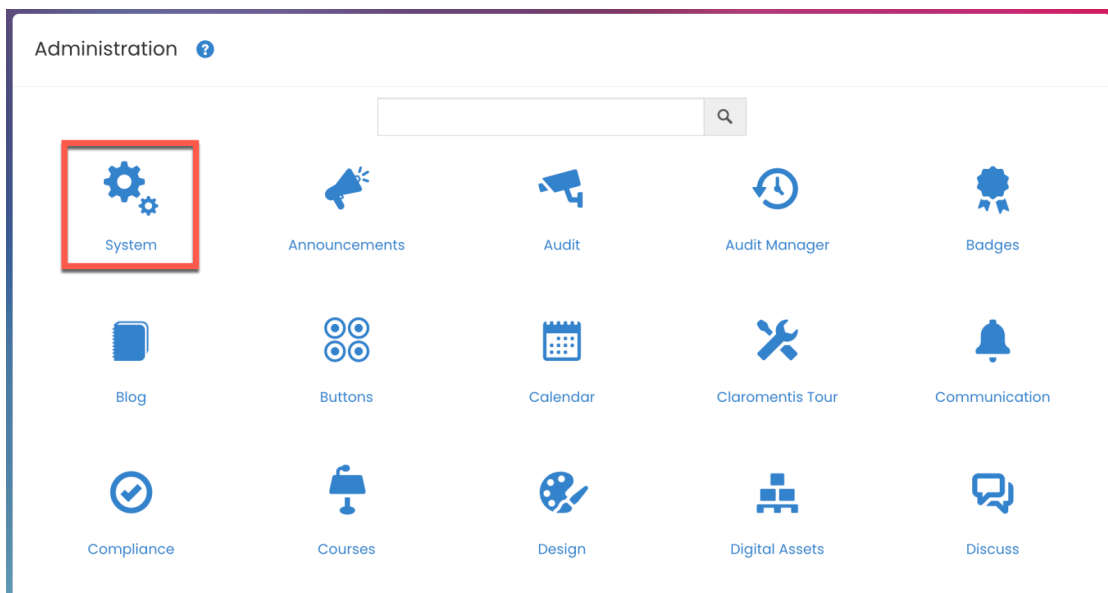You can make changes to the languages registered in the system.

How to access localisation

Please note: Only those with System Administrator permissions can access this area. Learn how to manage these permissions using the Sysadmin guide.
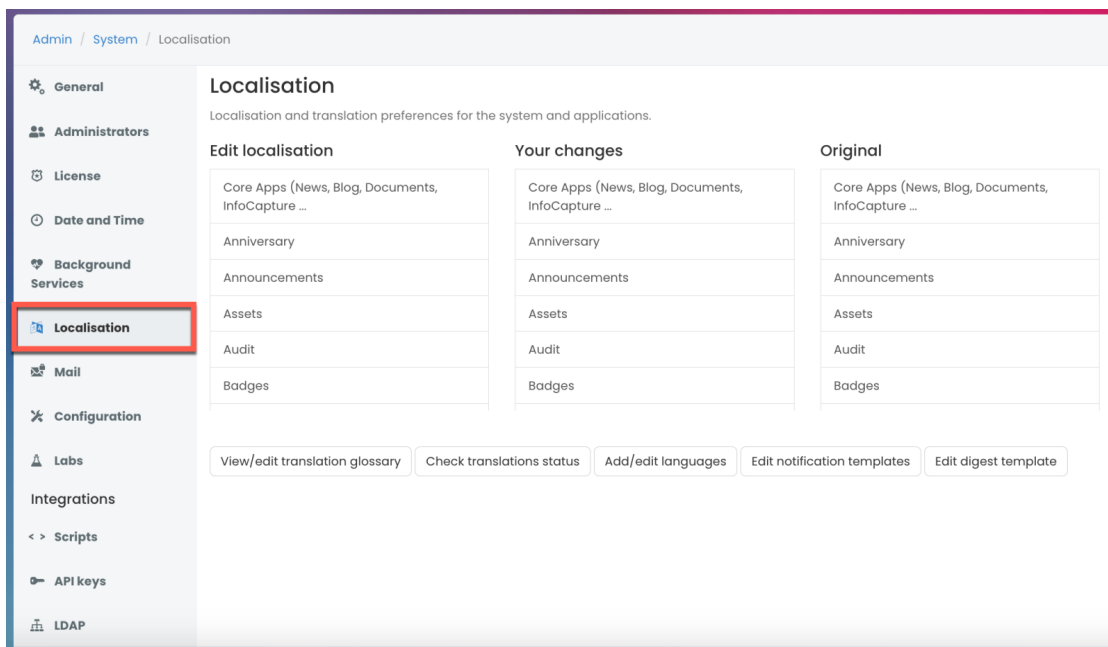
1. Navigate to **Applications > Admin**.

2. Select **System** to access the system panel.

3. From the System panel, head to the **Localisation** tab.

Here you will see 3 sections:
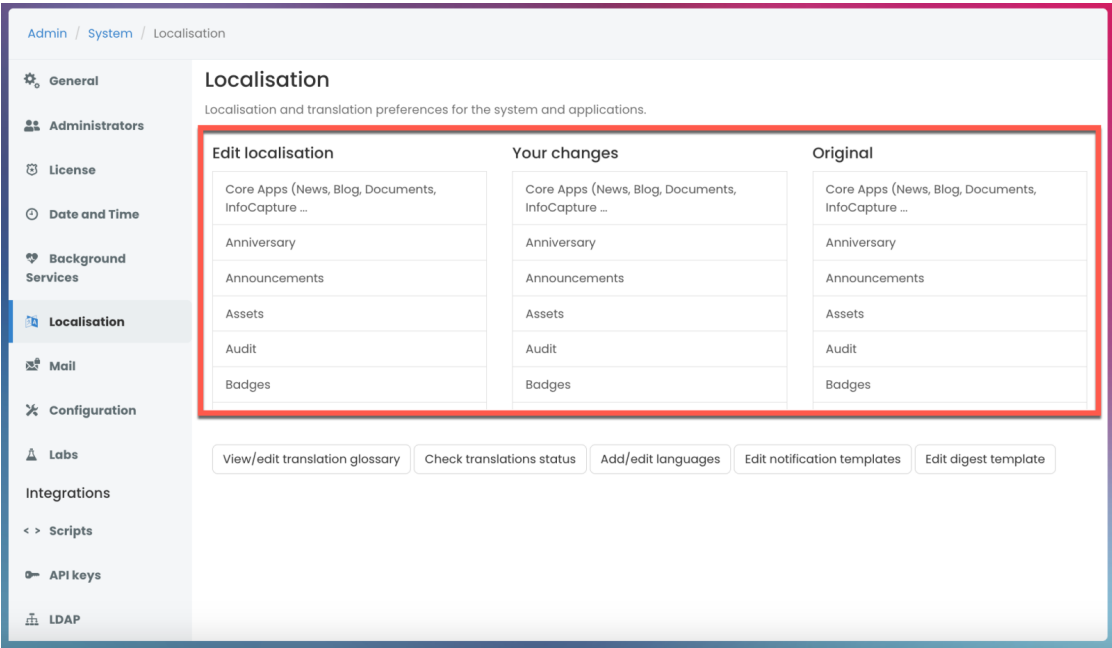
- **Edit localisation:**

Scroll through the section and find the application you would like to amend the language for. If you can't find the application it may be stored in the Core Apps selection at the top.

- **Your changes**

Click any of the applications to view the elements you have changed. If you click any application before making any changes the area will appear empty.

- **Original**

Locate and view the stored record of the original language/terminology in case you would like to revert things back.

Editing localisation

1. Locate the application you would like to change the terminology for.

In this example, we'll change the name of 'Holiday' to 'Vacation'. This localisation key is stored in the Holidays application:

2. Use the search bar to look for all localisation keys where 'Holiday' is used:

Status	Type	Key	Aux	English	U.S. International
	lm	holidays.action.decline		Decline	
	lm	holidays.action.request		Request	
	lm	holidays.admin.add_new_day		Save	
	lm	holidays.admin.bradford		Holidays Bradford Factor	
	lm	holidays.admin.cant_del_days		Can't delete this day!	
	lm	holidays.admin.conf_updated		Configuration Updated	
	lm	holidays.admin.confirm_del_holiday		Delete this holiday?	
	lm	holidays.admin.copy_day		Create copy	
	lm	holidays.admin.count_edit.edit		Edit Users holidays count	
	lm	holidays.admin.count_edit.updated		Users holidays count updated	
	lm	holidays.admin.day_empty		The day Type name or day Character cannot b...	
	lm	holidays.admin.day_types		Day Types	
	lm	holidays.admin.delete_day_confirmation		Are you sure you want to proceed? This action...	
	lm	holidays.admin.delete_day_name		Delete %s	
	lm	holidays.admin.delete_restore_day		Delete / Restore	
	lm	holidays.admin.edit_bradford		Bradford Factor	
	lm	holidays.admin.edit_groups		Zones & Groups	
	lm	holidays.admin.edit_groups.alert_in_holidays_groups		in holidays groups! drag is aborted.	
	lm	holidays.admin.edit_groups.alert_save_groups		Please save the group structure first.	
	lm	holidays.admin.edit_groups.alert_select_group_first		Please select a group first!	

Save

3. To change the text, go to the language column you would like to change and select the item.

Type in the change you would like to see and hit **Save**.

Status	Type	Key	Aux	English	U.S. International
	lm	holidays.admin.holiday_planner		Vacation planner	
	lm	holidays.planner.am			
	lm	holidays.planner.cannot_edit_request			
	lm	holidays.planner.cant_edit_past			
	lm	holidays.planner.cant_set_day_type			
	lm	holidays.planner.component.cover_info.description		Find out who's not in the office	
	lm	holidays.planner.component.cover_info.title		Who's out	
	lm	holidays.planner.component.day_type.label		Day type	
	lm	holidays.planner.component.day_type.placeholder		All day types	
	lm	holidays.planner.component.group_day_types.label		Group day types	
	lm	holidays.planner.component.group_day_types.label_type		Label Style	
	lm	holidays.planner.component.group_day_types.modern		Modern	
	lm	holidays.planner.component.group_day_types.standard		Standard	
	lm	holidays.planner.component.groups		Groups to show	
	lm	holidays.planner.component.its_the_weekend		It's the weekend!	
	lm	holidays.planner.component.limit_visible_users.label		Limit to	
	lm	holidays.planner.component.limit_visible_users.post_input		users	
	lm	holidays.planner.component.roles		Roles to show	
	lm	holidays.planner.component.show_next_working_day.label		Show next working day	
	lm	holidays.planner.component.title.default		Who's out	

Save

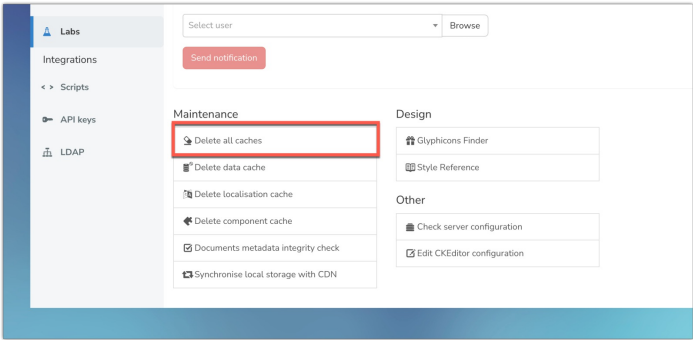4. The Status of the location key will indicate 'Changed' and will be highlighted.

Once you have made all changes, press **Save** at the bottom of the page.

Status	Type	Key	Aux	English	U.S. International
changed	lm	holidays.admin.holiday_planner		Vacation planner	
	lm	holidays.planner.am		Half day (AM)	
	lm	holidays.planner.cannot_edit_request		You cannot edit this request because it has alr...	
	lm	holidays.planner.cant_edit_past		Unable to process past dates	
	lm	holidays.planner.cant_set_day_type		You can't set this day type	
	lm	holidays.planner.component.cover_info.description		Find out who's not in the office	
	lm	holidays.planner.component.cover_info.title		Who's out	
	lm	holidays.planner.component.day_type.label		Day type	
	lm	holidays.planner.component.day_type.placeholder		All day types	
	lm	holidays.planner.component.group_day_types.label		Group day types	
	lm	holidays.planner.component.group_day_types.label_type		Label Style	
	lm	holidays.planner.component.group_day_types.modern		Modern	
	lm	holidays.planner.component.group_day_types.standard		Standard	
	lm	holidays.planner.component.groups		Groups to show	
	lm	holidays.planner.component.its_the_weekend		It's the weekend!	
	lm	holidays.planner.component.limit_visible_users.label		Limit to	
	lm	holidays.planner.component.limit_visible_users.post_input		users	
	lm	holidays.planner.component.roles		Roles to show	
	lm	holidays.planner.component.show_next_working_day.label		Show next working day	
	lm	holidays.planner.component.title.default		Who's out	

Save

5. Delete the localisation cache in Admin > System > Labs

This ensures the update made will be applied by removing the previous instance stored in the cache.

Delete the localisation cache specifically or 'delete all caches' which also includes it:

6. Confirm changes.

Visit the area you made the change to on the front end to see the new wording.

Created on 31 July 2019 by Hannah Door. Last modified on 12 June 2024
Tags: language, localisation, terminology, wording