



Localisation

Archived

Introduction

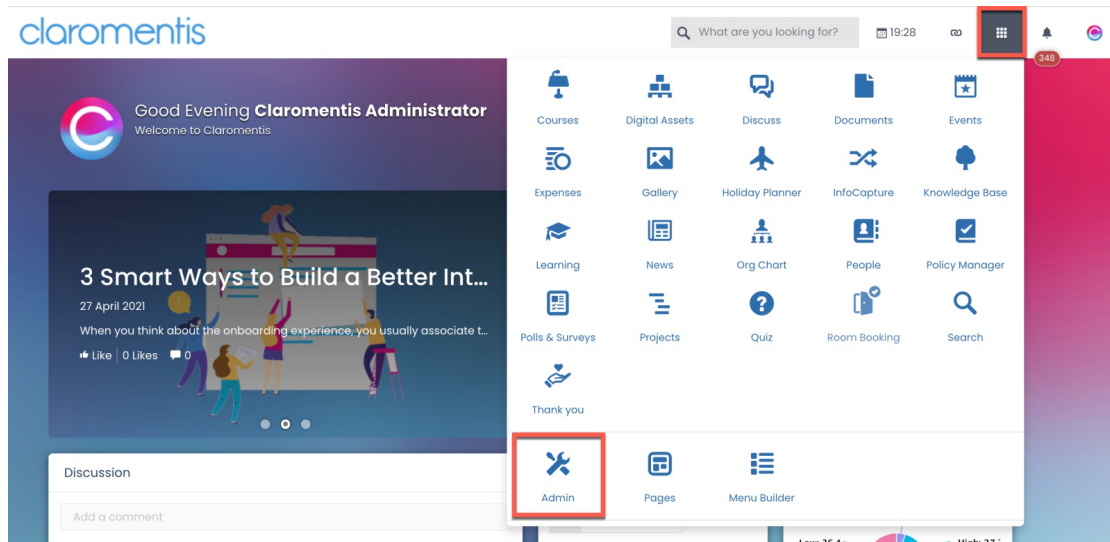
Localisation allows custom phrases to be used across the intranet to suit your preference, for headings or descriptions etc. This can help give your intranet a personal feel suited to your organisation.

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

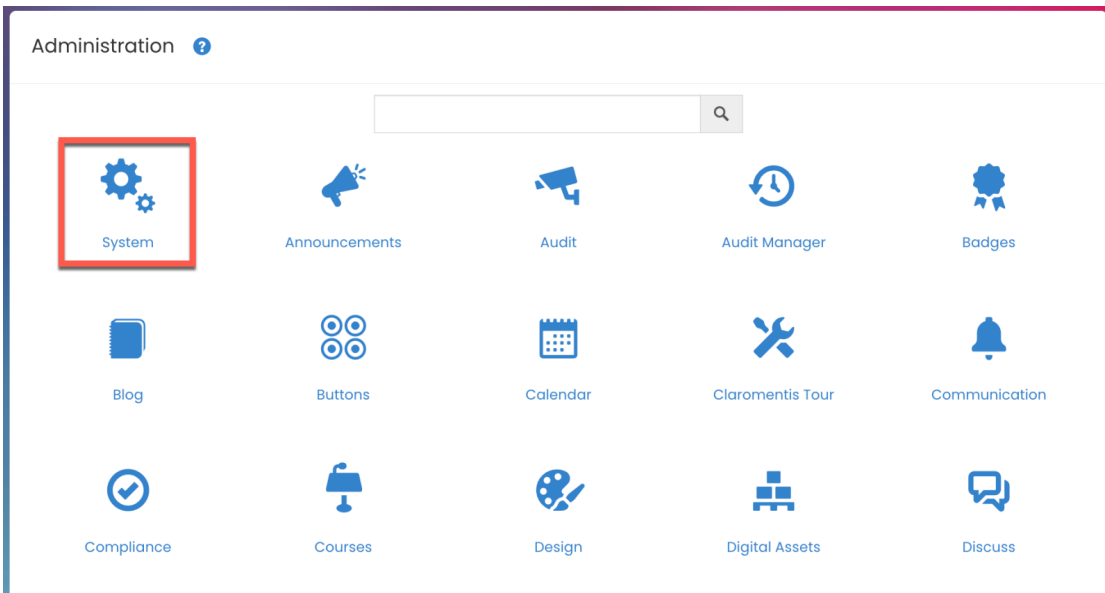
How to access localisation

Please note: Only those with System Administrator permissions can access this area. Learn how to manage these permissions using the [Sysadmin guide](#).

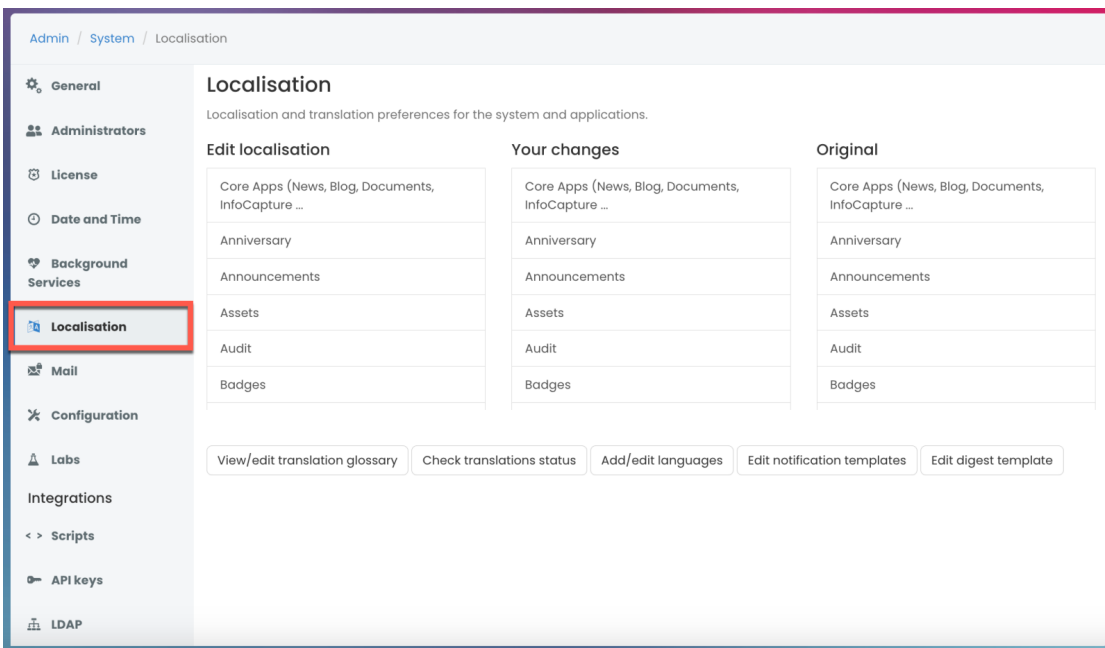
1. Navigate to **Applications > Admin**.



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.

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 |
| Announcements | Announcements | Announcements |
| Assets | Assets | Assets |
| Audit | Audit | Audit |
| Badges | Badges | Badges |

[View/edit translation glossary](#)
[Check translations status](#)
[Add/edit languages](#)
[Edit notification templates](#)
[Edit digest template](#)

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:

Filter...

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

[Save](#)

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

holiday

| Status | Type | Key | Aux | English | U.S. International |
|--------|------|---|-----|--|--------------------|
| Im | | holidays.action.decline | | Decline | |
| Im | | holidays.action.request | | Request | |
| Im | | holidays.admin.add_new_day | | Save | |
| Im | | holidays.admin.bradford | | Holidays Bradford Factor | |
| Im | | holidays.admin.cant_del_days | | Can't delete this day! | |
| Im | | holidays.admin.conf_updated | | Configuration Updated | |
| Im | | holidays.admin.confirm_del_holiday | | Delete this holiday? | |
| Im | | holidays.admin.copy_day | | Create copy | |
| Im | | holidays.admin.count_edit.edit | | Edit Users holidays count | |
| Im | | holidays.admin.count_edit.updated | | Users holidays count updated | |
| Im | | holidays.admin.day_empty | | The day Type name or day Character cannot b... | |
| Im | | holidays.admin.day_types | | Day Types | |
| Im | | holidays.admin.delete_day_confirmation | | Are you sure you want to proceed? This action... | |
| Im | | holidays.admin.delete_day_name | | Delete %s | |
| Im | | holidays.admin.delete_restore_day | | Delete / Restore | |
| Im | | holidays.admin.edit_bradford | | Bradford Factor | |
| Im | | holidays.admin.edit_groups | | Zones & Groups | |
| Im | | holidays.admin.edit_groups.alert_in_holidays_groups | | in holidays groups! drag is aborted. | |
| Im | | holidays.admin.edit_groups.alert_save_groups | | Please save the group structure first. | |
| Im | | 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 |
|--------|------|---|-----|--|--------------------|
| | Im | holidays.admin.holiday_planner | | Vacation planner | |
| | Im | holidays.planner.am | | Half day (AM) | |
| | Im | holidays.planner.cannot_edit_request | | You cannot edit this request because it has alr... | |
| | Im | holidays.planner.cant_edit_past | | Unable to process past dates | |
| | Im | holidays.planner.cant_set_day_type | | You can't set this day type | |
| | Im | holidays.planner.component.cover_info.description | | Find out who's not in the office | |
| | Im | holidays.planner.component.cover_info.title | | Who's out | |
| | Im | holidays.planner.component.day_type.label | | Day type | |
| | Im | holidays.planner.component.day_type.placeholder | | All day types | |
| | Im | holidays.planner.component.group_day_types.label | | Group day types | |
| | Im | holidays.planner.component.group_day_types.label_type | | Label Style | |
| | Im | holidays.planner.component.group_day_types.modern | | Modern | |
| | Im | holidays.planner.component.group_day_types.standard | | Standard | |
| | Im | holidays.planner.component.groups | | Groups to show | |
| | Im | holidays.planner.component.its_the_weekend | | It's the weekend! | |
| | Im | holidays.planner.component.limit_visible_users.label | | Limit to | |
| | Im | holidays.planner.component.limit_visible_users.post_input | | users | |
| | Im | holidays.planner.component.roles | | Roles to show | |
| | Im | holidays.planner.component.show_next_working_day.label | | Show next working day | |
| | Im | 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 | Im | holidays.admin.holiday_planner | | Vacation planner | |
| | Im | holidays.planner.am | | Half day (AM) | |
| | Im | holidays.planner.cannot_edit_request | | You cannot edit this request because it has alr... | |
| | Im | holidays.planner.cant_edit_past | | Unable to process past dates | |
| | Im | holidays.planner.cant_set_day_type | | You can't set this day type | |
| | Im | holidays.planner.component.cover_info.description | | Find out who's not in the office | |
| | Im | holidays.planner.component.cover_info.title | | Who's out | |
| | Im | holidays.planner.component.day_type.label | | Day type | |
| | Im | holidays.planner.component.day_type.placeholder | | All day types | |
| | Im | holidays.planner.component.group_day_types.label | | Group day types | |
| | Im | holidays.planner.component.group_day_types.label_type | | Label Style | |
| | Im | holidays.planner.component.group_day_types.modern | | Modern | |
| | Im | holidays.planner.component.group_day_types.standard | | Standard | |
| | Im | holidays.planner.component.groups | | Groups to show | |
| | Im | holidays.planner.component.its_the_weekend | | It's the weekend! | |
| | Im | holidays.planner.component.limit_visible_users.label | | Limit to | |
| | Im | holidays.planner.component.limit_visible_users.post_input | | users | |
| | Im | holidays.planner.component.roles | | Roles to show | |
| | Im | holidays.planner.component.show_next_working_day.label | | Show next working day | |
| | Im | 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.

Vacation planner

Who's out today ?

None reported

+ Request Absence/Leave

Holiday remaining 0 (0 Quota)

Carried holidays 0

Remaining next year 0

Request pending 0 days

Created on 31 July 2019 by Hannah Door. Last modified on 12 June 2024

Tags: [language](#), [localisation](#), [terminology](#), [wording](#)