



## Introduction

Applications and their contents have been localised in the Intranet which means certain words and phrases can be changed to something else.

This is helpful as elements can be updated for different languages the system offers, or to meet preferences your company may have e.g. Instead of People calling this 'Our Team' or 'Directory', instead of 'Thank You' having this appears as 'Shout Out!'.

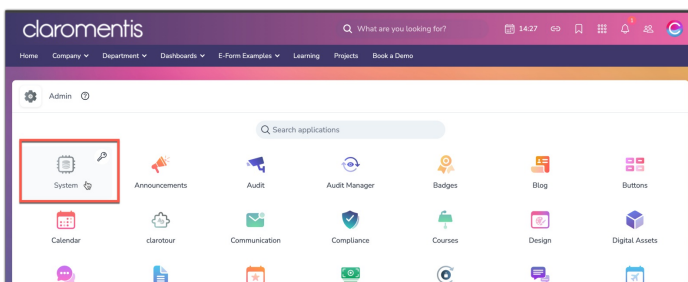
Being able to change phrases in the Intranet has practical uses and can also give your intranet a personal feel suited to your organisation.

**Please note:** Not every Intranet element has been localised. If there is something you want to change but cannot find the localisation string for, let us know in a [support ticket](#) and we can assist further :)

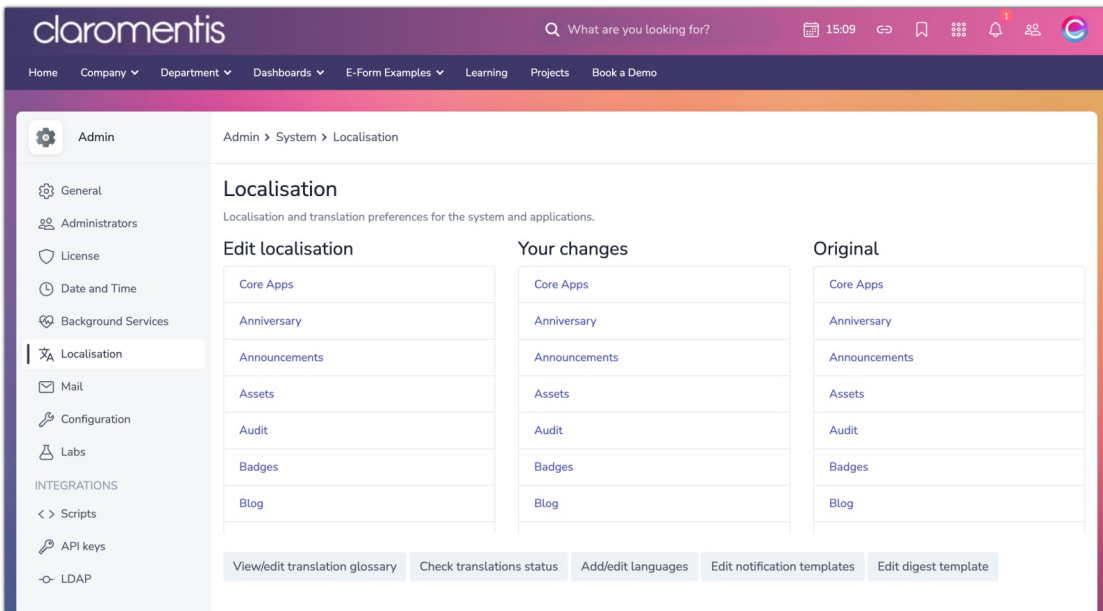
## How to access localisation

A [sysadmin](#) can make edits to localisation.

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



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



- **Edit localisation**

Make changes to the current 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 will be stored in the Core Apps selection at the top.

- **Your changes**

Details of changes made (if any) act as a record of changes over time.

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**

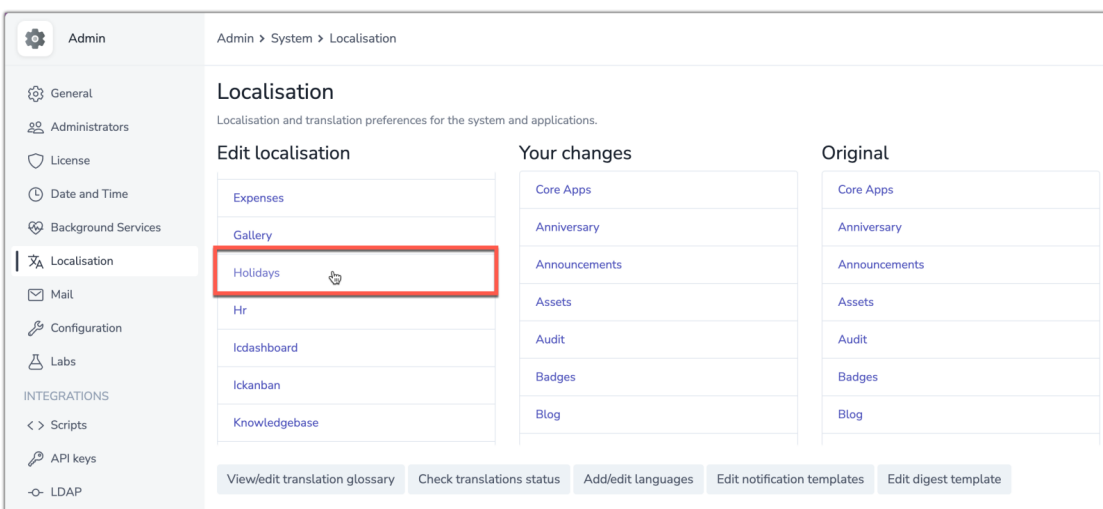
All localisations as they were, useful for comparisons with 'Your changes' and to use as a reset point if required.

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

## How to make edits

1. Locate the application you would like to change the terminology for in the **Edit localisation** area

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 the word 'Holiday' is used:

Status	Type	Key	Aux	English	U.S. International	Russian
Im	holidays.action.decline			Decline		Отклонить
Im	holidays.action.request			Request		Запросить
Im	holidays.admin.add_new_day			Save		Сохранить
Im	holidays.admin.bradford			Holidays Bradford Factor		Отпускные дни - ко
Im	holidays.admin.cant_del_days			Can't delete this day!		Не удаётся удалить
Im	holidays.admin.conf_updated			Configuration Updated		Конфигурация обно
Im	holidays.admin.confirm_del_holiday			Delete this holiday?		Удалить этот выходи
Im	holidays.admin.copy_day			Create copy		Создать копию
Im	holidays.admin.count_edit.edit			Edit Users holidays count		Редактирование чис
Im	holidays.admin.count_edit.updated			Users holidays count updated		Число выходных дн
Im	holidays.admin.day_empty			The day Type name or day Character cannot b...		Название типа дня и
Im	holidays.admin.day_types			Day Types		Типы дней
Im	holidays.admin.delete_day_confirmation			Are you sure you want to proceed? This action...		Вы уверены, что хо
Im	holidays.admin.delete_day_name			Delete %s		Удалить %s
Im	holidays.admin.delete_restore_day			Delete / Restore		Удалить/Восстанови
Im	holidays.admin.edit_bradford			Bradford Factor		Коэффициент Бред
Im	holidays.admin.edit_groups			Zones & Groups		Зоны и группы
Im	holidays.admin.edit_groups.alert_in_holidays_groups			in holidays groups! drag is aborted.		в группе выходных.
Im	holidays.admin.edit_groups.alert_save_groups			Please save the group structure first.		Сначала сохраните
Im	holidays.admin.edit_groups.alert_select_group_first			Please select a group first!		Сначала выберите г
Im	holidays.admin.edit_groups.alert_select_primary_manager			Please select a Primary manager first!		Сначала выберите г
Im	holidays.admin.edit_groups.alert_we_already_have			We already have		Мы уже имеем
Im	holidays.admin.edit_groups.cannot_delete_default_zone			Can't delete the default zone!		Невозможно удалит
Im	holidays.admin.edit_groups.del_group_with_subgroups			Delete %s group with all subgroups?		Удалить группу '%s'
Im	holidays.admin.edit_groups.delete_zone			Delete zone?		Удалить зону?
Im	holidays.admin.edit_groups.zone_not_empty			Selected zone not empty! Please move groups...		Выбранная зона не
Im	holidays.admin.edit_quota			User Quota		Квоты пользователе
Im	holidays.admin.edit_zones			Common Holidays		Общие выходные

Each row represents a word/phrase that appears in Holiday Planner.

Use the language columns to understand what each key is showing in the Intranet and identify which you would like to change.

3. In the language column you want to update the word/phrase for, double click to edit.

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

Status	Type	Key	Aux	English	U.S. International	Russian
Im	holidays.action.decline			Decline		Отклонить
Im	holidays.action.request			Request		Запросить
Im	holidays.admin.add_new_day			Save		Сохранить
Im	holidays.admin.bradford			Holidays Bradford Factor		Отпускные дни - ко
Im	holidays.admin.cant_del_days			Can't delete this day!		Не удаётся удалить
Im	holidays.admin.conf_updated			Configuration Updated		Конфигурация обно
Im	holidays.admin.confirm_del_holiday			Delete this holiday?		Удалить этот выходи
Im	holidays.admin.copy_day			Create copy		Создать копию
Im	holidays.admin.count_edit.edit			Edit Users holidays count		Редактирование чис
Im	holidays.admin.count_edit.updated			Users holidays count updated		Число выходных дн
Im	holidays.admin.day_empty			The day Type name or day Character cannot b...		Название типа дня и
Im	holidays.admin.day_types			Day Types		Типы дней
Im	holidays.admin.delete_day_confirmation			Are you sure you want to proceed? This action...		Вы уверены, что хо
Im	holidays.admin.delete_day_name			Delete %s		Удалить %s
Im	holidays.admin.delete_restore_day			Delete / Restore		Удалить/Восстанови
Im	holidays.admin.edit_bradford			Bradford Factor		Коэффициент Бред
Im	holidays.admin.edit_groups			Zones & Groups		Зоны и группы
Im	holidays.admin.edit_groups.alert_in_holidays_groups			in holidays groups! drag is aborted.		в группе выходных.
Im	holidays.admin.edit_groups.alert_save_groups			Please save the group structure first.		Сначала сохраните
Im	holidays.admin.edit_groups.alert_select_group_first			Please select a group first!		Сначала выберите г
Im	holidays.admin.edit_groups.alert_select_primary_manager			Please select a Primary manager first!		Сначала выберите г
Im	holidays.admin.edit_groups.alert_we_already_have			We already have		Мы уже имеем
Im	holidays.admin.edit_groups.cannot_delete_default_zone			Can't delete the default zone!		Невозможно удалит
Im	holidays.admin.edit_groups.del_group_with_subgroups			Delete %s group with all subgroups?		Удалить группу '%s'
Im	holidays.admin.edit_groups.delete_zone			Delete zone?		Удалить зону?
Im	holidays.admin.edit_groups.zone_not_empty			Selected zone not empty! Please move groups...		Выбранная зона не
Im	holidays.admin.edit_quota			User Quota		Квоты пользователе
Im	holidays.admin.edit_zones			Common Holidays		Общие выходные

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

Repeat for any other change you wish to make and once done, press **Save** at the bottom of the page to apply.

holiday		Show all				
Status	Type	Key	Aux	English	U.S. International	Russian
Im	holidays.admin.enable_calendar_days			Display calendar days (elapsed days) along wi...		Отображать календ
Im	holidays.admin.error.xml_error			Unable to process groups structure, make sur...		Невозможно обрабо
Im	holidays.admin.general_configuration			General configuration		Общая конфигураци
changed	Im	holidays.admin.holiday_planner		Vacation Planner		Планировщик выход
changed	Im	holidays.admin.holidays_count		Vacation		Отпуск
Im	holidays.admin.ical			iCal notification		Уведомление iCal
Im	holidays.admin.ical_info			Send holiday email notification with .ics calen...		Отправить электрон
Im	holidays.admin.not_underscore			The day Type name or day Character cannot c...		Название типа дня и
changed	Im	holidays.admin.panel_name		Vacation		Отпуск
Im	holidays.admin.recalc_stats			Recalculate users stats		Пересчитать статис
Im	holidays.admin.reports_page_size			Number of entries per page in reports		Количество записей
Im	holidays.admin.team_can_view_details			Allow team members to view full list of each o...		Разрешить членам к
Im	holidays.admin.team_is			"My team" definition		Определение "Моей
Im	holidays.admin.team_is_by_group			Users within the same groups		Пользователи в оди
Im	holidays.admin.team_is_by_manager			Users with the same manager		Пользователи с оди
Im	holidays.admin.team_is_info			Users within the same team will be able to see...		Пользователи одной
changed	Im	holidays.admin.zones_holidays		Vacation zones		Зоны выходных
Im	holidays.approved			Approved		Утверждено
Im	holidays.approved_by			Approved by		Одобрил
Im	holidays.bad_date			Bad date format		Недопустимый форм
Im	holidays.bradford.score			Bradford Factor Score		Значение коэффици
Im	holidays.bradford.spells			Spells		Периоды
Im	holidays.bradford.total_days_off			Total days off		Общее количество в
Im	holidays.calc_stats.no_users			No users selected or selected groups are empty		Не выбраны пользо
Im	holidays.calc_stats.stats_updated			Stats updated for {%d user}(users)		Статистика обновле
Im	holidays.calendar_days			{%d calendar days}(calendar day)		{%d календарный д
Im	holidays.canceled			Cancelled		Отменено
Im	holidays.cant_get_half_day			Day type '%d' can be set only for a whole day		Тип дня '%d' може

## To ensure changes are seen:

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

(Delete the localisation cache specifically or 'delete all caches' which also include it)

If the cache is not deleted the changes made will not pull through.

The screenshot shows the Claromentis Admin interface. The top navigation bar includes the logo, a search bar, and various utility icons. The main content area is titled 'Admin > System > Labs'. Under the 'Labs' section, there are three columns of options: 'Maintenance', 'Design', and 'Other'. In the 'Maintenance' column, 'Delete all caches' is highlighted with a red box, and 'Delete localisation cache' is highlighted with a green box. Other options include 'Delete data cache', 'Delete component cache', 'Documents metadata integrity check', and 'Synchronise local storage with CDN'. The 'Design' column contains 'Icon Finder' and 'Style Reference'. The 'Other' column contains 'Check server configuration' and 'Edit CKEditor configuration'.

6. Confirm changes.

Visit the area that you made changes to and check the updated word/phrase has pulled through.

claromentis

What are you looking for?

11:30

Home Company Department Dashboards E-Form Examples Learning Projects Book a Demo

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

Request Absence/Leave awaiting approval

You are: Manager

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
Playground Admin	H? Holiday	14 November - 16 November 2020	1 day	24 July 2020	Requested	None	View details	

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