



## Localisation

### 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!'.

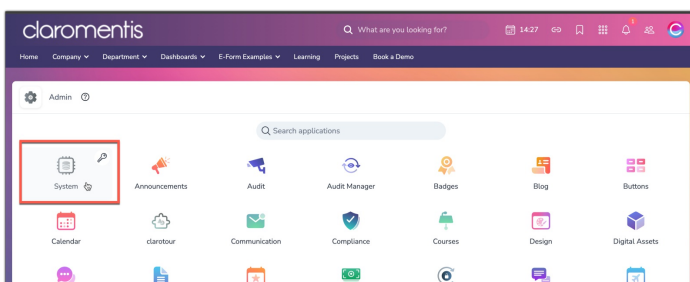
Being able to change phrases in the Intranet has practical uses and can also give your intranet a personal feel suited to your organisation.

**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 :)

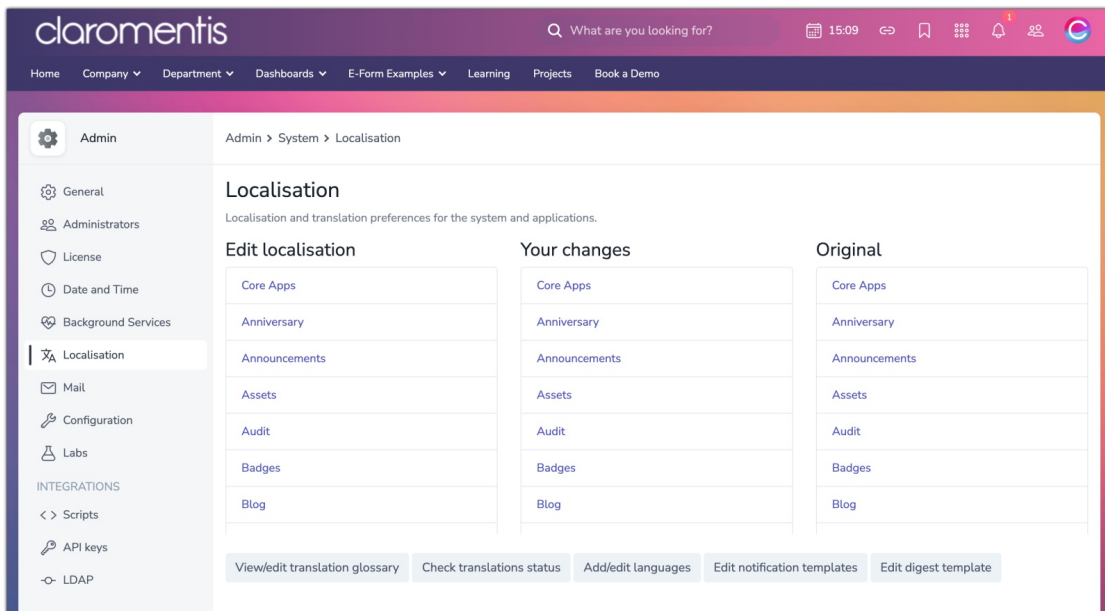
### How to access localisation

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**

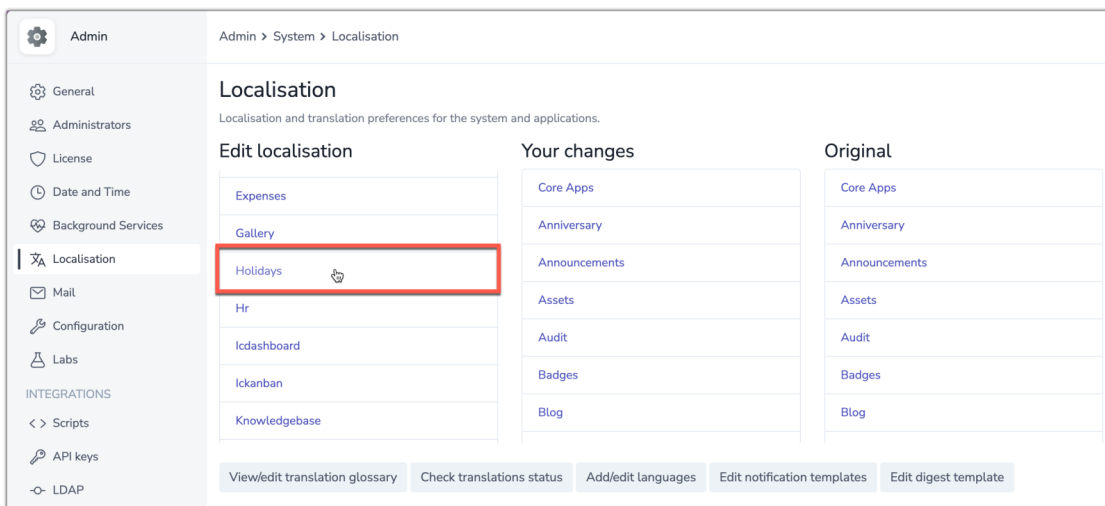
All localisations as they were, useful for comparisons with 'Your changes' and to use as a reset point if required.

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:

<input type="text" value="holiday"/>						<input type="button" value="Show all"/>
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
						<input type="button" value="Save"/>

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**.

<input type="text" value="holiday"/>						<input type="button" value="Show all"/>
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
						<input type="button" value="Save"/>

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 календа
	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 вых
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 к
changed	Im	holidays.admin.panel_name		Vacation		Отпуск
	Im	holidays.admin.recalc_stats		Recalculate users stats		Пересчитать статист
	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 коэффиц
	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.can_cancel_half_day		Day type '%d' can be set only for a whole day		Тип дня '%d' може
			Save			

## 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.

claromentis

What are you looking for?

11:26

Home

Company

Department

Dashboards

E-Form Examples

Learning

Projects

Book a Demo

Admin

General

Administrators

License

Date and Time

Background Services

Localisation

Mail

Configuration

Labs

Admin > System > Labs

Labs

Maintenance

Delete all caches

Delete data cache

Delete localisation cache

Delete component cache

Documents metadata integrity check

Synchronise local storage with CDN

Design

Icon Finder

Style Reference

Other

Check server configuration

Edit CKEditor configuration

6. Confirm changes.

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

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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	<div>View details</div>	<div></div> <div></div>