



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 appear as 'Shout Out!'.

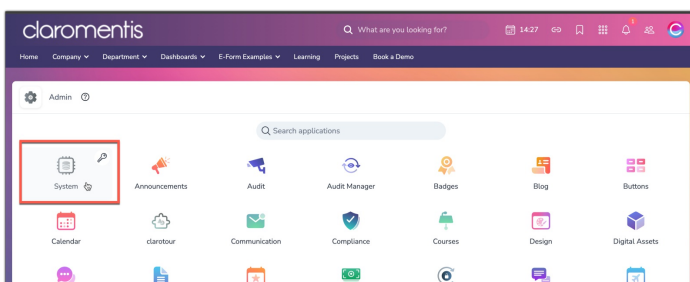
Being able to change phrases in the Intranet has practical uses and can also give your intranet a personal feel suited to your organisation.

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 :)

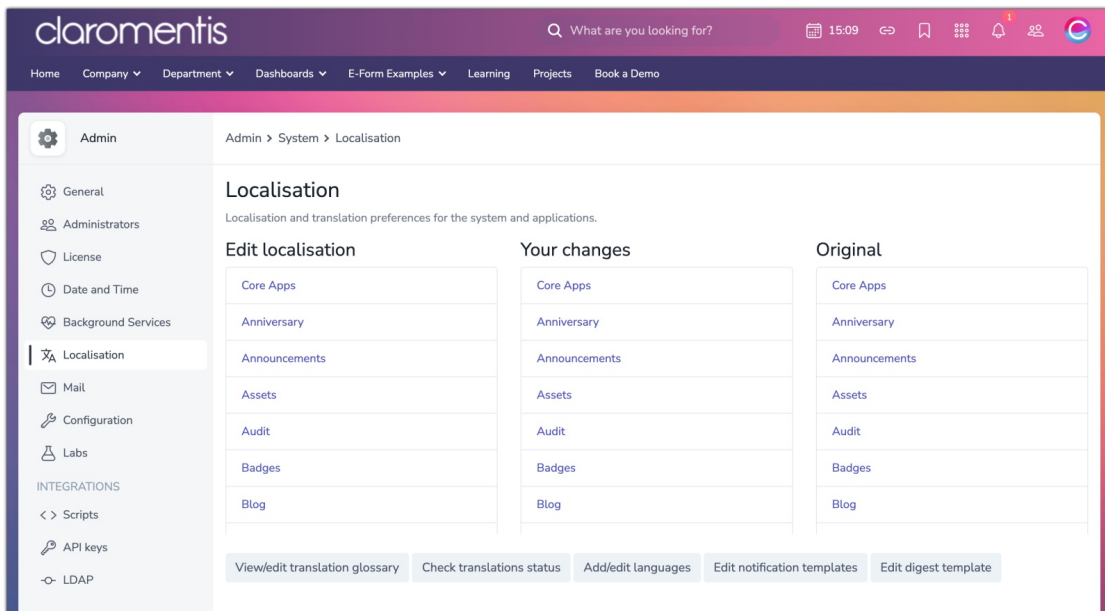
How to access localisation

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**

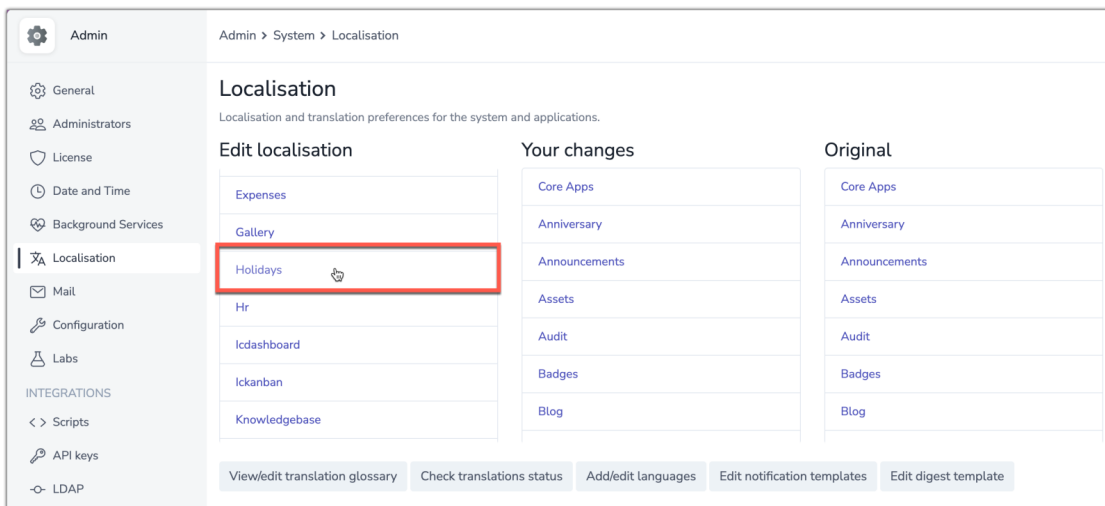
All localisations as they were, useful for comparisons with 'Your changes' and to use as a reset point if required.

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:

| <div>holiday</div> <div>Show all</div> | | | | | | |
|--|------|---|-----|--|--------------------|---------------------|
| 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 хот |
| 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 |
| <div>Save</div> | | | | | | |

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**.

| <div>holiday</div> <div>Show all</div> | | | | | | |
|--|------|---|-----|--|--------------------|---------------------|
| 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 хот |
| 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 |
| <div>Save</div> | | | | | | |

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_not_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 includes 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.

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

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