



## Creating A Multilingual Form in InfoCapture

Creating a form in Infocapture with multiple language options is possible.

Depending on the user's language settings, translated phrases for the form labels and options can be provided.

Follow this guide on how to start creating multi-language forms.

1. Adding localisation key in the InfoCapture Projects
2. Providing language translations in the Localisation Panel

If you are new to InfoCapture form creation please check the [basic form creation guide](#).

## Adding Localisation Keys

### 1. Project Name

Navigate to **Admin > InfoCapture** and edit the project properties by updating the Project name using a localisation key format.

This is to ensure there are no duplicate keys as the localisation key must be unique and provide a default phrase when there is no translation.

```
@{ic.form.projectname.title|Title Here}
```

## Edit project properties

Use these options to define the project's primary settings. From here the project can be renamed, enabled and disabled.

Project name

@{ic.form.sample.title|Multi-language Sample Form}

Describe its purpose


Demonstrating multi-language form capabilities in InfoCapture

This text is for admin only and it won't be visible to the users.

Project status

Active

Project in Testing status means it's Active (visible to the users) without email notification being sent.



Change Icon

e.g. a localised Project Name in infocapture for an example "**Multi-language Sample Form**"

@{ic.form.sample.title|Multi-language Sample Form}

**Note:** Currently only the InfoCapture **Project Name** can be localised.

## 2. Form Label

Edit the form and instead of regular field names use the localisation key format here are some examples.

Download a sample Multi-lingual Infocapture Project

Name	@{ic.form.sample.name Name}
Email	@{ic.form.sample.email Email}
Subject	@{ic.form.sample.subject Subject}
Message	@{ic.form.sample.message Message}
Work Location	@{ic.form.sample.worklocation Work Location}
Department	@{ic.form.sample.department Department}
Mobile	@{ic.form.sample.mobile Mobile}

## Fields properties



Properties

Style

Constraints

Name

@{ic.form.sample.name|Name|}

Symbolic name

\_\_ic\_form\_sample\_name\_\_name\_\_

Edit

Optional Hint

Type

Medium string



String format

Text



Default value

Use existing variables

☒ Required

☐ Disabled

☐ Reload form on changing

Save

Delete

### 3. Select options

It is possible to provide translation options in Select, Multi-select, Checkbox, Multi-checkbox and Radio buttons

Here is an example:

## Fields properties



**Properties** Style Constraints

Name

@{ic.form.sample.worklocation|Work Location}

Symbolic name

\_\_ic\_form\_sample\_worklocation\_wc

 Edit

Optional Hint

Type

Select ▼

Values

@{ic.form.sample.worklocation.home|Home},#v001  
@{ic.form.sample.worklocation.office|Office},#v002

☐ Use advanced UI for selecting elements

Default value

@{ic.form.sample.worklocation.home|Home} ▼

☒ Show "Please select..." as default  
☐ Required  
☐ Disabled  
☐ Reload form on changing

Save

Delete

**i Tips:** It's handy to collect all the localisation keys whilst building a project into notepad / textpad for adding language translation in Step 2.

## Adding Language Translations

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

Under the 'Your changes' section, click on Core Apps:

Admin

General

Administrators

License

Date and Time

Background Services

**Localisation**

Mail

Labs

INTEGRATIONS

< > Scripts

API keys

Admin > System > Localisation

Localisation

Localisation and translation preferences for the system and applications.

Edit localisation

Core Apps

Anniversary

Announcements

Assets

Audit

Badges

Blog

Your changes

Core Apps

Anniversary

Announcements

Assets

Audit

Badges

Blog

Original

Core Apps

Anniversary

Announcements

Assets

Audit

Badges

Blog

2. Right-click in the blank area and click **Add phrase**

Edit in popup  
Delete  
Add phrase  
Restore this phrase  
Mark as modified

### 3. Edit Phrase and enter the localisation Key with all required translations

The key is already created, just copy/paste the part that is required

e.g. `@{ic.form.sample.name|Name}` key is `ic.form.sample.name`

Repeat the process for all localisation keys until every field in your form is represented and has the correct translations.

Type ☒ For PHP/JS (lm) ☐ For template (lt)

Key `ic.form.sample.title`

Aux

English Multi-language Sample Form

U.S. International

Russian Образец многоязычной формы

French Exemple de formulaire multilingue

German Mehrsprachiges Musterformular

Portuguese (Brazil)

Spanish Formulario de muestra en varios idiomas

Dutch

Czech

Polish

Greek

Arabic

Kurdish

Hungarian

Uzbek

Save

### 4. Click 'Save' at the bottom of the screen to apply.

Filter...	Show all	Status	Type	Key	Aux	English	U.S. International	Russian
		lm		ic.form.sample.department		Department		Отделение
		lm		ic.form.sample.department.hr		HR (Human Resource)		HR (Человеческие рес
		lm		ic.form.sample.department.it		IT		ИТ (информационные
		lm		ic.form.sample.department.marketing		Marketing		Маркетинг
		lm		ic.form.sample.department.sales		Sales		Продажи
		lm		ic.form.sample.email		Email		е-мейл
		lm		ic.form.sample.message		Message		Сообщение
		lm		ic.form.sample.mobile		Mobile	Cellphone	Сотовый телефон
		lm		ic.form.sample.name		Name		Имя
		lm		ic.form.sample.subject		Subject		Предмет
		lm		ic.form.sample.title		Multi-language Sample Form		Образец многоязычно
		lm		ic.form.sample.worklocation		Work Location		Расположение работы
		lm		ic.form.sample.worklocation.home		Home		Дом
		lm		ic.form.sample.worklocation.office		Office		Офис
		lm		kbase.cat.culture		Culture		культура
		lm		kbase.cat.jobdesc		Job Description		Описание работы
		lm		kbase.cat.manager		Manager		Менеджер

Save

## Test & Troubleshoot

Test the localisation works by changing your language in **My Settings** and accessing the form.

Here is an example of the same form in English and Russian.

Find

\* - обязательные поля

Имя\*

е-мейл

Предмет

Сообщение

Расположение работы

Отделение

Сотовый телефон

Выберите... ▾

☐ Продажи ☐ Маркетинг ☐ ИТ (информационные технологии) ☐ HR (Человеческие ресурсы)

☐ iOS ☐ Android

Добавить файл

Выбрать файл

или выбрать из загруженных...

Максимальный размер загружаемого файла 15 Мб

Описание







Отправить

Отменить

Сохранить черновик

Localisation is heavily cached for the system performance. If you have just made changes and the changes haven't been reflected in the system, clear your localisation cache in **Admin > System > Labs** and check again.

Maintenance

 Delete all caches
 Delete data cache
 Delete localisation cache
 Delete component cache
 Documents metadata integrity check
 Synchronise local storage with CDN

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Last modified on 7 August 2024 by [Hannah Door](#)

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