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   [   ] ƒ

                [▾]
                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
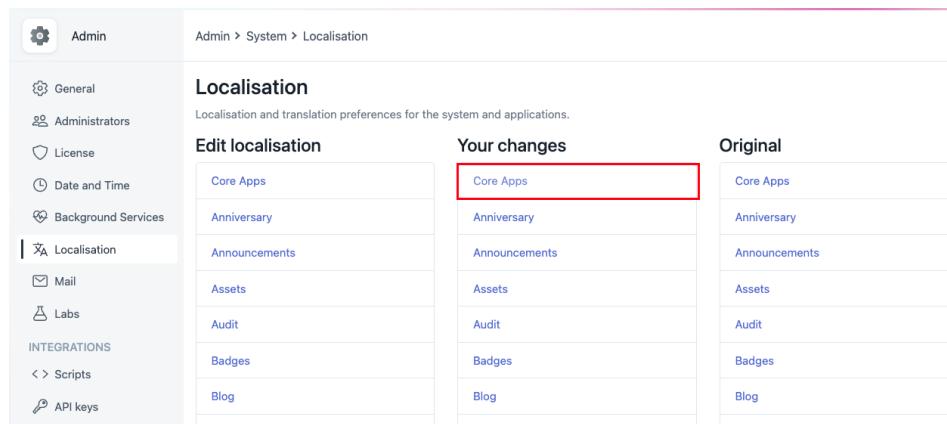
Save   **Delete**

> **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:

2. Right-click in the blank area and click **Add phrase**
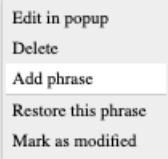
3. **Edit Phrase** and enter the localisation Key with all required translations

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.

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

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.

InfoCapture > Multi-language Sample Form > Submit ticket   Find ⓘ

* - required fields

Name*

Email

Subject

Message

Work Location   Please select... ⌄

Department   ☐ Sales   ☐ Marketing   ☐ IT   ☐ HR (Human Resource)

Mobile   ○ iOS   ○ Android

Add file   Choose file
or select from pre-uploaded...
Maximum file upload size is 15 Mb

Description

Submit   Discard   Save draft

InfoCapture > Образец многоязычной формы > Отправить запрос   Find ⓘ

* - обязательные поля

Имя*

е-мейл

Предмет

Сообщение

Расположение работы   Выберите... ⌄

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

Сотовый телефон   ○ iOS   ○ Android

Добавить файл   Выбрать файл
или выбрать из загруженных...
Максимальный размер загружаемого файла 15 Мб

Описание

Отправить   Отменить   Сохранить черновик

Deleting localisation cache

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

X̄ₐ Delete localisation cache

⊞ Delete component cache

⊘ Documents metadata integrity check

↻ Synchronise local storage with CDN

Last modified on 7 August 2024 by Hannah Door

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Tags: multilingual