



## 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

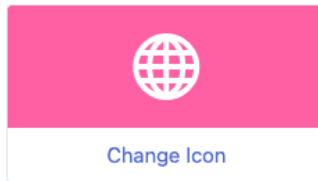
Demonstrating multi-language form capabilities in InfoCapture

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.



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

Symbolic name  Edit

Optional Hint

Type

String format

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:

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 > System > Localisation

### Localisation

Localisation and translation preferences for the system and applications.

Edit localisation	Your changes	Original
Core Apps	Core Apps	Core Apps
Anniversary	Anniversary	Anniversary
Announcements	Announcements	Announcements
Assets	Assets	Assets
Audit	Audit	Audit
Badges	Badges	Badges
Blog	Blog	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

Aux

English

U.S. International

Russian

French

German

Portuguese (Brazil)

Spanish

Dutch

Czech

Polish

Greek

Arabic

Kurdish

Hungarian

Uzbek

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

Filter...

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 ресурсы)
	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 многоязычной
	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

## 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.

The screenshot shows a form titled "Submit ticket" in English. The breadcrumb trail is "InfoCapture > Multi-language Sample Form > Submit ticket". The form contains the following fields and options:

- Name\***: Text input field.
- Email**: Text input field.
- Subject**: Text input field.
- Message**: Text area.
- Work Location**: Dropdown menu with "Please select..." selected.
- Department**: Radio buttons for Sales, Marketing, IT, and HR (Human Resource).
- Mobile**: Radio buttons for iOS and Android.
- Add file**: "Choose file" button, "or select from pre-uploaded..." link, and "Maximum file upload size is 15 Mb" text.
- Description**: Text input field.
- Buttons**: "Submit", "Discard", and "Save draft".






The screenshot shows the same form in Russian. The breadcrumb trail is "InfoCapture > Образец многоязычной формы > Отправить запрос". The form contains the following fields and options:

- Имя\***: Text input field.
- е-мейл**: Text input field.
- Предмет**: Text input field.
- Сообщение**: Text area.
- Расположение работы**: Dropdown menu with "Выберите..." selected.
- Отделение**: Radio buttons for Продажи, Маркетинг, ИТ (информационные технологии), and HR (Человеческие ресурсы).
- Сотовый телефон**: Radio buttons for iOS and Android.
- Добавить файл**: "Выбрать файл" button, "или выбрать из загруженных..." link, and "Максимальный размер загружаемого файла 15 Мб" text.
- Описание**: Text input field.
- Buttons**: "Отправить", "Отменить", and "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
 Delete localisation cache
 Delete component cache
<input checked="" type="checkbox"/> 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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