



## 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

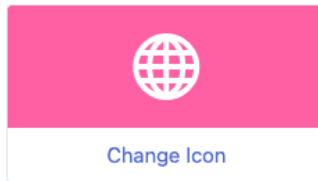
Demonstrating multi-language form capabilities in InfoCapture

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:

The screenshot shows the 'Localisation' settings page in an admin interface. The page title is 'Localisation' and the subtitle is 'Localisation and translation preferences for the system and applications.' The page is divided into three columns: 'Edit localisation', 'Your changes', and 'Original'. The 'Your changes' column has a red box around the 'Core Apps' entry. The 'Original' column shows the same entries as the 'Your changes' column.

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.

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 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.

InfoCapture > Multi-language Sample Form > Submit ticket

Find

required fields

Name\*

Email

Subject

Message

Work Location

Department  Sales  Marketing  IT  HR (Human Resource)

Mobile  iOS  Android

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

Description

InfoCapture > Образец многоязычной формы > Отправить запрос

Find

обязательные поля

Имя\*

е-мейл

Предмет

Сообщение

Расположение работы

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

Сотовый телефон  iOS  Android







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

Описание

## 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
 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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