



## 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

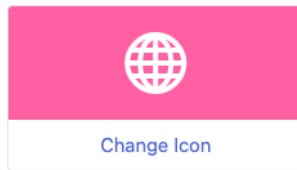
Demonstrating multi-language form capabilities in InfoCapture

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}

---

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

Symbolic name  Edit

Optional Hint

Type

Values

Use advanced UI for selecting elements

Default value  ▼

Show "Please select..." as default

Required

Disabled

Reload form on changing

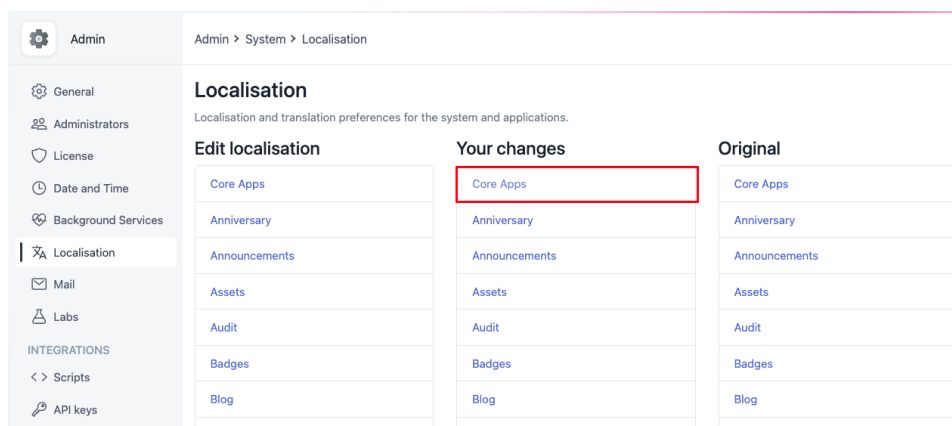
Save Delete

**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 Admin interface with the following structure:

- Header: Admin > System > Localisation
- Left sidebar: General, Administrators, License, Date and Time, Background Services, Localisation (selected), Mail, Labs, INTEGRATIONS (Scripts, API keys)
- Main content: Localisation (Localisation and translation preferences for the system and applications.)
- Table with 3 columns: Edit localisation, Your changes, Original
- Table rows: Core Apps, Anniversary, Announcements, Assets, Audit, Badges, Blog
- The 'Core Apps' row in the 'Your changes' column is highlighted with a red box.

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 (Im)  For template (It)

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
Im		ic.form.sample.department		Department		Отделение
Im		ic.form.sample.department.hr		HR (Human Resource)		HR (Человеческие рес
Im		ic.form.sample.department.it		IT		ИТ (информационные
Im		ic.form.sample.department.marketing		Marketing		Маркетинг
Im		ic.form.sample.department.sales		Sales		Продажи
Im		ic.form.sample.email		Email		е-мейл
Im		ic.form.sample.message		Message		Сообщение
Im		ic.form.sample.mobile		Mobile	Cellphone	Сотовый телефон
Im		ic.form.sample.name		Name		Имя
Im		ic.form.sample.subject		Subject		Предмет
Im		ic.form.sample.title		Multi-language Sample Form		Образец многоязычно
Im		ic.form.sample.worklocation		Work Location		Расположение работы
Im		ic.form.sample.worklocation.home		Home		Дом
Im		ic.form.sample.worklocation.office		Office		Офис
Im		kbase.cat.culture		Culture		культура
Im		kbase.cat.jobdesc		Job Description		Описание работы
Im		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-мэйл

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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