



## 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

X

Properties

Style

Constraints

Name	@{ic.form.sample.name Name }
Symbolic name	<input type="text" value="__ic_form_sample_name__name__"/> <a href="#">Edit</a>
Optional Hint	<input type="text"/>
Type	Medium string
String format	Text
Default value	<input type="text"/> <input type="button" value="f"/>

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

X

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](#)

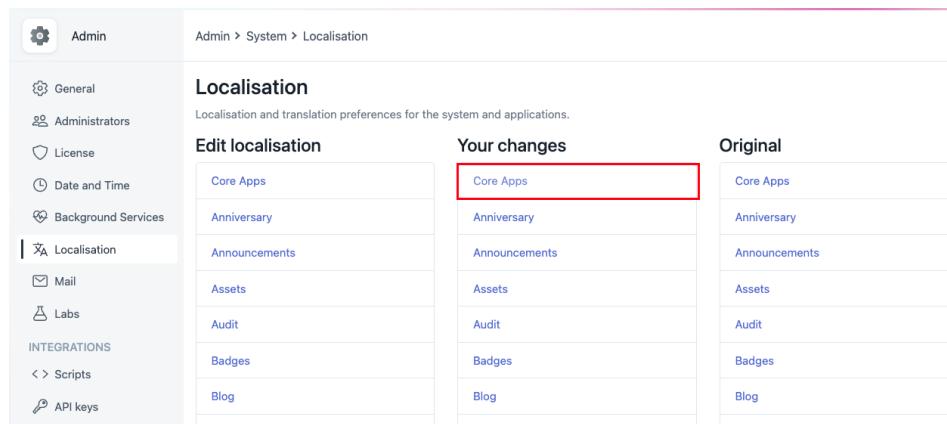
[Delete](#)

**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](#)

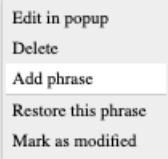
Under the 'Your changes' section, click on Core Apps:



The screenshot shows the 'Localisation' page in the Admin interface. The left sidebar has 'Localisation' selected. The main area has a table with three columns: 'Edit localisation', 'Your changes', and 'Original'. The 'Your changes' column for 'Core Apps' is highlighted with a red box. The table data is as follows:

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**



### 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	<input checked="" type="radio"/> For PHP/JS (Im)	<input type="radio"/> For template (It)
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		
<input type="button" value="Save"/>		

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

Filter...		Show all				
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-майл
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 многоязычной
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*	<input type="text"/>
Email	<input type="text"/>
Subject	<input type="text"/>
Message	<input type="text"/>
Work Location	<input type="text" value="Please select..."/>
Department	<input type="checkbox"/> Sales <input type="checkbox"/> Marketing <input type="checkbox"/> IT <input type="checkbox"/> HR (Human Resource)
Mobile	<input type="radio"/> iOS <input type="radio"/> Android
Add file <input type="button" value="Choose file"/> or select from pre-uploaded... Maximum file upload size is 15 MB	
Description <input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Discard"/> <input type="button" value="Save draft"/>	

InfoCapture > Образец многолингвичной формы > Отправить запрос

Find ≡   

\* - обязательные поля

Имя*	<input type="text"/>
е-майл	<input type="text"/>
Предмет	<input type="text"/>
Сообщение	<input type="text"/>
Расположение работы	<input type="text" value="Выберите..."/>
Отделение	<input type="checkbox"/> Продажи <input type="checkbox"/> Маркетинг <input type="checkbox"/> ИТ (информационные технологии) <input type="checkbox"/> HR (Человеческие ресурсы)
Сотовый телефон	<input type="radio"/> iOS <input type="radio"/> Android
Добавить файл <input type="button" value="Выбрать файл"/> или выбрать из загруженных... Максимальный размер загружаемого файла 15 МБ	
Описание <input type="text"/>	
<input type="button" value="Отправить"/> <input type="button" value="Отменить"/> <input type="button" value="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
 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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