Translating configurations

To translate existing **configurations** into another language, it is advisable to edit the text modules directly from the editing mask of the respective configuration.

So first select the configuration to be translated under:

MENU AND ACTIONS
--> Actions

Under the **"Text modules" tab**, the individual text modules of the action can be translated. Depending on the configuration, text modules already exist in the overview at the bottom of the screen for the most common, relevant texts of the configuration, such as the name or the description.

Translating the configuration title and description (modules available)

To translate **existing text modules** in the configuration, proceed as follows:

- In the **dropdown list**, select the **language** for which a translation is to be added
- The table below contains an **overview** of all **text modules available for this configuration, including their status** (inherited/user-defined) and the translation into the selected language.
- Clicking the **"Edit"** button lets you adjust the translation of the desired text module directly in the editing view of the configuration.
- Clicking **"Save"** or **"Save & Close"** saves the changes and makes them visible.

View of the text modules within the configuration by language (here: German & English)

Special translations

If the desired term is **not yet available as a text module**, it must be **created** in the configuration. This applies above all when very **specific fields** or individual, self-created table headings are to be translated alternatively.

To do this, the text to be replaced by a text module must first be replaced in the configuration details by a unique **technical key**. This key is at the same time the **name of the text module to be newly created** and thus ensures that the system makes an **unambiguous assignment** and provides the correct names or translations in the right place. Proceed as follows:

- Find the **desired text** to be translated --> e.g. for the project report: the report title is to be translated
- Replace the text to be translated with a **technical key**
  --> e.g. replace the report title "Projects by month/employee" with "ProjectEffortReport.cact_ReportTitle" --> the key is now set!

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  Note that the **naming convention** for text modules must be observed: **<name of the configuration>_<name of the text module>** e.g.: kurzjournal_journal01

- Copy the **key** (select > CTRL+C)
- Click **"Save & Close"** to return to the configuration
- In the **"Text modules" tab**, paste the copied key (CTRL+V) in the "**New text module"** column
- In the **Translation** column, you can immediately enter the desired translation for all existing languages
- Clicking **"Save"** or **"Save & Close"** makes the changes effective.

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Caution: for configurations for statistics, the translation should not contain more than 20 characters.

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For newly created text modules, the checkbox **"Change on version change" should be deactivated**, as otherwise the manual changes will be overwritten with the default values at the next update.