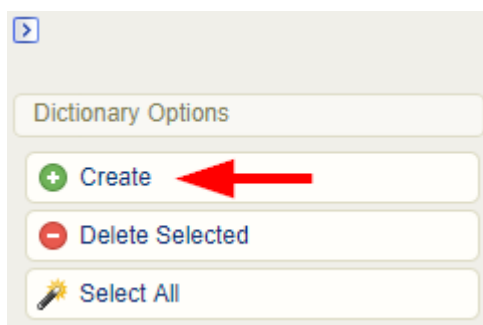


Create a New Dictionary

Site Managers can create a new dictionary without creating a new language. These are called additional dictionaries. Additional dictionaries are used to provide an alternate set of terms for any language (e.g. if your organization has both internal users and public users, you may want to have an alternate English dictionaries so that internal users see terminology that is familiar to their own environment and the public users see terminology that is more generally relevant to them).

1. [Navigate to Dictionaries](#) .
2. Select **Create** from the Dictionary Options menu on the right side. If you cannot see the menu, show the [Tool Panel](#) .



3. Complete the form.

Create Dictionary

You are viewing: Control Panel > Dictionaries > Create Dictionary

Dictionary Name:*
 Language:*

Base Dictionary:*

Description:

An alternative dictionary for employees.

*You have 215 characters left for your description

Status:*

or [Cancel](#)

- a. Enter the **Dictionary Name**.
 - b. Use the **Language** drop-down menu to choose a language for the new dictionary.
 - c. Use the **Base Dictionary** drop-down menu to choose a dictionary. The new dictionary will use the same labels as the selected base dictionary until you update them.
 - d. Enter an optional **Description** of no more than 215 characters.
 - e. Set the **Status** to active or inactive. Only active dictionaries can be accessed.
4. **Save**. After saving you will be taken to the dictionary labels so you can customize them.
 5. Populate each dictionary label with new terms following the instructions in [Edit Dictionaries](#) .
You can save your work and return to the dictionary later.
 6. Assign the new dictionary to applicable campuses.
 - a. From the Dictionaries page, scroll down to Additional Dictionaries and then select Campuses for the new dictionary.
 - b. **Add** the campuses that will use this dictionary.

detailed view

Add campuses from



Internal Employees Status: active Edit Labels Display Users Manage Campuses

Created by [Sierra Trees](#) on 4/9/2019 2:12:45 PM
Modified by [Sierra Trees](#) on 4/9/2019 2:12:45 PM

Details Edit

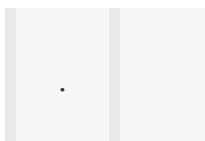
Language: English
User Count: 2
Description: An alternative dictionary for employees.

Campuses

1. AB - Fort McMurray Terra
2. Airport Campus

list view

Add campuses from



Additional Dictionaries									
An additional dictionary can only be deleted if the Campus Count is 0.									
Name	Language	Description	User Count	Campus Count	Status	Created	Edited	Set As Default	Options
Internal Employees	English	An alternative dictionary for employees.	2	2	active	4/9/2019 2:12:45 PM Sierra Trees	4/9/2019 2:12:45 PM Sierra Trees	Yes	

c. **Save.**

d. Optionally set up email notifications following the instructions in [Email Notifications](#) .