

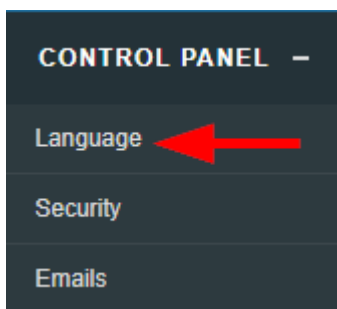
Languages and Dictionaries

Site Managers can create system navigation and messages in multiple languages. Offering the system in several languages allows individuals to choose their preferred language.

Dictionaries allow a Site Manager to update system labels. Site Managers can create multiple dictionaries based on language. A dictionary contains a collection of labels used by the system to name items such as links, buttons, and features. A custom dictionary allows you to use familiar terminology instead of adapting to the system defaults.

Navigate to Languages

1. Log in with a Site Manager account.
2. Select **Language** from the Control Panel tab in the main navigation bar.



The image below shows Language page.

Language

You are viewing: Control Panel > Language



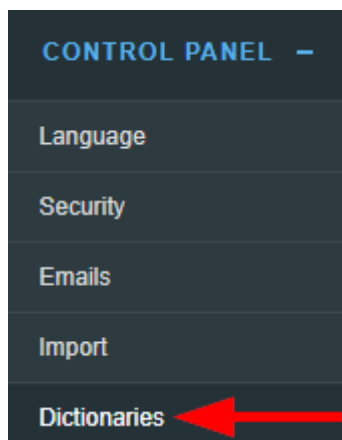
A language can only be deleted if the User Count is 0.
Warning: Deleting a language will delete all its associated dictionaries.



Name	User Count	Status	Created	Edited
English	229	active		
French	0	active		
Italian	0	active	5/28/2019 7:44:23 PM Kevin Genereux	5/28/2019 7:44:23 PM Kevin Genereux
Spanish	0	active	4/22/2014 4:16:22 PM Sencia Administrator	4/22/2014 4:16:22 PM Sencia Administrator
日本人	1	active	7/24/2015 9:50:27 AM Sencia Administrator	7/24/2015 9:50:27 AM Sencia Administrator

Navigate to Dictionaries

1. Log in with a Site Manager account.
2. Select **Dictionaries** from the Control Panel tab in the main navigation bar.



The image below shows the Dictionaries page.

Default Dictionaries

Name	Language	Description	User Count	Campus Count	Created	Edited
English	English	This is the default English dictionary for all corporate employees.	136	58	7/23/2010 10:20:49 AM Sencia Administrator	3/29/2019 3:11:12 PM Sierra Trees
Français	French	Default French	0	58	1/5/2011 11:19:20 AM Sencia Administrator	10/21/2015 11:16:44 AM Sencia Administrator
Español	Spanish	Default Spanish	0	58	4/22/2014 4:16:23 PM Sencia Administrator	3/1/2016 12:02:36 PM Sierra Trees
Japanese	日本人	Default Japanese	0	57	7/24/2015 9:50:27 AM Sencia Administrator	10/21/2015 11:16:44 AM Sencia Administrator

Edit Dictionaries



New labels are periodically added due to new development. Site Managers are responsible for keeping the dictionary labels tailored to their liking.

Select an edit method below.

Edit a Label in One Dictionary

1. Navigate to Dictionaries .
2. Select **Edit Labels** for the dictionary that contains the labels you want to update.

English ⓘ

Created by [Sencia Administrator](#) on 7/23/2010 10:20:49 AM
Modified by [Sierra Trees](#) on 3/29/2019 3:11:12 PM

Details Edit

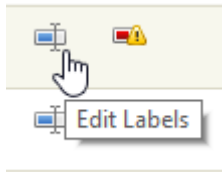
Language: English
User Count: 74
Description: This is the default English dictionary for all registered English users.

Campuses

1. Board Members
2. Executive Team
3. Informetica Demo
4. Maintenance & Custodial

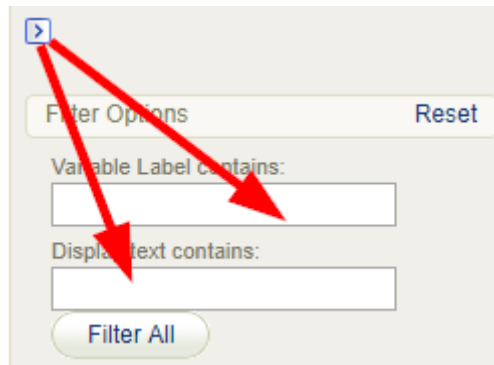
[Edit Labels](#) [Display Users](#)

Edit Labels from detailed view.



Edit Labels from list view.

3. Optionally use the Filter Options to find a specific label. If you cannot see the menu, show



the [Tool Panel](#).

- **Variable label contains:** Enter a word contained in the system label (e.g. "product" will present a list of system labels containing the term product). Variable labels are static and cannot be updated.
- **isplay text contains:** Enter a word contained in the text for the label (e.g. enter the term "course" to view a list of labels using the term "course"). Display text can be updated.

4. Optionally select **Export Dictionary in CSV** from the Tool menu. This can help you translate the labels or send the file off to someone else to translate. If you cannot see the menu, show the [Tool Panel](#).

Filter Options [Reset](#)

Variable Label contains:

Display text contains:

[Filter All](#)

Sort
 Alphabetic - (Ascending)
 Creation Date

Tools
[Show Missing](#)
[Export Dictionary in CSV](#)

5. Select **Save and Finish** at the bottom of the page to keep the changes or **Cancel** to return to the dictionaries page without saving the changes. Saved changes are immediately visible in the system. You can save your work and return to updating the labels later.

Edit One Label in all Dictionaries

1. [Navigate to Dictionaries](#) .
2. Select **Update by Label** in the Tools menu. If you cannot see the menu, show the [Tool](#)



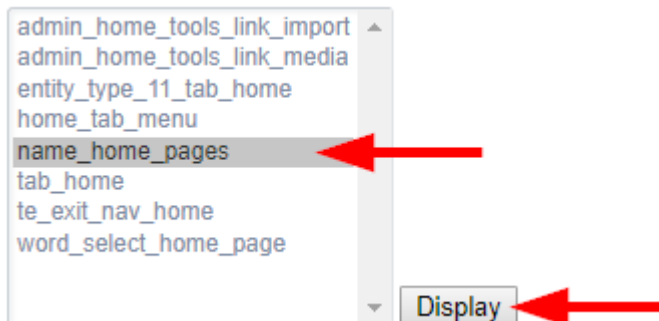
3. Enter the exact label or a term used in a label into the **Filter Labels** field.

Manage Labels

You are viewing: [Control Panel](#) > [Dictionaries](#) > [Manage Labels](#)
 Choose labels to edit. (Ctrl + Click to select multiple)

Filter Labels:

4. Select the label from the filtered list and then select **Display** to list the selected labels for editing. Use ctrl+click to select multiple filters or shift+click to select all filters.



5. Enter the terms into the Label Text fields (see a Edit Label in One Dictionary above).

Variable Label	Dictionary	Language	Label Text
name_home_pages	English	English	Home Pages
name_home_pages	Español	Spanish	Páginas inicio
name_home_pages	Français	French	Les pages d'accueil

6. Select **Save and Finish** at the bottom of the page to keep the changes or **Cancel** to return to the dictionaries page without saving the changes. Saved changes are immediately visible in the system. You can save your work and return to updating the labels later.



Use the dictionary filter tool in one dictionary to find the system label that you need and then copy/paste it into the Filter Labels field (see Edit a Label in One Dictionary).

Find Missing Labels

Site Managers can filter dictionary labels to view only the labels that are not defined.

1. [Navigate to Dictionaries](#) .

2. Select the **Show Missing** icon for the applicable dictionary.



3. Enter a new term for each label displayed (see a Edit Label in One Dictionary above).
4. Select **Save and Finish** at the bottom of the page to keep the changes or **Cancel** to return to the dictionaries page without saving the changes. Saved changes are immediately visible in the system. You can save your work and return to updating the labels later.

Edit Dictionary Name or Description

A dictionary name or dictionary description can be updated at any time.

1. [Navigate to Dictionaries](#) .
2. Select a dictionary name or Details Edit to change the name or description of the selected dictionary.

English

Created by Sencia Administrator on 7/23/2010 10:20:49 AM
Modified by Sierra Trees on 3/20/2013 3:11:12 PM

Details Edit

Language: English
User Count: 136
Description: This is the default English dictionary for all corporate employees.

Campuses

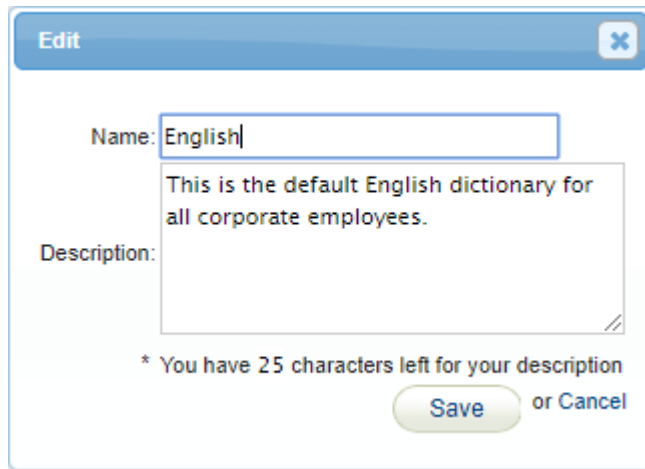
1. 006 Calgary
2. 007 Edmonton
3. 008 Halifax
4. 009 Hamilton
5. AB - Edm S
6. AB - Edm W
7. AB - Fort McMurray
8. AB - Fort McMurray Terra
9. Airport Campus
10. Airports
11. Automotive Campus
12. Branch Managers

Edit name or details from detailed view.

Name	Language	Description
English	English	This is the default English dictionary for all corporate employees.

Edit name or details from list view.

3. In the edit screen, enter the new name and/or description into the fields. Descriptions can



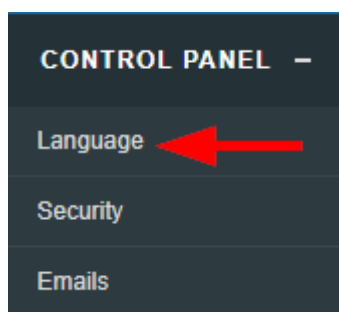
be 255 characters long.

4. Select **Save** to keep the changes or **Cancel** to return to the dictionaries page without saving the changes.

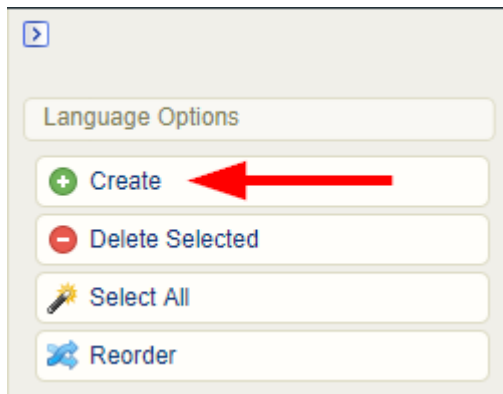
Create a New Language

Site Managers can create a new language. For each new language that is created, there is automatically one default dictionary generated that you can customize. A Site Manager may also opt to create any number of additional dictionaries for a language. (see Create a New Dictionary).

1. Log in with a Site Manager account.
2. Select **Language** from the control panel.



3. Select **Create** from the Language Options menu on the right side. If you cannot see the menu, show the [Tool Panel](#).



4. Enter the Language Name and set the Status to active or inactive.

Create Language

You are viewing: Control Panel > Language > Create Language

Language Name:

Status: active ▼

Save or Cancel

5. **Save.** For each new language that is created, a new dictionary is automatically generated. After saving you will be taken to the new dictionary so you can customize it.
6. Populate each dictionary label with new language terms (see [Edit Dictionary Labels](#)). You can save your work and return to the dictionary later via the Control Panel.
7. Optionally set up email notifications. Notifications for a new language are disabled, so a Site Manager must configure any email notifications (see [Email Notifications](#) topic in the Site Manager manual).



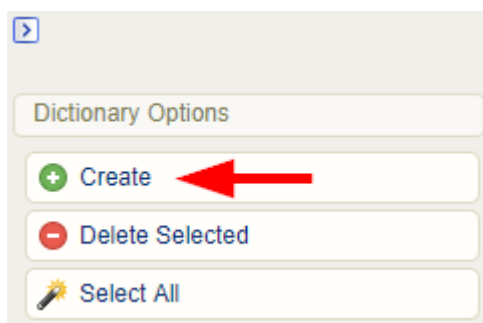
An active language is available to all campuses.

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.

Add campuses from

[detailed view](#)

.


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

Add campuses from

[list view](#)

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Additional Dictionaries									
<div> <div></div> <div>An additional dictionary can only be deleted if the Campus Count is 0.</div> </div>									
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	<div> <div></div> <div></div> <div></div> </div>

c. **Save.**

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

Display Dictionary Users

A Site Manager can view which campuses or accounts make use of a specific dictionary. This can be especially useful when considering [inactivating](#) or [deleting](#) a language or dictionary.

1. [Navigate to Dictionaries](#) .
2. Select **Display Users** or **Campuses** for the applicable dictionary.

Display users and view campuses from

detailed view

Dictionaries

View: [List](#) **[Detailed](#)**

You are viewing: Control Panel > Dictionaries



Site managers are responsible for keeping dictionary labels up to date.
New labels are periodically added due to new development.

Default Dictionaries

English

Created by [Sencia Administrator](#) on 7/23/2010 10:20:49 AM

Modified by [Sierra Trees](#) on 3/29/2019 3:11:12 PM

Details [Edit](#)

[Edit Labels](#)

[Display Users](#)

Campuses

Language: English

User Count: 136

Description: This is the default English dictionary for all corporate employees.

1. 006 Calgary
2. 007 Edmonton
3. 008 Halifax
4. 009 Hamilton
5. AB - Edm S
6. AB - Edm W
7. AB - Fort McMurray
8. AB - Fort McMurray Terra
9. Airport Campus
10. Airports
11. Automotive Campus
12. Branch Managers

[list view](#)

Display users and view campuses from

; the numbers are links.

Dictionaries

You are viewing: Control Panel > Dictionaries

View **List** Detailed

Site managers are responsible for keeping dictionary labels up to date. New labels are periodically added due to new development.

Default Dictionaries

Name	Language	Description	User Count	Campus Count	Created	Edited
English	English	This is the default English dictionary for all corporate employees.	136	58	7/23/2010 10:20:49 AM Sencia Administrator	3/29/2019 3:11:12 PM Sierra Trees

3. Optionally use the sort options menu on the right to change how the user list is displayed. If you cannot see the menu, select the > arrow to open or close the menu.

>

Sort Options

Last Name (A - Z)

First Name

Username

4. Optionally change an individual's language. Select a name on the display to open their profile page and then use the language the drop-down menu to select a new default language.

Edit User Info

Account Type: Learner User Status: Registered **Archive**

First Name: Shirley Middle Name: Last Name: Brinkman

Username: sbrinkman@sencia.ca

Password:

Minimum Password Requirements:
 ✓ 3 Characters

Email Address: sbrinkman@sencia.ca

Web Address:

Default Address

☒ This is my preferred contact address

Street:

Default Campus: CQHBABC

Date of Birth: Custom Input 1 (e.g. Job Title):

Custom Input 2 (i.e. Department): Custom Input 3 (i.e. Supervisor's Name):

Custom Input 4 (i.e. Supervisors Phone): Custom Input 5 (i.e. Supervisors Email):

Company Name:

Title:

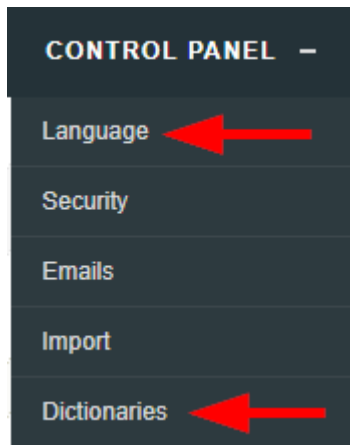
Classification: (none)

Language: English

Dictionary:

Deactivate a Language or Dictionary

1. Log in with a Site Manager account.
2. Languages and dictionaries cannot be deactivated if there are any campuses or individuals assigned. A Site Manager must first reassign a campus to another language and define a new language for these individuals within their profile before proceeding.
3. Navigate to **Language** or **Dictionaries** as applicable from the Control Panel tab.



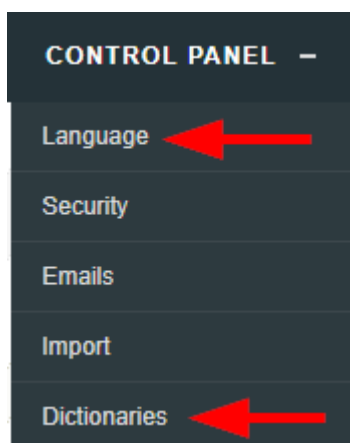
4. To deactivate a language, use the drop-down menu to change the status of the selected language to inactive.

Delete a Language/Dictionary



Languages and dictionaries (including additional dictionaries) cannot be deleted until organizations and users associated with the language or dictionary are reassigned to a different dictionary.

1. Log in with a Site Manager account.
2. Navigate to **Language** or **Dictionaries** as applicable from the Control Panel tab. Deleting a language will permanently remove the associated default dictionary.



-
3. **Select** a language or dictionary. Only Additional Dictionaries can be deleted directly from the Dictionaries page.
 4. Select **Delete Selected** from the Language Options or Dictionary Options menu to the right as applicable. A prompt will appear to confirm the deletion. If you cannot see the menu, select the > arrow to open or close the menu.



Deleting the language will permanently remove the associated dictionary.