

# 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**

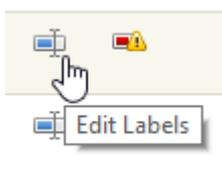
Language: English  
User Count: 74  
Description: This is the default English dictionary for all registered English users.

**Campuses**

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

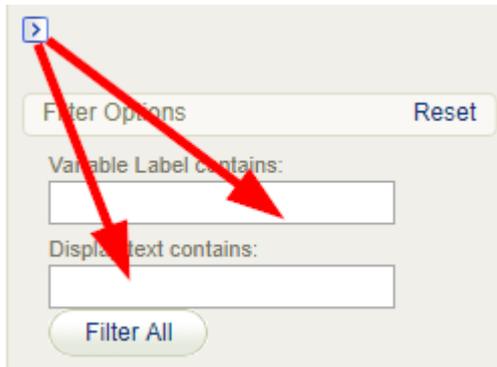
[Edit Labels](#) [Display Users](#)

Edit Labels from detailed view.



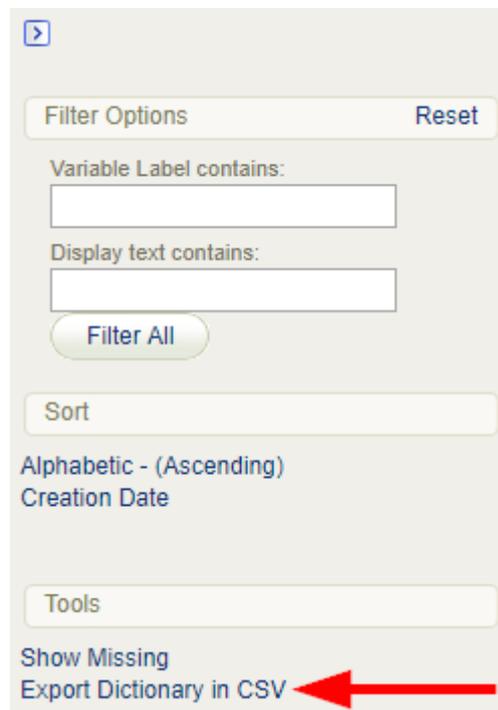
Edit Labels from list view.

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.
- **Display 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**.

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.

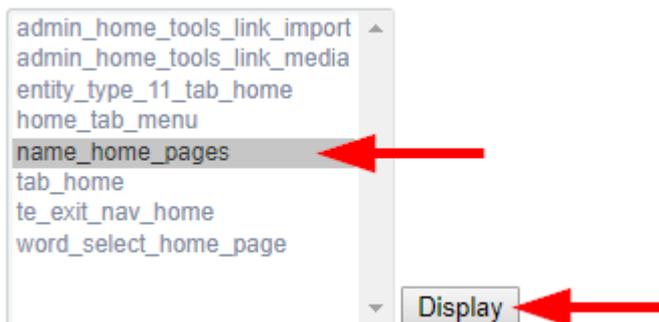
### Manage Labels

You are viewing: Control Panel > Dictionaries > Manage Labels

Choose labels to edit. (Ctrl + Click to select multiple)



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 3/20/2019 9:11:12 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

Edit
✕

Name:

Description: 

This is the default English dictionary for all corporate employees.

\* You have 25 characters left for your description

or

be 255 characters long.

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