

User Guide

Working with Tool Builder:
Working with Multiple Languages

Working with Multiple Languages

Most survey tools in SMDS are offered in English and Spanish. If you are customizing a tool that is offered in multiple languages, you will need to update the additional language before your tool can be published.

Open the tool you want to edit in the Tool Builder.

- Click the checkbox next to the tool you want to customize.
- Click the Edit button at the bottom of the screen.

The screenshot shows a table of survey tools with the following columns: Display Name, Questions, Status, Categories, Type, Languages, and Sharing. The tool 'Asset Cushion - Access to Resources v0.26' is selected, and the 'Edit' button is highlighted in the bottom toolbar.

Display Name	Questions	Status	Categories	Type	Languages	Sharing
Accountability to Community v2.0	9	Published	Role of Organizations ...	SM Library	EN	
AM Block Conditions v0.13	21	Draft	Physical Conditions ...	Custom	EN	
AM Community Survey v0.72	42	Draft	Community Revitalization ...	Custom	EN	
Asset Cushion - Access to Resources v0.26	18	Draft	Financial Education and Capability ...	Custom	EN,SP	
Asset Cushion - Access to Resources (Youth) v2.0	10	Published	Financial Education and Capability ...	SM Library	EN,SP	
Asset Cushion - Funds Set Aside by Others (Youth) v1.0	4	Published	Financial Education and Capability ...	SM Library	EN,SP	
Asset Cushion - Health Care (Youth) v1.0	4	Published	Financial Education and Capability ...	SM Library	EN,SP	
Asset Cushion (Youth) v1.0	10	Published	Financial Education and Capability ...	SM Library	EN,SP	
Asset Cushion - Access to Resources v2.0	7	Published	Financial Education and Capability ...	SM Library	EN,SP	
Asset Cushion - Health Care and WI v2.0	12	Published	Financial Education and Capability ...	SM Library	EN,SP	

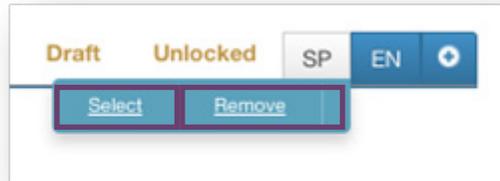
Let's look at a tool where we have made some changes in the English version. Here, we have added a question.

The screenshot shows the tool editor interface with a question 'Q1. What is your name?' and language selection buttons for Draft, Unlocked, SP, and EN.

You can go into the Spanish version to translate the added question, or delete the Spanish version of the tool. The system will show comments to note which questions need to be translated.

- At the top of the tool, click the **SP** button.

The screenshot shows the tool editor interface with a question 'Q1. What is your name?' and language selection buttons for Draft, Unlocked, SP, and EN.



Select – To translate this version of the tool.

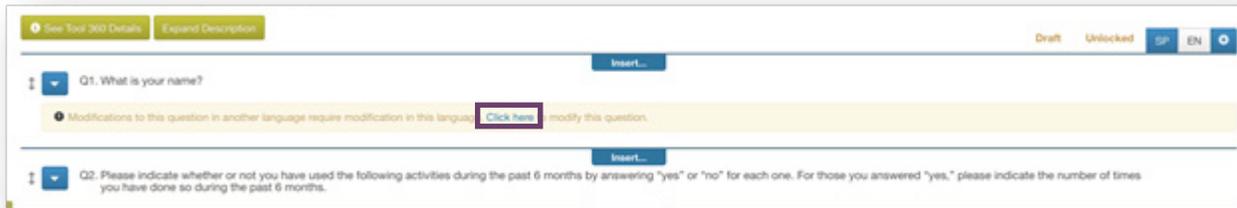
Remove – To delete the Spanish version of the tool.

- Click the **Select** button.

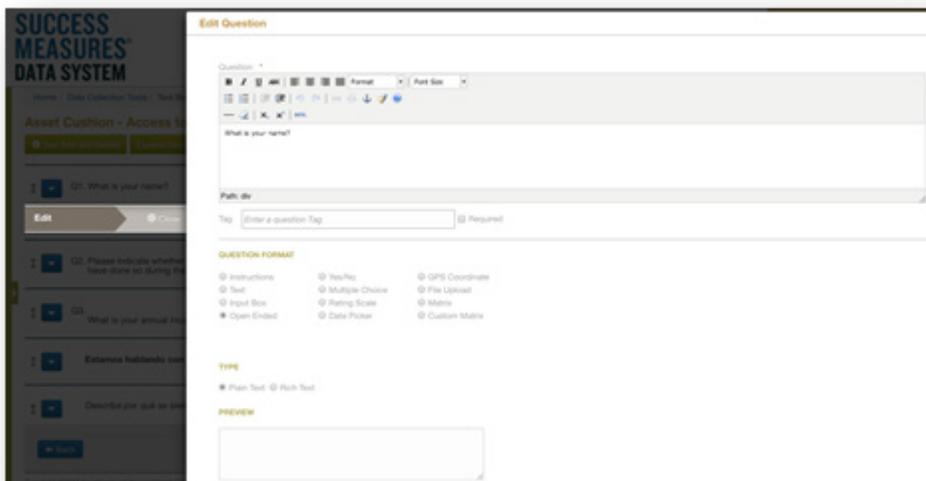


The system will show comments to note which questions need to be translated.

- Click the **Click here** blue link to modify the desired question.



The question dialogue box will display.



- Enter the translated text into the text field.
- Click the **Save** button.

The translated question displays. This process needs to be done to every flagged question in the Spanish version. When there are no more language modifications to be made, the tool is ready to be published.

The tool will change from Draft mode to a Published state. The Insert and Edit functions are no longer available.

- Click the **green Publish** button.



View—Display how it will appear in Word Format.

Publish— Enter data once added to an active evaluation.

Preview—Display how it will appear in SMDS.