SUCCESS MEASURES®
DATA SYSTEM

User Guide

Working with Tool Builder:

Working with Multiple Languages

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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.

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

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.
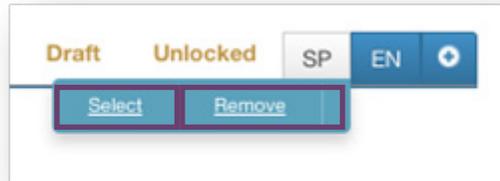
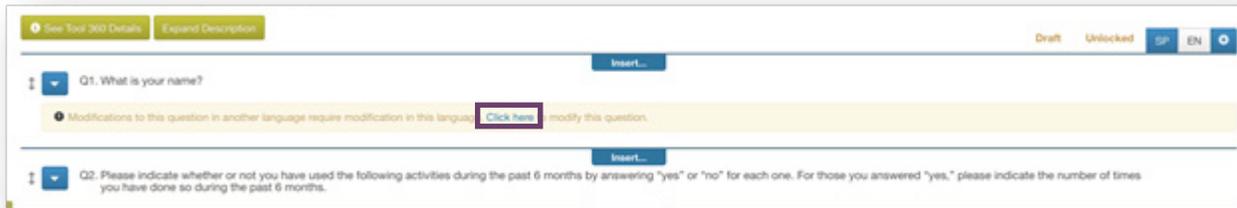Select — To translate this version of the tool.

Remove — To delete the Spanish version of the tool.
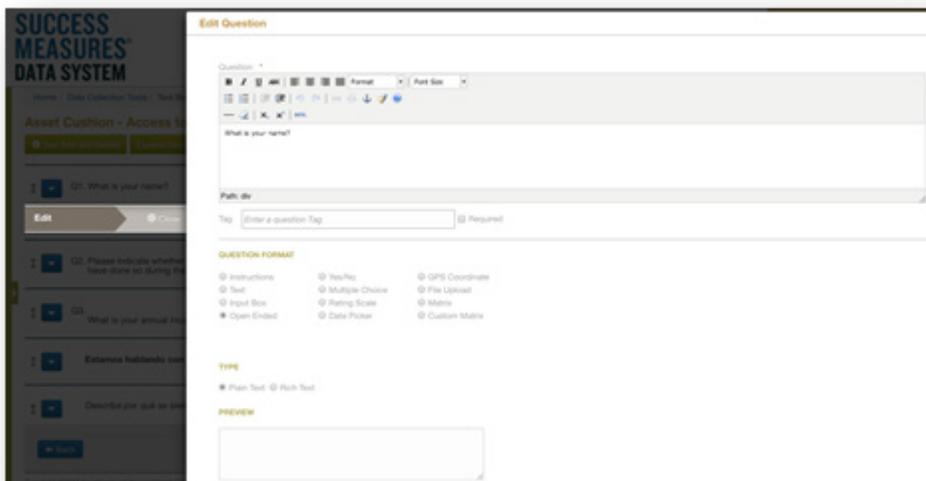
- Click the **Select** button.

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.

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- 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.

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← Back | ↧ Word Format | ◉ Preview | ↧ Draft | ▌Publish | 8/25 items loaded.

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.

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