

NPSP: Customizing Labels

This article contains these sections:

- Overview
- Setup—Before You Begin
- Editing Code Custom Labels
- Editing Standard Labels and Objects
- Overriding NPSP Field Labels

Overview

A Custom Label is a bit of text that can be accessed by an app, such as Nonprofit Success Pack, for a variety of purposes. NPSP uses Custom Labels for error messages or to set a Stage value for Open Recurring Donations. The advantage of a Custom Label is that the text can be translated into any language that Salesforce supports, even English (as explained below).

The NPSP packages also contain custom field labels that you may need to edit to make them fit in your organization. **Note:** *Keep in mind that if you edit NPSP labels, they won't match what is documented for NPSP.*

Although you can't directly edit custom labels, you can work around this using the Translation Workbench. The Translation Workbench is a tool that you can use to enable different languages. By enabling "English" as a language in the Translation Workbench, you can then "translate" custom labels into English and use those translated versions in place of the out-of-box labels.

Setup—Before You Begin

Before you can translate your custom labels or override labels in NPSP packages, you need to enable the Translation Workbench.

1. From **Setup**, enter `Translation` in the Quick Find box, then select **Translation Settings** under the Translation Workbench menu.
2. Click **Enable**.

Now that the Workbench is enabled, activate the English language so that you can customize your NPSP labels.

1. Click **Edit** next to English.
2. Check the **Active** box.
3. Select the users that will customize the labels and move them to the **Selected List**.
4. Click **Save**.

Translation Workbench [Help for this Page](#)

Edit Language

Add translators for this language to the Selected List box and click Save. After translations are completed, check Active to make translated values available to your users.

Language Translation Edit

Language English

Active ☒

Identify Translators for this Language

To make users translators for this language, select them from the Available List and click Add. Make sure you give all translators the "View Setup and Configuration" permission so that they can begin translating.

Search Users

Available List

Selected List

--None--

Sarah Smith

Add

Remove

Save

Cancel

Editing Code Custom Labels


Text found in NPSP custom interfaces, such as NPSP Settings and Manage Household, are stored in Custom Labels. This is different than the labels on field names, which we'll cover next. There are also Custom Labels which control how NPSP functions. For example, you may want to change the out-of-box Stage for open Recurring Donations from Pledged to Not Received.

1. From **Setup**, enter `Custom Labels` in the Quick Find box, then select **Custom Labels** under the Create menu.
2. Find the label you want to change and click on the Label Name.
3. Click **New Local Translations/Overrides**.

Custom Label [Printable View](#) | [Help for this Page](#) ?

RecurringDonationStageName (Managed)

[« Back to List: Custom Labels](#)


 This Custom Label is managed, meaning that you may only edit certain attributes. [Display More Information](#)

[Local Translations / Overrides \[0\]](#) | [Packaged Translations \[2\]](#)

Custom Label Detail

Short Description	RecurringDonationStageName	Name	RecurringDonationStageName
Language	English		
Namespace Prefix	npe03		
Installed Package	Recurring Donations		
Categories	RecurringDonations		
Value	Pledged		
Created By	Sarah Smith , 1/5/2016 2:15 PM	Modified By	Sarah Smith , 1/5/2016 2:15 PM

Local Translations / Overrides New Local Translations / Overrides

 These translations were created by administrators in your company. Local translations override packaged ones.

No records to display

4. Select **English** from the Language menu and enter the label you want to use.


New Translation

Translation Edit Save Cancel

Master Label Information

Master Label	RecurringDonationStageName	Master Label Language	English
Master Label Text	Pledged		

Translation Information

Language	English 
Translation Text	<input type="text" value="Not Received"/>

Save Cancel

5. Click **Save**.

Go to the page that contains the custom label and confirm that your translated value shows up. You may need to refresh the page to see your updates. For our example, we'll go to the Opportunity to see the updated Stage for the Recurring Donation.

▼ Donation Information	
Opportunity Name	Jones Household Donation (2) 6/25/2016
Account Name	Jones Household
Amount	\$100.00
Close Date	6/25/2016
Lead Source	
Type	
Description	
Private	<input type="checkbox"/>
Primary Campaign Source	
Primary Contact Campaign Member Status	
Recurring Donation	Jones - Recurring Donation
Stage	Not Received
Probability (%)	0%
Batch	
Acknowledgment Status	
Acknowledgment Date	

Editing Standard Labels and Objects

You can also edit most standard tab, field, and object labels to make them better fit in your organization.






1. From **Setup**, enter **Tab Names**, then select **Rename Tabs and Labels**.
2. Click **Edit** next to the object and click **Next**.
3. Leave the object name labels as they are and click **Next** again.
4. Update the field labels, then click **Save**.

For more information on renaming standard tabs and labels, see [Rename Object, Tab, and Field Labels \(https://help.salesforce.com/apex/HTViewHelpDoc?id=customize_rename.htm\)](https://help.salesforce.com/apex/HTViewHelpDoc?id=customize_rename.htm) in Salesforce Help & Training.

Overriding NPSP Field Labels

NPSP comes with many custom fields, button, and related lists. You may need to edit the labels for these items to meet your org's needs. For example, you may want to change the Alternate Email field on the Contact to Other Email.

1. First you need to locate the package where the field originated.
 - From Setup, enter **Fields** in the Quick find box, then select **Fields** under the appropriate object menu. For example, if you were looking for the Alternate Email field, you would select Fields under the Contacts menu.
 - In the Custom Fields and Related Lists list, in the row for your field, you'll see the Installed Package name.

Contact Custom Fields & Relationships				
		New	Field Dependencies	
Action	Field Label	API Name	Installed Package	Data Type
Edit Replace	 <u>SYSTEM:</u> <u>ACCOUNT</u> <u>PROCESSOR</u>	npe01__SystemAccountProcessor__c	Contacts & Organizations	Picklist
Edit Replace	 <u>SYSTEM:</u> <u>HOUSEHOLD</u> <u>PROCESSOR</u> <u>DEPRECATED</u>	npo02__SystemHouseholdProcessor__c	Households	Picklist
Edit Del	 <u>SYSTEM:</u> <u>IsIndividual</u> <u>DEPRECATED</u>	npe01__SystemIsIndividual__c	Contacts & Organizations	Checkbox
Edit	 <u>Address</u> <u>Override</u>	npsp__is_Address_Override__c	Nonprofit Starter Pack	Checkbox
Edit	 <u>Address</u> <u>Verification</u> <u>Status</u>	npsp__Address_Verification_Status__c	Nonprofit Starter Pack	Formula (Text)
Edit	 <u>Alternate Email</u>	npe01__AlternateEmail__c	Contacts & Organizations	Email

- From Setup, enter **Override** in the Quick Find box, then select **Override** under the Translation Workbench menu.
- Choose the Package that contains your field. (If you don't have this, refer back to step 1.)
- Select English as the language.
- Select **Custom Field** for the Setup Component. Note: You will most likely be changing field labels, but there are other component you may want to rename, such as buttons and links.
- Select the appropriate object. This is the object where you see the field.
- Select **Field Label** for the Aspect. Note that you can also edit Related List labels.
- Find the field whose label you want to edit and double-click the Field Label Override field.

Translation Workbench Override

[Help for this Page](#)

To get started in the translation workbench

- If you have items to override in more than one language, select a language.
- Select a setup component.
- If necessary, select an object and aspect. For example, a workflow task has an object (Account, Contact, etc.) and aspect (Subject or Comment) to filter for overridable terms.
- Double click in the override column to enter new values. You can tab to jump to the next row.

Select the filter criteria:

Package

Contacts & Organizations

Language

English

Setup Component

Custom Field

Object

Contact

Aspect

Field Label

Master Field Label < Field Label Override Custom Field Label Out of Date			
Alternate Email	Other Email	Email	<input type="checkbox"/>
DEPRECATED - Last Transaction Date		Formula (Date)	<input type="checkbox"/>
Home Address		Formula (Text)	<input type="checkbox"/>
Lifetime Transaction Total		Formula (Currency)	<input type="checkbox"/>

- Enter a new label and click **Save**.

When you view the appropriate record, you'll see the new label.

▼ Contact Information	
Preferred Phone 📞 Home	Preferred Email 📧 Personal
Home Phone	Personal Email
Mobile	Work Email
Work Phone 📞	Other Email 📧 ←
Other Phone	Fax 📠
Do Not Call <input type="checkbox"/>	Email Opt Out <input type="checkbox"/>
	Fax Opt Out <input type="checkbox"/>



([http://creativecommons.org/licenses/by-](http://creativecommons.org/licenses/by-nc-sa/3.0/deed.en_US)

[nc-sa/3.0/deed.en_US](http://creativecommons.org/licenses/by-nc-sa/3.0/deed.en_US))

This work is licensed under a Creative Commons

(/_ui/core/userprofile/UserProfilePage?u=00580000003etBRAAYtCoulbuhndySanehMShacAlike 3.0 Unported

(/_ui/core/userprofile/UserProfilePage?u=00580000003etBRAAYtCoulbuhndySanehMShacAlike 3.0 Unported

salesforce.com license ([https://creativecommons.org/licenses/by-nc-](https://creativecommons.org/licenses/by-nc-sa/3.0/deed.en_US)

[sa/3.0/deed.en_US](https://creativecommons.org/licenses/by-nc-sa/3.0/deed.en_US)).



brought to you by

