Adding Translated Surveys

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Translations, or Localizations, are used to offer a workflow, step, or page (information, form, or survey) in multiple languages. When offering an item in multiple languages, users will need to...

- Be ready to provide the translation.
- Create a unique survey and form for every language you wish to offer the survey/form in

 For example, if you need to offer a math test in English and Spanish, the test will need to be created twice in the survey builder - once in English and once in Spanish and then tie the translated pages together.

Steps for Creating Translated Surveys

1. Create the English & Spanish Versions of the Survey
2. Creating the Survey Page with Localizations

Step 1: Creating the English & Spanish Surveys

You will need to create and English & Spanish versions of the survey. Make sure they have a clear display name. We recommend putting English or Spanish at the end of the Private survey name to keep them clear. For more information on creating a survey, check out How to Create Surveys.

Example English Version:

Example Spanish Survey:

Step 2: Creating the Survey Page with Localizations

Now that you have the 2 versions of the survey, you will need to attach them together in a page. You can edit an existing page or add a new page

1. In HRCenter Admin, navigate to pages on the left and select the ⊕ to add a new page.
2. Enter an Internal/Display Name and choose the Survey Page Type:

CREATE PAGE ✕

Create Page

A page is where you decide how you want to present the information to your applicants. We support anything from html forms to survey question type pages.

Private Name

English/Spanish Math Exam

DisplayName

Math Exam

Description

Math Exam offered in both English and Spa

Page Type

○ **Information**
Use a preset template to collect a set of information, such as personal info or work history. You can customize which questions are shown and required.

⊙ **Survey**
Use a custom question-and-answer formatted block. These need to be created on the Surveys page first.

○ **Form**
Upload an HTML file for the user to fill out. These should be self-contained and include any necessary javascript, styling, etc. inside the file.

Page ● ○ ○ ○
1

3. Select the English version of the survey first

4. Next, Click on Add localization at the bottom

5. Select Spanish and then select the Spanish version of the Survey

1. ⊙ **Math Test**
Standard math test.

○ **TempWorks Quiz**
How well do you know TempWorks?

○ **Holiday Quiz**
this quiz will test you on your knowledge of holidays.

○ **Orientation for ABC Company**
Orientation for ABC Company

○ **Personality Survey**
What type of person are you?

○ **Blyss Cosmetics Test**

○ **TempWorks Test**
Test your knowledge on everything TempWorks!

○ **HRCenter Quiz**
Test your HRCenter Knowledge!

○ **Client Assessment**
Client Assessment

○ **Work Video**
Workplace safety video

○ **Exámen de Matemáticas**
Examen de matemáticas estándar.

add localization

Locale:	**Text:**	
2. Spanish ▼	Exáme ▼	Add

Page ○ ● ○ ○
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6. On the next page, select any additional configuration details

7. Review the information and select save

Now, add this survey page to a workflow or keep it as it's own individual page to send.

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