

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 an English & Spanish version 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:

Math Test ^

Display Name: Private Name:

Description: Scored Test

[Add a Group](#)

[Duplicate](#) [Deactivate](#) [Save](#)

[Delete Group](#)

Addition

[Add Question](#) | [Add Instruction](#)

Instruction [Delete Instruction](#)

Question **IsRequired** **Reject Incorrect Answer?** [Delete Question](#)

Answer Type: **Radio** DataID:

Answer Text:	Value of answer (if different than text)	Delete Answer
<input type="text" value="1"/>	<input type="text"/>	<input checked="" type="checkbox"/> Correct Answer?
<input type="text" value="-11"/>	<input type="text"/>	<input type="checkbox"/> Correct Answer?
<input type="text" value="-1"/>	<input type="text"/>	<input type="checkbox"/> Correct Answer?
<input type="text" value="11"/>	<input type="text"/>	<input type="checkbox"/> Correct Answer?

Example Spanish Survey:

Exámen de Matemáticas

Display Name: Exámen de Matemáticas Private Name: SPANISH High Tech Staffing - Math

Description: Examen de matemáticas estándar. Scored Test

Buttons: Add a Group, Duplicate, Deactivate, Save

Adición Delete Group

Buttons: Add Question, Add Instruction

Instruction: Responde a las siguientes preguntas sin necesidad de usar una calculadora. Delete Instruction

Question: ¿Cuál es $-5 + 6$? IsRequired Reject Incorrect Answer? Delete Question

Answer Type: Radio DataID: Certifications Description

Answer Text	Value of answer (if different than text)	Correct Answer?
1		<input checked="" type="checkbox"/>
-11		<input type="checkbox"/>
-1		<input type="checkbox"/>
11		<input type="checkbox"/>

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 X

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

DisplayName

Description

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.

2. [add localization](#)

Locale: **Text:**

Page 2 ⏪ ⏩

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

Edit Page ✕

Configuration Details

Category
The category this block will belong to. Information blocks default to Info Blocks, Survey blocks default to Survey Blocks, Form blocks default to Form Blocks.

Document Type
Select a document type for this form.

Documentation ▾

Force Correct Answers
Forces the user to provide the correct answers to all multiple-choice questions on a quiz before moving forward.

False ▾

Form Destination
PDF or None

PDF ▾

Postfill Procedure
If a procedure other than the standard postfill procedure should be used, please enter it here.

Prefill Procedure
If a procedure other than the standard prefill procedure should be used, please enter it here.

Page ● ● ● ● ●
3 ◀ ▶

7. Review the information and select save

Edit Page ✕

Page Details

This is the page that you are about to create.
You may still go back and edit the page once it has been saved.

Summary

Name	English/Spanish Math Exam
Type	Survey
Language	English (US)
Survey	Math Test

Page ● ● ● ● ●
4 ◀ Save

Now, add this survey page to a [workflow](#) or keep it as it's own individual page to send.

Related Articles