

Creating Translated Forms

Last Modified on 03/13/2020 11:05 am CDT

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 have a direct deposit or other employee form, the form will need to be created in English and Spanish and then added as a page to be able to select it in a workflow or assign it to an applicant.

Steps for Creating a Translated Form

1. Create the Form in English and Spanish
2. Create the Form Page With Localizations

Note Before getting started, please see [When and When Not to Use the HRCenter Form Builder](#) to determine whether or not a custom form will need to be developed. If you have determined that a custom form is not necessary, please view the video below and see the article for [HRCenter Form Builder](#).

Step 1: Create the Form in English and in Spanish

Because the forms may be different lengths and different format, you will need to first create the form in both English and Spanish. Start by creating the forms in both English and Spanish and format them how you want outside of HRCenter. Then create the forms and map the fields in HRCenter Admin.

For instructions on how to create a form, check out [HRCenter Form Builder](#)

Tip: Copying and Replacing Form Backgrounds

To save time, we recommend creating the English form in HRCenter Admin first. Once you have built the form the way you like it, you can copy it to save time.

1. Navigate to the English Form
2. Select Copy

AS - Complaint Form - English

Form Configuration

Display Name
Compliant Form English

Description
English version

Signer Type
Employee

Last Changed By: tempworks\amelia.stout on: 8-08-2019 2:54 PM UTC Created On: 8-08-2019 2:43 PM UTC

Private Name
AS - Complaint Form - English

Postfill Procedure
--None--

Linked Survey
--None--

Copy Edit Form Deactivate Save

3. Rename the copied form and select Save

AS - Complaint - Spanish

Form Configuration

Display Name
Complaint Form Spanish

Description

Signer Type
Employee

Last Changed By: tempworks\amelia.stout on: 8-08-2019 3:03 PM UTC Created On: 8-08-2019 3:02 PM UTC

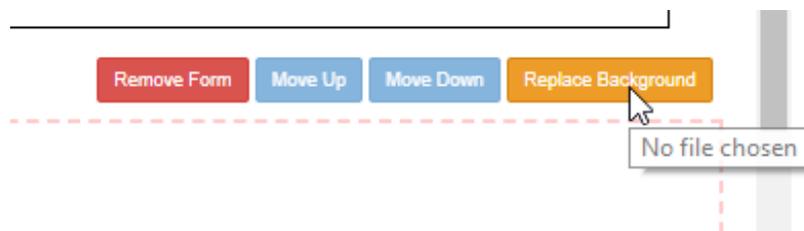
Private Name
AS - Complaint - Spanish

Postfill Procedure
--None--

Linked Survey
--None--

Copy Edit Form Deactivate Save

4. Select Edit form
5. Scroll down and select the Replace Background button



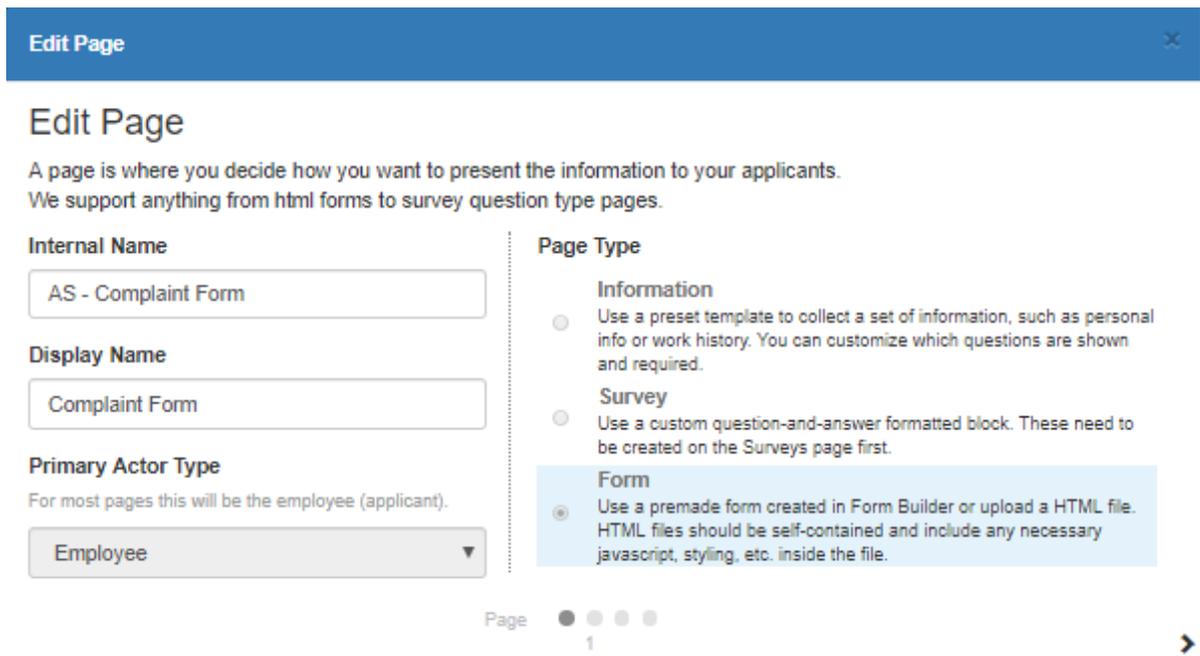
6. Select the Spanish version of the form and save
7. Rearrange the fields on the page to where you need them to be
8. Select Preview to review changes made and save to finalize your changes

In the end you should have two separate forms created:

Step 2: Create the Form Page with Localizations

Now that both forms have been created, we need to create them as one individual page with options for the Spanish or English form depending on the applicant's language selected

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 Form Page Type:



Edit Page ✕

Edit 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.

Internal Name

Display Name

Primary Actor Type
For most pages this will be the employee (applicant).

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
Use a premade form created in Form Builder or upload a HTML file. HTML files should be self-contained and include any necessary javascript, styling, etc. inside the file.

Page 1 ➤

3. Select the English version of the form under the Applicant section
4. Select Add Localization
5. Choose Spanish and then the Spanish version of the form

Edit Page ✕

Premade Form

Select the form by name below.

Applicant

Compliant Form English ▼

Applicant Signer Order

1 ▼

Service Rep

–None– ▼

Service Rep Signer Order

–None– ▼

[Add Localization](#)

Localization: Spanish ▼ **Applicant Form:** Complaint Form Spanish ▼ Add

Page
2

<>

6. Select Add
7. Select the Document Type and PDF Form Destination to have the form saved as a PDF on the employee's record
8. Review 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	AS - Complaint Form
Type	Form
Language	English (US)
Signers	Applicant
Pages	1

Page
4

< Save

Now add this form to a [workflow](#) or assign it as an additional page to an applicant/employee.

Related Articles