

Optimizing Your Application for Spanish Language Users

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It's not only pages that can have translations! There are sections of custom text that you should **consider** updating with Spanish translations when you're ready to turn on Spanish Language option in HRCenter.

This Article Covers Creating Language Specific Options for:

1. [Custom Landing Page Message](#)
2. [Registration Validation Error\(s\)](#)
3. [Workflow Instructions](#)
4. [Email Templates in HRCenter](#)

See [Application Translations \(for Spanish\)](#), for more information on how to turn on the Spanish Translations.

Custom Landing Page Message

The custom landing page message allows you to create instructions or greeting when your applicant goes to apply or log into their current application.

To Add a Custom Landing Page Message:

1. In HRCenter Admin, navigate to Tenants
2. Under the tenant section, select update next to custom landing page message

Custom Landing Page Message
A message to show on the landing page above the Log In/Register links.



3. Enter English Text and select English Language

The screenshot shows a window titled "Custom Text" with a close button (X) in the top right corner. Below the title bar is the heading "Edit Custom Text Localizations". On the right side, there is a "New Translation" button. The main area contains two columns: "Text" and "Language". The "Text" column has a text area containing the message: "Welcome to HRCenter! You've landed on the registration page where applicants will register or sign in to complete your application." The "Language" column has a dropdown menu currently set to "English" and a red "Remove" button. At the bottom right, there is a green "Save" button.

4. Select New Translation button at the top
5. Enter Spanish Welcome Text and select Spanish Language

This screenshot shows the same "Edit Custom Text Localizations" interface as the previous one, but with an additional translation entry. The "Text" column now has two text areas. The first one is the same as before. The second one contains the Spanish text: "¡Bienvenida!". The "Language" column now has two dropdown menus. The first is still set to "English", and the second is set to "Spanish". There are two red "Remove" buttons, one for each language entry. The green "Save" button remains at the bottom right.

6. Select Save

Registration Validation Error Text

You can set up custom validation errors if you are double checking if an applicant is already in your system by either email or SSN. This text will show when an applicant who has already applied tries to apply again.

Example Text:



Already have an account? [Sign in now](#)

Attention: Please correct the following errors

- Great news! You are already in our system. Contact your nearest branch or call 222-222-2222 to speak with a service rep about your record!

To Add Custom Validation Error Text

1. Navigate to HRCenter Admin > Tenants
2. Under Validation Options select update next to the correct validation error you are checking for in your system

Validation Options	
SSN and LastName Combo Validation on Registration Adds a required last four digits of SSN to the registration page, and checks for duplicates with that and last name when trying to create an account.	On <input checked="" type="checkbox"/>
SSN validation on registration Adds a required SSN input to the registration page, and checks for duplicates when trying to create account.	<input type="checkbox"/> Off
Validation error for duplicate Emails The error message that will be displayed to the user when a duplicate Email is entered.	Update
Validation error for duplicate SSN and Last Name The error message that will be displayed to the user when a duplicate SSN and Last Name combo is entered.	Update
Validation error for duplicate SSNs The error message that will be displayed to the user when a duplicate SSN is entered.	Update

3. Select New Translation
4. Enter English text and select English
5. Select New Translation
6. Enter Spanish translation and select Spanish

Custom Text ✕

Edit Custom Text Localizations

New Translation

Text English Text Here	Language English ▼	Remove
Text Spanish Text Here	Language English ▼	Remove

Save

7. Select Save

Workflow Instructions

You can add custom instructions/welcome message for each step of a workflow. If you are utilizing these in English, you will want to create a Spanish translation as well.

To Add Custom Spanish Workflow Instructions:

1. In HRCenter Admin, navigate to Workflows
2. Select the workflow you would like to add instructions to
3. Under the Steps select Translations for each step
4. Select New Translation
5. Select Spanish

Localization - Step
✕

Edit Localization

Any field in the system is able to be localized. Use this form to edit the field you wish to create localization for.

Name

Description

Review Text

Thank You Text

Rejected Text

New Translation

Language

English
▼

Name

A Description

Review Text

Thank You Text

Rejected Text

Language

Spanish
▼

remove

Save

6. Enter Step Name, Description, Review, Thank You and Rejected Text
7. Select Save

HRCenter Email Templates

Emails can be sent to applicants automatically when new items are assigned, steps are submitted, and application steps are rejected. It's important to set up email templates to determine what is included in those automatically generated emails. See [How to Set up HRCenter Email Templates](#) for more information.

How to Add Spanish Email Templates in HRCenter:

1. Navigate to Tenants > Email Templates> Modify Templates

Choose Your Template ✕

New Item Assigned **Step Submitted** **Step Rejection**

From Email
example@tempworks.com

From Name
High Tech Staffing

Subject
New Item Assigned

Default Text
This is the English text

Add Localization

English ▼

Delete **Update**

2. For each action tab at the top (new item, step submitted, step reject), select Spanish under the add localization drop down

Choose Your Template ✕

New Item Assigned **Step Submitted** **Step Rejection**

From Email

From Name

Subject

Default Text

Add Localization

Spanish ▼

Delete **Update**

3. Enter the From Email, From Name, Spanish Subject, Spanish Default Text

4. Select Update

Note Changes made in HRCenter Admin can take up to 10 minutes to update on your application.

Related Articles