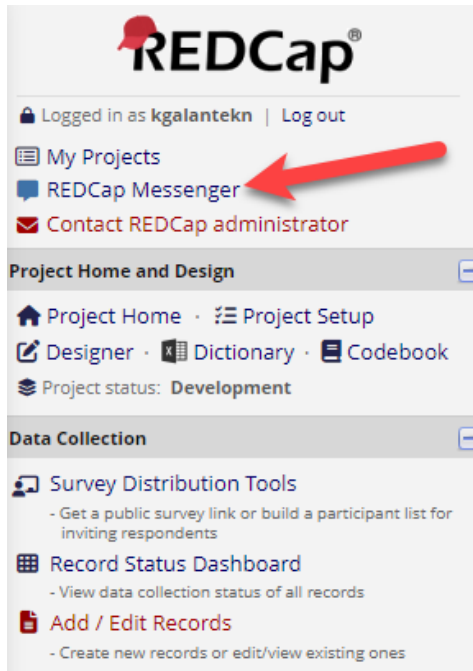


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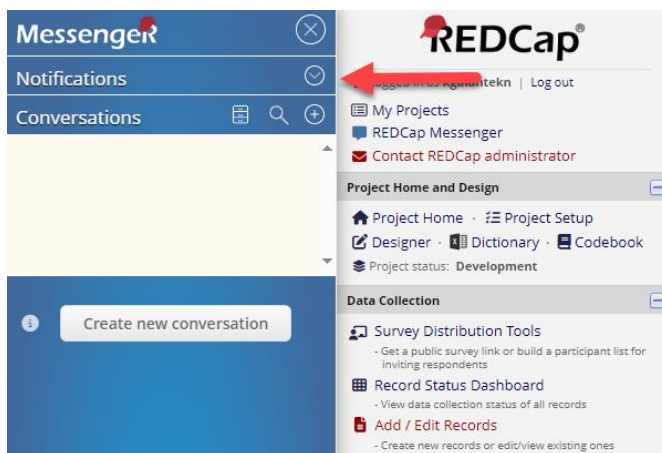
REDCap Messenger

You can always see what new features are available in REDCap by checking REDCap Messenger

1. Log in to REDCap using your Montefiore-Einstein username and password.
2. Click on the 'My Projects' hyperlink.
3. Choose the appropriate project.
4. Access REDCap Messenger by clicking on the hyperlink on the navigation bar.



5. Navigate to the 'Notifications' dropdown.



6. Select 'System Notifications' to view notifications about new features in REDCap.

The image shows a screenshot of the REDCap web application interface. On the left, a 'Messenger' sidebar is open, displaying a 'System Notifications' notification. A red arrow points from the 'System Notifications' link in the sidebar to the notification content. The notification text describes how to embed an inline image into a survey invitation and provides information about 'File Repository Improvements' and a new drag-n-drop feature for file uploads. On the right, the main REDCap dashboard is visible, featuring a top navigation bar with the REDCap logo and user information. Below this is a sidebar menu with categories like 'Project Home and Design', 'Data Collection', 'Applications', 'Project Dashboards', 'Reports', 'External Modules', and 'Help & Information'. A 'Contact REDCap administrator' button is located at the bottom of the sidebar menu.

Messenger

Notifications


System Notifications

General Notifications

Conversations

System Notifications

Members: Everyone

You may now embed an inline image into the text of a survey invitation, an alert, or a field label on a form/survey by clicking the  icon in the rich text editor, and then uploading an image from your local device. Anywhere that the rich text editor is used, you may embed an image into its text (with one exception: the @RICHTEXT action tag on public surveys).

System Notifications
08/14/2023 12:19pm

File Repository Improvements
The File Repository page has been redesigned to make it easier to store, organize, and share the files in your projects.

You now have the ability to create folders and sub-folders to help organize your files more effectively. If you are using Data Access Groups or user roles, you may optionally limit access to a new folder so that it is DAG-restricted and/or role-restricted.

Uploading multiple files is much faster with a new drag-n-drop feature that allows for uploading dozens of files at a time. Sharing files is better too, in which you may obtain a public link to conveniently share a file with someone. New API methods also exist that allow you to upload, download, and delete files programmatically using the API.

REDCap

Logged in as kgalantekn | Log out

Projects

REDCap Messenger

Contact REDCap administrator

Project Home and Design

Project Home · Project Setup

Designer · Dictionary · Codebook

Project status: Development

Data Collection

Survey Distribution Tools

- Get a public survey link or build a participant list for inviting respondents

Record Status Dashboard

- View data collection status of all records

Add / Edit Records

- Create new records or edit/view existing ones

Applications

- Project Dashboards
- Alerts & Notifications
- Multi-Language Management
- Calendar
- Data Exports, Reports, and Stats
- File Repository
- Resolve Issues

Project Dashboards Add/Edit

1) test

Reports Search Organize Edit

1) test by id
2) Test contains
3) report for no ids

External Modules View Logs

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

REDCap: New Features

Form Display Logic

A new feature called 'Form Display Logic' provides a way to use conditional logic to disable specific data entry forms that are displayed on the Record Status Dashboard, Record Home Page, or the form list on the left-hand menu. You might think of it as "form-level branching logic". Form Display Logic can be very useful if you wish to prevent users from entering data on a specific form or event until certain conditions have been met.

If your project utilized the "Form Rendering Skip Logic External Module," its settings were automatically converted.

For more information, click the "Form Display Logic" button in the Online Designer.

Multi-Language Management (MLM)

This feature replaces the external module “Multilingual.” Below outlines the steps for utilizing REDCap’s new Multi-Language Management feature. With this feature, you can create and configure multiple display languages for surveys, data entry forms, alerts, survey invitations, etc. This includes the design of data collection instruments, enabling them to appear in any language you define and translate so that your survey participants or data entry persons can view the text in their preferred language.

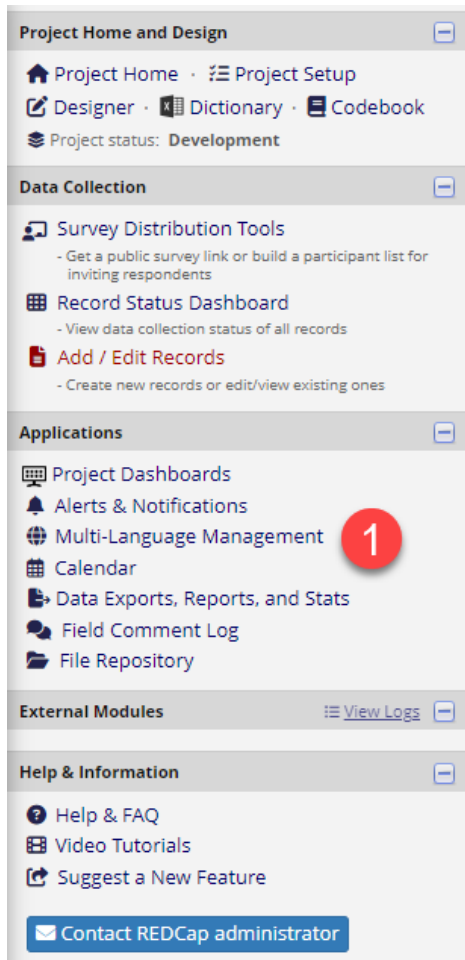
During data entry on a form or survey, users and participants can easily select their language preference from a dropdown list on the page. The feature encompasses the translation of all text associated with the data entry process, encompassing both surveys and data entry forms.

The proposed workflow when using the Multi-Language Management feature is:

1. [Initiate the process by creating a new language](#)
2. Facilitate translations using one of the following:
 - a. Method 1:
 - i. [Exporting languages \(for re-use/offline translation\)](#)
 - ii. Adding translations: The exported file should be sent to a translator to put in the translations for the desired forms/surveys.
 - iii. [Importing the translations back into REDCap](#)
 - b. Method 2: [Using the “Go To fields” to add translations](#)
3. [Manage Languages in Projects](#)
 - a. [Exporting Translated Instrument PDFs](#)
 - b. [Updating a Language](#)
 - c. [Understanding Default and Fallback](#)
 - d. [Translating Project Items](#)
 - e. [Forms/Surveys \(Default Language\)](#)
 - f. [Forms/Surveys - ASIs](#)
 - g. [Alerts](#)
 - h. [Alerts – Default Language Special Options](#)

Initiate the Process by Creating a New Language

1. Bring up the Multi-Language Management page by clicking the link in the “Applications” menu.



2. Click on the ‘Add a new language’ button.

Multi-Language Management

[VIDEO: How to use Multi-Language Management](#)

On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **Ctrl+S**) at any time on this page when you are done editing. NOTE: This page will not auto-translate your text for you, but provides tools so that you may easily translate them yourself. [Learn more](#).

🌐 Languages 📄 Forms/Surveys 📢 Alerts ⚙ Misc 🗨 User Interface ⚙ Settings — Save Changes

Manage the available languages in this project using the table and options below by following these steps:

1. Create your default language (i.e., used when creating your fields, instruments, etc.). This will serve as the reference for the other languages.
2. Add other languages that you wish to offer as a translation of the default language.
3. Translate your default text into different languages by clicking the tabs above or the icons to the right of each language below.
4. Test your translations by switching back and forth between languages on your data entry forms and/or surveys. Note that only active languages will be available for selection on those places.
5. Learn how to implement **language-related action tags**, such as `@LANGUAGE-SET`, if desired. Learn about them here: [@ Action Tags](#)

[+ Add a new language](#) Export or import general settings [?](#) : [i](#) [b](#)

ID	Display Name	Edit	Active	Default	Fallback	RTL ?	Actions
en-US	English (US)		<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
es	Español		<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	

(Optional) For surveys, designate a field for storing a participant's language preference

Use this feature to set a source for a participant's language preference (their initial language setting). This must be a radio or dropdown field with choices matching the language [ID](#) you have defined for each language above, or a text box field with no field validation. The value of this field can be set manually through data entry/data import or with the `@LANGUAGE-CURRENT` / `@NEW SURVEY` action tags. The value of this setting will dictate the language used for rendering Automated Survey Invitations, Alerts, and PDFs. Text box fields are denoted with [T] while radio and dropdown fields are denoted with [R] and, in case they include all language keys, are highlighted with a green background.

Language preference field: [?](#) -- Select a field -- [?](#)

NOTE: Similar to a designated email field, when this field exists on multiple events in longitudinal projects, on a repeating instrument, or on a repeating event, the field's value will be synchronized across all instances/events so that changing it in one location will change the value across all events/instances where the field appears.

3. Choose one of the options to initialize a new language.

- From available system languages (with or without automatic updates)
- From a language file (JSON, CSV, or INI) using only UI strings, project-specific items, or both
- By creating the language from scratch (this option is not recommended)

Click on the 'Continue' button to proceed to the next step.

Add New Language

Initialize a new language ...

from available system languages **1**

Chinese
Chinese
English (US)
Français
Spanish

from a file (JSON, CSV, or INI) **2**

Choose File: No file chosen

Include the following:

Translations of user interface items

Translations of project-specific items*

*These include: fields, survey settings, ASIs, alerts, missing data code labels, ...

- or -

by creating the language from scratch **3**

4

Cancel [Continue](#)

4. Enter (or update if not already configured) both the ID and the Display Name. Optionally, you may also specify a Sort Override.
5. Click the 'Add Language' button to add the language to the project.

Add New Language ✕

Language ID

A unique identifier (case-insensitive) for this language. It is recommended to use the ISO code, such as 'en' or 'en-US' for English, or 'es' for Spanish. **Use only letters and hyphen** (and optionally numbers and dashes) (and). [View list of ISO 639-1 language codes.](#) [View list of ISO 3166-1 country codes.](#)

Language Display Name

This is the name of the language as shown in the language selectors. This should be entered in its language, such as 'English' or 'Deutsch' (for German).

Sort Override (optional)

If set, this will be used instead of the display name for determining the sort order of languages in language selectors.

Cancel
+ Add Language

Now you will see the new language added. Please click on the “Save Changes” button.

🌐 Multi-Language Management VIDEO: [How to use Multi-Language Management](#)

On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **CTRL-S**) at any time on this page when you are done editing. NOTE: [This page will not auto-translate your text for you](#), but provides tools so that you may easily translate them yourself. [Learn more.](#)

🌐 Languages
📄 Forms/Surveys
🔔 Alerts
🔗 Misc
💻 User Interface
⚙️ Settings
Save Changes

Manage the available languages in this project using the table and options below by following these steps:

1. Create your default language (i.e., used when creating your fields, instruments, etc.). This will serve as the reference for the other languages.
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3. Translate your default text into different languages by clicking the tabs above or the icons to the right of each language below.
4. Test your translations by switching back and forth between languages on your data entry forms and/or surveys. Note that only active languages will be available for selection on those places.
5. Learn how to implement some language-related action tags, such as `@LANGUAGE-SET`, if desired. Learn about them here: [@ Action Tags](#)



















+ Add a new language
Export or import general settings ? :

ID	Display Name	Edit	Active	Default	Fallback	RTL ?	Actions
en-US	English (US)		<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	
es	Spanish		<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	

Exporting Languages (for re-use/offline translation)

Once the new language has been added, translations of the field labels, choice options etc. need to be added. The easiest way to do this is to add them offline by providing an exported file to interpret.

1. Click on the 'Export' button in the language's row in the languages table.

ID	Display Name	Edit	Active	Default	Fallback	RTL ?	Actions
en-US	English (US)	 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	      
es	Spanish	 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	      

2. Select the items to be included in the export.
3. Select whether to include translation prompts and/or default values, along with specifying the desired file format (JSON or CSV).
4. Click on the 'Download' button. Ensure "Translations of user interface items" is only checked if you want your study team to manage the project in this language.

Export Language — [es: Spanish]

Please choose what to include in the export file, and set export options.

Include the following:

- Translations of user interface items
- Translations of field items
- Translations of survey settings
- Translations of automated survey invitations
- Validation Types
- Translations of alerts
- Translations of missing data code labels
- Translations of PDF customizations
- Translations of Protected Email settings

Export Options:

- Include translation prompts
- Include default values
- JSON
- CSV — Comma (,) Semicolon (;) Tab

NOTE: The export will reflect the currently **SAVED** state only. Thus, any unsaved changes will **NOT** be contained in the export file.

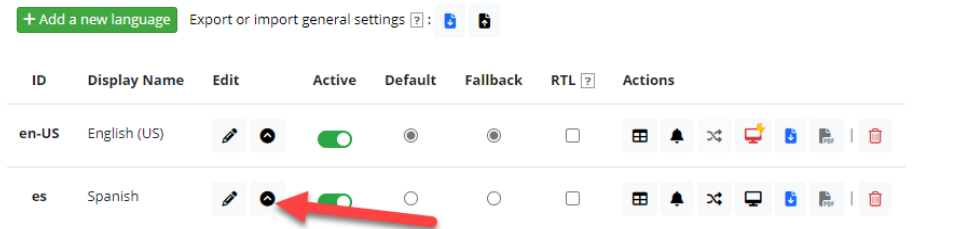
Cancel

Download

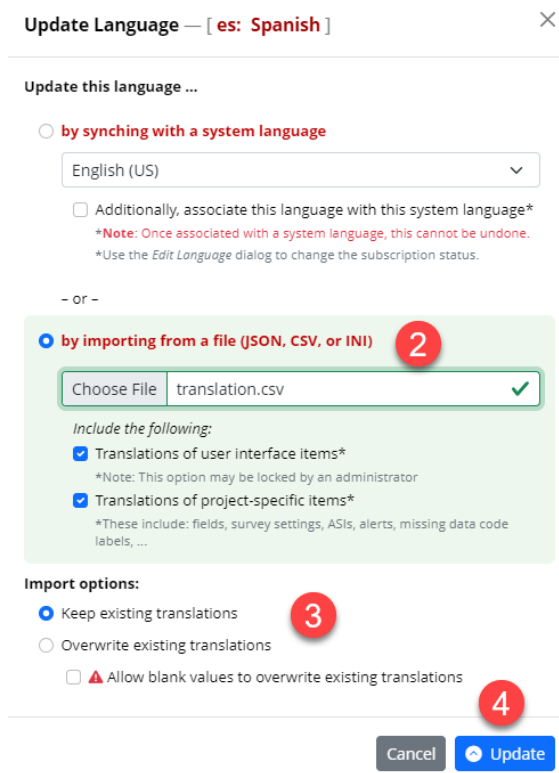
Importing Translations

Once the translator has updated the file with the language translations of the field labels, choice options etc., the file should be imported back to the project by following the steps below:

1. Click the 'Update Language' button within the corresponding row in the languages table.



2. Select an update source and specify what to import.
3. Configure import options.
4. Click 'Update' to execute the import or synchronization operation.



5. Click on the "Save Changes" button.

Multi-Language Management

 [VIDEO: How to use Multi-Language Management](#)

On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **Ctrl+S**) at any time on this page when you are done editing. NOTE: [This page will not auto-translate your text for you](#), but provides tools so that you may easily translate them yourself. [Learn more](#).

ATTENTION: The original values of some translated items have changed, and thus some translations might be out of date. [Review 513 changed items](#).

 Languages  Forms/Surveys  Alerts  Misc  User Interface  Settings —  Save Changes **5**

Manage the available languages in this project using the table and options below by following these steps:

1. Create your default language (i.e., used when creating your fields, instruments, etc.). This will serve as the reference for the other languages.
2. Add other languages that you wish to offer as a translation of the default language.
3. Translate your default text into different languages by clicking the tabs above or the icons to the right of each language below.
4. Test your translations by switching back and forth between languages on your data entry forms and/or surveys. Note that only active languages will be available for selection on those places.
5. Learn how to implement some language-related action tags, such as `@LANGUAGE - SET`, if desired. Learn about them here: [@ Action Tags](#)

Utilize the “Go To fields” to Add Translations

An *alternate* way to add translations to forms/surveys is using the “Translate” option under “Forms/Surveys” tab (shown below) and following the steps below:

1. Ensure you are on the Forms/Surveys tab.
2. Depending on whether an instrument is enabled as a survey and includes ASIs, corresponding Translate buttons become accessible.
3. If the Survey Queue is enabled with custom texts, translation buttons are provided for these items.

Click a button below to select a language to translate:

* English (US) **Spanish**

Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASIs	Export
Pre-Screening Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Translate	Translate	—	b p
Participant Info Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Translate	Translate	—	b p
Participant Morale Questionnaire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Translate	Translate	—	b p
Completion Data (to be entered by study personnel only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Translate	—	—	b p

4. Utilize the ‘Go to field’ dropdown to quickly navigate to a specific field.
5. Input translations and when applicable, utilize the ‘Rich Text Editor’ button.

Click a button below to select a language to translate:

* English (US) **Spanish**

Fields Instrument: **Pre-Screening Survey** - [Survey Settings](#)

CTRL + Go to field: Hide translated items [↻](#)

HINT: You may check the checkbox next to a field to mark it as “done” if its text does not require translation.

participant_id

Field label translation:
Default text: Participant ID
identificación del participante [Rich Text Editor](#)

Field note translation:
Default text: - Empty -
Enter translation [Rich Text Editor](#)

dob

Section header translation:
Default text: Please fill out the information below.
por favor llene la información de abajo [Rich Text Editor](#)

Field label translation:
Default text: Date of birth
fecha de nacimiento [Rich Text Editor](#)

Field note translation:
Default text: - Empty -
Enter translation [Rich Text Editor](#)

Note: Since the order of choices in MLM translation may be different from that in the field, ensure that you add translations to the proper choices.

6. Indicators provide the translation status of items/subitems (green = complete; red = not translated).
7. Translate each item and utilize the 'Rich Text Editor' for any settings supporting HTML.

The screenshot shows the 'Survey Settings' page for the 'Pre-Screening Survey' instrument. At the top, there is a navigation bar with tabs for Languages, Forms/Surveys, Alerts, Misc, User Interface, and Settings, along with a 'Save Changes' button. Below the navigation bar, a red text prompt says 'Click a button below to select a language to translate:'. There are two buttons: '* English (US)' and 'Spanish'. The 'Spanish' button is highlighted. Below this, the page title is 'Survey Settings' with sub-links for 'Fields' and 'ASIs'. The main content is divided into sections: 'Survey Title and Prompts', 'Text-to-Speech Options', and 'Text-to-Speech Options'. Under 'Survey Title and Prompts', there are three items, each with a red indicator (6) and a 'Rich Text Editor' button (7). The first item is 'Translation of the survey title' with a default text of 'Pre-Screening Survey'. The second is 'Translation of the survey instructions' with a default text of '<p>Please complete the survey below.</p><p>Thank you!</p>'. The third is 'Translation of the survey completion text' with a default text of '<p>Thank you for taking the survey.</p><p>Have a nice day!</p>'. Under 'Text-to-Speech Options', there are two items, each with a red indicator and a dropdown menu. The first is 'Language-specific text-to-speech option' with a default text of 'Disabled'. The second is 'Language-specific text-to-speech voice' with a default text of '-- Select an option --'.

Manage Languages in Projects

1. Enable or disable languages by adjusting the 'Active' state.
2. Designate a language as the Default Language or to serve as a Fallback. For the complete explanation, please click here: [Default and Fallback](#) .
3. Specify if the language follows a right-to-left orientation.
4. Utilize the Action buttons to access subsection editing or to perform various operations on individual languages
5. **Ensure to save your changes;** an orange save button or strip indicates unsaved changes.

🌐 Multi-Language Management

[VIDEO: How to use Multi-Language Management](#)

On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **CTRL-S**) at any time on this page when you are done editing. NOTE: [This page will not auto-translate your text for you](#), but provides tools so that you may easily translate them yourself. [Learn more](#).

Manage the available languages in this project using the table and options below by following these steps:

1. Create your default language (i.e., used when creating your fields, instruments, etc.). This will serve as the reference for the other languages.
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3. Translate your default text into different languages by clicking the tabs above or the icons to the right of each language below.
4. Test your translations by switching back and forth between languages on your data entry forms and/or surveys. Note that only active languages will be available for selection on those places.
5. Learn how to implement some language-related action tags, such as `@LANGUAGE-SET`, if desired. Learn about them here: [@ Action Tags](#)

[+ Add a new language](#) Export or import general settings [?](#) [b](#) [b](#)

ID	Display Name	Edit	Active	Default	Fallback	RTL ?	Actions
en-US	English (US)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
es	Spanish		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6. Optional (see below): Designate a 'Language preference field.'

(Optional) For surveys, designate a field for storing a participant's language preference

Use this feature to set a source for a participant's language preference (their initial language setting). This must be a radio or dropdown field with choices matching the language ID you have defined for each language above, or a text box field with no field validation. The value of this field can be set manually through data entry/data import or with the `@LANGUAGE-CURRENT-FORM/SURVEY` action tags. The value of this setting will dictate the language used for rendering Automated Survey Invitations, Alerts, and PDFs. Text box fields are denoted with [T] while radio and dropdown fields are denoted with [R] and, in case they include all language keys, are highlighted with a green background.

Language preference field:

NOTE: Similar to a designated email field, when this field exists on multiple events in longitudinal projects, on a repeating instrument, or on a repeating event, the field's value will be synchronized across all instances/events so that changing it in one location will change the value across all events/instances where the field appears.

The icons/buttons in the table on the **Languages** tab explained:



Edit the language's display name and ID



Update a language



Access the Forms/Surveys tab for this language



Access the Alerts tab for this language



Access the Misc tab for this language (disabled for the Default language)



Access the User Interface tab for this language (a red icon means that the language was initialized from a system language; an additional flash indicates that this language is "subscribed", i.e., subject to automatic updates). Depending on administrative settings, translation of user interface items may be blocked.



Export translations for this language



Download translated instrument PDFs for this language



Delete this language

Exporting Translated Instrument PDFs in the Language Selected

With the Exporting translated PDFs feature, you have the option to export all PDF instruments or export individual PDF instruments in the language you have selected.

1. Export all PDF instruments in the specified language.

Multi-Language Management

[VIDEO: How to use Multi-Language Management](#)



















On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **CTRL-S**) at any time on this page when you are done editing. NOTE: [This page will not auto-translate your text for you](#), but provides tools so that you may easily translate them yourself. [Learn more](#).

[Languages](#) [Forms/Surveys](#) [Alerts](#) [Misc](#) [User Interface](#) [Settings](#) [Save Changes](#)

Manage the available languages in this project using the table and options below by following these steps:

1. Create your default language (i.e., used when creating your fields, instruments, etc.). This will serve as the reference for the other languages.
2. Add other languages that you wish to offer as a translation of the default language.
3. Translate your default text into different languages by clicking the tabs above or the icons to the right of each language below.
4. Test your translations by switching back and forth between languages on your data entry forms and/or surveys. Note that only active languages will be available for selection on those places.
5. Learn how to implement some language-related action tags, such as `@LANGUAGE-SET`, if desired. Learn about them here: [Action tags](#)

[+ Add a new language](#) Export or import general settings [?](#) [?](#)

ID	Display Name	Edit	Active	Default	Fallback	RTL ?	Actions
en-US	English (US)	 	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	      
es	Spanish	 	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	      

2. Export a translated PDF for an individual instrument. Please note that instruments without translations will be rendered in the default language.

Multi-Language Management

[VIDEO: How to use Multi-Language Management](#)

On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **CTRL-S**) at any time on this page when you are done editing. NOTE: [This page will not auto-translate your text for you](#), but provides tools so that you may easily translate them yourself. [Learn more](#).












[Languages](#) [Forms/Surveys](#) [Alerts](#) [Misc](#) [User Interface](#) [Settings](#) [Save Changes](#)

Click a button below to select a language to translate:

[* English \(US\)](#) [Spanish](#)



This is the default language. Thus, items cannot be edited here, but they can be modified in the *Online Designer* (or via *Data Dictionary* upload) and the *Survey Settings* page. However, fields and individual survey settings can be set to be excluded from translation here. **If you wish to begin/continue translating the default language text, click a language button above.**




























Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASI Language Source	Export
Pre-Screening Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			—	
Participant Info Survey	<input type="checkbox"/>	<input type="checkbox"/>			—	
Participant Morale Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>			—	
Completion Data (to be entered by study personnel only)	<input type="checkbox"/>	<input type="checkbox"/>		—	—	



Updating a Language

To update a language (when not subscribed to the system language) or to import translations into a language, click on the upward arrow icon to access the 'Update Language' dialog.

[+ Add a new language](#) Export or import general settings [?]:  

ID	Display Name	Edit	Active	Default	Fallback	RTL [?]	Actions
en-US	English (US)	 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	      
es-2	Spanish (Data Entry)	 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	      
es	Spanish	 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	      

Update Language — [en: English]

 System Language: English
 Use the *Edit Language* dialog to change the subscription status.

Update this language ...

by **synching with a system language**

English

- or -

by **importing from a file (JSON, CSV, or INI)**

Choose File No file chosen

Include the following:


Translations of user interface items*
*Note: This option may be locked by an administrator

Translations of project-specific items*
*These include: fields, survey settings, ASIs, alerts, missing data code labels, ...

Import options:



Keep existing translations























Overwrite existing translations

 Allow blank values to overwrite existing translations

Cancel Update

Understanding Default and Fallback

[+ Add a new language](#) [Export or import general settings](#) ?  

ID	Display Name	Edit	Active	Default	Fallback	RTL ?	Actions
en-US	English (US)	 	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	        
es	Spanish	 	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	        

The **Default** Language:

- Should align with the project language (i.e. the language that user interface elements, such as menus and dialog messages are displayed in).
- Typically corresponds to the language used during project design, i.e. for all data dictionary items, survey settings, ASI or alert messages, missing data code labels, etc.
- *If the project's UI language differs*, add and set a language corresponding to the project's UI language as the "Default Language," even if set as inactive (See Use Case for example: [Use Case](#)).

The **Fallback** language:

- Serves as a substitute when a translation is not available in the language that currently **should** be displayed.
- In the absence of fallback translation, the project's default language takes precedence, drawing from the data dictionary or, for UI strings, the language configured by an admin for the project.

Translating Project Items

1. Click on the Forms/Surveys tab or the corresponding icon in the languages table.

Multi-Language Management

[VIDEO: How to use Multi-Language Management](#)



















On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **Ctrl+S**) at any time on this page when you are done editing. NOTE: [This page will not auto-translate your text for you](#), but provides tools so that you may easily translate them yourself. [Learn more](#).

Languages | Forms/Surveys | Alerts | Misc | User Interface | Settings | Save Changes

Manage the available languages for this project using the table and options below by following these steps:

1. Create your default language (i.e., use `en-US` when creating your fields, instruments, etc.). This will serve as the reference for the other languages.
2. Add other languages that you wish to offer as a translation of the default language.
3. Translate your default text into different languages by clicking the tabs above or the icons to the right of each language below.
4. Test your translations by switching back and forth between languages on your data entry forms and/or surveys. Note that only active languages will be available for selection on those places.
5. Learn how to implement some language-related action tags, such as `@LANGUAGE-SET`, if desired. Learn about them here: [Action Tags](#)

[+ Add a new language](#) | Export or import general settings [?](#) | [?](#) | [?](#)

ID	Display Name	Edit	Active	Default	Fallback	RTL ?	Actions
en-US	English (US)	 	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	      
es	Spanish	 	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	      

Forms/Surveys (Default Language)

The following pertains to manually translated fields within the project, as distinct from automated translation:

1. On each language tab, you can control the availability of the language for selection, independently for data entry forms and surveys.

Click a button below to select a language to translate:

* English (US) Spanish

This is the default language. Thus, items cannot be edited here, but they can be modified in the *Online Designer* (or via *Data Dictionary* upload) and the *Survey Settings* page. However, fields and individual survey settings can be set to be excluded from translation here. **If you wish to begin/continue translating the default language text, click a language button above.**

Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASI Language Source	Export
Pre-Screening Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Language preference field	
Participant Info Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	
Participant Morale Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	
Completion Data (to be entered by study personnel only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—	

2. The **default language** tab is denoted by an asterisk.

Click a button below to select a language to translate:

* English (US) Spanish

This is the default language. Thus, items cannot be edited here, but they can be modified in the *Online Designer* (or via *Data Dictionary* upload) and the *Survey Settings* page. However, fields and individual survey settings can be set to be excluded from translation here. **If you wish to begin/continue translating the default language text, click a language button above.**

Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASI Language Source	Export
Pre-Screening Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Language preference field	
Participant Info Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	
Participant Morale Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	
Completion Data (to be entered by study personnel only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	—	

- While there is nothing to translate in this tab, you can exclude fields from translation. In other words, these fields won't appear on the respective tabs for other languages.

Languages Forms/Surveys Alerts Misc User Interface Settings Save Changes

Click a button below to select a language to translate:

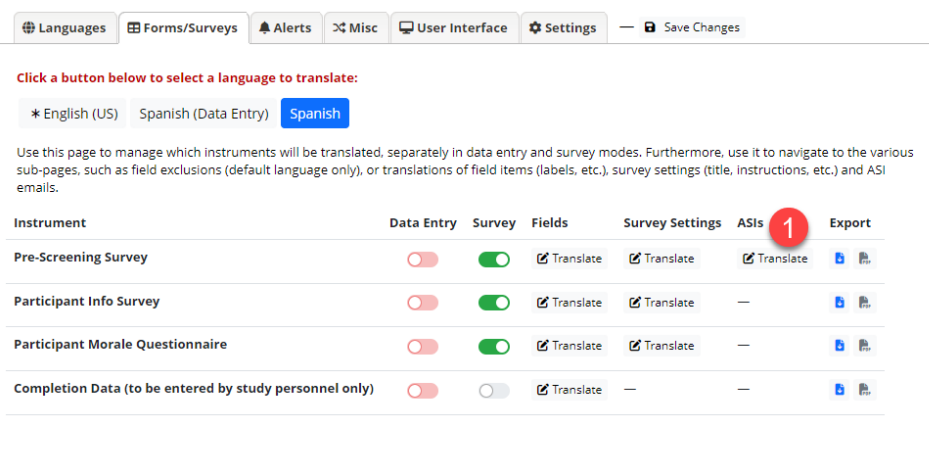
* English (US) Spanish

This is the default language. Thus, items cannot be edited here, but they can be modified in the *Online Designer* (or via *Data Dictionary* upload) and the *Survey Settings* page. However, fields and individual survey settings can be set to be excluded from translation here. **If you wish to begin/continue translating the default language text, click a language button above.**

Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.

Instrument	Data Entry	Survey	Fields	Survey Setting	ASI Language Source	Export
Pre-Screening Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Exclude	<input type="checkbox"/> Exclude	Language preference field	
Participant Info Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Exclude	<input type="checkbox"/> Exclude	—	
Participant Morale Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Exclude	<input type="checkbox"/> Exclude	—	
Completion Data (to be entered by study personnel only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Exclude	—	—	

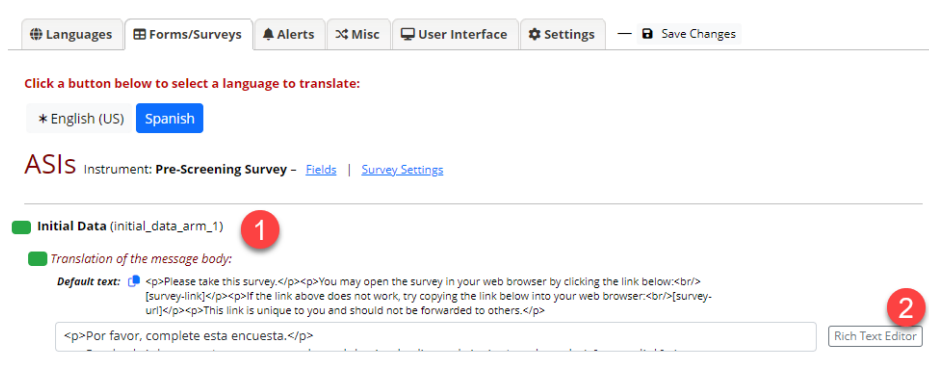
1. Click on the ASIs “Translate” link to access the ASIs Instrument page.



The screenshot shows the ASIs Instrument page. At the top, there is a navigation bar with buttons for Languages, Forms/Surveys, Alerts, Misc, User Interface, Settings, and Save Changes. Below the navigation bar, there is a section titled "Click a button below to select a language to translate:" with buttons for English (US), Spanish (Data Entry), and Spanish. A red circle with the number 1 highlights the "ASIs" column header in the table below. The table lists four instruments: Pre-Screening Survey, Participant Info Survey, Participant Morale Questionnaire, and Completion Data (to be entered by study personnel only). Each instrument has columns for Data Entry, Survey, Fields, Survey Settings, ASIs, and Export. The "ASIs" column contains a "Translate" link for each instrument, which is highlighted in red.

Instrument	Data Entry	Survey	Fields	Survey Settings	ASIs	Export
Pre-Screening Survey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Translate	Translate	Translate	Export
Participant Info Survey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Translate	Translate	—	Export
Participant Morale Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Translate	Translate	—	Export
Completion Data (to be entered by study personnel only)	<input type="checkbox"/>	<input type="checkbox"/>	Translate	—	—	Export

2. Translate each individual item.
3. Employ the Rich Text Editor for any settings that support HTML. Note: ASIs for each event must be translated separately and ensure replication of any pipings in the translations.



The screenshot shows the ASIs Instrument page for the "Pre-Screening Survey" instrument. The "Fields" tab is selected. The "Initial Data (initial_data_arm_1)" section is highlighted with a red circle and the number 1. Below it, the "Translation of the message body:" section is shown. The "Default text:" field contains HTML code: `<p>Please take this survey.</p><p>You may open the survey in your web browser by clicking the link below:
[survey|link]</p><p>If the link above does not work, try copying the link below into your web browser:
[survey-url]</p><p>This link is unique to you and should not be forwarded to others.</p>`. A red circle with the number 2 highlights the "Rich Text Editor" button. Below the text area, there is a text input field containing the Spanish translation: `<p>Por favor, complete esta encuesta.</p>`.

Alerts

1. Use the search box to locate the item you want to translate or edit.
2. For settings that support HTML, use the 'Rich Text Editor.'

The screenshot shows the 'Alerts' configuration page. At the top, there are navigation tabs: Languages, Forms/Surveys, Alerts, Misc, User Interface, Settings, and Save Changes. Below the tabs, a red instruction says 'Click a button below to select a language to translate:'. There are two buttons: '* English (US)' and 'Spanish'. A red circle with the number '1' is placed over the 'Spanish' button. Below this is a search box labeled 'Filter items on this page: Search for anything...' with 'Collapse all' and 'Expand all' links. The main content area shows an alert titled 'Alert #1 Test alert [A-569]'. It has two sections: 'Translation of the email subject' with a 'Default text' field containing 'Prueba de alerta', and 'Translation of the message body' with a 'Default text' field containing '<p>Esto es solo una prueba!</p>'. A red circle with the number '2' is placed over the 'Rich Text Editor' button next to the message body field.

Alerts – Default Language Special Options

1. Individual alerts can be excluded from translation.
2. Given that alerts may trigger situations where the correct language cannot be automatically determined, use this to set a 'Language Source' for each event: **Language preference field** or **User's or survey respondent's active language**.

The choice depends on how the alert is triggered, typically being "Language Preference field."

The screenshot shows the 'Alerts' configuration page with a yellow warning box. The warning box contains the text: 'This is the default/reference language. Thus, items cannot be edited here, but they can be modified on the Alerts & Notifications page. However, individual alerts can be set to be excluded from translation here. If you wish to begin/continue translating the default language text, click a language button above.' Below the warning box is a paragraph of text explaining that alerts can be set up for various purposes and triggered in different contexts, and that the language source needs to be set for each alert. The text mentions 'Language preference field' and 'User's or survey respondent's active language'. Below the text is a table with the following columns: ID, Alert, Excluded, and Language Source. The table has one row with the following data: ID: A-569, Alert: #1 Test alert, Excluded: , Language Source: Language preference field. A red circle with the number '1' is placed over the 'Excluded' checkbox, and a red circle with the number '2' is placed over the 'Language Source' dropdown menu.

ID	Alert	Excluded	Language Source
A-569	#1 Test alert	<input type="checkbox"/>	Language preference field

Change Notification

Whenever an underlying item changes, MLM will display a notification.

1. The “ATTENTION” notification box will appear. Click on the “Review...changed items” link.

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Multi-Language Management

On this page you can create and configure multiple display languages for your project (for surveys, data entry forms, alerts, survey invitations, etc.) or alternatively export and import translations using a file. Do not forget to **save your changes** (keyboard shortcut: **CTRL+S**) at any time on this page when you are done editing. NOTE: [This page will not auto-translate your text for you](#), but provides tools so that you may easily translate them yourself. [Learn more.](#)

ATTENTION: The original values of some translated items have changed, and thus some translations might be out of date. [Review 513 changed items](#)

Languages Forms/Surveys Alerts Misc User Interface Settings Save Changes

2. If all translations look good, then select “Accept all translations as still valid”.

The 'invalid values' prompt:	Fields with invalid values:	Campos con valores no válidos:	Accept Edit
The 'invalid values' popup title:	WARNING: Invalid values entered!	ADVERTENCIA: ¡Se ingresaron valores no válidos!	Accept Edit
The 'maximum number of choices reached' message:	Cannot select choice! The maximum number of choices has been selected.	¡Esa selección no es posible! Se alcanzó el número máximo de selecciones.	Accept Edit
The 'DUPLICATE VALUE!' popup title:	DUPLICATE VALUE!	¡VALOR DUPLICADO!	Accept Edit
The duplicate value popup message (surveys; use {0} as placeholder for the value):	The current question requires that its value never duplicate the value from a prior survey response. The value you entered (“{0}”) has already been taken, so please enter another value. You must change this value before you can proceed.	La pregunta actual requiere que su valor nunca repita el valor de una respuesta de encuesta anterior. El valor que ingresó (“{0}”) ya se usó, así que ingrese otro valor. Debe cambiar este valor antes de poder continuar.	Accept Edit
The duplicate value popup message (data entry forms; use {0} and {1} as placeholders for the field name and value, respectively):	The current field is the secondary unique field ({0}), so its value must be unique for all records and cannot be duplicated. Another record or another event within the current record already has this same value (“{1}”). You must change this value before you can proceed.	El campo actual es el campo secundario único ({0}), por lo que su valor debe ser único para todos los registros y no se puede repetir. Otro registro u otro evento dentro del registro actual ya tiene este mismo valor (“{1}”). Debe cambiar este valor antes de poder continuar.	Accept Edit

[Accept all translations as still valid](#) **2** Okay

3. There is also an option to “Accept” translations individually or “Edit” if needed.

Review Changed Items

The values of some project or user interface items have changed since translations for these were last saved. Thus, the translations might be outdated and should be reviewed.

Item	Default text	Translation	Action
<i>Spanish 2</i> Export			
The 'Click to decrease font size' tooltip text:	Click to decrease font size	Dé clic para reducir el tamaño de fuente	3 Accept Edit
The 'Click to increase font size' tooltip text:	Click to increase font size	Dé clic para aumentar el tamaño de fuente	Accept Edit
The 'Change language' tooltip text:	Change language	Cambiar el idioma	Accept Edit
The survey access page languages note:	Notice: There may be more and/or different languages available after entering the access code.	Tenga en cuenta que puede haber más o distintos idiomas disponibles luego de ingresar el código de acceso.	Accept Edit
The “[*DATA REMOVED*]” placeholder text:	[*DATA REMOVED*]	[*DATOS ELIMINADOS*]	Accept Edit

Use Case: Project Language vs. Participant Language

For a project that involves both surveys and forms as instruments - the forms function as computer-assisted interviews, necessitating field labels and choices to be presented in the participant's language, such as Spanish.

The research assistant (RA) opts for Spanish as the language to comprehend questions and answer choices, with a preference for their own labels (e.g., "Save", "Cancel", "Form status") to remain in the default language, English. Simultaneously, when the instrument is in survey mode or is opened as a survey, all controls should adapt to the language selected by the participant.

To ensure the project language stays default while the participant sees the controls, error notifications in the selected language, you will need to do the following:

1. Initiate the project set up following the usual procedures in the English language
 2. Include "English" as a language in the MLM settings, designating it as both the Default Language and Fallback. Ensure it is enabled for all forms and surveys intended to support the English language.
 3. Add "Spanish" as an additional language and import a comprehensive Spanish User Interface (UI) translation from the Repository.
 4. Provide data dictionary translations for forms intended to be presented in Spanish, activating the "Spanish" option exclusively for surveys.
 5. Incorporate "Spanish (Data Entry)" as another language without importing any UI translations for this specific language setting.
 6. Export data dictionary translations from the previously configured "Spanish" language (as outlined in step #3) and re-import them into "Spanish (Data Entry)"—opting to exclude UI translations during the import process.
 7. Activate "Spanish (Data Entry)" for data entry forms requiring Spanish field labels, while maintaining English UI elements.
 8. For surveys, offer language choices between English and Spanish.
 9. For data entry forms, provide language options between English and "Spanish (Data Entry)," noting that the latter will not feature any translated UI elements.
- The language choice for surveys will then include English and Spanish
 - The language choice for data entry forms will include English and Spanish (Data Entry). "Spanish (Data Entry)" will exclude UI elements translated.

Please note: MLM is employed to substitute the strings displayed on the form or survey. Whether these are UI strings or strings defined in the data dictionary (field labels, choice labels, etc.) the mechanism remains consistent.

Furthermore, you have complete control over the availability of translated versions for any specified language within the MLM setup.