Easy to Inspect
check, report analyse

User guide

How to change a translation after publication

User guide

1. Purpose of this document

In this user guide, we will explain how you can translate your checklist in another language.
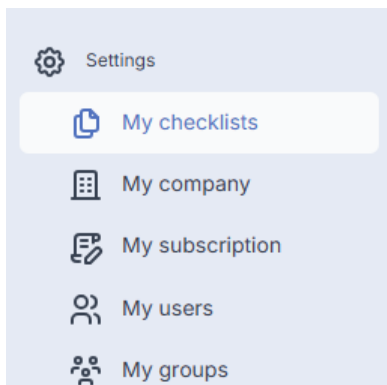
IMPORTANT:

After publication of checklist the questions cannot be changed. This would influence the all results of filled in checklists in the database.

However, a translation can be included after publication and typing errors can be corrected after publication. Do not 'by pass' the system by changing questions via the translation option! You will change the questions for all results of the inspections already in the database. This cannot be corrected by Easy to Inspect.

2 Make a translation

Step 1: Go to the Settings menu and select 'My checklists'. Select the checklist you would like to translate.

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Click the action button and select edit.

Step 2: A warning page with an important message pops up. Read this carefully before you go on.

Then select the TAB "TRANSLATE"

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Step 3: Start filling in the translations in the fields that need to be translated.

Easy to Inspect uses soft code. This means that all languages are filled with the text of the main language chosen when the checklist was created. By doing so, also inspectors that open the app in a different language, are able to see the checklist. Otherwiste tiles, sections and questions would be blank. These soft coded text is displayed in a light grey colour.

Hard coded text is displayed in dark grey.

In the underneath example you'll see that the 5-S checklist is made in English and translated in French. Now the organisation would like to also translate in German (after the checklist has been published).

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Since these fields are filled with the language of that was selected when creating the checklist (all untranslated fields are filled with the main language automatically), you can start typing in the field without deleting text.

In this example for instance the German translation.

Change all the checklist title, the section labels and the question and comment fields.

Your changes will be saved automatically.

Attention! Be careful that you don't change a field in another language, this is also saved automatically.
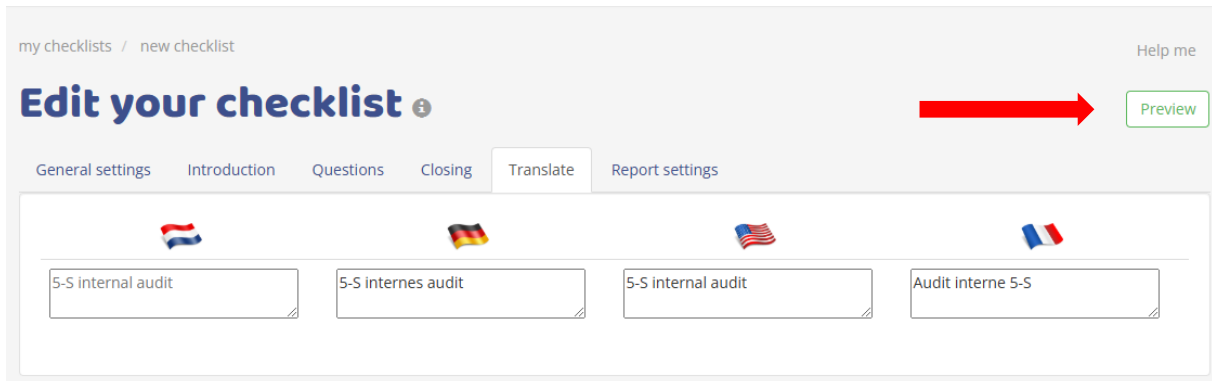
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Step 4: Once you are done, you can click "PREVIEW" to check all you fields. But, you have to close your browser page first, select another language and then re-open your checklist again.

my checklists / new checklist   Help me

Edit your checklist ⓘ

General settings   Introduction   Questions   Closing   Translate   Report settings

🇳🇱	🇩🇪	🇺🇸	🇫🇷
5-S internal audit	5-S internes audit	5-S internal audit	Audit interne 5-S

Step 5: Leave the menu and the changes are saved automatically.

Step 6: Your users will have to sync the App and they can use the changes immediately on your device. They can do so via the menu settings in the App.