



Compano Online Software

Manual Multilingual Data Compano Online Software

Version 1.1

File	COS_Manual_Multilingual_Data.docx
Date	25/6/2024



Content

1	Introduction.....	4
1.1	Concepts.....	4
2	Language settings.....	4
2.1	Add languages	5
2.1.1	Auto-fill languages.....	5
2.1.2	Add individual language.....	6
2.2	Environment language	7
2.3	User-interface language.....	7
2.4	Multilingual data fields	9
2.5	Attachment language	11
2.6	Document language.....	11
2.7	Report template language.....	12
2.7.1	Updating document translations after reset.....	13
2.8	Periodic tasks language.....	15
2.9	Contact language.....	15
2.10	ETIM and multiple languages.....	16
3	Add/edit translations.....	17
3.1	Reference fields.....	17
3.2	Add translations manually	17
3.3	Import translations.....	18
3.3.1	Prepare layout(s).....	19
3.3.2	Concatenate texts	21
3.3.3	Import values.....	22
3.4	Update translations.....	22
4	Fallback of translations.....	22
4.1	Translation fallback order.....	23
4.2	General fallback setting	23
4.3	Translation field fallback setting	24
4.3.1	Manipulating automatic fallback	24
4.3.2	Checking automatic fallback.....	25
4.4	Fallback in JSON feeds	26
5	Multilingual exports.....	26
5.1	Industry standard exports.....	26
5.1.1	Attachment exports (DICO/SALES005).....	27
5.2	Data pool exports	27
6	Appendix A: Translatable description fields	28
6.1	Short and long description.....	28



6.2	Commercial and Technical description.....	28
6.3	Brief description.....	28





1 Introduction

This manual describes how languages in Compano Online Software are used. Topics include:

- User-interface language
- Translations and fallback of translations
- Using multiple languages
- Export of (multiple) languages
- Translatable description fields

1.1 Concepts

COS

Compano Online Software.

Language codes

COS uses **IETF language tags** to represent the main language and culture of a language:

en	English main language
en-US	English as used in the United States (culture)
en-GB	English as used in the Great Britain (culture)

Standard language

Standard language of the environment; this usually is also the database language.

Interface language

Language setting for a user. Menus, headers, labels, tooltips, system and error messages and any other user-interface texts are displayed in this language.

2 Language settings

The COS application has several language settings:

- Environment language; this usually is also the database language
- User-interface language
- Multilingual data fields

Note: These language settings also determines the **fallback of translations**. This refers to which language the application falls back on when *no translation* has been entered for a language field. See chapter [4. Fallback of translations](#) for more information.

COS uses **IETF language tags** to represent the language and culture of a language:

en	English main language
en-US	English as used in the United States
en-GB	English as used in the Great Britain

en here is the **main language code**, according to the [ISO 639-1 standard](#)
US and **UK** are **culture codes**, according to the [ISO-3166-1 alpha-2 standard](#)

Another example:

nl	Dutch main language
fr	French main language
nl-BE	Flemish , Dialect of Dutch as used in Belgium
fr-BE	French , as used in Belgium

2.1 Add languages

By default a Compano application comes with the following languages:

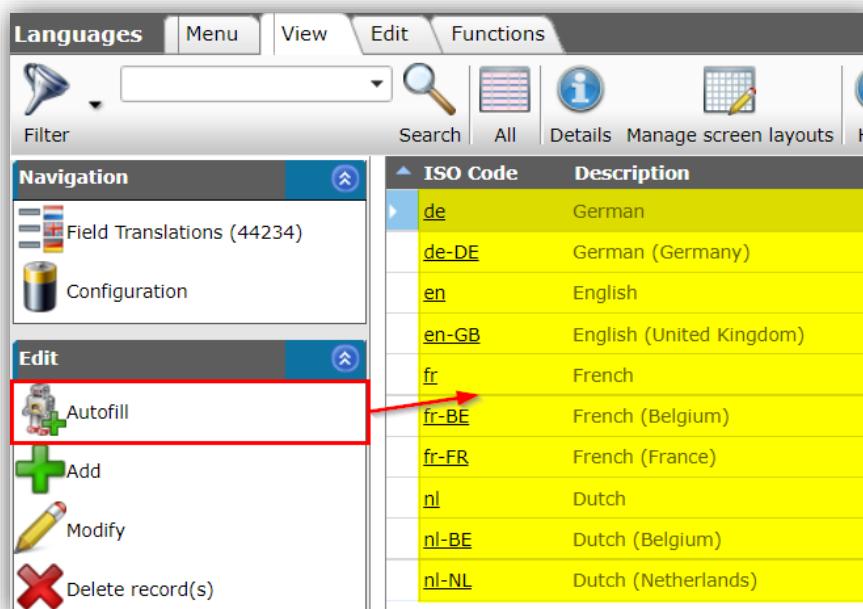
Application type	Default languages	Additional languages
PIM Basis	nl	None
PIM International	nl, en, de, fr	All, incl. culture-specific codes
MDM	nl	None
MDM International	nl, en, de, fr	All, incl. culture-specific codes

Additional languages¹ can be added manually or by using the *Autofill* function.

2.1.1 Auto-fill languages

The languages Dutch, English, German and French and some of their culture-variants can be added with the *Autofill* function:

1. Through the Menu, go to *System > Configuration > Languages*.
2. Under Edit, click on *Autofill*:



3. The languages **nl**, **de**, **fr** are added in combination with **de-DE**, **en-GB**, **fr-BE**, **fr-FR**, **nl-BE** and **nl-NL**.

¹ Only available with an COS International license.



2.1.2 Add individual language

Any (other) language(s) can be added manually:

1. Through the Menu, go to *System > Configuration > Languages*.
2. Under Edit, click on *+Add*:

ISO Code	Description
de	German
de-DE	German (Germany)
en	English
en-GB	English (United Kingdom)
fr	French
fr-BE	French (Belgium)
fr-FR	French (France)
nl	Dutch
nl-BE	Dutch (Belgium)
nl-NL	Dutch (Netherlands)

3. In the pop-up window:

ISO Code	es-ES
Description	Spanish
Use multilingual fields	<input checked="" type="radio"/> Yes <input type="radio"/> No
Hide in user interface	<input checked="" type="radio"/> Yes <input type="radio"/> No

Add next record Save record Cancel

- a. **ISO code:** Type the language ISO code; either the single language code (**es**) or combined language-culture code (**es-ES**).
- b. **Description:** Type a description for the language.
- c. **Use multilingual fields:** Set this option to Yes to add translation data fields for this language to all translatable fields.
- d. **Hide in user interface:** Set this option to Yes to hide this language in the user interface.

4. Click on *Save record*.



2.2 Environment language

As of COS version L03, the default environment (database) language is: **en** (English).

This language is set by Compano at first implementation of the application. Depending upon the type of contract/application, the environment can be set to a different language.

To which language the environment (database) is set, can be viewed at *Menu > Help > Info*:



Figure 1. Environment (database) language is set to 'en-GB English (United Kingdom)'

The environment language can also be viewed at *Menu > System > Configuration > Languages*. Look for the checkmark under *Language environment*:

Languages			
ISO Code	Description (nl-NL)	Use multilingual fields	Language environment
nb-NO		<input type="checkbox"/>	<input type="checkbox"/>
zh-CN	Chinees	<input type="checkbox"/>	<input type="checkbox"/>
da-DK	Deens (Denemarken)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
de-DE	Duits (Duitsland)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
en-GB	Engels (Verenigd Koninkrijk)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
en-US	Engels (Verenigde Staten)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
et-EE	Ests (Estland)	<input type="checkbox"/>	<input type="checkbox"/>

Note: The environment language can only be set/changed by Compano Support.

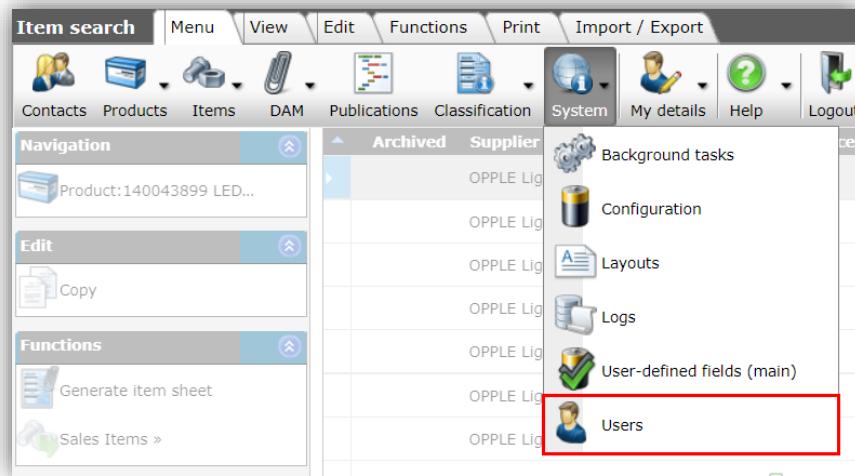
2.3 User-interface language

The user interface language determines the language that is used for button texts, labels, headers, system messages, error messages and in reports.

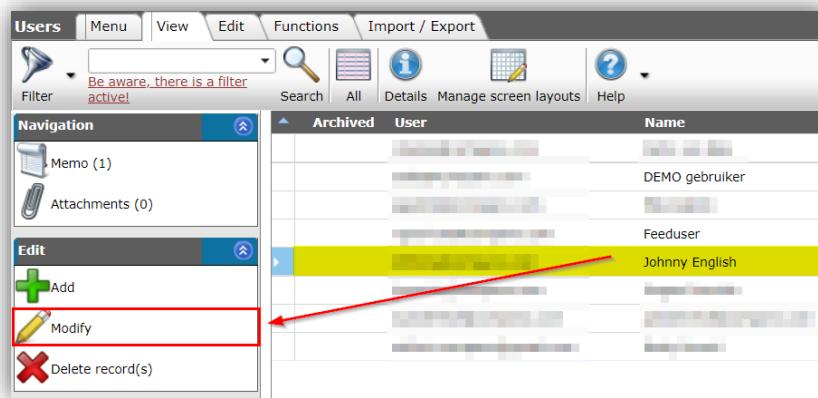
Important: The user interface language also determines which system is used for date format, and decimal and thousands separators.

The user-interface language is set for each User at:

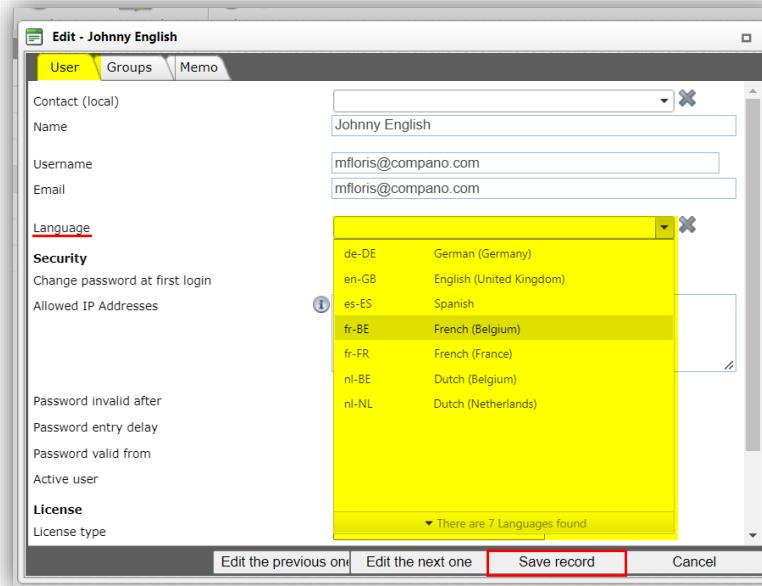
1. Through the Menu, go to *System > Users*:



2. Select the user for which you need to set the user interface language and click on *Modify*:



3. In the pop-up window:



a. **Language:** Select a user interface language from the drop-down menu.

4. Click on *Save record*.



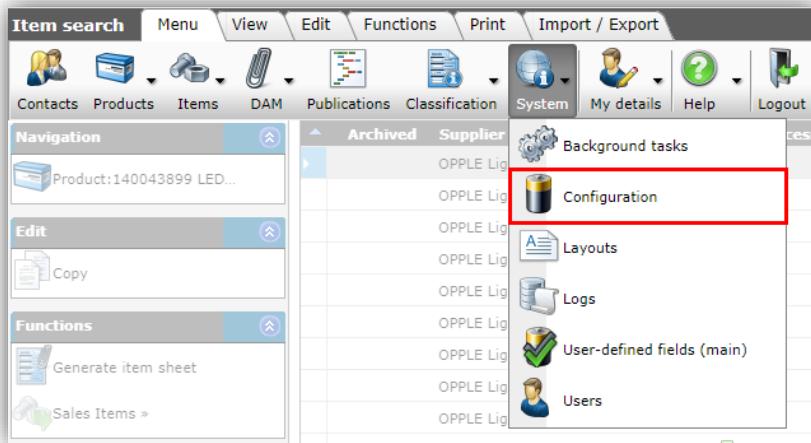
2.4 Multilingual data fields

When adding languages to the application, you also have the option to add translation fields for this language. For instance, when adding German as a language, fields for German translations of Product description, Item description, Series, Type, etc. can be activated.

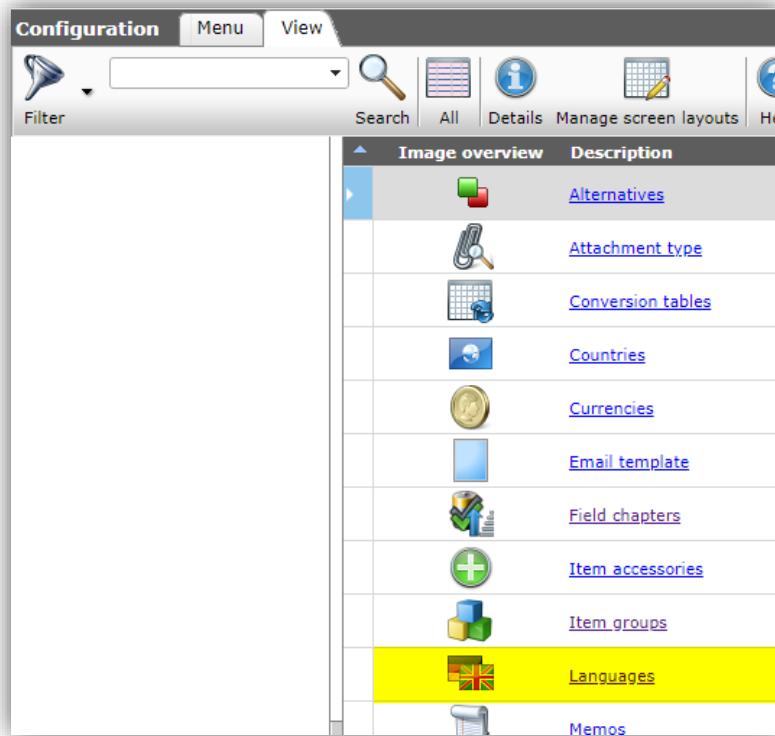
Note: This option is only available with the International upgrade.

To setup multilingual data fields for a language:

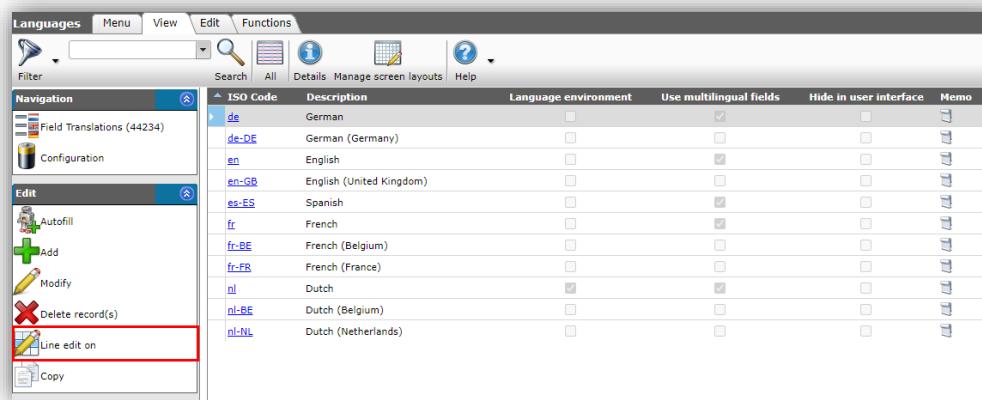
1. Through the Menu, go to *System > Configuration*:



2. In the Overview, click on *Languages*:



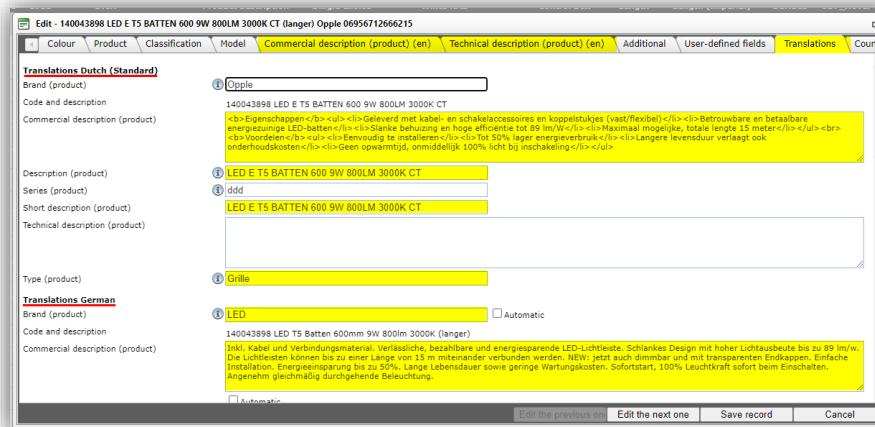
3. Click on the *Line edit* button to activate line editing:



4. In the column *Use multilingual fields*, check any languages for which you want to activate translation fields, for example:

ISO Code	Description	Language environment	Use multilingual fields	Hide in user interface
nl	Dutch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
de	German	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
fr	French	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
nl-BE	Dutch (Belgium)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
en-GB	English (United Kingdom)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
en	English	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
nl-NL	Dutch (Netherlands)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
fr-BE	French (Belgium)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
de-DE	German (Germany)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a. **Use multilingual fields:** Check the tick box to have this language available as a translation field.
 - b. **Hide in user interface:** Check the tick box to have this language available as an optional language, but **not** as a translation field in the user interface. For example: If you add *Swedish* in this way, you can export data in ETIM Swedish, but in the COS user interface there are **no** translation fields for *Swedish* visible.
5. For each checked language translations fields are now added² to all entities. You can find these fields on the *Translations* tab, for example: under Product:



Translations Dutch (Standard)

Brand (product)
Code and description
Commercial description (product)

Description (product)
Series (product)
Short description (product)
Technical description (product)

Type (product)

Translations German

Brand (product)
Code and description
Commercial description (product)

² Translation fields are only added for 'translatable' fields, such as Brand, Series, Type, Description, but also for user-defined fields of the type Text or with textual values (Single and Multiple choice, etc.).



2.5 Attachment language

Attachments can be linked to a language. Thus, for instance, different language-specific manuals can be added to a product:

The screenshot shows a software interface for adding a new attachment to a product. The main window title is "Add - New attachment to product 140063133 LED-E-A60-FILA-E27-4,5W-DIM-2700K-FR-BL Opple 06945730401977". The "Attachment" tab is selected. In the "Special" section, the "Language" dropdown is set to "en English". Other fields include "Sequence number" (58), "Description" (English manual), "Location" (COS_PIM_Manual_Product_And_Item_Relations_r1-0.pdf), "Title", "Version", "Attachment type" (MAN Instructions), "Source" (URL), and "Confidential" (Yes). At the bottom, there are buttons for "Add next record", "Save record", and "Cancel".

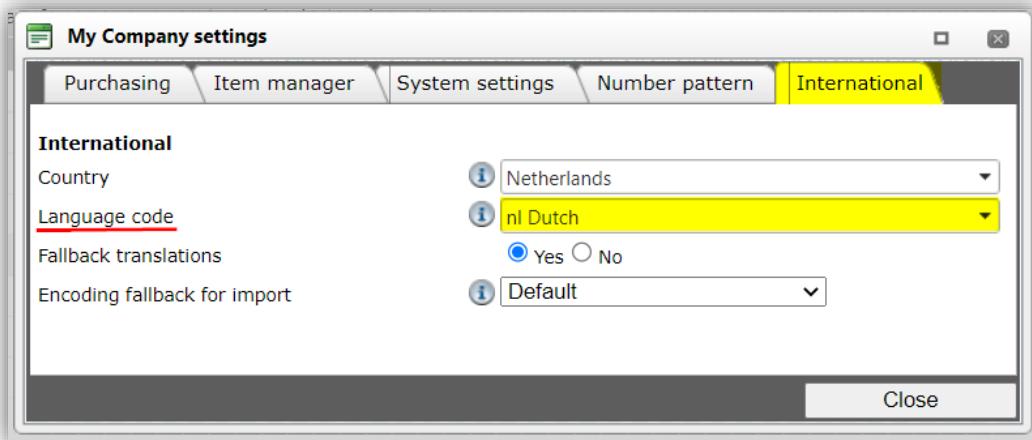
2.6 Document language

The language in which certain documents such as *Offer, Invoice, Quotation, Contract, Order or Work Order* are generated, can be set at the *Company settings*.

1. Through the Menu, go to *My Details > Company settings*:

The screenshot shows a software interface with a "Users" menu bar. A pop-up window titled "User" is displayed, listing several options: "My details", "Change password", "Company settings" (which is highlighted with a red box), "My settings", "Activate screen settings", and "Create homepage".

2. In the pop-up window, go to the tab *International*:



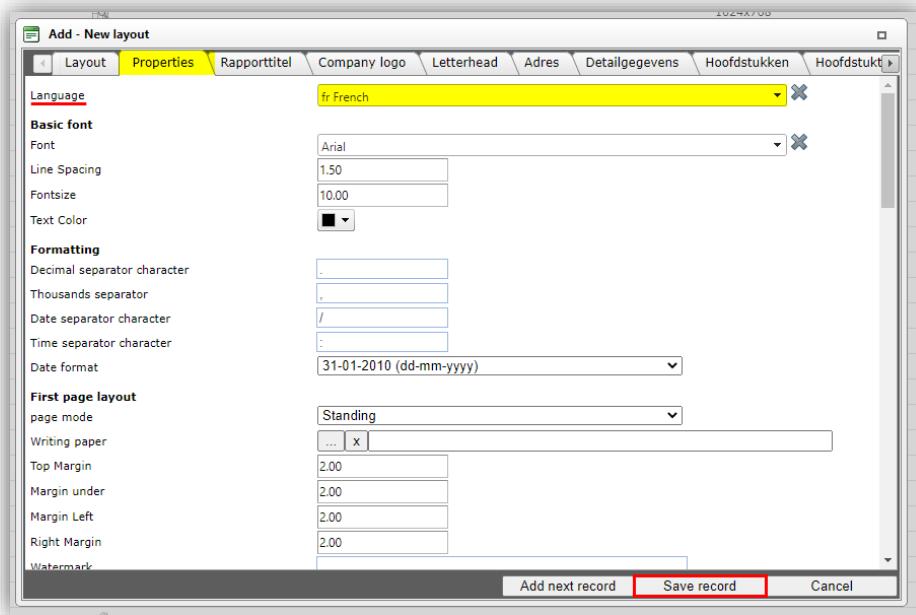
- a. **Language code:** Select a language from the drop-down menu. Documents will be generated in this language, provided a **report template** for this language is available.
3. Click on *Close* to save the setting.

Important: Report templates in different languages have to be created by the (main) user of the application. Note that when the document language is changed, already generated documents are not automatically re-translated, but have to be updated manually. For more information, see the next paragraph.

2.7 Report template language

If reports in several languages are needed, a report template for each language has to be created. For each a report a language can be set:

1. Through the Menu, go to *System > Layouts*.
2. Under *Edit*, click on *Add report template*.
3. In the pop-up window:





a. **Language:** Select the language for this report.

4. Click on *Save record*.

Note: A report layout template in different languages is convenient for adding custom texts, such as sales conditions, disclaimers, introduction, etc. that are used in every report that is generated based on the template.

Important: This language setting has **no effect** on product or item descriptions, these are retrieved in the language which is set at the *Company settings*, or (overruled by) the language set at the document.

2.7.1 Updating document translations after reset

The default language for a document, for instance a *Calculation*, can be overruled by setting a different language for this document only.

Example

A different language for a particular *Calculation* can be set manually:

1. Through the Menu, go to *Sales > Calculations*.
2. Select the Calculation for which you need to set a different language and under Edit click on *Modify*.
3. In the pop-up window:

a. **Language:** Set a different language for this document (*Calculation*) only.

4. Click on *Save record*.

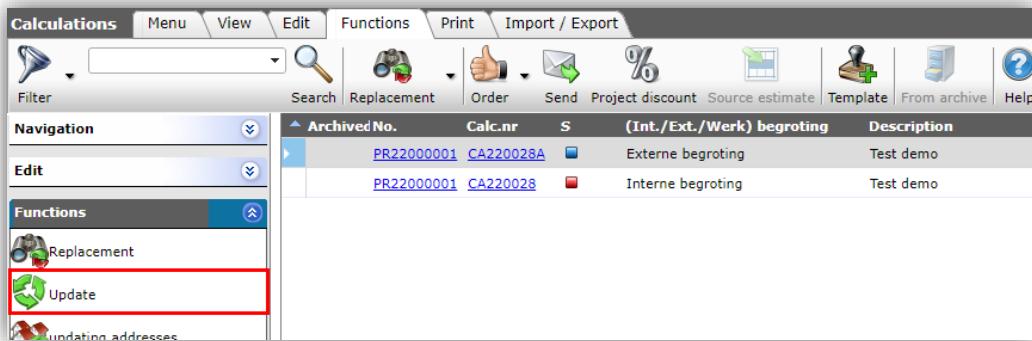
Important: When changing the language of the application, texts of for instance *Orders* or *Calculations* are **not updated automatically**. Thus, for instance when changing the language of a Calculation from English to French, translations need to be updated

Example

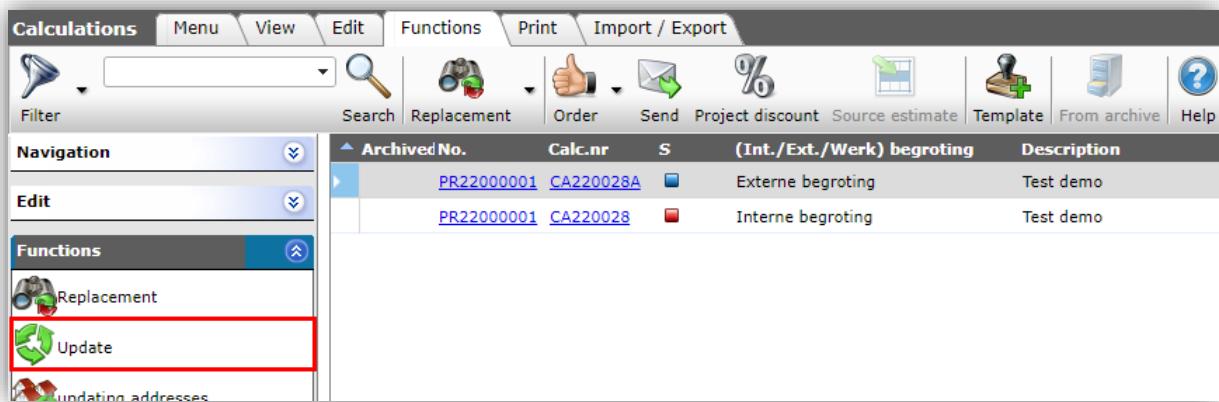


Use the *Update* function to update any texts in the document or entity to the newly applied language:

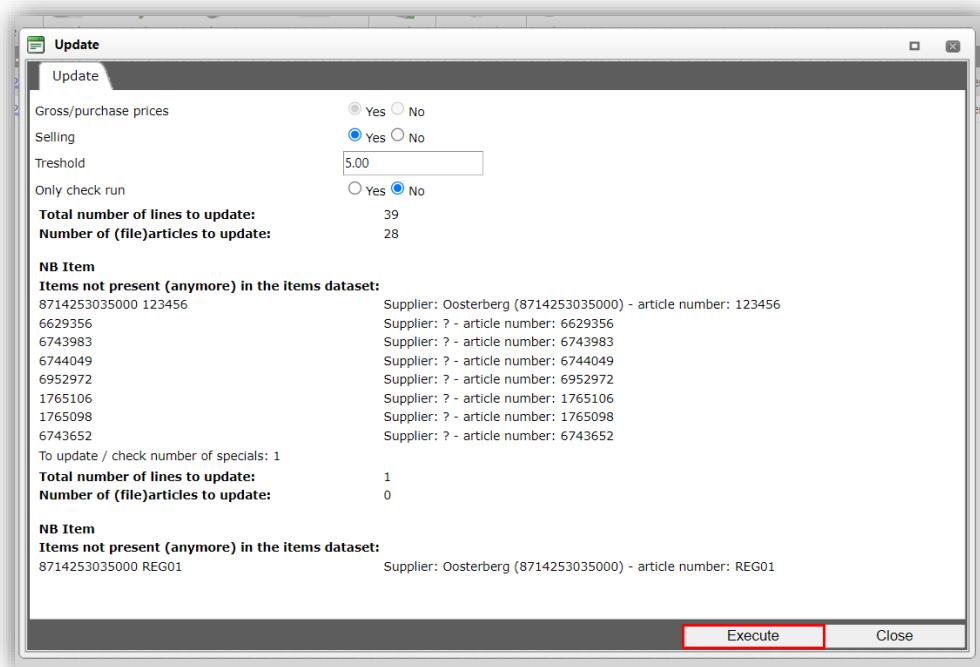
1. Select the Calculation for which you have changed the language.
2. Under Functions, click on *Update*:



3. In the pop-up window:

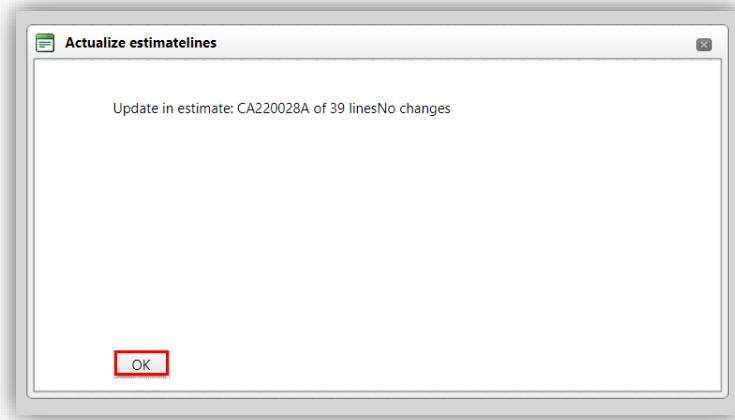


4. In the pop-up window, click on *Execute*:



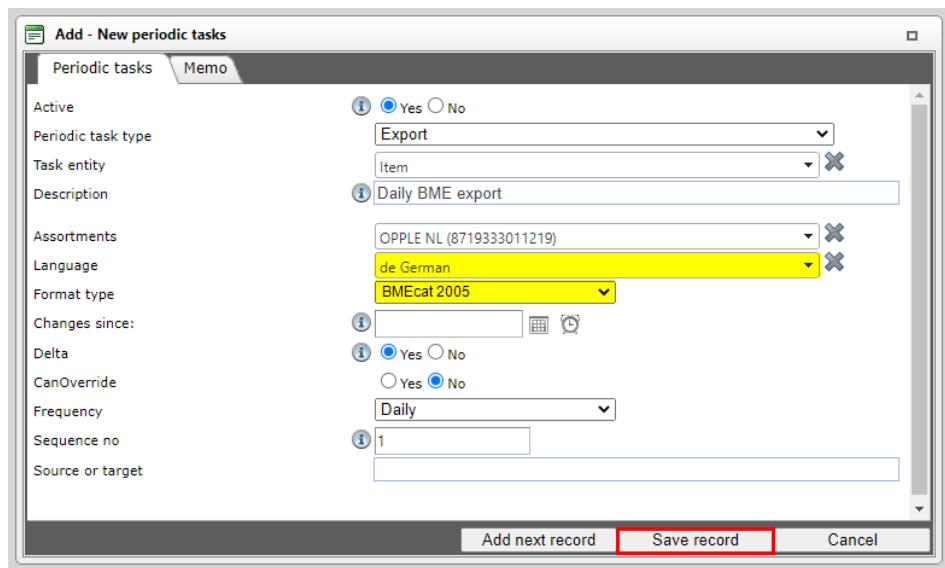


5. Check the feedback and click on *OK*:



2.8 Periodic tasks language

Periodic tasks can also have a language setting. Thus, for instance, a daily BMEcat export can be set to exporting data in German. The language can be set at the *Periodic tasks* settings tab:



2.9 Contact language

When using COS for registering contacts, a preferred contact language can be set for:

- An organization: Set at the *Organization tab*
- Each contact person: set at the *Contact person tab*



Edit - Bert Berendsen

Contact person	Organization	Private Person	Location	Department	Memo	User-defined fields
Relation number	RE180045					
First name	Bert					
Initials	B.					
Preposition						
Surname						
Gender	Male					
Date of birth						
Function						
Communications						
Direct dialing	030 26678421					
Mobile						
Email						
Language	fr French					
Salutation						
Title						
Suffix						
Letter salutation					<input checked="" type="checkbox"/> Automatic	
Family name					<input type="checkbox"/> Manual	
<input type="button" value="Edit the previous one"/> <input type="button" value="Edit the next one"/> <input style="border: 2px solid red;" type="button" value="Save record"/> <input type="button" value="Cancel"/>						

Note: When setting a language for an Organization, this language setting will be taken over in any Documents that are generated for this organization. For example, when selecting a Portuguese organization as customer for a quotation, the default language for the quotation document will be set to Portuguese.

2.10 ETIM and multiple languages

For Compano **shared environments**, a weekly import of the ETIM classification system will be automatically performed. Depending on your language settings, one or more ETIM languages will be imported.

Note: ETIM languages determine the translation of technical (ETIM) classes, features and values.

The import of ETIM Dynamic is handled according to the following procedure:

- A check of language settings of the customer's COS application is performed.
- When one of the following languages is present, the corresponding ETIM translations are imported: **en, de, fi, no, fr-BE, nl-BE, nl-NL**

ETIM languages are offered as a **culture language**, for instance: **de-DE**. When only the main language code is present, these languages are imported as follows:

- Only main language (**de**) present in COS: ETIM language is imported as a **main language** (**de**)
- Both main and culture language (**de** and **de-DE**) present in COS: ETIM language is **only** imported as a **culture language** (**de-DE**)

Notes:

- Missing languages have to be purchased separately.

- Missing translations can be added manually to COS³.

3 Add/edit translations

Translation fields can be filled out:

- Manually
- By Import
- By Update

3.1 Reference fields

Important: In COS-applications with a multilingual license, all translatable fields are **reference fields**. These fields 'contain' the value of their language-specific counterpart. Which language-specific value is shown in the interface, depends on the user-interface language.

Example

If a user has English set as his user-interface language, all default translatable fields will show the value of the English translations of those fields. If the user switches to German as his user-interface language, the default fields will show the German translations:

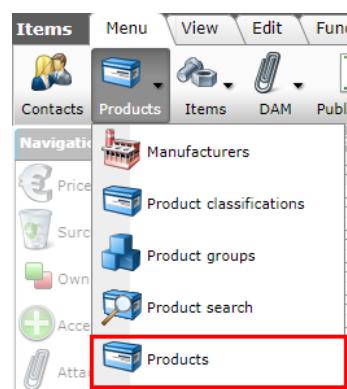
	User-interface language	
Default translatable field	English (en)	German (de)
<i>Series</i>	<i>Series (en)</i>	<i>Series (de)</i>
<i>Type</i>	<i>Type (en)</i>	<i>Type (de)</i>

Warning: Thus, to update the value of a translatable field, **you have to be careful** to update the correct language-specific field. Note that by updating the default field, in reality you will be updating the language-specific field that it currently refers to!

3.2 Add translations manually

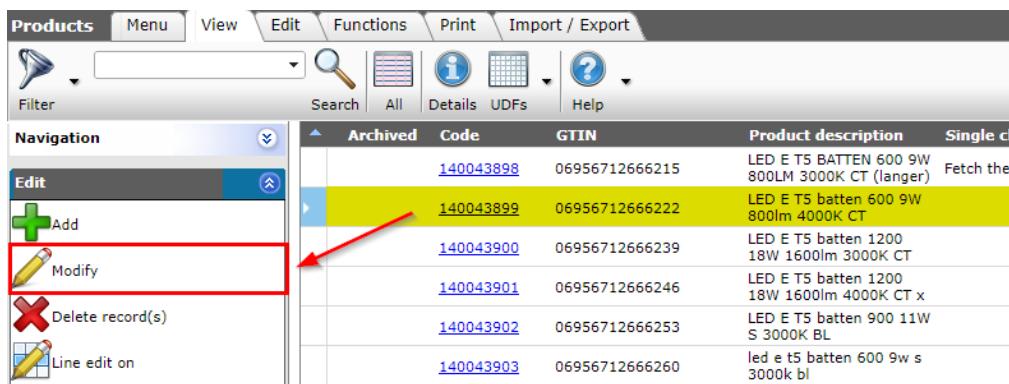
To manually add translations:

1. Through the Menu, go to the entity where you need to add translations, for instance Products:



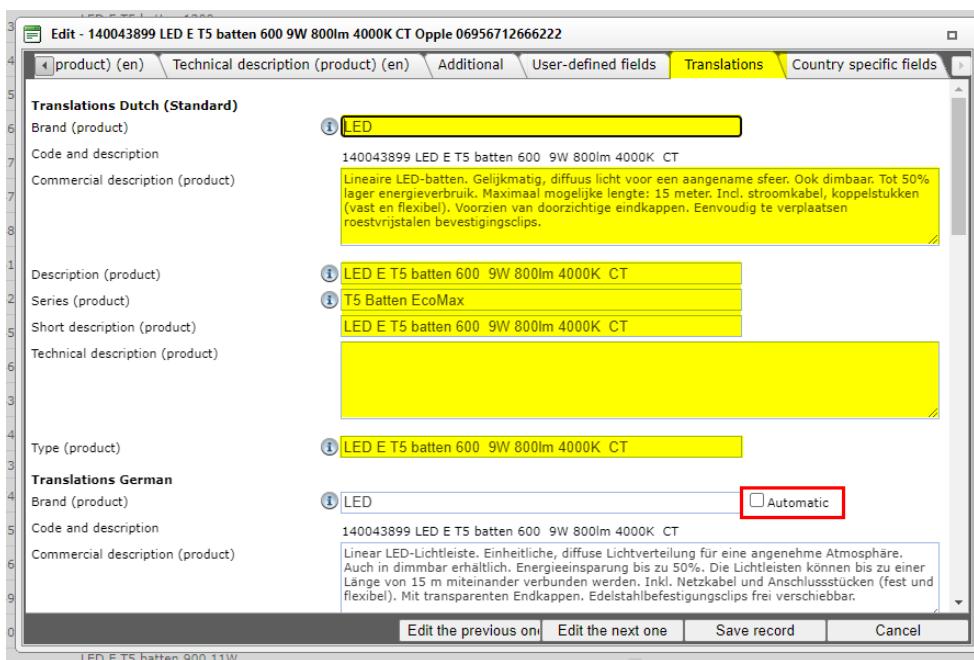
³ Only available for **dedicated** COS applications.

2. Select a product and, under Edit, click on *Modify*:



The screenshot shows the Compano software interface. The top menu bar includes 'Products', 'Menu', 'View', 'Edit', 'Functions', 'Print', and 'Import / Export'. Below the menu is a toolbar with icons for Filter, Search, Details, UDFs, and Help. A navigation sidebar on the left contains 'Edit' with options 'Add', 'Modify' (which is highlighted with a red box), 'Delete record(s)', and 'Line edit on'. The main area displays a table with columns: Archived, Code, GTIN, Product description, and Single choice. Several rows of product data are listed, with the second row (Code 140043899) highlighted in yellow. A red arrow points from the 'Modify' button in the sidebar to the second row in the table.

3. In the pop-up window, go to the *Translations* tab:



The screenshot shows the 'Edit' dialog box for product 140043899. The tabs at the top are 'product (en)', 'Technical description (product) (en)', 'Additional', 'User-defined fields', 'Translations' (which is highlighted with a yellow box), and 'Country specific fields'. The 'Translations' tab is active, showing two sections: 'Translations Dutch (Standard)' and 'Translations German'. Under 'Translations Dutch (Standard)', there are several fields: 'Brand (product)' (LED), 'Code and description' (140043899 LED E T5 batten 600 9W 800lm 4000K CT), 'Commercial description (product)' (Lineaire LED-batten, Gelijkmatig, diffus licht voor een aangename sfeer. Ook dimbaar. Tot 50% lager energieverbruik. Maximaal mogelijke lengte: 15 meter. Incl. stroomkabel, koppelstukken (vast en flexibel). Voorzien van doorzichtige eindkappen. Eenvoudig te verplaatsen roestvrijstaal bevestigingsclips.), 'Description (product)' (LED E T5 batten 600 9W 800lm 4000K CT), 'Series (product)' (T5 Batten EcoMax), 'Short description (product)' (LED E T5 batten 600 9W 800lm 4000K CT), and 'Technical description (product)' (LED E T5 batten 600 9W 800lm 4000K CT). Under 'Translations German', there are fields: 'Brand (product)' (LED), 'Code and description' (140043899 LED E T5 batten 600 9W 800lm 4000K CT), 'Commercial description (product)' (Linear LED-Lichtleiste, Einheitliche, diffuse Lichtverteilung für eine angenehme Atmosphäre. Auch in dimmbar erhältlich. Energieeinsparung bis zu 50%. Die Lichtleisten können bis zu einer Länge von 15 m miteinander verbunden werden. Inkl. Netzkabel und Anschlussstücken (fest und flexibel). Mit transparenten Endkappen. Edelstahlbefestigungsschrauben frei verschiebbar.), and a checked 'Automatic' checkbox. At the bottom of the dialog are buttons for 'Edit the previous one', 'Edit the next one', 'Save record' (highlighted with a red box), and 'Cancel'.

- Translatable fields:** Edit any of the translatable fields.
- Automatic⁴:** By checking this tick box, the translation will automatically **fallback** according to the COS fallback mechanism, see [4. Fallback of translations](#).

4. Click on *Save record*.

3.3 Import translations

Translations are best filled out using either a regular import or an update import.

⁴ Manually setting the Automatic tick box can result in some unexpected behaviour: Checking a tick box next to a filled out field, will have that field fallback and possibly show a different language. When unchecking the tick box again, the field will still show the fallback text, so if you did **not** want to change content of the field be careful **not** to save the record!



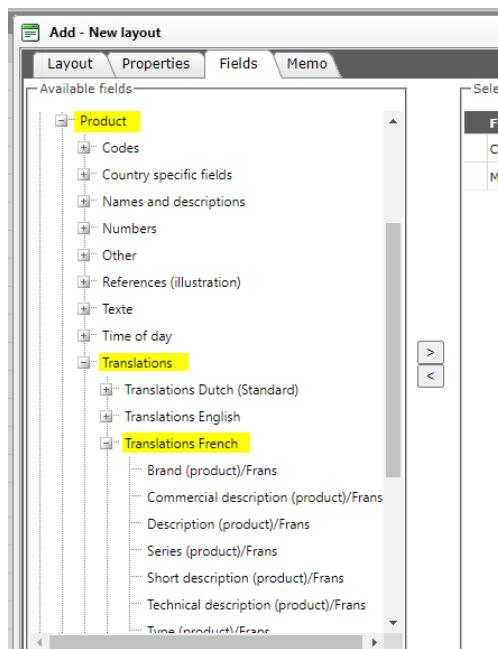
When using the Import function, make sure to **only** use the language-specific translation fields on your import- and screen layouts. Do **not** use the default translatable (reference) fields as this will easily lead to errors.

More information on importing data can be found in the Manual Universal Import/Export, which is available on the Compano [Help website](#).

3.3.1 Prepare layout(s)

When preparing layouts, either an Import or Screen layout, the correct language-specific fields can be found in the field selector under:

- By category
 - Entity (such as Product, Item)
 - Translations
 - Translations [language]



Example

Suppose you need to translate the fields *Series* and *Type* on the entity Product and the language of your user interface is *English (en)*. In this case the fields *Series* and *Type* refer to *Series (en)* and *Type (en)*. Make sure to use these two language-specific fields on your screen layout:

1. Through the Menu, go to *Products > Products*.
2. On the Products overview, go to the *View* tab and click on *Manage screen layouts*.



Products		Menu	View	Edit	Functions	Print	Import / Export
		Filter	Search	All	Details	Help	
Navigation		X	Manufacturer				
Items (0/0)			R-Vent		Screen Layout	GTIN	0871931110619:
Accessory products (0)			Flamco SE		Datapool		08712874260740
ProductCertificates (0/0)			Flamco SE		images		0871287426136!
Attachments (1/0)			Flamco SE				08712874261716
Manufacturer:R-Vent (...)			Flamco SE				08712874262416
			Flamco SE		Manage screen layouts		0871287426341:
			Flamco SE				0871287426493:
						26793	08712874267930

3. Under Edit, click on +Add to create a new screen layout:

Per view and type		Menu	View	Edit	Functions	Print	
		Filter	Search	Add	Modify	Delete record(s)	Copy
Navigation		X	Name				
Conversion tables			Datapool				
Memo (0/0)			images				

4. On the *Layout* tab, name your layout:

Add - New layout

Layout	Fields	Sorting	Quick Filter	Memo
Type	Screen			
Name	Update series and type			e
Application		<input type="radio"/> Within the company	<input checked="" type="radio"/> For me	
<input type="button" value="Add next record"/> <input type="button" value="Save record"/> <input type="button" value="Cancel"/>				

5. Next, on the Fields tab, add the Translation fields.

Note: Translation fields can be found under Available fields > By category > Product > Translations > Translations English:

Add - New layout

Layout Fields Sorting Quick Filter Memo

Available fields

- Product
 - Codes
 - Dates and time
 - Names and descriptions
 - Numbers
 - Other
 - Percentages
 - References (illustration)
 - Source information
 - Translations
 - Translations Dutch
 - Translations English

Selected fields

Field	Header
X	X
Manufacturer description	Manufacturer Description
Code	Code
GTIN	GTIN
Image	F
Drawing	T
Description	Product description
Series	Series
Type	Type
Series/	Series (en)
Type/	Type (en)

Properties

Reminder: The **default** fields Series and Type (crossed-out) **cannot** be updated as they take their content from the language-specific fields of your user interface, in this example their English (en) counterparts.

6. Apply the screen layout.

After exporting the product data, the resultant *ExcelForImport*-file will clearly show the difference between the non-editable default data fields (greyed-out) and the editable language-specific data fields (black):

H	I	J	K
Series	Type	Series (en)	Type (en)
Contraflex [3bar 2-80ltr]	TEST	Contraflex [3bar 2-80ltr]	TEST
Contraflex [3bar 2- Non-editable default data fields		Contraflex [3bar 2-	Editable language-specific data fields
Contraflex [3bar 2-		Contraflex [3bar 2-	
Contraflex [3bar 2-80ltr]	TEST	Contraflex [3bar 2-80ltr]	TEST
Contraflex [3bar 2-80ltr]	TEST	Contraflex [3bar 2-80ltr]	TEST
Contraflex [6bar 2-80ltr]	TEST	Contraflex [6bar 2-80ltr]	TEST
Contraflex [6bar 2-80ltr]	TEST	Contraflex [6bar 2-80ltr]	TEST
Separation	SideFlow Clean 5L	Separation	SideFlow Clean 5L
Separation	SideFlow Clean 5L Filterbag	Separation	SideFlow Clean 5L Filterbag
Separation	SideFlow Clean 5L Filterbag	Separation	SideFlow Clean 5L Filterbag
Separation	SideFlow Clean 5L Filterbag	Separation	SideFlow Clean 5L Filterbag
Separation	SideFlow Clean 3,5L	Separation	SideFlow Clean 3,5L
Separation	SideFlow Clean 3,5L Filterbag	Separation	SideFlow Clean 3,5L Filterbag
Separation	SideFlow Clean 3,5L Filterbag	Separation	SideFlow Clean 3,5L Filterbag
Separation	SideFlow Clean 3,5L Filterbag	Separation	SideFlow Clean 3,5L Filterbag
Separation	SideFlow Clean 3,5L C-Spanner	Separation	SideFlow Clean 3,5L C-Spanner

3.3.2 Concatenate texts

All texts that are imported into a data field on a single import will be concatenated into a single text.

Example

When you add multiple description texts in different columns in your import file and import all these values into the data field *Product description* during the import, the different texts will be concatenated into a single text value.

Please note that the texts are not automatically separated by a space-character; you will need to specify this space as a separate import value:

Example Excel import file:

Column A	Column B	Column C
This is a	[space]	Concatenated text.

The resulting value for the *Product Description* field after import will be:

This is a concatenated text.

3.3.3 Import values

To import translation texts:

1. Prepare the import file (either Excel, CSV or Unicode).
2. Prepare the import layout⁵.
3. Use the Import function to import the import file.

More information in importing data can be found in the Manual Universal Import/Export, which is available on the Compano [Help website](#).

3.4 Update translations

Translations can also be updated (or entered) using the *ExcelForImport* method.

1. Prepare the screen layout⁶.
2. Export the data to an *ExcelForImport* file.
3. Edit the *ExcelForImport* file to add or change any translations.
4. Use the Import function to import the *ExcelForImport* file.

More information in updating data can be found in the Manual Universal Import/Export, which is available on the Compano [Help website](#).

4 Fallback of translations

When no translation is available for a certain data field, it can fallback on a different language or culture.

The fallback of translations is regulated by two types of settings:

⁵ Note: Make sure to use the correct language-specific data fields as explained in chapter 3.

⁶ Note: Make sure to use the correct language-specific data fields as explained in chapter 3.

- **General fallback setting:** Determines whether translations will fallback at all or not.
- **Translation field fallback setting:** Determines whether an individual translation field will fallback or not.

Important: If the fallback settings and filling out of translations is not properly managed, data fields may appear to be filled out, but export an 'empty' value.

4.1 Translation fallback order

Translation will fall back according to this order:

Culture language
Main language
Environment language

Example

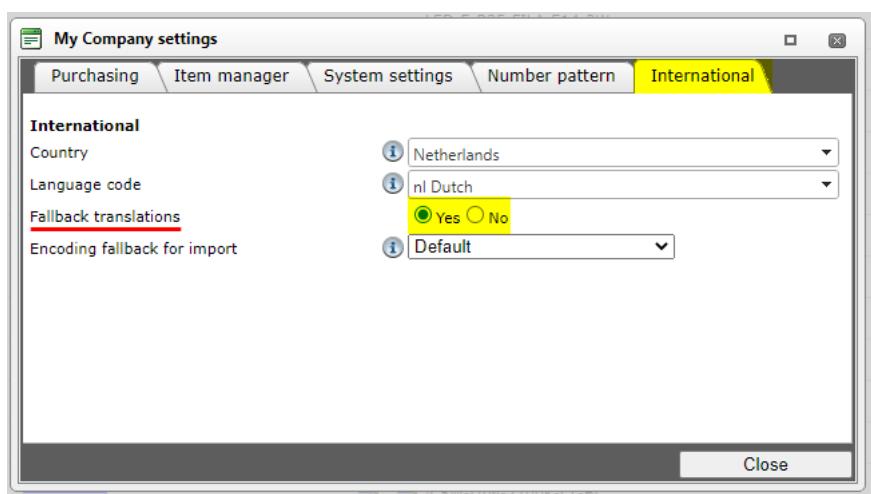
nl-BE
nl
en

If the **nl-BE culture language** field is not filled out, the translation will fallback to the **nl main language**. If the main language is also not filled out, the translation will fallback to the **en environment language**.

4.2 General fallback setting

The general fallback of translations can be set at the Company settings:

1. Through the Menu, go to *My Details > Company settings*:
2. In the pop-up window:



International tab

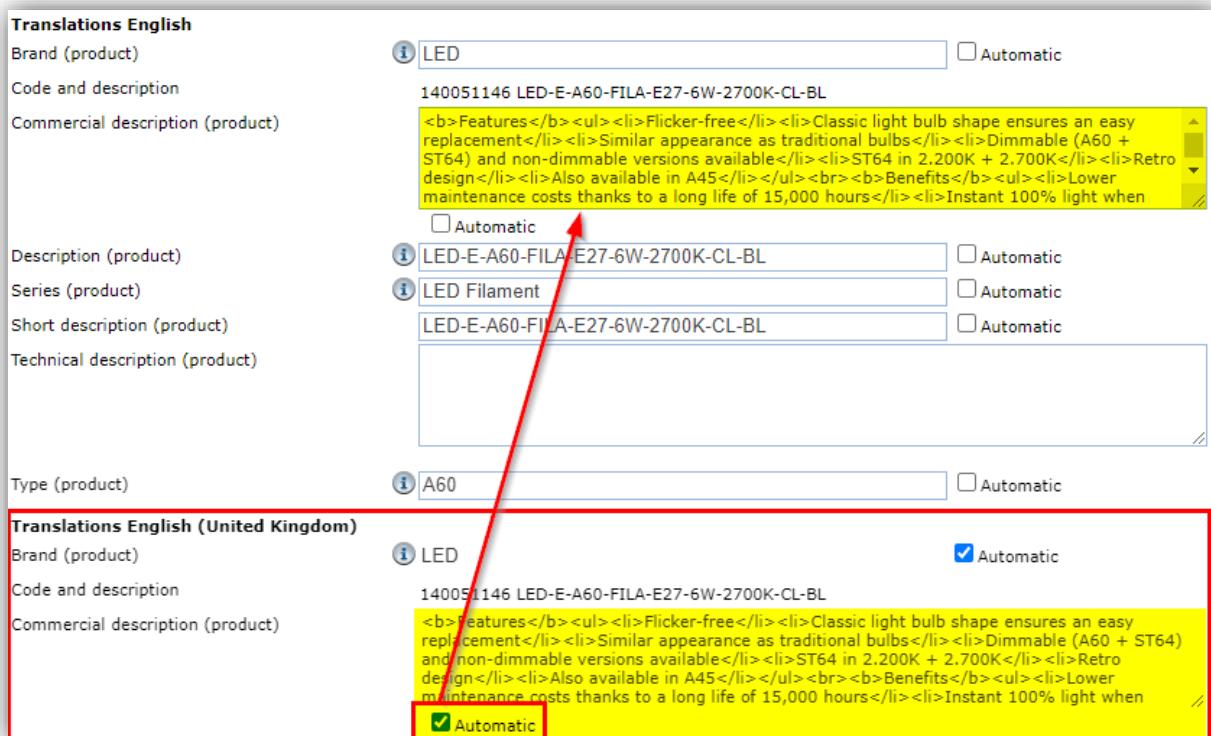
- a. **Fallback translations:** Set this option to Yes for translation to fallback from culture to main language to environment language. Set to No to prevent translations from

falling back, note that no translations might be available for records with empty translation data fields.

3. Click on *Close*.

4.3 Translation field fallback setting

The fallback of translations can also be set at for ***individual translation field*** with the **Automatic** checkmark:



Translations English	
Brand (product)	<input type="text" value="LED"/> <input checked="checked" type="checkbox"/> Automatic
Code and description	140051146 LED-E-A60-FILA-E27-6W-2700K-CL-BL
Commercial description (product)	<p>FeaturesFlicker-freeClassic light bulb shape ensures an easy replacementSimilar appearance as traditional bulbsDimmable (A60 + ST64) and non-dimmable versions availableST64 in 2.200K + 2.700KRetro designAlso available in A45
BenefitsLower maintenance costs thanks to a long life of 15,000 hoursInstant 100% light when</p>
Description (product)	<input type="text" value="LED-E-A60-FILA-E27-6W-2700K-CL-BL"/> <input type="checkbox"/> Automatic
Series (product)	<input type="text" value="LED Filament"/> <input type="checkbox"/> Automatic
Short description (product)	<input type="text" value="LED-E-A60-FILA-E27-6W-2700K-CL-BL"/> <input type="checkbox"/> Automatic
Technical description (product)	<input type="text" value=""/> <input type="checkbox"/> Automatic
Type (product)	<input type="text" value="A60"/> <input type="checkbox"/> Automatic

Translations English (United Kingdom)	
Brand (product)	<input type="text" value="LED"/> <input checked="checked" type="checkbox"/> Automatic
Code and description	140051146 LED-E-A60-FILA-E27-6W-2700K-CL-BL
Commercial description (product)	<p>FeaturesFlicker-freeClassic light bulb shape ensures an easy replacementSimilar appearance as traditional bulbsDimmable (A60 + ST64) and non-dimmable versions availableST64 in 2.200K + 2.700KRetro designAlso available in A45
BenefitsLower maintenance costs thanks to a long life of 15,000 hoursInstant 100% light when</p>

Figure 2. By checking the Automatic tickbox, the 'en-UK' translation falls back to the 'en' text.

4.3.1 Manipulating automatic fallback

For all translatable fields the option *Turn automatic on/off* has been added to the *Manipulation* function. This way the tick box **Automatic** next to translatable field can be switched on or off through manipulation:



Screenshot of the Compano software interface showing the 'Translations' tab in the 'Manipuleren' window. A red arrow points from the 'Series (product)' field in the left list to the dropdown menu on the right, which is open and shows several options: 'No action', 'No action' (selected), 'To upper case', 'To lower case', 'To upper and lowercase', 'Grant', 'Search and replace', 'Turn automatic off' (highlighted in yellow), and 'Turn automatic on'.

Example

Series and *Type* are often language-independent and thus benefit from automatically inheriting their value from the default language field.

4.3.2 Checking automatic fallback

To easily check if data fields or a record are set to Automatic fallback of translations, a filter can be set, for instance:

1. Through the Menu, go to *Products > Products* and click on Filter:

Screenshot of the Compano 'Products' screen. The 'Filter' button in the toolbar is highlighted with a red box. A tooltip says 'Be aware, there is a filter active!'. The main area shows a navigation tree on the left with 'Items (2)', 'Product parts (0)', 'Product accessories (0)', and 'Is part of (0)'. On the right, a table lists manufacturer descriptions for Opple products. The table has columns: Archived, Manufacturer Description, Code, and GTIN. The data is as follows:

Archived	Manufacturer Description	Code	GTIN
	Opple	140063133	06945730401977
	Opple	140063134	06945730401984
	Opple	140063139	06945730442932
	Opple	140063140	06945730402394

2. Go to the *Translations* tab and set the filter for any data field to *Automatic*.



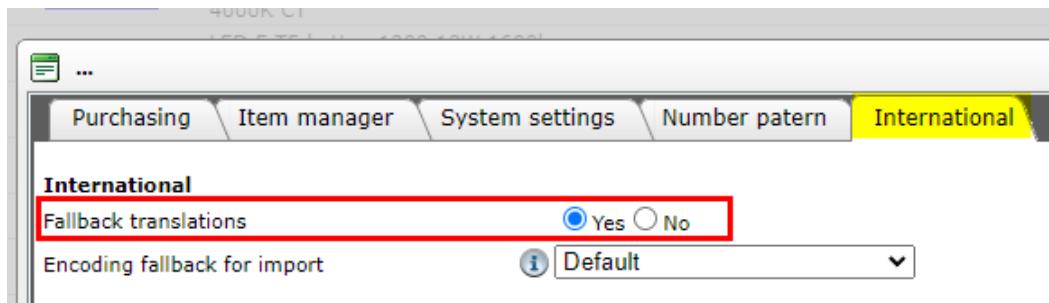
The screenshot shows a 'Filter' dialog box with several tabs at the top: Product, Classification, Model, Additional, User-defined fields, Translations, and Country specific fields. The 'Translations' tab is selected. Under the 'Translations English' section, there is a list of fields with dropdown menus. The 'Commercial description (product)' field's dropdown is set to 'automatic' and is highlighted with a yellow box. Other fields include Brand (product), Code and description, Description (product), Series (product), Short description (product), and Technical description (product).

Figure 3. Filter all records where the Commercial description is set to Automatic.

3. Click on *Apply*.

4.4 Fallback in JSON feeds

The fallback of translations in feed is dependent on the central fallback setting at *My Details > Compano Settings > tab International*:



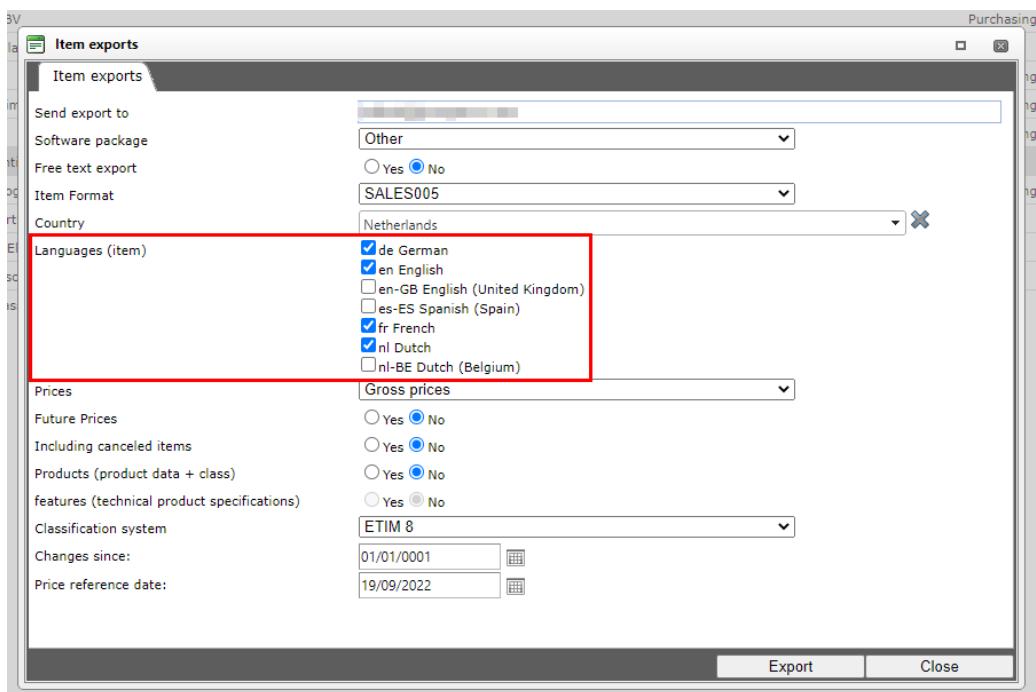
When set to Yes, translatable fields in the feed will follow the standard fallback scheme; when set to No, translatable fields in the feed will not fallback.

More information on exporting languages in JSON, can be found in the *Manual JSON Feeds*, which is available on the Compano [Help website](#).

5 Multilingual exports

5.1 Industry standard exports

When exporting in the *DICO/SALES005* or *BMEcat 4.2/5.0* formats, you can select which languages to export:



5.1.1 Attachment exports [DICO/SALES005]

Care should be taken when exporting attachments which have been linked to a specific language.

When exporting in the DICO/SALES format, one or more languages and/or cultures can be selected:

- Main language selected:** Only attachments which are linked to the main language will be exported.
- Culture variant selected:** Both attachments linked to the culture variant (nl-BE) and attachments linked to the main language (nl) will be exported (!)
- Note:** An attachment that is **not linked** to any language will always be exported.

Example

Attachment published with DICO/SALES005?			
Selected language option in DICO export dialog	Attachments with only main language code (nl)	Attachments with main language and language variant code (nl-BE)	Attachments without a language code (-)
Main language (nl)	Yes	No	Yes
Culture variant (nl-BE)	Yes	Yes	Yes

Important: If only one language is selected in the export dialog and the attachment is **not linked** to any language, this attachment will be published with the main language code of the selected language (!).

5.2 Data pool exports

When exporting to data pool 2BA or InstallData in the DICO/SALES format, you can also select which languages to export. However, make sure to select only **one** culture per language as culture

languages are published with the main language code. For instance, selecting n1-BE as the culture language will export data to 2BA with the main language code n1. Currently⁷, data pools 2BA and InstallData cannot handle culture languages.

More information on exporting languages to data pools 2BA and InstallData, can be found in the *Manual Publishing on Datapools*, which is available on the Compano [Help website](#).

6 Appendix A: Translatable description fields

For Product and Item, several description fields are available:

Product	Item
Brand	
Series	
Type	
Description	Description
Short description	Short description
Commercial description	Commercial description
Technical description	Technical description
	Brief description 1
	Brief description 2

6.1 Short and long description

Short description

Max. 70 characters

Exported in all exchange formats

Long description

Max. 256 characters

Exported in formats: INSBOU004, DICO/SALES005, BMEcat 2005 5.0

6.2 Commercial and Technical description

Commercial description

Marketing text, unlimited number of characters

Exported in formats: INSBOU004, DICO/SALES005, BMEcat 2005 4.2 and 5.0

Technical description

Technical text, unlimited number of characters

Exported in formats: INSBOU004, DICO/SALES005, BMEcat 2005 4.2 and 5.0

Not imported by data pool 2BA/InstallData.

Can be used in data feeds, for example for website / webshop.

6.3 Brief description

Brief Description 1

⁷ 19-9-2022

Max. 40 characters

Brief Description 2

Max. 40 characters

Only used for exports in Arge Neue Medien format.
Can be used as extra description fields in data feeds.