

# Manual Multilingual Data Compano Online Software

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## Content

1	Intro	oduction	
	1.1	Concepts	
2	Lang	guage settings	
	2.1	Add languages	5
	2.1.1	Auto-fill languages	5
	2.1.2	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
	2.10.1	.1 Shared application	16
	2.10.2	.2 Dedicated application	16
	2.10.3	.3 Import ETIM language file	17
	2.10.4	.4 Import ETIM [version] language file	18
3	Add/	/edit translations	18
	3.1	Reference fields	18
	3.2	Add translations manually	19
	3.3	Import translations	20
	3.3.1	Prepare layout(s)	20
	3.3.2	2 Concatenate texts	23
	3.3.3	B Import values	23
	3.4	Update translations	24
4	Trans	slation Fallback System (default)	24
	4.1	Translation fallback order	24
	4.2	General fallback setting	25
	4.3	Translation field fallback setting	25
	4.3.1	Manipulating automatic fallback	26
	4.3.2	2 Checking automatic fallback	27
	4.4	Fallback in JSON feeds	27
5	Fields	ls Fallback System	
	5.1	User rights	

K Compano Online Software

	5.2	Restrictions	29
	5.3	Changes	29
	5.4	Configuration	29
	5.4.1	Deactivate Fields fallback system	30
	5.4.2	Add data fields for fallback	31
	5.5	Set fallback of data fields	32
	5.5.1	Finding data fields	35
	5.5.2	Finding fallback options	36
	5.6	Export of fallback settings	37
6	Multi	ilingual exports	38
	6.1	Industry standard exports	38
	6.1.1	Attachment exports (DICO/SALES005)	38
	6.2	Data pool exports	39
7	Арре	endix A: Translatable description fields	39
	7.1	Short and long description	39
	7.2	Commercial and Technical description	40
	7.3	Brief description	40

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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

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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)

Environment 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

<u>Note</u>: 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 <u>4 TRANSLATION FALLBACK SYSTEM (DEFAULT)</u> for more information on the default fallback system.

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 <u>ISO 639-1 standard</u> US and UK are culture codes, according to the <u>ISO-3166-1 alpha-2 standard</u>

4

Another example:

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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 languages<sup>1</sup> 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.

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5

<sup>&</sup>lt;sup>1</sup> Only available with an COS International license.

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#### 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.



3. In the pop-up window:

Add - New language			
Language Translations			
ISO Code	es-ES		
Description	Spanish		
Use multilingual fields	● Yes ○ No		
Hide in user interface	🔿 Yes 🔍 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*.

lnfo			
nter the second	io online	sof	tware
Support Telephone: Email: Website: License Info Edition: Productline: Maximum number of (named) users: Maximum number of concurrent users:	088 266 7 266 support@compano.com https://www.compano.com Fabrikant PIM 21 10	Version Name: Revised Version: CodeBase: Server: Environmer Contract: Number: Language:	Leeuw V04 24.02.29.22 23.10.08 A-H06 ht 1 en-GB English

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 Menu View Edit Functions					
Navigation		▲ ISO Code	Description (nl-NL)	Use multilingual fields	Language environment
Field translations (1955)		nb-NO			
Field translations (1055)		zh-CN	Chinees		
Configuration		da-DK	Deens (Denemarken)	2	
-		de-DE	Duits (Duitsland)	<b>V</b>	
Edit		en-GB	Engels (Verenigd Koninkrijk)		
Autofill		en-US	Engels (Verenigde Staten)	<b>V</b>	
		et-EE	Ests (Estland)		

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.

<u>Important</u>: 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:

Item search Menu	View	Edit Fund	tions Print	Impo	ort / Export		
🚨 🤜 . 🗞 .	0.		<b>B</b> .	- 6	ತ್ರ .	0.	
Contacts Products Items	DAM	Publications	Classification	System	My details	Help	Logout
Navigation	$\otimes$	<ul> <li>Archiv</li> </ul>	ed Supplier	Ba	ackground tas	sks	0.6.5
Product: 140043899 LED.			OPPLE Lig		5		
			OPPLE Lig	C U	onfiguration		
Edit	٢				avouts		
Сору			OTTLE LIG		.,		
			OPPLE Lig	Lo	ogs		
Functions	$\otimes$		OPPLE Lig				
Generate item sheet			OPPLE Lig	V Us	ser-defined fi	elds (main)	)
				2 Us	sers		_
Sales Items »			OPPLE Lig				

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

Users Menu View Edit	Functions Import / Export	
Filter Be aware, there is a filter	Search All Details Manage screen layouts Help	•
Navigation 🛞	<ul> <li>Archived User</li> </ul>	Name
Manue (1)	Stational Science and	No. of the local sectors in th
Memo (1)		DEMO gebruiker
Attachments (0)	and the reaction of	100 million (100 million)
		Feeduser
Edit		Johnny English
Add		Ingen Stantik
Modify		And a second second
Delete record(s)		

3. In the pop-up window:



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

## 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:

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anguages Menu View	Edit Function	s   f)    2				
ilter	Search All	Details Manage screen layouts Help	•			_
avigation 📀	ISO Code	Description	Language environment	Use multilingual fields	Hide in user interface	Memo
Field Translations (44234)	de de	German				
	de-DE	German (Germany)				
Configuration	en	English		×		1
	en-GB	English (United Kingdom)				
it 🛞	es-ES	Spanish		<i></i>		1
Autofill	fr	French		<b>S</b>		
Add	fr-BE	French (Belgium)				1
	fr-FR	French (France)				
Modify	nl	Dutch	<b>V</b>	<i></i>		1
Delete record(s)	nl-BE	Dutch (Belgium)				
Line edit on	<u>nl-NL</u>	Dutch (Netherlands)				
Сору						

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
<u>ni</u>	Dutch			
<u>de</u>	German			
fr	French			
nl-BE	Dutch (Belgium)			
en-GB	English (United Kingdom)			
en	English			
<u>nl-NL</u>	Dutch (Netherlands)			
<u>fr-BE</u>	French (Belgium)			
de-DE	German (Germany)			

- 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 added<sup>2</sup> to all entities. You can find these fields on the *Translations* tab, for example: under Product:

Edit - 140043898 LED E T5 BATTEN 600 9V	800LM 30	00K CT (langer) Opple 06956712666215					
Colour Product Classification	Model	Commercial description (product) (en) 👗	Technical description (product) (en)	Additional	User-defined fields	Translations	Cour
Translations Dutch (Standard)							^
Brand (product)	Opple	1					
Code and description	140043	3898 LED E T5 BATTEN 600 9W 800LM 3000K C1	T				
Commercial description (product)	<b>Ei energi <b>Vo onderf</b></b>	genschappen <ul><li>Geleverd met kabel- ezuinige LED-batten</li><li>Slanke behuizing e soordelen<ul><li>Eenvoudig te installeren&lt; noudskosten</li><li>Geen opwarmtijd, onmidde</li></ul></li></ul>	en schakelaccessoires en koppelstukjes (v n hoge efficiëntie tot 89 lm/W <li>Ma /li&gt;<li>Tot 50% lager energieverbruik</li> lilijk 100% licht bij inschakeling</li>	ast/flexibel)kimaal mogelijk > <li>Langere le</li>	i> <li>Betrouwbare en be e, totale lengte 15 mete evensduur verlaagt ook</li>	etaalbare r	
Description (product)	LED E	T5 BATTEN 600 9W 800LM 3000K CT					
Series (product)	🚺 ddd						
Short description (product)	LED E	T5 BATTEN 600 9W 800LM 3000K CT					
Type (product)	Grille						
Translations Corman	0						
Brand (product)	IED		Automatic				
Code and description	14004	3898 LED T5 Batten 600mm 9W 800im 3000K (i	anger)				
Commercial description (product)	Inkl. K Die Lic Install Angen	abel und Verbindungsmaterial. Verlässliche, bez htteisten können bis zu einer Länge von 15 m m ation. Energieeinsparung bis zu 50%. Lange Leb ehm gleichmäßig durchgehende Beleuchtung.	albare und energiesparende LED-Lichtleist iteinander verbunden werden. NEW: jetzt a ensdauer sowie geringe Wartungskosten. S	e. Schlankes De auch dimmbar u ofortstart, 1009	esign mit hoher Lichtaus und mit transparenten Er % Leuchtkraft sofort beir	beute bis zu 89 lr Idkappen. Einfach n Einschalten.	n/w. ie
	- Aut	tomatic					-
			C. Hard A.	ET also also	0	0	and the second s

<sup>&</sup>lt;sup>2</sup> Translation fields are only added for 'translatable' fields, such as Brand, Series, Type, Description, but also for userdefined 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:

Add - New attachment to pr	oduct 140063133 LED-E-A60-FILA-E27-4,5W-DIM-2700K-FR-BL Opple 0694573040197	7 🛛
Attachment		
Sequence number	58	
Description	English manual	
Location	COS PIM Manual Product And Item Relations r1-0.pdf x https://help.compano.nl/pdf/COS_PIM_Manual_Product_And_Ite	em_Relation
Special		
Title		
Language	en English 🗸	*
Version		-
Attachment type	MAN Instructions	×
Source	URL	
Confidential	(1) O Yes      No	
	Add next record Save record	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*.

Users Menu View Edit	Functions Import / Export	
🚨 🔄 . 🗞 🦉	. 🗏 🔒 . 🐧 .	🧕 . 📀 . 💺
Contacts Products Items DAI	Publications Classification System	My details Help Logout
Navigation	<ul> <li>Archived User</li> </ul>	My details
Memo (1)		Change password
Attachments (0)		Company settings
Edit (A		My settings
Modify		Activate screen settings
Delete record(s)		Oreate homepage

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

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My Company settings			×
Purchasing Item manager S	ystem settings 🔷 Number pattern	International	
International			
Country	I Netherlands		•
Language code	🕄 nl Dutch		-
Fallback translations	● Yes ○ No		
Encoding fallback for import	<ol> <li>Default</li> </ol>	~	
		Olaas	_
		Close	

- 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.

<u>Important</u>: 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 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:

Properties	Rapporttitel	Company logo V Letterhead V Adres V Detailgegevens V Hoofdstukken	Hoofdstukt
			· ·
Language		fr French 🔹	^
Basic font			
Font		Arial	×
Line Spacing		1.50	
Fontsize		10.00	
Text Color			
Formatting			
Decimal separator character			
Thousands separator		,	
Date separator character		/	
Time separator character		:	
Date format		31-01-2010 (dd-mm-yyyy)	
First page layout			
page mode		Standing 🗸	
Writing paper		X	
Top Margin		2.00	
Margin under		2.00	
Margin Left		2.00	
Right Margin		2.00	
Watermark			-
		Add next record Save record	Cancel

- a. Language: Select the language for this report.
- 4. Click on Save record.

<u>Note</u>: 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.

<u>Important</u>: 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:

Calculation	Print layouts Customer	Addresses V Project administration	Summary Clo	sina text 🐧 Memo
		\		
C-11:				
Base	Gross - discou	nt	~	
Calculation type	Fixed Price	~		
Sales appointment handling				
/AT Reverse charge				
Price reference date	0 165 0 140	Vutematic		
To loose meterial	20/09/2022	Automatic		
is large material	€0.00	M Automatic		<b>•</b> • •
Language	fr French			• ~
VAT Rate high	21.00	% 🗆 Automatic		
VAT Rate low	9.00	% 🗆 Automatic		
Monitoring				
DataManager				•
Internal accountmanager				
Accountmanager				
Scoring opportunity		%		
Date final		<b>=</b>		
Order Date				
Warning period	7	<ul> <li>Automatic</li> </ul>		

a. Language: Set a different language for this document (Calculation) only. 4. Click on *Save record*.

<u>Important</u>: 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.

Calculations Menu View	Edit Functions Pr	int \ Import / E	xport	
▶.	- 🔍   🦓 ,	🖕 . 🐼	%	🍇 🔳 🔞
Filter	Search Replacement	Order Send	Project discount Source estimate	Template From archive Help
Navigation 😵	Archived No.	Calc.nr S	(Int./Ext./Werk) begroting	g Description
rda (7	PR22000001	CA220028A	Externe begroting	Test demo
Eait	<u>PR22000001</u>	CA220028	Interne begroting	Test demo
Functions				
Replacement				
📢 Update	]			
And addresses				

3. In the pop-up window:

Calculations Menu View	Edit Functions Prin	nt 🔪 Import / Ex	kport	
▶	- 🔍 🖓 🔒	🍐 . 👒	%	🍇 🔳 📀
Filter	Search Replacement	Order Send	Project discount Source estimate	Template From archive Help
Navigation 😵	Archived No.	Calc.nr S	(Int./Ext./Werk) begroting	Description
	PR22000001	<u>CA220028A</u>	Externe begroting	Test demo
Edit	PR22000001	CA220028	Interne begroting	Test demo
Functions				
📢 Update				
A undating addresses				

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

			8
			6
Update			
Gross/purchase prices	◎ Yes ○ No		
Selling	● Yes ○ No		
Treshold	5.00		
Only check run	O Yes 🖲 No		
Total number of lines to update:	39		
Number of (file)articles to update:	28		
NB Item			
Items not present (anymore) in the item	is dataset:		
8714253035000 123456	Supplier: Oosterberg (8714253035000) - article number: 123456		
6629356	Supplier: ? - article number: 6629356		
6743983	Supplier: ? - article number: 6743983		
6744049	Supplier: ? - article number: 6744049		
6952972	Supplier: ? - article number: 6952972		
1765106	Supplier: ? - article number: 1765106		
1765098	Supplier: ? - article number: 1765098		
6743652	Supplier: ? - article number: 6743652		
To update / check number of specials: 1			
Total number of lines to update:	1		
Number of (file)articles to update:	0		
NB Item			
Items not present (anymore) in the item	is dataset:		
8714253035000 REG01	Supplier: Oosterberg (8714253035000) - article number: REG01		
	Execute Cl	ose	

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- 🧳 🌮 🗾
  - 5. Check the feedback and click on OK:

E Act	ualize estimatelines	X
	Update in estimate: CA220028A of 39 linesNo changes	
	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:

Add - New periodic tasks			•
Periodic tasks Memo			
Active	1	♥ Yes ○ No	-
Periodic task type	[	Export 🗸	
Task entity	Ī	ltem 👻 💥	
Description	1	Daily BME export	
Assortments	(	OPPLE NL (8719333011219) 👻 🗱	
Language		de German 👻 💥	
Format type		BMEcat 2005 🗸 🗸	
Changes since:	1		
Delta	(1	● Yes ○ No	
CanOverride		○ Yes	
Frequency	[	Daily 🗸	
Sequence no	1	1	
Source or target	Ē		
			-
		Add next record Save record Cancel	

## 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 Contac person tab

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Contact person	Organization	Private Person	Location	Department	Memo	User-defined fields	
Relation number		RE1800	45				
First name		Bert					
Initials		Β.					
Preposition							
Surname							
Gender		Male	~				
Date of birth			[				
Function							
Communications							
Direct dialing		030 266	78421				
Mobile							
Email							
Language		fr Frencl	1				<b></b> ]
Salutation							
Title							
Suffix							
Letter salutation						🗹 Automatic	

<u>Note:</u> 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

ETIM International offers the English language (translation) of Classes, Class Features and Values for free. Any other languages are managed by local ETIM organisation and are either offered as a paid service or for free.

#### 2.10.1 Shared application

For *shared* COS applications, the ETIM Dynamic classification system will be imported weekly. This import includes translations for the following languages: English (EN), German (de-DE), Dutch (nl-NL), Flemish (nl-BE), Belgian French (fr-BE), Suomi/Finnish (fi-FI), Italian (it-IT), Norwegian (no-NO).

Which translations will be imported, depends on your *language settings*. ETIM languages are offered as a *culture language*, for instance: **de-DE**, which stands for standard German. When only the *main language* code has been activated in COS, 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)

#### 2.10.2 Dedicated application

For a *dedicated* COS application *ETIM Dynamic* translation will have to be added manually or by API-call:

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#### Dutch

The Dutch translations (**n1-NL**) of *ETIM Dynamic* can be imported via automated ETIM Client periodic task. Access to this API is through a paid-for service of Ketenstandaard.nl. More information can be found on the <u>Ketenstandaard website</u>.

Detailed instructions on how to set-up an automated import of the Dutch ETIM Dynamic translations can be found in the <u>Manual Periodic Tasks</u>.

Periodic tasks Mer	no			
Active Periodic task type	1	● Yes ○ No Import ETIM		<u> </u>
Frequency Day of the week Sequence no	[ [ []	Weekly Monday V	~	
ClientId Secret	1			
	Edit previous	Edit next	Save record	Cancel

Together with Dutch, the following translation will be imported, if the corresponding language has been activated in COS:

English (EN), German (de-DE), Flemish (nl-BE), Belgian French (fr-BE), Suomi/Finnish (fi-FI), Italian (it-IT), Norwegian (no-NO)

<u>Note</u>: Translations in other languages will each need to be downloaded from the ETIM website of the corresponding country. See the next paragraph for instruction on how to import such an ETIM language file.

#### 2.10.3 Import ETIM language file

For translations of ETIM in other languages, you will need to download a translation file (usually in the IXF-format) from the *ETIM website of the corresponding country*.

<u>Note</u>: Some translation files are freely available, however for some countries you will have to apply for ETIM membership to be able to download the required files. Please see the instructions per country below.

French You need to apply for membership of ETIM France.

https://www.etim-france.fr/

Spanish You need to apply for membership of ETIM Spain.

https://www.etim-spain.es

Portuguese You need to apply for membership of ETIM Portugal.

#### https://www.etimportugal.pt/

Danish You need to apply for membership of ETIM Denmark.

https://www.veltek.dk/om-veltek/etim-danmark/

Swedish You need to apply for membership of ETIM Sweden.

#### https://www.etim.se

Polish You need to apply for membership of ETIM Poland.

#### https://etim.org.pl

#### 2.10.4 Import ETIM [version] language file

For *other ETIM-versions*, for instance ETIM 8, separate translation files (IXF-format) are available from the Ketenstandaard website.

	ETIM 8.0 productclassificatiemodel - Engels en Nederlands - IXF 3.0
▲ DOWNLOAD	ETIM productclassificatiemodel (zonder ETIM Modelling Classes). Onderdelen: alle sectoren Talen: Engels en Nederlands. Bestandsformaat: XML (IXF 3.0). Informatie over dit bestandsformaat is ook te downloaden op deze site.

## 3 Add/edit translations

Translation fields can be filled out:

- Manually
- By Import
- By Update

### 3.1 Reference fields

<u>Important</u>: 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)		
Series	Series (en)	Series (de)		
Туре	Type (en)	Type (de)		

<u>Warning</u>: 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:



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

Products Menu Vie	ew Edit	Functions	Print Imp	oort / Export		
▶ .	•		1	. 🕜 .		
Filter		Search All	Details UDFs	Help		
Navigation	*	Archived	Code	GTIN	Product description	Single ch
Edit			<u>140043898</u>	06956712666215	LED E T5 BATTEN 600 9W 800LM 3000K CT (langer)	Fetch the t
Add			<u>140043899</u>	06956712666222	LED E T5 batten 600 9W 800lm 4000K CT	
			<u>140043900</u>	06956712666239	LED E T5 batten 1200 18W 1600lm 3000K CT	
Modify	1		<u>140043901</u>	06956712666246	LED E T5 batten 1200 18W 1600lm 4000K CT x	
Delete record(s)			<u>140043902</u>	06956712666253	LED E T5 batten 900 11W S 3000K BL	
Line edit on			<u>140043903</u>	06956712666260	led e t5 batten 600 9w s 3000k bl	

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

product) (en) Technical descript	tion (produc	ct) (en) 🔪	Additional	User-defined field	ls Translat	ions Cour	ntry specific fields
Translations Dutch (Standard)							
Brand (product)		D				ו	
Code and description	140	043899 LE	D E T5 batten	600 9W 800im 4000	к ст		
Commercial description (product)	Line lag (va roe	eaire LED-t er energiev ist en flexib stvrijstalen	patten, Gelijkm rerbruik, Maxin rel), Voorzien v bevestigingso	atig, diffuus licht voo naal mogelijke lengte an doorzichtige eindl lips.	r een aangena : 15 meter. Inc :appen. Eenvou	me sfeer. Ook I. stroomkabe Idig te verplaa	dimbaar. Tot 50% I, koppelstukken tsen
Description (product)	<li>LE</li>	D E T5 bat	tten 600 9W	300lm 4000K CT			
Series (product)	3 T5	Batten Ec	oMax				
Short description (product)	LE	D E T5 bat	tten 600 9W	300lm 4000K CT			
Technical description (product)							
Type (product)	ILE	D E T5 bat	tten 600 9W	300lm 4000K CT			
Translations German							
Brand (product)	🚺 LE	D				Automat	ic
Code and description	140	043899 LE	D E T5 batten	600 9W 800lm 4000	к ст		
Commercial description (product)	Lin Auc Lär flev	ear LED-Lic ch in dimml nge von 15 kibel), Mit t	htleiste. Einhe bar erhältlich. m miteinander ransparenten f	itliche, diffuse Lichtv Energieeinsparung bi verbunden werden. Endkappen. Edelstahl	erteilung für eir s zu 50%. Die I Inkl. Netzkabel pefestigungsclip	ne angenehme Lichtleisten kö I und Anschlus ps frei verschi	Atmosphäre. nnen bis zu einer sstücken (fest und ebbar.
	1102						

- a. Translatable fields: Edit any of the translatable fields.
- b. Automatic<sup>3</sup>: By checking this tick box, the translation will automatically *fallback* according to the default COS fallback mechanism, see <u>4 TRANSLATION FALLBACK</u> SYSTEM (DEFAULT).
- 4. Click on *Save record*.

#### 3.3 Import translations

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

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 <u>Help website</u>.

#### 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

<sup>&</sup>lt;sup>3</sup> 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!



#### Example

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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 E	dit Functions Print Import / Export	
Filter	Search All Details	
Navigation ( 🔕	X Manufacturer Screen Layout	GTIN
Items (0/0)	R-Vent	)8719311106197
	Flamco SE Datapool	8712874260740
Accessory products (0)	Flamco SE	871287426136
ProductCertificates (0/0)	Flamco SE	8712874261716
Attachments (1/0)	Flamco SE	)8712874262416
Attachments (1/0)	Flamco SE	8712874263413
Manufacturer:R-Vent (	Flamco SE	8712874264939
	Flamco SE 26793	08712874267930

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

Per view and type Menu Vi	ew E	dit	Functions Print
Filter	Search	Add	Modify Delete record(s)
Navigation	^ A	Т	Name
	) <b>m</b>	0	Datapool
Conversion tables		0	images
Memo (0/0)			

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

Layout Fields Softin	g Quick Filter	Memo		
уре	Scr	een	$\sim$	
lame	Upc	late series and type		9
pplication		Within the company	🔍 🗳 For me	

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

<u>Note</u>: Translation fields can be found under *Available fields > By category > Product > Translations > Translations English*:

Layout Fields Sorting Quick F	ilter I	Memo		
Available fields	7 [	Selected fields		
Product	1 1	Field	Header	
- Codes		х	х	
+ Dates and time		Manufacturer description	Manufacturer Description	
• Names and descriptions	1 1	Code	Code	
+ Numbers		GTIN	GTIN	
🛓 Other		Image	F	
• Percentages		Drawing	т	
References (illustration)		Description	Product	
Source information			description	-   -
Translations	1 1	Series	Series	
Translations Dutch		Туре	Турс	
Translations English	.	Series/	Series (en)	
Brand/		Туре/	Type (en)	
Commercial description/				
Description/				
Group (masterdata) Comm				

<u>Reminder</u>: 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):

Н	- I	L	к
Series	🔽 Туре	Series (en)	<ul> <li>Type (en)</li> </ul>
Contraflex [3bar 2-80ltr]	TEST	Contraflex [3bar 2-80ltr]	TEST
Controflex [3bar 2- Non-ed	litable default 🛛 🖌	Contraflex [3bar 2- Editab	le language-
Contraflex [3bar 2-, data fi	elds	Contraflex [3bar 2- specifi	c data fields
Contraflex [3bor 2-80ltr]	TEST	Contraflex [3bar 2-80ltr]	TEST
Contraflex [3bar 3,80ltr]	TEST	Contraflex [3bar 2-80ltr]	TEST
Contraflex [6bar 2-80tr]	TEST	Contraflex [6bar 2-80ltr]	TEST
Contraflex [6bar 2-80ltr]	TEST	Contraflex [6bar 2-80ltr]	TEST
Separation	SideFloy, Clean 5L	Separation	SideFlow Clean 5L
Separation	SNerlow Clean 5L Filterbag	Separation	SideFlow Clean 5L Filterbag
Separation	sideFrow Clean 5L Filterbag	Separation	SideFlow Clean 5L Filterbag
Separation 🧳	SideFlow Slean 5L Filterbag	Separation	SideFlow Clean 5L Filterbag
Separation	SideFlow Clean 5L C-Spanner	Separation	SideFlow Clean 5L C-Spanner
Separation	SideFlow Clean 3,51	Separation	SideFlow Clean 3,5L
Separation	SideFlow Clean 3.5L Fitterbag	Separation	SideFlow Clean 3.5L Filterbag
Separation	SideFlow Clean 3.5L Filtering	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 an 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 layout<sup>4</sup>.
- 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 <u>Help website</u>.

## 3.4 Update translations

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

- 1. Prepare the screen layout<sup>5</sup>.
- 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 <u>Help website</u>.

## 4 Translation Fallback System (default)

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

<u>Note</u>: The default Translation Fallback System can be replaced by a different system where each fallback can be set manually and which thus allows much more control over the fallback of translation. For a detailed explanation, see chapter <u>5 FIELDS FALLBACK SYSTEM</u>.

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

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

<u>Important</u>: 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

<sup>&</sup>lt;sup>4</sup> <u>Note</u>: Make sure to use the correct language-specific data fields as explained in chapter 3.

<sup>&</sup>lt;sup>5</sup> <u>Note</u>: Make sure to use the correct language-specific data fields as explained in chapter 3.

nl-BE nl en

If the **n1-BE** *culture language* field is not filled out, the translation will fallback to the **n1** *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:

Purchasing Item manager	System setting	Number pattern	International	
International				
Country	<li>Neth</li>	erlands		•
Language code	🗊 nl Du	ıtch		•
Fallback translations	🔘 Ye	es 🔿 No		
Encoding fallback for import	💽 Defa	ault	~	

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:

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Translations English		
Brand (product)	1 LED	Automatic
Code and description	140051146 LED-E-A60-FIL	A-E27-6W-2700K-CL-BL
Commercial description (product)	<b>Features</b> <ul><li>replacement</li><li>ST64) and non-dimmable design</li><li>Also availa maintenance costs thanks</li></ul>	>Flicker-free <li>Classic light bulb shape ensures an easy lar appearance as traditional bulbs</li> <li>Clip&gt;dip&gt;dip&gt;dip&gt;dip&gt;dip&gt;dip&gt;dip&gt;dip&gt;dip&gt;d</li>
	🗆 Automatic 🛛 🤺	
Description (product)	LED-E-A60-FILA-E27-6\	V-2700K-CL-BL
Series (product)	LED Filament	Automatic
Short description (product)	LED-E-A60-FILA-E27-6\	N-2700K-CL-BL
Technical description (product)		
Type (product)	1 A60	Automatic
Translations English (United Kingdom)		
Brand (product)	1 LED	Automatic
Code and description	140051146 LED-E-A60-FIL	A-E27-6W-2700K-CL-BL
Commercial description (product)	<pre><b>features</b><ul><li>repl cement</li><li>cin&gt;sim and non-dimmable versior degign</li><li>Also avails muintenance costs thanks </li></ul></pre>	>Flicker-freeClassic light bulb shape ensures an easy lar appearance as traditional bulbs <li>li&gt;cli&gt;cli&gt;bimmable (A60 + ST64) is available</li> <li>ST64 in 2.200K + 2.700K</li> <li>li&gt;Lower ble in A45</li> <li>cli&gt;cli&gt;cli&gt;cli&gt;cli&gt;cli&gt;cli&gt;cli&gt;cli&gt;c</li>

*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:

		cottage to pas	sture we
3	📄 Manipuleren		
	Manipulating User-defined t	fields Translations	Country specific fields
	Translations Dutch (Standard)		
-	Brand (product)	No action	~
-	Commercial description (product)	No action	~
3	Description (product)	No action	~
3	Series (product)	No action	~
-	Short description (product)	No action	
a Ic	Technical description (product)	To upper case To lower case	
C C	Type (product)	To upper and lowercas Grant	e
3	Translations German	Search and replace	
3	Brand (product)	Turn automatic off	
	Commercial description (product)	Turn automatic on	

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#### 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:

Products Menu View	Edit Function	s Print Import / Export		
Filter Be aware, there is a filter	Search A	Details Screen Layout	-	
Navigation 🛞	Archiv	ed Manufacturer Description	Code	GTIN
Items (2)		Opple	<u>140063133</u>	06945730401977
Product parts (0)		Opple	<u>140063134</u>	06945730401984
		Opple	140063139	06945730442932
Product accessories (0)		Opple	140063140	06945730402394
Is part of (0)				

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

Filter	150.5	005 51 A 54 A 000			×
Product Classification Mo	del Additional	User-defined fields	Translations	Country specific fields	
Commercial description (product group)	contains word 🗸				1
Description (Product group)	start 🗸				
Technical description (product group)	contains word 🗸				
Translations English					
Brand (product)	start 🗸				
Code and description	start 🗸				
Commercial description (product)	automatic 🗸 🗸				
Description (product)	start 🗸				
Series (product)	start 🗸				
Short description (product)	start 🗸				
Technical description (product)	contains word 🗸				

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*.

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40001001	1000 1000 1000	
Purchasing Item manage	er System settings Numb	er natern Internationa
		incontracióna
International		
International Fallback translations	Yes O No	

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 <u>Help website</u>.

## 5 Fields Fallback System

COS already contained a default *Translations Fallback System* where fallback of language-specific text data fields was handled according to a hard-coded setup. Thus, for instance, **nl-BE** (Flemish) could fall back on the main language **nl**, and ultimately to the system-wide standard language (usually **en**). However, this system did not provide for desired fallback of, for example **en-US** to **en-GB**, or set a fallback of **Short Description (product)** to **Long Description (product)**, or even **Description (Product group)**.

The *Fields Fallback System* now provides for setting multiple, consecutive fallbacks to any string-type data field.

This system is much more flexible and will also allow for such setups as:

- Only filling out product descriptions and let fallback handle item descriptions, as in most cases both descriptions are exactly the same.
- Set a fallback for Commercial descriptions to a general Product group description and only deviate for products that need an additional or different commercial text.

A Fields Fallback System has been added to the application, which can be switched on by disabling the default fallback system. A new Configuration overview allows for setting detailed fallbacks for the text data fields of the entities the entities *Product, Product group, Item* and *Item group*.

Data fields for fallback can be added at will for any of the above mentioned entities and can also be archived or removed. The configuration is cached for performance reasons.

### 5.1 User rights

The overview Fields Fallback (Configuration) is under a new user right; therefore, that right must be set for any users that need access to this view. If this right is not set, only the administrator will have access to this overview.

## 5.2 Restrictions

Some restriction apply to the new Fields Fallback system:

- Texts are truncated to the *maximum length* of the target field; for instance, *Product descriptions* (max 256 characters) will be truncated to 70 characters when a fallback is set to the *Product short description* field.
- The fallback of *Deep links* is hard-coded: First the deep link of the item is determined, if this is empty then the deep link will fall back to the deep link of the product.
- Fields fallback is *not recursive*. Thus, a data field will *only* fall back to the value of the data field(s) to which it is set. If this data field itself is empty and falls back to another data field, this second fall back will *not* activate.
- When changing any fallback settings, the *Activate function* must be used, before any changes will become active, as the fallback definition is cached to optimize performance.

## 5.3 Changes

The following fields had a *hard-coded fallback* to *Purchase Item*, however this fallback has been removed in favour of the new Fields Fallback system:

- Commercial description (item)
- Technical description (item)

In addition, for a number of language-based fields, the following *Manipulation options* have been removed:

- From purchase item
- From product
- From preferred item
- From description 1 and 2



## 5.4 Configuration

Before the Fields Fallback system can be used, the following actions need to be performed:

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- Deactivate the default *Translations Fallback System*
- Add data fields for fallback

### 5.4.1 Deactivate Fields fallback system

By default an International COS application makes use of a *Translation fallback system*. However, to use the alternative *Fields Fallback system*, Translation fallback first needs to be disabled:

1. Through the Menu, go to My details > Compano settings.



2. In the pop-window, on the *International* tab:

Purchasing Item manager	System settings Number pattern	International	
International			
Country	(i)		•
anguage code	i		•
allback translations	<mark>○ Yes ● No</mark>		
Encoding fallback for import	IBMPC-DOS-437	~	

- a. Fallback translations: Set this option to: No
- 3. *Close* the window.

<u>Important</u>: The Fields fallback system can also be used to set fallback of translations, however unlike the default Translation fallback system, with Field Fallback all translation fallbacks have to be set manually.

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#### 5.4.2 Add data fields for fallback

Next, the data fields for which you want to set the fallback need to be added:

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

Item search Menu View Edit Functions Print Import / Export								
Contacts Products Items I	AM Publications Classification	System My details Help Logour						
Navigation	🔊 🔺 X Supplier	Analyses						
Purchasing Conditions	- Hearing	Background tasks						
Product:28210460 Kera	140-011g	Configuration						
Edit	(a) the state is	Layouts						
Сору	Der Tote	Logs						
Functions	(a)	User-defined fields (main)						
Sales Items »	Dear Trabe	Users						

2. On the Configuration overview, click on the *Fields Fallback* link:

Configuration Menu View		
▶		
Filter	Search All Details	Manage screen layouts Help
	<ul> <li>Image overview</li> </ul>	Description <u>countries</u>
	٥	<u>Currencies</u>
	8	Customer_groups
		Email template
		Field chapters
		<u>Fields fallback</u>
	<b>A</b>	Item accessories

3. On the next screen, under Edit, add the fields of one or more entities for which you need to set a fallback:

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4. For example, for Item the following data fields will become available for fallback:

Fields fallback Menu V	iew Edit Functions	Import / Export	
	- 🤍 📃 🚺		0.
Filter	Search All Details	s Manage screen layouts H	Help
Navigation	🔊 🔺 X Entity	Language	Description
Configuration	► <u>Item</u>	<u>de</u>	Commercial description/de (item)
	Item	<u>en</u>	Commercial description/en (item)
Edit	<u>     Item         </u>	<u>fr</u>	Commercial description/fr (item)
Item	Item	<u>fr-BE</u>	Commercial description/fr-BE (item)
	Item	<u>nl</u>	Commercial description/nl/Default (item)
Item group	Item	<u>nl-BE</u>	Commercial description/nl-BE (item)
Product	<u>Item</u>	<u>nl-NL</u>	Commercial description/nl-NL (item)
	<u>Item</u>	<u>de</u>	Long description (item)/de (item)
Product group	Item	<u>en</u>	Long description (item)/en (item)
Modify	<u>Item</u>	fr	Long description (item)/fr (item)
	Item	<u>fr-BE</u>	Long description (item)/fr-BE (item)
Delete record(s)	<u>Item</u>	nl	Long description (item)/nl/Default (item)
Functions	Item	<u>nl-BE</u>	Long description (item)/nl-BE (item)
	<u> </u>	1.60	and the second statements of the second statem

5. Under Functions, click on Activate to activate the new fallback settings for these fields.

For each of the added data fields, the fallback can now be set; see the next paragraph.

## 5.5 Set fallback of data fields

To set the fallback of an individual data field:

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

Item search Menu	View	Edit	: Funct	ions Print	: Impo	ort / Export		
Contacts Products Items	Ø.	Put	Dications	Classification	System	My details	🕜 🛛	Logout
Navigation	۲		X Sup	plier	Ar	nalyses		) T
Purchasing Conditions			1404	-	💮 Ba	ackground tas	iks	
Product:28210460 Kera			100	14	Co	onfiguration		_
Edit	٢			3	La	ayouts		
			1947	100		ogs		
Generate item sheet	<u>ی</u>		1040	1001	eu 🤡	ser-defined fie	elds (main	)
Sales Items »			300	100	🚨 Us	sers		

2. On the Configuration overview, click on the *Fields Fallback* link:

Configuration Menu	View			
▶.	- 🤍 🛛	1		健. €
Filter	Search	All Details	Manage screen layouts	Help
	🔺 Ima	ige overview	Description Countries	
			<u>Currencies</u>	
		2	Customer groups	
			Email template	
			Field chapters	
			<u>Fields fallback</u>	
		<b>A</b>	Item accessories	

3. On the next screen, select the data field for which you need to set a fallback, for example (Item) Short Description/Nederlands (België) and click on *Modify*.

Fields fallback Menu	View Edit Func	tions Import / Export	
≫.	• 🔍 🔲	1	0.
Filter	Search All	Details Manage screen layouts	s Help
Navigation	🔿 🔺 X Entity	Language	Description
Configuration	Item	<u>nl-NL</u>	Technical description/nl-NL (item)
Configuration	Item	<u>nl-BE</u>	Technical description/nl-BE (item)
Edit	(x) Item	<u>nl</u>	Technical description/nl/Default (item)
Jtom.	Item	<u>fr-BE</u>	Technical description/fr-BE (item)
	Item	fr	Technical description/fr (item)
Item group	Item	en	Technical description/en (item)
Product	Item	de	Technical description/de (item)
	Item	<u>nl-NL</u>	Short description (item)/nl-NL (item)
Product group	E Item	<u>nl-BE</u>	Short description (item)/nl-BE (item)
Modify	Item	<u>nl</u>	Short description (item)/nl/Default (item)
	Item	<u>fr</u>	Short description (item)/fr (item)
Delete record(s)	Item	en	Short description (item)/en (item)

- 4. In the pop-up window:
  - a. 1<sup>st</sup> Fallback field: Set the first data field to which the data field should fallback when empty.
  - b. 2<sup>nd</sup> Fallback field: Set the second data field to which the data field should fallback when it and the 1<sup>st</sup> fallback field are empty.
  - c. 3<sup>rd</sup> Fallback field: Set the third data field to which the data field should fallback when it and the 1<sup>st</sup> and 2<sup>nd</sup> fallback field are empty.
  - d. 4<sup>th</sup> Fallback field: Set the fourth data field to which the data field should fallback when it and the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> fallback field are empty.

Field fallback			
Description	Short descriptio	on (item)/nl-BE (item)	
1st Fallback field	Commercial des	scription/nl-NL (item)	- ×
2nd Fallback field	Commercial des	scription/en (item)	- 🗶
3rd Fallback field			- 💥
4th Fallback field			- 💥

- 5. Save the record.
- 6. <u>Important</u>: Use the *Activate* function to activate this particular fallback<sup>6</sup>):

<sup>&</sup>lt;sup>6</sup> Make sure to use Activate any time you make a change to the fallback settings!

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ields fallback Menu	View Edit Functions	Import / Export	
⋟	- 🤍 🗐 🚺		0.
Filter	Search All Details	Manage screen layouts	Help
Navigation	🔿 🔺 X Entity	Language	Description
Configuration	Item	<u>nl-NL</u>	Technical description/nl-NL (item)
	Item	nl-BE	Technical description/nl-BE (item)
Edit	(Ref. 11 and 12	nl	Technical description/nl/Default (item)
Them.	Item	fr-BE	Technical description/fr-BE (item)
a rem	Item	fr	Technical description/fr (item)
Item group	Item	en	Technical description/en (item)
Product	Item	de	Technical description/de (item)
	Item	nl-NL	Short description (item)/nl-NL (item)
Product group	Item	nl-BE	Short description (item)/nl-BE (item)
Modify	Item	nl	Short description (item)/nl/Default (item)
Delete record(s)	Item	fr	Short description (item)/fr (item)
	Item	en	Short description (item)/en (item)
Functions	(8) Item	de	Short description (item)/de (item)
Activate	Item	nl-NL	Long description (item)/nl-NL (item)
From archive	- Item	nl-BE	Long description (item)/nl-BE (item)
37 Trom Grenive	<ul> <li>Item</li> </ul>	nl	Long description (item)/nl/Default (item)

## 5.5.1 Finding data fields

The fallback can be set to a large number of fields. To find a specific field:

• Use the Filter to select the data fields of a certain entity:

= Filter							•	×
Field fallback								
Model entity	= value	~						•
			Item					
			Item group					
			Product					
			Product grou	р				
				•	There are 4 entity found			
		A	pply	Empty	Empty and close	Save	as	
Product C	commerciar description	г (ргоц	icc)/ English (c	miteu states)		/		

• The filter can be combined with the Search option, for instance: **short description**:

Fields fallback Menu View	Edit	Functions Import /	Export	
short	Q			0.
Filter	Search	All Details Manage so	creen layouts	Help
Navigation	🔺 x	Entity	Language	Description 🔻
Configuration		<u>Item</u>	<u>nl-NL</u>	Short description (item)/nl-NL (item)
		<u>Item</u>	<u>nl-BE</u>	Short description (item)/nl-BE (item)
		<u>Item</u>	<u>nl</u>	Short description (item)/nl/Default (item)
Item		<u>Item</u>	fr	Short description (item)/fr (item)
Item group		<u>Item</u>	<u>en</u>	Short description (item)/en (item)
		Item	<u>de</u>	Short description (item)/de (item)
Product				

#### 5.5.2 Finding fallback options

To find the correct data field for fallback, you can try to:

• Type (part of) a word from that data field description, for instance for the 1<sup>st</sup> Fallback field. short description to find all the Short description options on the entity Product:

Field fallback		
Description	Short description (item)/en (item)	
1st Fallback field	product short descr	- 🛪
2nd Fallback field	Product Short description (product)/de (product)	*
3rd Fallback field	Product Short description (product)/dk-DK (product)	×
4th Fallback field	Product Short description (product)/en (product)	*
	Product Short description (product)/fr (product)	
	Product Short description (product)/fr-BE (product)	
	Product Short description (product)/nl/Default (product)	
	Product Short description (product)/nl-BE (product)	
	Product Short description (product)/nl-NL (product)	

• Type a language code, for example *dk-DK*:

Short description (item)/en (item) <u>dk-DK</u>	-	
dk-DK	-	
Commercial description (product group)/dk-DK (product group)		*
	<b>^</b>	*
Commercial description/dk-DK (item)		*
Description (Product group)/dk-DK (product group)		*
Description 1/dk-DK (item)		
Description 2/dk-DK (item)		
Group (masterdata) Commercial description (item group)/dk-DK (item group)		
Group (masterdata) Description (item group)/dk-DK (item group)	- 1	
Group (masterdata) Technical description (item group)/dk-DK (item group)	- 1	
Long description (item)/dk-DK (item)	- 1	
Product Brand (product)/dk-DK (product)		
	Description (Product group)/dk-DK (product group) Description 1/dk-DK (Item) Description 2/dk-DK (Item) Group (masterdata) Commercial description (Item group)/dk-DK (Item group) Group (masterdata) Description (Item group)/dk-DK (Item group) Group (masterdata) Technical description (Item group)/dk-DK (Item group) Long description (Item)/dk-DK (Item) Product Brand (product)/dk-DK (product)	Description (Product group)/dk-DK (product group) Description 1/dk-DK (item) Description 2/dk-DK (item) Group (masterdata) Commercial description (item group)/dk-DK (item group) Group (masterdata) Description (item group)/dk-DK (item group) Group (masterdata) Technical description (item group)/dk-DK (item group) Long description (item/dk-DK (item) Product Brand (product)/dk-DK (product)

## 5.6 Export of fallback settings

The Fields Fallback settings can become quite complex. To facilitate understanding of your current fallback settings, these can be exported to an Excel file:

- 1. Through the Menu, navigate to *System > Configuration > Fields Fallback*.
- 2. Optionally set a filter on the Entity for which you want to perform an Export.
- 3. Select all (of part of) the fields on the Overview and, on the Import/Export tab, click *Export fields fallback*:

Fields fallback	Menu View Edit	Functions Impo	ort / Export	
▶.	- 0	٤	0.	
Filter	Search	Export fields fallback	Help	
Navigation	🔊 🔶 X	Entity	Language	Description
Configuration		<u>Item</u>	<u>nl-NL</u>	Technical description/nl-NL (item)
Connguration	Þ	<u>Item</u>	<u>nl-BE</u>	Technical description/nl-BE (item)
Edit		Item	nl	Technical description/nl/Default (item)
Jtom.		<u>Item</u>	<u>fr-BE</u>	Technical description/fr-BE (item)
	•	<u>Item</u>	fr	Technical description/fr (item)
Item group	•	Item	en	Technical description/en (item)
Reproduct	•	Item	de	Technical description/de (item)
	•	Item	<u>nl-NL</u>	Short description (item)/nl-NL (item)
Product group		Item	ol-BE	Short description (item)/pl_RE (item)

4. In the pop-up window:

Export fields fallback			×
Export fields fallback			
Use screen layout	● Yes ○ No		
Summary			
Export view: Fields fallback Filter: field model entity is Product Selection: all 63 fields fallback Fields: • Archived • Field model entity description • Field description • 1st Fallback field description • 3rd Fallback field description • 4th Fallback field description			
Conversions	Export	Close	

- a. Use screen layout: Set this to **Yes**.
- 5. Click on Export.
- 6. The resulting Excel file contains a comprehensive overview of all fallback settings:

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	А	В	С	D	E		
1	х 🔽	Entity 🔽	Language 🔽	Description 💌	1st Fallback field 🛛 🔽		
2	No	Item	nl-NL	Technical description/nl-NL (item)			
3	No	Item	nl-BE	chnical description/nl-BE (item)			
4	No	Item	nl	Technical description/nl/Default (item)			
5	No	Item	fr-BE	echnical description/fr-BE (item)			
6	No	Item	fr	echnical description/fr (item)			
7	No	Item	en	echnical description/en (item)			
8	No	Item	de	Technical description/de (item)			
9	No	Item	nl-NL	Short description (item)/nl-NL (item)			
10	No	Item	nl-BE	Short description (item)/nl-BE (item)	Commercial description/nl-NL (item)		
11	No	Itom	nl	Short description (itom)/nl/Default (itom)			

## 6 Multilingual exports

## 6.1 Industry standard exports

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

Item exports			
Item exports			
Send export to			
Software package	Other	~	
Free text export	🔾 Yes 💿 No		
Item Format	SALES005	~	
Country	Netherlands		- 💥
Languages (item)	✓ de German ✓ en English □ en-GB English (United Kingdom) □ es-ES Spanish (Spain) ✓ fr French ✓ nl Dutch □ nl-BE Dutch (Belgium)		
Prices	Gross prices	~	
Future Prices	🔾 Yes 🔍 No		
Including canceled items	🔾 Yes 💿 No		
Products (product data + class)	🔾 Yes 🔍 No		
features (technical product specifications)	Ves No		
Classification system	ETIM 8	~	
Changes since:	01/01/0001		
Price reference date:	19/09/2022		
		Export	Class

### 6.1.1 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 (n1-BE) and attachments linked to the main language (n1) will be exported (!)

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• <u>Note</u>: 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	Attachments with main language and language variant code	Attachments <i>without</i> a language code
	(n1)	(nl-BE)	(-)
Main language (nl)	Yes	No	Yes
Culture variant (n1-BE)	Yes	Yes	Yes

<u>Important</u>: 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 (!).

## 6.2 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**. Currently<sup>7</sup>, 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 <u>Help website</u>.

## 7 Appendix A: Translatable description fields

For Product and Item, several description fields are available:

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

## 7.1 Short and long description

Short description Max. 70 characters Exported in all exchange formats

<sup>7 19-9-2022</sup> 

Long description Max. 256 characters Exported in formats: INSBOU004, DICO/SALES005, BMEcat 2005 5.0

## 7.2 Commercial and Technical description

Commercial description

Marketing text, unlimited number of characters, except for export formats Exported in formats: INSBOU004, DICO/SALES005, BMEcat 2005 4.2 and 5.0

<u>Important</u>: Within the Compano application, the number of characters in the Commercial Description field is unlimited. However, for exports in the DICO format, the maximum the number of exported characters will be truncated to 1000 characters. This is because the DICO standard (insbou004/sales005) stipulates that the field may only be 1000 chars long.

Any exports in JSON or XML format will contain *all characters* of the Commercial Description field. Thus, the full commercial text can be used for your own product website, webshop or print catalog.

Technical description Technical text, unlimited number of characters, except for export formats 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.

### 7.3 Brief description

Brief Description 1 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.