



Multi-Language Management (MLM) for MyCap Quick Guide

Introduction to MyCap MLM

In MyCap 2.1.0 (build 123) and REDCap versions 14.5.4 and LTS 14.5.5, MyCap now supports the Multi-Language Management (MLM) feature. With this, MyCap offers participants the ability to interact with project instruments in their preferred language. This guide will walk you through steps for using the MLM feature on your MyCap project.

Available Languages: MyCap supports Spanish, Simplified Chinese, Tagalog, Korean, Arabic, Bengali, Ukrainian, Portuguese, French, German, Urdu, Punjabi, Haitian Creole, Japanese, Vietnamese, Italian, and Hindi. If translation errors are found, users should report them to their REDCap Administrator.

Section 1: Adding a New Language

Before configuring the MLM settings, be sure to do the following:



1.1 Enabling MLM in Your Project

To begin using MLM with MyCap, you need to configure multiple display languages in REDCap. Here's how to get started:

1. **Navigate to Applications** in your REDCap project and select **Multi-Language Management**.
2. **Create and configure languages** for your project's instruments and automated communications (e.g., alerts, survey invitations).
3. **Save your changes** by clicking "Save Changes" or using the shortcut (CTRL+S) when editing translations.

Note: REDCap does not automatically translate content for you. You will need to manually provide translations.

1.2 How to Add a New Language in MLM

To add a new language for MyCap:

1. Click **+Add a new language**.
2. Choose **by creating the language from scratch**. Click **Continue**.
3. Enter the **Language ID**. MyCap only supports the following languages using the specified Language ID from the MyCap list.

ID	Display Name	ID	Display Name
en-US	(American) English	ur-PK	Urdu
it-IT	Italian	ja-JP	Japanese
zh-CN	Simplified Chinese	pa-IN	Punjabi
hi-IN	Hindi	de-DE	German

es-ES	Spanish	ko-KR	Korean
ar-SA	Arabic	fil-PH	Tagalog (Filipino)
fr-FR	French	vi-VN	Vietnamese
bn-BD	Bengali	ht-HT	Haitian Creole
pt-BR	Brazilian Portuguese	uk-UA	Ukrainian

4. Enter **Language Display Name** and click **+Add Language**.
5. Set the language to Active and ensure the language is enabled for MyCap by clicking the checkbox in the “MyCap” column.
 - Unlike forms and surveys, which can be enabled individually for each language, enabling a language for MyCap is an all-or-nothing setting. If a language is not active for MyCap, it will not appear in the MyCap app.

Section 2: Configuring Languages for MyCap

2.1 Adding Translations for Forms/Surveys

The screenshot shows the MyCap configuration interface. At the top, there are tabs for Languages, Forms/Surveys, MyCap, Alerts, Misc, User Interface, Settings, and a Save Changes button. Below the tabs, there is a 'Select a language:' section with buttons for French and Spanish. A descriptive paragraph explains the page's purpose: 'Use this page to manage which instruments will be translated, separately in data entry and survey modes. Furthermore, use it to navigate to the various sub-pages, such as field exclusions (default language only), or translations of field items (labels, etc.), survey settings (title, instructions, etc.) and ASI emails.'

Instrument	Data Entry	Survey	Tasks/Fields	Survey Settings	ASIs	Export
Participant Intake	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Translate	<input checked="" type="checkbox"/> Translate	—	
Welcome my	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Translate	—	—	

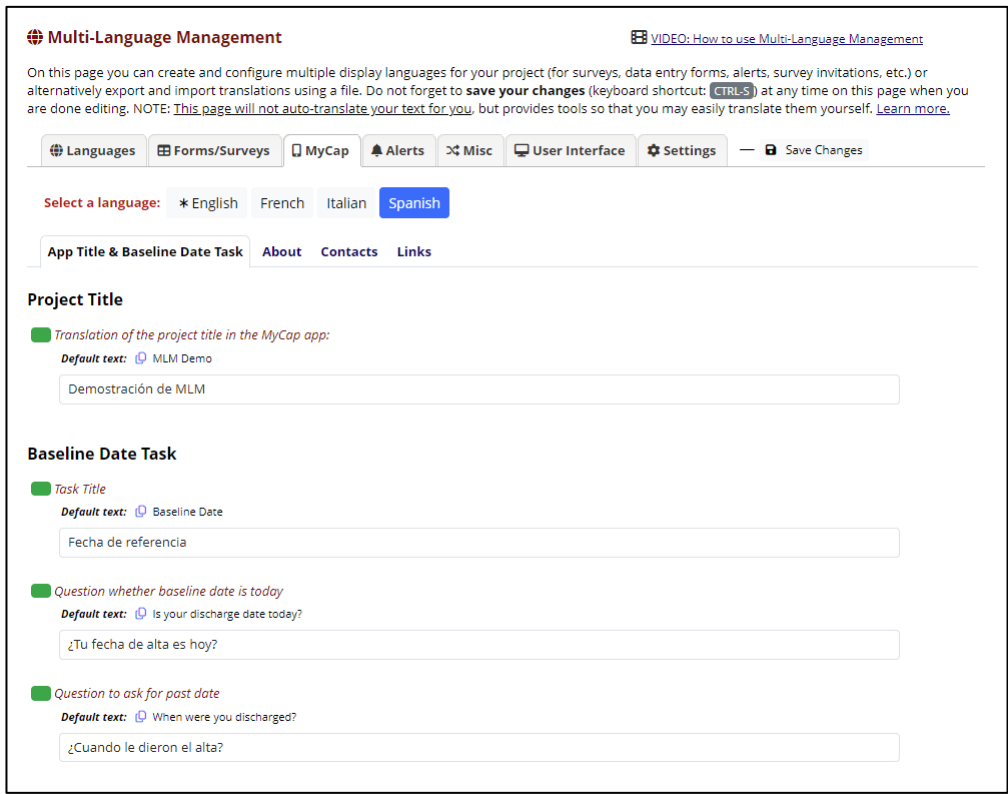
To enter translations for the forms in your project:

1. Navigate to MLM and select the **Forms/Surveys** tab.
2. Under each form or survey, locate **Survey Settings** and click the **Translate** option for the selected language.
3. Provide the correct translations for survey instructions, titles, and other relevant fields.
4. After entering translations, click **Save**.

2.2 Adding MyCap-Specific Translations

To provide translations for MyCap-specific pages (e.g., About, Baseline Date, Contacts, Links), follow these steps: Navigate to the MLM and select the **MyCap** tab.

1. Translate the following items for each language:
 - App Title & Baseline Date Task
 - About Page
 - Contacts Page
 - Links Page
2. Save Your Translations.



Note: after saving changes in the MLM, the changes are automatically saved to the MyCap configuration, increasing the MyCap version # by 1. Users DO NOT need navigate to the Online Designer or MyCap App Settings to press the publish button.

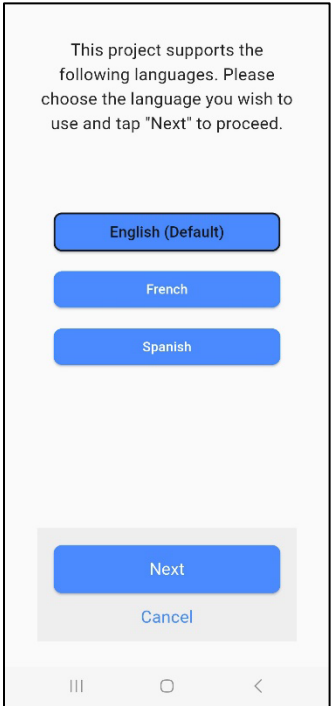
Section 3: Participant Experience in MyCap

Upon joining a project with the MLM enabled, participants are prompted to set their preferred language in the MyCap app. They can also update their project language at any time via the Profile screen in MyCap. Once a language is selected, the entire MyCap app defaults to that language for future interactions within that project.

Note: Make sure participants are using MyCap version 2.1.0 (build 123) or later to fully support the MLM functionality. Participants can check the version of their app from the MyCap Home Screen > Info Icon (click the icon to confirm build #)

Section 4: Common Issues

1. Language ID Configuration: Ensure that language IDs match the correct country code (e.g., "es-ES" for Spanish). Incorrect language IDs can lead to the app interface not being translated in the correct language.
2. Language does not appear on language selection screen in the app: Ensure that the checkbox in the MyCap column in the MLM is selected. This enables the language for use in MyCap.
3. App Version Compatibility: MLM features require MyCap version 2.1.0 (build 123) or later. Participants using earlier versions will need to upgrade to use the MLM functionality.



If you encounter any challenges or have specific questions during the setup process, here are some key resources to assist you:

1. **MyCap Support:** For questions related to the MyCap app and its integration with MLM, you can visit the MyCap Resources page [here](#) for participant guides, setup instructions, and video tutorials. For additional support, you can contact MyCap support at mycap@vumc.org. For questions related to the MyCap app and its integration with MLM, contact MyCap support.
2. **REDCap's MLM Documentation:** For detailed instructions and explanations on MLM features, consult the official REDCap documentation. It includes helpful guides and video tutorials specific to managing multilingual projects.
3. **Your Institution's REDCap Support Team:** Reach out to your institution's REDCap administrators or support team for assistance with setting up MLM, troubleshooting issues, or addressing more advanced configuration needs.

These resources will help you effectively use the MLM feature and resolve any issues that arise, ensuring your project runs smoothly across different languages.

Section 5: Testing

Once the MLM is set up on your project, you can verify that it appears as expected by following the steps below.

1. Create a record in your project.
2. Join the project.
3. Ensure the language selection screen appears after joining the project.
4. After selecting a language, confirm that the app's UI switches to the chosen language.
5. Review all tasks to ensure that fields and answer choices are properly translated. If any translations are missing, check the MLM in REDCap to verify that the translations were entered.
6. If using multiple languages in your project, repeat steps 4 and 5 for each language. To switch between languages, follow these steps:
 - i. Open the project.
 - ii. Click on the "Profile" button at the bottom of the screen.
 - iii. Click the project title.
 - iv. Select "Language."

If you experience any issues, please see Section 4: Common Issues.

