


How to Edit Locales

The Locales tool allow users to change the terminology that is used throughout their Views account. This can help to make the system more applicable to the work that an organisation delivers. For example, an administrator may choose to change the 'Session Groups' locale to 'Projects', as this is the standard terminology that their organisation uses.

To edit a locale in your account:

- Hover over **My Account** and select **Administration**
- Select **Locales** from the Configuration section on the left-hand side
- All of the editable locales will be listed in the first column of the table. Simply click on the **Singular** or **Plural** form of a locale to edit this
- After making the relevant changes, click the Enter key on your keyboard. The locale changes will be automatically applied throughout the account

To restore a locale to its default terminology:

- Click on the circular arrow icon, directly to the right of the locale 
- Click **OK** to confirm