

SWS - Forms in the Maintenance Menu - Locales

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A Locale is a collection of parameters that affect how information is presented within a particular group of users. Generally, users from different Locales can be distinguished from each other on the basis of location and language. Locale settings can also determine things such as number formats, date and time formats, and calendar systems.

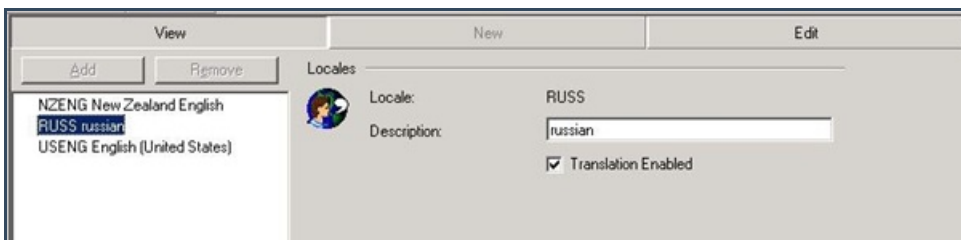
Locales for each system will have been added and configured prior to Manitou installation, but a user might sometimes need to modify Locale settings.

Adding a New Locale

Perform the following steps to add a new Locale to the Locales form:

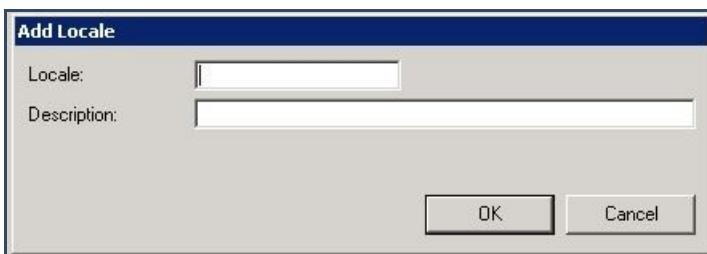
1. Navigate to the Maintenance menu, click "Setup" and then click "Locales".

Result: The "Locales" form displays as shown in the following screenshot:



2. Click "Edit" and then click "Add".

Result: The "Add Locale" window displays as shown in the following screenshot:



3. Enter a code for the Locale you are adding in the "Locale:" field.

Note: The Locale code cannot exceed five characters in length.

4. Enter a description of your new Locale code in the "Description:" field and click "OK".

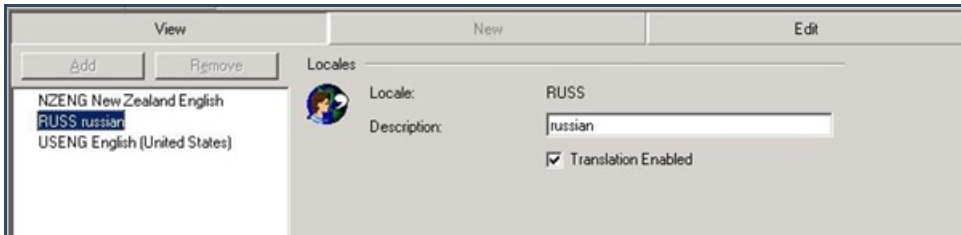
Result: The Locale code you added now displays in the list.

Removing an Existing Locale

Perform the following steps to remove an existing Locale:

1. Navigate to the Maintenance menu and click "Setup" and then click "Locales".

Result: The "Locales" form displays as shown in the following screenshot:



2. Select the Locale you want to remove from the list.
3. Click "Edit" and then click "Remove".

Result: The system removes the Locale you selected from the list.