Preferred Language

Description: In this topic, the user will learn how to set a preferred language in the portal and mobile app. This functionality allows users to navigate the portal and mobile app in their preferred language.

*Please note: Multi-language functionality is only available for employee (base user) profiles, without any added roles or permissions, and client profiles, and is an instance-level setting. Please contact a DCI representative for assistance.

Available Languages

- English
- Spanish
- Vietnamese
- Russian
- Mandarin
- Somali
- Arabic

Role Required: Employee (base user), Client

Permission Required: N/A

Select Language on the Login Screen

- 1. Navigate to the web portal or mobile app login screen
- 2. Click the Language drop-down in the top right corner of the page
- 3. Select a preferred language
- 4. The login screen will display in the language selected

Select Language on the Web Portal

- 1. Log in to the web portal
- 2. Click on the Language drop-down in the top right corner of the page
- 3. Select a preferred language
- 4. The web portal will display in the selected language

Select Language on the Mobile App

- 1. Log in to the mobile app
- 2. Click on the menu in the top left corner (shown as three horizontal lines)
- 3. Select the **Language** tab
- 4. Select a preferred language
- 5. The mobile app will display in the selected language

Related articles

- July 2022 Release Notes
- Message Templates Admin Guide
- Preferred Language
- Preferred Language Setting for Client or Employee