

Preferred Language - Setting for Client or Employee

Description: In this topic, the user will learn how to set a preferred language for clients and/or employees. The DCI system is equipped with multi-language functionality for base users (employee profiles with no roles/permissions) and for client profiles. This allows users with these profile types to navigate the portal and mobile app in their preferred language. Additionally, DCI can send messages and notifications, and offer phone EVV in the user's preferred language. Users can view news posts in their language of choice. Currently, preferred language functionality is not available for custom fields, custom dropdowns, reason codes, and canned statements.

*Please note: Multi-language functionality requires an instance-level setting to be enabled. Contact a DCI representative for assistance.

Available Languages

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

Role Required: Super User, Supervisor, Employer

Permission Required: Employee Admin, Client Admin

Setting on a New Client/Employee Profile

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Employees** or **Clients** on the submenu
4. Click **Actions**
5. Select **Add New Employee** or **Add New Client**
6. Complete the form wizard
 - a. On the Employee Information or Client Information tab in the form wizard, select the **Preferred Language** from the drop-down.
7. Click **Save** to continue and **Yes** to confirm

Setting on an Existing Client/Employee Profile

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Employees** or **Clients** on the submenu
4. Search for the employee or client using the filters in the search box
5. Click **Search**
6. Click anywhere in the client or employee row to view the profile details
7. Click **Actions**
8. Select **Edit Employee** or **Edit Client** from the drop-down menu
9. Select the **Employee Information** or **Client Information** tab in the form wizard
10. Select the **Preferred Language** from the drop-down
11. Click **Save** to continue and **Yes** to confirm

Related articles

- [July 2022 Release Notes](#)
- [Message Templates - Admin Guide](#)
- [Preferred Language](#)
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