Creating a Main Menu

Application administrators of Menu Builder can create, edit and manage the Main menu.

The main menu bar is a crucial area of navigation for users in the Intranet and an additional way for your administrators to provide them with useful links they need to perform tasks or are being promoted.

Administrators and editors should be confident in making changes to the menu to keep it up to date and relevant.

Multiple menus can be created as they can suit different purposes, but only one can be set to appear at a time (and per theme).

Creating a Menu

Application administrators of Menu Builder can create Menus and will create the first one ever on your site during onboarding.

A new Menu can be created in Applications > Menu Builder at any time by an administrator:

Fill out the properties on the next screen:

- **Menu key:** Used to distinguish the menu in the database
- **Menu name:** Name of the menu for administrators to distinguish, if more than one exist in the system
- **Depth limit:** Number of levels (sub-menu items) the menu can display

Click 'update' to create the menu.

Now you are ready to add items to the menu.

Make sure to update which other users/roles/groups you wish to be able to edit the menu using the tab that now appears for this:

Please note: Users with edit permission can add, edit, and delete items in that menu, so ensure they are trusted/appropriate users.

Updating who can edit the menu

After a menu is created, there are two ways to update who can edit it.

1. By application administrators of Menu Builder from Admin > Menu Builder> Menu List

Click the key symbol in line with the Menu you wish to update the edit permissions for.

Ensure all appropriate users/roles/groups who will need to edit a menu are entered into its permission box, and this is saved.
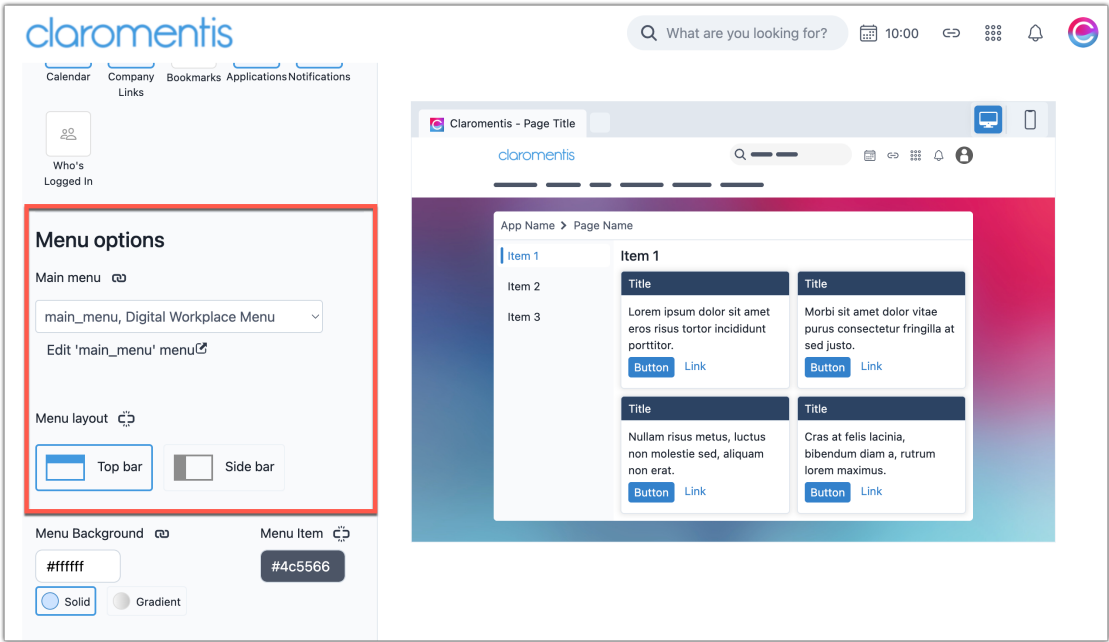
2. Any user with edit rights already can update the menu permissions from the front end.

Applications > Menu Builder> key symbol or 'edit permissions' tab:
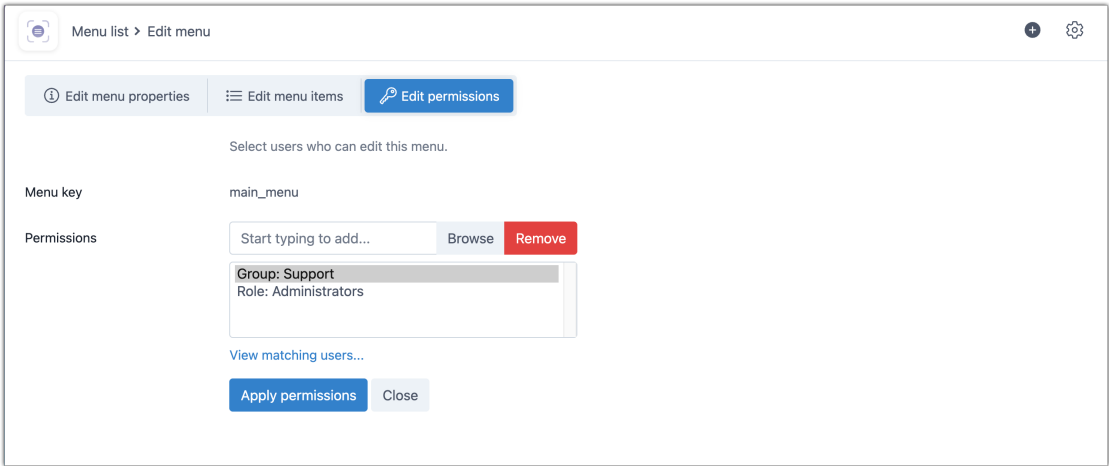
Setting a Menu to appear

An application administrator of the Design panel can edit which menu appears in which theme.

They can also choose its configuration and whether this appears on the side or the top, as shown in the video below.

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