



## 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:

A screenshot of the 'Menu list' interface in the Menu Builder application. The interface shows a list of existing menus: 'charity-menu', 'compliance-menu', and 'eform-menu'. Each menu item has a gear icon for properties and a trash can icon for deletion. At the top right, there is a button labeled 'Add a new menu' with a plus sign. The top left shows a camera icon and the text 'Menu list'. Below the menu list, there is a note: 'Manage and create links &amp; menu items for top level navigation'.

Fill out the properties on the next screen:

A screenshot of the 'Add menu' properties screen in the Menu Builder application. The screen has a header 'Menu list &gt; Add menu' and a note 'Edit menu properties' in a blue box. It includes fields for 'Menu key' (with a note about using letters, numbers, and symbols), 'Menu name', 'Depth limit' (set to 'Unlimited'), and a 'Update' button. There are also 'Edit menu items' and 'Edit menu properties' tabs at the top.

- **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.

Menu name	Edit permissions
charity-menu	key, trash
compliance-menu	key, trash
eform-menu	key, trash
Franchise_menu	key, trash
Learning-menu	key, trash
main_menu	key, trash

Ensure all appropriate users/roles/groups who will need to edit a menu are entered into its permission box, and this is saved.

Permissions
Role: Administrators Group: Support

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:

Menu list > Edit menu

 Edit menu properties  Edit menu items  Edit permissions

Select users who can edit this menu.

Menu key

Permissions

**Group: Support**  
Role: Administrators

[View matching users...](#)

## Setting a Menu to appear

An [application administrator](#) of the [Design panel](#) can edit which menu appears in which theme.

The image shows the Claromentis digital workplace interface. On the left, a sidebar titled 'Menu options' contains settings for the 'Main menu' (set to 'main\_menu, Digital Workplace Menu') and 'Menu layout' (set to 'Top bar'). Below this are sections for 'Menu Background' (hex code #ffffff) and 'Menu Item' (hex code #4c5566). On the right, a preview window titled 'Claromentis - Page Title' shows a sample page with a header 'claromentis' and a content area with three items. Each item has a title, a 'Button' button, and a 'Link' link.

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

Created on 9 October 2025 by [Hannah Door](#). Last modified on 12 November 2025

Tags: item, menu, url, menu bar