

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:

A screenshot of the 'Add menu' form. The breadcrumb is 'Menu list > Add menu'. There are two tabs: 'Edit menu properties' (active) and 'Edit menu items'. The form has three main sections: 'Menu key' with a text input field and a warning note below it; 'Menu name' with a text input field; and 'Depth limit' with a dropdown menu currently set to 'Unlimited'. Below the dropdown is a note: 'Set how many levels of this menu should be displayed'. An 'Update' button is at the bottom.

- **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:

Menu list > Edit menu

Edit menu properties
Edit menu items
Edit permissions

Select users who can edit this menu.

Menu key

test

Permissions

Start typing to add...BrowseRemove

Role: Administrators
Group: Support

View matching users...

Apply permissions

Close

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.

Admin

Admin > Menu Builder

Menu list

Company Links

Applications

Menu list

Menu name	
charity-menu	
compliance-menu	
eform-menu	
Franchise_menu	
Learning-menu	
main_menu	

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

Admin

Admin > Menu list > Edit menu permissions

Menu list

Company Links

Applications

Rights to edit menu "main_menu"

Permissions

Start typing to add...BrowseRemove

Role: Administrators
Group: Support

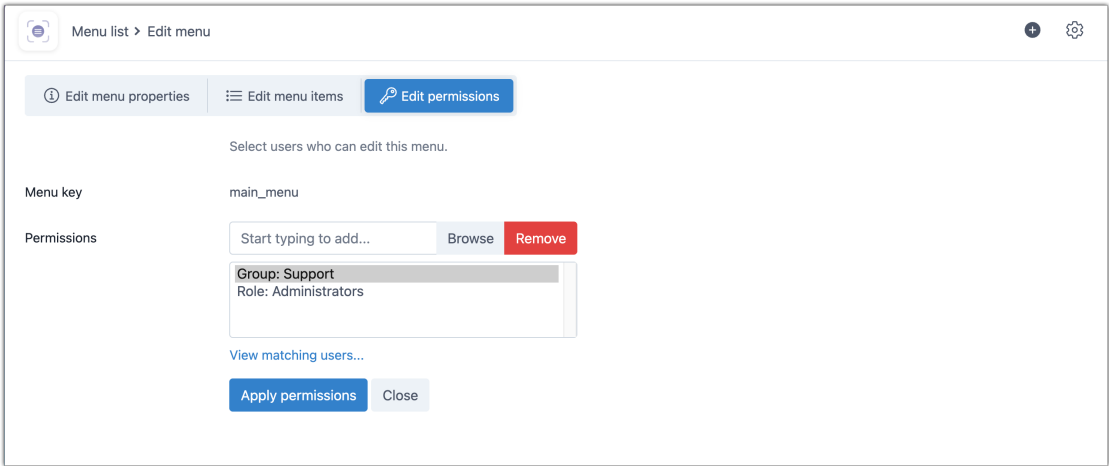
View matching users...

Apply permissions

Close

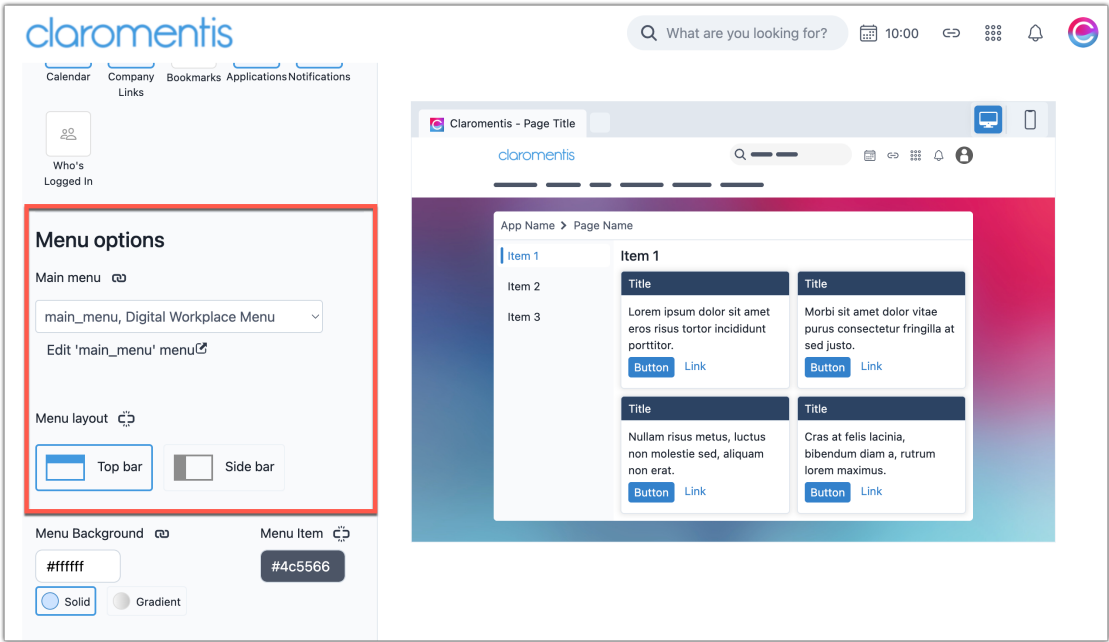
2. Any user with edit rights already can update the menu permissions from the front end.

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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video/mp4