# Edit The Application Menu

#### Requirements

This user guide is for anyone on Claromentis 8.2+

### **Overview**

In Claromentis, the Application menu defines the main areas/content users can access in the intranet. You can configure the Applications menus for quick access to applications and choose which application will be visible to users via the Menu Builder.



Here will cover how to set up your Applications menu, including permissions and how to create new applications.

The information below is outlined in the video.

All configuration options can be found via Admin > Menu Builder > Application.

### Permissions

From the list of current applications, you can assign permissions to specific applications by clicking on the key icon next to the relevant application.

🗄 Menu list	Applications Add new link	Add	divider
ര Company Links	Menu item and a second s	Change righ	its
Applications	= Announcements	0	۲
	= Badges	<b>0</b>	0
	= Blog	0	0
	= Calendar	0	٢
	= Communication	0	0
	= Courses	0	0
	= Digital Assets	<b>0</b>	0
	= Discuss	0	0
	= Documents	0	0
	= Events	<b>0</b>	٢
	= Expenses	0	0
	= Gallery	<b>0</b>	٢

From here, you will see the following permission options that can be set for individual users and/or Roles and Groups. Any users added can view and access the application from the front-end.

Admin / Menu Builder / Ap	plications / Edit menu item permissions			IE
🗐 Menu list	Edit rights for "Annound	cements"		
യ Company Links	Permissions	Start typing to add	Browse Remove	
Applications		All registered		
		View matching users		
		Apply permissions Close		

## **Toggle visibility**

If you would like to hide the application buttons entirely for all users, you can toggle the visibility by clicking on the eye symbol next to the relevant application.

🗐 Menu list	Applications	Add new link Add c	livider
ඟ Company Links	Menu item	Tog	ggle visibilit
Applications	= Announcements	0~	0
	= Badges	0	۲
	= Blog	0 <del>~</del>	۲
	= Calendar	P=	۲
	= Communication	P=	۲
	= Courses	0 <del>-</del>	۲
	= Digital Assets	0 <del>~</del>	۲
	= Discuss	P=	۲
	= Documents	P=	۲
	= Events	P=	۲
	= Expenses	P=	۲
	= Gallery	0-	٢

Any application with the 💿 symbol will be visible, whereas the 💋 symbol will hide the application in the Applications menu.

claroment	ïS			Q What are you lo	ooking for?	18:13	ß			¢ 63	<u></u>	0	
HOME COMPANY V DEF	PARTMENT Y FORMS Y	LEARNING	PROJECTS	BUG TRACKER	SUMMER EVENT	BOOK A	PERSON	IALISED [	DEMO		м	lore 💙	
Admin / Menu Builder / Ap	plications												
🗮 Menu list	Applications								Add new	link Ad	ld divid	der	
Company Links	Menu item												
# Applications	= Announcements									0-	• •	o	
	= Badges									•	•	Ø	
	= Blog									0-		٥	¥.
	= Calendar									0-	•	0	
	= Communication									0-	•	0	
	= Courses									•	• •	0	
	<ul> <li>Digital Assets</li> </ul>									0-	•	0	
	= Discuss									0-	•	0	
	= Documents									0-	•	0	
	= Events									•		Ø	
	= Expenses									•		⊘	

# Placement & order of display

You can change the order of the application button displayed in the Applications menu by using our click & drop feature:

🗄 Menu list	Applications	Add	divider
ඟ Company Links	Menu item		
Applications	= Announcements	0-	٢
	= Courses	0	0
h	= Badges	0	0
	= Blog	0	٢
	= Calendar	0	0
	= Communication	0	0
	= Digital Assets	0	٢
	= Discuss	0	0
	= Documents	0	0
	= Events	0-	٢
	= Expenses	0	0
	= Gallery	0	0
	= Forum	0	92

When looking at the Application menu, you will see the changes applied:

claromer	ntis		<b>Q</b> What are	e you looking for?	iiii 18:30	യ 📕 യ		<u>.0</u> .	0
DME COMPANY ¥ [	DEPARTMENT V FORMS V	LI Q Search Applicat	tions			>	63		More 🗸
Admin / Menu Builder /	Applications	-	*			*			
🗄 Menu list	Applications	Courses	Badges	Blog	Calendar	Announcements	v link	Add c	divider
ඟ Company Links	Menu item	Communication	Digital Assets	Discuss	Documents	Events			
Applications	= Courses	Ī	R	*	><			0	•
	= Badges	Expenses	Gallery	Holiday Planner	InfoCapture	Knowledge Base		0	0
	= Blog					_		0	0
	= Calendar			<b>.</b>	Ŀ	⊻		0	0
	= Announcements	Learning	News	Org Chart	People	Policy Manager		0	0
	= Communication	<b>F</b>	Е	8	[]	Q		0	٢
	= Digital Assets	Polls & Surveys	Projects	Quiz	Room Booking	Search		0	0
	= Discuss	*						0	0
	= Documents							0	•
	= Events	Thank you						0	0
	= Expenses							0	0
	= Gallery							0	0

# **Application dividers**

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Dividers can be added to the Application menu by clicking on the Add divider

Menu list	Applications	Add new link Add divider		
Company Links	Menu item			
Applications	= Announcements	<b>0</b>	0	
	= Courses	<b>0</b>	0	
	= Badges	0	0	
	= Blog	<b>0</b>	0	
	= Calendar	0-	•	
	= Communication	0	•	
	= Digital Assets	0	•	
	= Discuss	0	•	
	= Documents	0	•	
	= Events	0	•	
	= Expenses	0	•	
	= Gallery	0-	•	

Use our click & drop feature to place it where you would like to or select the trashcan icon to delete it. When looking at the Application menu, you will see the changes applied:

option:

claromentis			<b>Q</b> What are	you looking for?	<b>21:40</b>	<b>™</b> ■	<b>.</b>	<u>.Q.</u>	G
OME COMPANY 🛩 DEPARTM	IENT 🌱 FORMS 🌱 L	Communication	Digital Assets	Discuss	Documents	Events	55		More
=	Publish	Ī	R	*	>\$	•		0	\$2
=	Quiz	Expenses	Gallery	Holiday Planner	InfoCapture	Knowledge Base		-	0
=	Room Booking							-	0
-	Search			Å	<b>L</b> i				0
=	Thank you	Learning	News	Org Chart	People	Policy Manager			0
			3	3	[]	Q		<b>0</b>	ŵ
=	Admin	Polls & Surveys	Projects	Quiz	Room Booking	Search		<b>9</b>	٥
=	Menu Builder	1. Star						-	0
-	Pages	Thank you						-	0
		×	I					0	Ē
=	Audit Manager	Admin	Menu Builder	Pages				<b>0</b>	0
=	Reports							-	0
=	Statistics	Ð	ىلىر	-				<b>0</b>	٢
=	Buttons	Audit Manager	Reports	Statistics	Buttons				0

# Additional custom links

You can add in your own custom application links by click on the Add new link option:

🗄 Menu list	Applications	Add new link Add divider
ඟ Company Links	Menu item	
Applications	= Announcements	<b>&gt;</b> ©
	= Courses	<b>b</b> ©
	= Badges	<b>&gt;</b> (0)
	= Blog	<b>b</b> @
	= Calendar	• •
	= Communication	<b>b</b> ©
	= Digital Assets	<b>b</b> ©
	= Discuss	<b>b</b> ©
	= Documents	<b>b</b> ©
	= Events	<b>b</b> (0)
	= Expenses	<b>b</b> @
	= Gallery	• •

You will be required to fill in the following information:

claroment	is				<b>21.</b> EO	ര	R		٠	<u>.@.</u>	
		Add new li	nk		×				- 55-		
HOME COMPANY V DE	EPARTMENT 🗸 I	Title				A PERSO	ONALISE	D DEMO			More *
Admin / Menu Builder / App	plications	Link									I
🗄 Menu list	Applicatio	CSS class	glyphicons-link					Add nev	v link	Add di	vider
ඟ Company Links	Menu item		<ul><li>Open in new tab</li><li>Visible</li></ul>								
Applications	= Announcen		Show to all							0	٢
	= Courses									0	٢
	= Badges			Save changes	Cancel					0	٩
	= Blog									0	٩
	= Calendar									0	٩
	= Communica	ation								0	٢
	= Digital Asse	ets								0	0
	= Discuss									0	0
	= Documents									0	0
	= Events									0	0

- Title: Enter the name of the application.
- Link: Add the new URL.
- CSS Class: Select the CSS class which will help you to configure icons (find the reference guide for these in Admin > System > Labs > Glyphicons finder)
- Checkboxes (Optional): Choose whether you would like the application to (1) Open in a new tab, (2) Visible in the Applications menu, (3) Visible to all users.

More information on this can be found here.

Select Save changes to see your new application at the bottom of the application list. You can adjust permissions and change the order of display

as needed:

claromen	tis		<u>^</u>	 	= 22.00	e	R		<u>ب</u>	<u>.</u>	
HOME COMPANY V DEPARTMENT V		Add new l	ink		×	A PERSO	NALISED	DEMO	<b>55</b>	More	•
		Title	Slider								
Admin / Menu Builder / A	opplications	Link	/intranet/slider/admin.php							I	
🔠 Menu list	A 11 11	CSS class	glyphicons-link					Add new	link Add	divider	
ඟ Company Links	Applicatio		<ul> <li>Open in new tab</li> <li>Visible</li> </ul>								
H Applications	= Announcer		Show to all						0	٢	
	<ul><li>Courses</li><li>Badges</li></ul>			Save changes	Cancel				0 0	0	
	= Blog								0	٢	
	= Calendar								0	٢	
	= Communic	ation							0	٢	
	= Digital Ass	ets							0	٥	
	= Discuss								0-	0	
	= Documents								0	٢	
	= Events								-0	٢	

To find out how to add Company links, check out our guide here.

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