

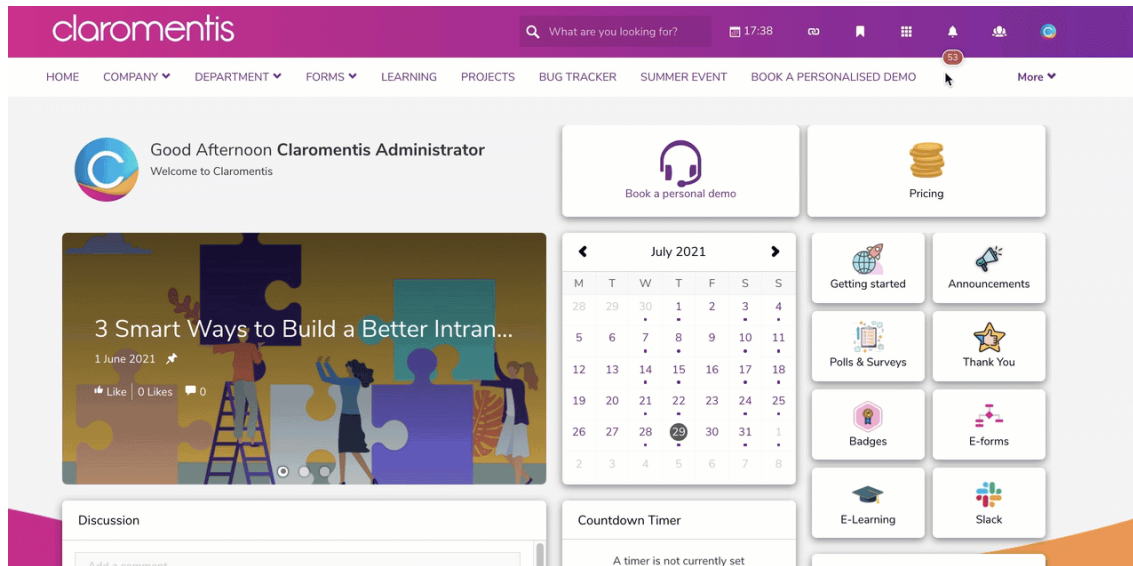
Edit The Application Menu

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

Company Links

Applications

Applications

Menu item

Announcements

Badges

Blog

Calendar

Communication

Courses

Digital Assets

Discuss

Documents

Events

Expenses

Gallery

Change rights

Add new link

Add divider

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 / Applications / Edit menu item permissions

Menu list

Company Links

Applications

Edit rights for "Announcements"

Permissions

Start typing to add...

Browse

Remove

All registered

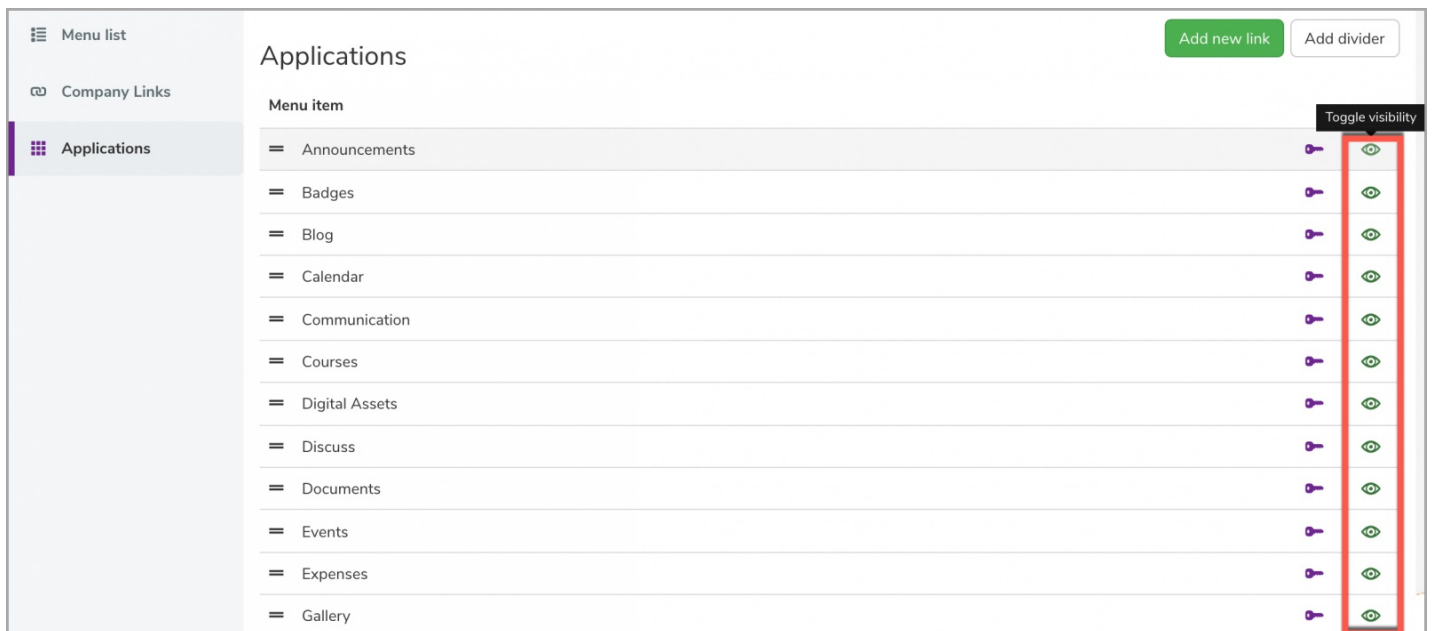
View matching users...


Apply permissions

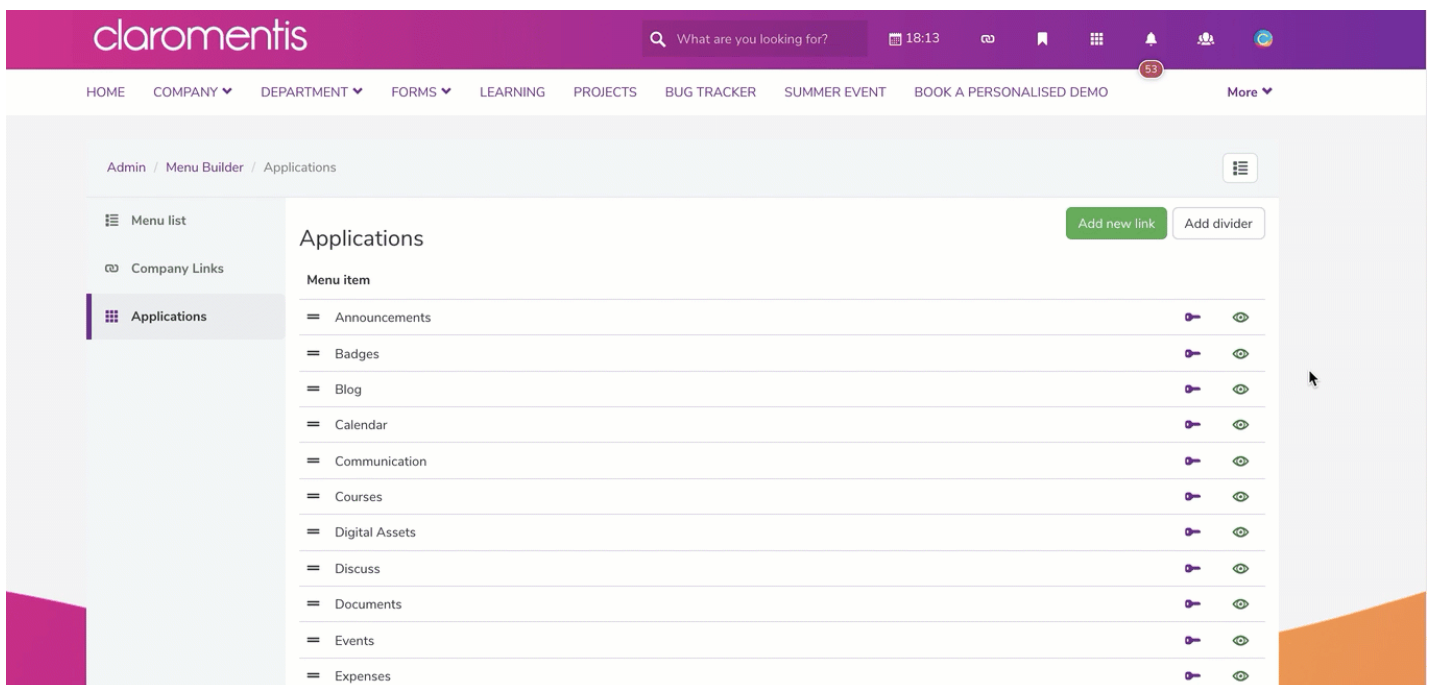
Close

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.



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



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
Company Links
Applications

Applications

Add new link
Add divider

Menu item		
Announcements		
Courses		
Badges		
Blog		
Calendar		
Communication		
Digital Assets		
Discuss		
Documents		
Events		
Expenses		
Gallery		
Forum		

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

claromentis

What are you looking for?

18:30

53

More

HOME
COMPANY
DEPARTMENT
FORMS
LI

Admin / Menu Builder / Applications

Menu list
Company Links
Applications

Applications

Add new link
Add divider

Menu item
Courses
Badges
Blog
Calendar
Announcements
Communication
Digital Assets
Discuss
Documents
Events
Expenses
Gallery

Search Applications

Courses

Badges

Blog

Calendar

Announcements

Communication

Digital Assets

Discuss

Documents

Events

Expenses

Gallery

Holiday Planner

InfoCapture

Knowledge Base

Learning

News

Org Chart

People

Policy Manager

Polls & Surveys

Projects

Quiz

Room Booking

Search

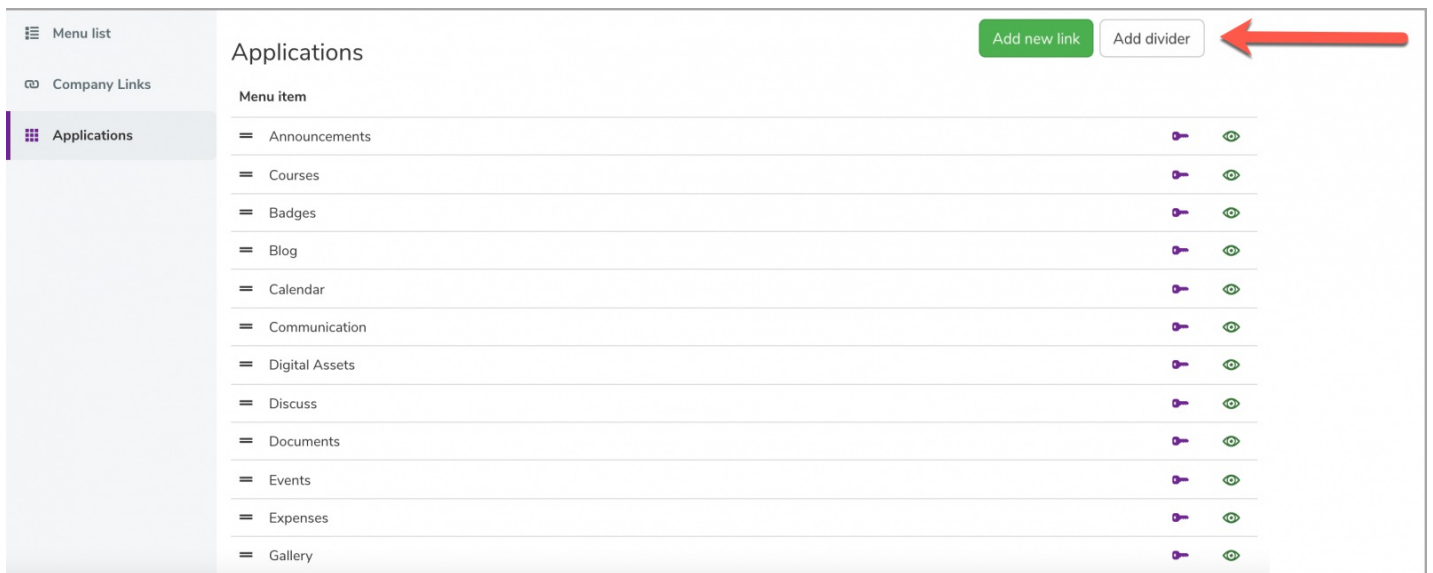
Thank you

Application dividers

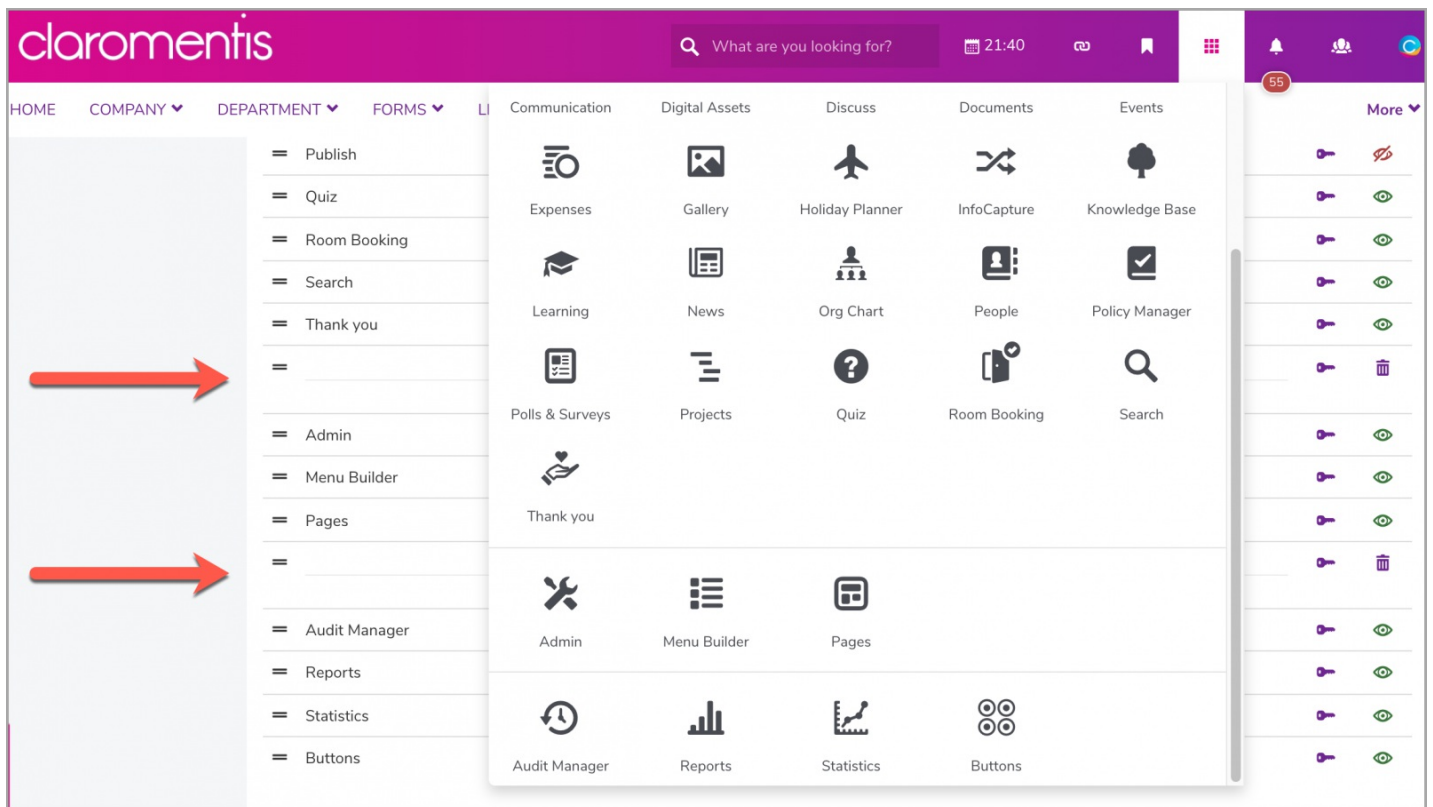
Dividers can be added to the Application menu by clicking on the

Add divider

 option:

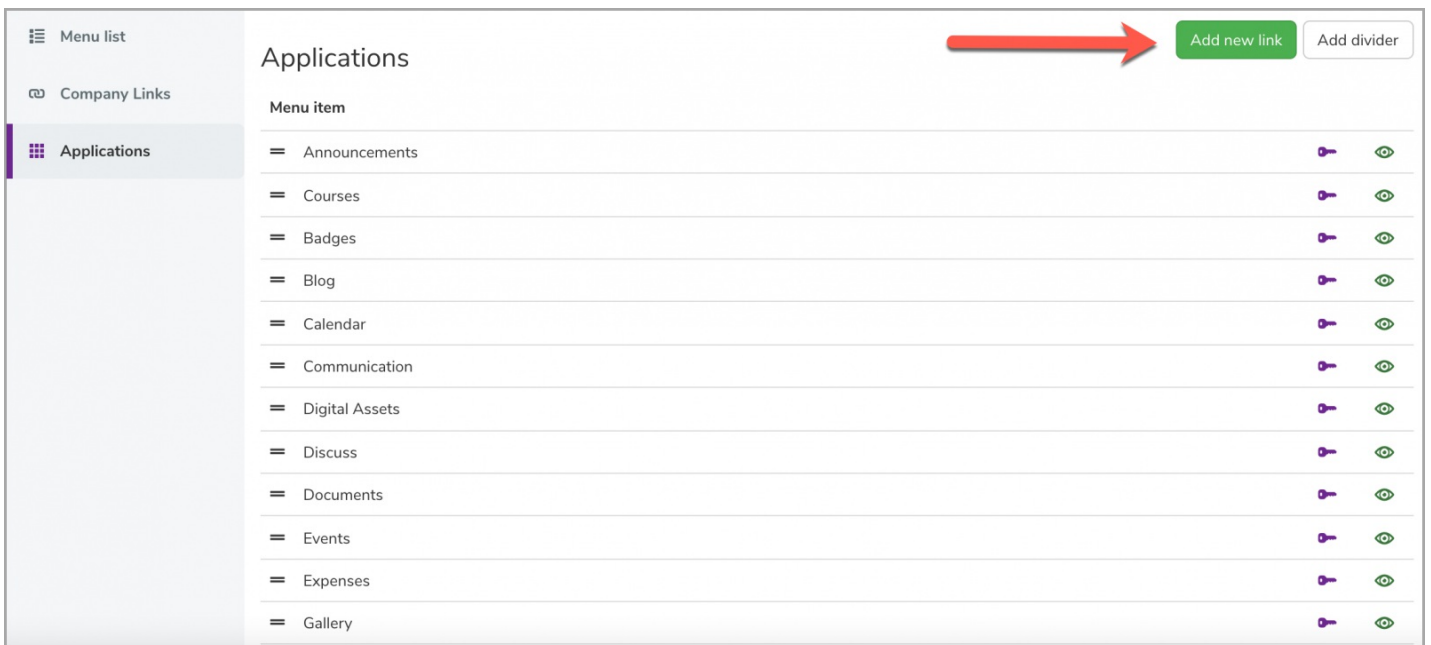


Use our click & drop feature to place it where you would like to or select the trashcan icon to delete it. When looking at the Application menu, you will see the changes applied:

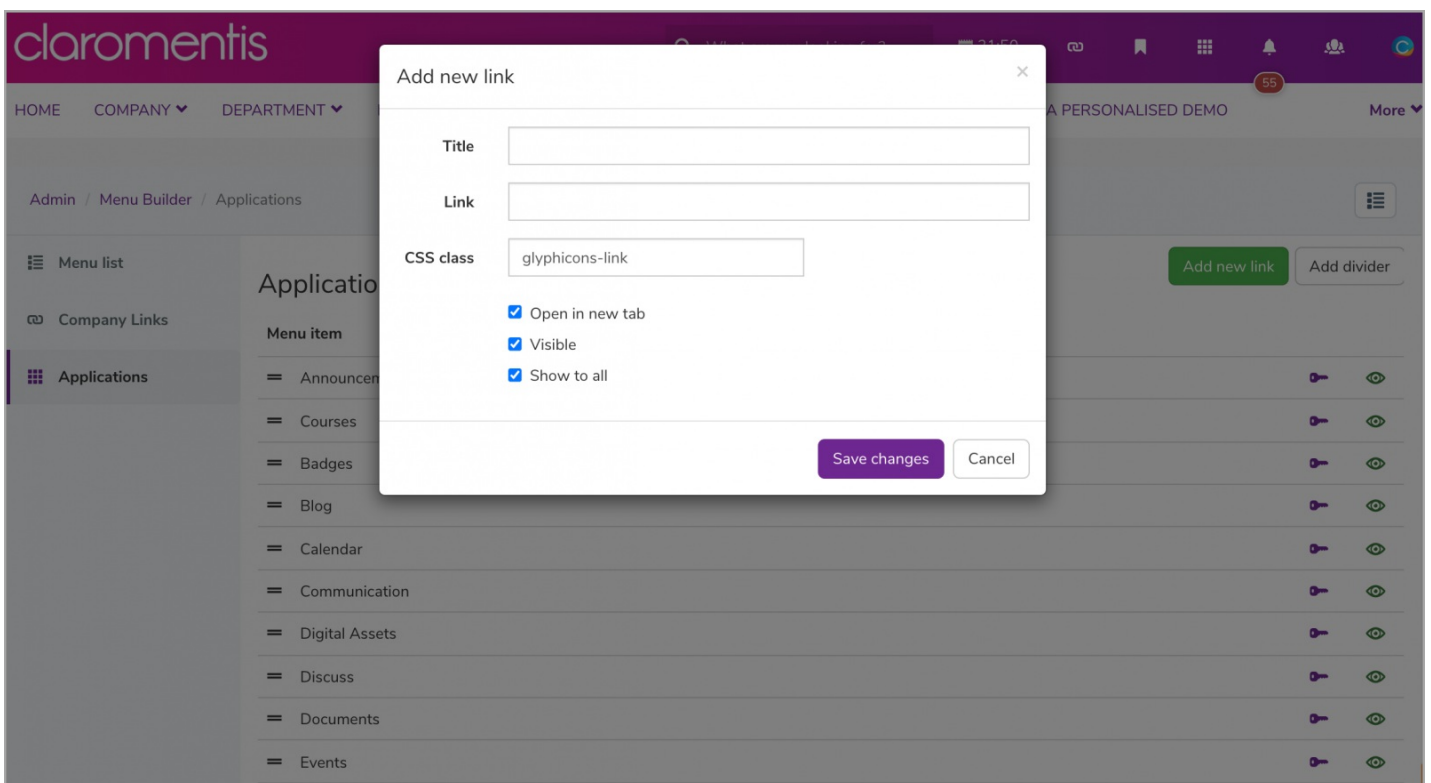


Additional custom links

You can add in your own custom application links by click on the [Add new link](#) option:



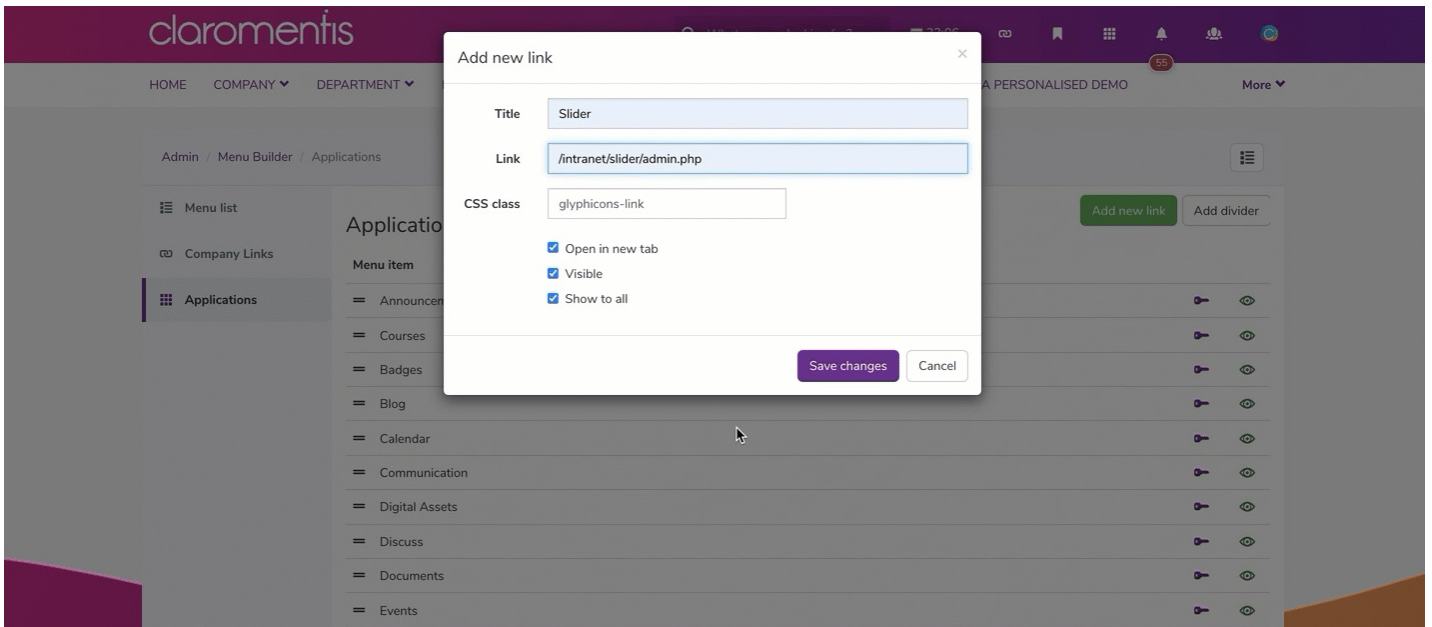
You will be required to fill in the following information:



- **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:



To find out how to add Company links, check out our guide [here](#).