

Menu Builder: Company links

Archived

Requirements

This user guide is for anyone on Claromentis 8.2+

Overview

The video will cover how to set up your company links list, including permissions and adding new links.

Steps

1. Company links are accesible from the top menu bar.
2. To set these go to Admin>Menu builder>Company links.
3. To edit current links click on the item and you will be able to edit the title or link.
4. You are able to set permissions for each link individually.
5. You are next able to change the order of the links by dragging and dropping them from the left hand side.
6. You can add in new company links, click on the option to add a new link, you can set the title then add your new link in.

The next video will be on setting up your main menu, to view this please click [here](#).

Last modified on 6 July 2023 by Veronica Kim

Created on 5 March 2018 by Mhairi Hutton

Tags: intranet, menu builder, user guide, company links