Link to article: https://discover.claromentis.com/knowledgebase/articles/759/updating-menu-links



In this article, we cover how to update the items or links within your menu bar. This may be because a new page has been created to replace an old one or because a new drop-down item is required.

To make changes to the menu, you will need to access the 'Menu builder' application from the front end:



If you don't see this in the Applications menu above, please access via the 'Admin' panel. If you find you do not have access to this application, you will either need to grant yourself permissions (via system admin) or ask an administrator to grant you the permissions or make the change for you.

Once you have accessed the Menu Builder application, you will see a list of your menus, select the correct one:

Menu list	*
Manage and create links & menu items for top level navigation	+ Add a new menu
E main_menu	9− 前

Here you will see the following page, you'll need to click the second 'Edit menu items' tab:

Menu list / Edit menu		*
● Edit menu properties	dit menu items • Edit permissions	
Menu name	main_menu The menu name should only contain letters, numbers and symbols '-' and '_'. This name is also used as the Page name.	
Comment		
Depth limit	Unlimited Set how many levels of this menu should be displayed	
	Publish menu options (legacy)	
	Update	

Here you can either select 'Add menu item' or click an existing item:

Menu list / Edit menu						*
Edit menu properties I≣ Edit menu items	- Edit permissions				O Synchronize folder	
+ Add menu item					D Preview	
C2 Home		+	+	:		
ැ Company		+	+	:		
യ New Starter		+	÷	:		
ඔ Department		+	÷	÷		
യ Sales		+	+	÷		
ت HR		+	+	:		
TIS		+	+	:		
Resources		+	+	÷		
യ User Guides		+	+	:		
യ Knowledgebase		+	+	:		
യ DAM		+	+	:		
യ Forms		+	+	:		
യ Approval Proposal		Ť	+	:		
د Asset Register		<u></u>	+	-		

For the existing item you'll just need to add the relative URL in here:

Menu list / Edit menu / E	Edit menu item	*
Туре	Link Folder Page	
Item title*	Π	
Item URL	/pages/it	
Item description	п	
Order index	After 'HR' 🗸	
CSS class	 ✓ Systeme ✓ Open in new tab Update 	

If you wish to add a sub-menu item, you'll need to follow the steps above but make this initial click:

Menu list / Edit menu	*
● Edit menu properties 📰 Edit menu items 🖝 Edit permissions	C Synchronize folder
+ Add menu item	Dereview
യ Home	↑ ↓ :
ඟ Company	+ Add sub menu item
ເບ New Starter	 ■ Permissions
ඟ Department	Change visibility
യ Sales	View
e HR	+ + E
TI نە	★ ↓ E
യ Resources	↑ ↓ I

You may need to clear cache following this if it doesn't appear straight away.

Last modified on 22 June 2023 by Veronica Kim

Created on 25 August 2020 by Millie Hand Tags: menu, menu builder, menu links