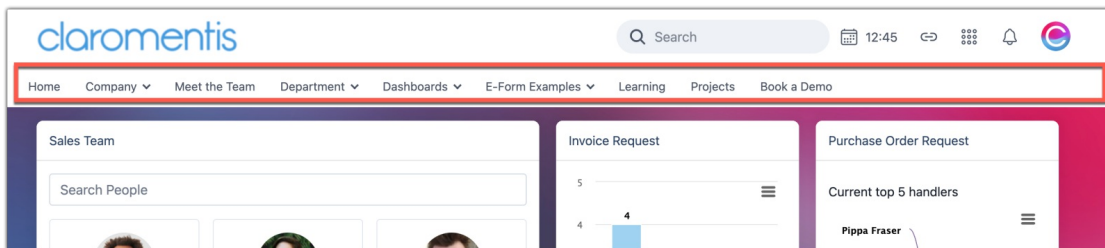




Editing Items in a Main Menu

Users with [edit permissions](#) to a menu can edit its properties and items shown within it at any time.

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) by an [administrator of Design](#).

Creating a New Menu Item

Head to Applications > Menu Builder > Click on the title of the menu you wish to edit

Please note: If you do not see the menu here, you do not have edit rights and will need your access updated by an [administrator](#) of Menu Builder first.

The properties tab will open first.

Click the 'Edit menu items' tab to reveal all the items currently in this menu.

Menu list > Edit menu

[Edit menu properties](#)
[Edit menu items](#)
[Edit permissions](#)

Menu key:
The menu key should only contain letters, numbers and symbols '-' and '_'. You can associate which menu to be displayed when editing Themes in Design Panel.

Menu name:

Depth limit:
Set how many levels of this menu should be displayed

Click the 'add menu item' button:

Menu list > Edit menu

[Edit menu properties](#)
[Edit menu items](#)
[Edit permissions](#)

Home	↑ ↓ ⋮
Company	↑ ↓ ⋮
General Info	↑ ↓ ⋮
Corporate Event	↑ ↓ ⋮
New Hire Hub	↑ ↓ ⋮
Department	↑ ↓ ⋮
HR	↑ ↓ ⋮

Fill out the details and consider the placement of your new menu item relative to the other items already in the menu.

Menu list > Edit menu > Add menu item

Item title*

Item URL

Item description

Order index:

Visible
 Open in new tab

CSS class

- **Item title:** The name of the item that will appear in the menu
- **Item URL:** Set the destination that opens when the item is clicked on. Can be internal links to Intranet content/applications or external links to websites, or programs you need users to have. Ensure you use relative URLs for internal Intranet links.
- **Item description:** Add a description that will appear on hover

Menu list > Edit menu > Edit menu item

Item title*

Item URL

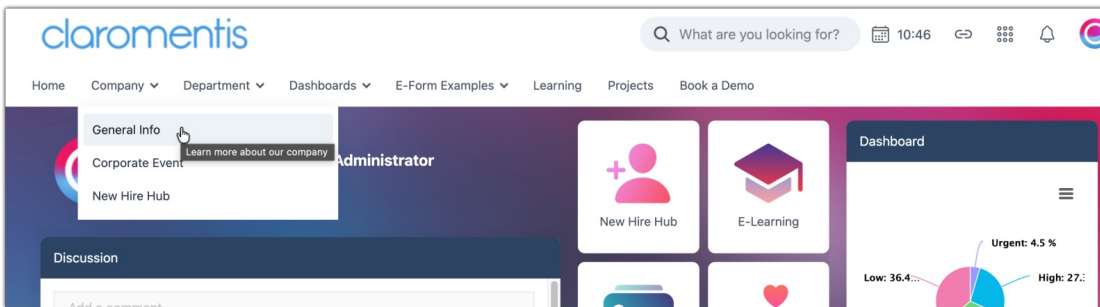
Item description

Order index

Visible

Open in new tab

CSS class



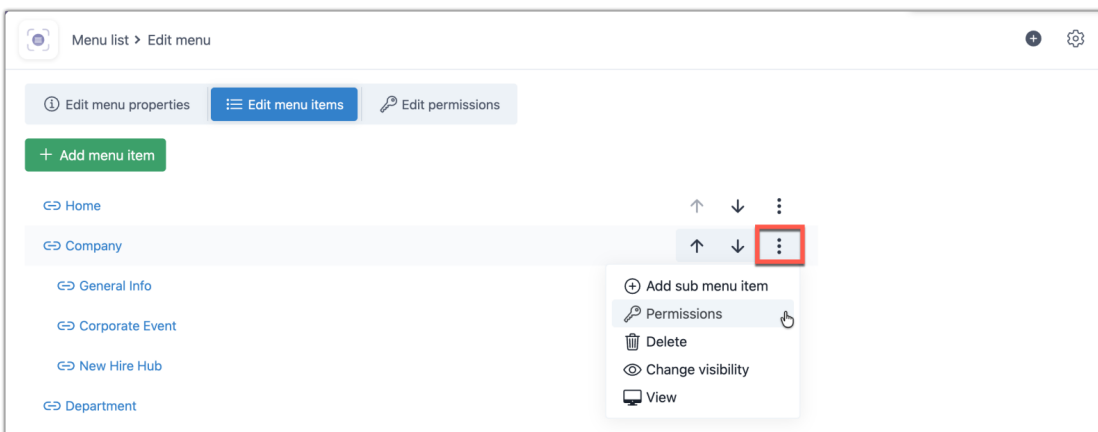
- **Order index:** Choose where the item is placed within the menu
- **Visible:** Enabled by default, deselect this box to hide the item
- **Open in new tab:** Select this to make the item open in a new browser tab once clicked
- **CSS class:** CSS can be added to change the item's styling

Once ready, click 'update' and the menu item will be created.

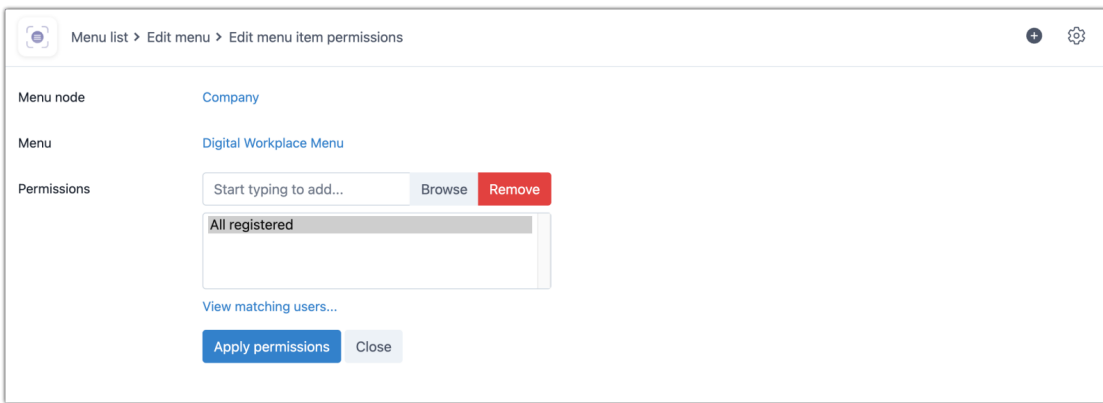
Editing permissions

'All registered' permissions will be set on new items automatically, which means every user can view it (as long as they are set to the theme where the menu is applied)

If you need to change permissions on the menu item just created, click the 3 dots in line with it and select 'permissions' from the drop-down.



Update the permissions as required, click 'apply permissions' once done to save this.



Please note: This permission sets who can view the menu item only. Permissions or access to the content at any URL destination set will be controlled by its processes.

e.g. if a menu item links to Google Drive, the user can view the Intranet menu item and click on it, but whether the content opens or not once the URL is followed is controlled by permissions set in Google Drive.

Keep this in mind when creating menu items and ask yourself, can the users I am allowing the view the menu item, follow the URL that is set against it successfully?

Another example to demonstrate this is creating a menu item that leads to an [Intranet page](#).

A user can view the menu item, but do they have **'view' permissions** to actually open the page URL successfully?

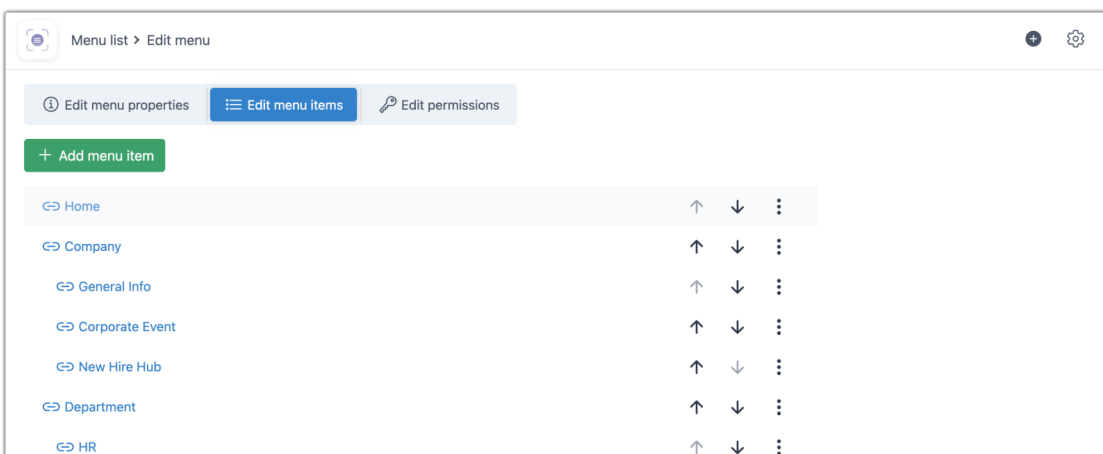
Editing existing items

Menu items may need to be updated over time to remain relevant.

The most common changes needed are to the URL destinations set on them, or for items to be removed from appearing.

e.g. A menu item for the 'Staff handbook' previously led to OneDrive, but now this file has been uploaded in Claromentis, so the item URL needs to be updated to reflect its location in the documents application and ensure this is opened instead.

A user with edit permissions to a menu can open the 'Edit menu items' area:



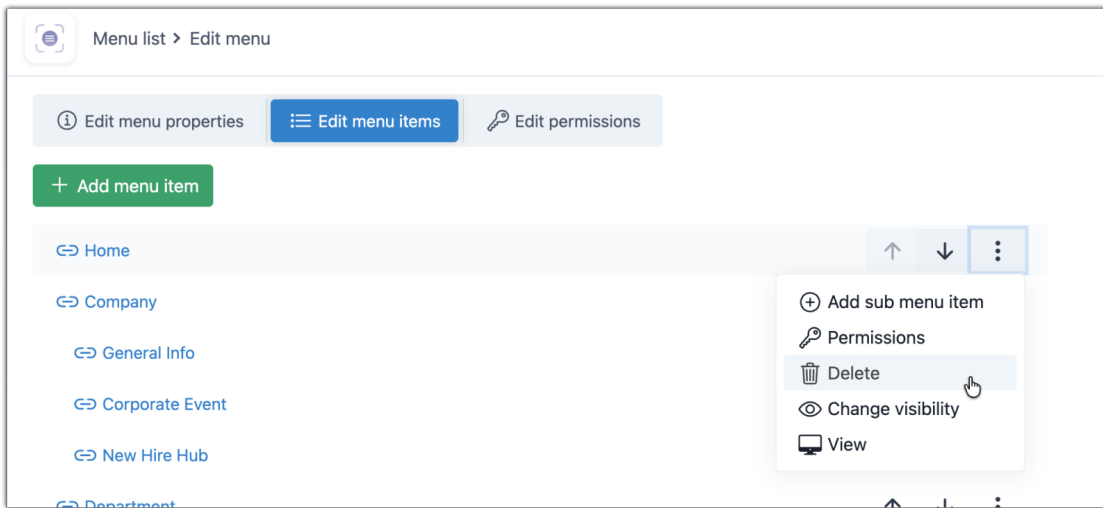
From here, several changes can be applied.

Clicking on an item title will open its properties, allowing its title, URL or position in the menu to be changed - click 'update' to save any changes.

Clicking the 3 dots in line with each item reveals the rest of the options.

View permissions can be edited from here.

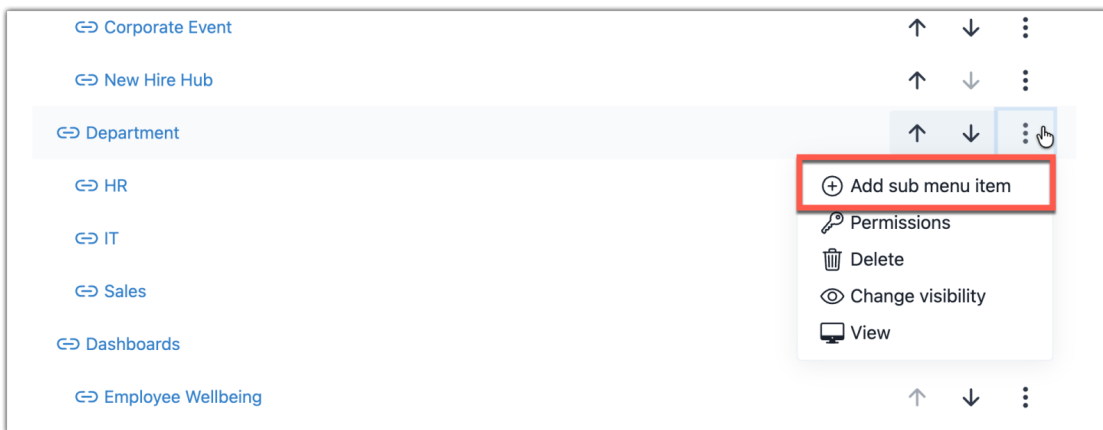
If an item needs to be removed, consider toggling its visibility off for everyone (using the eye icon) rather than deleting it, but either option can be applied by clicking the 3 dots in line with the item:



Please note: Deleted items cannot be restored but can simply be created again with the same properties, URL destination, etc.

Sub menu items

These can be created under existing items:



Using a nested structure allows items to be categorised together, and this is shown visually on the front end to aid your users' navigation.

Once created, sub-menu items can only be re-ordered under the parent item.

A screenshot of the 'Add menu item' form. The breadcrumb is 'Menu list > Edit menu > Add menu item'. The form contains the following fields and options:

- Item title*: Marketing
- Item URL: /pages/marketing
- Item description: What's new with our marketing team
- Order index: After 'IT' (dropdown menu)
- Visible: Visible
- Open in new tab: Open in new tab
- CSS class: (empty text field)
- Update button

