

Company Links

Company Links are a feature in Claromentis that your administrators can use to create a quick reference list of links important to your company that need visibility.

This can be content within the Intranet, or from external websites. We recommend that your administrators consider what is relevant and could work as a Company Link before creating these.

[Application administrators](#) of Menu Builder can create, edit and manage the links over time.

Permissions can be set on each link, creating a different list between users (if required)

How to access Company Links

The Company Links area appears in the topmost bar of the Intranet by default for use.

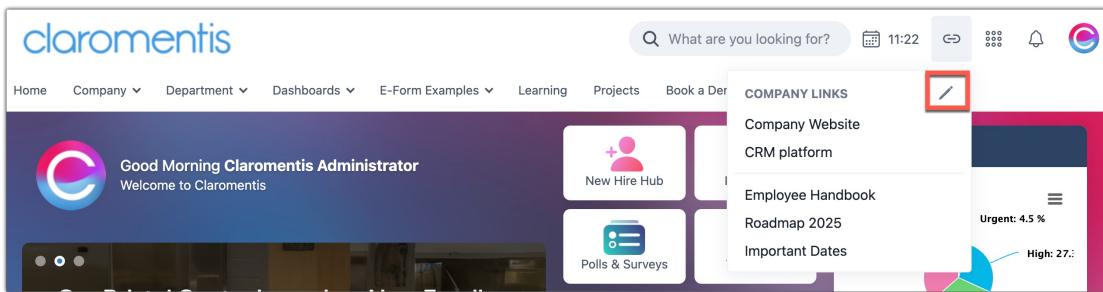
(It can be toggled off by an [application administrator of Design](#) if preferred)

A screenshot of the Claromentis Intranet dashboard. The top navigation bar includes links for Home, Company, Department, Dashboards, E-Form Examples, Learning, Projects, Book a Demo, and Company Links (which is highlighted with a black box). The main dashboard area features a welcome message "Good Morning Claromentis Administrator" and "Welcome to Claromentis". It includes four main modules: "New Hire Hub" (with a person icon), "E-Learning" (with a graduation cap icon), "Polls & Surveys" (with a poll icon), and "Thank You" (with a heart icon). On the right, there is a "Dashboard" section with a pie chart showing "Urgent: 4.5 %", "Low: 36.4 %", and "High: 27.1 %". The overall interface is clean and modern with a dark header and a light-colored body.

How to create Company Links

An application administrator of Menu Builder can open the Company Links area to create new ones in two ways:

1. By opening Company Links from the top bar and clicking the pencil icon



2. By heading to Applications > Admin > Menu Builder > Company links

Regardless of the method, the following screen will be shown, and a new Company Link can be created using the 'Add new link' button:

Admin > Menu Builder > Company Links

Company Links

Add new link (highlighted with a red box)

Menu item	Actions
= Company Website	
= CRM platform	
=	
= Employee Handbook	
= Roadmap 2025	
= Important Dates	

Fill out the fields based on the Company Link being created:

Admin > Menu Builder > Company Links

Add new link

Title (input field)

Link (input field)

Open in new tab

Visible

Show to all

Save changes (highlighted with a blue box)

- **Title:** The name of the Company Link that will appear to users
- **Link:** The URL that will be opened when the Company Link is clicked on (For internal Intranet links, use the [relative URL](#), and for external sites, the [absolute URL](#))
- **Open in new tab:** If selected, the Company Link will open in a new tab when clicked
- **Visible:** Toggle visibility of the link on or off
- **Show to all:** Select this if you want 'All registered' to be put into the permissions for the Company Link by default. Deselect if you want to add custom permissions on the Link for specific users/groups/roles.

Click 'save changes' to create the Company Link.

If 'Show to all' was selected, 'All registered' has been entered against the Company Link automatically, and you will be returned to the configuration area where your new link can be seen in the list:

Your browser doesn't support video.
Please download the file: [video/mp4](#)

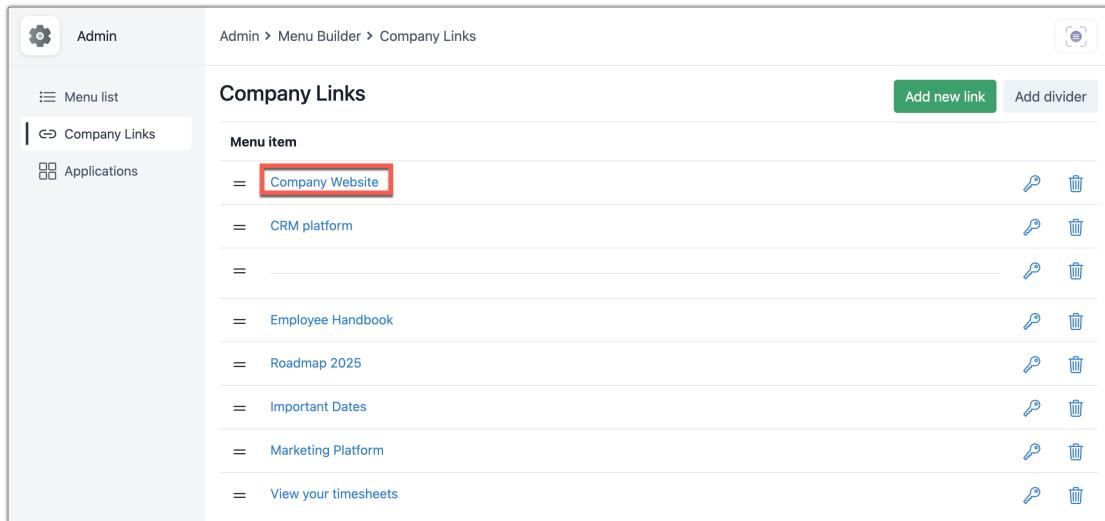
If 'Show to all' was deselected, you will be taken to the permissions screen to set permissions for the Company Link and save this:

Your browser doesn't support video.
Please download the file: [video/mp4](#)

How to edit Company Links

Either click the pencil icon in the Company Links area or head to Admin > Menu Builder > Company Links

From there, the properties of a Company Link can be edited by clicking on its title:



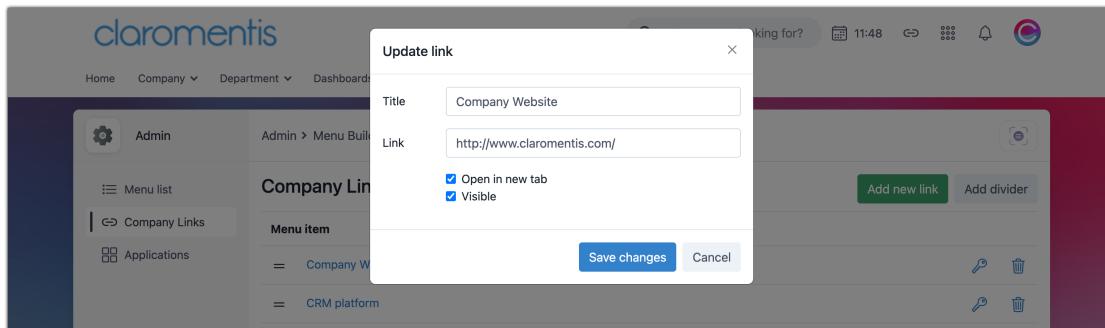
Admin > Menu Builder > Company Links

Company Links

Menu item

- = [Company Website](#)  
- = [CRM platform](#)  
- = [Employee Handbook](#)  
- = [Roadmap 2025](#)  
- = [Important Dates](#)  
- = [Marketing Platform](#)  
- = [View your timesheets](#)  

Add new link **Add divider**



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Home Company Department Dashboards

Admin Admin > Menu Builder

Company Links

Menu item

- = [Company Website](#)  
- = [CRM platform](#)  

Update link

Title: Company Website

Link: <http://www.claromentis.com/>

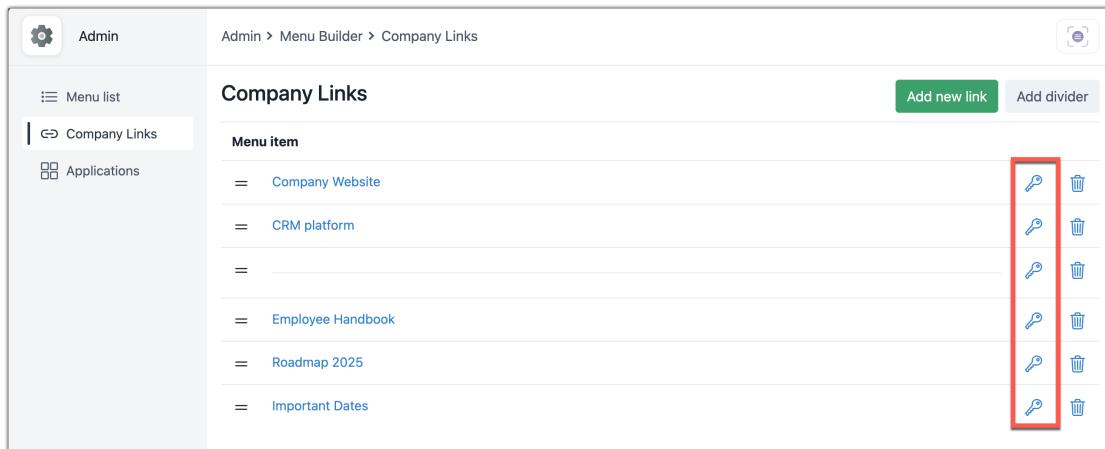
Open in new tab Visible

Save changes **Cancel**

Click 'save changes' to apply any changes made.

Update permissions

Click the key symbol in line with a Company Link to edit the permissions set on it:



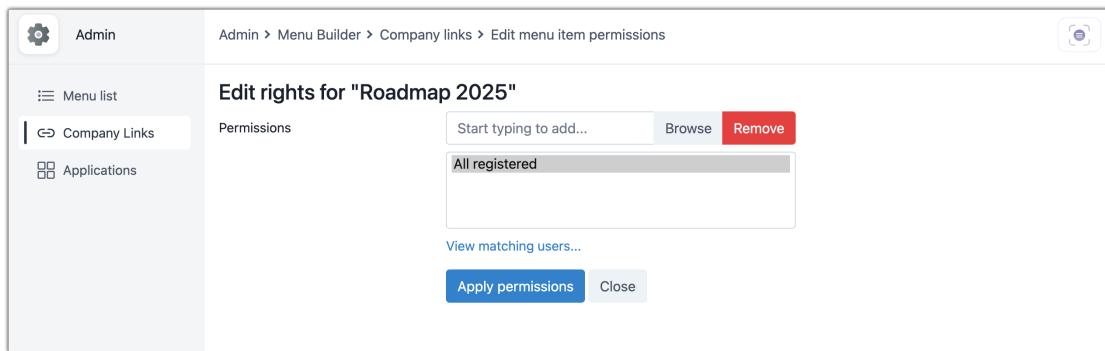
Admin > Menu Builder > Company Links

Company Links

Menu item

- = [Company Website](#)   
- = [CRM platform](#)   
- = [Employee Handbook](#)   
- = [Roadmap 2025](#)   
- = [Important Dates](#)   

Add new link **Add divider**



Admin > Menu Builder > Company links > Edit menu item permissions

Edit rights for "Roadmap 2025"

Permissions

Start typing to add... Browse Remove

All registered

View matching users...

Apply permissions Close

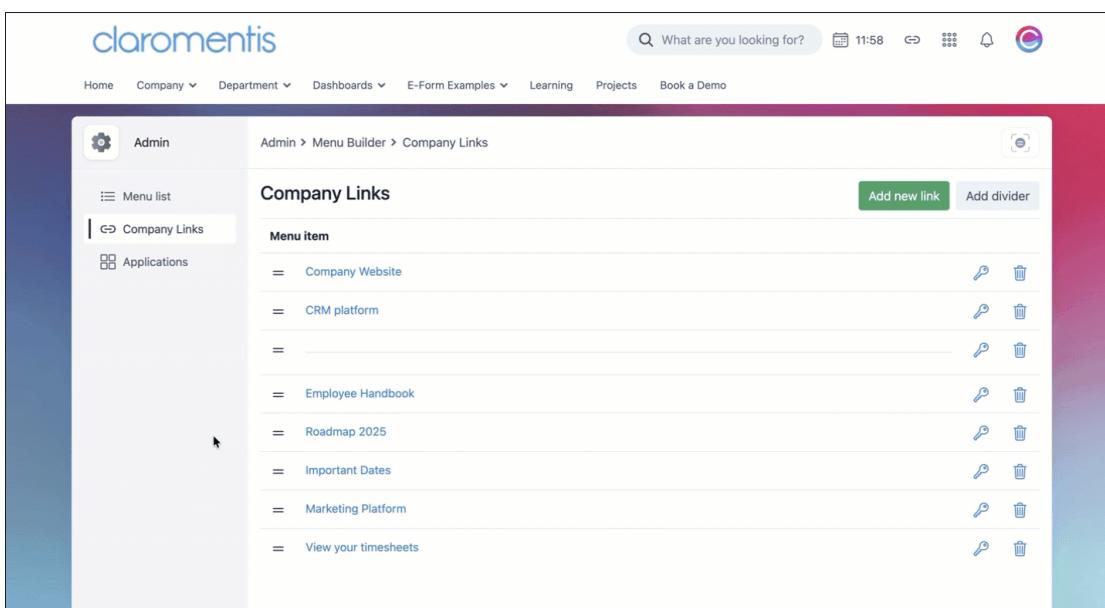
Click 'apply permissions' to save any changes made.

The users/roles/groups entered here will see this Company Link when they open the list from the top bar.

Change the order

Company Links can be rearranged by using the cross icon to drag and drop them.

The order will update in the Company Links area for use automatically, and this is shown on screen.



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What are you looking for? 11:58

Home Company Department Dashboards E-Form Examples Learning Projects Book a Demo

Admin > Menu Builder > Company Links

Company Links

Menu item

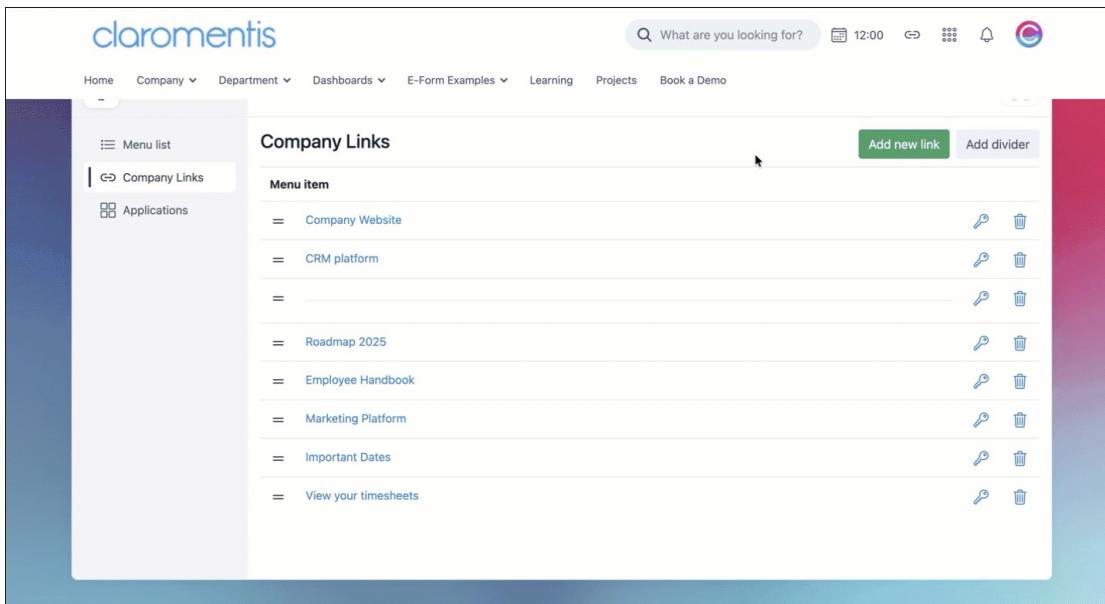
Add new link Add divider

Link	Actions
Company Website	
CRM platform	
=	
Employee Handbook	
Roadmap 2025	
Important Dates	
Marketing Platform	
View your timesheets	

Add dividers

Dividers can be added to the Application list by clicking on the 'add divider' button.

Drag & drop this to change its order or delete it using the trash can icon.



Company Links

Menu item

- = Company Website
- = CRM platform
- =
- = Roadmap 2025
- = Employee Handbook
- = Marketing Platform
- = Important Dates
- = View your timesheets

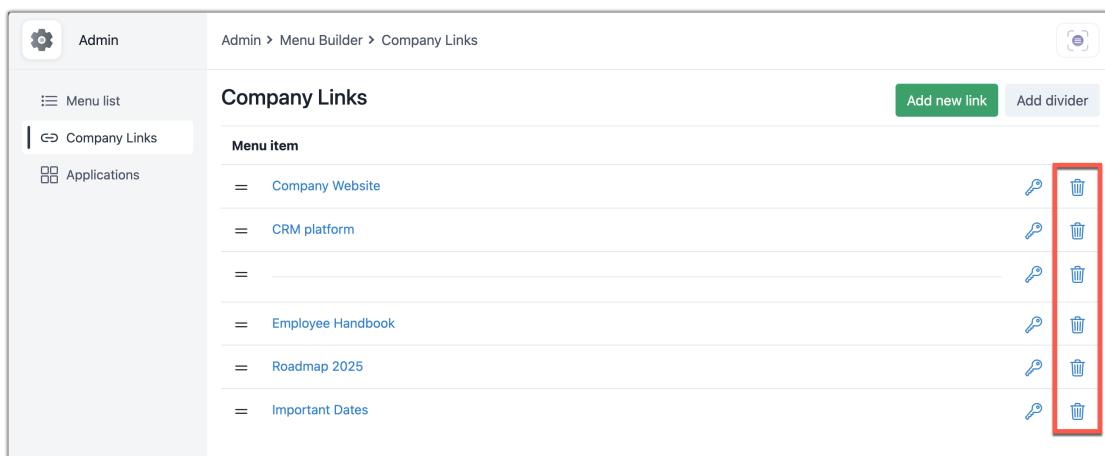
Add new link Add divider

Dividers are useful to segment Company Links by type or the users that will be accessing them, e.g., a user that sees only a few links vs them all.

Deleting Company Links

Use the trash can icon to remove Company links.

If a mistake is made in deleting a link, no content has been lost, and the link can simply be re-created with the same URL destination, order in the list and permissions on it.



Company Links

Menu item

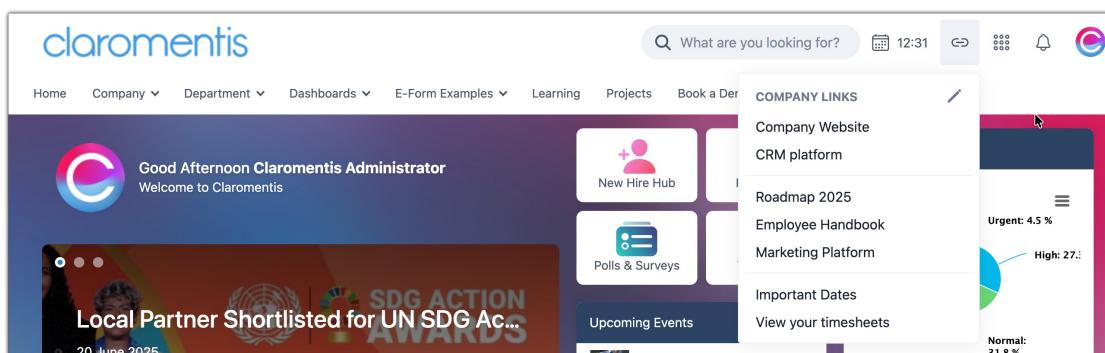
- = Company Website
- = CRM platform
- =
- = Employee Handbook
- = Roadmap 2025
- = Important Dates

Add new link Add divider

Using Company Links

Over time, a list of Company Links builds up.

They can be used to open relevant or important Intranet areas quickly, rather than having to open the application they are in first.



COMPANY LINKS

- Company Website
- CRM platform
- Roadmap 2025
- Employee Handbook
- Marketing Platform
- Important Dates
- View your timesheets

Good Afternoon Claromentis Administrator
Welcome to Claromentis

New Hire Hub

Polis & Surveys

Upcoming Events

Local Partner Shortlisted for UN SDG Ac...

20 June 2025

Urgent: 4.5%
High: 27.1%
Normal: 31.8%

External sites can be added freely, too, to speed up connections to other programs or information a user needs to perform tasks.

The links can be added, edited or removed by the [application administrators](#) of Menu Builder to tailor the Company Links list to the needs of the user base and manage this effectively over time as these needs change.

Created on 15 October 2025 by [Hannah Door](#). Last modified on 12 November 2025

Tags: [menu](#), [link](#), [url](#), [company link](#)