

## 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.

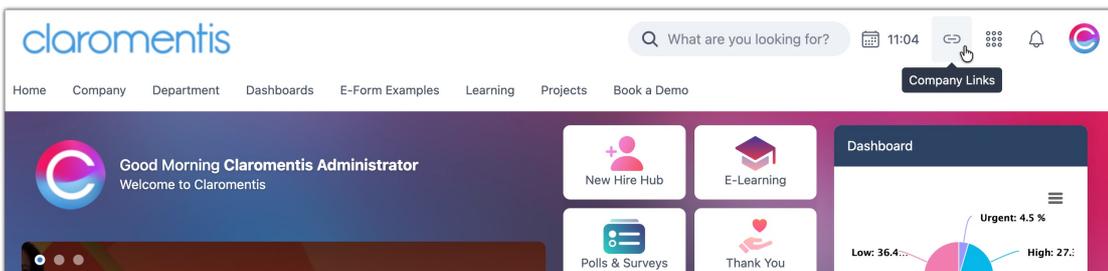
[Application administrators](#) of Menu Builder can create, edit and manage the links over time.

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.

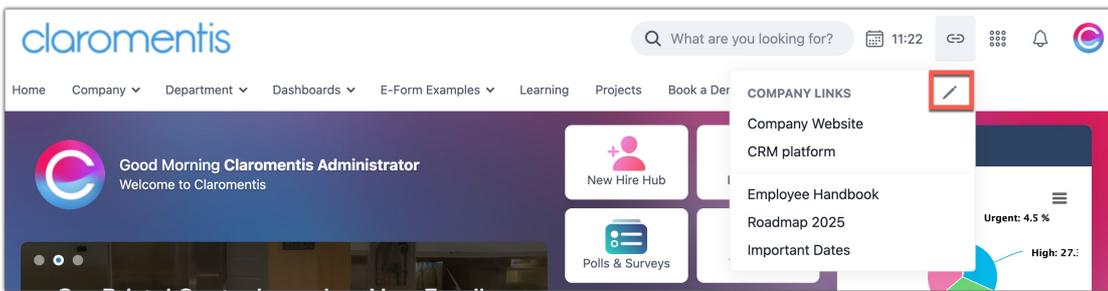
(It can be toggled off by an [application administrator of Design](#) if preferred)



### How to create Company Links

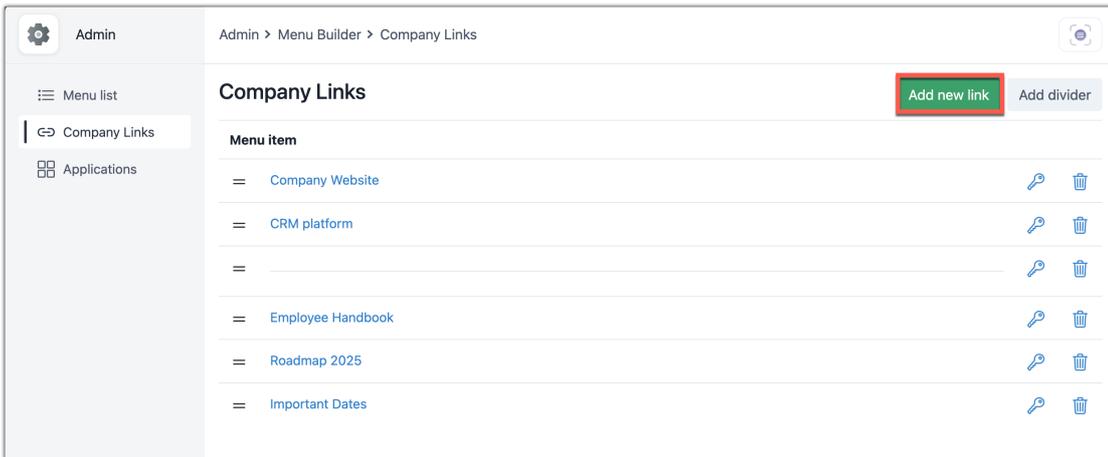
An application administrator of Menu Builder can open the Company Links area to create new ones in two ways:

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

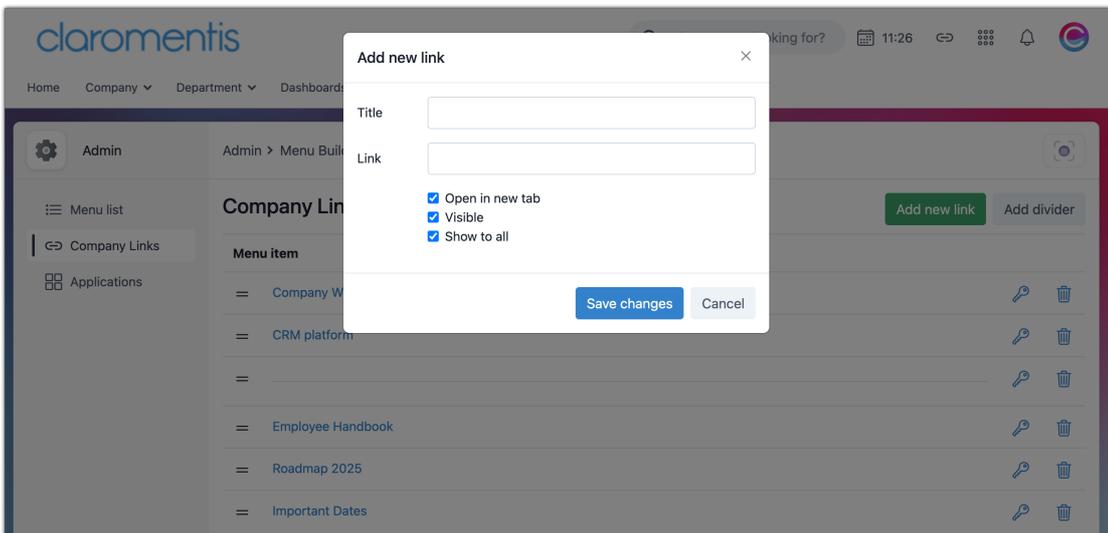


2. By heading to Applications > Admin > Menu Builder > Company links

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



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



- **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 videos.  
Please download the file: [video/mp4](#)

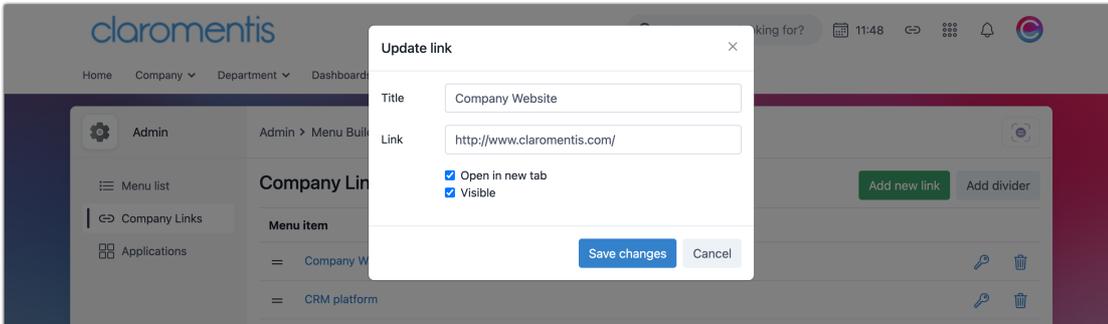
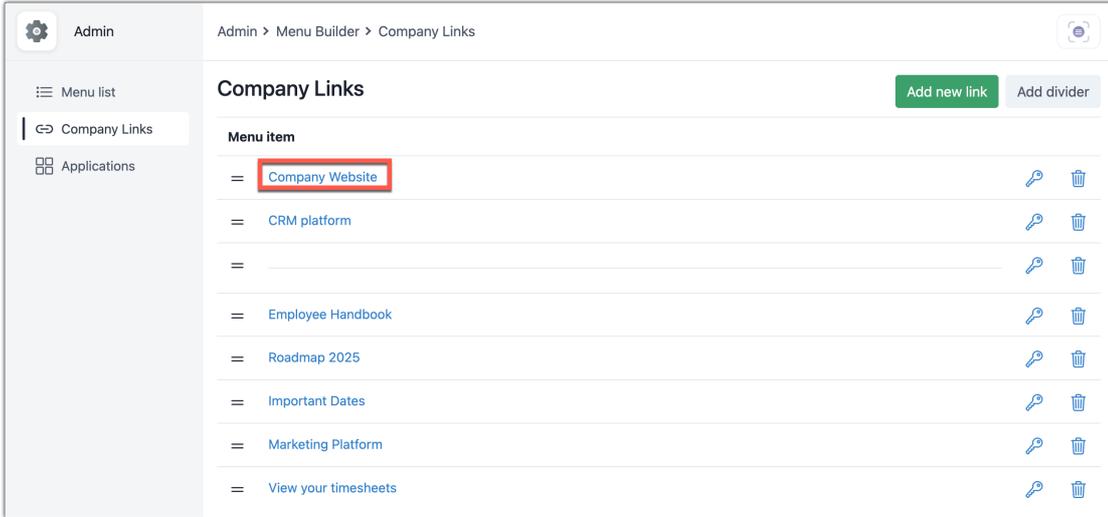
If 'Show to all' was deselected, you will be taken to the permissions screen to set permissions for the Company Link and save this:

Your browser doesn't support videos.  
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

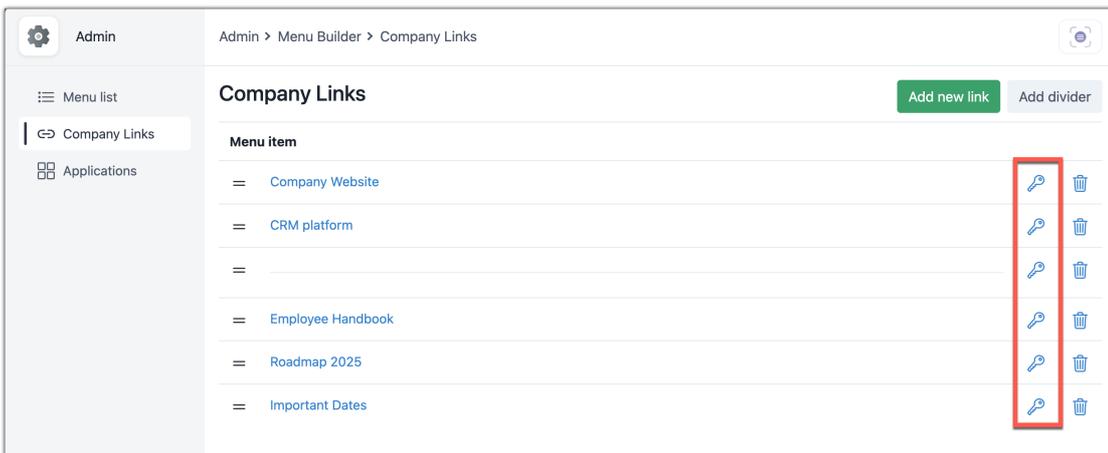
From there, the properties of a Company Link can be edited by clicking on its title:

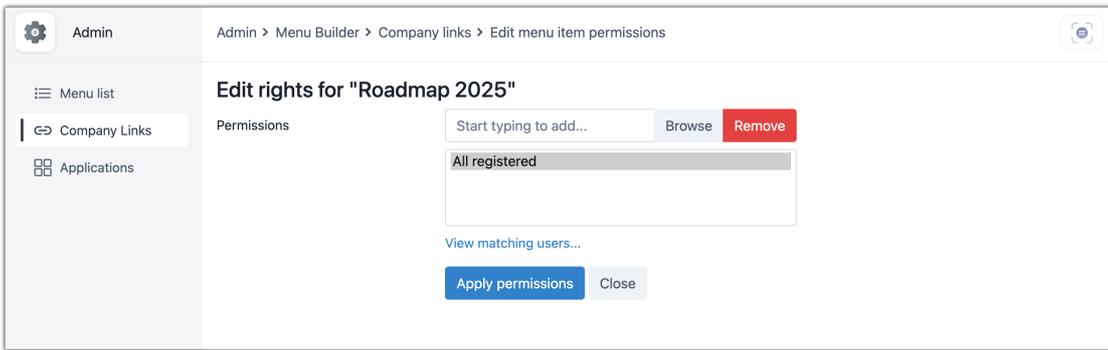


Click 'save changes' to apply any changes made.

## Update permissions

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





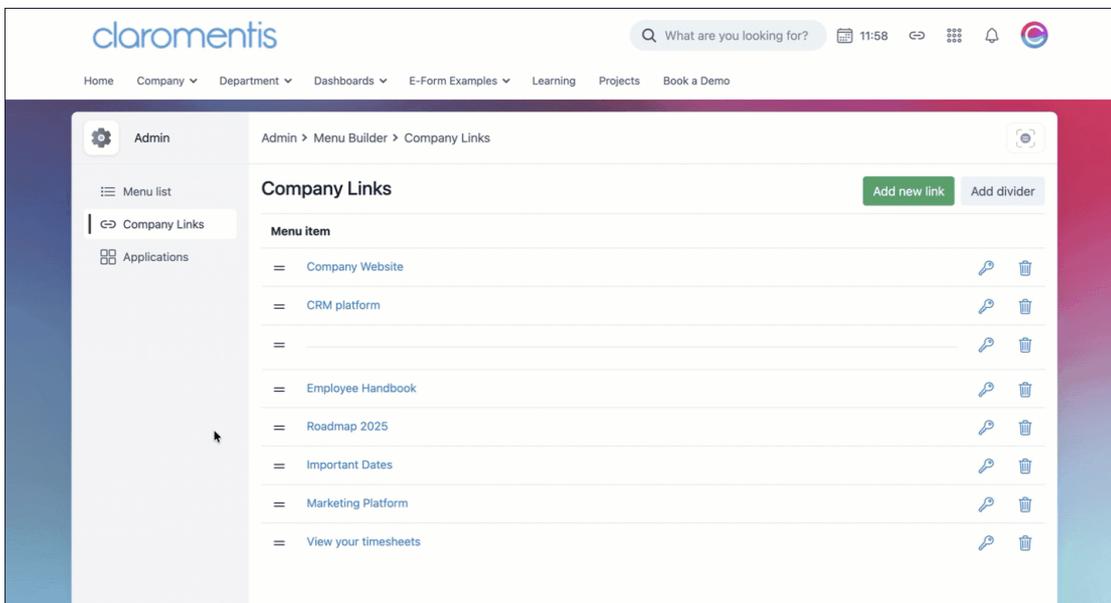
Click 'apply permissions' to save any changes made.

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.

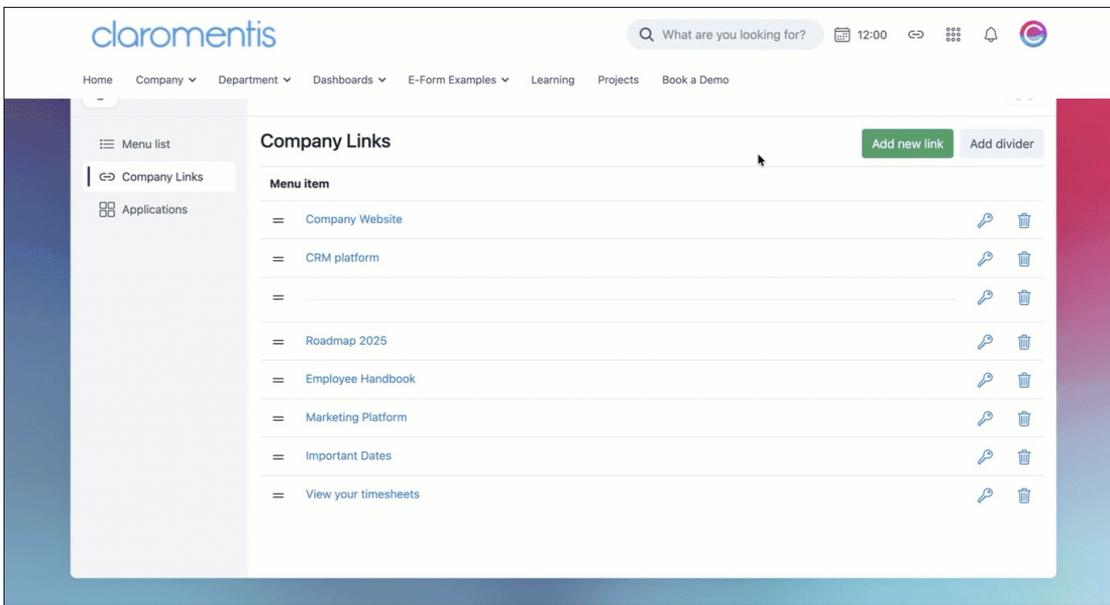
The order will update in the Company Links area for use automatically, and this is shown on screen.



### 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.

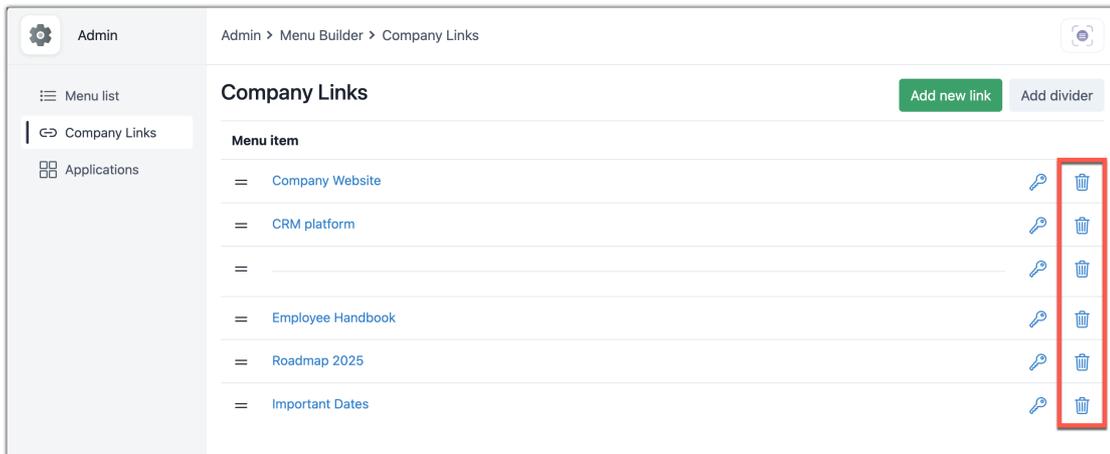


Dividers are useful to segment Company Links by type or the users that will be accessing them, e.g., a user that sees only a few links vs them all.

### Deleting Company Links

Use the trash can icon to remove Company links.

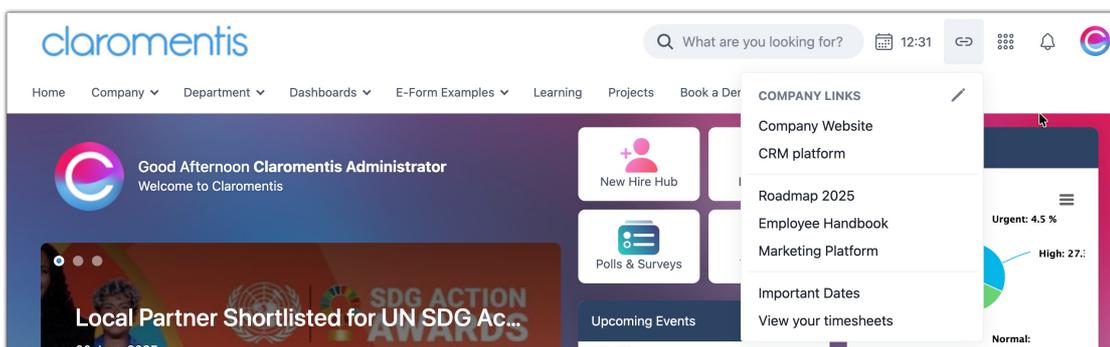
If a mistake is made in deleting a link, no content has been lost, and the link can simply be re-created with the same URL destination, order in the list and permissions on it.



### 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.



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.

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

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