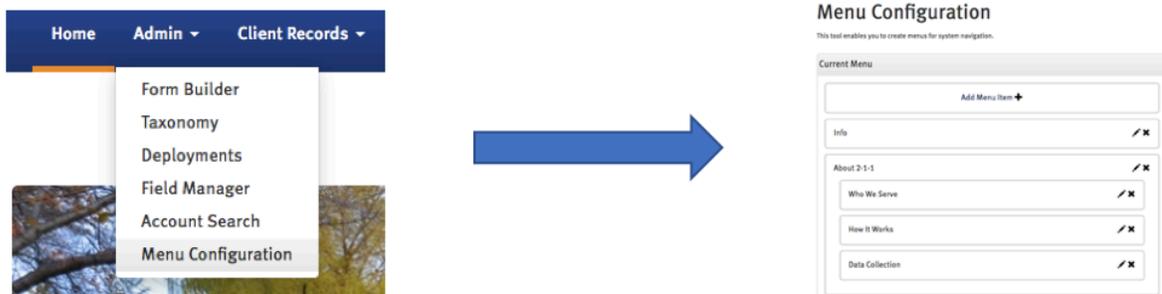


Menu Configuration

The system menu, or navigation bar in the CommunityOS2 system can be configured to have standalone links, or create lists by nesting links as sub-menu items underneath of a parent menu item. Additionally, the menu can be configured to contain links to external sites as well as links to system features, or deployments.

Follow the steps below to create a new menu item.

1. After logging into their account a System Administrator can click on the Admin menu, and click the link for Menu Configuration to access the interface to configure menu items.



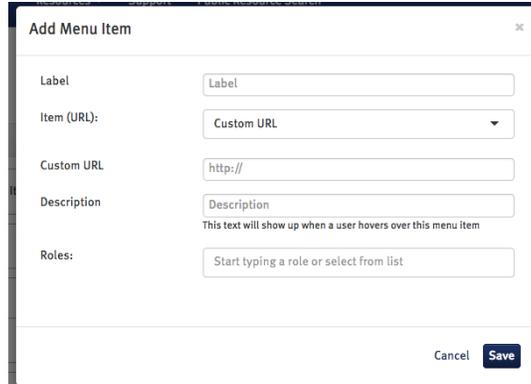
2. The Menu Configuration page should now be displayed, and the administrator can view current (active) menu items, as well as other available (inactive) menu items. Existing menu items can be edited by clicking the pencil icon, or deleted by clicking the X icon.
3. Click the “Add Menu Item +” button at the top of the list of current menu items to create a new entry.

Menu Configuration

This tool enables you to create menus for system navigation.



4. After clicking to add a new menu item, a small window will appear containing the options and information needed to create a new entry. First enter a label. The label is what will be displayed to users in the menu, or system navigation bar.



Add Menu Item [Close]

Label: [Label]

Item (URL): [Custom URL]

Custom URL: [http://]

Description: [Description]
This text will show up when a user hovers over this menu item

Roles: [Start typing a role or select from list]

[Cancel] [Save]

5. After entering a label, the next field is for the item, or URL. Here a user can select “Custom URL” to an external page, or select an existing page, or deployment within the system. Please note that this field supports type ahead functionality, and will restrict the available options based on any text entered.
6. Next is Description. Any text entered here will appear as a tool tip when a user hovers their mouse overtop of this menu item.
7. The last field is Roles. Select the roles for users you would like to be able to view this item.
8. After all the desired information is entered, click the “Save” button to submit your changes and create the menu item. The menu item will be placed at the bottom of the list by default, but the admin can scroll to the bottom, and click and hold to drag the menu item to change the placement, or nest it underneath a current menu item.