

# Menu Options

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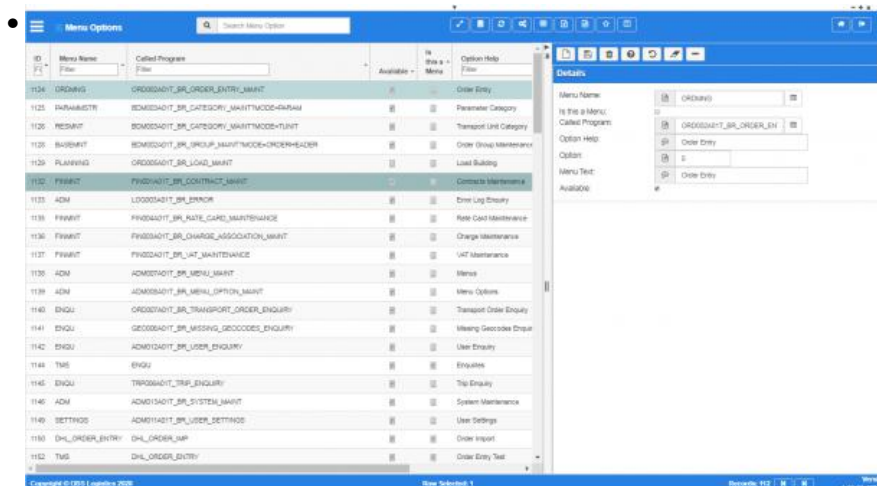
# 1 Menu Options

This screen allows you to maintain which screens (options) are available on each sub-menu on the main menu. This defines how the menus and sub-menus all link together and what screens are called.

**Warning:** This is a system administrator function - if you change the settings here, this will affect all users of the system.

See also:

- [Program Maintenance](#)
- [Menu Maintenance](#)



*Menu options maintenance*

You can query data by and/or choose to display data as follows:

- **ID** - a unique identifier.
- **Menu Name** - the name of the menu this menu option belongs to.
- **Called Program** - the program called.
- **Available** - controls whether this option is available.
- **Is this a Menu** - controls whether the option is itself a menu.
- **Option Help** - help displayed against this option.
- **Option** - a sequence.
- **Menu Text** - the text displayed.
- **Active**.
- **Created By**.
- **Created Date**.
- **Last Updated By**.
- **Last Updated Date**.
- **Last Active Change By**.
- **Last Active Change Date**.
- **Last Process Id**.
- **Update Counter**.

The following actions are available on the Details panel:

- **New** - create a new record.
- **Save** - save a new record or changes to an existing record.
- **Delete** - delete an existing record.
- **Help** - help on this screen.
- **Undo** - undo change made since last save.
- **Clear** - clear all fields.
- **Toggle** - toggle display of all accordion headers.



You can change or add the following:

- *Menu Name* - the name of the menu this menu option belongs to. You can look this up using the Lookup button to the right of the text field. The screen will display a pop-up window to select the menu name. You can maintain menu names using the [Menu Maintenance](#) screen.
- *Is this a Menu* - a check box controlling whether the option is itself a menu.
- *Called Program* - the program called. You can look this up using the Lookup button to the right of the text field. The screen will display a pop-up window to select the program. You can maintain programs using the [Program Maintenance](#) screen.
- *Option Help* - help displayed against this option.
- *Option* - a sequence.
- *Menu Text* - the text displayed.
- *Available* - a check box controlling whether this option is available.

