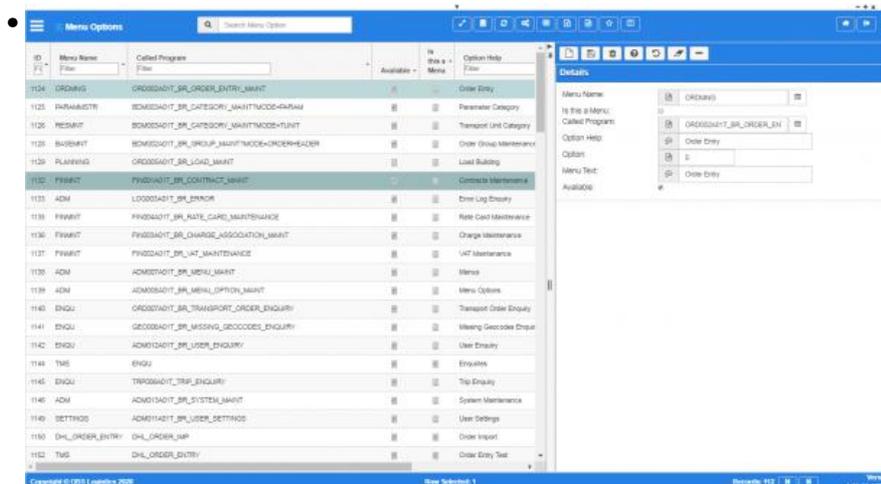# Menu Options

Contents

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.
- ⑦ **Help** - help on this screen.
- ⟲ **Undo** - undo change made since last save.
- ◿ **Clear** - clear all fields.
- ▬ **Toggle** - toggle display of all accordion headers.

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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.

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