

Program and Menu Administration

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1 Program and Menu Administration

 **Warning:** This is an incomplete guide.

1.1 Adding a new Program

Create the program with the correct screen name.

 **Note:** The program must be in upper-case.

Refs: [Program Maintenance](#)

1.2 Creating a new Sub-menu

Create the sub-menu and add it to the roles that need it.

Refs: [Menu Maintenance](#)

1.3 Adding Programs to a Menu

Identify the sub-menu onto which the program is to be added.

Create an entry for that program on that menu as a menu option.

Refs: [Menu Options](#)

1.4 Activating the Menu

You can check the menu by:

- Log out and back in to the system with a user with that role.
- Change role using the  **Settings** button on any screen's toolbar.

The menu will be re-created and contain the new screen.

Refs: [General Screen Usage](#)

