

Menu Options

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1 Menu Options

This screen allows you to maintain the menu layout and labels used by the Admin system.

You can use this screen to view and edit menu items.

You can filter data by:

- *Option* - the option.
- *Menu* - a drop-down list of all the menus on the system.

Once you have entered the criteria, click **Search**. The screen will display a table of all the matching data. Any plain text boxes will match data that contains what you enter as the criterion.

Find

Option: Menu: Select Menu

Menu Options

Records Per Page: 10

Menu Name	Option Name	Option Text	Sequence	Available
Administration	Users	Users	1	Yes
Administration	User Access Control	User Access	2	Yes
Administration	User Tracking	User Tracking	3	Yes
Administration	Site	Site	4	Yes
Administration	Vehicle Checks	Vehicle Check Responses	5	Yes
Administration	Job Groups	Job Groups	6	Yes
Administration	Import/Export Interface	Import/Export Interface	7	Yes
Administration	Import/Export Audit	Import/Export Audit	8	Yes
Administration	UDF Configuration	UDF Configuration	9	Yes
Administration	Terms	Terms	11	Yes

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Menu Search Panel and Results table

The results table displays a single line for each menu item found.

The results table displays the following columns:

- *Menu Name* - the menu on this the item exists.
- *Option Name* - the system's menu item id.
- *Option Text* - the text displayed on the menu for this item.
- *Sequence* - where on the menu this item is displayed, in relation to other menu items on this menu.
- *Available* - whether this is displayed on the menu at all.

1.1 View/Edit Menus

You can view and edit the menu items by clicking the **Select** button against the line in the table. The screen will display a pop-up showing all the details of the menu item.

Menu Option Details

Option Name: Users

Menu: Administration

Option Text:

Available: ☒

View/Edit Menu Item Pop-up

You can edit the menu item by clicking the provided **Edit** button.



The following fields may be edited here:

- *Option Text* - the text displayed on the menu for this item.
- *Available* - whether this is displayed on the menu at all.

When changes are complete, you can click **Save** to save the changes. If you don't want to save your changes, you can click **Cancel** to stop editing, or **Close** to close the pop-up without saving the changes.

