

# **Menu Maintenance**

Aptean Ltd  
Copyright © 2011-2026.

# Contents

<b>1 Menu Maintenance.....</b>	<b>1</b>
--------------------------------	----------

# 1 Menu Maintenance

This restricted page will allow the user to create menus, which can then be added to user groups. The page will initially show a menu selection section

Menu Selection

Parent Group None
Menu POR-MNT Portal Maintenance
Find

Parent Groups will be discussed later in section 2.4

Selecting a menu from the menu selection drop-down and clicking find will retrieve details for that menu:

Add Menu Item

App Select App
Item 
Add

ID	Name	Level	Remove
POR.maint.setup	Setup	1	<input type="checkbox"/>
POR.maint.menu	Menu	1	<input type="checkbox"/>
POR.maint.group	Group	2	<input type="checkbox"/>
POR.maint.news	News	1	<input type="checkbox"/>
POR.maint.externalSys	External Systems	1	<input type="checkbox"/>
POR.main.language	Text/Language	1	<input type="checkbox"/>
POR.maint.xRef	XRef	1	<input type="checkbox"/>
POR.maint.user	User List	2	<input type="checkbox"/>
POR.maint.pageConfig	Portal Page Config	1	<input type="checkbox"/>

Remove

**Note: Drag/Drop lines to change order**

Update

Create/Copy/Delete Menu

Action Create New Menu
New Parent Group None
New Menu 
New Description 
Create

The main section below the 'Add Menu Item' displays the current menu items on that menu.

The user may drag/drop these menus up and down to sequence the order they appear on the menu, and may also select/remove the menu item from the menu if required.

The 'Add Menu Item' section can be used to add a new menu item onto the existing menu. The user will select the 'App' (POR, LOTS (TTM), TMS, WMS etc) then the 'Item' drop-down will be populated with the available menu items which can be added:



Add Menu Item			
App	POR	Item	Level:1
		EMAIL	Message Processing
		EMAIL	Message Processing
		MAINT	Colour Scheme Maintenance
		MAINT	Portal Configuration

**ID**

**Add**

The Create/Copy/Delete Menu section Allows the user to create a new menu, copy the currently selected menu to another menu name including all of the menu items, and also to delete the currently selected menu from the system.

**Note: Menus are at system level so care needs to be taken when adding/removing Items off the menu**

