

Create a Custom GreenLight Menu

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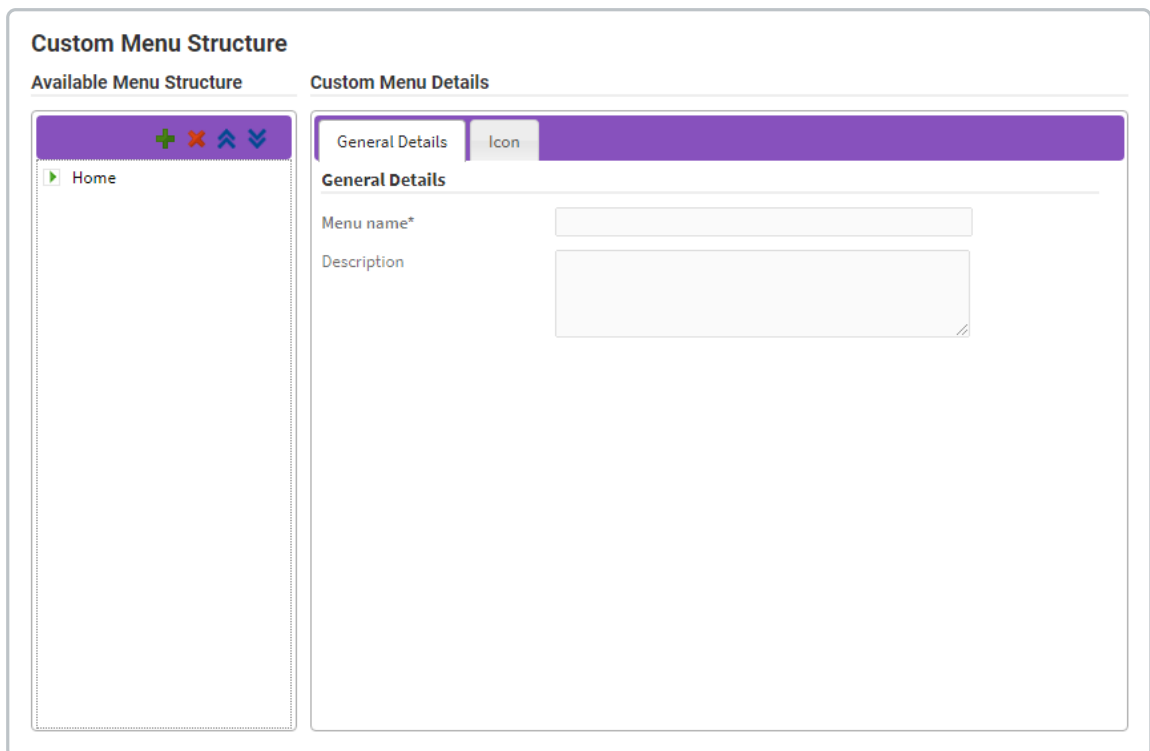
Permissions

You will require an Access Role with the following permissions:

- GreenLight Management (Menu Management)

1. Navigate from the **Home** page to **Administrative Settings | GreenLight Management | Custom Menu Management**. This will display the **Available Menu Structure** tree and the **Custom Menu Details**.

- The **Available Menu Structure** lists each of the product menus within a tree format, including the Home page, system menus and any custom menus which have been created.
- The **Custom Menu Details** section displays the **General Details** of a menu selected from the tree. This also includes the **Icon** tab which allows you to select an icon to display on the menu.



2. From the **Available Menu Structure**, select the existing menu under which you want the custom menu to appear. In this example, selecting "Base Information" will allow you to create a sub-menu underneath "Base Information". From the **Available Menu Structure** header you have access to **Add New Menu**, **Delete Menu**, **Move Menu Up** and **Move Menu Down**.

Tip: Custom menus can be dragged and dropped to different locations within the Available Menu Structure.

3. Click the **+** icon to create a new custom menu which will be given a default name of "Custom Menu". Enter a new **Menu Name** and **Description** within the **Custom Menu Details** section.
 - You can use the **↑** and **↓** icons to change the order of a selected sub-menu.
4. Click the **Icon** tab and select, or search for, a suitable icon to be displayed on the menu.
5. Click **Save** to store the new custom menu.

Note: In order for users without administrative permissions to access a custom menu, it will need to be placed on the Home page.

Note: Empty sub-menus (with no GreenLight views assigned) will not display to users.