Creating Menu Options

To create a new menu option click the [Create New] button at the top of the menu management page. This will open the Menu option editor. The settings here are the same as you will find on the edit pop-up.

System Name - This name will be used if no localized name is provided.

Image Class - This allows you to display an icon to the left of your menu option (as used in the left modules menu). See Menu Styles for some example classes which can be used.

Additional Class - Allows you to specify additional CSS class to set a color of the menu link. See Menu Styles for some example classes which can be used.

Display Name - Name of the menu that is displayed to users. This name can be localized by selecting a different language from the drop-down on the right.

URL This sets the URL where the menu link will take the user, this can be a link within Soutron Admin, LMS, Portal, a saved search URL, or an external link. It must start with HTTP:// or HTTPS://. you can also use the drop down to the right to define how the link is opened, i.e in a new window or in the same window.

The URL value also supports linking to a modal pop up. This is done by including the modal ID in the URL field, including the hash symbol. i.e. **#examplem odalcenter**

Visibility of menu options

Enabled Portals - Select the portals this menu should be displayed on.

Enabled Offices - Select the offices this menu should be visible for. i.e if a user is logged in via the London office they will only see the option if the London office is selected here.

Enabled Roles - Select the roles this menu should be visible for. i.e if a user is assigned a role of 'clerical' the option must be selected here for it to be visible to them when they login to the system.

Enabled Permissions - By selecting an access permission it allows any user with that access permission to see the menu option.

Enabled Portals	Enabled Offices	Enabled Roles	Enabled Permissions
☐ Portal	☐ Office	☐ Role	☐ Access
☑ NHS	☑ Dublin	☑ Administrator	☑ Guest
☑ Rocket	☑ London	☑ Catalogue Administrator	☑ ImportedUserDefault
	☑ New York	☑ Clerical	☑ Librarian
	☑ Sydney	☑ Librarian	☑ limted fields
		☑ Read Only	☑ Member
			☑ Restricted skill users
			☑ Staff

ⓘ All four options (Portal, Office, Role, Permissions) are combined to define a users access to a menu option.

i.e if they have the correct role but are in an office that is not enabled to see the menu option they will not see it.