## Managing the Main Menu

Last Modified on 03/17/2020 3:40 pm EDT

System administrators can customize the structure of the aACE main menu. This menu is organized using menu links grouped in folders and sub-folders. These can be adapted to best suit your organization's needs.

## Updating the Menu

1. Navigate to Menu > System Admin > Preferences > Menu Options.

•		System Preference:	3	
npany Preferences	Menu Optio	ons		
1y aACE	Sort	Menu Option	Action Parameter	
der Management	+ 0	aACE Menu		* ^
Order Entry	10	Clients / Vendors	(ModuleCode=COM)	×
illing	20	Contacts	(ModuleCode=CON)	×
rocurement	30	Sales Leads	(ModuleCode=LEAD)	×
ufilmont	40	Projects	(ModuleCode=PRJ)	×
ainnine it.	50	Orders	(ModuleCode=ORD)	×
nipping	60	Jobs	(ModuleCode=JOB)	×
tem Preferences	70	Tasks	(ModuleCode=TASK)	×
utomation Schedules	80	Shipments	(ModuleCode=SHIP)	×
alendar	90	Time Clock	(ModuleCode=TIMECL)	×
atabase Management	100	Timesheets	(ModuleCode=TIME)	×
ocument Management	+ 110	Internal		×
lenu Options	120	Team Members	(ModuleCode=TEAM)	×
hipping Setup	130	Teams	(ModuleCode=TEAMGRP)	×
nits of Measure	140	Offices	(ModuleCode=OFF)	×
alue Lists	150	Notices	(ModuleCode=NOTICE)	×
	160	Documents	(ModuleCode=DOC)	×
	170	Timesheets	(ModuleCode=TIME)	×
	180	Time Clock	(ModuleCode=TIMECL)	×
	190	D/L aACE Launcher	(MenuAction=DownloadLauncher)	×
	+ 200	Details >	-	×
	210	Departments	(ModuleCode=OFFDEP)	×
	220	Office Bins	(ModuleCode=OFFBIN)	×
	230	Time	(ModuleCode=TIMELI)	×
	+ 240	CRM & Sales		×
Commit Lindates	250	Companies	(ModuleCode=COM.TestParam=TEST)	*

- 2. To create a new folder, click the appropriate Plus (+) icon:
  - For new main menu folders, click the + icon next to the aACE Menu folder.
  - For new *sub*-folders, click the + icon next to the desired parent folder (e.g. Internal).
- 3. Locate the menu option you want to update, then configure it as needed:
  - Sort Update the number to set the menu option's position in the menu.
  - Menu Option Update the label that users will see.
  - Action Parameter:
    - Folders Leave this field blank.
    - Navigation links Enter the parameter for the aACE module navigation.
      A complete list of module names and abbreviations is available at Menu

> System Admin > Developer > Modules.

Note: You can also link to external sites by entering the full URL (e.g. http://www.google.com). For example, you could create a direct link to a wiki-help site with tutorials and documents for processes specific to your company.

4. Click Commit Updates.