Managing the Main Menu

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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**.
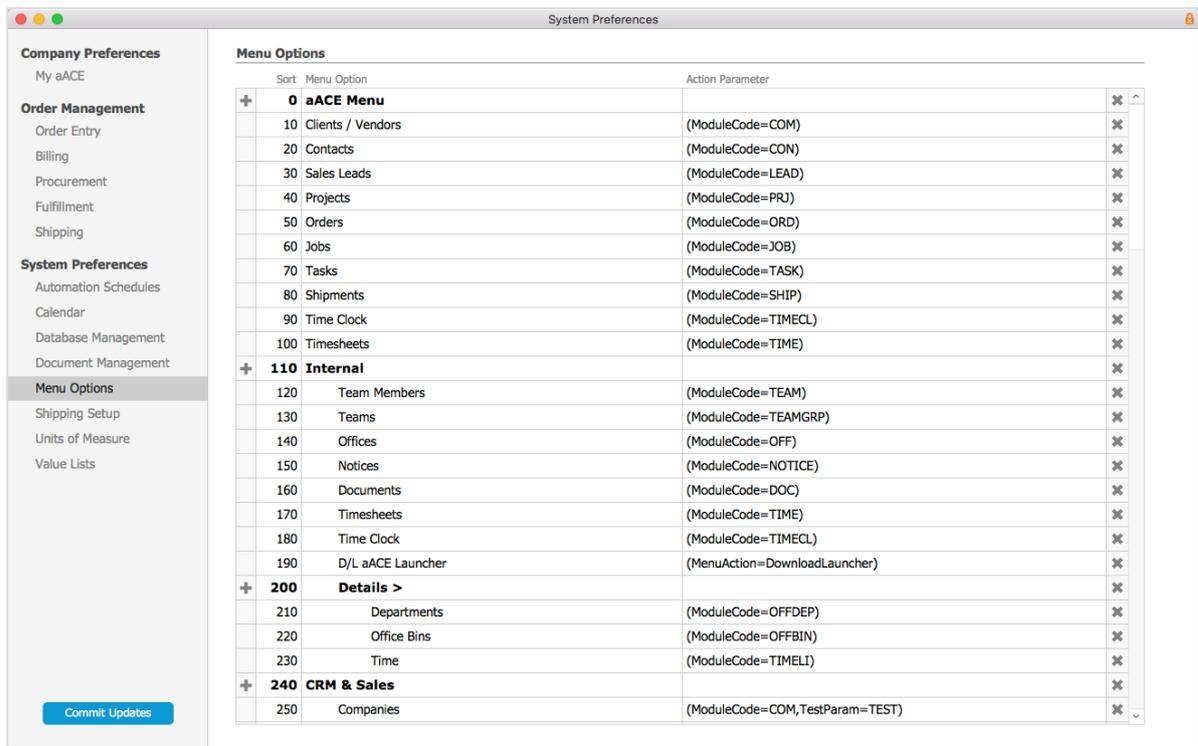
2. To create a new folder, click the appropriate **Plus (+)** icon:
   - For new *main* menu folders, click the **+** icon next to the aACE Menu folder.
   - For new *sub*-folders, click the **+** icon next to the desired parent folder (e.g. Internal).
3. Locate the menu option you want to update, then 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**.