How to Add Menu through Master Menu

Adding of menus is done in 2 ways, one is by adding through codes or script and the other is through Master Menu screen.

Adding sub menus under Origin menus is not allowed		
Menu	Menu Name	
Description	Description for the new menu	
Command	Whatever entered in this field will be opened when its menu name is clicked.	

Here are the steps on how to add a new group for a module menu:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu
- 3. Select the module, then click New toolbar button. Menu screen will open.

Master Menu ^ 🗖	×
New Save Edit Undo Delete Close	
Details	
Menu List	
△ Move Up v v Move Down	
🛓 System Manager	^
🖨 Common Info	
🚊 General Ledger	
🖨 Financial Reports	
Menu	×
Save Undo Close	
Details	
Menu Name	
Description	
Command	
? 🔘 🂡 Edited	

4. Enter the Menu Name and Description

Menu		×
Save Undo Clos	e	
Details		
Menu Name	Tax Group	
Description	Tax Group folder	
Command		
? 🔘 🌡 E	dited	

- Creating a group does not required a Command line, so this can be left blank
 Click Save toolbar button. Menu will be added on the list.

Master Menu	^	×
New Save Edit Undo Delete Close		
Details		
Menu List		
△ Move Up v v Move Down		
j System Manager		-
🚊 Common Info		
🚊 General Ledger		
🖨 Financial Reports		
🕀 Activities		
) Maintenance		
🛓 Tax Group		
🚊 Cash Management		
🚊 Credit Card Recon		
inventory		
 Purchasing (A/P) 		
😨 Sales (A/R)		
🗿 Payroll		
L		Ψ.
? 🗘 🍃 Edited		

7. Click Save toolbar button

Here are the steps on how to add a Submenu screen:

- Log in as Security user
 On the user's menu panel go to System Manager folder then click Master Menu
 Select a module then the group from the list then click New toolbar button. Menu screen will open.

4. Enter the Menu Name, Description and Command

Menu	×
Save Undo Clo	se
Details	
Menu Name	Sample Screen
Description	Sample Screen
Command	FinancialReportDesigner.view.SampleScreen?showSearc
? 🔘 🖓 📋	Edited

5. Click Save toolbar button. Menu will be added on the list.

Master Menu	^	×
New Save Edit Undo Delete Close		
Details		
Menu List		
△ Move Up 🗢 Move Down		
🚊 System Manager		•
🚊 Common Info		
🚊 - General Ledger		
🚊 Financial Reports		
Activities		
Haintenance		
🚊 Tax Group		
Sample Screen		
🛓 Cash Management		
🚊 Credit Card Recon		
inventory		
Purchasing (A/P)		
Sales (A/R)		
		•
? 🔘 🍚 Edited		

6. Click Save toolbar button

Module	Destination of the menu
Туре	 Folder – this menu will allow you to organize your other menus in a single folder. Origin – when added and selected from a menu list, will open an Origin screen set in the Command field. Screen - when added and selected from a menu list, will open an i21 screen set in the Command field. Report – when added and selected from a menu list, will open the report set in the Command field.
Command	Whatever entered in this field will be opened when its menu name is clicked.

Here are the steps on how to add a Folder menu:

- Log in as Security user
 On the user's menu panel go to System Manager folder then click Master Menu
 Click New toolbar button. Menu screen will open.

Master Menu 🔨 🗖 🗙	
New Save Edit Undo Delete Close	
Details	
Menu List	
△ Move Up	
G System Manager	
Menu	^ X
Save Undo Close	
Details	
Menu Name:	
Description:	
Module:	~
Type:	~
Command:	
Ready	
Scale	
B Logistics	
Manufacturing	
⑦ Q Q Edited	

4. Enter the Menu Name and Description

Menu Name:	New Menu
Description:	New Menu Description

5. Select a Module from the drop down list

Menu		^ X
Save Undo Close		
Details		
Menu Name:	New Menu	
Description:	New Menu Description	
Module:		~
Type:	System Manager	-
Command:	General Ledger	
command.	Tank Management	
	Dashboard	
	Sales	
⑦ ⑦ Ø Edit	Purchasing	
	Cash Management	10
	Customer Portal	
	Help Desk	
	Inventory	
	Notes Receivable	
	Contract Management	
	Financial Report Designer	
	Reports	-

6. Select Folder as Type

Menu		^	×
Save Undo Clos	e		
Details			
Menu Name:	New Menu		
Description:	New Menu Description		
Module:	System Manager	,	~
Туре:	Folder		~
Command:	Folder		
	Origin		
	Screen		
	Report		Ľ
U 🥹 🤤 Eur			_

7. Click Save toolbar button. Menu will be added on the list.

Maste	r Menu	~ □ ×
New	Save Edit Undo Delete Close	
Detai	ils	
Men	au liet	
Wien		
	/ove Up	
	Energy Trac	-
	PT Customer Inquiry	
	Ag Customer Inquiry	
	Grain Customer Inquiry	
	Print/View Reports	
	Company Setup	
	General Ledger	
	Fixed Assets	
	Accounts Payable	
	Payroll	
	Time Entry	
E C	Contact Point	
	Grain Accounting	
	Ag Accounting	
	Petrolac	
H	Process C-Store (xx)	
æ	Store Accounting	
۲	New Menu	-
		•
?	D D Edited	

8. Click Save toolbar button

Here are the steps on how to add a Submenu screen:

- Log in as Security user
 On the user's menu panel go to System Manager folder then click Master Menu

Master Menu	~ □ ×
New Save Edit Undo Delete Close	
Details	
Menu List	
△ Move Up v v Move Down	
😟 System Manager	A
Menu	^ X
Save Undo Close	
Details	
Menu Name:	
Description:	
Module:	~
Type:	~
Command:	
⑦ ♀ Ready	
Logistics	
Manufacturing	
÷	• •
⑦ ⑦ ○ ☑ Edited	

4. Enter the Menu Name and Description

	Menu Name:	New Screen	
	Description:	New Screen	
5.	Select a Module fr	om the drop down list	
	Module:	Dashboard	~
6.	Select Screen as 1	уре	
	Туре:	Screen	~
7.	Select Category		
	Category:	Activity	~
	Command:	Activity	
		Maintenance	
8.	Enter Command		
	Command:	Dashboard.view.NewScreen	
		L	



10. Click Save toolbar button

Here are the steps on how to add an Origin Submenu:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu

		Maste	r Men	u					∧ □ 3	×
		New	Save	Edit		Delete	Close			
		Deta	ils							
		Mer	nu List							
			/love Up	~	Move D	own				
	_		Syste	em Mai	nager					
	Menu									~ X
	Save	Undo	Close							
	Deta	ils								
	Menu	u Name:								
	Descr	ription:								
	Modu	ule:								~
	Type:									~
	Com	nano:								
	? (D 0	Read	ły						
			Scale	etics.						
			Man	ufactur	ring					
			÷ .						• •	
		0	0		Edite	d				
4.	Enter the	e Men	u Na	me a	nd De	escript	ion			
	Menu N	lame:		New	Origir	۱				
	Descrip	tion:	[New	Origir	n Descr	iption			
5.	Select a	Modu	ile fro	om th	e drop	o down	list			

	-	~		۰.	- C - L
1.0.1	U		u		⊂.

6. Select Origin as Type Origin

Type:

7. Enter Command Command:

ag

~

Dashboard



9. Click Save toolbar button

Here are the steps on how to add a Report Submenu:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu

Master Menu 🔨 🗖 X	
New Save Edit Undo Delete Close	
Details	
Menu List	
△ Move Up ▽ Move Down	
B System Manager	
Menu	^ X
Save Undo Close	
Details	
Menu Name:	
Description:	
Module:	~
Туре:	~
Command:	
O O Ready	_
Scale	
B Logistics	
Hanufacturing	
⑦ □ ♀ ⊠ Edited	

4. Enter the $\ensuremath{\mathsf{Menu}}\xspace$ and $\ensuremath{\mathsf{Description}}\xspace$

	Menu Name:	New Report
	Description:	New Report Description
5.	Select a Module fr	om the drop down list
	Module:	Dashboard v
6.	Select Report as T	уре
	Type:	Report v
7.	Enter Command	
	Command:	New Report



9. Click Save toolbar button

Here are the steps on how to add a Folder menu:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu

3. Click New toolbar button. Menu screen will open.

	Master Menu A	□ ×
	New Save Edit Undo Delete Close	
	Details	
	Menu List	
	△ Move Up 🗢 Move Down	
	B System Manager	
Menu		~ X
Save	Undo Close	
Deta	ails	
Menu	u Name:	
Descr	ription:	
Modu	ule:	~
Type:		~
Comr	mand:	
?	D Q Ready	
	Scale	
	Logistics	
	Manufacturing	-
	⑦ ① ② 云 Edited	

4. Enter the Menu Name and Description

Menu Name:	New Menu
Description:	New Menu Description

5. Select a Module from the drop down list

Menu		^ X
Save Undo Close	•	
Details		
Menu Name:	New Menu	
Description:	New Menu Description	
Module:		~
Type:	System Manager	A
Commandi	General Ledger	
Command:	Tank Management	
	Dashboard	
	Sales	
⑦ ⑦ ⑦ Ø Edit	Purchasing	
	Cash Management	
	Customer Portal	
	Help Desk	
	Inventory	
	Notes Receivable	
	Contract Management	
	Financial Report Designer	
	Reports	-

6. Select Folder as Type

Menu		^	×
Save Undo Clos	e		
Details			
Menu Name:	New Menu		
Description:	New Menu Description		
Module:	System Manager	,	~
Туре:	Folder		~
Command:	Folder		
	Origin		
	Screen		
	Report		Ľ
U 🥹 🤤 Eur			

7. Click Save toolbar button. Menu will be added on the list.

Maste	r Menu	~ □ ×
New	Save Edit Undo Delete Close	
Detai	ils	
Men	au liet	
Wien		
	/ove Up	
	Energy Trac	-
	PT Customer Inquiry	
	Ag Customer Inquiry	
	Grain Customer Inquiry	
	Print/View Reports	
	Company Setup	
	General Ledger	
	Fixed Assets	
	Accounts Payable	
	Payroll	
	Time Entry	
E C	Contact Point	
	Grain Accounting	
	Ag Accounting	
	Petrolac	
H	Process C-Store (xx)	
æ	Store Accounting	
۲	New Menu	-
		•
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8. Click Save toolbar button

Here are the steps on how to add a Submenu screen:

- Log in as Security user
 On the user's menu panel go to System Manager folder then click Master Menu

Master Menu	~ □ ×
New Save Edit Undo Delete Close	
Details	
Menu List	
△ Move Up v v Move Down	
😟 System Manager	A
Menu	^ X
Save Undo Close	
Details	
Menu Name:	
Description:	
Module:	~
Type:	~
Command:	
⑦ ♀ Ready	
Logistics	
Manufacturing	
÷	• •
⑦ ⑦ ○ ☑ Edited	

4. Enter the Menu Name and Description

	Menu Name:	New Screen	
	Description:	New Screen	
5.	Select a Module fr	om the drop down list	
	Module:	Dashboard	~
6.	Select Screen as 1	уре	
	Туре:	Screen	~
7.	Select Category		
	Category:	Activity	~
	Command:	Activity	
		Maintenance	
8.	Enter Command		
	Command:	Dashboard.view.NewScreen	
		L	



10. Click Save toolbar button

Here are the steps on how to add an Origin Submenu:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu

	Master Menu				~ □ ×					
		New	Save	Edit		Delete	Close			
		Deta	ils							
		Mer	nu List							
			/love Up	~	Move D	own				
	_		Syste	em Mai	nager					
	Menu									~ X
	Save	Undo	Close							
	Deta	ils								
	Menu	u Name:								
	Descr	ription:								
	Modu	ule:								~
	Type:									~
	Com	nano:								
	? (D 0	Read	ły						
			Scale	etics.						
			Man	ufactur	ring					
			÷ .						• •	
		0	0		Edite	d				
4.	Enter the	e Men	u Na	me a	nd De	escript	ion			
	Menu N	lame:		New	Origir	۱				
	Descrip	tion:	[New	Origir	n Descr	iption			
5.	Select a	Modu	ile fro	om th	e drop	o down	list			

	-	~		۰.	~ '
1.0.1	U		u		⊂.

6. Select Origin as Type Origin

Type:

7. Enter Command Command:

ag

~

Dashboard



9. Click Save toolbar button

Here are the steps on how to add a Report Submenu:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu

Master Menu 🔨 🗖 🗙									
New Save Edit Undo Delete Close									
Details									
Menu List									
△ Move Up ▽ Move Down									
B System Manager									
Menu	^ X								
Save Undo Close									
Details									
Menu Name:									
Description:									
Module:	~								
Туре:	~								
Command:									
O O Ready	_								
Scale									
B Logistics									
Hanufacturing									
⑦ □ ♀ ⊠ Edited									

4. Enter the $\ensuremath{\mathsf{Menu}}\xspace$ and $\ensuremath{\mathsf{Description}}\xspace$

	Menu Name:	New Report				
	Description:	New Report Description				
5.	Select a Module from the drop down list					
	Module:	Dashboard v				
6.	Select Report as Type					
	Type:	Report v				
7.	Enter Command					
	Command:	New Report				



9. Click Save toolbar button

Here are the steps on how to add a Folder menu:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu

3. Click New toolbar button. Menu screen will open.

4.

🗘 Master Menu					
New Save Edit Undo Delete Close					
Menu List					
🔺 Move Up 🔝 Move Down					
System Manager Common Info	<u>^</u>				
🕮 🗐 🌀 Menu	××				
BE Save Undo Close					
Menu Name: Description: Module: Type:	 ▼				
Command:					
BC 2 C Ready					
Tank Management					
Card Fueling	-				
	E E				
😮 📀 💡 🕼 Edited					
nter the Menu Name and Description					

Menu Name:	New Menu
Description:	New Menu Description

5. Select a Module from the drop down list



6. Select Folder as Type

Type:	Folder
Command:	Folder
	Origin
	Screen
🕜 😟 🖓 Edited	Report

4 Master Menu							
New Save Edit Undo Delete Close							
Menu List							
🔺 Move Up 🛛 🔻 Move Down							
🗄 🧰 Credit Card Reconciliation							
🗊 🧰 Inventory							
🕀 🧰 Purchasing							
🕀 🧰 Sales							
🖶 🧰 Payroll							
🗄 🧰 Notes Receivable							
🕀 🧰 Grain							
🕀 🧰 Contract Management							
🕀 🦳 Risk Management							
🕀 🧰 Scale							
🕀 🧰 Logistics							
🕀 🧰 Manufacturing							
🕀 🧰 Tank Management							
🕀 🧰 Card Fueling							
🕀 🧰 Store							
Help Desk							
Transports							
III warenouse							
New Menu							
🥝 😒 🖞 📖 Edited							

8. Click Save toolbar button

Here are the steps on how to add a Submenu screen:

- Log in as Security user
 On the user's menu panel go to System Manager folder then click Master Menu

э.	Master Menu	ist then click new toolbar button. Menu sc						
	New Save Edit	Undo Delete Close						
	Menu List							
	▲ Move Up							
	⊕ 💼 System Manager	<u> </u>						
	Common Info							
	B C Save Undo	Close						
	Menu Name:							
	Description:							
		· · · · · · · · · · · · · · · · · · ·						
	Type:	×						
	⊕ Command:							
	🕮 🗋 🕜 📀 👷 Rea	dy						
	Iank Management Grd Fueling							
			•					
	🕜 🧐 🦞 🕼 Edited							
4.	Enter the Menu Name an	d Description						
	Menu Name:	New Screen						
	Description:	New Screen Description						
5.	Select a Module from the	drop down list						
	Module:	Dashboard	*					
6.	Select Screen as Type	Como						
7	Type:	Screen	`					
1.	Category	Activity	×					
	Category.	Activity						
	Command:	Maintenance						
8	Enter Command							
0.	Command	Dashboard view NewScreen						
	communus	Double of the state of the stat						



10. Click Save toolbar button

Here are the steps on how to add an Origin Submenu:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu

🌖 Master Menu		
New Save Edit	Undo Delete Close	
Menu List		
🔺 Move Up 🔝 Move D	lown	
⊕ 💼 System Manager		<u>^</u>
E Common Info		
Image: Save Undo	Close	
Command: Comman	/	
🕜 🧔 🏆 🕼 Edited		
Enter the Menu Name and	Description	
Menu Name:	New Origin	
Description:	New Origin Description	
Select a Module from the o	drop down list	
Module:	Dashboard	~
Select Origin as Type		
Type:	Origin	*
Enter Command		
Command:	agorde	

🎝 Master Menu	* - ×
New Save Edit Undo Delete Close	
Menu List	
🔺 Move Up 🔍 Move Down	
🖶 🚞 System Manager	<u> </u>
🕀 🧰 Common Info	
🖃 🧰 Dashboard	
😳 Display Dashboard	
- 🏟 Add Panel	
Connections	
😳 Panels	
Panel Layout	
- Tabs	
New Activity	
O New Maintenance	
Credit Card Reconciliation	
Purchasing	
B Cales	
🛨 🧰 Payroll	-
4	•
🕜 📀 🖓 🕼 Edited	

9. Click Save toolbar button

Here are the steps on how to add a Report Submenu:

- Log in as Security user
 On the user's menu panel go to System Manager folder then click Master Menu

🇊 Master Menu		IX
New Save Edit Undo	Delete Close	
Menu List		
🔺 Move Up 🔻 Move Down		
 		-
🖽 🗐 Menu	× ×	
B B Save Undo Close		
Menu Name:		
	×	
Туре:	~	
⊕ Command:		
🖽 🗐 📀 😒 🏆 Ready		
Tank Management		
⊕ 🛅 Card Fueling		-
	•	
🕜 🤨 🤉 🕼 Edited		

4. Enter the Menu Name and Description

	Menu Name:	New Report
	Description:	New Report Description
5.	Select a Module from the	drop down list
	Module:	Dashboard 👻
6.	Select Report as Type	
	Type:	Report 👻
7.	Enter Command	
	Command:	New Report



9. Click Save toolbar button

Here are the steps on how to add a Folder menu:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu

3. Click New toolbar button. Menu screen will open.

4.

New Save Edit Undo Delete Close	
Menu List	
🔺 Move Up 🔝 Move Down	
System Manager Gommon Info Dasbboard	<u>^</u>
😋 Menu	××
Save Undo Close	
Menu Name:	
Description:	
Module:	~
Туре:	~
Command:	
🕜 🔕 🏆 Ready	
🗄 🧰 Tank Management	
🕀 🧰 Card Fueling	-
	•
🕜 🔮 👷 Edited	
nter the Menu Name and Description	

Menu Name:	New Menu
Description:	New Menu Description

5. Select a Module from the drop down list



6. Select Folder as Type

Type:	Folder	~	
Command:	Folder		
	Legacy		
🕜 😟 🏆 Edited	Screen		
	Report		r



8. Click Save toolbar button

Here are the steps on how to add a Submenu screen:

- 1. Log in as Security user
- 2. On the user's menu panel go to System Manager folder then click Master Menu

5.	C Master Menu		×
	New Save Edit	Undo Delete Close	
	Menu List		
	🔺 Move Up 🔻 Move D	Down	
	🖃 🚞 System Manager	4	
	🕀 🧰 Common Info		
	C Menu	× ×	
	Save Undo Close		
	Menu Name:		
	Description:		
	Module:	~	
	Type:	~	
	Command:		
			-
	🕜 🔮 🏆 Ready		
	🕀 🧰 Tank Management		
	Card Fueling	•	
	🕜 😒 🏆 Edited		-
4.	Enter the Menu Name and	d Description	
	Menu Name:	New Screen	
	Description:	New Screen Description	
5.	Select a Module from the	drop down list	
	Module:	Dashboard	~
6.	Select Screen as Type		
	Type:	Screen	~
7.	Select Category	· · · · · · · · · · · · · · · · · · ·	
	Category:	Activity	~
	Command:	Activity	
		Maintenance	
8.	Enter Command		
	Command	Dashboard view NewScreen	
	command.	Dashbuard.view.ivewScreen	

😋 Master Menu	
Image: New Save Image: Edit Image: Save Image: Edit Image: Save	
Menu List	
🔺 Move Up 🔍 Move Down	
🗄 🧰 System Manager	
🕀 🧰 Common Info	
🕀 🧰 Dashboard	
😳 Display Dashboard	
- 🔯 Add Panel	
i Connections	
😳 Panels	
Panel Layout	
- Tabs	
New Activity Screen	
Wew Maintenance Screen	
General Ledger	
Cash Planagement	
Bales	
😟 🧰 Payroll	
🕀 🚞 Notes Receivable	-
▲	► I
🕜 😟 💡 Edited	

10. Click Save toolbar button

Here are the steps on how to add an Origin Submenu:

- Log in as Security user
 On the user's menu panel go to System Manager folder then click Master Menu

🌀 Master Menu		
New Save Edit	Undo Delete Close	
Menu List		
▲ Move Up ▼ Mo	ve Down	
System Manager Gommon Info		Ê
Dachhoard		
🌀 Menu		× ×
Save Undo Cl	ري ose	
Menu Name:		
Description:		
Module:		~
Type:		~
Command:		
😮 😒 🏆 Ready		
Card Fueling	ιτ	-
•		▶
🕜 🤨 🤶 Edited		
Enter the Menu Name	and Description	
Menu Name:	New Origin	
Description:	New Origin Description	
Select a Module from t	he drop down list	
Module:	Dashboard	~
Select Origin as Type		
Type:	Origin	×
Enter Command		
Command:	agorde	

🎝 Master Menu	* 🗆 X
New Save Edit Undo Delete Close	
Menu List	
🔺 Move Up 🛛 🔻 Move Down	
🕀 🧰 System Manager	*
🕀 🧰 Common Info	
🖃 🧰 Dashboard	
isplay Dashboard	
🏠 Add Panel	
Connections	
Panels	
Panel Layout	
- 🥨 Tabs	
New Activity Screen	
New Maintenance Screen	
Rew Origin	
Credit Card Reconciliation	
Purchasing	
±	
⊕ 💼 Payroll	-
•	×.
🕜 😟 👷 Edited	

9. Click Save toolbar button

Here are the steps on how to add a Report Submenu:

- Log in as Security user
 On the user's menu panel go to System Manager folder then click Master Menu

🇊 Master Menu		
New Save Edit	Undo Delete Close	
Menu List		
🔺 Move Up 🔻 Move I	Down	
🕀 🚞 System Manager		<u> </u>
🕀 🧰 Common Info		
C Menu		× ×
Save Undo Close]	
Menu Name:		
Description:		
Module:		~
Type:		~
Command:		
Ready Tank Management Card Fueling		
•		•
🕜 🤨 🏆 Edited		
Enter the Menu Name an	d Description	
Menu Name:	New Report	
Description:	New Report Description	
Select a Module from the	drop down list	
Module:	Dashboard	~
Select Report as Type		
Type:	Report	*
Enter Command		
Command:	New Report	

🕽 Master Menu	× 🗆 ×
New Save Edit Undo Delete Close	
Menu List	
🔺 Move Up 🔍 Move Down	
🗈 🧰 System Manager	<u>^</u>
🕀 🧰 Common Info	
🖃 🧰 Dashboard	
🖓 Display Dashboard	
😳 Add Panel	
Connections	
😳 Tabs	
New Activity Screen	
New Maintenance Screen	
New Origin	
New Report	
General Ledger	
Purchasing	
⊕	+
T — ↓	•
2 Cdited	
🖉 🥁 👔 Luiteu	

10. Click Save toolbar button

Here are the steps on how to add a Folder menu:

- 1. Log in as Security user
- 2. Select and double click on Master Menu from the menu panel. Master Menu screen will open.



3. Click New toolbar button. Menu screen will open.

Master Menu		
New Save	Edit Undo Delete Close	
Menu List	Move Down	
Menu		× 🔊
Save Undo	Close	
Menu Name: Description: Module:		
Type: Command:		~
😮 😒 🦹 Ready		
Petrolac Grain Acc Grain Acc Grain Acc Grain Acc Grain Acc Grain Acc Grain Accounts Grain	ounting 'oint Payable ited	•
4. Enter the Menu Name and Description		
Menu Name:	New Menu	
Description: New Menu Description		

5. Select a Module from the drop down list

	System Manager	*	
	General Ledger		F
New Save	Tank Management		
	Dashboard		L
Menu List	Accounts Receivable		L
🔺 Move Up 🔻	Accounts Payable		L
Monu	Cash Management		
Menu	Customer Portal		2
	Help Desk		
Save Undo Clos	Inventory		
	Notes Receivable		
Menu Name:	Contract Management		
Description:	Financial Report Designer		
Description	Poports	•	
Module:	System Manager	۲	

6. Select Folder as Type

Type:	Folder	~	
Command:	Folder		
	Legacy		
🕜 😟 🏆 Edited	Screen		
Dahalaa	Report		F

- 7. Click Save toolbar button. Menu will be added on the list. blocked URL
- 8. Click Save toolbar button

Here are the steps on how to add a Submenu screen:

1. Log in as Security user

2. Select and double click on Master Menu from the menu panel. Master Menu screen will open.



	Master Menu		× I ×			
	New Save	Edit Undo Delete Close				
	Menu List					
	Move Un	Move Down				
	Admin	Hove bown				
	🔄 Menu		× ×			
	Save Undo Cl	<mark>₽</mark> ose				
	Manu Namai					
	Menu Name:					
	Description:					
	Module:		~			
	Type:		~			
	Command:					
	🕜 🔮 🏆 Ready					
	🕀 📄 Petrolac					
	🕀 📄 Grain Acco	unting				
	🕀 🔛 Contact Po	int				
	Accounts P	ayable	-			
	4		•			
	🕜 🗔 🖓 Edit	ed				
	Enter the Menu Name and Description					
4.	Enter the Menu Name and	Description				
4.	Enter the Menu Name and Menu Name:	Description New Screen				
4.	Enter the Menu Name and Menu Name: Description:	Description New Screen New Screen Description				
4 . 5 .	Enter the Menu Name and Menu Name: Description: Select a Module from the d	Description New Screen New Screen Description rop down list				
4. 5.	Enter the Menu Name and Menu Name: Description: Select a Module from the d Module:	Description New Screen New Screen Description rop down list Dashboard				
4. 5.	Enter the Menu Name and Menu Name: Description: Select a Module from the d Module: Select Screen as Type	Description New Screen New Screen Description rop down list Dashboard				
4. 5.	Enter the Menu Name and Menu Name: Description: Select a Module from the d Module: Select Screen as Type Type:	Description New Screen New Screen Description rop down list Dashboard Screen	· · · · · · · · · · · · · · · · · · ·			
4. 5. 6.	Enter the Menu Name and Menu Name: Description: Select a Module from the d Module: Select Screen as Type Type: Enter Command	Description New Screen New Screen Description rop down list Dashboard Screen				

Master Menu	× 🗆 🗙
New Save Edit Undo Delete Close	
Menu List	
🔺 Move Up 🔍 Move Down	
🗄 🚞 Admin	
🕀 🚞 Common Info	
🖃 🗁 Dashboard	_
- E Add Panel	_
- E Connections	_
- 📰 Panels	
Panel Layout	
- 📰 Tabs	
New Screen	
🕀 🧱 General Ledger	_
Financial Reports	
Tank Management	
Cash Management	
Accounts Payable	
Contract Management	
Notes Receivable	-
4	▶
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9. Click Save toolbar button

Here are the steps on how to add an Origin Submenu:

- 1. Log in as Security user
- 2. Select and double click on Master Menu from the menu panel. Master Menu screen will open.



	Master Menu		
	New Save	Edit Undo Delete Close	
	Menu List	Move Down	
	Save Undo C	ose	× ×
	Menu Name: Description:		
	Module: Type:		v
	Command:		
	Petrolac Petrolac Contact Po Accounts F Payroll Contact Po Edit	unting int ayable	•
4.	Enter the Menu Name and	Description	
	Menu Name:	New Origin	
	Description:	New Origin Description	
5.	Select a Module from the c	lrop down list	
6	Module:	Dashboard	Y
0.	Type:	Legacy	~
7.	Enter Command		
	Command:	agorde	

Master Menu	
New Save Edit Undo Delete Close	
Menu List	
🔺 Move Up 🔻 Move Down	
🗄 🧰 Admin	_
🕀 🚞 Common Info	
🚍 🗁 Dashboard	
📰 Add Panel	
- Connections	
- Panels	
Panel Layout	
- 🖅 Tabs	
New Screen	
New Origin	
🕀 🧰 General Ledger	
🕀 🔛 Financial Reports	
🕀 🛄 Tank Management	
Cash Management	
Accounts Payable	
Accounts Receivable	
Contract Management	-
	•
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9. Click Save toolbar button

Here are the steps on how to add an Report Submenu:

1. Log in as Security user

2. Select and double click on Master Menu from the menu panel. Master Menu screen will open.



3. Select a module from the list then click New toolbar button. Menu screen will open.

	Master Menu		
	New Save	Edit Undo Delete Close	
	Menu List	Move Down	
	Menu		× ×
	Save Undo C	J ose	
	Menu Name: Description: Module: Type: Command:		
	Petrolac Petrolac Grain Acc Contact P Accounts Payroll Ed	ounting oint Payable ited	•
4.	Enter the Menu Name an	Description	
	Menu Name:	New Report	
	Description:	New Report Description	

5.	Select a Module from the drop down list				
	Module:	Dashboard	~		
6.	Select Report as Type				
	Type:	Report	~		
7.	Enter Command				
	Command:	New Report			
8. Click Save toolbar button. Menu will be added on the list.					
	Master Menu				
	New Save E	Condo Delete Close			
	Menu List				
	🔺 Move Up 🔻 I	Move Down			
	🗄 🚞 Admin				
	🕀 🚞 Common Info				
	🖃 🚞 Dashboard				
	Add Panel				
	Connection	ns			
	Panels				
	Panel Layo	ut			
	- 🖃 Tabs				
	New Scree	n			
	Thew Origin	1			
	New Repo	t			
	🕀 🚞 General Ledge	er			
	🕀 🚞 Financial Rep	orts			
	🕀 🔚 Tank Manager	nent			
	🕀 🔜 Cash Manager	ment			
	Accounts Paya	able			
	Accounts Rec	eivable			
	Help Desk				
	Inventory				
	Payroll		•		
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9. Click Save toolbar button