Menu & Navigation

The **main menu** for users is located on the left side of the screen. It can be **minimized** or completely **hidden** depending on the set mode, the device used and the menu settings.

Instructions on how to configure and personalize the menu tree can be found **here** (Administration --> Menu and Actions --> Menu Maintenance).

Real-time search

Search by menu item: Your searched menu item is something with "Travel", but you do not (anymore) know the exact name of the menu item and where it is located in the menu structure. Simply type in "travel" - upper and lower case does not matter - and all menu entries with the word "travel" in the name will be shown. You can search the menu for menu items and their descriptions.

Search with a paraphrase: With the search for e.g. "travel" you will also find menu items which do not contain the search term in the name, but have to do with the search term. This would be, for example, the menu item "Absence request". There you can request absenteeism, one of the possible reasons is the "business trip". Webdesk has therefore also offered you this menu item.

Menu items

Menu items are located in the main menu or within a menu folder. A click on them opens the assigned **application**.

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> **Open in new tab**: Clicking on the "Open in new tab" icon opens the assigned menu item in a new browser tab.

Menu folder

These folders are located in the main menu to **group menu items**. Which menu items are contained in the menu folders can be configured individually. Generally, menu folders are used to logically group similar menu items.

Opening or closing a menu folder causes the subordinate menu items to be **displayed** or **hidden**.