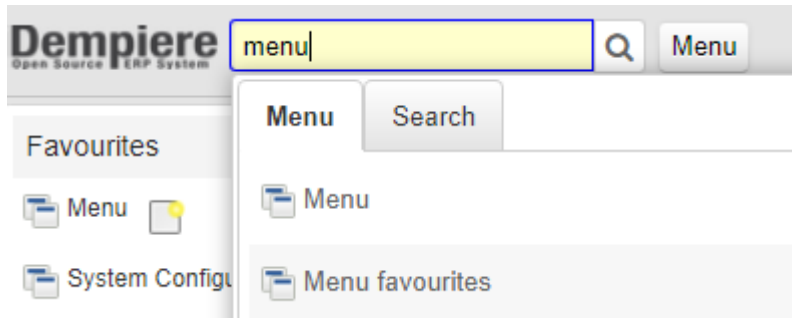


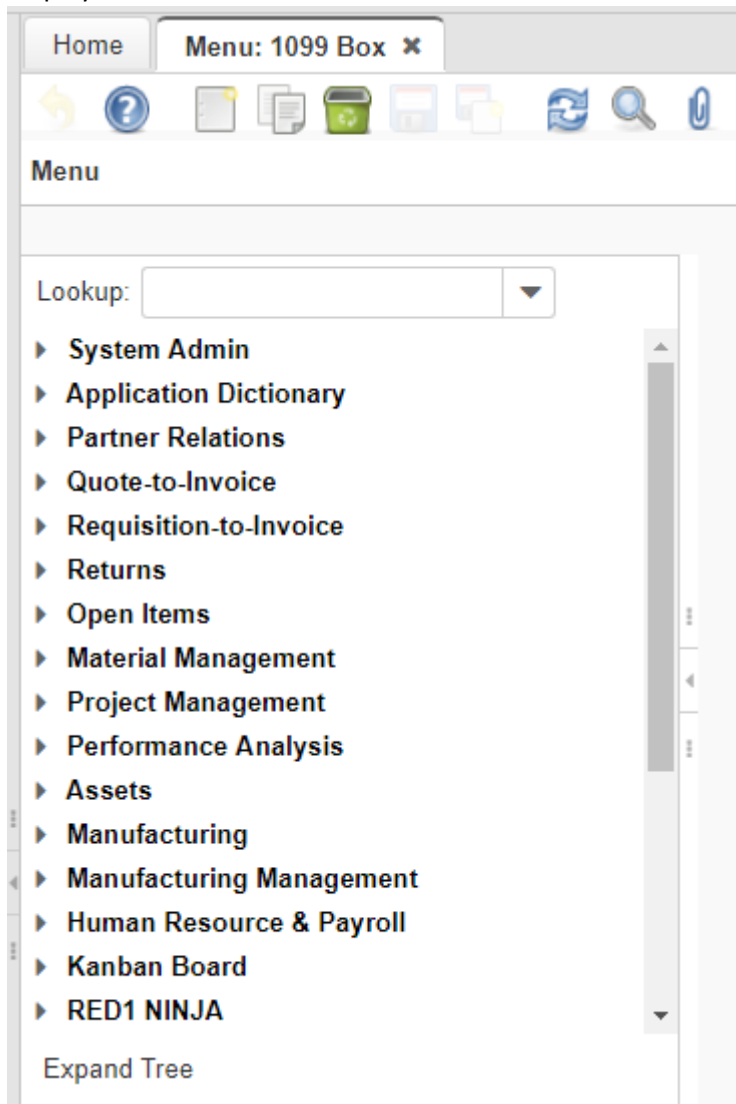
Creating a menu

To make your functionality useful, you need to create access to it via menu. The menu can be edited in the **System** part of iDempiere, where you find menu item in the Menu.

1. Log in as System Administrator
2. Find Menu item in Menu



3. Display all menu tree:



4. Add new menu Item by pressing New button and fill the mandatory fields. If you want to create a Group item, just check the Summary Level check box.

The screenshot shows a form for creating a new menu item. The fields are filled as follows: Client is 'System', Organization is '*', Name is 'FI functionality', Description is empty, Active is checked, Entity Type is 'User maintained', Centrally maintained is unchecked, Read Only is unchecked, and Summary Level is checked.

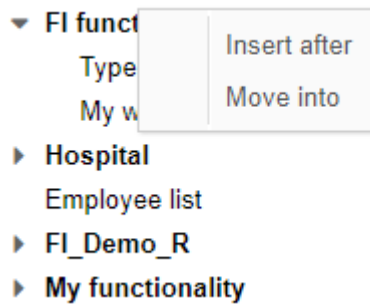
5. To create an item for your window, create new menu entry. Then fill Action to Window and in the Window list select the window you want to open (Event in our case):

The screenshot shows the same form as above, but with 'Action' set to 'Window' and 'Window' set to 'Events'. Additionally, Centrally maintained and Summary Level are now unchecked, and Sales Transaction is checked.

6. Click Save button. You will see your new item at the end of the menu tree:

- my window
- ▶ Hospital
 - Employee list
- ▶ FI_Demo_R
- ▶ My functionality
 - Events
- ▶ Události
- ▶ Moje
 - Events

7. Drag and drop it to your group item (FI functionality in our case). After releasing the item you will see the local menu:



8. Just select **Move into**. The item will be moved into your Summary level.
9. Repeat point 5 – 8 for each window you created.
10. Try to use it as normal user:

