# 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 mode set, the device used, and the menu settings.

Administrator permissions are required to configure and personalize the menu tree - you can find more on this **here**[1] (Administration --> Menu and Actions --> Menu Maintenance).

## Real-Time Search

**Search by menu item**: The menu item you are looking for has something to do with "travel", but you do not know (or no longer know) exactly what the menu item is called and where in the menu structure it is located. Simply type "travel" - upper and lower case do not matter - and all menu entries with the word "travel" in the name are shown. You can search the menu by menu items and their paraphrases.

**Search with a paraphrase**: Searching for, e.g., "travel" also finds menu entries that do not contain the search term in the name but are related to the search term. This would be, e.g., the menu item "Absence request". There you can request an absence, and one of the possible absence reasons is "Business trip". That is why Webdesk also offered you that menu item.

## Menu Item

**Menu items** are located in the main menu or within a menu folder. Clicking one opens the assigned **application**.

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**Open in new tab:** Clicking 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 is individually configurable. In general, menu folders are used to logically group similar menu items.

Opening or closing a menu folder **shows** or **hides** the subordinate menu items.

1. /daisy/webdesk-manual-admin/2657-dsy.html?language=4