

# FAQ - Can I hide menu options?

## Question

Can I hide menu options?

## Solution

Yes. Certain menu options may be hidden in Unanet using either Admin properties or the `menu.xml` file to specify roles and combinations of roles.

For example, Unanet customers may limit functionality for the Project Manager role. Someone who is just a Project Manager role may have a different set of options than someone who has both the Project Manager AND Viewer role. Someone who has Project Manager, Viewer, and the Customer roles could have a third set of options available to them (or whatever combination of roles is appropriate).

Note that the list of examples below is not comprehensive of all possible things you may want to hide.

What you want to Hide	Can be hidden via Admin Properties	Can be hidden via menu.xml file
<p><b>+Leave Request</b></p> <p>For example, if you don't require formal pre-authorization of leave requests in advance.</p>	Yes	Yes
<p><b>+Expense Request</b></p> <p>For example, if you don't require formal pre-authorization of travel in advance.</p>	Yes	Yes
<p><b>+Expense Report</b></p> <p>If you require all expenses to be pre-authorized.</p>	No	Yes
<p><b>+Project</b></p> <p>If you want to ensure that projects are only ever created from template projects via <i>Copy Project</i>. This is particularly helpful for DCAA-compliant clients <a href="#">KC - FAQ - Can I specify default settings in the project profile?</a></p>	No	Yes
<p><b>My Account - Preferences</b></p> <p>You might wish to hide the ability for a person to designate their own alternates, or to specify their own skills, or add/update credit cards. You may prefer that only Admins have this ability. This can be controlled discretely by type of thing you want to hide (alternates, skills, etc.).</p>	No	Yes
<p><b>Billing Dashboard</b></p> <p>If you want people to fill out Billing setup information for a project (e.g., Operations Managers) but not be able to post data or create invoices (e.g., if only Corporate accounting can post/create invoices), you would want the person to be a Billing Manager but not see the Billing dashboard. This way they can access the billing set up in the project but not post data or create invoices from the Billing dashboard.</p>	No	Yes
<p><b>Project Alerts Tab</b></p> <p>You might wish to enable the Project profile <i>Alerts</i> tab to Project Leads.</p>	No	Yes

How to update the `menu.xml` file:

- If Cloud, Unanet Support will update and apply.
- If On Premise, your IT department will change this in `Config - menu.xml` file based upon instruction from the Unanet Support team.

### Example:

To hide the Billing Menu from anyone with the Billing Viewer Role or Alternate Billing Viewer Role, place this code in the `menu.xml` file:

```
<menu refid="menu.top.billing">  
  
<role>administrator|(billingManager|billingManager~) &amp; !(billingViewer|billingViewer~)</role>  
  
</menu>
```

## Additional Information

[Help Docs - menu.xml options](#)