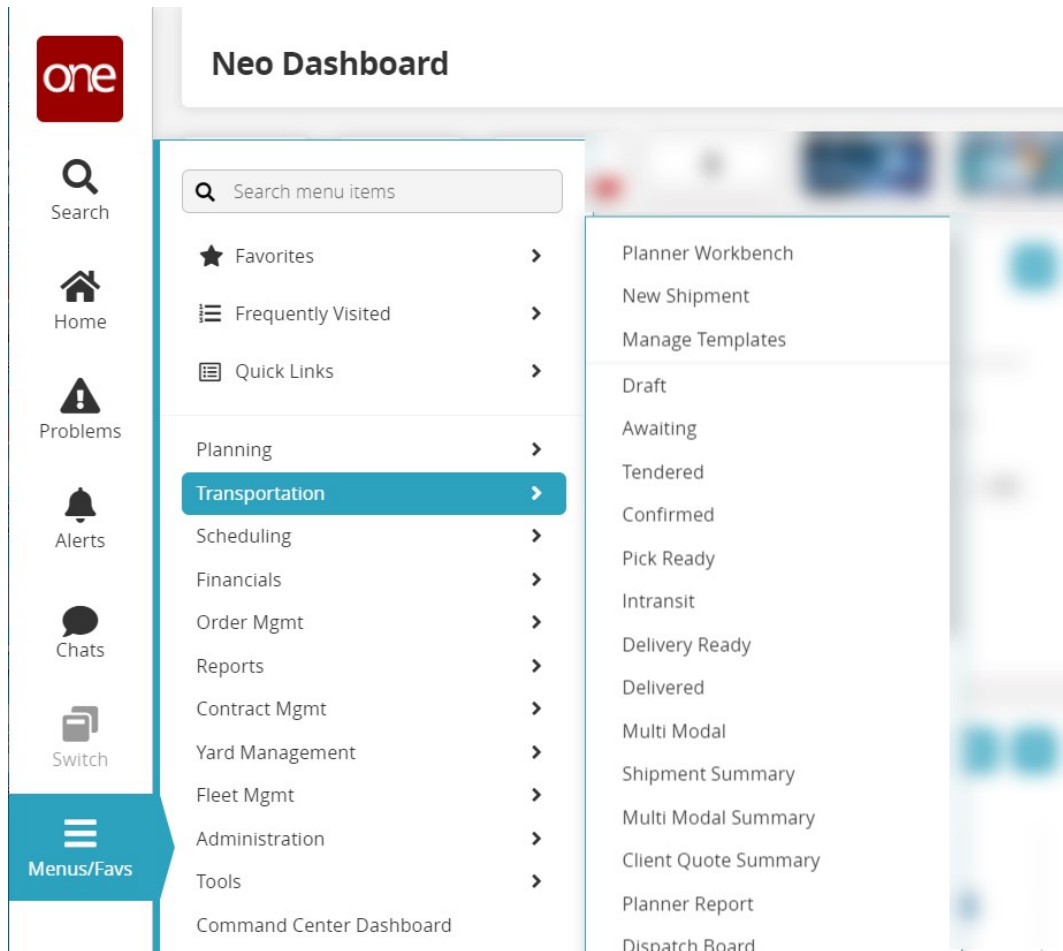


Working with Menus in NEO

Exported on Sep 02, 2020

This document is valid for the NEO 3.2 release.

The menus from the Command Center UI have moved to the left sidebar within the NEO UI. Select **Menu/Favs** to display the menus. Submenus will slide out to the right.

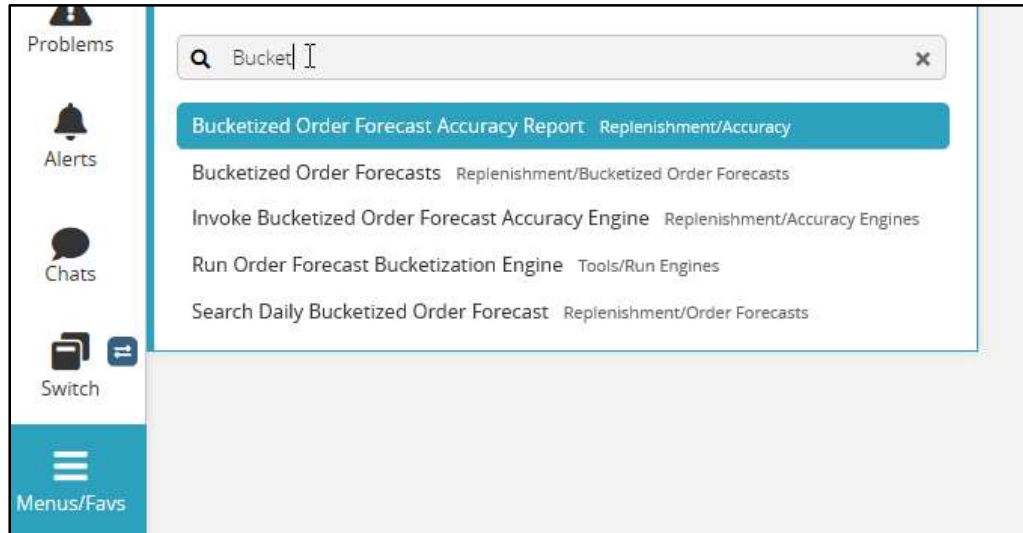


Using the Menu Search Bar

Users who are familiar with menus in their daily work may find it is easier to use the menu search bar to get to a specific menu.

Complete the following steps to use the menu search bar:

1. Select **Menu/Favs** in the left sidebar of the NEO UI.
2. Click into the **Search Bar** at the top of the slide-out menu.
3. In the Search Bar, type in a menu item name.
The UI displays a list of menu items matching your entry in the search bar. The Search is reactive, so partial matches will yield results.



4. Select the menu item from the list.

Please note that the menu path for the item is displayed in smaller text to the right. This helps ensure that the user selects the correct menu item when screens have the same or similar names.