

# Organization of Menus

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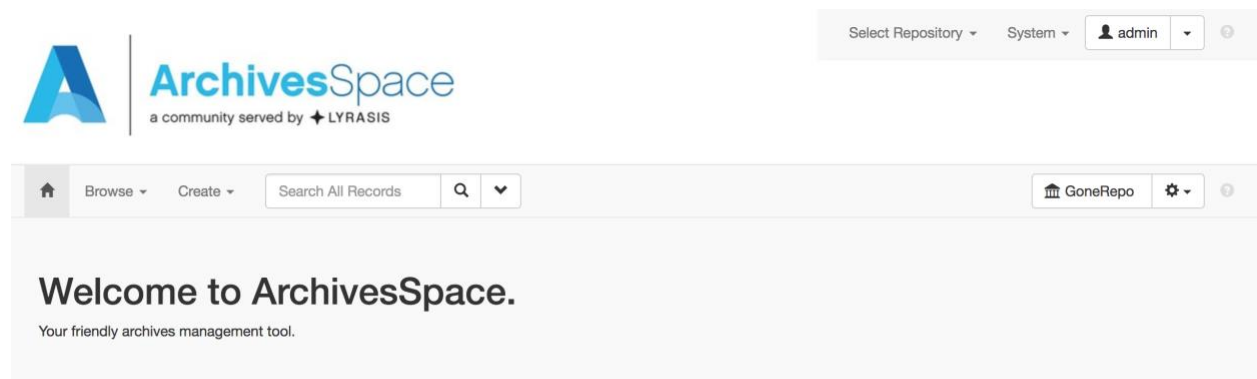
## Overview

This document focuses on the two primary menu bars in ArchivesSpace. We reevaluated the content and placement of several of the menu items, resulting in some refactoring. Additionally, we revised the location of the menu options. By reevaluating the content and location of the items and options, we aimed to greatly increase the usability of the program. The Team acknowledges that given the similarities between menu items in the Create and Browse menus, further work may be necessary to more efficiently integrate this functionality.

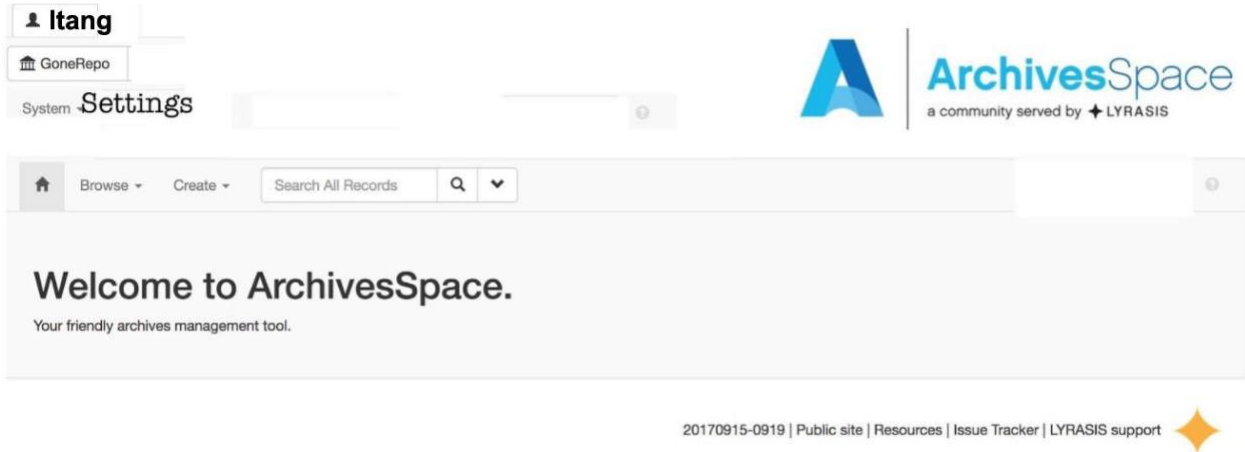
## Issue: Consolidate administration in a single place ([ANW-101](#)) and System v. Cogwheel.

Both menus include "Manage" functionalities. The organization of the multiples menus isn't very intuitive.

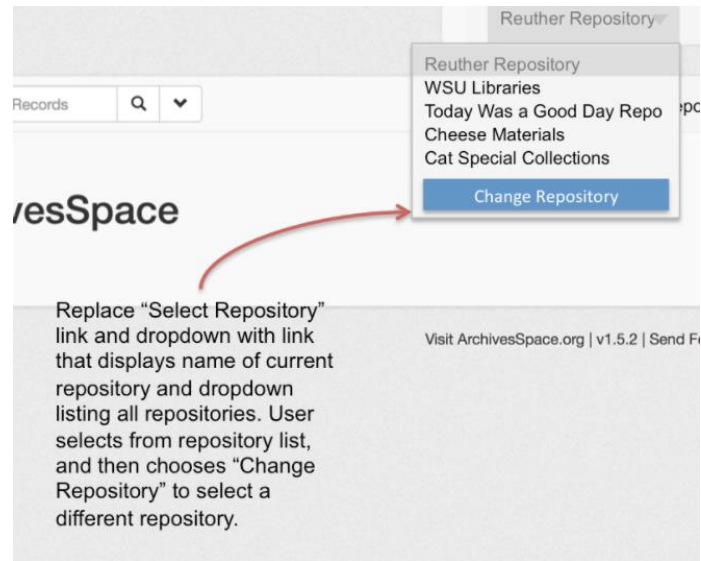
Current view:



Option 1:

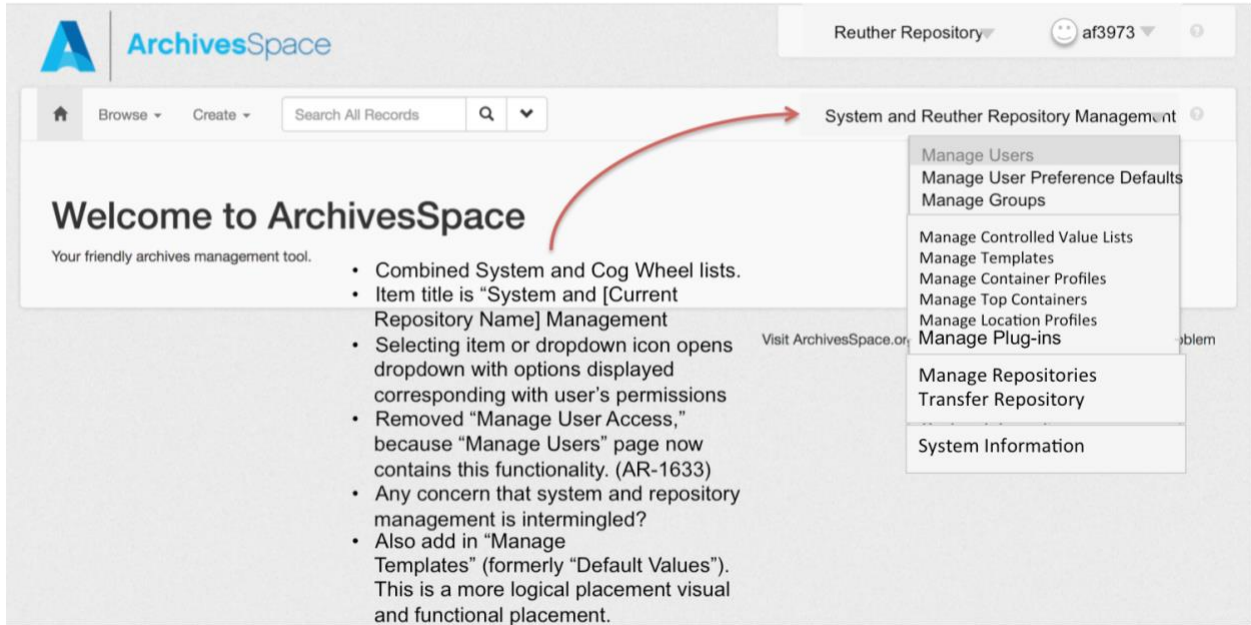


- The ArchivesSpace/Institutional logo is moved out of the prime screen real estate, to the top right corner (this is an optional suggestion and worth broader community feedback in mockups). The header in general is condensed to enable greater screen allotment for data entry and editing.
- The down-arrows are removed because they often are not currently described with alt-text per accessibility standards. We propose the functionality of the down-arrow should apply to the entire button. The menu would fly out to the right side in this mock up, or downwards if the menu is horizontally oriented in the top left as currently.
- The the “admin” menu is rename the username of the logged in staff. This clarifies *who* is logged in, especially helpful for shared computers. Menu would include:
  - My Account (routes to individual’s Edit Account)
  - My Preferences (for account-specific preferences for the application)
  - Become User
  - Log Out
- The “Select Repository” is renamed to the current repository to further clarify *which* repository the user is currently working in. The Repository button menus should contain:
  - Change Repository would open a dropdown list of all repositories and it can be selected by double-clicking on the desired repository or clicking the “Change Repository” button

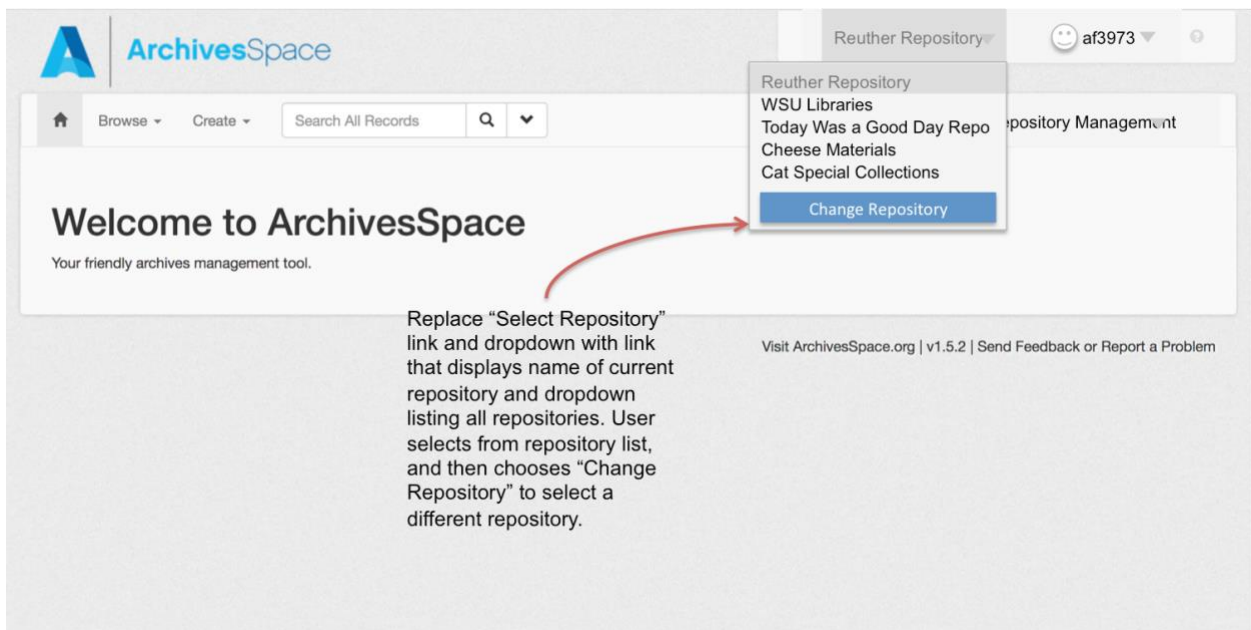


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- The Change Repository confirmation could also be a pop-up.
- The Cog and Systems menus would be combined into a single menu titled "System and [Name] Repository Management" (where "[Name]" is the name of the current repository selected). The menu includes the following items, grouped to help users better understand their function:
  - Manage Users (Removed "Manage User Access" because the "Manage User" page now contains that functionality)
  - Manage User Preference Defaults
  - Manage Permission Groups (formerly "Manage Groups")
  
  - Manage Controlled Value Lists
  - Manage Templates (formerly "Default Values")
  - Manage Container Profiles
  - Manage Top Containers
  - Manage Location Profiles
  - Manage Plug-Ins
  
  - Manage Repositories
  - Transfer Repository
  
  - System Information

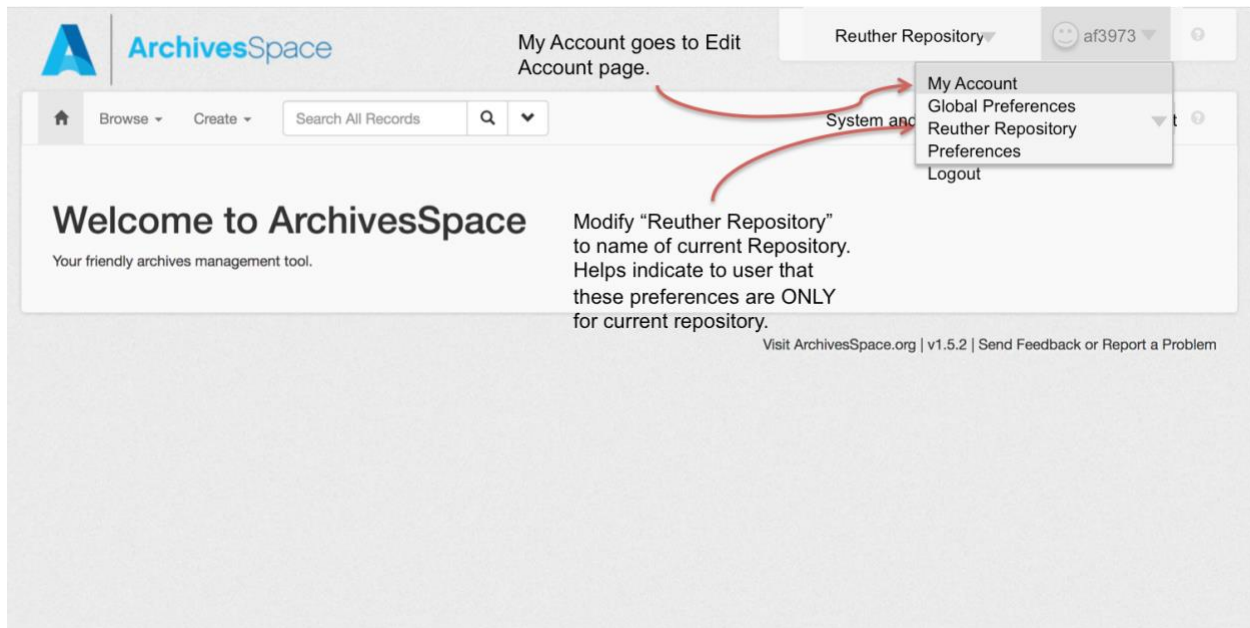
See mockup below:



Option 2 mostly contains the same recommendations but maintains the current layout orientation:



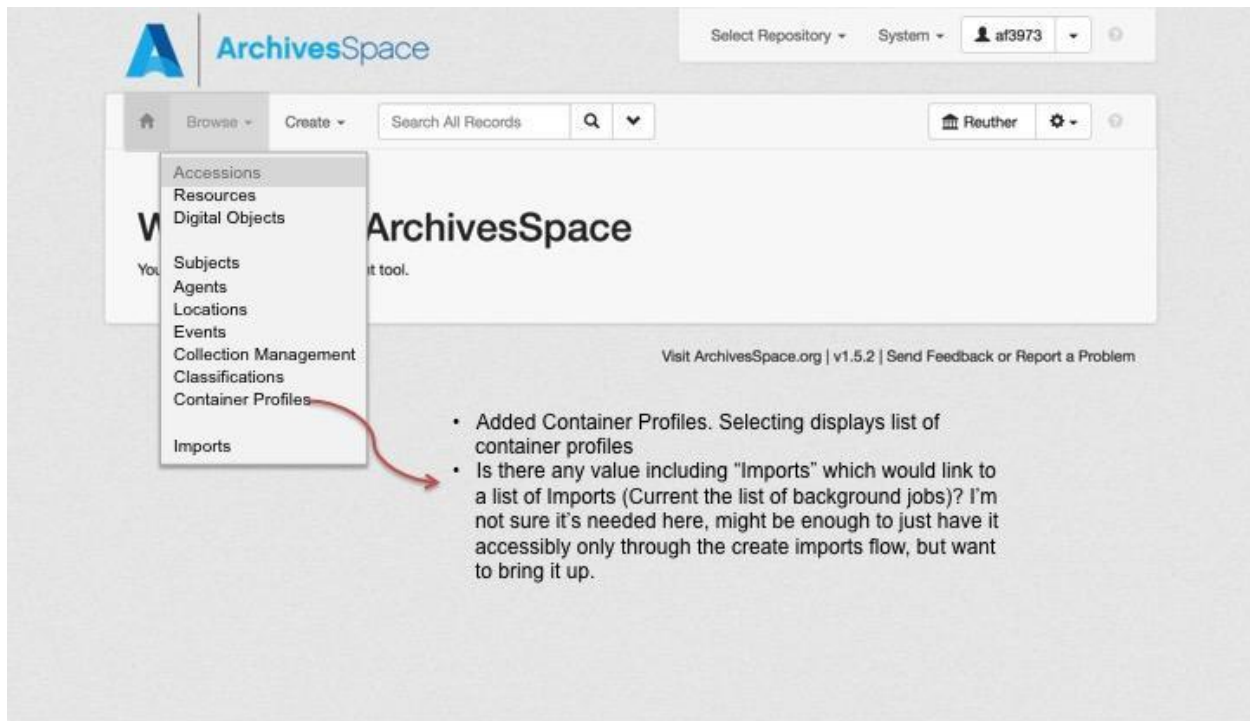
Update Repository Dropdown.



Updated user dropdown. "Global Preferences" should have the following rollover text: "My system preferences. These preferences impact work across all repositories in the system." And "[Name] Repository" should have the following rollover text: "My [Name] Repository" preferences. These preferences only impact work in the [Name] Repository."

## Browse Menu

Add Containers Profiles (Note: this may be unnecessary because of the "Manage Container Profiles" option in the newly merge System/Cogwheel menu. Further consideration should be given.) and rename Background Jobs to "Imports/Exports"



## Create Menu

Add to the Create dropdown:

- Container Profiles (Note: this may be unnecessary because of the "Manage Container Profiles" option in the newly merge System/Cogwheel menu. Further consideration should be given.)
- Imports/Exports, Reports

The screenshot shows the ArchivesSpace web interface. At the top left is the ArchivesSpace logo. To the right, there are dropdown menus for 'Select Repository', 'System', and a user profile 'af3973'. Below the logo, there are 'Browse' and 'Create' dropdown menus, and a search bar labeled 'Search All Records'. A 'Welcome' message is visible on the left. A navigation menu is open, listing: Accession, Resource, Digital Object, Subject, Agent, Location, Event, Classification, Container Profile, Reports, Imports, and Exports. A red arrow points from the 'Container Profile' menu item to a list of action items on the right.

- Container Profile: Goes to Home / Container Profiles / New Container Profile
- Remove "Background Jobs: And elevate those options to top level in this menu
- Reports: Goes to Reports page
- Imports: Goes to current "New Background Job" page. Needs to be rebranded to "Imports or something similar
- Exports: Goes to a new Exports pages that lists "Print-to-PDF", "MARC," "EAD," and "Download Container labels." Allows user to export one to all for a resource at once. Alternatively, the menu could just provide a "Print-to-PDF" option and go to that page.