Customizing the Reports menu

If you have write access to the CAS files, you can edit an XML file to create a custom report menu.

There are three basic steps required:

- Editing the custom menu
- Hiding the standard Reports menu
- Reloading the menu configuration

Editing the custom menu

On the CAS, in the `config\menu` folder, open `customMenu.xml-example` in a text editor and review how the menu is defined by this XML structure.

```
<Menu xmlns='http://www.compuware.com/CAS/customMenu'>
    <MenuSection label="My Reports">
        <MenuEntry reportName="Application Health Status"/>
        <MenuGroup label="EUE Overview" label_zh-cn="EUE ">
            <MenuEntry reportName="Applications" />
            <MenuEntry reportName="Tiers" />
            <MenuEntry reportName="Sites" />
        </MenuGroup>
        <MenuEntry reportName="Synthetic Overview"/>
        <MenuGroup label="Network Analysis">
            <MenuEntry reportName="Network Overview - Sites"/>
            <MenuEntry reportName="Network overview" label="Network overview"/>
            <MenuEntry reportName="Network Link Overview" />
            <MenuEntry reportName="VoIP Overview" />
        </MenuGroup>
    </MenuSection>
</Menu>
```
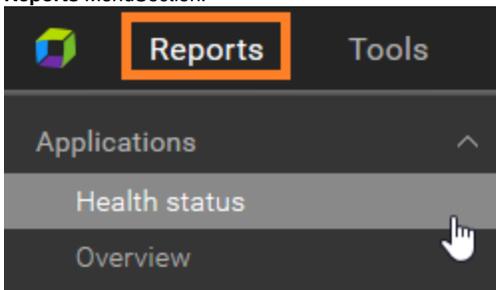
To customize the menu structure, you need to edit that file and save it as `customMenu.xml` in the same folder.

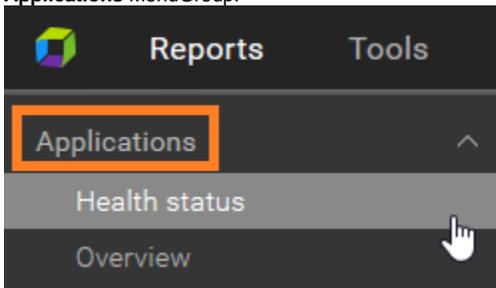In the example, you can see the following:

- **MenuSection** has a `Label` and can have multiple instances of `MenuEntry` and `MenuGroup`.
- **MenuGroup** has a `Label`, an optional internationalization label (using `label_zh-cn`, `label_ko`, or `label_ja` for Chinese, Korean, or Japanese), and one or more instances of `MenuGroup` or `MenuEntry`.
- **MenuEntry** has a `Label` and a `reportName` that exactly matches one report name. You can have many instances of `MenuEntry` in a `MenuGroup` or `MenuSection`.

For an idea of what they look like in an actual CAS menu, here is the standard CAS menu structure with highlighting around these menu components:
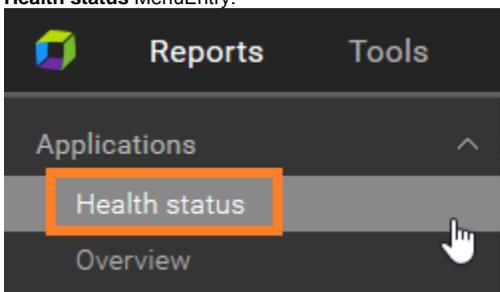
- **Reports** MenuSection:

- **Applications** MenuGroup:

- **Health status** MenuEntry:

Hiding the standard Reports menu

After you edit and save the custom menu in the XML file as described above, you must decide whether to also show the standard **Reports** menu or hide it.

1. On the CAS main menu bar, in the **Tools** section, select **Advanced Administration console**.
2. In the **Administration console**, in the **Configuration management** column, click **General properties editor**.
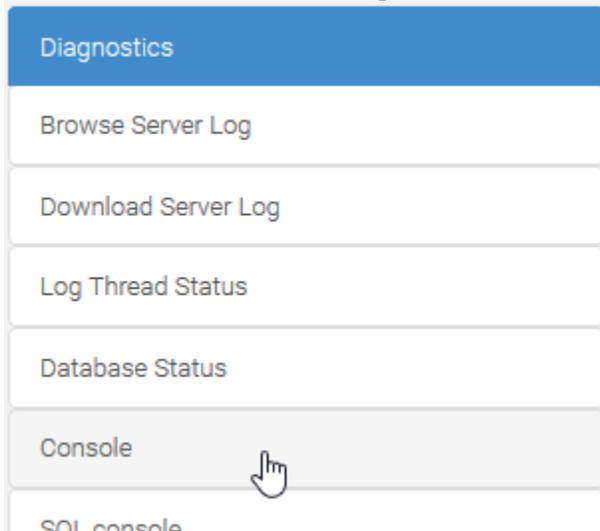

3. Find **MENU_REPORTS_HIDDEN** and set it to true.
   If it does not exist on your system yet, you will need to add it and set it to true.

Reloading the menu configuration

After the menu is edited and saved in the right folder, and after you have set MENU_REPORTS_HIDDEN to true or false, you must tell the CAS to read this information from the configuration files and apply it.

1. On the CAS main menu bar, in the **Tools** section, select **Advanced Administration console**.
2. In the **Administration console**, in the **Diagnostics** column, click **Console**.

3. Find **RELOAD MENU** and click it to run it.
   This reads your changes from the file.