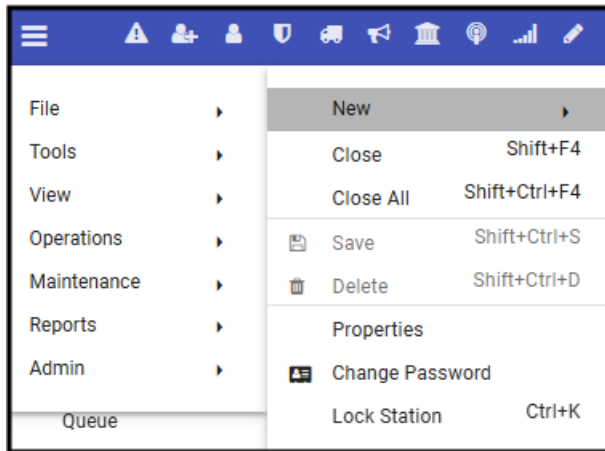


# File Menu

The **File** menu found under the Hamburger icon in Manitou's Web client contains a number of useful features.



- **New** - Allows the [creation of new entity records](#).
- **Close** and **Close All** - closes the active or all open records.
- **Save** and **Delete** - save or delete the active item.
- **Properties** - provides [access to Manitou user interface options](#) and allows the user to enable or disable.
- **Change Password** - allows [users to change their user password](#) as needed.
- **Lock Station** - Allows users to [lock their workstation](#) when they need to step away quickly.



*Note the keystroke keys. These correspond to the combination for keys to press on the keyboard to close the form or all active items.*