

Section Menu Editor

Is this feature disabled?



Contact To Enable

This feature needs to be switched on for your site by Commerce Vision.
Your site also needs to be on 4.06+.

On this page:

- [Overview](#)
- [Create a New Menu](#)
- [Add Access Options to a Menu or Menu Item](#)
- [Display a section menu on your site](#)
 - (i) [Use a Section Menu Widget](#)
 - (ii) [Display a section menu on Mega Menu](#)
- [Add custom page to a section menu](#)
- [Additional Information](#)
- [Related help](#)

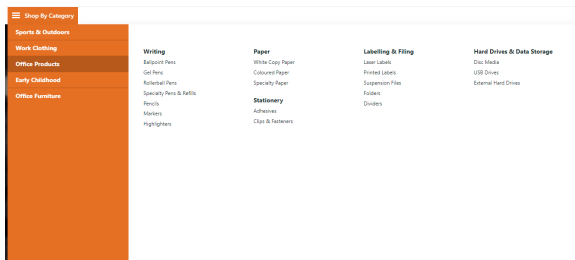
Overview

You can create menus and menu items with the Section Menu Editor.

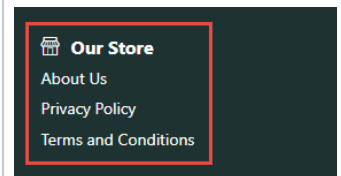
Your Commerce Vision website features two types of menus:

- the navigation menu - for products and categories
- section menus - for content pages

Sample Navigation Menu



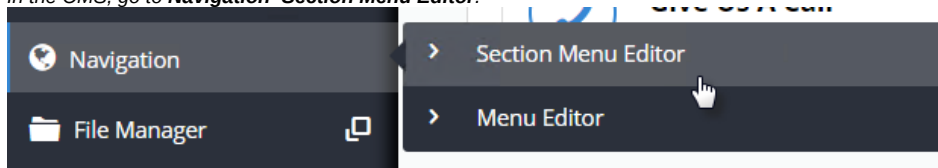
Sample Section Menus



A standard ecommerce website generally only has one main product menu. But it probably will have several content menus appearing in various places. For example, your site's footer probably has at least one section menu on it. In the sample, there are two section menus, 'Our Store' and 'Need Help'.

Create a New Menu

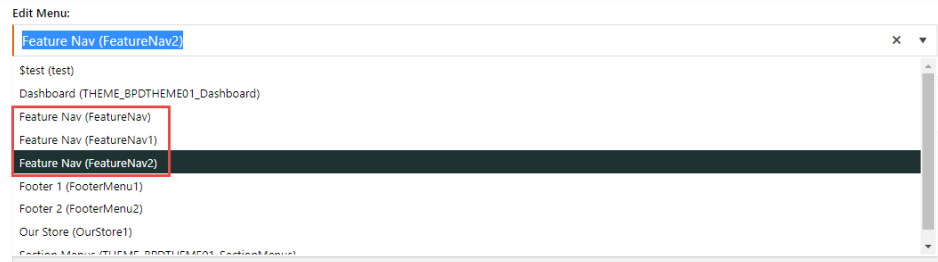
1. In the CMS, go to **Navigation Section Menu Editor**.



2. Click **Create New Menu**.

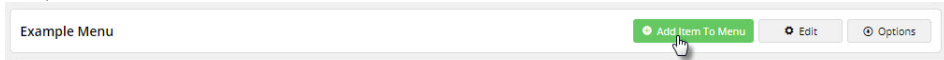
3. In **Label**, name your menu. **NOTE** - This won't be displayed anywhere as it's just a name for internal use.

 Labels already in use can still be duplicated. The system will distinguish same name labels by adding numbers to identifier codes. Example: 'Feature Nav'



4. Click **Save**. The menu is added to the dropdown list.

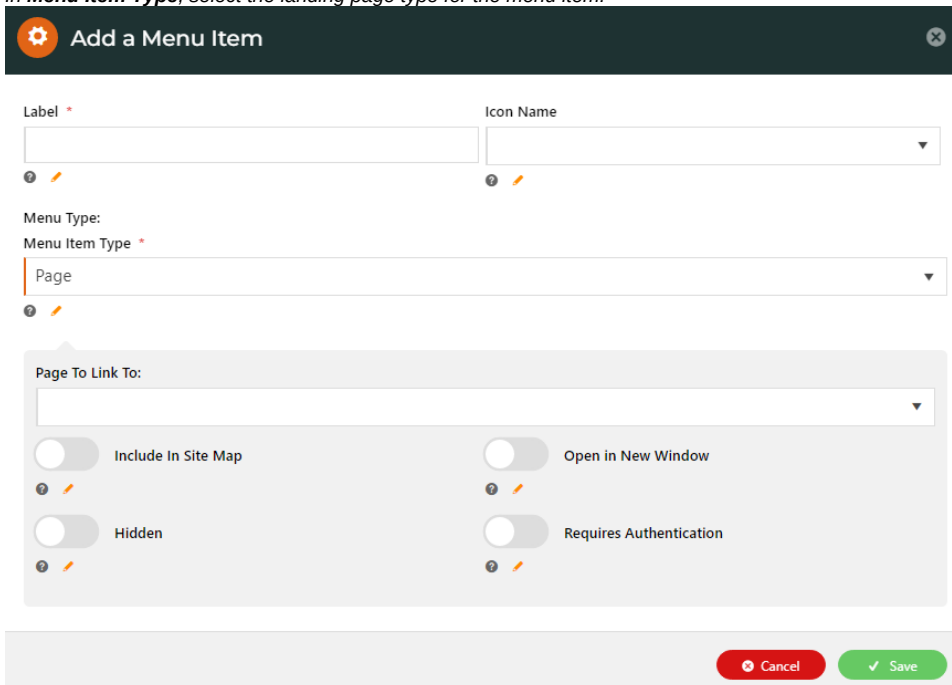
5. Next, click **Add Item To Menu**.



6. In **Label**, name the menu item. This name is displayed on the menu.

7. (optional) Display an icon next to the menu item label. In **Icon Name**, select from the dropdown list.

8. In **Menu Item Type**, select the landing page type for the menu item:



9. **Page to link to:**

page - a page on your site; Options - Include in Site Map; Open in New Window, and Show/Hide page; Requires Authentication (user must be logged in).

product - a product's details page.

category - a product category page.

campaign - a promotional campaign page. (For versions 4.37+ only)

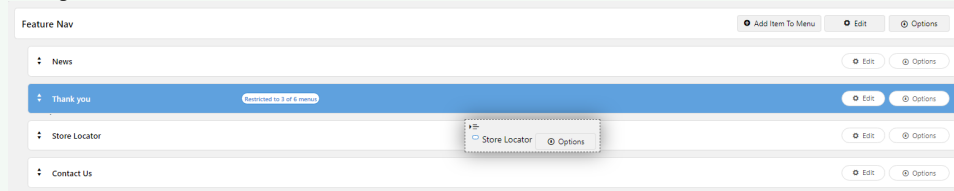
link - destination page via path entered. Can be external to your site; Options - Include in Site Map; Open a New Window.

- Valid URLs must start with either **http://** or **https://**
- Javascript code must start with **javascript:**

10. Click **Save**.

11. Repeat steps 5-9 to create more menu items.

✓ After you have created the menu items, you can drag and drop to re-order them if you decide the sequence isn't right.



12. To save all changes, click **Save** on the top right corner of the page.

Add Access Options to a Menu or Menu Item

Configure which **Roles** can access a menu or an individual menu item.

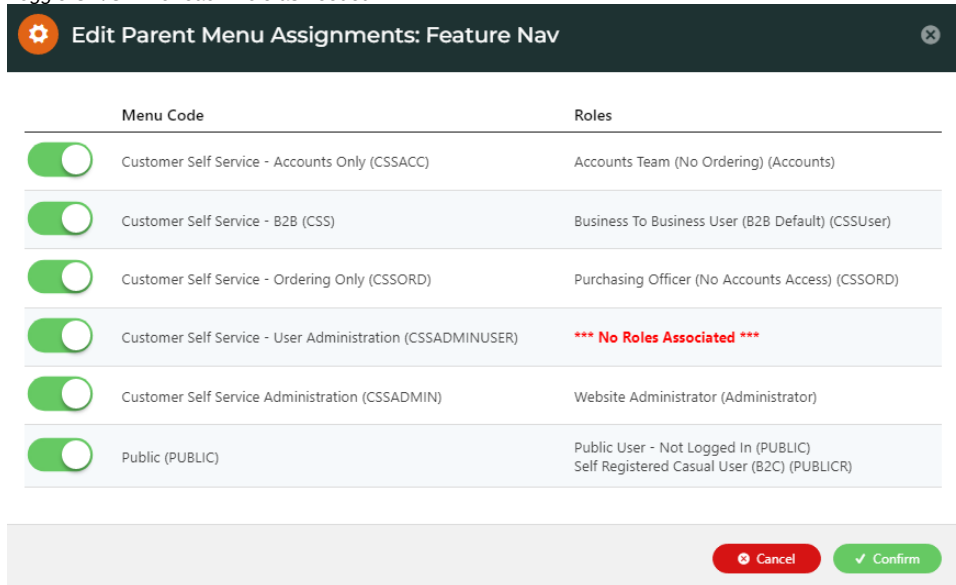
Defaults:

- A new section menu is enabled for all Roles
- Each item in a section menu inherits the role permissions set for the menu. (But different access options can be set for individual menu items.)

1. Next to the menu or menu item, select **Options** **Associated Roles**.



2. Toggle ON/OFF for each Role as needed.



3. Click **Confirm**.

4. Click **Save** on the top right corner of the page.

Display a section menu on your site

There are two ways to display a menu:

- (i) use a [Section Menu Widget](#), or
- (ii) include it on your site's [Mega Menu](#) (if used on your site).

(i) Use a Section Menu Widget

A Section Menu widget can be placed on any template. So it's the most flexible option for displaying a content menu.

1. Go to **Content Page Templates**, then select the template. (Example: 'Theme Layout' for your site's footer)
2. Scroll to the right zone and click **Add Widget**.
3. Search for and select **Section Menu Widget**, then click **Add Widget**.
4. Edit the widget:

*In **Section Menu Item Code**, select the needed section menu.*

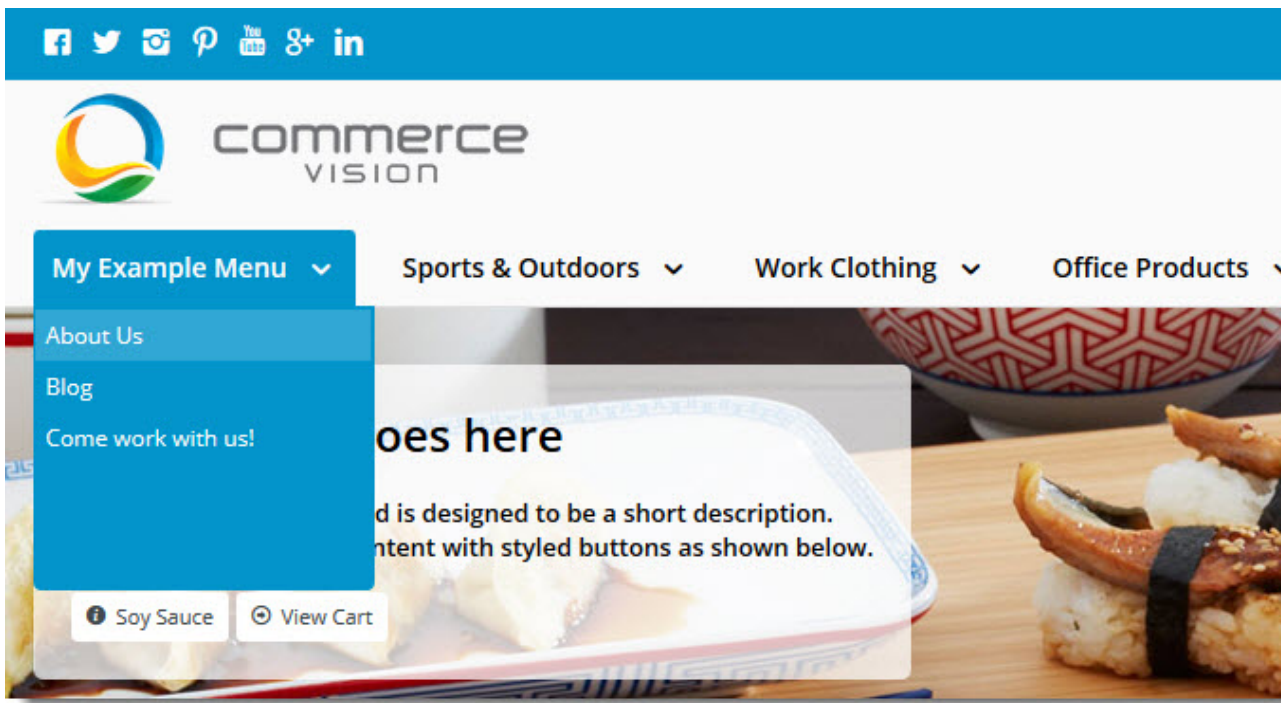
5. Set other options as needed. See: [Section Menu Widget](#).
6. To display a menu heading above the menu items, select the **Titles** tab.

7. In **List Heading**, enter the heading title for display.
8. If this heading is a link, in **Heading Link**, add the path to the landing page.
9. To display an icon next to the heading, select from **Heading Icon**.
10. In **Heading Icon Position**, select to display icon left or right of the heading. Default: left.
11. Click **Save**. **NOTE** - To send the menu live immediately, toggle **ON Enable widget on Save** before **Save**.

(ii) Display a section menu on Mega Menu

Only for websites that use a Mega Menu (where top level categories are listed individually, not in one big flyout).

Configure the Mega Menu Widget to display a section menu either before or after the product categories.



1. Go to **Content Page Templates**.
2. Select the **Theme Layout**.
3. Find the **Mega Menu Widget** and click **Edit**.
4. In the menu, select the **Section Menu Settings** tab.

5. Set options:
 - **Section Menu Item Code** - select the section menu.
 - **Section Menu Append / Prepend to Category Menu?** - 'Append': show menu after the Category menu; 'Prepend': show menu before Category menu.
 - **Section Menu Heading** - add heading for the section menu. If blank, the first menu item label displays here.
 - **Section Menu Link** - if heading is a link, enter link details.
 - **Section Menu Icon** - (optional) select icon.
 - **Section Menu Icon Position** - if icon used, select position left or right of heading label.
 - **Section Menu Show Item Icons?** - Display menu item icons (selected in 'Section Menu Editor') next to each menu item? Default: OFF
6. To save settings, click **Save**.

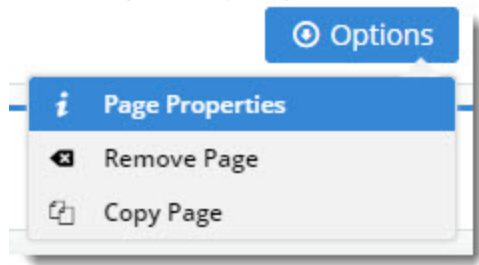
 To see your changes on the website, you may need to login / out as the Mega Menu Widget is session cached. See: [Cache Refreshing](#).

Add custom page to a section menu

A custom page must be added to at least one menu when you first configure its settings.

This is how to add a page to a section menu.

1. Go to **Content Page Templates Custom Pages**.
2. Select **Edit** next to the page.
3. Hover over **Options Page Properties**.



4. Scroll to the **Add to a Menu** section. If menus for this page exist, they will be listed.
5. To add the page to a menu, in **Menu Type**, select **Section Menu**.

A screenshot of a form titled 'Add to a Menu' with a subtext 'Which menu would you like this page to sit under?'. It lists two existing menus: 'Footer 2 (FooterMenu2)' and 'Nav Menu Add-on (Favouritesmenu)', each with a 'Section Menu' button and an 'Options' icon. Below this, the 'Menu Type' section has radio buttons for 'Section Menu' (selected) and 'Navigation Menu'. A 'Menu:' dropdown is present, followed by a 'Hidden' toggle switch (currently off). At the bottom is a green 'Add Menu' button.

6. In **Menu**, select the menu.
7. To hide the page from view, toggle ON **Hidden**.
8. Click **Add Menu**.
9. Click **Save & Exit**.



Depending on the menu's location on your site, you may need to refresh the cache to see your page on your website.

Additional Information

--

Minimum Version Requirements	4.06.00
Prerequisites	Menu editor must be enabled.
Self Configurable	No

Business Function	Content
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

Related help

- [Add a page to the CMS](#)
- [Linking a Menu to a Role](#)
- [Add a New Menu Item](#)
- [Add items to the Mega Menu](#)
- [Section Menu Widget](#)
- [Footer Section Menus](#)
- [Mega Menu Content Tiles](#)