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:

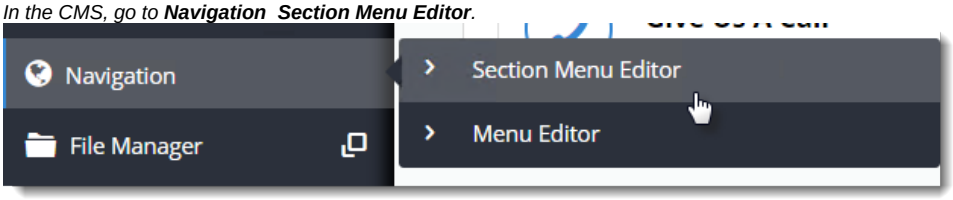
- Overview
- Create a New Menu
- Add Access Options to a Menu or Menu Item
- Display a section menu on your site
  - (i) Use a Section Menu Widget
  - (ii) Display a section menu on Mega Menu
- Add custom page to a section menu
- Additional Information
- Related help

Overview

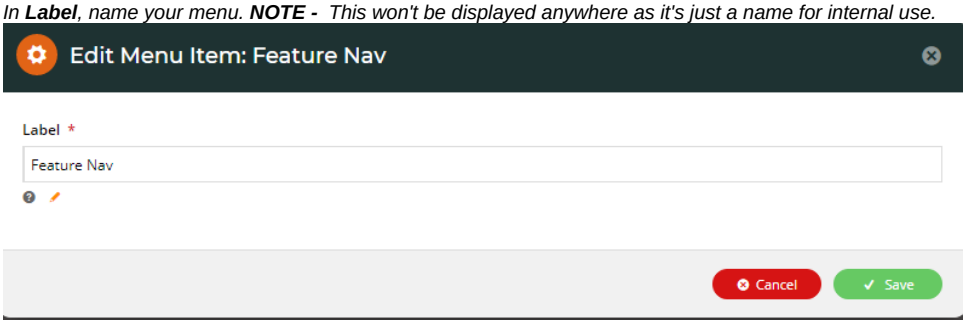
Unknown macro: 'multiexcerpt'

Create a New Menu

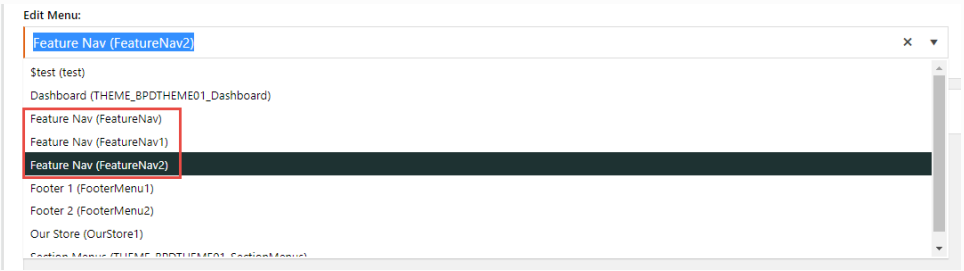
1. *In the CMS, go to **Navigation Section Menu Editor**.*



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 it by adding numbers to identifier codes. Example: 'Feature Nav'

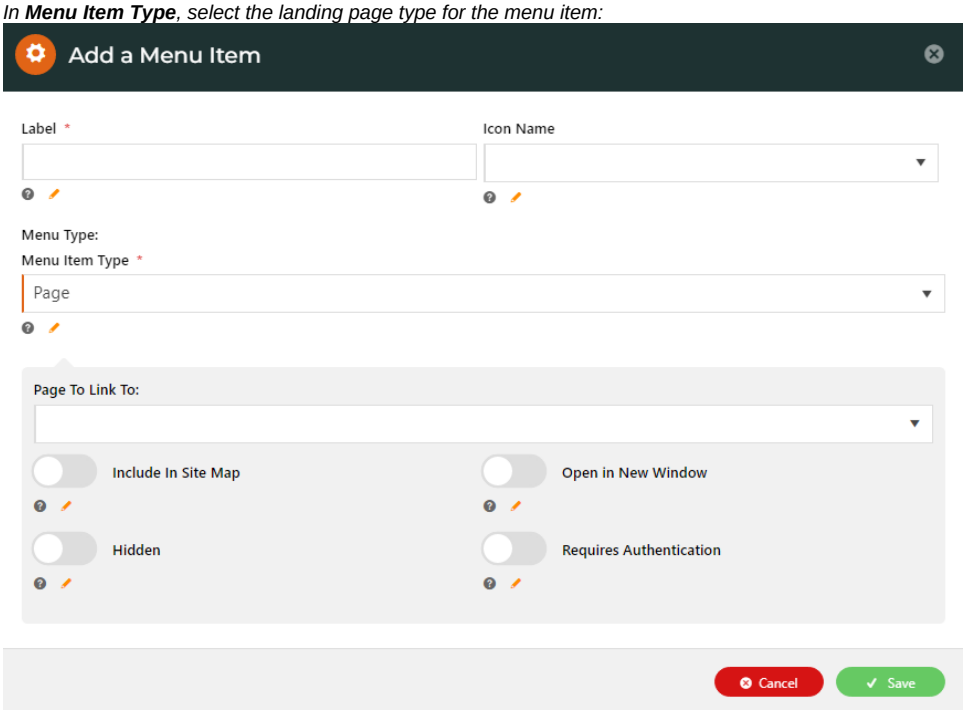


4. *Click **Save**. The menu is added to the dropdown list.*

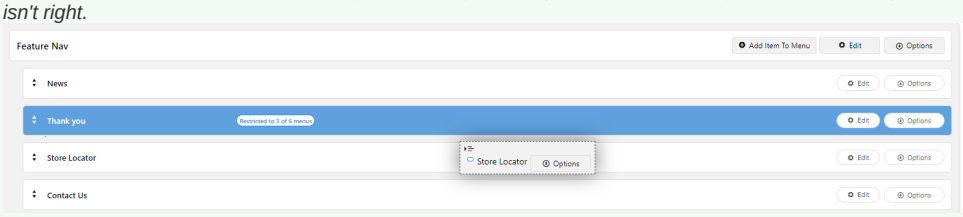
5. *Next, click **Add Item To Menu**.*



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.

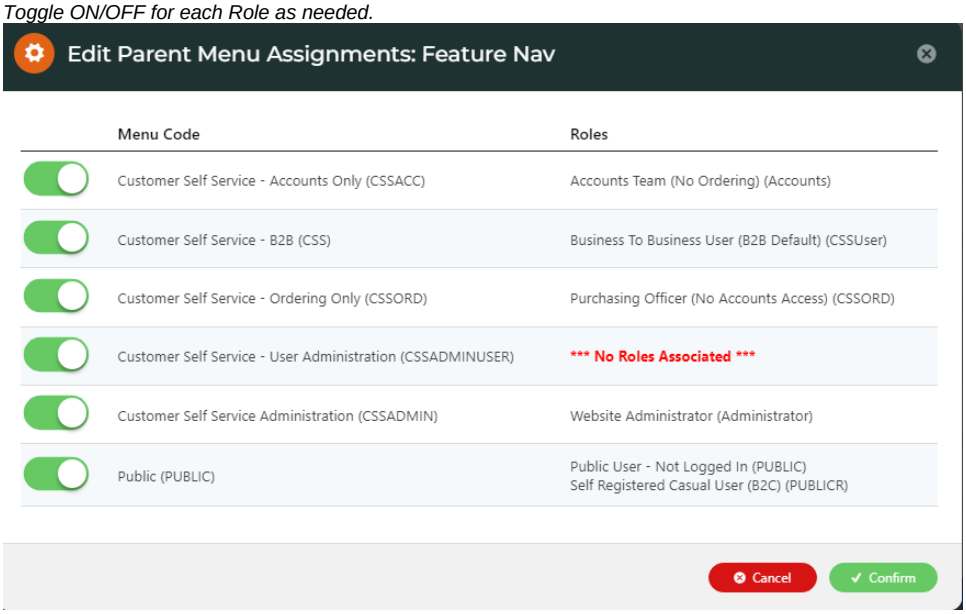
Defaults:

- 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:

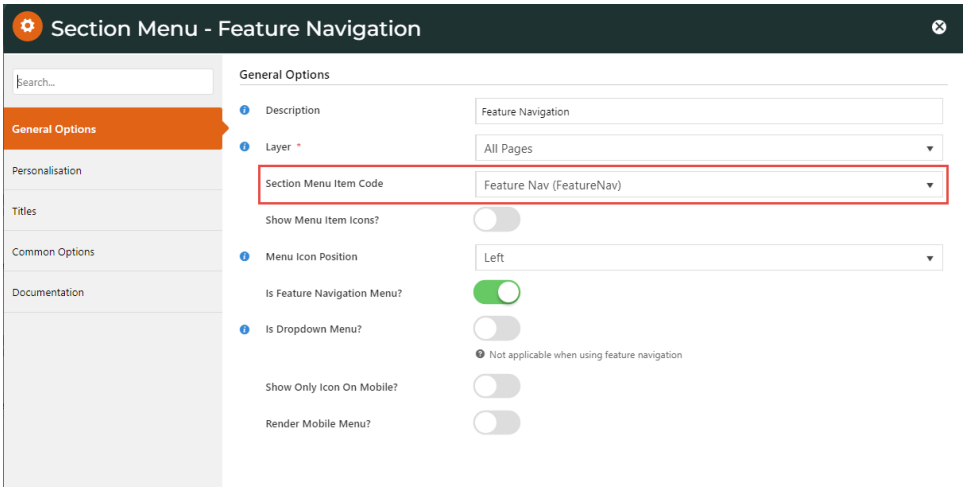
(i) use a Section Menu Widget, or

(ii) include it on your site's Mega Menu (if used on your site).

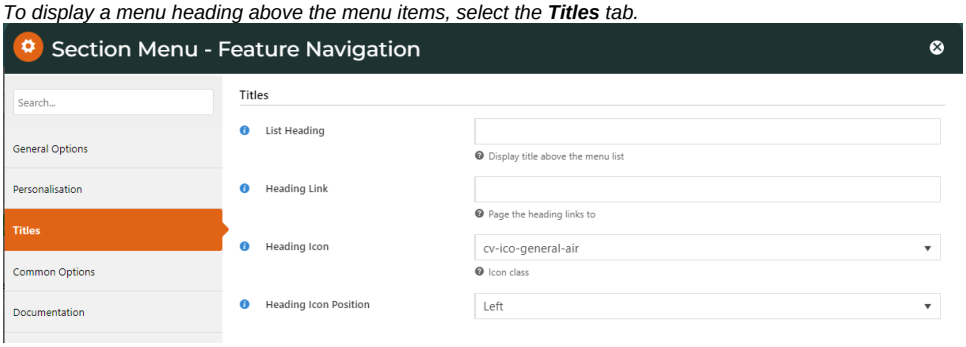
(i) Use a Section Menu Widget

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.*

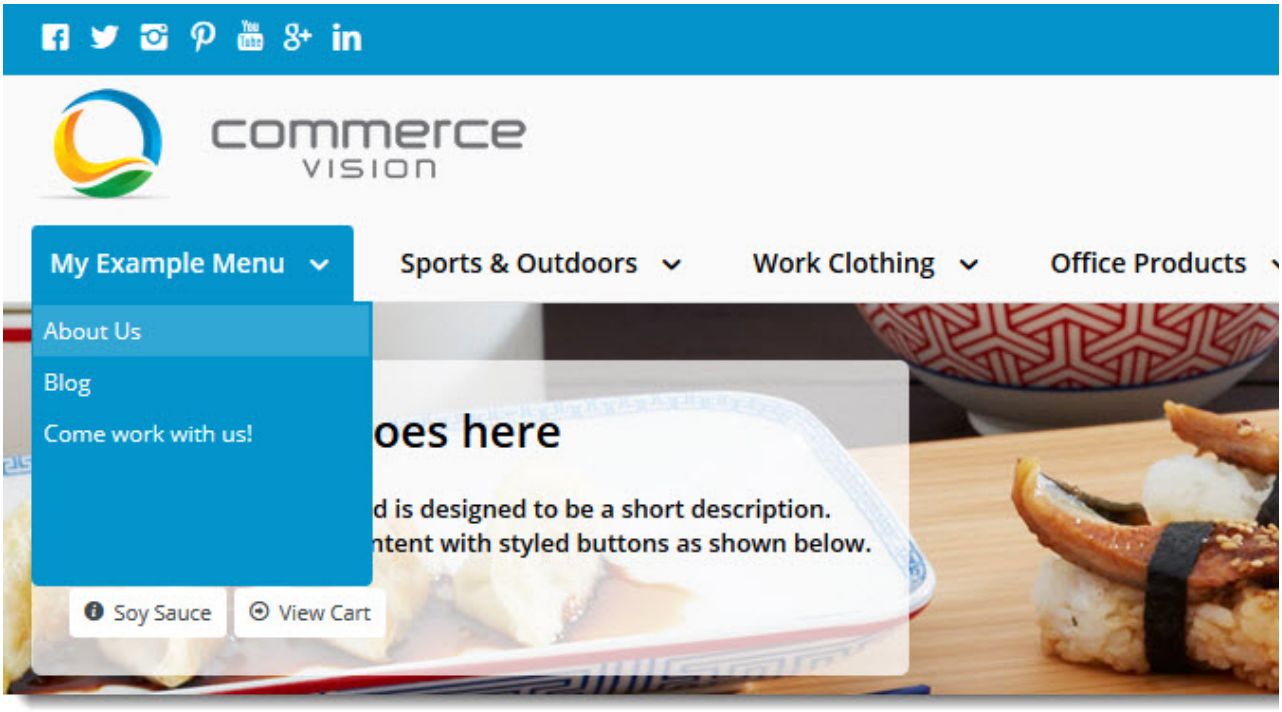


7. *In **List Heading**, enter the heading title for display.*
8. *If this heading is a link, in **Heading Link**, add the path to the landing page.*
9. *To display an icon next to the heading, select from **Heading Icon**.*
10. *In **Heading Icon Position**, select to display icon left or right of the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

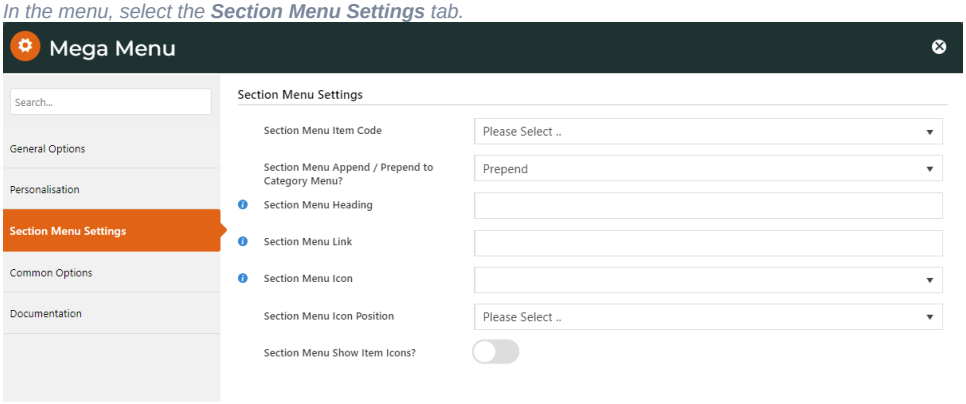
(ii) Display a section menu on Mega Menu

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 lblank, 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**.*

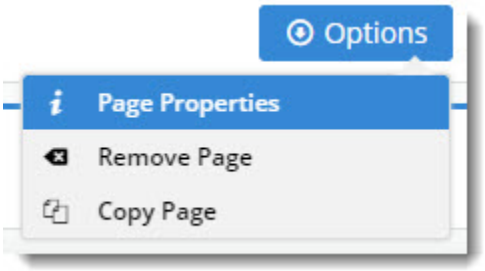
To see your changes on the website, you may need to login / out as the Mega Menu Widget is session cached. See: Cache Refreshing.

Add custom page to a section menu

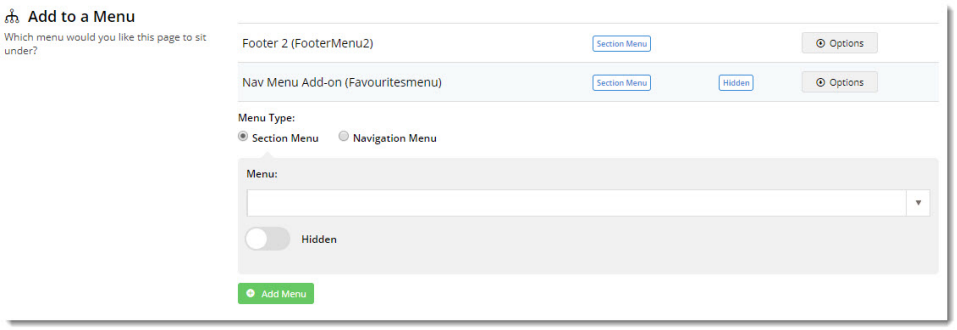
A custom page must be added to at least one menu when you first configure its settings.

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**.*



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

Unknown macro: 'multiexcerpt' Unknown macro: 'multiexcerpt'

Minimum Version Requirements	Unknown macro: 'multiexcerpt'
Prerequisites	Unknown macro: 'multiexcerpt'

Self Configurable	Unknown macro: 'multiexcerpt'
Business Function	Unknown macro: 'multiexcerpt'
BPD Only?	Unknown macro: 'multiexcerpt'
B2B/B2C/Both	Unknown macro: 'multiexcerpt'
Third Party Costs	Unknown macro: 'multiexcerpt'

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