

Add a New Menu Item

Overview

Menu items are used to control web pages permissions for a group or audience. Menu codes are set against each role and can be shared across different roles.

Use menu items to maintain the following properties:


- Menu Title
- Authentication
- Head and Layout Template that determines the look of the page (Classic sites only)

Step-by-step guide

To create a new menu item on an existing menu:

1. While logged into your website, navigate to **Content / Advanced Content Menu Editor** (zMenus.aspx).
2. To select the required **Menu Code**, click its radio button.

Menu Code	Menu Description
<input type="radio"/> CSS	Customer Self Service - B2B
<input type="radio"/> CSSACC	Customer Self Service - Accounts Only
<input checked="" type="radio"/> CSSADMIN	Customer Self Service Administration
<input type="radio"/> CSSORD	Customer Self Service - Ordering Only
<input type="radio"/> PUBLIC	Public

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5 records. (1 page) 1

3. To access the top level menu items, click **Parent Items**.
4. Identify where the new page will be located on your navigation structure (For example, it can be at the top level of the navigation or in a footer menu. Or as a hidden link that you can use and post on Social Media so users who arrive at the site will not see it).

5. If this is a top level menu item, continue to Step 7. If this is a sub-level item, select the top level menu it will belong to ('Preferences', for example), then click **Menu Items**.

Top CSSADMIN

Menu Item Code	Label for Navigation Pane	Description	Page Name
<input type="radio"/> HOME	Home	Home	Home.aspx
<input type="radio"/> STATISTICS	Statistics	Stats	ZStatistics.aspx
<input type="radio"/> ACCOUNTS	Account Selection	Accounts	ZAccounts.aspx
<input type="radio"/> CAMPAIGN	Campaigns	Campaigns	ZCampaign.aspx
<input checked="" type="radio"/> PREFERENCES	System Preferences	Preferences	ZPrefs.aspx
<input type="radio"/> SETTINGS	Settings	Settings	ZSettings.aspx
<input type="radio"/> CONTENT	Content	Content	ZTemplateSwitch.aspx
<input type="radio"/> LOGOUT	Logout	Logout	Login.aspx
<input type="radio"/> PageNotFound	Page Not Found	Page Not Found	PageNotFound.aspx

Modify : New : Delete : Menu Items

11 records. (1 page) 1

Menu Code : Customer Self Service Administration

Menu Item Code :

Parent Item :

Label for Navigation Pane :

Description :

Page Name : Site Preferences

Custom Page Code :

Sequence :

Menu Item Image Name :

Menu Item Hover Image Name :

Requires Authentication : No

Hidden : No

6. To create a new menu item, click **New**.

7. Set the value of the fields as needed:

Prompt	Value	Notes
Menu Item Code	Unique value for this menu item's code	A unique code with no spaces.
Parent Item	Pre-populated	There is no need to edit this field.
Label for the Navigation Pane	User-friendly name for the menu item	If the item is visible in the navigation panel, this text will be displayed to the user.
Description	Description	The Description is useful for site Administrators, and is not generally visible to end users.
Page Name	Page Name	If the page is a standard application page, enter the page name and append ".aspx". If this page is custom content, e.g., a static page like 'About Us', leave this blank.
Custom Page Code	Select from dropdown list	Applicable for custom pages only.
Sequence	Numeric value relative to the other pages in the menu	If this item is in a navigation menu, this is the order the menu item label will appear relative to other items.
Requires Authentication	Yes / No	Yes - the user will be required to login before viewing this content. No - the user will be not be required to login to view content.
Hidden	Yes / No	If this item is hidden, it will not appear in the navigation menu (but can be accessed via hyperlink) NOTE - If this is a sublevel item and the top level menu its is hidden, this page will be hidden as well.
Layout Template	Default Layout Template	Choose the layout of this page.

8. To save, click **OK**.



Other fields on this page provide different function for the application. These fields will retain their default value.

Related help

- [Section Menu Editor](#)
- [Add a page to the CMS](#)
- [Linking a Menu to a Role](#)
- [Add items to the Mega Menu](#)
- [Mega Menu Content Tiles](#)