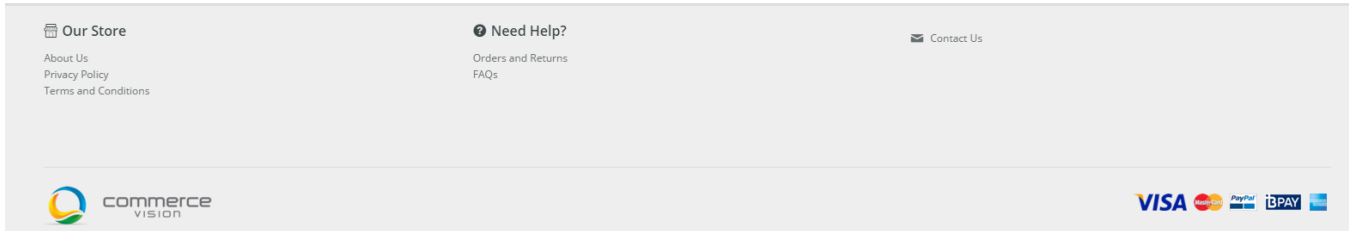


Footer Section Menus

The site footer is a popular location for resources such as Customer Service, FAQ, and Contact Us links. It can be helpful to users if similar links are grouped together under one heading. On BPD sites, using a Section Menu in the footer can achieve this.

Follow the guide below to create a new footer menu in the CMS and group existing content pages beneath it.

1. Create the Menu
2. Add the Widget
3. Add Pages



Step-by-step guide

1. Create the Menu

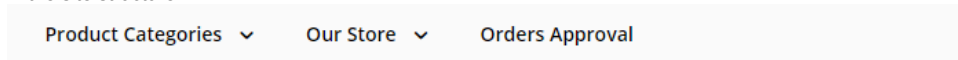
- a. Login as an Administrator.
- b. Navigate to **Menu Editor** (/zMenus.aspx).
- c. Select the parent menu the footer belongs to (e.g. CSS) and click '**Parent Items**'.

Menu Code	Menu Description
☒ CSS	Customer Self Service - B2B
☐ CSSADMIN	Customer Self Service Administration
☐ PUBLIC	Public
Modify : New : Delete : Copy : Parent Items	
4 records. (1 page)	

- d. Click '**New**' to create a new section menu.
- e. Assign a **Menu Item Code** such as 'FooterMenu' (no spaces permitted).
- f. Assign a **Description**.
- g. Tick the '**Is a Section**' option.

Is a Section :	☒
Disable the page title tag in page title :	☐
Sub-Title :	
Icon Name :	
Allow direct access. :	☐
No Breadcrumb If Is Section With No Page :	☒

- h. If required, tick the **'No Breadcrumb If Is Section With No Page'** option to make pages on this menu sit directly under the Home Page in the site structure.



🏠 > Orders and Returns

Orders and Returns

What to do if there's a problem with your order

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam ornare ipsum in nibh pellentesque, ut ornare consectetur adipiscing elit. Mauris in augue quis arcu eleifend tristique in eu ex. Nunc elementum condit

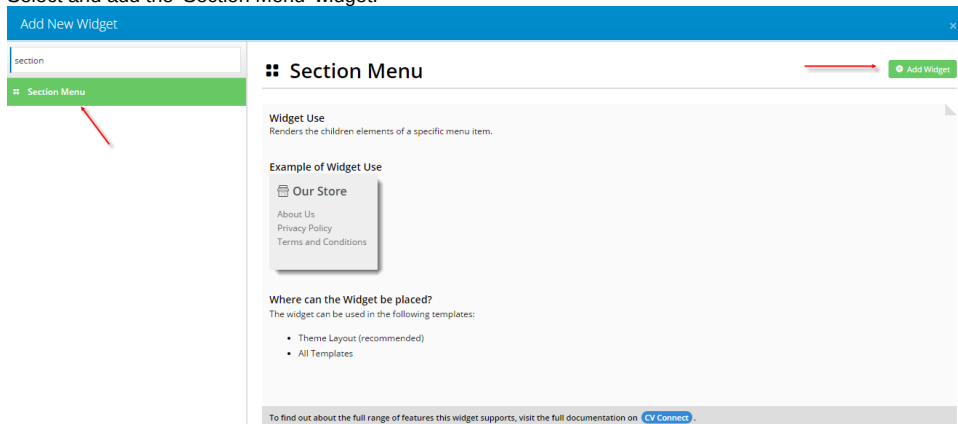
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse efficitur ornare odio eget vestibulum. Nunc posuere augue eget metus pharetra lacinia. Class aptent taciti sociosqu ad litora torquent per con

Aenean vel justo mauris. Cras maximus est enim, non imperdiet risus mollis a. Donec lacinia dictum magna lacus, id euismod erat commodo et. Quisque vestibulum pulvinar est, quis tempus lacus ornare sed. Suspendisse eu tellus.

- i. All other fields may be left at default (see [Add a New Menu Item](#) if you require further information).
j. Click **'OK'** to save.

2. Add the Widget

- a. Navigate to Theme Layout.
b. Locate the appropriate zone according to your layout, and click 'Add Widget'.
c. Select and add the 'Section Menu' widget.



- d. Click **'Edit'** to configure widget options.
e. Populate the **'Section Menu Item Code'** with the menu item added at Step 1e (e.g. 'FooterMenu').
f. Assign a **List Heading** for the menu (e.g. 'Our Store' in the screenshot above).

- g. Configure other options as required, such as icons and links.

Widget Configuration

?

Description

Our Store Footer Menu

?

Layer

All Pages

Section Menu Item Code

FooterMenu

Show Menu Item Icons?

☐

?

Menu Icon Position

Left

Is Feature Navigation Menu?

☐

?

Is Dropdown Menu?☐

Not applicable when using feature navigation

Show On Mobile?

☒

Show Only Icon On Mobile?

☐

?

Right Align?☐

Push element to the right

^ Titles

?

List Heading

Our Store

Display title above the menu list

?

Heading Link

Page the heading links to

?

Heading Icon

cv-ico-general-shop

Icon class

?

Heading Icon Position

Left

Cancel

Save

- h. Click 'Save'.

3. Add Pages

In this example we'll add a Custom content page.

- a. Navigate to **Custom Pages**.

b. Click **'Edit'** on the required content page.

Custom Pages Add Page

Search Custom Pages

Search Terms: Search Sort By: Name (Ascending)

Reset Search

➔ About Us	Type: Simple Last Edited By: thomas.fung	Edit
➔ Bug test 2	Type: Widget Designable Last Edited By: thomas.fung	Design Edit
➔ Catalogue Quick Order	Type: Widget Designable Last Edited By: phuong.guan	Design Edit
➔ FAQs	Type: Widget Designable Last Edited By: jwisher	Design Edit

c. In the **Access and Security** section, click **'Add Menu'**.

d. Select the menu from the list of options - this should be the Description entered at Step 1f, with the Parent Menu in parentheses (e.g. Footer Menu 1 (CSS)).

e. Tick the **'Authentication Required'** if the menu is not public and should be accessible after login only.

Access and Security
Enter details to determine which users have access to this page

Menu Section	Authentication Required?	Hidden	Delete?
Footer 1 (PUBLIC)	☐	☐	☐
Footer 1 (CSS)	☒	☐	☐

Add Menu

f. Click **'Save & Exit'**.

g. Repeat for any other content pages required on this menu.

General widget documentation can be found here: [Section Menu Widget](#)

Related articles

- [Customer Payment Token Management Widget](#)
- [Account Payment Widget](#)
- [CC Order Confirmation emails](#)
- [Cart Checkout Button Widget](#)
- [Delivery Address B2C Widget](#)