

Adding a Category to your Member Portal or Online Shop

Last Modified on 20/10/2016 10:26 am AEDT

Tools > User Defined Data > Category > Add

When setting up a new Category for your Member Portal or Online Shop, you have four options to choose from: Menu Option, Menu Option with Custom Page, Menu Option with Custom Data and Menu Option with iFrame. So that you know which option you should choose for your site, the explanations for each option are below.

Menu Option: You should choose Menu Option if you are using this Category to hyperlink through to another page. This will not allow you to set up any further data on the page and will forward the website user straight through to the chosen link.

Menu Option with Custom Page: This option should be used if you want to create a fully customisable page for the Menu Option, but do not require any **User Defined Data/Item** pages to sit underneath.

Menu Option with Custom Data: This option should be used if you want to create a fully customisable page for the Menu Option, and wish to create additional **User Defined Data/Item** pages to sit underneath this **CATEGORY**.

Menu Option with iFrame: This option should be selected if you wish to sit another webpage within your own webpage. This enables you to keep your own website format and design around the page that you are linking to.

To add an additional menu item (page) to your Portal select the Category Type.

Select **NEXT** and fill in the relevant information for that page.

Once you have saved that information select **LISTINGS** and change the Status of the menu item to **ONLINE** ().

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