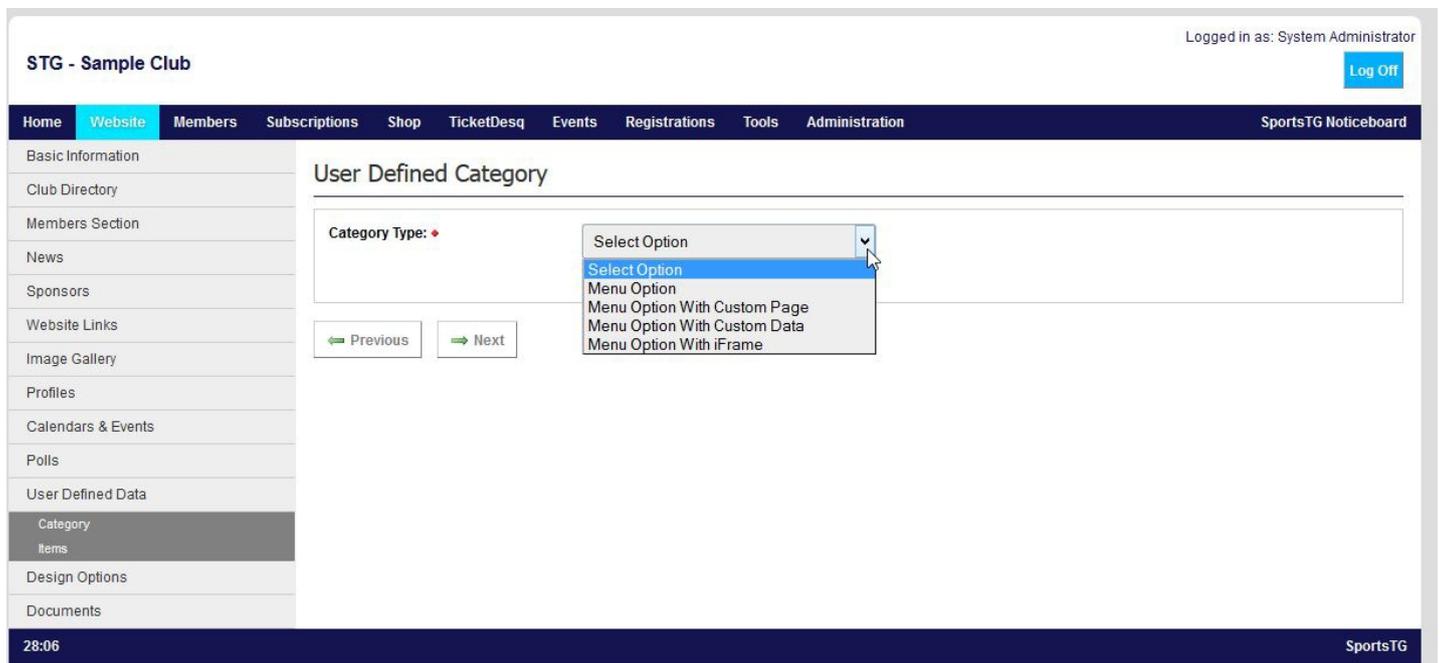# Category

Last Modified on 05/09/2016 12:02 pm AEST

Quick Steps: Website > User Defined Data > Category

This area enables the administrator to create different menu options for their website.

1. Go to the **Website** menu, and select **User Defined Data.**

2. Select **Category** from the expanded left hand menu

3. Click **Add**

4. Select the **Category Type** from the drop down menu

Menu Option: This will create a menu item along your website menu. This option would usually be selected to link to another website. In this section the administrator has the following options:

User Defined Category

Save   Cancel

General

Menu Title: ◆   [   ]

Menu Included: ◆   [All   ▾]

URL: [   ]

New Window: ⦿ No   ◯ Yes

Public Display: ◯ No   ⦿ Yes

Order: [0   ]

Save   Cancel

Menu Option with Custom Page: This option allows for a custom page to be created by the administrator.

User Defined Category

Save   Cancel

General Detail Files

Menu Title: ◆   [   ]

Menu Included: ◆   [All   ▾]

Page Heading: [   ]

Public Display: ◯ No   ⦿ Yes

Order: [0   ]

Save   Cancel

Menu Option with Custom Data: This option allows for a custom page to be created by the administrator. This menu type also allows for sub menu's to be attached to this category.

User Defined Category

[Save] [Cancel]

| General | Detail | Files |

Menu Title: ◆ [   ]

Menu Included: ◆ [All   ▾]

Page Heading: [   ]

Sub Menu For Attached Items: ○ No ● Yes

Public Display: ○ No ● Yes

Order: [0   ]

[Save] [Cancel]

Menu Option with IFrame: This will create a menu item along your website menu. This option would usually be selected to house another website page on the organisation's website.

User Defined Category

[Save] [Cancel]

| General |

Menu Title: ◆ [   ]

Menu Included: ◆ [All   ▾]

Page Heading: [   ]

URL: [   ]

Public Display: ○ No ● Yes

Order: [0   ]

[Save] [Cancel]

5. Once all the relevant fields are entered, click **Save.**

6. To ensure that the category is displayed, click the **Red Status Cross**, to make it a **Green Tick** to activate.

Related Articles

[template("related")]