Items

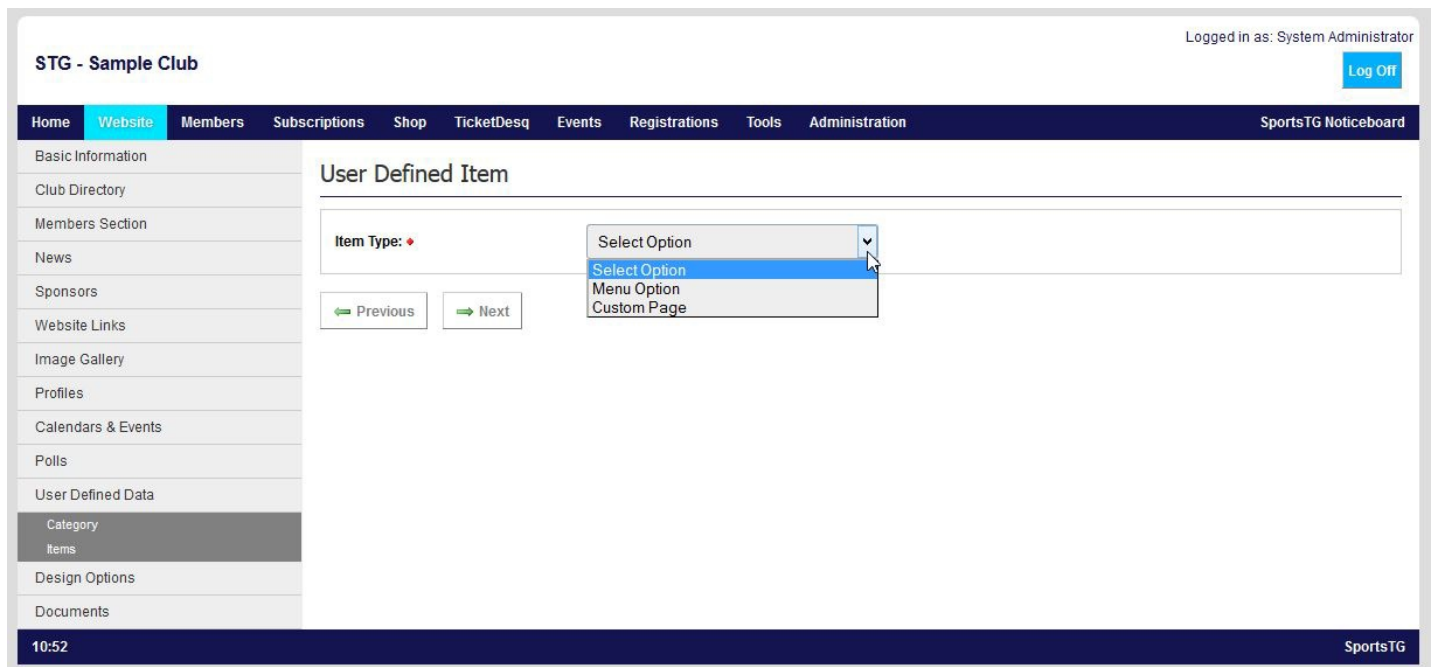*Last Modified on 05/09/2016 12:03 pm AEST*

Quick Steps: Website > User Defined Data > Items

This function allows the administrator to create sub-menu items on their website.

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

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

3. Click **Add**

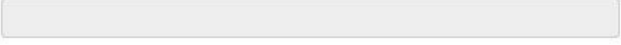4. Select the **Item Type** from the drop down menu

Menu Option: Creates a sub-menu under a Category. This type of item would usually be used to link to an external website.

User Defined Item
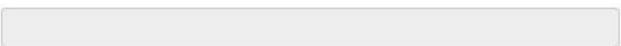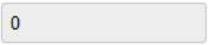
[Save]   [Cancel]

General

Category: ◆	About Us ▾
Menu/Page Title: ◆	[ ]
URL: ◆	[ ]
New Window:	⦿ No ○ Yes
Order:	0

[Save]   [Cancel]

Custom Page: Creates a sub-menu under a Category. This option allows for a custom page to be created by the administrator.

User Defined Item

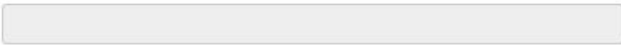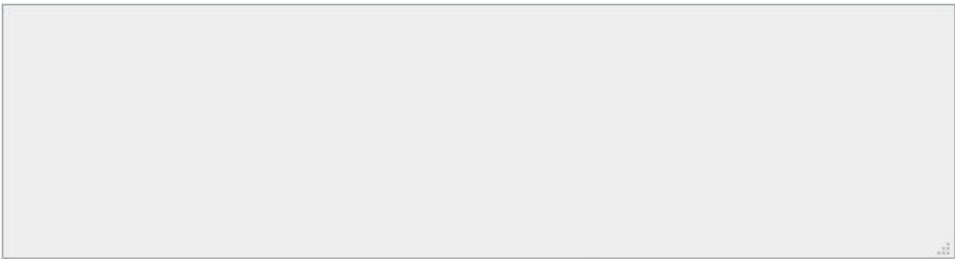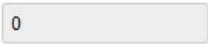[Save]   [Cancel]

General Detail Files

Category: ◆	About Us ▾
Menu/Page Title: ◆	[ ]
Summary:	[ ]
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")]