

How to Create a Page and Manage Left Side Navigation

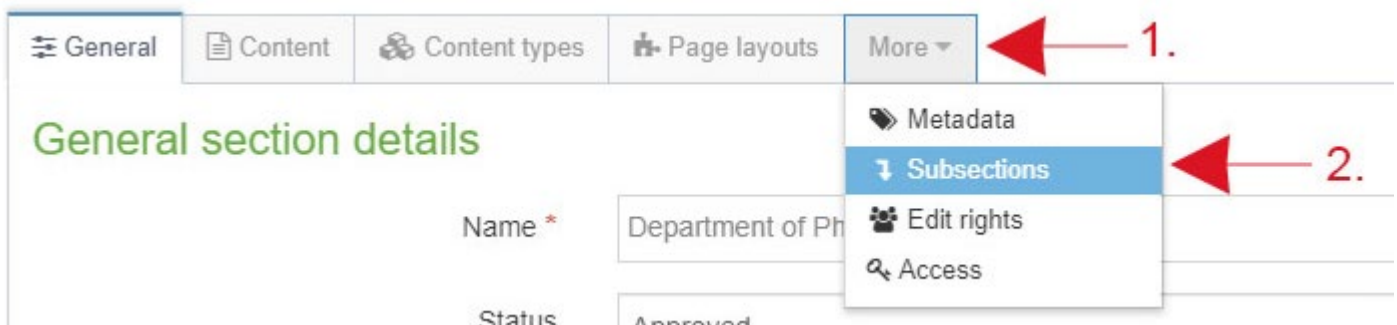
1. **Click the Actions button** on the Section (parent) where you want the new page (child) to be located inside. Then, select **Create Section**. In the example below, the new page would appear in the top level in the Department of Physiology.



2. A blank section with the General tab open will open. **Enter the page title**, then **check or uncheck Shows in Navigation**. If Shows in navigation is unchecked, the page will not appear in the left navigation. If it is checked, it will appear inside the Section of the Actions button you selected. By default, the new page will display as the last page of the Section (the bottom). When done, **click the blue Save Changes button** at the bottom of the page. You must first save the page before you can add content.

The screenshot shows the 'General section details' form. The 'Name' field is 'NAPPSS Virtual Seminars'. The 'Status' is 'Approved'. Under 'Section options', 'Mark as link section' is unchecked and 'Show in navigation' is checked. Red arrows point from the text 'This will appear as the page title and left navigation, if "Show in navigation" is checked.' to the 'Name' field and the 'Show in navigation' checkbox.

3. If you want to move the new page from the bottom of the navigation to somewhere else in the navigation, click the click the same Actions button you selected in step 1 (the parent). Then choose **Edit Section**. The Section will open with the General tab open by default. Mouse over the **More** tab, then click **Subsections**.



4. The order subsections appear in T4 are how they will appear in the left navigation. The new page we just created will appear at the bottom. **Click and drag** the “handlebar” to the left of the name of the new Section. Drag the new page where you want it to reside.

Display All records **1. Change to All** Filter:

Order	Name	Last modified	Actions		<input type="checkbox"/>
	Physiology Home	July 21, 2017 2:51 PM	Actions		<input type="checkbox"/>
	Graduate Training	November 13, 2015 7:39 PM	Actions		<input type="checkbox"/>
	Faculty	November 23, 2015 1:42 PM	Actions		<input type="checkbox"/>
	HH 520 Room Calendar	November 20, 2018 3:29 PM	Actions		<input type="checkbox"/>
	Core Facilities	November 13, 2015 7:39 PM	Actions		<input type="checkbox"/>
	Administrative Staff	July 21, 2017 1:57 PM	Actions		<input type="checkbox"/>
	Student Research Seminar Series	November 15, 2017 1:18 PM	Actions		<input type="checkbox"/>
	Current Buzz	November 13, 2015 7:39 PM	Actions		<input type="checkbox"/>
	Glaser Prize in Imaging	May 10, 2018 12:39 PM	Actions		<input type="checkbox"/>
	Videos	April 3, 2019 9:34 AM	Actions		<input type="checkbox"/>
	Contact Us	January 31, 2017 10:34 AM	Actions		<input type="checkbox"/>
	sidebar	January 8, 2016 11:54 AM	Actions		<input type="checkbox"/>
	Config	March 23, 2016 9:28 AM	Actions		<input type="checkbox"/>
	MAPPSS Virtual Seminars	December 21, 2020 10:50 AM	Actions		<input type="checkbox"/>

Showing 1 to 14 of 14 entries **2. Use “handlebar” to click and drag to new location higher in list.** < 1 >

3. Click Save Changes

Delete Cancel Save changes

5. Publish the Branch.

Note: Since the left navigation changed and the left navigation appears on every page, every page needs to be published. The branch is the entire site/section. Publishing the branch is publishing every page.

The screenshot displays a list of branches for the Department of Physiology. Each row includes a folder icon, the branch name, a green circle with a count, an orange circle with a count, and a red circle with a count. An 'Actions' dropdown menu is open for the 'Department of Physiology' branch, listing various actions such as 'Create section', 'Edit section', 'Preview section', 'Move section', 'Duplicate branch', 'Mirror branch', 'Delete section', 'Create content', 'Edit content', 'Delete content', 'Publish section', and 'Publish branch'. The 'Publish branch' option is highlighted in blue and circled in red.

Branch Name	Green Circle Count	Orange Circle Count	Red Circle Count	Actions
Department of Physiology	18	0	0	Actions
Physiology Home	0			+ Create section
Graduate Training	1			✍ Edit section
Faculty	1			👁 Preview section
HH 520 Room Calendar	0			📁 Move section
Core Facilities	1			📁 Duplicate branch
Administrative Staff	9			📁 Mirror branch
Student Research Seminar Series	6			🗑 Delete section
NAPPSS Virtual Seminars	0			+ Create content
Current Buzz	1			✍ Edit content
Glaser Prize in Imaging	1			🗑 Delete content
Videos	11			🏠 Publish section
Contact Us	1			📁 Publish branch