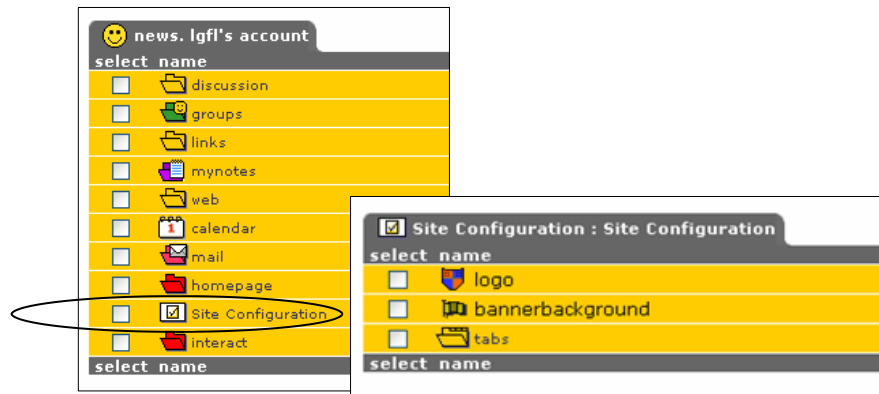


Creating a Hidden Menu

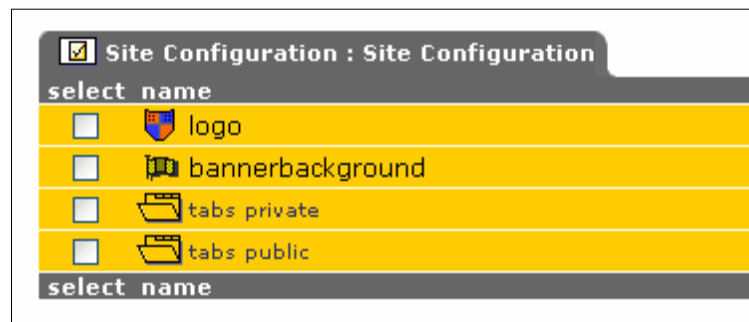
This guide takes you through creating a menu item that only appears when certain users are logged in. This principle can be used to create entirely different menu collections for a whole variety of users instead of the single change shown here.

1.) Navigate into to the site configuration folder.



2.) Make a copy of the existing menu by copying and pasting the “tabs” folder and it’s contents. It’s useful at this point to rename the folders to help you remember which is going to be which.

(Note: The system will check for an accessible tabs collection from the top downwards and when it finds one the user can see, it will display it and stop. Therefore it is important to realise that any restricted menus should be placed at the top of the list, a public version of the menu that everyone can read should be the very last folder.)



3.) Select the tabs folder that is to be hidden with the tick box and select the “access” option.

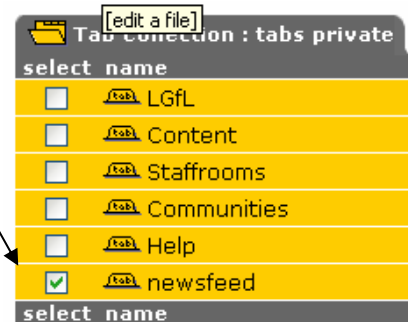


4.) Apply the readership rights to the group that you want to be able to see the menu.

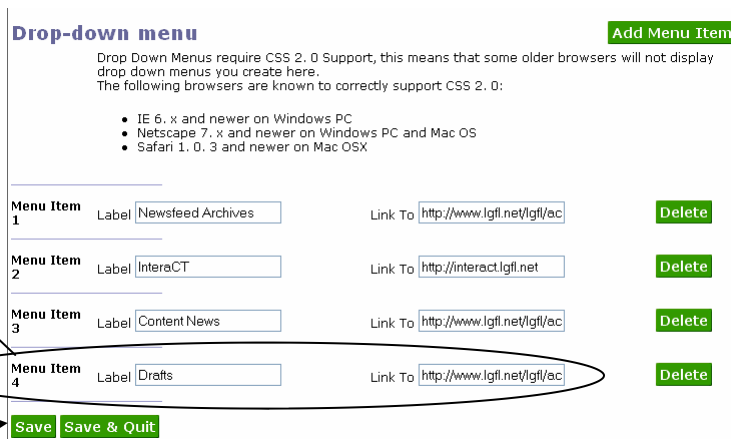
(Select **No-one** if you want to be the only one able to see it when you are logged in.)



5.) If you go inside the restricted Tabs folder you can now customise the menu any way you like. Here we select an existing tab and click **edit**...



6.) ...add an extra drop down item...



7.) ...click **Save**...

8.) ...and the hidden option is ready to view.

N.B. Remember that each tab collection needs to include a complete copy of what is in the public tabs folder if you want those options to be seen as well.

