

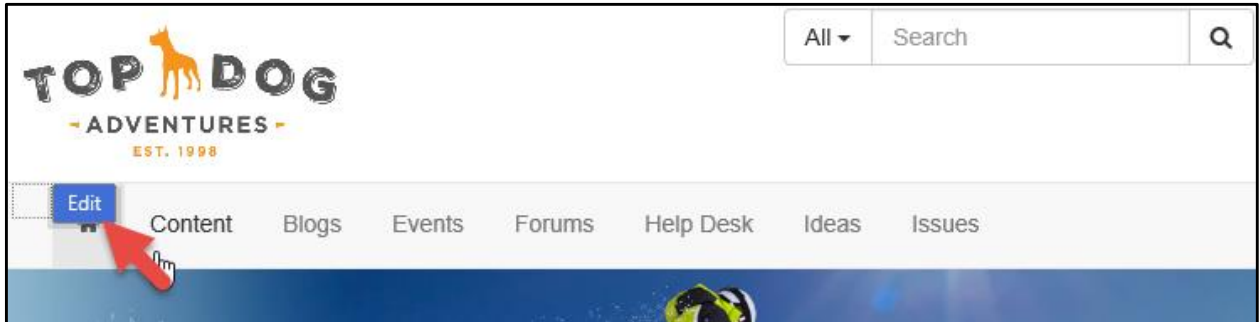
Updating the Primary Navigation

After completing this guide you will be able to update the primary navigation of your web portal including adding, deleting, reordering and grouping links.

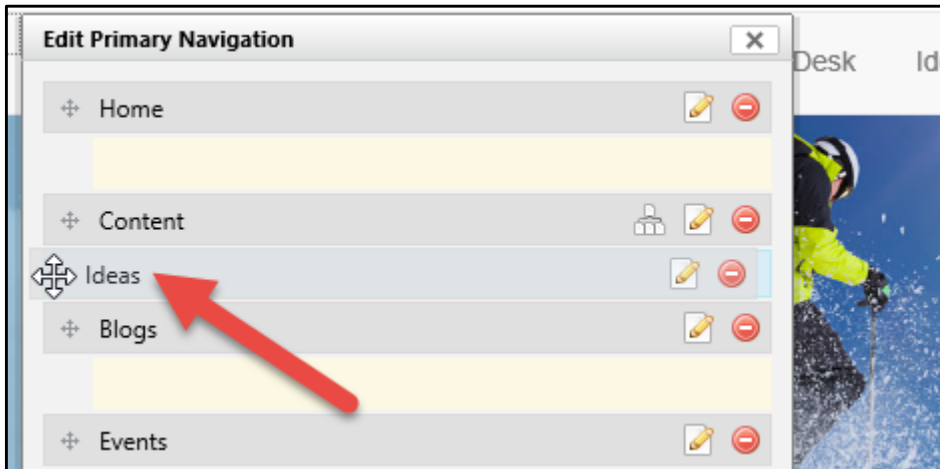
How to Update the Primary Navigation

How to Reorder Navigation Links

- 1) Login to your Portal as an Administrator.
- 2) Hover over the navigation menu and click Edit.

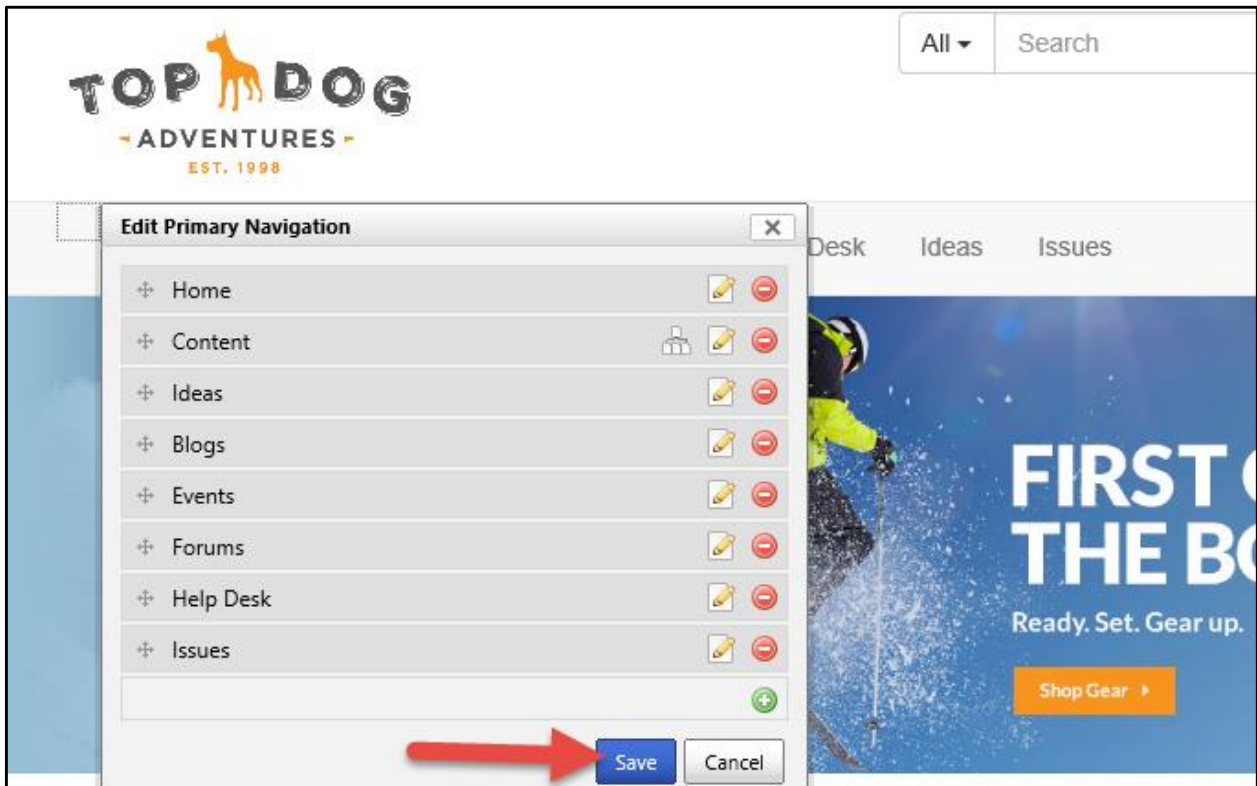


- 3) Drag the Ideas link and place it after Content.

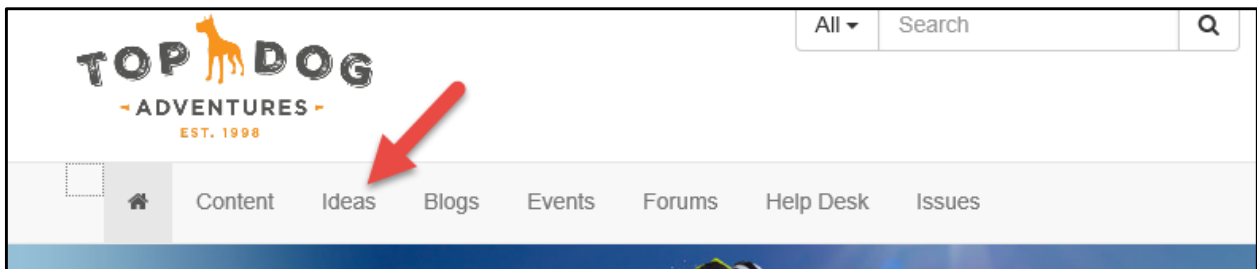


Updating the Primary Navigation

4) Click Save.

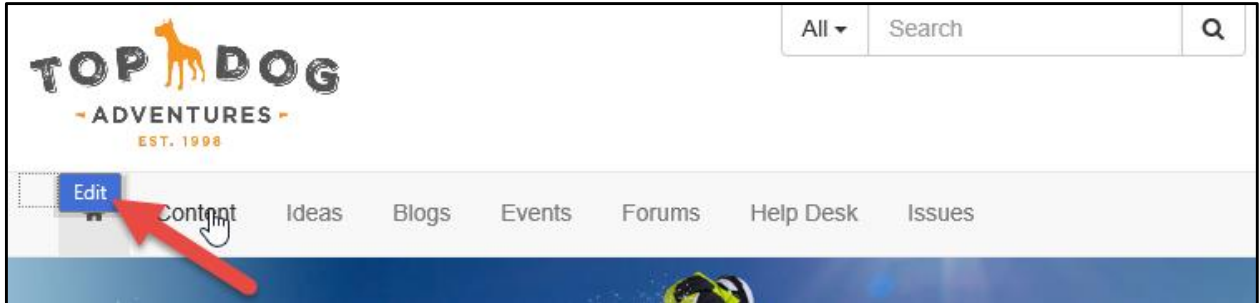


5) Refresh the page and make sure the Ideas link was moved.

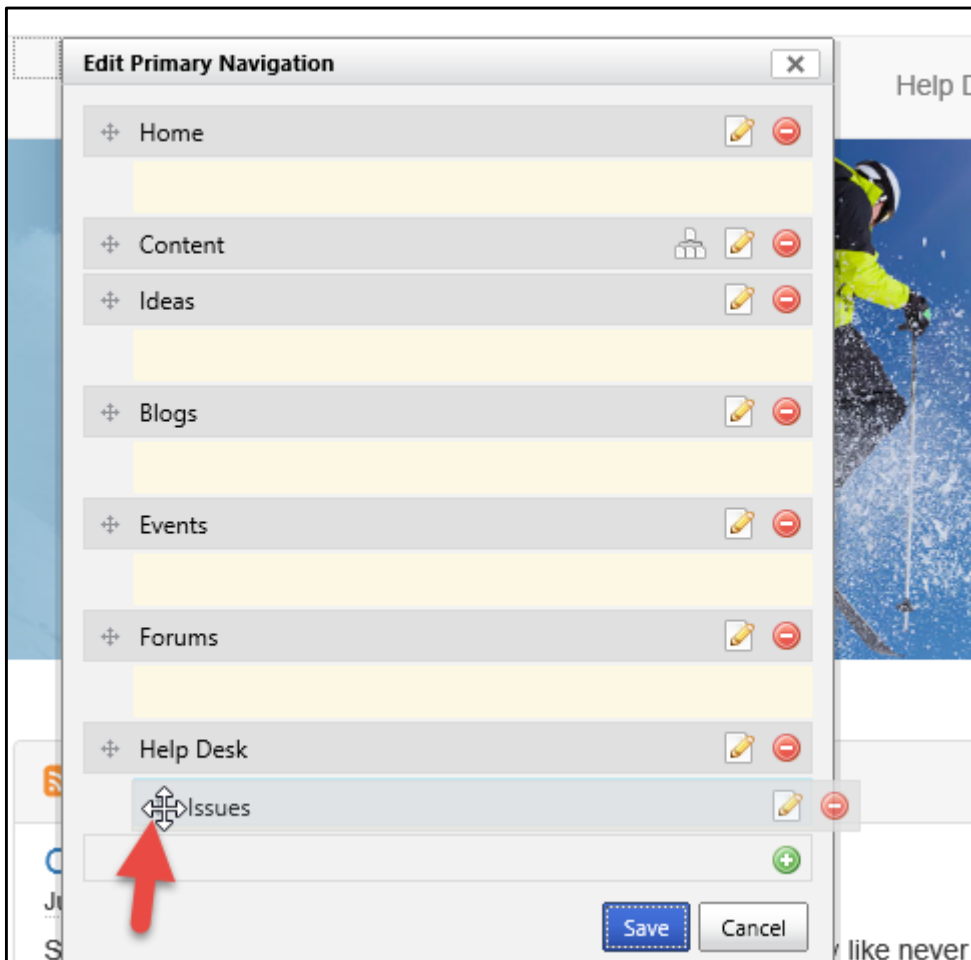


How to Group Navigation Links

- 1) Make sure you are logged in to your Portal as an Administrator.
- 2) Hover over the navigation menu and click Edit.

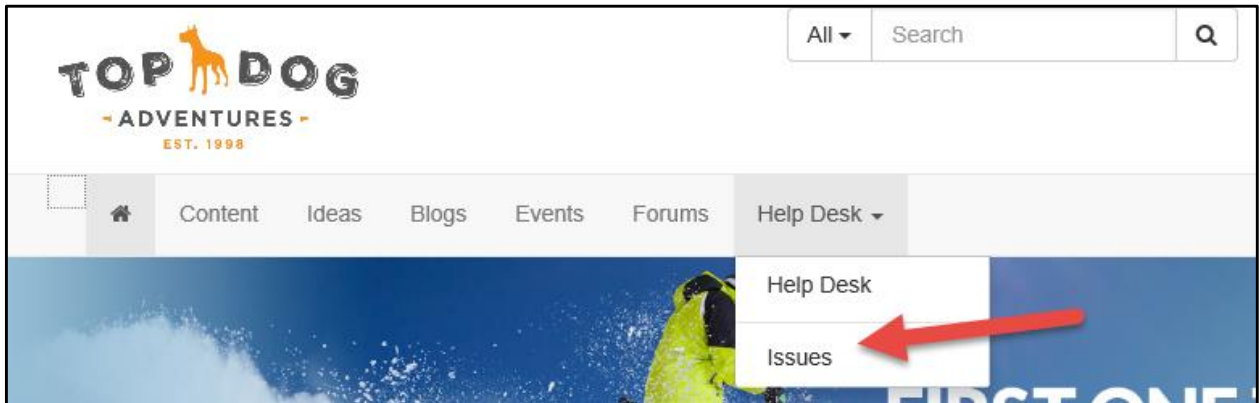


- 3) Drag the Ideas link from the icon and place it after Content.
- 4) You will move the Issues link under Help Desk. Drag the Issues link, directly below but slightly to the right under the Help Desk link.



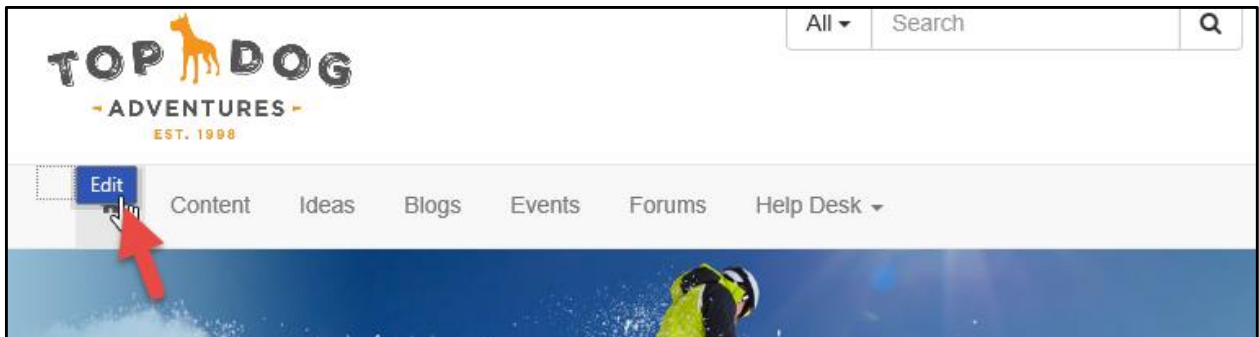
Updating the Primary Navigation

- 5) Click Save.
- 6) Refresh the page and make sure the Issues link was grouped with Help Desk.

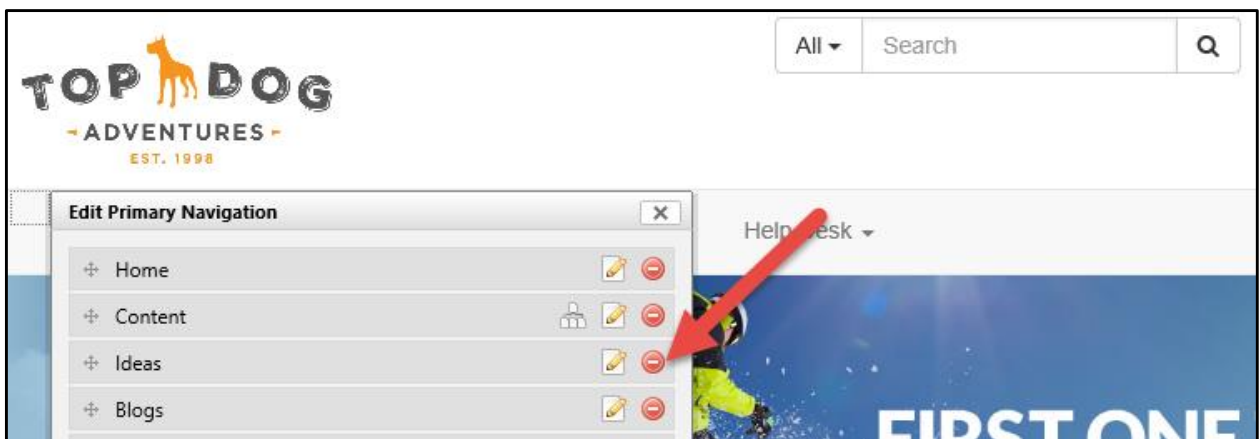


How to Delete Navigation Links

- 1) Make sure you are logged in to your Portal as an Administrator.
- 2) Hover over the navigation menu and click Edit.

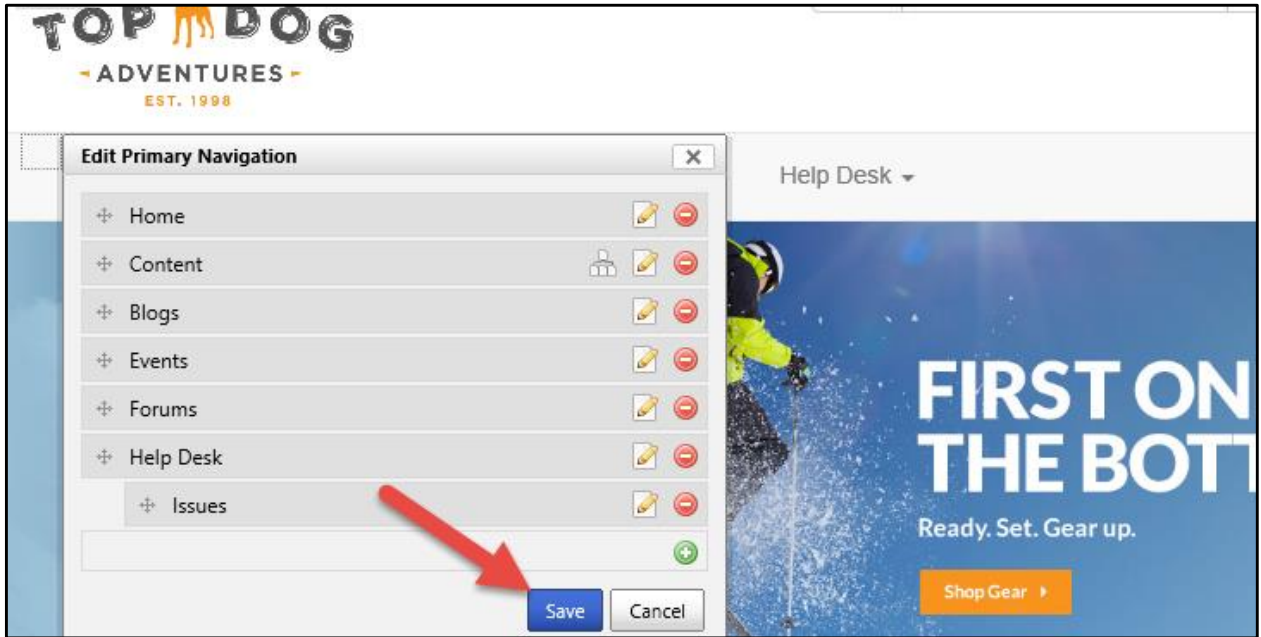


- 3) Locate Ideas and click the red minus icon to Delete.

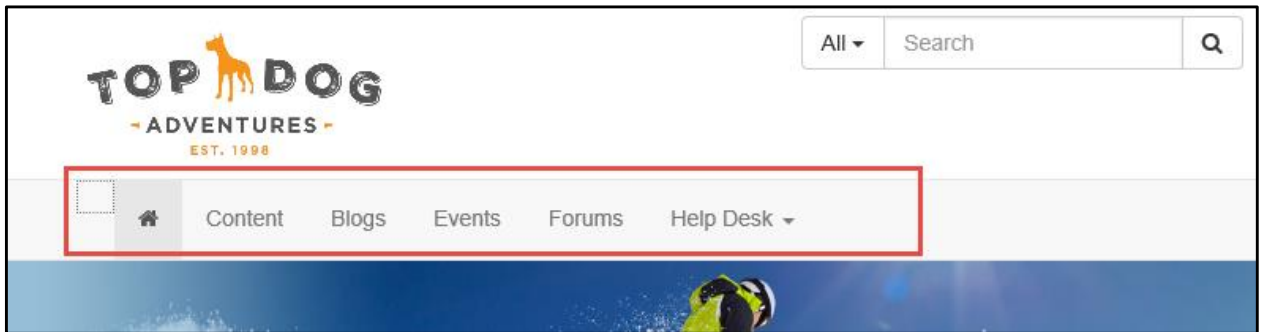


Updating the Primary Navigation

4) Click Save.

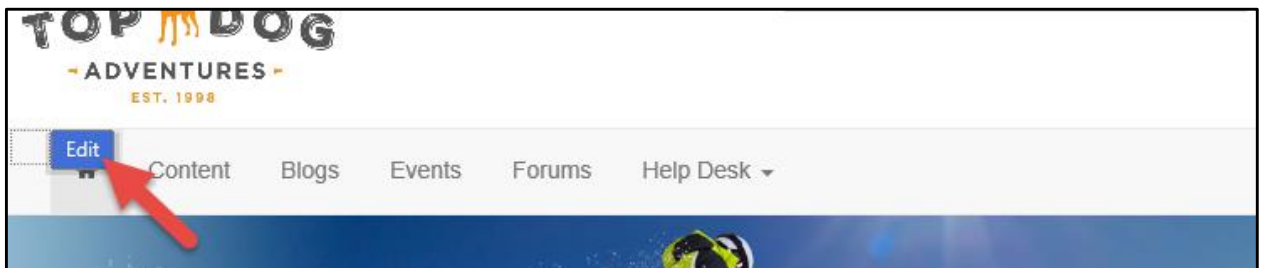


5) Refresh the page and make sure the Ideas link is no longer in the navigation.



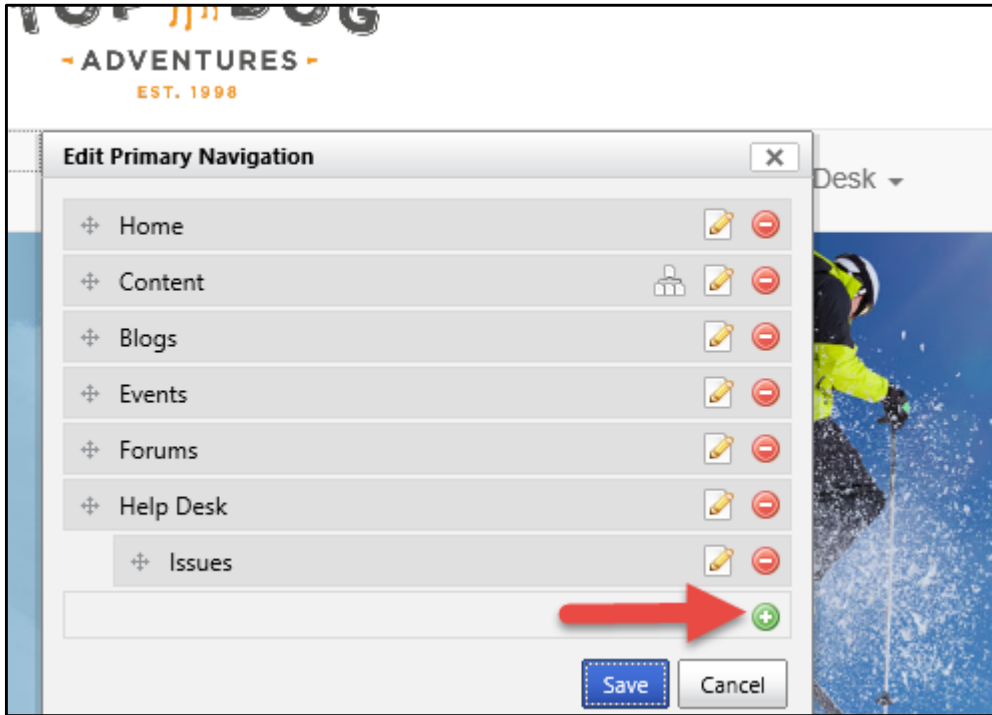
How to Add Navigation Links

- 1) Make sure you are Logged in to your Portal as an Administrator.
- 2) Hover over the navigation menu and click Edit.

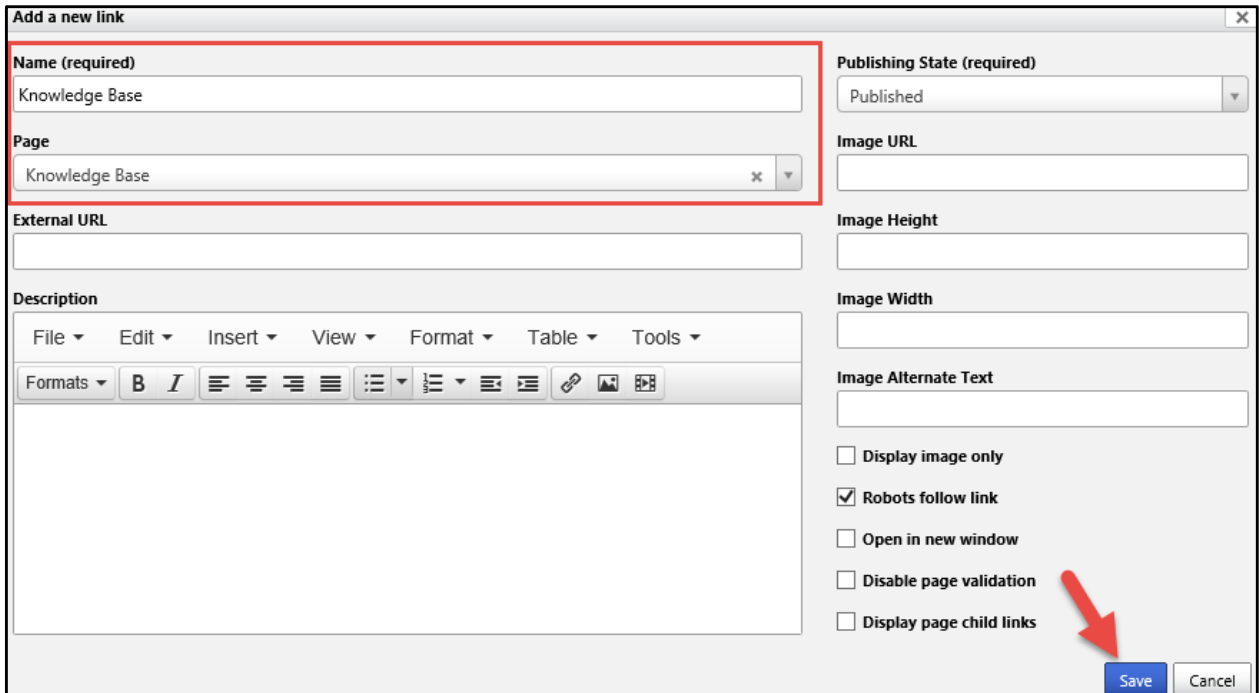


Updating the Primary Navigation

- 3) Click the green plus icon to Add.

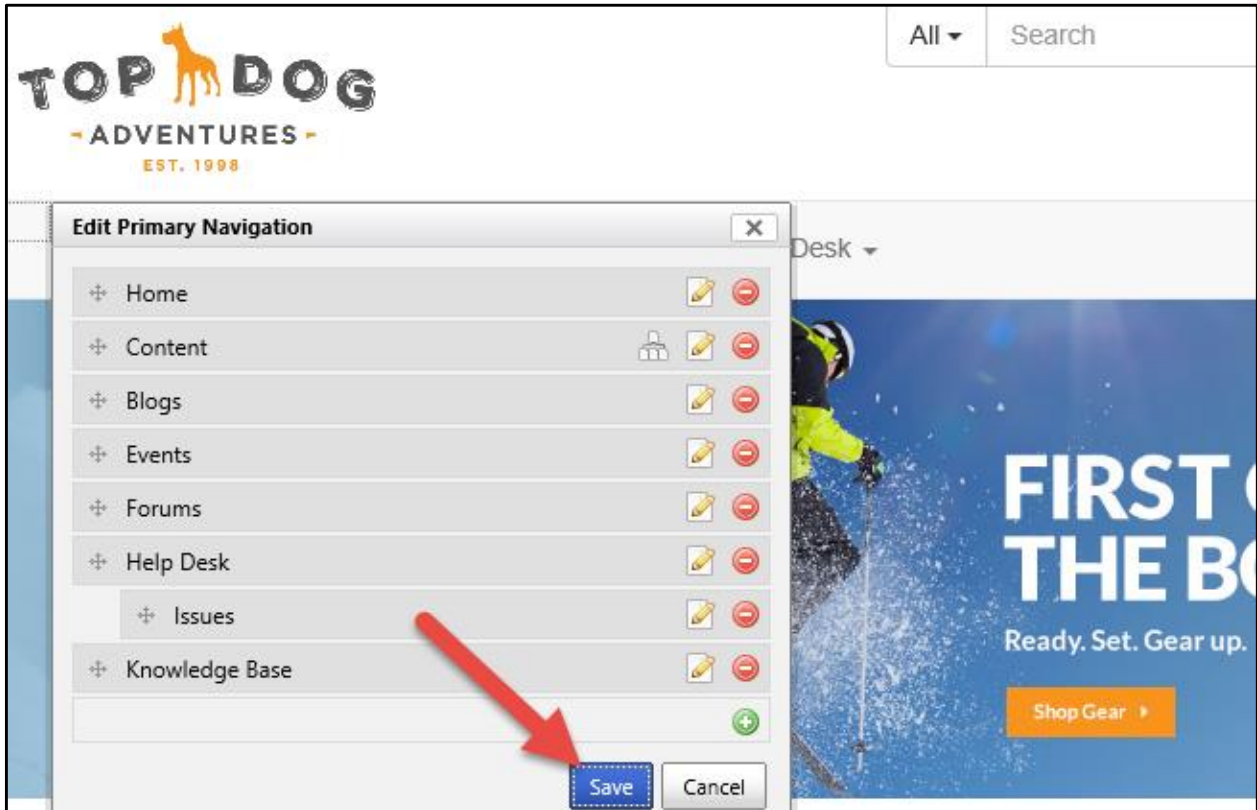


- 4) You will add Knowledge Base link to the navigation menu. Enter "Knowledge Base" for Name, select Knowledge Base from the Page dropdown and click Save.

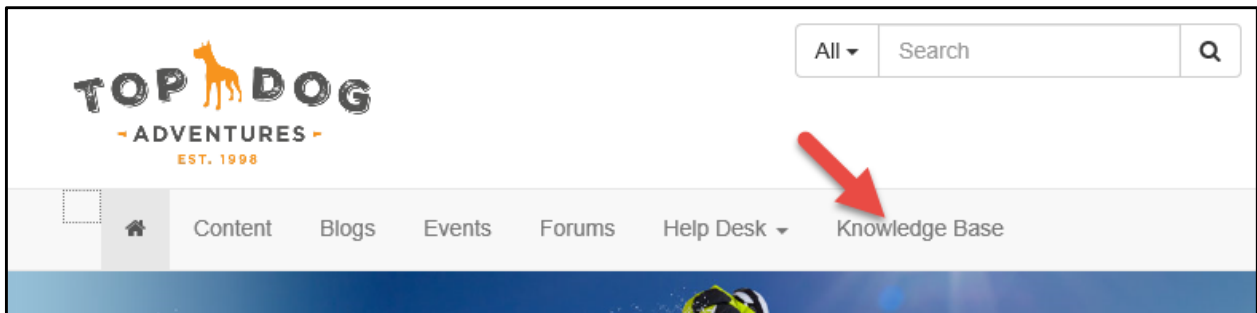


Updating the Primary Navigation

5) Click Save.



6) Knowledge Base link will be added to the navigation menu. Click on the Knowledge Base link to navigate to the Knowledge Base page.



This concludes the *Updating the Primary Navigation* guide.