

# Add a page to the CMS

## Overview

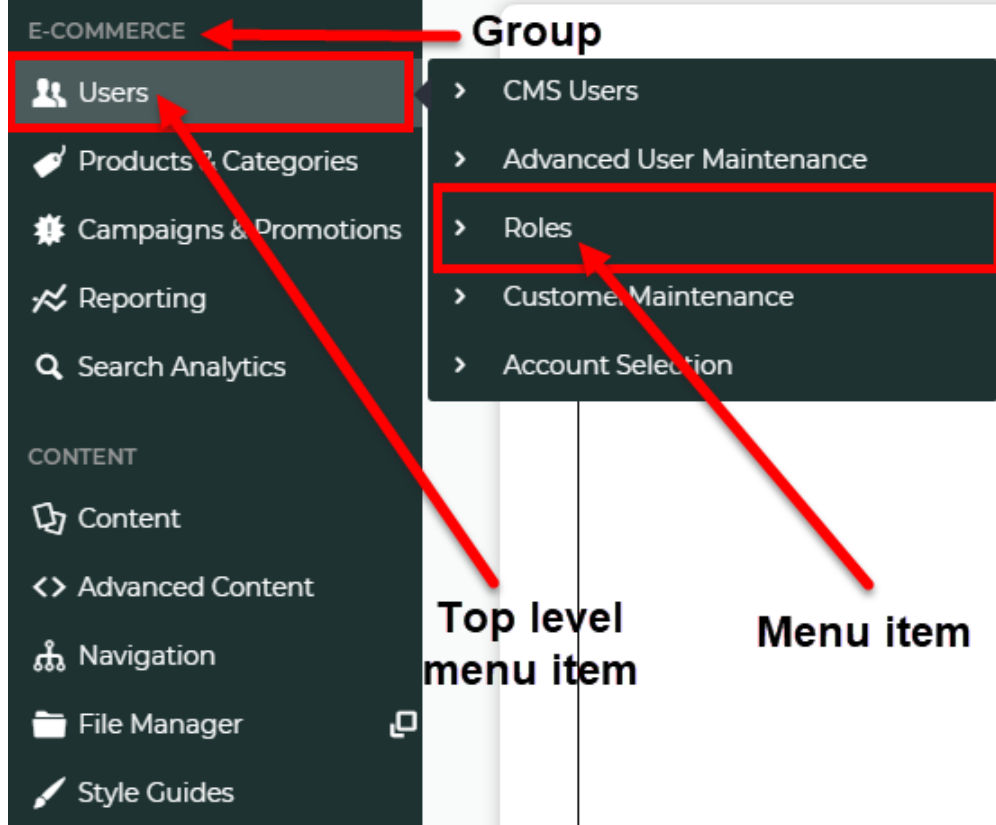
You can access all pages in the CMS via the navigation menu. This is located on the left side of the CMS screen. Out-of-the-box, there are standard pages available on all sites. **NOTE** - What menu items a CMS user can see also depends on the features enabled on the site and the [Role\(s\)](#) set against their User Name.

For some functions, sites may require access to non-standard pages. For example, certain team members may need to frequently use a web page usually available once logged into your website. Or your site has an added custom feature that is maintained through a non-standard page.

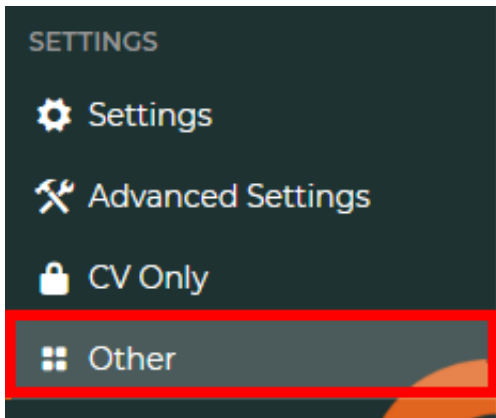
This guide will show you how to add a page (called a 'resource') to the CMS. Be aware the the page you add to the CMS menu has to first exist as [a menu item on the CSSADMIN menu](#). Otherwise it will not appear in the CMS.

**Before you begin, decide where on the CMS Navigation Menu you want the page link added...**

The standard CMS Navigation Menu has three levels for organisation. The highest level contains three *group* menus: 'E-Commerce', 'Content' and 'Settings'. Each group menu has several *top level menus* under it. Top-level menu items are fly out menus. This means when selected, a top level menu will expand to display its *menu items*. Menu items are page links. For example, to access the 'Roles' page, you navigate to the 'E-Commerce' group, click the fly out menu item 'Users', then click 'Roles'.



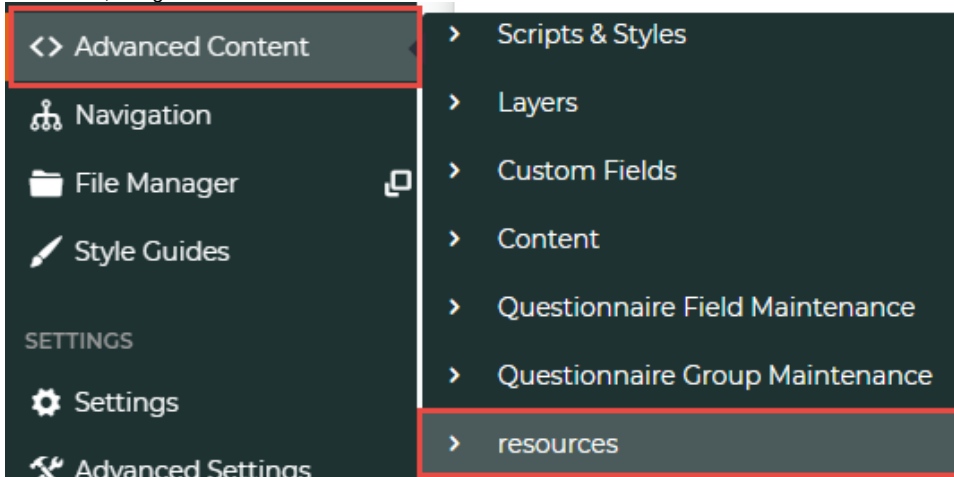
You can add a page link to a top level menu of one of the three groups 'Ecommerce', 'Content' and 'Settings'. But if none of these are suitable, you can add a separate top level menu called 'Other'. By default, this displays under the 'Settings' group.



## Step-by-step guide

To add a page to a CMS group menu:

1. In the CMS, navigate to **Advanced Content Resources**.



2. In **Resource Maintenance**, search for the resource **rcCssAdminPageAdditions**.

Resource Maintenance			
Search For: <input type="text" value="rcCssAdminPageAdditions"/>		<input checked="" type="radio"/> Contains <input type="radio"/> Starts With	<input type="button" value="Search"/>
Resource Code	Language Code	Resource Value	Description
rcCssAdminPageAdditions-en-au		ECommerce   Users   CustomerMaintenance   CustomerMaintenance.aspx?mode=admin,ECommerce   Users   Advanced User Maintenance   UserMaintenance.aspx?mode=admin,ECommerce   Users   Account Selection   Accounts.aspx	

3. Click on **rcCssAdminPageAdditions**.

4. To edit the resource, click **Modify**.

Resource Code	Language Code	Resource Value	Description
rcCssAdminPageAdditions-en-au		ECommerce   Users   CustomerMaintenance   CustomerMaintenance.aspx?mode=admin,ECommerce   Users   Advanced User Maintenance   UserMaintenance.aspx?mode=admin,ECommerce   Users   Account Selection   Accounts.aspx	

Modify View : Delete

5. In **Resource Value**, add the page name. Each resource value must be comma-separated. This means if there are existing values, add a comma before you enter the new one.

How you add the resource value depends on where you want the page link to appear:

- a. **Under a standard existing group:** Group|Top level menu item| menu item label|page name

- b. **Under the Others menu:** menu item label|page name  
**NOTE** - 'Others' will automatically appear as a top level menu.

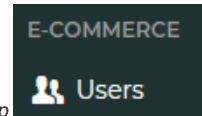


### Examples

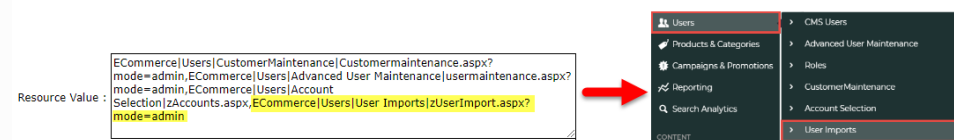
We want to add the User Imports page 'zUserImport.aspx?mode=admin'

(1) Adding to an existing group:

We want to add 'User Imports' to the Users menu.

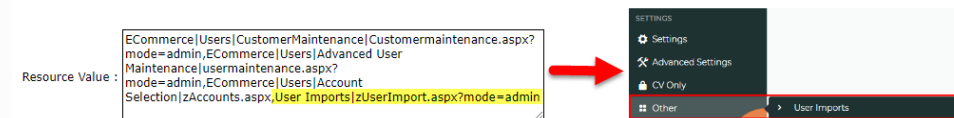


Add to top level menu 'Users' in the 'Ecommerce' group. Since there is an existing resource value, first, we add a comma, then 'ECommerce|Users|User Imports|zUserImport.aspx?mode=admin'.



(2) Adding to the 'Others' menu

Since there is an existing resource value, first, we add add a comma, then 'User Imports|zUserImport.aspx?mode=admin'



6. To save the changes, click **OK**.
7. Refresh the Dictionary for 'System Control'. (For a guide on refreshing the dictionary, see [Cache Refreshing](#).)
8. The page will now appear in the CMS navigation menu. **TIP-** If the page link does not appear, check that the page exists as a menu item on your website menu.

## Related help

- [Add a New Menu Item](#)