

Navigation customization

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How to customize the Navigation

This guide is designed to show the basic steps required and best practices to customize the Blesta navigation.

Admin Area

The screenshot shows the Blesta Admin Area dashboard. At the top, there's a navigation bar with links: Home, Clients, Billing, Packages, Tools, and Support. Below this is a search bar labeled "Smart Search". The main content area is divided into two sections. On the left, there's a calendar for June 2021 and a sidebar with links like "Manage Widgets", "Customize Dashboard", and "Quick Links". On the right, there's a "System Overview" section with a table showing statistics: Active Clients (1), Users Active Today (1), Active Services (3), and Recurring Invoices (0). Below this is a "Clients" section with a "Stacked" chart showing a peak in activity around June 09.

So in this example, we want to make a special Look and Feel tab so staff members can view the Look and Feel without having permission to the settings.

First, we need to go to Settings > Look and Feel and then Actions.

The screenshot shows the Blesta Admin Area Settings > Look and Feel > Actions page. The left sidebar has a menu with categories: General, Look and Feel, Automation, and Billing/Payment. The "Look and Feel" category is selected, and the "Actions" sub-category is active. The main content area shows a "Custom Actions" section with a table listing actions: Staff Navigation (0), Client Navigation (0), and Public Navigation (0). A "+" button is visible next to the table header.

We need to create a "Staff Navigation" link so click on the .

CompanySystem

General

Localization
Internationalization
Encryption
Contact Types
Marketing
Smart Search
Human Verification

Look and Feel

Themes
Template
Layout
Customize
Navigation
Actions

Automation

Billing/Payment

Add Action

Location

Staff Navigation Menu

Name

Templates

Link URL

ho.com/admin/settings/company/themes/

Add Action

Field Name	Description
Location	Select "Staff Navigation Menu", "Client Navigation Menu" or "Public Navigation Menu" to choose where to create the action.
Name	This is what will show up on the menu item.
Link URL	This is the link the menu item will link to.

Now we've made the Action we need to add it to the Staff Navigation Menu.

Go to settings > Look and Feel > Navigation and then Staff Navigation.

CompanySystem

General

Localization
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Human Verification

Look and Feel

Themes
Template
Layout
Customize
Navigation
Actions

Automation

Billing/Payment

Invoice and Charge Options
Invoice Customization
Invoice Delivery
Late Fees
Accepted Payment Types
Notices

Navigation

Staff NavigationClient NavigationPublic Navigation

ActionOptions

HomeAdd
ClientsAdd
BillingAdd
PackagesAdd
ToolsAdd
OverviewAdd
InvoicesAdd
TransactionsAdd
ServicesAdd
ReportsAdd
Print QueueAdd
BatchAdd

Navigation Menu

HomeRemove
ClientsRemove
BillingRemove
PackagesRemove
ToolsRemove
SupportRemove

Save Navigation

On the left, you'll see all the actions for the Staff Navigation and also menu items created by plugins. You'll see at the bottom the one we made called "Templates" click on Add and it moves to the right under Support.

CompanySystem

General

Localization
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Human Verification

Look and Feel

Themes
Template
Layout
Customize
Navigation
Actions

Automation

Billing/Payment

Invoice and Charge Options
Invoice Customization
Invoice Delivery
Late Fees
Accepted Payment Types
Notices

Navigation

Staff NavigationClient NavigationPublic Navigation

Action	Options
Home	Add
Clients	Add
Billing	Add
Packages	Add
Tools	Add
Overview	Add
Invoices	Add
Transactions	Add
Services	Add
Reports	Add
Print Queue	Add
Batch	Add

Navigation Menu

HomeRemove

ClientsRemove

BillingRemove

PackagesRemove

ToolsRemove

SupportRemove

TemplatesRemove

Save Navigation

Click on Save Navigation.

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My Info / Settings / Log Out

HomeClientsBillingPackagesToolsSupportTemplates

☆

Smart Search

CompanySystem

General

Localization
Internationalization
Encryption
Contact Types
Marketing
Smart Search
Human Verification

Look and Feel

Themes
Template
Layout
Customize
Navigation
Actions

Automation

Billing/Payment

Invoice and Charge Options
Invoice Customization
Invoice Delivery
Late Fees
Accepted Payment Types
Notices

The navigation was successfully updated.

Navigation

Staff NavigationClient NavigationPublic Navigation

Action	Options
Home	Add
Clients	Add
Billing	Add
Packages	Add
Tools	Add
Overview	Add
Invoices	Add
Transactions	Add
Services	Add
Reports	Add

Navigation Menu

HomeRemove

ClientsRemove

BillingRemove

PackagesRemove

ToolsRemove

SupportRemove

TemplatesRemove

Save Navigation

Client Area

Client Portal



My Account

Have an account with us? Log in here to manage your account.



Support

Looking for help? You can open a trouble ticket here.



Knowledge Base

Have a question? Search the knowledge base for an answer.



Order

Visit the order form to sign up and purchase new products and services.

Powered by [Blesta](#), © Phillips Data, Inc.

So in this example, we want to make a register link so visitors can register without making an order.

First, we need to create an order form for clients to register with, follow this guide to do just that: [Client Registration](#).

Secondly, we need to create a public navigation action by going to Settings > Look and Feel and then Actions.



Company	System
✖ General	
Localization	
Internationalization	
Encryption	
Contact Types	
Marketing	
Smart Search	
Human Verification	
✖ Look and Feel	
Themes	
Template	
Layout	
Customize	
Navigation	
Actions	
ⓘ Automation	
📄 Billing/Payment	
Invoice and Charge Options	
Invoice Customization	
Invoice Delivery	
Late Fees	
Accepted Payment Types	

Custom Actions

Staff Navigation (1) | Client Navigation (0) | Public Navigation (0)



There are no actions for this location.

We need to create a "Public Navigation" link so click on the

CompanySystem

✖ General

Localization
Internationalization
Encryption
Contact Types
Marketing
Smart Search
Human Verification

✖ Look and Feel

Themes
Template
Layout
Customize
Navigation
Actions

ⓘ Automation

📄 Billing/Payment

Invoice and Charge Options
Invoice Customization
Invoice Delivery
Late Fees
Accepted Payment Types

Add Action

Location
Public Navigation Menu

Name ?
Register

Link URL ?
estademo.com/order/main/index/register

Add Action

Field Name	Description
Location	Select "Public Navigation Menu", "Staff Navigation Menu" or "Client Navigation Menu" to choose where to create the action.
Name	This is what will show up on the menu item.
Link URL	This is the link the menu item will link to.

Now we've made the Action we need to add it to the Public Navigation Menu.

Go to settings > Look and Feel > Navigation and then Public Navigation.

blesta™

My Info / Settings / Log Out

HomeClientsBillingPackagesToolsSupportTemplates

☆Smart Search

CompanySystem

✖ General

Localization
Internationalization
Encryption
Contact Types
Marketing
Smart Search
Human Verification

✖ Look and Feel

Themes
Template
Layout
Customize
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ⓘ Automation

📄 Billing/Payment

Invoice and Charge Options
Invoice Customization
Invoice Delivery
Late Fees
Accepted Payment Types

Navigation

Staff NavigationClient NavigationPublic Navigation

Action	Options
Home	Add
Order	Add
Order History	Add
Affiliates	Add
Support	Add
Tickets	Add
Knowledge Base	Add
Register	Add
Add Custom Action	

Navigation Menu

▼ Home

▼ Order

▼ Support

▼ Affiliates

Save Navigation

On the left, you'll see all the actions for the Public Navigation and also menu items created by plugins. You'll see at the bottom the one we made called "Register" click on Add and it moves to the right under Affiliates.

Company

System

✕ General

[Localization](#)
[Internationalization](#)
[Encryption](#)
[Contact Types](#)
[Marketing](#)
[Smart Search](#)
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✕ Look and Feel

[Themes](#)
[Template](#)
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[Customize](#)
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ⓘ Automation

📄 Billing/Payment

[Invoice and Charge Options](#)
[Invoice Customization](#)
[Invoice Delivery](#)
[Late Fees](#)
[Accepted Payment Types](#)

Navigation

Staff Navigation

Client Navigation

Public Navigation

Action	Options
Home	Add
Order	Add
Order History	Add
Affiliates	Add
Support	Add
Tickets	Add
Knowledge Base	Add
Register	Add
Add Custom Action	

Navigation Menu

▼ Home

Remove

▼ Order

Remove

▼ Support

Remove

▼ Affiliates

Remove

▼ Register

Remove

Save Navigation

Click on Save Navigation.

Return to Staff Portal

[Home](#)
[Order](#)
[Support](#)
[Affiliates](#)
[Register](#)
Log In

Client Portal

My Account

Have an account with us? Log in here to manage your account.

Support

Looking for help? You can open a trouble ticket here.

Knowledge Base

Have a question? Search the knowledge base for an answer.

Order

Visit the order form to sign up and purchase new products and services.

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Conclusion

And there you have it, you've added a **register** link to the public navigation, this won't show up on the Clients navigation when a user has logged in and you have also added a Templates link to the Admin area for your staff users.