

# Navigation customization

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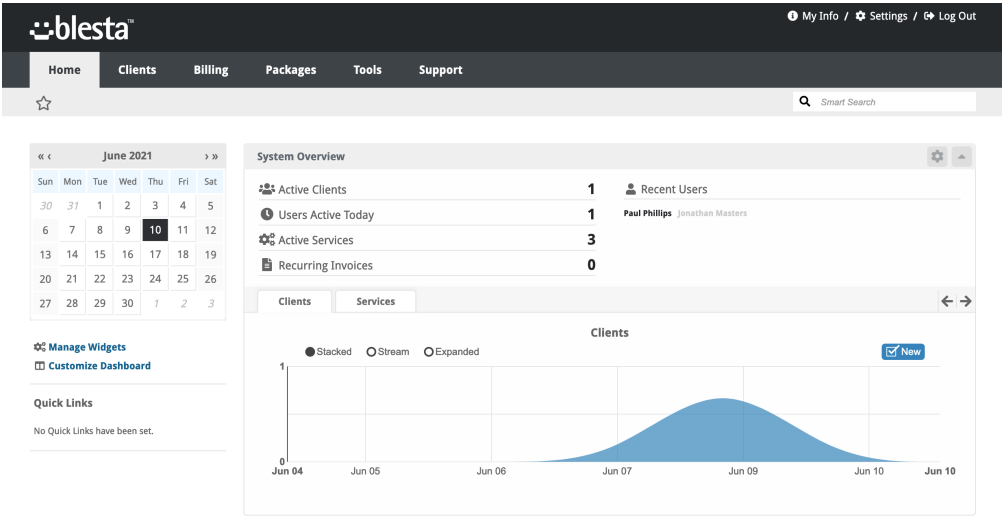
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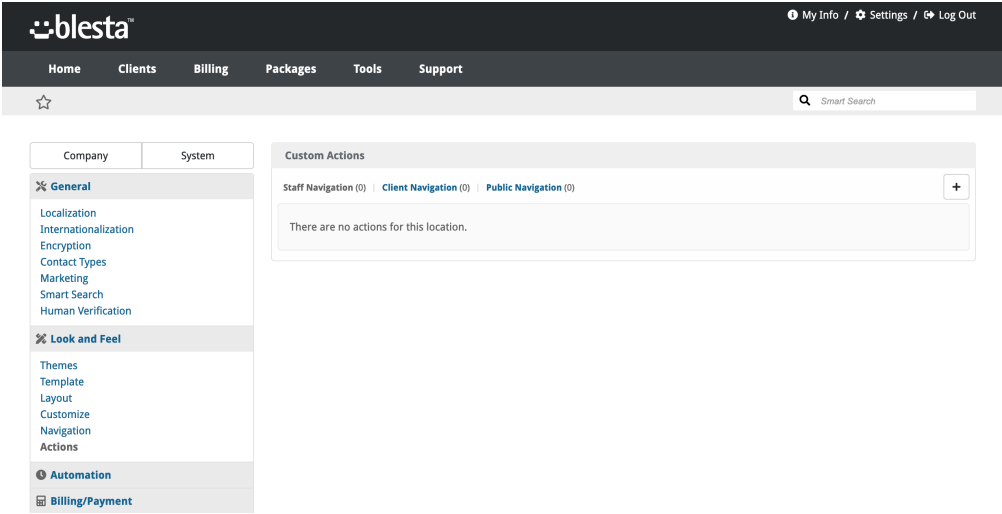
# How to customize the Navigation

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

## Admin Area



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.



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.

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Automation

Billing/Payment

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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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	
Home	Remove
Clients	Remove
Billing	Remove
Packages	Remove
Tools	Remove
Support	Remove
Templates	Remove

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  
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Look and Feel

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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	
Home	Remove
Clients	Remove
Billing	Remove
Packages	Remove
Tools	Remove
Support	Remove
Templates	Remove

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.



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Navigation	
Actions	
<strong>ⓘ Automation</strong>	
<strong>📄 Billing/Payment</strong>	
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

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Look and Feel

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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.

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My Info / Settings / Log Out

HomeClientsBillingPackagesToolsSupportTemplates

☆Smart Search

CompanySystem

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

Navigation

Staff NavigationClient NavigationPublic Navigation

ActionOptions

HomeAdd

OrderAdd

Order HistoryAdd

AffiliatesAdd

SupportAdd

TicketsAdd

Knowledge BaseAdd

RegisterAdd

Add Custom Action

Navigation Menu

HomeRemove

OrderRemove

SupportRemove

AffiliatesRemove

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

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✕ Look and Feel

[Themes](#)
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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
<a href="#">Home</a>	<a href="#">Add</a>
<a href="#">Order</a>	<a href="#">Add</a>
<a href="#">Order History</a>	<a href="#">Add</a>
<a href="#">Affiliates</a>	<a href="#">Add</a>
<a href="#">Support</a>	<a href="#">Add</a>
<a href="#">Tickets</a>	<a href="#">Add</a>
<a href="#">Knowledge Base</a>	<a href="#">Add</a>
<a href="#">Register</a>	<a href="#">Add</a>
<a href="#">Add Custom Action</a>	

Navigation Menu

▼ Home

Remove

▼ Order

Remove

▼ Support

Remove

▼ Affiliates

Remove

▼ Register

Remove

Save Navigation

Click on Save Navigation.

## 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.