

The screenshot displays the 'Menu Management' interface for 'Air4Media Pilot v1.0'. The interface is divided into three main sections: a left sidebar with navigation options, a central 'Menu Structure' area, and a right 'Live Preview' area.

- Left Sidebar:** Contains navigation links for Dashboard, Documents, Clients, Digital Assets, Pricing Licenses, Website, AI, Settings, Platform, Invoicing, Company Management, User Management, System Settings, Module Manager, Menu Management, Content Manager, Page Management, Template Management, Service Manager, Backup, Collaboration, Log Manager, and Log Monitor.
- Menu Structure:** A list of menu items with expand/collapse icons and refresh buttons. Items include Startup Package, Digital Assets, Startup Wizard, AirBeta, Budget, Analytics, Modules (with a 'New' badge), AI/Chat, AI/Book, AI/SAM, AI/Shop, AI/Chat, AI/Blog, AI/Catalog, AI/Forms, AI/Gallery, AI/Kit, Tools, AirCoupon, AirReview, Company Management, Pipeline, Activities, Appointments, Calendar, Quotes, Projects, Accounts, Invoices, Products, Company Settings, Business Setup, Domain Manager, Dashboards, Site Builder, Clients Dashboard (with a 'New' badge), AI Agent, Contracts, Booking Settings, Resources, Integrations, Webhooks, Automations, Reports, Email Templates, and Investor Deck.
- Live Preview:** A vertical sidebar on the right showing a dark-themed navigation menu with various icons and a search bar.

Menu Management

Control which pages appear in the navigation menus across your platform. Reorder items, show or hide pages, nest submenu entries, and organize sections — all changes take effect immediately without any configuration.

Key Features

- **Drag-and-Drop Reordering:** Grab any menu item and drag it to a new position or into a different feature group — the order saves automatically. Valid drop zones highlight green as you drag; invalid zones dim red
- **Sidebar & Top Bar:** Switch between the sidebar menu and top bar menu using the buttons at the top of the page
- **Show/Hide Items:** Toggle any item on or off using the eye icon — hidden items appear faded with a strikethrough in the list
- **Edit Item Details:** Change a menu item's title, icon, location, platform, feature group, and submenu placement from a clean edit panel
- **Submenu Support:** Assign a parent item to nest pages as submenu entries — child items appear indented beneath their parent in both the structure list and the live preview
- **Live Preview:** A real-time sidebar preview on the right updates as you make changes, showing exactly how the menu will look to users
- **Platform Sections:** Items are organized by platform (Air4 Pilot, Pilot, Portal) in collapsible sections — your expanded/collapsed state is saved between visits

How to Use

Reorder Menu Items

1. Open the **Menu Management** page
2. Find the item you want to move in the **Menu Structure** panel on the left
3. Click and drag it to a new position — green highlighting shows valid drop zones
4. Release to place it; the order saves automatically

Show or Hide a Menu Item

1. Locate the item in the list
2. Click the **eye icon** on the right side of the row
3. An open eye means the item is visible; a slashed eye means it is hidden

4. The change takes effect immediately

Edit a Menu Item

1. Click the **pencil icon** next to any item
2. Update the **Title** as needed
3. Click the icon button to browse and search available icons
4. Set the **Menu Location** — Sidebar, Top Bar, Footer, or None
5. Choose a **Parent Menu** to nest it as a submenu item under another entry
6. Adjust the **Platform Level** and **Feature Group** to control where it appears in the structure
7. Check or uncheck **Active** and **Show Divider After** as needed
8. Click **Save Changes**

Switch Between Menus

Click **Sidebar Menu** or **Top Bar Menu** at the top of the page to manage each menu separately.

Tips

- **Dashboard** and **Menu Management** are protected — they cannot be hidden, moved, or deactivated
- Items with a badge like "**2 sub**" have submenu children — click the pencil icon to view or change their parent assignment
- Use the **Refresh** button to reload menu data and discard any unsaved drag-and-drop changes
- Setting **Menu Location** to **None** removes an item from all menus without deleting it from the system
- Collapse platform sections by clicking their header to keep the list tidy — the state is remembered for your next visit