

Menu Management

Drag Items to reorder or group Refresh

Menu Structure

- Company Management
- Company Settings
- Domain Manager
- AiChat
- Dashboard
- AirMail
- Campaigns
- Subscribers
- Clients
- Quotes
- AI Agent
- Contracts
- Booking Settings
- Resources
- Pipeline
- Activities
- Workflows
- Calendar
- Integrations
- Appointments
- Webhooks
- Invoices
- Projects
- Accounts
- Products
- Reports
- Email Templates
- AirGallery
- Site Builder
- AirCatalog
- AirBlog
- AirForms

Air4 Pilot

- Service Manager
- Login Monitor
- TOOLS
- Site Editor
- System Settings
- Menu Management
- Module Manager
- Page Management
- REPORTS
- Backup
- ADMINISTRATION
- Invoicing
- User Management
- Log Manager

Pilot

- Site Management
- Assets Manager
- Contacts
- Query Browser
- TOOLS
- Email Management
- REPORTS
- Template Management
- Billing

Portal

- TOOLS
- AI Assistant
- ADMINISTRATION

Live Preview

Menu Management

Control which pages appear in the navigation menus across all platform areas. Reorder items, hide unused pages, and organize your menus by platform and feature group.

Key Features

- **Drag-and-Drop Reordering:** Grab any menu item and drag it to a new position or into a different feature group
- **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 menu item on or off without deleting it — hidden items are shown with a strikethrough
- **Edit Item Details:** Change a menu item's title, icon, location, platform, group, and submenu placement
- **Submenu Support:** Assign a parent item to nest pages as submenu entries beneath a top-level item
- **Live Preview:** See a real-time preview of how the menu will look as you make changes
- **Platform Organization:** Items are organized by platform (All Platforms, Air4 Pilot, Pilot, Portal) and collapsible feature groups

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
3. Click and drag the item to its new position — you can move it within a group or into a different feature group
4. Release to drop it in place; the order saves automatically

Show or Hide a Menu Item

1. Locate the item in the **Menu Structure** list
2. Click the **eye icon** on the right side of the item row
3. An open eye means the item is visible; a crossed-out eye means it is hidden
4. The change takes effect immediately

Edit a Menu Item

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

- The **Dashboard** and **Menu Management** items are protected and cannot be hidden or moved
- Platform sections can be collapsed and expanded by clicking the section header — your collapsed/expanded state is remembered between visits
- Use the **Refresh** button to reload the menu data if you need to discard unsaved drag-and-drop changes
- Items showing a badge like "**2 sub**" have submenu children — click the edit icon to see or change their parent assignment
- Setting **Menu Location** to **None** removes the item from all menus without deleting it from the system