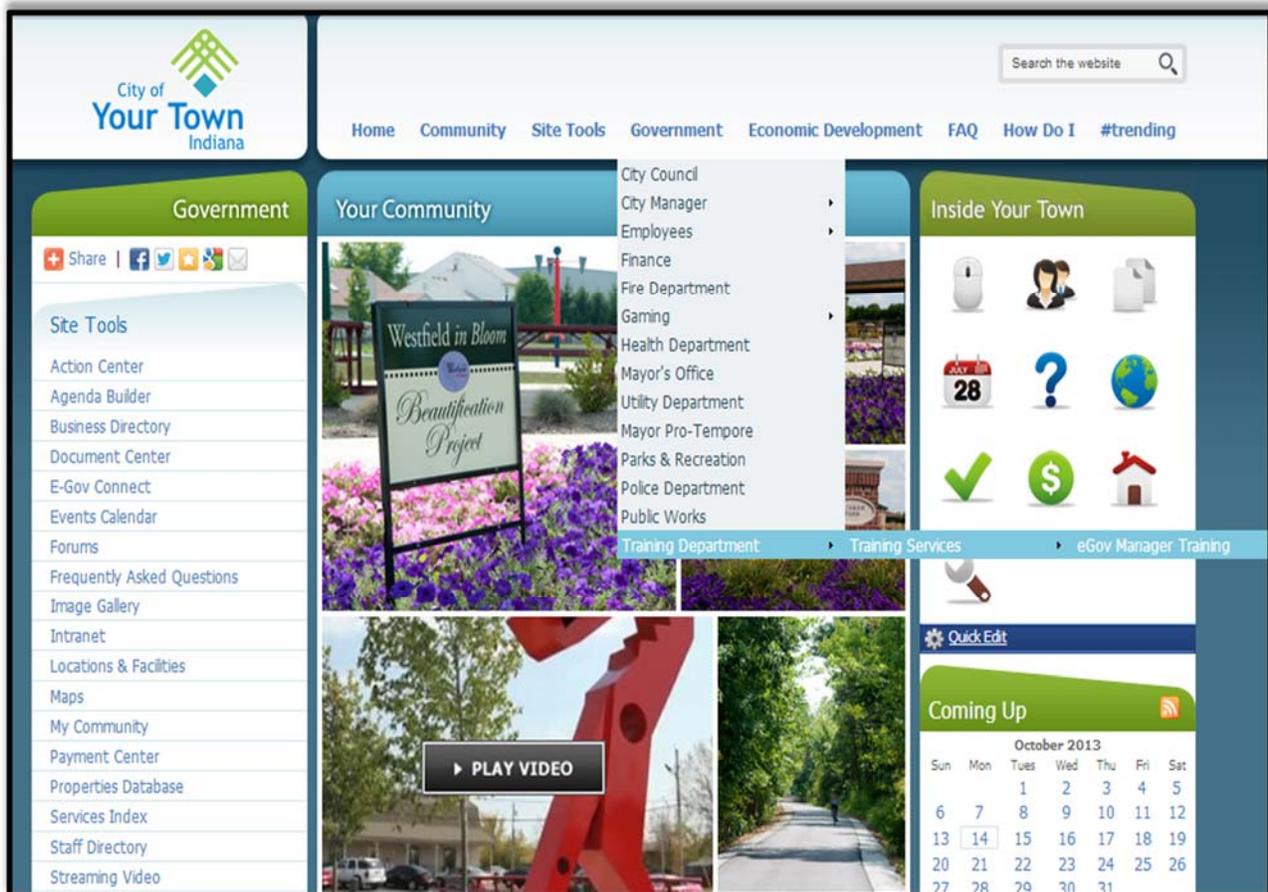


## Using the eGov Manager Navigation Builder

The following instructions will help you use your eGov Manager’s Navigation Builder to manage and modify the organizational hierarchy of your website. Navigation Builder is an efficient application that saves time and gives **Webmasters** the freedom and control they desire.

### NAVIGATION BUILDER provides you the ability to:

- Create and Modify your site’s main navigation elements;
- Create sub-levels items under the main navigation elements with additional fly-outs, providing an easy-to-navigate organizational hierarchy for your website;
- Create links from navigation elements to specific URLs or via the Link to eGov Content widget.



This guide will cover creating, associating, and modifying elements in the main navigation of your public page.

**Please Note:** This guide is generic. It is meant to show the overall functionality of the Navigation Builder Application and is not specific to any client. Should you have questions about using the Navigation Builder, please contact the eGov Support Team by emailing [support@egovstrategies.com](mailto:support@egovstrategies.com).

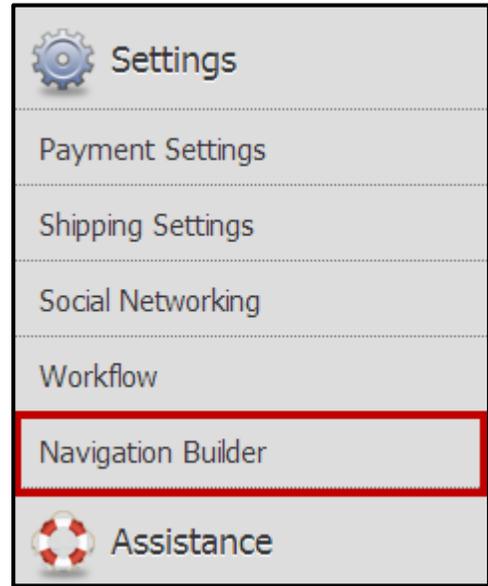
## eGov Manager – Locating the Navigation Builder

Once you are logged into the eGov Manager, you will locate the **Navigation Builder** by finding **Settings** on the left sidebar. If you click **Settings**, the list will expand and you can select **Navigation Builder**.

### NAVIGATION BUILDER COMPONENTS

The Navigation Builder application consists of three components, which function together to enable easy editing of your site's main navigation. They are as follows:

- ❖ **Directory Tree:** A tree of folders that corresponds to the current layout of the main navigation on your public page. Clicking on the plus sign next to a folder will expand the folder to show all subfolders or subpages of that category.
- ❖ **Navigation Panel:** The set of categories and subpages that mirrors that of your current site.
- ❖ **Options Menu:** This menu provides options for editing your navigation pages and subpages:
  - **Add a Subpage** – add and associate a structure (sub)page
  - **Edit this Page** – modify the input fields or associations of a page
  - **Preview this Page** – view your page as it would appear on the public side
  - **Delete this Page** – delete a page from the main navigation of your site
  - **Cancel**



Navigation Builder

## Edit Top Navigation

**Options Menu**

➕ Add a Subpage ✎ Edit this Page 🔍 Preview this Page 🗑 Delete this Page ✖ Cancel

Home | Community | Site Tools | Government | Economic Development | FAQ | How Do I | #trending

**Navigation Panel**

**Directory Tree**

- My Web Page
  - Home
  - Community
  - Site Tools
  - Government
  - Economic Development
  - FAQ
  - How Do I
  - #trending

🔄 Reset 💾 Save & Continue

Additional options include **Reset** and **Save & Continue**. *Please Note: Resetting the Navigation Builder will allow you to restore the navigation as you had it **before** you started your eGov Manager session.*

## Using the Navigation Builder

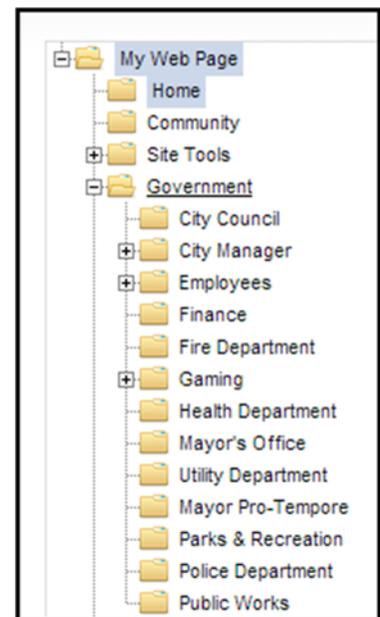
The Navigation Builder is a tool that is largely intended for Webmasters and Project Leaders/Managers. Since your main navigation is a primary fixture of your site, we highly recommend that you only configure other staff users (Administrators) if it is absolutely necessary for them to have access.

In addition, we strongly caution and discourage users against making major changes to the top level navigation categories, as they may affect the spacing of the main navigation and can cause issues to the styling and design of the site.

For the purposes of this guide, we will be creating, associating, and modifying structural pages that pertain to the addition of the Your Town Training Department.

### 1. ADDING A PAGE TO THE DIRECTORY TREE

1. To add a page, select a folder from the **Directory Tree** and click on **Add a Subpage** from the **Options Menu**. If needed, click on the (+) sign to expand the folder and select from any of the subfolders.
  - i. To add the new Training Department to the Your Town main navigation, we will select the government folder and expand it to choose any of the subfolders.
2. A small window will appear (shown below) to be used for associating and classifying your page.



## 2. ASSOCIATING THE NEW PAGE

1. You will see the following four input fields:

- 1) **Page Name:** Type the name of the page as you would like it to show up on the public side
- 2) **Link:** To link to an external page, simply type the URL of that page in the link box.

- a. To associate the page to an **existing** Department, Division, Topic, Subtopic, Category, or Subcategory page, click the **Link to eGov Content** icon to the right of the box. This is just an association tool. If the page does not **already** exist in the Manager, Navigation Builder will **not** create it.

**Add a Subpage**

Page Name:

Link:  

Open In:

Insert At:

**Add a Subpage**

Page Name:

Link:  

Open In:

Insert At:

**Link to eGov Content**

Content Type:

Find:

in:  Title  Full Context

Records 1-25 of 25 Shown

Item	Preview
<b>Test Regression Department</b> This is the department description.	<input type="button" value="Preview"/>
<b>Mayor Pro-Tempore</b>	<input type="button" value="Preview"/>
<b>Public Works</b>	<input type="button" value="Preview"/>
<b>eGov Sales Access</b>	<input type="button" value="Preview"/>
<b>Training Department</b>	<input type="button" value="Preview"/>
<b>Finance</b> IS department handles all desk top support issue as well as the technology that runs the government.	<input type="button" value="Preview"/>
<b>Fire Department</b> This is a test department. Add new content here.	<input type="button" value="Preview"/>
<b>City Council</b> This is a test.	<input type="button" value="Preview"/>
<b>Parks &amp; Recreation</b>	<input type="button" value="Preview"/>

- b. Another window will appear – you will see a drop-down menu at the top entitled **Content Type**. Scroll to the bottom of the menu to find the lists of structural elements. You can also search for the desired structural element by inputting its title in the **Find In** field.
- c. Select the element in question and click the **Insert** button at the bottom of the window. This will link the structural element to your navigation page or subpage.

**3) Open In:** Choose to either have the new page open in a **New Window** or within the **Same Window**.

**4) Insert At:** Pick whether you want to associate the new page at the **Same Level** or **Below Current**. For example, if we selected the **Government** page to add the **Training Department** under, we would select the **Below Current** option.

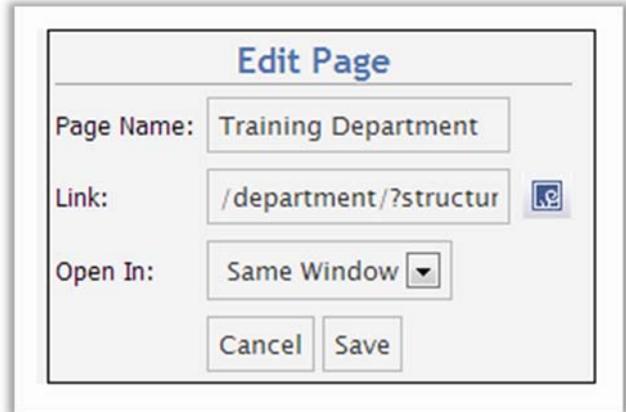
Click **Save** at the bottom of the window. Now that you have associated your new page, you will be able to see its corresponding folder added to the **Directory Tree**, as well as a corresponding tab added within the **Navigation Panel**.



Government	Economic Development	FAQ	How Do I	#trending
City Council				
City Manager				
Employees				
Finance				
Fire Department				
Gaming				
Health Department				
Mayor's Office				
Utility Department				
Mayor Pro-Tempore				
Parks & Recreation				
Police Department				
Public Works				
Training Department	Training Services	eGov Manager Training	CMS	
			Payments	
				Payments

### 3. MODIFYING PAGES WITHIN THE DIRECTORY TREE

1. To modify your newly-created navigation page, choose the corresponding folder from the **Directory Tree** and select **Edit this Page** from the **Options Menu**.
2. Another window will appear, similar to that of **Add a Subpage**. Change any of the three input fields, including the Link to eGov Content and click **Save** at the bottom.
3. You will notice that you will not be able to change the hierarchical level of that page. To modify where the page appears in relation to other pages, simply drag and drop that folder within the **Directory Tree**.
4. If you need to remove a structure page, click on **Delete this Page** to prevent it from showing up on your site's main navigation.



The screenshot shows a dialog box titled "Edit Page". It contains three input fields: "Page Name" with the text "Training Department", "Link" with the text "/department/?structur" and a small icon to its right, and "Open In" with a dropdown menu showing "Same Window". At the bottom are two buttons: "Cancel" and "Save".

Congratulations, you now know how to Create, Associate, and Modify the elements of your eGov Website's main navigation. Should you have any questions about the Navigation Builder, please contact the eGov Strategies Support Team by emailing [support@egovstrategies.com](mailto:support@egovstrategies.com).