

Menu Management

Menu Structure Drag items to reorder or group [Refresh](#)

- Startup Package
- Digital Assets
- Startup Wizard
- AirBeta
- Budget
- Analytics
- Modules 10/10
 - AirBeta
 - AirBook
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 - AirShop
 - AirChat
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 - AirMail
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- Company Management
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- Domain Manager
- Dashboard
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 - Contracts
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 - Integrations
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 - Automations
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Admin

- CC Dashboard
- Service Manager
- Log Monitor
- Tools
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 - Module Manager
 - Menu Management
 - Page Management
- REPORTS
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- ADMINISTRATION
 - Inventory
 - User Management
 - Log Manager

App

- Assets Manager
- Site Management
- Contracts
- 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 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