









Getting Started in OHANA

Managing Your Navigation Menu Items

- 1) First go to your website.
- 2) click on **Login**
- 3) Enter your **User Name** and **Password**
- 4) Click **Login**.
- 5) Click on  in the upper right tabs of the Ohana Administration Ribbon to select the **Navigation Management**.
- 6) On the left hand side of the screen you will see an outline of the items currently in your **Navigation** structure of the website.
- 7) The indented items on the **Navigation** list are items that appear on the sub-navigation drop down menu when mousing over a Top Link navigation item on the website.
- 8) If you want to re-order the Top Link items in the Navigation Menu – simply click on the Top Link item and hold your mouse in to drag it up or down to where you wish it to appear in list. It will reorder the Top Link items.
- 9) If you wish to move an existing Top Link to the sub-navigation menu under another, scroll your mouse over the Top Link item and click on the  icon to “**Move item under another Top Link**”.
- 10) If you want to move a sub-navigation item to be a Top Link, click on  to “**Make item a Top Link**”
- 11) If you wish to re-order the sub-navigation items within a Top Link – simply click on the sub-navigation item and hold your mouse in to drag it up or down to where you wish it to appear in list. It will reorder them below the respective Top Link item.
- 12) You can also **Rename** a navigation item by clicking on  icon to the right of the navigation item
- 13) If an item on the navigation is no longer relevant, you can click on  to **Remove the Item from the Navigation**. It will move the item from the left hand side of the screen over to the **Non-Navigation Items** on the right hand side of the screen in you may need to access it in the future.

- 14) If you need to add an item from the **Non-Navigation Items** to your website navigation, locate it in the list and then click on  to “**Make item a Top Link**” or  to “**Move item under another Top Link**”.
- 15) From the Navigation Management screen, you can also **Edit a Webpage** by clicking on  next to the respective item.
- 16) When you are finished be sure to click the **Save Sitemap** icon to save your changes.
- 17) **Logout** when you are finished