

Objective

- TERMINALFOUR Site Manager allows you to change the order in which the sections appear on your site structure.
- By default, sections of your site structure appear in the order in which they were created.
- At times, you would want the sections to have a particular order based on your needs.



Did you know?

You can re-order your menus using the subsection ordering?

Section ordering

Locate the section whose sub-sections you want to reorder, then on “**Actions**” menu select “**Edit section**”: (see fig. 1)



Figure 1: The edit section option as shown on the drop down menu

The next dialog box will be “**General section details**”, with a tabbed menu. The last option of the tabbed menu, named “**More**”, is a drop down with a “**Subsections**” option: (see fig. 2)

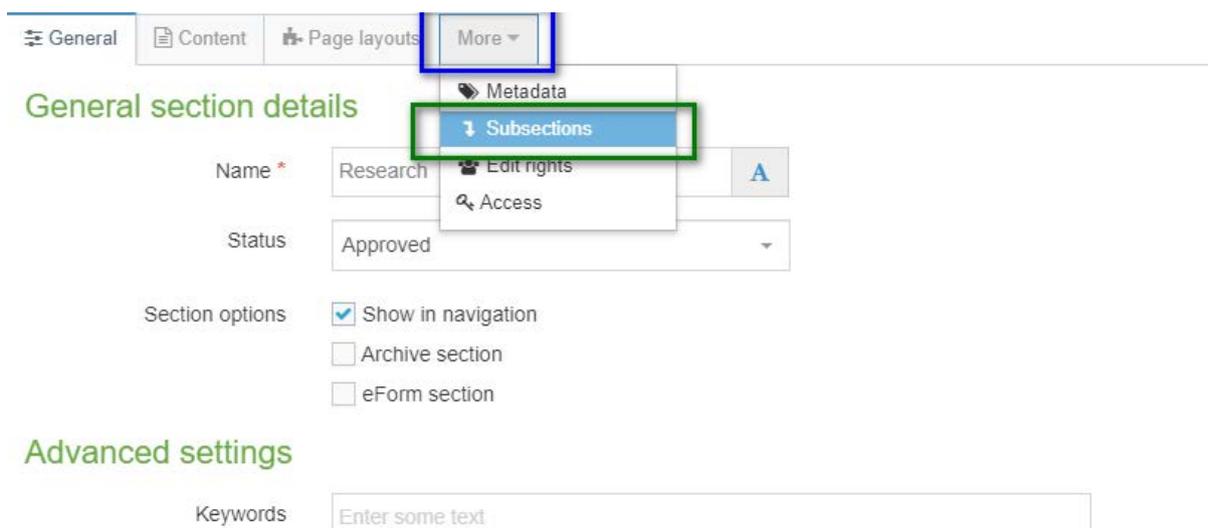


Figure 2: General section details with a tabbed menu, we want the “More” dropdown of the tabbed menu

Clicking on the “**subsections**” option will reveal a list of the current section’s subsections as shown on **figure 3**: (if you have more than 10 subsections, you can use the **Display** toggle to change the number of records displayed)

The screenshot shows the 'Subsections' dialog box. At the top, there are tabs for 'General', 'Content', 'Page layouts', and 'More'. Below the tabs, there is a title 'Subsections' and a toggle for 'Enable automatic ordering'. A toolbar contains buttons for 'Undo last action', 'Undo all actions', 'Bulk actions', and 'Create section'. Below the toolbar, there is a 'Display' dropdown set to '10 records' and a 'Filter' input field. The main area is a table with the following data:

Order	Name	Last modified	Actions	Lock	Check
+	Centre for Biological Control	April 7, 2016 10:08 AM	⚙️ Actions	🔒	<input type="checkbox"/>
+	Southern Ocean Group	August 2, 2012 11:00 AM	⚙️ Actions	🔒	<input type="checkbox"/>
+	Coastal Research Group	March 27, 2018 1:35 PM	⚙️ Actions	🔒	<input type="checkbox"/>
+	Knysna Field Laboratory	August 2, 2012 11:00 AM	⚙️ Actions	🔒	<input type="checkbox"/>
+	Ethics	February 16, 2018 12:43 PM	⚙️ Actions	🔒	<input type="checkbox"/>
+	SAFER	August 2, 2012 11:00 AM	⚙️ Actions	🔒	<input type="checkbox"/>
+	WRMRG	August 2, 2012 11:00 AM	⚙️ Actions	🔒	<input type="checkbox"/>

At the bottom, it says 'Showing 1 to 7 of 7 entries' and has a pagination control showing '1'.

Figure 3: Inside the subsections dialog with subsections listed:

You can then use the cross arrow to drag each item of the list to the desired position.

I will move the “Ethics” section to a position above “**Knysna Field Laboratory**” and **save changes**, then illustrate the effect on the site structure on figure 4 below:

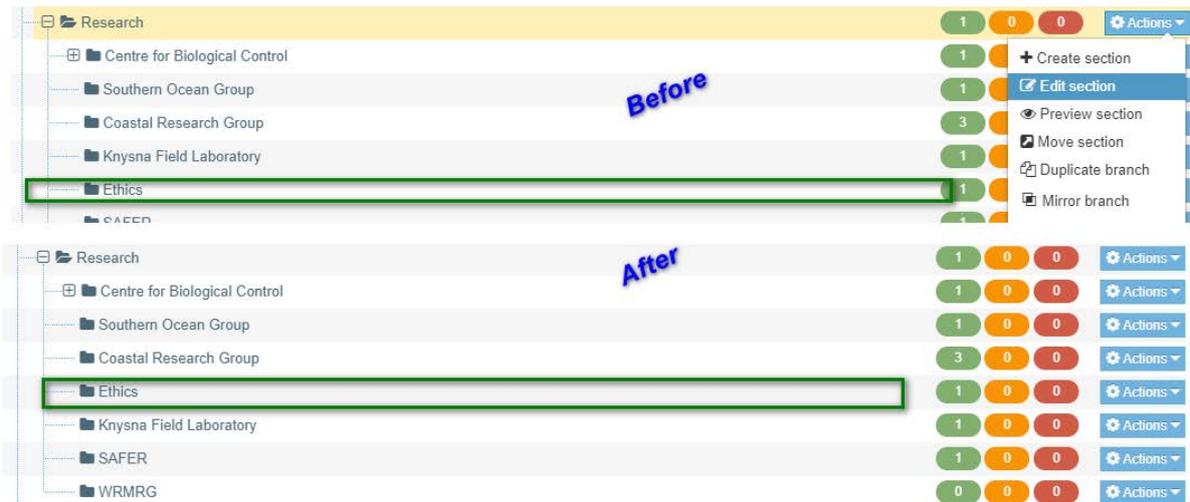


Figure 4: The site structure with the moved folder highlighted.

NB: You can move more than one item at a time, you can rearrange the entire subfolder order before clicking “**save changes**”.