

Show / Hide Info Sheet From Side Column

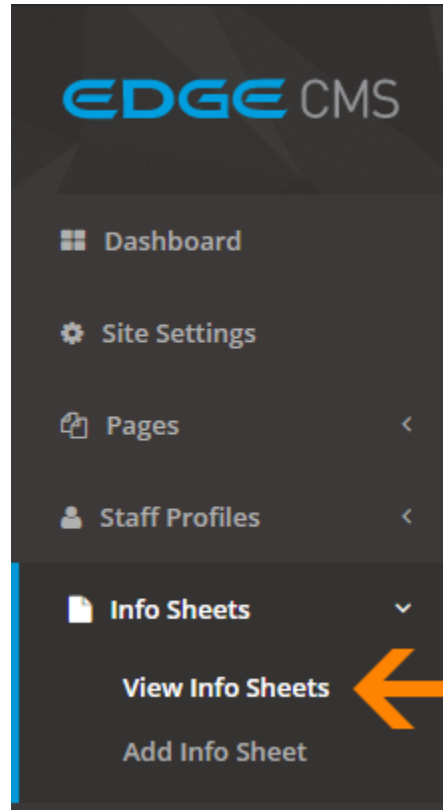
Use **Display Order** to show and hide items in the sidebar.

Setting the **Display Order** to **9999** will **hide** the item in the sidebar.

| | |
|-------------|----------|
| SHOW | 1 - 9998 |
| HIDE | 9999 |

STEP 1 - Access

Select and expand the **Info Sheets** menu item and select the **View Info Sheets** option.



STEP 2 - Set Display Order

Click the item's **Display Order Number** to activate the input box and save button.

Enter the desired display order from **1** to **9999**.

Lower values will appear higher in the menu hierarchy.

Home is not able to be altered and always appears first.

| Title | Last Updated | Display Order <small>(Click to Edit)</small> | Actions |
|------------------------|--------------|--|----------------------|
| Back Pain | Mar 2, 2017 | 1 | Edit |
| Chiropractic Education | Mar 2, 2017 | <input type="text" value="9999"/> Save X | Edit |
| Cycling | Mar 2, 2017 | 3 | Edit |
| Dancing | Mar 2, 2017 | 4 | Edit |
| Gardening | Mar 2, 2017 | 5 | Edit |
| Headache | Mar 2, 2017 | 6 | Edit |
| Over 55s | Mar 2, 2017 | 7 | Edit |
| Safety | Mar 2, 2017 | 8 | Edit |
| School Bags | Mar 2, 2017 | 9 | Edit |
| Sleeping | Mar 2, 2017 | 10 | Edit |

Navigation display order example

| | | | | | | | |
|------|-------------------|--------------------|----------|--------------|-----------|-----------|-----------------|
| Home | 100 Our Services | 200 What To Expect | 300 FAQs | 400 Our Team | 500 Forms | 700 Hours | 9000 Contact Us |
| 101 | Chiropractic Care | | | | | | |

STEP 3 - Save Display Order

Click the **Save** button to save all item order updates.

