

[Show](#)

Administration: Portal Tabs

Portal Tabs

Content in the Recipe Portal is grouped by **Tabs**, for example, there are four default tabs: **Home, Line Recipes, Prep Recipes, and Admin**. All Tabs must be added from the Admin Tab of the Portal.

Adding Recipe Portal Tabs

You must add Portal Tabs from the Admin Tab. Follow the instructions below to add a new Portal Tab.

1. Log into the Recipe Portal as an **Administrator**.
2. Go to the **Admin** Tab.
3. Click the **Add New Tab** Link.
4. Type the name that you wish to appear on the tab in the **Tab Name Field**.
5. Check which users you would like to have **access to the Tab**. Some Tabs, such as the Admin tab should remain hidden to regular portal users.
6. Scroll to the bottom of the page and hit the **Apply Changes** link on the far right.

Example

Tabs

[Add New Tab](#)

Tabs:

Home	↑
Line Recipes	↓
Bulk Recipes	
Prep Recipes	
Admin	×

Security Roles

  Admins