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Portal Administration: Portal Modules

Portal Modules

Each Tab is made up of modules. Although the Primary module that you will be using is the actual Recipe Viewer module, we will briefly cover the use of the other modules in this documentation as well.

Adding a Portal Module to a Tab

Adding modules is similar to adding a tab. This also must be done from the **Admin Tab**. The example below illustrates how to add a **Recipe Viewer Module** titled Bulk Recipes to a **Recipe Portal Tab** titled Bulk Recipes.

1. Log into the Recipe Portal as an **Administrator**.
2. Go to the **Admin** Tab.
3. Under the Tabs section, **highlight the Tab** you want to put the recipe module on (in this example we will call it a Bulk Recipe Tab).
4. Click the  **Edit** button (pencil icon).
5. Pull down the **Module Type Drop Down** and **scroll** to the **Recipe Viewer Module**.
6. Type the name that you wish to give the module, in this instance we are using **Bulk Recipes**. It is best to keep the Recipe Viewer Module names the same as the Tab Names that they are on, but not necessary.
7. Click on the **Add to "Organize Modules" Below** link.
8. The content pane will default to the middle pane and in the case of the Recipe Viewer Module, this is OK.
9. Click on the **Apply Changes** link located on the bottom left of the page.

Tab Name and Layout

Tab Name:

Authorized Roles: ☒ All Users ☐ Regular Users
☐ Admins

Show to mobile users?: ☐

Mobile Tab Name:

Add Module: Module Type

Module Name:

[Add to "Organize Modules" Below](#)

Organize Modules:

Left Mini Pane

↑
→
↓

×

Content Pane

Bulk Recipes

↑
←
→
↓

×

Right Mini Pane

↑
←
↓

×

[Apply Changes](#)