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Personal navigation

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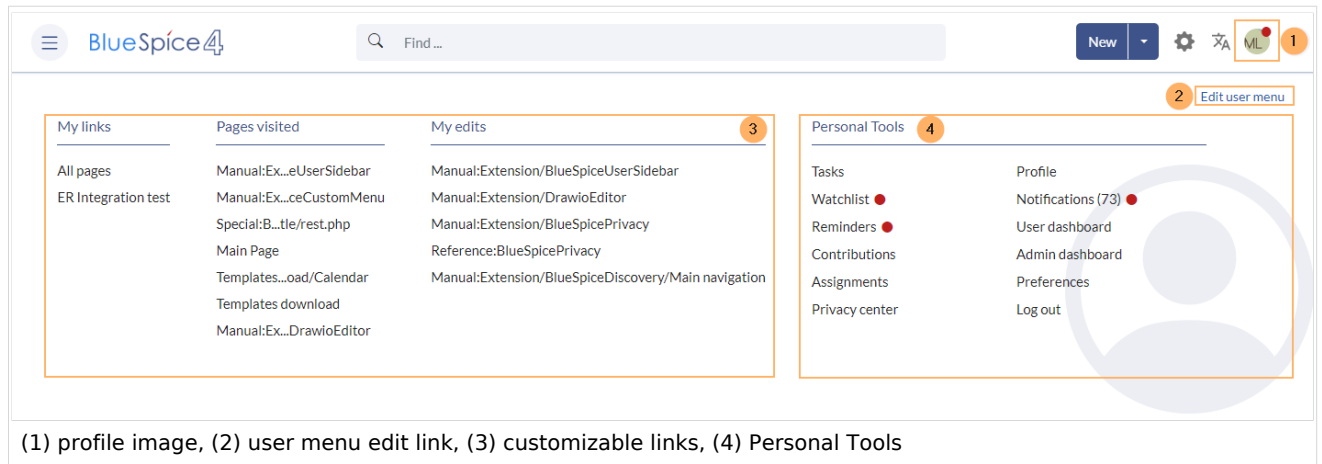
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## Accessing the personal navigation

Every logged-in user has their own user menu. Changes to this menu are only visible to the individual user.



The menu is separated in two sections (see screenshot):

- Customizable links
- Personal tools (these links cannot be edited)

## Customizing the sidebar

Initially, the customizable links show the following widgets:


- Pages visited (widget PAGESVISITED)
- My edits (widget YOUREDITS)

These widgets can be removed individually.

### To customize the content of the user menu:

1. **Click** on your user profile image.
2. **Click** *Edit user menu*.

## Menu editor

 Visual menu editor is available from BlueSpice 4.2.

### To add a new menu header using the menu editor:

1. **Click** *Add new element* to create a new menu header.

+ Add new element

Add a new menu heading

2. **Enter** the text for your menu header. In a multilingual wiki, you can also enter a [message key](#).

Cancel

Edit element

Done

Node type

Text or message key

Edit text or message key

Text or a message key

Topics\*

Enter a heading name

3. **Click** Done.

### To add links:

1. **Select** *Add new subitem* from the dropdown menu of the menu header.

Quicklinks

Edit node

Remove

Add new subitem

add a link as a new subitem

2. Enter the page name as the link target and the label that you want to show:

Cancel

Edit element

Done

Edit link

Link target

IMS:Process descriptions\*

Link label

Processes\*

enter link info

3. **Click** Done.
4. **Repeat** steps 1-3.
5. **Click** *Save changes*.

**Note:** If you use the parser function `{{#ifingroup:...` to display navigation elements in the source code, you must always edit the main navigation in the source code. In visual editing mode, saving removes any parser function or semantic queries.

## Source edit mode

### To add new links:

1. **Change** to source editing mode.
2. **Create** one or more navigation links (with or without section heading). The following example shows a link to the page "Company" with the label "Our company" and an external link to the BlueSpice website with the label "Website". The links are grouped together under the section heading "Quicklinks":

```
*Quicklinks
**Company|Our company
**https://www.bluespice.com/de|Website
```

3. **Save** the page. The links are now shown in the main navigation.

Link labels may collide with system messages. If this is the case, simply append the HTML-code for an empty space to the description:

```
**Portal|Portal&#160;
```



[Technical Reference: BlueSpiceUserSidebar](#)