How to Edit the Cards and Pop-Up on Your Portal Home

What Is This?

The cards, popups, and buttons your customers see on your Customer Portal each come from a different place in the admin panel. This guide shows you where each one lives, so you always know what to edit.

Video Walkthrough



Watch the video: https://www.youtube.com/watch?v=aBiukZoi_ns

Where Each Element Lives

- **News Feeds** are the big picture cards on your portal home, what many owners simply call the menu. Manage them under **Loyalty Program → News Feeds**. Drag them to reorder, and click **New News Feed** to add one.
- A News Feed can be one of three **types**:
  - **Pop Up** shows a message in a popup when the card is tapped.
  - **Internal Navigation** jumps to a section inside your portal, like Rewards or Reservations.
  - **External Link** opens any website you paste, like your online menu or delivery page.
- The **Announcement** is the popup that appears when customers open your portal. Find it in **Customer Portal Design**, on the **Announcement** tab. For the full steps, see How to Show a Pop-Up Announcement on Your Customer Portal (https://kb.pixalink.io/articles/how-to-create-an-announcement).

Good to Know

- News Feed cards can be scheduled with a start and end date using the **Schedule** switch. The Announcement has no start or end date, so turn off **Enable Announcement** when your promotion ends.
- Want a button that reaches your customer service? A plain phone number link will not work. Use a **WhatsApp link** (one that starts with wa.me) instead, and customers land right in your chat.

▶ **Video transcript: Manage Your Portal Content: News Feeds and Announcements**

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