

Published & Not Published

'Published' refers to whether an item can be seen on the customer facing site or not.

If an item is **published** (which is the **default**), it will have this icon next to it:



If an item is **not published**, it will have this icon next to it:



This can be useful for saving menu's or items that are no longer be needed at the moment but may be needed again in the future.

It will also be useful for creating menu's in advance of an event. For example, if Mother's Day is coming up, and you want to create the menu several months in advance but don't want to publish it to the site until a few weeks before.