Step 5 - Managing your Website Menu
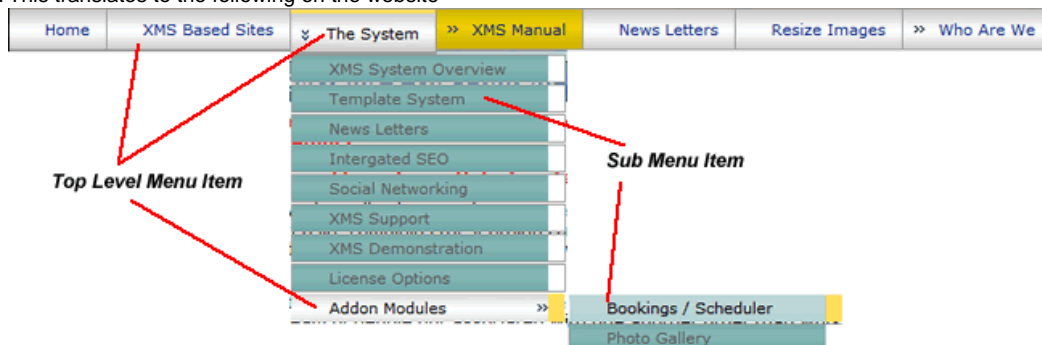
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Managing your Website Menu or "Front-end Menu" is an easy "Two Step" process

1. Log into your website
2. Go to "Admin" Section
3. Click "Dashboard"
4. Click "Website Configuration"
5. Click "Front-end Menu"
6. You will see the following screen

7. This translates to the following on the website

8. If you want to add a menu item the *First Step* is to click the "**add new**" button at the bottom of the page

Define your new "Menu Item"
Select where the menu will fit in
"**Top Level**" Menu or "**Sub Menu**"

Give the Menu Item a "**Name**"
Keep it short

Give it a "**Tooltip**"
Short but descriptive

Set the "**Access Level**"
The system use this to determine what needs to be displayed on the menu if the visitor is "Logged In" or "Not Logged In"

Set the "**Visability**" of the page
Regardless of the "Access Level" this will "**Display**" or "**Not Display**" the page

From and Till Date and Time
Ignore this for now

9. Click "**Insert**"
10. You will be taken back to the "**Menu List**"
11. Use the "**Up**" ⬆ and "**Down**"⬇ arrows to "**Group the Menu Items**" in an order that will make sense later when you have 100's of Menu Items

12. **Make sure to click "Save"** at the top of the page, above the arrows to save your menu order.
13. To **make changes** to the "First Step" click "**edit menu**" next to the menu item you want to change
14. The *Second Step* would be to **Assign a URL** or "**Link**" to the menu item you just created.
    Click "**edit link**" next top the menu item you want to edit

Add a link
Select "**Type of Page**" from the dropdown
I added a page will list all the pages you added to the system

Use a **XMS Systems Page** will list all the "**System Pages**"

Adding a link to a page on a **different website** or some link to your own website that you customised select **Enter Custom URL** and enter the full URL

Menu Item: General Site Management » SEO Settings

Menu URL

Current Menu URL: /index.php ?Y= 33

Type of Page: Use an XMS Systems Page ▾

Enter Custom URL ▾

http://www.somedomain.com|

For custom links and files not on the list, follow the following procedure
1. Select "Use and XMS Systems Page"
2. Select "Enter Custom URL"
3. Enter # to make the menu option "Not Clickable"
4. Enter a page on our own site as /file_name.php
5. Enter the complete file for pages not on your site
   e.g. e.g. http://www.leadingwebexposure.com/index.php
   Select "External Page" below.

Target: Same Window ▾

Update   Cancel

Some System Pages has parameters that will be selectable from a further dropdown.
At this stage of the game you will not have anything in those dropdowns so avoid those System Files

Target Dropdown
Select how the page **needs to be opended** when the user clicked on the menu item.
In general pages to your **own site** will be "**Same Window**" and pages on **another site** will be "**New Window**"

15. Click "**Insert**" and repeat as required.