



**XMS Systems**

*Set your website free*

# Step 5 - Managing your Website Menu

---

By: Fred Mac Donald  
Friday, 23rd March 2012

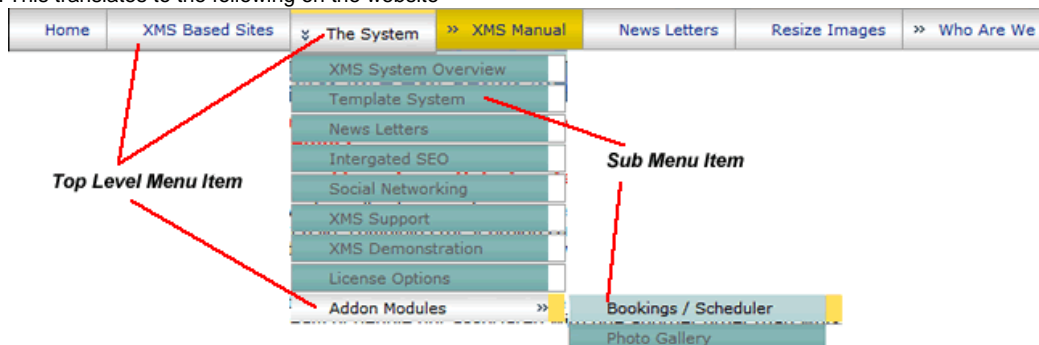
Managing your Website Menu or "Front-end Menu" is an easy "Two Step" process

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

**Front End Menu - 1 to 32 of 32**

Menu ID	Name	Sub Menu Of...	Access	Visable	save		
1	Home	-	Visitor - Not logged on	✓	↓	edit menu	edit link
52	XMS Based Sites	-	Visitor - Not logged on	✓	↓ ↑	edit menu	edit link
46	The System	-	Visitor - Not logged on	✓	↓ ↑	edit menu	edit link
43	XMS System Overview	The System	Visitor - Not logged on	✓	↓ ↑	edit menu	edit link
61	Template System	The System	Visitor - Not logged on	✓	↓ ↑	edit menu	edit link
56	News Letters	The System	Visitor - Not logged on	✓	↓ ↑	edit menu	edit link
67	Intergated SEO	The System	Visitor - Not logged on	✓	↓ ↑	edit menu	edit link

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

**Menu Display**

Sub Menu Of...: Top Level Menu      Menu URL: /index.php

Menu Name: Home

Tooltip: Goes home.

Admin Home (Admin Home)

---

**Menu Visibility**

Access Level: 20 - Visitor - Not logged on

Visible: Yes

From: 2010-02-03 00:00

Till: 2020-02-04 00:00

Update Menu Item   Delete   Cancel

**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 "Visibility" 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

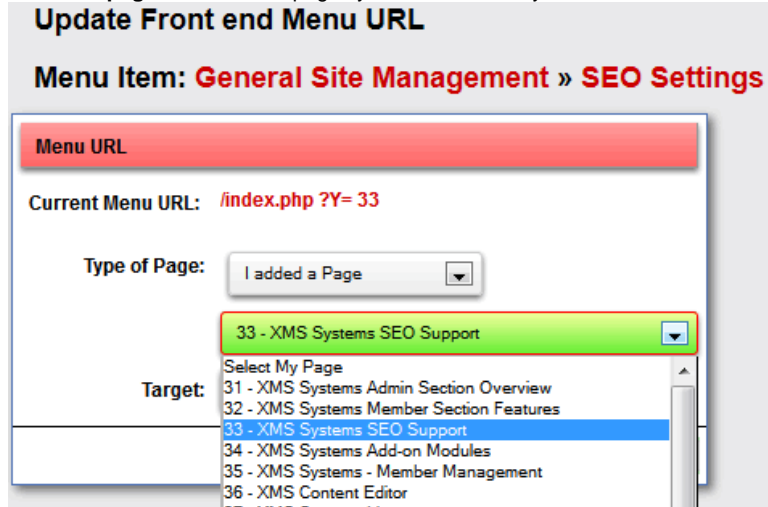
9. Click "Insert"
10. You will be taken back to the "Menu List"
11. Use the "Up" ↑ and "Down" ↓ arrows to "Group the Menu Items" in a order that will make sense later when you have 100's of Menu Items

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

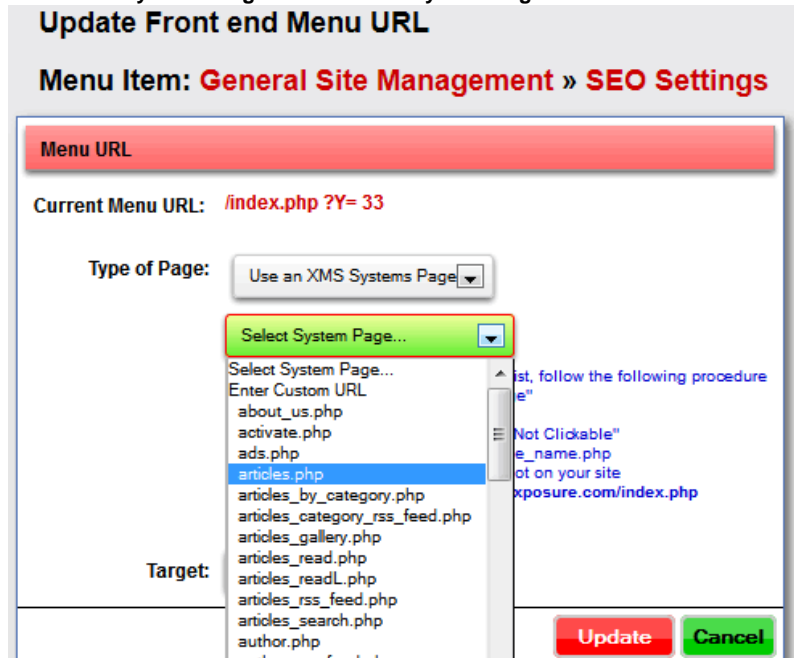
#### Add a link

Select **"Type of Page"** from the dropdown

If **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:

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:

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 opened** 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.