



# Step 5 - Managing your Website Menu

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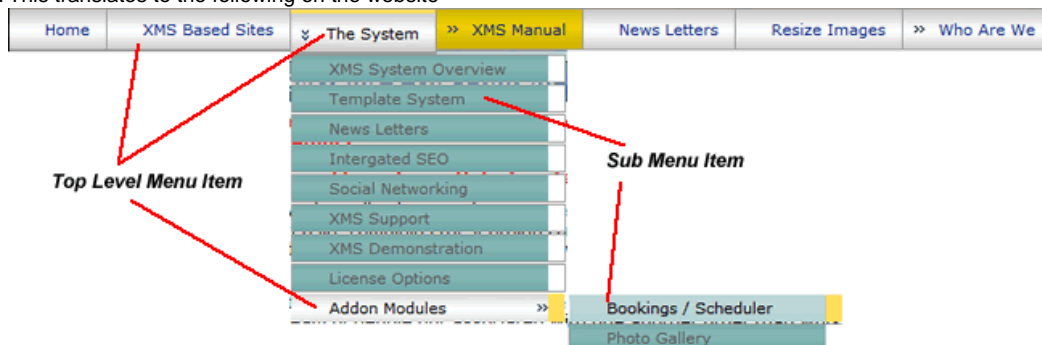
Managing your Website Menu or "Front-end Menu" is an easy "Two Step" process

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

**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 (circled)

**Menu Visability**

Access Level: 20 - Visitor - Not logged on

Visable: \* 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 **"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 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 to 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

### Update Front end Menu URL

Menu Item: **General Site Management » SEO Settings**

Menu URL

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

Type of Page:

I added a Page

33 - XMS Systems SEO Support

Target:

Select My Page  
31 - XMS Systems Admin Section Overview  
32 - XMS Systems Member Section Features  
33 - XMS Systems SEO Support  
34 - XMS Systems Add-on Modules  
35 - XMS Systems - Member Management  
36 - XMS Content Editor

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

### Update Front end Menu 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

Select System Page...

Target:

Select System Page...  
Enter Custom URL  
about\_us.php  
activate.php  
ads.php  
articles.php  
articles\_by\_category.php  
articles\_category\_rss\_feed.php  
articles\_gallery.php  
articles\_read.php  
articles\_readL.php  
articles\_rss\_feed.php  
articles\_search.php  
author.php  
author\_rss\_feed.php

Not Clickable"  
e\_name.php  
ot on your site  
xposure.com/index.php

Update Cancel

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 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.