DioPlace – Understanding Menus

Services 🕊 🗙 🗙	
Affiliate agencies 🔻 🔍	
Better Housing for Erie	
CC Counseling and Adoption	
Catholic Rural Ministry	
Christ the King Manor	
Good Samaritan Center	
Harborcreek Youth Services	
Saint John XXIII Home	
Prince of Peace Center	
St. Elizabeth Food Pantry	
St. Martin Center	
Pastoral offices 🔹	
Give	
Calendar	

DioPlace's side menu is designed to give you 3 menu levels.

Level 1 menus appear bolded in the left pane. They also have a downward pointing arrow.

Level 2 menus drop down. They also have a downward pointing arrow.

Level 3 menus drop down as an indented list.

Working with these menus is easy once you familiarize yourself with your content. The first step is recognizing which menu options have secondary menus and which menus stop at one item.

This screenshot shows Level 1 menus (circled in blue) as they exist in the DioPlace administrative interface.

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Additional Webpages Scrolling Banners Homepage Tiles		show 10	✓ entries				Search:	
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		1	About us		Mar-05-2018		Expand Menu Edit	Delete
Apressit Parish Template		2	Newsletters		Mar-05-2018		Expand Menu Edit	Delete
hosted by Christian Brothers Services		3	Services		Mar-05-2018		Expand Menu Edit	Delete
		4	Give		Mar-05-2018		Expand Menu Edit	Delete
		5	Calendar		Mar-05-2018		Expand Menu Edit	Delete
	s	Showing 1	to 5 of 5 entries				Previous	1 Next

We know from looking at the sample at the top of the page, the menu item **Services** has a submenu because it is bold and has a downward pointing arrow. Under Services, **Affiliate Agencies** also has a sub menu. As you can see, from the controls (circled in red above) there are no visual cues to help distinguish menus with secondary menus from menu items that stop at level 1. (This is a situation we hope to address in phase 2 of the project.) Once you are knowledgeable about your own site, those visual cues will become less important.)

To manage (edit, delete, create, reorder) submenu items, you must click the **Expand Menu** link to the right of the list.

The screen print below details the second level menu entitled Affiliate Agencies

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Manage Section Website Welcome Website Navigation Additional Webpages 	Manag	e Main Menu / Services / Affiliate agencies		A	vdd New	
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 Home Editable Area Google Analytics 	11	Page Name	11 Updated On	11 Action	11	
	1	Better Housing for Erie	Apr-20-2018	Edit Delete		
	2	CC Counseling and Adoption	Mar-05-2018	Edit Delete		
hosted by Christian Brothers Services	3	Catholic Rural Ministry	Apr-03-2018	Edit Delete		
	4	Christ the King Manor	Mar-05-2018	Edit Delete		
	5	Good Samaritan Center	Mar-19-2018	Edit Delete		
	6	Harborcreek Youth Services	Mar-05-2018	Edit Delete		
	7	Saint John XXIII Home	Mar-05-2018	Edit Delete		
	8	Prince of Peace Center	Apr-19-2018	Edit Delete		
	9	St. Elizabeth Food Pantry	Apr-19-2018	Edit Delete		
	10	St. Martin Center	Apr-19-2018	Edit Delete		
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You can move backwards, through the menus, to get to the top menu by clicking the menu name in the breadcrumb trail at the top of the screen – circled below.

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		П	Page Name	Updated On	Action	T1		
		1	Better Housing for Erie	Apr-20-2018	Edit Delet	te		