

Menu Manager [usermenu]

Last Updated Sunday, 15 April 2007

Title:

com_menus

Access:

menu=>Menu=>Menu Manager=>usermenu

menu=>Menu=>usermenu

Quick Icon=>Menu Manager=>usermenu

User Level:

Administrator, Super Administrator.

Screenshot:

Menu Manager [usermenu]
User Menu Module

Description:

The Menu Manager [usermenu] is the controller of the User Menu. The User Menu is only visible to Registered Users of

the web site, and only when they have Logged In.

The User Menu and how it displays in the Front-end - as with all Menus - is created using a copy of the Module `mod_mainmenu`. This is triggered automatically when creating a New Menu in the Menu Manager.

The User Menu appears in the Module Manager [Site] under the Module name given to it during creation - User Menu.

Toolbar:

Publish: Check the check box next to the Menu Item that is to be published (displayed) in the Menu. Multiple Menu Items may be selected. Then click the Publish icon.

Unpublish: Check the check box next to the Menu Item that is to be unpublished (not displayed) from the Menu. Multiple Menu Items may be selected. Then click the Unpublish icon. Unpublishing a Menu Item does not delete it.

Move: Check the check box next to the Menu Item to be moved. Click the Move icon. The Move Menu Item screen will open. Choose where to move the selected Menu Item to. Select the name of the new location from the displayed list of existing Menus. Click the Move icon to complete the action. Click multiple check boxes to move several Menu Items at the same time.

Copy: Check the check box next to the Menu Item to be copied. Click the Copy icon. The Copy Menu Item screen will open. Choose where to copy the selected Menu Item to. Select the name of the new location from the displayed list of existing Menus. Click the Copy icon. Click multiple check boxes to copy several Menu Items at the same time.

Trash: Check the check box next to the Item to be trashed. Click the Trash icon to delete the Menu Item selected. The deleted Menu Items are moved to the Trash Manager - Menu Items Tab. Multiple Menu Items can be trashed at the same time by selecting multiple check boxes.

Edit: Check the check box next to the Menu Item that is to be edited. Click the Edit icon to edit the details and parameters of an existing Menu Item. The Edit Menu Item [`menu_item_type`] screen will open. The actual settings available for editing in this screen will depend on the Menu Item Type that is selected.

NOTE: See the individual Help screens for each Menu Item Type. See Related Information: at the bottom of this screen for links.

New: Click the New icon to create a new Menu Item. The Menu Manager: Add Menu Item screen will open.

Help: Click the Help icon at any time to view this Help Screen.

Filters:Filter

: Filter the list of all installed Menu Items by the name displayed in the Menu Item column. Use either the partial or full name within this Filter.

To clear a filter highlight the entry in the Filter field and press Delete on your keyboard.

Max Levels:

Select the total number of Menu Item levels that Joomla! should display in the Menu Manager [usermenu]. Click on a number between 1-20 in the drop down list. The default value is 10.

Columns:

#: This is simply an indexing number automatically inserted by Joomla! for ease of reference. It has no particular bearing on the functionality of the Menu Manager [usermenu].

Check Box: The column of check boxes are the means by which individual Menu Items are selected before clicking on the appropriate Toolbar icon to run a particular action.

Multiple Menu Items can be selected by checking more than one box at a time.

NOTE: A padlock icon replacing the Check box next to the Menu Item Name shows that the item is already checked-out. To check the Menu Item back in, click the name to continue editing, followed by the Save icon to keep any changes or the Cancel icon to discard the same.

Super Administrators can click the menu=>System=>Global Checkin function.

WARNING: The Global Checkin function will close all open Items for the whole web site.

Menu Item: This is the name of the Menu Item as it appears in the User Menu Module in the Front-end. Clicking on the Menu Item Name will also open the Edit Menu Item screen.

Reorder: Change the order that the Menu Items will be displayed within the User Menu Module. Click the up or down direction mini-icons to increase, or decrease, the Menu Item's position in the list by one. Repeat as necessary.

Order: The order of the Menu Items column controls how they appear in the User Menu Module on the web site. To modify the order, type in the number of the position that the Menu Item should appear. Click the save order mini-icon next to the Order heading to save the new order.

Access: This column identifies the Access Level for the Menu Item in that row. This determines who can actually see the Menu Item, in the User Menu, when it is published. Clicking on the words Public, Registered, or Special, within the column, will scroll through the loop by one choice at a time. By default the User Menu Access level is set to Registered.

ItemID: This column identifies the unique Item Identification Number of the Menu Item that is created automatically by the database when the Menu Item is first created.

Type: This is the Type of Menu Item that a particular entry is based upon. An example is `content_blog_category` which is the Menu Item that would link to a Blog style page displaying individual Content Items from the News Items, FAQ's, or similar Categories (or All Categories for that matter).

CID: This column identifies the Component Identification Number that is assigned to the particular Component that the Menu Item is linked to, if appropriate. If the Menu Item is not pointing to a Component the value is '0'.

Standard Menu Items:

This section of the Help Screen describes the individual User Menu : Menu Items that are created during a standard Joomla! installation, when the option to add data to the MySQL database is enabled. This list will be different (much shorter) for an installation that does not include the data as many of the Menu Items will not have been created, and there would be no Content for them to point to in any case. This list assumes all Menu Items are published.

Your Details: This is a Menu Item: Link - URL to the task UserDetails within the com_user Component of Joomla! that opens the Your Details screen of the current User, allowing them to change their details.

Submit News: This is a Menu Item: Link - URL to the task New within the com_content Component of Joomla! that opens a new Content Item in the default (or User specified) editor in a particular Section - in this case the News Section. The Access Permissions of the particular User then determines what happens next. The Item may be submitted for Editing and Publishing by another person, or the Item may appear in the specified position for a User with the appropriate Access Permission - Publisher and above.

Submit Web Link: This is a Menu Item: Link - URL to the task New within com_weblinks Component of Joomla! that opens a new Web Link submission form. Upon completion and saving of the new Item, by the User, it is queued in the Administrator Back-end ready for approval, editing, and publishing to - or deleting from - the web site.

Check-In My Items: This is a Menu Item: Link - URL to the task CheckIn within the com_user Component of Joomla! Clicking upon this link will close any Checked Out Content Items that the User may have been working on for example, and return them all to a Checked-in status allowing others to access them.

Logout: This is a Menu Item: Component linking to the Logout function in the com_login Component of Joomla! When a User clicks upon this Menu Item they end their current session within the web site as a registered User. They return to being a Guest, with Guest privileges.

Menu Item Types:

Content:
Component:
Miscellaneous:
Links:

List - Content Section
Table - Web Link Category
Separator / Placeholder
Link - Component Item

Submit - Content
Component
Wrapper
Link - Contact Item

Link - Static Content
Link - Contact Item

Link - Content Item

Link - Content Item

[Link - News Feed](#)

[Link - News Feed](#)

[Blog - Content Section Archive](#)
[Table - Contact Category](#)

[Link - Static Content](#)

[Blog - Content Section](#)
[Table - News Feed Category](#)

[Link - URL](#)

[Blog - Content Category Archive](#)
[Link - Component Item](#)

[Blog - Content Category](#)

[Table - Content Category](#)

Related Information :

[Menu Manager](#)

[Module Manager \[Site \]](#)

[Move Menu Item](#)

[Copy Menu Item](#)

[Trash Manager](#)

NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

The User Documentation Team