

Menu Manager

Last Updated Monday, 09 April 2007

Title:

com_menumanager

Access:

menu=>Menu=>Menu Manager

User Level:

Administrator; Super Administrator.

Screenshot:

Menu Manager

Description:

The Menu Manager controls the framework, or container, of the Menu(s) in Joomla! The actual menu functionality and appearance of a Menu is created automatically by Joomla! by triggering a new instance of mod_mainmenu when a Menu is first created. It is this, together with the Menu Item(s) selected, that creates the finished Menu.

Toolbar:

Copy: Select the radio button of the Menu that is to be the copied. Click the Copy icon. The Copy Menu screen will appear.

Delete: To delete a Menu, select the radio button next to the name of the Menu to be deleted and click the Delete icon. A pop up dialogue box will appear requesting a confirmation of the required delete operation. Click the OK button to delete the Menu, and the Menu file will be permanently deleted from the server. Select the Cancel button to abort the delete operation. Upon completing the deletion - or cancelling the action - the administrator will be returned to the Menu Manager screen. It is possible to delete more than one Menu at a time.

Edit: Click the name of the Menu to be edited, or select the radio button next to the name and click the Edit icon. This opens the selected Menu file in the Menu Details (edit) screen.

New: Click the New icon to create a new Menu. The Menu Details (new) screen will be displayed.

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

Columns:

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

Radio Buttons: The column of radio buttons are the means by which individual Menus are selected in order to carry out a particular action that is selected from the Toolbar.

NOTE: A padlock icon replacing the radio button next to the Menu Name shows that the item is already checked-out. To check the Menu back in, click the name to continue editing, followed by the Save icon to keep any changes or Cancel icon to discard the same. Super Administrators can click the menu=>System=>Global Checkin function.

WARNING:

This will close all open Items for the whole web site not just the single item currently under review. Any Content of other Users not already Saved will be lost.

Menu Name: This column shows the names given to the Menus when they were first created. This is the name that Joomla! will use for its internal processes and it must be unique. It is also the name for the [menuname] Module that is displayed in the Module Manager. The name that actually appears on the Module in the Front Page is set within the [menuname] Module itself.

Menu Items: The Menu Items column contains a shortcut Menu Item icon for each [menuname]. Click this icon to open the Menu Manager [menuname] screen for the particular Menu of choice. Once in this Menu Manager it is possible to edit the Menu Items that comprise that particular Menu.

Published: This column identifies the number(#) of Published (active) Menu Items there are in each Menu. If a Menu Item is Published it is visible on the Menu in Front-end of the web site.

Unpublished: This column identifies the number(#) of Unpublished (inactive) Menu Items there are in each Menu. If a Menu Item is Unpublished it is not visible on the Menu in the Front-end of the web site.

NOTE: A Menu does not have to be Published to be used - or of use - in Joomla! The Menu Items it contains must be however. Full details to follow.

Trash: This column identifies the number(#) of Menu Items associated with this Menu that have been deleted from the Menu but are still stored in the Trash Manager=>Menu Items. The Menu Items can either be Restored from the Trash Manager and assume their original position in the Menu (although Unpublished) or they can be permanently deleted from the system.

Modules: This column identifies the number (#) of Modules associated with this Menu.

Related Information:

Copy Menu
Menu Manager [othermenu]

Menu Details (edit)
Menu Manager [topmenu]

Menu Details (new)
Menu Manager [usermenu]

Menu Manager [mainmenu]

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