

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.

The screenshot shows the 'Manage Main Menu' section of the DioPlace administrative interface. The interface includes a sidebar with navigation options, a search bar, and a table of menu items. The 'Services' item is circled in blue, and the 'Action' column is circled in red.

Section	Updated On	Action
1 About us	Mar-05-2018	Expand Menu Edit Delete
2 Newsletters	Mar-05-2018	Expand Menu Edit Delete
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

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**

Diocese of Erie Section Website Control Panel

Manage Section Website

- Welcome
- Website Navigation
- Additional Webpages
- Scrolling Banners
- Homepage Tiles
- Home Editable Area
- Google Analytics

XpressIT Parish Template
hosted by
Christian Brothers Services

Manage Main Menu / Services / Affiliate agencies [Add New](#)

Show 10 entries

	Page Name	Updated On	Action
1	Better Housing for Erie	Apr-20-2018	Edit Delete
2	CC Counseling and Adoption	Mar-05-2018	Edit Delete
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

Showing 1 to 10 of 10 entries

Previous 1 Next

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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1	Better Housing for Erie	Apr-20-2018	Edit Delete