
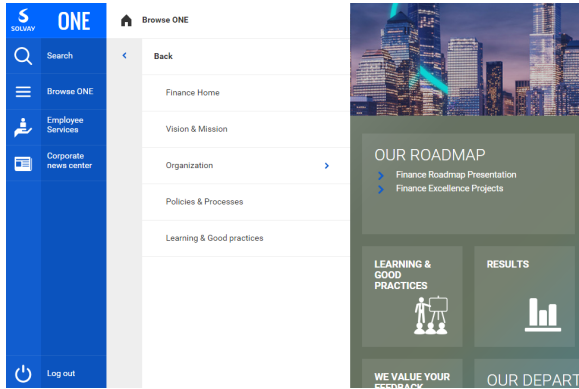


# Space menu management

## Overview

Each space has its own space menu accessible from the following icon on the left: 

The space menu is a selection of existing pages (mostly, "Editorials"), organized in a flat or hierarchical way:



It allows visitors to navigate into your space independently from the tiles on your main page.

### Advanced level

This operation need to use the "Tridion Content Manager" instead of the better known "Site Edit".

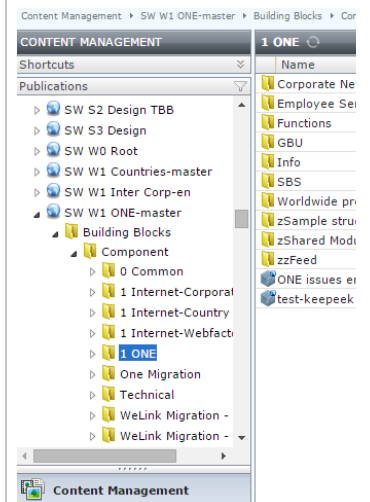
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## Step-by-step

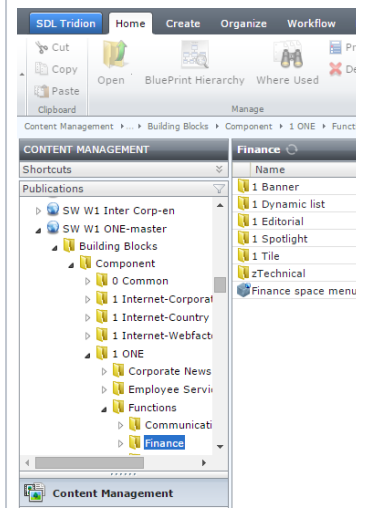
### Step 1: Open the space menu component

1. Reach the following Tridion Content Manager path (click the link):  
[\SW W1 ONE Master\Building Blocks\Component\1 ONE\](#)

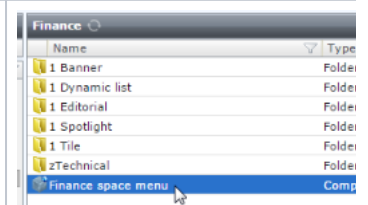


2. According to your entity, reach your space sub-folder.

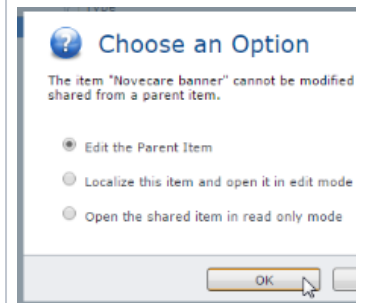
Example: `\\SW W1 ONE Master\Building Blocks\Component\1 ONE\Function\Finance`



3. Double click the space menu component in this folder



4. Keep the default "Edit the parent item", then press "OK"




## Step 2: Understand the space menu component structure

**Name:** Tridion internal name (keep as it is)

**Title:** Space home page name (keep as it is)

One "Link" block for each menu item, containing:

- **Section title:** label of the menu item
- **Link:** Component to use as a target. Press  to select it. It is generally an Editorial, so you'll find it in "`\\Building Blocks\Component\1 ONE\Your space path\Editorial`"
- **Level:** Level of the item in the menu (first items are level "1", next ones are level "2", etc.)

Example of levels management - "Finance" space menu:

Click and zoom to better view this view

Level 1

Browse ONE

Back

Finance Home **Space menu "Title" -**

Vision & Mission  
Organization **Level 1 - first items -**

Policies & Processes  
Learning & Good practices **Level 1 - next items -**

Level 2 (under "Organization" item)

Browse ONE

Back

Organization **Parent item Title -**

Group Accounting & Reporting  
Group Controlling  
Human Resources Finance  
Investor Relations  
Mergers & Acquisitions  
Tax  
Treasury & Insurance

**Level 2 - child of previous Level 1 (Organization)**

The screenshot shows the SAP menu configuration tool interface. At the top, there are tabs for Home, Organize, Workflow, and Format. Below that, there are buttons for Save, Save and Close, Save and New, and BluePrint Hierarchy. The main area displays the menu structure for 'Finance space menu'. The 'Component Content' section shows a list of menu items with their respective titles and links. The items are organized into levels:

- Level 1 - firsts:** Vision & Mission, Organization.
- Level 2 - child of previous Level 1 (Organization):** Group Accounting & Reporting, Group Controlling, Human Resources Finance, Investor Relations, Mergers & Acquisitions, Tax, Treasury & Insurance.
- Level 1 - next items:** Policies & Processes, Learning & Good practices.



**Which "Step 3x" to follow?**

The next steps are optional, just follow the ones you need, then jump to the step 4.



**Step 3a: Update a space menu item**

Identify the link block to update, then update the Section title and/or Link




**Change the Level?**

If you need to change the Level value, you probably want to reorder the item, so please refer to the Step 3d.

\* Link:  



\* Section title:

\* Link: 


\* Level (eg: Level 1, Level 2):

**Step 3b: Add a space menu item**


1. Identify the link block your need to insert your item after



\* Link:  

\* Section title:


\* Link: 

\* Level (eg: Level 1, Level 2):

2. Press the  button beside it to insert a new empty "Link" block under it



\* Link:  

\* Section title:

\* Link: 

\* Level (eg: Level 1, Level 2):

---

\* Link:  

\* Section title:

\* Link:

\* Level (eg: Level 1, Level 2):

3. Fill-in the 3 fields of this new block.

**Which Level?**

In the example below,

- if you choose "1", the item will appear just under the "Vision & Mission" item in the menu.
- if you choose "2", the item will be a sub-item of the "Vision & Mission" section.
- any other value is invalid here.

\* Link:

\* Section title: Vision & Mission

\* Link: Vision and Mission

\* Level (eg: Level 1, Level 2): 1

\* Section title: Our missions

\* Link: test

\* Level (eg: Level 1, Level 2): 2

### Step 3c: Remove a space menu item

Identify the Link block to remove, then press the button

**Levels consistency**

If the removed item had sub-levels items, you will need to remove or reorder it.

\* Section title: Our missions

\* Link: test

\* Level (eg: Level 1, Level 2): 2

### Step 3d: Reorder a space menu item

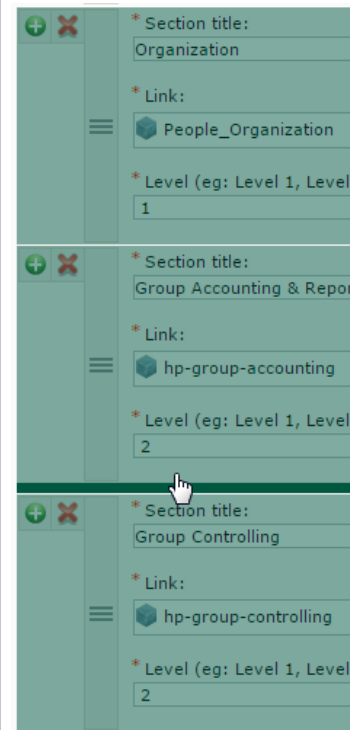
1. Identify the Link block to reorder, then drag its handle (see below)

\* Section title: Our missions

\* Link: test

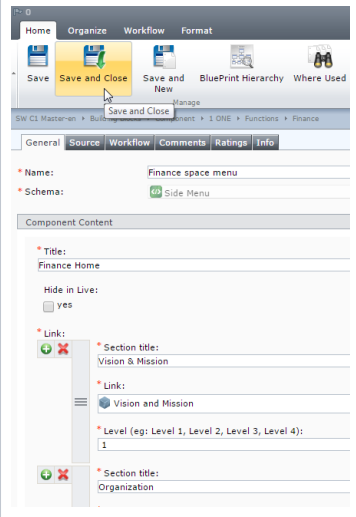
\* Level (eg: Level 1, Level 2): 2

2. Drop it at the correct place among the Link blocks. Until you release the mouse button, its choose place is identified by a large Green line (see below).

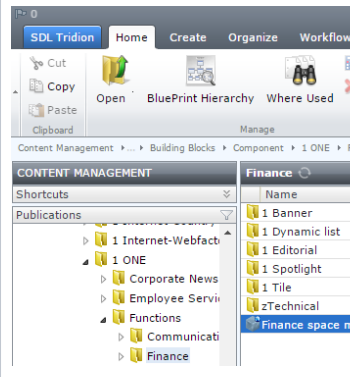


#### Step 4: Save & Close then Publish

1. When you finishes to update, press "Save & Close"



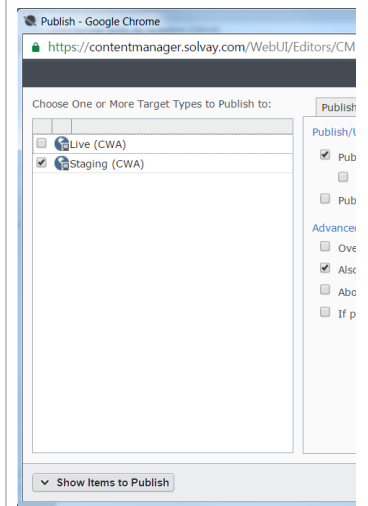
2. Back to your Space folder in the Tridion Content Manager, ensure the space menu component is selected, then press "Publish"



3. Tick "Staging" and Untick "Live",

Go to the "Advanced" tab, then tick "Also Publish/Unpublish in Child Publications",

Press "Publish"



4. To publish it in Live, repeat the 2. and 3. points, but ticking "Live" instead of "Staging"



#### Notes

- If you miss to tick "Also Publish/Unpublish in Child Publications", your visitors browsing Solvay ONE in an alternative language will not see your changes.
- As usual, always check the result of your changes in Staging before publishing in Live

## Related articles

## Can't find information?

### Related docs

- [Web support contact](#)