

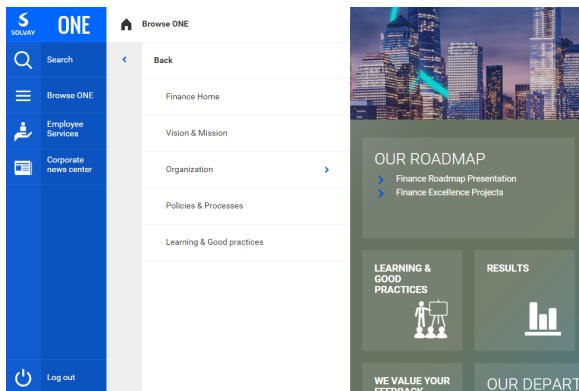
Space menu management

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".

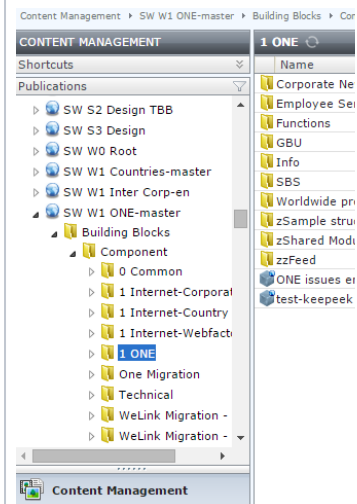
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Step-by-step

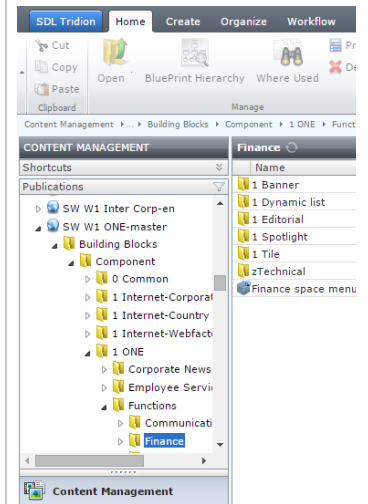
Step 1: Open the space menu component

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

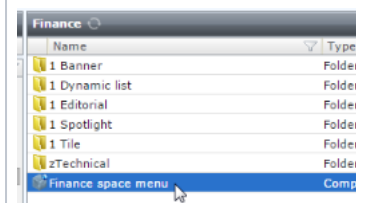


2. According to your entity, reach your space sub-folder.

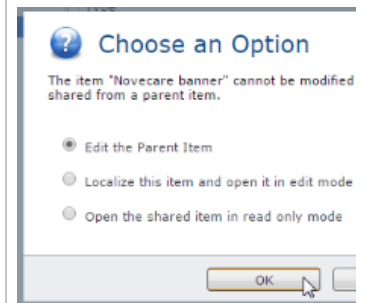
Example: `\\SW W1 ONE Master\\Building Blocks\\Component\\1 ONE\\Function\\Finance\\`



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 very

Level 1	Level 2 (under "Organization" item)
Browse ONE Back Finance Home Vision & Mission Organization Policies & Processes Learning & Good practices	Browse ONE Back Organization Group Accounting & Reporting Group Controlling Human Resources Finance Investor Relations Mergers & Acquisitions Tax Treasury & Insurance

Home

Organize

Workflow

Format

Save

Save and Close

Save and New

BluePrint Hierarchy

Where Use

SW C1 Master-en

Building Blocks

Component

1 ONE

Functions

Finance

General

Source

Workflow

Comments

Ratings

Info

Name:

Finance space menu

Schema:

Side Menu

Component Content

Title:

Finance Home

Hide in Live:

yes

Link:

Section title:

Vision & Mission

Link:

Vision and Mission

Level (eg: Level 1, Level 2, Level 3, Level 4):

1

Section title:

Organization

Link:

People_Organization

Level (eg: Level 1, Level 2, Level 3, Level 4):

1

Section title:

Group Accounting & Reporting

Link:

hp-group-accounting

Level (eg: Level 1, Level 2, Level 3, Level 4):

2

Section title:

Group Controlling

Link:

hp-group-controlling

Level (eg: Level 1, Level 2, Level 3, Level 4):

2

Section title:

Human Resources Finance

Link:

hp_human_resources

Level (eg: Level 1, Level 2, Level 3, Level 4):

2

Section title:

Investor Relations

Link:

hp-investor-relations

Level (eg: Level 1, Level 2, Level 3, Level 4):

2

Section title:

Mergers & Acquisitions

Link:

hp-mergers

Level (eg: Level 1, Level 2, Level 3, Level 4):

2

Section title:

Tax

Link:

hp-tax

Level (eg: Level 1, Level 2, Level 3, Level 4):

2

Section title:

Treasury & Insurance

Link:

hp-treasury

Level (eg: Level 1, Level 2, Level 3, Level 4):

2

Section title:

Policies & Processes

Link:

Policies_Processes

Level (eg: Level 1, Level 2, Level 3, Level 4):

1

Section title:

Learning & Good practices

Link:

Learning_Good_Practices

Level (eg: Level 1, Level 2, Level 3, Level 4):

1



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:

Vision & Mission

* Link:

Vision and Mission

* Level (eg: Level 1, Level 2)

1

Step 3b: Add a space menu item

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

* Link:



* Section title:

Vision & Mission

* Link:

Vision and Mission

* Level (eg: Level 1, Level 2)

1

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

* Link:



* Section title:

Vision & Mission

* Link:

Vision and Mission

* Level (eg: Level 1, Level 2)

1

* Link:



* Section title:

* Link:

* Level (eg: Level 1, Level 2)

1

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

Delete

Step 3d: Reorder a space menu item

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



* Section title:
Our missions

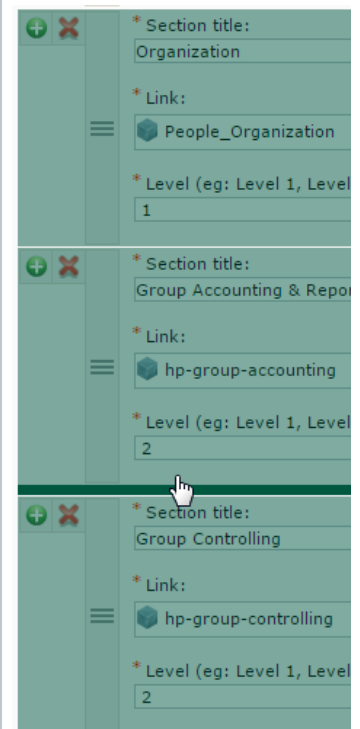
* Link:

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).

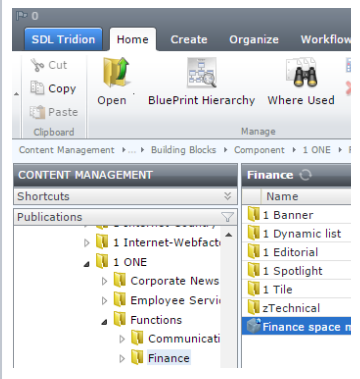


Step 4: Save & Close then Publish

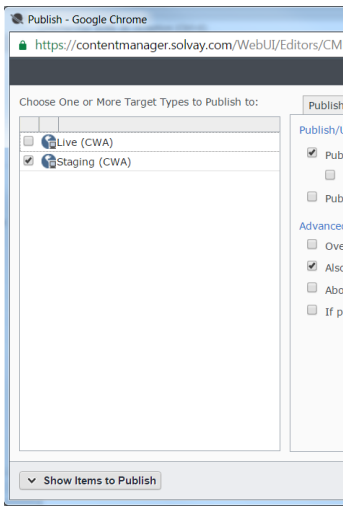
1. When you finishes to update, press "Save & Close"



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](#)