

# Edit the left-hand menu

The left-hand menu on General pages is managed by updating the files and folders to add, remove, or reorder menu entries.

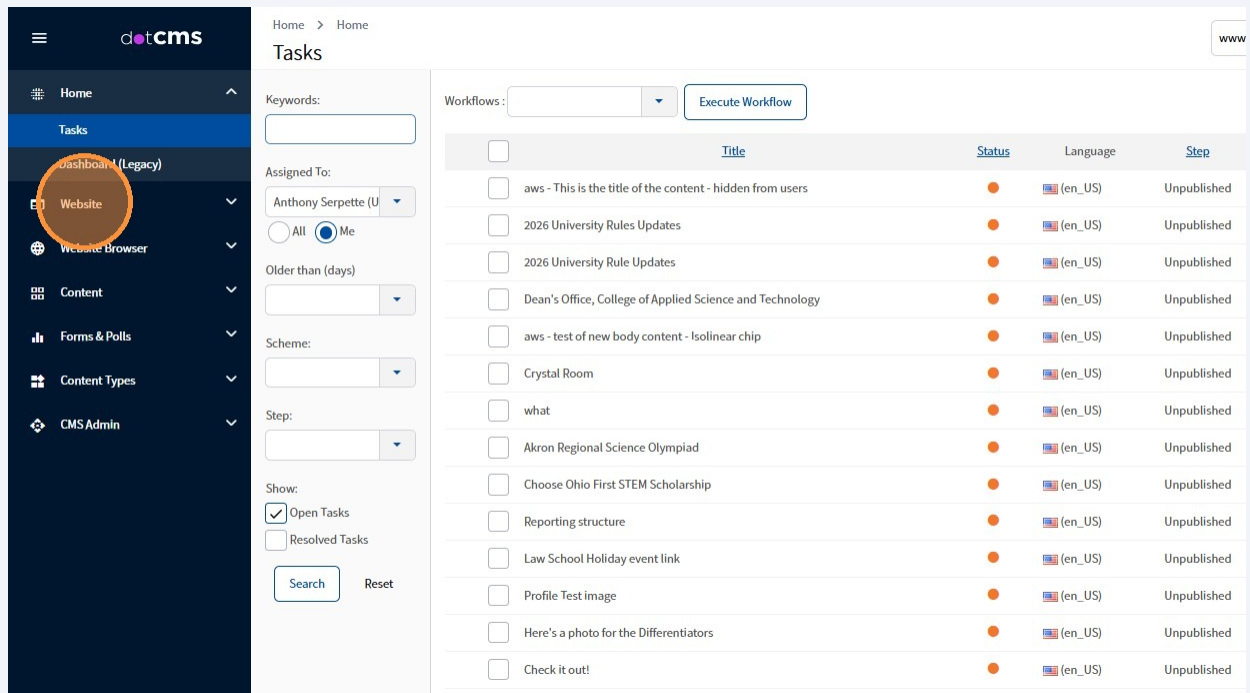
1

Navigate to <https://www.uakron.edu/c> Log in with your UA credentials.

The screenshot displays the Uakron website interface. On the left, a dark blue sidebar contains a menu with several expandable sections, each marked with a downward arrow. The main content area is a light gray table with columns for checkboxes, Title, Status, Language, Step, Assignee, and Last Updated. The table lists various tasks, all of which are currently unpublished and assigned to Anthony Serpette. The tasks include updates to university rules, a test of new body content, a profile test image, and a photo for differentiators.

	Title	Status	Language	Step	Assignee	Last Updated
<input type="checkbox"/>	aws - This is the title of the content - hidden from users	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	46 r
<input type="checkbox"/>	2026 University Rules Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	2026 University Rule Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	Dean's Office, College of Applied Science and Technology	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	aws - test of new body content - Isolinear chip	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	Crystal Room	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	what	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Choose Ohio First STEM Scholarship	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Reporting structure	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Law School Holiday event link	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Profile Test image	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Here's a photo for the Differentiators	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Check it out!	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Image for a Promo	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	This is the second row	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	The image for the second row of my checkerboard	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2

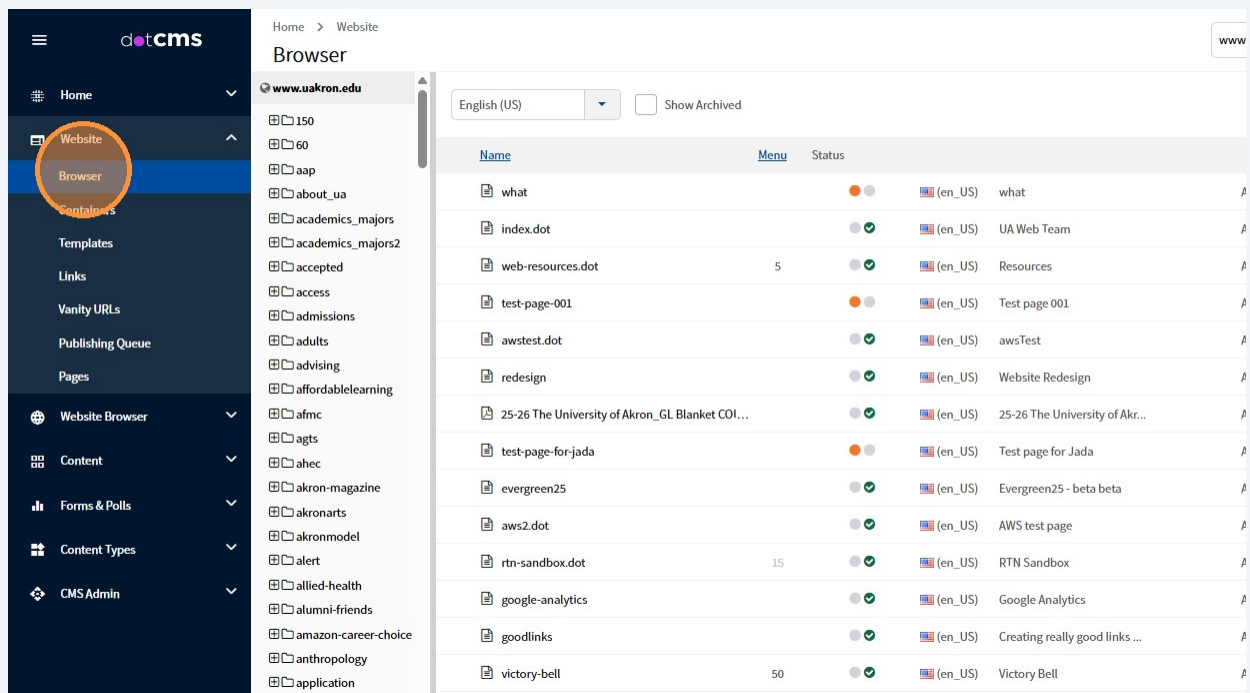
## 2 Click "Website"



The screenshot shows the dotCMS interface. On the left, a dark sidebar contains a menu with items: Home, Tasks, Dashboard (Legacy), Website, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The 'Website' item is highlighted with an orange circle. The main content area is titled 'Tasks' and includes a breadcrumb 'Home > Home'. It features a 'Keywords' search bar, an 'Assigned To' dropdown set to 'Anthony Serpette (U)', radio buttons for 'All' and 'Me' (with 'Me' selected), an 'Older than (days)' dropdown, a 'Scheme' dropdown, a 'Step' dropdown, and a 'Show' section with checkboxes for 'Open Tasks' (checked) and 'Resolved Tasks'. A 'Search' button and a 'Reset' link are at the bottom of the filters. The main table lists tasks with columns for checkboxes, Title, Status, Language, and Step. All tasks are marked as 'Unpublished'.

	Title	Status	Language	Step
<input type="checkbox"/>	aws - This is the title of the content - hidden from users	●	en_US	Unpublished
<input type="checkbox"/>	2026 University Rules Updates	●	en_US	Unpublished
<input type="checkbox"/>	2026 University Rule Updates	●	en_US	Unpublished
<input type="checkbox"/>	Dean's Office, College of Applied Science and Technology	●	en_US	Unpublished
<input type="checkbox"/>	aws - test of new body content - Isolinear chip	●	en_US	Unpublished
<input type="checkbox"/>	Crystal Room	●	en_US	Unpublished
<input type="checkbox"/>	what	●	en_US	Unpublished
<input type="checkbox"/>	Akron Regional Science Olympiad	●	en_US	Unpublished
<input type="checkbox"/>	Choose Ohio First STEM Scholarship	●	en_US	Unpublished
<input type="checkbox"/>	Reporting structure	●	en_US	Unpublished
<input type="checkbox"/>	Law School Holiday event link	●	en_US	Unpublished
<input type="checkbox"/>	Profile Test image	●	en_US	Unpublished
<input type="checkbox"/>	Here's a photo for the Differentiators	●	en_US	Unpublished
<input type="checkbox"/>	Check it out!	●	en_US	Unpublished

## 3 Click "Browser" and navigate to your folder



The screenshot shows the dotCMS 'Website Browser' interface. The left sidebar menu is the same as in the previous step, but 'Website Browser' is now highlighted with an orange circle. The main content area is titled 'Browser' and shows the breadcrumb 'Home > Website'. It displays a list of folders and files for the domain 'www.uakron.edu'. A language dropdown is set to 'English (US)' and there is a 'Show Archived' checkbox. The main table lists items with columns for Name, Menu, Status, Language, and a partial view of the Step column. Each item has a folder icon and a status indicator (orange dot for unpublished, green checkmark for published).

Name	Menu	Status	Language	Step
what		●	en_US	what
index.dot		●	en_US	UA Web Team
web-resources.dot	5	●	en_US	Resources
test-page-001		●	en_US	Test page 001
awstest.dot		●	en_US	awsTest
redesign		●	en_US	Website Redesign
25-26 The University of Akron_GL Blanket COI...		●	en_US	25-26 The University of Akr...
test-page-for-jada		●	en_US	Test page for Jada
evergreen25		●	en_US	Evergreen25 - beta beta
aws2.dot		●	en_US	AWS test page
rtn-sandbox.dot	15	●	en_US	RTN Sandbox
google-analytics		●	en_US	Google Analytics
goodlinks		●	en_US	Creating really good links ...
victory-bell	50	●	en_US	Victory Bell

4

The list of files in your folder shows the status of the pages (published vs. unpublished or archived) and the Menu column will have a number if the page is currently on the left-hand menu.

The screenshot shows the dotCMS Website Browser interface. On the left is a dark sidebar with a menu. The main area displays a list of files for the website 'www.uakron.edu'. The files are listed in a table with columns: Name, Menu, Status, and a final column with flags and titles. The file 'web-resources.dot' is highlighted with an orange circle. The 'Menu' column for this file shows the number '5'. The 'Status' column shows a green circle with a checkmark, indicating it is published.

Name	Menu	Status	Flags	Title
what		Unpublished	(en_US)	what
index.dot		Published	(en_US)	UA Web Team
web-resources.dot	5	Published	(en_US)	Resources
test-page-001		Unpublished	(en_US)	Test page 001
awstest.dot		Published	(en_US)	awsTest
redesign		Published	(en_US)	Website Redesign
25-26 The University of Akron_GL Blanket COI...		Published	(en_US)	25-26 The University of Akr...
test-page-for-jada		Unpublished	(en_US)	Test page for Jada
evergreen25		Published	(en_US)	Evergreen25 - beta beta
aws2.dot		Published	(en_US)	AWS test page
rtn-sandbox.dot	15	Published	(en_US)	RTN Sandbox
google-analytics		Published	(en_US)	Google Analytics
goodlinks		Published	(en_US)	Creating really good links ...
victory-bell	50	Published	(en_US)	Victory Bell

5

To add, remove, or change the order of a page in the menu, right-click the filename and choose Page Properties.

The screenshot shows the same dotCMS Website Browser interface as before. A right-click context menu is open over the 'web-resources.dot' file. The menu options are: Open (Preview), Page Properties, Unpublish, Copy, Add To Bundle, Mark for Copy, Cut, and Close. The 'Page Properties' option is highlighted with an orange circle.

6 Click the "Advance Properties" tab.

Page Asset

CONTENT ADVANCE PROPERTIES RULES PERMISSIONS HISTORY

Title \*

Resources

Host or Folder \*

www.uakron.edu/webteam/

Url \*

web-resources.dot

Cache TTL \*

0

Template \*

UA2 - 2 column (Top Panel, With Left Nav) (www.uakron.edu)

Preview

Header

Container: UA Top Panel

Container: UA

Container: UA

Container: UA

Lang

Eng

Pre

Loc

Work

Cont

Work

Step:

Assig

7 The Show on Menu checkbox will add or remove a page from the left-hand menu.

Page Asset

CONTENT ADVANCE PROPERTIES RULES PERMISSIONS HISTORY

Show on Menu

☒

Sort Order \*

5

Friendly Name \*

Resources

Redirect Url

Select Link

HTTPS Required

☐

SEO Description

Lang

Eng

Pre

Loc

Work

Cont

Work

Step:

Assig

8

The Sort Order is a number the determines the placement of the page on the menu.

Page Asset

CONTENT ADVANCE PROPERTIES RULES PERMISSIONS HISTORY

Show on Menu ☒

Sort Order

Friendly Name \*

Redirect Url  [Select Link](#)

HTTPS Required ☐

SEO Description

Lang Eng Pre Loc

Work Cont Work Step: Assig

9

To update this, click "Lock for Editing"

ES RULES PERMISSIONS HISTORY

Language English (US)

Preview [→](#)

[Lock for Editing](#)

Workflow

Content Type: [Page Asset](#)

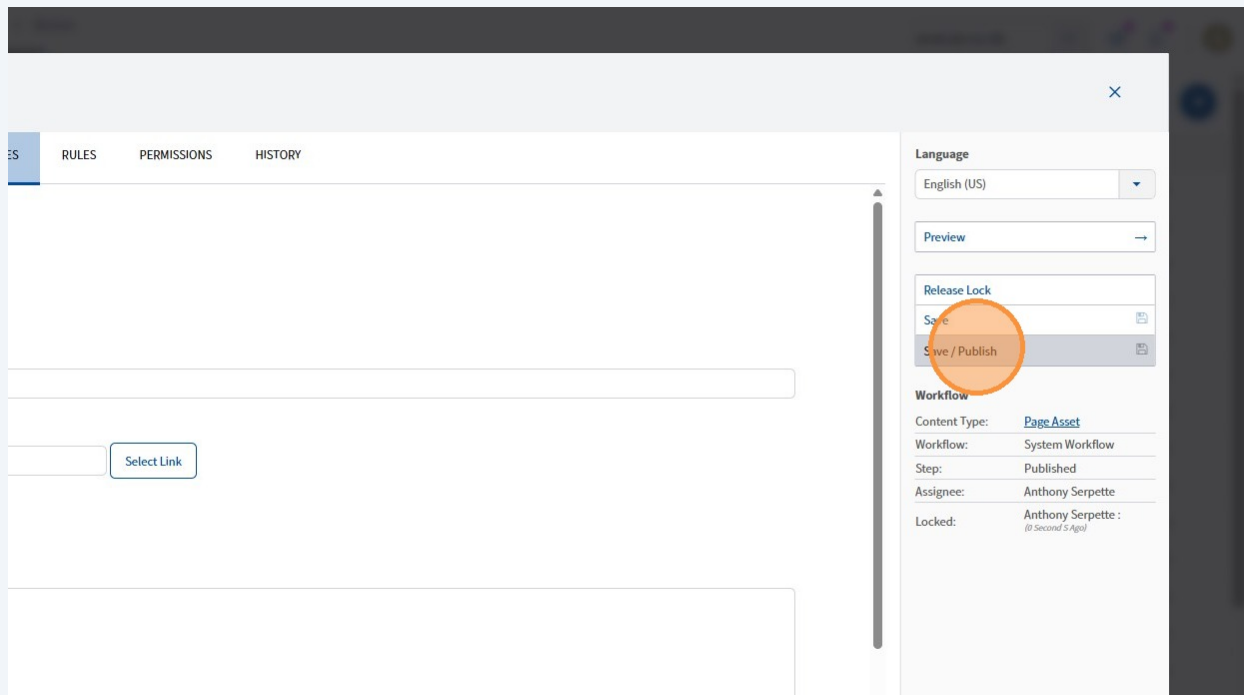
Workflow: System Workflow

Step: Published

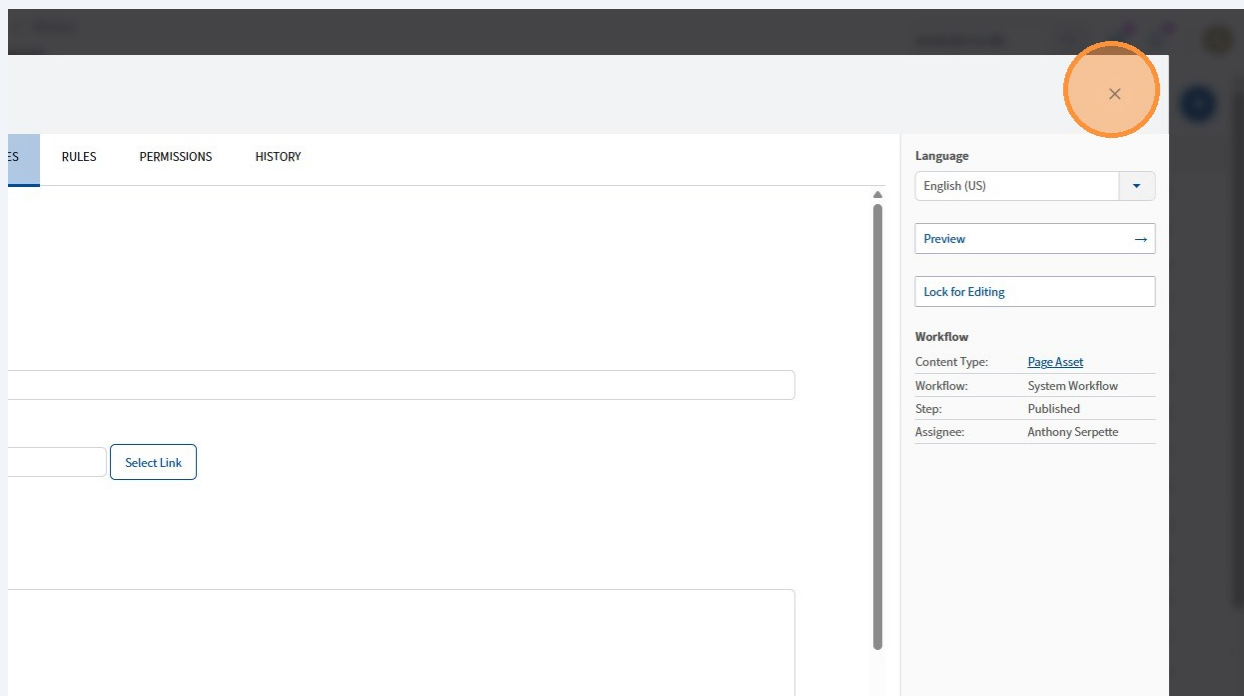
Assignee: Anthony Serpette

Select Link

10 Click "Save / Publish" to make the changes live.



11 Click the "x" to close the window.



12

In some cases, you can leave "gaps" in the numbering to make it easier to insert pages in the middle of the menu later on - rather than having to do extensive reordering.

The screenshot shows the dotCMS Website Browser interface. On the left is a dark sidebar with a menu. The main area is titled "Browser" and shows a list of pages for the domain "www.uakron.edu". An orange circle highlights the "webmaster.dot" entry, which has a value of 30. Other entries have values like 15, 50, 11, 20, 1, and 13, demonstrating gaps in the numbering sequence.

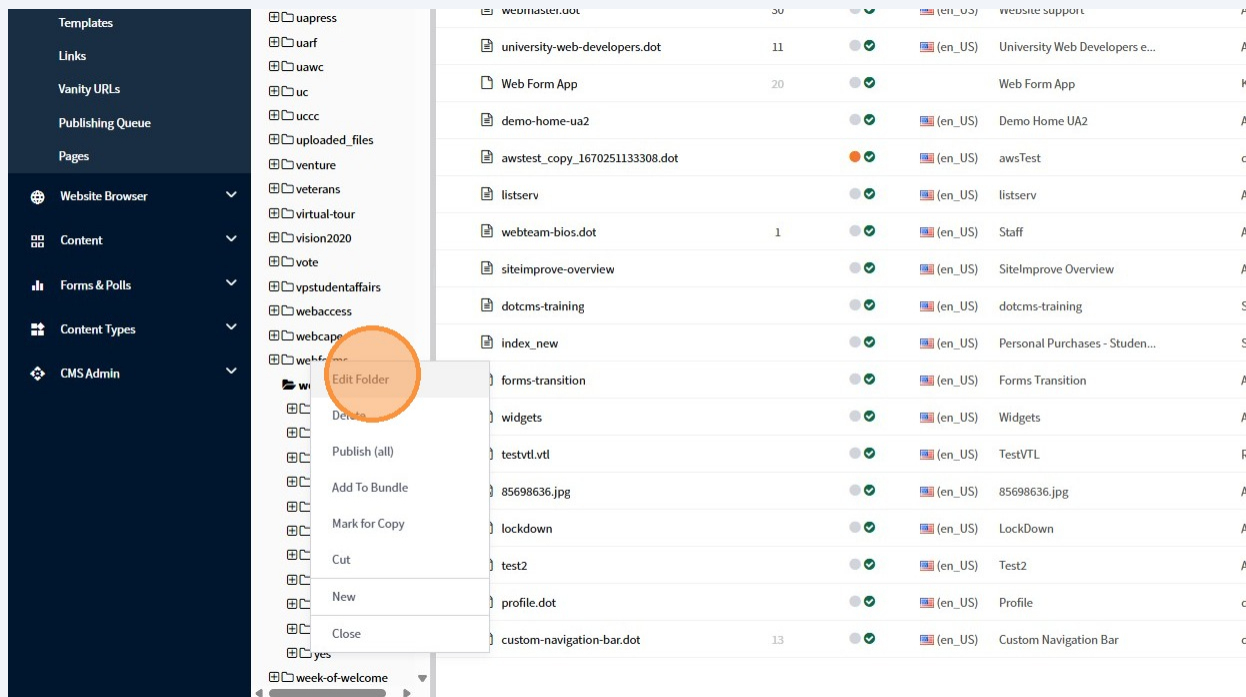
Page Name	Value	Status	Language	Page Title
25-26 The University of Akron_GL Blanket COI...		✓	(en_US)	25-26 The University of Akr...
test-page-for-jada		✗	(en_US)	Test page for Jada
evergreen25		✓	(en_US)	Evergreen25 - beta beta
aws2.dot		✓	(en_US)	AWS test page
rtn-sandbox.dot	15	✓	(en_US)	RTN Sandbox
google-analytics		✓	(en_US)	Google Analytics
goodlinks		✓	(en_US)	Creating really good links ...
victory-bell	50	✓	(en_US)	Victory Bell
webmaster.dot	30	✓	(en_US)	Website support
university-web-developers.dot	11	✓	(en_US)	University Web Developers e...
Web Form App	20	✓		Web Form App
demo-home-ua2		✓	(en_US)	Demo Home UA2
awstest_copy_1670251133308.dot		✗	(en_US)	awsTest
listserv		✓	(en_US)	listserv
webteam-bios.dot	1	✓	(en_US)	Staff
siteimprove-overview		✓	(en_US)	SiteImprove Overview
dotcms-training		✓	(en_US)	dotcms-training
index_new		✓	(en_US)	Personal Purchases - Studen...

13

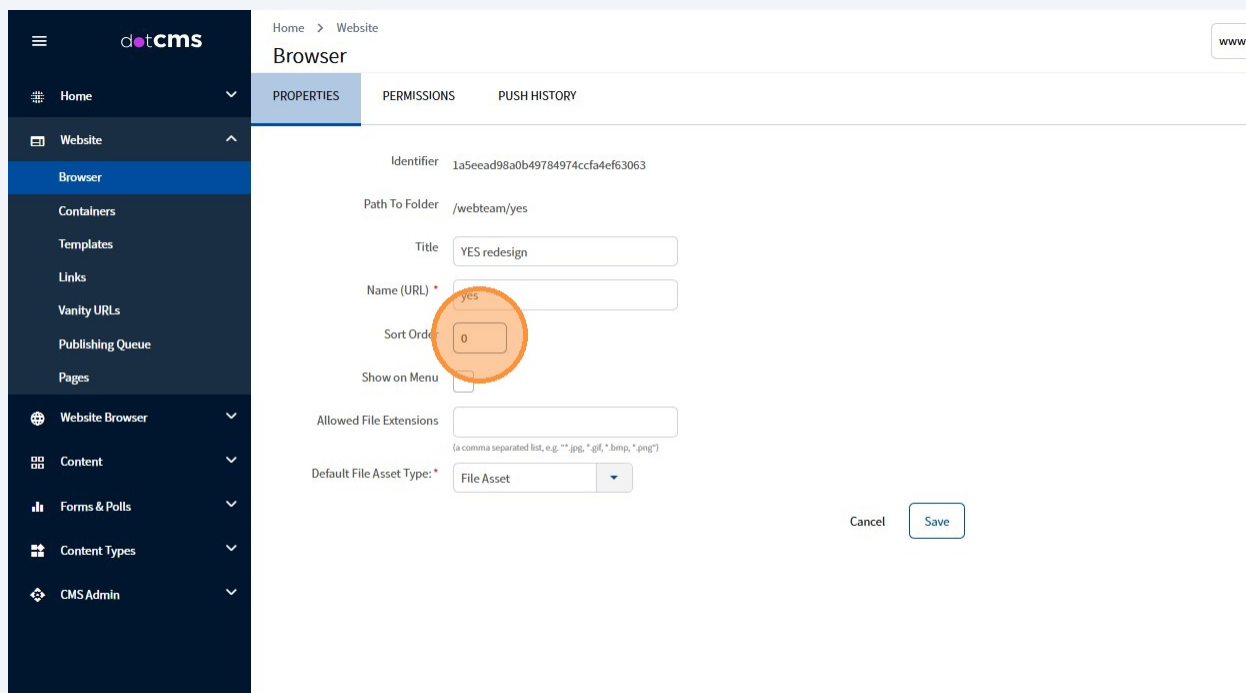
To add a folder to the menu, right-click on the folder name.

The screenshot shows the dotCMS Website Browser interface. On the left sidebar, the "Pages" section is expanded, and a folder named "webteam" is highlighted with an orange circle. The main area shows a list of pages, including "webmaster.dot" (30), "university-web-developers.dot" (11), "Web Form App" (20), "demo-home-ua2", "awstest\_copy\_1670251133308.dot", "listserv", "webteam-bios.dot" (1), "siteimprove-overview", "dotcms-training", "index\_new", "forms-transition", "widgets", "testvtl.vtl", "85698636.jpg", "lockdown", "test2", "profile.dot", and "custom-navigation-bar.dot" (13). The "webteam" folder is highlighted in the sidebar, indicating it is the target for a right-click action to add it to the menu.

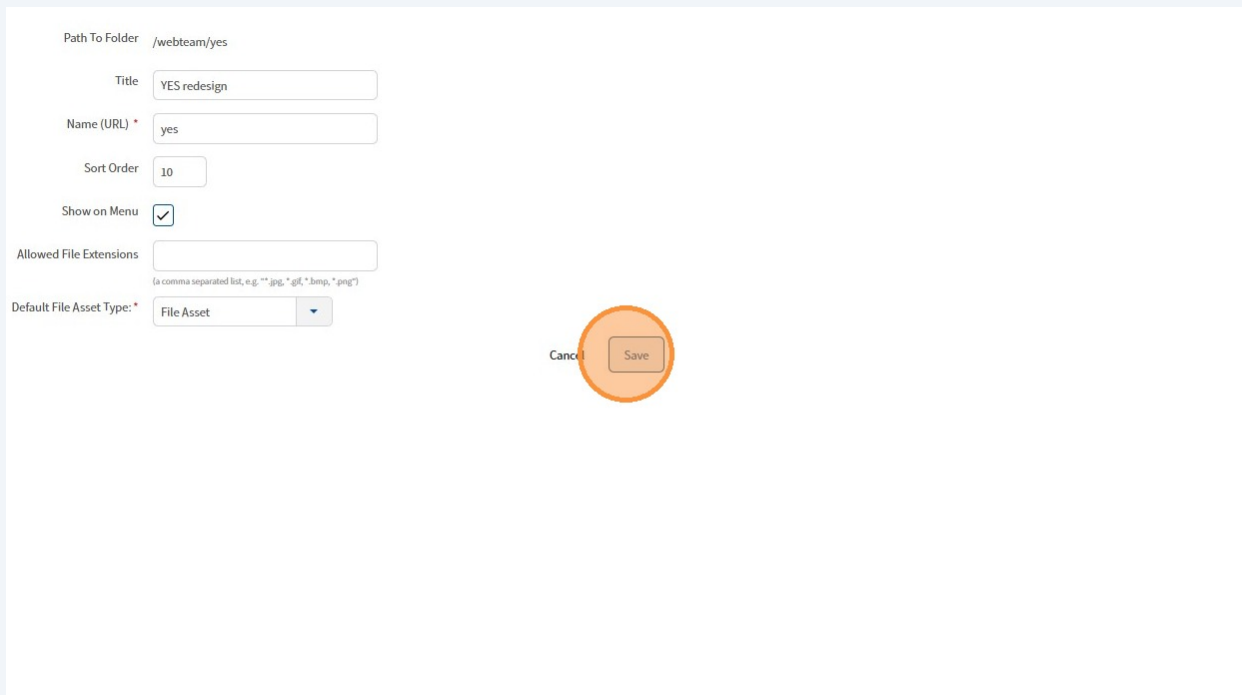
## 14 From the menu, click "Edit Folder"



## 15 As with the pages, you'll see options to set the Sort Order and select Show on Menu.



## 16 Click "Save" to apply your changes.



The screenshot shows a web form for configuring a folder in dotCMS. The form includes the following fields and controls:

- Path To Folder:** A text field containing the value `/webteam/yes`.
- Title:** A text field containing the value `YES redesign`.
- Name (URL) \*:** A text field containing the value `yes`.
- Sort Order:** A text field containing the value `10`.
- Show on Menu:** A checkbox that is checked.
- Allowed File Extensions:** An empty text field with a small note below it: *(a comma separated list, e.g. ".jpg, ".gif, ".bmp, ".png")*.
- Default File Asset Type: \*** A dropdown menu with `File Asset` selected.
- Buttons:** A circular orange button with a white border containing the text `Cancel` and a rectangular button with the text `Save`.

**i** By default, adding a Folder to the left-hand menu will make the Title of the folder visible. If a user clicks that folder title in the menu, they will be taken to the main page for that folder. In dotCMS, this is the `index.dot` page in that folder.

**i** A folder must be added to the menu before any pages in that folder can be added. Pages in a subfolder set to show on the menu will be indented.