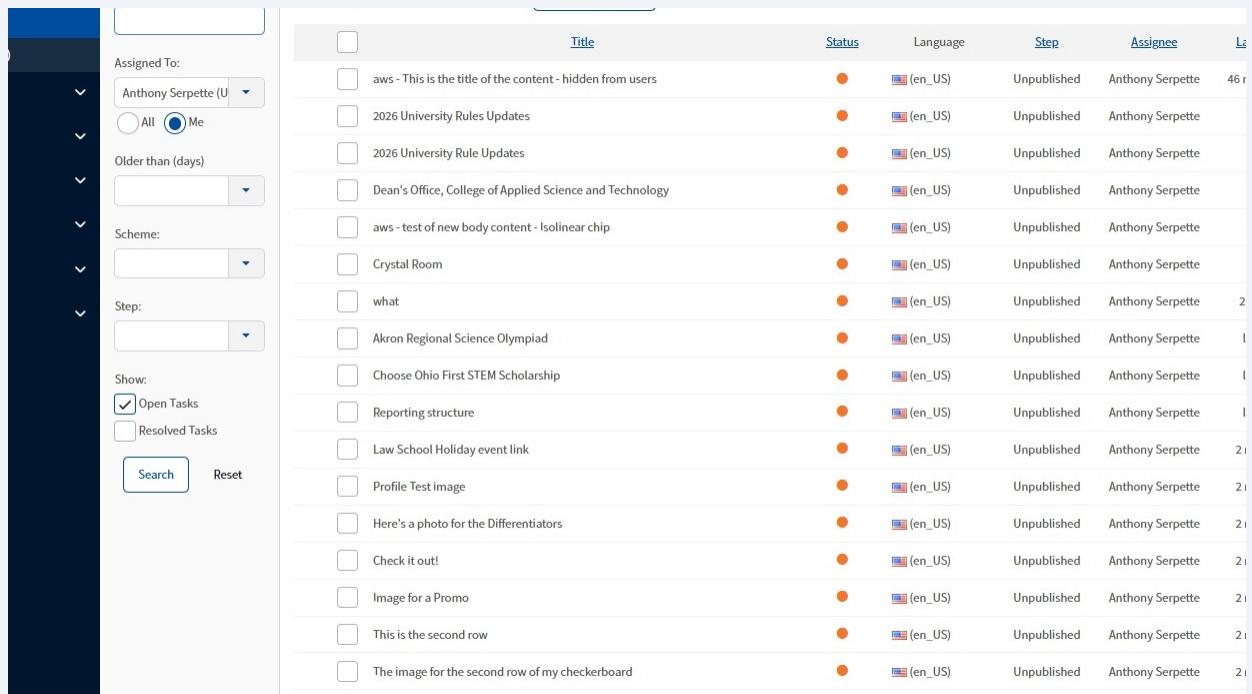


Edit the left-hand menu

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

1

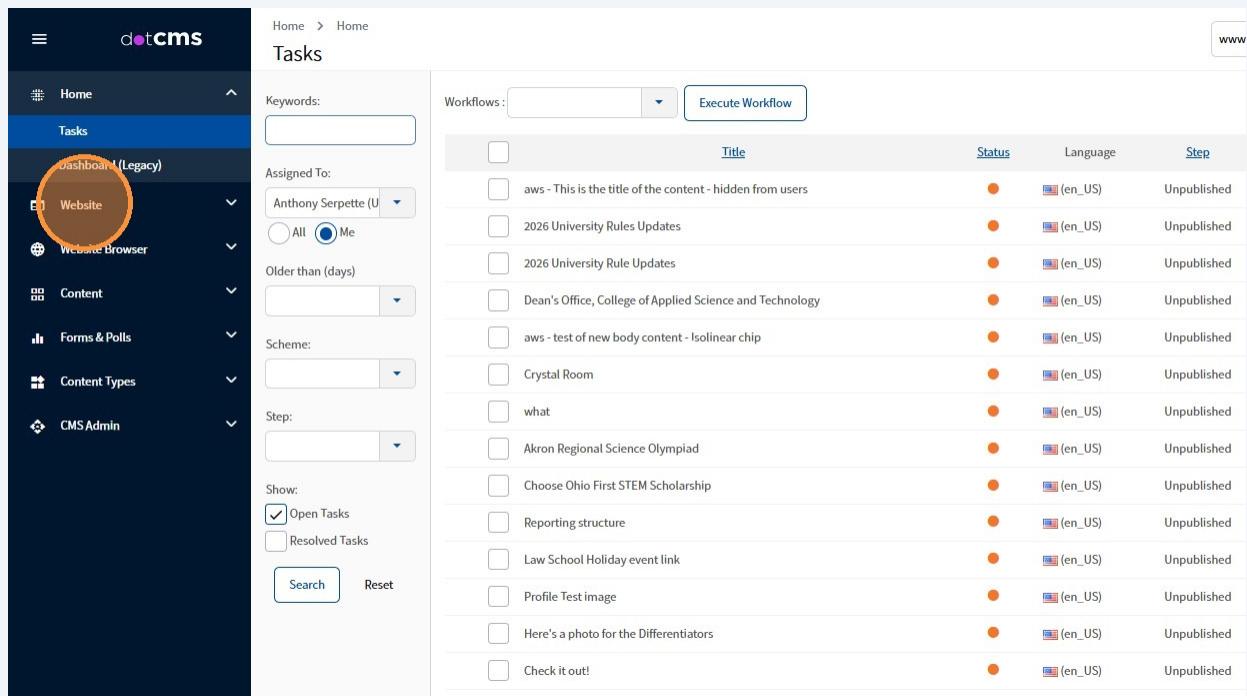
Navigate to <https://www.uakron.edu/c> Log in with your UA credentials.



The screenshot shows a user interface for managing tasks. On the left, there is a sidebar with dropdown menus for 'Assigned To' (set to 'Me'), 'Older than (days)', 'Scheme', 'Step', and 'Show' (with 'Open Tasks' checked). Below these are 'Search' and 'Reset' buttons. The main area is a table with columns: Title, Status, Language, Step, Assignee, and Li. The table lists 18 items, each with a checkbox and a preview image. The items are:

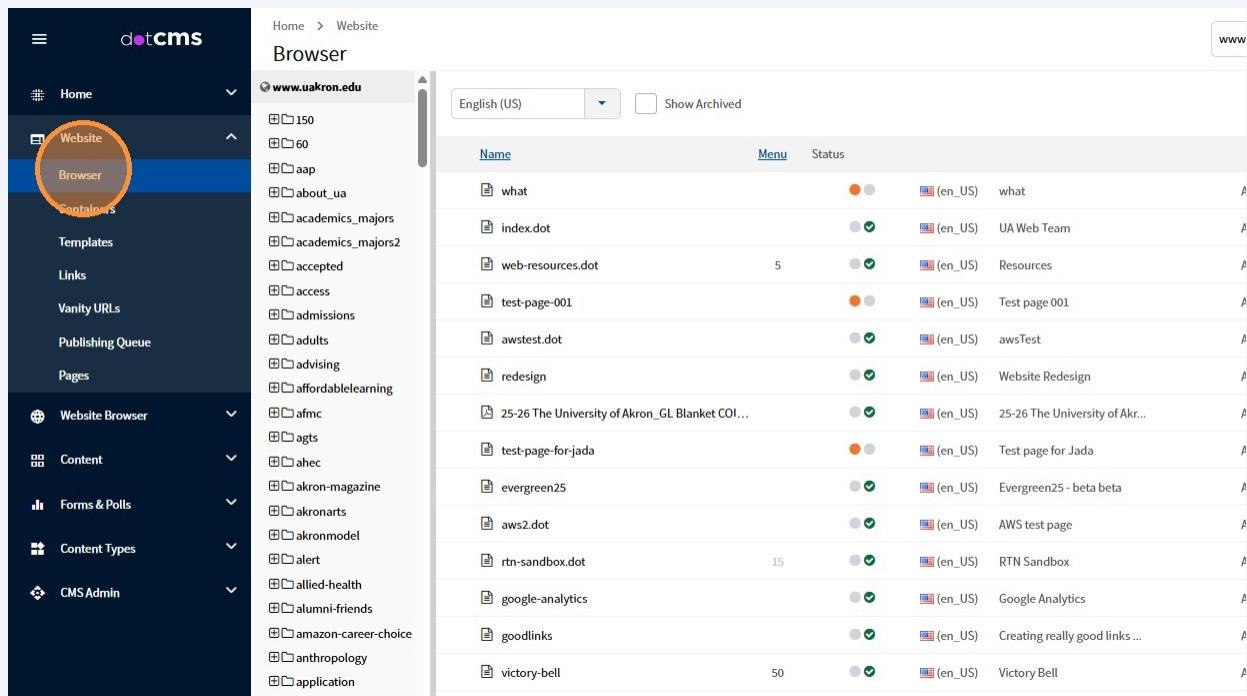
	Title	Status	Language	Step	Assignee	Li
<input type="checkbox"/>	aws - This is the title of the content - hidden from users	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	46 r
<input type="checkbox"/>	2026 University Rules Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	2026 University Rule Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	Dean's Office, College of Applied Science and Technology	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	aws - test of new body content - Isolinear chip	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	Crystal Room	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	what	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2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	Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1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	Choose Ohio First STEM Scholarship	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1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	Reporting structure	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1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	21
<input type="checkbox"/>	Profile Test image	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	21
<input type="checkbox"/>	Here's a photo for the Differentiators	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	21
<input type="checkbox"/>	Check it out!	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	21
<input type="checkbox"/>	Image for a Promo	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	21
<input type="checkbox"/>	This is the second row	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	21
<input type="checkbox"/>	The image for the second row of my checkerboard	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	21

2 Click "Website"



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

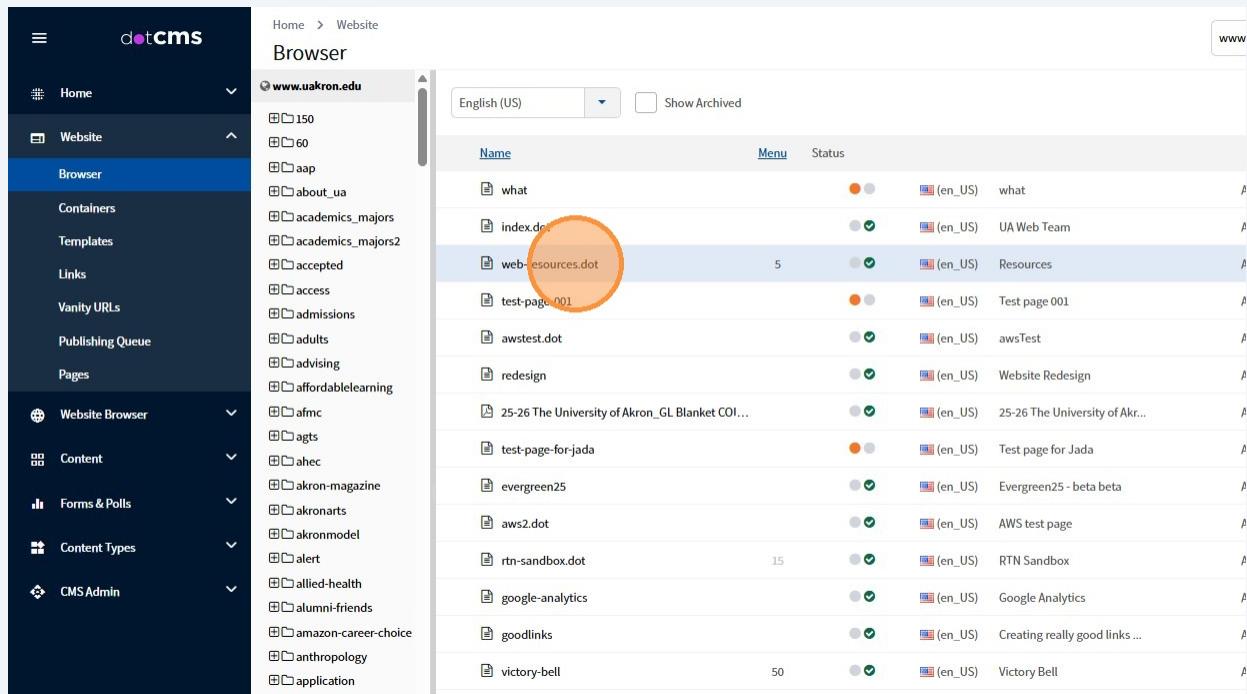
3 Click "Browser" and navigate to your folder



Name	Menu	Status
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

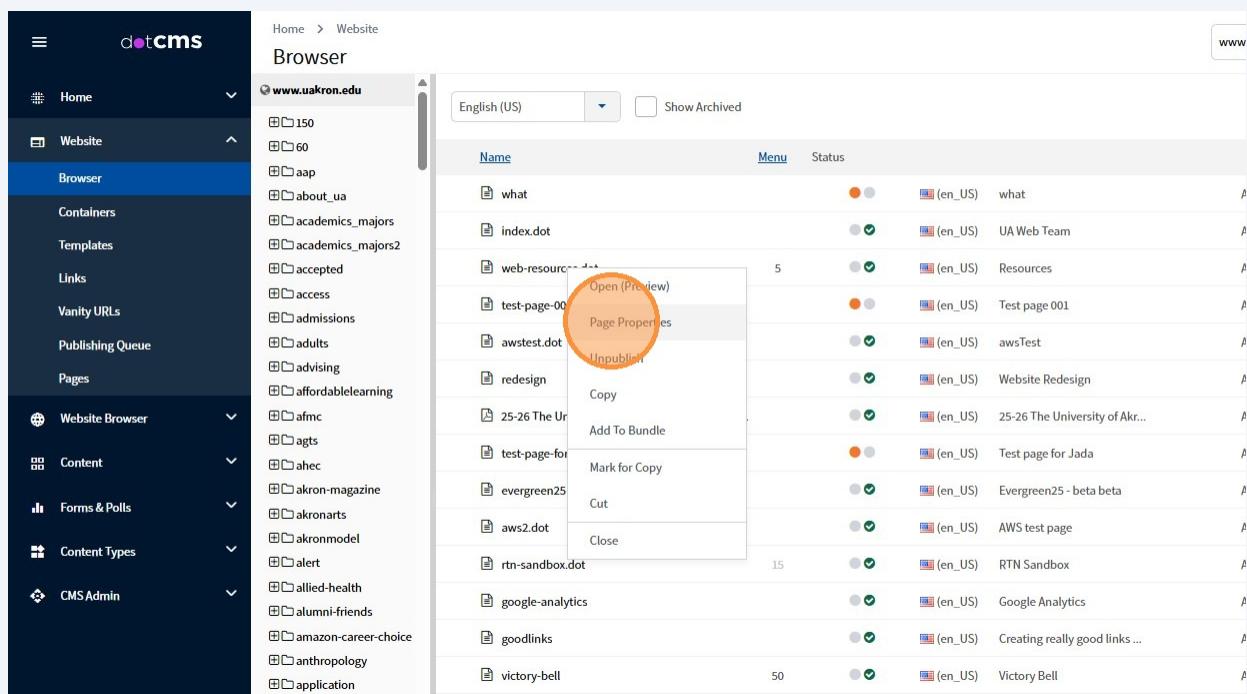
The list of files in your folder shows the status of the pages (published vs. unpublished or archived) and the Menu column will have a number if the page is currently on the left-hand menu.



Name	Menu	Status
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

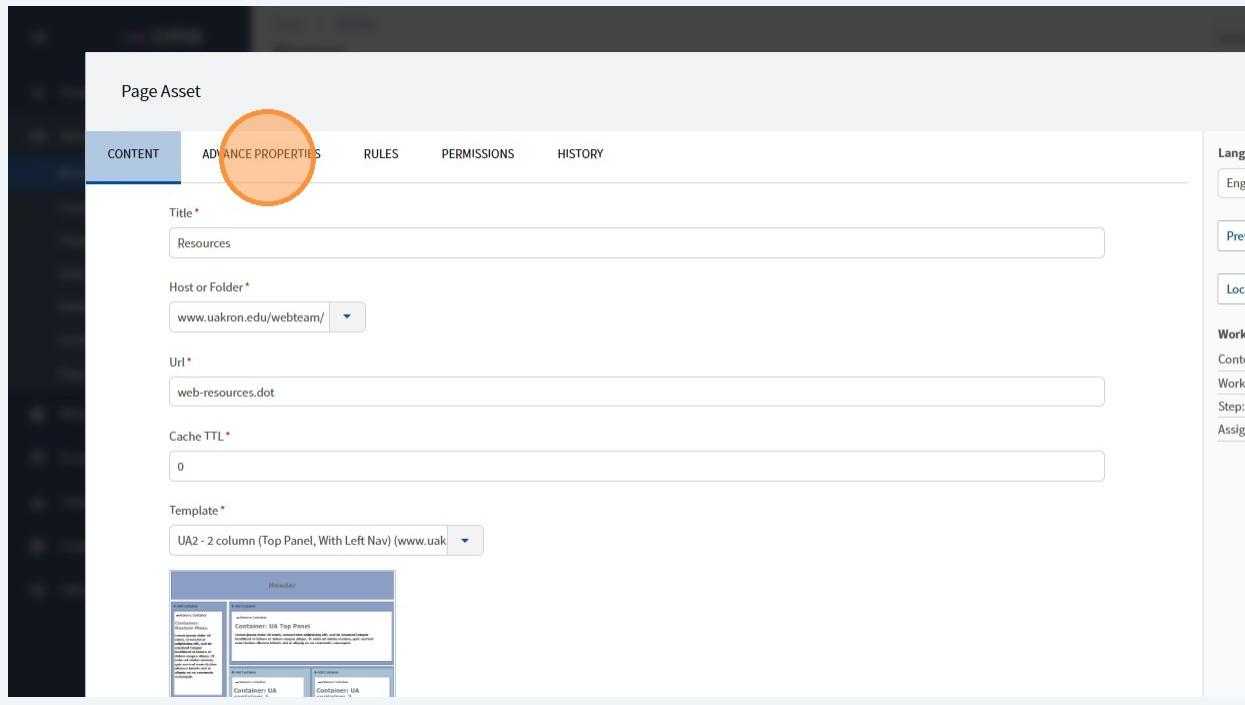
5

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

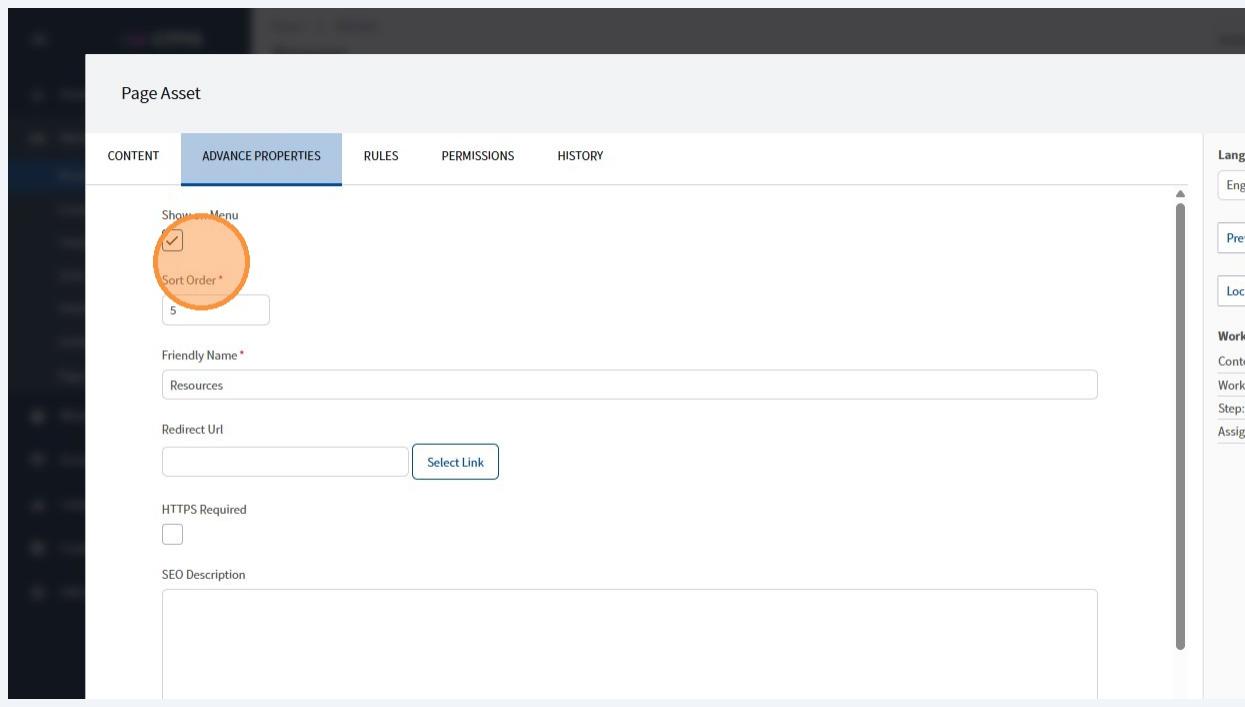


Name	Menu	Status
what	●	(en_US) what
index.dot	●	(en_US) UA Web Team
web-resources.dot	5	(en_US) Resources
test-page-001	●	(en_US) Test page 001
awstest.dot	●	(en_US) awsTest
redesign	●	(en_US) Website Redesign
25-26 The University of Akron_GL Blanket COI...	●	(en_US) 25-26 The University of Akr...
test-page-for-jada	●	(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

- 6 Click the "Advance Properties" tab.

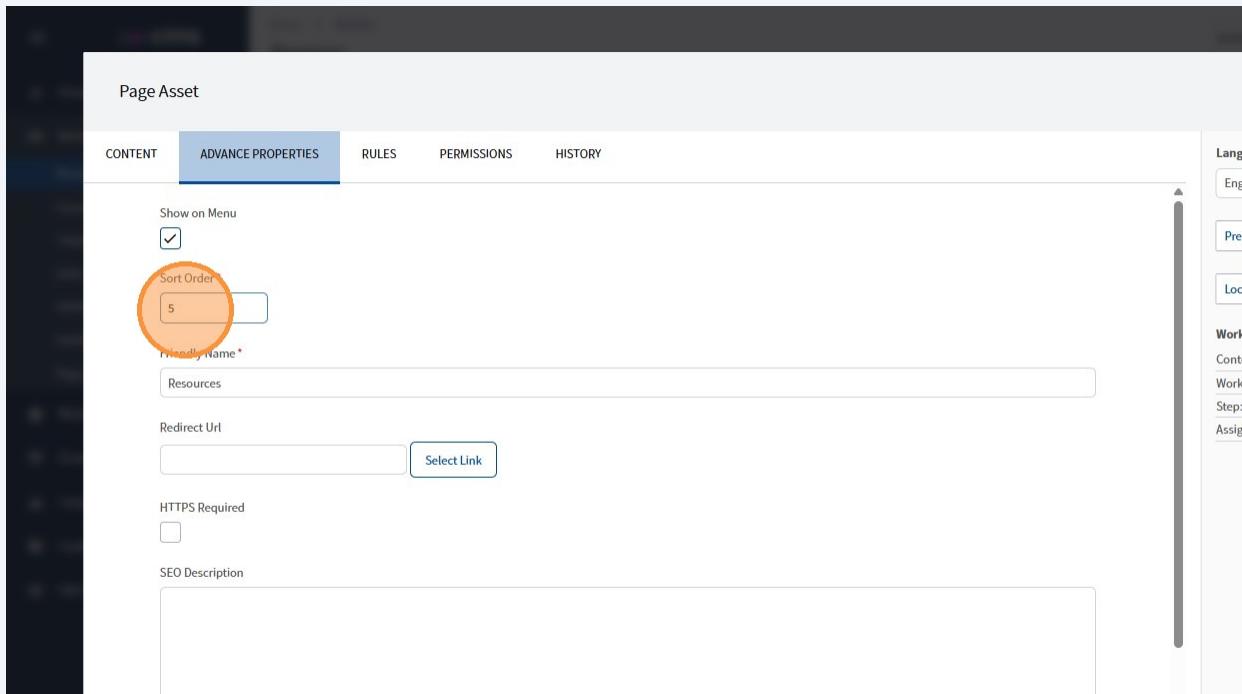


- 7 The Show on Menu checkbox will add or remove a page from the left-hand menu.



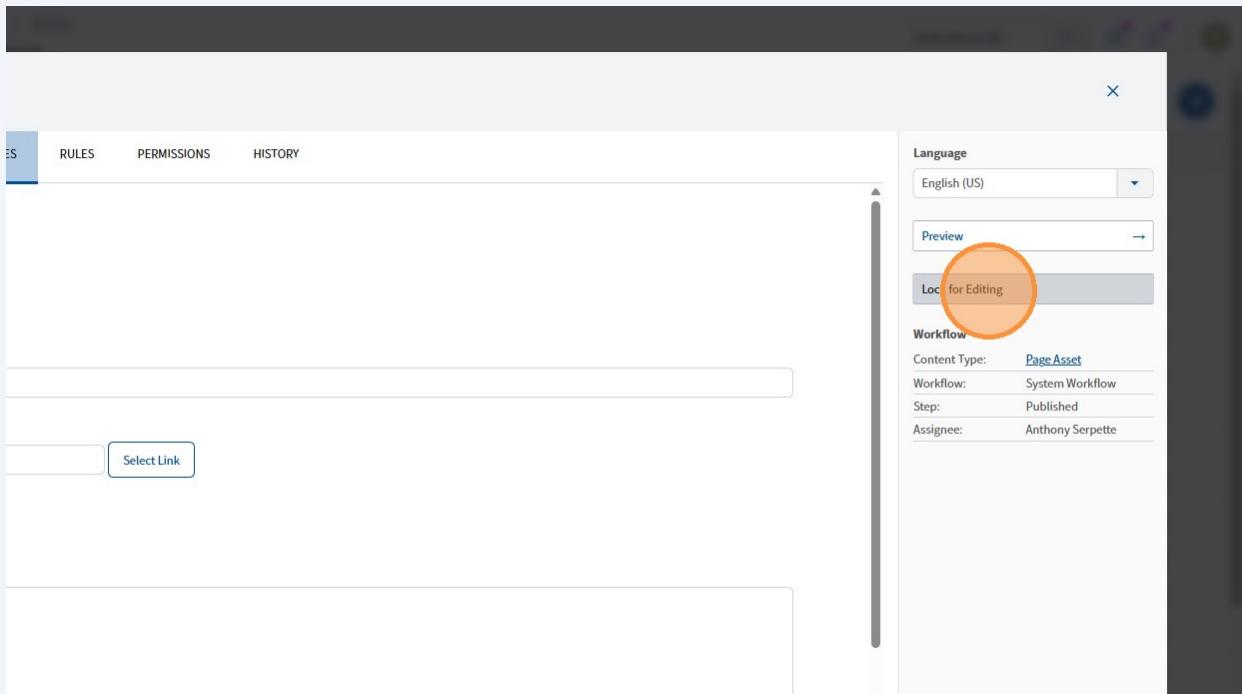
8

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

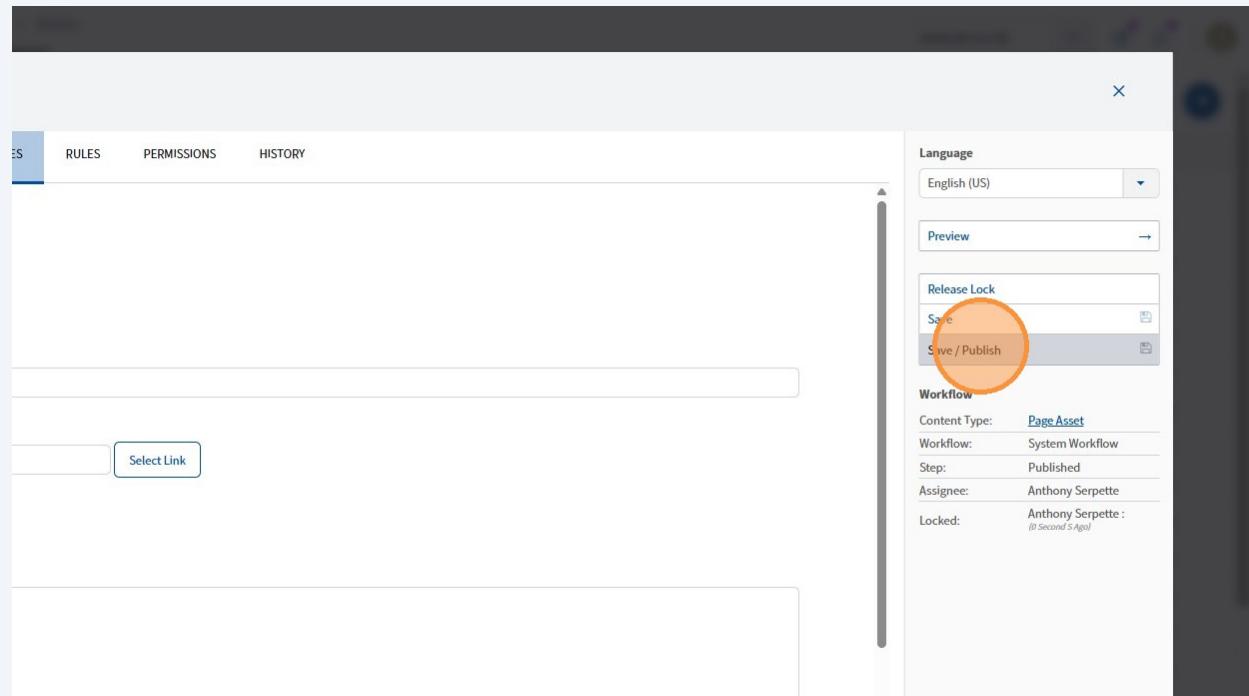


9

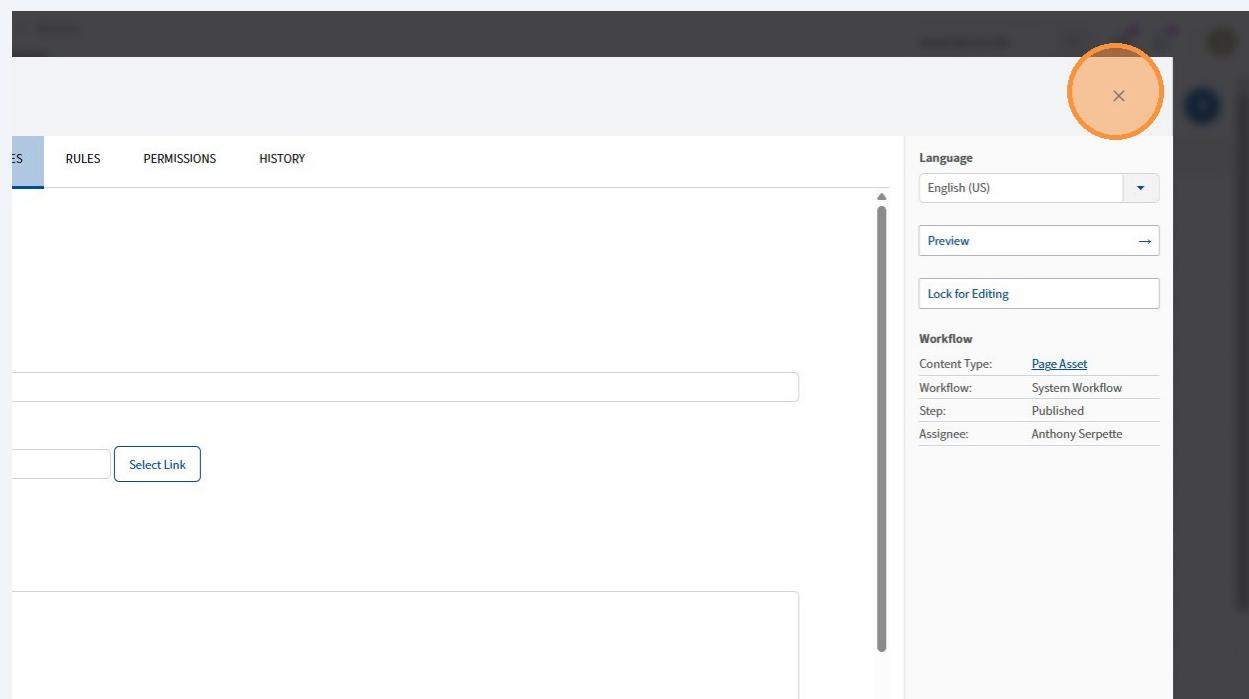
To update this, click "Lock for Editing"



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

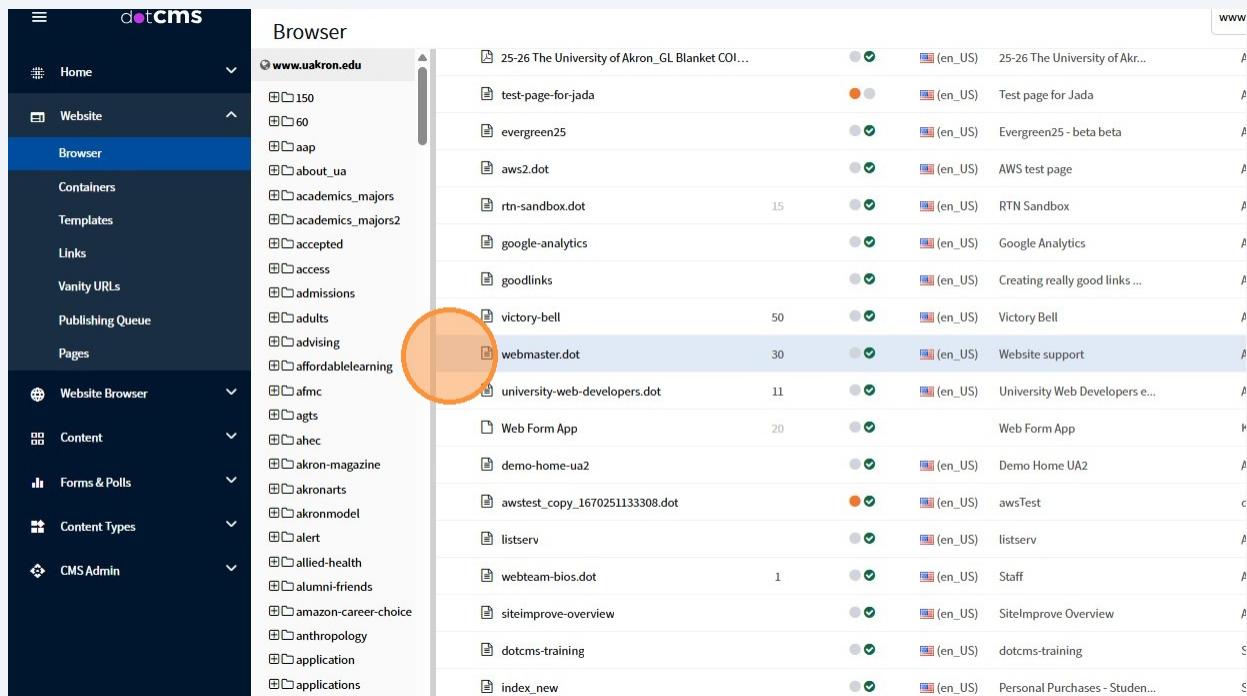


11 Click the "x" to close the window.



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.



dotcms

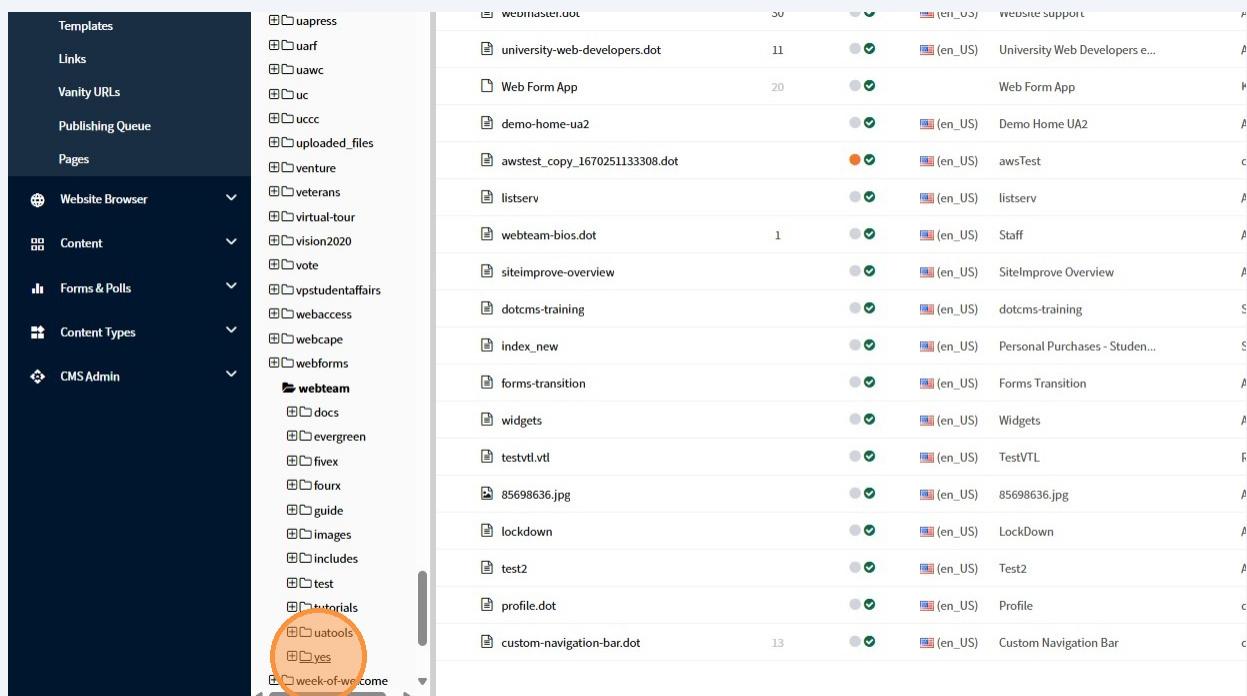
Browser

www.uakron.edu

Page	Number	Status	Language	Description
25-26 The University of Akron_GL Blanket CO...	50	Green	(en_US)	25-26 The University of Akron_GL Blanket CO...
test-page-for-jada	51	Orange	(en_US)	Test page for Jada
evergreen25	52	Green	(en_US)	Evergreen25 - beta beta
aws2.dot	53	Green	(en_US)	AWS test page
rtn-sandbox.dot	54	Green	(en_US)	RTN Sandbox
google-analytics	55	Green	(en_US)	Google Analytics
goodlinks	56	Green	(en_US)	Creating really good links ...
victory-bell	57	Green	(en_US)	Victory Bell
webmaster.dot	58	Green	(en_US)	Website support
university-web-developers.dot	59	Green	(en_US)	University Web Developers e...
Web Form App	60	Green		Web Form App
demo-home-ua2	61	Green	(en_US)	Demo Home UA2
awstest_copy_1670251133308.dot	62	Orange	(en_US)	awsTest
listserv	63	Green	(en_US)	listserv
webteam-bios.dot	64	Green	(en_US)	Staff
siteimprove-overview	65	Green	(en_US)	SiteImprove Overview
dotcms-training	66	Green	(en_US)	dotcms-training
index_new	67	Green	(en_US)	Personal Purchases - Studen...

13

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



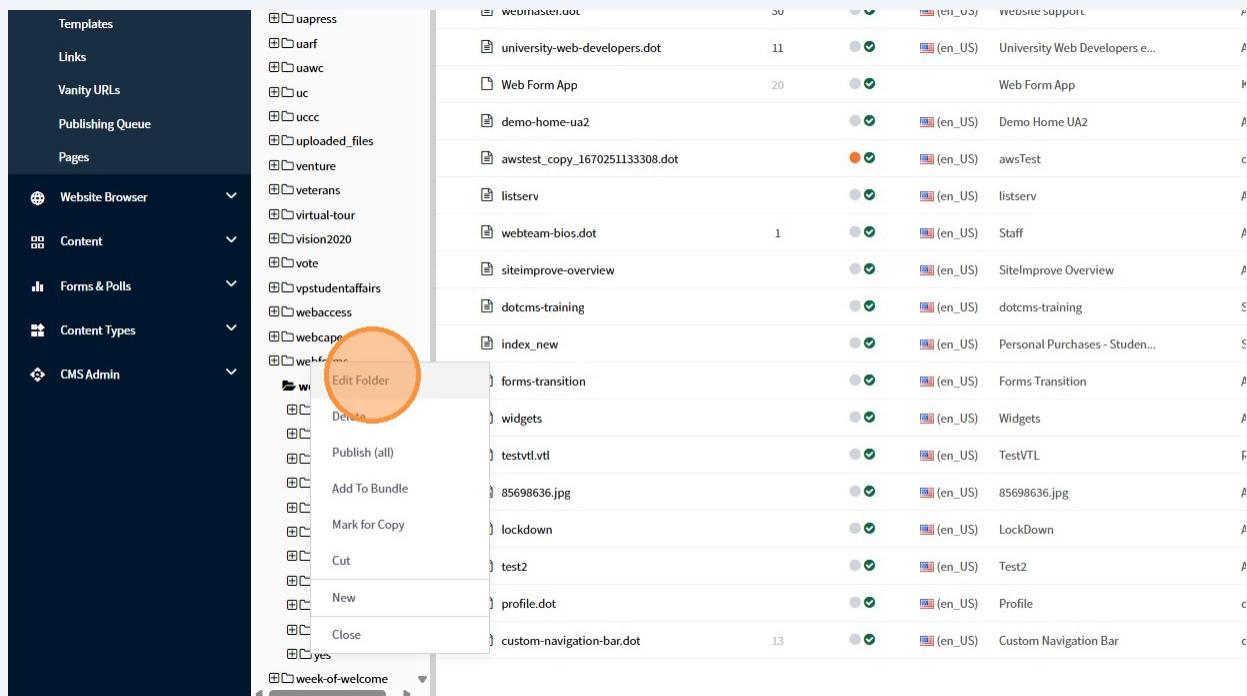
dotcms

Browser

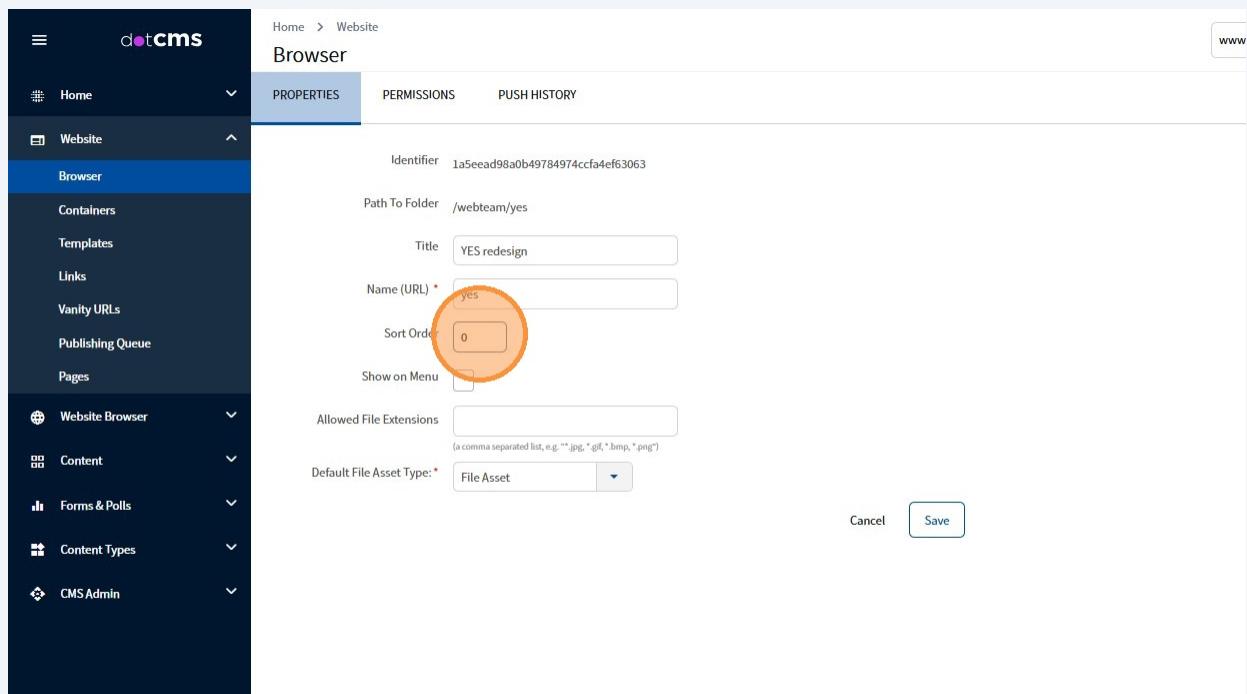
www.uakron.edu

Page	Number	Status	Language	Description
webmaster.dot	50	Green	(en_US)	Website support
university-web-developers.dot	51	Green	(en_US)	University Web Developers e...
Web Form App	52	Green		Web Form App
demo-home-ua2	53	Green	(en_US)	Demo Home UA2
awstest_copy_1670251133308.dot	54	Orange	(en_US)	awsTest
listserv	55	Green	(en_US)	listserv
webteam-bios.dot	56	Green	(en_US)	Staff
siteimprove-overview	57	Green	(en_US)	SiteImprove Overview
dotcms-training	58	Green	(en_US)	dotcms-training
index_new	59	Green	(en_US)	Personal Purchases - Studen...
forms-transition	60	Green	(en_US)	Forms Transition
widgets	61	Green	(en_US)	Widgets
testvtl.vtl	62	Green	(en_US)	TestVTL
85698636.jpg	63	Green	(en_US)	85698636.jpg
lockdown	64	Green	(en_US)	LockDown
test2	65	Green	(en_US)	Test2
profile.dot	66	Green	(en_US)	Profile
custom-navigation-bar.dot	67	Green	(en_US)	Custom Navigation Bar

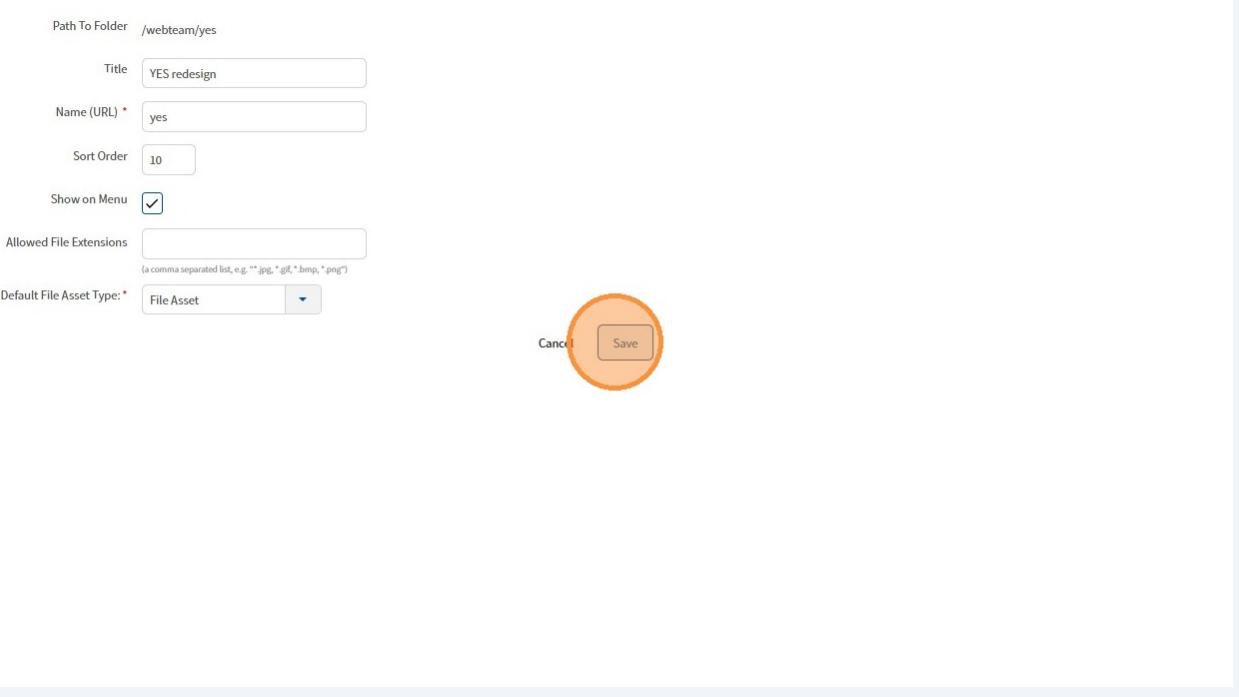
14 From the menu, click "Edit Folder"



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 configuration form for a folder. The 'Path To Folder' is set to '/webteam/yes'. The 'Title' is 'YES redesign', 'Name (URL)' is 'yes', 'Sort Order' is '10', and 'Show on Menu' is checked. The 'Allowed File Extensions' field is empty. The 'Default File Asset Type' is set to 'File Asset'. The 'Save' button at the bottom right is highlighted with an orange circle.

(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.