Sitemap and Menu Navigation Builder

The creation of a sitemap/solid navigation structure for a website is one of the most important aspects of your site's development. The following is the documentation for describing how to properly utilize the Sitemap and Menu Navigation Builder for creating the navigation structure for your website.

Application Description:

The Sitemap and Menu Navigation Builder is a web application that provides a secure interface for defining your site's navigation hierarchy and the display of your site's menus. Access using the following procedure:

1. **Accessing and Using the Sitemap Builder**

   a. Using **only** Internet Explorer 7 and above, open the Sitemap Selector Page at the following website address in new browser window: http://www.umes.edu/it/SelectEntity.aspx

   b. Alternatively, access the Sitemap Selector page by opening the Information Technology website (http://www.umes.edu/IT), and navigate via its menus to **Web Management** >> **Manage Entity Sitemap**.

   c. Login using your UMES network **username** and **password**.

   d. Select the University Entity whose sitemap you wish to access.

      i. Upon logging in, the Select Entity page will open. The select list contains all the dept websites you have been granted permissions access. Select the one you prefer and click **Submit**. The Sitemap Builder page will appear.
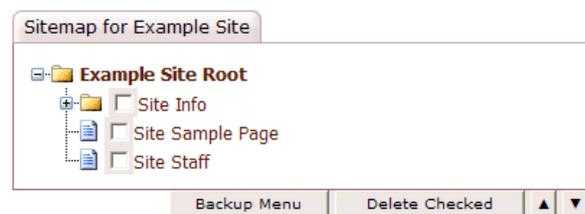
2. **Building the Sitemap**

   a. **General Usage:**
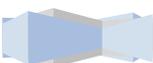
      i. **Tree View:**
      The sitemap is represented by a hierarchical tree view control. Each item on the tree may be a **menu item** or **sub-menu item**. See Exhibit 2-a.

Exhibit 2-a

      ii. **Clickable Controls:**
      Several controls on the sitemap are sensitive to mouse clicks; causing the sitemap to

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respond differently upon each click. This facilitates your navigation through the sitemap hierarchy tree. These items are: **Expand** and **Collapse** (⊞ and ⊟), **Delete Checkbox** (☐), and the actual words of the menu ("Site Info" is an example in the diagram). See Exhibit 2- a.

iii. **Menu Display:**

The site's menu is displayed in the upper left-hand corner of the screen (maroon in color); reflecting the current state of the sitemap. Therefore, upon making any changes to the sitemap, you receive immediate feedback of those changes by seeing them reflected in the display of the menus.

iv. **Expand/Collapse Menu Items:**

Click the plus and minus icons (⊞ and ⊟) to the far left of each menu item to expand or collapse; revealing or hiding sub-menu items.

v. **Backup The Sitemap:**

All changes made to the sitemap are permanent, and there is no "undo". Therefore, it is important to backup the sitemap often. Do so by clicking ***Backup Menu***. Upon doing so, an XML file defining the sitemap will be generated and stored on the web server.
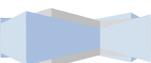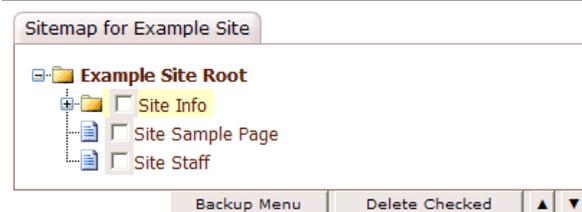
vi. **Access Backup Of Sitemap:**

1. Upon backing up the sitemap, a link to the backed up sitemap appears on the screen. Click this link to view the XML file in the web browser.

2. Also upon backing up the sitemap, an email message is sent to your email account containing the XML file's contents verbatim. Copy and save this content as a text file you'll use for future reference.

3. Contact the UMES Webmaster to provide you with any additional help concerning the backup of the sitemap.

b. **Add or Edit:**

i. Within the ***Sitemap Hierarchical Tree***, select the target menu item in the sitemap. If adding, this item will be the one to which the ***new*** menu item will belong. If editing, it will be the one being edited.

1. Simply click on the text of the menu item. The menu item will highlight. See Exhibit 2-b-i-1.

Exhibit 2-b-i-1

Sitemap for Example Site

⊟ 📁 **Example Site Root**
   ⊞ 📁 ☐ Site Info
     📄 ☐ Site Sample Page
     📄 ☐ Site Staff

Backup Menu   Delete Checked ▲ ▼

2. **NOTE:** Upon selecting the item, *sitemap update controls* appear immediately to the right of the sitemap hierarchical tree in the form of a yellow box, a green box, or both a yellow and a green box. See Exhibit 2-b-i-2.

ii. Add a sub-menu item to; or edit the menu item selected.

1. **ADD:** Use an open-form dialog to enter custom values for the new sub-menu.

   a. Activate the yellow sitemap update control by clicking the word ***Add*** within the yellow box. A dialog appears with empty ***Title***, ***Desc***, and ***URL*** text boxes.

   b. Fill in values for the ***Title***, ***Desc***, and ***URL*** (optional) as desired.

   c. When satisfied with your entry, click the ***Add This Item…*** button at the bottom of the control to perform the add.

2. **EDIT:** Use a pre-filled form dialog populated with the current values of the target menu item.

   a. Activate the green sitemap update control by clicking the word ***Edit*** within the green box. A dialog appears with pre-filled ***Title***, ***Desc***, and ***URL*** text boxes.

   b. Modify the values as desired.

   c. When satisfied with your entry, click the ***Perform Edit…*** button at the bottom of the control to perform the edit.

iii. Alternatively, use the CMS to pre-populate values for adding a sub-menu item or editing the target menu item.

1. Within the ***CMS Folder Tree*** (bottom of page), select the content item you wish to either be added as a sub-menu item or applied to the target menu item.

2. **NOTE:** Upon selecting the content item, a sitemap update control appears immediately to the right of the CMS folder tree in the form of a blue box. See Exhibit 2-b-iii-2.

Exhibit 2-b-i-2

Add Submenu to: **My New Navigation**

Title:*
Desc:*
URL:

Add This Item...

Update: **My New Navigation**

Title:*   My New Navigation
Desc:*   My New Menus
URL: http://www.geocities.com

Perform Edit...

Exhibit 2-b-iii-2

Add CMS Item: **Example Site Information**

Title:*   Example Site Information
URL: ~/ExampleSite/Default.aspx?id=15774

Perform the following action on selected Menu Item:

Update to...   Add as submenu...

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3. Activate the blue sitemap update control by clicking the word *Update* within the blue box. A dialog appears with pre-filled *Title* and *URL* text boxes.

4. Accept the values verbatim or modify as desired.

5. When satisfied with your entry, click the ***Add as Submenu…*** button to perform an add to the target menu item. In cases where the menu item selected within the sitemap hierarchical tree is not the root, you may click the ***Update To…*** button to perform an edit on that menu item.

c. **Delete:**

   i. Check the **checkbox**   (☐) beside all sitemap items you wish to delete, and click the **Delete Checked** button. See Exhibit 2-b-i-1.

      1. **NOTE:** Upon deletion, all sub-menu items of the checked item will also be deleted.

d. **Reorder:**

   i. Select the menu item you wish to re-position within the sitemap.

   ii. Click either the ▲ or ▼ arrow buttons. Upon doing so, the menu item will be repositioned accordingly.