



## What are Pages?

Within Claromentis, custom webpages can be created to suit any purpose and display information to users.

Generally, these are being created with a reason in mind, and the content placed on it is relevant to this, e.g.

### - Departmental pages

A screenshot of the Claromentis homepage. At the top, there is a navigation bar with links for Home, Company, Department, Dashboards, E-Form Examples, Learning, Projects, and Book a Demo. The main content area features a large card for the 'IT Department'. The card title is 'IT Department' and the content reads: 'In an overall sense, the IT Department is responsible for providing the infrastructure for automation. It implements the governance for the use of network and operating systems, and it assists the operational units by providing them the functionality they need'. Below this are three icons: 'Drive' (Google Drive), 'Timesheets', and 'Trello'. To the right of the IT card is a 'Bug Tracker' section with a bar chart showing the number of bugs: New (10), Pending Reporter Feedback (1), Pending Developer Feedback (0), Assigned (2), Pending Testing (3), and Resolved (6). At the bottom of the page, there are two columns: 'Recent Articles' and 'Recent Questions'. The 'Recent Articles' column includes links to 'Expressions (Calculations)', 'Project Permissions', 'The Power Of Infocapture Plugins', 'Infocapture Glossary', 'Handy Tips For Issues Lists!', 'Field Types', and 'Bulk Updating Issues'. The 'Recent Questions' column includes links to 'You asked... How do I make a coffee?', 'Jennifer Langdon asked... Can you create E-forms for us?', 'Claire Bond asked... What are Infocapture plugins?', 'Jacob Black asked... What is Innovate?', 'Vanessa Wright asked... How does archiving work?', and a message from 'You' asking about training courses.

### - Pages that reflect a particular office location

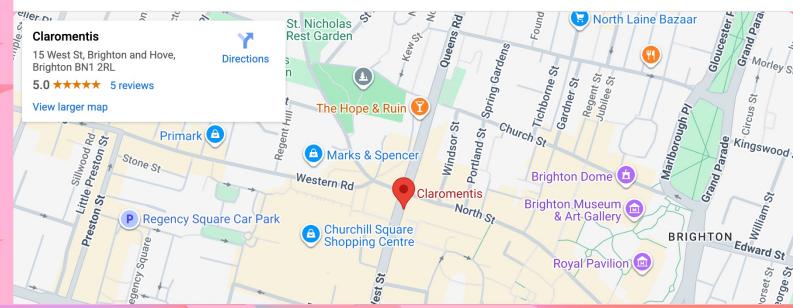
## About Us

As global intranet providers, our mission is to create a beautiful and powerful digital workplace that supports learning, collaboration and productivity.

Our goal is to provide a consistent, intuitive, and beautiful workspace experience to continually support people in their everyday work, with seamless access to other specialist applications that may be vital to the company's workforce.



## Office Map



## Current Weather



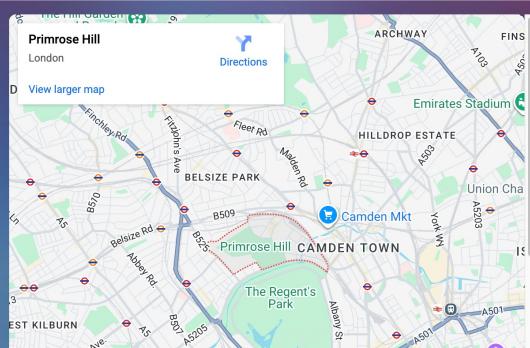
## Mission

As an intranet software provider, our customers range from the largest global brands such as Virgin and eBay, to ambitious and driven SMEs, as well as charities, non-profit organisations, and educational institutions. Our mission is to create beautifully designed and technologically sound digital workplaces that are accessible to companies of all sizes, locations, and industries, constantly growing and changing to meet our customers' evolving business needs.

## Office Handbook

- Videos General
- Claromentis General
- Extranet Areas General
- Claromentis BPM Platform Endorsed General

## - Pages for social events or meet-ups



## Join the conversation

Add a comment

**Anne Wilkins** wrote...  
Is it ok to bring my dog along? :)

[Reply](#) | [Like](#) | [Edit](#) | [Delete](#) | 18-02-2019 11:45

**Austin Glover** wrote...  
@Anne Wilkins ooooh yes please!!

[Reply](#) | [Like](#) | [Edit](#) | [Delete](#) | 18-02-2019 11:48

**Abigail Clark** wrote...  
Amazing, looking forward to it!!

[View Discussion](#)

## Corporate Team Building Event

Join our Corporate Event of the year for a day of great food and team building activities in the sun!

**Meet:** August 30, 2021 from 12:00 pm

**Where:** Primrose Hill, London

**Agenda:**

12:30 - meetup at Primrose Hill, London. Drinks and nibbles to everyone who gets there on time! 🎉

13:00-15:00 - Lunch will be provided by a catering company, their menu can be found [here](#). If you have any dietary requests please add them in the notes section.

15:00-17:00 - Team building activities 😊

17:00-onwards - Pub! 🍻

Please RSVP so that we know the headcount as soon as possible! 🙌

## Speak to the organisers

Search People

	<b>Abigail Clark</b> Human Resources Assistant		<b>Alison Kelly</b> Human Resources Assistant		<b>Amelia Jackson</b> Human Resources Assistant		<b>Connor Chapman</b> Human Resources Assistant		<b>Jennifer Langdon</b> Trainer		<b>Julia Greene</b> Human Resources Assistant
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## - Homepages



Good Afternoon Claromentis Administrator  
Welcome to Claromentis

[Book a demo](#)
[Pricing](#)
[Support Portal](#)

## New Safeguarding Policy Now in Effect

20 June 2025  
Charity Connect Implements New Safeguarding Policy  
Charity Connect is committed to maintaining the highest standards of saf...

Like | 0 Likes | 0

October 2025

M	T	W	T	F	S	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Discussion

Add a comment

**Alan Metcalfe** wrote...  
We are thinking of arranging a new culture team, if you're interested in joining please send me a direct message and I'll provide more info!  
Reply | Like | Edit | Delete | 28-04-2021 09:39

**Connor Chapman** wrote...  
Happy new year everyone! Who has any inspiring tips or resolutions they'd like to share?  
Reply | Like | Edit | 06-01-2021 09:35

[View Discussion](#)

Current Weather

Type location

**Brighton, UK**  
Few clouds **17°C**

Thursday **17°C** Friday **16°C** Saturday **13°C** Sunday **14°C**

Powered by OpenWeather

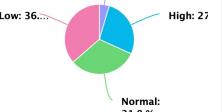
Dashboard

Urgent: 4.5 %

Low: 36.0 %

High: 27.0 %

Normal: 31.8 %



Urgent	1
High	6
Normal	7
Low	8

Intranet Advice

- How to do remote performance reviews using your intranet  
Intranet Advice
- 3 ways to use your intranet as a remote onboarding tool  
Intranet Advice
- How to use Discuss to boost collaboration in your teams  
Intranet Advice
- Content Management Guidelines  
Intranet Advice
- Aligning your External and Internal Communications  
Intranet Advice

Upcoming Events

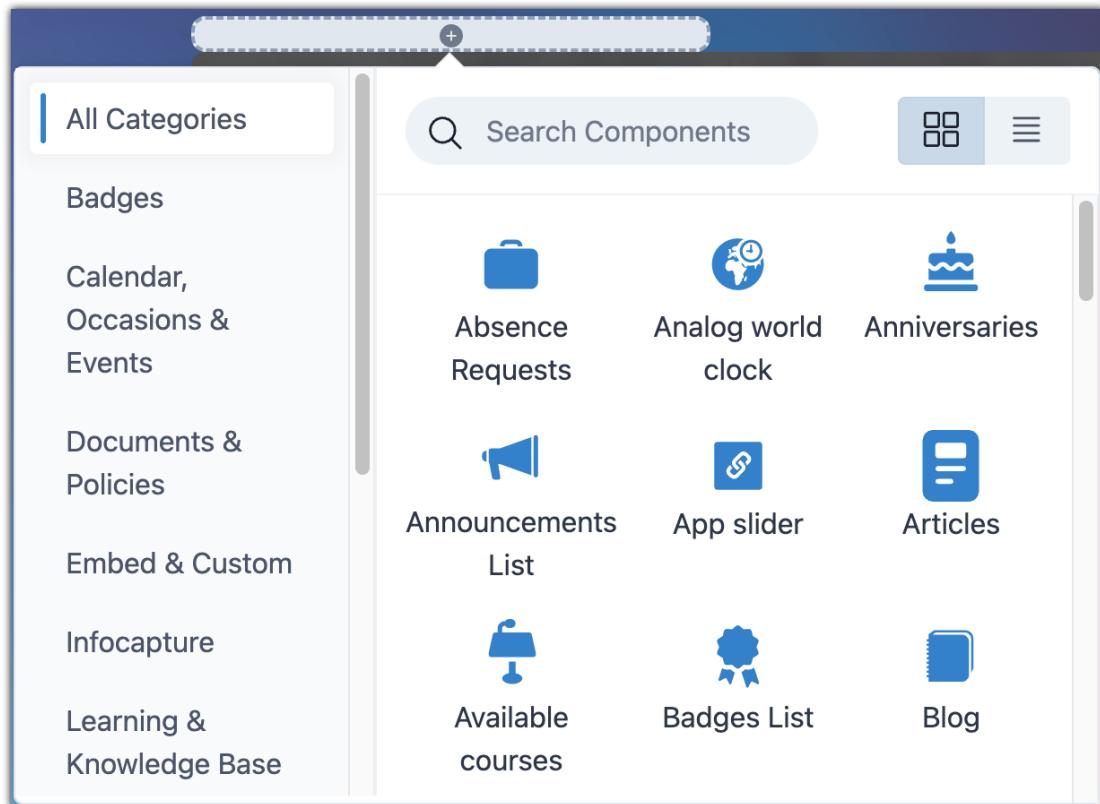
- Sales Training - Florida - 2026 Season** Pinned  
Training Event  
Thursday, 10 December 2026, 11:00 - 12:00  
Florida, USA  
1 joined 49 available
- Safeguarding Refresher**  
Saturday, 20 June 2026, 12:00 - 13:00
- Volunteer Training Week**  
Saturday, 20 June

### - Any other reason!

Your Intranet management team can decide what content needs to be displayed on your site and how best to implement this across pages.

## What makes up a page?

Claromentis components can be added to pages to display information from the applications they correspond to, or any custom images, text or videos you have.



The screenshot shows the 'Components' library interface. On the left, a sidebar lists categories: 'All Categories', 'Badges', 'Calendar, Occasions & Events', 'Documents & Policies', 'Embed & Custom', 'Infocapture', and 'Learning & Knowledge Base'. The main area displays components in a grid. The first row contains 'Absence Requests' (briefcase icon), 'Analog world clock' (globe icon), and 'Anniversaries' (candle icon). The second row contains 'Announcements List' (megaphone icon), 'App slider' (link icon), and 'Articles' (document icon). The third row contains 'Available courses' (desk lamp icon), 'Badges List' (trophy icon), and 'Blog' (notebook icon). A search bar at the top right says 'Search Components'. A grid icon and a list icon are also at the top right.

Once created, Pages can be edited at any time by users with permissions and components added or removed, resized or moved around.

Your browser doesn't support video.  
Please download the file: [video/mp4](#)

Each component has unique settings that allow the information it displays to be tweaked to best suit your purpose or overall look for the page.

Use a mixture of components to create individual, stylish and modern webpages for your users to interact with.

## What is a site?

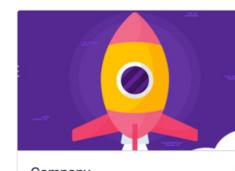
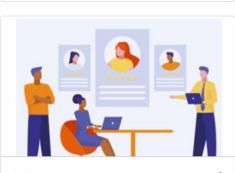
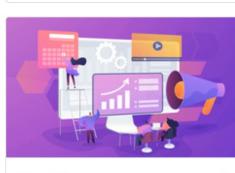
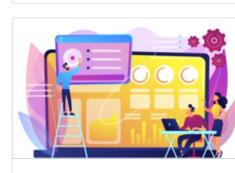
Pages themselves are stored within 'Sites'.

Think of a 'site' as a way to ringfence related pages or categorise them.

See this list of sites below; they each contain a certain number of pages.

Pages

Sites

			
About Us	Charities	Claromentis Training	Company
			
Compliance	E-form and Workflow	Franchise Homepage	Homepage Muted
			
HR	IT	Kanban	Main
			
New Starter	Operations	Product Training	Project
			
Project Dashboard	Project Workshop	Sales	Sales Training
			
Sandbox	Site Help	Software Training	

Each Site will have a 'homepage' created automatically, but this can be used for whatever purpose you see fit.

Pages within the same 'Site' will have the same Site title URL fragment in front of their unique title.

Pages > Compliance

Compliance

Compliance Homepage	...
Internal Process	...
ISO9001 & ISO27001	...
Health & Safety	...
Human Resource	...

[View site](#) [Edit site properties](#) [Delete](#)

You can structure your sites and pages however you require; it is perfectly fine to have one Site per page.

So, when you come to create a new page, think, can this be added to an existing 'Site' as a new page, or does it work better under its own 'Site'?

## What do I do with Pages?

Users can browse all the Pages they have been allowed to see in the Pages application directly, but we suggest also linking important pages in the [main menu](#) to allow quick navigation and provide structure to your user base's Intranet experience.

Your browser doesn't support video.  
Please download the file: [video/mp4](#)

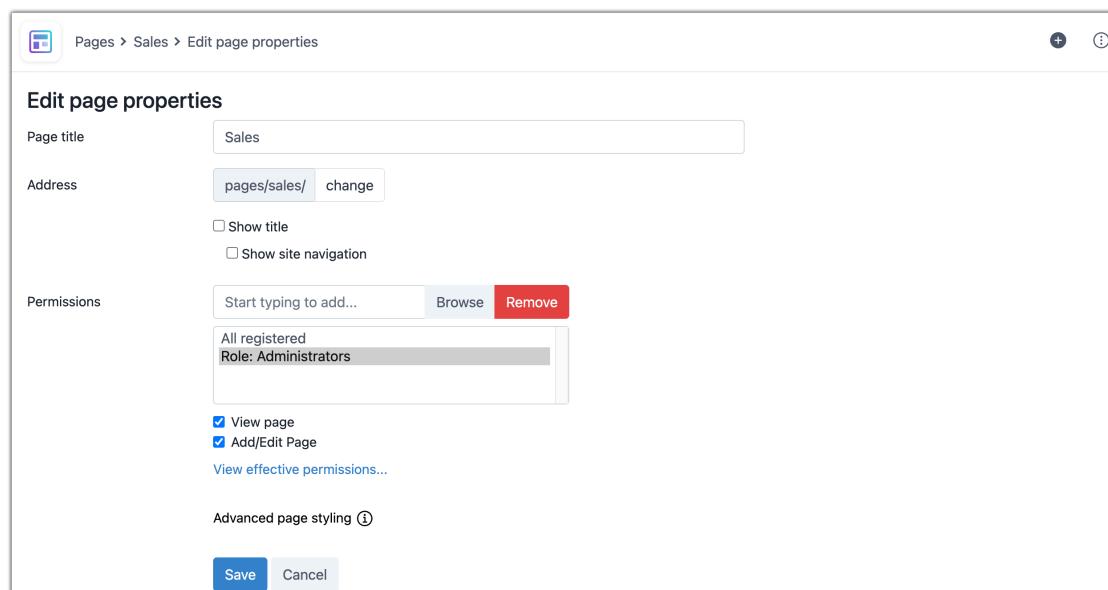
Your Intranet management team can decide on the structure of your pages, the content you want on them, who should be able to view each and how best these should be linked in the menu to build out your site over time.

New content or updates to existing pages can be handled by the users who are made responsible for this.

## Who can see and edit created pages?

[Permissions](#) can be applied to pages, giving users the ability to view and/or edit them.

Just like in other claromentis applications, your team can decide which users/roles/groups should be able to perform certain abilities.



Pages > Sales > Edit page properties

### Edit page properties

Page title: Sales

Address: pages/sales/ [change](#)

Show title  Show site navigation

Permissions: Start typing to add... [Browse](#) [Remove](#)

All registered  
Role: Administrators

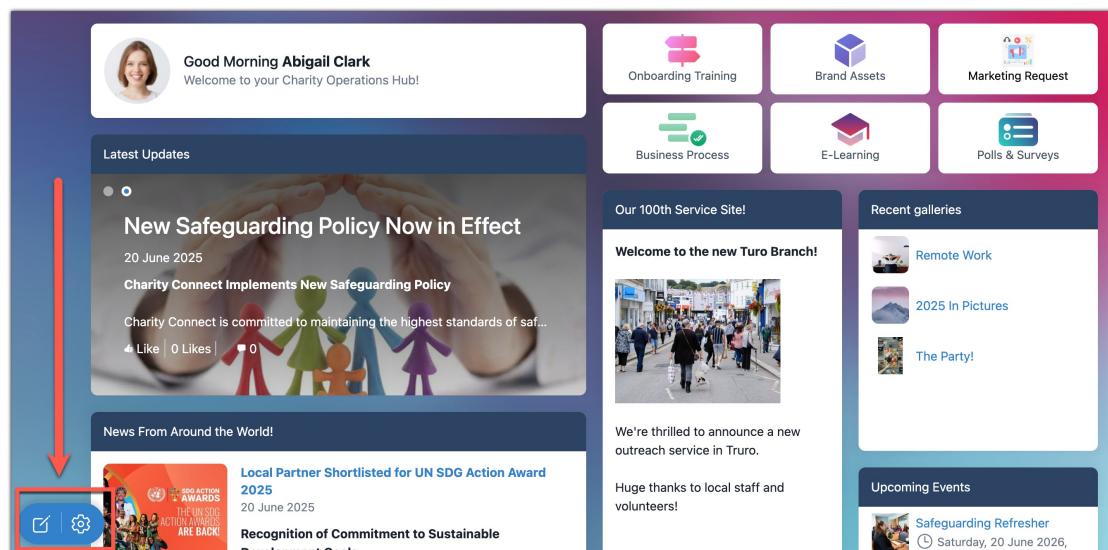
View page  Add/Edit Page

[View effective permissions...](#)

Advanced page styling [①](#)

[Save](#) [Cancel](#)

When a user can edit a page, they will see the pencil and cog icons in the bottom left:



Good Morning Abigail Clark  
Welcome to your Charity Operations Hub!

Latest Updates

New Safeguarding Policy Now in Effect  
20 June 2025  
Charity Connect Implements New Safeguarding Policy  
Charity Connect is committed to maintaining the highest standards of saf...  
Like | 0 Likes | 0

News From Around the World!

Local Partner Shortlisted for UN SDG Action Award  
2025  
20 June 2025  
Recognition of Commitment to Sustainable Development Goals

Onboarding Training  
Brand Assets  
Marketing Request

Business Process  
E-Learning  
Polls & Surveys

Our 100th Service Site!  
Welcome to the new Turo Branch!  
We're thrilled to announce a new outreach service in Truro.  
Huge thanks to local staff and volunteers!

Recent galleries

Remote Work  
2025 In Pictures  
The Party!

Upcoming Events

Safeguarding Refresher  
Saturday, 20 June 2026

We recommend assigning responsibility for page content creation to trusted users who receive adequate training to use Pages and create your content.

This small group would be responsible for all edits to Pages, leaving the majority of your user base to view only and browse.

## How do I start creating pages?

The admin side of the Pages application needs to be set up first. Please follow [this guide](#) to do so.

All other guides in our Pages series can be browsed [here](#).

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Created on 2 October 2025 by [Hannah Door](#). Last modified on 12 November 2025

Tags: [add](#), [component](#), [create](#), [pages](#), [tile](#), [webpage](#), [remove](#)