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

- Pages that reflect a particular office location

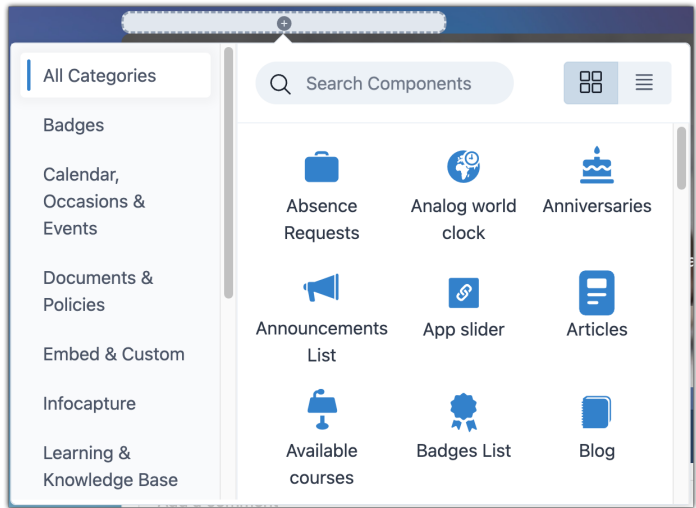**- Pages for social events or meet-ups**

- Homepages

- 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.

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

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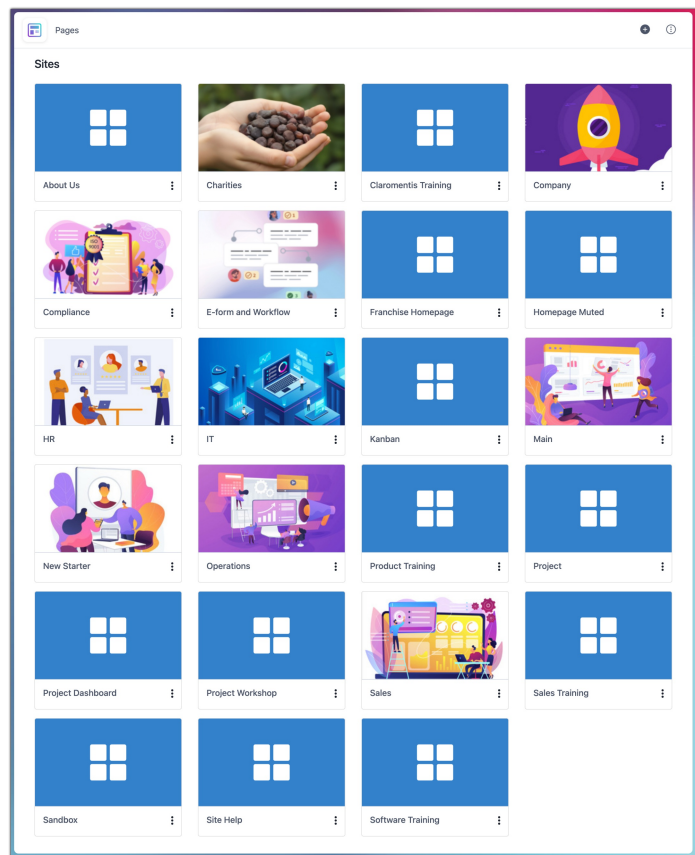
Use a mixture of components to create individual, stylish and modern webpages for your users to interact with.

What is a site?

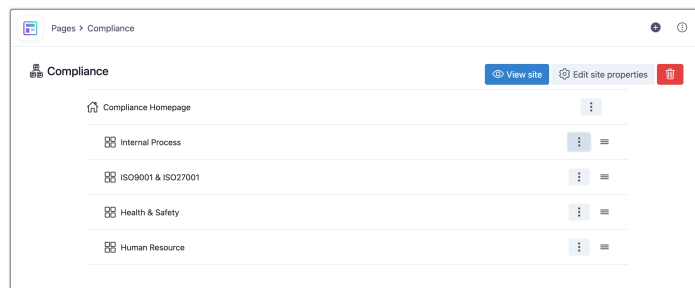Pages themselves are stored within 'Sites'.

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

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

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.

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 pages in the main menu to aid users' navigation of your site.

Each created page has its own URL, which can be linked in the main menu to allow quick navigation and provide structure to your user base's Intranet experience.

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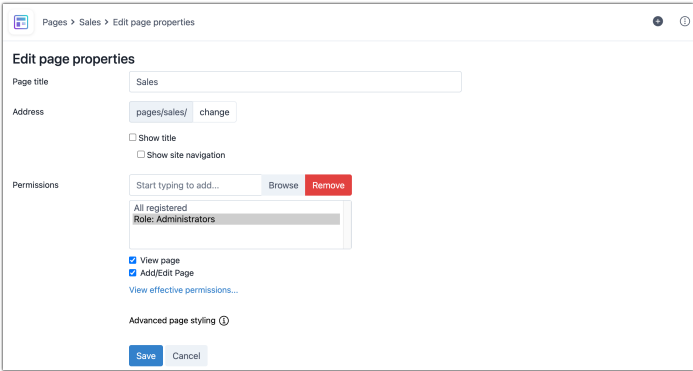Please download the file video/mp4

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.

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.

Created on 2 October 2025 by Hannah Door
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