



## Necessary set up to begin creating Sites & Pages

This guide is for [application administrators](#) of the Pages application.

### Admin set up required

Head to Admin > Pages > Permissions

Here, you can define the users/roles/groups who can create 'Sites', which is where Pages are created within.

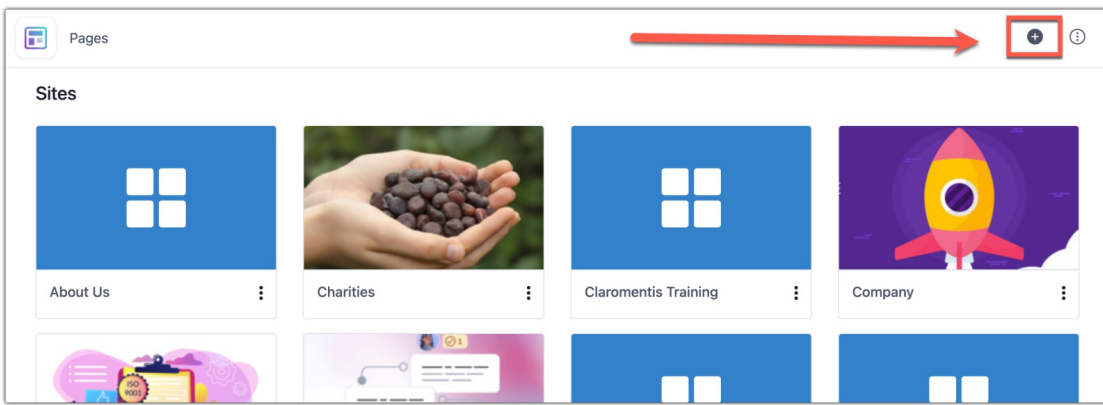
A screenshot of the 'Admin > Pages > Permissions' configuration page. The page has a left sidebar with 'Admin' at the top and 'Sites', 'Permissions', and 'Components' below. The main content area is titled 'Permissions' and includes the instruction 'Specify who has rights to create sites'. Below this is a search input field with 'Start typing to add...' and 'Browse' and 'Remove' buttons. A dropdown menu shows 'Role: Administrators'. There are two checked checkboxes: 'Create sites' and 'Manage all recently deleted sites and pages'. A link 'View effective permissions...' is present, and a blue 'Apply permissions' button is at the bottom.

We recommend adding an administrator group or role here to ensure those with the most knowledge about claromentis can assist with any user query.

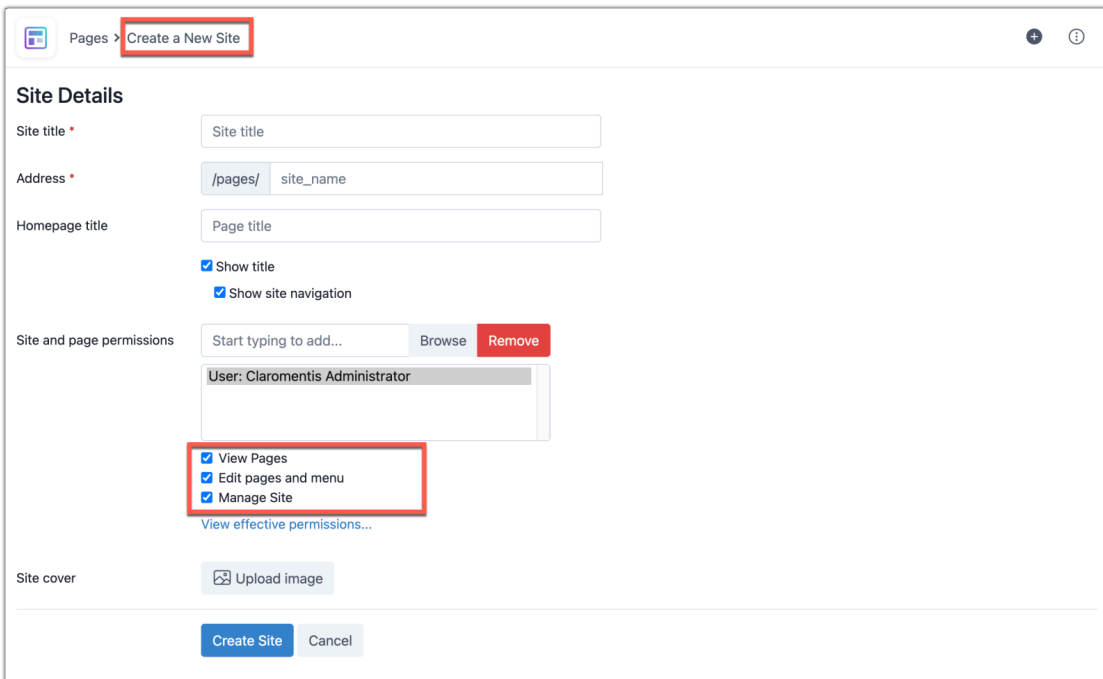
Additionally, include any other user/role/ group that will be creating pages for your Intranet, as they will need this permission to do so.

### What this means for those users

Once saved, any user with this permission will see the 'add new site' button when in Pages (Applications > Pages):



They will be able to create a new site, decide who can 'manage it', create new pages and edit them, as well as delete.



The next step is for your administrators and any users who can create sites to understand [how page permissions work](#) and [begin creating these](#).

We also strongly recommend that any user given the ability to create sites within the Pages application take our [e-learning](#) course to gain the necessary knowledge to be an effective content creator.

If the user in question does not have a Discover account, please [raise a support ticket](#) requesting the Pages e-learning course file from us. You can then upload this to your Intranet for your content creators to take.

All our [written guides](#) can be shared with content creators to further their understanding or assist with their queries as well.

## Management over time

Application administrators of Pages can update who has the create site permission from the same area at any time.

Remain vigilant about who is being added in, as it means they can create new content for other users to see.