



## Editing Page Content

When [a site is created](#), a homepage for it is automatically created as well.

The homepage alone may suffice for your team's aims, but [more pages](#) can be added within Sites if needed.

Regardless of the page being edited, the features available are the same.

**Please note:** There is [no versioning](#) in pages, so any changes made and published automatically apply, and the previous state cannot be retrieved.

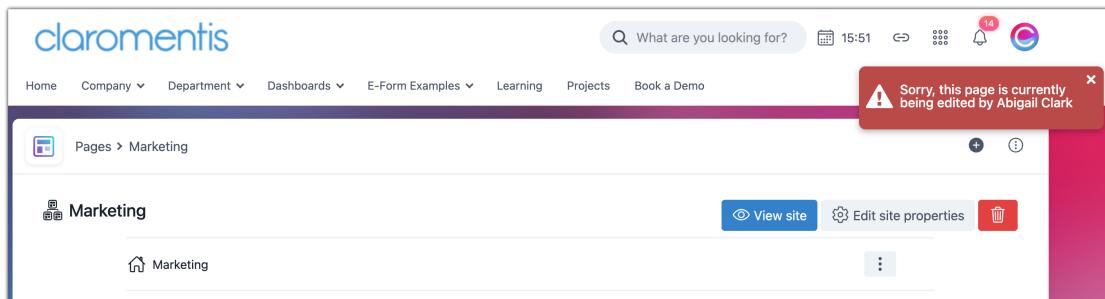
### Who can make edits to Pages?

Users with 'manage site' permissions can edit all pages within a site.

Users with just 'add/edit' permissions will be able to make edits to the pages where they have this permission only.

Refer to our [permissions guide](#) to check your own access and confirm who can make edits to which pages.

Only one account can edit a page at a time, and the system will let the other users attempting this know on screen:



### Entering Edit mode

A page can be put into edit mode by a user on the front end who has permissions using the pencil icon:

The screenshot shows the Claromentis homepage with three main dashboard cards: 'Sales Team', 'Invoice Request', and 'Purchase Order Request'. The 'Sales Team' card displays a grid of user profiles. The 'Invoice Request' card shows a bar chart with values 4, 1, and 2. The 'Purchase Order Request' card shows a pie chart and a list of top 5 handlers. A red arrow points to the edit icon (pencil) in the bottom left corner of the page.

Or they can open the Site first from Applications > Pages...

The screenshot shows the 'Pages' application with a list of sites. The 'Company' site is highlighted with a red box and an edit icon. A tooltip 'View list of Pages' is shown near the edit icon.

... and in the Site landing area, click to edit the page by using the 3-dot menu in line with it:

The screenshot shows the 'Company' site landing page. The 3-dot menu is open, and the 'Edit page content' option is highlighted with a red box. Other options in the menu include 'View site', 'Edit site properties', 'View page', 'Page properties', 'Create Page', and 'Create link'.

If the page being edited was created as new, it will be blank.

claromentis

Home Company Department Dashboards E-Form Examples Learning Projects Book a Demo

Layout

Cancel Publish Page

If the page was already in use or was created as new by copying an existing page, it will have content on it already to be modified.

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Home Company Department Dashboards E-Form Examples Learning Projects Book a Demo

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

Claromentis  
15 West St, Brighton and Hove, Brighton BN1 2RL  
5.0 ★★★★★ 5 reviews  
View larger map

Embed

Claromentis Intran... Claromentis digital workplace

Claromentis BPM P... Developer

Current Weather

Brighton, UK  
Mist  
17°C

Cancel Publish Page

## Components

Once in edit mode, components can be added, removed, resized or reshuffled.

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.

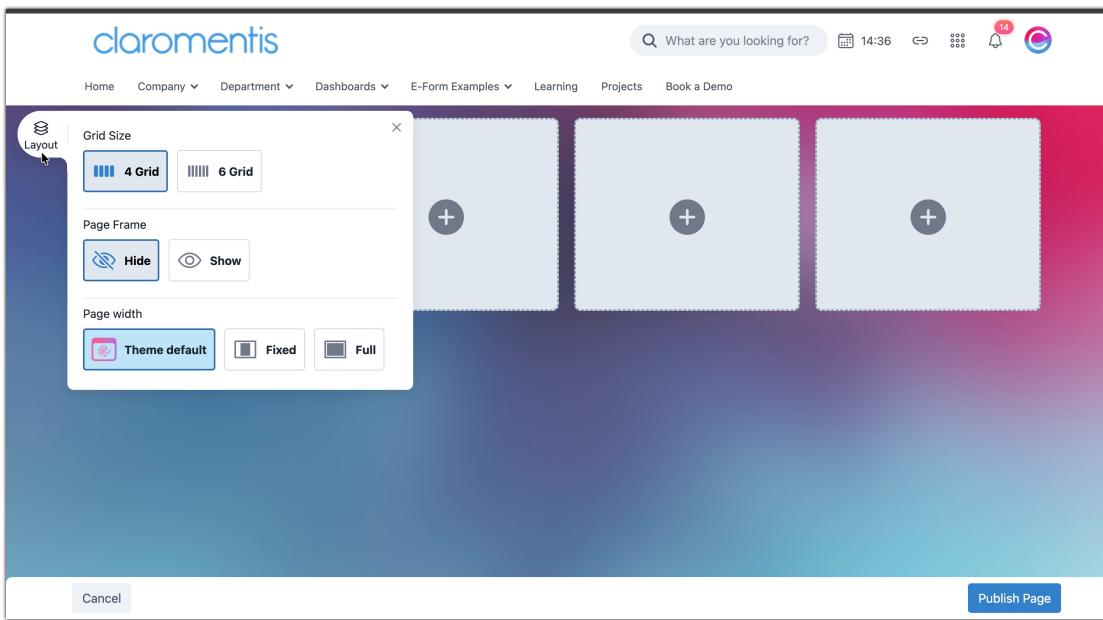
The overall layout, look and information being shown can be updated by modifying or dragging & dropping components.

**Please be advised:** There is no version history in Pages, so any edits made and saved will automatically apply - it is not possible to reapply or access the previous state of a page.

If you are not sure about the changes you have just configured on the page, click to cancel editing.

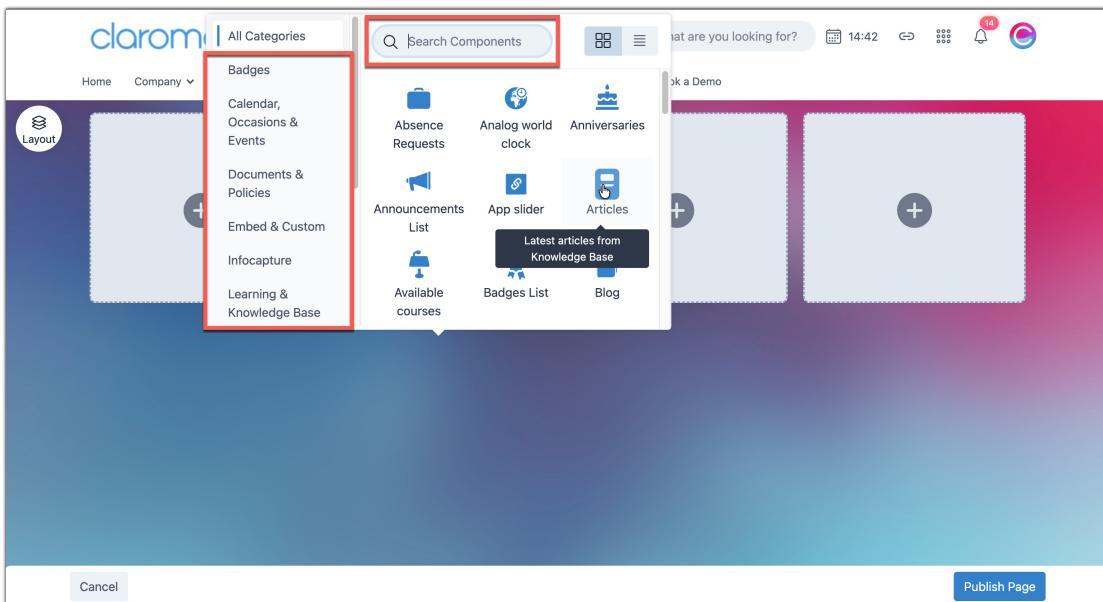
### Making changes

The layout button can be used if you wish to change the width of each column that components can fit into (4 grid is the default)



Clicking in white space anywhere on the page brings up the components menu.

Use the categories on the right to filter components by application.



If you know the component's title, search for this directly using the bar at the top.

Otherwise, hover over each component icon to see a description given in the tooltip.

### Adding a new component to the page

Your browser does not support video.  
Please download the file [video/mp4](#)

1. Click in whitespace to bring up the application menu
2. Find a component you want to add and click on it
3. It is added to the page, and you can now edit its settings. Click 'submit' when done
4. Resize the component and/or change its position on the page.
5. Repeat and add other components.
6. Click 'publish' once done to save the page and apply all changes. (previous page is overwritten and cannot be retrieved)

## Editing a component already on the page



1. Hover over the component
2. Click on the cog symbol to open its settings and make changes. Click 'submit' once done
3. Use the arrow symbol in the bottom right of the component to resize it
4. Drag and drop components to move them around the page.
5. Use the bin icon to remove a component from the page
6. Click 'publish' once done to save the page and apply all changes (previous page is overwritten and cannot be retrieved)

## Application components

Most applications have a corresponding page component.

The component acts like a window to the application, so specific information from it can be displayed on pages

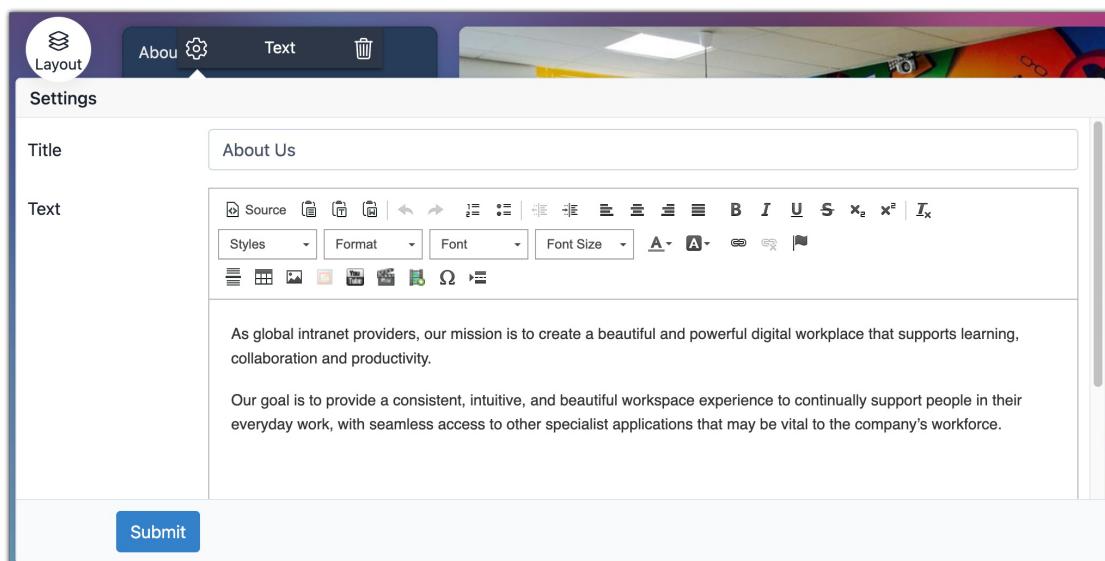
Each component will have unique settings to tailor the information it is showing, so consider what it is you are trying to achieve and inform the choices made.

Check out all components and their settings to realise what is possible for each.

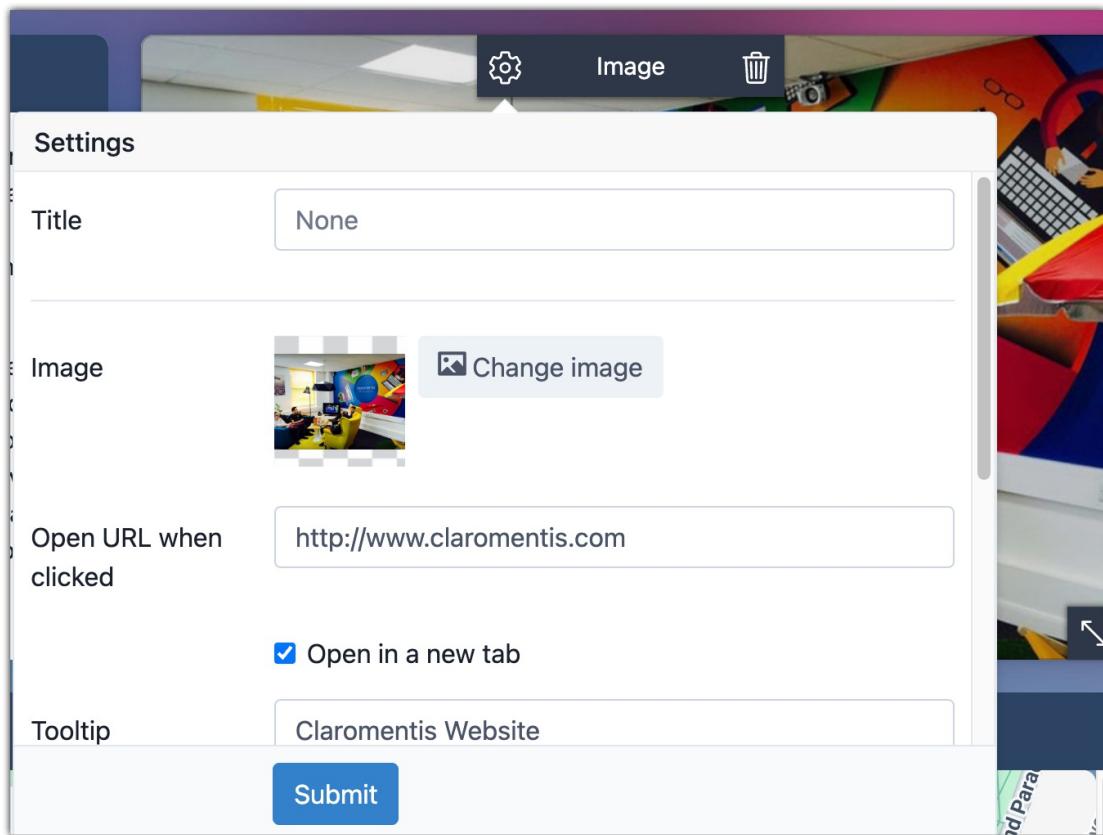
## Adding text, images, or video to a page

These components are not tied to an application and instead exist to allow content creation to be added directly onto pages.

Use the text component to add custom text, images or video using the functions available in CK Editor.



Use the Claromentis Image component to upload images and turn them into a link.



Settings

Title None

Image  Change image

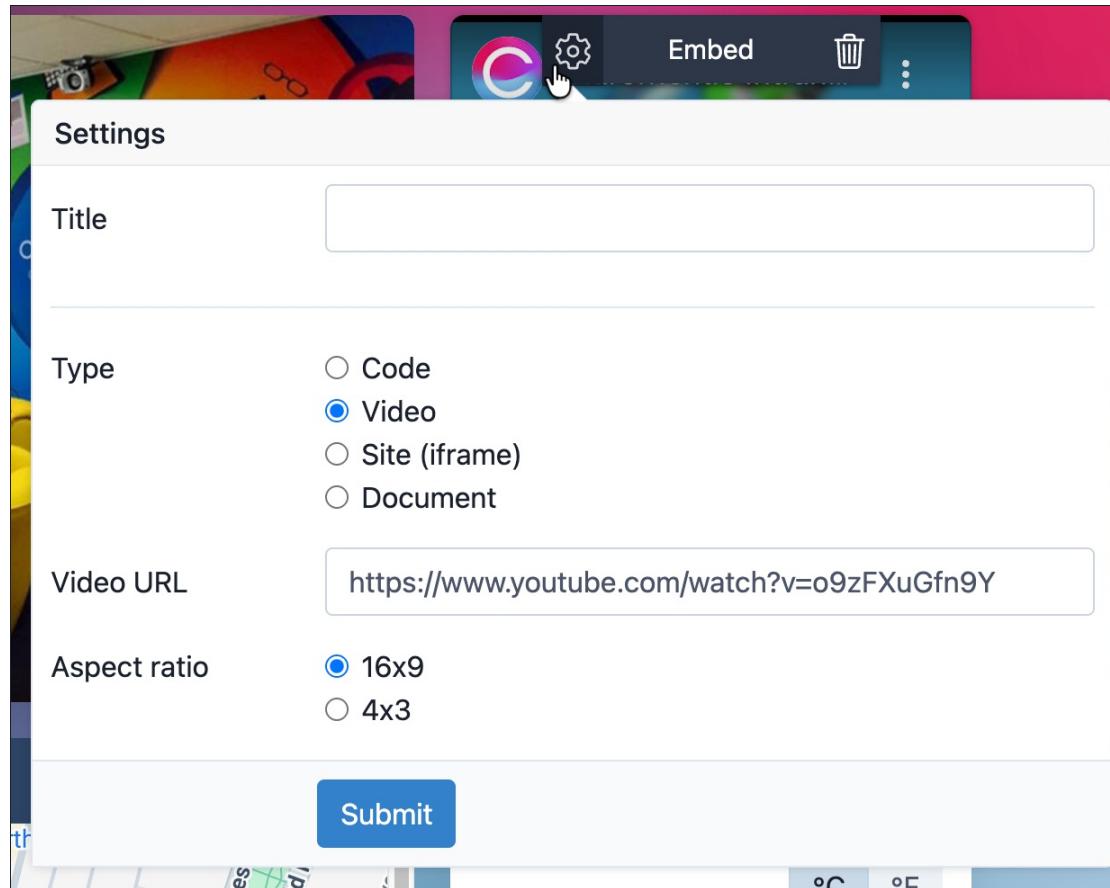
Open URL when clicked <http://www.claromentis.com>

Open in a new tab

Tooltip Claromentis Website

Submit

Use the embed component to display content from other websites directly on the page, including videos.



Settings

Title

Type  Code  Video  Site (iframe)  Document

Video URL <https://www.youtube.com/watch?v=o9zFXuGfn9Y>

Aspect ratio  16x9  4x3

Submit

Making edits over time

All page editors (or users with the permission to 'edit' pages) must be aware that there is no versioning for Pages.

What this means is, once a page is published, its current state is live and what users will view.

There is no way to access the previous page layout/components/data once the page is published.

So, any content that has been custom-entered onto the page, e.g. images uploaded or text typed, will be lost if removed from the page and the page is published.

In contrast, any components with a corresponding application that were removed from the page can simply be re-added and the same information shown as before, because components are windows to applications; they do not hold any data themselves.

It is important that any user with edit rights to Pages understands this and knows that if any custom-entered content that would be lost once removed and the page is published is needed, they take steps to save this somewhere else before saving the page.

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Tags: [add](#), [component](#), [edit](#), [page](#), [pencil](#), [cog](#)