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.
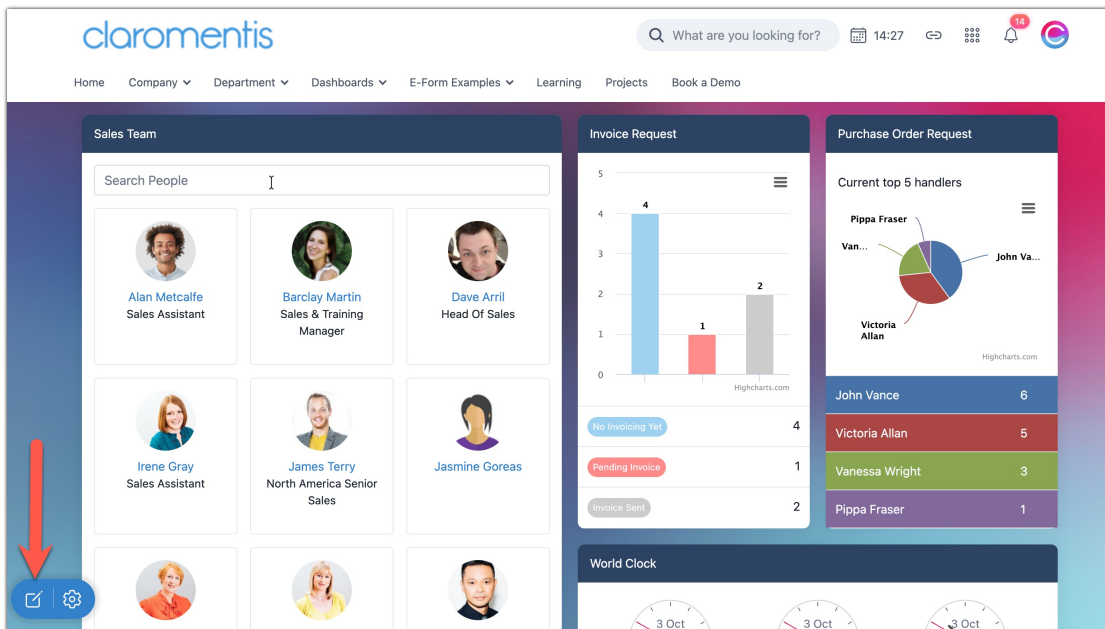
Refer to our permissions guide to check your own access and confirm who can make edits to which pages.

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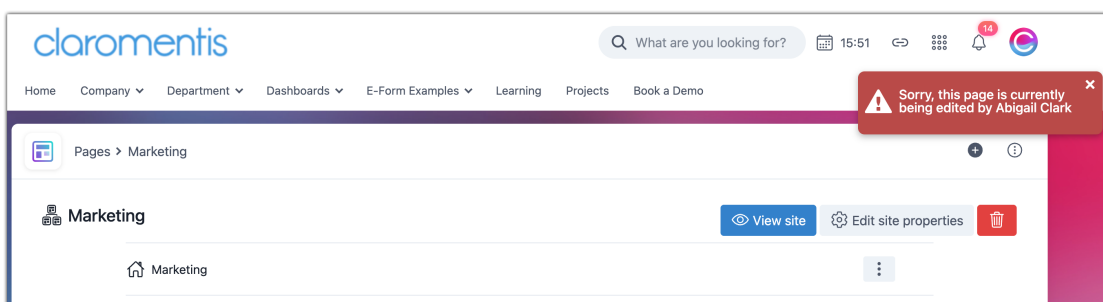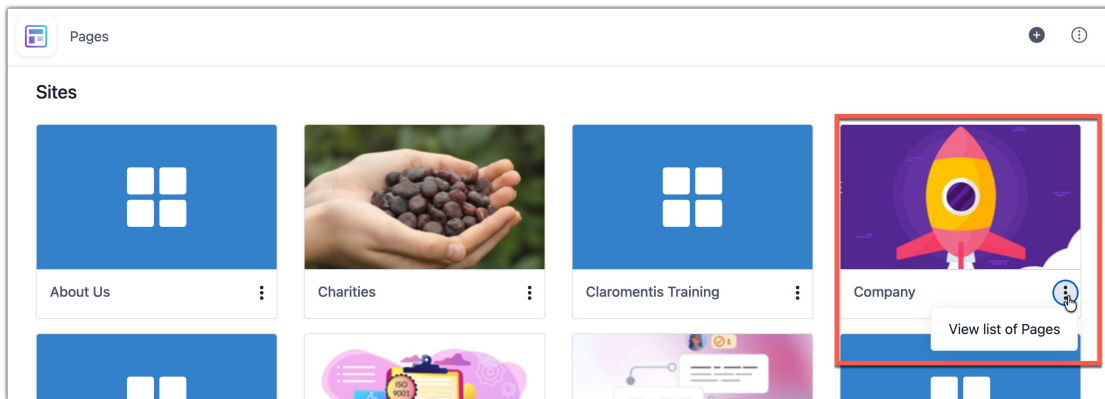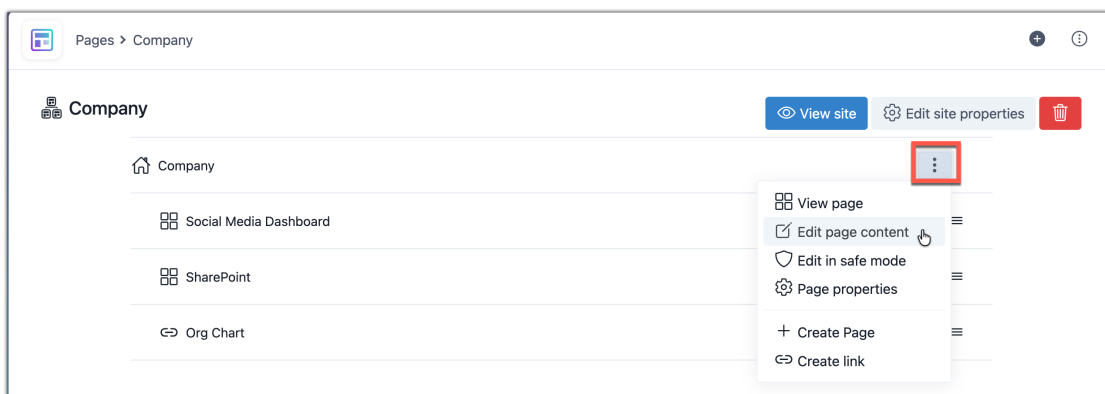

Entering Edit mode

A page can be put into edit mode by a user on the front end who has permissions using the pencil icon:
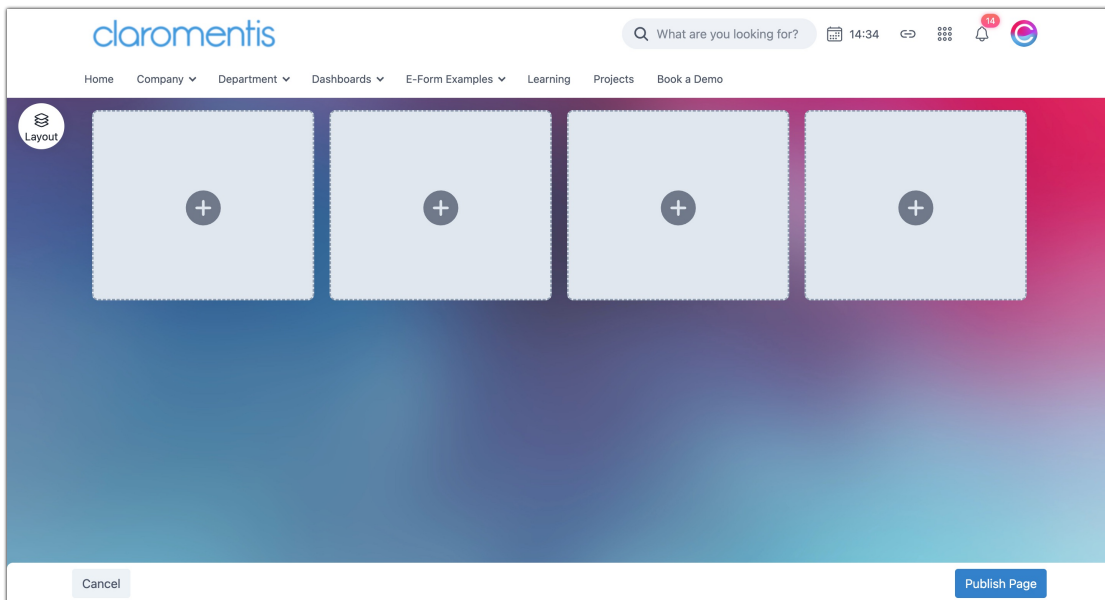
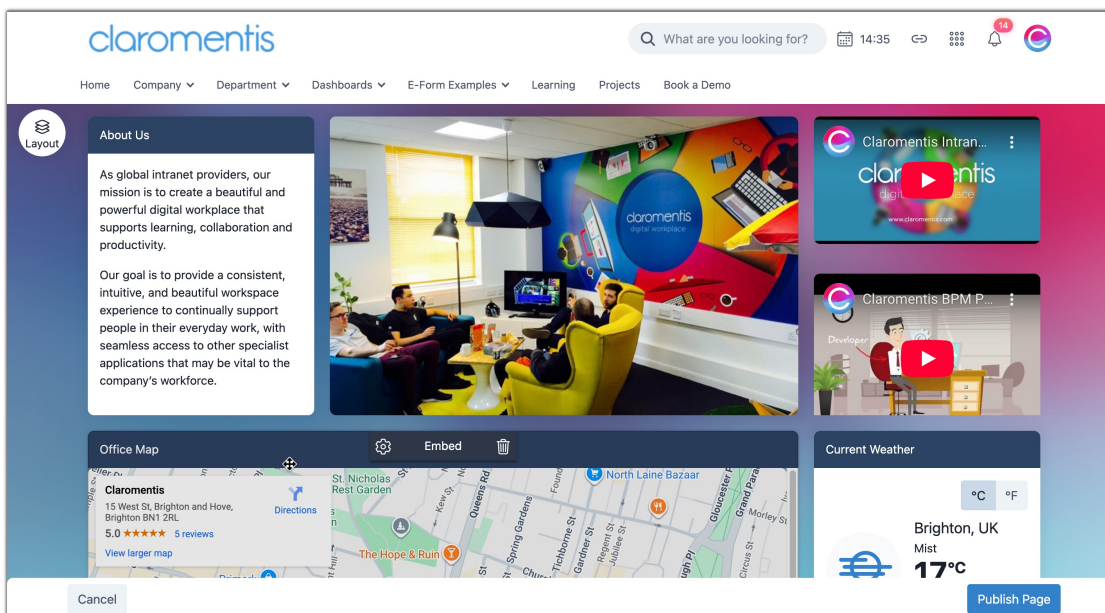Or they can open the Site first from Applications > Pages...

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

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

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.

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.
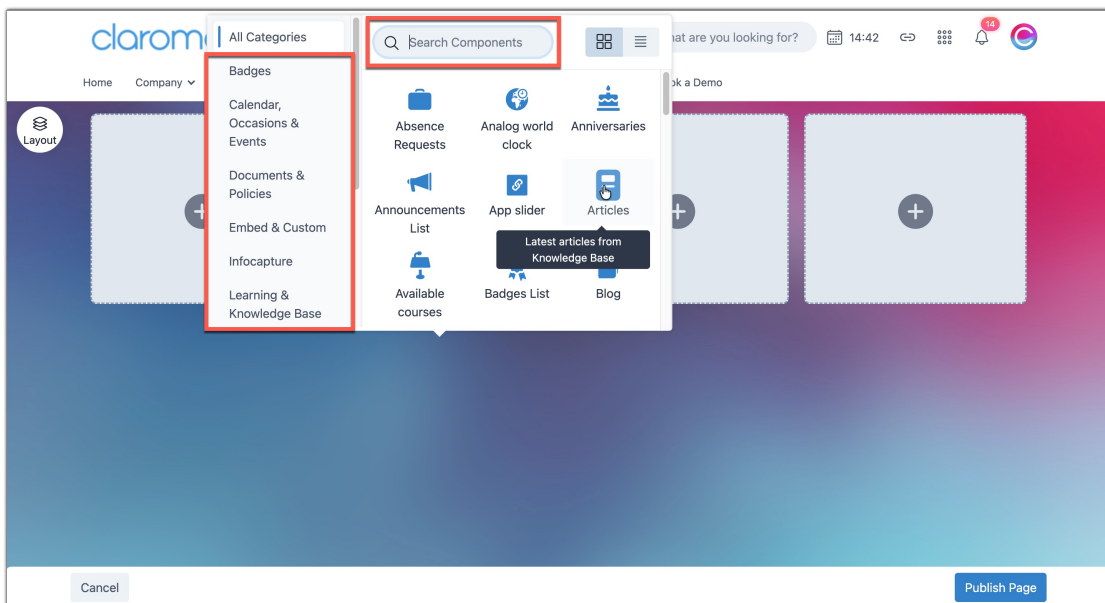
Making changes

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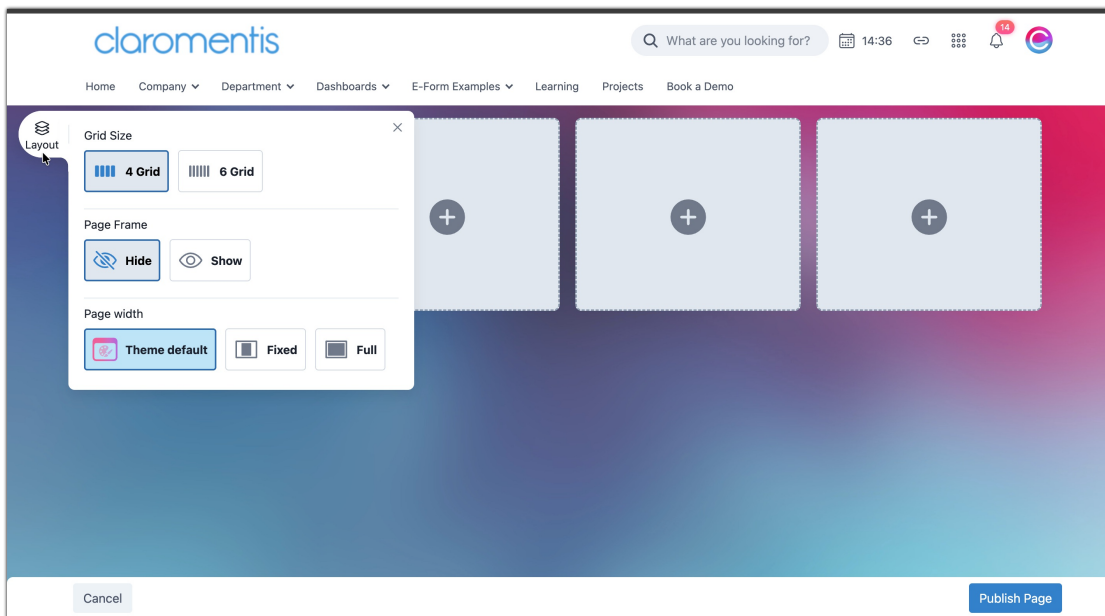
Clicking in white space anywhere on the page brings up the components menu.

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 doesn't 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.
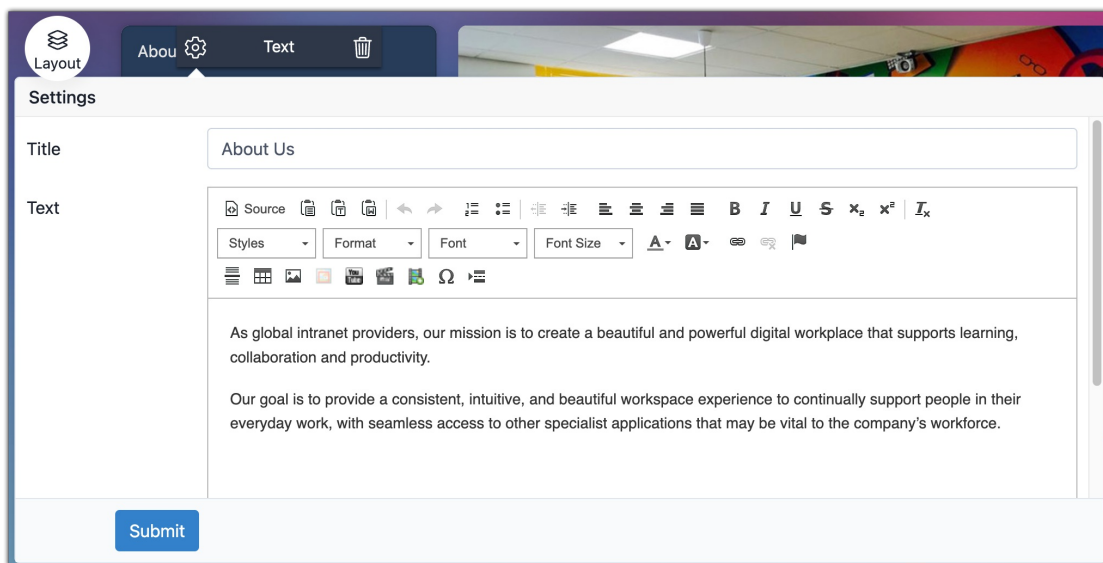
Use the Claromentis Image component to upload images and turn them into a link.

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

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.