



## Editing Site properties

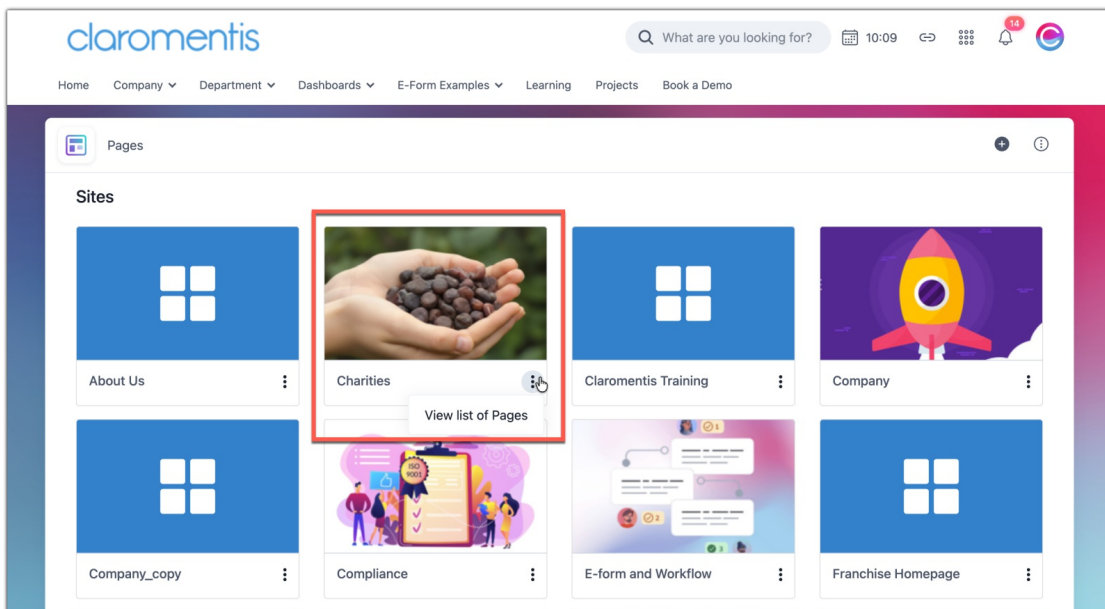
Once your team have begun using the Pages application, there will likely be multiple sites to manage over time.

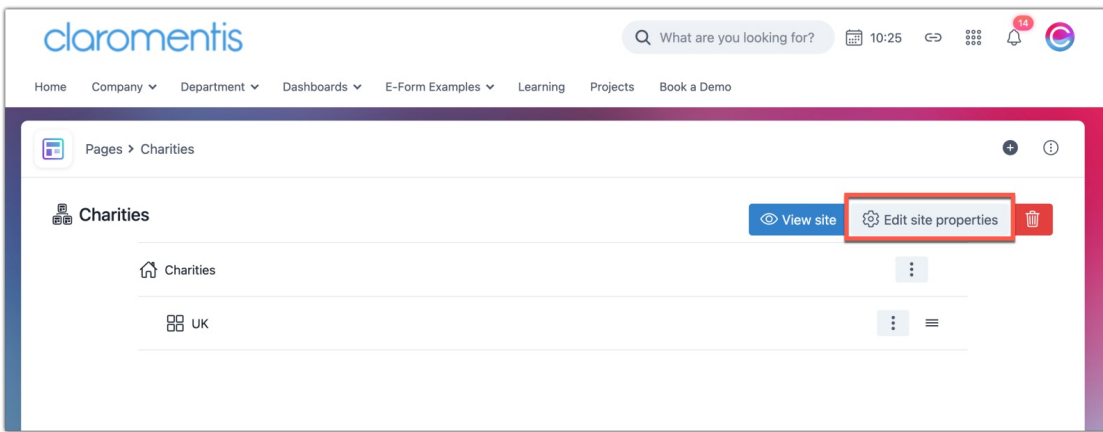
Certain changes to site properties can be carried out by those with 'manage site' permissions.

### Opening the 'Site properties' area

Those with 'Manage site' permissions will see all sites they have this for listed in Applications > Pages

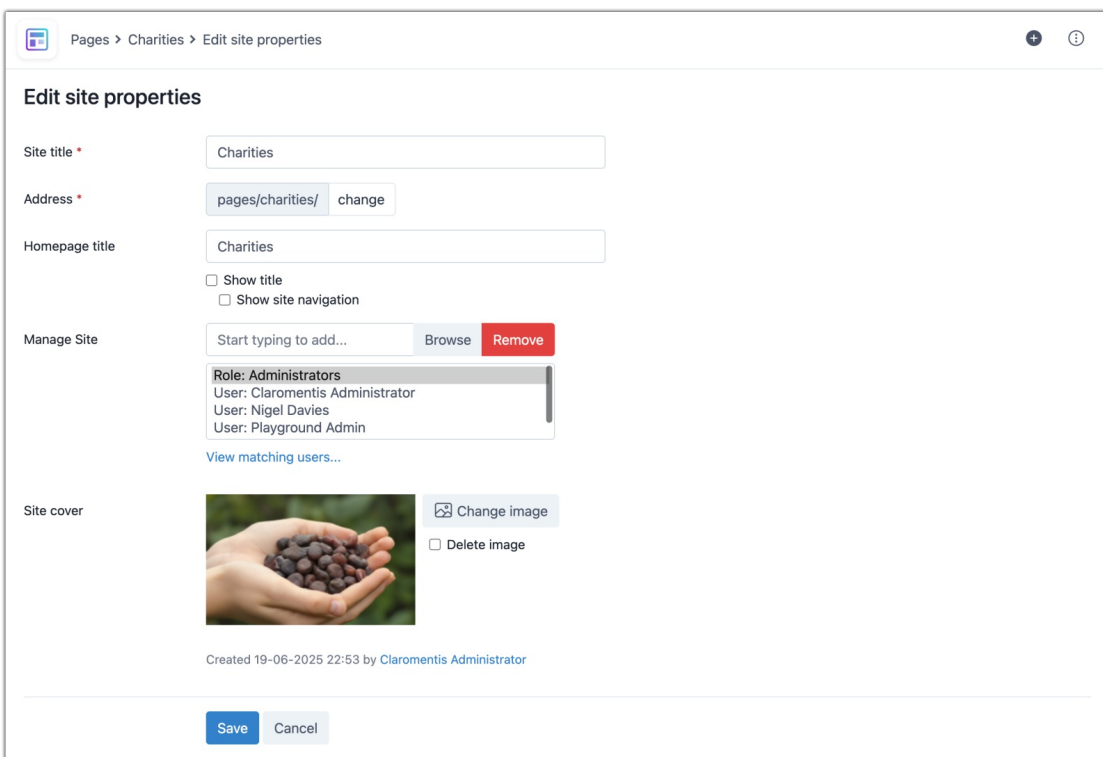
The site properties can be opened by clicking the 3 dots > 'View List of pages' > Site properties





## Possible Changes

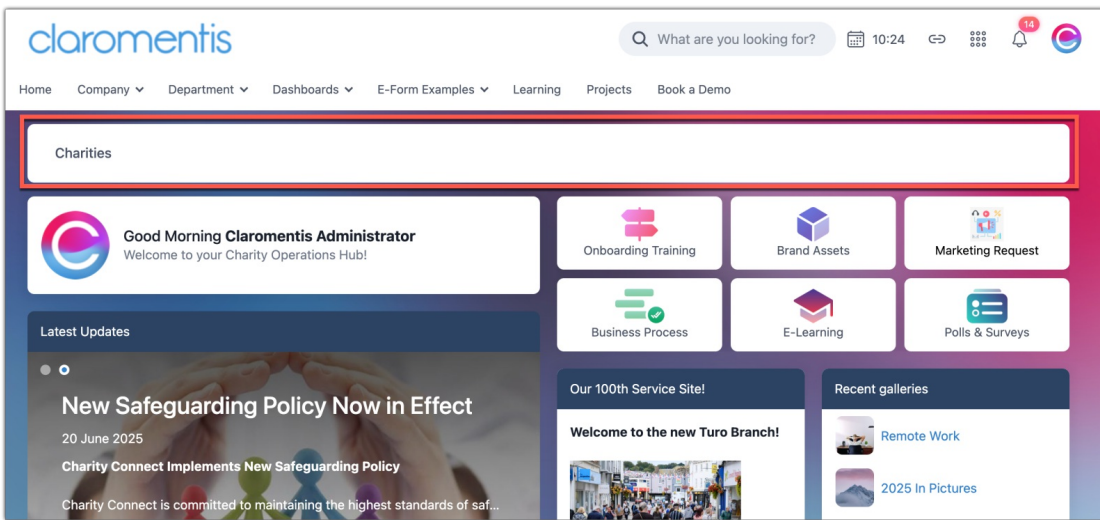
Make sure to click 'save' to apply any changes made.



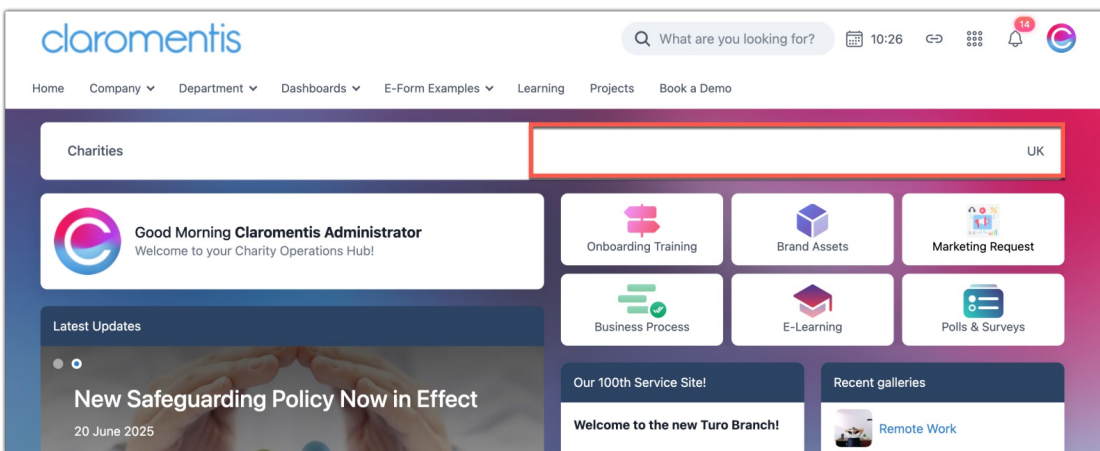
- **Site title:** The name that will appear for this Site in the Pages application (Application > Pages)
- **Address:** The URL of the Site

**Please note:** The URL will not update if the site title is changed; instead, this can be edited manually using the 'change' button. If you do change the URL, ensure you have considered the other updates required whenever the previous URL was linked, e.g. user bookmarks, menu items, buttons, etc, to prevent any change to user access.

- **Homepage title:** The title that will appear at the top of the Site homepage (if 'show title' is selected)
- **Show title checkbox:** Select this to show the title in a bar on the Site homepage



- **Show site navigation checkbox:** If other pages exist in this site, select this option to have links to these appear on the right in a bar at the top of the site homepage.



- **Permissions:** Change the users/roles/groups who can 'manage' the site. This is the highest level of access, so ensure only trusted & trained users are included here. As well as editing the site properties, these users can delete pages or the whole site itself.