



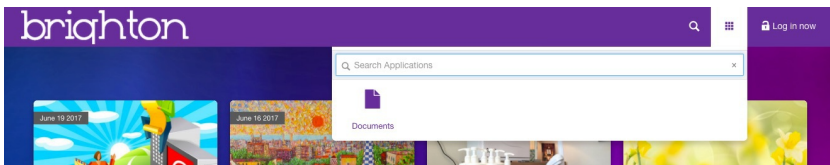
Guest Access or Public Access

Introduction

Claromentis can be configured to allow guest users to access limited areas of your intranet. This guide explains what this entails. You will need to pop in a support ticket for this to be enabled.

Here is what happens when guest / public access is enabled

1. Navigating to the main URL will take users to the public homepage with the option to log in instead of redirecting them to login page.



2. "Public" permission will be available from the permission dialogue, allowing you to share documents with the public (user without log-in)

Documents / Public Folder

Start typing to add... Browse Remove

User: Claromentis Administrator
Public

- View
- Create Draft
- Edit & Approve
- Move/delete
- Edit Metadata
- Edit permissions

3. Configuring what guests/public can access.

After enabling Guest Access parts of the system will need to be configured to allow guests access for instance which folders are shared with the public, Public news channels and so on.

Contact our support team if you require some assistance.