

How to create Site in Pages

Archived

Claromentis 8.2+

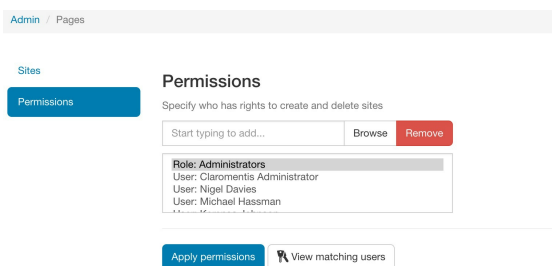
Introduction

With the Pages application, you can create internal website for your company department. Pages application allows you to create dynamic content with ease by gathering data from various application within Claromentis Digital Workplace. It also allows you to arrange content within your page with simple drag and drop.

Assigning permissions on who can create site.

Navigate to **Admin > Pages > Permissions** to grant permission on who can create and delete sites in your company.

Typically, the Content Manager or only selected member of Head of Departments should have this permission allowing them to setup a site for each department.



Creating a site

From Pages app, click **'+ Create New Site'**

Complete the site details and enter the permissions on who can view and edit the page from within the site.

Site Details

Site title * Marketing

Address * /pages/ marketing

Homepage title Marketing

☒ Show Title

☒ Show Site Navigation


Permissions Start typing to add... Browse Remove

User: Claromentis Administrator
All registered

☒ View

☐ Edit pages and menu

☐ Edit/Delete site

 View effective permissions

Create Site

Cancel

Once a site has been created, you can start adding content to your homepage or create sub-pages within a site.

Marketing

 View site

 Edit site properties








You have created a new site!
Start by adding content to your homepage. Click homepage title below to see the options.

Show me

Marketing



-  View page
-  Edit Page Content
-  Page Properties
-  Create page
-  Create link