Admin overview

Archived

Requirements

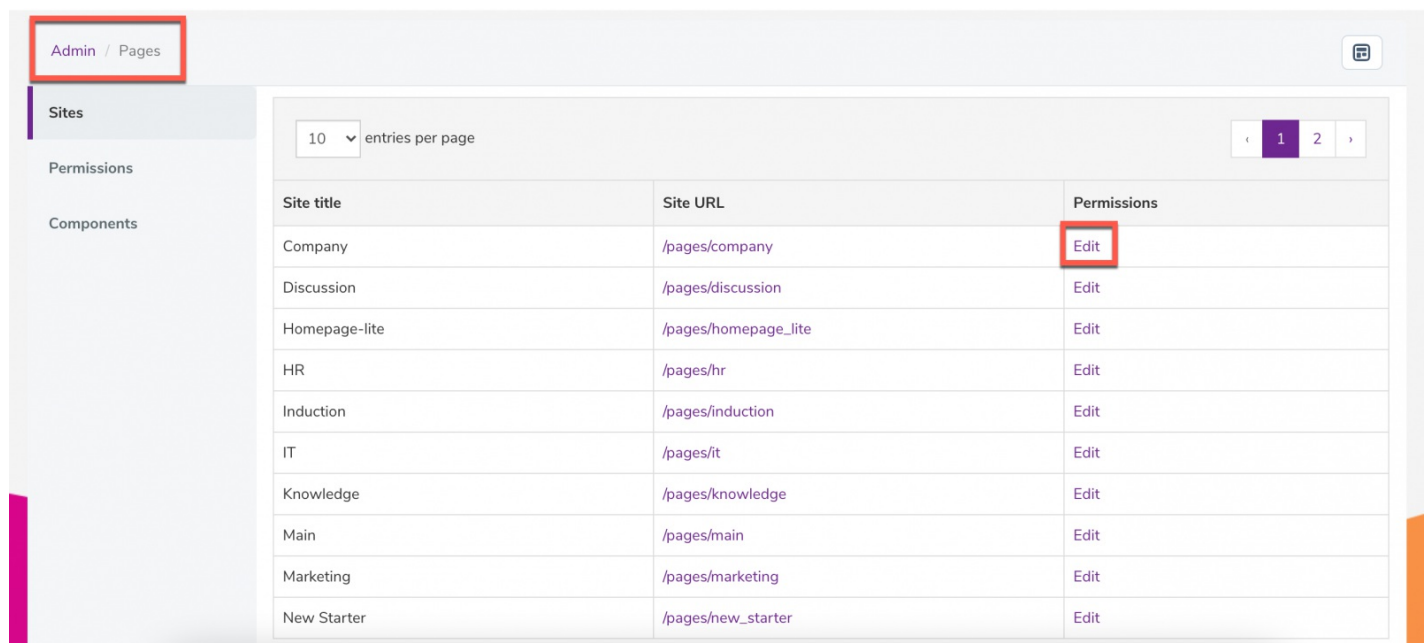This user guide is for anyone on Claromentis 8.2+

Overview

This is a quick guide on setting up admin permissions in Pages. Pages is a useful application that will allow you to group multiple pages together into sites.

By having admin access, you will have full control over your homepage design and layout. You will also be able to manage and organise other sites and pages within your system.

Steps
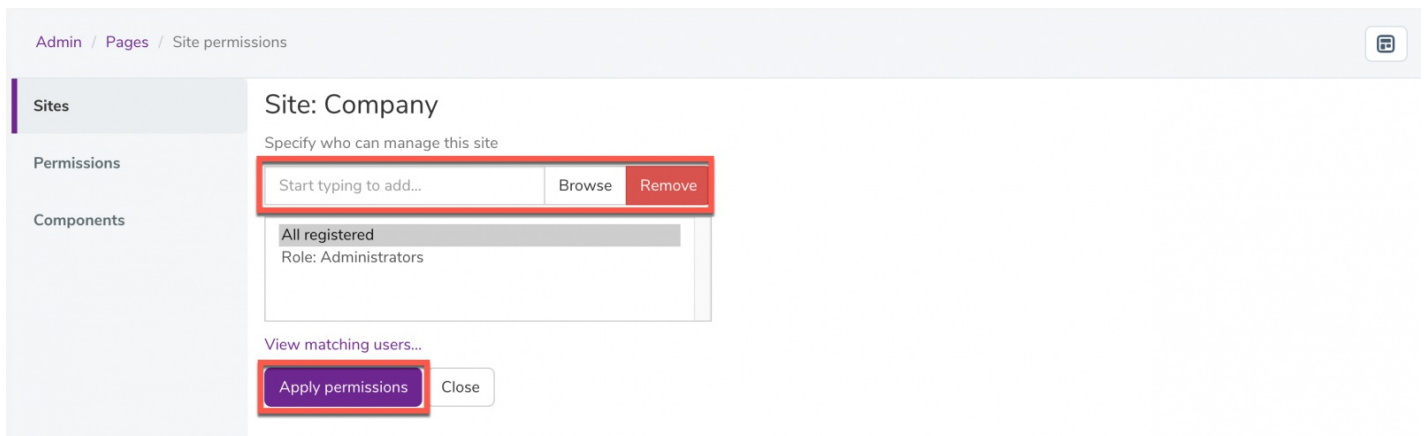
The below steps are outlined in the video above:

1. Go to Admin > Pages

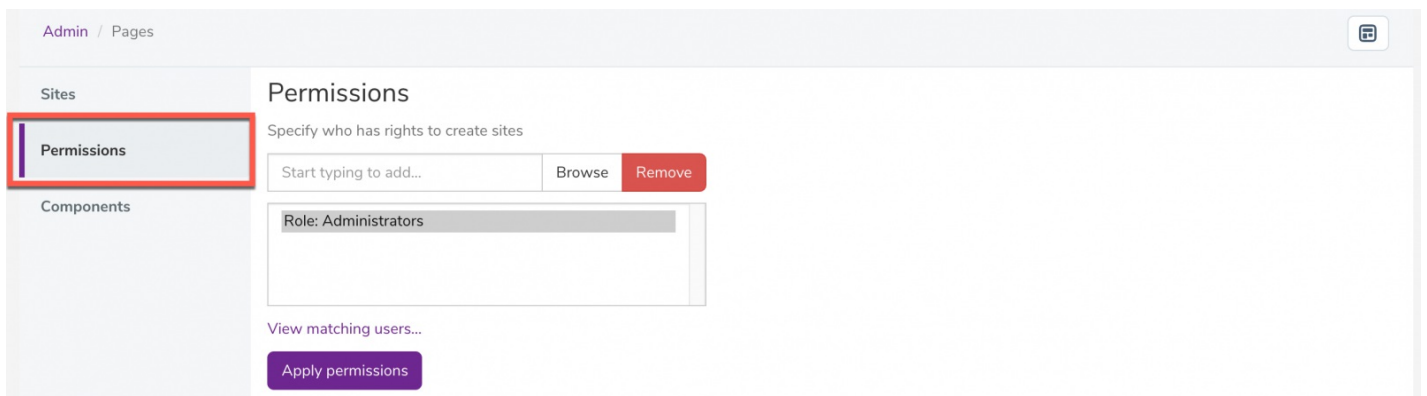2. Navigate to the site you wish to set permissions, click ' **Edit'**

3. From here, you can specify who can manage the site by adding the appropriate user(s) and selecting '**Apply Permissions**.'

4. The second option is to set permissions for users to create new sites. This can be done under the **Permissions** tab.

This will allow users from the front-end to have the [   ] option.

   Note: Users who do not have permissions will not be able to see this option

5. The third option in the admin area is **Components**. This will allow you to create new custom components. (

   Note: Technical knowledge is needed for this option

The next video in the series will show you how to edit the homepage.

Last modified on 25 January 2021 by Veronica Kim

Created on 12 January 2018 by Mhairi Hutton

Tags: intranet, pages, user guide