Admin overview

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'

Sites	10 v entries per page		< 1 2 <
Permissions	10 V entries per page		
Components	Site title	Site URL	Permissions
components	Company	/pages/company	Edit
	Discussion	/pages/discussion	Edit
	Homepage-lite	/pages/homepage_lite	Edit
	HR	/pages/hr	Edit
	Induction	/pages/induction	Edit
	IT	/pages/it	Edit
	Knowledge	/pages/knowledge	Edit
	Main	/pages/main	Edit
	Marketing	/pages/marketing	Edit
	New Starter	/pages/new_starter	Edit

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

Admin / Pages / Site per	missions		
Sites	Site: Company		
Permissions	Specify who can manage this site		
remissions	Start typing to add	Browse Remove	
Components	All registered Role: Administrators		
	View matching users		
	Apply permissions Close		

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

Permissions
Specify who has rights to create sites
Start typing to add Browse
Role: Administrators
View matching users
Apply permissions

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.

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