

How to Edit the Homepage

Requirements

This user guide is for anyone on Claromentis 8.2+

Overview

The guide will cover how to edit the homepage using the Pages application.

Our drag-and-drop component will allow you to move your components around the homepage and add new ones as you wish. You are able to edit the information that is displayed within each component from the homepage.

The below steps are outlined in the video above.

The admin side & main menu permissions

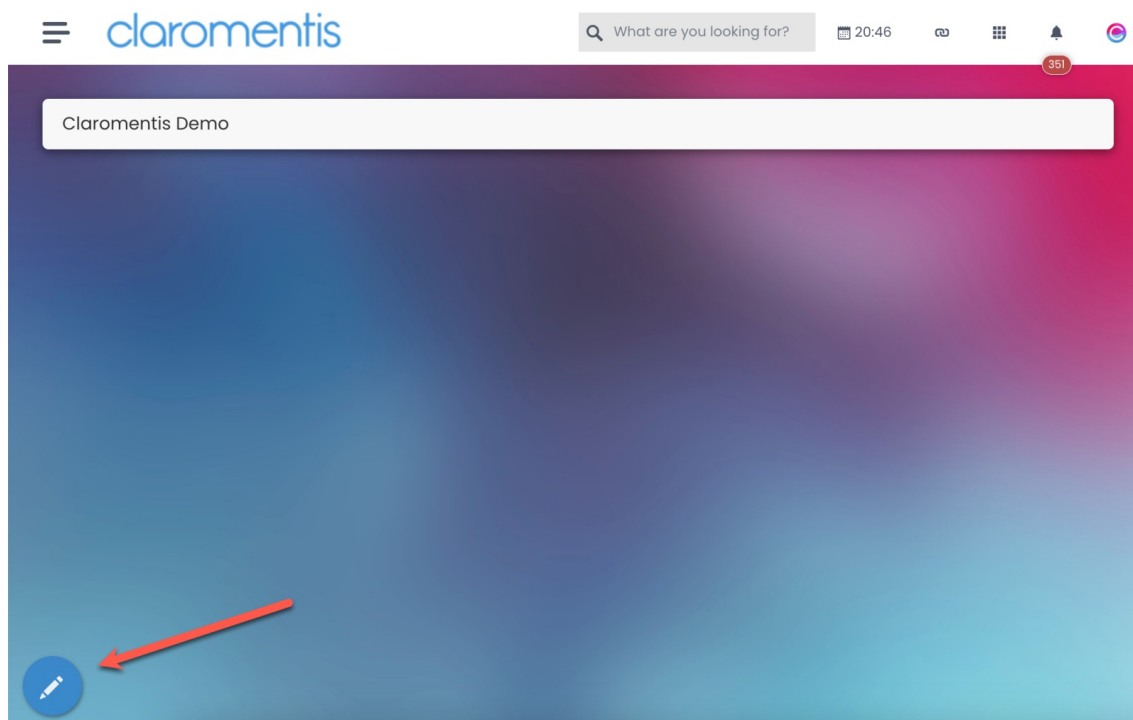
There are different levels of permissions in the Pages application.

Correct permissions will be needed for you to edit the homepage in Pages. For more information, click [here](#).

Please note: Ensure only appropriate users have been granted permission as they will be able to add, edit, and delete pages.

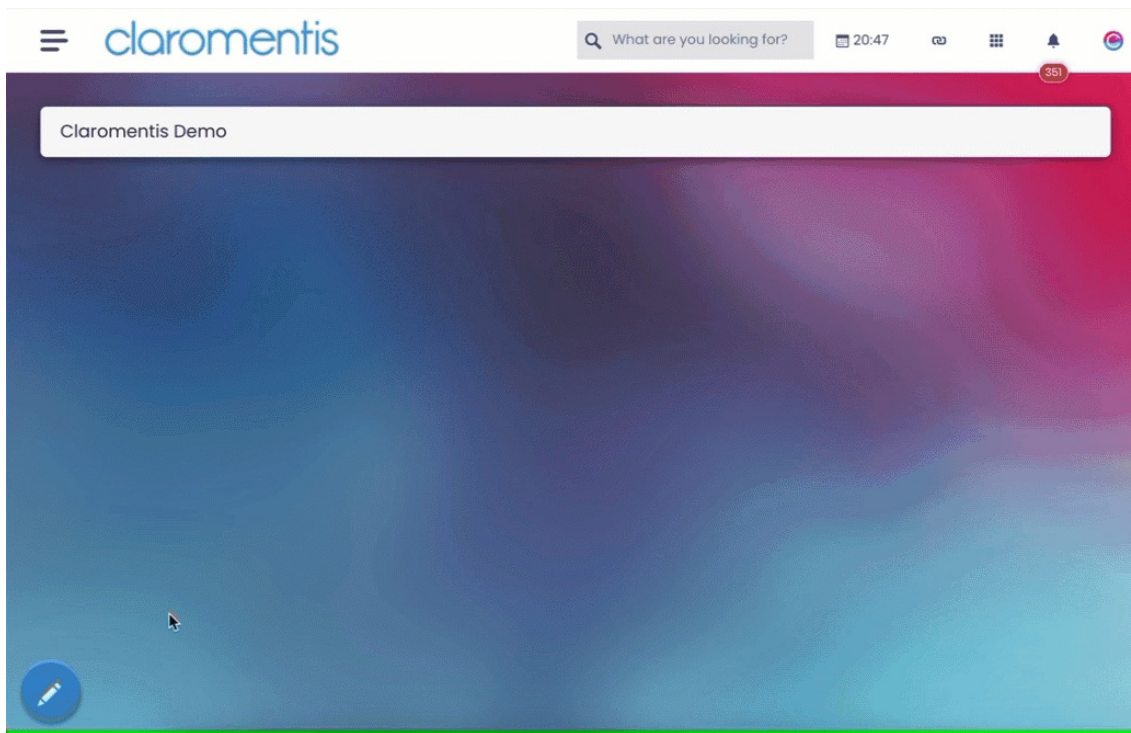
Editing the homepage

1. Start building your homepage by adding content using the pencil (**Edit**) icon to go into edit mode.



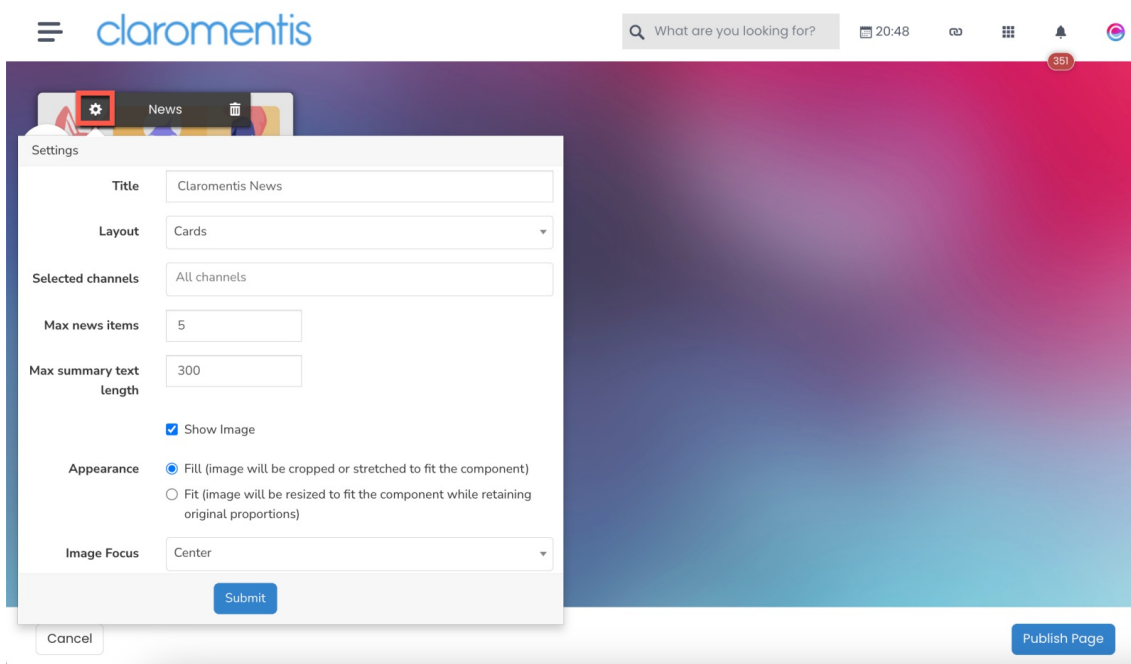
Reminder: If you cannot see the Edit button, please reach out to your intranet administrator to ensure you have the correct permissions.

2. Click on the grey + to view the list of available components.



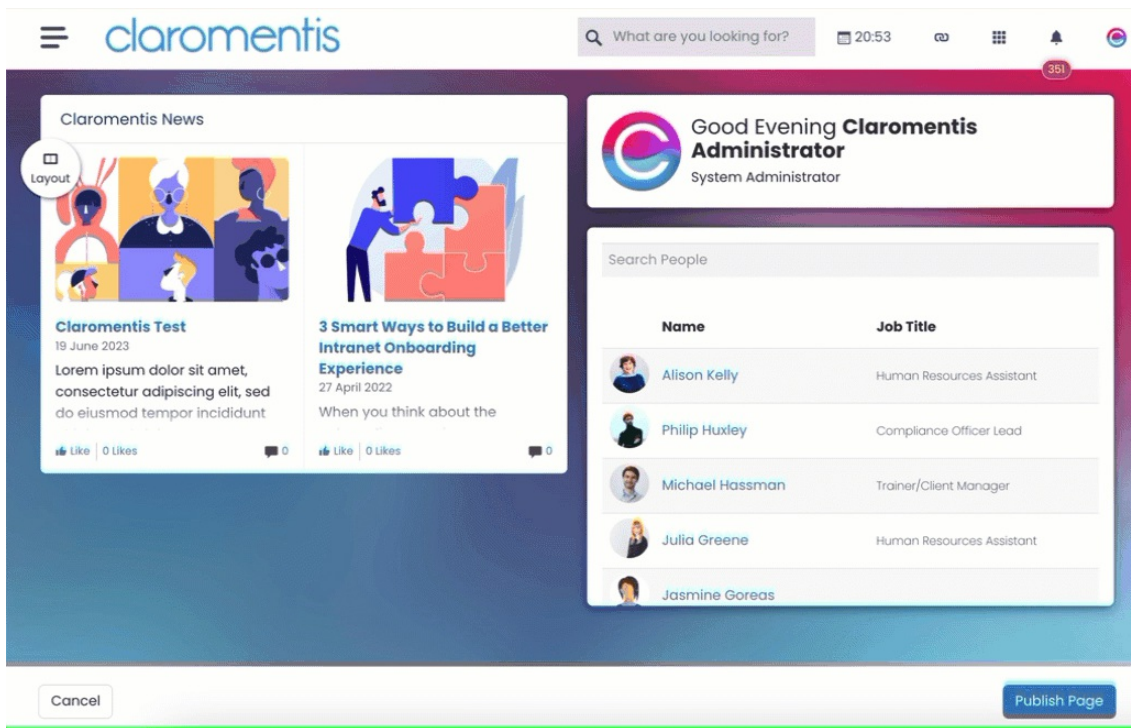
3. Select any of the available components that you would like to add to your page.

Each component has a different set of options when setting it up. e.g. for News component, you can specify channels, the number of articles displayed, and image layouts.

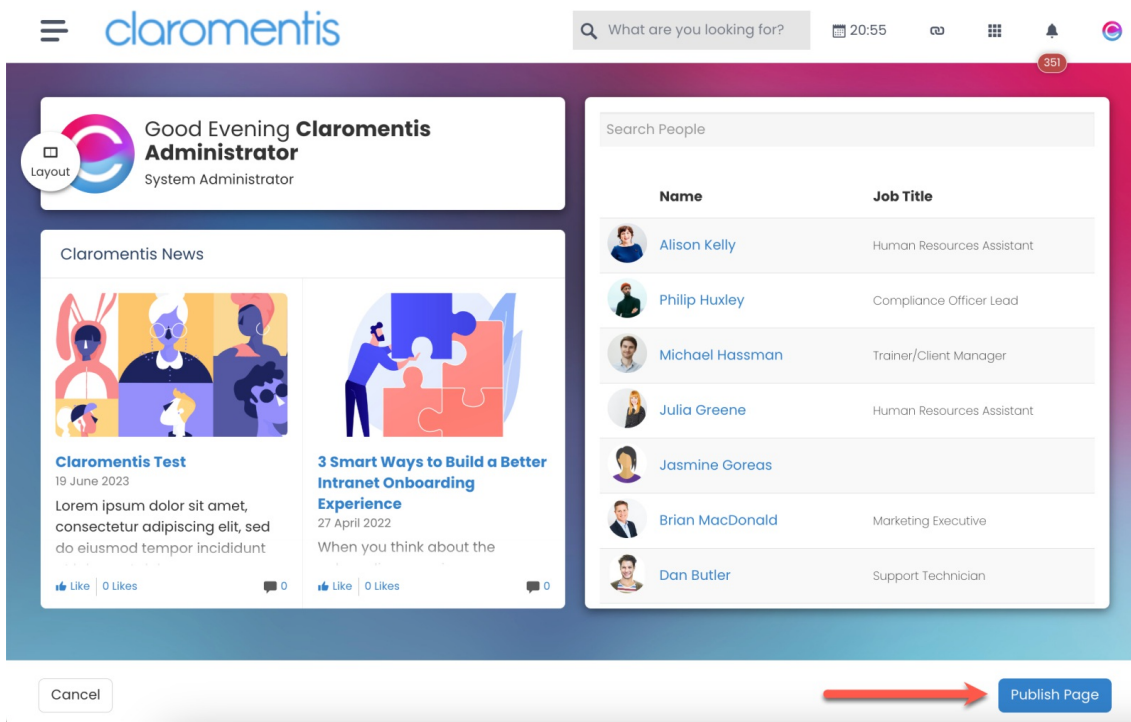


4. Use the drag-and-drop feature to move around components and re-size them to your preference.

As you move individual components around, others will move into place, minimising white space.



5. Click **Publish Page** once you have finished editing the page - this will be made live for users instantly.



Example of finished pages



Good Afternoon Claromentis Administrator

Welcome to the company, we're happy to have you on board!



Getting started



Holiday Planner



News

New: Polls & Surveys application

20 July 2020 new features

Check out the new Polls & Surveys application, designed to help you gather employees feedback in an easy, intuitive way!

Like 0 Likes 0

Meet the team

Search People



Upcoming events

Monday stand-up

25 January 2021

Development team sprint planning

27 January 2021

Development team sprint planning

28 January 2021

Monday stand-up

1 February 2021

Development team sprint planning

3 February 2021

Development team sprint planning

15 February 2021

Policies to accept

Foreign travel advice

Distribution

Audit Procedures

Distribution

Expiry date: 24 February 2020

Sustainability Policy

Distribution

Security Procedures

Consultation

Complaints

Distribution

View my policies

Ask us anything!

Add a comment



Alison Kelly wrote...

Check out the new Onboarding course, it's so good and really helped me with understanding how to get started using the intranet!

Reply • Like • 1 person liked this • Edit • Delete • 26-05-2020 07:55

HR

HR Meetup



Please welcome our new members

Search People



Nigel Davies
Sales Director



Michael Bennett
CEO



Nicola Gibson
Marketing Executive



Networking is a key skill

16 August 2018

Networking is a key skill. It's not about contacting everyone you know when you are looking for job. It starts long before the job search and you probably don't even realize you are doing it. You are

Like 0 Likes



Annual Performance Reviews

12 June 2018

All annual performance reviews will now be carried out using our new online form

Like 0 Likes

HR Documents

Filter...

Human Resources

View in Documents



HR



Policies and Procedures



Health and Safety.pdf



Medical Plan Summary.pdf

For the next article on setting up a Site in Pages, click here.

Last modified on 1 December 2023 by Hannah Door

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Tags: intranet, pages, user guide, edit, homepage