

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

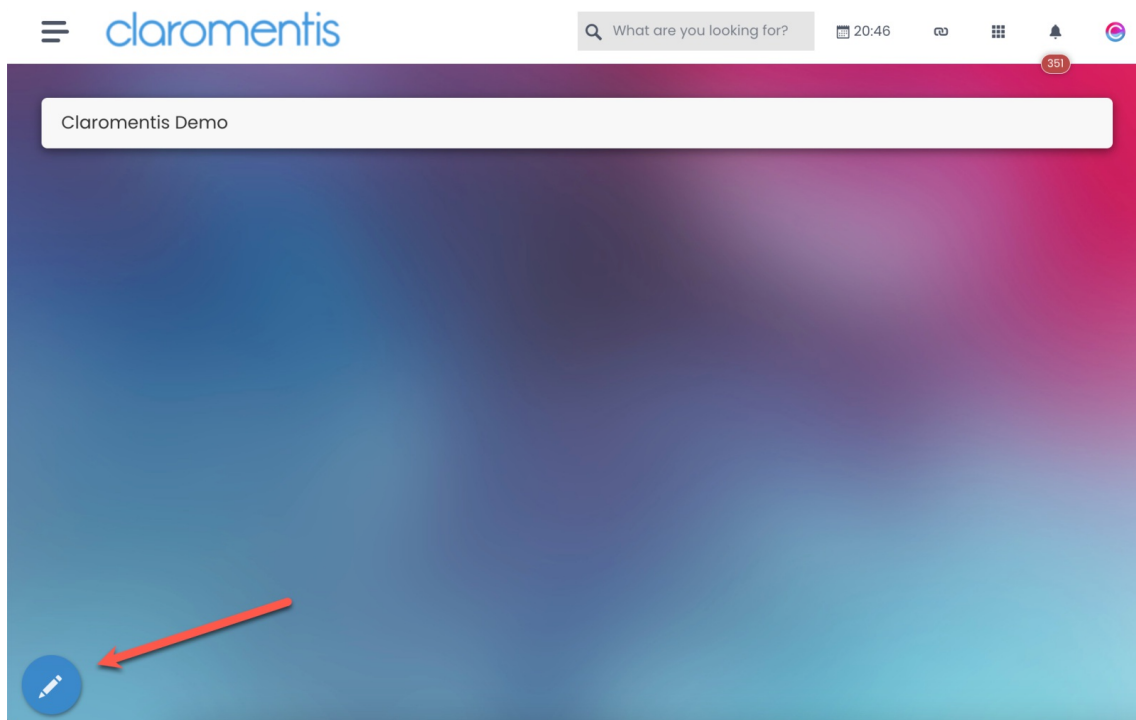
There are different levels of permissions in the Pages application.

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.

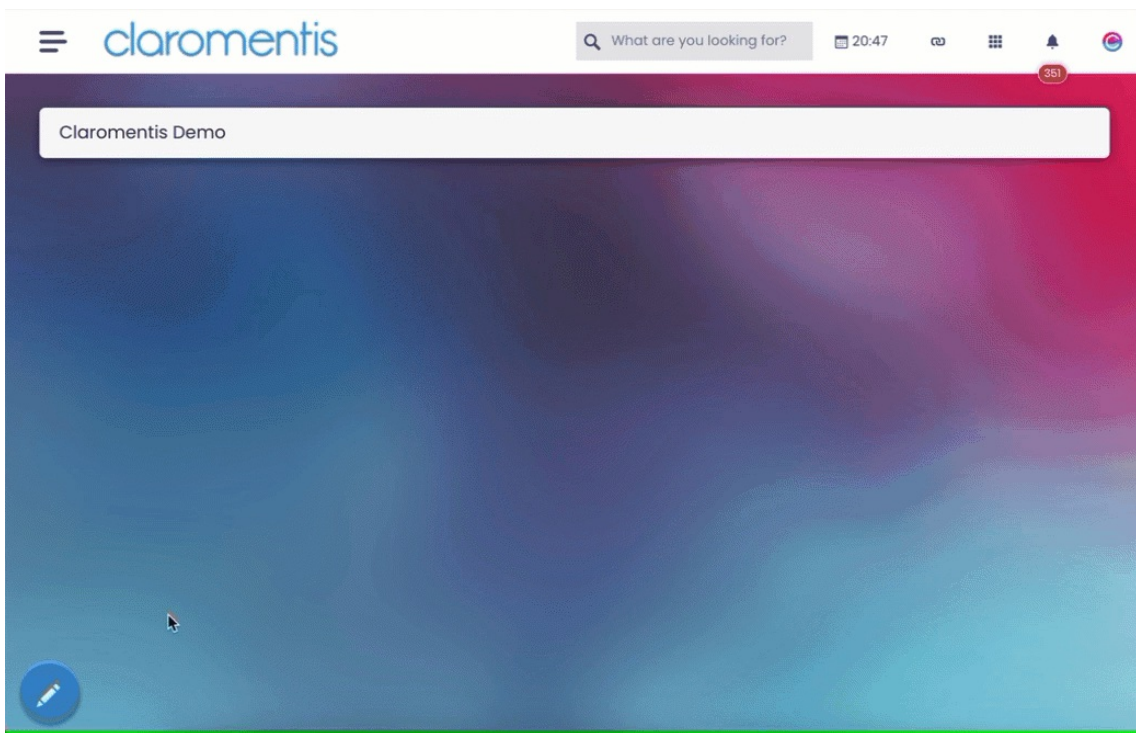
Editing the homepage

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



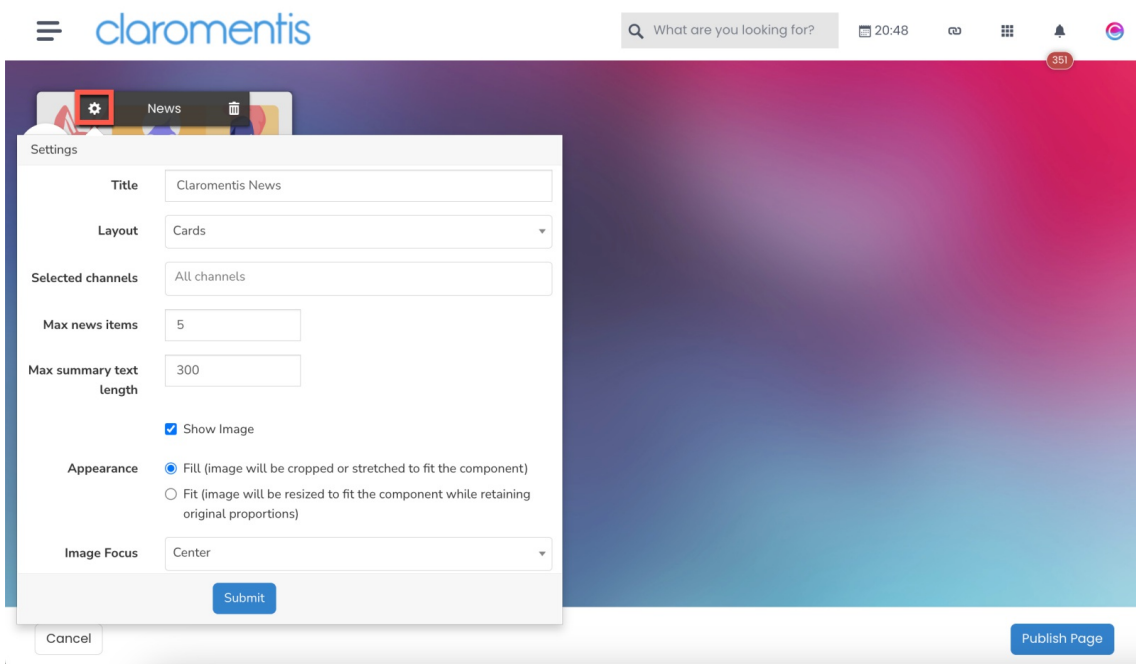
Reminder: If you cannot see the Edit button, please reach out to your intranet administrator to ensure you have the correct permissions.

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



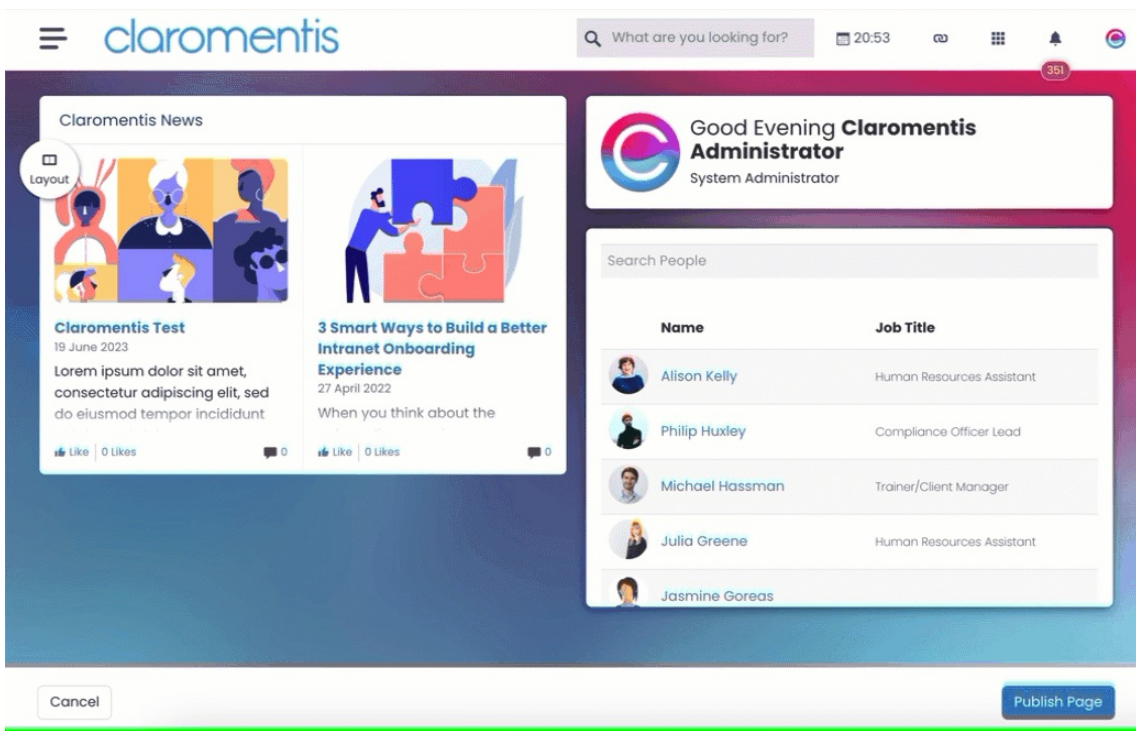
3. Select any of the available components that you would like to add to your page.

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.

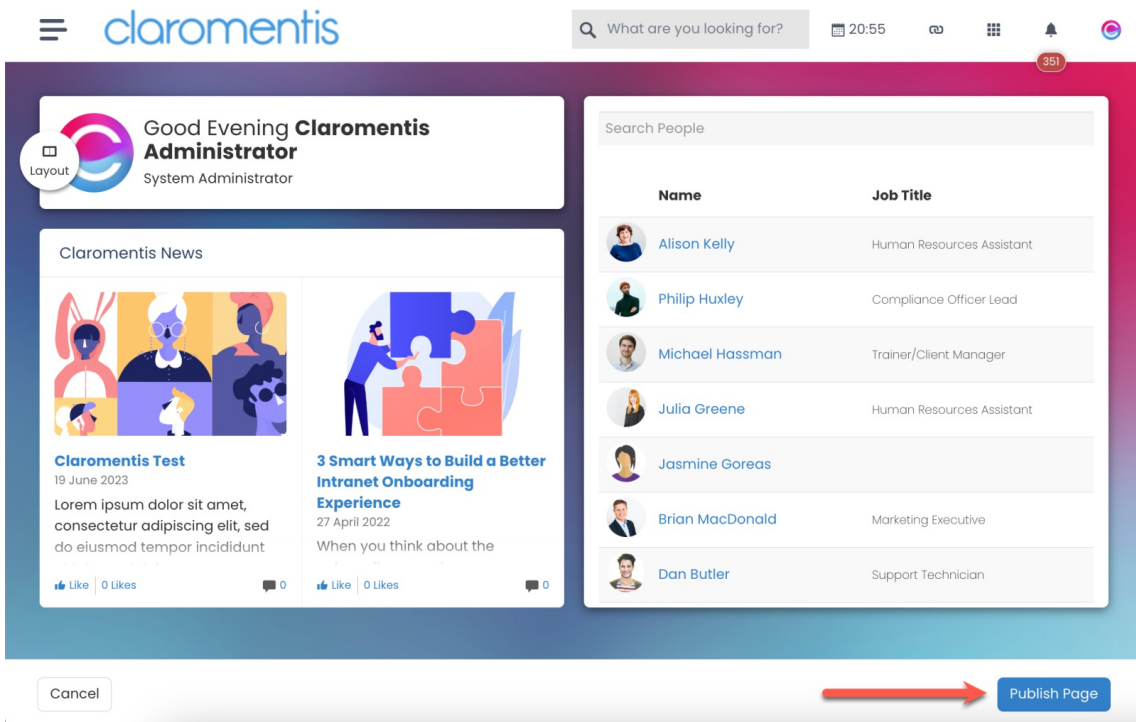


4. Use the drag-and-drop feature to move around components and re-size them to your preference.

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.



Making edits to established pages

Over time, content creators will need to make changes to pages to ensure they are up to date or to the modifications they want to see.

All content creators (or users with the permission to 'edit' pages) must be aware that there is no versioning for Pages.

What this means is, once a page is published, its current state is live and what users will view.

There is no way to access the previous page layout/components/data once the page is published.

So, content creators need to understand that any content that has been custom entered onto the page, e.g. images uploaded, text typed onto the page, will be lost if removed from the page and the page is published.

In contrast, any components removed from the page can simply be re-added and the same information shown as before, because components are

It is important that any user with edit rights to Pages understands this and knows that if any custom-entered content that would be lost once removed and the page is published is needed, they take steps to save this somewhere else before saving the page.

The image is a screenshot of the Claromentis Administrator dashboard. At the top left is a circular logo with a stylized 'C' in blue and orange. To its right, the text reads "Good Afternoon Claromentis Administrator" and "Welcome to the company, we're happy to have you on board!". Below this is a large banner for a "New: Polls & Surveys application" dated "20 July 2020" with the text "new features" and "Check out the new Polls & Surveys application, designed to help you gather employees feedback in an easy, intuitive way!". The banner includes a "Like" button showing "0 Likes" and a "0" next to a speech bubble icon. The dashboard is divided into several sections: "Getting started" with a rocket icon, "Holiday Planner" with a heart and airplane icon, and "News" with a newspaper icon. On the right, there are two columns: "Upcoming events" listing "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), and "Development team sprint planning" (4 February 2021); and "Policies to accept" listing "Foreign travel advice" (Distribution), "Audit Procedures" (Distribution, Expiry date: 24 February 2020), "Sustainability Policy" (Distribution), "Security Procedures" (Consultation), "Complaints" (Distribution), and "View my policies". At the bottom left is a "Meet the team" section with a "Search People" bar and three profile pictures. At the bottom right is an "Ask us anything!" section with a comment box and a post by "Alison Kelly" dated "26-05-2020 07:55" with "1 person liked this".

For the next article on setting up a Site in Pages, [click here](#).

Last modified on 1 July 2025 by [Hannah Door](#)

Created on 25 January 2018 by [Mhairi Hutton](#)

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