

# 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

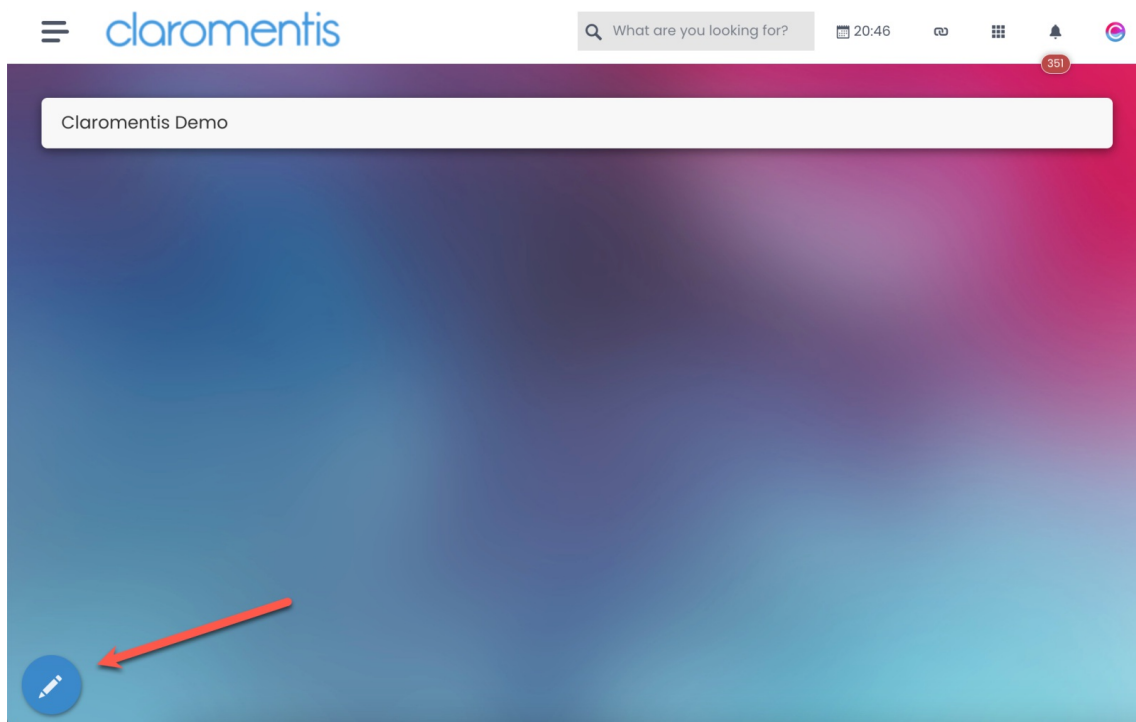
There are different levels of permissions in the Pages application.

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.

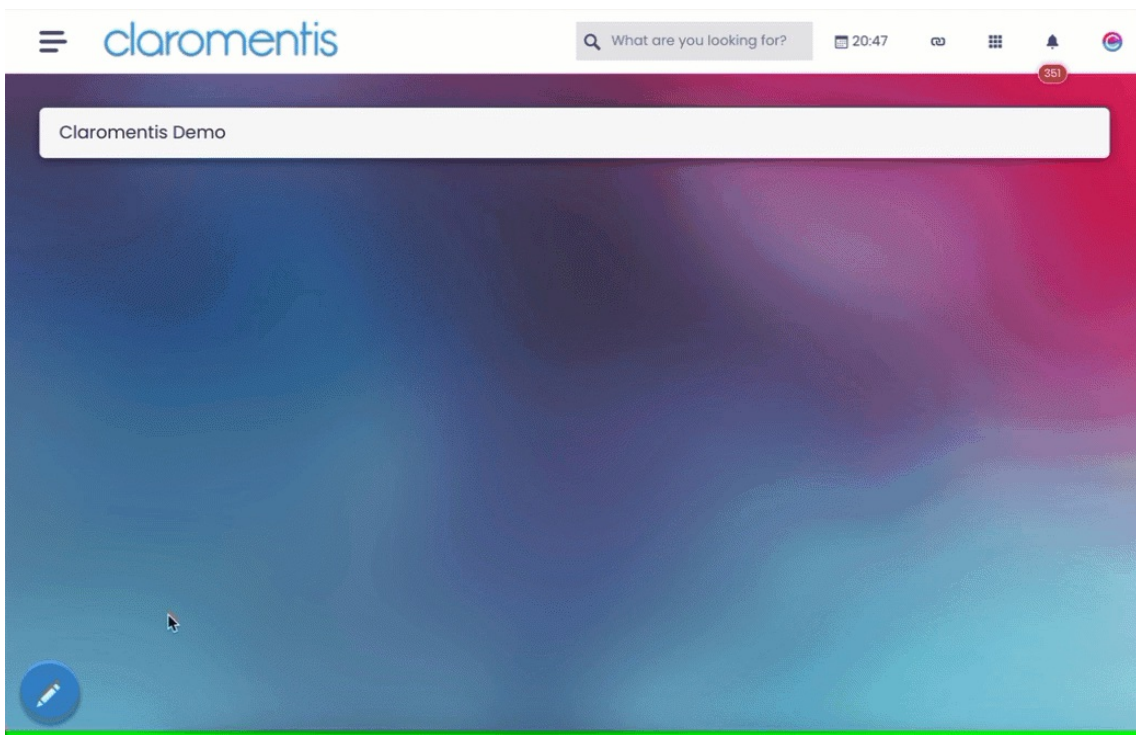
## Editing the homepage

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



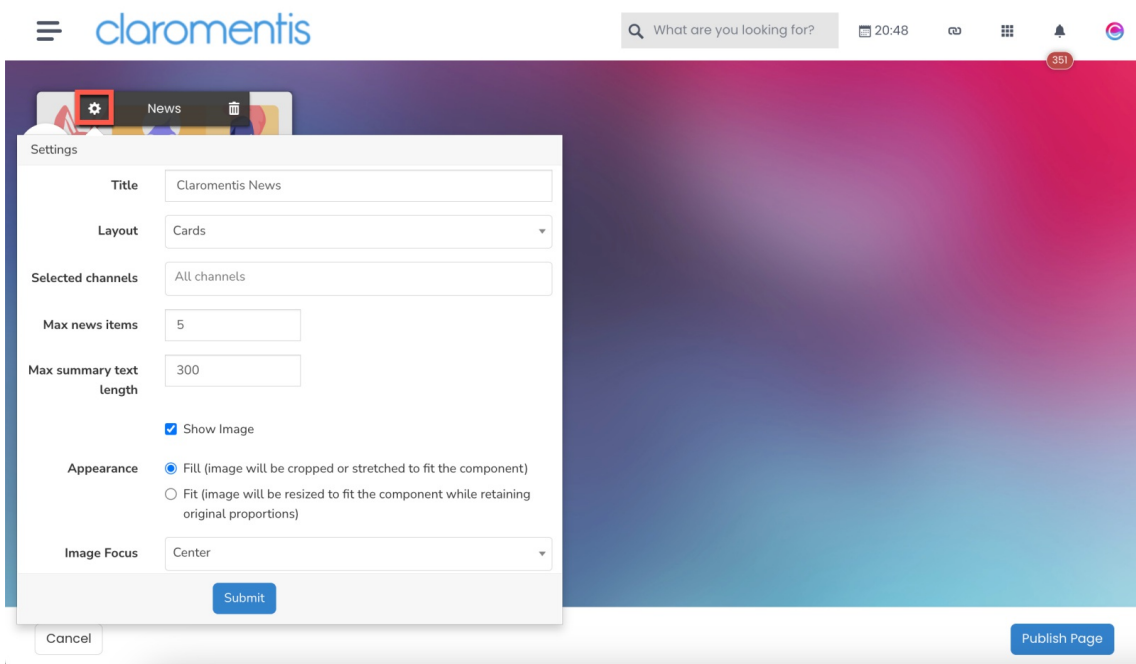
**Reminder:** If you cannot see the Edit button, please reach out to your intranet administrator to ensure you have the correct permissions.

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



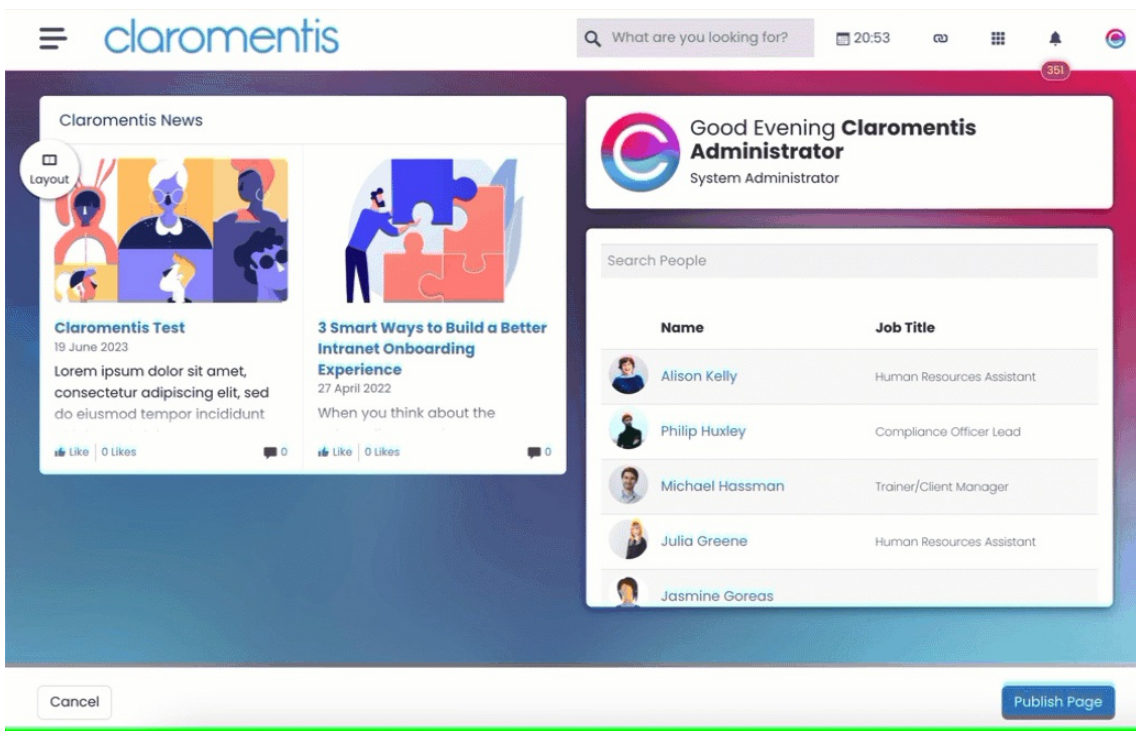
3. Select any of the available components that you would like to add to your page.

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.

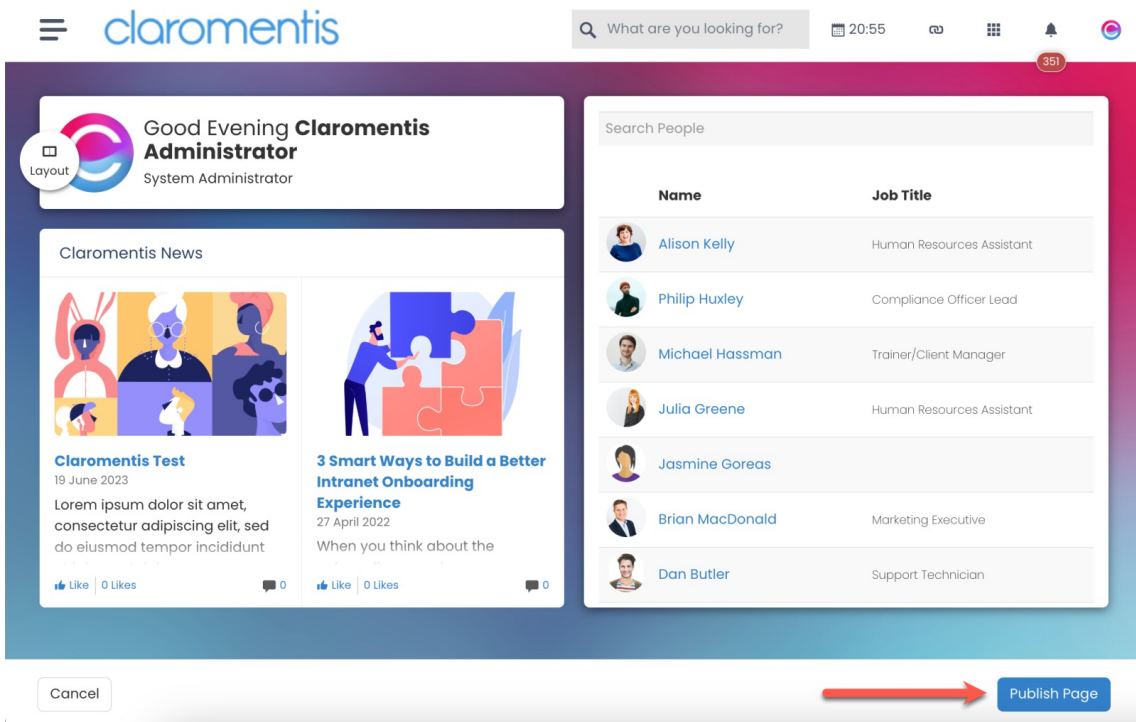


4. Use the drag-and-drop feature to move around components and re-size them to your preference.

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


windows to applications; they do not hold any data themselves.

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.


## Example of finished pages




**Good Afternoon Claromentis Administrator**  
Welcome to the company, we're happy to have you on board!



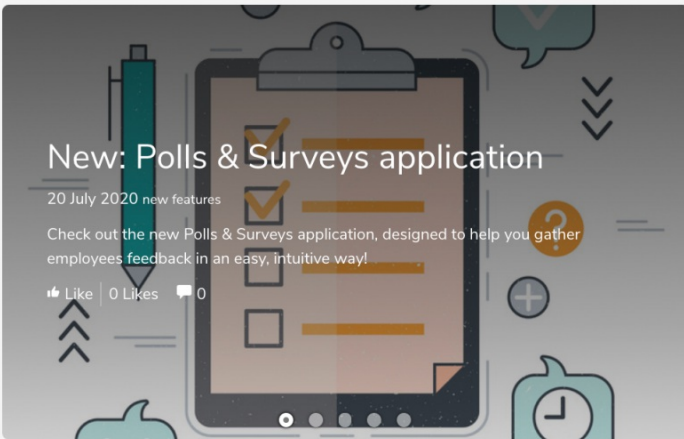
Getting started



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 Comments

#### 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](#)


#### Meet the team

Search People



#### 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


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**Nigel Davies**  
Sales Director







**Michael Bennett**  
CEO




**Nicola Gibson**  
Marketing Executive

#### HR Documents


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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](#).

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

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