Link to article: https://discover.claromentis.com/knowledgebase/articles/335

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

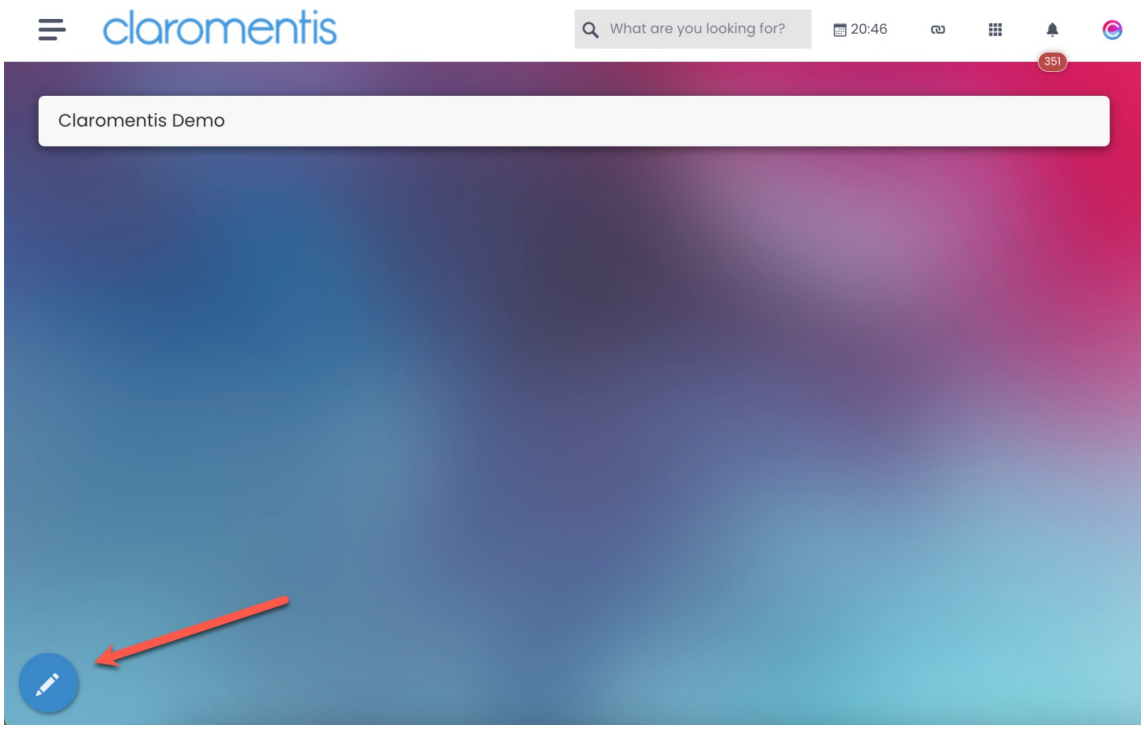
There are different levels of permissions in the Pages application.

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.

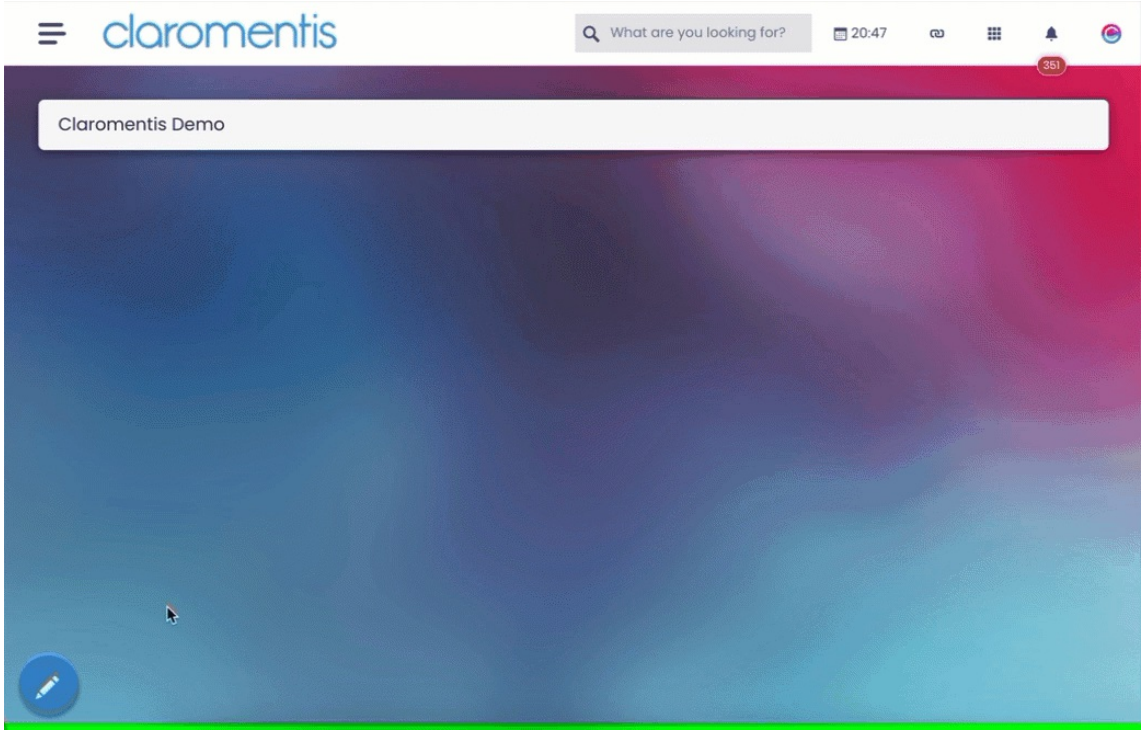
Editing the homepage

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



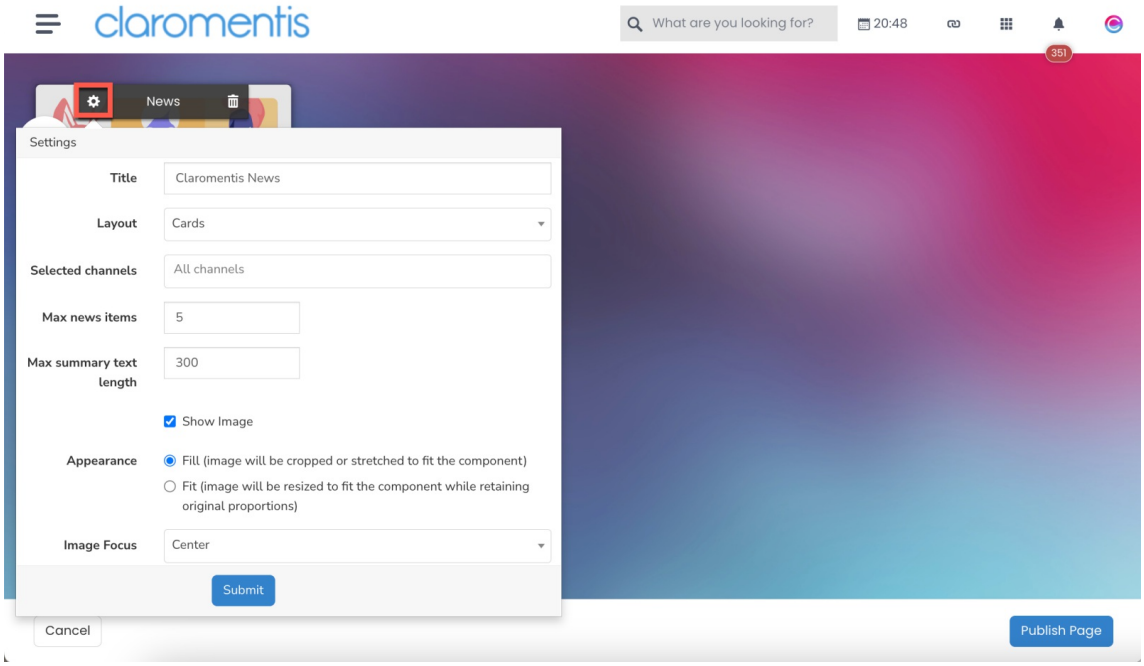
Reminder: If you cannot see the Edit button, please reach out to your intranet administrator to ensure you have the correct permissions.

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



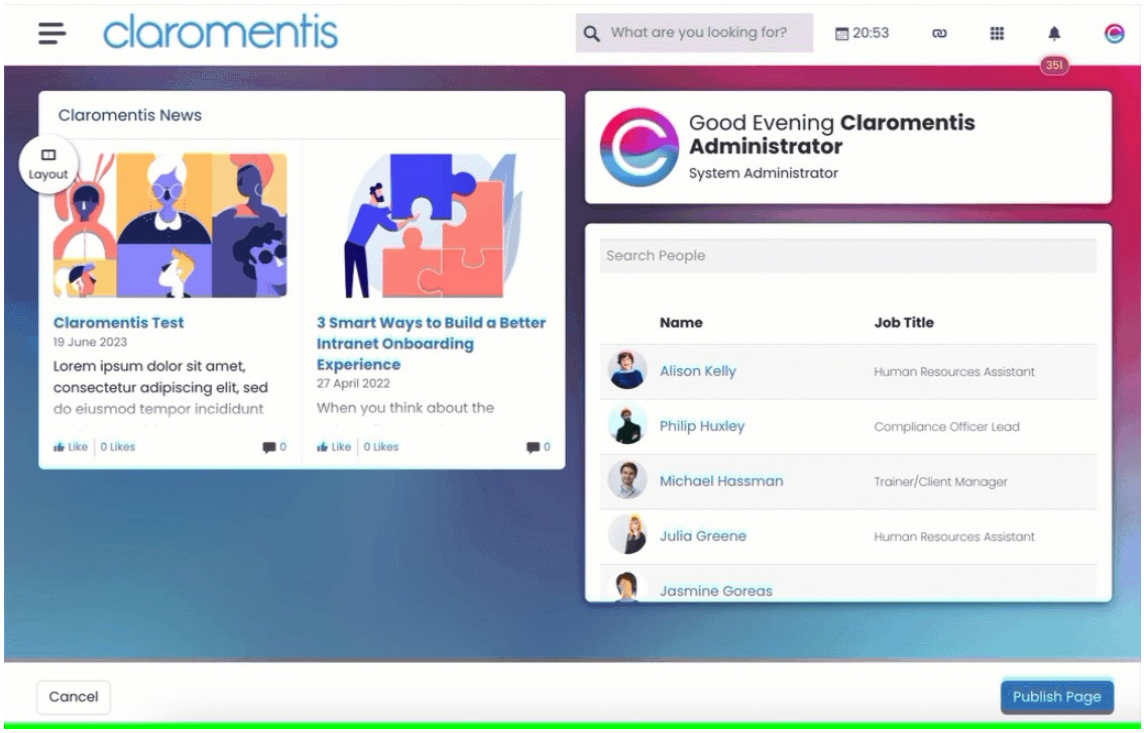
3. Select any of the available components that you would like to add to your page.

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.

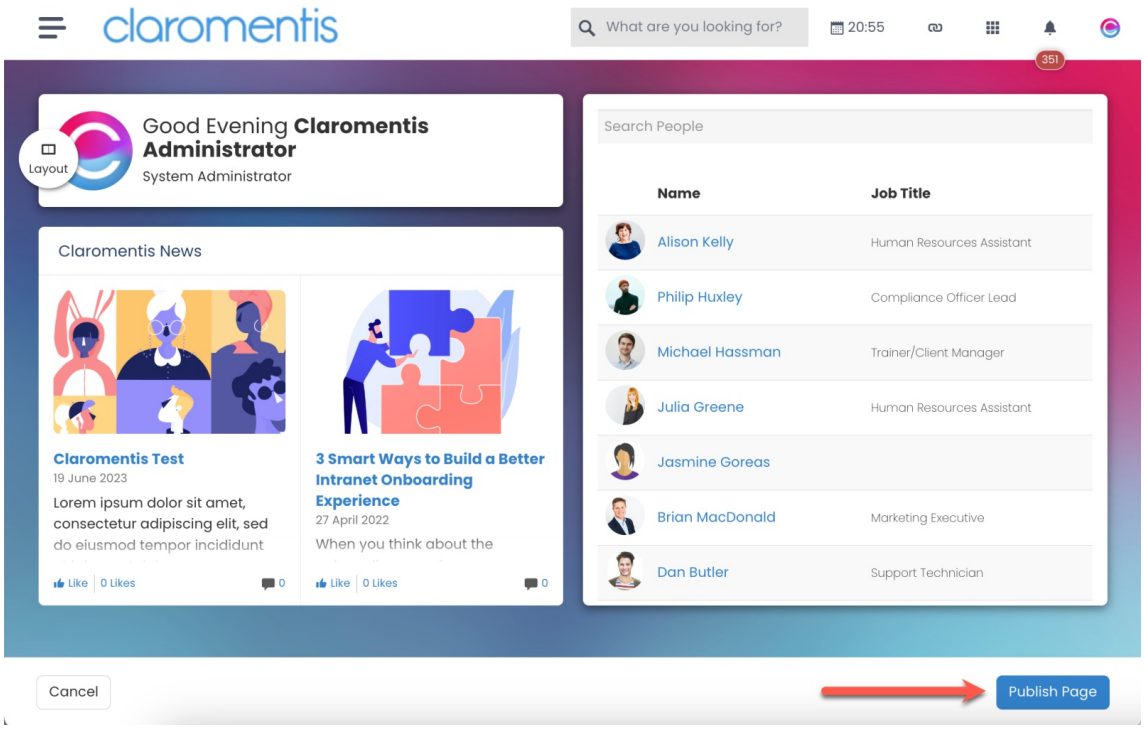


4. Use the drag-and-drop feature to move around components and re-size them to your preference.

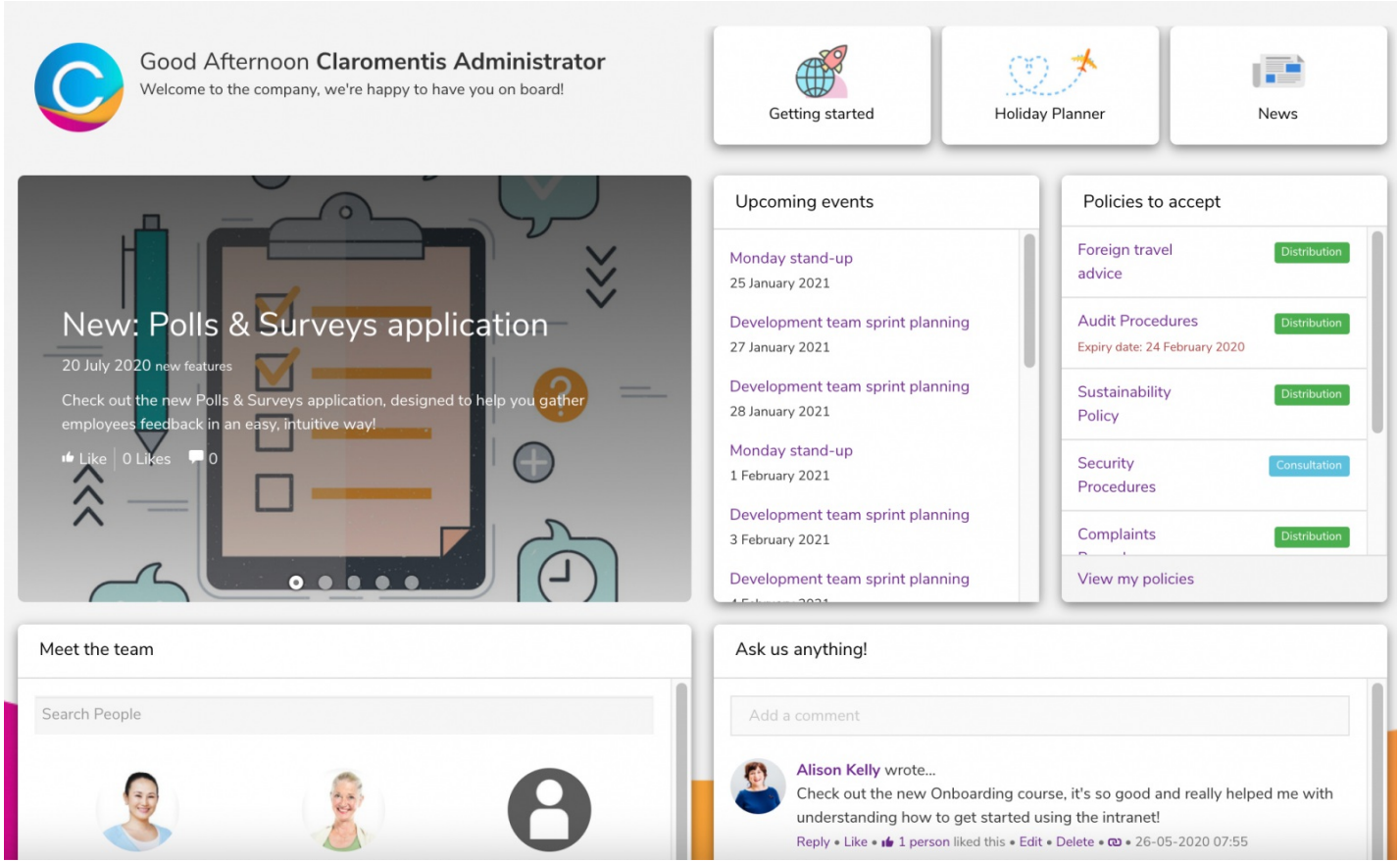
As you move individual components around, others will move into place, minimising white space.

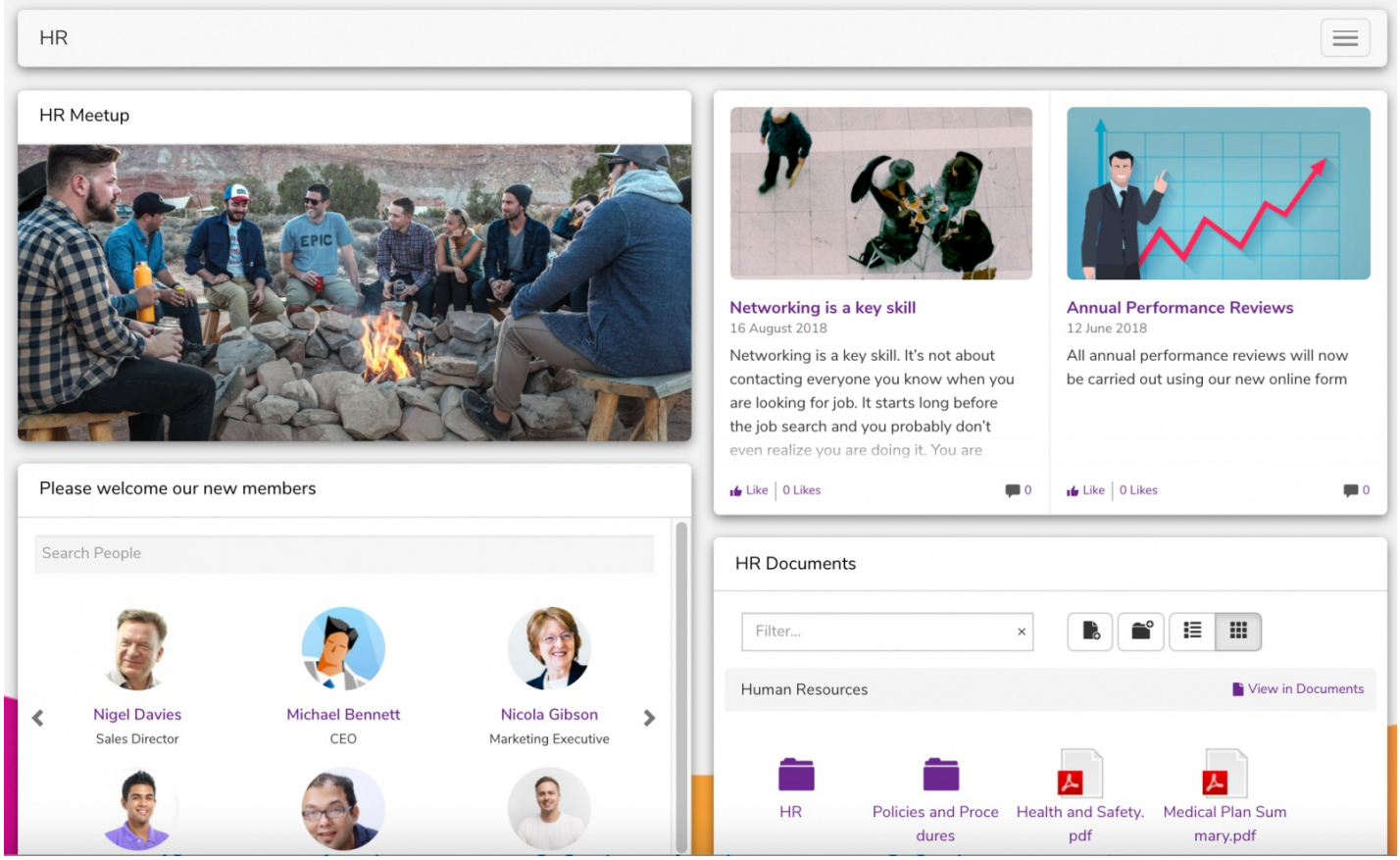


5. Click **Publish Page** once you have finished editing the page - this will be made live for users instantly.



Example of finished pages





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

Created on 25 January 2018 by Mhairi Hutton
Tags: intranet, pages, user guide, edit, homepage