

Setting up a site

Archived

Requirements

This user guide is for anyone on Claromentis 8.2+

Overview

This video will cover how to set up a new department site in Pages, as well as creating sub-pages to the site and links from it. Once you have set up a new site, the same principal for editing the homepage can be used across all your site pages.

Steps

The below steps are outlined in the video above:

1. Correct permissions will be needed for you to set up new sites in Pages.
2. Navigate to the Pages application. If permissions are correct, you will see the button. You can then choose whether you would like to create a new site or start from an existing one.
3. First, you can set a site title which will automatically populate the site address. Next, you can choose the homepage title which will also give you the options to show 'site title' and 'site navigation'. Lastly, you can set permissions and have the option to upload a cover image for the site.

Site Details

Site title *

Address *

Homepage title

- ☒ Show title
- ☒ Show site navigation

Site and page permissions

[Browse](#) [Remove](#)

User: Claromentis Administrator

- ☒ View Pages
- ☒ Edit pages and menu
- ☒ Manage Site

[View effective permissions...](#)

Site cover

 Upload image

Create Site

Cancel

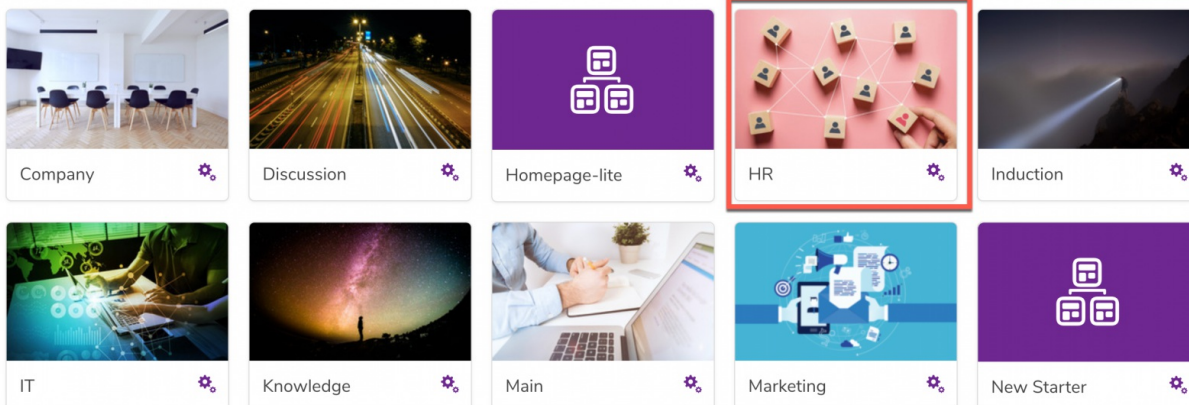
4. Now going back into Pages, you will see your site.

Pages

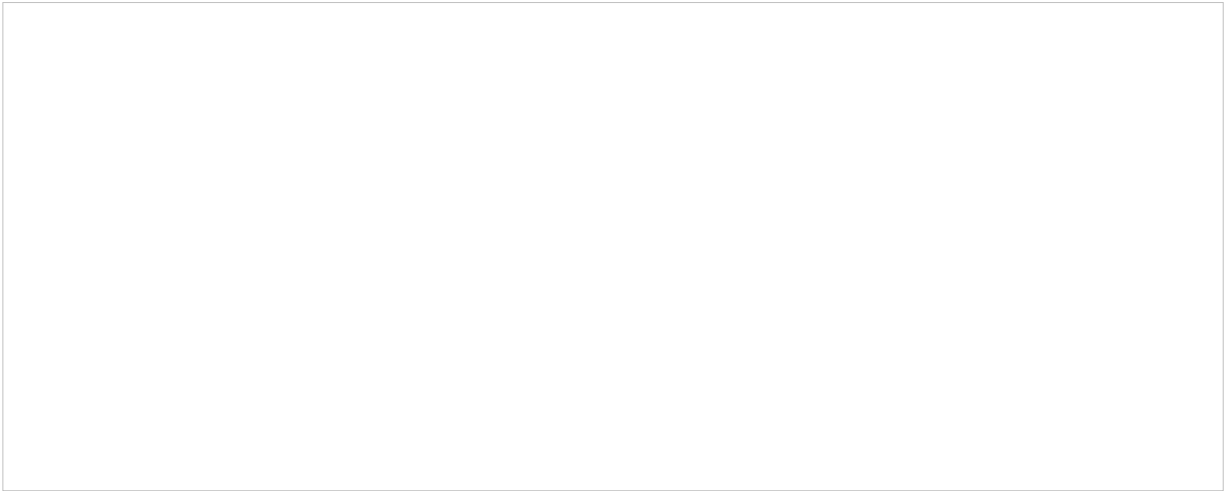


Sites

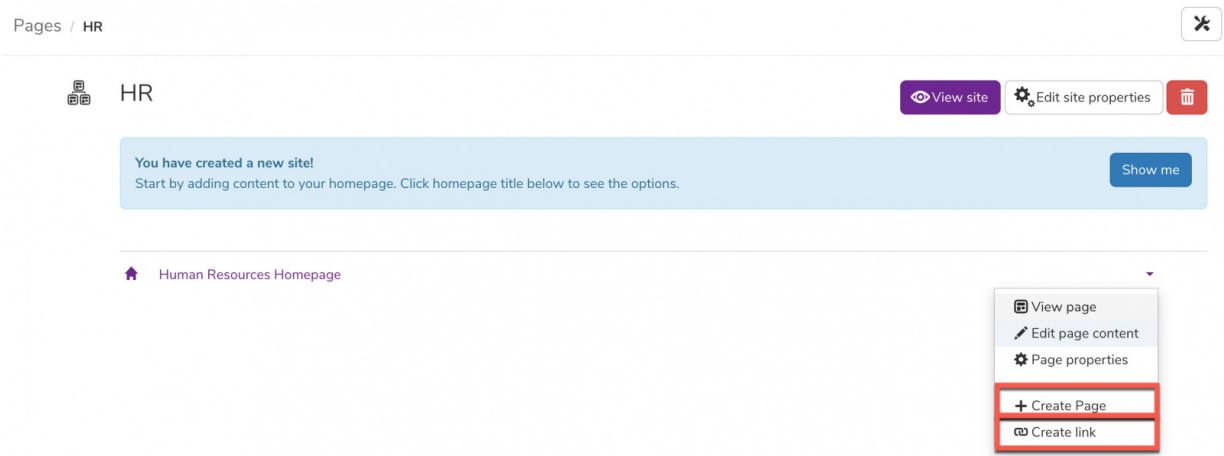
[+ Create New Site](#)



By clicking into the page, you can start building your site by adding in content using the pencil icon.

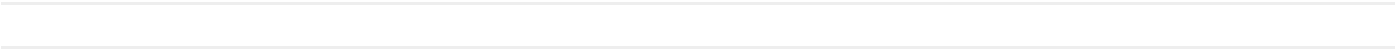


5. To create a sub-page or link, navigate back to 'view site details'. Again, you can then click into the sub-page to add new components using the pencil icon.



6. Once your sub-page is published, you can click in-between your homepage and sub-pages, and add in multiple sub-pages as needed.

This is the last video in the pages user guide videos.



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