



Creating new extranets

Archived

Overview

Extranets are set up to give partners, stakeholders, suppliers, customers or other groups of users access to your intranet. Claromentis supports an unlimited levels of extranet areas. The main functionality of an extranet is to allow different groups of users to access the intranet without being able to see each other. Each extranet will be able to see through own extranet users and all the primary area users, but they will not be able to see users from another extranet. Your primary area will be able to see all users in all extranets.

Access to the extranet control panel is required to set up an extranet, this will need to be done in the Sysadmin panel.

Setting an extranet area

Navigate to Admin>Extranets. As long as you have a some extranet user licenses available you will see the green button below to add a new area. If you do not see this button you will need to add some extranet licenses via this user license request form.

Admin / Extranets

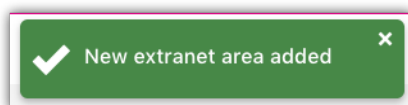
Extranet Areas

All words
Filter
Reset

Name ▲	Description	Read only	Log
Primary Area (Intranet)			[Nc
ExamplePartner	Extranet for business partner		[Nc
OtherPartner	A separate extranet for a separate business partner		[Nc

You will be able to input the extranet area name, if this extranet is read only, the description and also select a logo for that extranet. Once you have submitted this you will get a pop up to tell you that the extranet has been created.

A read only extranet means that all users are not permitted to add documents, create content pages or add forum posts.



On this screen you will then be presented with a user list of all users. You are able to select which users should go into this extranet either by selecting them or searching by their name and submitting.

Once you have submitted you extranet you will be taken back to the main page where you will be able to edit other extranet by clicking on the pencil icon and also delete extranets. When deleting you will be asked if you would like to move these users to another area.

Delete an Extranet area

Area name	Test
<input checked="" type="radio"/> Delete all users in this area	
<input type="radio"/> Move users to area:	Primary Area
<div>Delete Area</div>	

Permissions

Setting permissions within an extranet is the same as setting permissions accros the system. You will be able to select the extranet in the same way as a role or group from any permissions picker accross the system and select what permissions are given per applications. Extranet users will be included in the all registerd permissions group.

If you have any further questions on extranets please submit a support ticket [here](#).

Last modified on 11 October 2019 by Millie Hand

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Tags: extranet, user guide