

# Understanding page permissions

Article related to version 8.7+

## Included in this article

1. What is a page
2. Assigning permissions
  - o Ability to create and manage all sites *and* assign permissions for others to do so
  - o Ability manage/edit sites *and* assign viewing permissions
  - o Ability to view the site

## 1- What is a page

Pages or sites, as they are also called, are separate customisable landing pages in the intranet. They can be used for different departments or for other important areas of the site such as 'Learning' or 'Projects' enabling the relevant information to be organised in each.

## 2- Assigning permissions

There are three tiers of approval for pages.

The first tier, is:

- Ability to create and manage **all** sites *and* assign permissions for others to do so

Usually this only contains a select few users to ensure pages are succinct and necessary and site creation doesn't get out of hand.

Navigate to Applications > Admin > System > Administrators > Select the 'Pages' application here:

The screenshot shows the 'Administrators' configuration page. The breadcrumb trail is 'Admin / System / Administrators'. The left sidebar contains a list of categories: General, Administrators (selected), License, Date and Time, Background Services, Localisation, Configuration, Labs, and Integrations. The main content area is titled 'User' and includes a button 'Assign a User as an Administrator for multiple panels'. Below this is a section 'Assign administrators' with a grid of applications. The 'Pages' application is highlighted with a red box. At the bottom of the grid, it says 'Inactive panels: Show/hide'.

System	Audit	Audit Manager	Blog
Buttons	Calendar	Communication	Compliance
Courses	Design	Digital Assets	Discover IC
Discuss	Documents	Events	Expenses
Extranets	Forum	Holidays	Image Galle
InfoCapture	Knowledge Base	Learning	Menu Build
Metadata	News	OAuth2 apps	Org Chart
<b>Pages</b>	People	Policy Manager	Projects
Quiz	Reports	Room Booking	Search
Slider	Social Connect	Statistics	Surveys
Tags	Thank you	Two Factor	Workflow

Anyone with their name in this box will have the highest level 'Pages' permissions:

## Assign Administrators for Pages

× Claromentis Administrator × Michael Hassman × Nigel Davies × Jasmine Goreas × Kerensa Johnson  
× Playground Admin × Michael Christian

Browse

Save

Now that the user has these permissions, they can access the below page and grant site creation permissions to other users:

Navigate to Applications > Admin > Pages > Permissions to grant permission on who can create and delete sites in your company.

Admin / Pages

Sites

Permissions

Components

### Permissions

Specify who has rights to create sites

Start typing to add... Browse Remove

Role: Administrators

[View matching users...](#)

Apply permissions

Typically Content Managers or only selected members management should have this permission allowing them to setup a sites for their departments.

The second tier is:

- Ability to manage/edit specific sites *and* assign viewing permissions

These permissions are set **per** page - as its likely different users will be in charge of different pages on the site.

To assign these permissions navigate to Applications > Admin > Pages > Select the following

Admin / Pages

Sites

Permissions

Components

10 [entries per page]

Site title	Site URL	Permissions
Company	/pages/company	Edit
Discussion	/pages/discussion	Edit
Homepage-lite	/pages/homepage_lite	Edit
HR	/pages/hr	Edit
Induction	/pages/induction	Edit
IT	/pages/it	Edit
Knowledge	/pages/knowledge	Edit
Main	/pages/main	Edit
Operations	/pages/operation	Edit
Sales	/pages/sales	Edit

Admin / Pages / Site permissions

Sites

Permissions

Components

### Site: Company

Specify who can manage this site

Start typing to add...

Browse

Remove

All registered

Role: Administrators

View matching users...

Apply permissions

Close

The third and final tier is:

- Ability to view the site

These permissions can be granted by navigating to Applications > Pages > Select the little cog here:

Pages

Sites



Company



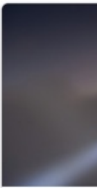
Discussion



Homepage-lite



HR



Inductio



IT



Knowledge



Main



Operations



Sales

Pages / Company



Company

View site

Edit

Company

Social Media

Org Chart

View page

Edit page

Page properties

Hide from search

Delete

Create page

Create link

**Page title**

**Address**

Show title

Show site navigation

**Permissions**

Inherit rights from parent folder

View page

Add/Edit Page

[View effective permissions...](#)

You can add groups and roles in here and individually determine if they should just be able to edit or add to the page.