



Understanding Page Permissions

Article related to version 8.7+

What is a page?

The Pages application creates sites that can host pages, which are separate customisable landing areas 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.

The ideas for your Pages can be discussed by your Intranet management team to create a structure and the content you want on them.

The admin side & pages permissions

1. **Application administrator** - Highest level access overall - Can create, edit, delete all sites, update permissions on them and give other users the power to create sites.
2. **Create 'Site' rights** - A user/role/group given the ability to create sites by those in 1.
3. **Those with 'Manage Site' permissions** - The highest level of access to a site - Can add new pages to a site, edit all pages in it and update permissions across those pages. Can also delete pages within the site, or the site itself. Given these rights by users in 1 or 2.
4. **Responsible User** - Given extra permissions by users in 1, 2 or 3. They can view and edit or delete certain pages in the site they have been given rights to add new content etc.
5. **End user** - Only has view rights to pages in a site as determined by users in 1, 2 or 3.

1. A sysadmin can navigate to Applications > Admin > System > Administrators and select the 'Pages' application to add new administrators of it. New administrators should be trusted individuals who know how to use the Pages application appropriately.

Admin / System / Administrators

General

Administrators

License

Date and Time

Background Services

Localisation

Configuration

Labs

Integrations

< > Scripts

API keys

User

Assign a User as an Administrator for multiple panels

Assign administrators

| | | | |
|-------------|----------------|----------------|-------------|
| 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 |
| Pages | People | Policy Manager | Projects |
| Quiz | Reports | Room Booking | Search |
| Slider | Social Connect | Statistics | Surveys |
| Tags | Thank you | Two Factor | Workflow |

Inactive panels: Show/hide

Admin / System / Administrators / Assign administrators

Assign Administrators for Pages

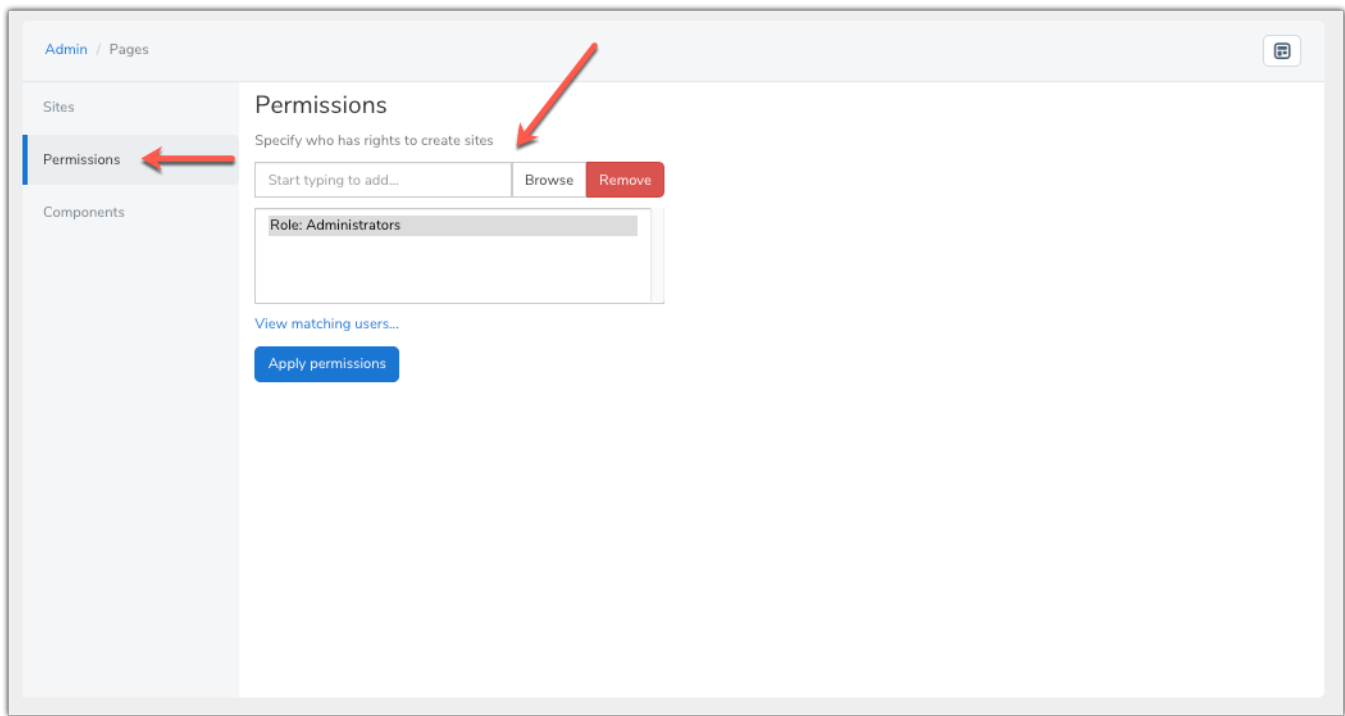
✕ Claromentis Administrator ✕ Michael Hassman ✕ Nigel Davies ✕ Jasmine Goreas ✕ Kerensa Johnson

✕ Playground Admin ✕ Michael Christian

Browse

Save

2. Application administrators can head to Applications > Admin > Pages, and select the Permissions tab to grant users/roles/groups the ability to create Sites. These should be trusted individuals who know how to use the Pages application appropriately.



3. Application administrators or those with the ability to create sites can access the admin side of Pages and make changes to permissions on sites, delegating 'manage' responsibilities as needed.

Permissions can be assigned from Applications > Admin > Pages > Edit

HOME COMPANY DEPARTMENT ▼ FORMS ▼ LEARNING PROJECTS SUMMER EVENT BOOK A PERSONALISED DEMO LEARN MORE

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 |

Once a user is able to manage a site, they can do anything to its properties, add or delete pages within it, edit permissions on each page as well as edit all pages as they see fit.

Only trusted users that know how Pages work and can effectively manage it should be placed here.

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

4. Users can be given extra responsibility by administrators to edit pages within a site.


These permissions can be granted by navigating to Applications > Pages, and selecting the little cog:


Pages

Sites





Company







Discussion






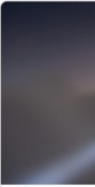
Homepage-lite







HR







Induction







IT







Knowledge







Main






Operations






Sales



Click 'Page Properties' along the appropriate site:

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

Different permissions can be set across pages within a site, but you can choose to inherit from the first page listed to speed things up if the permissions entered are going to be the same across the site.

Pages / Company / Edit page properties

Page title

Social Media

Address

...company/ social_media/

change

☒ Show title

☒ Show site navigation

Permissions

☒ Inherit rights from parent folder

Start typing to add...

Browse

Remove

☐ View page

☐ Add/Edit Page

View effective permissions...

Save

Cancel

A user with edit rights will see the cog icon appear on pages within the site they have permission for and be able to make changes to the page, as well as delete those pages.

Only give users the ability to edit pages if they know how to make changes and you wish for them to do so - otherwise viewing permissions can be given.

5. The users with the least rights are going to need to view pages in a site only.

They won't be able to make edits or delete anything, so generally 'All registered' can be entered into the permissions per page with view rights only. Then other roles/groups are given higher level rights to effectively manage content over time.

Who can delete in Pages?

Any user/role/group with 'manage site' permissions will have the ability to delete the whole site, as this is the highest level of access to edit - application administrator access of Pages for a user is not required to access this for a site if 'manage site' permissions have been given.

'View' page permissions only:

- Users can access the Page URL and interact with its components but they cannot edit (or delete) the page and do not see the pencil or cog icons on it.

'View' & 'Add/Edit':

- A user can see the pencil and cog icon on pages they have these permissions for and edit the properties of these pages - they would be able to delete any pages they have the 'edit' rights for but not the whole site.

'Manage site' permission:

- A user will see the pencil and cog icon on any of the site pages and crucially, be able to navigate to site properties where they can delete the whole site.

Vigilance when entering page permissions, regular reviews of this structure and making changes if required will ensure no user/role/group has the ability to delete or modify the content you do not wish them to.