

## **Understanding Site & Page Permissions**

Various levels of access can be applied to Sites & Pages.

We recommend that all Internet management team members be made Application Administrators of the Pages application, so they can assist with any changes within it.

Content creators can be given rights to create Sites and manage them, as necessary.

Any responsible user can be given the right to edit individual pages (rather than them all) if this fits your use case.

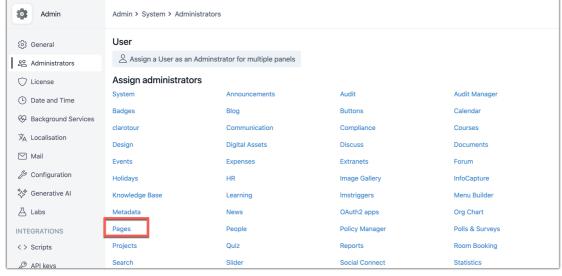
## **Levels of Access**

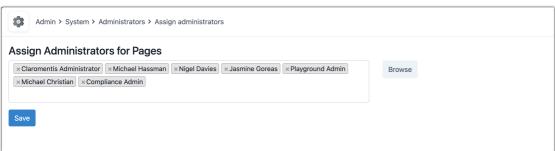
- 1. Application administrator: Highest level access overall; Can create, edit, and delete all Sites, update permissions on them and give other users the power to create Sites.
- 2. Create 'Site' rights: A user, Role, or Group given the ability to create Sites by those in 1.
- 3. Those with 'Manage Site' permissions: The highest level of access to a Site; Can add new pages to the Site they have this permission for, change its URL, edit all Pages in it and update permissions. Can also delete the Site and nested Pages. Given these rights by users in 1 or 2.
- 4. Responsible User: Given extra permissions by users in 1, 2 or 3. They can create, edit, and delete Pages within a Site for which they have extra permissions.
- 5. End user: Only has view rights to pages in a site as determined by users in 1, 2 or 3.

## How to apply each level

1. A Sysadmin can navigate to Applications > Admin > System > Administrators, and select the Pages application to add new administrators to it.

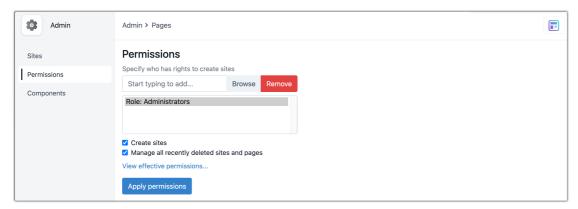
New administrators should be trusted individuals who know how to use the Pages application appropriately.



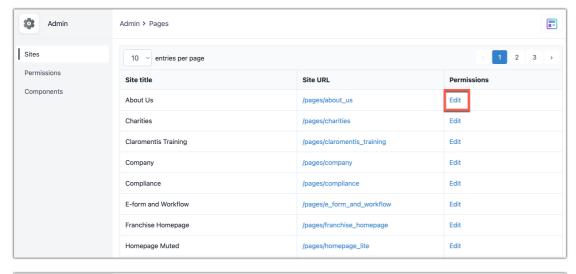


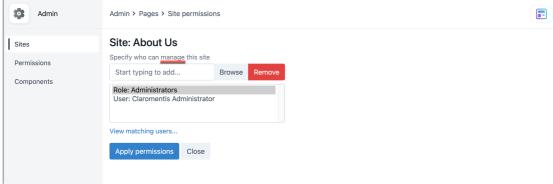
2. Application administrators can head to Applications > Admin > Pages, and select the Permissions tab to grant users, Roles, or Groups the ability to create Sites

These should be trusted individuals who know how to use the Pages application appropriately.



3. Application administrators can access the admin side of Pages to delegate certain management responsibilities as needed, using the Edit button in line with each Site.

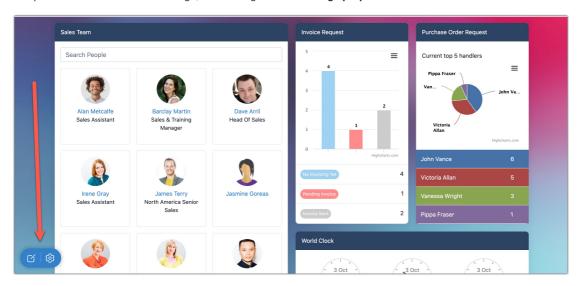




Once a user has management rights to a Site, they can control its properties, add or remove pages, change Page permissions, adjust who has management access (directly from the Site's front-end), and freely edit any Page.

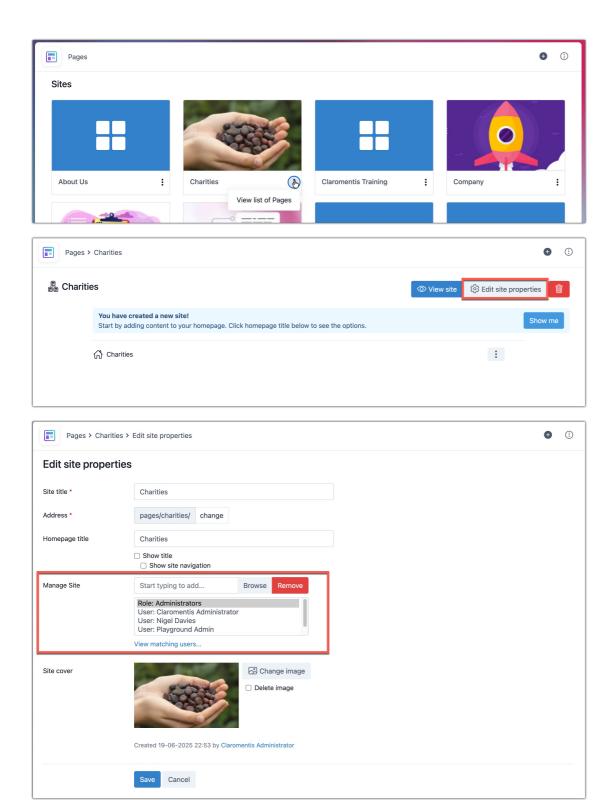
Users with  ${\bf Manage\ Site}$  permissions will see the pencil and cog icons for all Pages they have this for.

The pencil allows them to edit the Page, and the cog leads to the Page properties area.



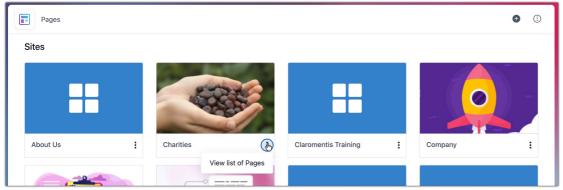
Only trusted users who know how Pages work and can effectively manage them should be placed here per site.

A user with **Manage Site** permissions can then control others with manage rights from the front-end of Pages in the **Site properties** without needing the administrators to set it in 1.



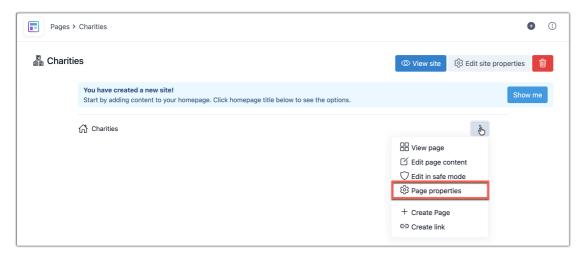
4. Users can be given extra responsibility to edit Pages within a site by administrators set in 1. or those with Manage rights to that site as set in 3.

From the front-end of Pages, click the 3 dots on the Site you want to update permissions for, then click View list of Pages.



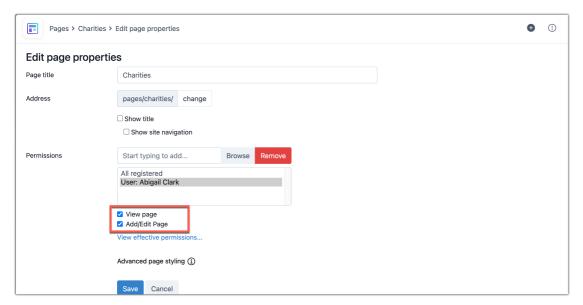
This opens the properties of the Site and any Pages within it.

Click More Options in line with the Page you wish to update permissions for, and select Page properties.



Here, the view & edit permissions already set on the Page when it was created will be shown.

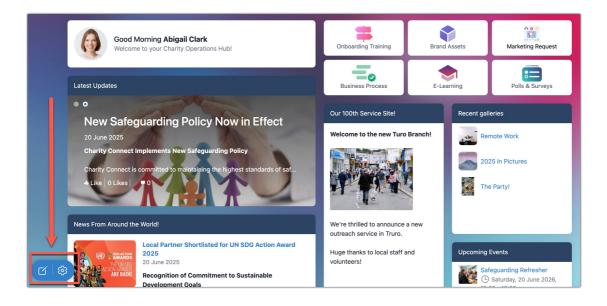
Add any additional user, Role or Group you want to be able to edit and give them this permission, saving to apply.



A user with Add/Edit Pages rights will see the pencil and cog icons in the bottom left of all pages they have this for.

The pencil allows them to edit the page, and the cog leads to the Page properties area.

A user can change the Page's settings, including deletion, so ensure these users are trained in how to use Pages.



5. The user with the fewest rights, who can only View content.

They won't see the pencil or cog icon on any pages, so cannot make edits or delete anything.

Generally, 'All registered' can be entered into the permissions per page. Other Roles or Groups are given higher-level rights to effectively manage the Site and Pages over time.

Restrict or give the view permissions as your team sees fit across all your pages.

## Who can delete in Pages?

Any User, Role or Group with Manage Site or Add/Edit Pages permissions can delete the whole Site (and all its Pages) or just Pages for which they have this permission.

• '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 where they have these permissions and edit the properties. They will also see the option to delete any Pages they have the add/edit rights for, but not the whole Site.

• 'Manage site' permission:

A user will see the pencil and cog icon on any of Pages within the Site 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 can delete or modify the content you do not wish them to.

Last modified on 8 October 2025 by Veronica Kim

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