



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.

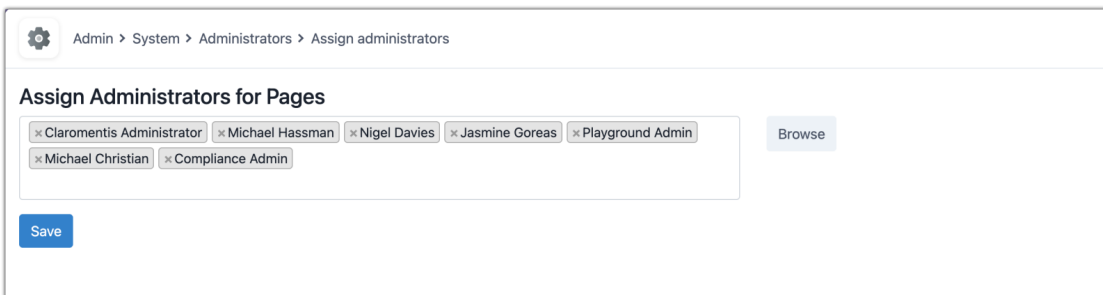
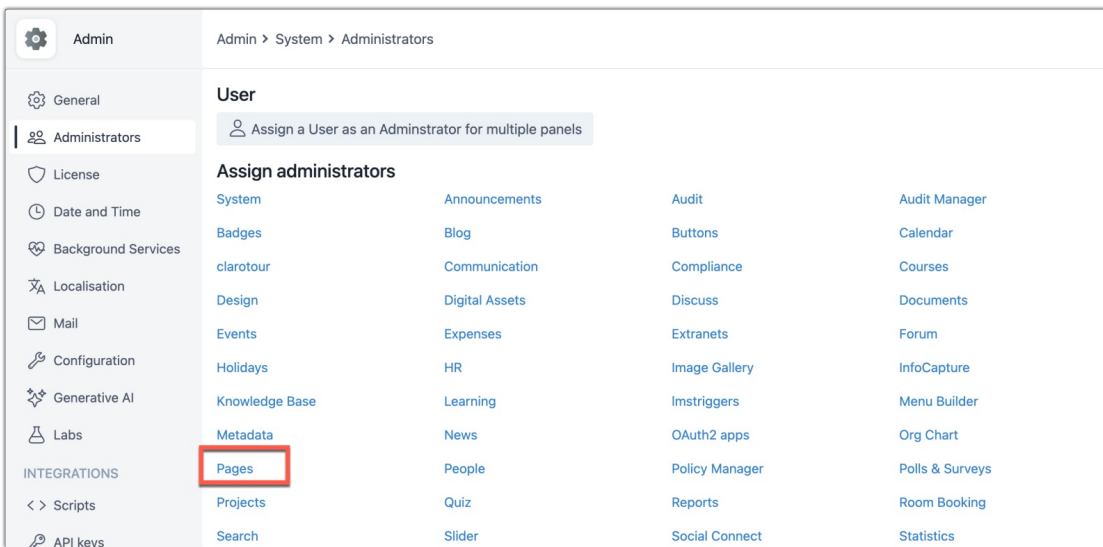
Levels of Access

- 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.
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How to apply each level

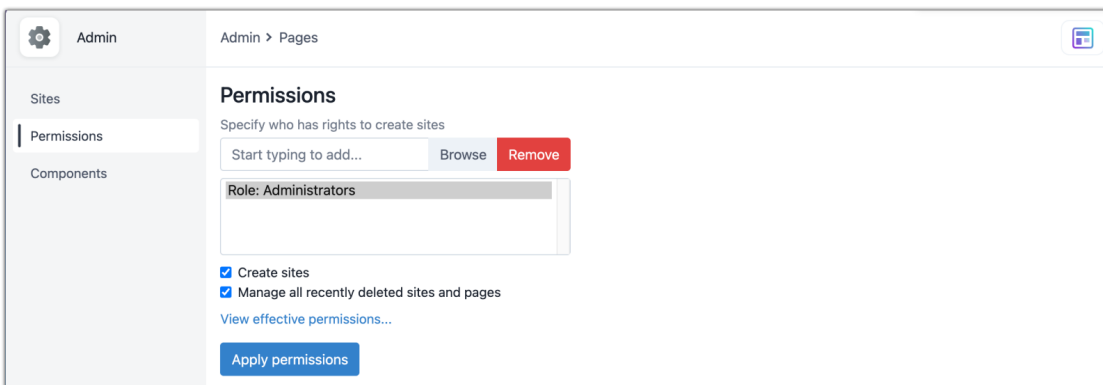
- 1.** A [Sysadmin](#) can navigate to **Applications > Admin > System > Administrators**, and select the **Pages** application to add new administrators to it.

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.

Admin > Pages

10 entries per page

Site title	Site URL	Permissions
About Us	/pages/about_us	Edit
Charities	/pages/charities	Edit
Claramentis Training	/pages/claramentis_training	Edit
Company	/pages/company	Edit
Compliance	/pages/compliance	Edit
E-form and Workflow	/pages/e_form_and_workflow	Edit
Franchise Homepage	/pages/franchise_homepage	Edit
Homepage Muted	/pages/homepage_lite	Edit

Admin > Pages > Site permissions

Site: About Us

Specify who can **manage** this site

Start typing to add... Browse Remove

Role: Administrators
User: Claramentis Administrator

[View matching users...](#)

Apply permissions Close

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 **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.

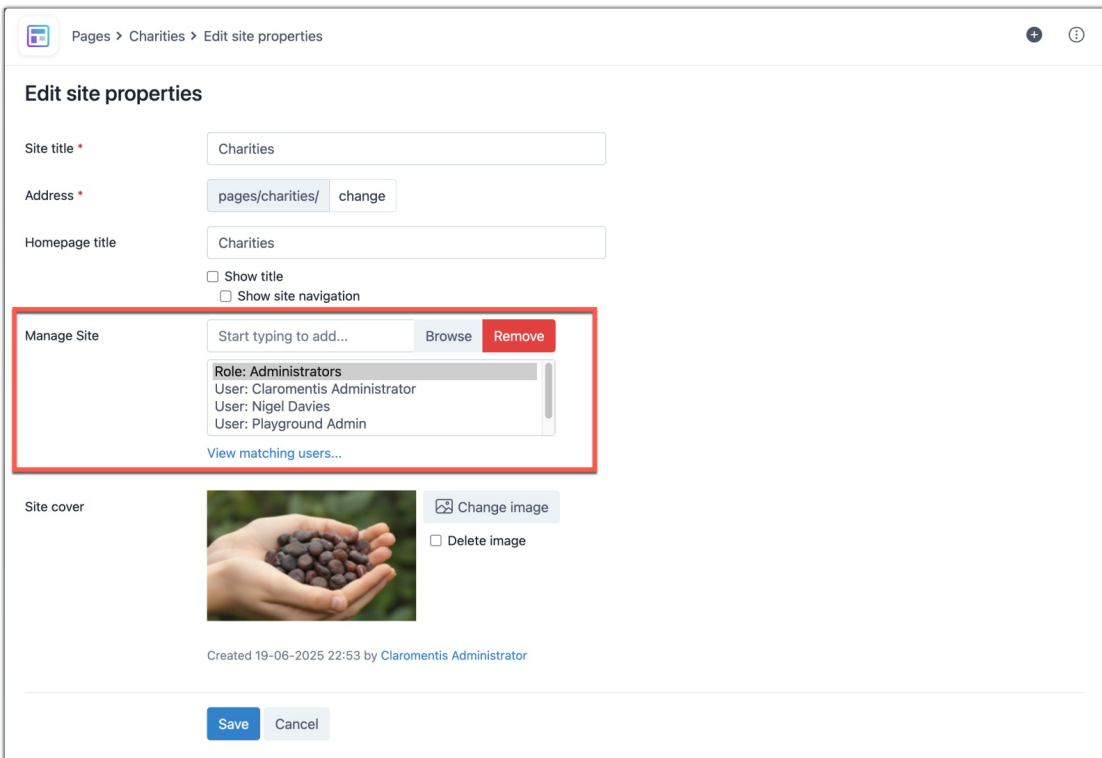
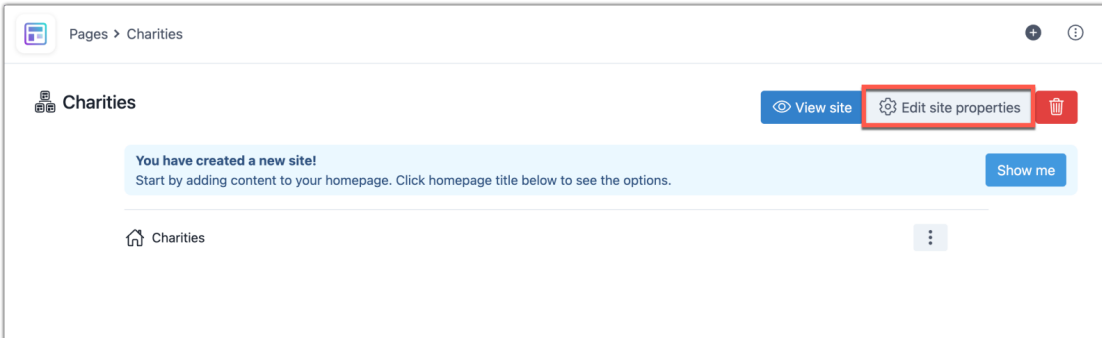
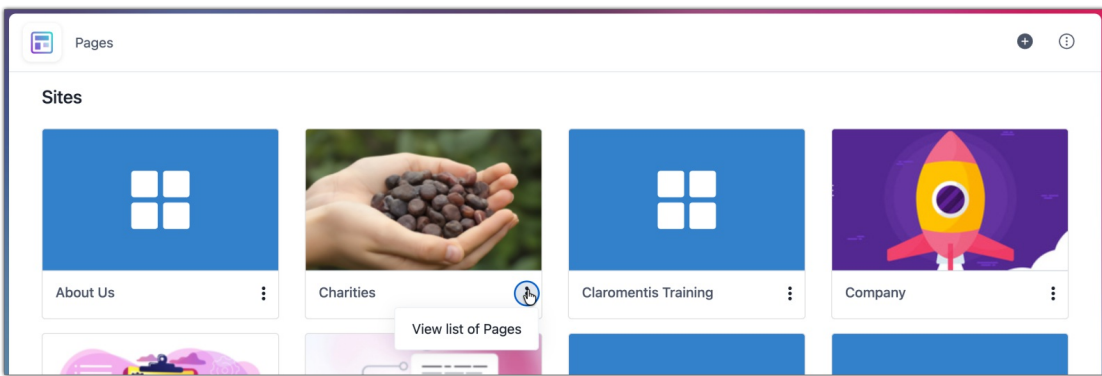
The dashboard is divided into three main sections:

- Sales Team:** A grid of team members with search and edit/cog icons. Members include Alan Metcalfe (Sales Assistant), Barclay Martin (Sales & Training Manager), Dave Arril (Head Of Sales), Irene Gray (Sales Assistant), James Terry (North America Senior Sales), and Jasmine Goreas.
- Invoice Request:** A bar chart showing invoice status: No Invoicing Yet (4), Pending Invoice (1), and Invoice Sent (2).
- Purchase Order Request:** A pie chart showing the top 5 handlers: John Vance (6), Victoria Allan (5), Vanessa Wright (3), and Pippa Fraser (1).

A red arrow points to the edit/cog icon in the bottom left corner of the Sales Team section.

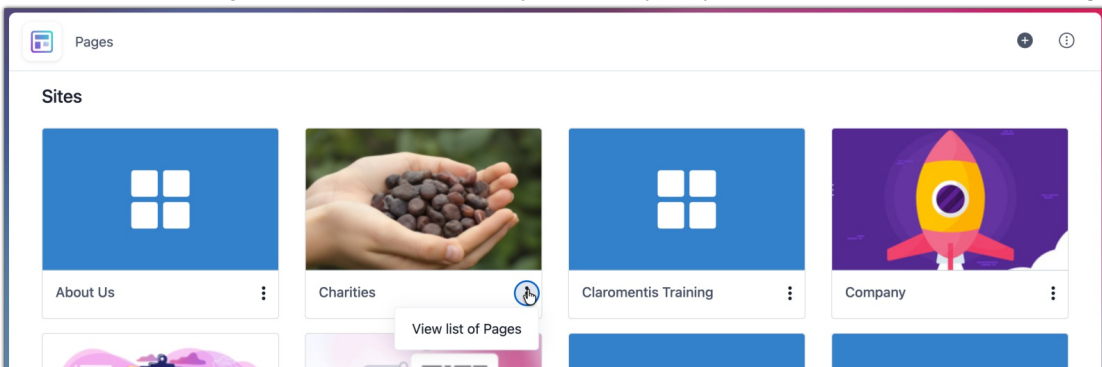
Only trusted users who know how Pages work and can effectively manage them should be placed here per site.

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.



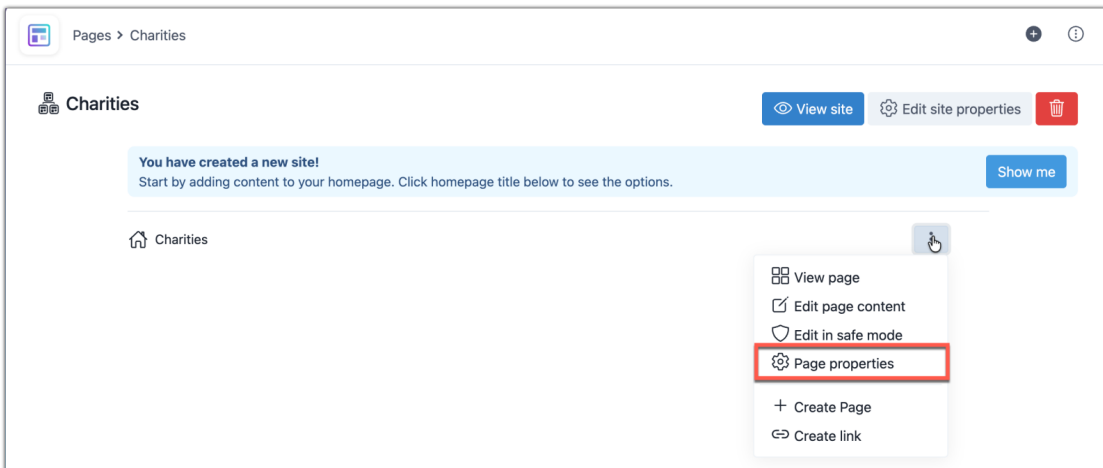
4. Users can be given extra responsibility to edit Pages within a site by administrators set in 1. or those with **Manage** rights to that site as set in 3.

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**.



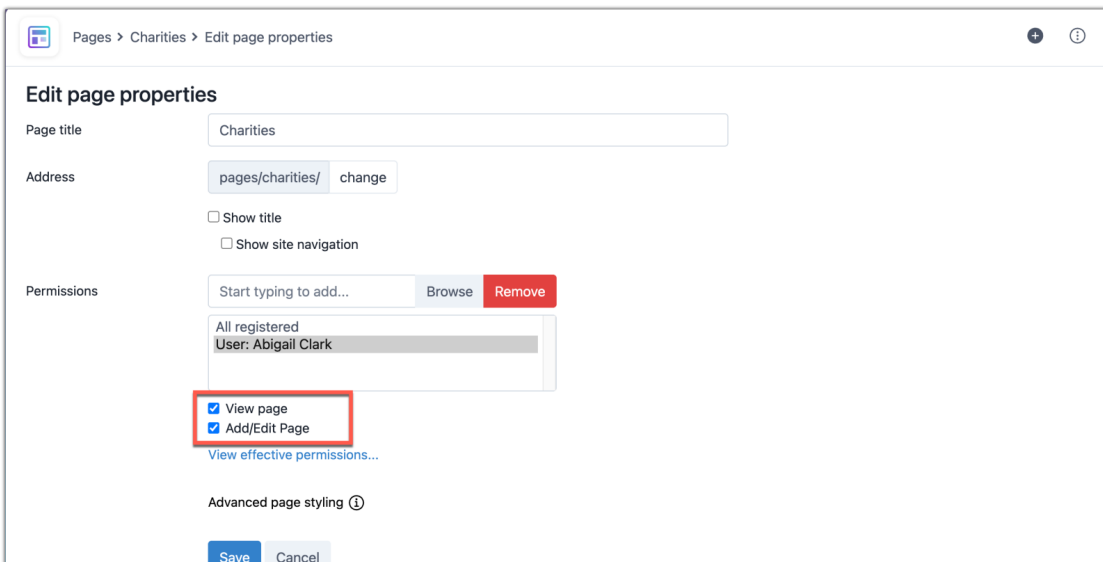
This opens the properties of the Site and any Pages within it.

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.

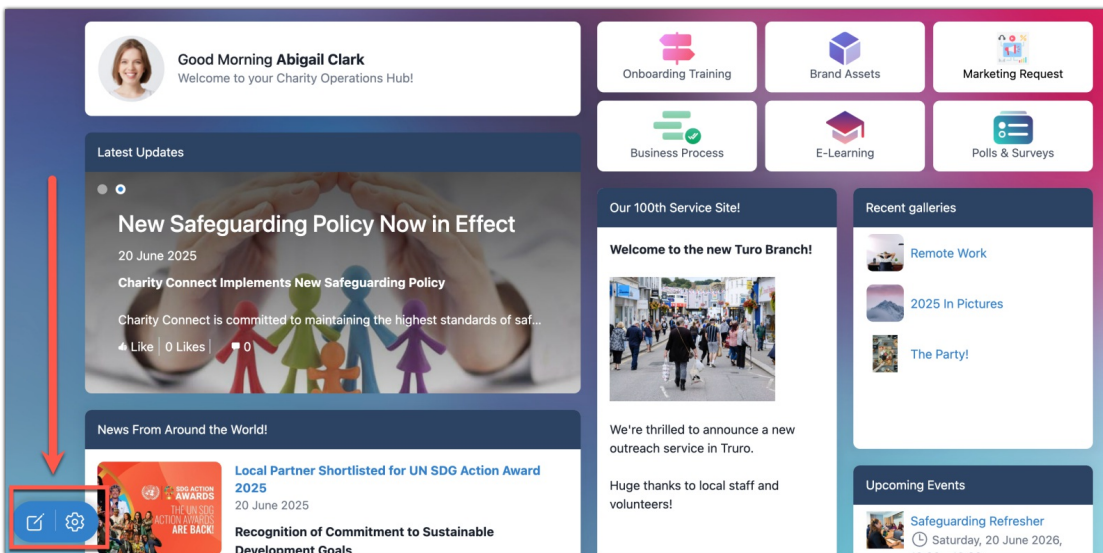
Add any additional user, Role or Group you want to be able to edit and give them this permission, saving to apply.



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](#)

Created on 3 October 2025 by [Hannah Door](#)

Tags: [page](#), [pages](#), [permissions](#), [subpage](#)