Creating Pages

Article related to version 8.7+

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Introduction

With the Pages application, you can create an internal website for your company department. Pages application allows you to create dynamic content with ease by gathering data from various applications within Claromentis Digital Workplace.

Creating a new Site

Navigate to **Applications > Pages** and select **+ Create New Site**

You will then have the choice to start from an existing site that you've already made. This is useful if you would like all department pages to have a similar template.

Reminder: If you can't see this, ask your system administrator who can set you up with permissions

To build from scratch, enter the following information:

- **Site title:** The name that will appear in the Pages application.
- **Address:** How the URL will look (this will automatically populate when the site title is provided).
- **Homepage title:** The title that will appear at the top of the page.
- **Permissions:** Add here the groups or individuals you would like to be able to view/edit or manage the site.
- **Cover:** The image that shows in the Pages application thumbnail of the page.

Page components

When you select **Create site** you will be taken to the site admin section.

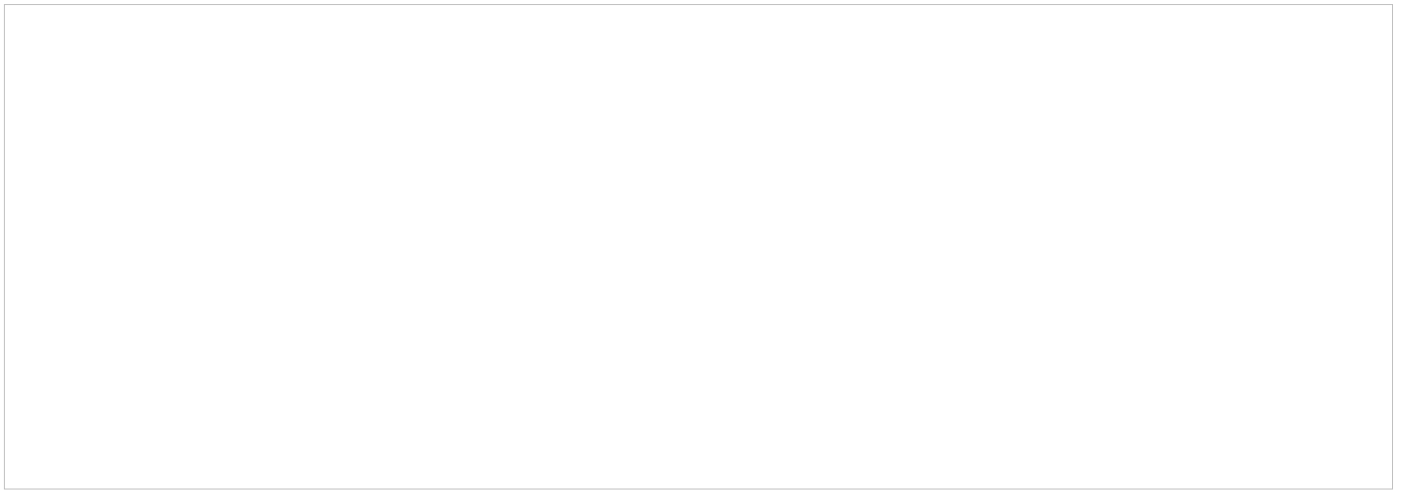Navigate to **View site** you will be taken to the blank canvas that is this new area. Click on the pencil icon to begin adding in the components you would like to be displayed.

When you click the pencil icon, the page will go into edit mode allowing you to begin adding in components.

For a reminder of each component, click here

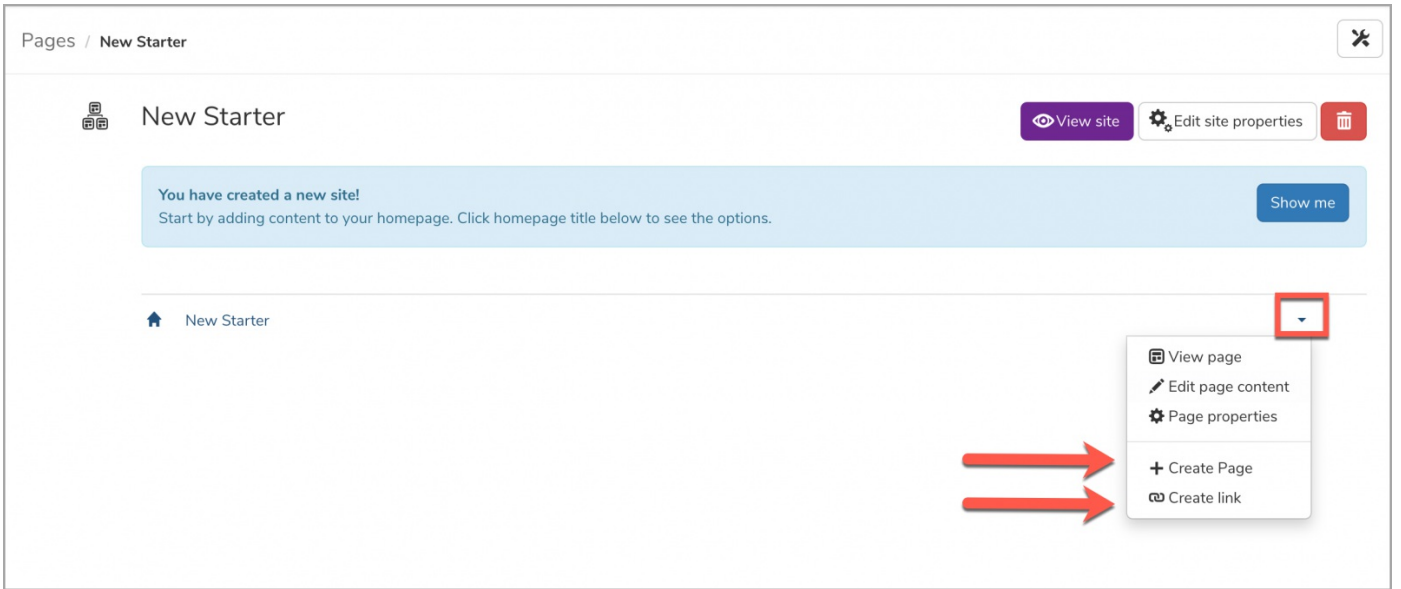For more information on how to add components and edit a page, click here

Creating sub-pages & sub-links

Now going back into the Pages landing page, you will see your site.

You will be taken to the site admin section by clicking on the small clog icon.

Click on the small arrow to see the drop-down menu, and select either options to create a sub-page or link.

Once your sub-page is published, you can click in-between your homepage and sub-pages, and add in multiple sub-pages as needed.

Again, you can then click on the sub-page to add new components using the pencil icon.

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Tags: page, pages, subpage, create