

Article related to version 8.7+

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- Creating sub-pages & sub-link

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 

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:

Pages / Create a New Site ✕

Site Details

Site title *

Address *

Homepage title

Show title
 Show site navigation

Site and page permissions

View Pages
 Edit pages and menu
 Manage Site

[View effective permissions...](#)


Site cover

- **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.

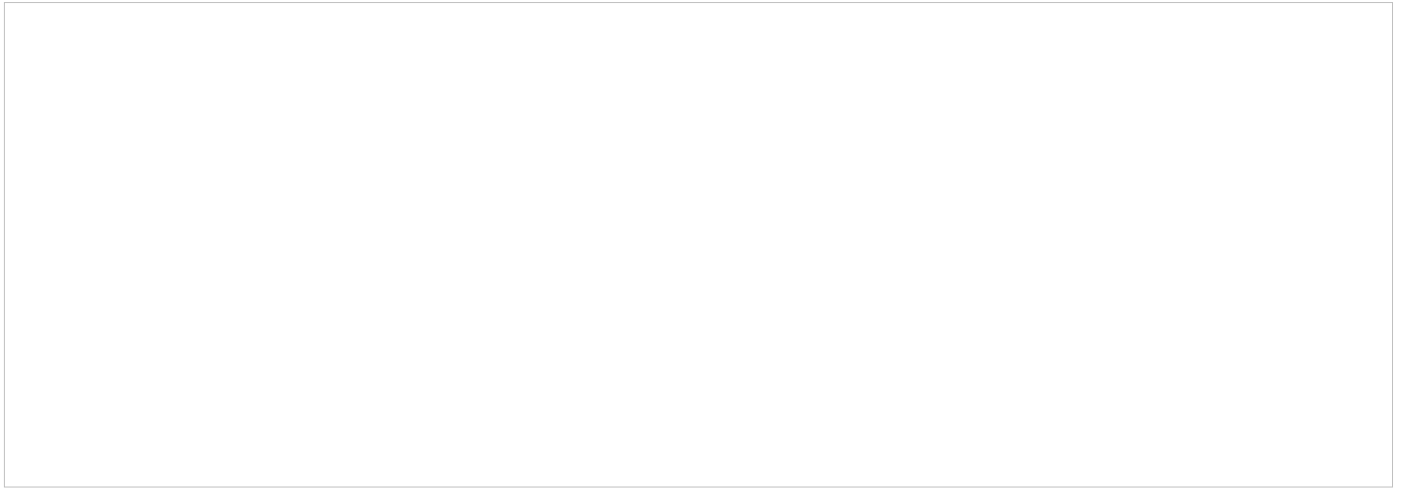
Pages / New Starter ✕

 **New Starter**

You have created a new site!
 Start by adding content to your homepage. Click homepage title below to see the options.

 [New Starter](#) ▼

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](#)

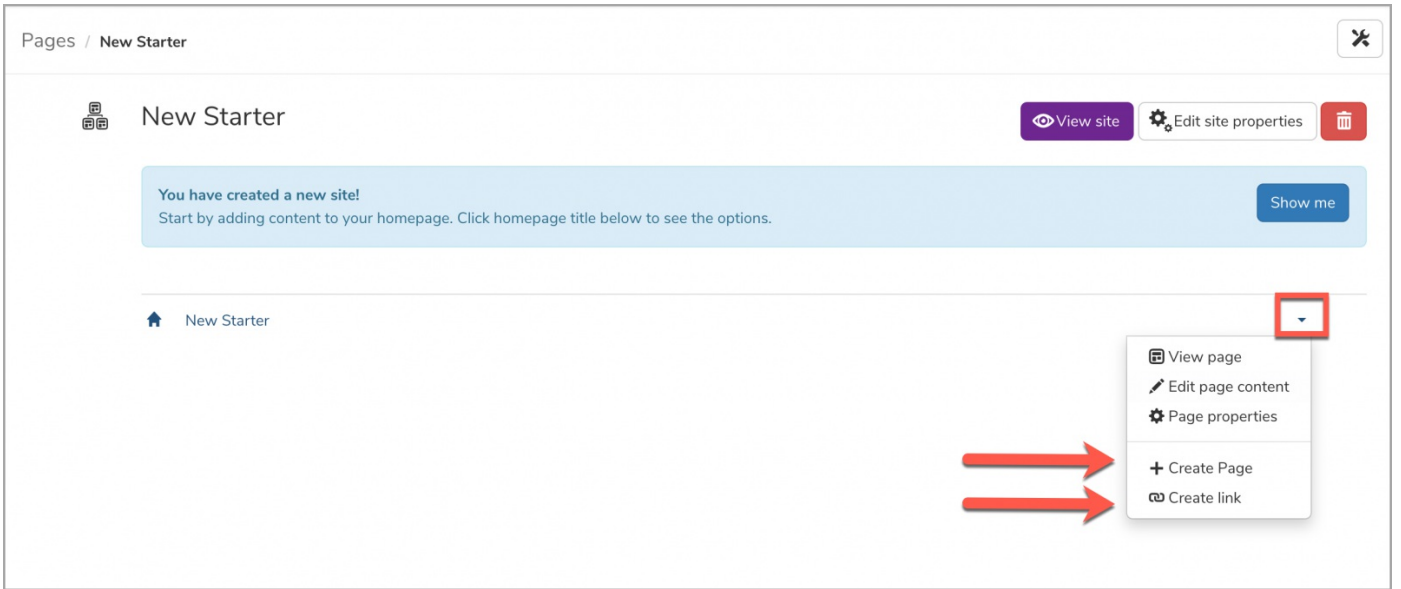
Creating sub-pages & sub-links

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

The screenshot shows a 'Pages' management interface. At the top left, the word 'Pages' is displayed. In the top right corner, there is a close icon (an 'X' in a square). Below the title, the word 'Sites' is shown. A green button with a plus sign and the text '+ Create New Site' is located in the top right of the grid area. The grid contains 15 site templates, each with a representative image and a gear icon for settings. The templates are: 'Company' (meeting room), 'Discussion' (light trails), 'Homepage-lite' (purple background with icons), 'HR' (network diagram), 'Induction' (spotlight), 'IT' (hands on laptop), 'Knowledge' (galaxy), 'Main' (laptop), 'Marketing' (business icons), 'New Starter' (purple background with icons, highlighted with a red border), and three more templates with various images and purple backgrounds with icons.

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.