



Creating extranet areas

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1 - Overview

Extranets are set up to give partners, stakeholders, suppliers, customers or other groups of users access to your intranet. Claromentis supports an unlimited levels of extranet areas. The main functionality of an extranet is to allow different groups of users to access the intranet without being able to see each other. Each extranet will be able to see their own extranet users and all the primary area users, but they will not be able to see users from another extranet. Your primary area will be able to see all users in all extranets.

Access to the extranet control panel is required to set up an extranet, this will need to be done in the Sysadmin panel.

2- Extranet Licences

Extranet licences are taken from your full quota of users, but are kept separate for licensing. To request additional licenses or to change a portion of your intranet licences to extranet licenses will require our support. Please take a look here.

3- Creating a new extranet area

Navigate to Admin > Extranets. As long as you have a some extranet user licenses available you will see the green button below to add a new area. If you do not see this button you will need to add some extranet licenses as mentioned above via this user license request form.

Admin / Extranets

Extranet Areas

All words Filter Reset

Name ▲	Description	Read only	Log
Primary Area (Intranet)			[No]
ExamplePartner	Extranet for business partner		[No]
OtherPartner	A separate extranet for a separate business partner		[No]

You will be able to input the extranet area name, if this extranet is *read only, the description and also select a logo for that extranet. Once you have submitted this you will get a pop up to tell you that the extranet has been created.

*A read only extranet means that all users are not permitted to add documents, create content pages or add forum posts.

On this screen you will then be presented with a list of all users. You are able to select which users should go into this extranet either by selecting them or searching by their name and submitting.

Extranet area properties

Area name

Read only

 Change Intranet area

Description

Logo No file chosen

Select Users

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

⌄ First name, Sur

<input type="checkbox"/> Full name ▲	Role	Group	Extranet area
<input type="checkbox"/> Abigail Clark	none	Human Resources, Company, Learning and Development	Primary Area
<input type="checkbox"/> Alan Metcalfe	none	Sales, Company	Primary Area
<input type="checkbox"/> Alison Kelly	none	Human Resources, Company	Primary Area
<input type="checkbox"/> Amelia Jackson	none	Human Resources, Company	Primary Area
<input type="checkbox"/> Anne Wilkins	Managers	Professional Services, Company	Primary Area
<input type="checkbox"/> Austin Glover	none	Marketing, Company	Primary Area
<input type="checkbox"/> Barclay Martin	Administrators, Claromentis	Sales, Company	Primary Area
<input type="checkbox"/> Brian MacDonald	none	Marketing, Company	Primary Area
<input type="checkbox"/> Charles Johnston	none	Support, Company	Primary Area

You can also assign or check a users area in their profile here:

- Edit user information**
- Role
- Group
- Org chart
- Other settings

User code

Last time login 26-Sep-2019 10:46

Account state Enabled Disabled

Assign user to extranet area Primary Area

Username* abigail

Password Generate random password
(if you want to change it)

Confirm Password

First name* Abigail

Surname* Clark

Company Claromentis Ltd

Job Title Human Resources Assistant

Email* xyz@claromentis.com

Mobile



Delete image

Email log-in details

- Assign user to extranet area**
- Primary Area
- ExamplePartner
- OtherPartner

Once you have submitted your extranet you will be taken back to the main page where you will be able to edit or delete other extranets by clicking on the pencil icon. When deleting you will be asked if you would like to move these users to another area.

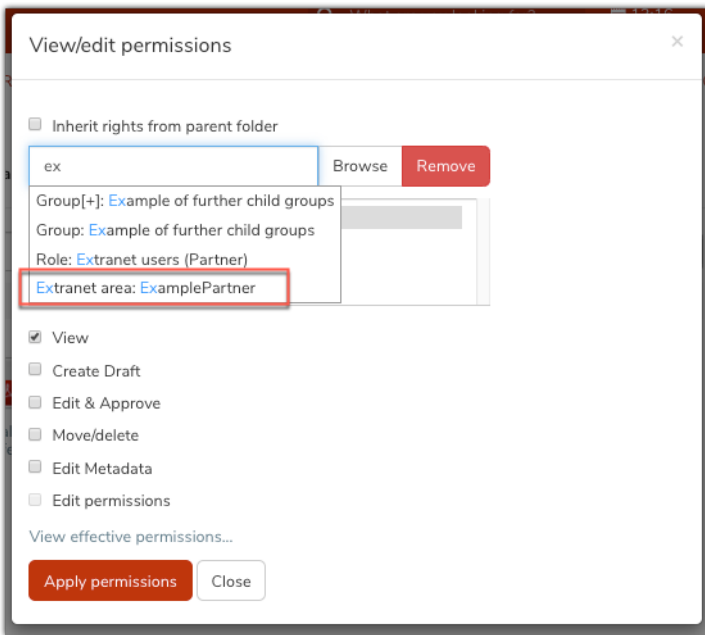
Delete an Extranet area

Area name	ExamplePartner
<input checked="" type="radio"/> Delete all users in this area	
<input type="radio"/> Move users to area:	Primary Area
<input type="button" value="Delete Area"/>	

4- Permissions

Setting permissions within an extranet is the same as setting permissions across the system. You will be able to select the extranet in the same way as a role or group

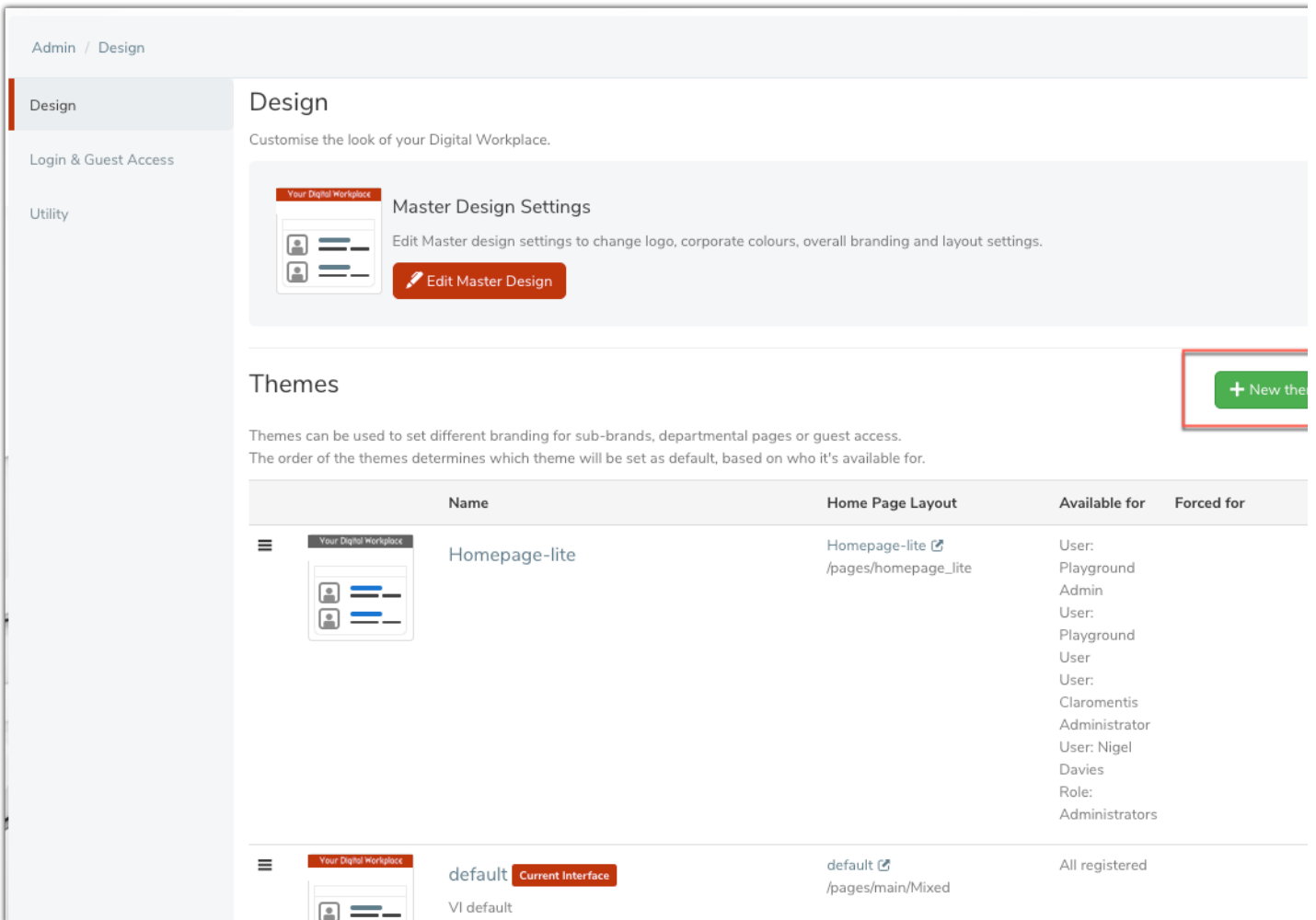
from any permissions picker across the system and select what permissions are given per applications. Extranet users will be included in the all registered permissions group.




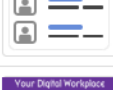
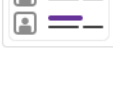


5 - Setting the themes and design for each extranet

You may want the site to have a different look and feel for partners. This can be achieved by visiting the design panel, creating a custom theme and forcing it for the extranet group. More information about the design panel can be found here <https://discover.claromentis.com/knowledgebase/articles/587>

Setting these themes means the extranet area could have a different looking home page and menu. However, the permissions are the same across all designs.



	GreenCompany Example of sustainable green company intranet	GreenCompany /pages/main/green	All registered	
	RedTeam Example of bright red energetic theme	RedTeam /pages/main/red	All registered	
	'ClaroPartner' Extranet user theme 'Stripped down' version of the main interface, for employees of business partners	'ClaroPartner' Extranet user theme /pages/main/extranet_homepage	All registered	Extranet area: ExamplePartner
	'OtherPartner' Extranet User Theme 'Stripped down' version of the main interface, for employees of business partner 'OtherPartner'	'OtherPartner' Extranet User Theme /pages/main/extranet_homepage	All registered	Extranet area: OtherPartner
	Wide Screen Widescreen Theme	Wide Screen /pages/main/Mixed	All registered	

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