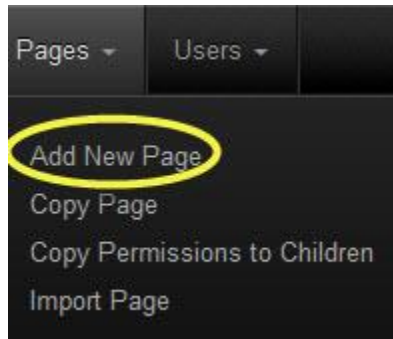


## To Add a New Page

In the control panel at the top of the page  
Click Pages – Add New Page



### PAGE DETAILS TAB

#### Page Name:

This information appears in the web address and has to be a UNIQUE name

#### Page Title:

This information appears as the TAB name in the browser

#### Description:

Description of the page

#### Keywords:

These keywords are used by some internet search engines like Google to help index site's pages. You must use a comma between words.

#### Parent Page:

**<None Specified>** Makes this page a PARENT Page and other pages (CHILD PAGES) can be added under it **OR** You can place it under another PARENT PAGE that already exists on the website

#### Insert Page:

Select the page that you would like this page to be inserted before or after, or optionally add the page to an end of current level

#### Include in Menu:

If you uncheck the box the page will not appear in the menus or drop downs

A screenshot of the 'Page Details' tab in the control panel. The tab is highlighted with a green circle. Below the tab are several input fields and dropdown menus. The fields are: 'Page Name' (required, with an asterisk and info icon), 'Page Title', 'Description', 'Keywords', 'Tags', 'Parent Page' (set to '<None Specified>'), 'Insert Page' (with radio buttons for 'Before', 'After', and 'Add to End'), 'Template Folder', and 'Page Template'. At the bottom, there is a checkbox for 'Include In Menu?' which is checked.

## PAGE PERMISSIONS TAB

Page Details Copy Page **Permissions** Advanced Settings

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators										
ALL Lunchroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AllowWebFilterBypass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOE Global	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOE Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domain Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enterprise Admins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
guestvlan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HelpDesk Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:

Depending on the Security Roles you create, you can select who can view or edit this page by placing a green check in the box.

Click  to SAVE your work.