



Pages

Build a comprehensive knowledge base for your team. Create, organize, and manage web pages, fostering seamless collaboration and knowledge sharing within your project.



Use-cases

Construction: All guidelines and scope to be followed by the site engineers, workers, project managers, civil engineers, and so on can be added in Pages for quick and easy reference.

HR: When a project trainee joins as an HR in the organization, knowledge transfer is important understand the metrics of processes like hiring, employee exit, employee gift distribution, and bonus. These details can be added as articles in the Pages section for the new employees to read.

Sales: A sales agent in an automobile firm should know all the particulars about the product. These details about the product can be added as an article in pages for the sales agent to access when needed.

Benefits

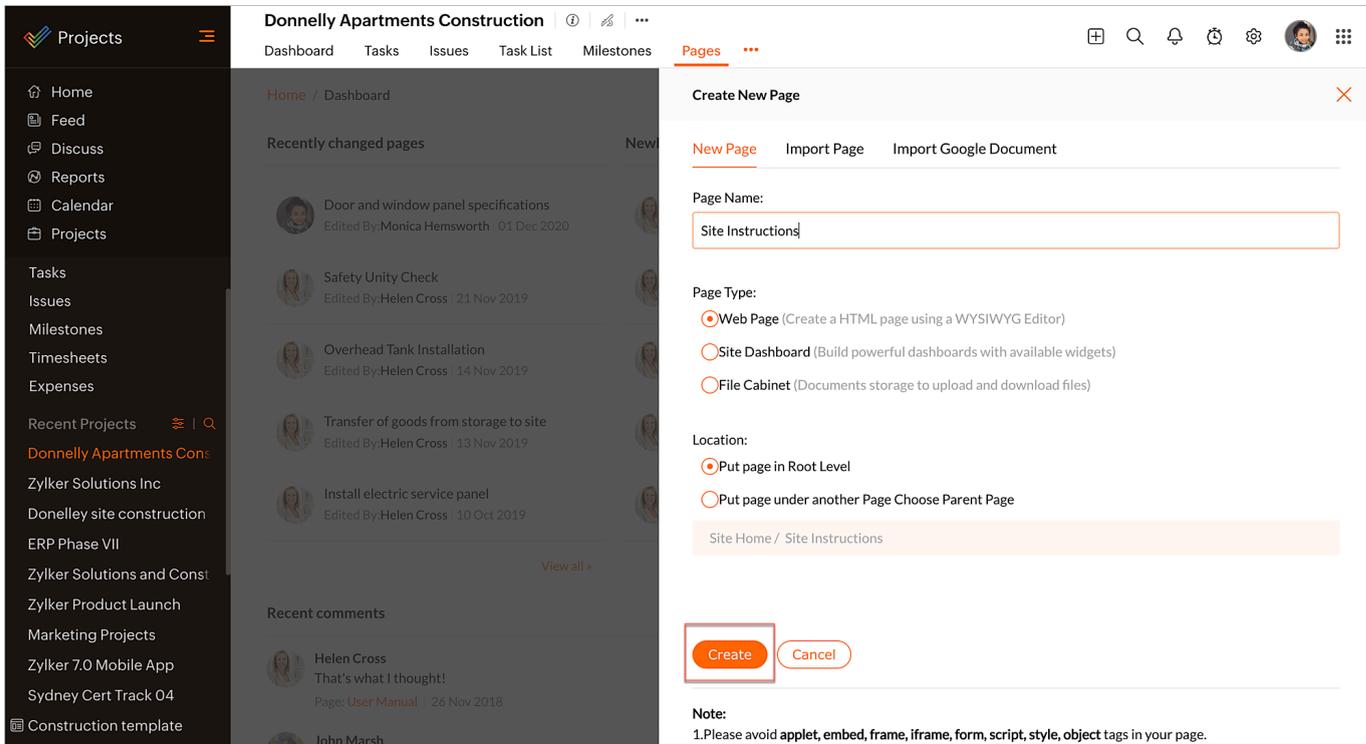
- Create a centralized repository of information to streamline access and collaboration.
- Organize pages into hierarchies using parent-child relationships for easy navigation.
- Facilitate team collaboration by enabling page editing, commenting, and file attachment.
- Utilize the visual site map to view and manage page hierarchies effectively.

Create a Page

Build a powerful source of information with pages which you can organize and manage it effectively in one place. You can link, re-order and tag pages which help in fast and easy navigation. Now start creating pages in Zoho Projects to collaborate within your team.

1. Select a project from the Recent Projects section or from the Projects tab in the left navigation panel.
2. Click the **Pages** tab in the top band.
3. Click **Create New Page** in the upper-right corner. You can either create a new webpage or import a page from your desktop or import a Google document.
4. Enter a Page Name.

5. Select a Page Type.
6. Select Location.
7. Put page in Root Level: This creates a parent page.
8. Put page under another Page. Choose Parent Page: This creates a page under a parent page
9. Click **Create**.



Post Comments and Attach Files

1. Click open the required webpage and type your comments in Post a comment field.
2. Click **Post a comment**.
3. Click **Add Attachments** to attach files. You can also attach files from Google Docs.

Add Sub Page

Users can add sub pages to a parent page.

1. Open a page.
2. Click **Page Options**.
3. Select Add Sub Page.

Site Map

Our Site Map helps to build hierarchies of pages in a folder. Only Administrators can reorder pages in the sitemap.

1. Click **Site Map** in the bottom right corner of the screen. This will open the site map of your Pages.
2. Click **Expand All** to view the entire site map.

3. Click **Collapse All** to collapse the site map.

The screenshot displays the Zoho Projects interface for a project named "Donnelly Apartments Construction". The left sidebar contains navigation options such as Home, Feed, Discuss, Reports, Calendar, Projects, Tasks, Issues, Milestones, Timesheets, Expenses, and Recent Projects. The main content area is titled "Site Map" and shows a hierarchical tree of pages. The "Collapse All" button is highlighted in orange. The right sidebar includes a "Quick Search" bar, a "Go" button, and a "Navigate Pages" section listing the site map items.

Site Map

- Site instructions
- Door and window panel specifications
 - Employee policy revision
 - Electrical walk through procedure
 - Construction site safety
 - Building materials strength testing
 - QA report format
- User Manual
- Test Page
- Meeting on project completion
- Paint touch up and color
- Layout presentation manual
- Paint touch up and color
- Install electric service panel
- Transfer of goods from storage to site
- Overhead Tank Installation
- Safety Unity Check

Quick Search

Search...

Go

Navigate Pages

- Site instructions
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