



# CORPORATE CMS

Corporate Content Management System



- ▶ **Enterprise Class Software** - to manage your corporate website
- ▶ **Professional Consulting & Design** - with a unique look, feel & layouts for your organization
- ▶ **Easy to Use** - no specialized skills or expertise required





The Corporate CMS base license includes the following features:

- ▶ **Users Setup** - where you add or edit system user records and provide/ change passwords.
- ▶ **Permission Groups** –where you create Permission Groups to allow groups of users to perform specific tasks.
- ▶ **Access Groups** – where you limit access to manage specific website areas to groups of authors.
- ▶ **Website Setup** – where you manage the website structure by adding or removing website areas and page templates below the first level of navigation. The system allows you to go 5 levels deep.
- ▶ **Content Management** – where authors see a tree-like map of the website and can access the new content forms or edit existing pages to which they have access. If a page has been published, the original version of a page will remain online while it is being edited. Once the edited page is approved for publishing it will replace the original page on the website. Pages can be deleted at various stages and there are quality control processes in place to ensure that it is appropriate to delete the page. Deleted pages that have incoming links from other website pages will automatically remove the link from those pages and inform the authors of the effected pages that the link has been removed.
- ▶ **Publishing Work Queue** – where higher level administrators review website content submission made by authors prior to publication. You can approve or decline changes from the publishing queue. When a page is submitted for approval an email message is generated to inform the user group responsible for publishing that the page is ready for review. When a page is approved or declined an email

*form comes up where the publishing administrator can inform the author(s) of their decision.*

- ▶ **Image Uploader** - enables you to upload web friendly image files for use on various dynamic web pages. Ideally you will upload a large image size. The images are automatically resized according to the programmed style sheet specifications when they are added to specific webpage form.
- ▶ **File Uploader** - accommodates files up to 2 GB's to accommodate large files, may be linked or used on specific dynamic web pages. The files types can be easily expanded to include digital web-friendly audio and video files. We recommend setting a limit of 20 MB for audio and video files.
- ▶ **Search functionality** - automatically search all dynamic content stored in the database, as well as keywords specified as search terms for linked documents.
- ▶ **Dynamic Site Index** - includes the titles of documents linked to specific pages. The public Site Index page is automatically updated when new pages are added through the CMS by a Content Author and approved by an Administrator.



Call us today so we can provide you with a quote for your next Website using Market Web's Corporate Content Management System technology.

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Call: 780-447-5687

Toll Free: 866-220-3370