

## Content Management?

**A content management system (CMS) allows you to change the content on your website yourself without the help of a web designer**



### Octavo CMS Features

- **A content management system for a great price**
- **Adjust your website without any programming experience**
- **Designed professionally to your requirements**
- **Simple, easy to use system**
- **Add, edit and delete pages**
- **As easy as using Microsoft Word**
- **Comprehensive help guide**

The system is built with:

PHP (scripting language)  
MySQL (database)  
XHTML  
XML

## Keeping control of your site with Content Management

### Content Management System

Octavo is a feature rich roles based Content Management System, that allows you to build and modify your site, with no technical skills or training in web development software. Anyone familiar with Microsoft Office can create and edit content within a matter of hours.

The browser based system means that you can manage your site via any Internet browser linked to the Internet; this means that no software needs to be installed on your computer.

Octavo allows administrators to assign as many or as few editors to maintain website content whilst maintaining the all-important control over the look and feel of the site.

### Easy of Use

Octavo is very easy to use and is constantly improving due to constant user feedback and usability testing. The system comes with a comprehensive help guide and a familiarisation course, introducing you to Octavo's features and control panel, to get you off to a flying start.

If you know how to use a word processor, you know how to edit text with Octavo. Add links, photographs, format the text and place it where you want on the page. Octavo will write the HTML for you without you having ever to understand the codes yourself.

### Full Control

Octavo gives you the freedom to assign as much or as little control, to your website maintainers. You can restrict access to certain sections, allow editors access to edit specific folders, choose who can delete or upload images.

Version control allowing you to roll back to a previous page version if you make a mistake on a page, and web publishing workflows, allow content to be moderated before it is made live on your website.

### Summary Of Features

- Unlimited administrators
- Unlimited page templates
- Manage news and newsletters easily
- Create member only pages
- Automatic menu generation
- Search engine tools
- Secure administration access with encoded passwords

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## CMS Features

### 1. Setup and Support

- No programming knowledge required
- Web-based installation wizard
- Default templates and website structure provided
- Easy-to-use web interface

### 2. Design & Layout

- Fully templated system, that allows unlimited templates for your site
- Facility for 100% CSS design
- Full support for images
- Open access to page templates for more advanced design work
- Manage the website, email and custom templates from the admin panel

### 3. Easy Navigation

- Sitemaps are automatically generated
- Menu “fly-out” navigation automatically generated
- Choose to display a secondary folder menu
- Breadcrumb navigation for easy browsing through the site
- Integrated search facility and search page
- Change your navigation; alter the look and feel and reorder the navigation
- Change the menu colour, font, size, style, and much more

### 4. Publishing Facilities

- Maintain your own website content
- Add pages and folders easily
- Edit, delete and un-publish pages
- The fully featured WYSIWYG (What You See is What You Get) editor offers all major HTML editing functions such as text and paragraph tools, table creation and editing, undo/redo and image management
- Manage images and file
- Add web links and email emails
- Create custom forms
- Page locking to prevent concurrent editing of content
- Restrict pages to members only
- Moderate new content
- Restrict editing rights for different admin groups

### 5. Management Tools

- Change global settings for your site, including default page titles, and meta tags
- Set your site to live or temporarily close it down
- Choose from a range of management reports, that allow you manage the site efficiently
- Version control allowing you to roll back to a previous page version if you make a mistake
- Access for administrators can be restricted to a certain folder, allowing micro management of website content
- Web publishing workflows, allow content to be moderated before it is made live on your website
- Get email alerts when pages need moderating

### 6. Communication and Relationship Management

- Publish, add, edit and delete news items, to keep your content new and fresh
- Create newsletter templates and send to different types of newsletter subscribers
- Allow website users to subscribe and unsubscribe to newsletters
- Generates search engine friendly web sites, allowing easy linking
- Create links pages
- Customise email templates
- Create a document library, edit document meta data, allowing documents to be searched efficiently

### 7. Members

- Manage members, edit, add or delete their accounts
- Create user groups with different levels of access
- Create member pages, that are only accessible via a secure login
- Create different levels of member access for each page
- Option to requires your members to validate their email address before joining
- Allow members to change their profile online
- Members can unsubscribe from newsletters or delete their profile
- Members join your site online automatically

### 8. Security & Access

- Facility to backup your database to protect your valuable information
- Secure administration login with random generated security code
- Administrator passwords are encrypted with one-way non-decodable schemes; this means passwords cannot be decoded even by us
- Create unlimited administrators each with different levels of access and roles
- Determine which administrators can adding images, create pages and delete pages
- Allow different groups, access to different areas of the administration
- IP logging means that only the owner of the username and password can have access to the system

### 9. Search Engine Friendly

- Pages can be indexed by all major search engines
- Define custom META tags and page titles
- Search engine friendly URLs
- Sitemaps are automatically generated
- Site can be produced in XHTML code

### 10. Database and Platform Compatibility

- Open source PHP code
- Support for UNIX/Linux servers
- Powered by MySQL database