

Whether you are a large enterprise, a growing business or launching a new web based product/service, content management is the key success factor in maintaining control of your contents, assets and resources while managing workflow in a collaborative environment with proper permissions.

The solution also allows creation of content catalog or indexes, select or assemble content at runtime, or deliver content to specific visitors in a personalized way or in different languages.

1.1. Access Anywhere

As long as you have a computer with access to the Internet and access to your site through a username and a password you can work with eCMS from your office or your sofa. That way you can edit your site as quickly as you wish. Work whenever and wherever you prefer.

<u>All the content sections</u> can be entered and edited from anywhere. Other than editing, an authorized user can also change its layout and organization.

1.2. Admin Interface

For administrators to easily access contents, features, schedule content publishing and manage users. Scheduling, editing and adding content is very easy and logical.

1.3. Collaboration

With the collaboration functionality you can work together with other people or delegate tasks to others. This feature is best illustrated by an example:

An editor wants to make a story about an event. He assigns the following tasks:

- a. Photograph A: take pictures
- b. Journalist B: write story
- c. Journalist C: get background statistics

Upon completion the editor will receive the complete article and may choose to publish the story or reject with comments. The other person will then get a notice telling her what to do.

The collaboration functionality may also be used for many other processes, such as distributing tasks in a support service, handling of requests from customers, or invitations to meetings/events.

1.4. Customization

In eCMS you don't have to make your content fit a certain predefined, one-size-fits-all content model. eCMS lets you create your own content classes with exactly the attributes you need. This lets you structure your data very well, and makes it easier for you to present the data in various ways when needed.

1.5. Document/File Manager

In eCMS you can handle and work with all kinds of files and publish them on your website. PDF, images and documents are among the files that can be handled.

The file management section is a download manager, you can **create/edit** file galleries which are collections of files; you can define the permission to this system, create file galleries, upload files and download files.

You can use it for:

- Uploading pictures/videos
- ➤ Updating supporting files and contents for Projects, Units, Events, Special Promotional Posters/Banners etc.
- > Development of Publications from any location.
- ➤ Folder and user level permissions for document archiving and control.
- And more...

1.6. Articles / News / Publications

The articles & submissions system allows editors to publish articles, articles can belong to a topic and topics can be administered, the articles can use an image or the topic image.

You can set up the publishing date of any article allowing you to program articles for the future. Similarly, you can set an expiry date at which the article will be released from the main contents.

The article content can use the regular HTML. The eCMS system has submissions; users can send 'proposed articles' as submissions and the editors can edit the submissions, remove them or approve those becoming articles

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1.7. News Letter / Publications

The newsletters feature allow admin to define as many newsletters as he want, your subscribers can subscribe to newsletters and a email confirmation is required to prevent spamming. Then admin can send HTML based newsletters to the subscribed and confirmed users to a newsletter. This can be used to communicate your site news, broadcast site events etc.

1.8. Email and Print Function

Each article or page can be opened in printable format. Readers would also be able to send article to friend or themselves by email.

1.9. Search Facility

The integrated search engine can search and find all your content. Submissions to search engines like Google etc.

1.10. Role Based Permissions

The access permissions and privileges at your site are specified by roles. A role is a set of access policies that can be assigned to a user or a user group.

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