

MIS - CONTENT MANAGEMENT SYSTEM

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A Content Management System *CMS* allows publishing, editing, and modifying content as well as its maintenance by combining rules, processes and/or workflows, from a central interface, in a collaborative environment.

A CMS may serve as a central repository for content, which could be, textual data, documents, movies, pictures, phone numbers, and/or scientific data.

Functions of Content Management

- Creating content
- Storing content
- Indexing content
- Searching content
- Retrieving content
- Publishing content
- Archiving content
- Revising content
- Managing content end-to-end

Content Management Workflow

- Designing content template, for example web administrator designs webpage template for web content management.
- Creating content blocks, for example, a web administrator adds empower CMS tags called "content blocks" to webpage template using CMS.
- Positioning content blocks on the document, for example, web administrator positions content blocks in webpage.
- Authoring content providers to search, retrieve, view and update content.

Advantages of CMS

Content management system helps to secure privacy and currency of the content and enhances performance by:

- Ensuring integrity and accuracy of content by ensuring only one user modifies the content at a time.
- Implementing audit trails to monitor changes made in content over time.
- Providing secured user access to content.
- Organization of content into related groups and folders.
- Allowing searching and retrieval of content.
- Recording information and meta-data related to the content, like author and title of content, version of content, date and time of creating the content etc.
- Workflow based routing of content from one user to another.
- Converting paper-based content to digital format.

• Organizing content into groups and distributing it to target audience.

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