



Manage your school website  
with **Wasabi CMS** power!

**assertis**  
Delivering Web Confidence



# Contents

Maintaining your website with power; Wasabi CMS Power! .....	3
An Introduction.....	3
Ten reasons for choosing Wasabi: .....	4
1. Straightforward layout .....	4
2. Ease of navigation .....	5
3. Editing your pages.....	6
4. Multiple image uploads .....	7
5. Excel/CSV upload of data (calendar/news items etc.).....	8
6. Multiple logins with different user rights .....	9
7. Process control specific to your needs .....	10
8. Automatically creates SEO friendly URLs .....	11
9. Drag and drop navigation changes .....	12
10. Recycle bin .....	13
Experience the power of Wasabi CMS for yourself .....	14

Assertis Wasabi Content Management System

If you have any questions call us on 01892 513681 or email [schools@assertis.co.uk](mailto:schools@assertis.co.uk). Visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)



# Maintaining your website with power; Wasabi CMS Power!

## An Introduction

When most people think of content management, they think of creating, deleting, editing and organizing pages. **Wasabi CMS does this and so much more.**

Wasabi from Assertis is a powerful page editor, a simple to use media organiser and an intuitive website management system, designed with ease of use in mind.

With all of our website developments we provide secure, password protected access to a Content Management System (CMS), through which you can maintain your website without the need for technical knowledge or intervention (or cost) from us.

Wasabi is accessible via a secure login from any PC or Mac that has an internet connection.

We provide training for the CMS, usually at our offices, as well as ongoing support as required.

An especially important feature is that, as we make updates and improvements to the CMS, these are rolled out to you too – you benefit from new features continuously.

To give you an insight into Wasabi CMS, we've picked out our top 10 favourite features for you!

Assertis Wasabi Content Management System

If you have any questions call us on 01892 513681 or email [schools@assertis.co.uk](mailto:schools@assertis.co.uk). Visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)



# Ten reasons for choosing Wasabi:

## 1. Straightforward layout

Wasabi has been designed with schools in mind. One of our main aims was that anyone could have the ability to edit your website after just a few hours training, whether they are computer literate or complete novices.

Your website is accessible 24/7 via any internet connected computer. The CMS is browser-based – so you can access it from any location, on any browser.

An easy to use and intuitive interface enables you to edit any content on any page – whilst ensuring that consistent styles and visual design are always maintained.



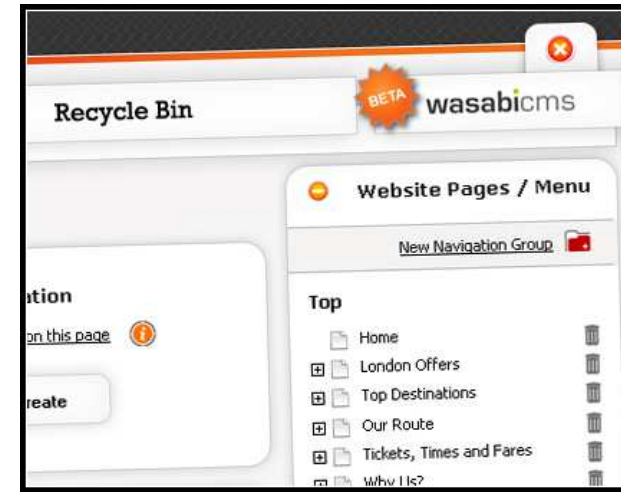
Assertis Wasabi Content Management System

If you have any questions call us on 01892 513681 or email [schools@assertis.co.uk](mailto:schools@assertis.co.uk). Visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)

## 2. Ease of navigation

Wasabi CMS is easy to navigate round all the major sections so you'll never get lost trying to find what to edit on your own website. The main sections you will use on a regular basis: pages, content library and media library are separated from each other for ease of use and clarity.

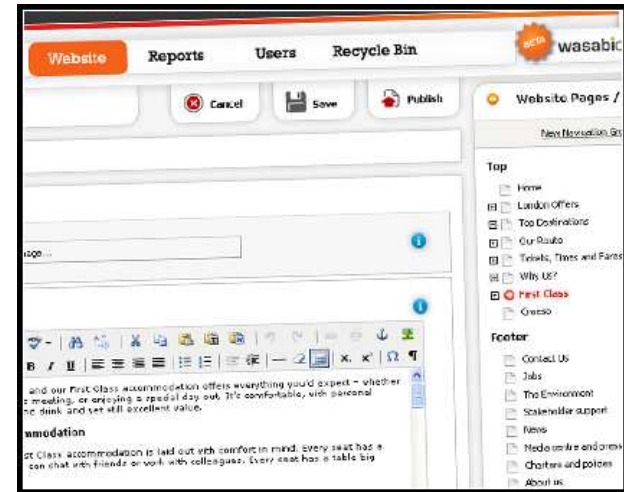
The CMS also allows you to easily set up users and permissions, pages and reports from the main menu.



### 3. Editing your pages

Editing controls within Wasabi are very similar to those in Microsoft Word, and the ability to paste Word documents directly into web pages means anyone can create the content and then pass it onto you to upload quickly and easily.

All your pages are automatically compliant with best practice by cleaning code; generating alt tags for images, and creating page titles, meta tags and readable URLs for pages (this also leads to much-improved natural search engine results)



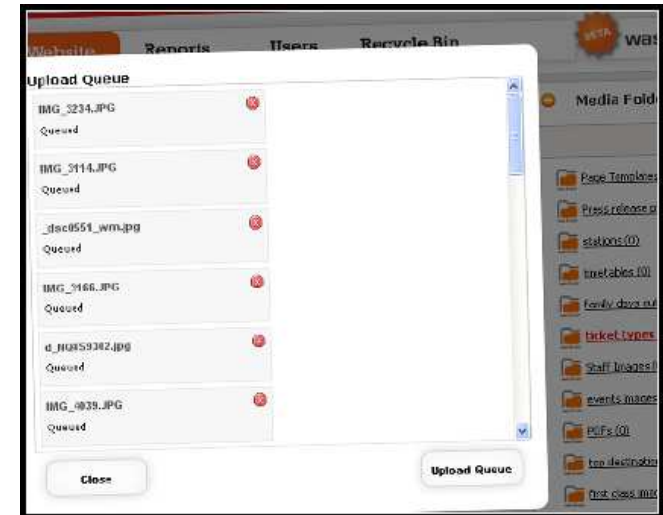
Assertis Wasabi Content Management System

If you have any questions call us on 01892 513681 or email [schools@assertis.co.uk](mailto:schools@assertis.co.uk). Visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)

## 4. Multiple image uploads

Wasabi allows you to upload files, images, videos and virtually any other media – and, where image galleries are present, to have images automatically resized to thumbnail (or any other) size, whilst retaining an original.

What will save you time is the ability to upload pictures straight from your camera in one go. You'll no longer have to work through each picture individually to suit your website! A simple multiple upload to the CMS will put all your pictures into a new photo gallery folder and resize them all to the correct size without any hassle!



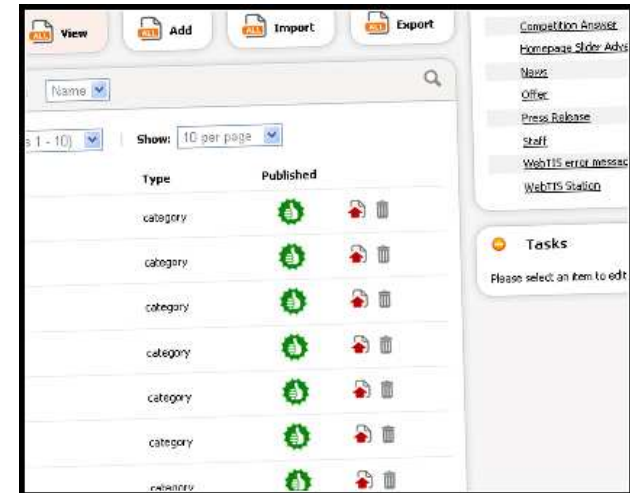
Assertis Wasabi Content Management System

If you have any questions call us on 01892 513681 or email [schools@assertis.co.uk](mailto:schools@assertis.co.uk). Visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)

## 5. Excel/CSV upload of data (calendar/news items etc.)

A great website is one that is regularly updated. Nothing is worse than returning to a site and seeing nothing has changed since you last visited. Wasabi allows you to regularly update your website with great ease. If you've got an online calendar or a news/press release section anyone can upload articles and data to the website, rather than leaving you to write all the content yourself.

An excel spreadsheet of data can be uploaded via the CMS and the calendar or News area will be automatically updated. What's great about this is that any of your colleagues can be charged with having responsibility of updating their own section of the website.



Assertis Wasabi Content Management System

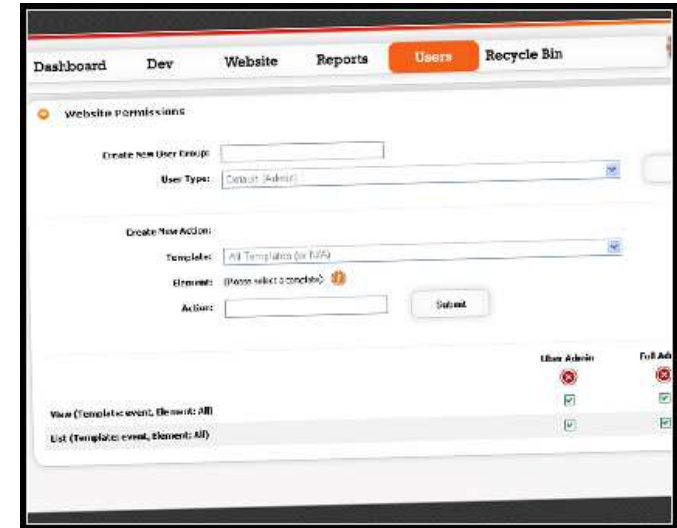
If you have any questions call us on 01892 513681 or email [schools@assertis.co.uk](mailto:schools@assertis.co.uk). Visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)

## 6. Multiple logins with different user rights

Wasabi CMS has an inbuilt permissions hierarchy and workflow management system.

It allows you to set up a variety of users with different access rights. So while the main website administrator may have access to the entire CMS, when other users log in they may only see a specific part of the CMS, which relates to their department.

Users can log in from any browser with an internet connection, using their username and password.



Assertis Wasabi Content Management System

If you have any questions call us on 01892 513681 or email [schools@assertis.co.uk](mailto:schools@assertis.co.uk). Visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)

## 7. Process control specific to your needs

Every area of the website can be updated, while maintaining the design, which ensures a consistent look and feel across all parts of the website, no matter how much content editing is undertaken by administrators.

Wasabi CMS allows you to easily create workflow logic specific to your needs. Some users may be set up with editing rights but not publishing rights and the hierarchy can have as many levels as you feel are appropriate. Some users may be allowed to edit and save changes but not make these “live” until they are reviewed and approved by another person.

The approving administrator is automatically informed that changes are pending approval by email, and also when they log in. They can review changes / additions / deletions before they go live giving them complete control over the website without having the burden of being solely responsible for creating all the updates.

All logins to the CMS are recorded and can be tracked by the main website administrator.

## 8. Automatically creates SEO friendly URLs

Wasabi CMS is programmed to help you with your search engine requirements.

When you create new pages via the system, Wasabi will create the pages with a search engine optimised page name.

Gone are names such as:

[www.yourname.co.uk/112413123.php](http://www.yourname.co.uk/112413123.php),

instead Wasabi will give you a search engine friendly URL such as

[www.yourname.co.uk/about-our-school.php](http://www.yourname.co.uk/about-our-school.php)



Assertis Wasabi Content Management System

If you have any questions call us on 01892 513681 or email [schools@assertis.co.uk](mailto:schools@assertis.co.uk). Visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)

## 9. Drag and drop navigation changes

Wasabi CMS allows you to drag and drop your websites' navigation into any order you would like, so you no longer have to be able to code HTML to change the order of the pages on your website.

The changes you make using drag and drop in the CMS will automatically update on your website.

In the CMS simply select the page you would like to move and drag and drop into the new position. If you are sure about the change, then simply publish the page and the changes will have been made for you!



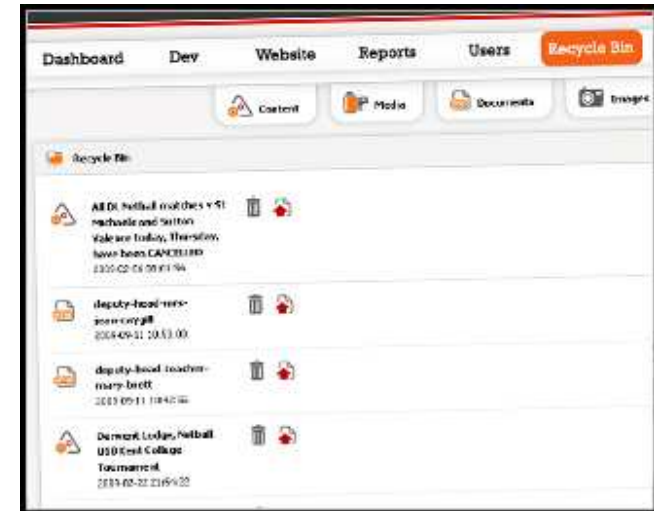
## 10. Recycle bin

Unhappy with an item on your website but unsure about deleting it permanently?

Wasabi lets you keep hold of all your old pages, articles and press releases in a recycle bin where at any point you can either re-instate the page or delete it permanently.

Perhaps you want to keep hold of some old news stories or a certain photo album? The recycle bin feature is a quick and easy way to keep hold of the documents you can't bear to delete!

If you accidentally delete the wrong page or item don't worry about having to go through the time-consuming task of recreating it – simply go to the recycle bin and reinstate it with one click.



Assertis Wasabi Content Management System

If you have any questions call us on 01892 513681 or email [schools@assertis.co.uk](mailto:schools@assertis.co.uk). Visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)



## Experience the power of Wasabi CMS for yourself

If you'd like a demonstration of Wasabi CMS then please contact me, Ann Naylor, on 07884 267268 or email [ann.naylor@assertis.co.uk](mailto:ann.naylor@assertis.co.uk)

I look forward to hearing from you.

For more information on our brand, digital design and marketing services please visit [www.assertis.co.uk/schools](http://www.assertis.co.uk/schools)