

Introduction:

EditBureau Enterprise is a powerful multi-user content management solution with integrated workflow, collaboration and approval processes. It allows an organisation to control everything to do with the content management lifecycle within their organisation. It features a role based security system with over 50 permissions available(See below for further information).

Enterprise also features an approval system, featuring both serial and parallel approval mechanisms, customisable on a per role/user basis. This allows content created by an author to be approved by multiple users or departments before it actually gets published live to a website.

Enterprise also features an internal messaging system, which allows users to send messages, or content files to other users in the system, thus creating a collaboration mechanism to promote team based content management.

For administration, a full auditing system is available with the ability to define custom reports, and save them as templates. This can be used to run periodic reports on changes made using the system, such as number of edits in the last week, etc.

Features:

Overview:

- Easily select webpages to edit, using predefined filters, or by actually surfing your website using VisiEdit technology and clicking an 'Edit' button.
- Create / edit webpages, text files, and images – Use existing files as templates using 'Save As' functionality.
- Upload files from your computer to your website.
- Edit files and save them directly to your website (depending on permission assigned by administrator)
- Workflow system allows users to view their pending items, items for their approval, or items received from other users.
- Drafts area allows files to be saved in EditBureau until a later date
- Internal messaging system allows users to collaborate with other users
- Comments module allows users to comment on items in workflow. These comments follow the item through the workflow system, allowing users to view the history of the item, and other users opinions on the item.
- Stage(preview) files before they go live, including webpages and the images within those webpage's.
- Approval mechanism allows content to go through serial or parallel approval processes before going live.
- Scheduler allows content to be automatically published on a specified date
- View a full changelog of all changes made using EditBureau

- View a full Audit trail of all actions performed in EditBureau (Cannot be cleared / altered for accountability reasons)
- Administrators can run detailed reports from the audit log, detailing actions by users, roles, actions performed, or times (or all of these)
- Audit reports can be exported as CSV format
- Preview previous versions of a webpage, with the ability to rollback to a previous version at any time.
- Ability to rollback (undo) any changes made using EditBureau including deletions, renames, creations, edits.
- Access online tutorials, knowledgebase and tips on how to use EditBureau effectively to manage your website.
- Secure connectivity options such as secure FTP and FTP using SSL
- Administration section allows administrators with sufficient privileges to manage users and roles within the system.

Role based security:

The system is based on role based security privileges. Every user created in the system becomes a member of a specified role (controlled by the administrator). Each role has over 50 available security privileges. The roles follow a multi branch hierarchical tree structure, with revoked privileges being inherited down the tree. This structure allows granular permissions to be defined across an organisation to control access to information, and also tools within EditBureau.

User security:

Administrators can manage users and enable / disable users easily. Users can be restricted to particular folders or files, which increases the security of the system greatly, by controlling what they can access. This is ideal for allowing contractors to make changes to a website periodically through a fully accountable system with auditing capabilities. E.G. News journalist updating news section of a local community website. (Of course, all changes can be filtered through approval system if desired)

HTML editor features:

- Text formatting: Edit size, typeface, colour, style
- Undo and redo a number of last operations
- Tables – Change size, border, colours
- Links – Point and click link creation
- Image insertion – Point and click image insertion
- Insert Special characters easily
- Bullet lists
- Numbered lists
- Meta tags – Edit the keywords which search engines use to index sites
- Background colours
- Support for external stylesheets
- HTML Optimization
- Import content from Microsoft Word

Image editor features:

- GIF, JPG, TIFF, PNG, BMP support
- Zoom using a slider or enter an exact percentage.
- Undo and redo a number of last operations.
- Use layers to create sophisticated and professional looking images. Opacity of each layer can be controlled, allowing the background to show through.
- Insert fully customizable geometric shapes (rectangles, ellipses, lines and arrows), text, which can be anti-aliased (smoothes edges)
- Import other images.
- Image modification to make the image look the way you want it. Smoothly resize the image or the working area as well as freely rotate, flip or crop it.
- Add artistic touches or easily correct imperfections caused by the camera or lighting conditions. Convert to grayscale, adjust brightness and contrast, blur, sharpen, draw/erase using the brush and eraser tools.
- Use advanced functions for extra precision and flexibility - Grid for exact placement and alignment of objects.
- Snapshot pane allows you to take snapshot of how your image looks at any time, so you can use it as a reference point to compare side by side what effect your modifications have.

EditBureau Enterprise



Productivity Features:

- Local Image editing: Use EditBureau's Image editor to work with images directly on your own computer – open and save images directly on your own computer.
- Send As HTML Email: Use EditBureau's *send as email* feature to send a webpage to yourself as a HTML email. Since EditBureau has all the tools for getting images live onto your website, and has great HTML editing features, you can use this feature for creating great marketing emails, which can contain images from your website and contain links directly to your pages on your website.