

## **12. Using the WCM system**

These standards are underpinned by the Obtree C4 Web Content Management system.

As well as being a non-technical publishing tool for content publishers, the system provides a management infrastructure to ensure that:

- content is owned by identified staff
- content can only be created and edited by authorised staff
- all publishing activity is recorded
- all content undergoes a pre-publication approval process

Staff usage of the WCM system is dependant on:

- Familiarisation with and commitment to the Web Publishing Standards
- Undertaking the approved WCM training course
- Creating and editing content in line with the WCM procedures