



# Content management system (CMS) guide for developers

We want to ensure all our content management system (CMS) templates, modules and plug-ins are compatible with our development environment and used in a consistent way. This helps to reduce inefficiency and promote value for money by encouraging the re-use of existing code and assets.

## Audience

- Development team

## Requirements

1. Our current content management system (CMS) is Open Text Web Site Management Server (formerly RedDot CMS)
2. Our CMS is hosted in a secure environment. If you require access, you will need to seek approval in writing from TfL Online's Content Management Architect, who will confirm your requirements
3. Before starting any work for TfL Online, you **must**:
  - 3.1 Confirm what version of CMS software we are currently using. This is important because patches are released by Open Text (and may be applied) on an ad hoc basis
  - 3.2 Discuss and agree the proposed approach for build, testing and implementation. This **must** be confirmed in writing and approved by TfL Online's Content Management Architect

- 3.3 Discuss and confirm what existing code or assets may be appropriate for re-use. This **must** be confirmed in writing and approved by TfL Online's Content Management Architect
4. You **must not** start any work or develop any code or assets without first agreeing the proposed approach for build, testing and implementation, together with which code or assets may be re-used (as outlined above). If you do, you may be required to re-write your code or start development work again

## Why we do this

We want to promote consistency and value for money for our users by ensuring our content and services are compatible with our systems, consistent with each other and delivered in the most efficient possible way.

## Further reading

- [Design style guide](#)
- [Technical standards and guidelines](#)
- Detailed technical guidelines relating to the CMS will also be made available as required

---

**Type:** Guideline  
**Owner:** TfL Online Compliance  
**Department:** TfL Online

**Version History**

Version	Date	Summary of changes
1.0	12/11/2013	First issue

**Review History**

Name	Title	Date	Comments