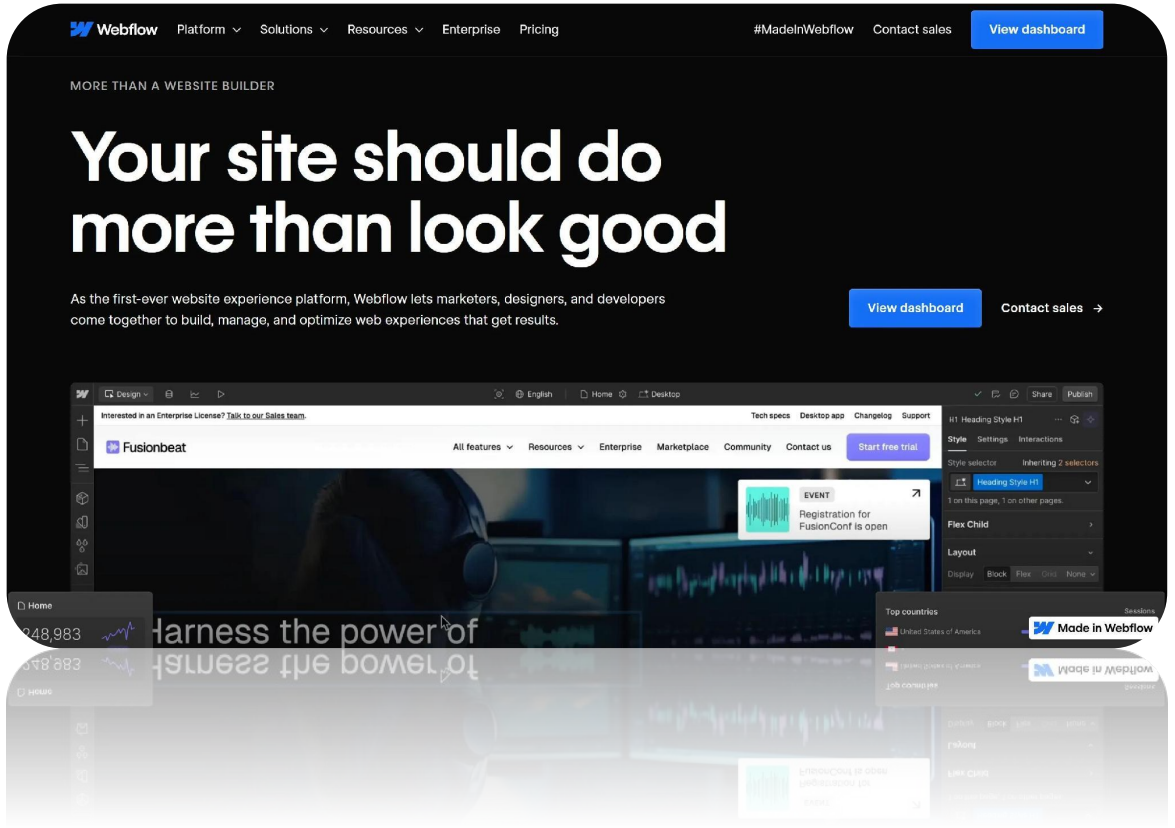
Website Content Management Through Webflow CMS



CLIENT BACKGROUND

SelectSoftware Reviews (SSR) is a platform dedicated to helping businesses research, compare, and evaluate software solutions. Its website brings together software vendors, category reviews, user reviews, buyer guides, and blog content to help users explore available options and make informed decisions.

Managing this range of information requires an organized approach to website content.

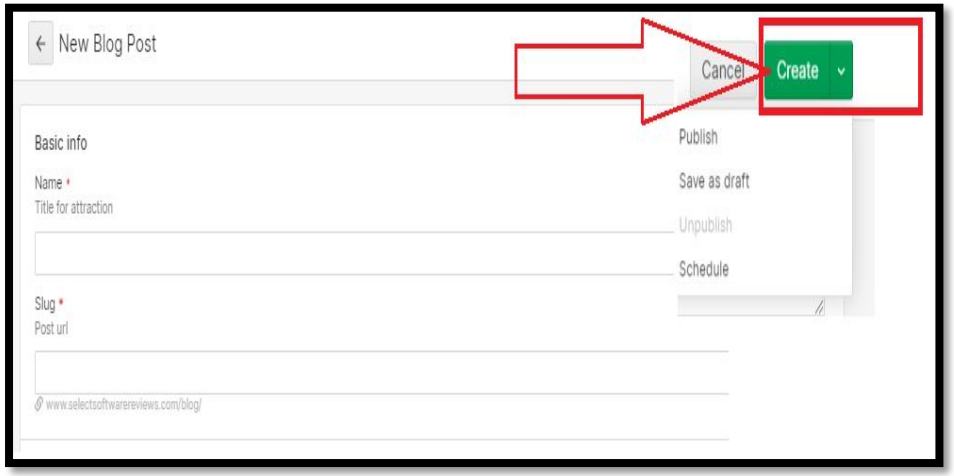
- **Vendor Management:** Maintaining accurate vendor details and updating existing records.
- **Software Categories:** Organizing and maintaining software category information.
- **Review Management:** Managing category reviews and user review records.
- **Content Updates:** Creating new content and updating existing entries according to specific requirements

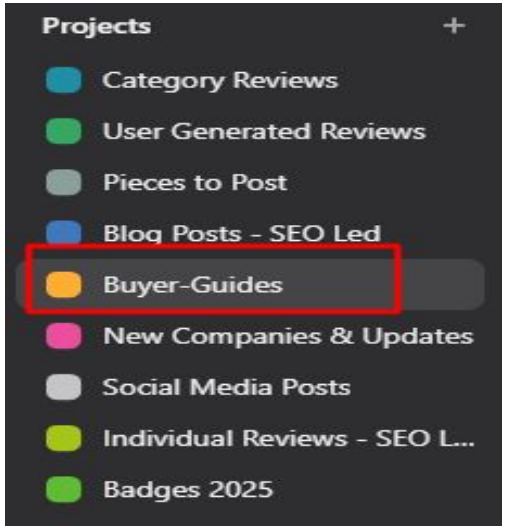
PROJECT BACKGROUND

CDMSoftech Solution supports SelectSoftware Reviews (SSR) through ongoing website content management and Webflow CMS operations. The project involves maintaining existing content records, creating new entries, and updating website information according to task-specific requirements.

The work covers multiple content types, including software vendors, software categories, buyer guides, category reviews, user reviews, and blog posts. Each task is handled according to the provided documentation, with attention to content accuracy, record consistency, and applicable publishing instructions.

Through this ongoing engagement, CDMSoftech helps maintain an organized and reliable website content management process for SSR.





KEY CHALLENGES

Managing multiple content types requires accuracy, consistency, and careful task execution.

1. Multiple CMS Collections
Working with different Webflow collections, each with its own fields and requirements.

2. Existing vs. New Records
Checking whether a vendor or content entry already exists before creating a new record.

3. Content Accuracy & Consistency
Following the provided instructions for descriptions, metadata, images, and related links.

4. Content Relationships
Ensuring vendors, software categories, and category reviews are connected correctly.

5. Different Publishing Requirements
Following the correct publishing status for each content type, including saving blog posts as drafts.

6. Recurring Tasks & Tracking
Coordinating review rotations, monthly updates, lead-data exports, and task completion notes.

OUR APPROACH

A structured process for accurate and consistent website content management.

- **Review Task Instructions**: Reviewed the assigned task, supporting Google Docs, and relevant comments to understand the required changes.
- **Check Existing Records**: Searched the relevant Webflow CMS collection to determine whether a record already existed or needed to be created.
- **Update Content & Fields**: Entered or updated vendor details, descriptions, slugs, images, metadata, and other required fields according to the provided instructions.
- **Verify Content Relationships**: Checked the required links between vendors, software categories, and category reviews.
- **Perform Quality Checks**: Reviewed content accuracy, formatting, images, links, and publishing status before completing the task.
- **Document Completion**: Added task completion notes or item IDs where required and shared updates through the relevant project workflow.

PROJECT WORKFLOW

Task Assignment
Review the assigned work in Ready to Post and check the relevant task instructions and supporting documents.

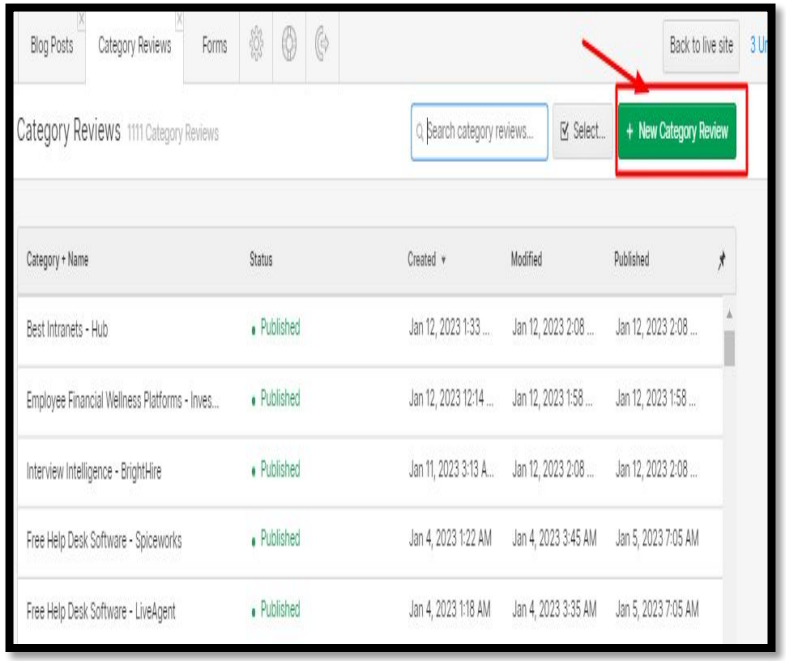
Record Search
Open the relevant Webflow CMS collection and search for the vendor or content record.

Content Creation or Update
Update the existing record if it is already available,or create a new entry when required.

Content And Field Verification
Update the existing record if it is already available, or create a new entry when required.

Content And Field Verification
Enter the required information and check descriptions, slugs, images, metadata, and related links against the provided instructions.

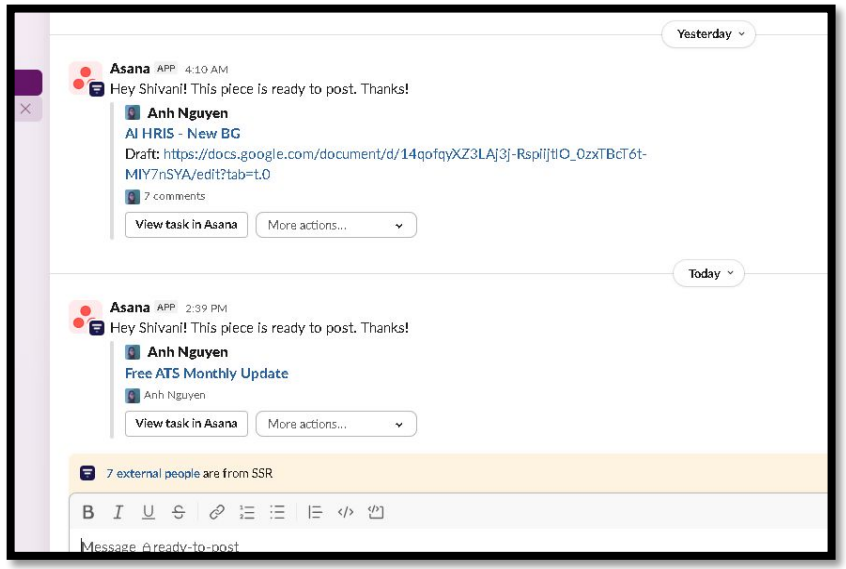
Quality checks and publishing
Review the assigned work in Ready to Post and check the relevant task instructions and supporting documents.



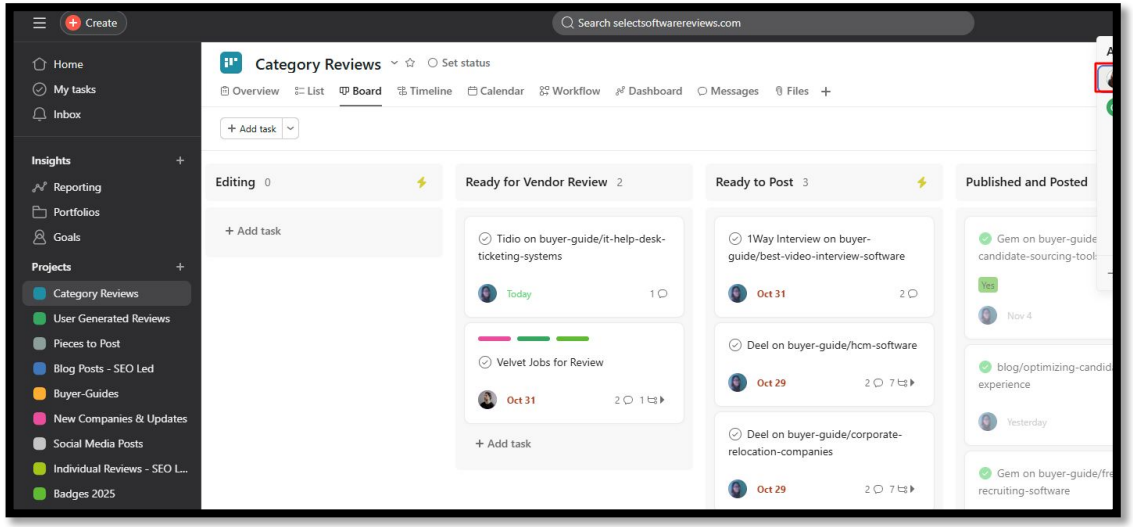
Task Completion
Record completion notes or items IDs where required and provide the relevant project update.

TOOLS & PLATFORMS

SLACK



ASANA



TOOLS & PLATFORM

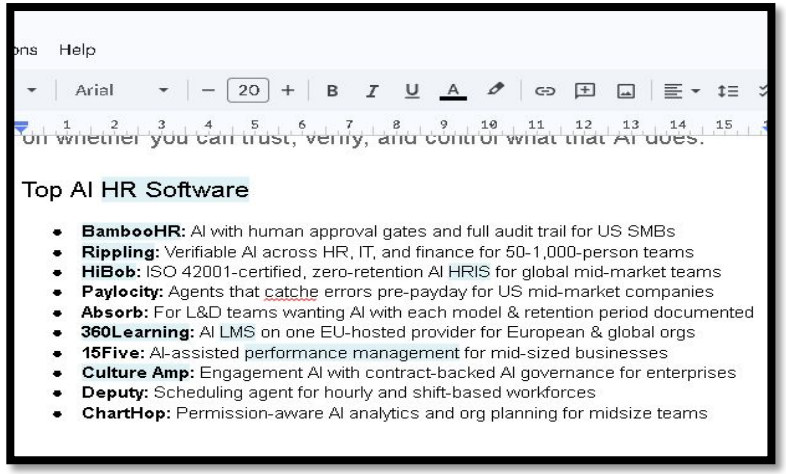


WEBFLOW



6527							
6528			12 Oct 2026 to 17 Oct 2026				
6529	Project Name	Date	Start Time (IST)	End Time (IST)	Time (Hours)	Operator Name	
6530	WebFlow	10/12/2026	4:30 PM	4:45 PM	0:15	Shivani	Calendly Track
6531	WebFlow	10/13/2026	9:10 AM	9:44 AM	0:33	Shivani	buyer-guide/best-recruitment-crm
6532	WebFlow	10/13/2026	4:30 PM	4:45 PM	0:15	Shivani	Calendly Track
6533	WebFlow	10/14/2026	8:55 AM	12:07 PM	3:11	Shivani	AI HRIS - New BG
6534	WebFlow	10/14/2026	4:10 PM	4:18 PM	0:08	Shivani	AI HRIS - New BG
6535	WebFlow	10/14/2026	4:18 PM	4:30 PM	0:11	Shivani	Internal links for AI HR software buy
6536	WebFlow	10/14/2026	4:30 PM	4:45 PM	0:15	Shivani	Calendly Track
6537	WebFlow	10/14/2026	4:45 PM	6:00 PM	1:15	Shivani	Internal links for AI HR software buy
6538	WebFlow	10/15/2026	3:35 PM	3:48 PM	0:13	Shivani	Free ATS Monthly Update

GOOGLE SHEET



GOOGLE DOCs

QUALITY CHECKS & PUBLISHING

Content Verification
Checked vendor details, descriptions, slugs, and required fields against the provided instructions.

Links & Relationships
Verified the required connections between vendors, software categories, and category reviews.

Images & Formatting
Reviewed images, badges, content formatting, and other required assets.

Publishing Control
Followed the publishing instructions for each content type and saved blog posts as drafts for review.

Final Review & Task Updates
Checked the completed work and recorded task notes or item IDs wherever required.

PROJECT OUTCOMES

- **Organized Content Management**
  A systematic process for creating and updating records across different Webflow CMS collections.
- **Improved Content Consistency**
  Task instructions and supporting documents guide accurate entry of content details and required fields.
- **Better Record Management**
  Checking existing records before creating new entries helps maintain an organized CMS.
- **Controlled Publishing Process**
  Content is handled according to specific publishing requirements, with blog posts saved as drafts.
- **Clear Task Tracking**
  Completion notes and relevant item IDs help maintain visibility into completed work and ongoing activities.

CONCLUSION

Building Consistency Through Structured Content Management

CDMSoftech Solution supports SelectSoftware Reviews through ongoing Webflow CMS management, content updates, and task-based website operations.
By following documented workflows, verifying content details, and adhering to publishing requirements, the team helps maintain organized website content across multiple CMS collections.

Ongoing Collaboration. Structured Processes. Consistent Execution.

THANK YOU

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