

## Chambers' Website Frequently Asked Questions

**Where do I get access details to the new Content Management System (CMS) if I want to update my own CV?**

**What happens if someone has my page in their favourites?**

**I can't see the new website, why is this?**

**What happens to the direct link to my CV in my email footer?**

**What happens to all the external links in my CV out to other sites such as case reports?**

**Is the web address still the same or has it changed?**

**How quickly do updates to my CV register?**

**How do I make my CV appear at the top of search engine results?**

**Where do I get access details to the new Content Management System (CMS) if I want to update my own CV?**

The link to the Content Management System (CMS) along with your unique username and password are available from Lisa Happé in Business Services along with a step by step user guide. [happe@devchambers.co.uk](mailto:happe@devchambers.co.uk)

**What happens if someone has my page in their favourites?**

As the website has been completely rebuilt from scratch, the addresses of individual pages will change. If a user tries to go directly to a page that no longer exists, they will receive a bespoke Devereux error page and be redirected to the new homepage. From there they will quickly be able to reach the page they require.

**I can't see the new website, why is this?**

This may be because the old site is held in cache on your PC. Try emptying your cache and reloading the page. If you are unsure as to how to empty your browser cache please contact Sprout IT support – 08456 800 139.

**What happens to the direct link to my CV in my email footer?**

Sprout IT support have been provided with a complete list of the new URLs for your CVs and these will be updated by Monday 28 May.

### **What happens to all the external links in my CV out to other sites such as case reports?**

All links to 3rd party sites have been carried over from the old site. In the process of doing this we noticed that some of the linked pages no longer exist. Therefore the links have been removed. You have the facility to edit and manage the external links in the text of your CV. The process of doing this is explained in the User Guide on page 6.

### **Is the web address still the same or has it changed?**

The web address – [www.devereuxchambers.co.uk](http://www.devereuxchambers.co.uk) – remains the same it will no longer point to the old site, upon launch, the web address will link to the new website.

### **How quickly do updates to my CV register?**

Changes to your CV are instant. Ensure you have worked on your CV in a word document first before cutting and pasting into the CMS system using the paste from Word icon detailed in the User Guide on page 6.

### **How do I make my CV appear at the top of search engine results?**

There are two main ways of achieving this, either through paying or through using free META statements. META statements (descriptions & words) are very important as they are the details that help search engines such as Google search for and find your page.

The **Meta Description** is the short sentence or two that a search engine will display on their results page when describing your page.

The **Meta Names** are key words or phrases that you consider may be used to search for you, or words you believe should include you as a possible search result. The more complete and relevant you make these key words the better the possibilities of being found by a search engine search.

Keeping these words up to date and relevant is the basis of Search Engine Optimisation (SEO).

META descriptions and names are on your individual profile page in the CMS system which you can update at any time.