

# Your content, *your control.*

Sanity Studio onboarding for the Assured Environmental team.  
Everything you need to run the website — without a developer on  
standby.

THE SHORT VERSION

Sanity Studio is a visual editor built specifically for your site. You log in, edit text, swap photos, add team members. Changes appear on the live site within seconds.

`assured-environmental.sanity.studio`

### What you edit

Service descriptions, team profiles, testimonials, contact details, product pages, headlines, images — the words and pictures your visitors see.

### What stays with developers

Layout, design, new features, colour palette, page structure. Developers build the containers. You fill them with content.

THE PIPELINE

Three systems, one flow. Your edit lands on the live site without passing through a developer.



Typical latency

Text and image changes appear within 30–60 seconds of clicking Publish.

Occasionally up to 2 minutes while the CDN refreshes.

Edit. Publish. Live.

LOGIN

`assured-environmental.sanity.studio` →

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`sanity.io/manage · 33ghykrq` →

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`sanity.io/docs` →

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Bookmark the Studio URL

01 — recommended if you use Gmail or Google Workspace

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02 — create a free Sanity account

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03 — for developers

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**Your invitation**

An admin sends you an email from Sanity. Click the link, pick a sign-in method, and you'll land inside the Studio.

WHO CAN DO WHAT

### Viewer

READ-ONLY

- See all content
- Browse drafts
- Cannot edit
- Cannot publish

For stakeholders reviewing work-in-progress.  
Manage roles at [sanity.io/manage](https://sanity.io/manage)

### Editor

STANDARD

- Create content
- Edit content
- Publish to live site
- Delete content

Default for content managers and marketing staff.

### Administrator

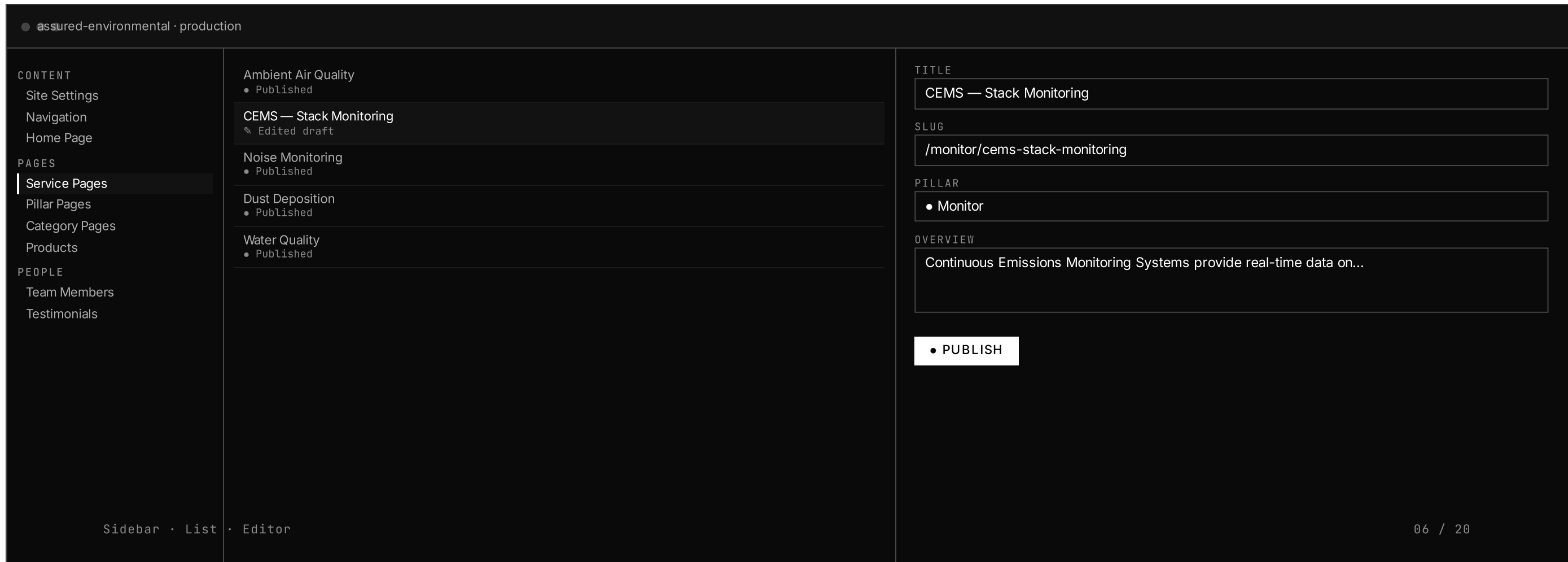
FULL

- Everything Editors do
- Invite team members
- Manage roles
- Billing & project settings

At least one admin must own the project.

STUDIO INTERFACE

Three columns. Pick a content type on the left, a document in the middle, edit on the right.



WHAT'S INSIDE

**Site Settings** ◆

Global config, logo, contact details, socials.

**Navigation** ◆

Menu items, dropdowns, header CTA button.

**Home Page** ◆

Hero, intro sections, homepage modules.

**Pillar Pages**

Monitor, Consult, Supply — the three landing pages.

**Service Pages**

Individual services under Monitor and Consult.

**Category Pages**

Supply/Instruments groupings.

**Products**

Individual instruments and equipment.

**Generic Pages**

About, Contact, and anything one-off.

**Team Members**

Staff profiles, bios, qualifications, photos.

**Testimonials**

Client quotes, company names, featured flags.

10 types · 16 schemas total

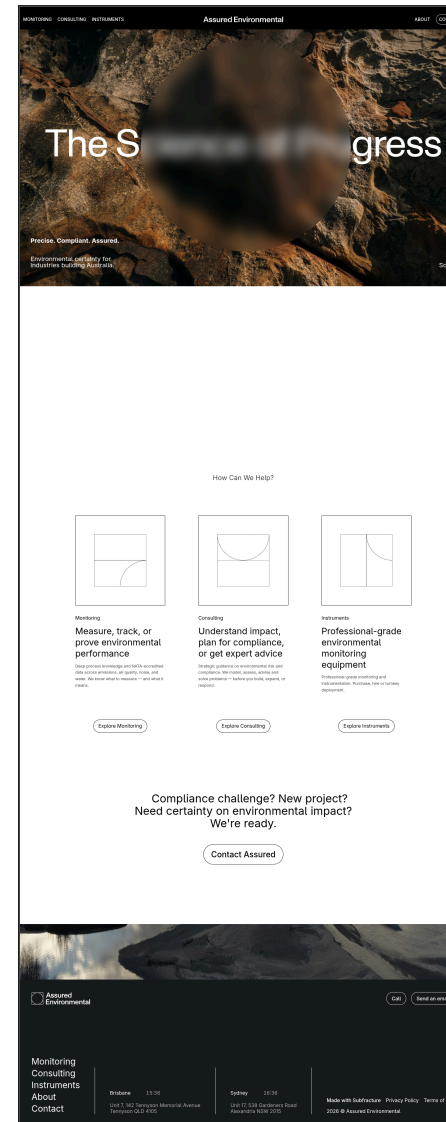
◆ Singleton — only one document, cannot be deleted or duplicated.

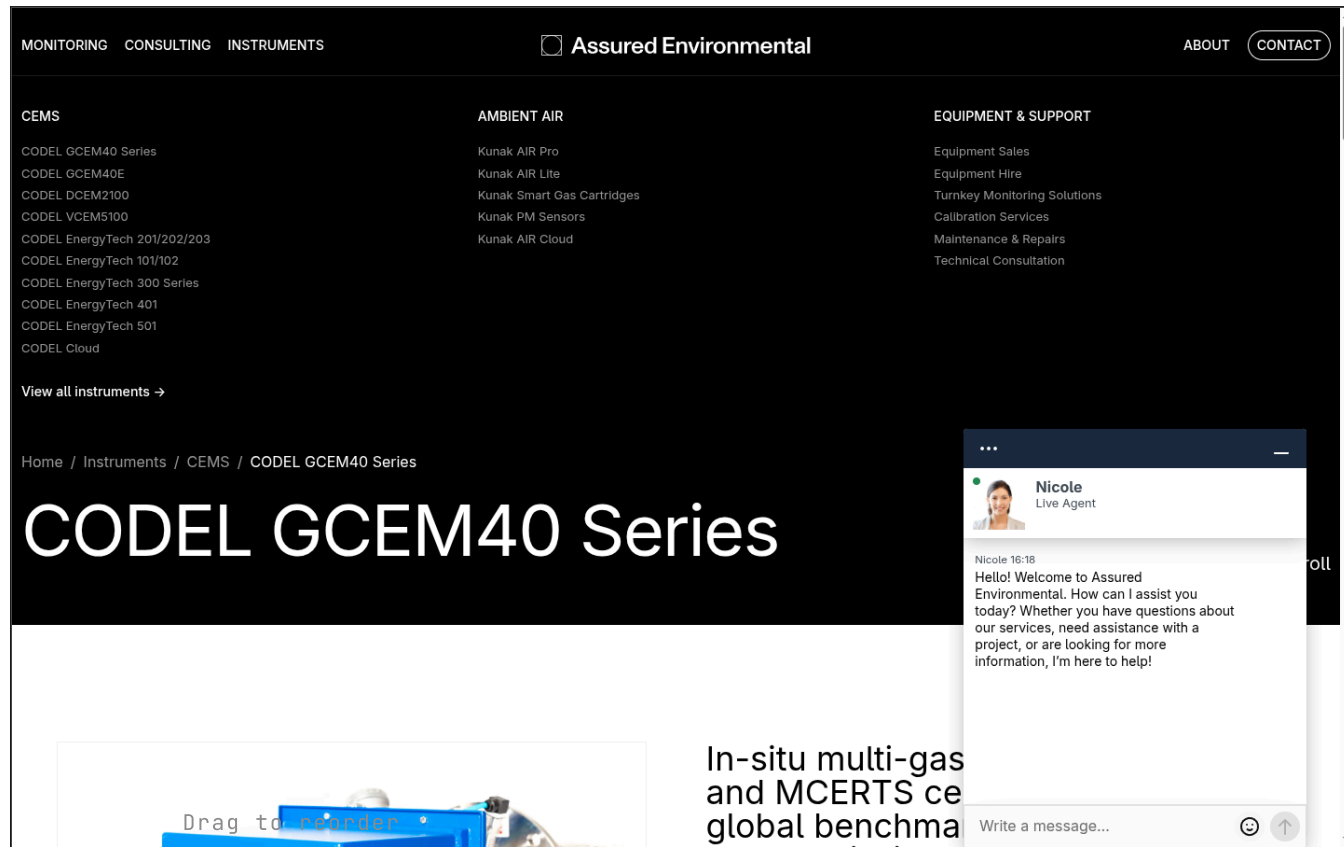
GLOBAL

One document. Everything that appears sitewide — footer, SEO defaults, contact info, social links. Edit here, changes cascade everywhere.

FIELD	APPEARS IN
	Header, footer
	Footer, contact
	Footer, contact
	Footer, contact
	Footer icons
	SEO default

Singleton · edit, don't duplicate





LIVE SITE · MEGA-MENU RENDERED FROM NAVIGATION DOCUMENT

## MENUS

Controls the top menu — links, dropdowns, and the primary CTA button. Re-order items by dragging. Changes push live instantly.

01 — top-level links

02 — sub-menu entries

03 — internal path or external link

04 — "Get in Touch" or similar

LANDING PAGES

The three service category pages. Each has a hero, an intro paragraph, and links to the services inside it. These are the top-level entry points visitors hit from the main menu.

A — headline, supporting copy, background image

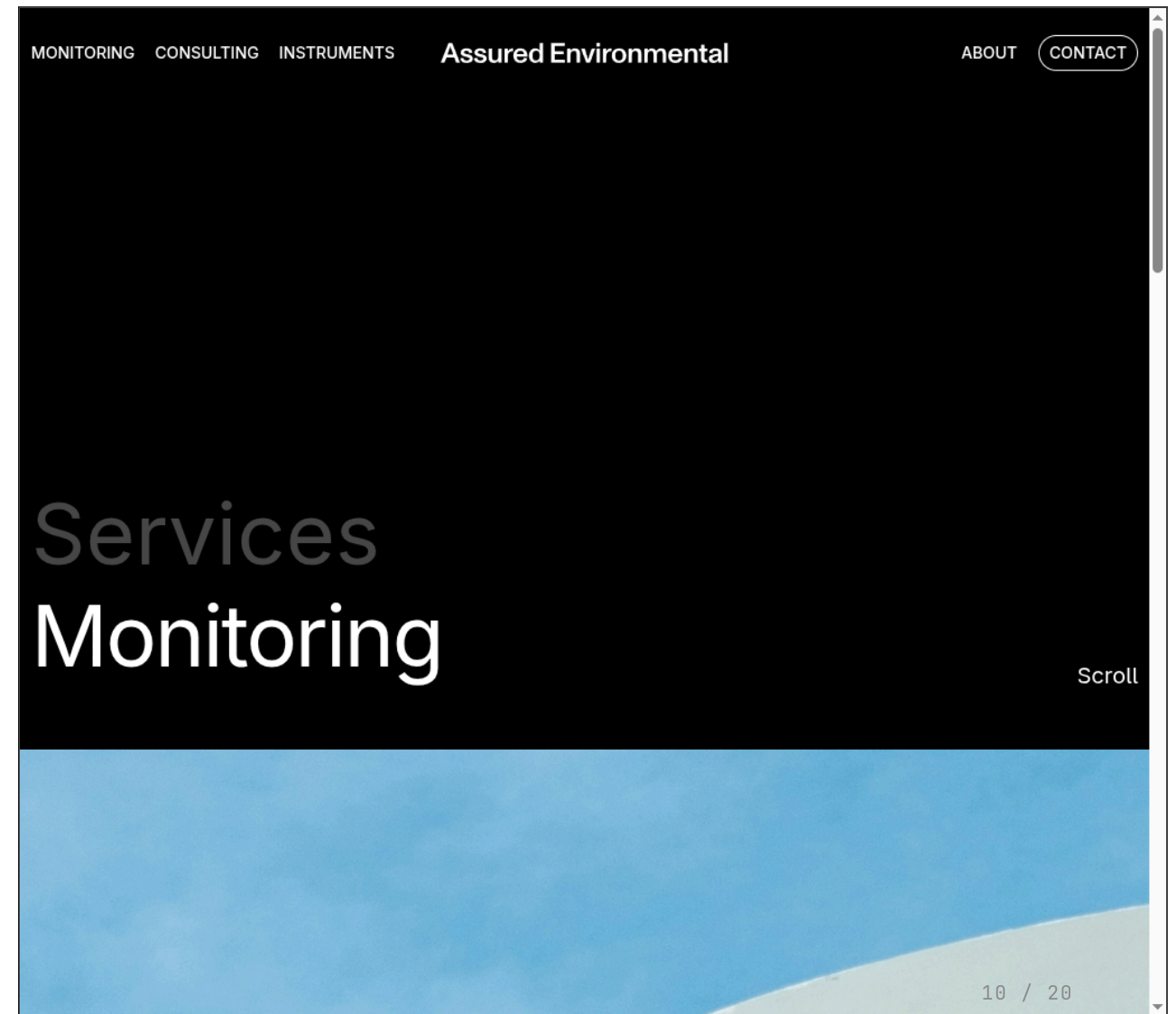
B — Monitor, Consult, or Supply

C — opening paragraph

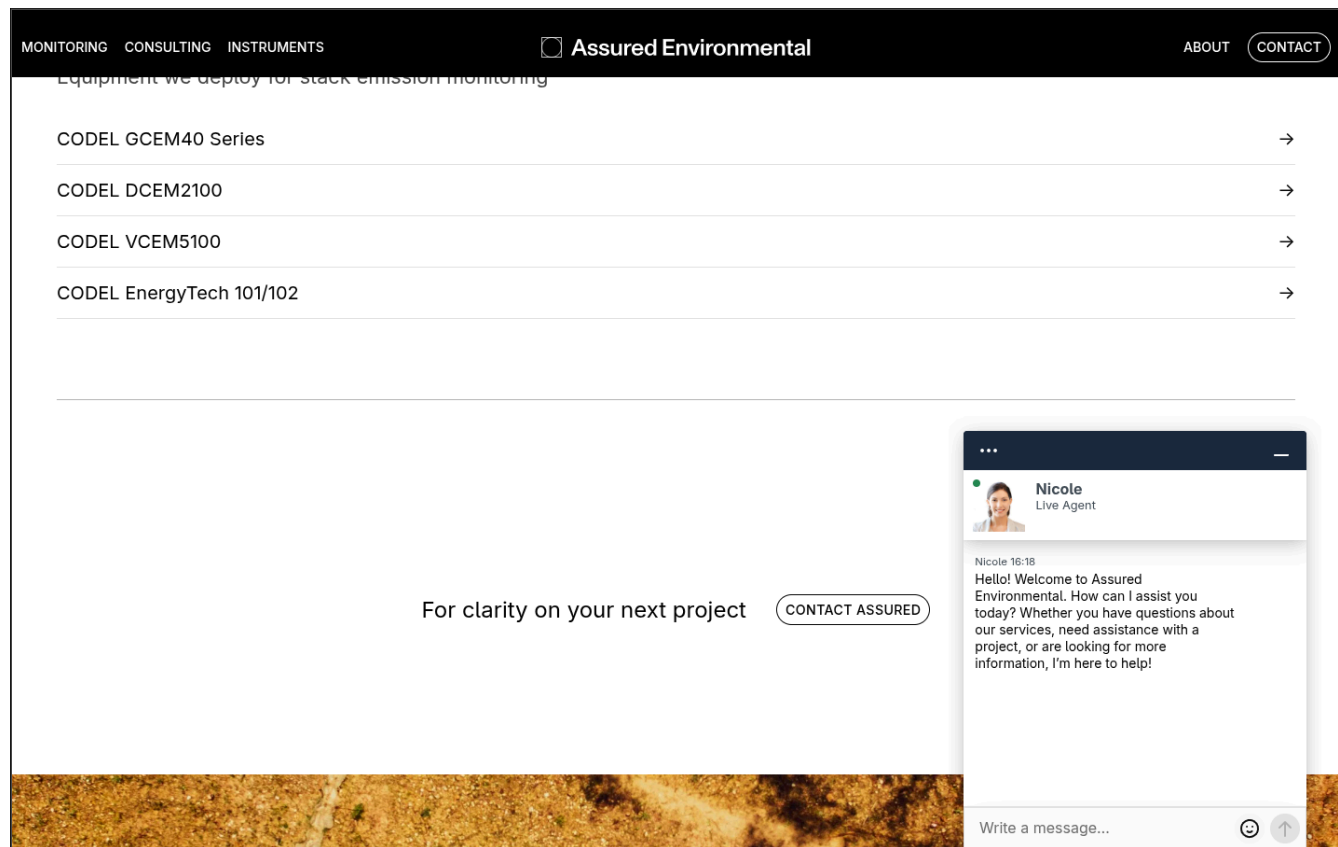
D — linked service pages

E — meta title, description, social image

3 pillar pages



LIVE SITE · /MONITOR PILLAR LANDING PAGE



LIVE SITE · Under Monitor - Consult · INDIVIDUAL SERVICE PAGE WITH CROSS-LINKS

INDIVIDUAL SERVICES

The detail pages under each pillar. Edit the overview, key points, methodology, FAQs — whatever a prospect needs to understand the service.

FIELD	PURPOSE
	Page heading
	<code>/monitor/air-quality</code>
	Monitor or Consult
	Card preview
	Accordion body
	Bullet highlights
	Common questions

## TEAM MEMBERS

Add, remove, reorder staff profiles. Each profile appears on the About page. Change the **Order** field to control display sequence.

Full name
Job title
Background
Headshot
Certs, degrees
Profile URL
Position

People · Social proof

## TESTIMONIALS

Client endorsements that appear throughout the site. Flag one as **Featured** to surface it in hero sections and key CTAs.


Testimonial text
Client name
Organisation
Job title
Optional photo
Promote?

12 / 20

## THE 4-STEP LOOP

01  from the sidebar. Click the document you want to edit from the list. The editor form opens on the right.


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02  Type into text fields. Drag and drop images. Toggle checkboxes. Everything auto-saves as a draft.

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03  if you're unsure. The draft doesn't appear on the live site until you publish.

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04  (green button, bottom right). Changes go live within 30–60 seconds. You'll see **PUBLISHED** replace **DRAFT**.

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**Undo is always available**

Click the  menu →

**History**

to see every version of this document. Roll back to any previous state with one click.

Nothing is ever permanently lost.  
Auto-saves drafts

## RICH TEXT

ACTION	SHORTCUT
	<b>Ctrl/Cmd + B</b>
	<b>Ctrl/Cmd + I</b>
	Highlight → link icon
	Paragraph dropdown
	List icon
<small>All text is not optional</small>	<b>Ctrl/Cmd + Z</b>

## IMAGES

- any image onto an image field
- — click the image to choose the focus point for crops
- — required for accessibility and SEO
- — no need to resize or compress beforehand

**Recommended sizes**

Hero 1920×1080+ · Team 800×800 · Logos SVG preferred. Keep files under 500 KB where possible.

DOCUMENT STATUS

● PUBLISHED

Live on the website. No unsaved changes. This is the steady-state for finished content.


 DRAFT

You've made changes that aren't live yet. The published version is still showing on the site. Click Publish to push changes live.

+ NEW

A brand new document that has never been published. Visitors can't see it until you hit Publish for the first time.

Discarding changes

Click the  menu →

**Discard changes**

to throw away your draft and revert to the last published version. Instant, non-destructive, reversible via History.

[Publish](#) · [Discard](#) · [History](#)

KEEP IT CLEAN

### Images

Name files descriptively: `cems-analyser.jpg` , not `IMG_4523.jpg` . Always fill alt text. Aim for under 500 KB. SVG for logos.

### Slugs (URLs)

Lowercase. Hyphens, not spaces: `air-quality` . Keep them short. **Never change a slug after publishing** — it breaks existing links.

### SEO

Fill every meta title (under 60 chars) and description (120–160 chars). They're what Google shows in search results.

### Headings

Use `H2` , `H3` , `H4` to structure long content. Don't skip levels. Helps accessibility and SEO equally.

### Drafts

Don't leave stale drafts hanging around. Either publish or discard. A tidy Studio is a manageable Studio.

### Preview first

For any substantial change, open the live site in another tab after publishing. Confirm it looks right before walking away<sup>20</sup>

## WHEN THINGS FEEL STUCK

SYMPTOM	FIRST THING TO TRY
	Check the email you were invited on. Try password reset at <a href="#">sanity.io</a> . Ask an admin to re-send your invite.
	Did you click Publish, not just close the tab? Hard refresh (Ctrl/Cmd + Shift + R). Wait 60 seconds.
	Open <code>⋮</code> menu → History, find the version before the delete, click Restore. Always reversible.
	Use the search bar at the top of the document list. Check you're in the correct content type.
	Check file size (under 10 MB). Try JPG or PNG if upload fails on WebP/HEIC. Refresh the page.
<del>When in doubt = refresh and retry</del>	Refresh the page. If it persists, take a screenshot and contact the development team.

## OWNERSHIP TRANSFER

- 01 \_\_\_\_\_ — an Assured admin is promoted to project Administrator on \_\_\_\_\_
- 
- 02 \_\_\_\_\_ — updated to Assured's nominated email. Currently on Sanity's Free tier (up to 3 users, 10k documents).
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- 03 \_\_\_\_\_ — hosting the live site. Access transferred separately by the dev team.
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- 04 \_\_\_\_\_ — Assured retains ownership. Pointed to Cloudflare Pages.
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Project ID · 33ghykrq

**Schema changes stay with developers**

You own the content. Adding a new field (e.g. "Certifications on Team Member") still requires a developer to update the schema, commit to the repo, and redeploy the Studio.

**Free tier guardrails**

3 user seats included. Beyond that, Sanity's Growth plan is USD \$15/user/month. Plan seat allocation before inviting the full team.

ESCALATION

LEVEL 1 · SELF-SERVE

**Sanity Docs**

[sanity.io/docs](https://sanity.io/docs)

"How do I format a list?" "Can I schedule publishing?" — search the docs first, the answer is usually there.

Start at Level 1. Escalate as needed.

LEVEL 2 · CONTENT HELP

**Your Studio Admin**

[designated Assured admin]

Access issues, permissions, "what field should I use?", brand guideline questions, content review before publishing.

LEVEL 3 · TECHNICAL

**Development Team**

[dev contact email]

New fields, new page types, layout changes, Studio errors, site downtime, schema updates, integrations.

CHEAT SHEET

PROJECT ID	SCHEMA TYPES	ROLES	PUBLISH LATENCY
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`assured-environmental.sanity.studio` →

`sanity.io/manage · 33ghykrq` →

`sanity.io/docs` →

`sanity.io/docs/content-studio` →

Everything you need, one slide

Sidebar → doc → form

Green Publish button

: → History → Restore

Team Members → + → Publish

`sanity.io/manage` → Members

Drag & drop · add alt text

# The site *is yours.*

Log in when you need to. Edit what needs editing. Publish when you're ready. The developers are here when the structure needs changing — everything else is content, and content is yours.

[OPEN SANITY STUDIO →](#)

[↓ DOWNLOAD PDF](#)