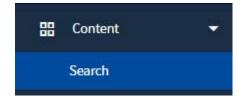
## **Editing Bios**

A Bio is a specialized piece of content containing Biographical and Contact information for an individual. Using Categories, these bios can be pulled together and organized by department or college.

To Edit a bio, log into dotCMS and click Content, then Search:



You will see the general search for the 10,000+ items in dotCMS. To narrow this down, click the dropdown for All and select Bio. (Or click in the All box and type Bio to jump to that type.)

Content	Search
---------	--------

Content Search

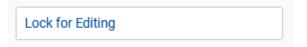
Type:	Type to search
Bio	
Search 🔻	Name

Next, type in the last name of the individual bio you want to edit:

Type: Bio	serpette	≣	⊞	Showing 1-1
Search  Clear	Name	Ī	itle	<u>UAnetId</u> <u>Only</u> (not the full email address)
Advanced	Anthony Wade Serpette	🖻 W	irector, /eb ervices	aws

You will see all the matches for that search listed to the right. Verify the bio you want to edit, then click that individual's name to begin.

Start by clicking on Lock for Editing on the right-hand side of the screen:



The Bio content contains many fields to share information about the individual – though not all of these will be used for each bio. Anything section skipped will be omitted in the display of the bio. For example, the Research section does not apply to all the UA employees. A few fields – indicated with a red star – are required to Save the bio:

Name*	
Anthony Wade Serpette	
permissionScript	
ConDataManagar catle Attributa (true). ConDataManagar caareh FarData ("data /contanthype/id"" (tr 	221d)")
Last Name*	
Serpette	
Title*	
Director, Web Services	
♥ UAnetId Only (not the full email address) *	
aws	

You can update any of the text, replace the photo, and change contact info and email addresses as needed. One field – the **Staff Association** – is special and allows you to adjust where the bio will appear on the website based on a Category.



To remove a category – and remove an individual bio from a list related to the department or group – click the red X next to that category.

To add a new category, click on "Click here to select Categories"

## A new window will pop up:

Categ	jories				×
Top L	evel			_	
Тур	e Filter Here	SEARCH CLEAR			DELETE ALL
	Name	Key	Variable	Added	^
Ð	College of Nursing	bio-nursing	collegeOfNursing7	🛍 Webteam	
ŧ	USG	874369db- c696-4371-9a2e- 594c0ab25f12	usg		
Ð	Law	bio_law	law1		

Clicking the name of the category will add it to the list for that individual.

Categories				×
Top Level				
Type Filter Here	SEARCH CLEAR			DELETE ALL
Name	Кеу	Variable	Added	^
⊕ College of Nursing	bio-nursing	collegeOfNursing7	🖻 Webteam	
⊕ USG	874369db- c696-4371-9a2e- 594c0ab25f12	usg	ា Law	
⊕ Law	bio_law	law1		

## Clicking the + sign will show you the sub-categories:

Са	iteg	ories					×
	<u> </u>	evel > Law	SEAL	RCH CLEAR			DELETE ALL
		Name		Кеу	Variable	Added	^
I	+	Academics		law_acad	academics2	🖻 Webteam	
l	Ŧ	Adjunct Faculty		law_af	adjunctFaculty	崮 Law	
l	Ð	Adjunct Faculty Emeritus		732b65ce-22e9-4688- b71e-bb29cf2c470e	adjunctFacultyEmerit us		
l	Ŧ	Administration		law_admin	administration3		

You can select multiple categories, use the search to look through the larger lists, and use the trashcan icon to remove individual categories. When you are done making your selections click the X in the upper right corner of the window to return to the Bio and see your changes.

Staff Association: Click here to select Categories			
XWebteam	XLaw		

When you are done working on the Bio, you use the controls on the right side of the screen to exit.

Release Lock	
Save	
Save / Publish	

If you Save/Publish, your changes go into effect immediately on the live website. Otherwise, Saving your content will let you work on this at a later time.

Need help with a bio or would like to reorganize the listing of employees in your department? Contact the UA webteam for assistance.