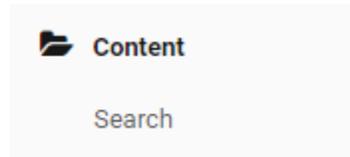


# Updating a Bio

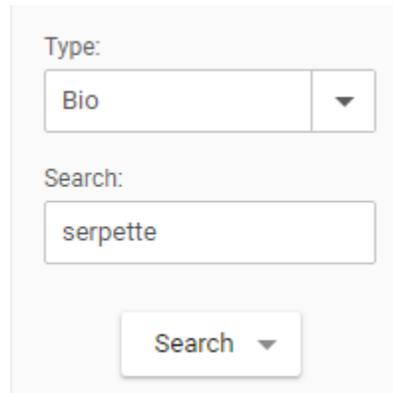
1. Log into dotCMS: <http://www.uakron.edu/c>

NOTE: If the update includes a new photo and/or vitae, be sure to upload those to dotCMS *first* before updating the bio

2. On the left side of the screen, click on Content, then Search



3. Set the Type to Bio, then enter the last name of the person you want to update.
4. Click the Search button.

A screenshot of the dotCMS search form. The 'Type' dropdown menu is set to 'Bio'. The 'Search' input field contains the text 'serpette'. Below the input field is a 'Search' button with a dropdown arrow.

5. dotCMS will display a list of people that match that last name.

NOTE: If you want to deactivate an individual's bio, Right click on their name and Choose Unpublish.

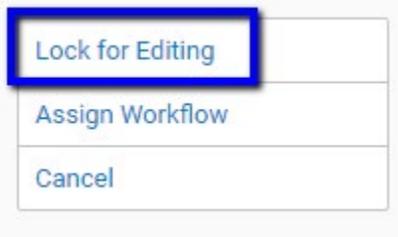
6. To begin editing the bio, click on the individual's name

<input type="checkbox"/>	<a href="#">Name</a>	<a href="#">Title</a>	<a href="#">UAnetid</a>	<a href="#">Office/Department</a>	<a href="#">Education</a>	<a href="#">Phone</a>
<input checked="" type="checkbox"/>	<a href="#">Anthony Wade Serpette</a>	Assistant Director, Web Services / Master of Space and Time	aws	Webteam - University Communications and Marketing	B.S.Human Resource Management The University of Akron, 1996	330-972-7758

7. You'll see a series of fields that represent the individual bio. Sections with a **Red** title are required.

Note: you'll need to use the Page Up and Page Down keys on your keyboard to navigate the Bio structure.

8. Click the "Lock for Editing" button on the far right of the screen.



9. You can edit any of the fields and change or add information.

NOTE: if you need to know the UAnet ID for the Bio, visit:

<http://www.uakron.edu/search/search.dot?searchText> and search on the Last Name. The full detail of the People Directory information will show you the UAnet ID - as well as the preferred email address.

**Name:**

Anthony Wade Serpette

**Last Name:**

Serpette

**Title:**

Assistant Director, Web Services / Master of Space and Time

**UAnetid:**

aws

**Office/Department:**

Webteam - University Communications and Marketing

## Updating the Staff Association / Categories

The Staff Association / Category area allows you to determine the college, department, group, status, division, or role in the organization. This in turn will cause the Bio to appear on the correct page of the site.

10. Click on “Click here to select Categories”

Staff Association:

[Click here to select Categories](#)

✖ Webteam

11. A new window will appear with a list of categories.

- a. To “drill down” to the subcategories, click the “+” next to the Category Name
- b. To add a category to a bio, click the Category Name
- c. To remove a category, click the trashcan icon next to the name under Added

**Categories** ✖

Top Level

SearchClear

Delete All

Name	Key	Variable	Added
⊕ College of Nursing	bio-nursing	collegeOfNursing7	✖ Webteam
⊕ USG		usg	
⊕ Law	bio_law	law1	
⊕ neomfa		neomfa	
⊕ CBA	cba	cba1	

For example: “I need to move this individual from the UA Webteam to a FT Faculty position in the College of Business”

- I. Click the trashcan icon next to Webteam to remove it
- II. Click CBA to add that college
- III. Click the “+” next to CBA to see the sub-categories under that area
- IV. Click FT Faculty to add that type.

12. When you’re done selecting categories, click the X in the corner to apply the changes and return to the main Bio.

Staff Association:

[Click here to select Categories](#)

✖ CBA✖ FT Faculty

## Updating the image

13. Locate the Image section in the bio and click Browse to find the image you want to add to the bio. You can also use the Remove button to remove the image entirely.

Image:



awsWinter2014-15.jpg

Browse...

Info

 Remove

## Re-Order / Set Page Hierarchy

The Page Hierarchy determines the order of the bios when they are displayed on the dotCMS page for a college or department.

Page Hierarchy:

6

By default, each Bio has the page Hierarchy set to 6. In a group, if all the entries have the same number, the listing are displayed alphabetically by Last Name. To move a Dean, Chair, or Lead admin to the top of the list, you can modify their Hierarchy number to a lower number – like 1 or 2. This will give you fine-detail control if needed – or allow the listing to re-order automatically as needed.

When you are done editing the Bio, click on Save/Publish to make those changes live. You'll then be taken back to your search results.