

Add a Feature Contact widget

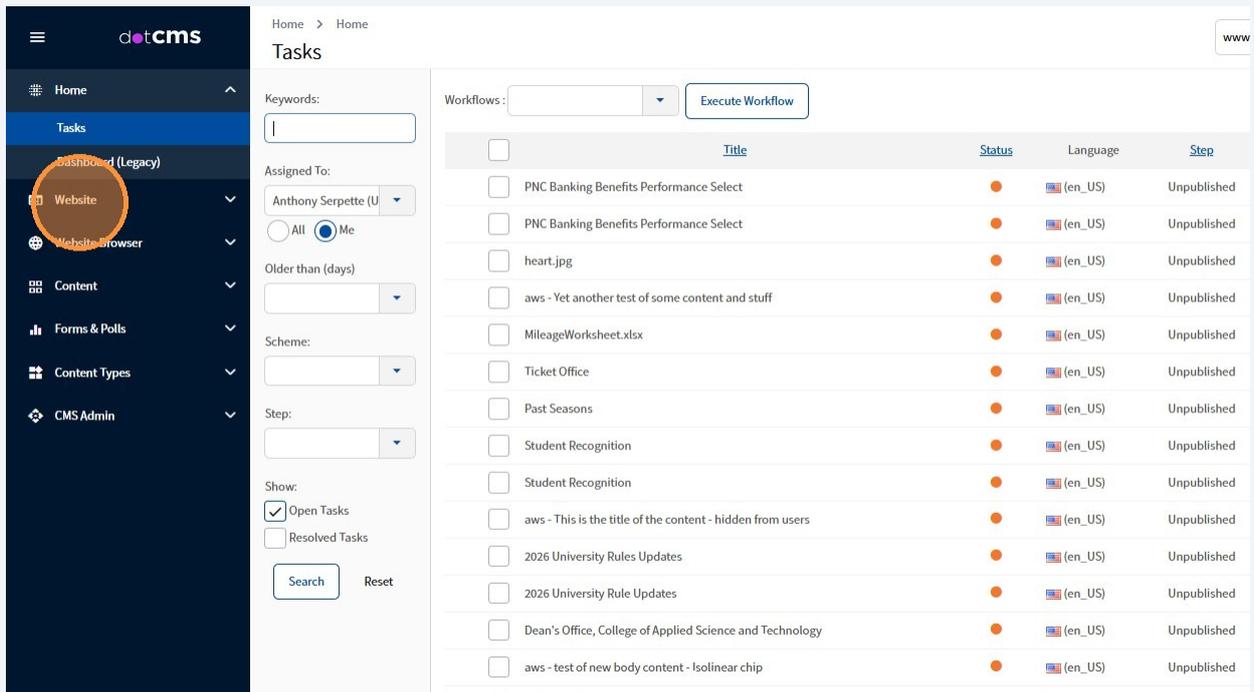
The Feature Contact widget can add a Bio/Profile and an Organization, usually to the bottom of the page.

1 Navigate to <https://www.uakron.edu/c> Log in with your UA credentials.

The screenshot shows a task management interface. On the left is a sidebar with various filters: 'Assigned To' (set to Anthony Serpette), 'Older than (days)', 'Scheme', 'Step', and 'Show' (with 'Open Tasks' checked). The main area is a table of tasks.

<input type="checkbox"/>	Title	Status	Language	Step	Assignee	Li
<input type="checkbox"/>	PNC Banking Benefits Performance Select	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	PNC Banking Benefits Performance Select	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	heart.jpg	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	aws - Yet another test of some content and stuff	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	MileageWorksheet.xlsx	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	5
<input type="checkbox"/>	Ticket Office	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	5
<input type="checkbox"/>	Past Seasons	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	5
<input type="checkbox"/>	Student Recognition	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	Student Recognition	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	aws - This is the title of the content - hidden from users	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	2026 University Rules Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	2026 University Rule Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Dean's Office, College of Applied Science and Technology	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	aws - test of new body content - Isolinear chip	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Crystal Room	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	what	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	4
<input type="checkbox"/>	Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	21

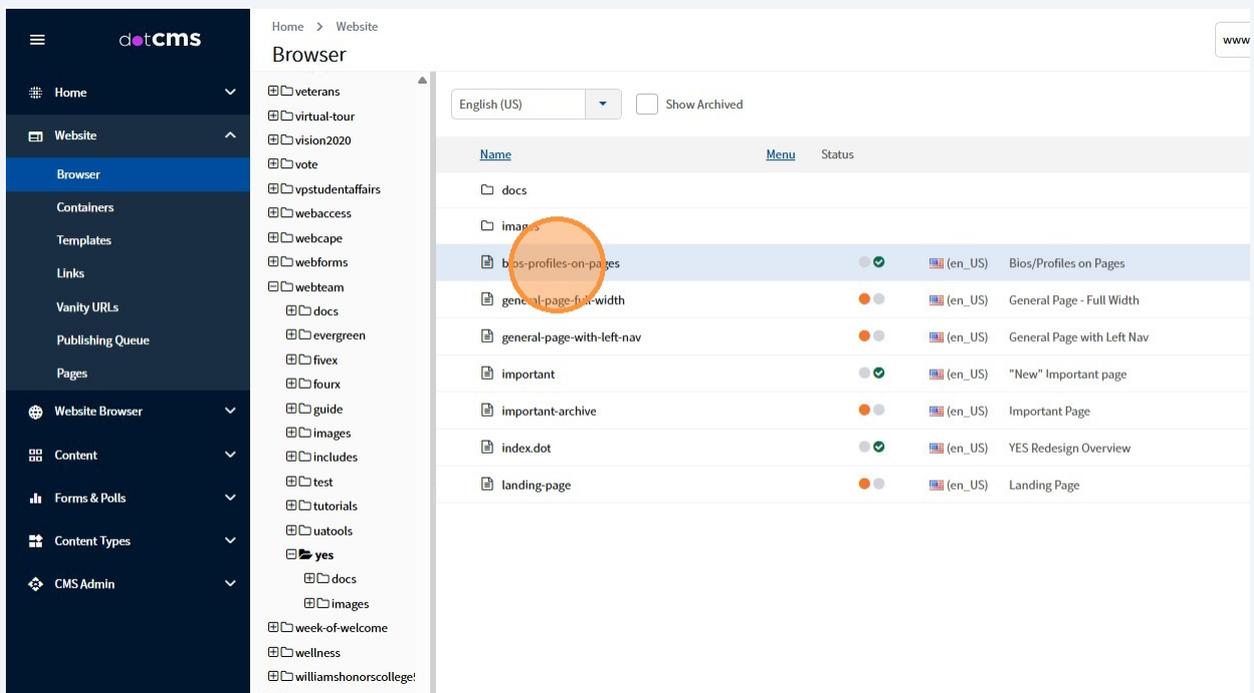
2 Click Website | Browser and navigate to your folder.



The screenshot shows the dotCMS interface. On the left is a dark navigation sidebar with a menu icon at the top. The 'Website' menu item is circled in orange. The main content area is titled 'Tasks' and includes a search bar, filters for 'Assigned To' (Anthony Serpette), 'Older than (days)', 'Scheme', and 'Step'. A table of tasks is displayed with columns for 'Title', 'Status', 'Language', and 'Step'. The 'biodiversity' folder is highlighted in the table.

Title	Status	Language	Step
PNC Banking Benefits Performance Select	Unpublished	(en_US)	Unpublished
PNC Banking Benefits Performance Select	Unpublished	(en_US)	Unpublished
heart.jpg	Unpublished	(en_US)	Unpublished
aws - Yet another test of some content and stuff	Unpublished	(en_US)	Unpublished
MileageWorksheet.xlsx	Unpublished	(en_US)	Unpublished
Ticket Office	Unpublished	(en_US)	Unpublished
Past Seasons	Unpublished	(en_US)	Unpublished
Student Recognition	Unpublished	(en_US)	Unpublished
Student Recognition	Unpublished	(en_US)	Unpublished
aws - This is the title of the content - hidden from users	Unpublished	(en_US)	Unpublished
2026 University Rules Updates	Unpublished	(en_US)	Unpublished
2026 University Rule Updates	Unpublished	(en_US)	Unpublished
Dean's Office, College of Applied Science and Technology	Unpublished	(en_US)	Unpublished
aws - test of new body content - Isolinear chip	Unpublished	(en_US)	Unpublished

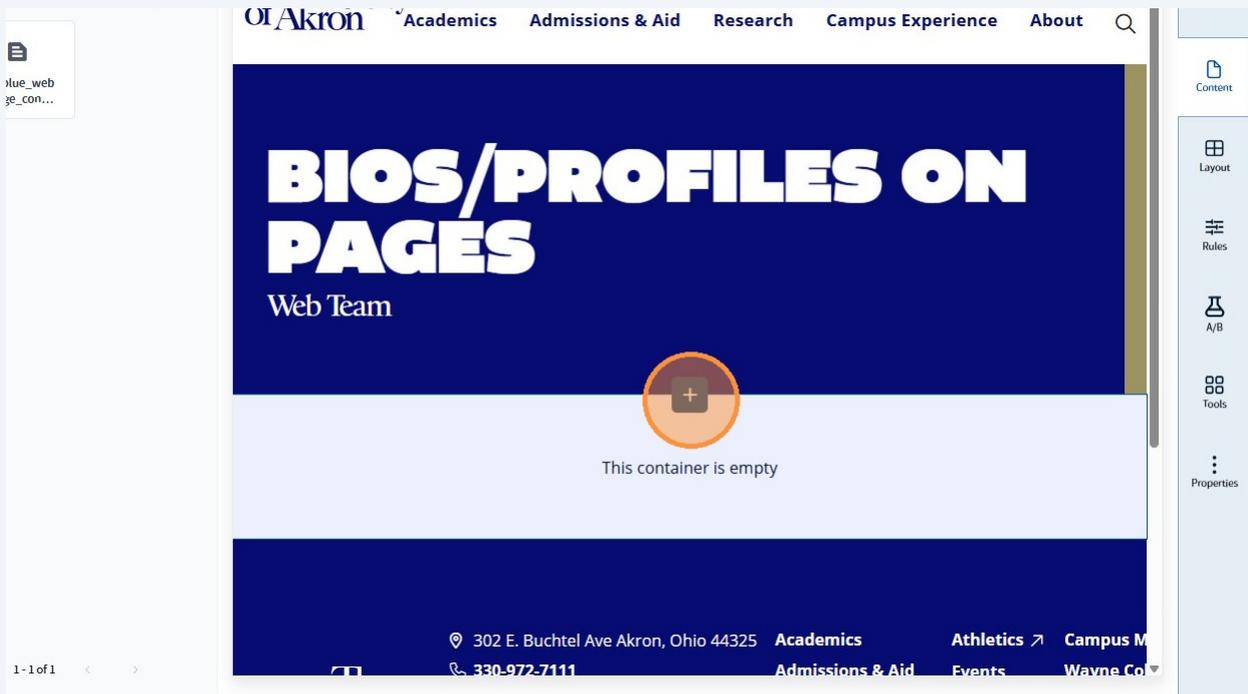
3 Double-click your page to enter edit mode.



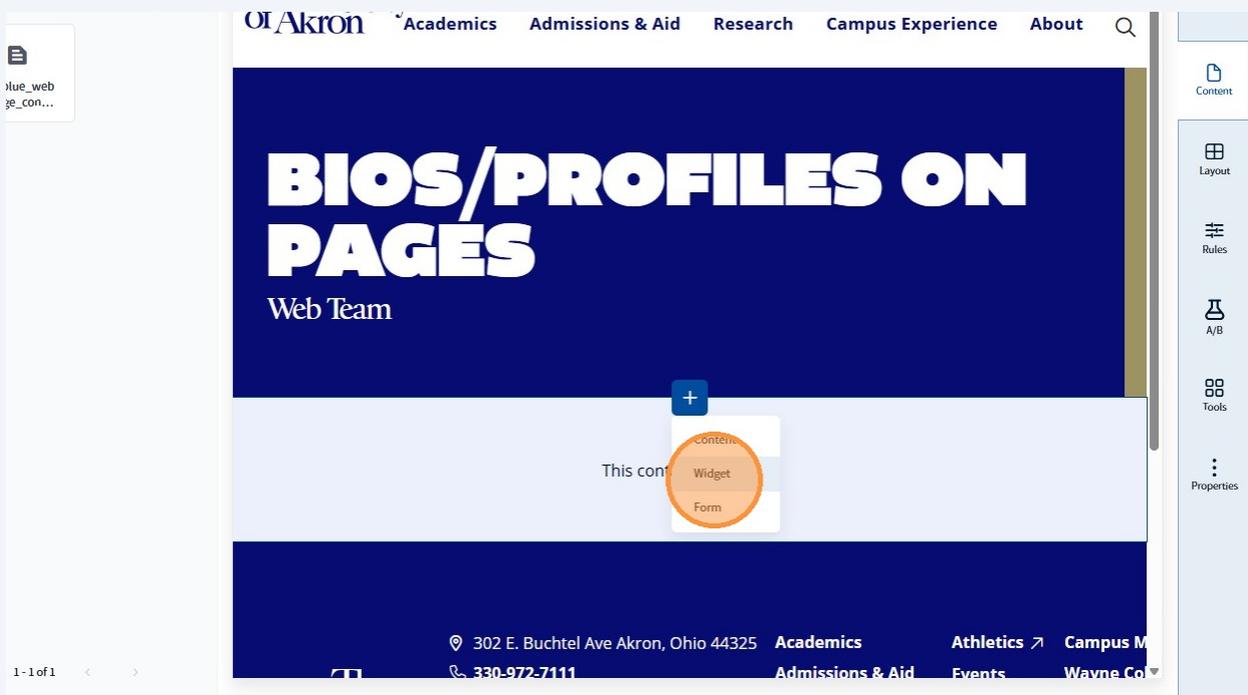
The screenshot shows the dotCMS 'Browser' page. The left sidebar has 'Website' selected, and the 'Browser' menu item is circled in orange. The main content area shows a list of pages with columns for 'Name', 'Menu', and 'Status'. The 'bios-profiles-on-pages' page is highlighted in blue.

Name	Menu	Status
docs		
images		
bios-profiles-on-pages		Unpublished
general-page-full-width		Unpublished
general-page-with-left-nav		Unpublished
important		Unpublished
important-archive		Unpublished
index.dot		Unpublished
landing-page		Unpublished

4 Click the blue square with the plus sign.



5 Click "Widget"



6 Click the blue circle with the plus sign.

The screenshot shows a web browser window with the URL www.uakron.edu. The main content area displays 'Matching Results (5452)'. A table lists various content items with columns for 'Type', 'Title', 'Type', 'Step', and 'Language'. A blue circle with a plus sign is highlighted in the top right corner of the table area. The table contains the following data:

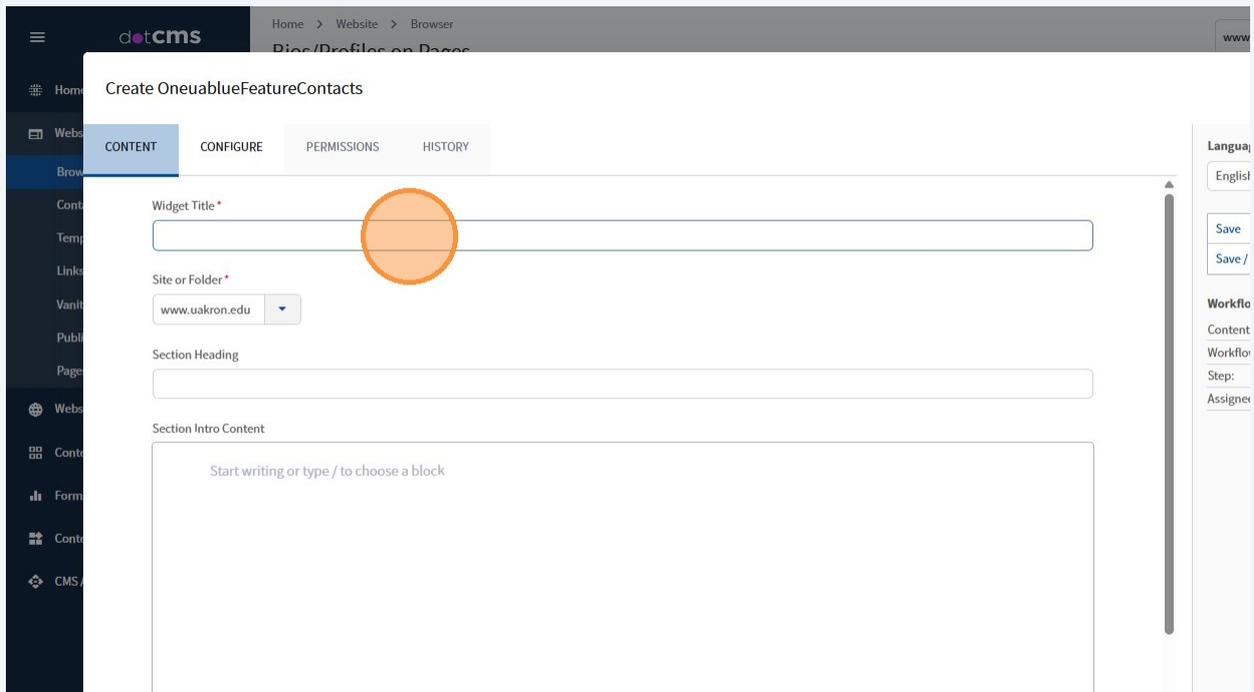
Type	Title	Type	Step	Language
select	University of Akron Webteam	1UAbblue_feature_profile-list	Published	English (US)
select	Digital Communications Leadership	1UAbblue_feature_profile-carousel	Published	English (US)
select	WC-Scholarships for UA Wayne College students - contacts	1UAbblue_feature_profile-carousel	Published	English (US)
select	WC-Scholarships for UA Wayne College students - tabs	1UAbblue_content_tabs	Published	English (US)
select	Scholarships for UA Wayne College students	1UAbblue_feature_hero_general-page	Published	English (US)
select	UAx learn options	1UAbblue_feature_checkerboard	Unpublished	English (US)
select	Say YES to..	1UAbblue_feature_hero_general-page	Unpublished	English (US)
select	School of Graduate Studies Checkerboard 3	1UAbblue_feature_checkerboard	Unpublished	English (US)
select	School of Graduate Studies Checkerboard 2	1UAbblue_feature_checkerboard	Unpublished	English (US)

7 Click "1UAbblue_feature_contacts"

The screenshot shows a web browser window with the URL www.uakron.edu. The main content area displays 'Matching Results (5452)'. A table lists various content items with columns for 'Type', 'Title', 'Type', 'Step', and 'Language'. A blue circle with a plus sign is highlighted in the top right corner of the table area. The table contains the following data:

Type	Title	Type	Step	Language
select	University of Akron Webteam	1UAbblue_featu		
select	Digital Communications Leadership	1UAbblue_featu		
select	WC-Scholarships for UA Wayne College students - contacts	1UAbblue_featu		
select	WC-Scholarships for UA Wayne College students - tabs	1UAbblue_cont		
select	Scholarships for UA Wayne College students	1UAbblue_featu		
select	UAx learn options	1UAbblue_featu		
select	Say YES to..	1UAbblue_featu		
select	School of Graduate Studies Checkerboard 3	1UAbblue_featu		
select	School of Graduate Studies Checkerboard 2	1UAbblue_featu		

8 Add in your Widget Title.



The screenshot shows the dotCMS interface for creating a widget. The page title is "Create OneuablueFeatureContacts". The "CONTENT" tab is selected. The "Widget Title" field is empty and highlighted with an orange circle. The "Site or Folder" dropdown is set to "www.uakron.edu". The "Section Heading" and "Section Intro Content" fields are also visible.

dotcms Home > Website > Browser
www

Create OneuablueFeatureContacts

CONTENT CONFIGURE PERMISSIONS HISTORY

Widget Title *

Site or Folder *
www.uakron.edu

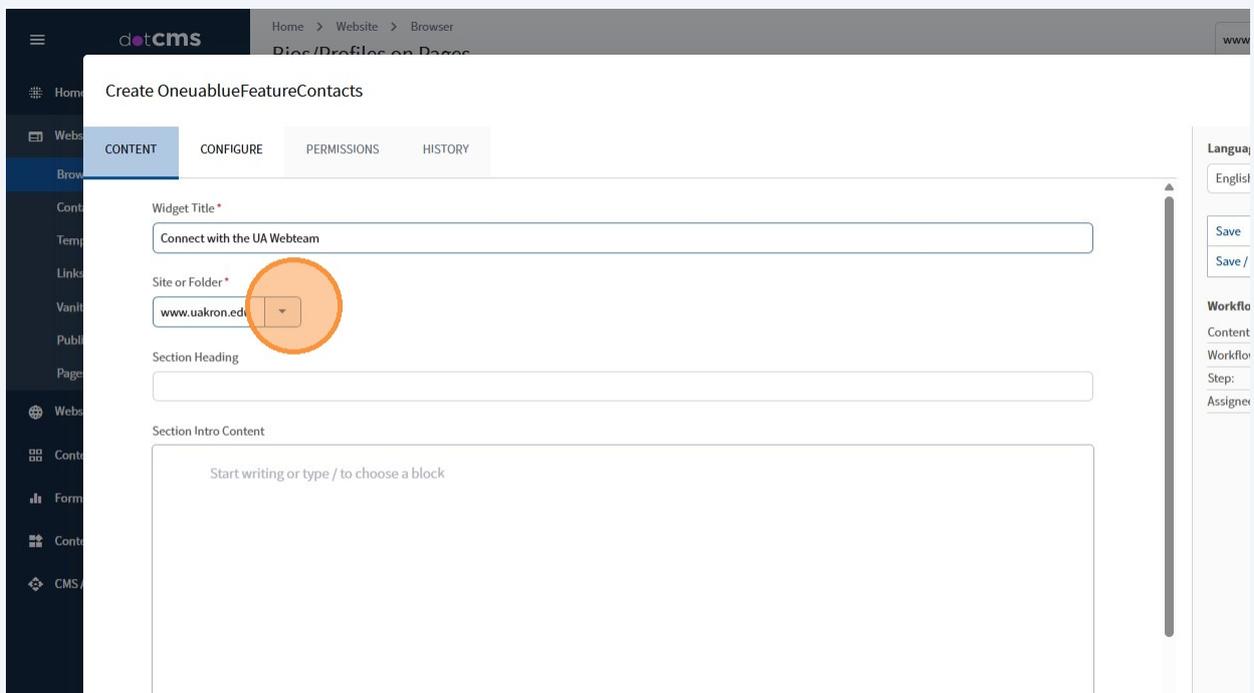
Section Heading

Section Intro Content
Start writing or type / to choose a block

Language
English
Save
Save /

Workflow
Content
Workflow
Step:
Assignee

9 Use the Site or Folder dropdown to select your dotCMS folder.



The screenshot shows the dotCMS interface for creating a widget. The page title is "Create OneuablueFeatureContacts". The "CONTENT" tab is selected. The "Widget Title" field contains the text "Connect with the UA Webteam". The "Site or Folder" dropdown menu is open and highlighted with an orange circle. The "Section Heading" and "Section Intro Content" fields are also visible.

dotcms Home > Website > Browser
www

Create OneuablueFeatureContacts

CONTENT CONFIGURE PERMISSIONS HISTORY

Widget Title *

Connect with the UA Webteam

Site or Folder *
www.uakron.edu

Section Heading

Section Intro Content
Start writing or type / to choose a block

Language
English
Save
Save /

Workflow
Content
Workflow
Step:
Assignee

10 Enter the Section Heading.

The screenshot shows a CMS interface for creating a widget. The title is "Create OneuablueFeatureContacts". The "CONTENT" tab is selected. The form includes the following fields:

- Widget Title ***: A text input field containing "Connect with the UA Webteam".
- Site or Folder ***: A dropdown menu showing "www.uakron.edu/webteam/".
- Section Heading**: A text input field that is currently empty and highlighted with an orange circle.
- Section Intro Content**: A large text area containing the placeholder text "Start writing or type / to choose a block".

On the right side of the interface, there is a "Language" dropdown set to "English", "Save" and "Save /" buttons, and a "Workflow" section with "Content", "Workflow", "Step:", and "Assignee" options.

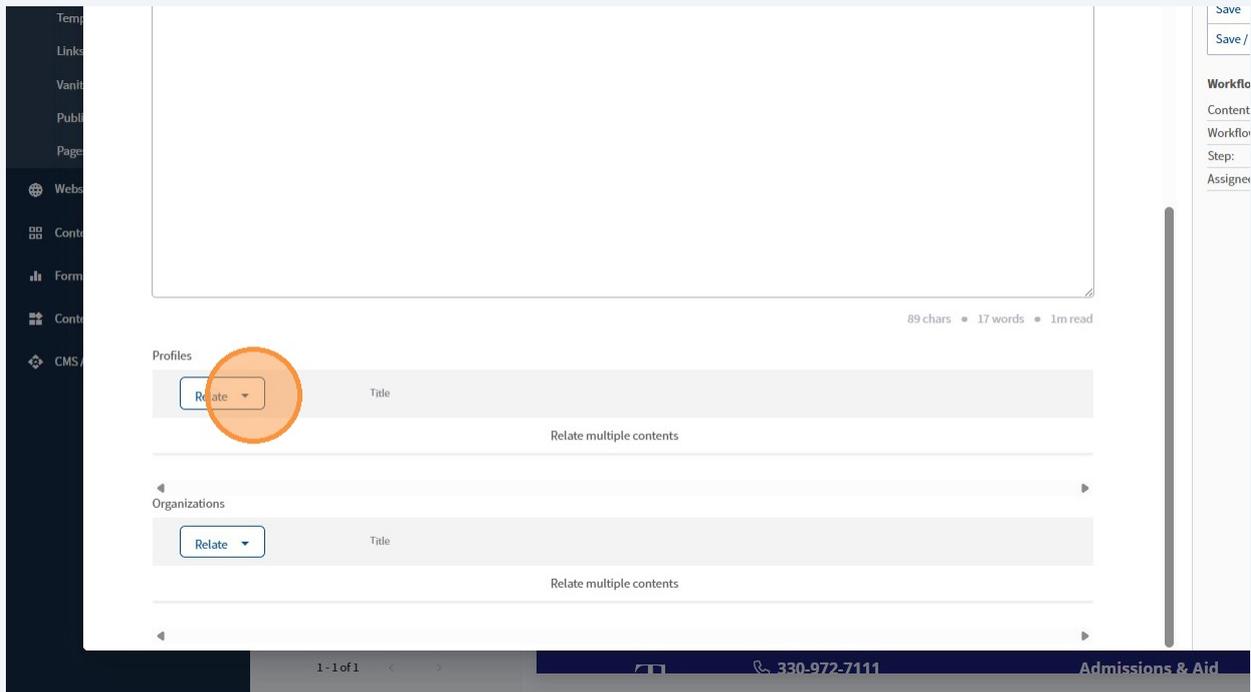
11 Add in the Section Intro text.

This screenshot shows the same CMS interface as the previous one, but with the "Section Intro Content" field highlighted by an orange circle. The "Section Heading" field now contains the text "Connect with the UA Webteam".

The "Section Intro Content" field is currently empty, showing the placeholder text "Start writing or type / to choose a block".

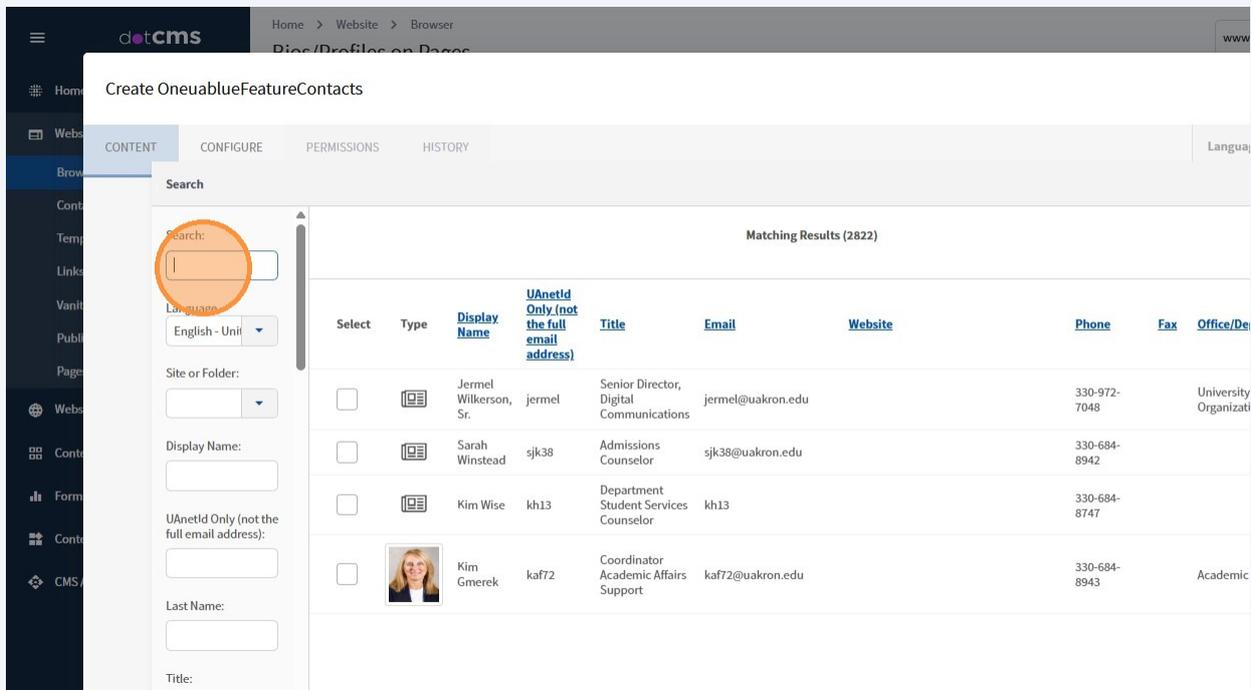
12

Since we'll be adding in an existing Bio, we can omit the Save step at this point. Click the Relate drop down, then click Relate again.

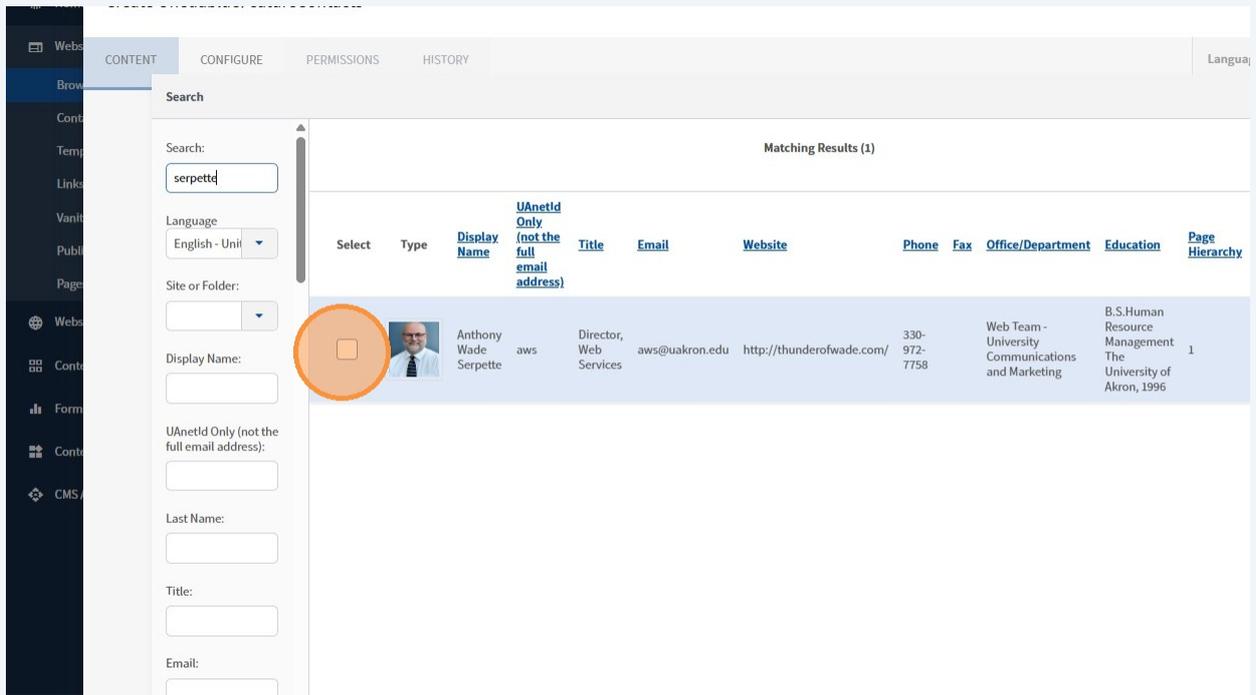


13

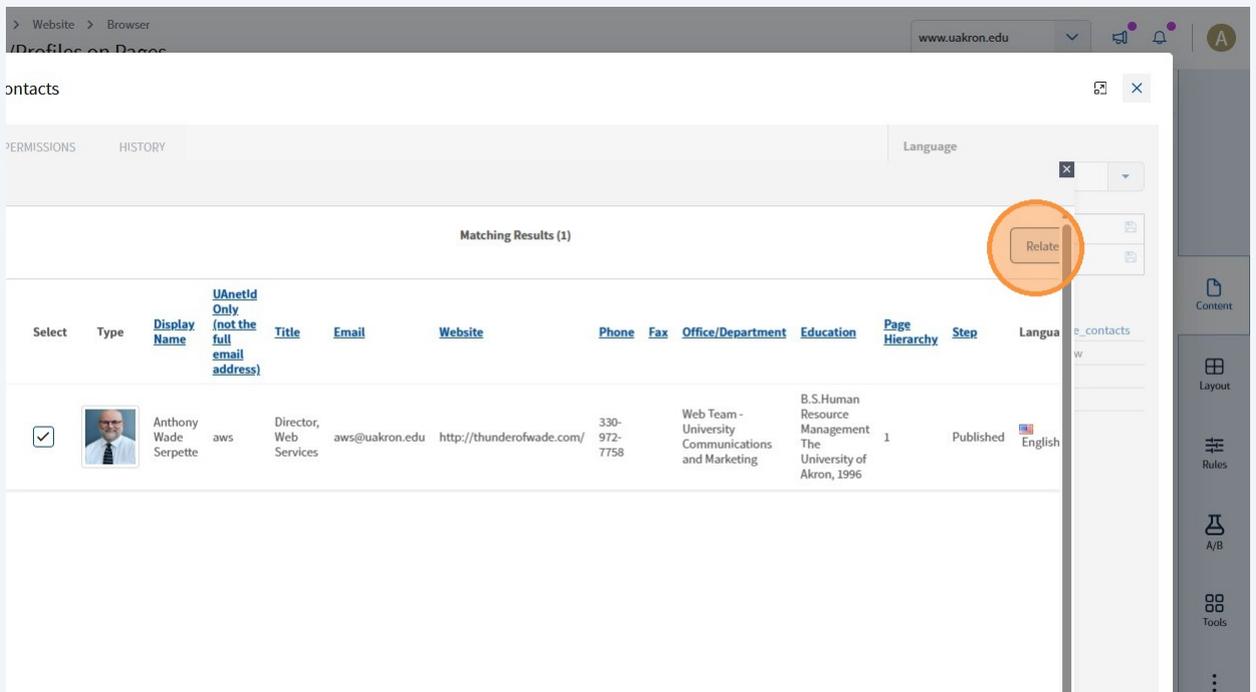
Use the Search box to locate the Bio/Profile to be added.



14 Once located, click the checkbox next to the Bio/Profile.

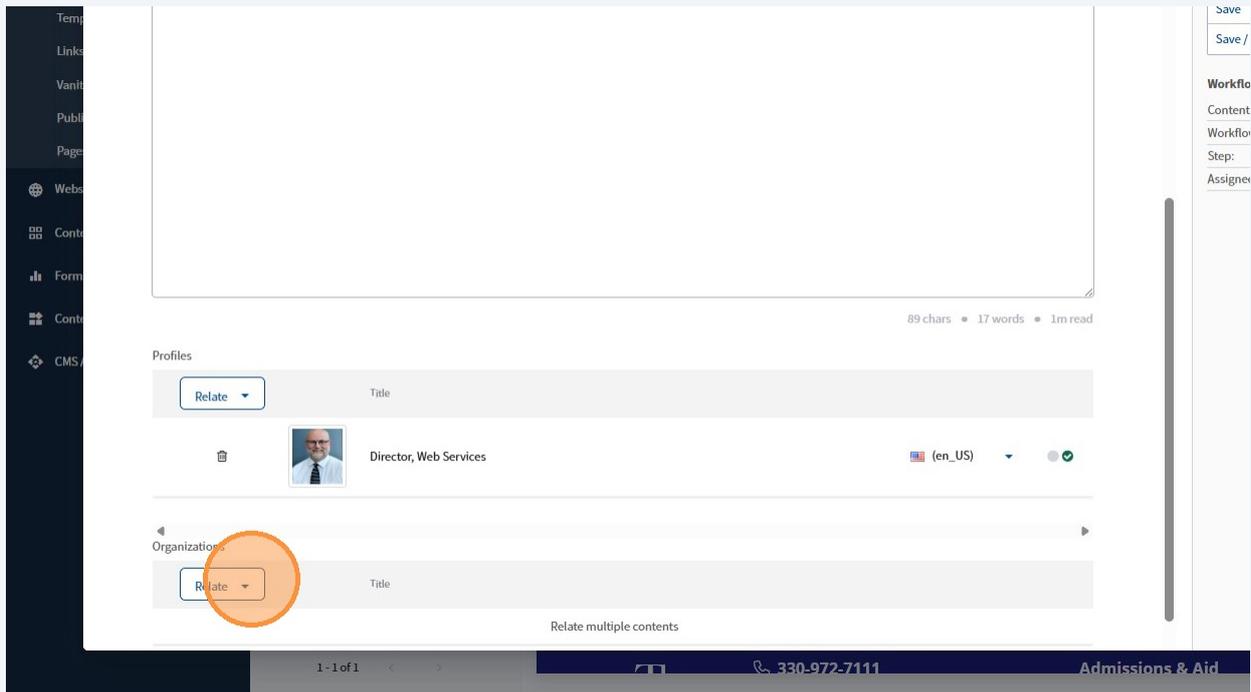


15 Click "Relate"



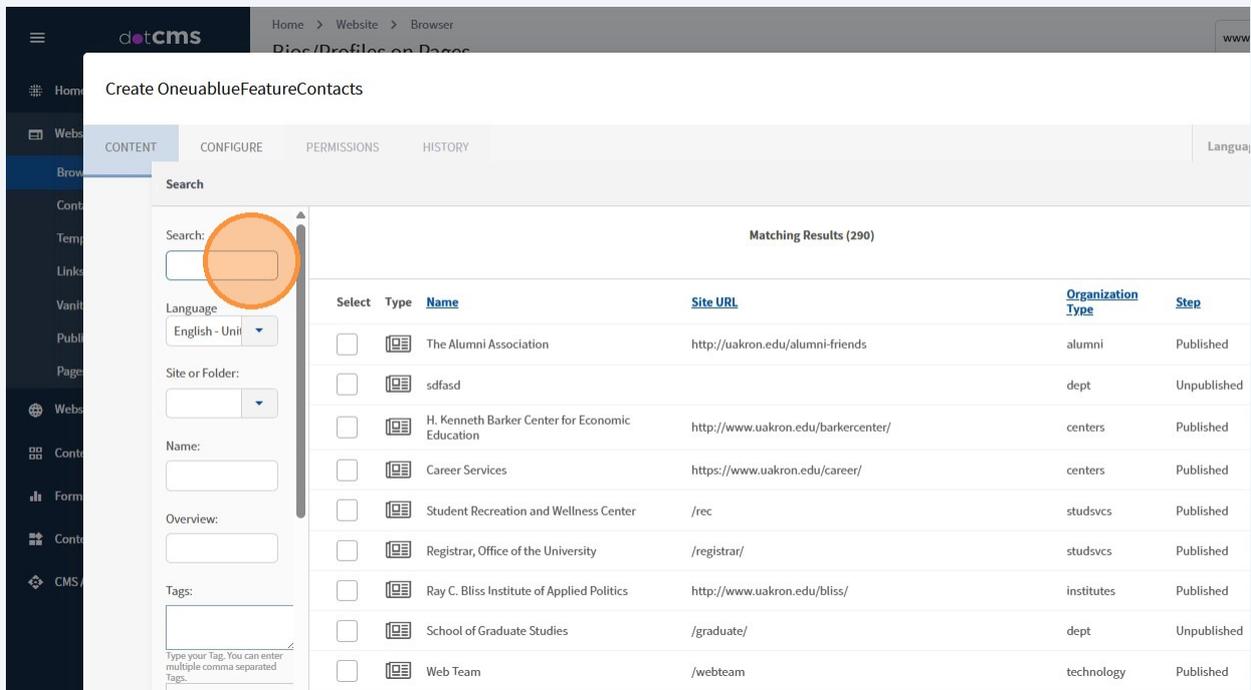
16

And since we're relating an existing Organization, we can skip the Save step again for now. Click the Relate drop down for Organization and click Relate again



17

Use the Search box to location the Organization to be added.



18

Click the checkbox next to the organization to select it.

The screenshot shows the dotCMS interface with a search bar containing 'web'. The search results table has the following data:

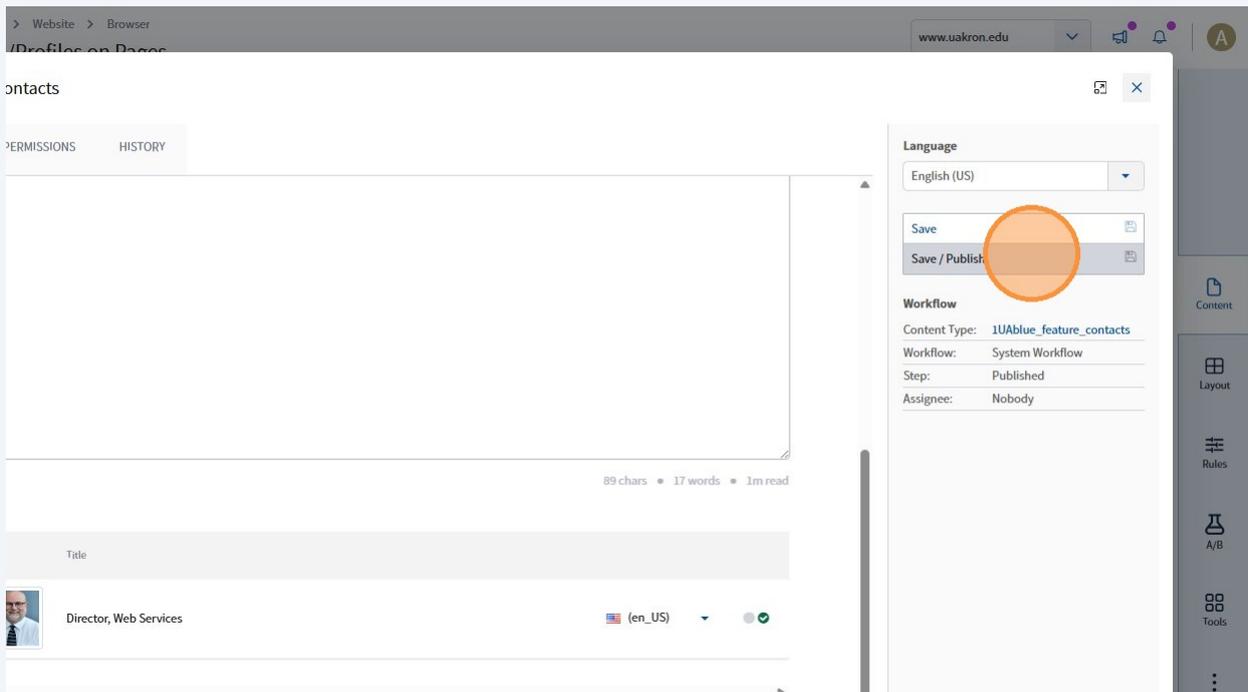
Select	Type	Name	Site URL	Organization Type	Step
<input checked="" type="checkbox"/>	📄	Web Team	/webteam	technology	Publish
<input type="checkbox"/>	📄	Fisher Institute of Professional Selling	http://www.uakron.edu/cba/centers-and-institutes/fisher/index.dot	institutes	Publish
<input type="checkbox"/>	📄	Center for Urban and Higher Education	http://www.uakron.edu/education/community-engagement/cuhe/	centers	Publish
<input type="checkbox"/>	📄	Institute for Teaching and Learning	http://www.uakron.edu/ftl	institutes	Publish
<input type="checkbox"/>	📄	Center for Statistical Consulting	http://www.uakron.edu/statistics/about-us/center-for-statistical-consulting.dot	centers	Publish
<input type="checkbox"/>	📄	Zips Team Shop	https://uakron.bnccollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19072&catalogId=10001	dept	Publish
<input type="checkbox"/>	📄	Center for IT & Analytics in the College of Business	/cite/	centers	Publish
<input type="checkbox"/>	📄	Online Learning Services	http://www.uakron.edu/learn/	technology	Publish
<input type="checkbox"/>	📄	Enlish Laneuae Institute	/eli/	institutes	Publish

19

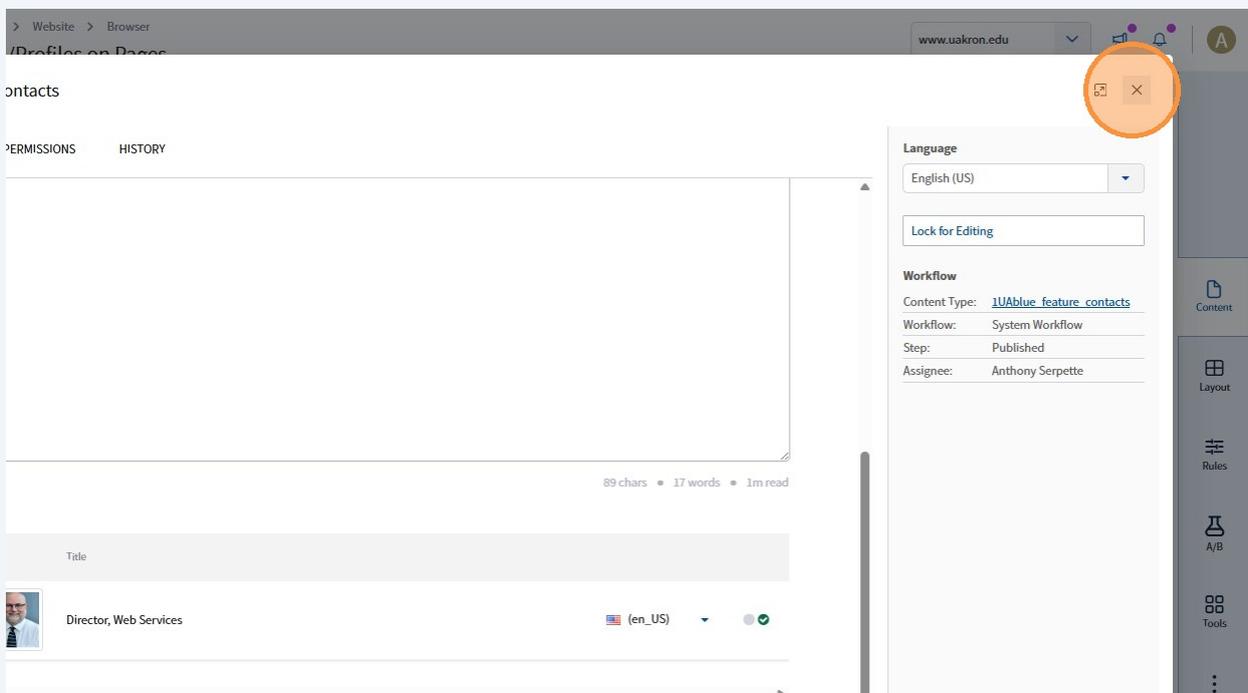
Click "Relate"

The screenshot shows the dotCMS interface with the search results table from the previous step. The 'Web Team' row is selected. A 'Relate' button is highlighted in the top right corner of the results area.

20 With the Bio/Profile and the Organization added, click "Save / Publish"



21 Click the "x" to close the widget.



22

You can continue editing the page, or return to the list of files.

Connect with the UA Webteam

The web never sleeps, but the webteam occasionally does. Office hours are 7 am to 6 pm.



Anthony Wade Serpette →

• Director, Web Services

- [330-972-7758](tel:330-972-7758)
- [Send an email](#)
- Zook 216 (enter through room 203)



Web Team →

- [Website](#)
- [Contact us](#)
- Student Union, The Jean Hower Taber
- 303 E Carroll Street
- Akron, OH 44325-4605