

Adding a Profile List widget

The Profile List widget will add multiple Bio/Profiles to a page, in the order you specify, and divided into pages as needed.

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

The screenshot displays a web application interface for task management. On the left, there is a sidebar with a dark blue background and a search bar. The main content area is divided into two sections: a filter panel on the left and a table of tasks on the right.

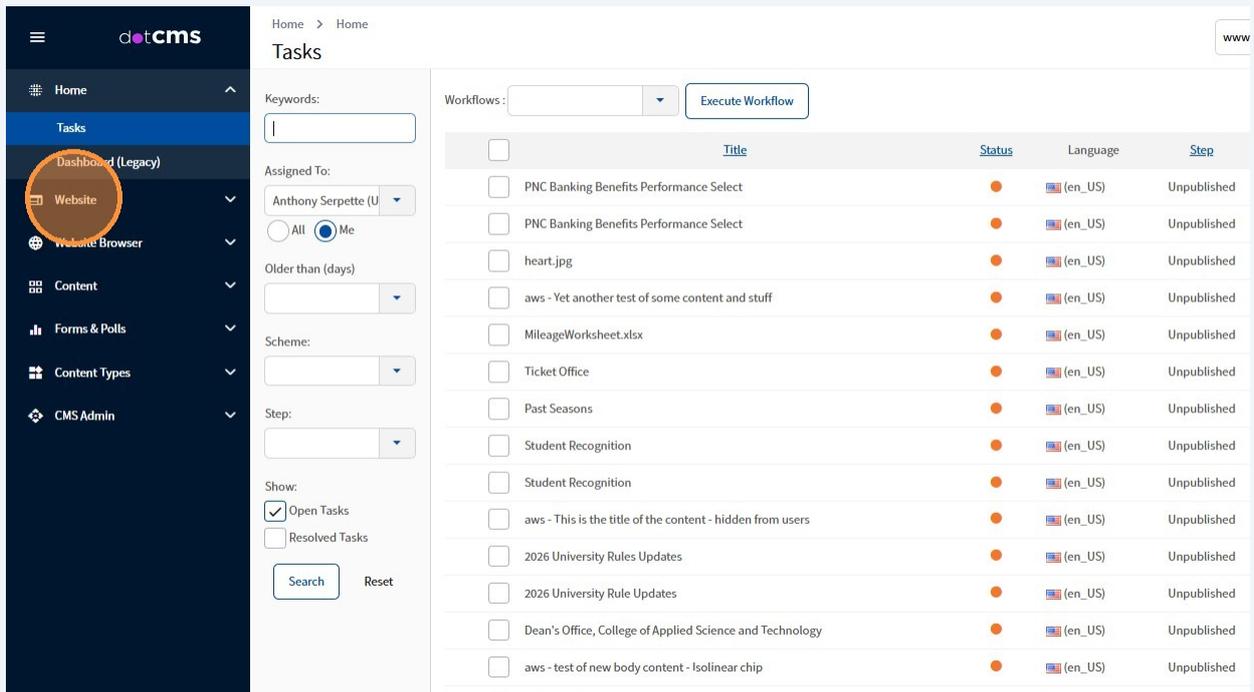
Filter Panel:

- Assigned To: Anthony Serpette (U) (dropdown)
- Radio buttons: All (unselected), Me (selected)
- Older than (days): [] (dropdown)
- Scheme: [] (dropdown)
- Step: [] (dropdown)
- Show: Open Tasks, Resolved Tasks
- Buttons: Search, Reset

Task Table:

<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	PNC Banking Benefits Performance Select	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2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	PNC Banking Benefits Performance Select	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2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	heart.jpg	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	aws - Yet another test of some content and stuff	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	MileageWorksheet.xlsx	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	5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	Ticket Office	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	5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	Past Seasons	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	5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	Student Recognition	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	Student Recognition	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	aws - This is the title of the content - hidden from users	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	2026 University Rules Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	2026 University Rule Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	Dean's Office, College of Applied Science and Technology	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	aws - test of new body content - Isolinear chip	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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

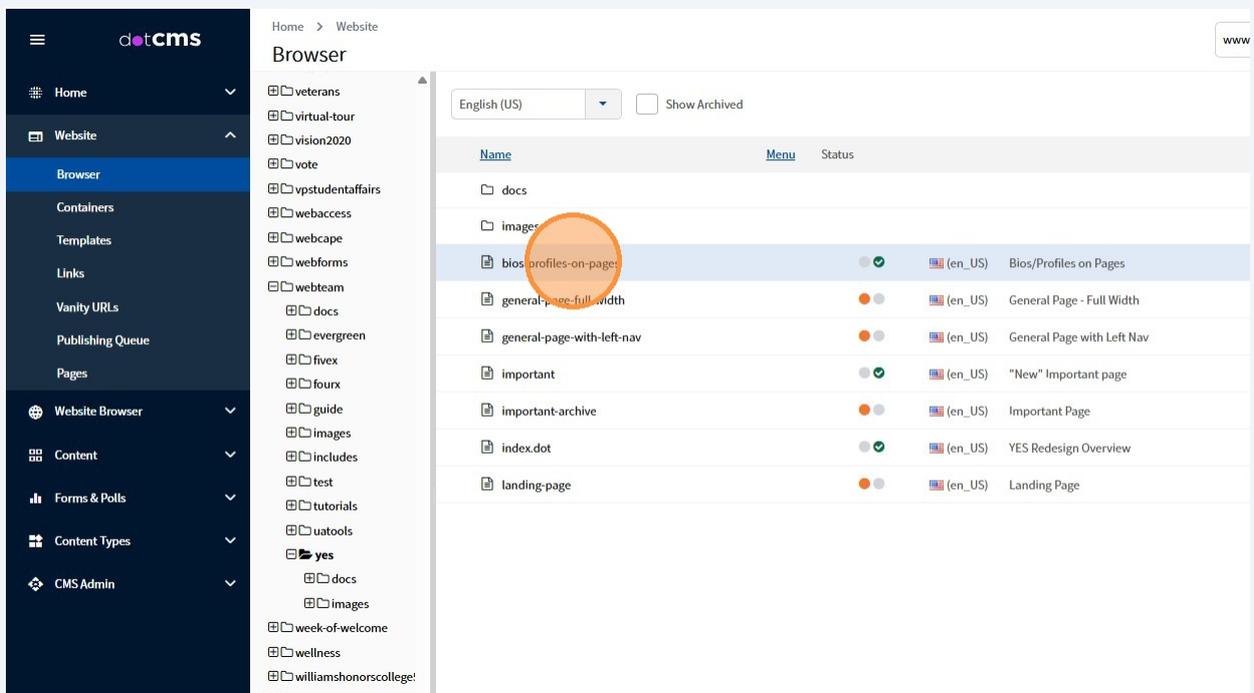
2 Click "Website" and navigate to your folder.



The screenshot shows the dotCMS interface. On the left, a dark sidebar contains a navigation menu with 'Website' highlighted and 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'. Below these are checkboxes for 'Open Tasks' and 'Resolved Tasks', along with 'Search' and 'Reset' buttons. On the right, a table lists tasks with columns for 'Title', 'Status', 'Language', and 'Step'. The table contains 15 rows of tasks, all with a status of 'Unpublished' and language of 'en_US'. A 'Workflows' dropdown and an 'Execute Workflow' button are located above 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

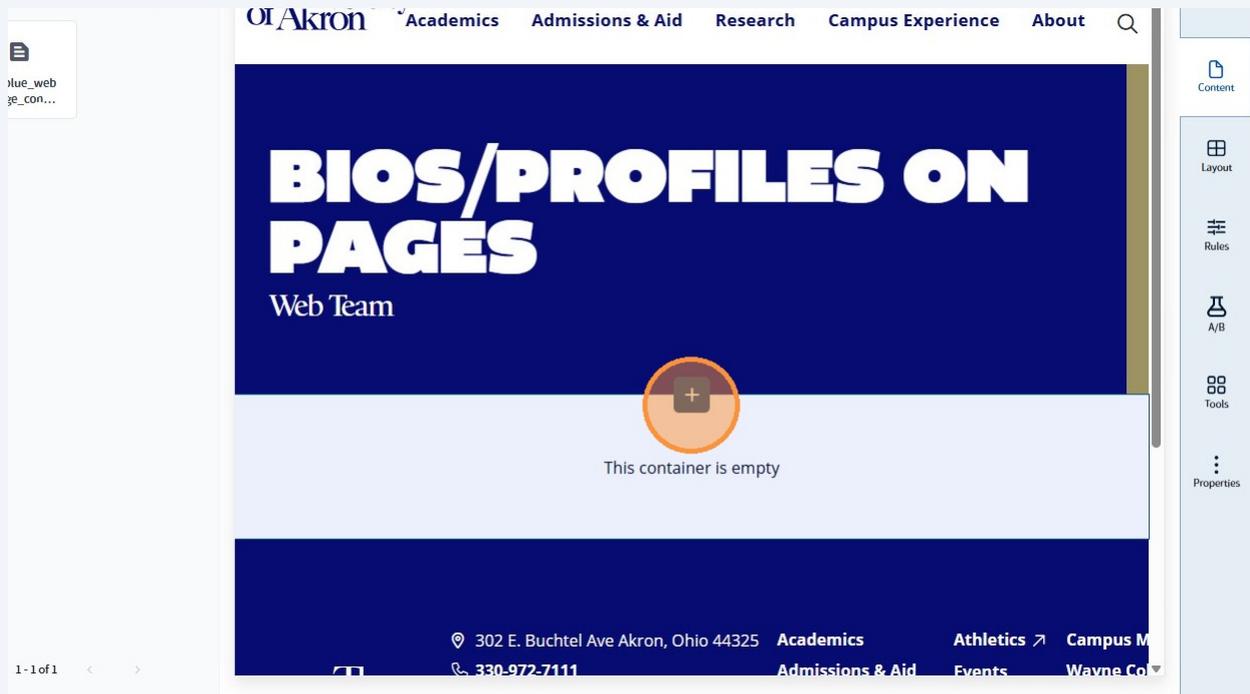
3 Double-click on your page to enter edit mode



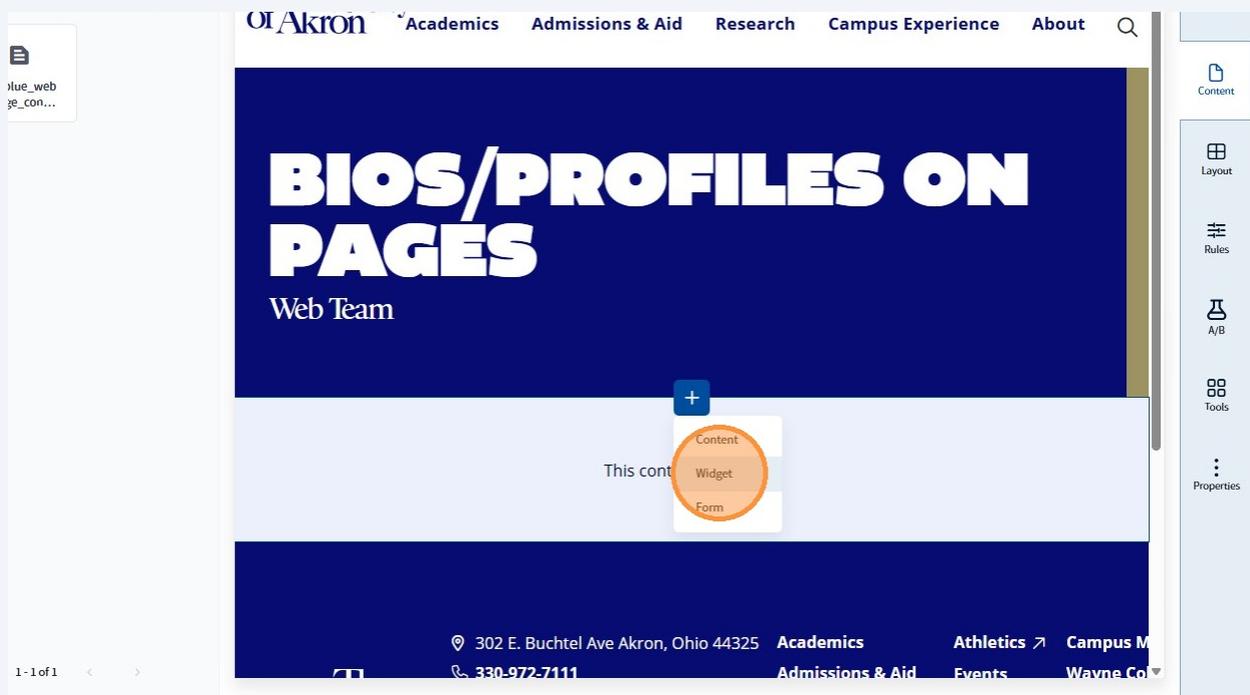
The screenshot shows the dotCMS interface. On the left, a dark sidebar contains a navigation menu with 'Website' and 'Browser' highlighted. The 'Browser' section is expanded, showing a list of folders and pages. The 'bios-profiles-on-page' folder is circled in orange. The main content area is titled 'Browser' and includes a language dropdown (English (US)) and a 'Show Archived' checkbox. Below these, a table lists pages with columns for 'Name', 'Menu', and 'Status'. The table contains 10 rows of pages, all with a status of 'Unpublished' and language of 'en_US'. A 'bios-profiles-on-page' folder is circled in orange.

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

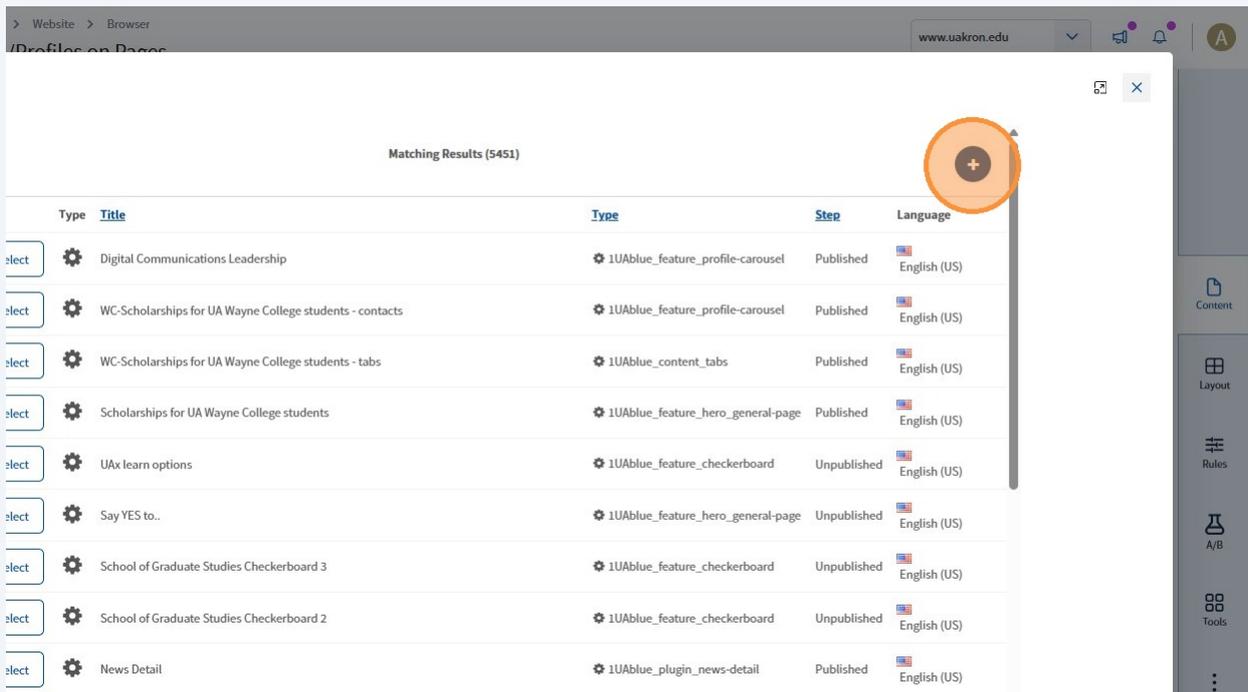
4 Click the blue square with the plus sign.



5 Click "Widget"



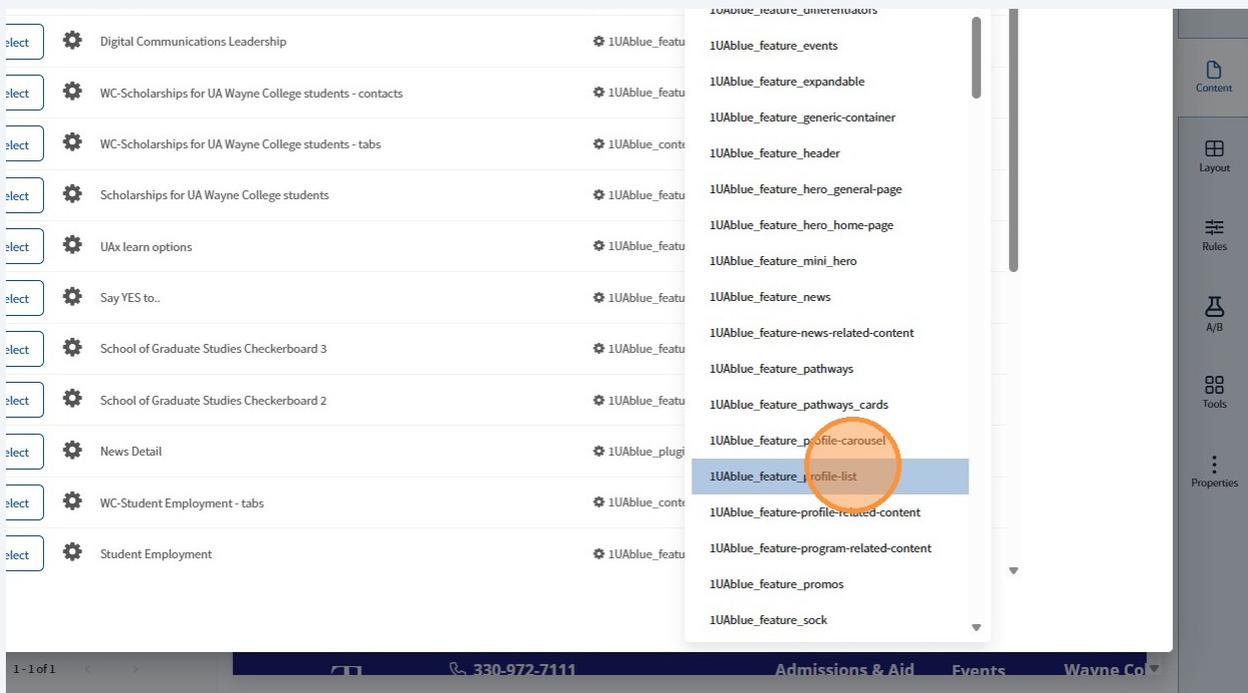
6 Click the blue circle with the plus sign.



Matching Results (5451)

Type	Title	Type	Step	Language
select	Digital Communications Leadership	1UAblue_feature_profile-carousel	Published	English (US)
select	WC-Scholarships for UA Wayne College students - contacts	1UAblue_feature_profile-carousel	Published	English (US)
select	WC-Scholarships for UA Wayne College students - tabs	1UAblue_content_tabs	Published	English (US)
select	Scholarships for UA Wayne College students	1UAblue_feature_hero_general-page	Published	English (US)
select	UAx learn options	1UAblue_feature_checkerboard	Unpublished	English (US)
select	Say YES to...	1UAblue_feature_hero_general-page	Unpublished	English (US)
select	School of Graduate Studies Checkerboard 3	1UAblue_feature_checkerboard	Unpublished	English (US)
select	School of Graduate Studies Checkerboard 2	1UAblue_feature_checkerboard	Unpublished	English (US)
select	News Detail	1UAblue_plugin_news-detail	Published	English (US)

7 Click "1UAblue_feature_profile-list"



select	Digital Communications Leadership	1UAblue_featu	1UAblue_feature_events
select	WC-Scholarships for UA Wayne College students - contacts	1UAblue_featu	1UAblue_feature_expandable
select	WC-Scholarships for UA Wayne College students - tabs	1UAblue_cont	1UAblue_feature_generic-container
select	Scholarships for UA Wayne College students	1UAblue_featu	1UAblue_feature_header
select	UAx learn options	1UAblue_featu	1UAblue_feature_hero_general-page
select	Say YES to...	1UAblue_featu	1UAblue_feature_hero_home-page
select	School of Graduate Studies Checkerboard 3	1UAblue_featu	1UAblue_feature_mini_hero
select	School of Graduate Studies Checkerboard 2	1UAblue_featu	1UAblue_feature_news
select	News Detail	1UAblue_plugi	1UAblue_feature-news-related-content
select	WC-Student Employment - tabs	1UAblue_cont	1UAblue_feature_pathways
select	Student Employment	1UAblue_featu	1UAblue_feature_pathways_cards

1UAblue_feature_profile-carousel
1UAblue_feature_profile-list
1UAblue_feature-profile-related-content
1UAblue_feature-program-related-content
1UAblue_feature_promos
1UAblue_feature_sock

8

Add in your widget title.

The screenshot shows the dotCMS interface for creating a widget. The page title is "Create OneuablueFeatureProfileList". There are four tabs: "CONTENT", "CONFIGURE", "PERMISSIONS", and "HISTORY". The "CONTENT" tab is active. The form includes the following fields:

- Widget Title ***: A text input field with an orange circle highlighting it.
- Site or Folder ***: A dropdown menu currently showing "www.uakron.edu".
- Section Heading**: A text input field.
- Section Intro Content**: A large text area with the placeholder text "Start writing or type / to choose a block".

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

9

Use the drop down for Site or Folder to select your dotCMS folder.

This screenshot is identical to the one above, but the "Site or Folder" dropdown menu is highlighted with an orange circle. The "Widget Title" field now contains the text "University of Akron Webteam".

10 Add in the section heading.

The screenshot shows a CMS configuration interface for a widget titled "Create OneuablueFeatureProfileList". The interface includes a left sidebar with navigation options like "Home", "Web", "Browse", "Content", "Template", "Links", "Vanit", "Publ", "Page", "Web", "Cont", "Form", "Cont", and "CMS". The main content area has tabs for "CONTENT", "CONFIGURE", "PERMISSIONS", and "HISTORY". The "CONTENT" tab is active, showing the following fields:

- Widget Title ***: University of Akron Webteam
- Site or Folder ***: www.uakron.edu/webteam/
- Section Heading**: (This field is highlighted with an orange circle)
- Section Intro Content**: Start writing or type / to choose a block

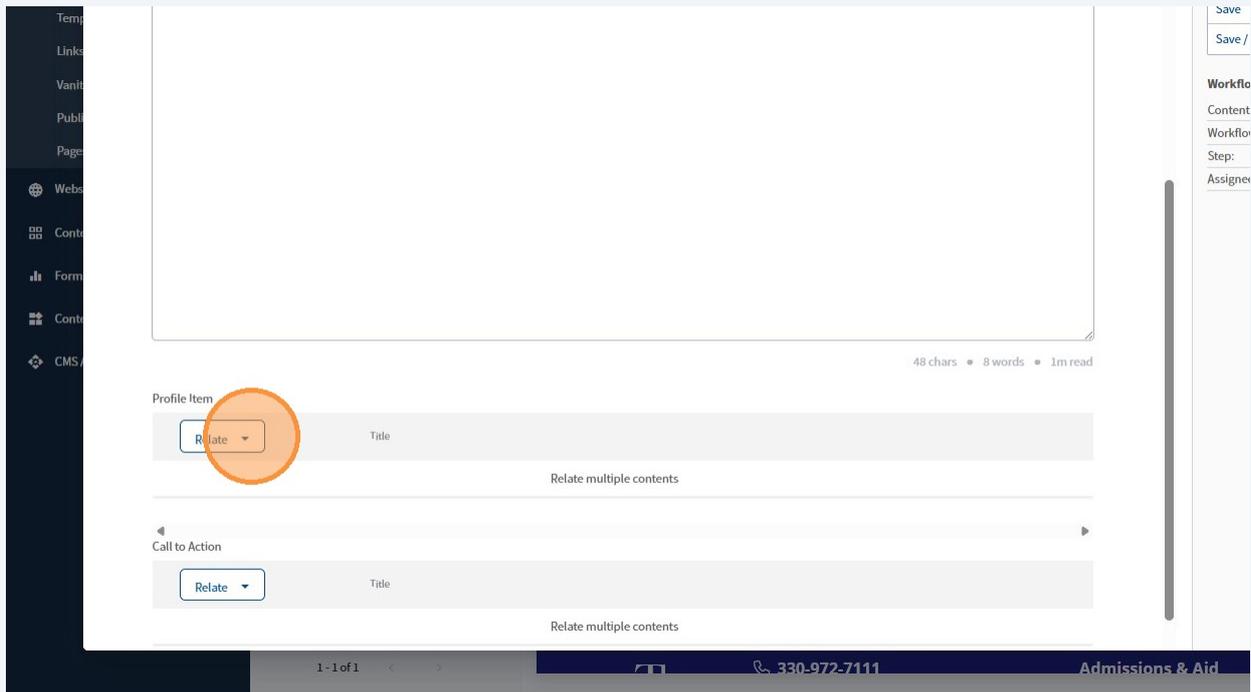
On the right side, there are buttons for "Language" (English), "Save", and "Save /", along with a "Workflow" section containing "Content", "Workflow", "Step:", and "Assignee".

11 Add in your section intro content to describe the group.

This screenshot shows the same CMS configuration page as in step 10, but with the "Section Intro Content" field highlighted by an orange circle. The "Section Heading" field now contains the text "UA Webteam Staff". The "Section Intro Content" field still displays the placeholder text "Start writing or type / to choose a block". All other elements of the interface, including the sidebar, tabs, and right-hand controls, remain the same as in the previous screenshot.

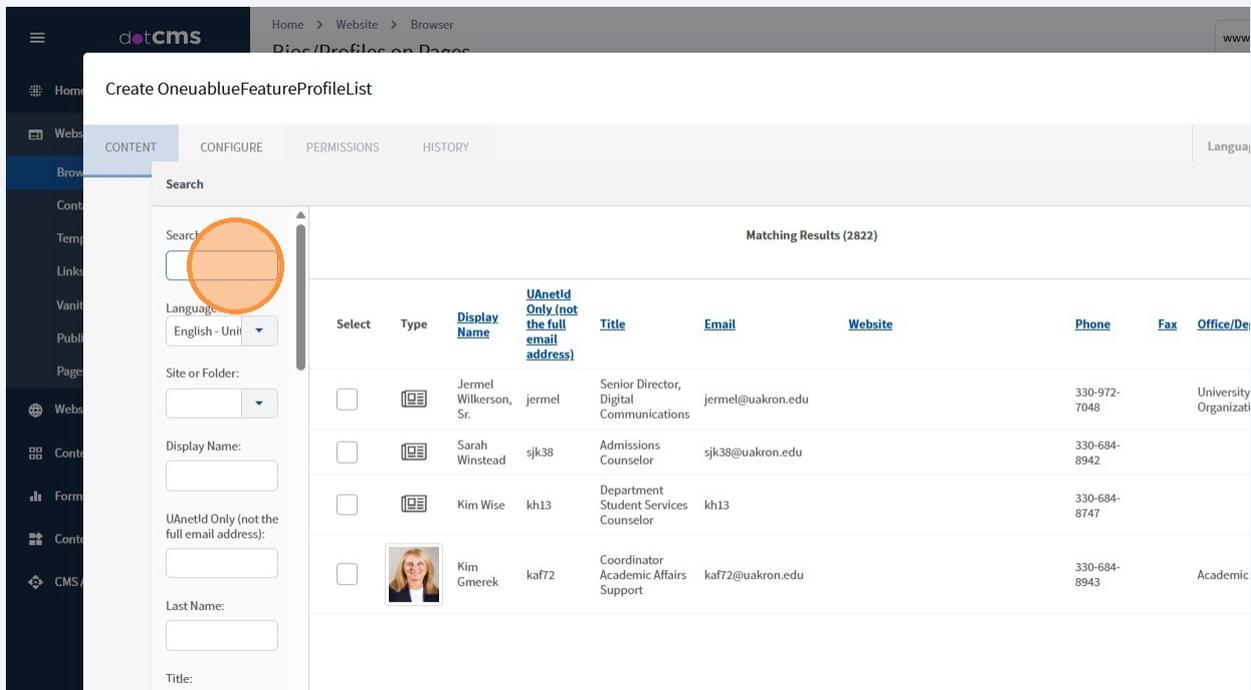
12

Since we'll be adding in existing Bios/Profiles, you don't need to save first. Click the Relate drop down and then click Relate again.



13

Use the Search field to locate the first Bio/Profile you want to add.



14 Once located, click the checkbox next to the name.

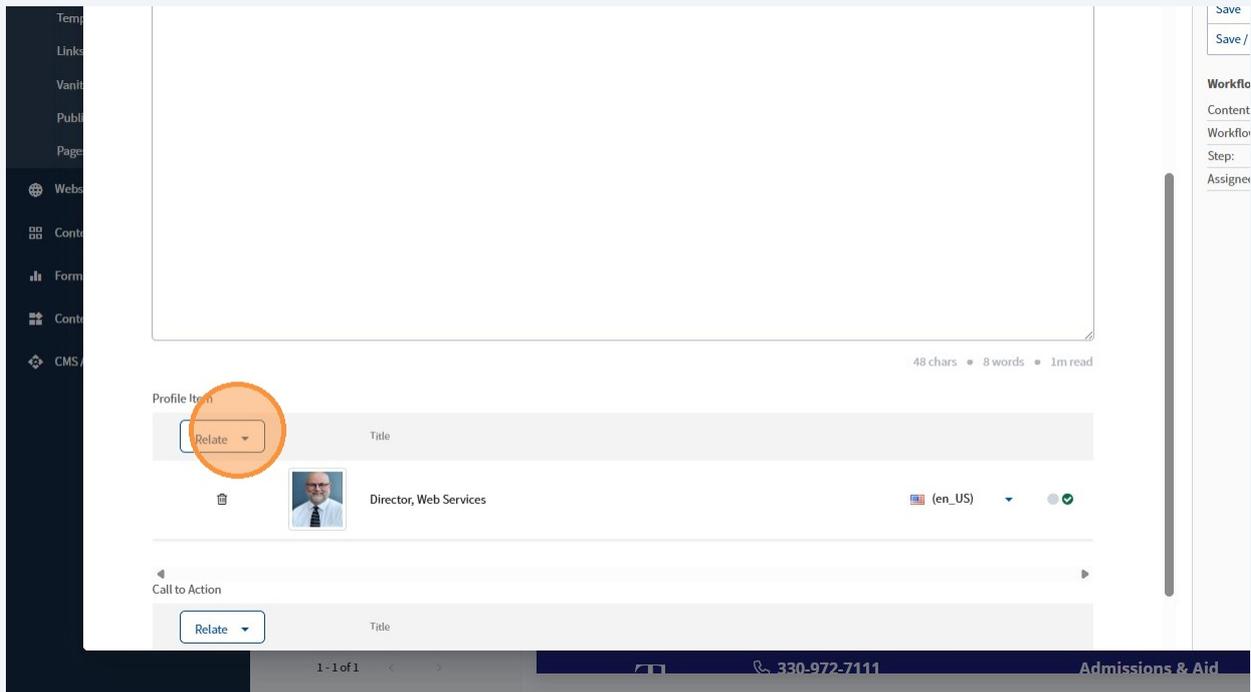
The screenshot shows a search interface with a search bar containing 'serpette'. Below the search bar are various filters and search criteria. The search results are displayed in a table with the following columns: Select, Type, Display Name, UAnetId Only (not the full email address), Title, Email, Website, Phone, Fax, Office/Department, Education, and Page Hierarchy. The first result is highlighted, and a checkbox in the 'Select' column is circled in orange.

Select	Type	Display Name	UAnetId Only (not the full email address)	Title	Email	Website	Phone	Fax	Office/Department	Education	Page Hierarchy
<input checked="" type="checkbox"/>		Anthony Wade Serpette	aws	Director, Web Services	aws@uakron.edu	http://thunderofwade.com/	330-972-7758		Web Team - University Communications and Marketing	B.S.Human Resource Management The University of Akron, 1996	1

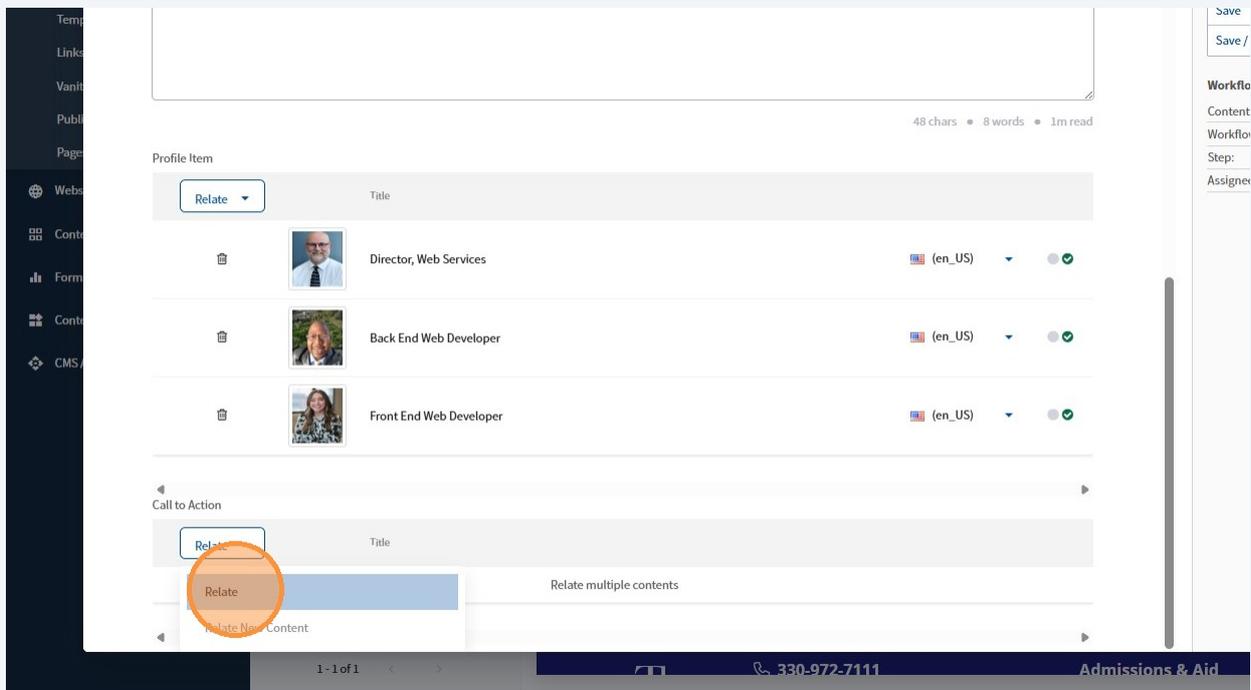
15 Click "Relate"

The screenshot shows the same search interface as in step 14, but with a 'Relate' button highlighted in an orange circle. The 'Select' checkbox for the first result is also checked. The interface includes a sidebar with various options like Content, Layout, Rules, A/B, and Tools.

16 Repeat these steps to add in additional Bio/Profiles.



17 With the Bio/Profiles added, you can click and hold - then drag and drop - to rearrange the entries. Next, we'll add an existing Call to Action button. Click "Relate"



18

Use the Search box to locate the Call to Action you want to add.

The screenshot shows the dotCMS interface with a search filter applied. The search box is highlighted with an orange circle. The search results table shows the following data:

Select	Type	Link Label	Link URL	Link Description	Link Type
<input type="checkbox"/>	Submit a Web Project Request		https://forms.office.com/pages/responsepage.aspx?id=7V1X6PnXzk6kqgsymRru3UuP0bRSiphBkdiquGe3QK5UMjdXTEMxR05LSERWNk9XTU43RU1G5ks50C4u	We're here to help make your website more engaging.	general
<input type="checkbox"/>	Course Info - Applied Political Communication Certificate, Undergraduate		https://bulletin.uakron.edu/undergraduate/colleges-programs/arts-sciences/interdisciplinary-programs/applied-political-communication/	Course Info - Applied Political Communication Certificate, Undergraduate	general
<input type="checkbox"/>	Course Info - Statistics Data Science BS		https://bulletin.uakron.edu/undergraduate/colleges-programs/arts-sciences/statistics/statistics-data-science-bs/	Course Info - Statistics Data Science BS	general
<input type="checkbox"/>	Course Info - Applied Political Communication Certificate, Graduate		https://bulletin.uakron.edu/graduate/colleges-programs/arts-sciences/interdisciplinary-programs/applied-political-communication-certificate/	Course Info - Applied Political Communication Certificate, Graduate	general
<input type="checkbox"/>	Course Info - Applied Politics		https://bulletin.uakron.edu/undergraduate/colleges-programs/arts-sciences/political-science/applied-politics/	Course Info - Applied Politics	general

19

Click the checkbox next to it to select that CTA.

The screenshot shows the same dotCMS interface as in step 18, but with the checkbox in the first row of the search results table selected. This checkbox is highlighted with an orange circle.

20 Click "Relate"

Matching Results (12)

Select	Type	Link Label	Link URL	Link Description	Link Type	Step	Language
<input checked="" type="checkbox"/>	Submit a Web Project Request		https://forms.office.com/pages/responsepage.aspx?id=7V1X6PhXzk6kagsymRru3UuP0bR5iphBkdiqGe3QK5UMjdXTEMxR05LSERWNk9XTU43RU1GSks5OC4u	We're here to help make your website more engaging.	general	Published	English (US)
<input type="checkbox"/>	Course Info - Applied Political Communication Certificate, Undergraduate		https://bulletin.uakron.edu/undergraduate/colleges-programs/arts-sciences/interdisciplinary-programs/applied-political-communication/	Course Info - Applied Political Communication Certificate, Undergraduate	general	Published	English (US)
<input type="checkbox"/>	Course Info - Statistics Data Science BS		https://bulletin.uakron.edu/undergraduate/colleges-programs/arts-sciences/statistics/statistics-data-science-bs/	Course Info - Statistics Data Science BS	general	Published	English (US)
<input type="checkbox"/>	Course Info - Applied Political Communication Certificate, Graduate		https://bulletin.uakron.edu/graduate/colleges-programs/arts-sciences/interdisciplinary-programs/applied-political-communication-certificate/	Course Info - Applied Political Communication Certificate, Graduate	general	Published	English (US)
	Course Info -			Course Info -			

21 With the Bio/Profiles, along with a call to action, the Profile Listing is complete. Click "Save / Publish".

48 chars • 8 words • 1m read

Title

	Director, Web Services		(en_US)		
	Back End Web Developer		(en_US)		
	Front End Web Developer		(en_US)		

Language: English (US)

Save / Publish

Workflow

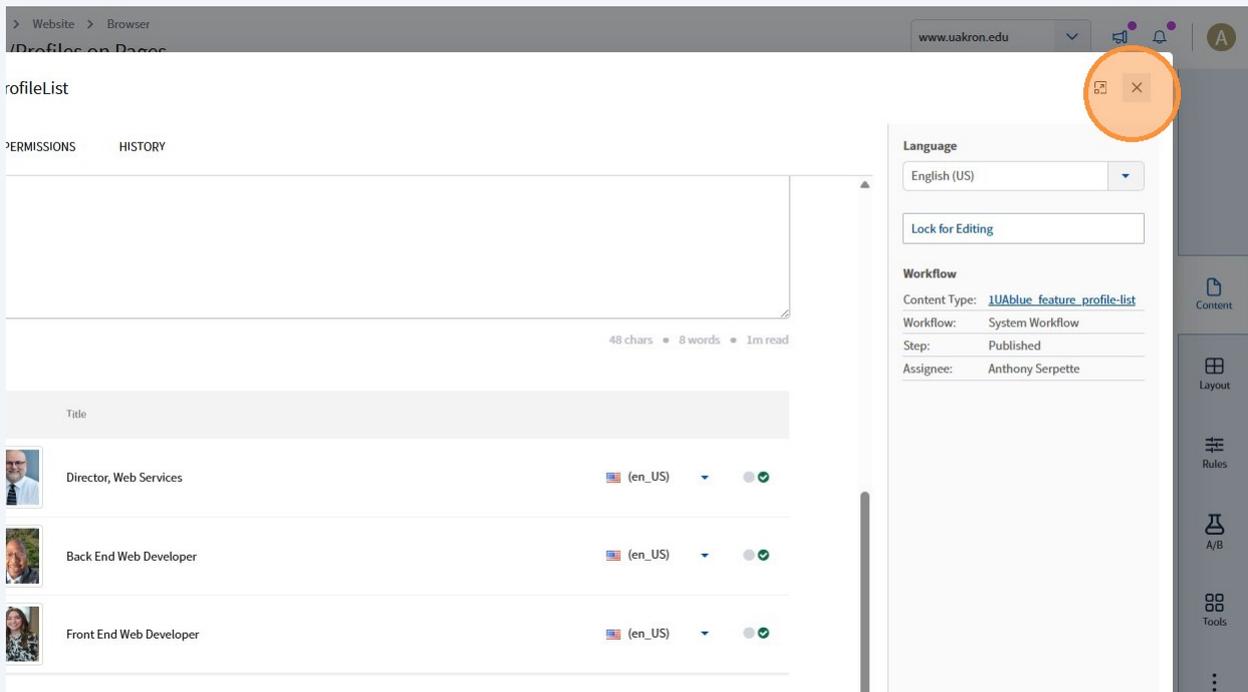
Content Type: 1UAbblue_feature_profile-list

Workflow: System Workflow

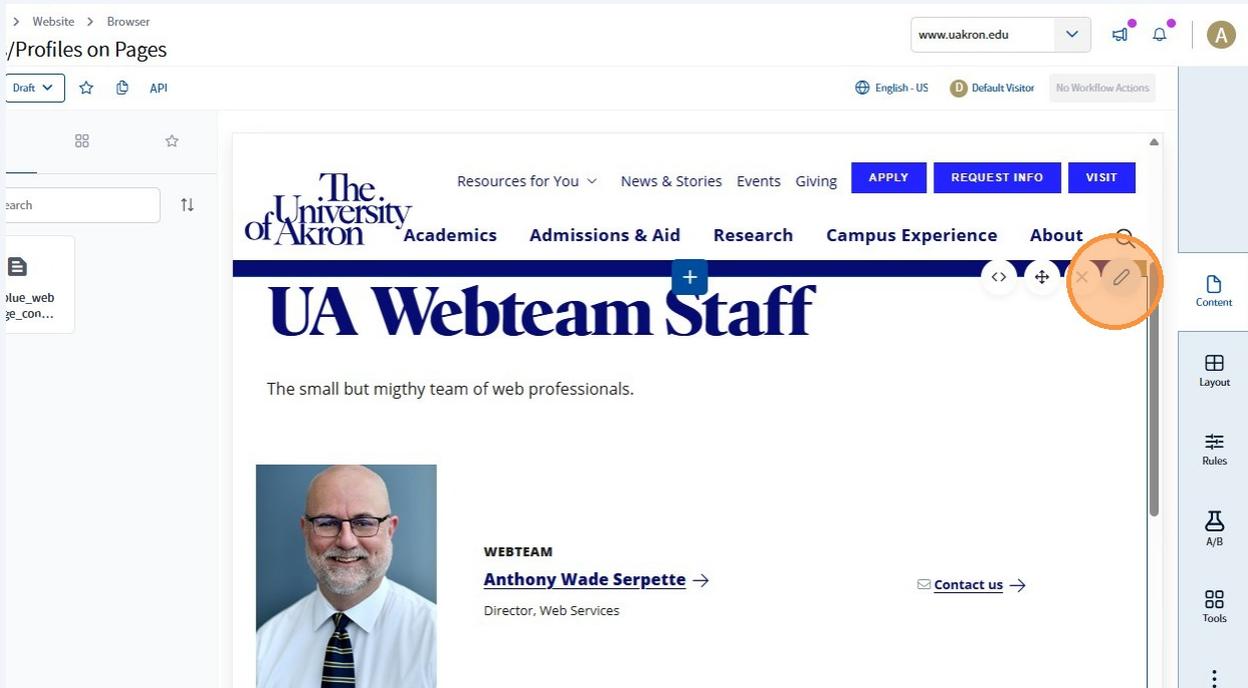
Step: Published

Assignee: Nobody

22 Click the "x" to close out of the widget.



23 Use the pencil icon to re-edit if needed.



24

Otherwise, this is ready to use on the page. You can then log-out or continue editing other pages and content.

UA Webteam Staff

[SUBMIT A WEB PROJECT REQUEST](#)

The small but mighty team of web professionals.



WEBTEAM

[Anthony Wade Serpette](#) →

Director, Web Services

[Contact us](#) →



WEBTEAM

[Richard T Newsome](#) →

Back End Web Developer

↳ [Web Team](#)

[Contact us](#) →

📍 **Student Union, The Jean Hower Taber**
303 E Carroll Street

