

Edit Offices and Departments / Organizations

This widget replaces the Offices and Departments listing. Most organizations already have an entry that can be updated as needed.

1

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

Assigned To:

Anthony Serpette (U)

All Me

Older than (days)

Scheme:

Step:

Show:

☒ Open Tasks

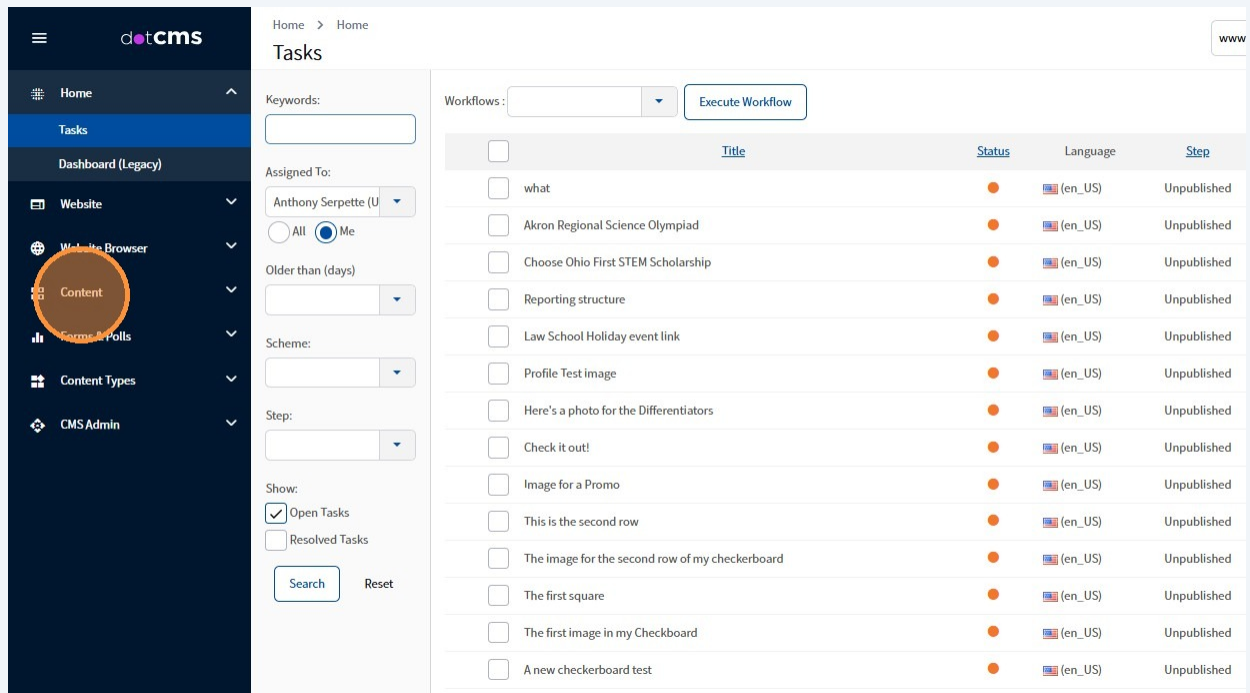
☐ Resolved Tasks

Search

Reset

	Title	Status	Language	Step	Assignee	La
<input type="checkbox"/>	what		(en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Akron Regional Science Olympiad		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	Choose Ohio First STEM Scholarship		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	Reporting structure		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	Law School Holiday event link		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	Profile Test image		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	Here's a photo for the Differentiators		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	Check it out!		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	Image for a Promo		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	This is the second row		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	The image for the second row of my checkerboard		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	The first square		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	The first image in my Checkboard		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	A new checkerboard test		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	This card is a Joker		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	My second card		(en_US)	Unpublished	Anthony Serpette	l
<input type="checkbox"/>	Cards go here - along with calls to action		(en_US)	Unpublished	Anthony Serpette	l

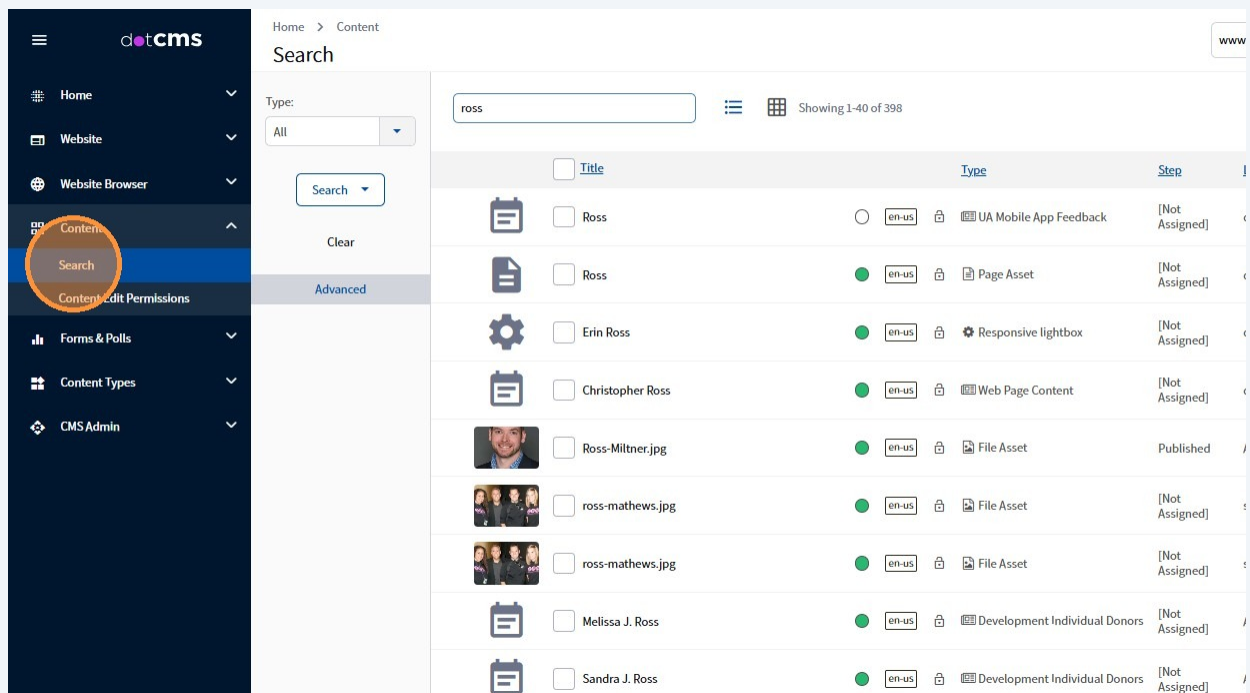
2 Click "Content"



The screenshot shows the dotCMS interface. On the left sidebar, the 'Content' menu item is highlighted with an orange circle. The main area displays the 'Tasks' page. The breadcrumb is 'Home > Home'. The 'Tasks' section has a search bar, filters for 'Assigned To' (Anthony Serpette), 'Older than (days)', 'Scheme', and 'Step'. There are checkboxes for 'Open Tasks' and 'Resolved Tasks', and a 'Search' button. The 'Workflows' section shows a list of tasks with columns for 'Title', 'Status', 'Language', and 'Step'. The tasks listed are:

Title	Status	Language	Step
what	Unpublished	(en_US)	Unpublished
Akron Regional Science Olympiad	Unpublished	(en_US)	Unpublished
Choose Ohio First STEM Scholarship	Unpublished	(en_US)	Unpublished
Reporting structure	Unpublished	(en_US)	Unpublished
Law School Holiday event link	Unpublished	(en_US)	Unpublished
Profile Test image	Unpublished	(en_US)	Unpublished
Here's a photo for the Differentiators	Unpublished	(en_US)	Unpublished
Check it out!	Unpublished	(en_US)	Unpublished
Image for a Promo	Unpublished	(en_US)	Unpublished
This is the second row	Unpublished	(en_US)	Unpublished
The image for the second row of my checkerboard	Unpublished	(en_US)	Unpublished
The first square	Unpublished	(en_US)	Unpublished
The first image in my Checkerboard	Unpublished	(en_US)	Unpublished
A new checkerboard test	Unpublished	(en_US)	Unpublished

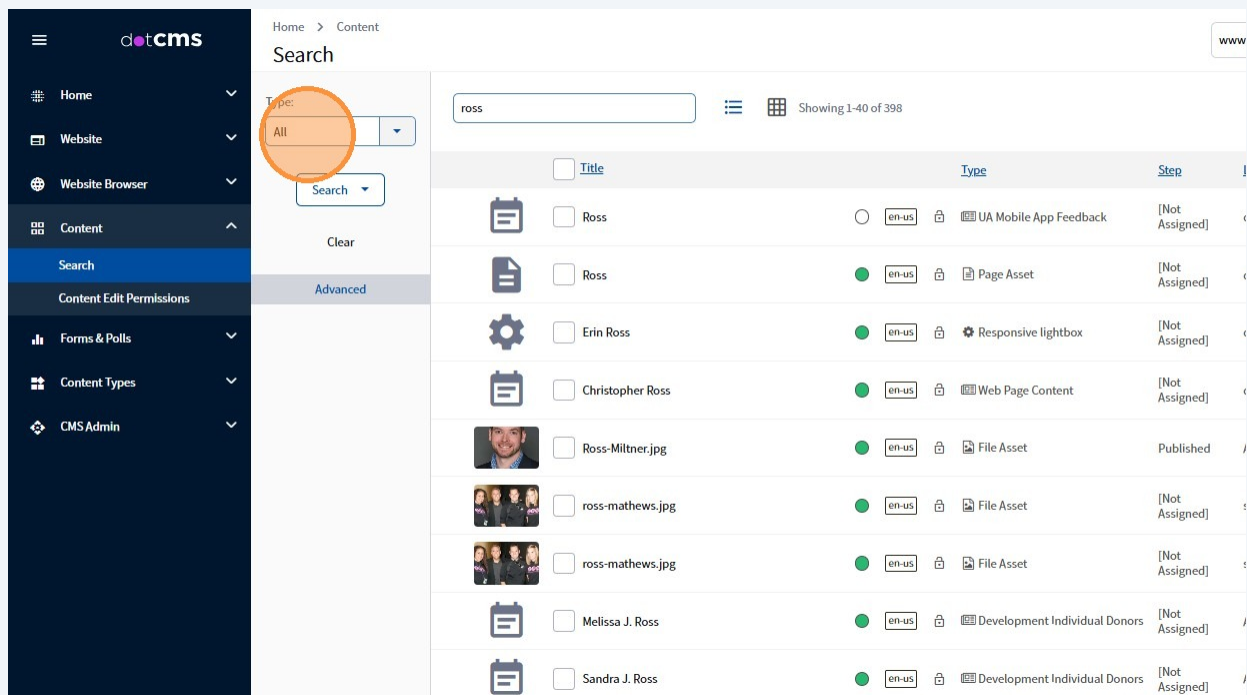
3 Click "Search"



The screenshot shows the dotCMS interface. On the left sidebar, the 'Search' menu item is highlighted with an orange circle. The main area displays the 'Search' page. The breadcrumb is 'Home > Content'. The 'Search' section has a search bar with the text 'ross', a 'Type' dropdown set to 'All', and a 'Search' button. There are also 'Clear' and 'Advanced' buttons. The 'Showing 1-40 of 398' text is visible. The search results table has columns for 'Title', 'Type', and 'Step'. The results listed are:

Title	Type	Step
Ross	UA Mobile App Feedback	[Not Assigned]
Ross	Page Asset	[Not Assigned]
Erin Ross	Responsive lightbox	[Not Assigned]
Christopher Ross	Web Page Content	[Not Assigned]
Ross-Miltner.jpg	File Asset	Published
ross-mathews.jpg	File Asset	[Not Assigned]
ross-mathews.jpg	File Asset	[Not Assigned]
Melissa J. Ross	Development Individual Donors	[Not Assigned]
Sandra J. Ross	Development Individual Donors	[Not Assigned]

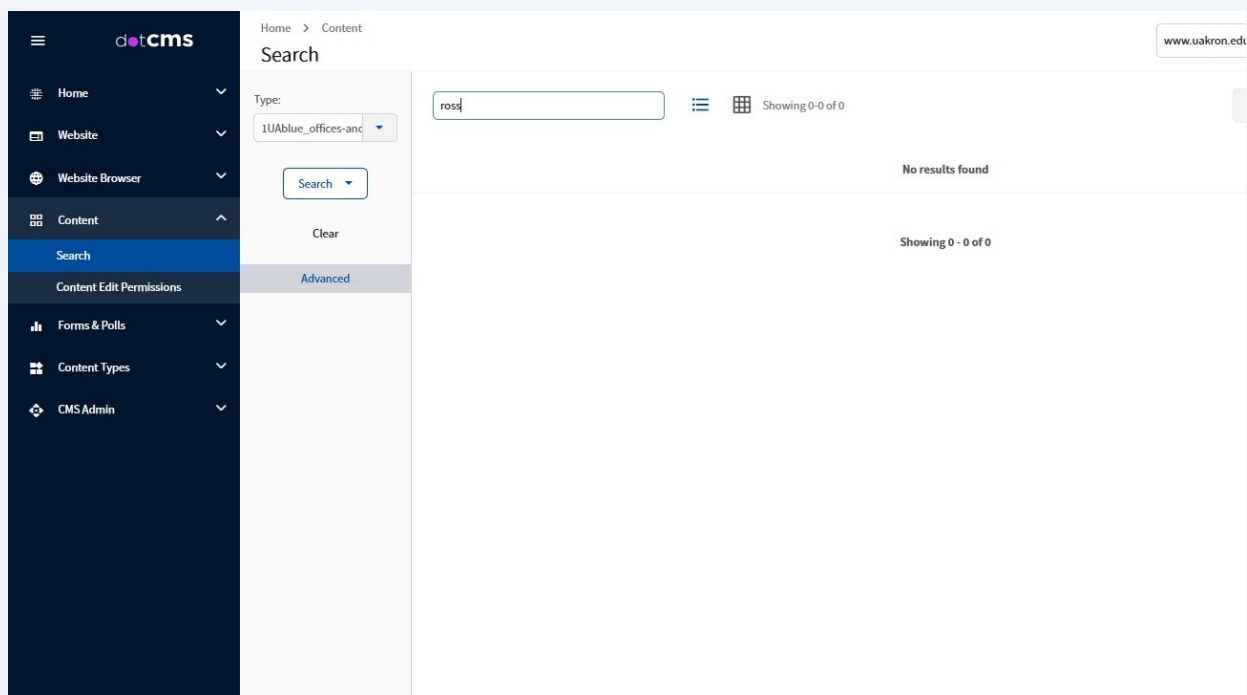
4 Click the Type field to enter the name of the widget



The screenshot shows the dotCMS Search interface. On the left is a dark sidebar with navigation links: Home, Website, Website Browser, Content, Search (highlighted), Content Edit Permissions, Forms & Polls, Content Types, and CMS Admin. The main area has a breadcrumb 'Home > Content' and a 'Search' header. Below the header, there's a 'Type:' dropdown menu with 'All' selected, a search input field containing 'ross', and a 'Search' button. A 'Clear' button is also present. The results are displayed in a table with columns: Title, Type, and Step. The table shows 1-40 of 398 results. The results include items like 'Ross' (UA Mobile App Feedback), 'Ross' (Page Asset), 'Erin Ross' (Responsive lightbox), 'Christopher Ross' (Web Page Content), and several image assets (Ross-Miltner.jpg, ross-mathews.jpg).

Title	Type	Step
<input type="checkbox"/> Ross	UA Mobile App Feedback	[Not Assigned]
<input type="checkbox"/> Ross	Page Asset	[Not Assigned]
<input type="checkbox"/> Erin Ross	Responsive lightbox	[Not Assigned]
<input type="checkbox"/> Christopher Ross	Web Page Content	[Not Assigned]
<input type="checkbox"/> Ross-Miltner.jpg	File Asset	Published
<input type="checkbox"/> ross-mathews.jpg	File Asset	[Not Assigned]
<input type="checkbox"/> ross-mathews.jpg	File Asset	[Not Assigned]
<input type="checkbox"/> Melissa J. Ross	Development Individual Donors	[Not Assigned]
<input type="checkbox"/> Sandra J. Ross	Development Individual Donors	[Not Assigned]

5 Type "1UAbblue_offices-and-departments-item"



The screenshot shows the dotCMS Search interface. The 'Type:' dropdown menu is now set to '1UAbblue_offices-and'. The search input field still contains 'ross'. The results area is empty, displaying 'No results found' and 'Showing 0 - 0 of 0'.

6 Click "1UAbblue_offices-and-departments-item"

The screenshot shows the dotCMS Search interface. The left sidebar contains navigation links: Home, Website, Website Browser, Content, Search (selected), Content Edit Permissions, Forms & Polls, Content Types, and CMS Admin. The main content area shows search results for the term 'ross'. The 'Type' dropdown is set to '1UAbblue_offices-and-departments-item', which is highlighted with an orange circle. The search results table has columns: Title, Type, and Step. The first result is 'Ross' with a 'Page Asset' type and '[Not Assigned]' step. Other results include 'Erin Ross', 'Christopher Ross', and several image assets.

Title	Type	Step
Ross	Page Asset	[Not Assigned]
Erin Ross	Responsive lightbox	[Not Assigned]
Christopher Ross	Web Page Content	[Not Assigned]
Ross-Miltner.jpg	File Asset	Published
ross-mathews.jpg	File Asset	[Not Assigned]
ross-mathews.jpg	File Asset	[Not Assigned]
Melissa J. Ross	Development Individual Donors	[Not Assigned]
Sandra J. Ross	Development Individual Donors	[Not Assigned]

7 Type the name of your organization. In this example, we'll use "webteam"

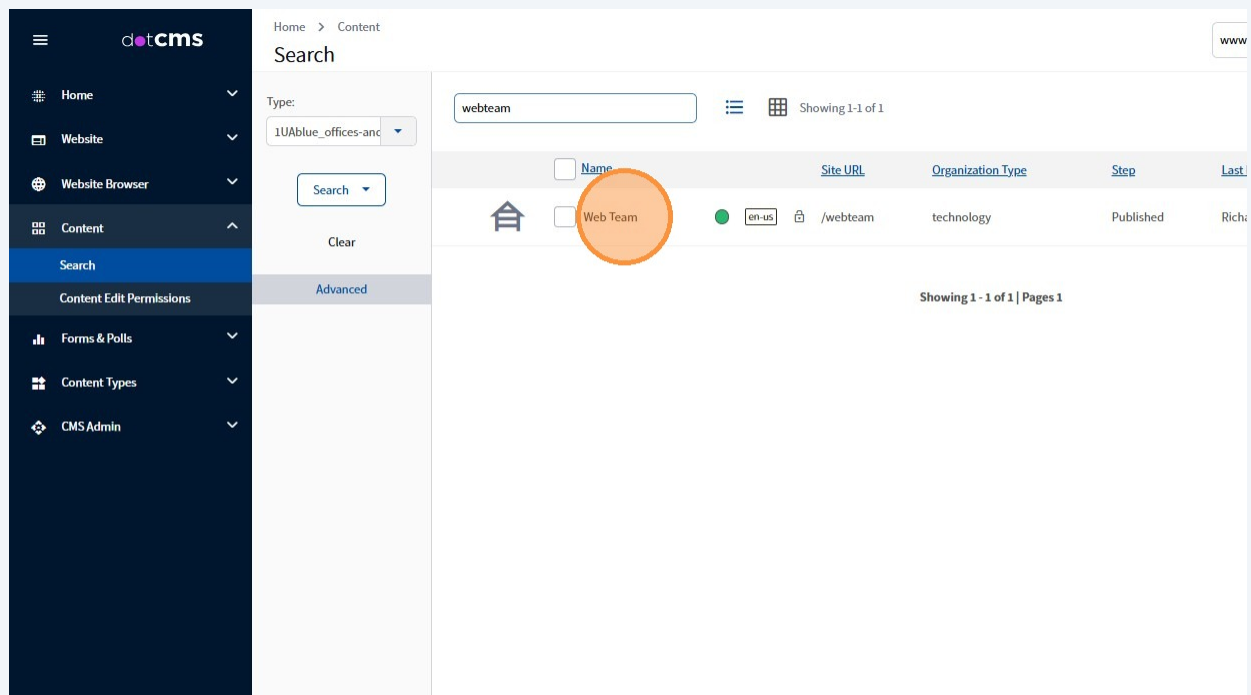
The screenshot shows the dotCMS Search interface with the search term 'webteam'. The 'Type' dropdown is set to '1UAbblue_offices-and-departments-item'. The search results table has columns: Name, Site URL, Organization Type, Step, and Last Editor. The first result is 'Web Team' with a 'technology' organization type and 'Published' step. The last editor is 'Richard Newson'.

Name	Site URL	Organization Type	Step	Last Editor
Web Team	/webteam	technology	Published	Richard Newson

Showing 1 - 1 of 1 | Pages 1

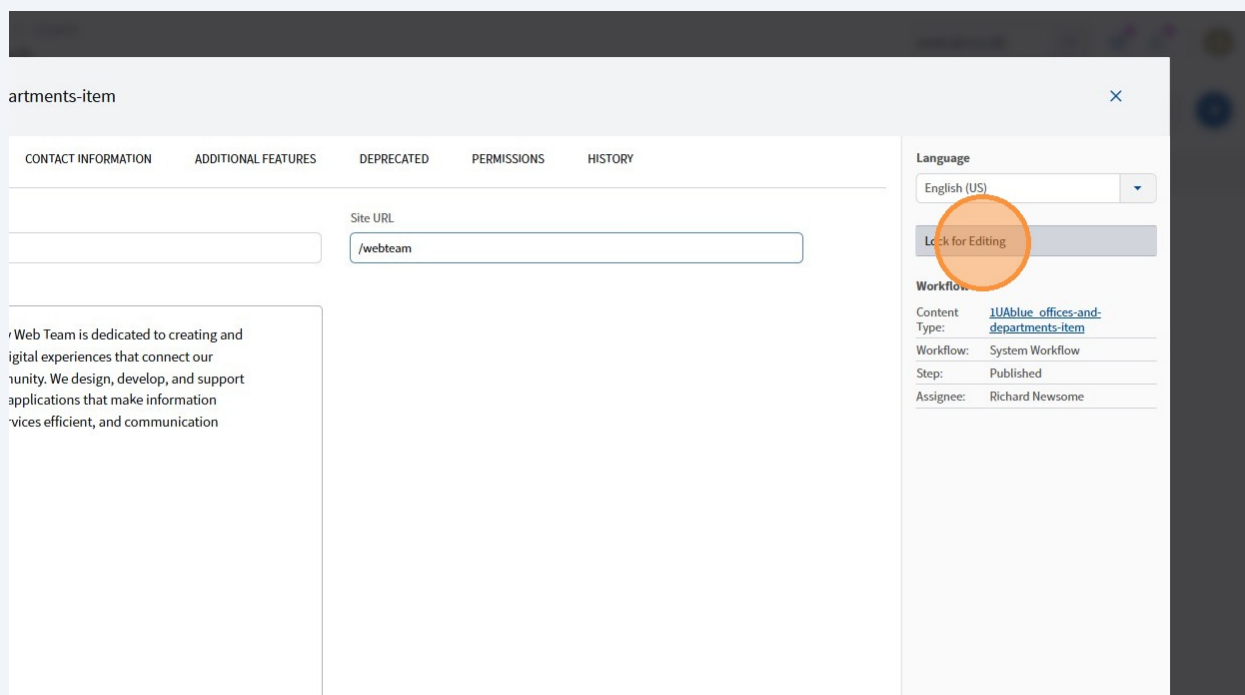
8

Click the name of the organization when it comes up in the search to edit this entry.



9

Click "Lock for Editing"



10 You can modify the name of the organization

1UABlue_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Name *
Web Team

Site URL
/webteam

Overview *

The University Web Team is dedicated to creating and maintaining digital experiences that connect our campus community. We design, develop, and support websites and applications that make information accessible, services efficient, and communication seamless.

Lang
Eng
Loc
Work
Cont
Type:
Work
Step:
Assign

11 ...an overview of the organization...

1UABlue_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Name *
Web Team

Site URL
/webteam

Overview *

The University Web Team is dedicated to creating and maintaining digital experiences that connect our campus community. We design, develop, and support websites and applications that make information accessible, services efficient, and communication seamless.

26 chars • 6 words • 1m read

Lang
Eng
Loc
Work
Cont
Type:
Work
Step:
Assign

12

...or edit the address for your site. Websites on uakron.edu can use a relative link - all others must include the full "https://..."

1Ablue_offices-and-departments-item

ENT	ORGANIZATION	CONTACT INFORMATION	ADDITIONAL FEATURES	DEPRECATED	PERMISSIONS	HISTORY
<p>Name *</p> <input type="text" value="Web Team"/>						<p>Site URL</p> <input type="text" value="/webteam"/>
<p>Overview *</p> <p>The University Web Team is dedicated to creating and maintaining digital experiences that connect our campus community. We design, develop, and support websites and applications that make information accessible, services efficient, and communication seamless.</p>						<p>Language</p> <p>English (US)</p> <p>Lock for Editing</p> <p>Workflow</p> <p>Content: 1UAbblue_offices-and-departments-item</p> <p>Type: 1UAbblue_offices-and-departments-item</p> <p>Workflow: System Workflow</p> <p>Step: Published</p> <p>Assignee: Richard Newson</p>

13

Click click the tabs - starting with "Organization" - to navigate through the available fields for this entry.

1UAbblue_offices-and-departments-item						
CONTENT	ORGANIZATION	CONTACT INFORMATION	ADDITIONAL FEATURES	DEPRECATED	PERMISSIONS	HISTORY
<p>Name *</p> <input type="text" value="Web Team"/>		<p>Site URL</p> <input type="text" value="/webteam"/>				
<p>Overview *</p> <p>The University Web Team is dedicated to creating and maintaining digital experiences that connect our campus community. We design, develop, and support websites and applications that make information accessible, services efficient, and communication seamless.</p>						

Lang

Eng

Rel

Sav

Sav

Work

Cont

Type:

Work

Step:

Assig

Lock

14 You can update the Tags to add related keywords.

1UABlue_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Tags

Organization Type

Technology

Organization

[Click here to select Categories](#)

Location ID

22

Location

Title

(en_US)

Map Link

<https://maps.uakron.edu/map?id=22>

Lang

Eng

Rel

Sav

Sav

Work

Cont

Type:

Work

Step:

Assig

Locke

15 In this example, we'll add "digital"

1UABlue_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Tags

Organization Type

Technology

Organization

[Click here to select Categories](#)

Location ID

22

Location

Title

(en_US)

Map Link

<https://maps.uakron.edu/map?id=22>

Language

English (US)

Release Lock

Save

Save / Publish

Workflow

Content Type: [1UABlue departm](#)

Workflow: System \

Step: Publish

Assignee: Richard

Locked: Anthony (0 Second 5)

16

Begin typing the word, then click it as it comes up in the search. If the word is not already part of the selections, you can add it.

1UAbblue_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Tags

× www × web × publish × web services digital

- 1998 digital millennium copyright act
- 5th annual rosetta digital marketing competition
- c-span's campaign 2012 digital bus
- digital
- digital art
- digital books
- digital collections
- digital currency
- digital films
- digital forensics

Location ID

22

Location

Relate

Title

Zook Hall_location (en_US)

Map Link

https://maps.uakron.edu/map?id=22

Lang Eng

Relate

Save

Save

Work

Conti Type:

Work

Step:

Assign

Locke

17

To add a location, use the Relate drop down to select the primary building for your organization.

lepartments-item

CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Tags

× www × web × publish × web services × digital × internet

Organization Type

Technology

Organization

[Click here to select Categories](#)

× Digital Communications × Web Services

Location

Relate

Title

Zook Hall_location (en_US)

- 18 Click "Contact Information" to continue through the tabs.

1UAbblue_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Tags: [x www](#) [x web](#) [x publish](#) [x web services](#) [x digital](#) [x internet](#)

Organization Type: Technology

Organization: [Click here to select Categories](#)

Location ID: 22

Location: [Relate](#) Title: Zook Hall_location (en_US)

Map Link: <https://maps.uakron.edu/map?id=22>

Lang: Eng

Release Lock

Save

Save

Work

Cont: Type:

Work

Step:

Assig

Locke

- 19 You can use the Relate Contact Profile to find an existing individual to add as the main contact. Or, you can Relate New content to create a departmental content with a shared phone number or email address. Be sure to also add in or update the Office Hours for the organization.

blue_offices-and-departments-item

VT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Primary Contact Profile: [Relate](#) Title: Director, Web Services (en_US)

Office Hours: Mon - Fri 10:00am - 5:00pm

Add contact name and title: ☒ yes ☐ no

Workflow: Content: 1UAbblue_offices-and-departments-item, Type: departments-item, Workflow: System Workflow, Step: Published, Assignee: Richard Newsome, Locked: Anthony Serpette (0 Second 5 Ago)

20 Click "Additional Features" to continue.

The screenshot shows the 'Additional Features' tab of the IUABlue offices-and-departments-item editor. The tab is highlighted with an orange circle. The interface includes a 'Relate' button, a 'Title' field, and a 'Contact Information' section with a profile picture and name 'Director, Web Services'. A 'Work' section on the right lists 'Mon - Fri 7:00am - 5:00pm', 'In office: T-TH', and 'Remote: M & F'. A 'Lang' dropdown is set to 'Eng'. A 'Work' section on the right lists 'Cont', 'Type', 'Work', 'Step', 'Assig', and 'Locke'. A 'Workflow' section on the right lists 'Content', 'Type', 'Workflow', 'Step', 'Assignee', and 'Locked'.

21 This entry has many examples of Related Content. Since this entry has already been saved, you can Relate existing or Relate/create New content. This could include quick links to sections of your site or a Promo to highlight an upcoming event or deadline. Or, you can skip this entirely - Offices & Departments is intended to be the quick contact information for your Organization.

The screenshot shows the 'Additional Features' tab of the IUABlue offices-and-departments-item editor. The tab is highlighted with a blue bar. The interface includes a 'Relate' button, a 'Title' field, and a 'Contact Information' section with a profile picture and name 'Director, Web Services'. A 'Work' section on the right lists 'Mon - Fri 7:00am - 5:00pm', 'In office: T-TH', and 'Remote: M & F'. A 'Lang' dropdown is set to 'English (US)'. A 'Workflow' section on the right lists 'Content', 'Type', 'Workflow', 'Step', 'Assignee', and 'Locked'. The main content area is divided into several sections: 'Expandables', 'Testimonials', 'Checkerboards', and 'Differentiators'. Each section has a 'Relate' button and a 'Title' field. The 'Expandables' section lists 'biology_expandable-Program Highlights'. The 'Testimonials' section lists 'Testimonial Example'. The 'Checkerboards' section lists 'Student Access Checkerboard', 'Printmaking Checkerboard', and 'About UA Checkerboard'. The 'Differentiators' section lists 'University information Differentiators'.

22 Click "Save / Publish" to make your changes live.

The screenshot shows a web form titled 'artments-item' with a close button 'X' in the top right corner. The form has five tabs: 'CONTACT INFORMATION', 'ADDITIONAL FEATURES', 'DEPRECATED' (which is selected and highlighted in blue), 'PERMISSIONS', and 'HISTORY'. The 'DEPRECATED' tab contains several text input fields. One field is labeled 'Title' and contains the text 'Zook hall 2'. Below this, there is a small image of a building and a language dropdown menu set to '(en_US)'. To the right of the form, there is a sidebar with a 'Language' dropdown set to 'English (US)', a 'Release Lock' button, and two buttons: 'Save' and 'Save / Publish'. The 'Save / Publish' button is highlighted with an orange circle. Below these buttons, there is a 'Workflow' section with the following details: Content Type: '1UAbue_offices-and-departments-item', Workflow: 'System Workflow', Step: 'Published', Assignee: 'Richard Newsome', and Locked: 'Anthony Serpette: (8 second 5 Ago)'.

23 Click the "x" here to close out of the entry.

This screenshot is identical to the one above, showing the 'artments-item' form with the 'DEPRECATED' tab selected. The 'Save / Publish' button is still highlighted with an orange circle. In this version, a second orange circle highlights the close button 'X' in the top right corner of the form's header area.

24 If you are responsible for multiple Organizations, you can search for those entries.

The screenshot shows the dotCMS Search interface. On the left is a dark sidebar with navigation links: Home, Website, Website Browser, Content, Search (highlighted), Content Edit Permissions, Forms & Polls, Content Types, and CMS Admin. The main content area has a breadcrumb 'Home > Content' and a 'Search' title. Below the title is a search bar with 'webteam' entered, a 'Type' dropdown set to '1UAbblue_offices-and', and a 'Search' button. A table of results is displayed with columns: Name, Site URL, Organization Type, Step, and Last. The first result is 'Web Team' with a status icon, language 'en-us', URL '/webteam', type 'technology', status 'Published', and editor 'Anth'. The footer of the table area says 'Showing 1 - 1 of 1 | Pages 1'.

Name	Site URL	Organization Type	Step	Last
Web Team	/webteam	technology	Published	Anth

25 The existing content for this Widget may include some historical data. If an Organization is no longer needed, we can Unpublish this. In this example, we'll remove the Crystal Room Restaurant. We've searched on "crystal"

The screenshot shows the dotCMS Search interface with a search for 'crystal'. The sidebar is the same as in the previous screenshot. The main content area shows a search bar with 'crystal' entered. The table of results has the same columns as before. The first result is 'Crystal Room' with a status icon, language 'en-us', URL '/crystal', type 'dept', status 'Published', and editor 'Richard Newson'. The footer of the table area says 'Showing 1 - 1 of 1 | Pages 1'.

Name	Site URL	Organization Type	Step	Last Editor
Crystal Room	/crystal	dept	Published	Richard Newson

26

Check the box for the entry we want to remove, then click "Available Workflow Actions"

The screenshot shows a web application interface for managing content. On the left is a sidebar with a search bar and a list of categories including 'e_offices-and'. The main area displays a table of content items. The first item, 'Crystal Room', is selected with a checkbox. Above the table, a search bar contains the text 'crysta' and a button labeled 'Available Workflow Actions' is circled in orange. The table has columns for Name, Site URL, Organization Type, Step, Last Editor, and Last Edit Date. The 'Crystal Room' entry shows a status of 'Published', last edited by 'Richard Newsome' on '11/25/2025 3:32PM'.

Name	Site URL	Organization Type	Step	Last Editor	Last Edit Date
<input checked="" type="checkbox"/> Crystal Room	/crystal	dept	Published	Richard Newsome	11/25/2025 3:32PM

27

In the Unpublish line, click "1 content(s)"

The screenshot shows a modal dialog box titled 'Available Workflow Actions'. It contains three buttons at the top: 'Add To Bundle', 'Unlock', and 'Refresh'. Below these is a section titled 'System Workflow' with three rows: 'Publish', 'Unpublish', and 'Copy'. Each row has a button to its right labeled '1 content(s)'. The 'Unpublish' row is highlighted, and its '1 content(s)' button is circled in orange. The background shows the same content management system interface as the previous screenshot.

28 Once the system unpublishes the item, click the "x" to close the window.

The screenshot shows the dotCMS interface. On the left is a sidebar with navigation options: Home, Website, Website Browser, Content (highlighted), Search (circled in orange), Content Edit Permissions, Forms & Polls, Content Types, and CMS Admin. The main content area displays a table with columns: Name, Site URL, Organization Type, Step, Last Editor, and Last Edit Date. A single row is visible for 'Crystal Room' with a green status indicator. An 'Available Workflow Actions' modal window is open in the center, containing buttons for 'Add To Bundle', 'Unlock', and 'Refresh'. Below these buttons is a 'Results' section showing: Successful: 1, Fails: 0, and N/A: 0. A close button (an 'x' in a circle) is circled in orange in the top right corner of the modal window.

29 You'll see that the status indicator has turned from Green (published) to White (unpublished).

The screenshot shows the dotCMS interface. The sidebar on the left is visible, with the 'Search' option circled in orange. The main content area shows the same table as in the previous screenshot, but the status indicator for 'Crystal Room' is now white, indicating it is unpublished. The table columns are: Name, Site URL, Organization Type, Step, Last Editor, and Last Edit Date. The row for 'Crystal Room' shows a white status indicator, the site URL '/crystal', the organization type 'dept', and the status 'Unpublished'. The 'Available Workflow Actions' modal window is no longer present.

30

You can use the Search to return to the menu and continue working.