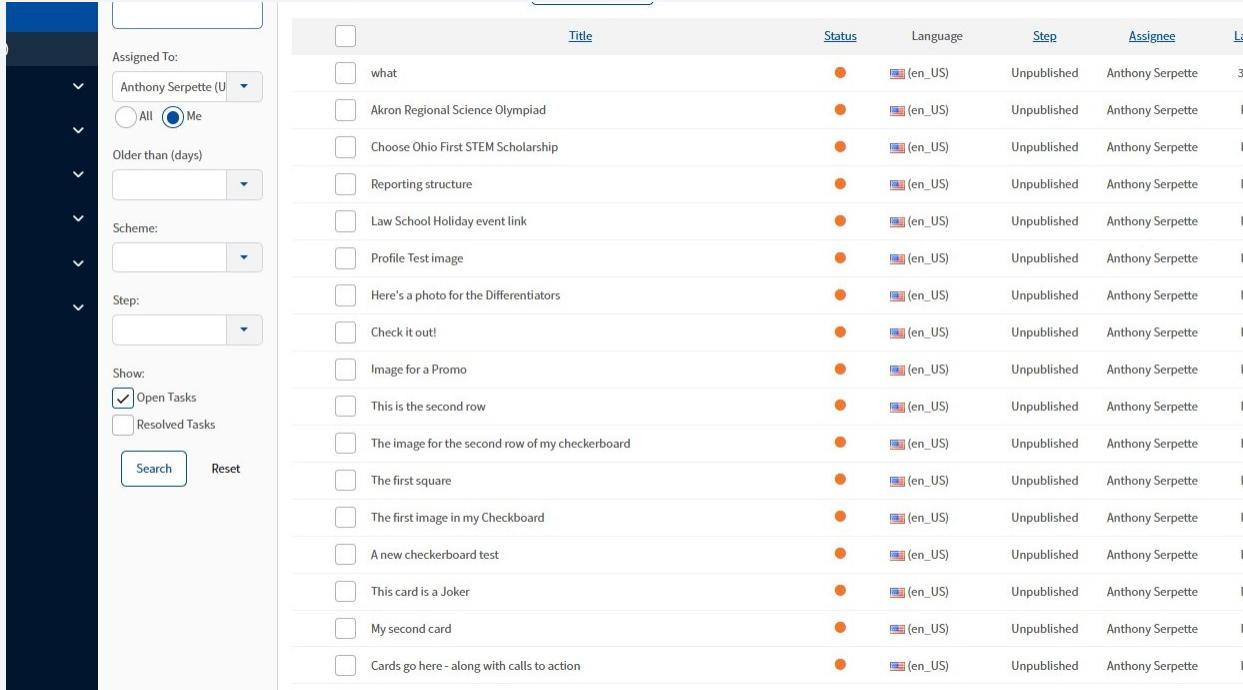


Edit Offices and Departments / Organizations

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



The screenshot shows a user interface for managing tasks. On the left, there is a sidebar with the following filters:

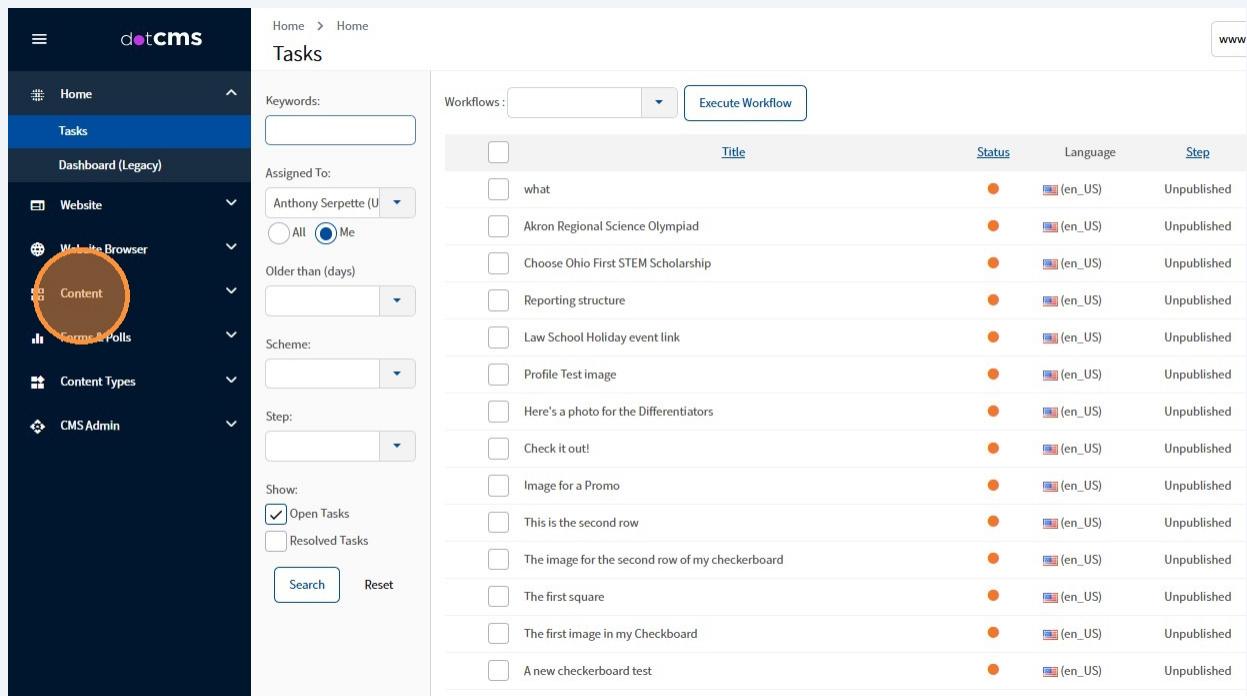
- Assigned To: A dropdown menu showing "Anthony Serpette (U)" with a "Me" option selected.
- Older than (days): A dropdown menu with a value of 0.
- Scheme: A dropdown menu.
- Step: A dropdown menu.
- Show: A checkbox labeled "Open Tasks" which is checked, and an unchecked checkbox for "Resolved Tasks".

At the bottom of the sidebar are two buttons: "Search" and "Reset".

The main area is a table with the following columns:

	Title	Status	Language	Step	Assignee	Li
<input type="checkbox"/>	what	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Choose Ohio First STEM Scholarship	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Reporting structure	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Law School Holiday event link	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Profile Test image	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Here's a photo for the Differentiators	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Check it out!	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Image for a Promo	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	This is the second row	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	The image for the second row of my checkerboard	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	The first square	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	The first image in my Checkboard	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	A new checkerboard test	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	This card is a Joker	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	My second card	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Cards go here - along with calls to action	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1

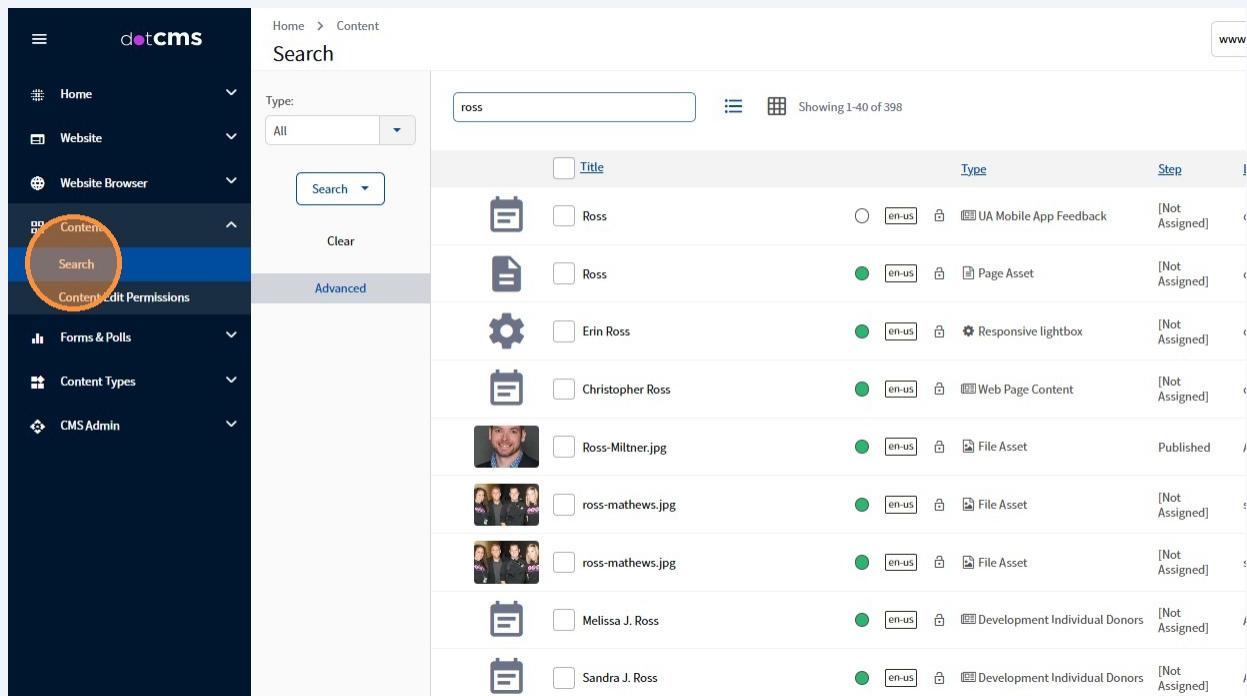
2 Click "Content"



The screenshot shows the dotCMS 'Tasks' page. The left sidebar has a 'Content' menu item highlighted with an orange circle. The main content area shows a table of tasks with columns for Title, Status, Language, and Step. Most tasks are in an 'Unpublished' status.

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

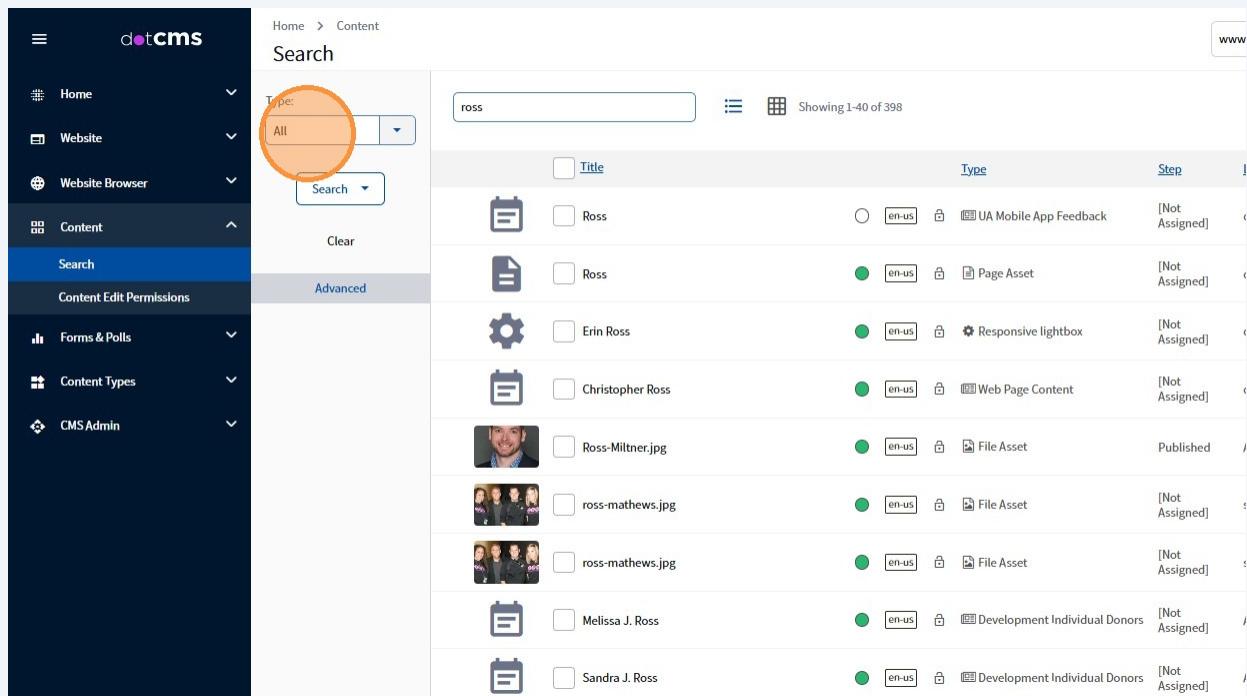
3 Click "Search"



The screenshot shows the dotCMS 'Search' page. The left sidebar has a 'Search' menu item highlighted with an orange circle. The main content area shows a search results table for the query 'ross'. The table includes columns for Title, Type, and Step.

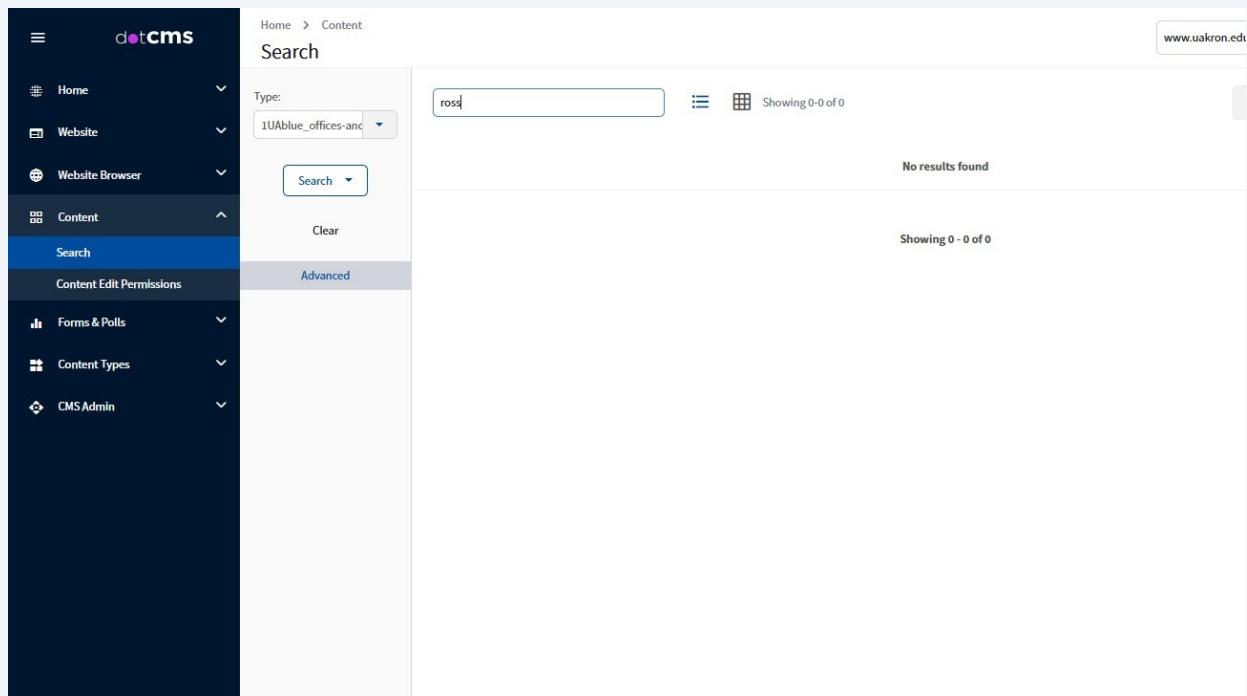
Title	Type	Step
Ross	UA Mobile App Feedback	[Not Assigned]
Ross	Page Asset	[Not Assigned]
Erin Ross	Responsive lightbox	[Not Assigned]
Christopher Ross	Web Page Content	[Not Assigned]
Ross-Miltner.jpg	File Asset	Published
ross-mathews.jpg	File Asset	[Not Assigned]
ross-mathews.jpg	File Asset	[Not Assigned]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



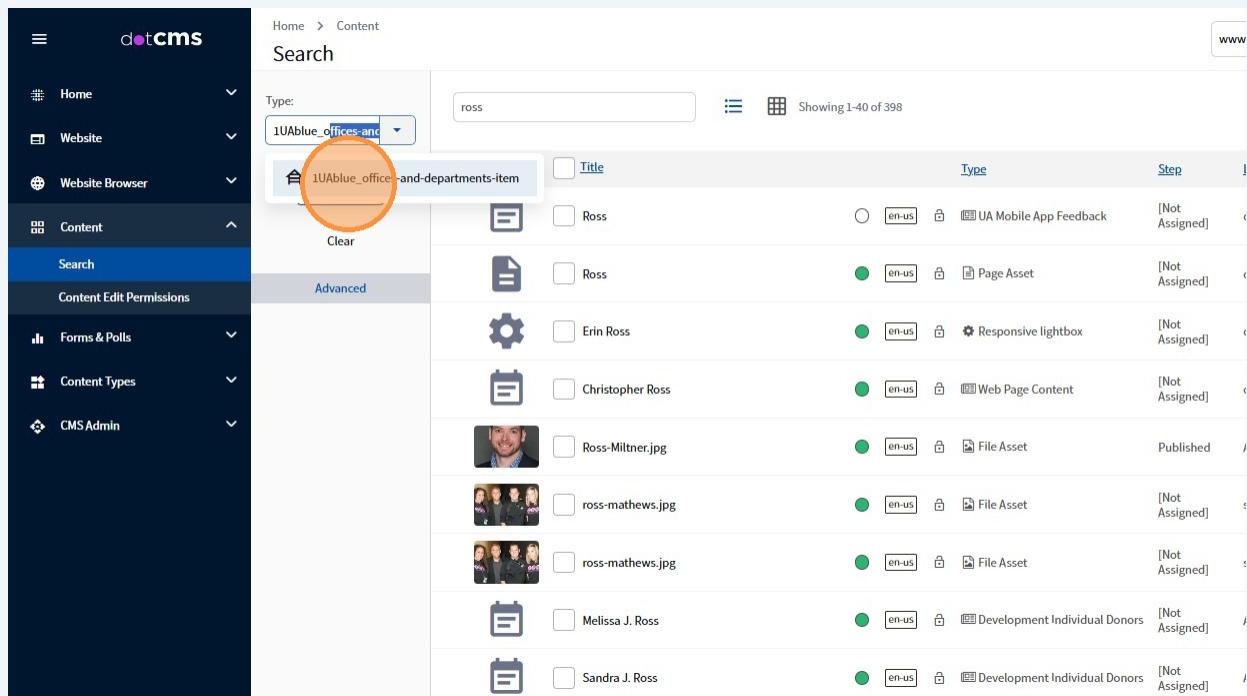
The screenshot shows the dotCMS search interface. On the left is a dark sidebar with navigation options like Home, Website, Website Browser, Content, Search, Content Edit Permissions, Forms & Polls, Content Types, and CMS Admin. The 'Search' option is currently selected. The main area is titled 'Search' and shows a search bar with the text 'ross'. Below the search bar is a dropdown menu labeled 'Type' with 'All' selected. A large orange circle highlights this dropdown menu. To the right of the search bar is a table titled 'Showing 1-40 of 398' with columns for Title, Type, Step, and various status indicators. The table lists several items, including 'Ross' (Type: Title), 'Ross' (Type: Page Asset), 'Erin Ross' (Type: Responsive lightbox), 'Christopher Ross' (Type: Web Page Content), 'Ross-Miltner.jpg' (Type: File Asset), 'ross-mathews.jpg' (Type: File Asset), 'ross-mathews.jpg' (Type: File Asset), 'Melissa J. Ross' (Type: Development Individual Donors), and 'Sandra J. Ross' (Type: Development Individual Donors).

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



The screenshot shows the dotCMS search interface. The sidebar and search bar are identical to the previous screenshot. The 'Type' dropdown menu is now set to '1UAbule_offices-and-departments-item'. The search bar contains the text 'ross'. The table on the right is empty, with a message 'No results found' and 'Showing 0 - 0 of 0'.

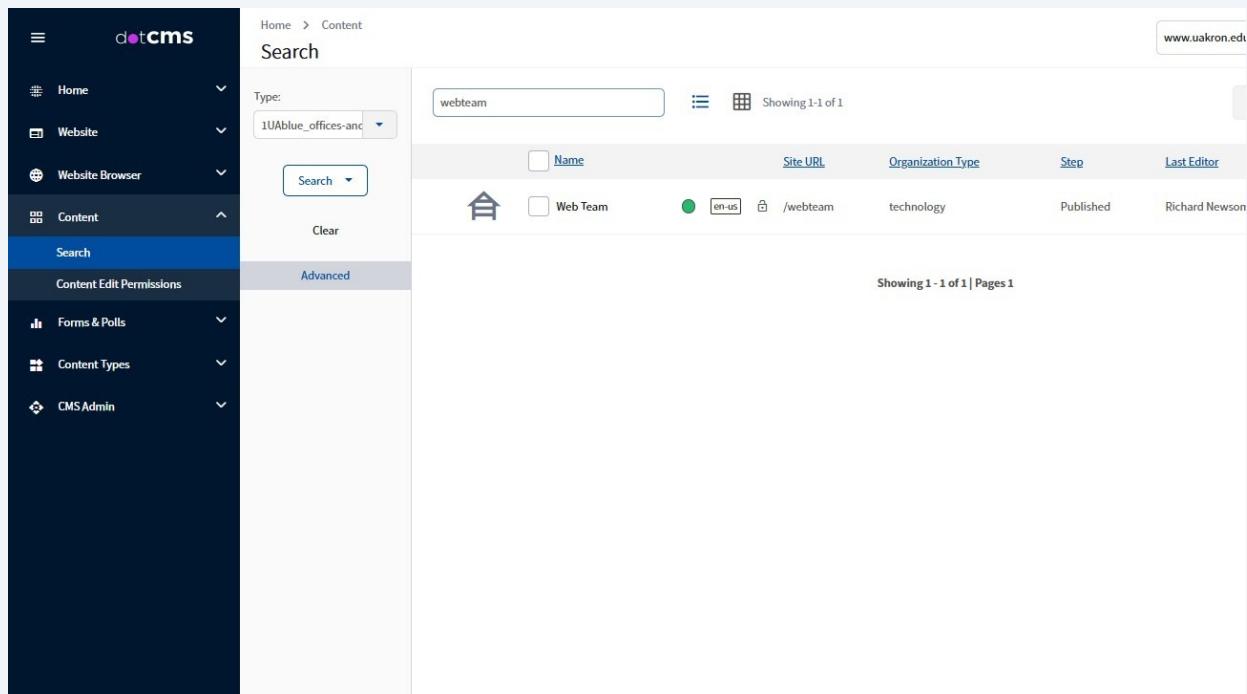
6 Click "1UAbule_offices-and-departments-item"



The screenshot shows the dotCMS search interface. The search bar contains the text "ross". The results table shows 14 items, with the first item, "1UAbule_offices-and-departments-item", highlighted with an orange circle. The table columns include Title, Type, Step, and Last Editor. The "1UAbule_offices-and-departments-item" row contains a file icon, the title "1UAbule_offices-and-departments-item", and a "Clear" button.

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

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

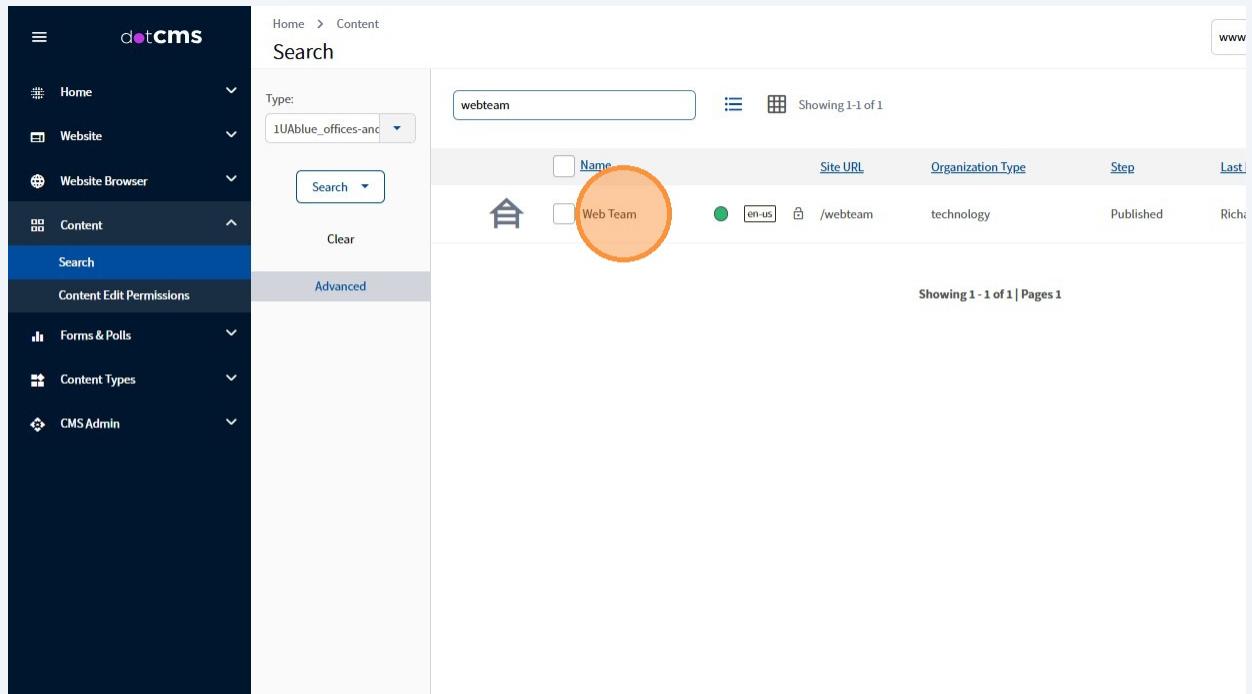


The screenshot shows the dotCMS search interface. The search bar contains the text "webteam". The results table shows 1 item, with the first item, "Web Team", highlighted with an orange circle. The table columns include Name, Site URL, Organization Type, Step, and Last Editor. The "Web Team" row contains a file icon, the title "Web Team", and the organization type "technology".

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

8

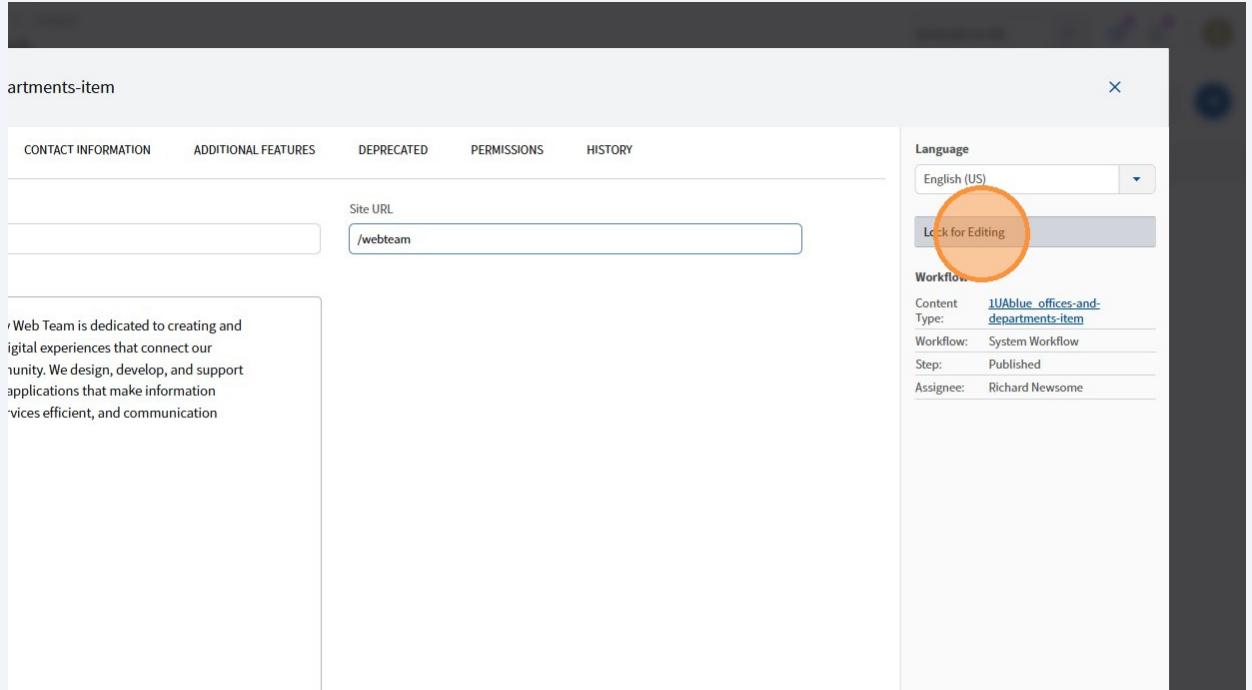
Click the name of the organization when it comes up in the search to edit this entry.



The screenshot shows the dotCMS search interface. The left sidebar has a 'Content' section selected. The main search bar has 'webteam' typed into it. The search results table shows one entry: 'Web Team' with a 'Site URL' of '/webteam'. The 'Name' column is highlighted with an orange circle. The table includes columns for Site URL, Organization Type, Step, and Last.

9

Click "Lock for Editing"



The screenshot shows the content edit interface for a 'departments-item' entry. The top navigation bar includes tabs for CONTACT INFORMATION, ADDITIONAL FEATURES, DEPRECATED, PERMISSIONS, and HISTORY. The right sidebar shows details like Language (English (US)) and Workflow. The 'Lock for Editing' button in the sidebar is highlighted with an orange circle. The main content area contains a text box with a paragraph about the Web Team.

10 You can modify the name of the organization

1UAbule_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 Loc
Work Work
Cont Type: Work
Step Step
Assig Assig

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

1UAbule_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

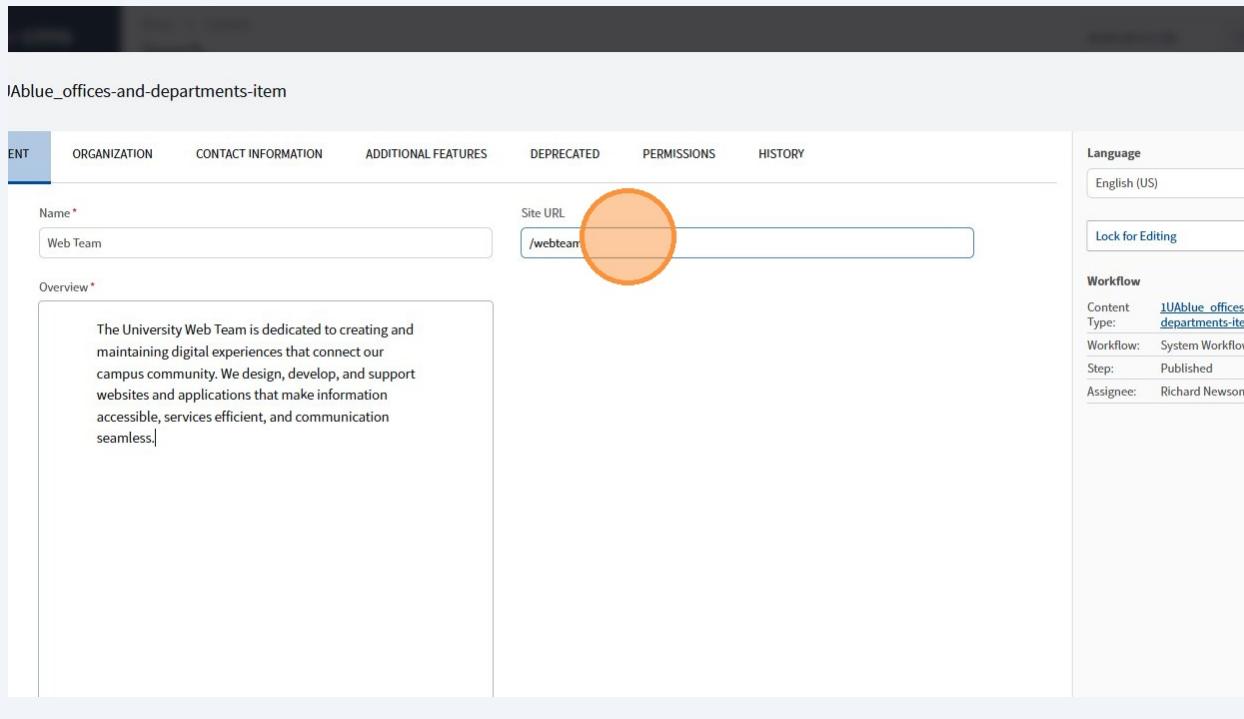
Name * Web Team Site URL /webteam

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 Loc
Work Work
Cont Type: Work
Step Step
Assig Assig

12

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

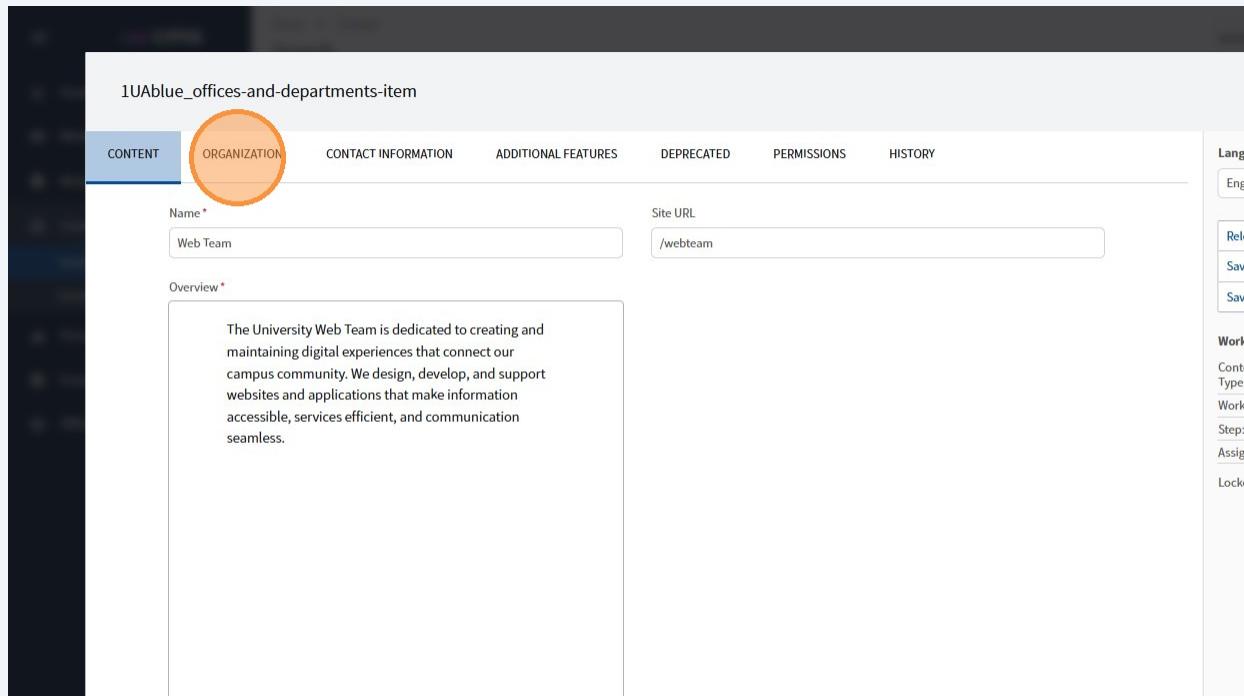


1Ablue_offices-and-departments-item

ENT	ORGANIZATION	CONTACT INFORMATION	ADDITIONAL FEATURES	DEPRECATED	PERMISSIONS	HISTORY
Name *	Web Team			Site URL	/webteam	
Overview *	<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>					
Language	English (US)					
Lock for Editing						
Workflow	<p>Content: 1Ablue_offices_and-departments-item Type: Content Workflow: System Workflow Step: Published Assignee: Richard Newsom</p>					

13

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

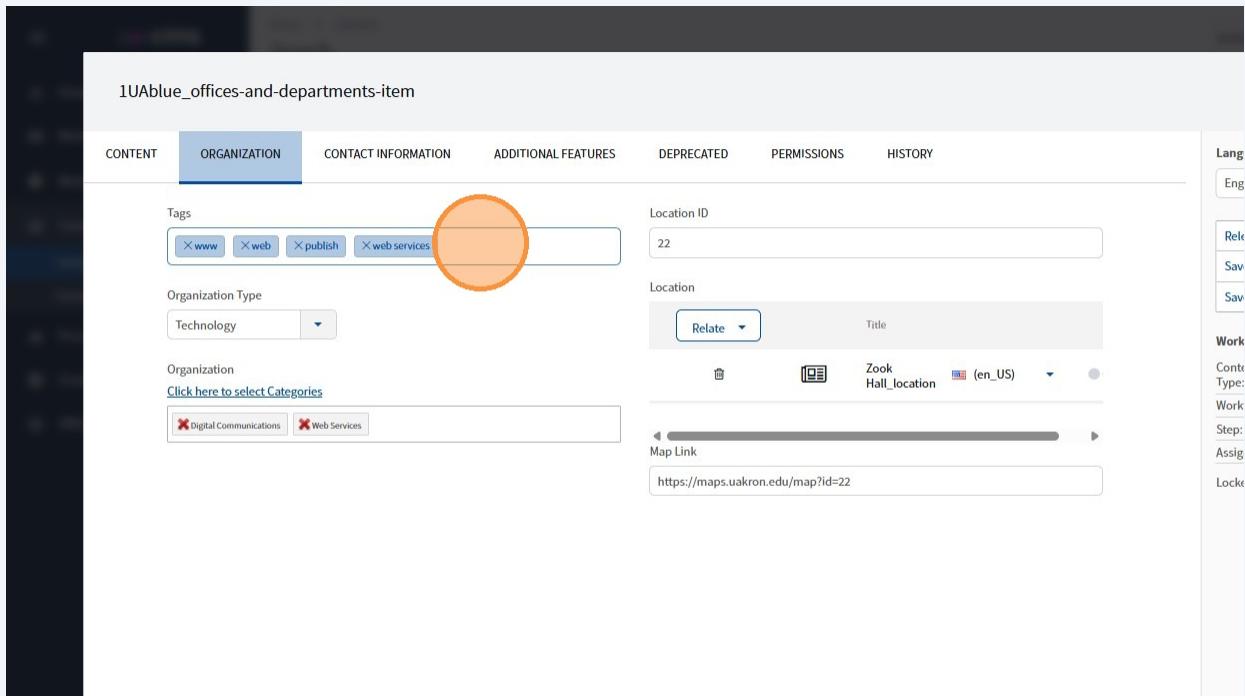


1Ablue_offices-and-departments-item

CONTENT	ORGANIZATION	CONTACT INFORMATION	ADDITIONAL FEATURES	DEPRECATED	PERMISSIONS	HISTORY
Name *	Web Team			Site URL	/webteam	
Overview *	<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					
Rele						
Sav						
Sav						
Work	<p>Contr Type: Work Step: Assig Lock</p>					

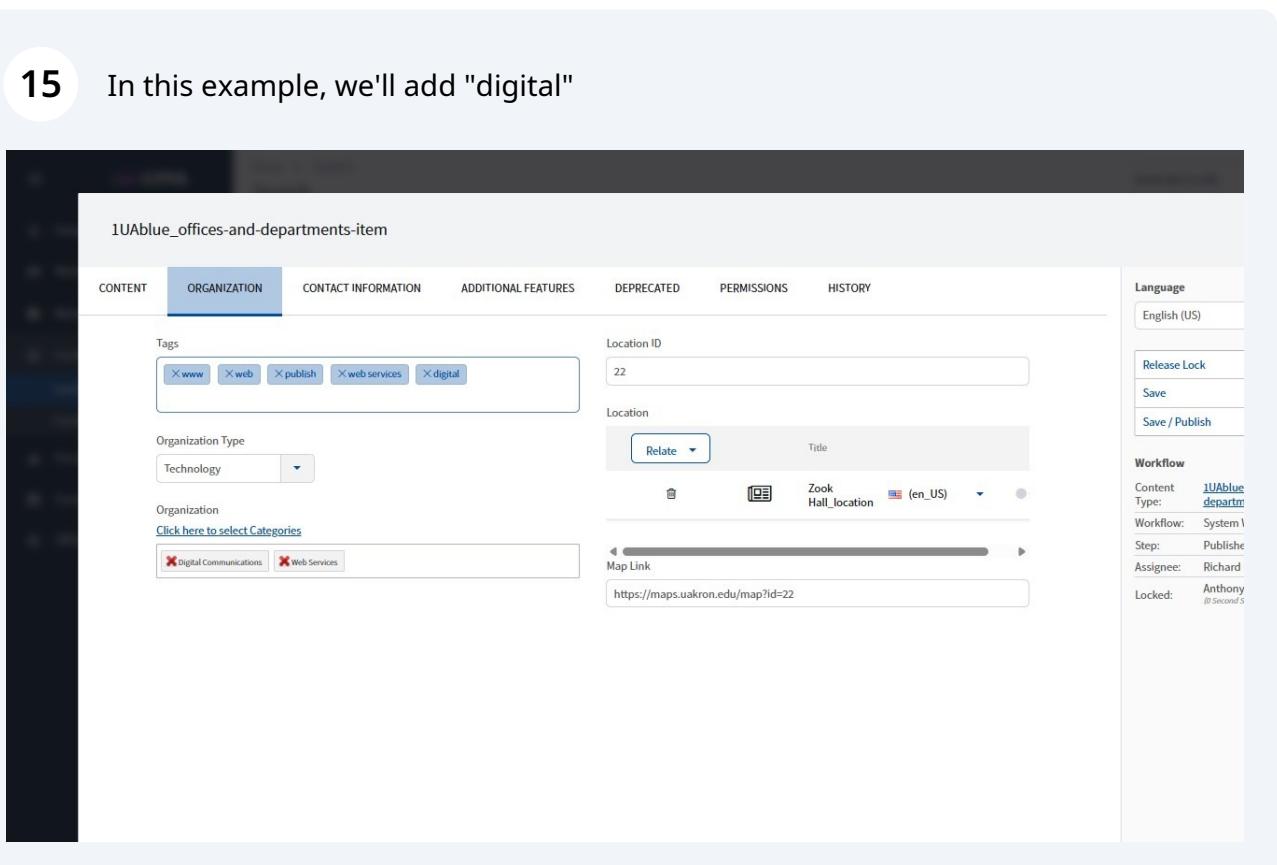
14

You can update the Tags to add related keywords.



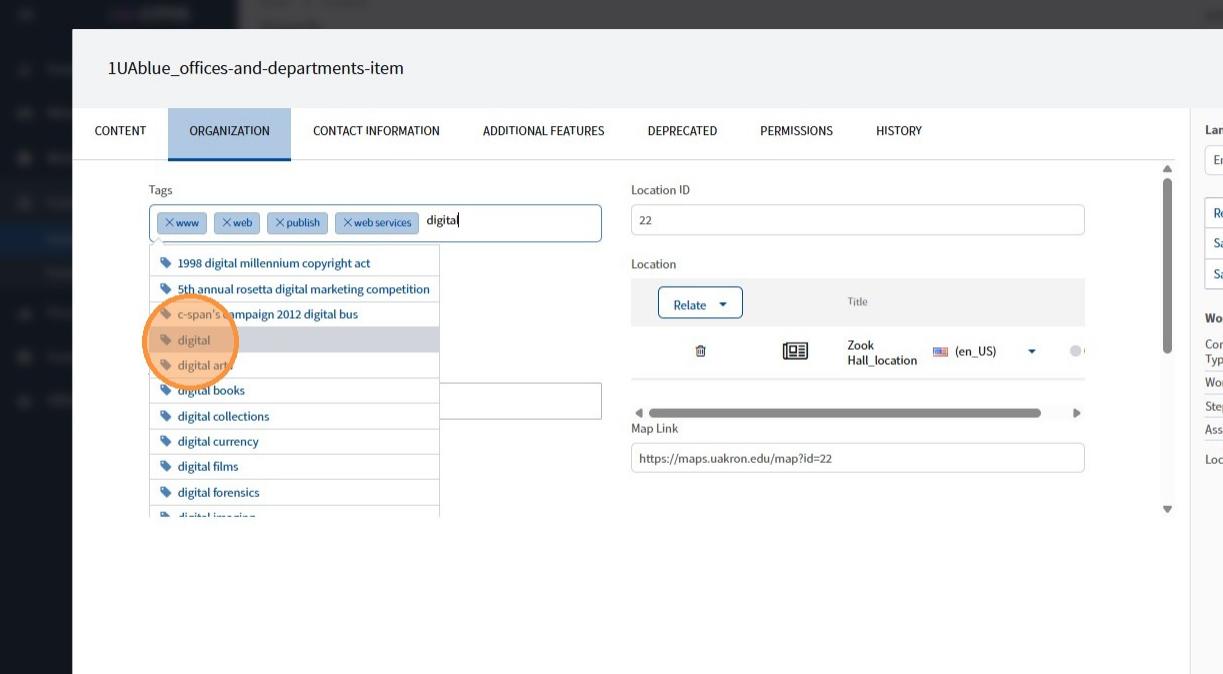
15

In this example, we'll add "digital"



16

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



1UAbule_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Tags

Location ID

Location

Map Link

Work

Lang Eng

Relk Sav

Sav

Work

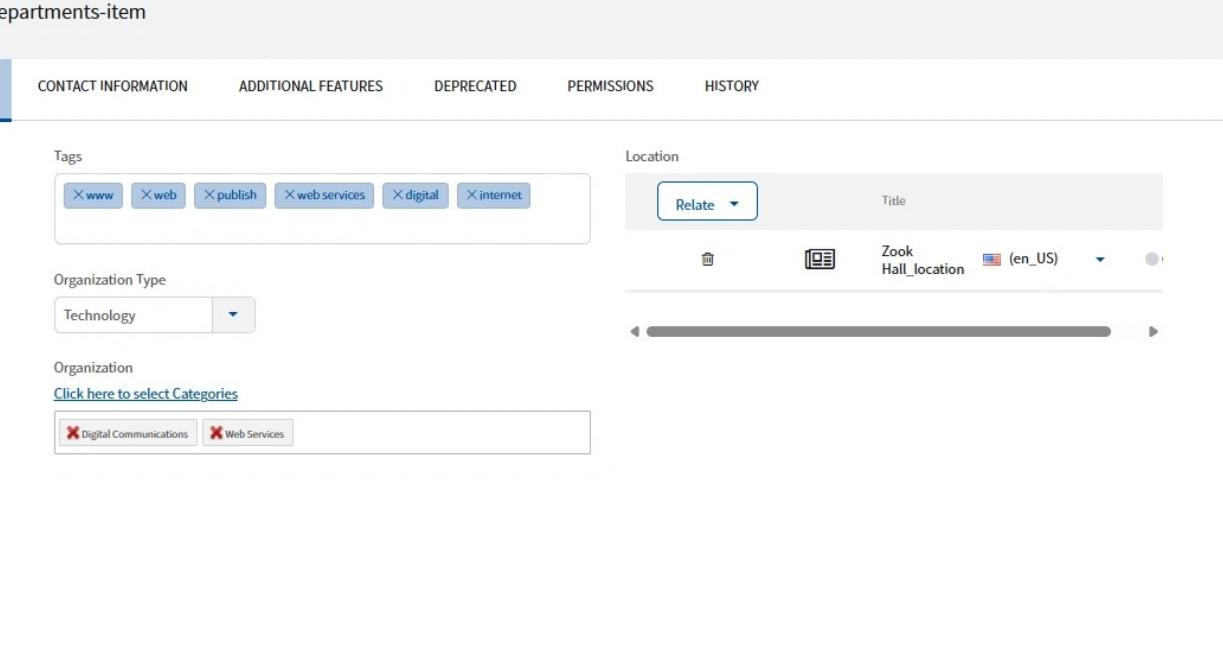
Contc Type: Work

Step: Assig

Locke

17

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



departments-item

CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Tags

Location

Organization Type

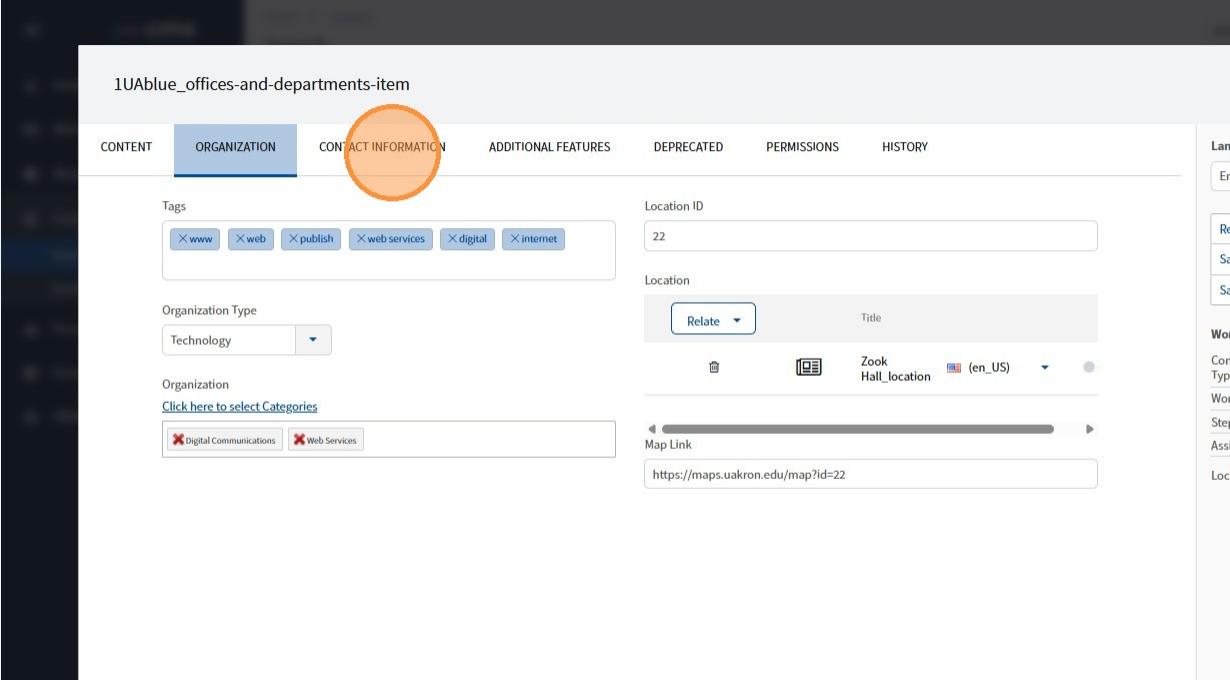
Technology

Organization

Click here to select Categories

Digital Communications Web Services

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



1UAbule_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

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

Location ID: 22

Organization Type: Technology

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

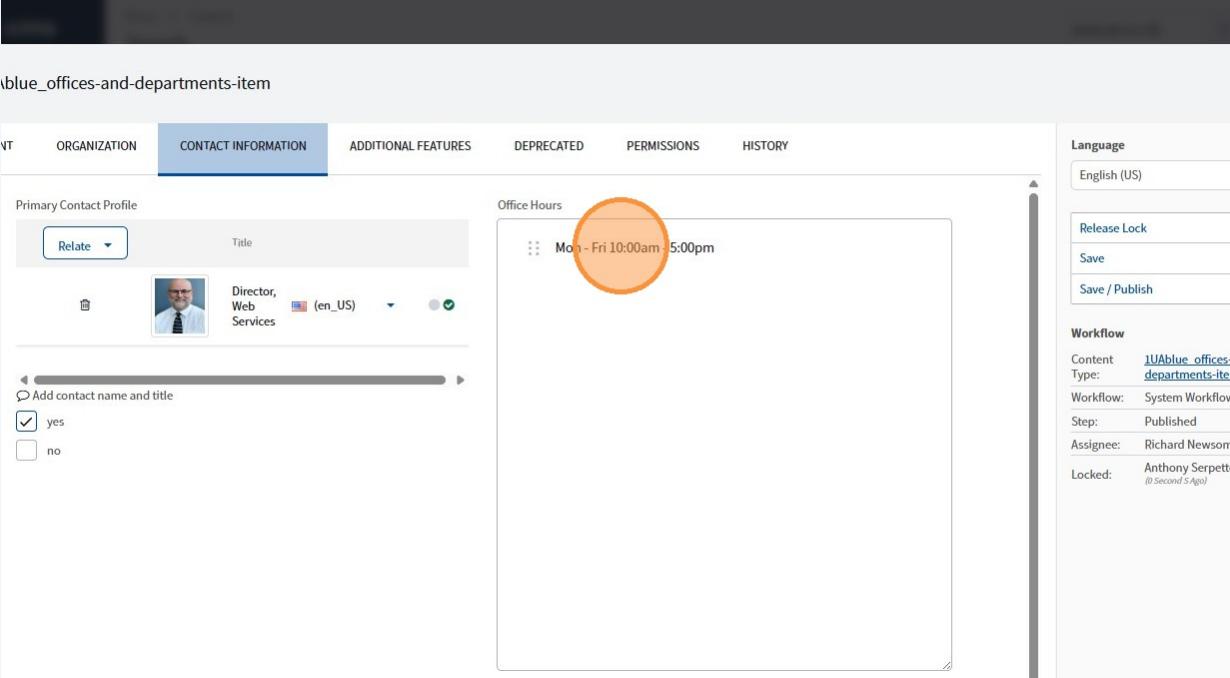
Location: Relate [Title](#) [Edit](#) [Zook Hall_location](#) [en_US](#)

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

Lang: Eng

Work: Cont Type: Work Step: Assig Lock

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.



1UAbule_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

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

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

Language: English (US)

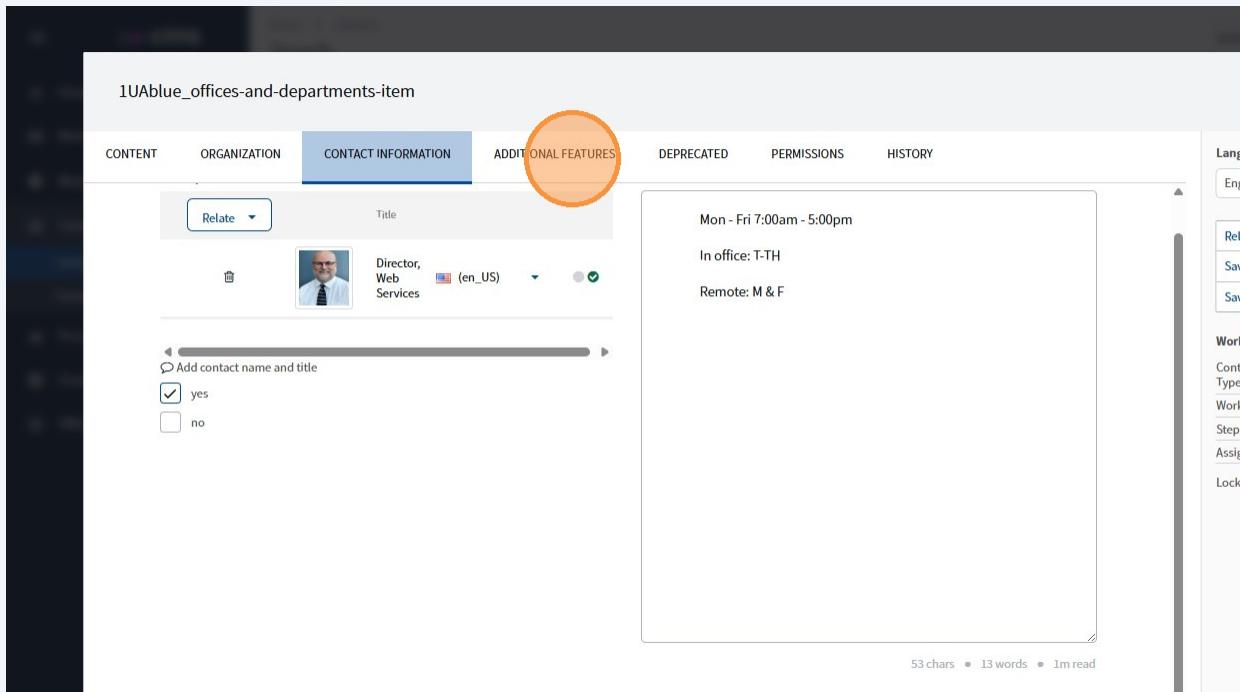
Release Lock

Save

Save / Publish

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

20 Click "Additional Features" to continue.



1UAbule_offices-and-departments-item

CONTENT ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Relate Title

Director, Web Services (en_US)

Add contact name and title

yes

no

Mon - Fri 7:00am - 5:00pm

In office: T-TH

Remote: M & F

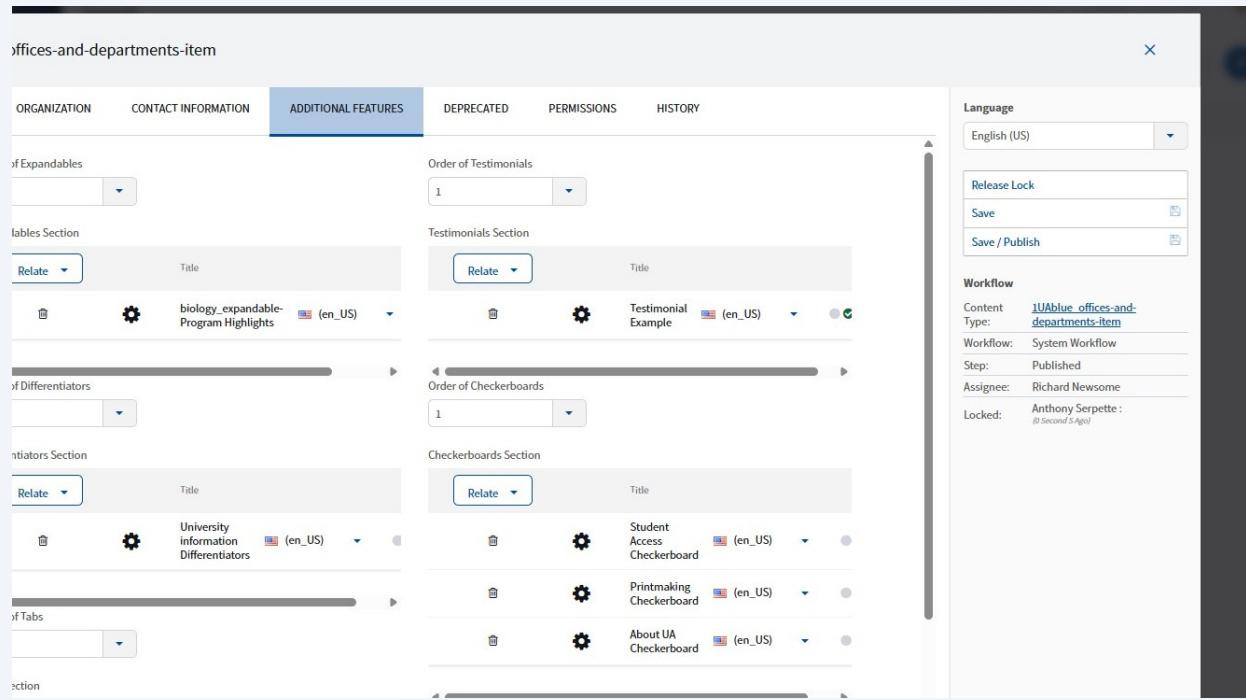
53 chars • 13 words • 1m read

Lang Eng

Relk Sav Sav

Work Cont Type: Work Step: Assig Lock

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.



1UAbule_offices-and-departments-item

ORGANIZATION CONTACT INFORMATION ADDITIONAL FEATURES DEPRECATED PERMISSIONS HISTORY

Order of Testimonials

1

Testimonials Section

Relate Title

biology_expandable- Program Highlights

Testimonial Example

Order of Checkerboards

1

Checkerboards Section

Relate Title

University information Differentiators

Student Access Checkerboard

Printmaking Checkerboard

About UA Checkerboard

Language English (US)

Release Lock

Save

Save / Publish

Workflow

Content: 1UAbule_offices-and-departments-item

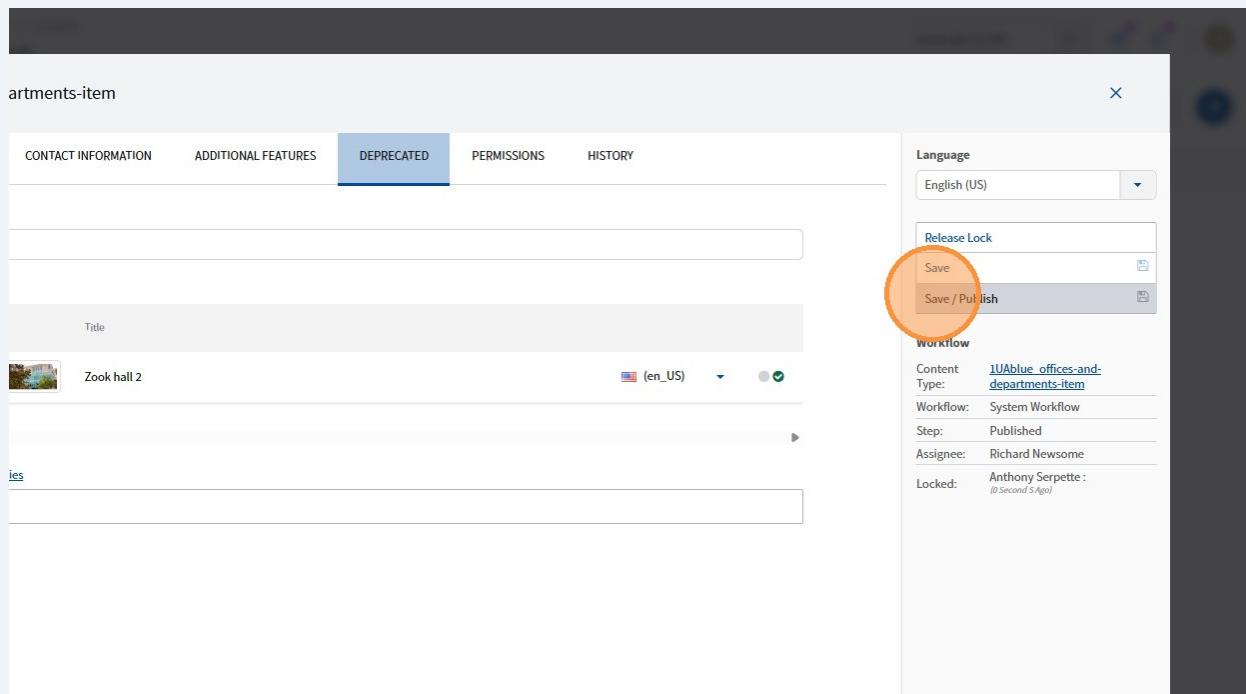
Type: System Workflow

Step: Published

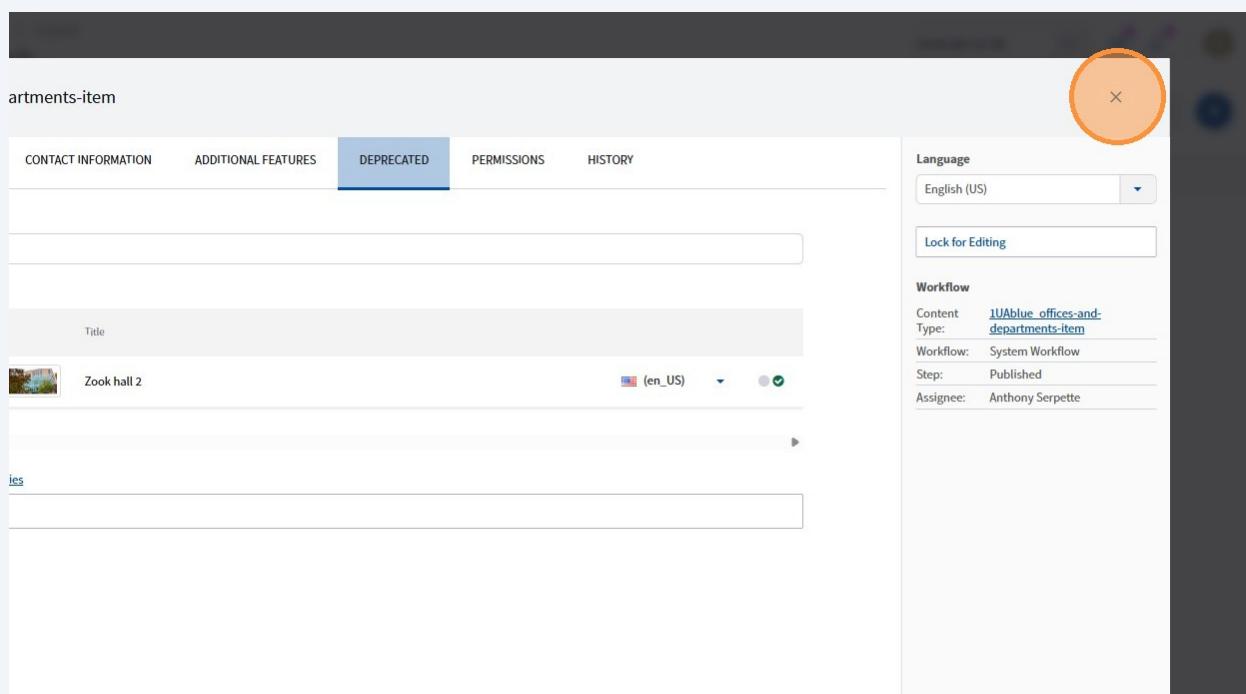
Assignee: Richard Newsome

Locked: Anthony Serpette: (0 Second S. Agro)

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

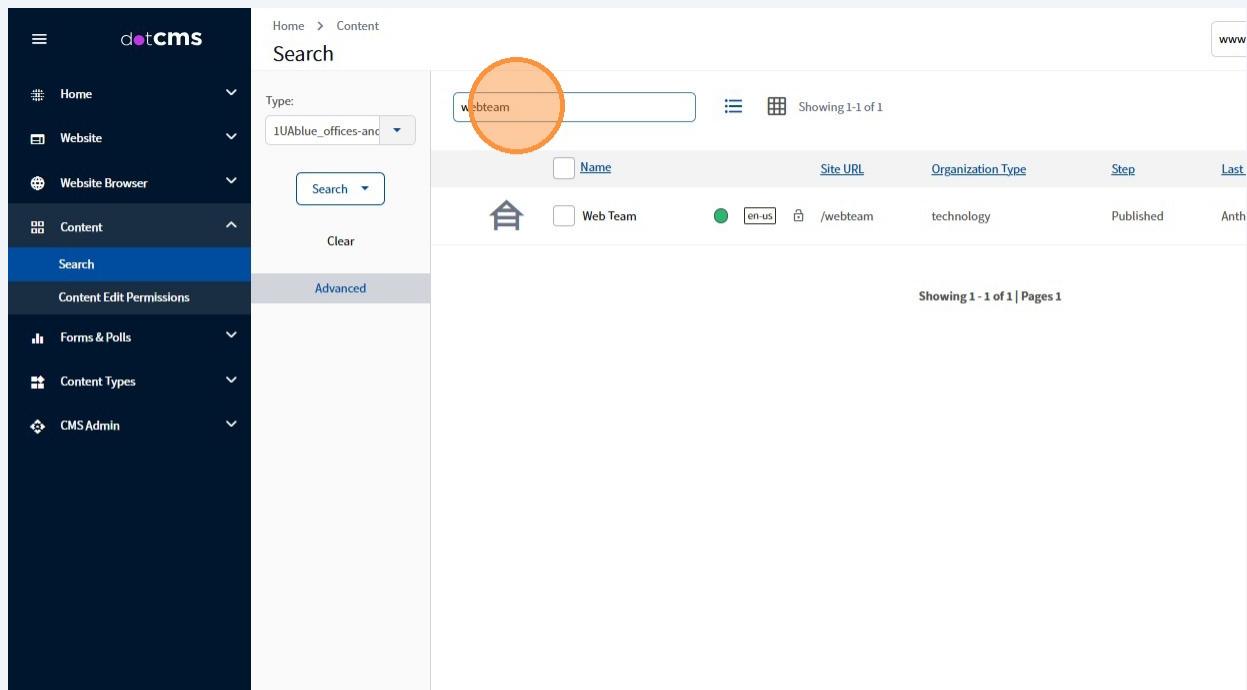


23 Click the "x" here to close out of the entry.



24

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

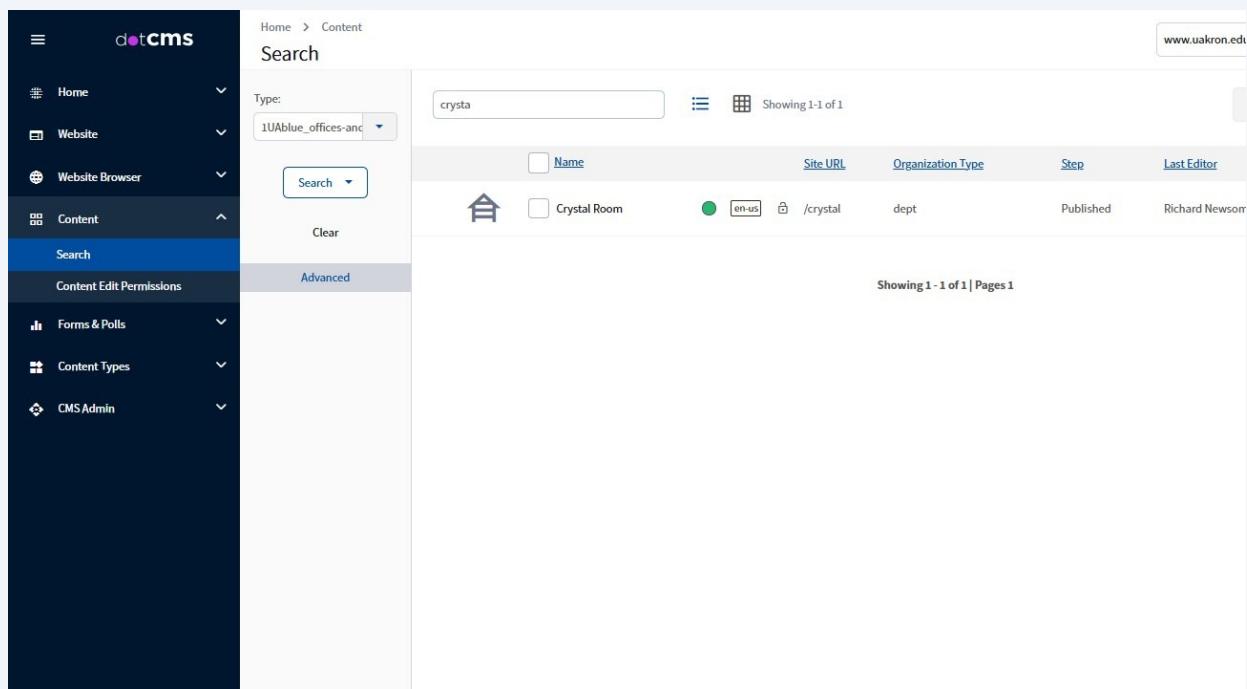


The screenshot shows the dotCMS search interface. The search bar contains the text 'webteam'. A table below the search bar displays one result: 'Web Team'. The table has columns for Name, Site URL, Organization Type, Step, and Last. The 'Name' column shows 'Web Team', 'Site URL' shows '/webteam', 'Organization Type' shows 'technology', 'Step' shows 'Published', and 'Last' shows 'Anth'. An orange circle highlights the search bar.

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"

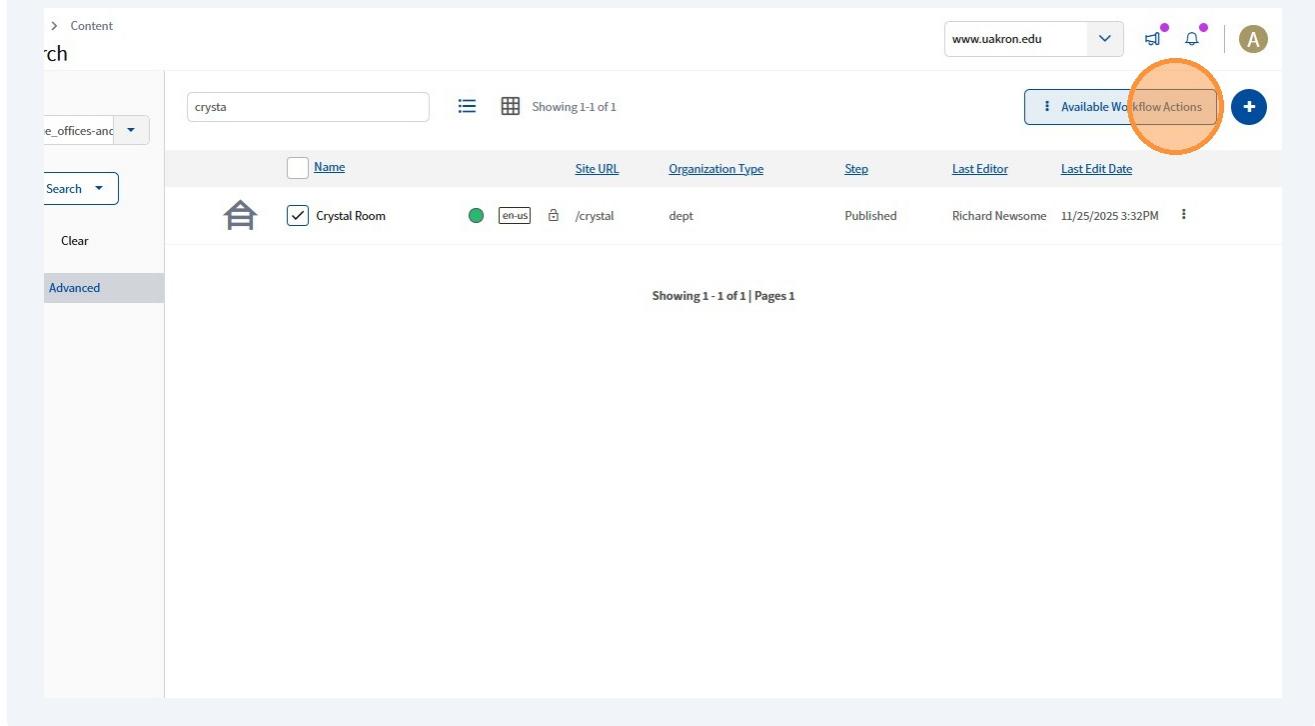


The screenshot shows the dotCMS search interface. The search bar contains the text 'crystal'. A table below the search bar displays one result: 'Crystal Room'. The table has columns for Name, Site URL, Organization Type, Step, and Last. The 'Name' column shows 'Crystal Room', 'Site URL' shows '/crystal', 'Organization Type' shows 'dept', 'Step' shows 'Published', and 'Last' shows 'Richard Newson'. An orange circle highlights the search bar.

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

26

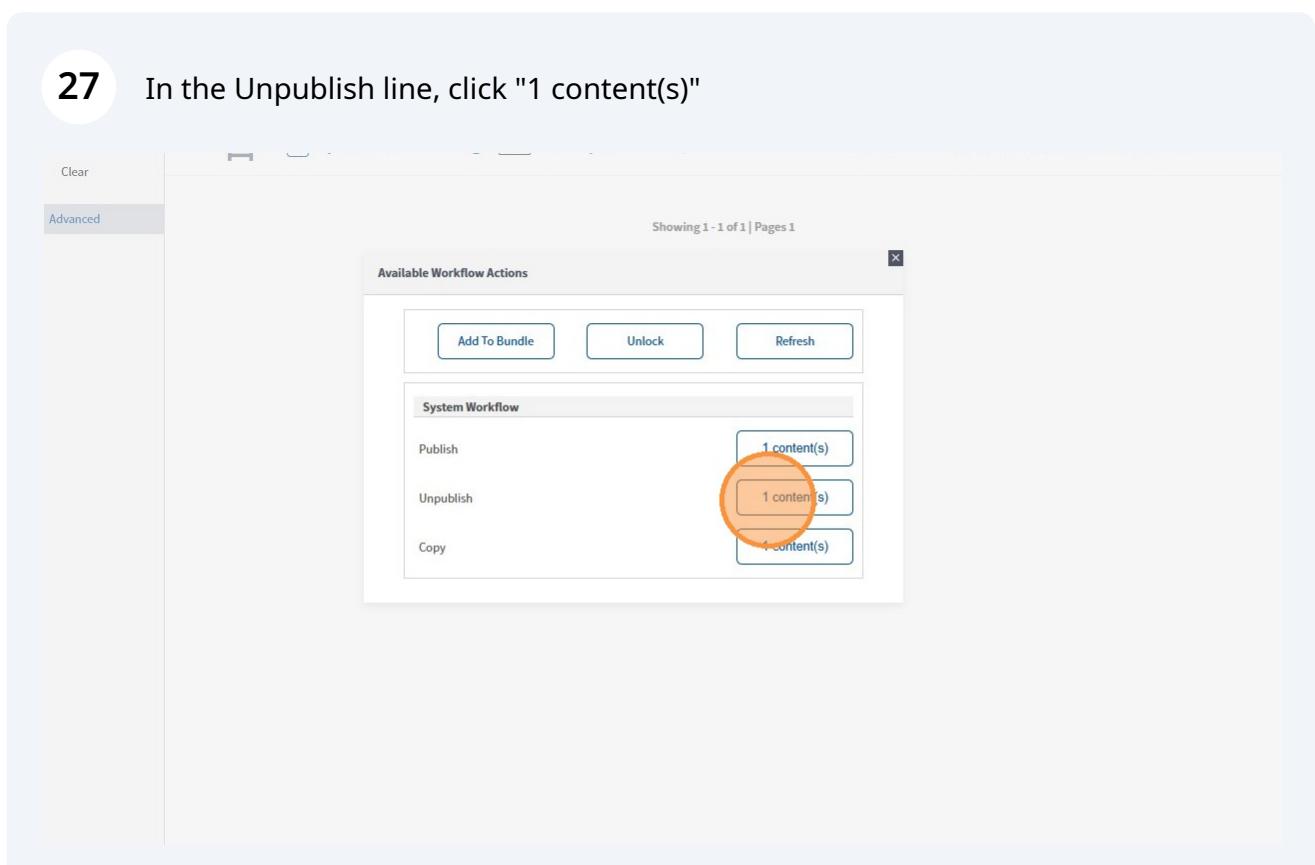
Check the box for the entry we want to remove, then click "Available Workflow Actions"



The screenshot shows a search interface with a search bar containing 'crystal'. The results table has columns: Name, Site URL, Organization Type, Step, Last Editor, and Last Edit Date. One row is visible, showing 'Crystal Room' with a checked checkbox. The 'Available Workflow Actions' button is highlighted with an orange circle.

27

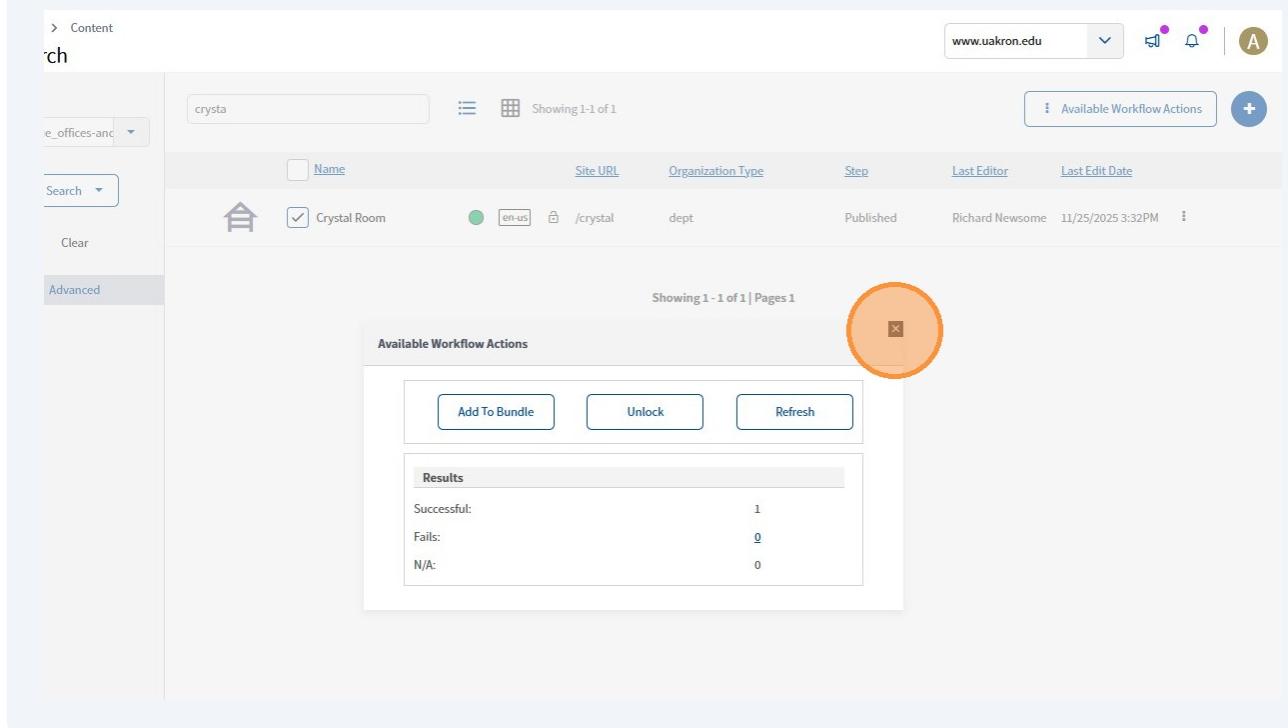
In the Unpublish line, click "1 content(s)"



The screenshot shows the 'Available Workflow Actions' dialog box. The 'System Workflow' section is open, showing 'Publish', 'Unpublish', and 'Copy' options. The 'Unpublish' section is expanded, showing three buttons labeled '1 content(s)'. The first '1 content(s)' button is highlighted with an orange circle.

28

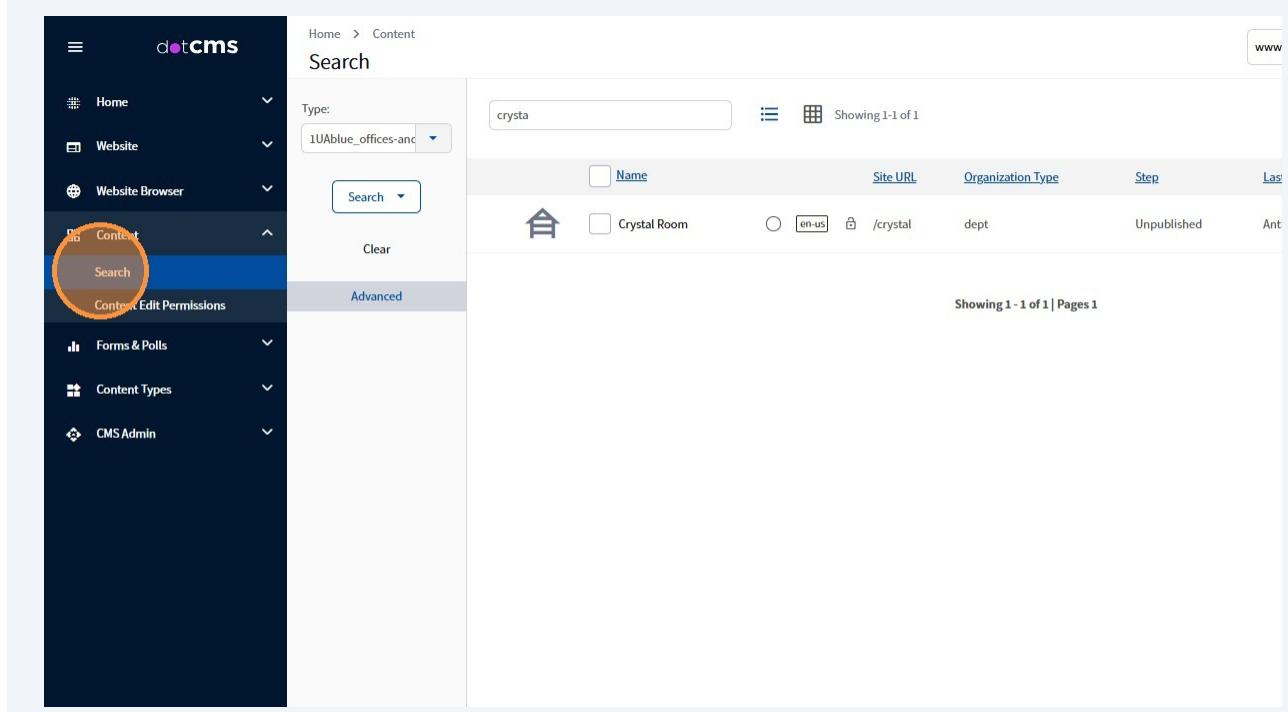
Once the system unpublishes the item, click the "x" to close the window.



The screenshot shows the dotCMS content management system. On the left is a sidebar with a 'Content' section. The main area is a search results page for the term 'crysta'. The results table shows one item: 'Crystal Room' (checked, Site URL: /crystal, Organization Type: dept, Step: Published, Last Editor: Richard Newsome, Last Edit Date: 11/25/2025 3:32PM). Below the table is a 'Available Workflow Actions' panel with buttons for 'Add To Bundle', 'Unlock', and 'Refresh'. A 'Results' section shows statistics: Successful: 1, Fails: 0, N/A: 0. An orange circle highlights the close button (an 'x') in the top right corner of this panel.

29

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



The screenshot shows the dotCMS interface with a dark theme. On the left is a sidebar with a 'Content' section. The main area is a search results page for the term 'crysta'. The results table shows one item: 'Crystal Room' (unchecked, Site URL: /crystal, Organization Type: dept, Step: Unpublished, Last Editor: Ant, Last Edit Date: 11/25/2025 3:32PM). Below the table is a 'Showing 1 - 1 of 1 | Pages 1' message. On the far left of the sidebar, the 'Search' menu item is highlighted with an orange circle.

30

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