

# How to search for Widgets in the Content | Search

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

Dashboard

Home

Site

Site Browser

Content

Forms & Polls

Content Types

Admin

Users

Keywords:

Assigned To:

Is Nigh (User)

All

Me

Older than (days)

Scheme:

Step:

Show:

☒ Open Tasks

☐ Resolved Tasks

Search

Reset

	Title	Status	Language	Step	Assignee	Last Updated
<input type="checkbox"/>	Zippy's FAQ		(en_US)	Unpublished	Is Nigh	6 hour(s) ago
<input type="checkbox"/>	What Are Zippy's Favorite Colors?		(en_US)	Unpublished	Is Nigh	6 hour(s) ago
<input type="checkbox"/>	General Page - with Left Nav		(en_US)	Unpublished	Is Nigh	7 hour(s) ago
<input type="checkbox"/>	parsley.min.js		(en_US)	New	Is Nigh	2 weeks ago
<input type="checkbox"/>	Test 2 for Rethinking Race page created 10/2/2025		(en_US)	Unpublished	Is Nigh	last month
<input type="checkbox"/>	glitch test		(en_US)	Unpublished	Is Nigh	2 months ago
<input type="checkbox"/>	test		(en_US)	Unpublished	Is Nigh	2 months ago
<input type="checkbox"/>	1UABlue_feature_differentiators.vtl		(en_US)	Unpublished	Is Nigh	3 months ago
<input type="checkbox"/>	1UABlue_expand_collapse.vtl		(en_US)	Unpublished	Is Nigh	3 months ago
<input type="checkbox"/>	html_footer-2.vtl		(en_US)	Unpublished	Is Nigh	3 months ago
<input type="checkbox"/>	Local Map		(en_US)	New	Is Nigh	5 months ago
<input type="checkbox"/>	index		(en_US)	New	Is Nigh	5 months ago
<input type="checkbox"/>	Merit scholarships		(en_US)	Unpublished	Is Nigh	more than a year ago

## 2 Click "Content"

Home  
Tasks

Keywords:

Assigned To:

☐ All ☒ Me

Older than (days)

Scheme:

Step:

Show: ☒ Open Tasks ☐ Resolved Tasks

<input type="checkbox"/>	Title	Status	Language	Step	Assignee
<input type="checkbox"/>	Zippy's FAQ	<span style="color: orange;">●</span> <span style="color: red;">🔒</span>	(en_US)	Unpublished	Is Nigh
<input type="checkbox"/>	What Are Zippy's Favorite Colors?	<span style="color: orange;">●</span>	(en_US)	Unpublished	Is Nigh
<input type="checkbox"/>	General Page - with Left Nav	<span style="color: orange;">●</span>	(en_US)	Unpublished	Is Nigh
<input type="checkbox"/>	parsley.min.js	<span style="color: green;">✔</span>	(en_US)	New	Is Nigh
<input type="checkbox"/>	Test 2 for Rethinking Race page created 10/2/2025	<span style="color: orange;">●</span>	(en_US)	Unpublished	Is Nigh
<input type="checkbox"/>	glitch test	<span style="color: green;">✔</span>	(en_US)	Unpublished	Is Nigh
<input type="checkbox"/>	test	<span style="color: orange;">●</span>	(en_US)	Unpublished	Is Nigh
<input type="checkbox"/>	1UAbblue_feature_differentiators.vtl	<span style="color: orange;">●</span>	(en_US)	Unpublished	Is Nigh
<input type="checkbox"/>	1UAbblue_expand_collapse.vtl	<span style="color: orange;">●</span>	(en_US)	Unpublished	Is Nigh
<input type="checkbox"/>	html_footer-2.vtl	<span style="color: orange;">●</span>	(en_US)	Unpublished	Is Nigh
<input type="checkbox"/>	Local Map	<span style="color: green;">✔</span>	(en_US)	New	Is Nigh
<input type="checkbox"/>	index	<span style="color: green;">✔</span>	(en_US)	New	Is Nigh
<input type="checkbox"/>	Merit scholarships	<span style="color: orange;">●</span>	(en_US)	Unpublished	Is Nigh

## 3 Click "Search"

Content  
Search

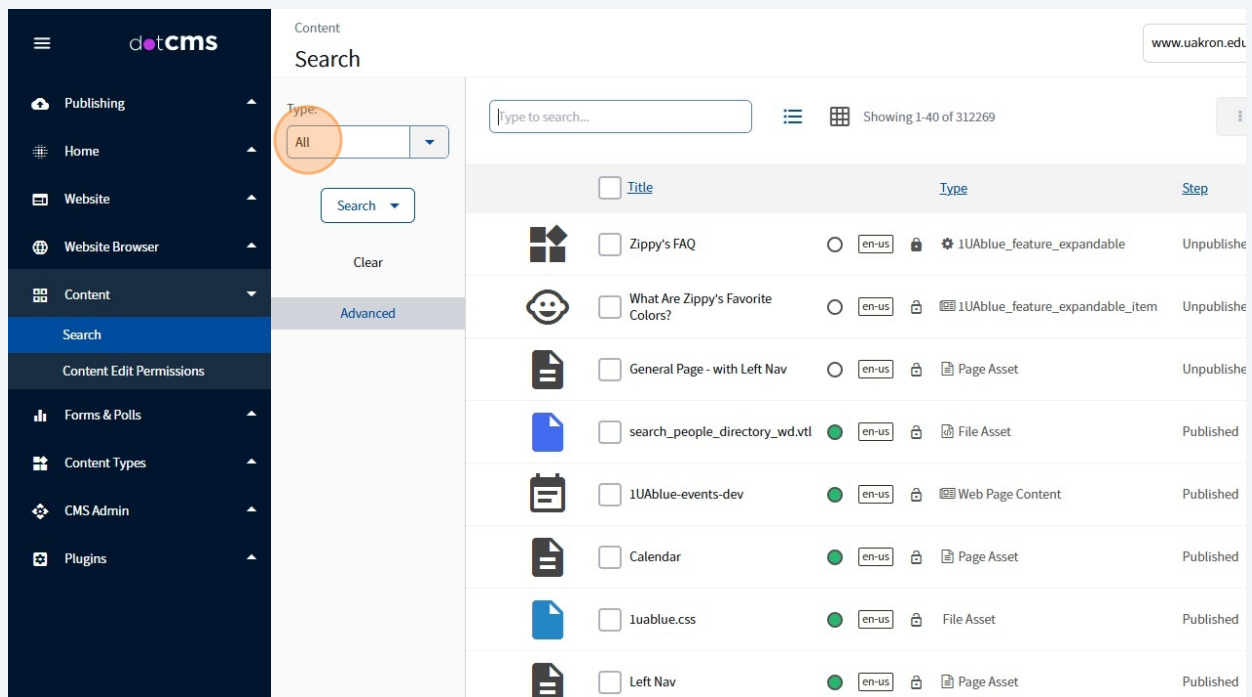
Type:

Type to search...

Showing 1-40 of 312269

<input type="checkbox"/>	Title	Type	Step	Last Editor	Last
<input type="checkbox"/>	Zippy's FAQ	1UAbblue_feature_expandable	Unpublished	Is Nigh	11/
<input type="checkbox"/>	What Are Zippy's Favorite Colors?	1UAbblue_feature_expandable_item	Unpublished	Is Nigh	11/
<input type="checkbox"/>	General Page - with Left Nav	Page Asset	Unpublished	Is Nigh	11/
<input type="checkbox"/>	search_people_directory_wd.vtl	File Asset	Published	Is Nigh	11/
<input type="checkbox"/>	1UAbblue-events-dev	Web Page Content	Published	Is Nigh	11/1
<input type="checkbox"/>	Calendar	Page Asset	Published	Is Nigh	11/1
<input type="checkbox"/>	1uabblue.css	File Asset	Published	Is Nigh	11/1
<input type="checkbox"/>	Left Nav	Page Asset	Published	Is Nigh	11/
<input type="checkbox"/>	1UAbblue-left-nav-dev	Web Page Content	Published	Is Nigh	11/1

#### 4 Click in the text field for Type (or click the drop down and scroll)

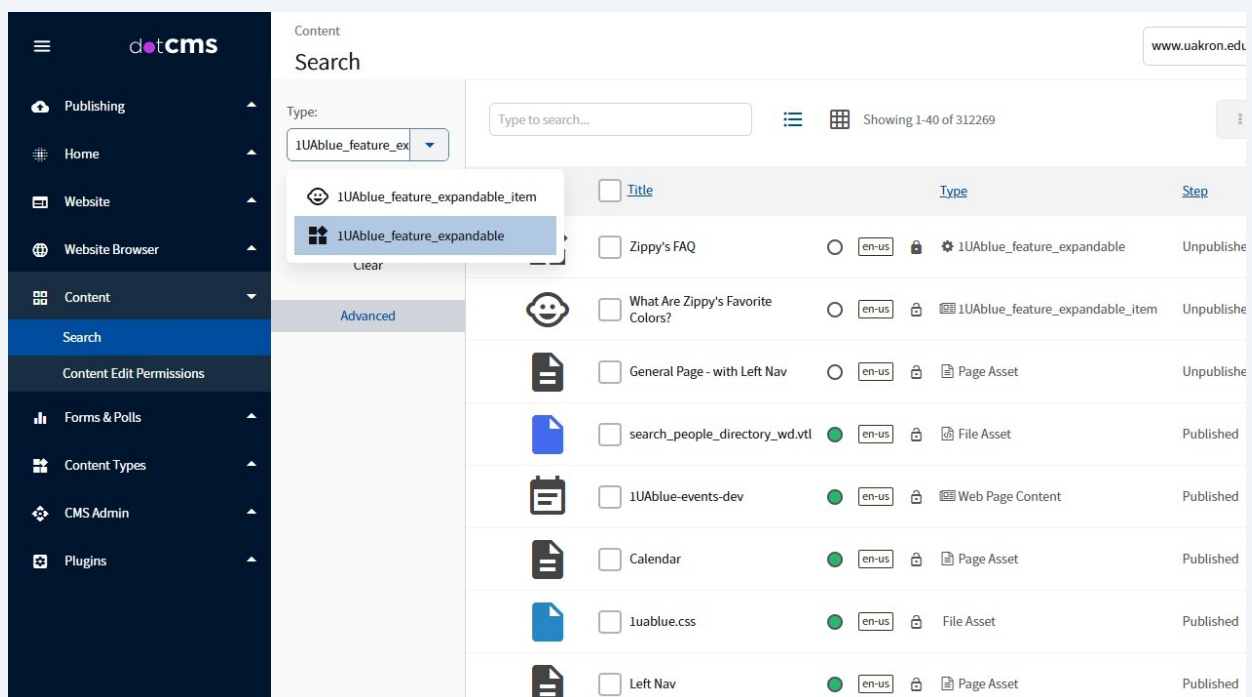


The screenshot shows the dotCMS Content Search interface. The left sidebar contains navigation links: Publishing, Home, Website, Website Browser, Content (selected), Search, Content Edit Permissions, Forms & Polls, Content Types, CMS Admin, and Plugins. The main content area has a 'Search' header with a 'Type:' dropdown menu set to 'All'. Below the dropdown is a 'Search' button and a 'Clear' link. The search results table displays the following items:

Title	Type	Step
Zippy's FAQ	1UABlue_feature_expandable	Unpublishe
What Are Zippy's Favorite Colors?	1UABlue_feature_expandable_item	Unpublishe
General Page - with Left Nav	Page Asset	Unpublishe
search_people_directory_wd.vtl	File Asset	Published
1UABlue-events-dev	Web Page Content	Published
Calendar	Page Asset	Published
1uablue.css	File Asset	Published
Left Nav	Page Asset	Published

#### 5 Type the first part of the name of the Widget content you want to find - like 1uablue\_feature\_ex...

The 'blocks' icon is for Parent widgets  
The 'lemon-head' icon is for Child widgets



The screenshot shows the dotCMS Content Search interface. The left sidebar is the same as in the previous screenshot. The main content area has the 'Type:' dropdown menu open, showing a list of widget types. The search results table displays the following items:

Title	Type	Step
Zippy's FAQ	1UABlue_feature_expandable	Unpublishe
What Are Zippy's Favorite Colors?	1UABlue_feature_expandable_item	Unpublishe
General Page - with Left Nav	Page Asset	Unpublishe
search_people_directory_wd.vtl	File Asset	Published
1UABlue-events-dev	Web Page Content	Published
Calendar	Page Asset	Published
1uablue.css	File Asset	Published
Left Nav	Page Asset	Published

## 6 Click the name - like the Parent widget: "1UAblue\_feature\_expandable"

The screenshot shows the dotCMS Content Search interface. On the left is a dark sidebar with navigation links: Publishing, Home, Website, Website Browser, Content (selected), Search, Content Edit Permissions, Forms & Polls, Content Types, CMS Admin, and Plugins. The main area has a 'Content Search' header with a search bar containing '1UAblue\_feature\_ex'. A dropdown menu is open, showing two options: '1UAblue\_feature\_expandable\_item' and '1UAblue\_feature\_expandable', with the latter highlighted. Below the dropdown is a 'Clear' button. To the right of the dropdown is a 'Type' dropdown set to '1UAblue\_feature\_ex'. Further right is a search bar with the placeholder 'Type to search...'. Below these are icons for list and grid views, and the text 'Showing 1-40 of 312269'. The main content area displays a table of search results with columns: Title, Type, Step, and Last Editor. The results include items like 'Zippy's FAQ', 'What Are Zippy's Favorite Colors?', 'General Page - with Left Nav', 'search\_people\_directory\_wd.vtl', '1UAblue-events-dev', 'Calendar', '1uablu.css', and 'Left Nav'.

Title	Type	Step	Last Editor
<input type="checkbox"/> Zippy's FAQ	en-us	1UAblue_feature_expandable	Unpublishe
<input type="checkbox"/> What Are Zippy's Favorite Colors?	en-us	1UAblue_feature_expandable_item	Unpublishe
<input type="checkbox"/> General Page - with Left Nav	en-us	Page Asset	Unpublishe
<input type="checkbox"/> search_people_directory_wd.vtl	en-us	File Asset	Published
<input type="checkbox"/> 1UAblue-events-dev	en-us	Web Page Content	Published
<input type="checkbox"/> Calendar	en-us	Page Asset	Published
<input type="checkbox"/> 1uablu.css	en-us	File Asset	Published
<input type="checkbox"/> Left Nav	en-us	Page Asset	Published

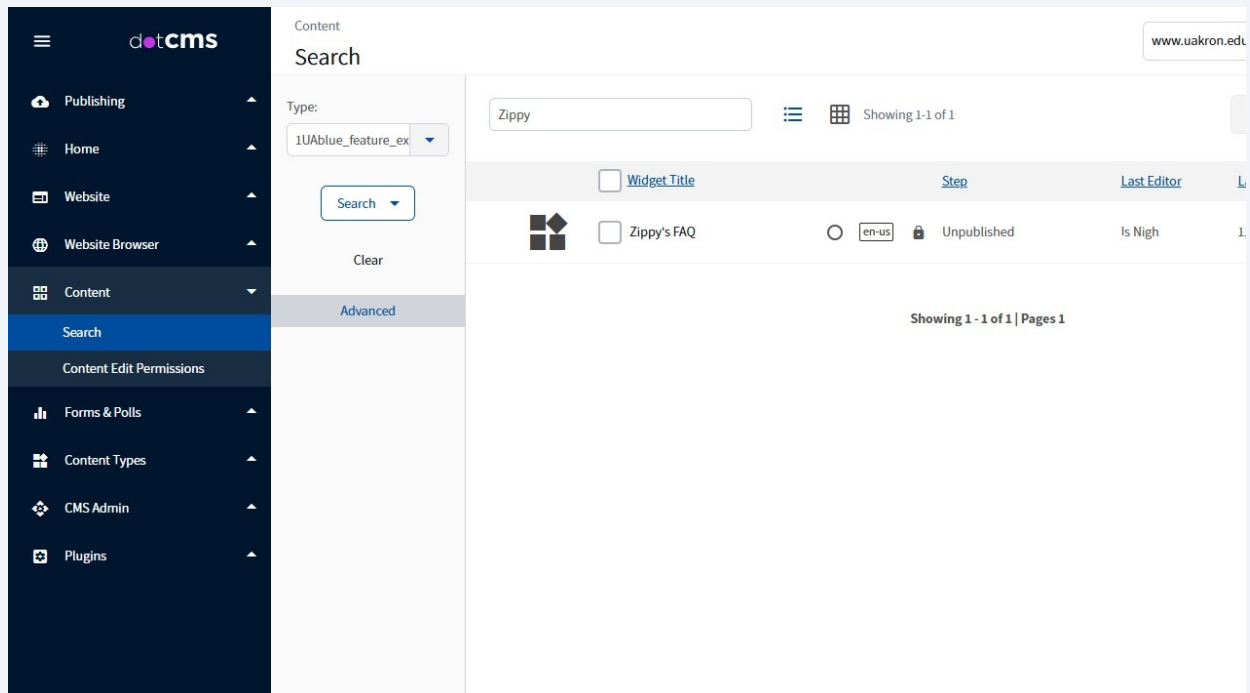
## 7 Click in this field and enter terms to refine your search.

The screenshot shows the dotCMS Content Search interface. On the left is a dark sidebar with navigation links: Publishing, Home, Website, Website Browser, Content (selected), Search, Content Edit Permissions, Forms & Polls, Content Types, CMS Admin, and Plugins. The main area has a 'Content Search' header with a search bar containing '1UAblue\_feature\_ex'. Below the search bar is a 'Search' button, which is highlighted with an orange circle. To the right of the search bar is a 'Type' dropdown set to '1UAblue\_feature\_ex'. Further right is a search bar with the placeholder 'Type to search...'. Below these are icons for list and grid views, and the text 'Showing 1-2 of 2'. The main content area displays a table of search results with columns: Widget Title, Step, Last Editor, and Last Editor. The results include items like 'Zippy's FAQ' and 'Test Expandable'.

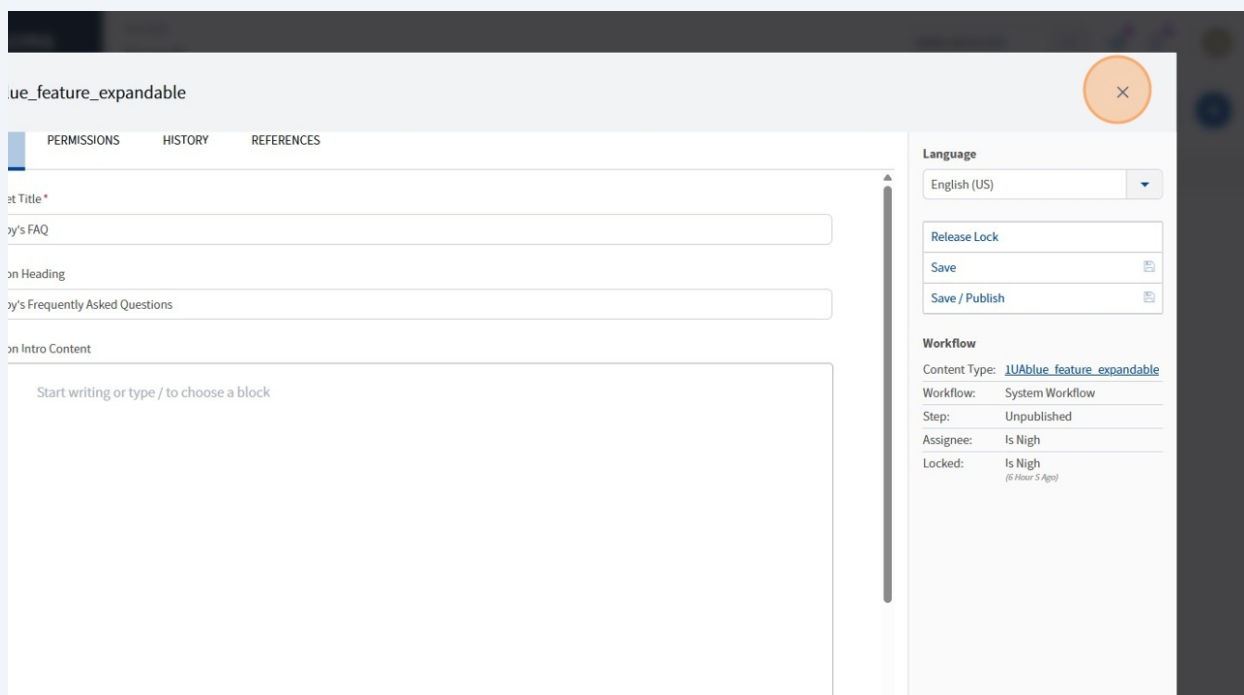
Widget Title	Step	Last Editor	Last Editor
<input type="checkbox"/> Zippy's FAQ	en-us	Unpublished	Is Nigh
<input type="checkbox"/> Test Expandable	en-us	Published	Is Nigh

Showing 1 - 2 of 2 | Pages 1

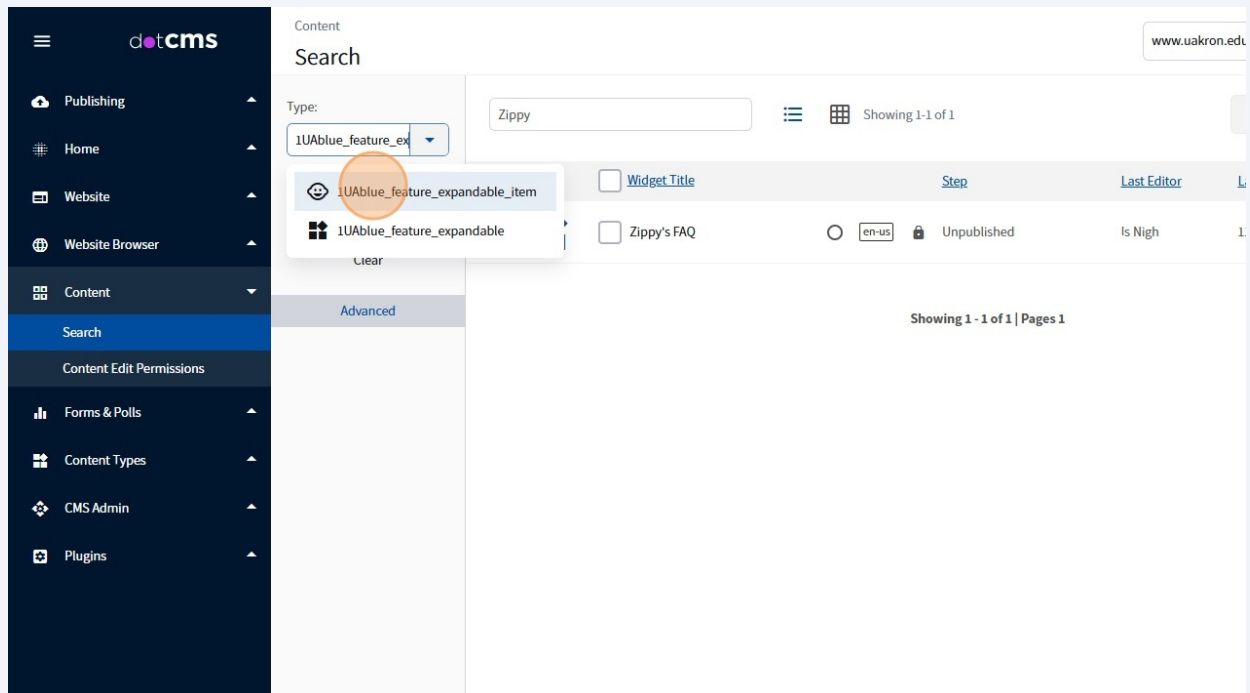
## 8 Click the title of the widget to edit that item - like "Zippy's FAQ"



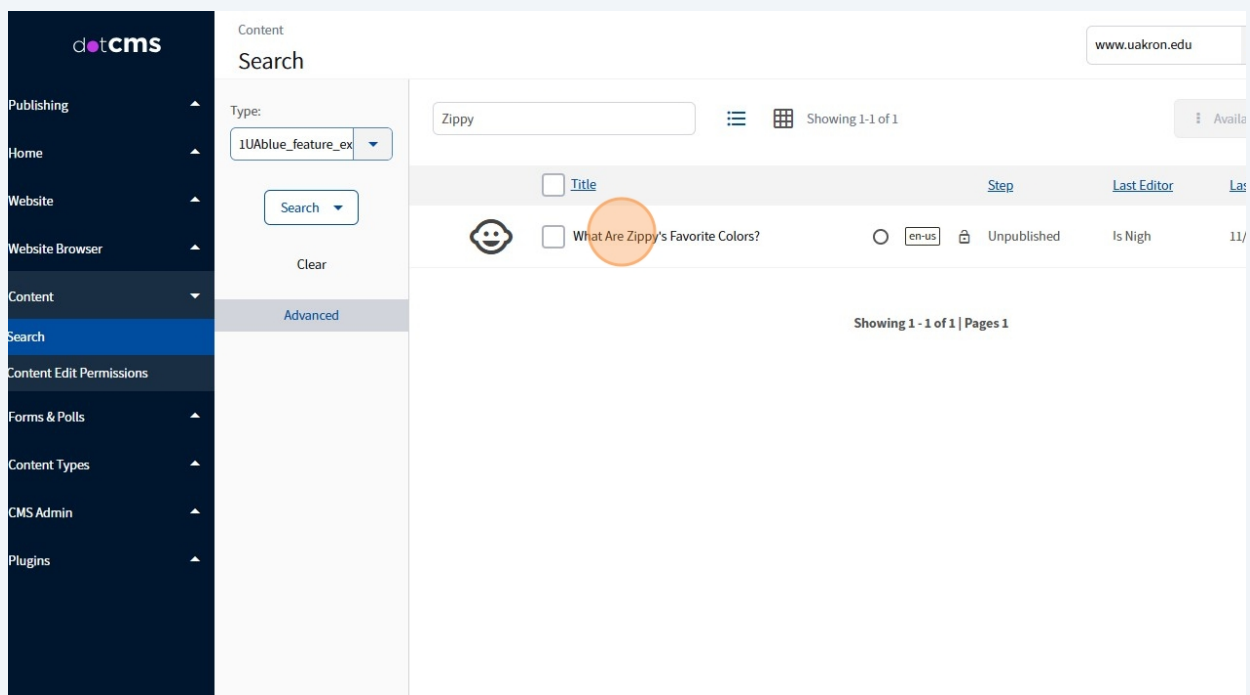
## 9 When finished editing you can Save, Save/Publish, or Release Lock. Click the "x" to leave that widget and return to the search.



10 Or click the name to edit a Child widget - like "1UAblue\_feature\_expandable\_item"



11 Refine your search if needed, Click the title of the widget to edit that item - like "What Are Zippy's Favorite Colors?"



12

Edit the Child widget as needed, then Save or Save/Publish - and click the "x" to return to the search.

