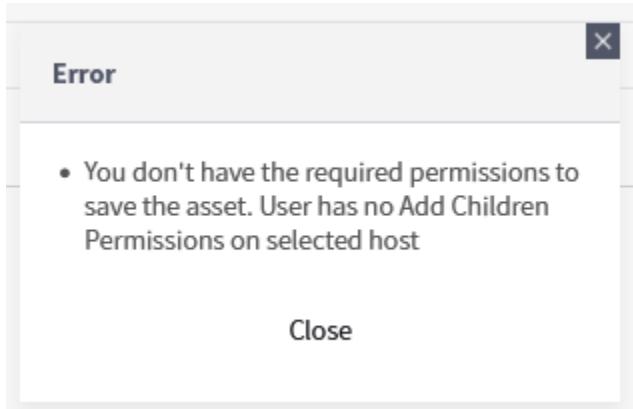


Site or Folder

In the new widgets, there's a step that will need to be completed one time for each widget before it can be saved. This step – called the “System Folder” or “Site or Folder” - assigns the widget to the permissions for your dotCMS folder. This will not restrict other users from adding the widget to their pages or editing the widget as needed.

Attempting to save a new widget without completing the step will produce this error:



For each newly created widget, look for this field:

Site or Folder *

▼

This will default to www.uakron.edu (for Akron users)

Use the drop-down to open the list and see both entries:

Site or Folder *

▼

- + wayne.uakron.edu
- + www.uakron.edu

Click the + next to www.uakron.edu to open that entry. You'll see your list of dotCMS folders.

Site or Folder *

www.uakron.edu

- + wayne.uakron.edu
- www.uakron.edu
 - + bands
 - + finance-administration
 - + music
 - + steinway

Click your dotCMS folder to select it.

Site or Folder *

www.uakron.edu/finance-administration/

You can then proceed with the rest of the content for the widget and then Save or Save/Publish.

Save

Save / Publish

You will only need to make this selection once per widget.

Please contact web-team@lists.uakron.edu if you have any questions.