

Edit existing Bio/Profile

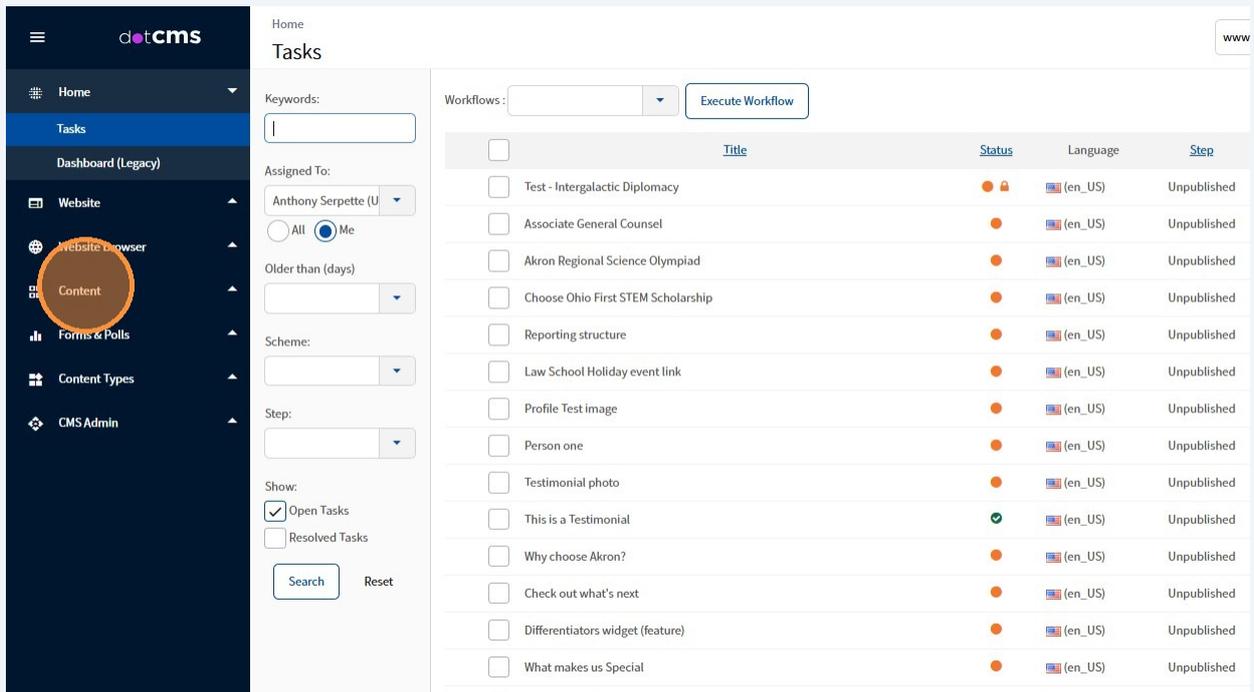
In order to preserve as much information as possible, the Bios have been updated to include new fields to display as a Profile.

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

The screenshot shows a web application interface with a dark sidebar on the left and a main content area on the right. The sidebar contains a search bar and several filter sections: 'Assigned To' (set to Anthony Serpette), 'Older than (days)', 'Scheme', 'Step', and 'Show' (with 'Open Tasks' checked and 'Resolved Tasks' unchecked). There are 'Search' and 'Reset' buttons at the bottom of the sidebar. The main content area displays a table of tasks with columns for 'Title', 'Status', 'Language', 'Step', 'Assignee', and 'Last Updated'. The table contains 17 rows of task data.

<input type="checkbox"/>	Title	Status	Language	Step	Assignee	Last Updated
<input type="checkbox"/>	Test - Intergalactic Diplomacy	● 🔒	🇺🇸 (en_US)	Unpublished	Anthony Serpette	56 r
<input type="checkbox"/>	Associate General Counsel	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	6
<input type="checkbox"/>	Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Choose Ohio First STEM Scholarship	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	4
<input type="checkbox"/>	Reporting structure	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	6
<input type="checkbox"/>	Law School Holiday event link	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Profile Test image	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Person one	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Testimonial photo	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	This is a Testimonial	● ✓	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Why choose Akron?	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Check out what's next	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Differentiators widget (feature)	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	What makes us Special	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	What to do next	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Here's a photo for the Differentiators	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	This is a promo	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3

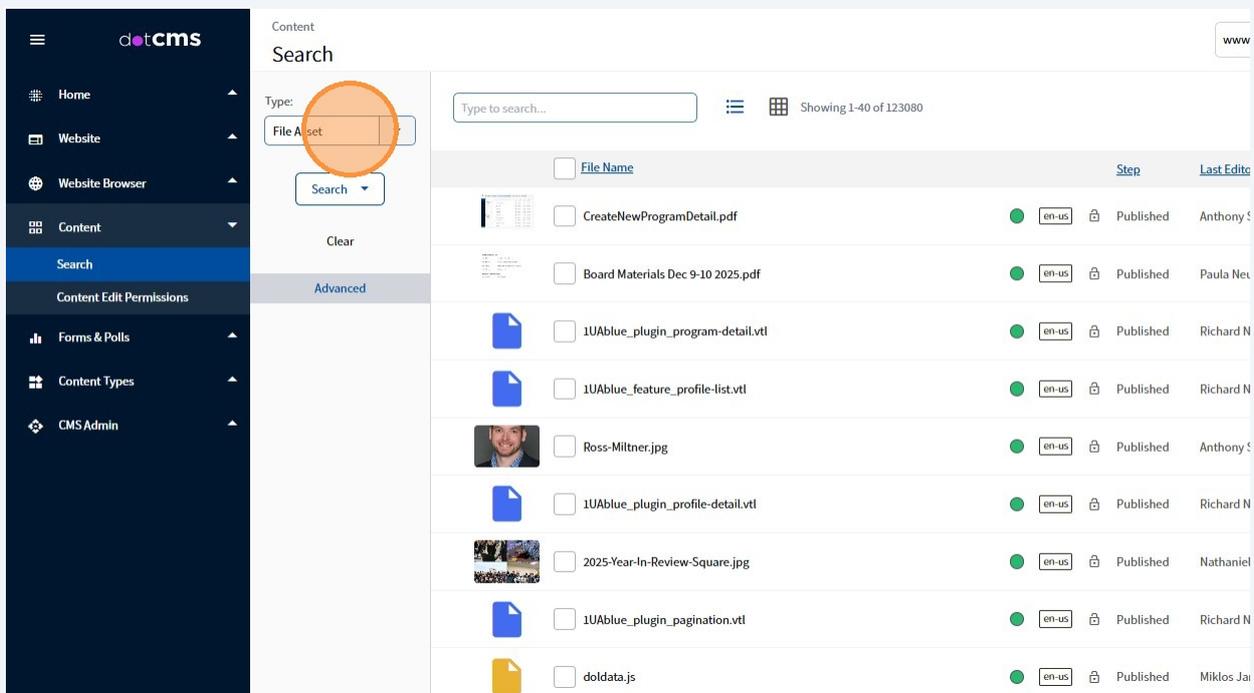
2 Click "Content"



The screenshot shows the dotCMS interface with the 'Tasks' page selected. The left sidebar contains a navigation menu with 'Content' highlighted by an orange circle. The main content area displays a list of tasks with columns for Title, Status, Language, and Step. The 'Assigned To' field is set to 'Anthony Serpette (U)'. The 'Show:' section has 'Open Tasks' checked.

Title	Status	Language	Step
Test - Intergalactic Diplomacy	Unpublished	(en_US)	Unpublished
Associate General Counsel	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
Person one	Unpublished	(en_US)	Unpublished
Testimonial photo	Unpublished	(en_US)	Unpublished
This is a Testimonial	Unpublished	(en_US)	Unpublished
Why choose Akron?	Unpublished	(en_US)	Unpublished
Check out what's next	Unpublished	(en_US)	Unpublished
Differentiators widget (feature)	Unpublished	(en_US)	Unpublished
What makes us Special	Unpublished	(en_US)	Unpublished

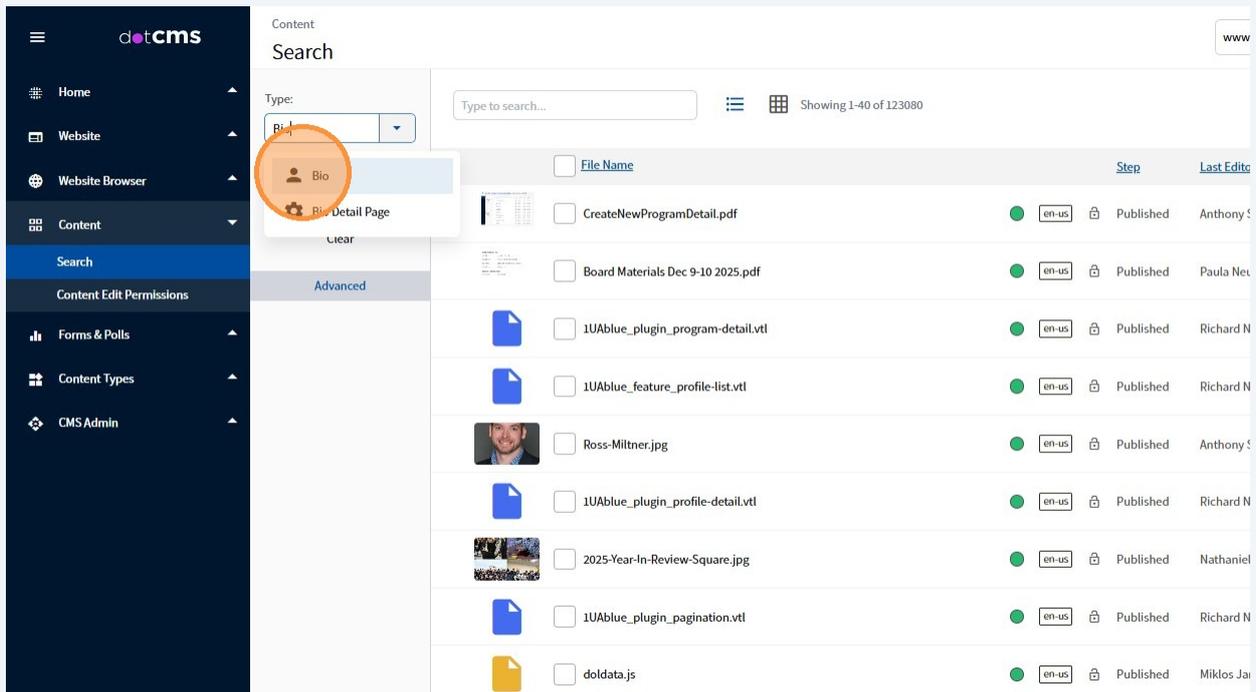
3 In the Search Field, type "bio" or use the drop down to select.



The screenshot shows the dotCMS interface with the 'Content Search' page selected. The left sidebar contains a navigation menu with 'Search' highlighted by an orange circle. The main content area displays a search results table with columns for File Name, Status, Language, and Last Edited. The 'Type:' dropdown is set to 'File Asset'.

File Name	Status	Language	Last Edited
CreateNewProgramDetail.pdf	Published	(en-us)	Anthony S
Board Materials Dec 9-10 2025.pdf	Published	(en-us)	Paula Ne
1UAbblue_plugin_program-detail.vtl	Published	(en-us)	Richard N
1UAbblue_feature_profile-list.vtl	Published	(en-us)	Richard N
Ross-Miltner.jpg	Published	(en-us)	Anthony S
1UAbblue_plugin_profile-detail.vtl	Published	(en-us)	Richard N
2025-Year-In-Review-Square.jpg	Published	(en-us)	Nathaniel
1UAbblue_plugin_pagination.vtl	Published	(en-us)	Richard N
doldata.js	Published	(en-us)	Miklos Ja

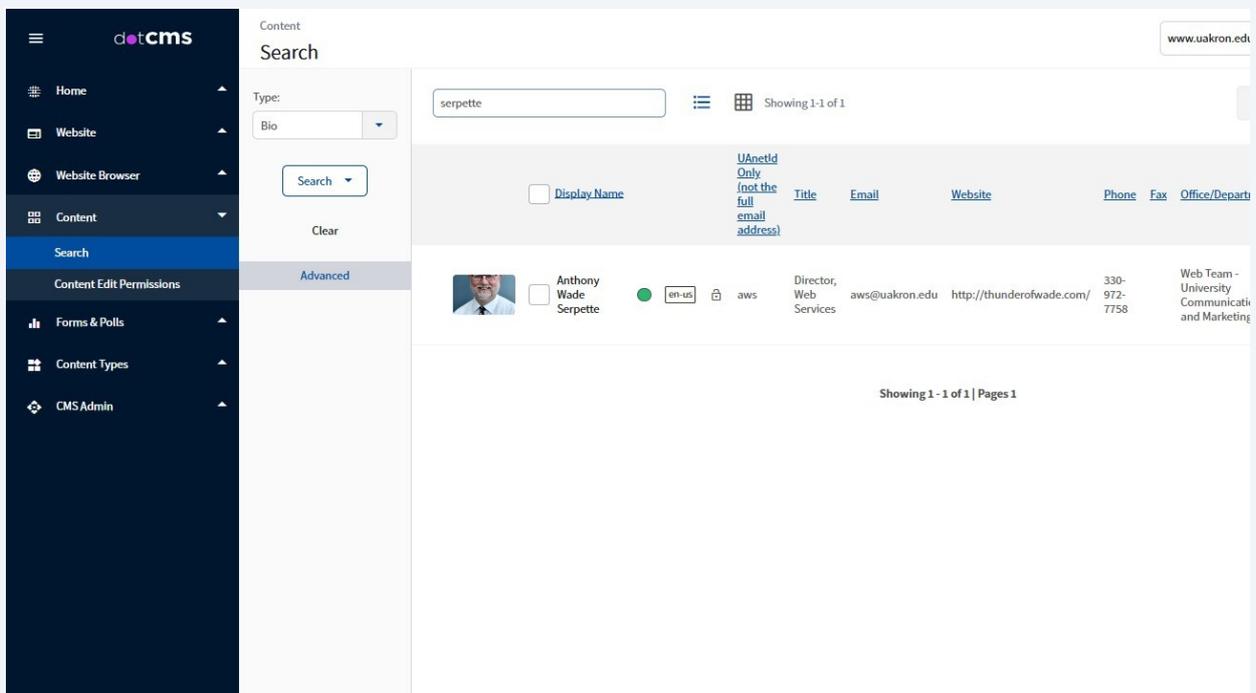
4 Select Bio



The screenshot shows the dotCMS Content Search interface. On the left is a dark navigation sidebar with the dotCMS logo and menu items: Home, Website, Website Browser, Content, Search (highlighted), Content Edit Permissions, Forms & Polls, Content Types, and CMS Admin. The main content area is titled 'Content Search' and includes a search bar with the text 'Type to search...', a 'Type:' dropdown menu set to 'Bio', and a 'Clear' button. A dropdown menu is open from the 'Bio' dropdown, showing options for 'Bio' (selected) and 'Bio Detail Page'. Below the search bar, a table lists search results. The table has columns for 'File Name', 'Step', and 'Last Edited'. The results include various PDFs, VTL files, and images, all with a status of 'Published' and a language of 'en-us'. A red circle highlights the 'Bio' option in the dropdown menu.

File Name	Step	Last Edited
CreateNewProgramDetail.pdf	Published	Anthony S
Board Materials Dec 9-10 2025.pdf	Published	Paula Ne
1UAbblue_plugin_program-detail.vtl	Published	Richard N
1UAbblue_feature_profile-list.vtl	Published	Richard N
Ross-Miltner.jpg	Published	Anthony S
1UAbblue_plugin_profile-detail.vtl	Published	Richard N
2025-Year-In-Review-Square.jpg	Published	Nathaniel
1UAbblue_plugin_pagination.vtl	Published	Richard N
doldata.js	Published	Miklos Ja

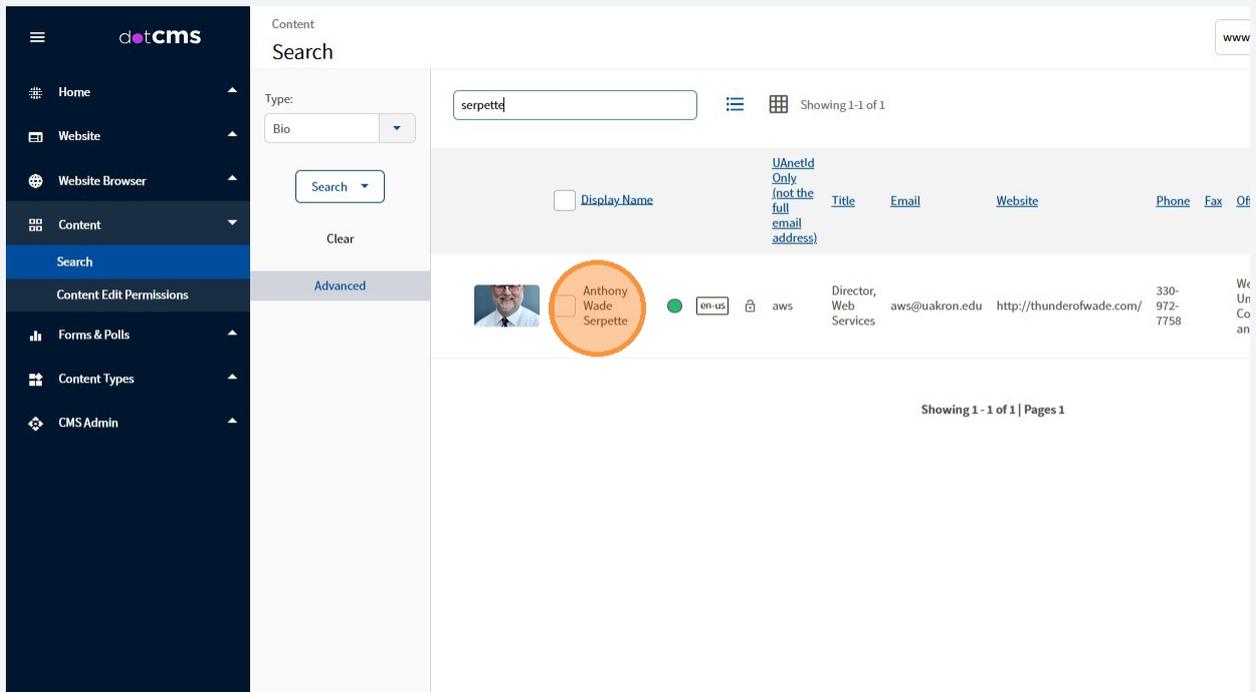
5 To locate an existing Bio, type in the last name in the search box.



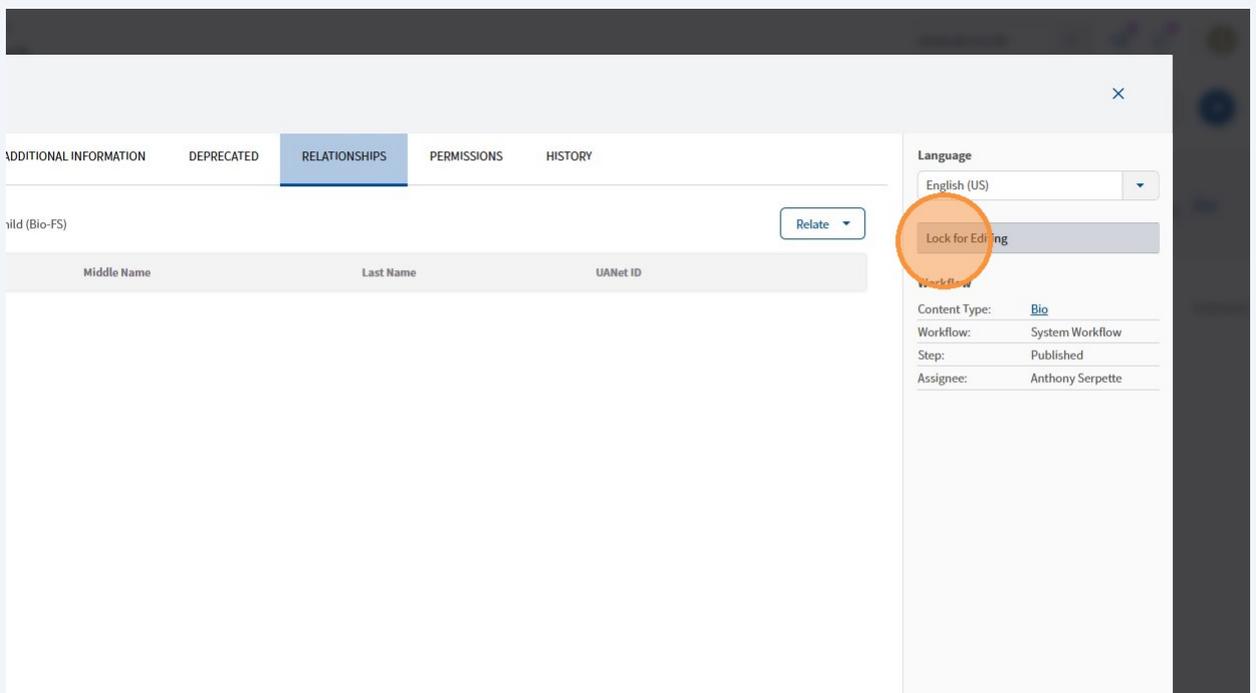
The screenshot shows the dotCMS Content Search interface with the search term 'serpette' entered in the search bar. The 'Type:' dropdown is set to 'Bio'. The search results table shows one result for 'Anthony Wade Serpette'. The table has columns for 'Display Name', 'UANetid', 'Title', 'Email', 'Website', 'Phone', 'Fax', and 'Office/Depart'. The result for Anthony Wade Serpette is shown with a profile picture, a status of 'Published', a language of 'en-us', and a user ID of 'aws'. His title is 'Director, Web Services', email is 'aws@uakron.edu', website is 'http://thunderofwade/', phone is '330-972-7758', and office is 'Web Team - University Communication and Marketing'. The page footer indicates 'Showing 1 - 1 of 1 | Pages 1'.

Display Name	UANetid	Title	Email	Website	Phone	Fax	Office/Depart
Anthony Wade Serpette	aws	Director, Web Services	aws@uakron.edu	http://thunderofwade/	330-972-7758		Web Team - University Communication and Marketing

6 Click the name of the individual's bio.



7 Click "Lock for Editing" to begin editing.



8

Some new fields have been added - like Office Hours.

website
http://thunderofwade.com/

Phone
330-972-7758

Fax

Office/Department
Web Team - University Communications and Marketing

Office Hours
Start writing or type / to choose a block

ENG
Loc
Work
Cont
Work
Step:
Assig

9

A new category for Organization has been created - based on the departments in Workday. Click "Click here to select Categories"

Bio

CONTENT BIOGRAPHY ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Lang
Eng
Loc
Work
Cont
Work
Step:
Assig

Display Name *
Anthony Wade Serpette

Organization
Click here to select Categories

Display Type *
Normal

UANetid Only (not the full email address) *
aws

Last Name *
Serpette

Title *
Director, Web Services

Image

10 Use this search box to select your Organization.

The screenshot shows the 'Bio' page with a navigation menu at the top: CONTENT, BIOGRAPHY, ADDITIONAL INFORMATION, DEPRECATED, RELATIONSHIPS, PERMISSIONS, HISTORY. On the right, there are language and location settings (Lang: Eng, Loc:) and a sidebar with 'Work' and 'Cont' sections. The main content area has a 'Display Name' field with 'Anthony Wade Serpette'. Below it is an 'Organization' section with a link 'Click here to select Categories'. A 'Display Type' dropdown is set to 'Normal'. The 'UAnetid Only' field contains 'aws'. The 'Last Name' field contains 'Serpette' and the 'Title' field contains 'Director, Web Services'. An 'Image' field is partially visible at the bottom. The 'Categories' modal is open, showing a 'Top Level' search box with the placeholder 'Type Filter Here', a 'Search' button, and a 'Clear' button. A red 'Delete All' button is in the top right of the modal. Below the search box is a table with columns 'Name', 'Key', and 'Variable', and an 'Added' column. The table contains several rows of organization data.

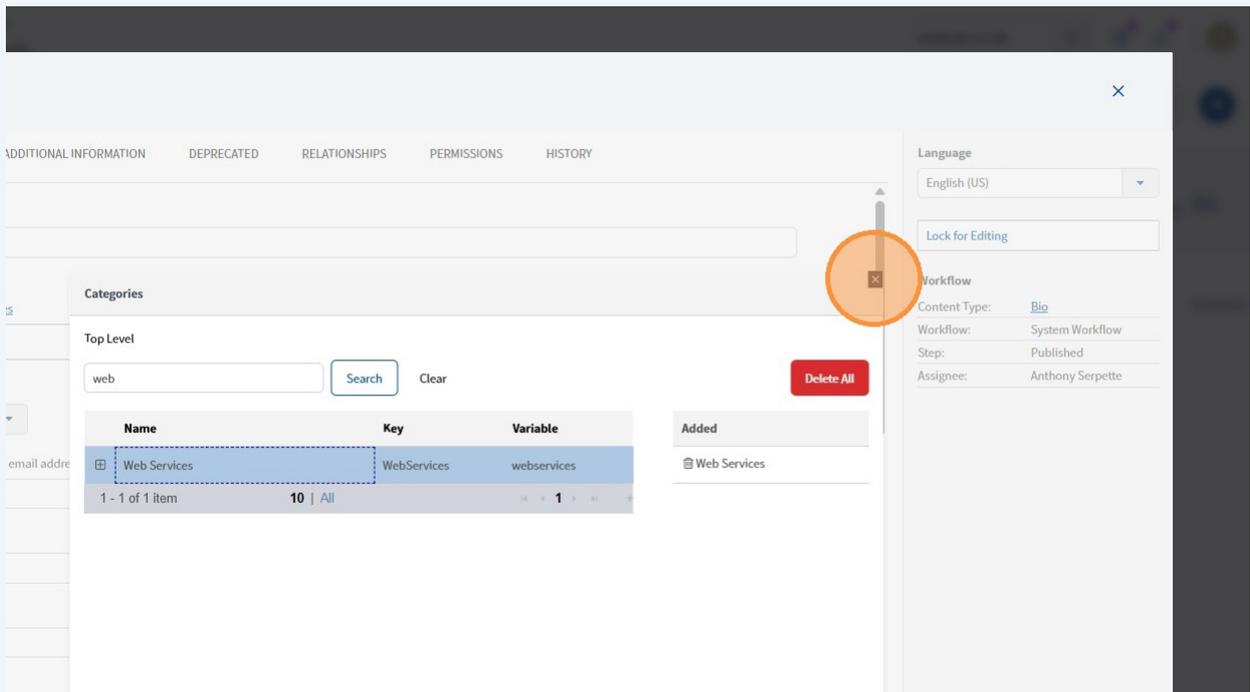
Name	Key	Variable	Added
Acad Achievement Programs	AcadAchievementPrograms	acadachievementprograms	
Academic Achievement Education Talent Search	AcademicAchievementEducationTalentSearch	academicachievementeducationtalentsearch	
Academic Achievement Programs	AcademicAchievementPrograms	academicachievementprograms	
Academic Achievement Programs, STEP Program	AcademicAchievementProgramsSTEPProgram	academicachievementprogramsstepprogram	
Academic Achievement Upward Bound	AcademicAchievementUpwardBound	academicachievementupwardbound	
Academic Achievement Upward Bound Math & Science	AcademicAchievementUpwardBoundMathScience	academicachievementupwardboundmathscience	

11 Once located, click the name of the Organization to add it to the list. Multiple Organizations can be added if needed.

This screenshot is similar to the previous one, but the 'Top Level' search box in the 'Categories' modal now contains the text 'web'. The search results table is filtered to show only one item: 'Web Services'. The 'Name' 'Web Services' is highlighted with an orange circle. The table footer shows '1 of 1 item' and '10 | All'. The 'Added' column is empty.

Name	Key	Variable	Added
Web Services	WebServices	webservices	

12 When finished, click "Cancel" (the "x" in upper right corner).



Special Note: The Display Type has two modes - Normal and Override. By default, the Normal mode will pull in Workday data (like title, phone, email, etc.) and display this when the Profile is viewed. If switched to Override, the Profile data will show the *manually added* information. This "should" be the same information, but there may be exceptions.

13

Click through the tabs to add more information. On the "Biography" tab, note the Staff Association used in the prior version of the Bios - leave this as is for now. In the new Area of Expertise...

Bio

CONTENT **BIOGRAPHY** ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Staff Association
[Click here to select Categories](#)
Webteam

Internal Or External
Internal

Education
B.S.Human Resource Management -br /> The University of Akron, 1996

Areas of Expertise

Biography

Edit - View - Insert - Format - Table - Tools -

Paragraph 12pt

A graduate of The University of Akron (1996) with a degree in Human Resources, Anthony has worked as a student assistant in the Telecommunications department and full time with the computer Helpdesk and Client Services. He's now the Director of Web Services (aka "The Webmaster") in the Digital Communications group - part of University Communications and Marketing. In addition to managing the webteam, he also provides training and support on a number of internet systems - dotCMS, discussion lists, departmental sites, cashnet e-commerce, Qualtrics survey, blogs, Z-alert, etc.

But not printers. *Never printers.*

In his free time, Anthony enjoys origami and reading. He tolerates yard-work.

Language
English (U)

Lock for Eo

Workflow
Content Typ
Workflow:
Step:
Assignee:

14

...you can use the "type ahead" feature to select one or more areas.

Bio

CONTENT **BIOGRAPHY** ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Staff Association
[Click here to select Categories](#)
Webteam

Internal Or External
Internal

Education
B.S.Human Resource Management -br /> The University of Akron, 1996

Areas of Expertise
computer

Biography

Edit - View - Insert - Format - Table - Tools -

Paragraph 12pt

A graduate of The University of Akron (1996) with a degree in Human Resources, Anthony has worked as a student assistant in the Telecommunications department and full time with the computer Helpdesk and Client Services. He's now the Director of Web Services (aka "The Webmaster") in the Digital Communications group - part of University Communications and Marketing. In addition to managing the webteam, he also provides training and support on a number of internet systems - dotCMS, discussion lists, departmental sites, cashnet e-commerce, Qualtrics survey, blogs, Z-alert, etc.

But not printers. *Never printers.*

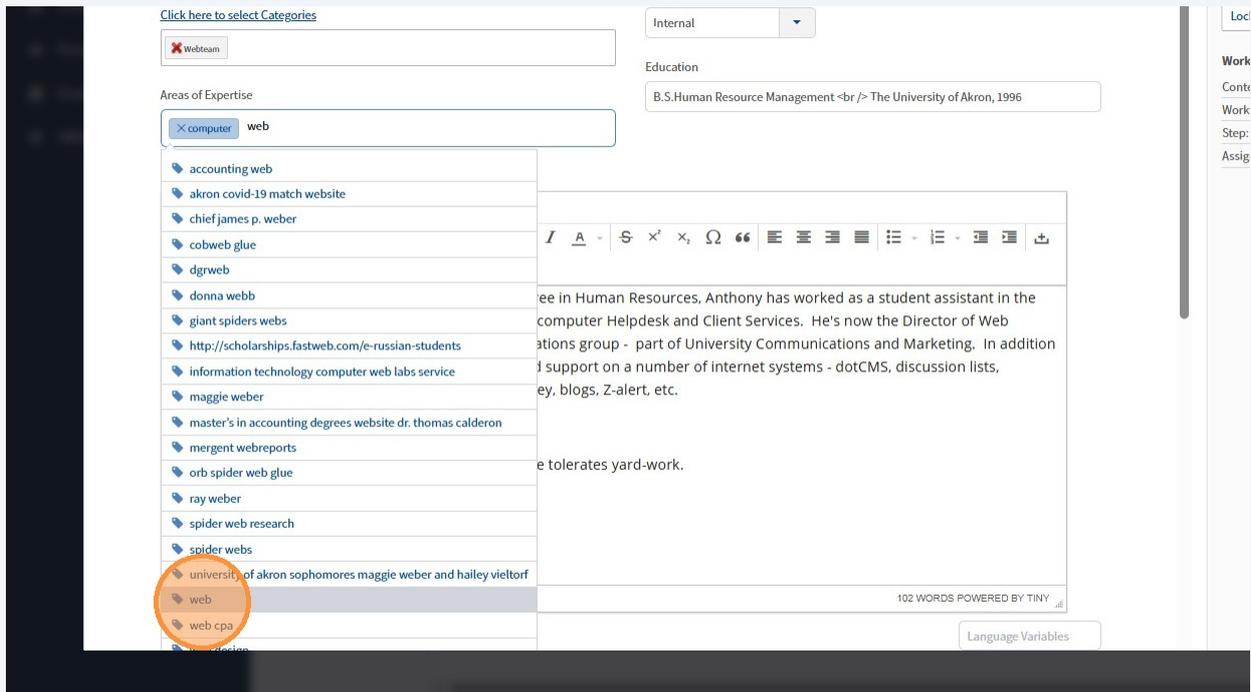
In his free time, Anthony enjoys origami and reading. He tolerates yard-work.

Language
English (US)

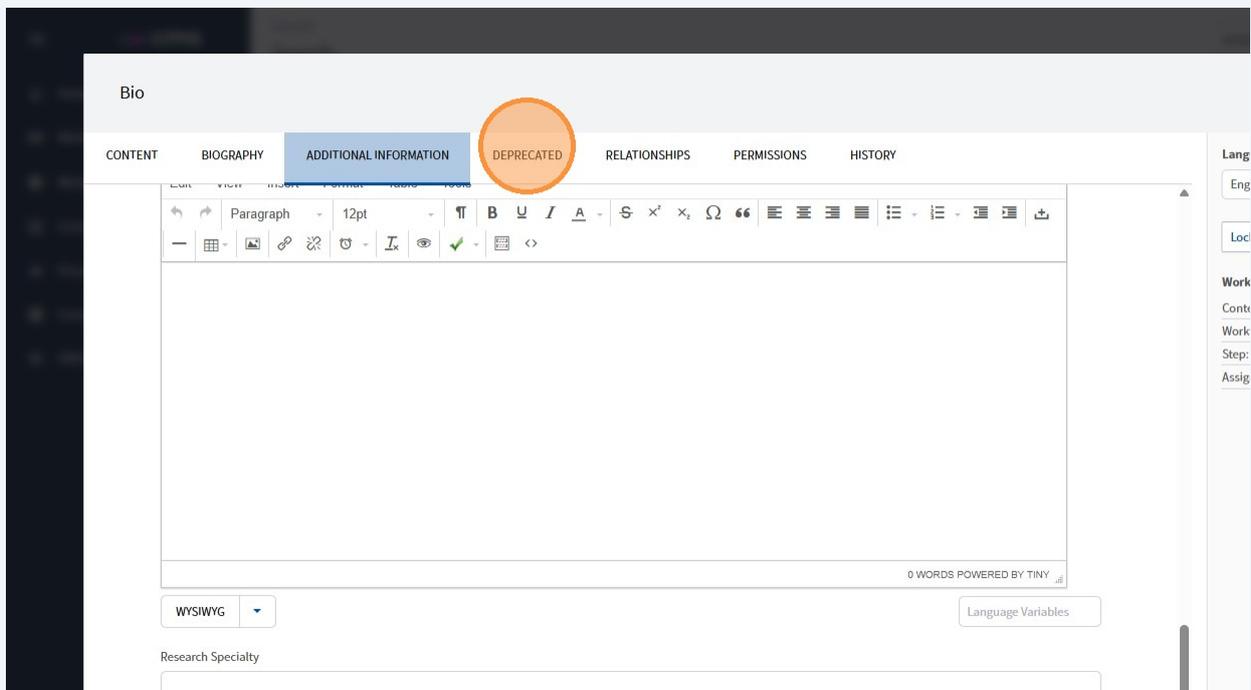
Lock for Editing

Workflow
Content Type: F
Workflow: S
Step: F
Assignee: A

15 Just type until you find the area, then select from the list.

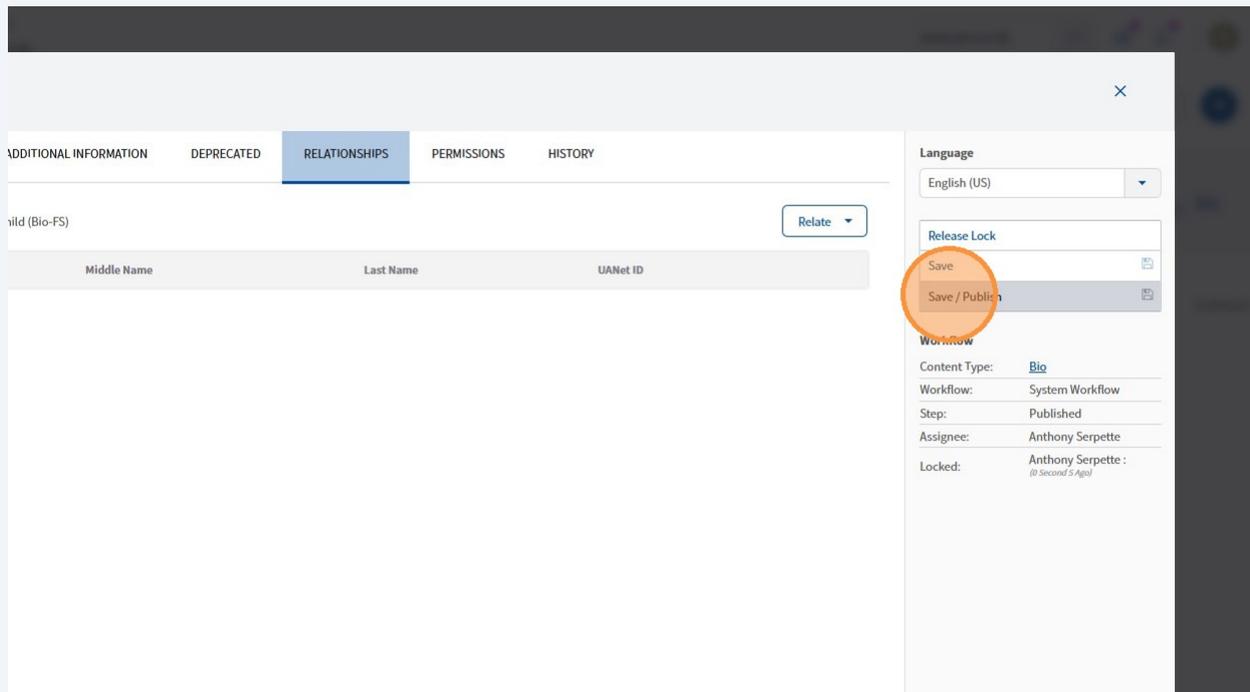


16 Some fields from the prior version of the Bio are being phased out. For now, these are found under the "Deprecated" tab. You can leave this section as-is for the time being.



17

When you are done editing, click "Save / Publish" to make your changes live as an existing Bio - and leave this ready for as a new Profile.



18

Click the "x" in upper right hand corner to exit to the list of Bios/Profiles.

