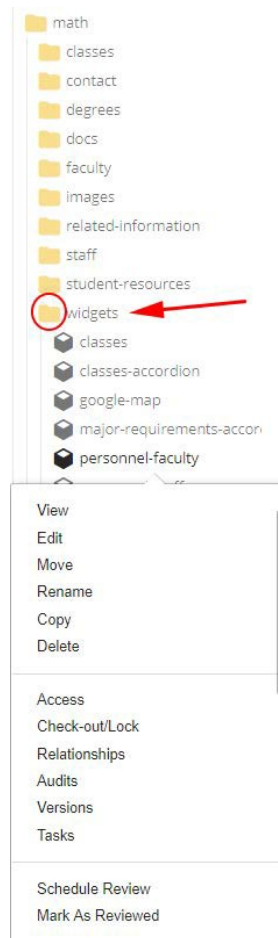


How to Edit Faculty-Staff Pages in WCMS

Faculty and Staff personnel pages are created by a specially designed **Personnel List Widget**.

- A widget is an **asset** in WCMS that must be placed on a page to be used.
- At IU Northwest, academic web sites have **faculty and staff folders**. Each site also has a **widget folder**. The math site shown here is a good example.



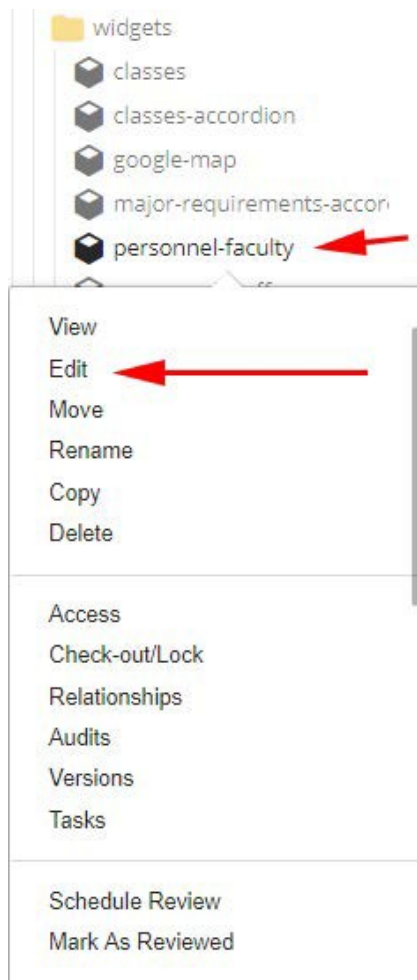
You need to **edit the widget** in order to add/delete/edit personnel information.

After you edit the widget, you **publish** the index page that contains the widget to make the change appear on the web site.

Content Managers may edit the information for their department's personnel list widgets as personnel changes occur.

The **fastest** way to edit a personnel-list widget is to **edit the widget itself**. In this example, we are editing the personnel-faculty widget.

Navigate to the appropriate **personnel-faculty** or **personnel-staff** widget in the widget's folder of your site.



You can edit one of two ways

Right click on the widget's name and on the *pop-up menu* that appears, select **“Edit”**

Or click on the widget name. This will take you to View” mode. Then select **“Edit”** from the top right of the widget.



The default is for all the contact blocks to be open. They are closed here just to show multiple contacts.

Display Name
Faculty

personnel-details

grpPersonnel

- contact (1/21) [down] [plus] [x]
- contact (2/21) [up] [down] [plus] [x]
- contact (3/21) [up] [down] [plus] [x]
- contact (4/21) [up] [down] [plus] [x]

Each contact represents one person of the list.

Edit contact's information as needed.

- Use the arrow buttons to add or delete a contact. [plus] [x]
- Use the arrow buttons to move a contact up or down in the list. Numbers in parentheses show the current number and the total number in the list. [up] [down]
- To generate a clickable email address, use one of the following:
 - `[[username]]` = username@iun.edu
 - `[[username|domain.edu]]` = username@indiana.edu or username@iupui.edu

contact (2/8) ↑ ↓ + ×

username
 Contact's university Used to insert their photo,

name
 Contact's full name

title
 Contact's title or position

email
 Generates a clickable email address. See above.

phone
+
 Contact's phone. Use the + to add additional numbers.


location
 Contact's office location.

⌵ **link** **Use to add links relevant to the contact such as a personal web site, blog, bio, etc. Add more links using the + button.** +

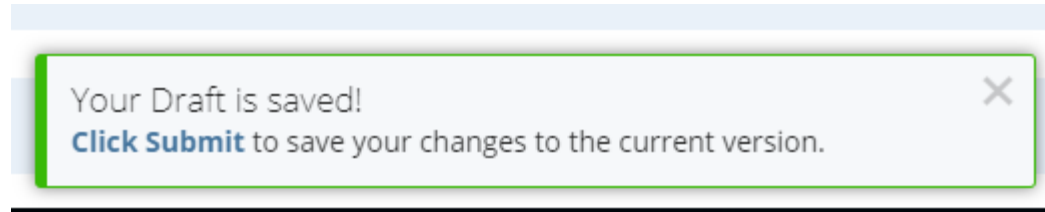
display-name
 Enter the text you want displayed as the link's text

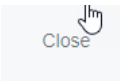
url
 Enter the web address URL you are linking to.

➤ **information** **Can be used to add additional information, but its use is highly discouraged. .**

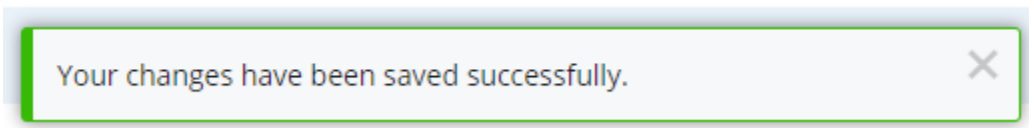
When you finish editing, scroll to the bottom of the page, and click the  button. This will save your changes.

At the bottom of the page, you should see a green boxed message that says, "Your Draft is saved!"
"Click submit to save your changes to the current version"



To discard your changes click "Close" 

At the bottom of the page, you should see a green-boxed message that says, "Your changes have been saved successfully!"

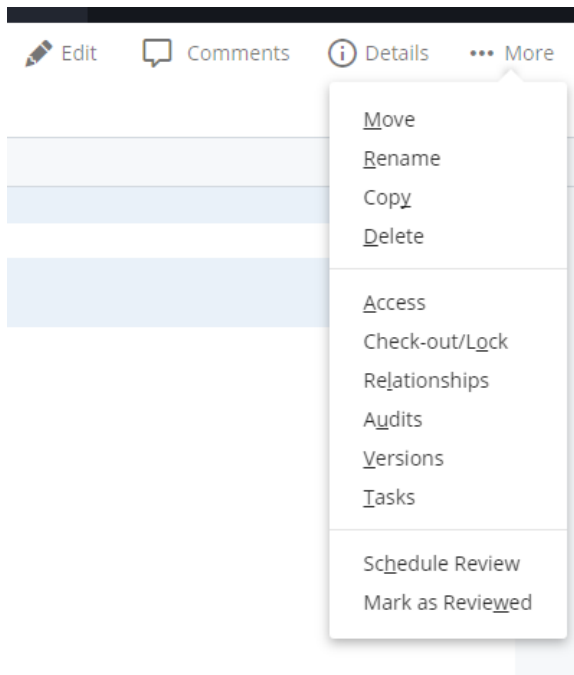


Publishing your changes

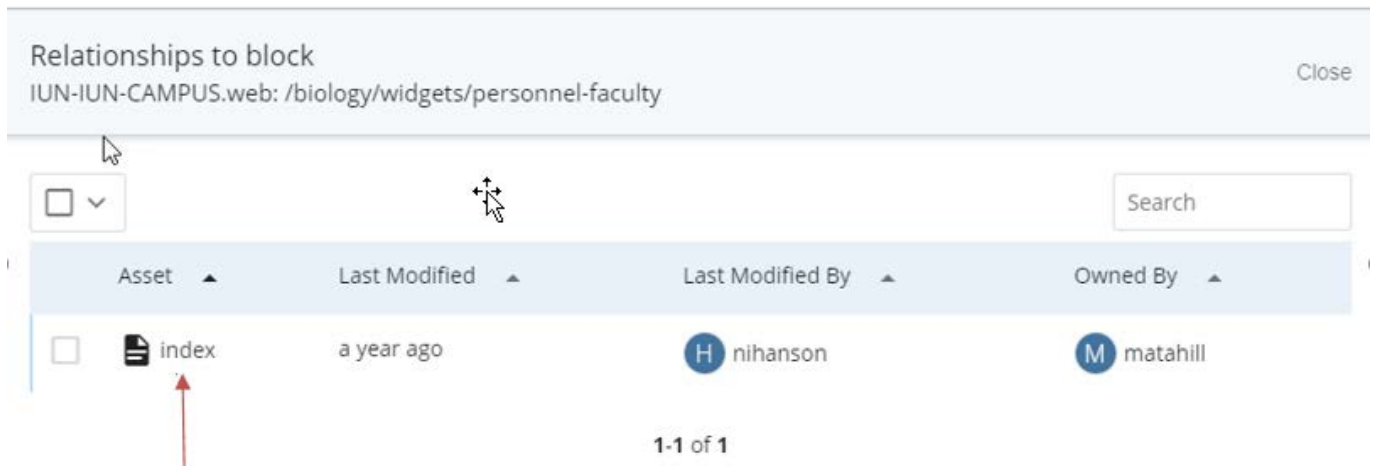
At the top of the screen, because this is a widget, there is no publish tab. To make your changes show up on the web page, you need to publish the page on which the widget is used.

Navigate to the page the widget is on to publish.

If you are not sure what page the widget is on, you can click on "...More" at the top right of the screen. Then select "Relationships".



A list will appear showing all the pages the widget is on.
To view the page from the relationship screen, double click on page name.



Login to WCMS using Firefox or Chrome at: <http://wcms.iu.edu>

Once in view mode on the page, and click the **Publish** at the top right of the screen.



To submit to the server, click the **Submit button**. At the top of the page, you should see a green bar that says, "Publish message sent successfully."

Logout and close WCMS.