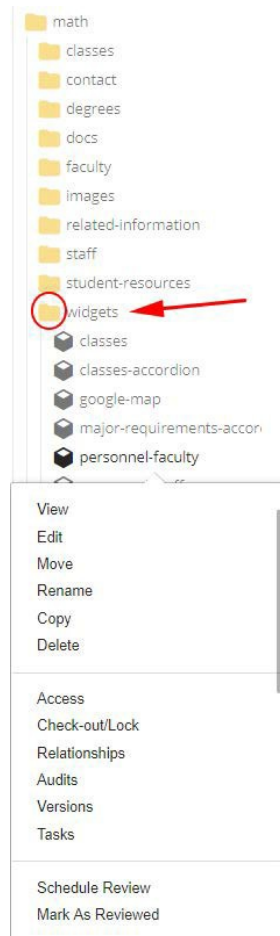


# How to Edit Faculty-Staff Pages in WCMS

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.



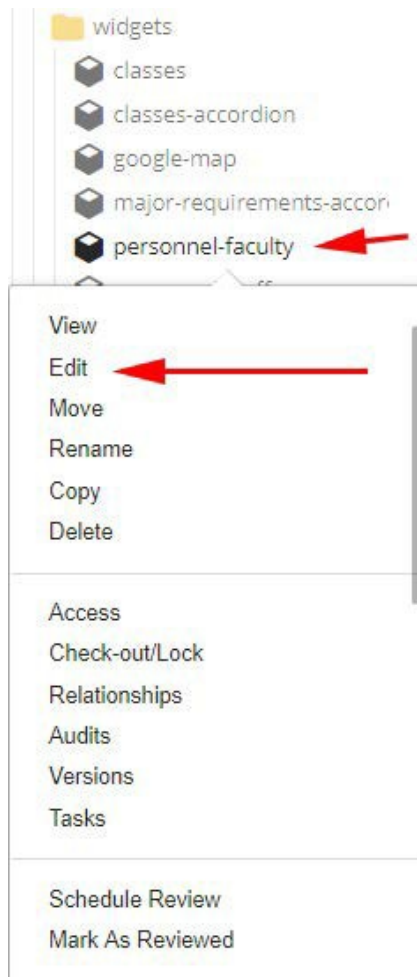
You need to **edit the widget** in order to add/delete/edit personnel information.

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.

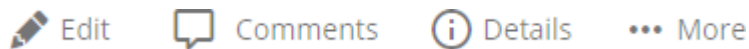
Navigate to the appropriate **personnel-faculty** or **personnel-staff** widget in the widget's folder of your site.



### 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] [add] [delete]
- contact (2/21) [up] [down] [add] [delete]
- contact (3/21) [up] [down] [add] [delete]
- contact (4/21) [up] [down] [add] [delete]

**Each contact represents one person of the list.**

Edit contact's information as needed.

- Use the arrow buttons to add or delete a contact. [add] [delete]
- 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, just enter the user's full email address:
  - **username@iun.edu** or **username@iu.edu**


contact (10/24)    

username  
 **Contact's username that is used to automatically pull their photo.**



name  
 **Contact's full name.**

title  
 **Contact's title or position.**

email  
 **Contact's full, clickable email address.**


phone  
  
 **Contact's phone number.**


location  
 **Contact's office location.**

 **link** **Use to add links relevant to the contact such as personal websites, blog, bio. Use the + button to add more.** 

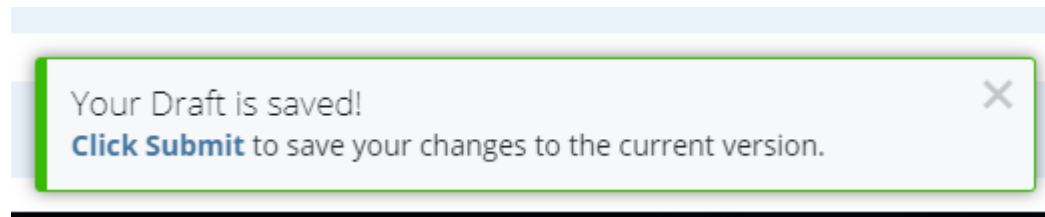
display-name  
 **Enter link label here.**

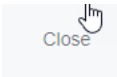
url  
 **Link URL.**

 **information** **Can be used to add more information.**

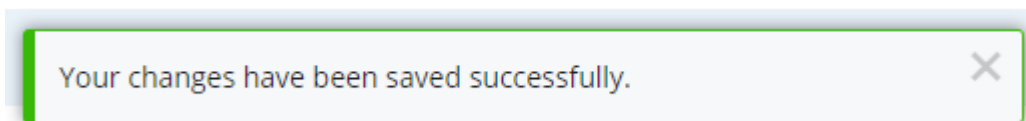
When you finish editing, scroll to the bottom of the page, and click the  button. This will save your changes.

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!"

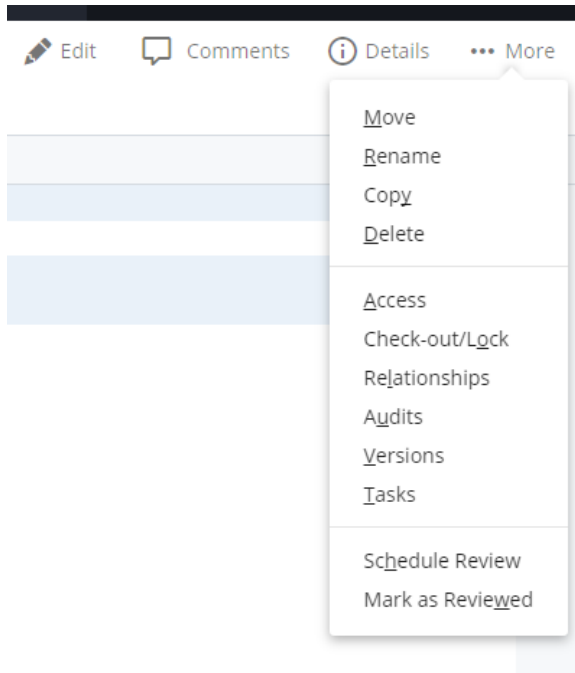


## Publishing your changes

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.

Relationships to block Close  
IUN-REGIONAL-CAMPUS.main: /biology/widgets/personnel-faculty

The assets shown either directly link to this asset OR are related by a created publish relationship. Only relationships created here can be broken here. To delete a linked relationship, edit that asset directly.

Create a manual relationship

[Choose Publishable Site Content](#)

Publish All Search

Asset	Last Modified	Owned By	Relation
<input type="checkbox"/> index IUN-REGIONAL-CAMPUS.main: /biology/faculty...	Oct 18 12:04 PM by  alannin	alannin	Linked

1-1 of 1

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.