

Syndication Manager

Pagelets Overview

Use Pagelets to create a single instance of content to be used throughout your websites(s). By having a single instance of content, it can be edited once and updated on all pages the pagelet has been —syndicated|| to. Pagelets are created and edited in the same way pages for a site are created and must have Workflow applied to them in order to be created, edited and submitted for approval by Content Providers. When a pagelet has been assigned to a page, or groups of pages the Pagelet Edit icon will be visible on the pagelet in View Mode for any user with rights to edit it. Clicking the edit icon will open the pagelet in Edit Mode, it is not necessary to return to the Syndication Manager to edit pagelets.

Pagelet Categories

Organize pagelets by creating Category child pages that act like folders. Within each category, create pagelets that should be grouped together.

Create Pagelet Categories

1. Pagelet Categories often duplicate the website structure.
2. Open the **Syndication Manager**.
3. Beside the **Pagelets** page, click **Edit**.
4. On the **Child Pages** tab, click **New** and select **Category** to create a new category.
5. Complete the fields in the **Page Summary** section.
6. Publish the new category pagelet.

Repeat this process to create all of your pagelet categories.

Move Pagelets

When you move a category pagelet, all of the child pagelets are moved with it. You can move complete categories of pagelets or an individual pagelet to a different category.

1. If the pagelet you want to move is published, open it in full edit mode.
2. If the pagelet is not published, edit its parent category page, go to the **Child Pages** tab and click on the pagelet you want to move.
3. In the **Page Summary** section, locate the **Move Pagelet** field.
4. Click on <<**Select Page**>>.
5. Select the new parent category pagelet and click **OK**. (Pagelets can only be moved under a category pagelet, they are the only page types that will be available in the tree view.
6. When the page is redisplayed, click **Save** and submit the page for approval or publish it.

- 📌 **Note** If the pagelet you are moving is due for Review, you cannot move it. You must make sure the pagelet is reviewed and then move it. If a pagelet is due for review, it will display this status in the child page list.

Insert Pagelets on Pages

In order for pagelets to be used on a page, the page template must contain IronPoint tags that function as placeholders for positioning Pagelet content on a page. For more information, see the *Active Content Manager Design Guide*. In order for pagelets to be inserted on a page, Pagelet zones must be added to a page while in Full Edit mode. For more information, see the *Active Content Manager Content Publishing Guide*.

Pagelet Usage Report

The main page of the Syndication Manager provides a link to view usage reports for every pagelet in the system. By clicking the **Usage** link to the right of a pagelet title, you are able to view a report that lists the sites the pagelet is available to be used on, the published pages using the pagelet, and the pages in workflow using the pagelet. The report opens in a new window, is in a printable format and lists the sites, titles and location lines of each page where the pagelet is assigned.