



Child List - This creates a clickable bullet list of the content pages in the site map below the page you are currently editing.

Comments - Use this Includelet to allow visitors to leave comments on your page. The viewing user also needs to have permission to create a comment otherwise it won't show you the link on the public page.

Community calendar - This shows upcoming events from your calendar, if you have enabled the calendar application

Community forums - This Includelet shows you a synopsis of forums in your website. It won't do anything if you don't have any forums to show.

Community information - This Includelet can automatically place variables from your website information data such as address and contact details within a page. The contents on this Includelet will automatically be updated when you update your website details in the Site Settings tab.

Community surveys - This Includelet shows you a synopsis of surveys in your website. It won't do anything if you don't have any surveys to show.

Contact email- This allows you to create your own customised "contact us" pages. You can create as many as you want for different uses. Options:

Email address - the email address that comments will be emailed to when the form is filled in, this is not visible to the people filling in the form.

Email subject - the subject line of the email that is sent (the user who fills in the form never sees this - only the receiver of the emails)

Contact information - displays your contact details from the Website Settings, including a map.

Content item - This Includelet determines where your website will display the content from the default Edit sub-tab of the current page. **You should not delete this else your page will appear blank.** However you can use it to position the content on the page among other Includelets

Custom - This gives you a WYSIWYG editor and allows you to create custom comment to place anywhere on your page, or inherit to subpages.

Includelets description

Filtered Item List- This is a highly configurable Includelet to show bulleted lists of content pages from your site. Options:-

Section - Which folders(s) would you like to pull items from? You can add more than one section to the list. If you leave it blank it uses pages below the page on which you place the Includelet.

Content type - Filters the list of results displayed in the Includelet to just the type specified. For example it can be configured to show only pages of type "news story".

Search string - this filters the list of results displayed in the Includelet on a search of the words in the content. E.g. add the word "banana" to get only pages relating to bananas. The search system uses a "fuzzy match" of the word - so searching for "drive" would find "driver, driving, drives" etc.

Publish start/end date - a date range for when the article was published. It uses midnight on the day specified, so for example if you selected 21/07/2009 as the start date and 22/07/2009 as the finish date then you get pages from between midnight on the 21st and midnight on the 22nd.

Publish min/max age - a period of time to filter the displayed results by. E.g., if you select "1 day" as the maximum age it'll show only articles published in the last 24 hours. If you select "1 day" for the minimum age it'll show only articles published over 24 hours ago.

Display mode - whether to display only the title, the teaser (including thumbnail image), or the full item.

Extra Display Options - some extra optional bits of info that can be shown with the listing. e.g., the average star rating.

Sort order - determines the order the results are displayed. Please note that if you order by rating only pages that have a rating will be returned.

Present links to allow the user to sort results - if you select "yes" then when you view the page there will be buttons to order by name, date, rating, and popularity. This will override the order which you select in the "Sort order" option.

Limit - the number of results to return in the list. Supplying a value of 0 will result in unlimited results.

List mode - specifies whether you want the results in a list, a list with numbers, or just a plain presentation.

Forums - shows recent posts from your forums, as well as those in communities you are shared with. Options:

- **Which Communities to use** - select which communities you are interested in. Either just this website, communities you are shared with, or communities which are "below" you in the hierarchy, or combinations of those.
- **Type** - Hot Topics lists the topics that have had the most posts in the last month. Latest Threads and Latest Posts act as you would expect.
- **Limit** - The number of forum posts to show in the list. Supplying a value of 0 will result in unlimited results.

Includelets description

News - *this Includelet can be used to display news stories from your site, with various time periods or in most recent or least recent order.*

Poll - *shows a poll (from the Polls application) on your page.*

Random item- *this will display any random CMS item or a specific item if you choose it. Options:*

Item - *if selected this item will be displayed rather than a random one*

Display mode - *whether to display only the title, the teaser (including thumbnail image), or the full item*

Content type - *if the Includelet is configured to display a random page, it will only choose pages of this type*

Shared Communities- *This shows a list of communities that you're shared with, if there are any. Options:*

Title - *A title for the Includelet in the page it is to be used.*

Limit - *an optional limit to the number of communities to show. 0 for unlimited*

Site Map - *This Includelet shows a list of all the pages in your site, rather like the Site Map in the CMS itself.*

Slider - *This includelet enables to you put a number of images / or images with text into a slide display*