



Claim Listings Setup Guide

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This setup guide will run through a typical setup of the [Claim Listings](#) extension from start to finish.

Overview

The [Claim Listings](#) extension allows your visitors and business owners to submit their “claims” for listings. Business can verify their ownership of their respective listings using this simple extension. Here is what this extension has to offer:

- A **simple claim button** that can be placed anywhere using a **shortcode, widget, or Gutenberg block**.
- **Lightbox Popup Claim** form on the frontend.
- **Ninja Forms Integration** (free) to quickly and easily create claim forms.
- **Pay to Claim** feature, that can be achieved in combination with our [Pricing Manager extension](#).
- **Auto Approve Claims** via email verification or on receipt of payment.
- **Manually Approve** or reject claims after reviewing claim info.

- **Undo Claims** that were previously approved in case of accidental approval or other nefarious reasons.
- **Email Notifications** for both the directory owner, as well as business owners about the status of submitted claims.
- Display a **Verified Listing badge** anywhere using our **“Post Badge”** widget, shortcode, or block.

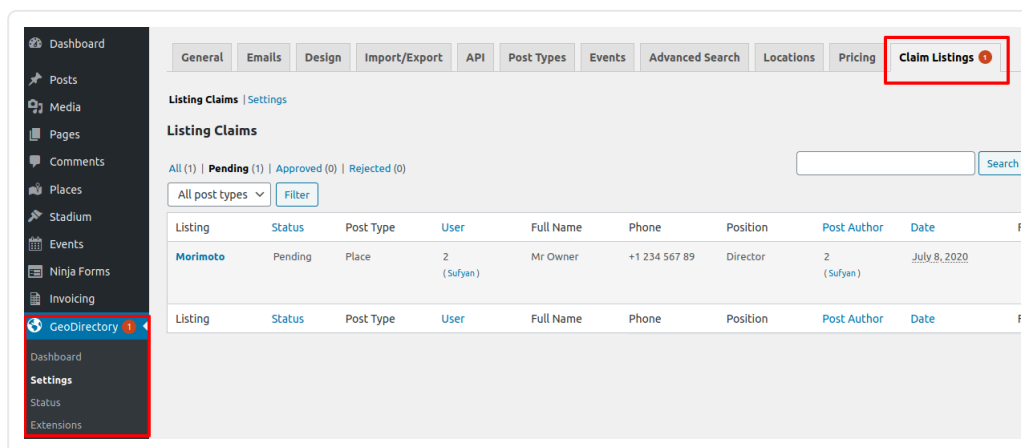
For a **full list of features** see the [Claim Listings product page](#).

Installation

The **first step** if you haven't already, is to **install the Claim Listings extension**. This can be done by following our guides on [how to install an extension](#).

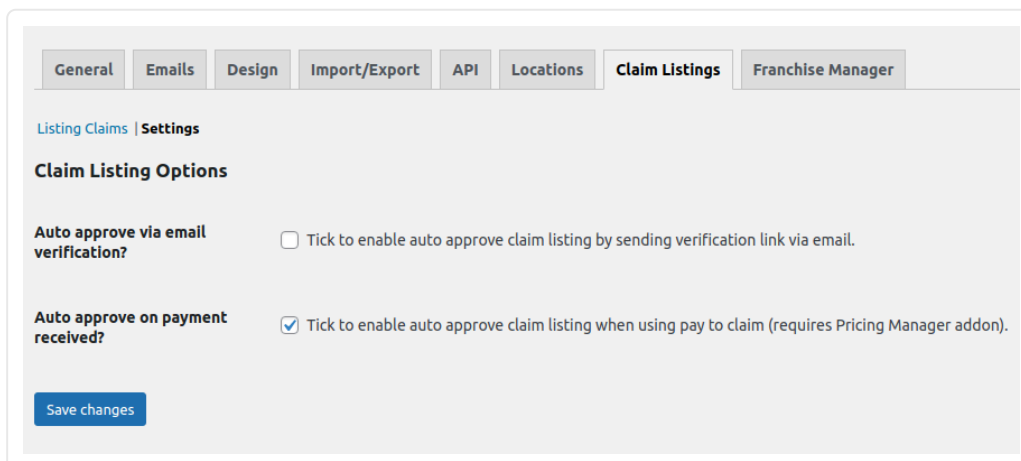
Step 1 – Settings

Once installed and activated, you can find the Claim Listings settings at **GeoDirectory > Settings > Claim Listings**.



The Claim Listings extension comes with **sane defaults** meaning the **default settings will work for the majority of users**, however, there are many customizations that can be done via the settings, for a full explanation of what all the settings do please see our [settings overview](#).

If you wish to **auto-approve submitted listing claims**, you can do so in the settings section by going to **GeoDirectory > Settings > Claim Listings > Settings**.

The screenshot shows the 'Claim Listings' settings page. At the top, there is a navigation bar with tabs: General, Emails, Design, Import/Export, API, Locations, Claim Listings (selected), and Franchise Manager. Below the tabs, the page title is 'Listing Claims | Settings'. The main section is titled 'Claim Listing Options'. It contains two settings: 'Auto approve via email verification?' with an unchecked checkbox and the description 'Tick to enable auto approve claim listing by sending verification link via email.'; and 'Auto approve on payment received?' with a checked checkbox and the description 'Tick to enable auto approve claim listing when using pay to claim (requires Pricing Manager addon)'. At the bottom left, there is a blue 'Save changes' button.

Step 2 – Adding the “Is Claimed?” Field

The next important step is to add the **“Is Claimed?”** custom field to the available fields. You can do so by heading to **CPT > Settings > Form Builder** and then moving the “Is Claimed?” field to the available fields section.

Without this step, the “Is Claimed?” widget may not show up in the sidebar.

Step 3 – Managing Claimed Listings

First, you will need to add the Claim button on the frontend. You can use our **GD > Post Claim** widget to add a claim submission button to any widget area, or within content areas as a shortcode or block. To do so, please see the guide about [Post Claim button](#).

All Widgets come as Widgets, Shortcodes or Blocks. [Learn more about our Super Duper Widgets.](#)

If you have enabled auto-approval of submitted claims, Claim Listings will approve each claim after email verification. For manual approval, you can navigate to **GeoDirectory > Settings > Claim Listings (tab) > Listing Claims (sub-tab)** and then

approve, reject or delete the submitted claims therein. You may read the detailed guide about [managing claimed listings](#).

Step 4 – Integrations

You can use **Ninja Forms WordPress plugin** to create claim forms and display them using our **GD > Ninja Forms** widget. [Read more about using Ninja Forms with Claim Listings extension](#).

Similarly, to create **“Pay to Claim”** listings, you can use our **Pricing Manager extension** in assonance with Claim Listings to create custom paid packages for Claim Listings. [Read more about paid listings](#).

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