



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.

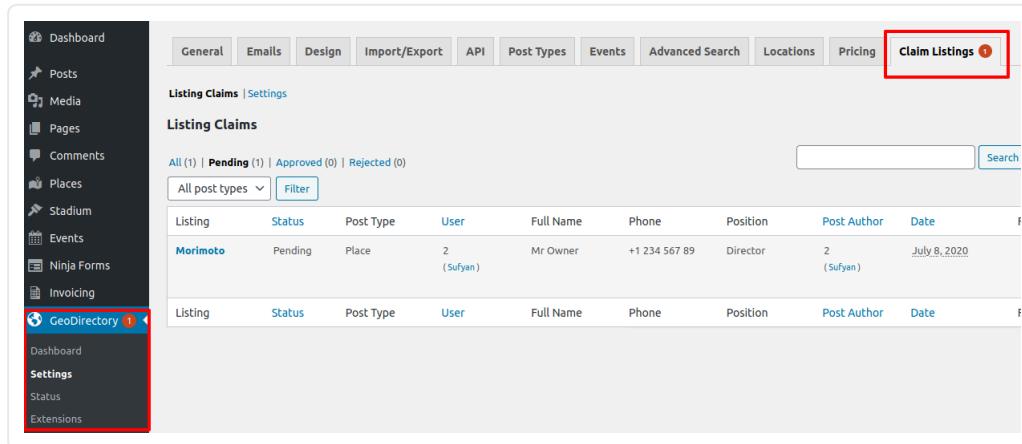
For a **full list of features** see the [Claim Listings product page](#).

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**.

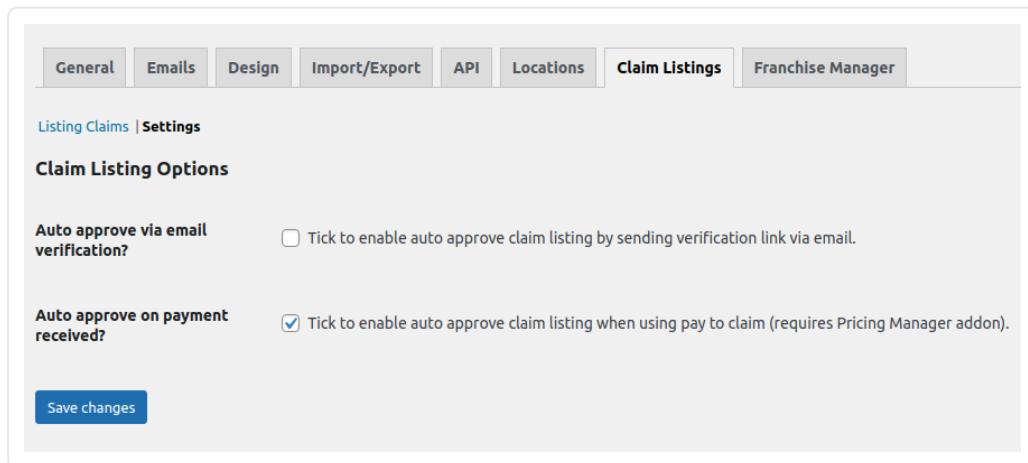


The screenshot shows the GeoDirectory plugin settings page. On the left, there's a sidebar with various options like Dashboard, Posts, Media, Pages, Comments, Places, Stadium, Events, Ninja Forms, Invoicing, and GeoDirectory (which has a red notification badge). The main area has a header with tabs: General, Emails, Design, Import/Export, API, Post Types, Events, Advanced Search, Locations, Pricing, and Claim Listings (which is highlighted with a red box). Below the header, there's a sub-header 'Listing Claims | Settings' and a 'Listing Claims' section. It shows a table with one row of data:

Listing	Status	Post Type	User	Full Name	Phone	Position	Post Author	Date
Morimoto	Pending	Place	2 (Sufyan)	Mr Owner	+1 234 567 89	Director	2 (Sufyan)	July 8, 2020

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**.



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.

Add new Business form field

Click on any box below to add a field of that type to the add Business listing form. You can use a fieldset to group your fields.

Standard Fields

- Fieldset (section separator)
- Text
- Textarea
- Checkbox
- Radio
- Select
- URL
- File Upload

Predefined Fields

- Business Hours
- Company Logo
- Facebook
- Instagram
- Video
- Price
- Property Status
- Property Type
- Property Bathrooms
- Property Features
- Job Type
- Date of birth
- Distance To
- Temporarily Closed
- Link Posts: Event
- Link Posts: Job
- Claimed
- Contact Email
- Website
- Twitter
- Terms & Conditions
- Special Offers
- Job Sector
- Featured
- Service Distance
- Link Posts: Business
- Link Posts: Community Service Centers
- Link Posts: In-Crisis-Help

List of fields that will appear on add new Business listing form

Click to expand and view field related settings. You may drag and drop to arrange fields order on add Business listing form too.

Field	Type
\$ Package	(text) ▾
— Title In English	(Text) ▾
— Title In Native Language	(Text) ▾
• Expire Date	(datepicker) ▾
≡ Description	(Textarea) ▾
⌚ Languages	(tags) ▾
⌚ Category	(categories) ▾
⌚ Community	(Select) ▾
⌚ Address	(address) ▾
⌚ Phone	(Phone) ▾
✉ Email	(Email) ▾
❖ Premium Features	(fieldset) ▾
🖼 Logo	(Company Logo) ▾
🖼 Images	(images) ▾
🔗 Website	(URL) ▾
🔗 Twitter	(URL) ▾
🔗 Facebook	(URL) ▾
📸 Instagram	(Instagram) ▾
≡ Special Offers	(Textarea) ▾
⌚ Business Hours	(Business Hours) ▾
👤 Is Claimed?	(Claimed) ▾

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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