



# How to Manage Claimed Listings?

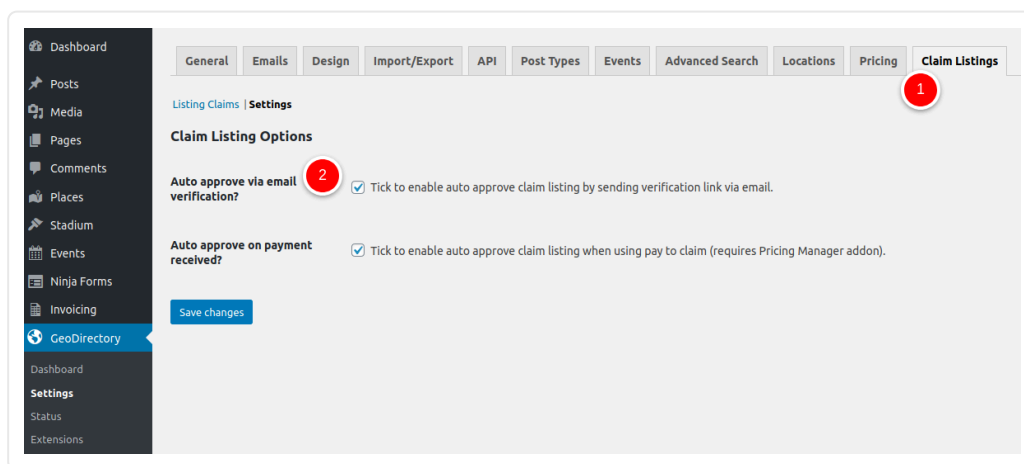
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2 months ago



Each time a listing claim is submitted, you have the option to **manually review** it prior to approval or rejection. Should you wish to, you may setup **automatic approval** of listing claims.

Automatic approval depends on email verification of submitted listing claims.

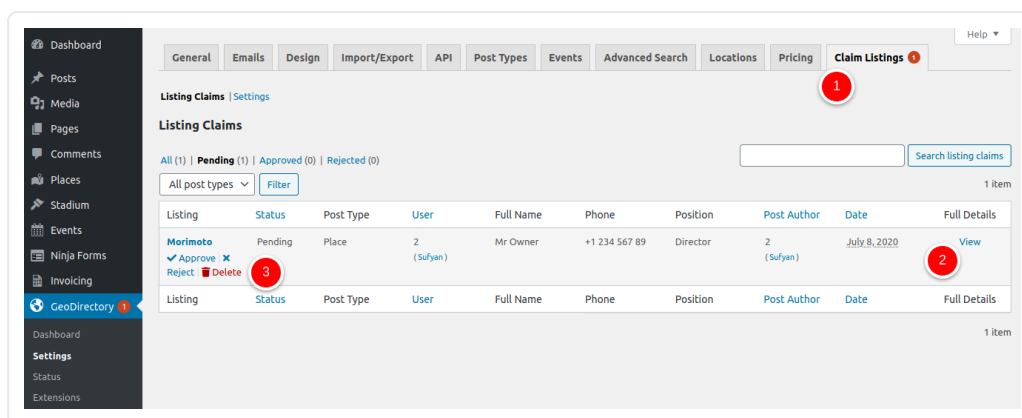
## Setting up Automatic Approval



- 1 Navigate to **GeoDirectory > Settings > Claim Listings (Tab) > Settings (Sub-Tab)**.
- 2 Under **Claim Listings Options**, tick the checkbox next to “**Auto approve via email verification?**”.

Now, each time a claim is submitted, a verification email will be sent to the submitter. If verified successfully, the claim will be auto-approved.

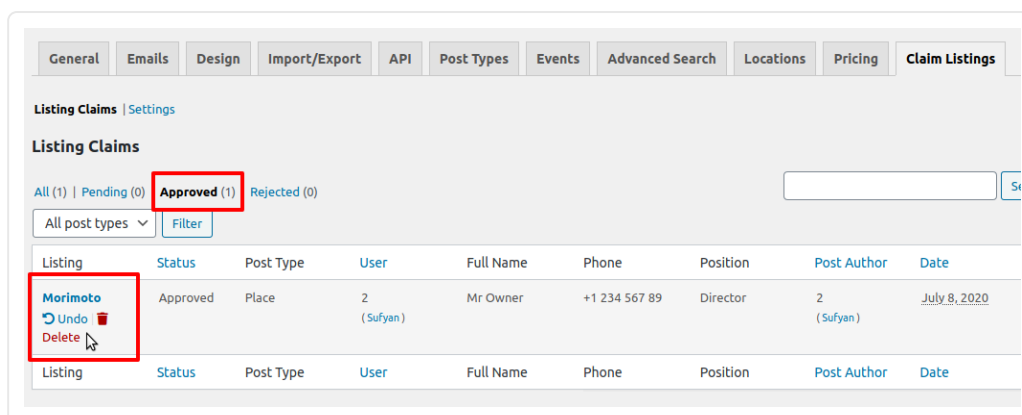
## Manual Review of Claimed Listings



- 1 Navigate to **GeoDirectory > Settings > Claim Listings (Tab) > Listing Claims (Sub-Tab)**. This is where you will find all the approved, pending and rejected listing claims for your site.
- 2 You may click the **View** link to view the claimed listing's details.
- 3 You may then click **Approve** to approve a listing claim, or **Reject** to reject it, or **Delete** to send it to trash.

After approval, if you wish to un-approve a listing claim, you can do so by heading to the Listing

Claims under **Approved**, and clicking **Undo** for that particular claim.



## Frequently Asked Questions

Following are some often-asked queries regarding what happens when a user puts up a listing and it is claimed by the business owner:

**Who does the listing belong to after the claim is made?**

The claimant.

**Will the user who originally posted the listing still be able to edit the listing after a business has successfully claimed the listing?**

No, the original poster will no longer be able to edit the listing.

**On the posting user's profile (frontend), will the listing still appear, after a business has successfully claimed it?**

No, the listing will now show up only on the new claimant's profile.

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## Related Articles

 [Claim Listings Setup Guide](#)

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