

Checklist for Creating A Listing

This is a checklist when you are trying to create a Project Listing in your Multi-Listing Site. This checklist applies if you are using the default Neder theme learnt during the class.

Input the slide number in the notes so you can refer easily.

S/N	Item	Remarks	Check
1	Add New Post	Go to Post->Add New. Input the Listing Name	
2	Categorize the listing	Every Project Listing must be categorized. Proper categorizing will ensure the listings appear under the appropriate category. At the Post Editor page, on right sidebar Category, check the appropriate Category box. A listing can have more than 2 categories.	
3	Add Featured Image and, if needed, Featured Video.	On right sidebar, there is a Format box. Standard -> Featured Image. Upload at Featured Image box below it. Video -> The top of the listing displays a video. You need to copy the URL of the Youtube video and paste in the Neder Featured Video box below.	
4	Create Project Listing Post using Elementor Visual Builder	Click Edit with Elementor If you have saved a previous template, load that template and just update the content. After uploading the content, exit the Elementor dashboard back to Post Editor page.	
5	Create Contact Form	Go to WPForm on left sidebar to create a contact form for this listing. Copy the shortcode and paste it inside the Text element of the project posting. You can also use the WPForm element. The form will be auto generated.	
6	Publish	Click Publish blue button on top right for the listing to go live.	