

# Manage Listings

## Overview

You can view all the listings created for your site or create a new listing. The created listings let you add descriptions, images, provide ratings, and much more.

## Creating a New Listing

The following image shows the Listings screen.

Welcome Demo

Profile Settings Logout

Dashboard Listings + Add New Products Booking Membership Plans Messages Help

Listings

+ Insert New Publish Unpublish Delete

Search Clear Sort By Latest 15 Category All

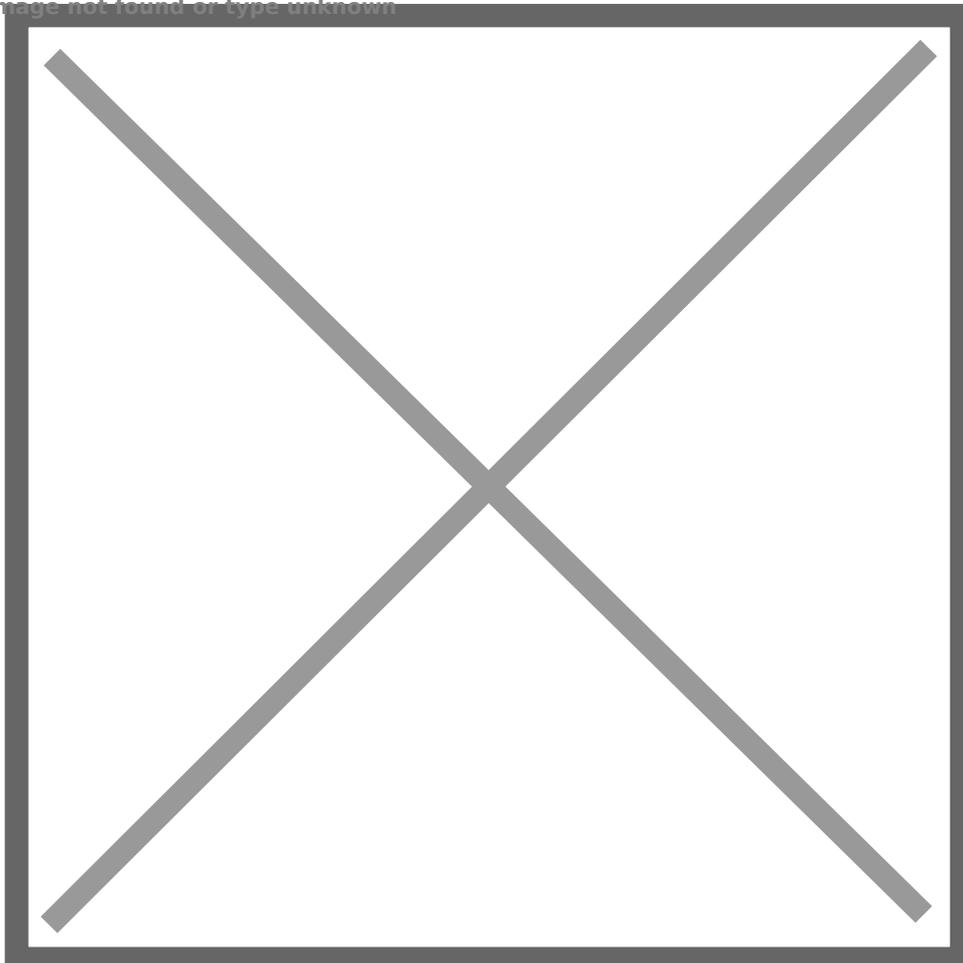
<input type="checkbox"/>		TITLE	CATEGORY	DATE CREATED	
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="radio"/>	Women's Designer Jewellery	Jewellery	04 December 2021	<input type="radio"/> <input type="radio"/> 113
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="radio"/>	IT Softec	Computer Industry	04 December 2021	<input type="radio"/> <input type="radio"/> 75
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="radio"/>	Beagle & Qo	Restaurants	03 December 2021	<input type="radio"/> <input type="radio"/> 87
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="radio"/>	Featured Bellevue	Restaurants	03 December 2021	<input type="radio"/> <input type="radio"/> 84
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="radio"/>	Wine Manufacturing Inc.	Food & Drink	03 December 2021	<input type="radio"/> <input type="radio"/> 76
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="radio"/>	Featured Fashion Outlet	Fashion & Beauty	03 December 2021	<input type="radio"/> <input type="radio"/> 86
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="radio"/>	Journelle	Fashion & Beauty	21 November 2021	<input type="radio"/> <input type="radio"/> 90
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="radio"/>	A & M Auto Mobile Services LTD	Dealerships	20 November 2021	<input type="radio"/> <input type="radio"/> 156

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Your E-Mail →

Image not found or type unknown



## Screen 1: Listing screen

The following table explains the different options seen on the screen.

Button	Usage
<b>Insert New</b>	Creates a new Address entry. You must create separate entries for each level of depth that you need.
<b>Publish</b>	Publishes the created address entry.
<b>Unpublish</b>	Removes the entry from the list of published address entries
<b>Delete</b>	Deletes the address entry that is not required anymore.

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