

# Dynamic User Directory Quick Start Guide

## Plugin Requirements

- You must have existing WordPress user profiles created on your site. Each profile should have at minimum the *First Name* and *Last Name*, or *Display Name*, filled out.
- You must already have custom meta fields created for each user. This might include things like address, phone number, city, state, zip, etc. These fields can be created with a plugin such as Gravity Forms, User Registration, MemberPress, BuddyPress, etc.

## Creating Your First Directory

Setting up a basic directory is pretty simple. First, you'll need to configure a few fields found within two specific sections of the DUD plugin settings. Then, you'll add the DUD plugin shortcode to the WordPress page of your choice.

1. *Configure the DUD Plugin Settings.*

### Main Directory Settings Section

**Main Directory Settings**

Shortcode	<input type="text" value="[DynamicUserDirectory]"/>	Copy and paste this shortcode onto the page where the directory should be displayed. The <a href="#">Multiple Directories Add-on</a> will let you create and display up to 10 directories, each with its own settings.
Sort Field	<input type="text" value="Display Name"/>	This field will always be shown first on each listing. You may sort by Last Name or Display Name. If Last Name is selected, it will sort by last name but still display the full name. The <a href="#">Custom Sort Field Add-on</a> will allow you to sort the directory by any meta field you wish.
Directory Type	<input type="text" value="Single Page Directory"/>	"Alphabet Letter Links" shows only the users for the selected letter. "Single Page Directory" shows all users on one page. Choose "Alphabet Letter Links" if page load time is an issue.
Directory Search	<input checked="" type="checkbox"/> <input type="text" value="Default Background"/>	Show a search box at the top of your directory to search by last name or display name depending on the Sort Field. The <a href="#">Meta Fields Search Add-on</a> lets the user search by ANY user meta field(s) you specify. The <a href="#">Hide Search Results Add-on</a> hides directory listings until a search has been run.

- A. **Sort Field.** Choose whether the directory should show (and sort on) the user's *Last Name* or *Display Name*.
- B. **Directory Type.** Choose the type of directory you want to create.

- For a “Single Page Directory” type, all directory listings will be shown on one page.
- For an “Alphabet Letter Links Directory” type, a row of alphabet letter links will be shown at the top of the page and only the listings for the selected letter will be shown.

## Meta Fields Settings Section

**Meta Fields Settings**

**Instructions**

This is where you will build the content of your directory. The key name listbox(es) below contain the names of the user meta fields available for use in your directory. Find the meta key names corresponding to the user profile fields you want to display, then copy and paste each one into the Meta Key Name input fields. The Address and Social Meta Fields sections may be used instead if you would like DUD to format them for you.

Show Email Addr       Show Website

**WordPress Meta Key Names**

- enigma\_parallax\_notice\_dismissed213
- Extra\_Fld1 ←
- Extra\_Fld2 ←
- Extra\_Fld3

Check the boxes to show these built-in WordPress user profile fields in the directory. If you wish to show an email or website address that is stored in a meta field instead, do \*not\* check these boxes, and simply add the email and/or website meta field key names below.

A listing of the meta key fields *for reference only*. You must type or copy & paste the key name into the appropriate meta field below for the key field value to be displayed in the directory. Enter the key name using the SAME capitalization shown in the key names list.

**USER META FIELDS**      3 ▾

Meta Key Name 1	Format Meta Field 1 As	Meta Field Label 1
Extra_Fld1 ←	Plain Text	Text Fld 1
Meta Key Name 2	Format Meta Field 2 As	Meta Field Label 2
Extra_Fld2 ←	Plain Text	Text 2
Meta Key Name 3	Format Meta Field 3 As	Meta Field Label 3
	Plain Text	

Use the dropdown to show extra meta fields or hide unneeded ones. If you hide a meta key name/label field, that field will automatically be cleared.

**ADDRESS META FIELDS** ▾

Expand this section if a formatted mailing address is needed. Note: the address fields will be cleared automatically if this section is minimized.

**SOCIAL META FIELDS** ▾

Expand this section if you have social media meta fields to display. These will be shown as a row of icons. Note: the social media fields will be cleared automatically if this section is minimized.

- A. Show Email Address.** Check this box if you want to show the default WordPress user profile *email address* field in each directory listing.
- B. Show Website.** Check this box if you want to show the WordPress user profile *website* field in each directory listing.

- C. **WordPress Meta Key Names.** This is a handy reference that lists all the existing meta fields you've already created for your user profiles. You may use it to find the name(s) of the meta field(s) you wish to display in each directory listing.
- D. **Meta Key Name.** This is where you enter the name of the meta field you wish to show in each directory listing.
- E. **Format Meta Field As.** If you wish to display the field exactly as it was stored, leave this option on the default "Plain Text" setting. If your field needs additional formatting, you may select from a variety of formatting options.
- F. **Meta Field Label.** Optionally enter a label for the meta field you wish to display.

## 2. *Create Your Directory Page*

- A. Choose a WordPress page (or create a new page) on your site where you want show the directory.
- B. Paste the shortcode **[DynamicUserDirectory]** onto this page. You may add other text above or below this shortcode as desired.
- C. Save the page, then select "View Page" to see the basic directory you've just created.

## 3. *Customize Your Directory*

Now that you have a basic DUD directory up and running, you can explore the wide range of DUD settings that allow you to customize the content and formatting of your directory. I also offer a suite of DUD add-ons that can extend the functionality of your directory in powerful ways.

Enjoy!