Dynamic User Directory Quick Start Guide

Plugin Requirements

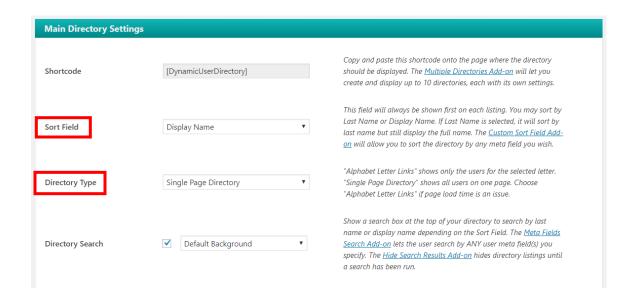
- You must have existing WordPress user profiles created on your site. Each profile should have at minimum the *First Name* and *Last Name*, or *Display Name*, filled out.
- You must already have custom meta fields created for each user. This might include things like address, phone number, city, state, 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.

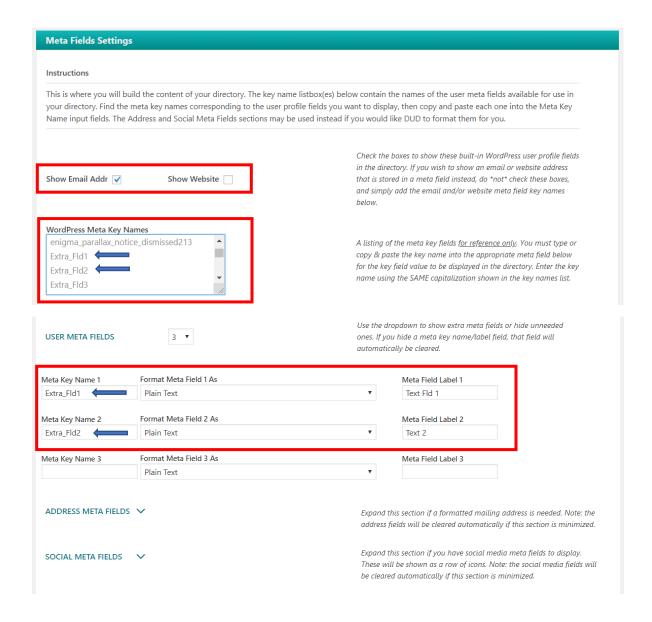
Main Directory Settings Section



- 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



- **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!