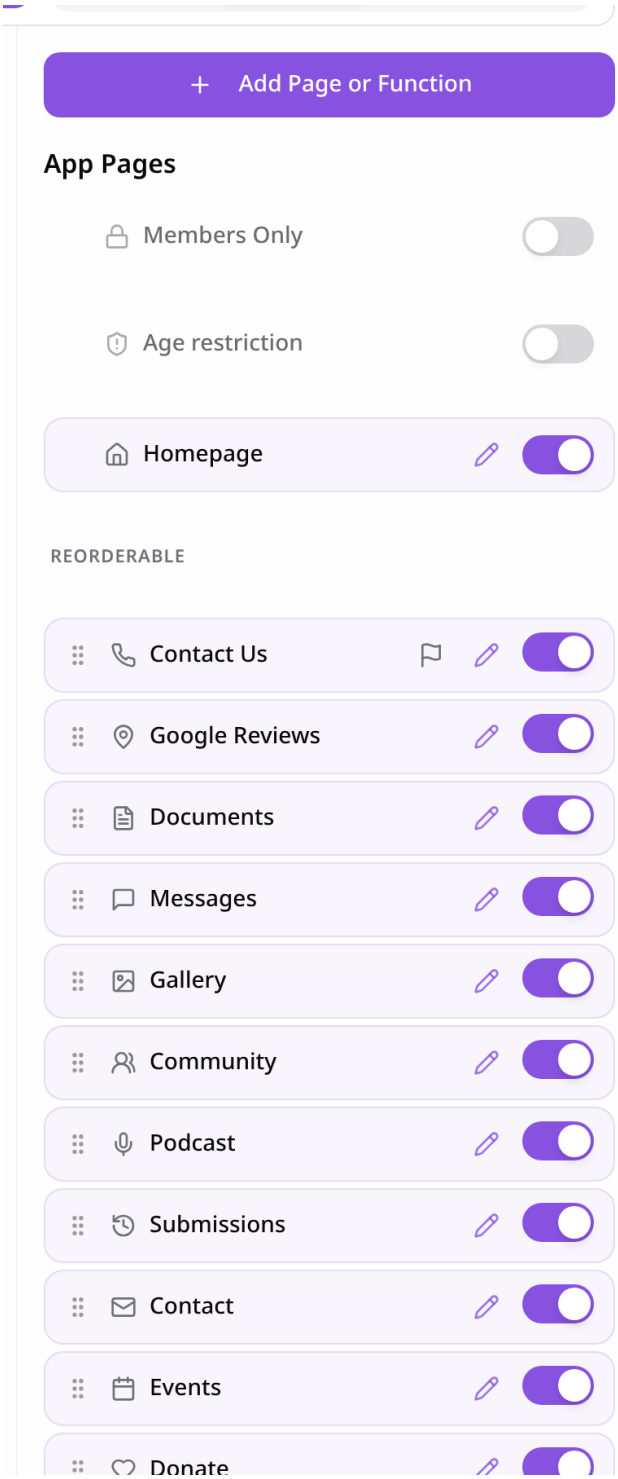
Build a local directory

1. Open Pages

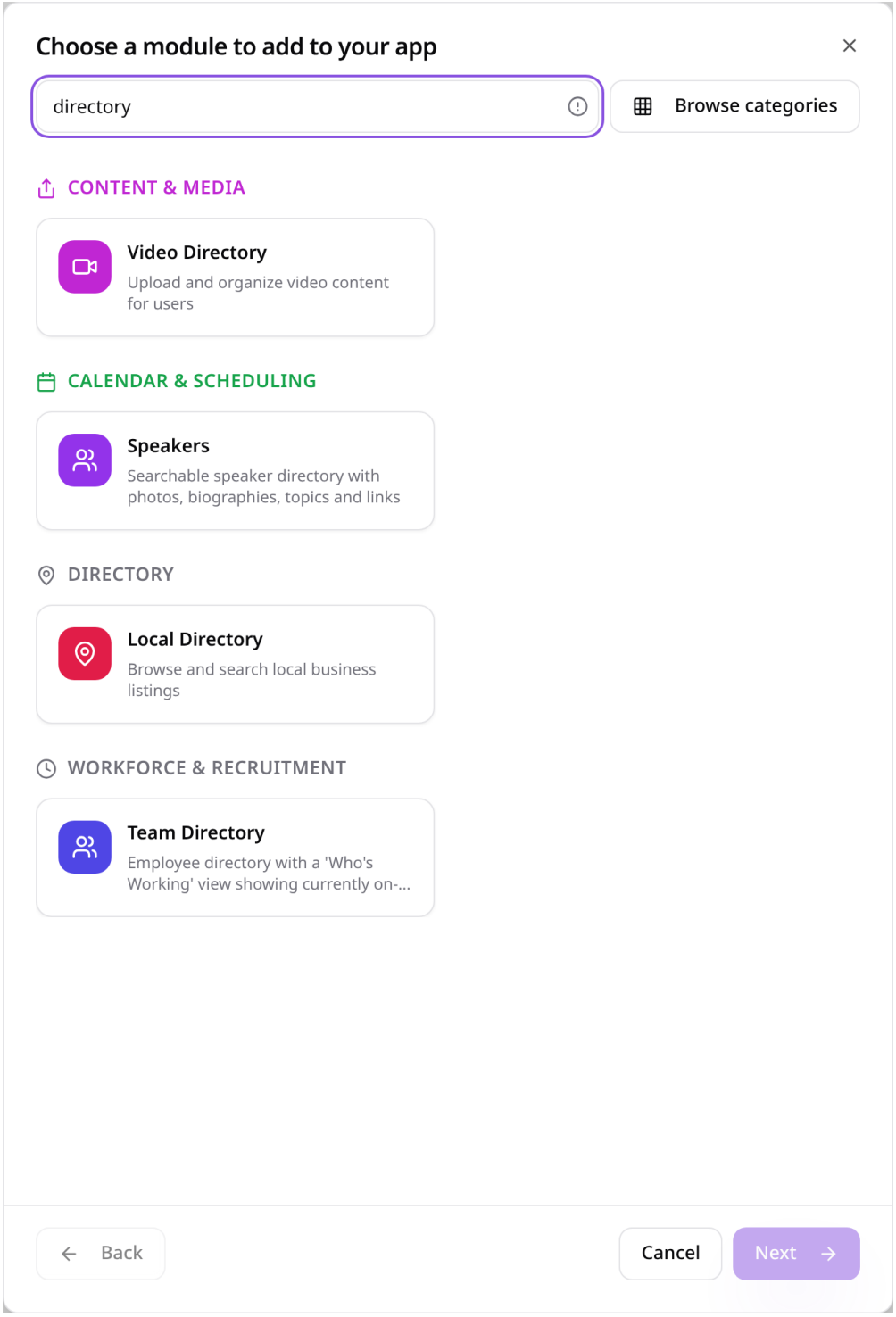
In your app editor, open Pages and tap Add Page or Function.



Build a local directory

2. Choose Local Directory

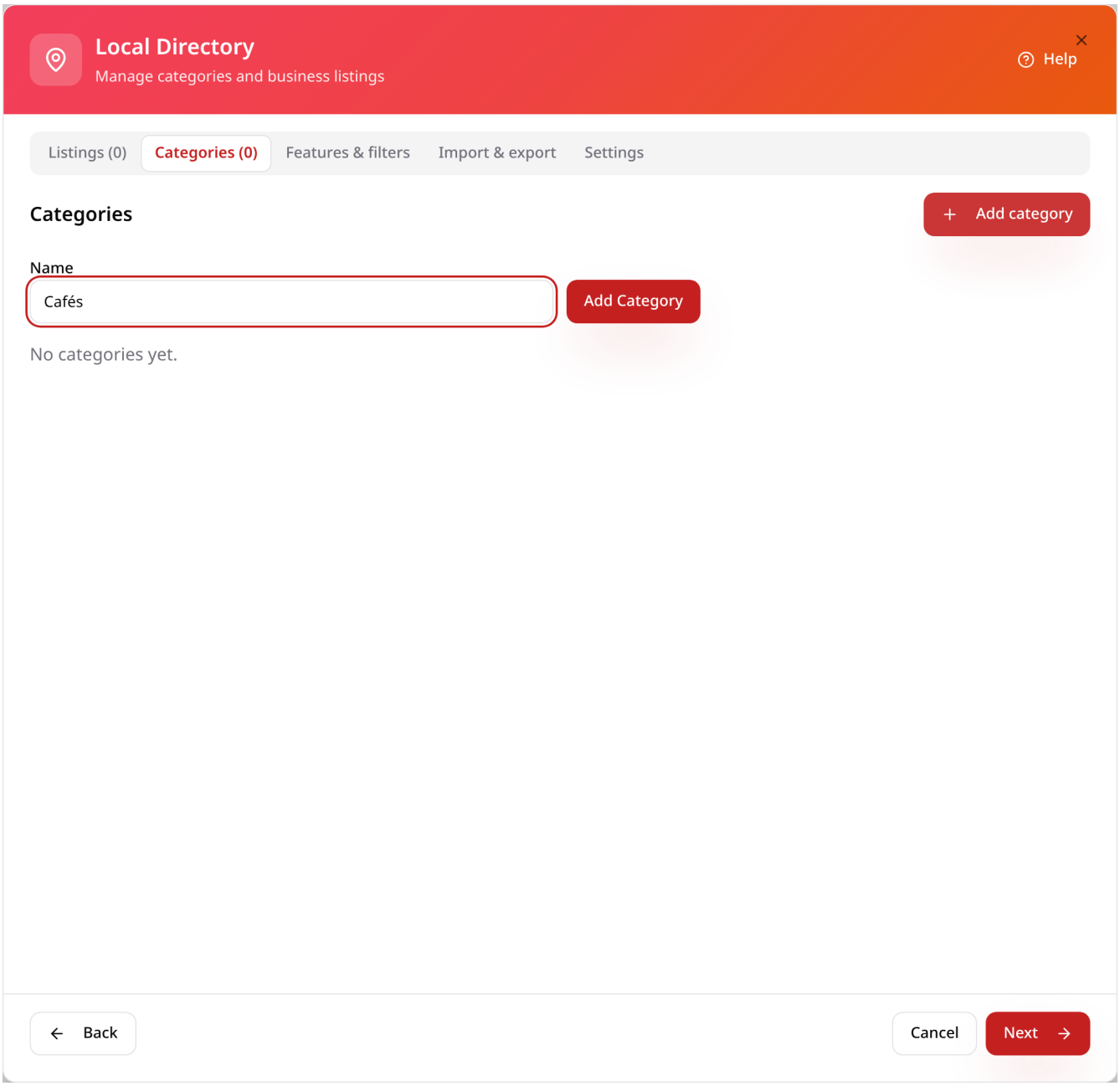
Search “directory” and tap Local Directory.



Build a local directory

3. Add categories

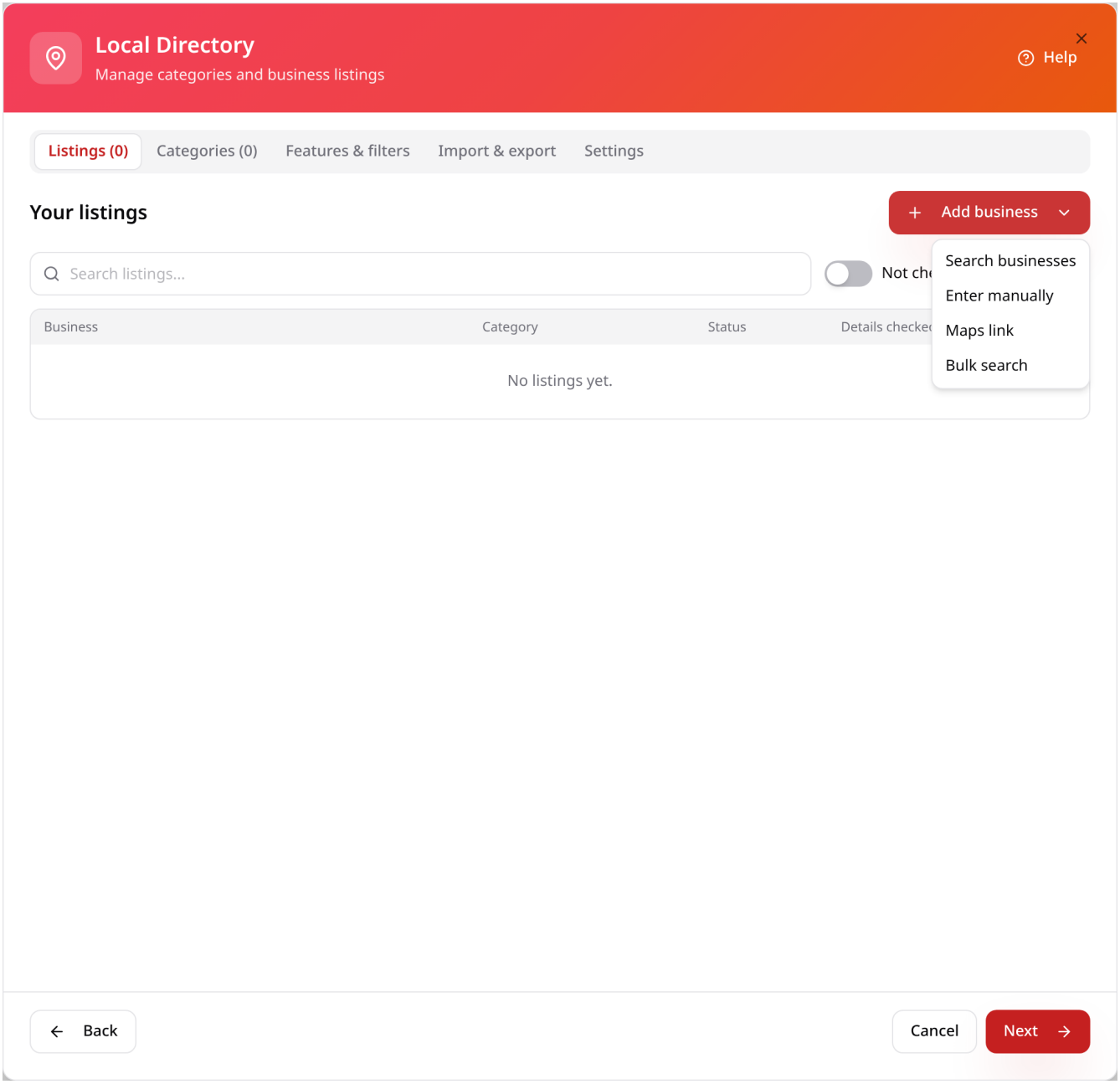
On Categories, type a name and tap Add category. Customers filter by these in the app.



Build a local directory

4. Add a business

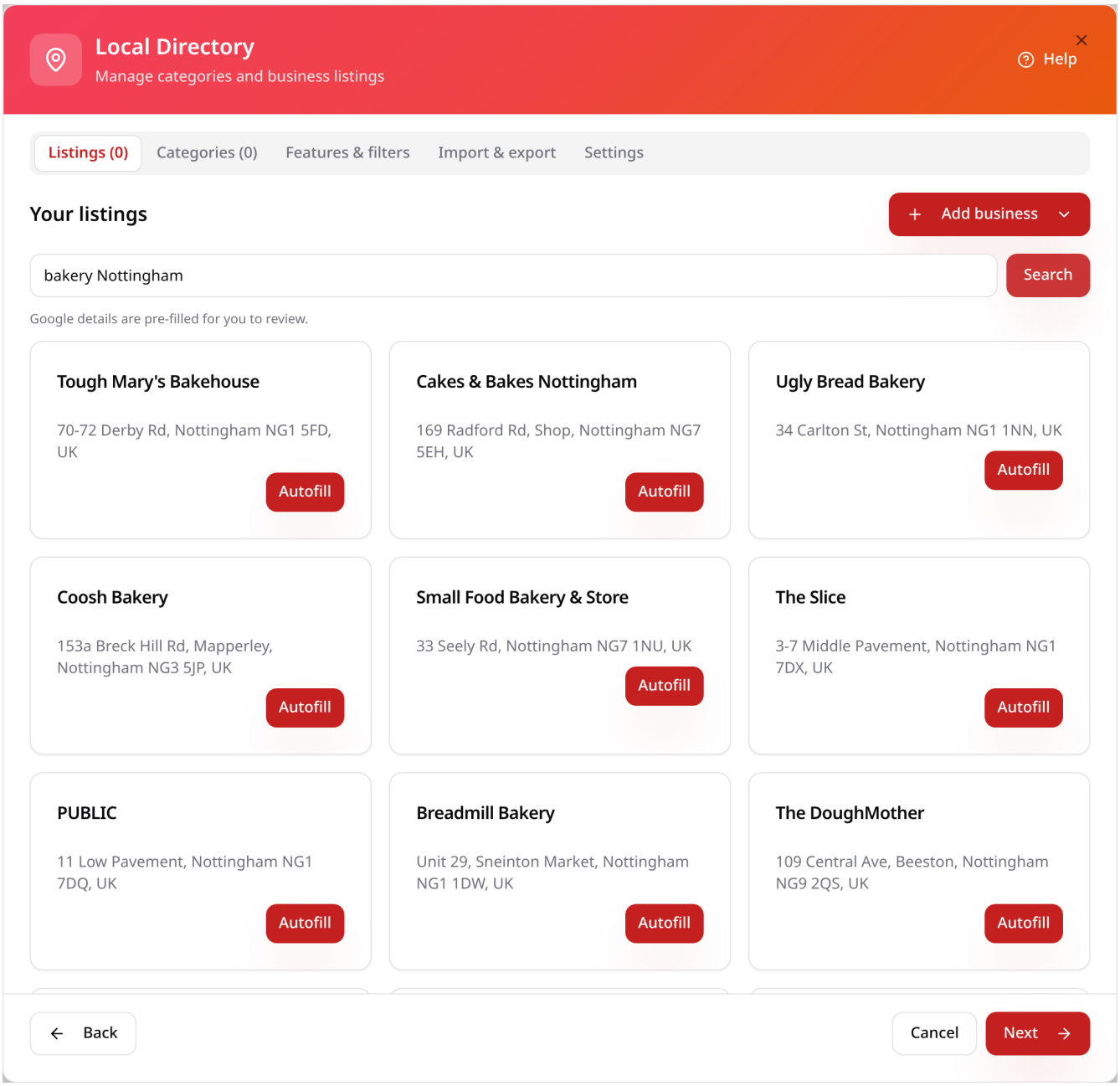
On Listings, tap Add business. Search Google, enter details by hand, paste a Maps link or search in bulk.



Build a local directory

5. Search Google

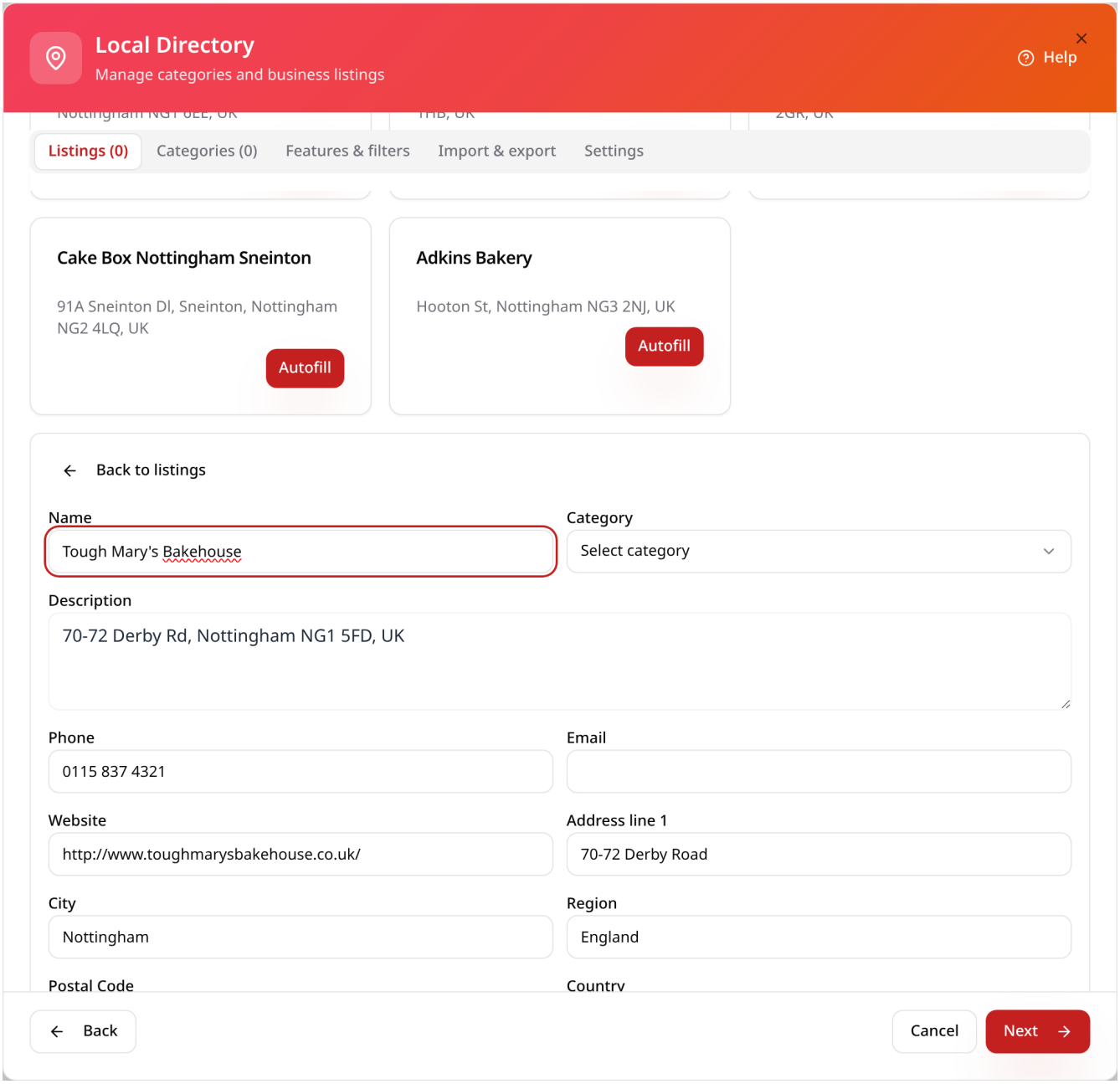
Type a business name or type and area, then tap Search. Tap Autofill on the right one.



Build a local directory

6. Check the listing

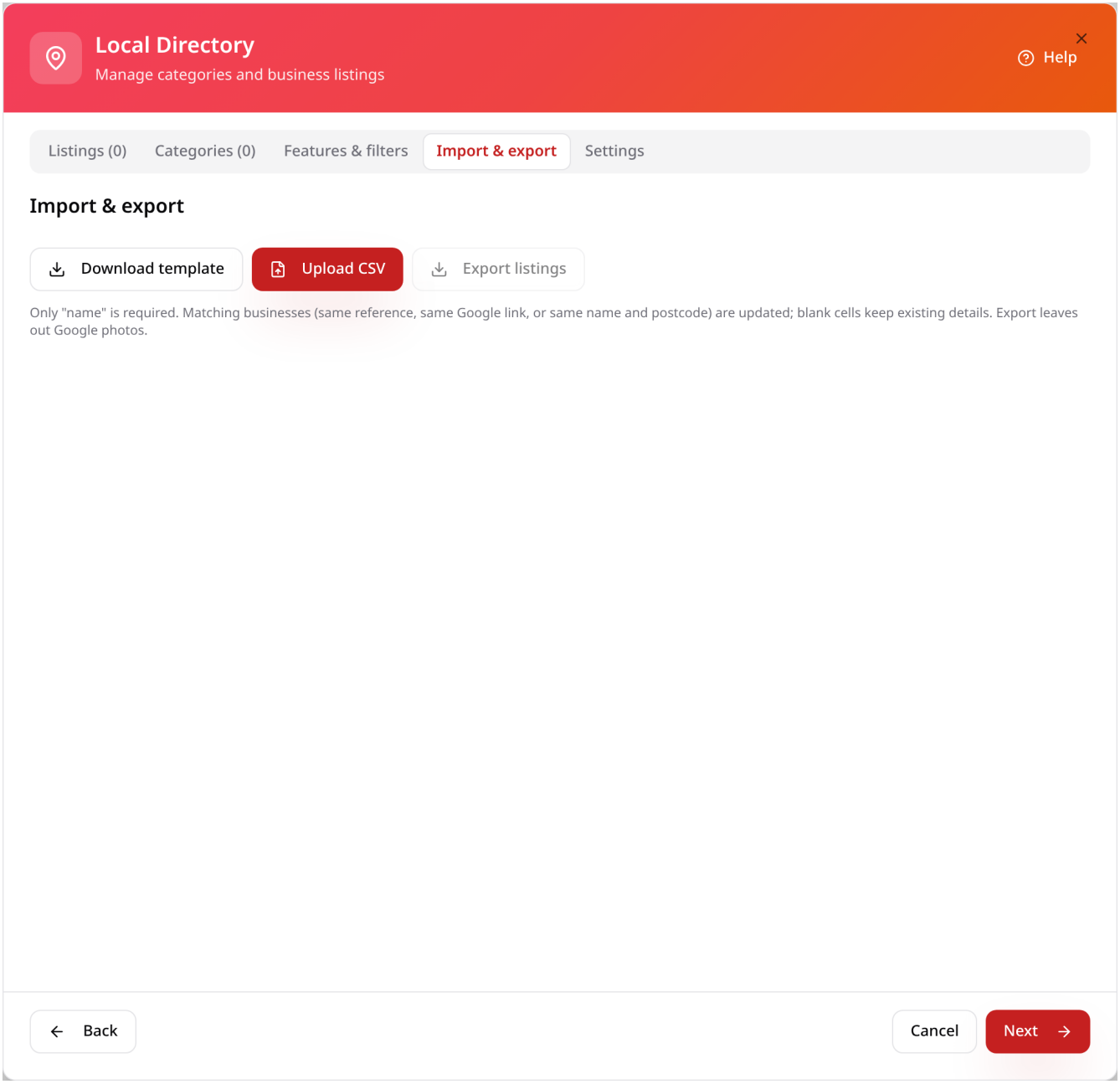
Google fills in the address, phone, website, hours and photos. Choose a category, check the details and save.



Build a local directory

7. Or import a CSV

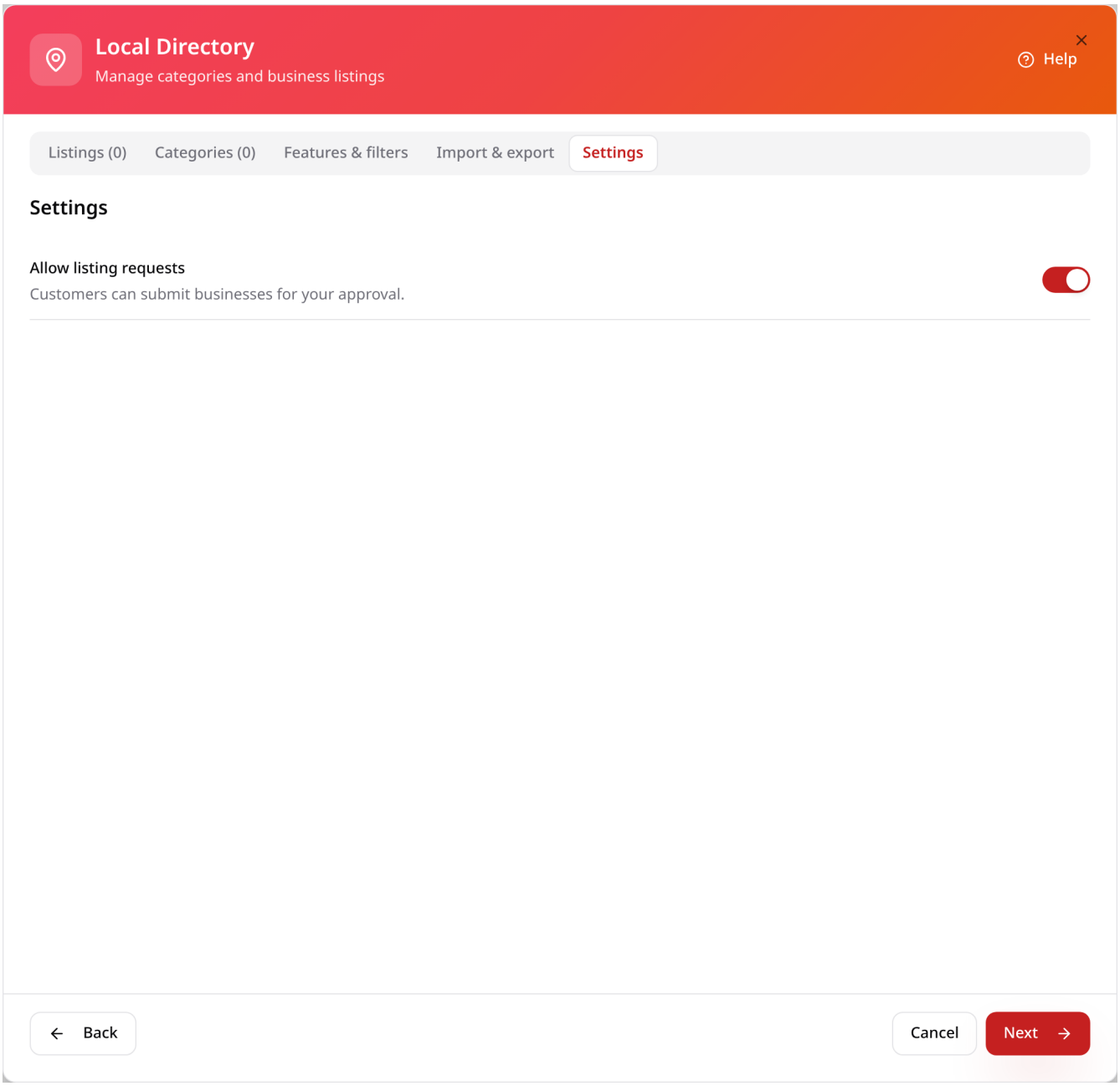
On Import & export, download the template, fill it in and upload it. Matching businesses are updated, not duplicated.



Build a local directory

8. Listing requests

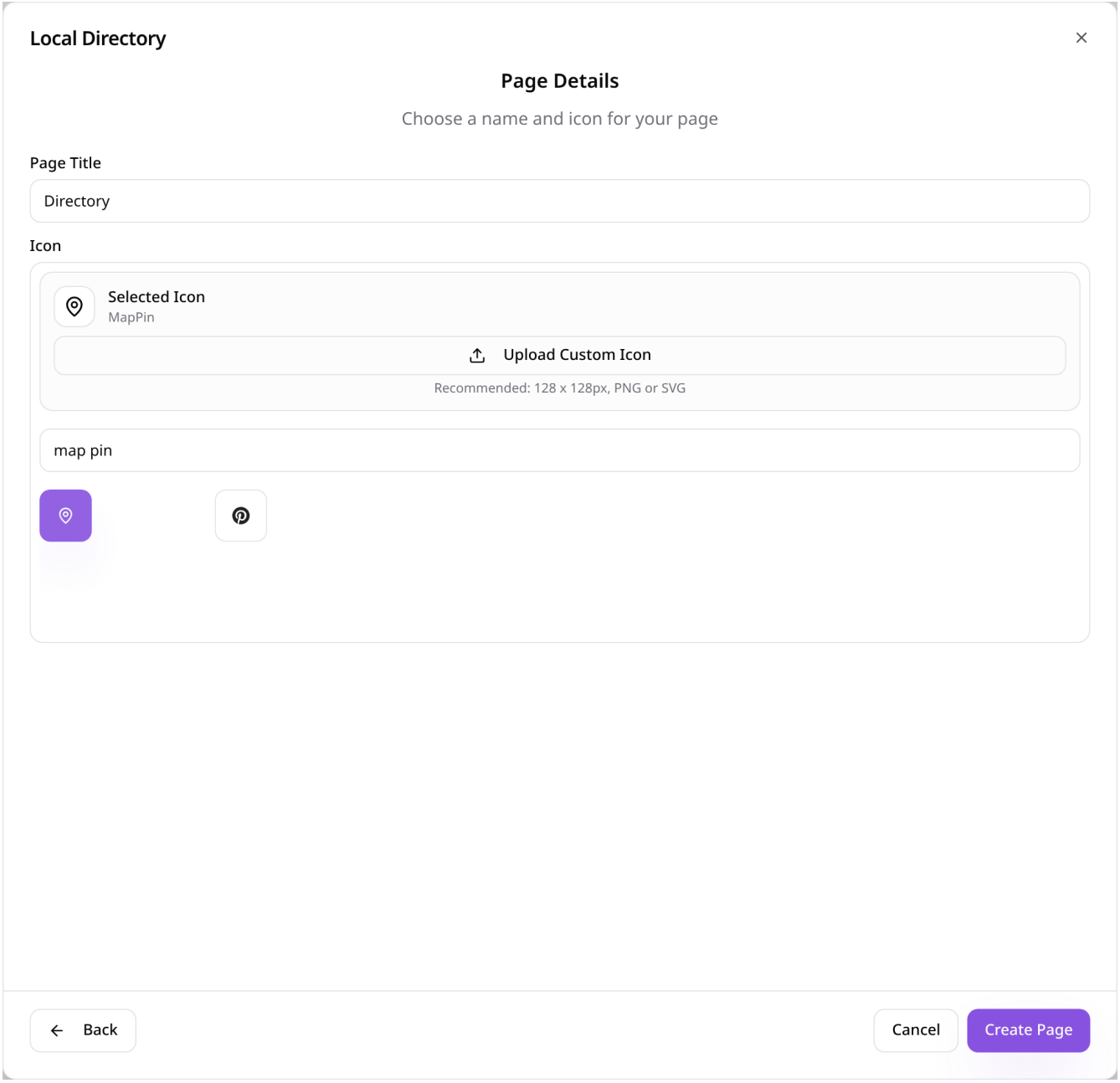
On Settings, turn on listing requests so businesses can ask to be added. Tap Next.



Build a local directory

9. Name the page

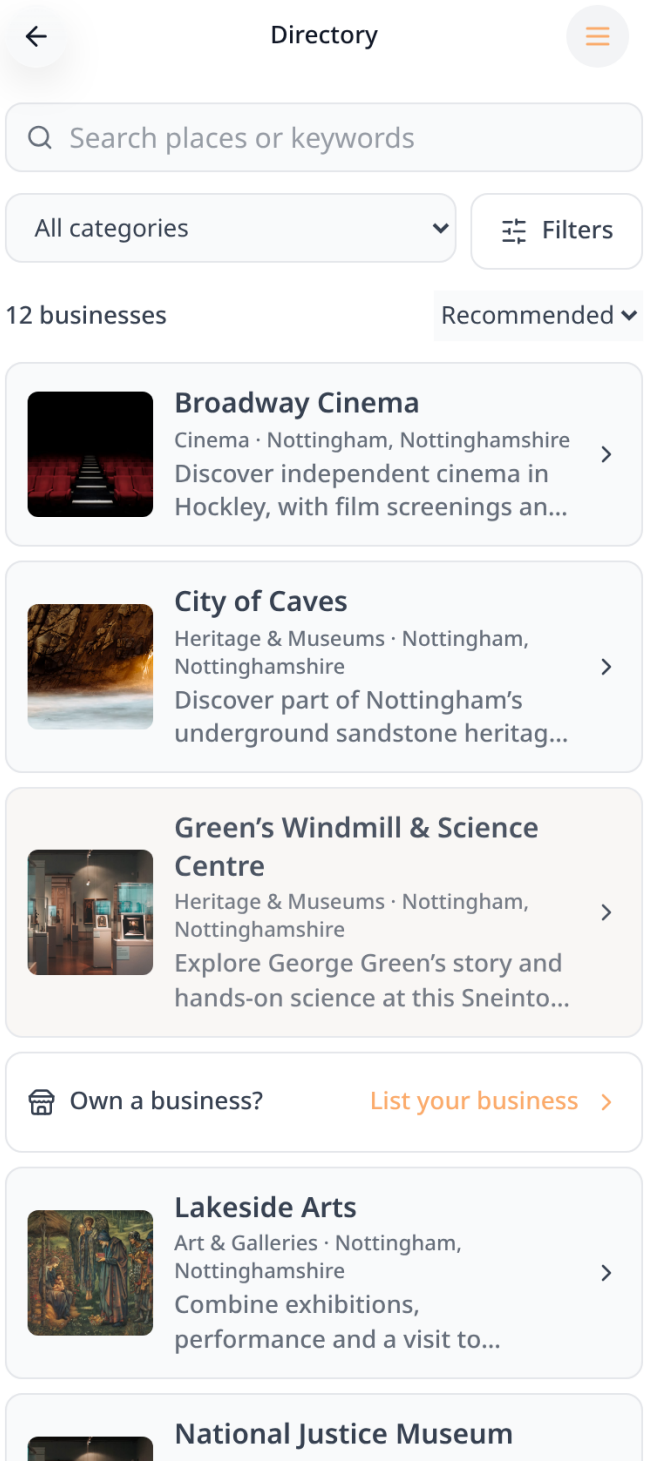
Give the page a name, choose an icon and tap Create Page.



Build a local directory

10. Customers browse

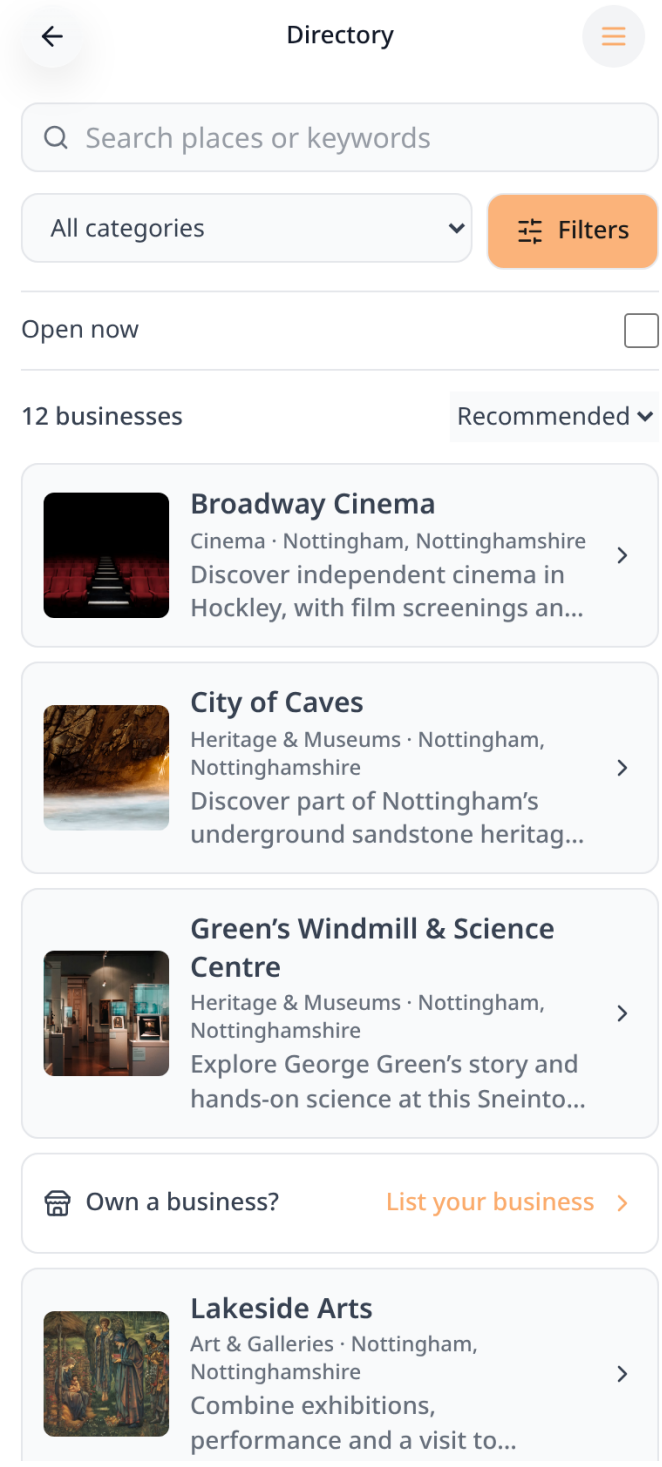
Businesses show as cards with search, categories and sorting.



Build a local directory

11. Filter results

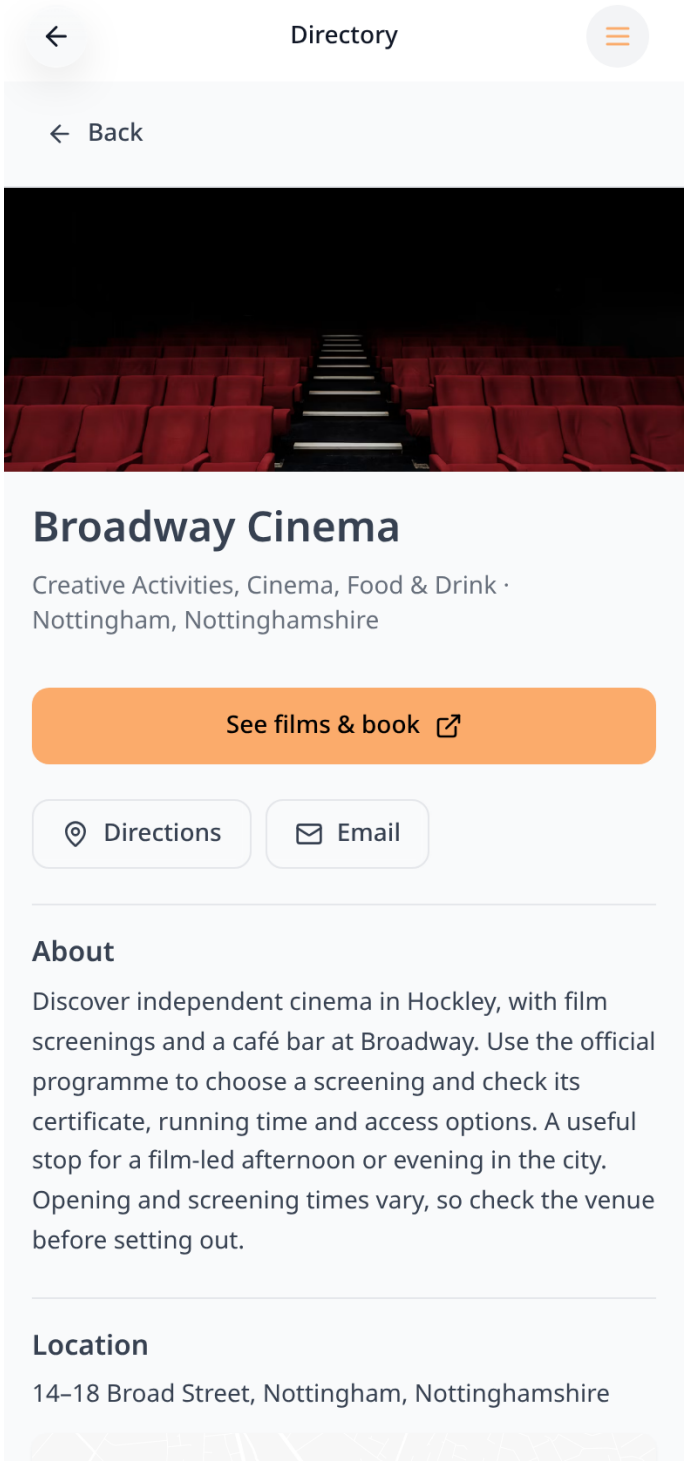
Filters narrow the list, for example to places open now.



Build a local directory

12. Business details

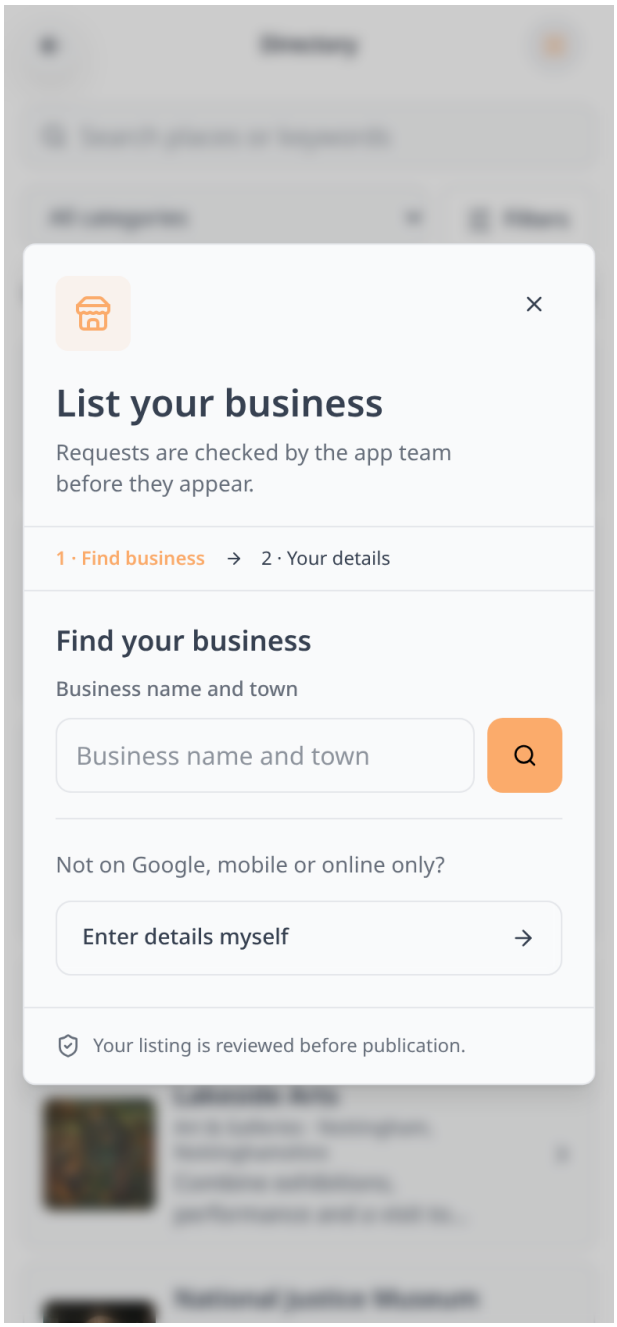
Each business shows photos, opening hours, contact buttons and directions.



Build a local directory

13. Businesses can apply

Businesses tap List your business to send their details for your approval.



Approve or reject listing requests from the directory editor. Nothing new appears in the app until you approve it.