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When you buy a Flippy product you will receive free updates and support for one year. If you need support and upgrade more than one year, you can simply buy one of our service packages (this include free updates for the time period specified in the service package you brought from us)

Note: We do not provide support or upgrades for the sites you sell which include a Flippy product. When you sell sites that include our product or products, it is your responsibility to support them or supply them with upgrades.

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01. Requirements

- MySQL (version 5 or higher)
- PHP (Min: version 5.6 or higher)
- PDO extension
- Apache Mod_Rewrite Enabled
- GD Image library
- Mbstring PHP Extension
- OpenSSL PHP Extension

02. Installation

Installation is very simple. Please follow instructions below. If your upgrading from version 2.0.0 please read “Flippy BizLister Upgrade Guide.pdf” file.

Step 1: Create a MySQL database and a MySQL user (with full permissions).

Step 2: Extract flippy_bizlister_3.1.0.zip file

Step 3: upload the entire content of BizLister\installation\new installation.

Step 4: Point your browser www.yoursite.com/install (Replace yoursite.com with your real domain name).

Step 5: Follow the instructions of our web based installer.

That’s it you done installing the script.

03. Changing Administrator Username and Password

Now that you’re done with the installation it’s time for you to change default username and password for the administrator control panel.

Step 1: Point your browser to www.yoursite.ext/admincp (Replace yoursite.com with your real domain name).

Step 2: Login using default username: admin and default password: admin

Step 3: Navigate to “Administrator” tab using the navigation menu.

Step 4: Make the desired changes.

04. Settings

Once your site is installed, you will need to configure your website settings.

Site Settings

Follow information's needed to be updated.

Navigate to “Settings->Site Settings” using navigation menu.

General Settings:

- Website Title – Enter your website name here.
- Website URL – Select you website port (https for SSL and http for none SSL) then enter your website URL Without "http://" and end slash "/".
- Meta Description – Add your website Meta description here.
- Meta Keywords – Add your website Meta keywords here.
- Email – Your email address where users can contact you.
- Country – Country where you let your user's list business from. Ex: U.S.A
- Country or Zip Code – Country code Ex: 01
- Google Analytics Code – Your Google Analytics code (Only add only Google Analytics id not the full code).
- Google Maps API Key – [Click here](#) to get a Google Maps API key.

Logo & Favicon:

- Logo – Upload your website logo (Please use a .PNG file 130px × 68px).
- Favicon – Upload your website favicon. Icon must be .ICO file. You can generate a favicon for [free here](#)

Publish Settings:

- Auto Approve Listings – By turning on auto approve listings feature all the business listings will be published upon submission.

Important: Please note that this setting will be override should you enable payment model. Option effect only if site is running on free mode.

- Auto Approve Reviews – Turn auto approve reviews settings to on if you want the user reviews to approve on submission.

User Settings:

- Email Account Activation Code – By turning on uses must validate their email address in order to submit business and reviews.
- Captcha for Registration – Enable captcha in registration from.
- Captcha for Login – Enable captcha in login from.

Home Page Settings

Use home page settings you can change your website home page promo image and home promo text.

Navigate to “Settings->Home Page Settings” using navigation menu.

Promo Image:

Upload your promo image. Promo image default size is 1990px x 545px but can be different size depending on the template. Also, each template uses its own promo image.

Please optimize the image as much as possible to reduce the image file size.

Home Promo Line:

You can change your home page promo text using this form.

Social Settings

Use these settings to update your social networking links and Facebook API settings.

Navigate to “Settings->Social Settings” using navigation menu.

Social Settings:

Add you're Facebook, Twitter, Pinterest and Google+ links here. Use full links with https://

Facebook API for Facebook login:

Please enter your Facebook App Id and App secret here. [Click here](#) to find out how to get an app ID and secret key from Facebook

05. Dashboard

By navigating to "Dashboard" you can get a quick view of total business listings, total reviews, total site views, latest 10 submits and much more.

06. Add / Manage Categories & Subcategories

Important: When you delete a category, system will also delete all the

Navigate to "Categories" from the navigation menu.

Add New Categories:

In the right side of the page you will find tabbed forms to add categories and subcategories, simply enter the desired category or subcategory name along with a description and click Add button.

Category description will be used as SEO description of the category pages. It is recommended keeping the description under 160 characters.

Manage Categories & Subcategories:

Use delete and edit buttons to manage your website categories and subcategories.

07. Add / Manage Cities

Important: Make sure to add cities before you make your site public.

Navigate to "Cities" from the navigation menu.

Add Cities:

Simply enter desired city in the right side form and click Add button.

Manage Cities:

Use delete and edit buttons to manage cities.

08. Manage Business Listings

Pending Business Listings:

Navigate to "Business Listings -> Pending Businesses" from the navigation menu.

Note: This option only required if you're "Auto Approve Listings" settings set to

You can use manage buttons to manage your pending business listings.

- Use delete button to delete pending business listings.
- Use edit button to edit button to pending business listings.
- Click "A" button to approve listings.
- By clicking the view button you can preview business listings.

Approved Business Listings:

Navigate to "Business Listings -> Approved Businesses" from the navigation menu.

You can use manage buttons to manage your approved business listings.

- Use delete button to delete pending business listings.
- Use edit button to edit button to pending business listings.
- Click "DA" button to disapprove listings.
- By clicking the view button you can preview business listings.
- Click "MF" button to make any listing featured. Please note that once you make a business listing featured, listing will move to featured businesses listings sections.

Approved Business Listings:

Navigate to "Business Listings -> Approved Businesses" from the navigation menu.

You can use manage buttons to manage your featured business listings.

- Use delete button to delete pending business listings.
- Use edit button to edit button to pending business listings.
- Click "DA" button to disapprove listings.
- By clicking the view button you can preview business listings.
- Click "RF" button to remove any listing featured section. Please note that once you make a business listing featured, listing will move to approved businesses listings sections.

09. Manage Business Reviews

Pending Reviews:

Navigate to "Reviews -> Pending Reviews" from the navigation menu.

Note: This option only required if you're "Auto Approve Reviews" settings set to "OFF" in site settings

You can use manage buttons to manage your pending business reviews.

- Use delete button to delete pending business reviews.
- Use edit button to edit button to pending business reviews.
- Click "A" button to approve reviews.
- By clicking the view button you can preview reviews.

Approved Reviews:

Navigate to "Reviews -> Approved Reviews" from the navigation menu.

You can use manage buttons to manage your approved business reviews.

- Use delete button to delete pending business reviews.
- Use edit button to edit button to pending business reviews.
- Click "DA" button to disapprove reviews.
- By clicking the view button you can preview business reviews.

10. Payments and Plans

Payment Settings:

Navigate to "Payments & Plans -> Payment Settings" from the navigation menu.

PayPal settings -

- Use PayPal Payment Gateway – By turning on you can use PayPal in your checkout page.
- Sandbox – Use to test transactions. [Click here](#) to get a PayPal Sandbox account.
- PayPal Email Address – Your PayPal account email address. PayPal account must be a business account.
- Currency Code – Currency that you would like to accept payments in. Ex: US dollars.

PayPal auto return feature - You need to use PayPal auto return feature to use payment mode. To enable auto return feature, login to your PayPal account, navigate to "Profile - > My Selling Tools - > Website preferences". Turn "Auto Return" on and fill in your "Return URL". Your return URL: http: or https www.yoursite.ext/payment-status

Stripe settings -

- Use Stripe Payment Gateway – By turning on you can use Stripe in your checkout page.
- Sandbox – Use to test transactions.
- Live Secret Key & Test Secret Key – Your test keys from stripe.
- Live Secret Key & Test Secret Key – Your live keys from stripe.
- Currency Code – Currency that you would like to accept payments in. Ex: US dollars.

Stripe Keys – To get Stripe keys, login to your Stripe account, navigate to "Dashboard - > API". Toggle viewing mode to get test and live keys.

Order Email Settings -

- Email Title – Title of the email sent to customers up on successful payment.
- Email Body – Email body text.
- Below form you can find short codes that can use in your email body.

Important: After you configure payment settings you must configure your payment plans in order for payment mode to activate.

Payment Plans:

Navigate to "Payments & Plans -> Payment Plans" from the navigation menu.

Pay to Activate –

- Pay to Activate Listings – By activating this feature users will ask to pay fee to activate their submitted business.
- Auto Activate Listings Upon Completed Payment – Business listings will be auto activated up on successful payments.
- Activation Price – Payment amount to activate business listings. Ex: 50.00. Do not use any currency symbols or cods.

Feature –

- Pay to Feature Listings – By activating this feature users will ask to pay fee to make their submitted business featured on your website.

- Auto Activate & Feature Listings Upon Completed Payment – Business listings will be auto activated and featured up on successful payments.
- Feature Listing Price – Payment amount for featured business listings. Ex: 50.00. Do not use any currency symbols or cods.

Payments:

Navigate to "Payments & Plans -> Successful/Pending/Failed Payments" from the navigation menu.

Use these pages to manage payments.

11. Manage Users

Navigate to "Users" from the navigation menu.

Use manage buttons to manage your website users.

Important: When you delete a user, system will also delete all the business listings, reviews and bookmarks belong to that user as well.

12. Site Template

Navigate to "Templates" from the navigation menu.

Simply select your desired template. Templates contain the look and feel of your sites.

13. Advertisements

Navigate to "Advertisements" from the navigation menu.

Use HTML/JavaScript based advertisement codes and click "Update Advertisements".

14. Manage Pages

Navigate to "Manage Pages -> Page You Want to Manage" from the navigation menu.

Use WYSIWYG (What You See Is What You Get) HTML editor to add/update the information as you required and then click "Update Page" button to save the changes.

Should you need any assistance with issues or have any questions about our products please don't hesitate to contact us. Thank you for choosing Flippy products.

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