



Guide for providers using Studentpad

New re-advertise tool – User Guide





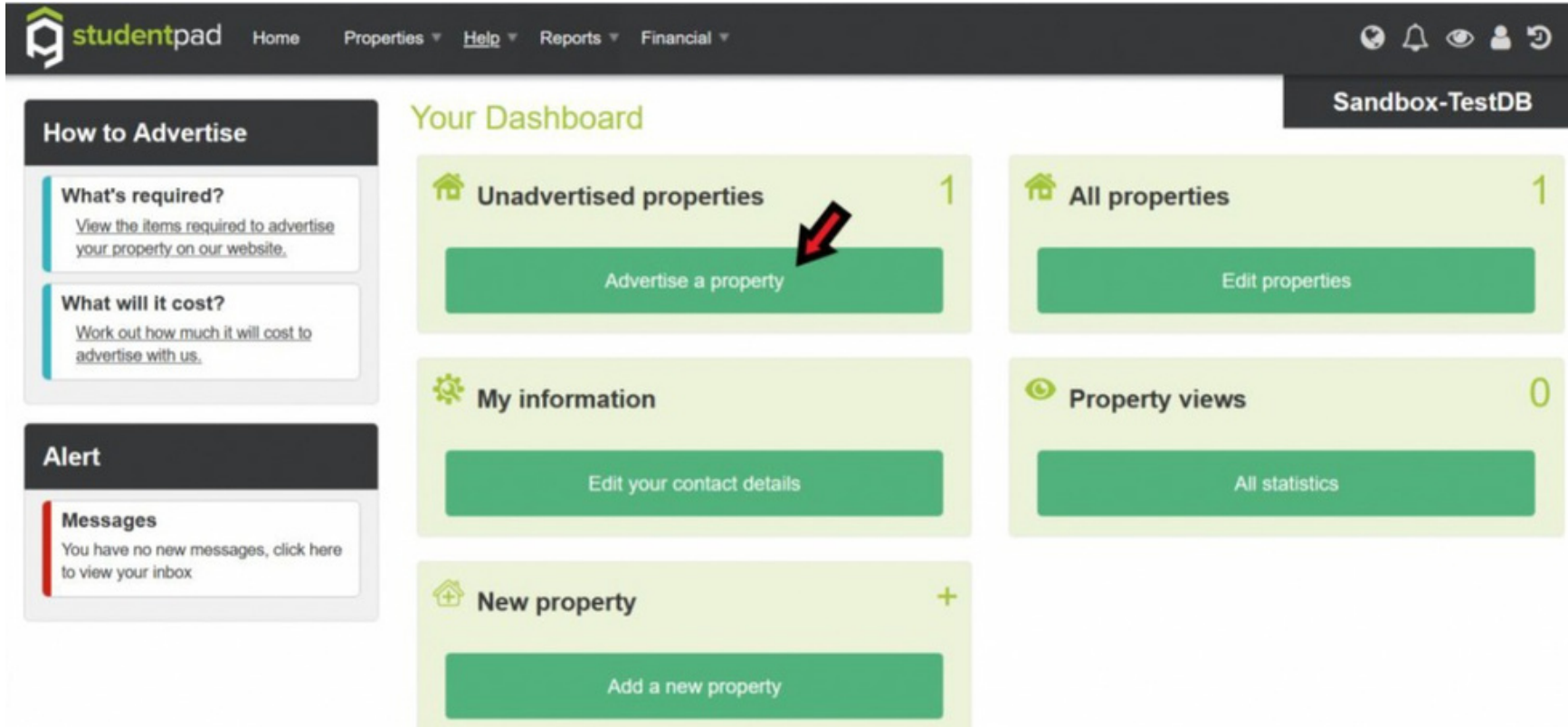
Introduction

The contents of this guide show you how to take advantage of the newest changes to the Studentpad control site and how to quickly and efficiently re-advertised your property listing .

Re-advertise property tool

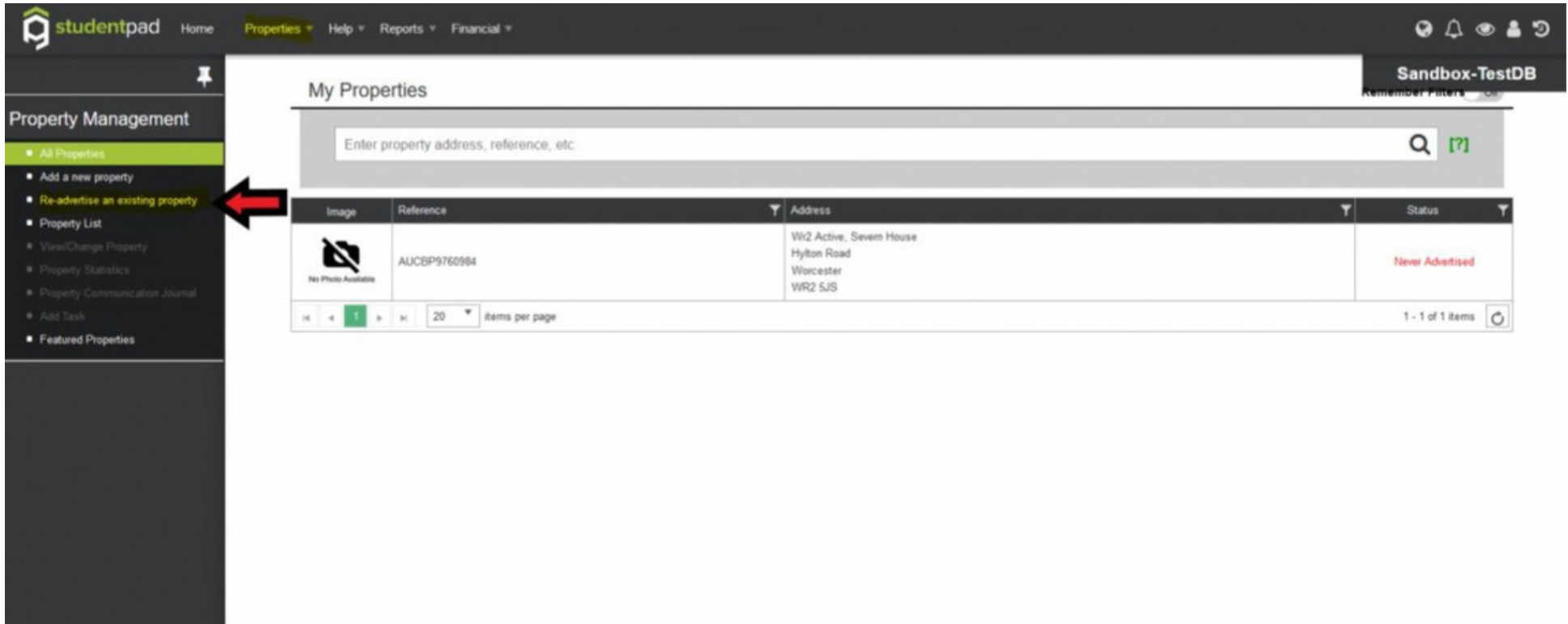
Whether you are wanting to advertise a property that has expired or an unadvertised property to be re-advertised later, you no longer need to search for these within your full list of properties. Instead, we have a dedicated, easy to use re-advertise tool that will pick these properties up for you.

There are 2 ways you can access this feature...




The screenshot shows the studentpad dashboard interface. At the top, there is a navigation bar with the studentpad logo, 'Home', 'Properties', 'Help', 'Reports', and 'Financial' menus. On the right side of the navigation bar, there are icons for a globe, a bell, an eye, a person, and a refresh symbol. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a 'How to Advertise' section with two sub-sections: 'What's required?' and 'What will it cost?'. Below that is an 'Alert' section with a 'Messages' sub-section. The main area is titled 'Your Dashboard' and contains five cards. The first card is 'Unadvertised properties' with a count of '1' and a green button labeled 'Advertise a property'. A red arrow points to this button. The second card is 'All properties' with a count of '1' and a green button labeled 'Edit properties'. The third card is 'My information' with a green button labeled 'Edit your contact details'. The fourth card is 'Property views' with a count of '0' and a green button labeled 'All statistics'. The fifth card is 'New property' with a '+' sign and a green button labeled 'Add a new property'. In the top right corner of the dashboard area, there is a dark grey box labeled 'Sandbox-TestDB'.

- 1 Via the dashboard, simply click on 'Advertise a Property' under the 'Unadvertised properties' area.



The screenshot shows the Studentpad interface. The top navigation bar includes 'Home', 'Properties', 'Help', 'Reports', and 'Financial'. The left sidebar is titled 'Property Management' and contains a list of options: 'All Properties', 'Add a new property', 'Re-advertise an existing property', 'Property List', 'View/Change Property', 'Property Statistics', 'Property Communication Journal', 'Add Task', and 'Featured Properties'. A red arrow points to 'Re-advertise an existing property'. The main content area is titled 'My Properties' and features a search bar with the placeholder text 'Enter property address, reference, etc'. Below the search bar is a table with the following data:

Image	Reference	Address	Status
	AUCBP9760984	W12 Active, Severn House Hylton Road Worcester WR2 5JS	Never Advertised


At the bottom of the table, there is a pagination control showing '20 items per page' and '1 - 1 of 1 items'.

2

Or alternatively, you can access the re-advertise wizard by going into your 'Property list' and selecting 'Re-advertise an existing property' from the side navigation.



Select the property you wish to re-advertise

Enter property address, reference, etc



Have a new property you'd like to list?

Advertise an existing property **To re-advertise an existing property please select the property below**

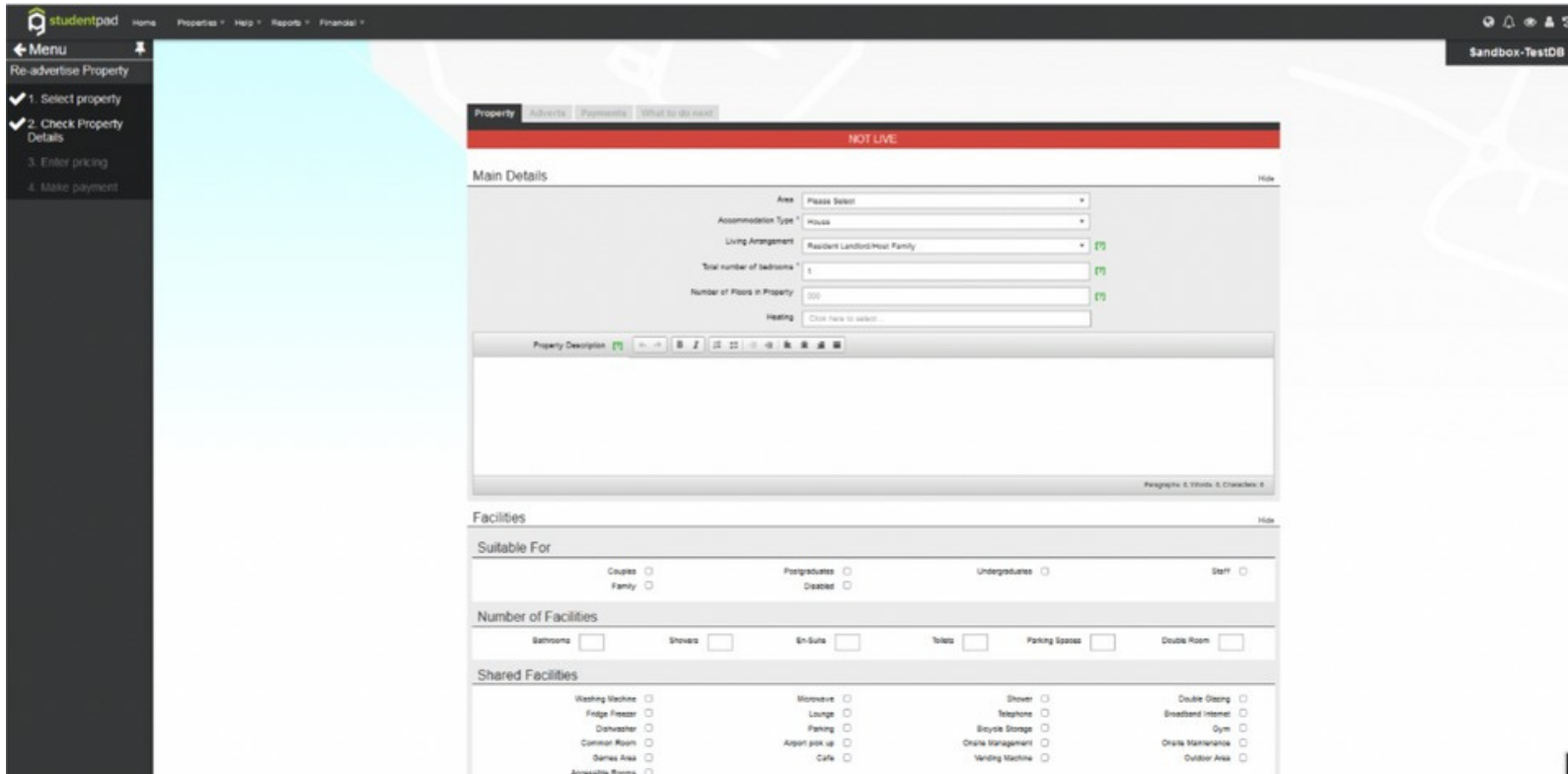
Select	Image	Reference	Address	Status
<input type="checkbox"/>	 No Photo Available	LONP10070359	4 Pinchfield Gardens Hallow Worcester WR2 6NB	

Navigation: 5 items per page 1 - 1 of 1 items

From this page, you have two options:

- If you have a new property not listed below select - **'Click Here'**
- **Alternatively** - On the **'Advertise an existing property'** section, you will be able to see a list of your properties that have not been advertised or have expired, which you can select.

Then begin the re-advertising process by clicking **'Next.'**



Property **NOT LIVE**

Main Details

Area:

Accommodation Type:

Living Arrangement:

Total number of bedrooms:

Number of Floors in Property:

Heating:

Facilities

Suitable For

Couples Postgraduates Undergraduates Staff

Family Disabled

Number of Facilities

Bathrooms Showers En-Suite Toilets Parking Spaces Double Room

Shared Facilities

Washing Machine <input type="checkbox"/>	Microwave <input type="checkbox"/>	Shower <input type="checkbox"/>	Double Glazing <input type="checkbox"/>
Fridge Freezer <input type="checkbox"/>	Lounge <input type="checkbox"/>	Telephone <input type="checkbox"/>	Broadband Internet <input type="checkbox"/>
Dishwasher <input type="checkbox"/>	Parking <input type="checkbox"/>	Bicycle Storage <input type="checkbox"/>	Gym <input type="checkbox"/>
Common Room <input type="checkbox"/>	Airport pick up <input type="checkbox"/>	Onsite Management <input type="checkbox"/>	Onsite Maintenance <input type="checkbox"/>
Denies Area <input type="checkbox"/>	Cafe <input type="checkbox"/>	Vending Machine <input type="checkbox"/>	Outdoor Area <input type="checkbox"/>
Accessible Rooms <input type="checkbox"/>			

You will then be directed to the re-advertise form. This is similar to the New Property form, but will already be populated by your selected property details, which can be edited where needed. When happy with the details, click 'next' to advertise the property.



Thanks for reading

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