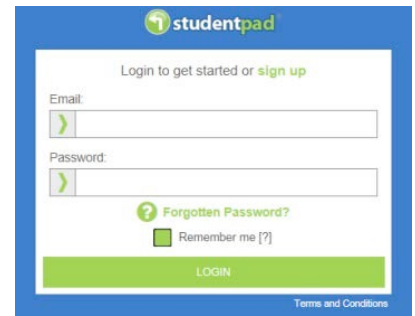


User Guide – Existing Landlords Creating New Advert

If you have previously registered with us, your property will already on StudentPad. You simply need to login by going to the following link:

<https://control.studentpad.com/Property/> and enter your previously provided email and login details.



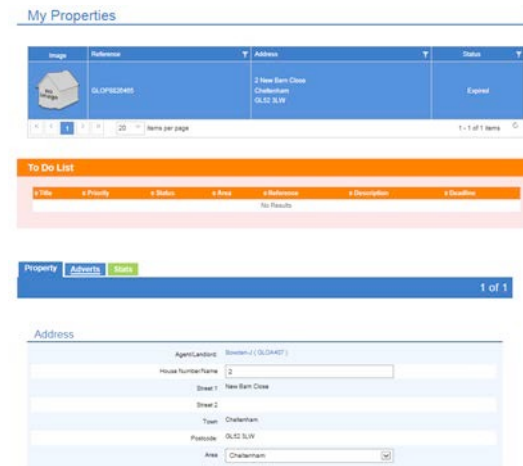
The login page features the StudentPad logo at the top. Below it, there are two input fields for 'Email' and 'Password', each with a green arrow icon to its left. A green link for 'Forgotten Password?' is positioned below the password field. A checkbox labeled 'Remember me [?]' is located below the password field. A prominent green 'LOGIN' button is at the bottom center. A 'Terms and Conditions' link is visible in the bottom right corner.

You will now see your 'My Properties' page. This will feature all the properties that you've registered.

Select and click the specific property you want to create a new advert for (the box will blue.)

The next page will feature details about the specific property. This is way you can add details and photos of your property.

To create a new advert for this property click the green 'Adverts' button in between the 'Property' and 'Stats' tabs.



The 'My Properties' page shows a table with columns for 'Image', 'Reference', 'Address', and 'Status'. One property is listed with reference 'GLDFC0457' and address '2 New Barn Close, Cheltenham, GL52 9JW'. Below this is a 'To Do List' section with columns for 'Title', 'Priority', 'Status', 'Lead', 'Reference', 'Description', and 'Deadline'. The 'Property' details page shows tabs for 'Property', 'Adverts', and 'Stats'. The 'Address' section includes fields for 'Agent/Landlord', 'House Number/Name', 'Street 1', 'Street 2', 'Town', 'Postcode', and 'Area'.



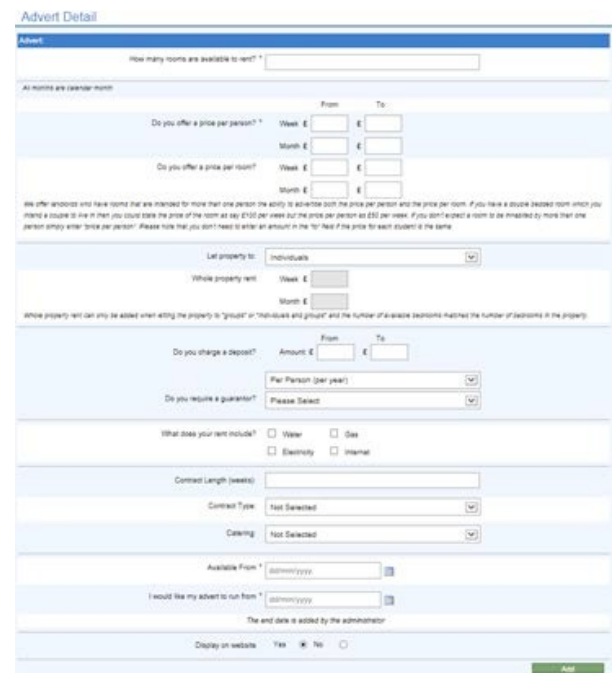
Date	Rooms Available	Rent Includes	Rent	Status
25/10/2016 - 25/10/2016	3	Gas Electricity Water	£100.00 per person per week	Expired

Now select the green 'New Advert' button. You can now add your advert details, this includes:

How many bedrooms you have available, the rent per week, deposit amount, what's included in the rent, the contract length and type when the contract is available from/to.

Your advert will run for one month after which you need to repost it.

Once you've completed your new advert, it will automatically be sent to the Accommodation Service who will review it. Please note that to be able to advertise your property you must update any expired certificates .



The 'Advert Detail' form includes several sections: 'How many rooms are available to rent?' (input field), 'All months are calendar month' (checkbox), 'Do you offer a price per person?' (with 'From' and 'To' fields for Week, Month, and Year), 'Do you charge a deposit?' (with 'Amount' and 'Per Person (per year)' fields), 'Do you require a guarantee?' (with 'Please Select' dropdown), 'What does your rent include?' (checkboxes for Water, Gas, Electricity, Internet), 'Contract Length (weeks)', 'Contract Type', 'Cleaning', 'Available From', and 'I would like my advert to run from'. A 'Display on website' section has 'Yes' selected. A green 'Add' button is at the bottom right.