



Guide for providers using Studentpad

New re-advertise tool – User Guide





Introduction

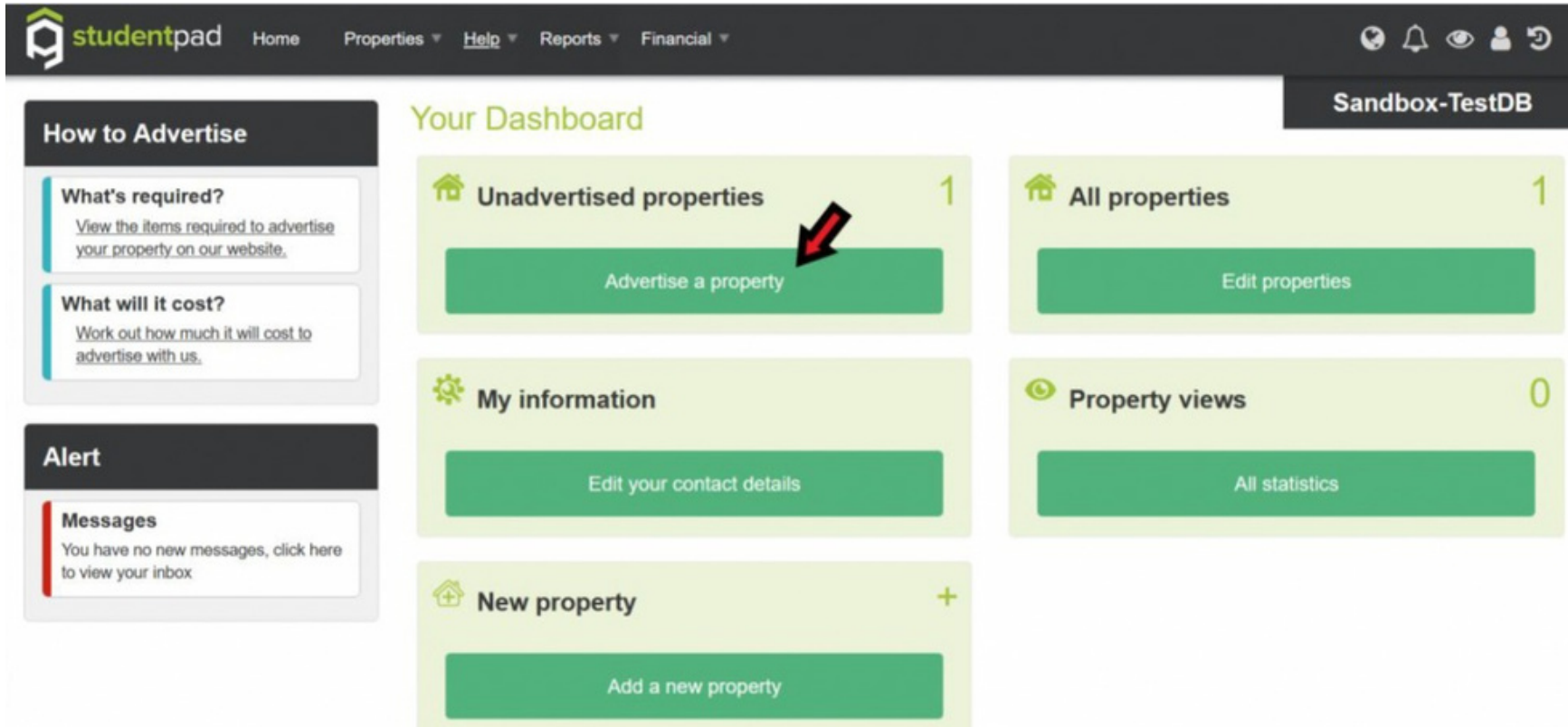
The contents of this guide show you how to take advantage of the newest changes to the Studentpad control site and how to quickly and efficiently re-advertised your property listing .

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...

Locating the re-advertise property tool

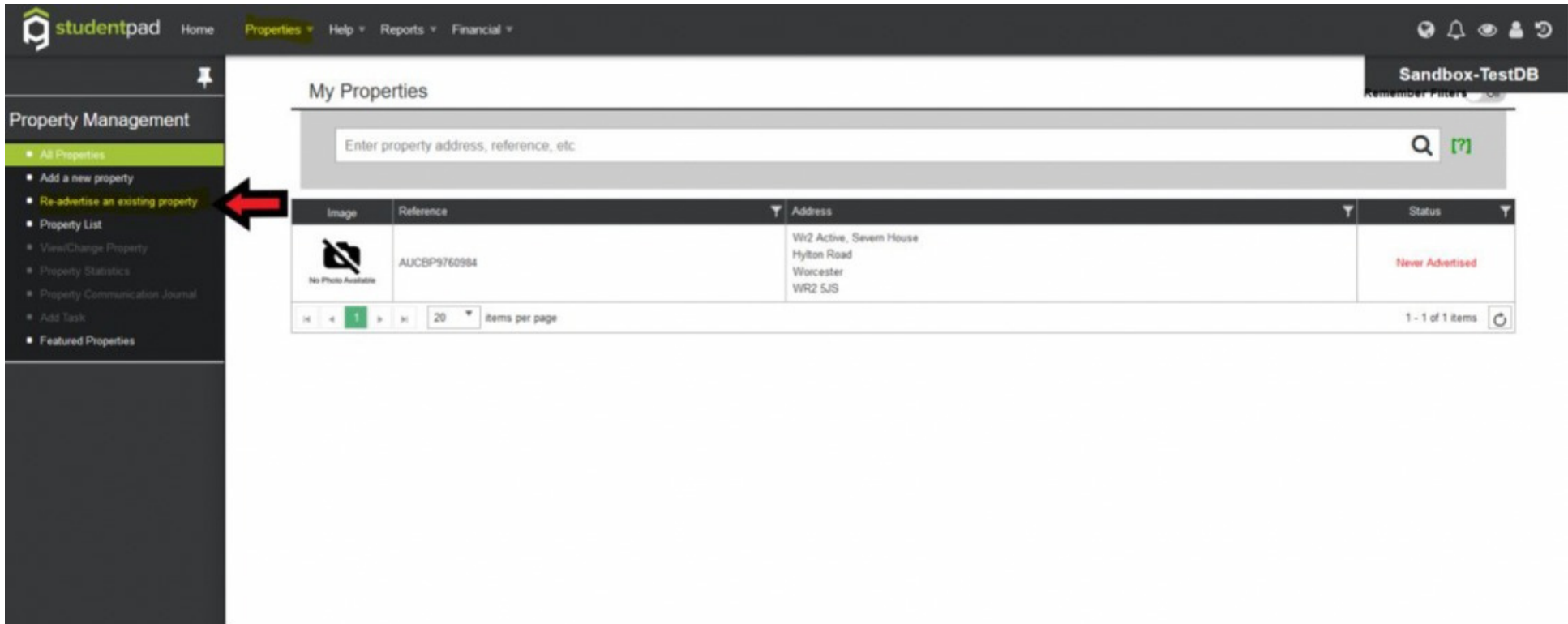


The screenshot shows the studentpad dashboard. The top navigation bar includes links for Home, Properties, Help, Reports, and Financial. On the right, there are icons for a globe, notifications, eye, user, and refresh. A 'Sandbox-TestDB' label is visible in the top right corner. The main content area is titled 'Your Dashboard' and contains several widgets. On the left, there is a 'How to Advertise' section with links for 'What's required?' and 'What will it cost?'. Below this is an 'Alert' section with a 'Messages' link. The main dashboard area has five widgets: 'Unadvertised properties' (1), 'All properties' (1), 'My information', 'Property views' (0), and 'New property' (+). Each widget has a green button. A red arrow points to the 'Advertise a property' button in the 'Unadvertised properties' widget.


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

Locating the re-advertise property tool




The screenshot shows the Studentpad interface. The top navigation bar includes 'Home', 'Properties', 'Help', 'Reports', and 'Financial'. The left sidebar, under 'Property Management', lists several options, with 'Re-advertise an existing property' highlighted and a red arrow pointing to it. The main content area, titled 'My Properties', features a search bar and a table of properties. The table has columns for Image, Reference, Address, and Status. A single property is listed with Reference 'AUCBP9760984' and Status 'Never Advertised'. The bottom of the table shows pagination controls for 20 items per page, displaying '1 - 1 of 1 items'.

Image	Reference	Address	Status
	AUCBP9760984	W2 Active, Severn House Hylton Road Worcester WR2 5JS	Never Advertised

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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



Have a new property you'd like to list?

Advertise an existing property

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

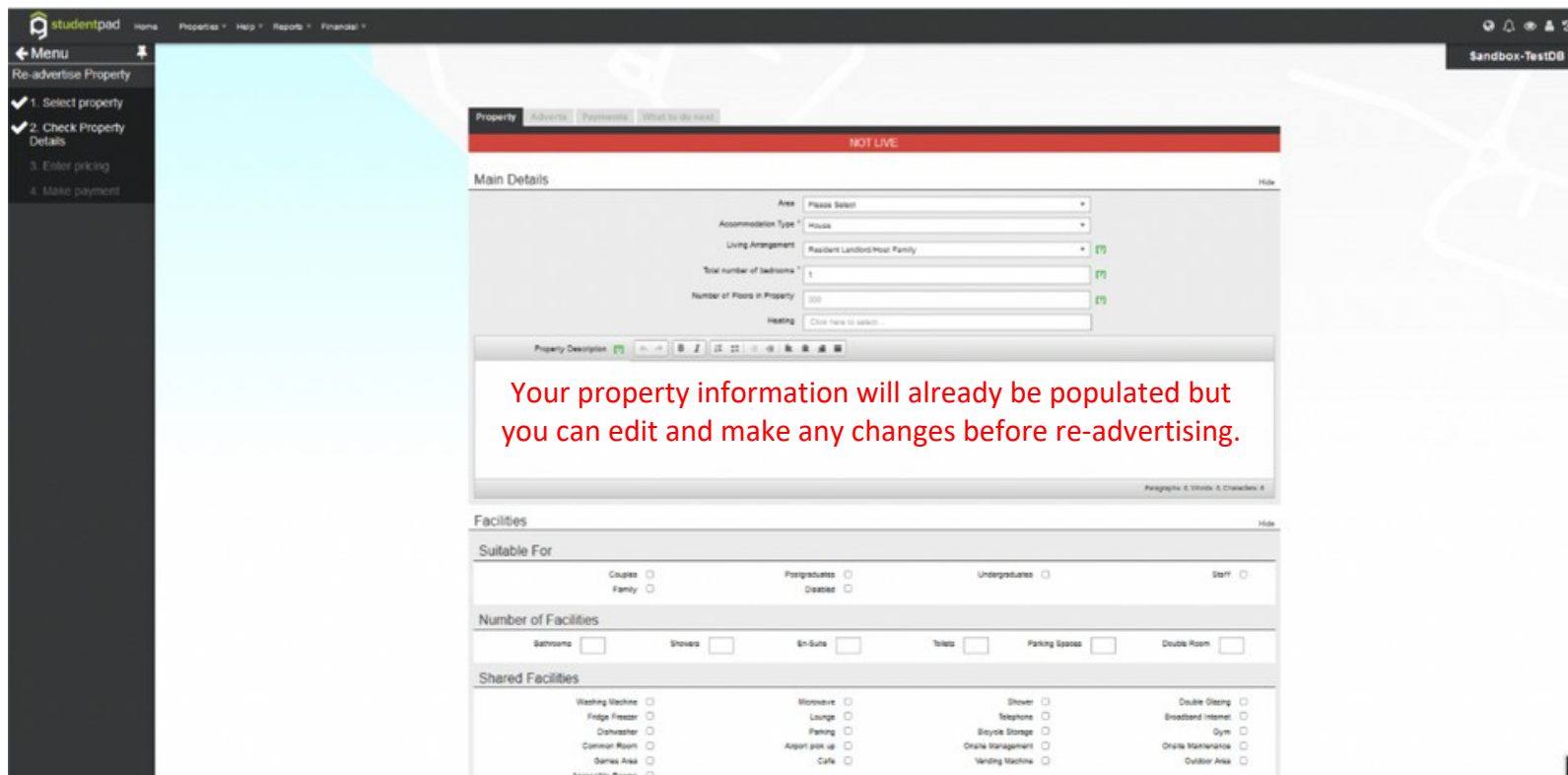
Select	Image	Reference	Address	Status
<input type="checkbox"/>	 No Photo Available	LONP10070359	4 Pinchfield Gardens Hallow Worcester WR2 6NB	

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 information will already be populated but you can edit and make any changes before re-advertising.

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.

You will then be directed to the Adverts tab where you will need enter the relevant information again. (Note: Fields with asterisks(*) are mandatory fields and need to be updated). When details are entered, click 'Next' to make payment or other action depending on the University requirements.



Thanks for reading

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