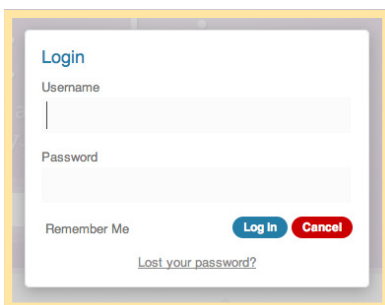# landlord user guide

## Signing In to Tenant Advisor

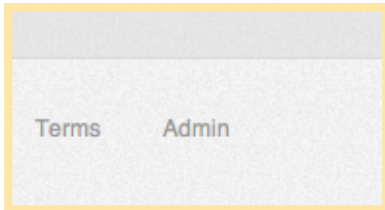To log into your Tenant Advisor account look for the Sign In link at the top of the site.

note:  you can only log in to your full account on the desktop version of Tenant Advisor this capability is not yet available for mobile users.

When you click on **Sign In** button you will be asked to enter your username and password. These will have been provided to you with this document. If they were not please contact Tenant Advisor and ask for your details to be sent again.

Once you have entered the correct details and clicked the **Log In** button you will be taken back the homepage.

You have now logged in to your account. You will now be able to access all of the exclusive members content including our Articles and all of the Tenant scrutiny and documents section.

tenant advisor

Terms     Admin

Landlords ▼

Landlords
Add New

📌 *Landlords*  ( Add New )

**Mine** (1) | All (15) | Published (15) | Trash (1)

Bulk Actions ⬍  ( Apply )   Show all d

☐  **Title**
☐  **Helena Partnerships**

☐  **Title**

Bulk Actions ⬍  ( Apply )

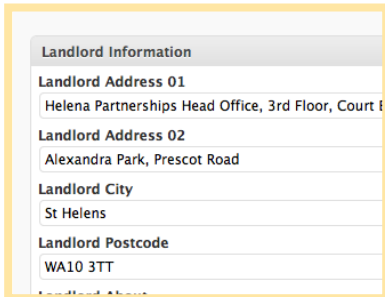## Updating and Editing your Information
Admin Area

To edit the information about your organization that is shown on Tenant Advisor you need to head to the admin area.
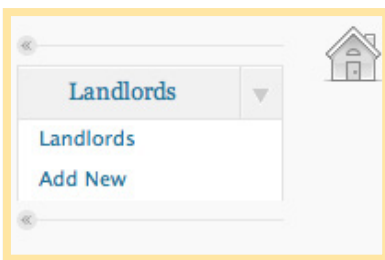
You will find the **Admin** link in the footer, when you click on this you will be taken to the Admin section of the site.

To access your page click on the Landlords link in the left sidebar, this will show a list of pages available for you to edit. Click on the page you wish to edit.
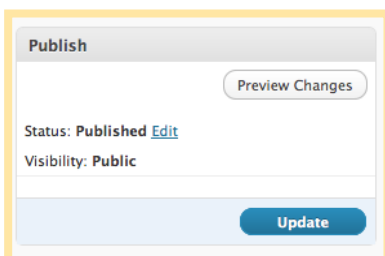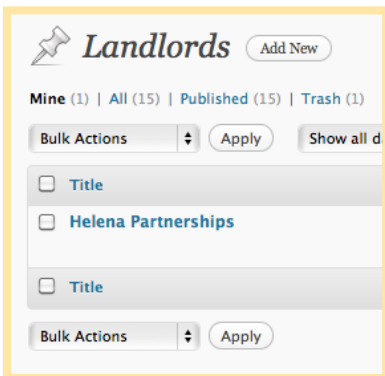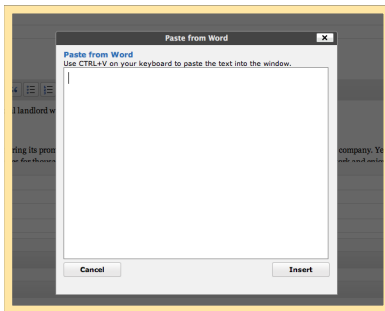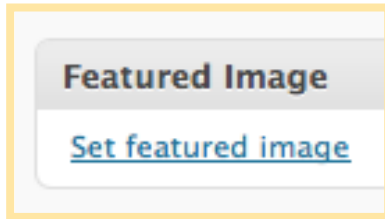
## Updating and Editing your Information
### Editing and Updating - Landlord About

To update or add your Landlord Information simply fill in the corresponding textboxes, making sure that you enter your postcode correctly in the Landlord postcode field as this is used to locate map organization.

To add your about information your organization you can type directly into the text box, be aware that if you are pasting text from and external editor like Microsoft Word you will need to use the Paste from Word function. This strips out any styling code that can be brought over and helps maintain the consistency of the site.

To use this simply click on the **Paste from Word** icon in the text editor, a new window will open, paste your content here using CTRL+V or CMD+V on a Mac. Finally click **Insert** to paste the text into the main editor window.
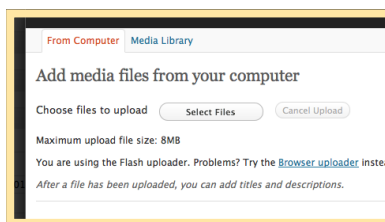
Once you are happy with your changes/addition click **Update** in the publish settings box

**Featured Image**

Set featured image

From Computer | Media Library

Add media files from your computer

Choose files to upload    Select Files    Cancel Upload

Maximum upload file size: 8MB

You are using the Flash uploader. Problems? Try the Browser uploader instead

*After a file has been uploaded, you can add titles and descriptions.*

http://www.tenantadvisor.net

None    File URL    Post URL

*Enter a link URL or click above*

Insert into Post

es

**Publish**

Preview Changes

Status: **Published** Edit

Visibility: **Public**

Update

# Updating and Editing your Information
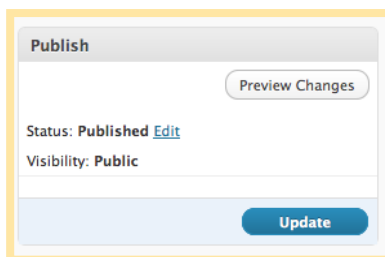Editing and Updating - Adding your Logo

To add your organization logo click on the **Set Featured Image** link. This will open a new window allowing you to find your file. Click the **Select Files** button and locate the image you need on you computer. When you have selected the file click **Open**, the file will be uploaded to the Tenant Advisor servers, the speed of the upload depend on your internet connection speed.
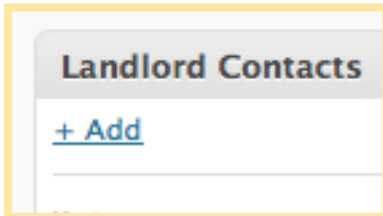
When the upload is complete the file settings box will appear, click **Insert Into Post** to add the file.

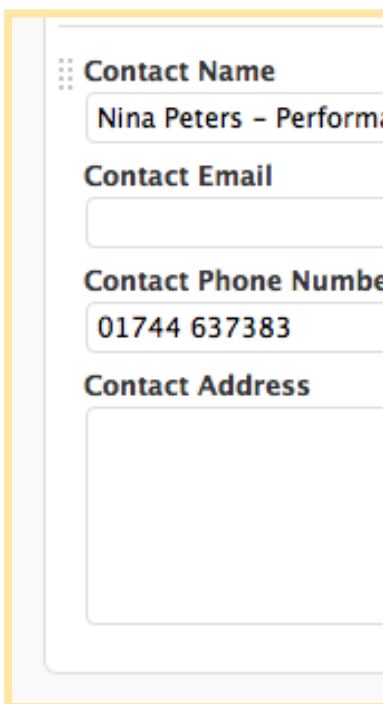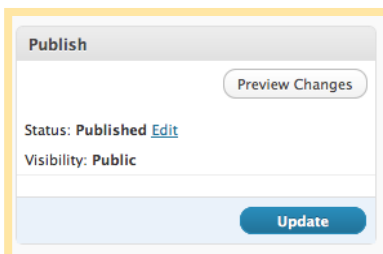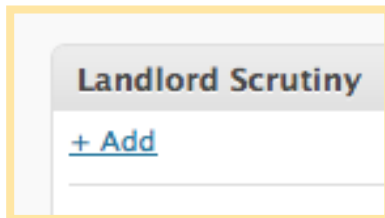Once you are happy click **Update** in the publish settings box to save.

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advisor

**Landlord Contacts**

+ Add

Contact Name

Nina Peters – Perform

Contact Email

Contact Phone Number

01744 637383

Contact Address

Publish

Preview Changes

Status: **Published** Edit
Visibility: **Public**

Update

# Updating and Editing your Information

## Editing and Updating - Adding Landlord Contacts

If you need to add a new contact simply click the **Add** link at the top of the box, this will create a new entry.

Add the details and click **Update** in the publish settings box to save.
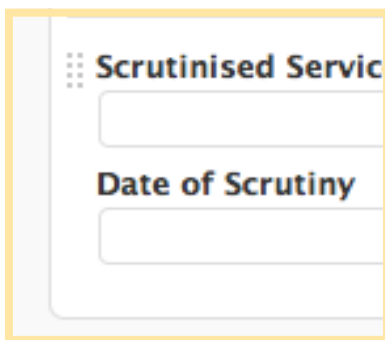
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advisor

**Landlord Scrutiny**

+ Add

Scrutinised Servic

Date of Scrutiny

Publish

Preview Changes

Status: **Published** Edit
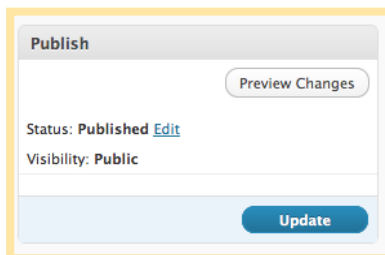Visibility: **Public**
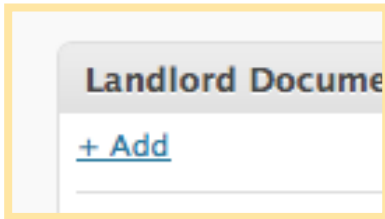
Update

## Updating and Editing your Information
Editing and Updating - Adding Landlord Scrutiny

If you need to add new scrutiny information simply click the **Add** link at the top of the box, this will create a new entry.

Add the details and click **Update** in the publish settings box to save.
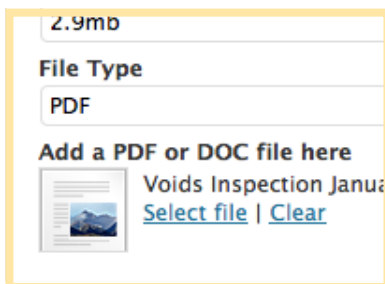
tenant
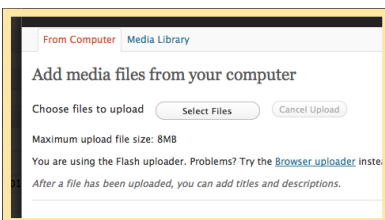advisor

# Updating and Editing your Information

Editing and Updating - Adding Landlord Documents

If you need to add a new documents simply click the **Add** link at the top of the box, this will create a new entry.

Add the details of the file then click **Select File**. A new window will open allowing you to find your file.

Click the **Select Files** button and locate the file you need on you computer. When you have selected the file click **Open**, the file will be uploaded to the Tenant Advisor servers, the speed of the upload depend on your internet connection speed.

When the upload is complete the file settings box will appear, click **Insert Into Post** to add the file.

Once you are happy click **Update** in the publish settings box to save.

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