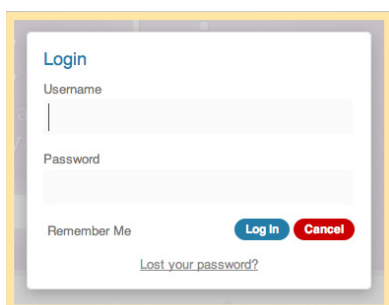# tenant user guide

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.
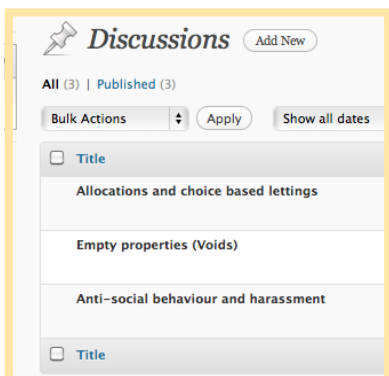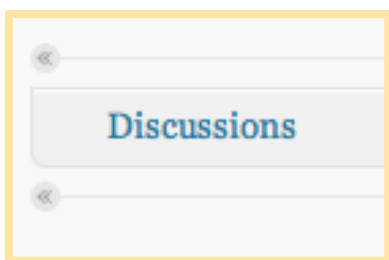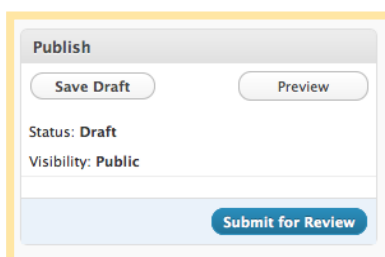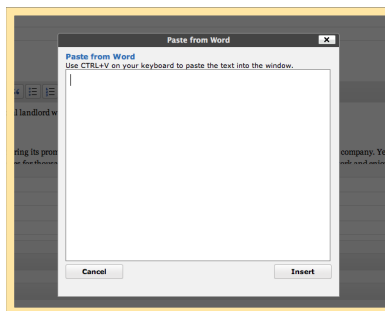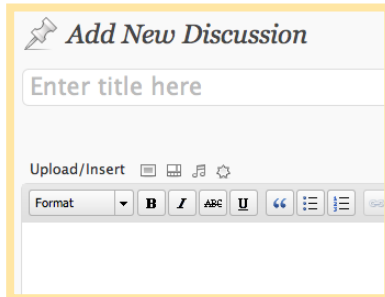
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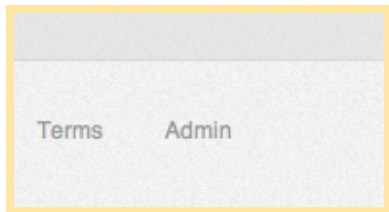
Discussions
Admin Area

To add to or edit a discussion 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 the discussions click on the Discussions link in the left sidebar, this will show a list of current discussions. To add a new discussion click on the **Add New** link in the left navigation.

Terms   Admin

Discussions

Discussions (Add New)

All (3) | Published (3)

Bulk Actions ⬍ (Apply) Show all dates

☐ Title

Allocations and choice based lettings

Empty properties (Voids)

Anti-social behaviour and harassment

☐ Title

tenant
advisor

Adding a New Discussion
Admin Area

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.

You can type your discussion topic 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 **Submit For Review** in the publish settings box. Your discussion will be sent to the site administrators for approval, one approved it will the be published to the live site for people to comment on.

tenant
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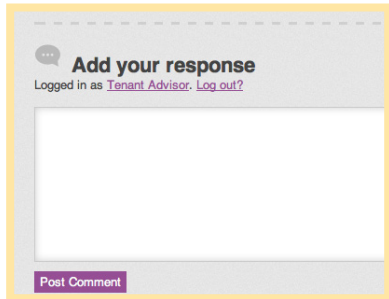
Adding a New Comment

To add a comment to an active discussion make sure you are logged in. At the bottom of every discussion window is the comment box, type your comment in here and click **Post Comment**. Your comment will be sent to the moderation queue to be approved by an administrator. Once approved your comment will be published to the site.