Landlord Tutorial: Property Database

University of Rhode Island – Commuter Affairs

Table of Contents
Creating an Account ........................................................................................................................................... 2
Logging In .......................................................................................................................................................... 3
Password Recovery .......................................................................................................................................... 4
The Dashboard ................................................................................................................................................ 5
  Active Properties ....................................................................................................................................... 6
  Inactive Properties ..................................................................................................................................... 6
  Expired Properties ..................................................................................................................................... 7
Adding a Property .......................................................................................................................................... 8
Adding Images ............................................................................................................................................... 9
Purchasing a Listing ..................................................................................................................................... 10
Creating an Account

To add properties to our database you must first register as a landlord by going to http://web.uri.edu/commuter-housing and clicking “Landlord Registration”

Notes

• To register with our database you must have a valid email address. This will be used as your username to login and as a way to communicate with you as needed.

• Your password must be between 6-14 characters long and should be something that is secure yet easy to remember.

• In case you have forgotten your password go to the Password Recovery page at login.
(http://www.uri.edu/commuter_housing/property/index.php/login/password_recovery) and using your security question and answer a new password will be sent to your registered email address. Your new password can be changed upon logging in as described later in this tutorial.

- Your security question is case sensitive meaning that that uppercase and lowercase letters are not viewed as the same.
- When filling out your information we require both home and work phone numbers. If you would only likely to be contacted at one number put the same number in both fields.

**Finishing**
When you finish filling out the form click create account button at the bottom of the page to finish registration.

A confirmation email will be sent your registered email address upon completion.
Logging In

If you have successfully registered with our website you will be guided to the page depicted below.

You can login by clicking the **Login Now** link on this page, clicking the **Login** button on the top right of the page, or directly by going to [http://www.uri.edu/commuter_housing/property/index.php/login](http://www.uri.edu/commuter_housing/property/index.php/login).

Enter your login credentials in the form and click the **Login** button to continue.
Password Recovery

If you have forgotten your password you must use the Password Recovery Form (http://www.uri.edu/commuter_housing/property/index.php/login/password_recovery) to obtain a new password. We do not store your passwords and will not be able to recover them for you.

This form can be accessed by going directly to the link above or by clicking Password Recovery from the login page.

A new password will be sent to your email address, which can be changed upon logging in. The sections below describe how to change your password.

Commuter Housing Office: Password Recovery

Your new password for the URI Off Campus Housing Property Listings is:

Hw2WLXr1D

You can login to the website to change your password.

http://www.uri.edu/commuter_housing/property/index.php/login/

Thank you,

URI Commuter Housing
The Dashboard

Upon logging in you will be brought to your Dashboard. This is the central control panel used to manage your account, your properties, and your listings.

Navigation

The navigation pane on the left side provides to all the information associated with your account.

- **My Dashboard** – Brings you back to your dashboard where you can view your properties.
- **Add Property** – Add a new property to the database.
- **Edit Profile** – Edit your personal settings including contact information.
- **Change Password** – Update your password.
- **Property Listings** – Go to the home page and see how students will find your listings.
- **Logout** – Logs you out of your account.

Properties

The central area of your dashboard will display all the properties you added to the database. Properties are divided into three different categories including **active**, **inactive**, and **expired**.

**Active** – Active properties are properties that have been paid for and are viewable by students.

**Inactive** – Inactive properties are properties you have added to the database but have not yet paid for them to be listed.

**Expired** – Expired properties are properties that have been previously paid for but are now expired and no longer listed. They can be relisted by paying again.
Active Properties
Active Properties appear in green and display their expiration date in red. To edit an active property click the Edit link. Any changes will be automatically updated in the viewable listing.

IMPORTANT: If your property has been rented, switch your listing’s visibility to “HIDE” by clicking on hide from public. This will help students who are looking for housing by eliminating listings that are no longer available. This will also prevent you from receiving inquiries after renting out your property. You may switch it back to “SHOW” at any time within the six months of your listing.

Active
Properties that have been paid for and are currently listed in the database

Listing ID: #89 - (Expires on: 2012-06-20) (Edit)
Bathrooms: 1
Bedrooms: 1.0
Rent: $650
Distance from campus: 9.80 miles
Hide from Public

Inactive Properties
Properties just added to the database that have not been paid appear in grey. To edit an inactive property click the Edit link.

Inactive Properties can be deleted by clicking the Delete link. Once deleted a property cannot be recovered and must be created again.

Inactive
New properties that have been added but have not been paid for

Edit | Delete
Bathrooms: 1
Bedrooms: 1.0
Rent: $650
Distance from campus: 5.18 miles
Add to Cart
Expired Properties
Expired properties appear in red and can have the same functionality as Inactive properties.

Expired
Properties that were once active but have now expired.

[Image: Property details with expiration date and options to edit or delete]

Bathrooms: 1
Bedrooms: 1.0
Rent: $745
Distance from campus: 2.39 miles

Add to Cart
Adding a Property

Click the Add a Property link from the left hand navigation to add a property to our database.

The Add a Property form will be displayed detailing the information that must be entered.

Notes

Properties will not be viewable by students until fully paid for. Please see the Purchase a Listing section of the tutorial to see how this is done.

Images of your property can be added once a property has already been added to the database by clicking the Edit link under your property on your Dashboard.

Shared Properties indicate properties where one or more people may already be living and specific rooms are for rent.

Vacant Properties indicate properties where no one is currently living.

Add a Property

Start here to add a property to your database.

NOTE: Properties will not be activated until fully paid for. While active they cannot be edited. Images can be added after later by clicking the "Edit" for the property on the dashboard.

Shared: Landlord(s) or other tenant(s) will also be living in the property.
Vacant: No other tenant(s) will be living in the property.

Property Status

Unit Type

Date Available (YYYY-MM-DD)

Rental Period

Utilities Included?

Monthly Rental Price
**Adding Images**

Once in the database images can be added to your property by clicking the **Edit** link under your property in the **Dashboard**. Only **JPG**, **PNG**, and **GIF** files are accepted.

---

**Property Images**

There are no images for this property.

**Upload Images**

---

**Deleting an Image**

Images can be removed by clicking the **Delete Image** button under each uploaded photo.

---

**Property Images**

---

**Upload Images**

---
Purchasing a Listing
Inactive and Expired properties can be made viewable by students by purchasing a listing. Listings cost $60 per property and last for 6 months.

To purchase a listing click the Add to Cart button on a property. Multiple properties can be added to your cart if you wish to purchase more than one listing at once.

Remove from Cart
To remove a property from your cart click the Remove from Cart link associated with the property.

Empty Cart
To empty your cart completely click the Empty Cart link.

Checking Out
Click the Check Out button when you are ready to purchase your listings. This will take you to our billing portal where you can pay using Discover, Mastercard, Visa, or by check.