

Lapsing Help Guide:

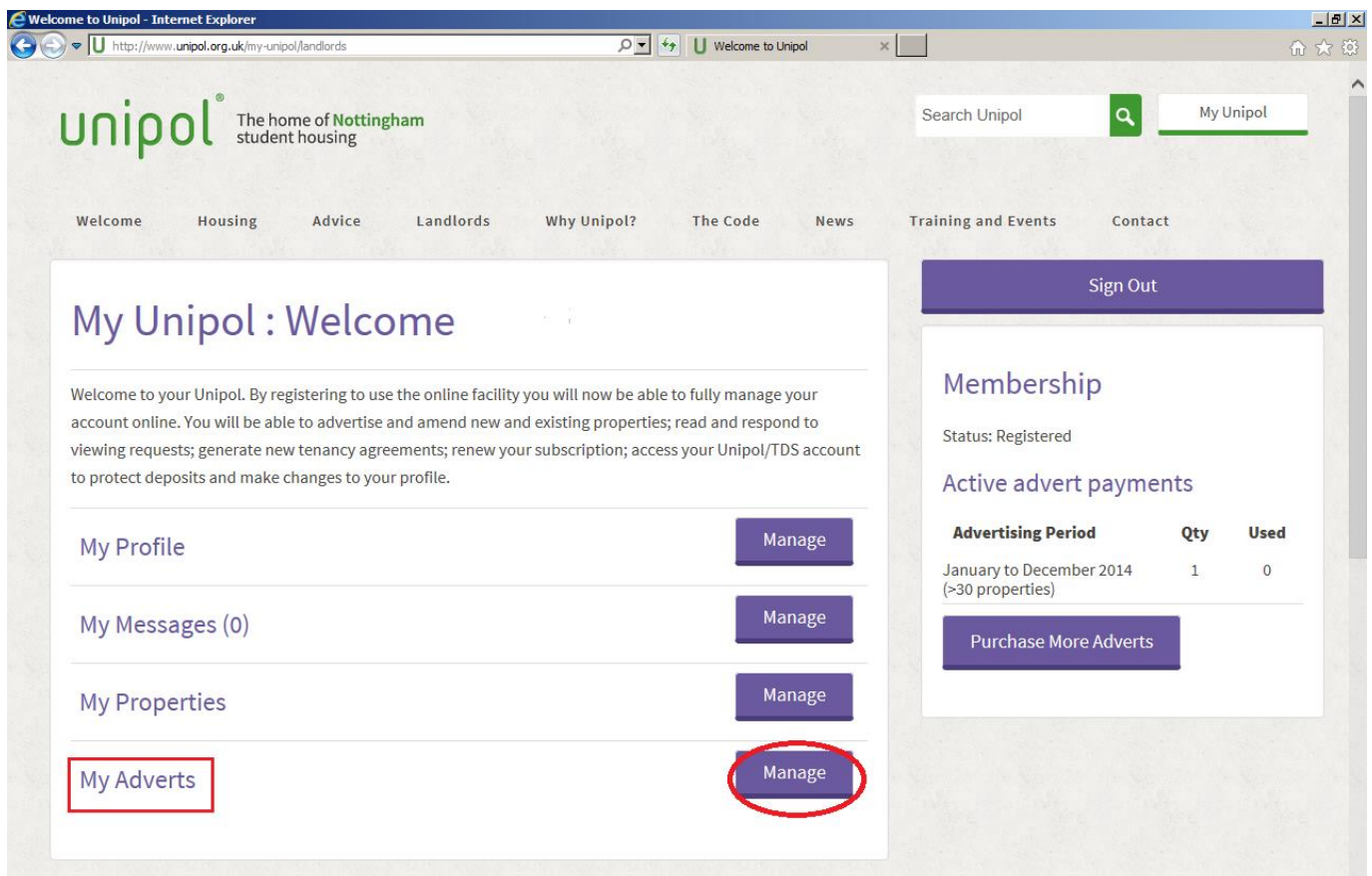
If you have let any of your properties that you're currently advertising with us you will need to "Lapse" your property on our website.

It is vital that you do this so that you do not receive any unnecessary calls from students who are still looking for accommodation as well as ensuring the site is up-to-date.

Below is a step-by-step guide on how to lapse your properties. If you are struggling and need any help please feel free to get in contact via email or on 0115 934 5020.

Guide on how to lapse your adverts:

1. You need to log into the website and go to "My Adverts" and click on "Manage".



The screenshot shows the Unipol website interface. The main navigation menu includes: Welcome, Housing, Advice, Landlords, Why Unipol?, The Code, News, Training and Events, and Contact. The user is logged in, as indicated by the 'Sign Out' button in the top right.

The 'My Unipol : Welcome' section contains a welcome message and a list of user actions:

- My Profile (Manage)
- My Messages (0) (Manage)
- My Properties (Manage)
- My Adverts (Manage)

The 'My Adverts' link is highlighted with a red box, and the 'Manage' button next to it is circled in red. The right-hand sidebar shows the user's membership status as 'Registered' and a table of active advert payments.

Advertising Period	Qty	Used
January to December 2014 (>30 properties)	1	0

A 'Purchase More Adverts' button is located below the table.

2. Once you are into "My Adverts", you should go to the property you need to Lapse and click on "Lapse" button located on the right-hand side under the "Actions" column.

The screenshot shows the Unipol website interface. At the top, there is a search bar and a 'My Unipol' link. Below the navigation menu, there is a 'Back to My Dashboard' button and a 'My Properties' dropdown. The main heading is 'My Unipol: My Adverts' with a 'New Advert' button. Below this, there are tabs for 'Active', 'Draft', 'Draft Copied', 'Pending', 'Lapsed', and 'Removed'. A search bar is present with the placeholder text 'First Name/Last Name/Address/Advert #' and a 'Search' button. The 'Active' tab is selected, displaying a table of properties. The table has columns: Reference No., Title, Available From, Beds, Beds Availabl, PPPW, Live, and Actions. The first row shows a property with Reference No. 6746, Title '119, Nottingham, Nottinghamshire', Available From '01/09/2014', Beds '2', Beds Availabl '2', PPPW '£63.46', Live 'Embargoed', and an 'Actions' column containing a 'Lapse' button circled in red. At the bottom, there are navigation buttons: 'First', 'Previous', 'Next', and 'Last'.

Reference No.	Title	Available From	Beds	Beds Availabl	PPPW	Live	Actions
6746	119, Nottingham, Nottinghamshire,	01/09/2014	2	2	£63.46	Embargoed	Lapse

3. A dialogue box will then come up, and you just need to click "Lapse" to confirm that you want to Lapse the property.

The screenshot shows the same Unipol 'My Adverts' page as above, but with a dialog box overlaid. The dialog box is titled 'Lapse Advert?' and contains the text 'You are about to mark this advert as lapsed, press "Laspe" to confirm'. At the bottom of the dialog, there are two buttons: 'Lapse' and 'Cancel'. The 'Lapse' button is circled in red. The background page is dimmed, showing the same table and navigation elements as in the previous screenshot.