

# How to Edit an Ad

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# Part 1:

## Edit an Online Ad


# Edit an Online Ad

## Step 1:


To make changes to your active ad, select the 'Edit' button.

Off-Campus Housing Rental Listing Service

Your Housing Listings as of Monday, September 9, 2019 [Shopping Cart \(1 items\)](#)

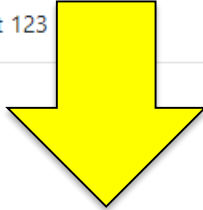
**Listing(s) Currently Online (2)** 

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 **123 Test St.** Expires on: September-18-2019  
Listing ID: 42140 Downtown - \$500  
0 bdrm(s)

Test 123

[Boost Ad](#) [Upgrade to Top Ad](#) [Renew Ad](#) [View Ad](#) [Edit](#) [Take Down Posting](#)



# Edit an Online Ad

## Step 2:

The listings form will appear to make changes or updates to your ad.

Western UNIVERSITY-CANADA Off-Campus Housing Services Housing

Home Services Students Landlords Rental Listings Support

\* = Required fields

Street Address: Apt #:

Ok to Publish address of Rental Unit?

Since you do not want to display your address please enter the nearest intersection.

Nearest Intersection: \* Richmond & Oxford

Location: Downtown

Rent: \* \$ 1000 .00 per bdrm

Lease Term (in months): \* 12 Is Negotiable?

Housing Type: Bachelor Apt

Bedrooms Available: \* 0

Utilities Incl  A/C  Private Bathroom  Furnished Bdrm(s)  
 Furniture Incl  Transit  Laundry  Dishwasher  
 Accessible  Cable Incl  Microwave  Internet Incl  
 Parking - # of Parking Spots \* 0

Smoking  No  Yes

Gender  All  Male  Female

Tenant Type  Student  Graduate Student(s)  International/Exchange Student  Staff/Faculty

Date Available \* 2019-08-10

Available Immediately

Comments

Changes to this section will be posted by the next business day unless there is a concern

New comment changes here..|

Contact for this listing

Name \* Name  
First Name only Ok

Primary Telephone

# Edit an Online Ad

## Step 3:

When you have completed making edits, save changes at the end of the form. Your active ad on our website will automatically reflect any changes made with the exception of comments and images. Those two edits will need to be approved by our office during business hours.

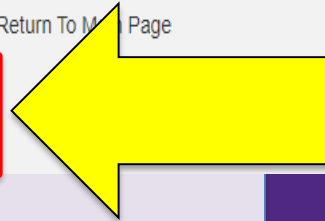
### New:

- Click on an image to select it as the primary image
- Click to edit link to rotate images

Drag & Drop files or Click here to upload images

[Click Here To Save All Edits And Return To My Page](#)

**Save Changes**


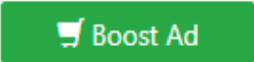
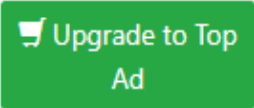

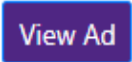

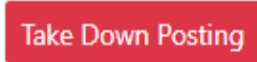


# Edit an Online Ad

## Step 4:

Comments and image changes will be approved by our office during business hours. You will see the 'Edits Pending' button appear if you have submitted changes that require approval. You can click that button to view your pending edits.

**Listing(s) Currently Online (1)**

	<b>123 Test St.</b> Listing ID: 42140	Expires on: September-18-2019 Downtown - \$500 0 bdrm(s)
<b>Edit(s) Pending</b>	Test 123	
		
		
	  	

# Edit an Online Ad

## Pending Edits

- View your submitted **comment** changes here or cancel your edit

- View your submitted **image** changes here or cancel your edit

The screenshot displays two sections for pending edits on a listing page. The top section, titled 'Comments were updated', shows 'Current Comments' and 'Updated Comments: Two bedroom, one bathroom. Newly renovated.' Below this are 'View Ad' and 'Cancel Edit' buttons, with a yellow arrow pointing to the 'Cancel Edit' button. The bottom section, titled 'Images were updated', shows 'Review Updated Images' and 'Cancel Edit' buttons, with a yellow arrow pointing to the 'Cancel Edit' button. A 'Return to Main Menu' button is located at the bottom left of the interface.

No image available Listing ID: 43836 Downtown - \$0 0 bdrm(s)

**Comments were updated**  
**Current Comments:**  
**Updated Comments:** Two bedroom, one bathroom. Newly renovated.

View Ad Cancel Edit

No image available Listing ID: 43836 Downtown - \$0 0 bdrm(s)

**Images were updated**

View Ad Review Updated Images Cancel Edit

Return to Main Menu



# Part 2:

## Edit an **Offline** Ad

# Edit an Offline Ad

## Step 1:

To make changes to your inactive ad, select the 'Edit' button.

The screenshot displays the Western University Off-Campus Housing Services interface. The top navigation bar includes 'Home', 'Services', 'Students', 'Landlords', 'Rental Listings', and 'Support'. A 'Housing.' banner is visible in the top right. The main content area is titled 'Off-Campus Housing Rental Listing Service'. On the left, a sidebar shows 'Your Current Information' for user 'Jennifer' in 'London Ontario Canada', with an 'Add New Listing' button and 'Log Off' option. The main area shows 'Your Housing Listings as of Wednesday, September 11, 2019' with a 'Shopping Cart (1 items)' button. A dropdown menu is open, showing 'Listing(s) Currently Offline (3)' highlighted with a red box. Below this, a listing for 'Listing ID: 43836' is shown with 'No image available' and 'Downtown - \$0 0 bdrm(s)'. At the bottom of the listing, there is a 'Renew Ad' button and a 'View Ad' button. The 'Edit' button is highlighted with a red box, and a large yellow arrow points to it from the right.

# Edit an Offline Ad

## Step 2:

The listings form will appear to make changes or updates to your ad.

Western UNIVERSITY-CANADA Off-Campus Housing Services Housing

Home Services Students Landlords Rental Listings Support

\* = Required fields

Street Address: Apt #:

Ok to Publish address of Rental Unit?

Since you do not want to display your address please enter the nearest intersection.

Nearest Intersection: \* Richmond & Oxford

Location: Downtown

Rent: \* \$ 1000 .00 per bdrm

Lease Term (in months): \* 12 Is Negotiable?

Housing Type: Bachelor Apt

Bedrooms Available: \* 0

Utilities Incl  A/C  Private Bathroom  Furnished Bdrm(s)  
 Furniture Incl  Transit  Laundry  Dishwasher  
 Accessible  Cable Incl  Microwave  Internet Incl  
 Parking - # of Parking Spots \* 0

Smoking  No  Yes

Gender  All  Male  Female

Tenant Type  Student  Graduate Student(s)  International/Exchange Student  Staff/Faculty

Date Available \* 2019-08-10

Available Immediately

Comments

Changes to this section will be posted by the next business day unless there is a concern

New comment changes here..|

Contact for this listing

Name \* Name  
First Name only Ok

Primary Telephone

# Edit an Offline Ad

## Step 3:

If you only want to update your ad and not renew it, then save changes at the end of the form.

If you want to update your ad and renew it, choose the length of time you want your ad to run for and select the 'Save & Add Renew to Cart' button to add it to your shopping cart.

### New:

- Click on an image to select it as the primary image
- Click to edit link to rotate images

Drag & Drop files or Click here to upload images

[Click Here To Save All Edits And Return To Main Page](#)

**Save Changes**

[Click Here To Save All Edits And Add this Item To your Cart With The Selected Payment Option](#)

### If Editing and Adding to Cart Select Payment Option

60 Days: 15\$ ▾  
60 Days: 15\$  
6 Months: 30\$  
1 Year: 50\$

**Save & Add Renew to Cart**

# Edit an Offline Ad

## Step 4:

Comments and image changes will be approved by our office during business hours. You will see the 'Edits Pending' button appear if you have submitted changes that require approval. You can click that button to view your pending edits.

Listing(s) Currently Offline (2)

No image available

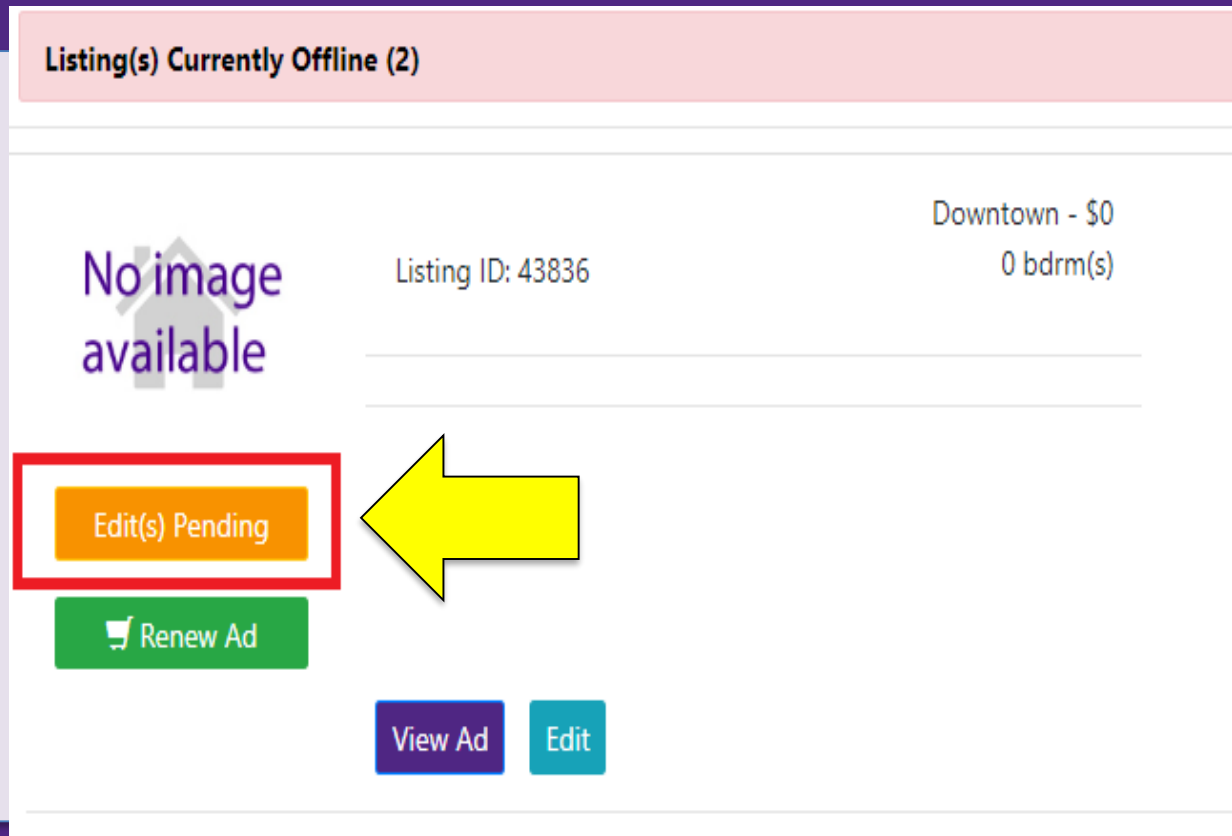
Listing ID: 43836

Downtown - \$0  
0 bdrm(s)

Edit(s) Pending

Renew Ad

View Ad Edit

A screenshot of a web interface for managing listings. At the top, a pink header reads "Listing(s) Currently Offline (2)". Below this, a listing card is shown. On the left side of the card, there is a placeholder for an image that says "No image available" with a house icon. To the right of the image placeholder, the text "Listing ID: 43836" is displayed. Further to the right, the listing details "Downtown - \$0" and "0 bdrm(s)" are shown. At the bottom of the listing card, there are four buttons: "Edit(s) Pending" (orange), "Renew Ad" (green), "View Ad" (purple), and "Edit" (teal). The "Edit(s) Pending" button is highlighted with a red rectangular border, and a large yellow arrow points from the right towards this button.

# Edit an Offline Ad

## Pending Edits

- View your submitted **comment** changes here or cancel your edit

- View your submitted **image** changes here or cancel your edit

The screenshot displays the 'Edit an Offline Ad' interface for Listing ID: 43836, located in Downtown - \$0, 0 bdrm(s). The interface is divided into two main sections, each with a 'No image available' placeholder on the left.

**Top Section: Comments were updated**

- Current Comments:** (indicated by a yellow arrow pointing right)
- Updated Comments:** Two bedroom, one bathroom. Newly renovated.
- Buttons: [View Ad](#) and [Cancel Edit](#) (indicated by a yellow arrow pointing left).

**Bottom Section: Images were updated**

- Images were updated:** (indicated by a yellow arrow pointing right)
- Buttons: [View Ad](#), [Review Updated Images](#) (indicated by a yellow arrow pointing down), and [Cancel Edit](#) (indicated by a yellow arrow pointing left).

A [Return to Main Menu](#) button is located at the bottom of the interface.