

## Managing your Adverts and Account

On the Sheffield PA Register you can manage your adverts and account by visiting your **Dashboard**.

To get to your Dashboard on a Laptop or Computer, hover your mouse pointer over your username in the top right corner and click **Dashboard**.

On a mobile device click the menu button in the top left, click your username and then the **Dashboard** button.

Your Dashboard's home page shows you useful statistics about your account.

The white bar across the top of the Dashboard shows you the different Dashboard pages. This bar can be scrolled across on mobile devices.

The pages are:

- **Dashboard**
  - Your Dashboard home page
- **My Adverts**
  - Your published, pending and expired adverts
- **Bookmarks**
  - Other user's adverts that you have saved
- **Account Details**
  - Your email, username and where you can change your password
- **Log Out**
  - Click this to log out – a white rectangle with the text “Are you sure you want to Log Out? Confirm and Log out” will appear. Click “Confirm and Log Out” to complete the log out process.