



HOUSING & RESIDENTIAL LIFE

Resident Web Inventory Procedures

- 1) To review and edit your bedroom and common room inventory condition report, first navigate to \csustan.edu\housing and click 'Apply Now'. Follow the directions to log into the Housing portal.



- 2) Next select the Web Inventory tab from the main portal screen



- 3) After you select the 'Web Inventory' screen, you will be able to view and edit the bedroom inventory item screen. Please review all of the inventory items in the bedroom inventory report and type notes to describe the condition of the inventory items (e.g. if the blinds are bent, type 'bent' on the blinds line in the 'enter comments here' section). Once you have completed the bedroom inventory, click on the 'I Agree' box at the bottom of the page and then click 'Continue'.

Click on the 'I Agree' box and then click 'Continue' to complete the bedroom inventory condition report. Proceed to step 4 to complete the common area inventory condition report

Inventory Type	Condition	Notes	Item Checked <input type="checkbox"/>
bed base	Fair	stained	<input checked="" type="checkbox"/>
chair	Fair	stained	<input checked="" type="checkbox"/>
desk	Fair	marked, scratched	<input checked="" type="checkbox"/>
desk organizer	Fair	ok	<input checked="" type="checkbox"/>
dresser #1	Fair	ok	<input checked="" type="checkbox"/>
dresser #2	Fair	ok	<input checked="" type="checkbox"/>
mattress	Fair	stained	<input checked="" type="checkbox"/>
blinds	Fair	ok	<input checked="" type="checkbox"/>
carpet	Fair	stained	<input checked="" type="checkbox"/>
door	Fair	pin holes, chipped	<input checked="" type="checkbox"/>
closet	Fair	marked	<input checked="" type="checkbox"/>
light fixtures	Fair	ok	<input checked="" type="checkbox"/>
receptacles	Fair	ok	<input checked="" type="checkbox"/>
trash can	Fair	ok	<input checked="" type="checkbox"/>
walls	Fair	pin holes, chipped	<input checked="" type="checkbox"/>
windows	Fair	window dirty	<input checked="" type="checkbox"/>
smoke detector	Fair	ok	<input checked="" type="checkbox"/>
screen	Fair	ok	<input checked="" type="checkbox"/>

I Agree
Continue

- 4) Once you have completed the bedroom inventory condition report, you will receive an email confirming the receipt of your report. You will now need to complete your common room inventory report by clicking 'Shared Inventory', describing the condition of the items in the 'Enter Comments Here' section and finally selecting the 'I agree' box at the bottom of the page before you select 'Continue' This will complete your inventory condition report process.

Select 'Shared Inventory' to view and edit your common room condition report

Inventory Type	Condition	Notes	<input type="checkbox"/>
dishwasher(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
microwave(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
refrigerator(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
stove(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
blinds(Room-354K)	Fair	slightly bent	<input type="checkbox"/>
light fixtures(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
receptacles(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
trash can(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
walls(Room-354K)	Fair	pin holes	<input type="checkbox"/>
windows(Room-354K)	Fair	slightly bent	<input type="checkbox"/>
floor(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
counters(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
sink(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
oven(Room-354K)	Fair	Enter Comments Here	<input type="checkbox"/>
cabinets(Room-354K)	Fair	drawer laminate coming o	<input type="checkbox"/>
light fixtures(Room-354BR)	Fair	Enter Comments Here	<input type="checkbox"/>