

ASIS Check-In/Check-out Inventory Tool Documentation

This tool is designed to facilitate the ResHall Inventory process.

Using the Dell Venue Tablet

- Turn on your tablet by pressing the power button in the top right corner of the tablet. Hold the button down until the Dell icon shows on your screen. *If your tablet starts flashing rotating panels of color, do not worry. Just wait until it stops and try again.*
- After the tablet has been turned on, you will need to unlock it by holding down the power key while pressing and releasing the volume down key, located on the top right side of the tablet.
- This will take you to the login screen. You can login to the tablet using your usual WSU credentials. – if you cannot login (if you see an Error Message: “There are currently no logon servers available...”), you may need to login to the WSU wireless.
- To get to the WSU wireless log in screen, tap on the wireless icon  in the bottom right corner of the screen.
- After you have received a message that you are “connected”, close the wireless login screen by tapping outside of it.
- You can now Log-in to the tablet using your usual WSU username and password.

- After logging in, you will see a screen with a bunch of blue tiles which give you access to the main programs you will be using.



Link to [Venue8 Manual](#)

Swiping

To Swipe, put your finger in the *BLACK* unlit edge of the screen and move it onto the lit portion of the screen in a continuous movement, without lifting.

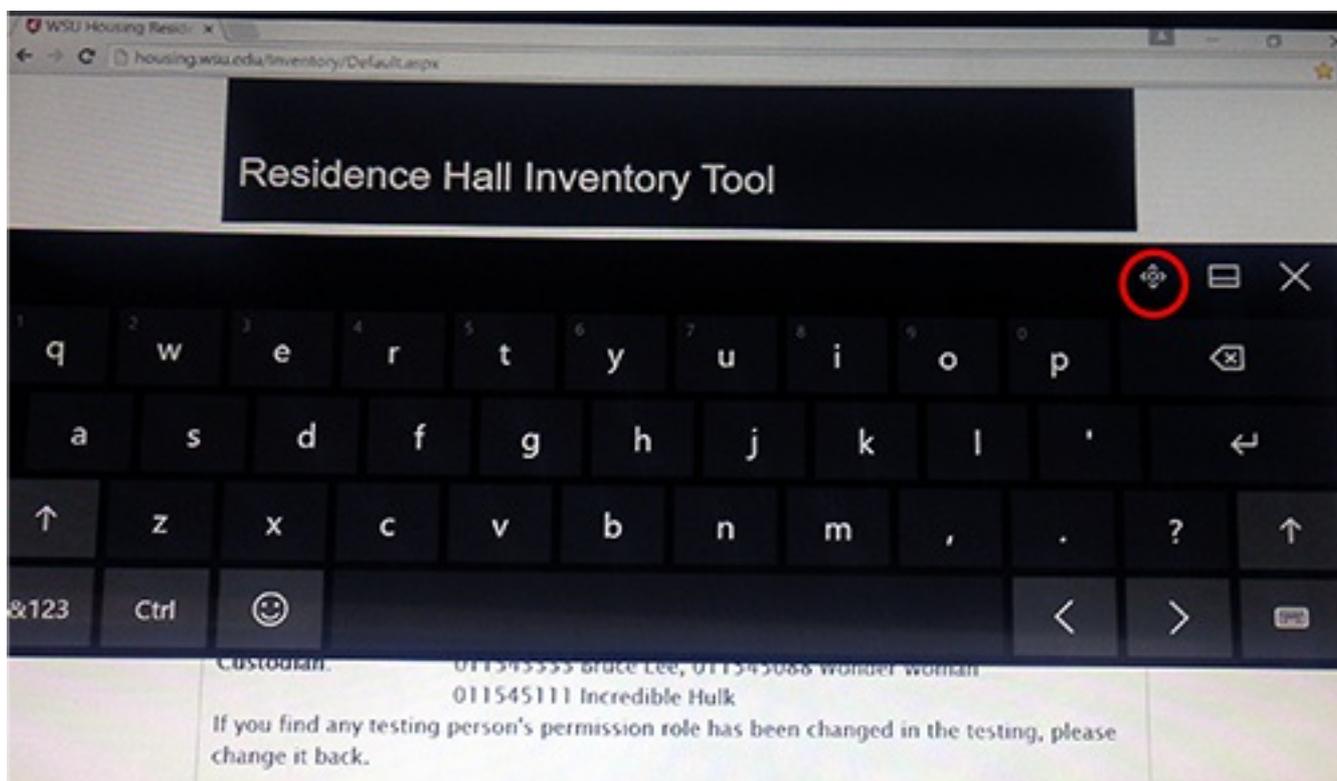
- Swipe down to minimize the current application.
- Swipe right to left to get settings.
- Swipe left to right to toggle apps (like alt-tab).
- Swipe left or right inside the margin of a page in the inventory tool to move backwards and forwards through the application.

Using the Keyboard

The onscreen keyboard will automatically pop up when you tap inside of a text box.

If the keyboard blocks the text box you are trying to fill, you can move it by first tapping on the icon in the topright corner (circled in red below). Then you will be able to use your fingertip to drag the keyboard around the screen until you can see the text box.

How to Enable Keyboard for Moving



Using the Camera

The inventory tool will require you to take pictures of damaged items in the residence hall rooms.

To find the Camera App,

- Tap on the windows icon in the bottom left corner of the screen.
- Tap on the blue tile that says “camera”
- Otherwise, tap the “table of contents” icon  in the bottom left of the screen.
- Tap camera (beneath the letter “C”).

To add the Camera to the start screen, if it’s not already there.

- Tap and hold the icon for several seconds, then drag the icon onto the start screen.

How to take a screen shot

If you run into a problem with the inventory tool, you can take a screen shot of the error page and email it to asis@wsu.edu.

To take a screen shot:

- Hold down the windows logo button on the top right corner of the tablet. It is between the power button and the volume button.
- While holding down the windows logo button, also hold and release the volume down button.

Your screen will dim briefly, letting you know that the picture has been taken.

- Navigate to the camera roll and you will find the screenshot by tapping on the preview of your photo and then tapping “view all photos”.

Setup your Email

You may need to use the phone’s email app. To set email up, tap on the Mail panel on your start-up screen and follow the on-screen instructions.

Using the Inventory Tool

- Tap on the IE Edge/or Google Chrome browser button on the tablet’s main screen.
- Go to [Inventory Tool](https://housing.wsu.edu/inventory) at housing.wsu.edu/inventory.
- Tap the Login button
- Enter your WSU User ID and Password in the text boxes on the page that pops up.

You will automatically be taken to the “My Tickets” page. This page will display a varying number of tabs across the top, depending on your permissions levels. Instructions for each are provided below.

As Custodian

You have access to three tabs at the top of the page

- My Tickets – this is the default page.

- Manage Halls
- Logout

My Tickets Page

Custodian Landing Page

This page lists all of the tickets that have been assigned to you, along with their type, status and room number.

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

LOGOUT

All Tickets in Hall

My Closed Tickets

Ticket	Status	Assigned To	Room Number
Work Order	In Progress	Jill Maxwell	Regents Hall 375
Inventory	In Progress	Jill Maxwell	Regents Hall 402

Tap on the hyperlinked (blue) text in the Ticket column to get more details about each ticket.

- Get the status of the entire Hall, or
- get a list of all the tickets you have closed.

Ticket Details

Inventory Ticket Details Screen Shot

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

LOGOUT

Regents Hall 402 - Inventory ticket # 6764

Continue Inventory

Add Note

Close Ticket

Log

Description: Checkout Inventory
Status: In Progress
Created By: CheckInCheckOutWebService on 12/16/2016 at 2:33 PM
Assigned To: Jill Maxwell

Damaged Item	Type	Work Order	Charge	Hidden?	
Bed Ends - Extra 2	Scratched Bad scratch on bottom right side of headboard		\$1.00	Yes	Delete

On the ticket details page you will see the a description of your ticket and a list of existing damage events for the room. You will also have the options to:

- Start or continue a room inventory,
- Add a note,
- Close the ticket,
- Or see the log of activity for each ticket.

Ticket Description

In the table below the ticket details, you will see a list of current damaged items in the room.

- Tap on the name of the damaged item to see all of the information about that particular item, including: the creation date and person, the type of damage, a description - if provided, the charge amount, the resident the damage charge should be applied to, the work order assigned to the item, if any, and any pictures that have been uploaded.
- Use this screen to edit this information, add another image if desired.
- Save your additions by tapping the “Update” button.
- Click the “Back to Inventory” button to the next item in the inventory.
- Tap on the Ticket Number to go back to the original ticket.
- Tap on the Room Number to go back to the original page showing all tickets, residents and damaged items for that room.
- Delete a ticket by tapping on the delete button in the far right column of the table.

Start or Continue Inventory

The first time you go through this page (ie if it's a new or refurbished room) you will have to tap through each item in the room. For subsequent inventories, this list will be prepopulated and you will be able to select items from a dropdown list.

You will see the “Continue Inventory” button instead of “Start Inventory” if the inventory for that room has already been started.

Inventory Screen

The screenshot shows the 'Residence Hall Inventory Tool' interface. At the top, a dark grey header contains the title 'Residence Hall Inventory Tool' in white. Below this is a light blue bar with the text 'Regents Hall'. Underneath, the text 'Inventory for Room 402 - Bed Ends - Extra 2' is displayed, with 'Bed Ends - Extra 2' highlighted in a light green box. A dropdown menu below this shows 'Bed Ends - Extra 2' with a downward arrow. To the right of the dropdown is a gold button labeled 'Add Cleaning Charge'. Below the dropdown is the section 'Current Condition' with the text 'No Damage'. Underneath that is the section 'New Condition' with a gold button labeled 'Add Damage Condition'. Below the 'Add Damage Condition' button, the text 'Scratched' is highlighted in blue, followed by 'No Image' and 'Bad scratch on bottom right side of headboard'. At the bottom of the screen are three buttons: 'Back to Ticket' (gold), 'Not Applicable' (grey), and 'Next Item' (gold).

For each item you will see a set of buttons:

- If the item is not expected to be present in the room you are doing the inventory for: tap “Not Applicable”. This will remove the item from the list so that you don’t have to scroll through

each time you update the inventory.

- If there is no damage: Tap “Next Item”
- If there is damage: Tap “Add Damage Condition”

Add Damage Interface

The screenshot shows the 'Residence Hall Inventory Tool' interface. At the top, a dark grey header contains the text 'Residence Hall Inventory Tool'. Below this is a light blue bar with the text 'Regents Hall'. The main content area shows 'Inventory for Room 402 - Bed Ends - Extra 2', where 'Bed Ends - Extra 2' is highlighted in a light green box. Underneath, the 'Type of Damage:' section has five radio buttons: 'Scratched', 'Dented', 'Gouged', 'Other', and 'Missing'. The 'Damage Extent - Charge:' section features a dropdown menu. To the left of the dropdown is a checkbox labeled 'Apply Charge to Patron'. Below the dropdown is a list of names with checkboxes: 'Nicole Singleton' and 'Natalie Valencia'. The 'Description:' section has a large text input field. Below the input field is a grey bar with a 'Browse...' button. At the bottom left, there is a checkbox labeled 'Hide from Student'. At the bottom center, there are two buttons: 'Cancel' and 'Add Damage Condition'.

To add a damage event, follow the following steps in the order listed.

1. Indicate the type of damage by tapping the appropriate radio button.

2. Select the appropriate extent of damage and charge from the “Extent of Damage” dropdown box.
3. If applicable, click the “Apply Charge to Patron” checkbox and then indicate which resident the charge should be applied to.
4. Fill in the description if you think it is necessary.
5. Take and/or Upload a photo of the damage if desired.

To Take a Picture

Tap windows icon in bottom left corner of screen, or (if your camera is already open) >swipe right on the Dell screen to access the starting panel and navigate to the camera.

Take a picture of the damage. The image will automatically be saved to your camera roll.

To Upload a Picture

- *Swipe left on the Dell screen to return to the Inventory Tool*
- *Tap on “Choose File” in the Upload Photo portion of the form.*
- *Navigate to the image and tap “select” or drag your finder over multiple images to > > - select more than one.*

6. Tap the “Add Damage Condition” button. You will be taken back to the previous screen.
7. To review your newly-created damage item, click on its description (hyperlinked blue text). This will open a panel showing the details for that item.
8. Your picture will show up on the ticket at this point. *Note: If you want to change the orientation of the image or delete it, you can use the controls to the right of the image to do so.*

9. You can use this interface to apply relevant charges to room residents.
10. If there is a work order attached to this ticket, you can add it here.
11. If this is an item you don't want students to know about, check the "Hide from Student" box.
12. Add additional pictures if desired.
13. Click update to save your changes.
14. Tap "Back to Inventory" to return to the inventory panel.

At this point, you can either add another damage condition entry to the ticket, add a cleaning charge, return to the original ticket, or proceed to the next item.

For items such as beds, desks, closets, etc., if there is damage to more than one of them in the same room, repeat the "add damage" process for each item. Use the description field to specify the item you are referring to.

Damage ticket Screen Shot

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

LOGOUT

[Ticket 6926] Condition for Regents Hall Room 308 - Bed Rail

Creation: 2/21/2017 by Jill Maxwell

Type of Damage: Other

Image:



Description:

2 - 3 inch long dark scratch

Charge:

\$1.00 Charge To Student

Amount:

1.00

Kate Brant

Lacey Lancaster

Work Order:

Hidden:

Hide from student

Add Pictures:

Browse... No files selected.

Update

Back to Inventory

Other Options on the Main Ticket page.

Add Note

Here you can add a note about an open ticket. Tap "Save Note" when done, or "Cancel". Any saved notes will show up in the space at the bottom of the panel.

Close Ticket

- Tap this button to remove a ticket item that has been resolved

from the list of tickets for the room.

- Check the “Mark Room as Clean” box and confirm that you wish to close the ticket. You will be return to the main page for that ticket’s room.
- After closing a ticket, its status will be updated to “Supervisor Review” on your “My Tickets” page.

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

LOGOUT

Regents Hall 402 - Inventory ticket # 6764

Continue Inventory

Add Note

Log

Mark Room As Clean

Are you sure you want to close this ticket?

Description: Checkout Inventory
Status: In Progress
Created By: CheckInCheckOutWebService on 12/16/2016 at 2:33 PM
Assigned To: Jill Maxwell

Input Note:

Damaged Item	Type	Work Order	Charge	Hidden?
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Scratched Bad

Red Ends scratch on

Log

This page will show a list of all activities taken in regard to that specific ticket.

Tap on the hyperlinked, blue, room name/number to return to the list of damages for the room.

Room Details Page showing occupant, tickets and damages for

Residence Hall Inventory Tool

MY TICKETS MANAGE HALLS LOGOUT

Regents Hall 402 - [1/2]

Student	Check-In Date	Check-Out Date	Has Rental Items
Nicole Singleton	8/15/2016 4:23 PM	12/16/2016 2:33 PM	<input type="checkbox"/>
Natalie Valencia	10/25/2016 1:59 PM		<input type="checkbox"/>

Tickets [Add a Ticket](#)

Ticket Type	Status	Assigned To
Inventory	Supervisor Review	Jill Maxwell

Room Conditions

Damaged Item (*-noted by students)	Hidden
Closet Scratched	Delete
Door Scratched nail holes 6	Delete
Door Chipped	Delete
Radiator Chipped	Delete

the room

Work Order Ticket

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

LOGOUT

Regents Hall 375 - Work Order ticket # 7185

Add Note

Close Ticket

Log

Description:

Location: The sprinkler

Description: On Saturday, December 17th at approximately 10:40 AM Resident Advisors Victoria De Leon and Selena Clem were completing winter break room checks in Regents hall. In room 129 (belonging to residents Olivia Hamilton and Kathryn Bruner) the sprinkler did not have a cage over it, which is a housing policy violation (this one is missing completely).

Email: samantha.m.wilson@wsu.edu

Cell #: 5099873141

Patron has granted permission by submitting the request.

Status:

In Progress

Created By:

Samantha Wilson on 12/19/2016 at 11:05 AM

Assigned To:

Jill Maxwell

No damage found.

From this page you can add a note, close a ticket or view the log.

You can also see a description of the ticket, its status and a list of related damages if any.

Manage Halls

Use this page to access all of the room/ticket information for each hall

that you are authorized to work in.

- Either type the number of the specific room you are looking for into the “Get Rooms” text box on the right, scroll down the page until you get to the ticket with the correct number, or
- If you work in more than one hall, use the dropdown menu on the left to select the Residence Hall that you are managing. You will see the name of the hall supervisor followed by a list of rooms for your hall.

Manage Halls Page

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

LOGOUT

Manage Halls and Tickets

Select a Residence Hall to Manage:

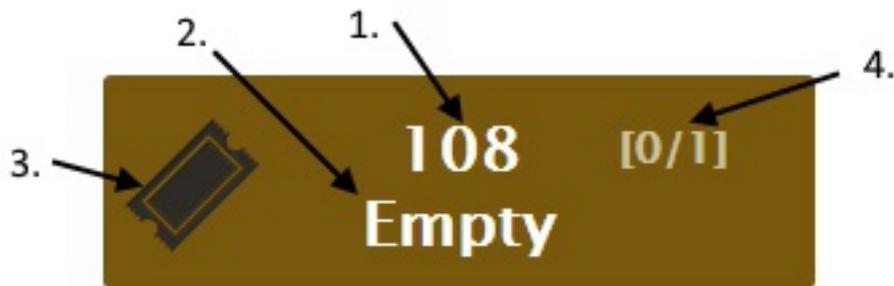
Get Room(s):

Regents Hall

Rooms and Status for Regents Hall [335/555] | Tony Rogers (Supervisor):

 AHD Occupied [1/1]	HD Occupied [1/1]	101 Occupied [2/2]
 102 Checkedout [1/2]	 103 Checkedout [0/2]	104 Occupied [2/2]
105 Ready [1/2]	106 Empty [1/2]	107 Occupied [2/2]
108 Occupied [2/2]	109 Occupied [2/2]	110 Ready [0/1]
111 Occupied [1/1]	112 Occupied [1/1]	113 Occupied [1/1]
114 Occupied [1/1]	115 Occupied [1/1]	116 Occupied [1/1]
 125 Occupied [1/1]	126 Occupied [2/2]	127 Occupied [2/2]
128 Occupied [2/2]	129 Occupied [2/2]	130 Occupied [2/2]
131 Occupied [2/2]	132 Occupied [2/2]	133 Occupied [2/2]
134 Terminated [1/1]	135 Occupied [1/1]	136 Occupied [1/1]

Inventory Ticket Example



Each room status button contains five pieces of information.

1. The room number
2. The status of the room - indicated both by color and a status term.
 - blue - occupied
 - red - checked ut
 - brown - terminated
 - yellow - ready
 - green - empty
3. A ticket icon - if there is an open ticket for the room.
4. Room occupancy status - number of full slots/number of available slots.

Tapping on a room status button will take you to a screen that displays all of the exsiting damages for that room. You can also add a ticket or display a list of closed tickets.

Room Buttons

- Tap the button to open the room details page so that you can see the overall list of tickets and damaged items for a room.

- Tap on the highlighted blue ticket type text to get item details:
- From here you can:
 - Continue or start an inventory,
 - Take a ticket not already assigned to you,
 - Add a note,
 - Close a ticket or
 - View the Log.
- Tap on the name of the damaged item to see and/or update details about the damage it has incurred.
- Left swipe to return to the previous page.

List of Damaged Items

The table beneath the Room Conditions heading contains a list of recorded damages for the room.

- To see/update details, tap on the damaged item's name. You will see the details for that item, including: creator, damage type, an image, description, charge, work order.

As Lead Custodian

On the My Tickets page you will see:

- A list of tickets that have been assigned to you,
- An "All Tickets in Hall" tab
- A "Tickets to Assign" tab
- A "Supervisor Review" tab
- A List of all your closed tickets.

Lead Custodian Landing Page

Residence Hall Inventory Tool

MY TICKETS MANAGE HALLS SUPERVISOR TOOLS ▾ LOGOUT

All Tickets in Hall Tickets To Assign Supervisor Review

My Closed Tickets

Ticket	Status	Assigned To	Room Number
Work Order	In Progress	Jill Maxwell	Regents Hall 375
Inventory	Supervisor Review	Jill Maxwell	Regents Hall 308
Inventory	Supervisor Review	Jill Maxwell	Regents Hall 402

All Tickets in Hall

This is a list showing the status of all tickets for each hall.

Use the dropdown box to select the hall you want to see tickets for.

All Tickets in Hall Screen Shot

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

SUPERVISOR TOOLS

LOGOUT

All Tickets in a Hall

Residence Hall:

Regents Hall

Filter By Status:

All Unclosed Tickets

Filter By Type:

All Types

Ticket	Status	Assigned To	Room Number
Work Order	In Progress	Jill Maxwell	Regents Hall 375
Work Order	Open		Regents Hall 375
Work Order	Open		Regents Hall 375
Work Order	Open		Regents Hall 375
Work Order	Open		Regents Hall 125
Work Order	Open		Regents Hall AHD
Work Order	Open		Regents Hall 125
Work Order	Open		Regents Hall 125
Inventory	Open		Regents Hall 391
Work Order	Open		Regents Hall 125
Inventory	Open		Regents Hall 354
Inventory	Open		Regents Hall 336
Inventory	Open		Regents Hall 102

You can view tickets by hall, status or type.

Click on the hyperlinked ticket type for each ticket to see its details. From here you can also:

- Start inventory (If you are looking at an inventory ticket.)
- Assign tickets
- Add notes
- Close tickets
- Access the log.

Tickets to Assign

This is a list of tickets created in the halls you manage which have not yet been assigned to a custodian. Tap on the hyperlinked ticket type text to access the ticket and assign it to a custodian.

Tickets to Assign Screen example

The screenshot displays the 'Residence Hall Inventory Tool' interface. At the top, there is a dark header with the title 'Residence Hall Inventory Tool'. Below the header is a navigation bar with four buttons: 'MY TICKETS', 'MANAGE HALLS', 'SUPERVISOR TOOLS' (with a dropdown arrow), and 'LOGOUT'. Underneath the navigation bar are three main menu items: 'All Tickets in Hall', 'Tickets To Assign' (which is highlighted in a gold color), and 'Supervisor Review'. Below these is another menu item, 'My Closed Tickets', also highlighted in gold. The main content area features a table with the following data:

Ticket	Status	Assigned To	Room Number
Inventory	Open		Stevens Hall 215
Cleaning	Open		Stevens Hall 107
Cleaning	Open		Stevens Hall 213

Assign Ticket Screen example

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

SUPERVISOR TOOLS ▾

LOGOUT

Stevens Hall 215 - Inventory ticket # 57

Start Inventory

Assign

Add Note

Close Ticket

Log

Description: Test Inventory
Status: Open
Created By: Jean Lee on 6/21/2016
Assigned To:

No damage found.

Supervisor Review

Use this page to verify assessed charges for damages.

Your landing page will show the tickets that are awaiting Supervisor Review

My Closed Tickets

Use this page to review tickets that have assessed charges or other issues for you to resolve.

Supervisor Tools

As Lead Custodian, you have an additional set of choices, which you will find under the “Supervisor Tools” button.

- Manage Hall Supervisor-Lead
- Manage Custodians

- Manage Damage
- Create Mass Tickets
- Tickets in a Hall
- Reports

Manage Hall Supervisor Leads

From this page you can view the assignment of Hall Supervisors

Manage Custodians

From this page you can:

- Change the primary hall for custodians.
- See, but not change, custodial roles.
- Email custodians

Manage Damage

Manage Damages Screen Shot

From this page you will see the master list of current damages that can be applied to items in a room. As a Lead or Supervisory Custodian, you can use this page to:

- Add new inventory items into the master list
- Add, edit or delete the damage events that are listed.
- Select an Inventory Item to Manage.

Residence Hall Inventory Tool

Manage Inventory Items, Damage Event Types and Pricing:

Inventory Item Type:

Select an Inventory Item Type to Manage:

Room

Add an Inventory Item:

Enter a New Inventory Item:

Add

Select an Inventory Item to Manage:

Bathroom Door

Add, Edit or Delete Inventory Damage Events, Item Condition and Pricing:

Select a Damage Event Type to Add:

Bent

Add Damage Event

Actions	Damage Event	Damage Condition	Price
Edit	Burned	Few (1-8)	1.00
Edit	Burned	Several (9-16)	1.00
Edit	Burned	Many (17+)	1.00
Edit			

- Inventory Item Type:

Select either room or rental as the master inventory item type that you are going to be working with.

- Add an Inventory Item

Use this text box to add a new inventory item to the master list.

- Select an Inventory Item to Manage

-Select an item from the drop-down list. (If the item you need to manage isn't in the list, add it using the "Add an Inventory Item" text box.)

-After you have selected the item that you are managing, you will get a list of all possible damage events for that item.

Add, Edit or Delete Damage Event

Add, Edit or Delete Inventory Damage Events, Item Condition and Pricing:

Select a Damage Event Type to Add:

Tape Mark

Add Damage Event

Actions	Damage Event	Damage Condition	Price
Edit Delete			0.00
Edit Delete	Dented	fsdfaere	45.00
Update Cancel	Holes	1-8 Few	0.00

- Select a Damage Event Type to add

If the type of damage isn't already in the list, add a new damage event with the "Add Damage Event" button.

- Add a new item:

If the damaged item you need to report on isn't in the list, use this section to add a new damage event.

- Tap the “Add Damage Event” button
Your item will be added to the list at the bottom of the page, where you can edit or delete an item.
- Edit Damage Item
 - Use the “Edit” button to adjust the extent of damage and the charges for each damage item.
These are the charges that will be used to assess monetary charges to students for damaged items in their rooms.
 - Tap “Update” or “Cancel” to exit the screen.

Tickets in a hall

- Use this tool to view all of the tickets for any hall. You can filter by hall, ticket type or ticket status.

Reports

From this page you can use the dropdown to select a type of report to view for a specified period of time...

How to generate a report

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

SUPERVISOR TOOLS ▾

LOGOUT

Reports:

Choose a Report to View:

Damage Condition ▾

Choose Ticket Creation Begin Date:

06/28/2016

Choose Ticket Creation End Date:

06/29/2016

Which Residence Halls Do You Want to Report On?

Honors ▾

[View Report](#)

As Supervisor

Your landing page is similar to the lead custodians landing page.

However you do have some added functions.

Default supervisor landing page

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

SUPERVISOR TOOLS ▾

LOGOUT

All Tickets in Hall

Tickets To Assign

Supervisor Review

View	Status	Assigned To	Room Number
Inventory	In Progress	Tony Terrace	Honors 215B
Inventory	In Progress	Tony Terrace	Perham 234

Tap on the hyperlinked ticket type to manage these tickets.

Manage tickets screen

You will see basic details about the ticket. Additionally, you have the options of:

- Assign ticket,
- Add Note,
- Approve,
- Close, or
- View the log.

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

SUPERVISOR TOOLS ▾

LOGOUT

Honors 215A - Cleaning ticket # 23

Assign

Add Note

Approve

Close Ticket

Log

Description: Cleaning due by 6/1/2016
Status: Supervisor Review
Created By: Jean Lee on 5/26/2016
Assigned To: Randi Aston

No damage found.

Note	Note By	Date
Add note	Jean Lee	6/3/2016 9:55:33 AM
testing note	Jean Lee	6/3/2016 9:57:10 AM

You can also delete an item by clicking the delete tab.

Supervisor Tools

As Supervisor, you have the added ability to use the Supervisor Tools menu to:

- manage hall supervisor leads,
- change custodians' roles for each building, and
- manage damage assessments.

Manage Custodians Screen

Residence Hall Inventory Tool

MY TICKETS

MANAGE HALLS

SUPERVISOR TOOLS ▾

LOGOUT

Custodians | Assign Role and Set Primary Hall:

Choose a Custodian Below:

First Name	Last Name	E-Mail	Role	Primary Hall
Randi	Aston	Send E-Mail	Lead ▾	Community/Duncan Dunn Hall ▾
Jaimes	Aung	Send E-Mail	Supervisor ▾	McCroskey Hall ▾
Jason	Borden	Send E-Mail	Custodian ▾	Community/Duncan Dunn Hall ▾
Sheila	Cook	Send E-Mail	Lead ▾	Global Scholars Hall ▾
Debra	Cvsenskv	Send E-Mail	Lead ▾	Stephenson North ▾

You can also use the Manage Damages menu to:

- Add new damage events to inventory items, and
- Assess the charges for the new events.

How to update prices

Select an Inventory Item to Manage:

Blinds ▾

Add, Edit or Delete Inventory Damage Events, Item Condition and Pricing:

Select a Damage Event Type to Add:

▾

Add Damage Event

Actions	Damage Event	Damage Condition	Price
Update Cancel	Holes	1-8 Few	20.00
Edit Delete	Holes	8-16 Ser	0.00