

How to Submit Inventory

STEP 1:



Welcome to SISWeb

Please login to access this page

Use an existing Account

Email, UCD ID or Connect Username

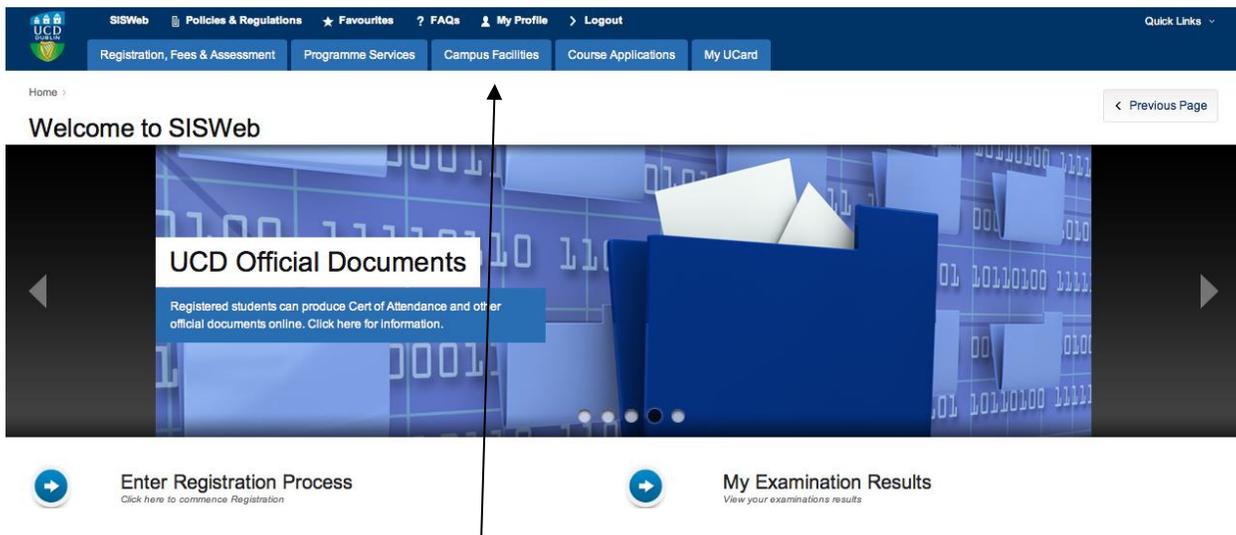
Password [Forgot Password](#)

[Login](#)

If you have a problem logging into InfoHub, please contact infohub@ucd.ie

- Log into your SISweb Portal account using your UCD ID (Student Number) and your Password/PIN which is by default your Date of Birth in the form DDMMYY.
- Click “Login”.

STEP 2:



- Click on the tab “Campus Facilities”

How to Submit Inventory

STEP 3:



Home >

Campus Facilities

- [UCD Residences](#)
Book campus accommodation and pay residential fees
- [My Student Health Account](#)
View transactions on your Student Health Account, make payments and download receipts
- [My Electronic Payments](#)
View details of electronic payments from UCD to you and update your bank account information
- [My Volunteering Diary](#)
Your Volunteer Diary allows you to keep a record of all your volunteer activities while you are student.

- From this screen please click on “UCD Residences”.

Step 4:



Home > Campus Facilities >

UCD Residences

[← Previous Page](#)

We strive every day to provide the best facilities, services and welcome to all of our guests. Whatever your needs, from learning more about living on campus as a student or staff member and staying as a summer guest or conference delegate, to the fantastic facilities on our doorstep and our future development plans, we look forward to helping you find what you want. Please take some time to explore our website.

Do feel free to contact us directly if you would like any further information. We look forward to hearing from you.

- [Complete your Booking](#)
Book a campus residence online including paying your deposit by credit or debit card
- [Pay Residential Fees](#)
View your Residences account and pay any outstanding amounts by credit or debit card
- [Upload your Photo](#)
Upload a photo which will be used when your next UCard is printed
- [Pay Residential Fees - TESTING](#)
View your Residences account and pay any outstanding amounts by credit or debit card
- [My Residence](#)
Meet your room mates, residence assistants and support staff
- [Residence Service Requests](#)
Create and track requests for maintenance in your room and shared areas in your apartment and house
- [My Residence Support](#)

[Terms & Conditions](#) [UCD Privacy Statement](#)

[Back to Top](#)

https://sisweb.ucd.ie/tst1/W_HU_MENU_P_DISPLAY_MENU?p_menu=SI-REGISTRATION

- Click on “My Residence”.

How to Submit Inventory

Step 5:

My Residence

My Room Assignment

Residence	Room	Assignment			My Inventory	
		From/To	Status	Licence to Reside	Status	Click to
Glenomena Residence (9 to 10) Phone: +353 1 716 1030	Glenomena House 10, Apartment 10 Room 1	27th May 2013 to 16th August 2013	Checked-In	View/Print	To be checked & submitted by you before 16-Aug-2013, 17:00	View Inventory

My Room Mates

The following residents share your apartment/room group during your time there:

- From this section you can view the room you are currently residing in, your license to reside, and the status of your inventory.
- To view and submit your inventory click on View Inventory

Step 6:

My Residence Inventory

Building	Apartment / Grouping	Room	Checked In	Status of this Inventory
Glenomena House 10	Apartment 10	Apartment 10 Room 3	08-Aug-2013	Check and submit before 17:00, 22-Aug-2013 Submit Now

Checklist

Please check that every item on this list is present and undamaged after you check in. If you find that the quantity or condition of any item in the listed rooms is not the same as stated under "What we provide", click the "Dispute" button to record the details of what is actually present. You can edit the details of a dispute at any time up until you submit the whole Inventory Checklist. When you complete the Checklist, click the "Submit Now" button at the top of the page to lock the Checklist and send it to UCD Residential Services where any disputes that you raised will be reviewed. You must complete and submit this Inventory Checklist within 14 days of checking in. If you do not click the "Submit Now" button before the stated deadline, none of the disputes you entered will be recorded or reviewed.

Further information and instructions are available at the UCD Residential Services website.

Type	Item Name	What we provide		Disputes observed on arrival			
		Qty	Current Condition	Qty	Condition	Resolution	Click to
Hallway							
Fabric	Ceiling	1	Good				Dispute
Fabric	Floor Covering	1	Good				Dispute
Fabric	Front Door	1	Good				Dispute
Fabric	Walls	1	Fair - Scuff mark on wall above radiator. Defect noted. No action taken.				Dispute
Fixture	Ceiling Light Bulb	3	Good				Dispute
Fixture	Ceiling Light Fitting	3	Good				Dispute
Fixture	Intercom	1	Good				Dispute
Fixture	Smoke Alarm	1	Good				Dispute
Kitchen							

- Here you will see a list of the inventory in your apartment- the majority of items will be present and in good condition. Where there is a mark on the wall or carpet it will be noted. If you are happy that the items are as listed you click submit now.

How to Submit Inventory

Step 7:

My Residence Inventory

Building	Apartment / Grouping	Room	Checked In	Status of this Inventory
Glennomena House 10	Apartment 10	Apartment 10 Room 3	08-Aug-2013	Check and submit before 17:00, 22-Aug-2013 Submit Now

Checklist

Please check that every item on this list is present and undamaged after you check in. If you find that the quantity or condition of any item in the listed rooms is not the same as stated under "What we provide", click the "Dispute" button to record the details of what is actually present. You can edit the details of a dispute at any time up until you submit the whole Inventory Checklist. When you complete the Checklist, click the "Submit Now" button at the top of the page to lock the Checklist and send it to UCD Residential Services where any disputes that you raised will be reviewed. You must complete and submit this Inventory Checklist within 14 days of checking in. If you do not click the "Submit Now" button before the stated deadline, none of the disputes you entered will be recorded or reviewed.

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Fabric	Floor Covering	1	Good			Dispute
Fabric	Front Door	1	Good			Dispute
Fabric	Walls	1	Fair - Scuff mark on wall above radiator Defect noted. No action taken.			Dispute
Fixture	Ceiling Light Bulb	3	Good			Dispute
Fixture	Ceiling Light Fitting	3	Good			Dispute
Fixture	Intercom	1	Good			Dispute
Fixture	Smoke Alarm	1	Good			Dispute
Kitchen						

- If there is any item missing, broken or in poor condition you should click 'Dispute'.

Step 8:

Record an Inventory Defect

Details of Item As Provided

Room: Hallway
Type: Fixture
Item Name: Ceiling Light Bulb
Quantity: 3
Current Condition: Good

Defect Details

- Record the actual quantity and condition of the item present when you checked in only if it differs from the details given above.
- You do not need to record a dispute if corrective action is already set to be taken in the details above.
- If the item is missing, set the Quantity at "0" and ignore Condition and Remarks.
- Use the "Previous Page" link to return to your inventory checklist without recording a defect.
- For further information and instructions, click here.

Quantity: 3
Condition: Good
Remarks:
Resolution: Review Pending

When you are returned to the inventory checklist screen you may need to refresh the screen (press F5) to see your updated dispute details.

[Submit](#)

- This will allow you to enter the detail of the problem-
- Once you hit submit you will return to the inventory list- if you do not see the issue you just entered you should refresh the page

How to Submit Inventory

Step 9:

My Residence Inventory

Building	Apartment / Grouping	Room	Checked In	Status of this Inventory
Glenomena House 10	Apartment 10	Apartment 10 Room 3	08-Aug-2013	Check and submit before 17:00, 22-Aug-2013 Submit Now

Checklist

Please check that every item on this list is present and undamaged after you check in. If you find that the quantity or condition of any item in the listed rooms is not the same as stated under "What we provide", click the "Dispute" button to record the details of what is actually present. You can edit the details of a dispute at any time up until you submit the whole Inventory Checklist. When you complete the Checklist, click the "Submit Now" button at the top of the page to lock the Checklist and send it to UCD Residential Services where any disputes that you raised will be reviewed. **You must complete and submit this Inventory Checklist within 14 days of checking in.** If you do not click the "Submit Now" button before the stated deadline, none of the disputes you entered will be recorded or reviewed.

Further information and instructions are available at the UCD Residential Services website.

Type	Item Name	What we provide		Disputes observed on arrival			
		Qty	Current Condition	Qty	Condition	Resolution	Click to
Hallway							
Fabric	Ceiling	1	Good				Dispute
Fabric	Floor Covering	1	Good				Dispute
Fabric	Front Door	1	Good				Dispute
Fabric	Walls	1	Fair - Scuff mark on wall above radiator Defect noted. No action taken.				Dispute
Fixture	Ceiling Light Bulb	3	Good				Dispute
Fixture	Ceiling Light Fitting	3	Good				Dispute
Fixture	Intercom	1	Good				Dispute
Fixture	Smoke Alarm	1	Good				Dispute
Kitchen							

- You can return to the inventory list again and again and it will store any submitted issues. Once you have entered all problems/issues you should remember to **click submit survey** – If you do not click submit survey no information will be stored once the submission deadline passes and your inventory will be recorded as per our record.

Step 10:

My Residence

My Room Assignment

Residence	Room	Assignment			My Inventory	
		From/To	Status	Licence to Reside	Status	Click to
Glenomena Residence (9 to 10) Phone: +353 1 716 1030	Glenomena House 10, Apartment 10 Room 1	27th May 2013 to 16th August 2013	Checked-In	View/Print	Submitted by you to UCD Residences 02-Aug-2013	View Inventory

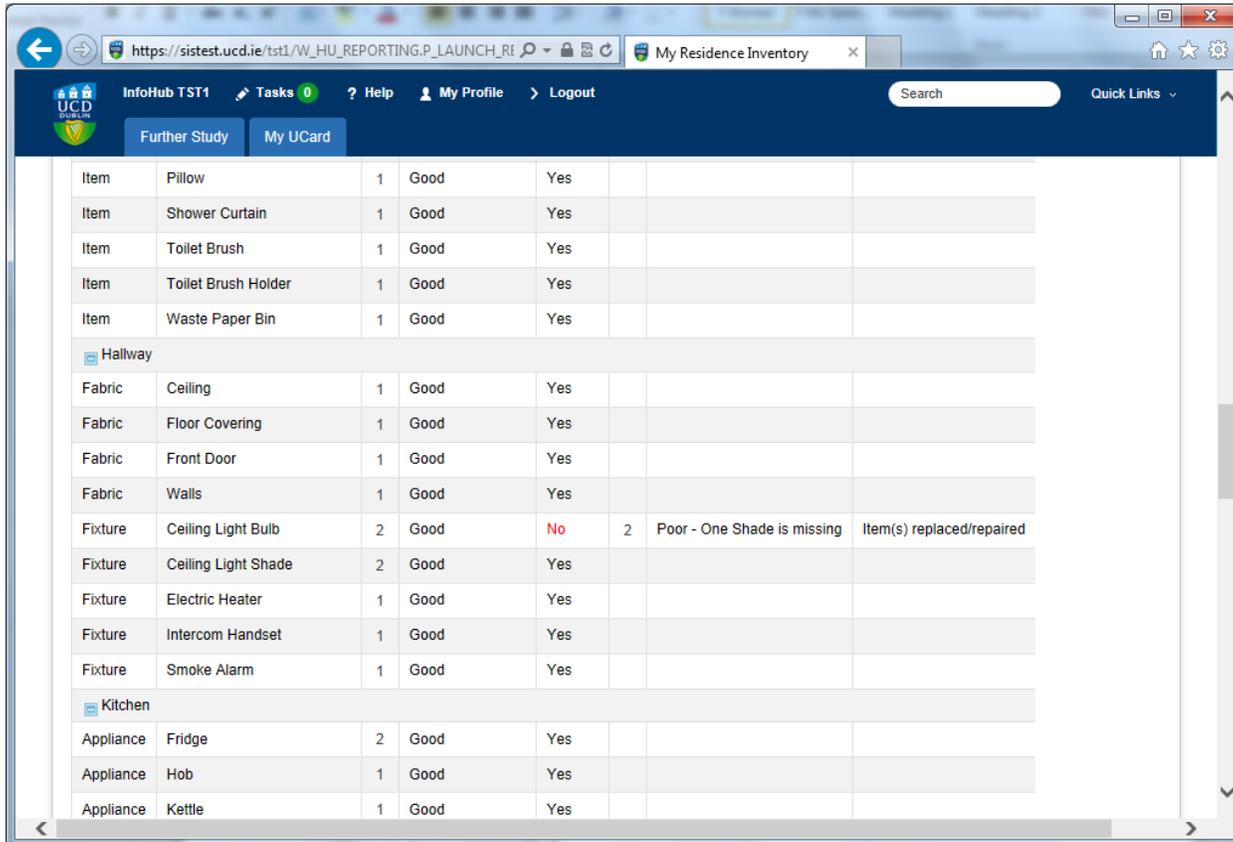
My Room Mates

The following residents share your apartment/room group during your time there:

- Once you have submitted your inventory you can return, view it and see where residences have responded.

How to Submit Inventory

Step 11:



The screenshot shows a web browser window with the URL https://sistest.ucd.ie/ts1/W_HU_REPORTING.P_LAUNCH_RI. The page title is "My Residence Inventory". The navigation bar includes "InfoHub TST1", "Tasks 0", "Help", "My Profile", and "Logout". There is a search bar and "Quick Links" dropdown. The main content area displays a table of inventory items, categorized by room: Hallway and Kitchen. The table has columns for Item, Description, Quantity, Condition, and Status. One item, "Ceiling Light Bulb", is marked as "No" and has a note: "2 Poor - One Shade is missing Item(s) replaced/repaired".

Item	Description	Quantity	Condition	Status	Notes
Item	Pillow	1	Good	Yes	
Item	Shower Curtain	1	Good	Yes	
Item	Toilet Brush	1	Good	Yes	
Item	Toilet Brush Holder	1	Good	Yes	
Item	Waste Paper Bin	1	Good	Yes	
Hallway					
Fabric	Ceiling	1	Good	Yes	
Fabric	Floor Covering	1	Good	Yes	
Fabric	Front Door	1	Good	Yes	
Fabric	Walls	1	Good	Yes	
Fixture	Ceiling Light Bulb	2	Good	No	2 Poor - One Shade is missing Item(s) replaced/repaired
Fixture	Ceiling Light Shade	2	Good	Yes	
Fixture	Electric Heater	1	Good	Yes	
Fixture	Intercom Handset	1	Good	Yes	
Fixture	Smoke Alarm	1	Good	Yes	
Kitchen					
Appliance	Fridge	2	Good	Yes	
Appliance	Hob	1	Good	Yes	
Appliance	Kettle	1	Good	Yes	

- Here you can see that residences have replaced the missing item
- You will receive an email from residences once all items have been resolved. If there are any additional items that arise you should raise a maintenance request- Which you can do through your SIS web account. Please [click here](#) for information on submitting a maintenance request