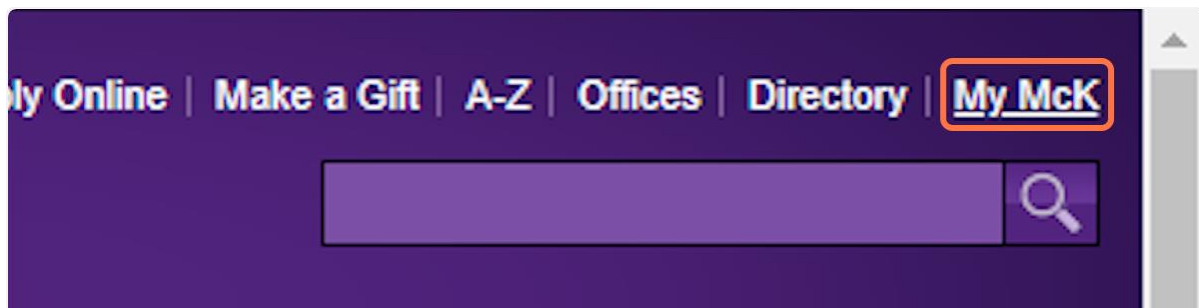


How to Complete your Room Condition Report (RCR)

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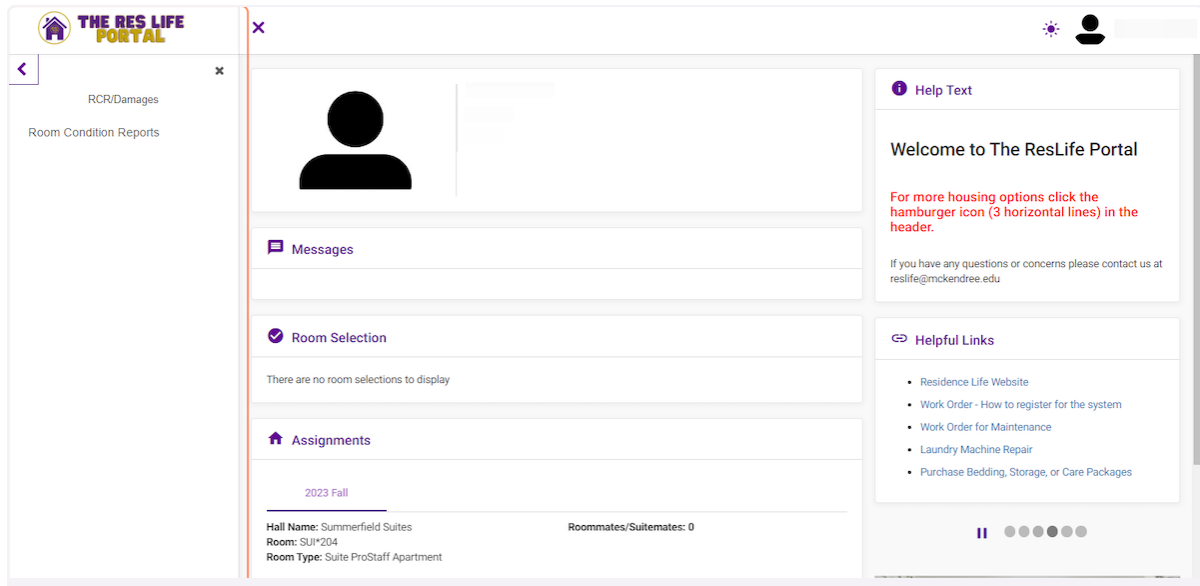
1. Click on My McK



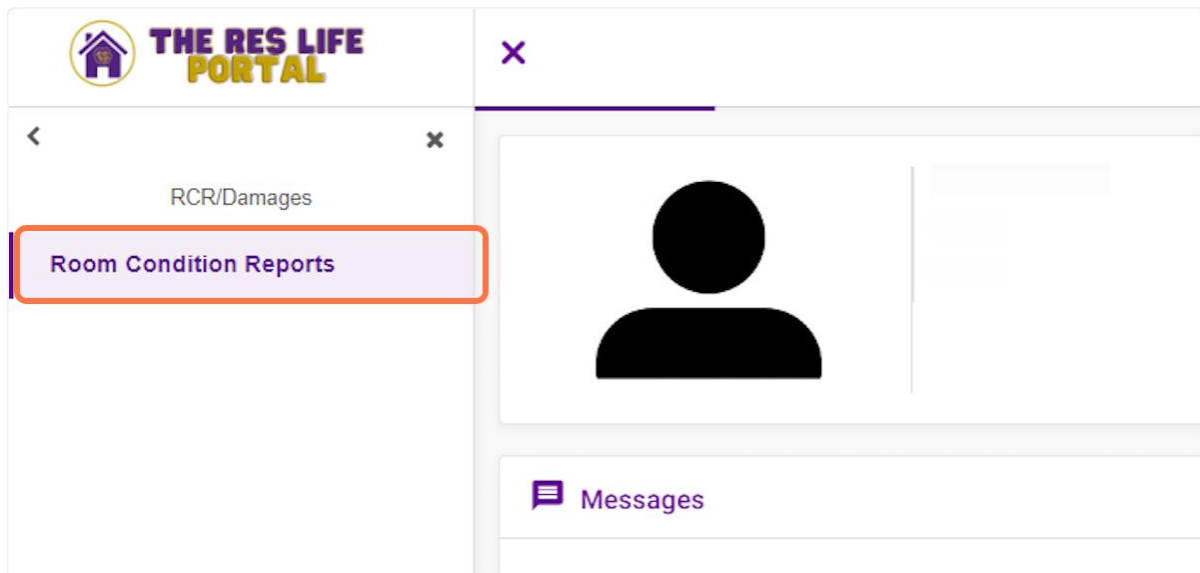
2. Click on the Res Life Portal



3. Check RCR/Damages



4. Click on Room Condition Reports



5. Click on tiny image of the pen to review your Room Condition Report.

The screenshot shows a form interface for a Room Condition Report. On the left, there is a table with columns for 'Response' and 'Comments'. A row is highlighted in grey with the text 'Use Required by: 2023' and 'N/A'. A small square icon with a red border is highlighted in the 'Comments' column. Below the table is a 'Clear' button. On the right, there is a 'Help Text' section with the text 'There is no help text for this sc'. Below that is a 'Helpful Links' section with two links: 'Residence Life Website' and 'Work Order - How to regi'.

6. Review the entire document while looking over the condition of the room.

You are presented with two options. You can either agree that the conditions listed match your assessment. OR you can disagree with the condition and write a comment with where you believe the RCR needs to be updated.

The screenshot shows a form for reviewing the Room Condition Report. It has two radio button options: 'I agree with the condition of my room as listed above.' (selected) and 'I DO NOT agree with the condition of my room as listed above.'. Below the second option is a text area for comments with the instruction: 'If you do not agree with the condition as listed above, please provide detailed comments below on the items you wish to have re-evaluated.'. There are two more radio button options: 'Enter your full name to give consent (Hand drawn signature will be auto generated)' (selected) and 'Use the signature pad to draw your signature'. Below the first of these is an input field for 'Enter your full name', which is highlighted with a red box. Below that is a signature pad area and a 'Clear signature' button.

7. Click on Submit

Enter your full name

Clear signature

Submit Clear

8. You can always go back and review your RCR. If you would like to make changes, please notify a Residence Life staff member.

Window (Bedroom)	Some Wear (Item is functional but has minimal cracks, chips, stains etc.)	07/26/2023	initial load of inventory item via mass editing room inventory
Window (Common Area)	Some Wear (Item is functional but has minimal cracks, chips, stains etc.)	07/31/2023	Does not fully open.
Window Shade (Bedroom)	Excellent (Like New)	07/31/2023	initial load of inventory item via mass editing room inventory
Window Shade (Common Area)	Excellent (Like New)	07/31/2023	initial load of inventory item via mass editing room inventory

Inspection Date: 07/31/2023, 11:18 AM
Condition: (n/a)
Notes:
Your Comment: N/A

You have already accepted your room's condition as listed above. If you would like to make changes, please notify a housing staff member.