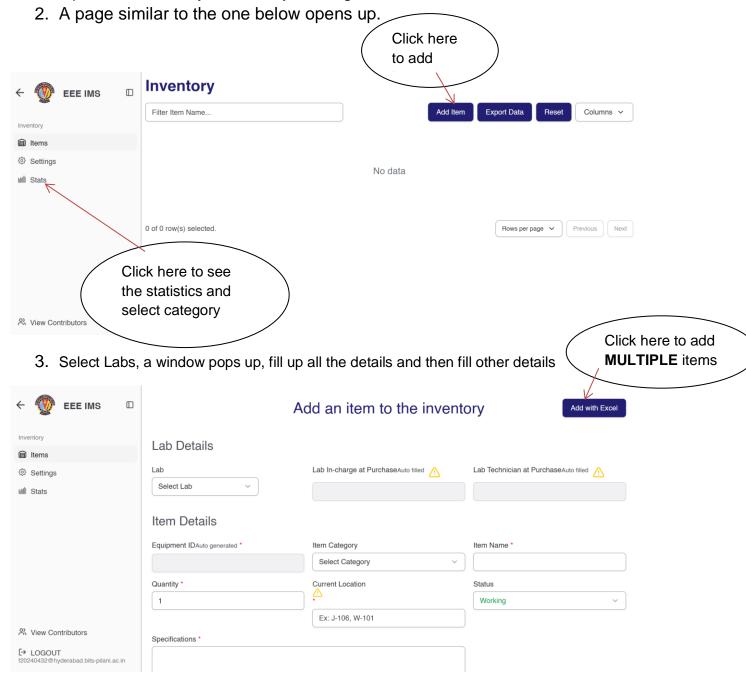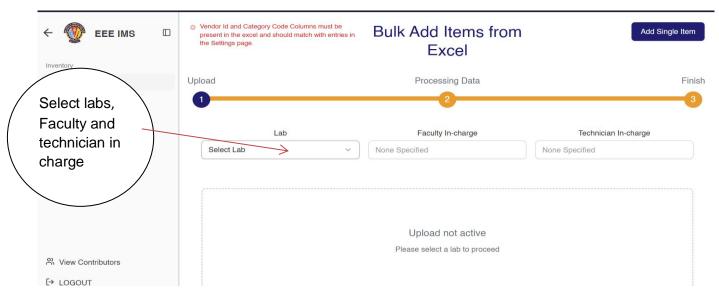![Birla Institute of Technology & Science, Pilani — Pilani | Dubai | Goa | Hyderabad](logo)

IMS EEE USER
INVENTORY APPROVAL

1. Open the Inventory Module by clicking on the same in the sidebar.
2. A page similar to the one below opens up.

Click here to add

EEE IMS

Inventory
- Items
- Settings
- Stats

Inventory

Filter Item Name...

Add Item   Export Data   Reset   Columns ⌄

No data

0 of 0 row(s) selected.

Rows per page ⌄   Previous   Next

View Contributors

Click here to see the statistics and select category

3. Select Labs, a window pops up, fill up all the details and then fill other details

Click here to add **MULTIPLE** items

EEE IMS

Inventory
- Items
- Settings
- Stats

View Contributors

LOGOUT
f20240432@hyderabad.bits-pilani.ac.in

Add an item to the inventory

Add with Excel

Lab Details

Lab
Select Lab ⌄

Lab In-charge at Purchase Auto filled ⚠

Lab Technician at Purchase Auto filled ⚠

Item Details

Equipment ID Auto generated *

Item Category
Select Category ⌄

Item Name *

Quantity *
1

Current Location ⚠
*
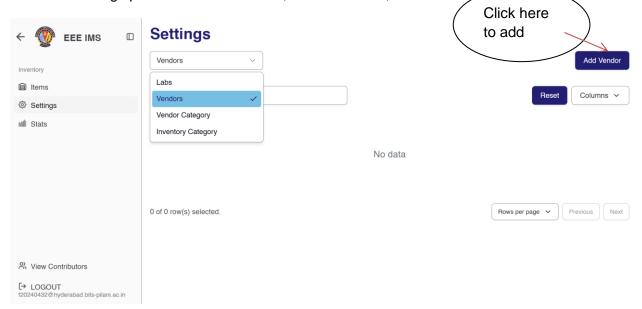Ex: J-106, W-101

Status
Working ⌄

Specifications *

4. For uploading multiple items select "add with excel", upload items and fill in other details (NOTE: Uploaded documents should be an Excel file only)

Select labs, Faculty and technician in charge

FOR ADDING VENDORS,

1. Go to settings provided on the sidebar, select vendors, then click add

Click here to add

2. A window pops up, select and fill up all the details

---SIMILAR STEPS CAN BE FOLLOWED FOR ADDING VENDOR CATEGORIES AND INVENTORY CATEGORIES---