



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.

The screenshot shows the 'Inventory' page of the 'EEE IMS' system. The sidebar on the left contains a back arrow, the 'EEE IMS' logo, and a menu with 'Inventory', 'Items', 'Settings', and 'Stats'. The 'Stats' option is circled with a red arrow pointing to it, with a callout box saying 'Click here to see the statistics and select category'. The main content area is titled 'Inventory' and features a search bar labeled 'Filter Item Name...'. Below the search bar, there are buttons for 'Add Item', 'Export Data', 'Reset', and a 'Columns' dropdown. The 'Add Item' button is circled with a red arrow pointing to it, with a callout box saying 'Click here to add'. The main area displays 'No data' and '0 of 0 row(s) selected.' at the bottom. At the very bottom of the sidebar, there is a 'View Contributors' link.

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

The screenshot shows the 'Add an item to the inventory' form. The sidebar is identical to the previous screenshot, but the 'Stats' option is not circled. The main content area is titled 'Add an item to the inventory' and has a blue 'Add with Excel' button at the top right, which is circled with a red arrow pointing to it, with a callout box saying 'Click here to add MULTIPLE items'. The form is divided into two sections: 'Lab Details' and 'Item Details'. The 'Lab Details' section includes a 'Lab' dropdown menu, a 'Lab In-charge at PurchaseAuto filled' field with a warning icon, and a 'Lab Technician at PurchaseAuto filled' field with a warning icon. The 'Item Details' section includes an 'Equipment IDAuto generated' field, an 'Item Category' dropdown menu, an 'Item Name' field, a 'Quantity' field with a value of '1', a 'Current Location' field with a warning icon and the text 'Ex: J-106, W-101', and a 'Status' dropdown menu with the value 'Working'. At the bottom of the form, there is a 'Specifications' field. The footer of the sidebar contains a 'View Contributors' link, a 'LOGOUT' button, and the email address 'f20240432@hyderabad.bits-pilani.ac.in'.

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)

← **EEE IMS** ☰

Inventory

Vendor Id and Category Code Columns must be present in the excel and should match with entries in the Settings page.

Bulk Add Items from Excel

Add Single Item

Upload Processing Data Finish

1 2 3

Lab Faculty In-charge Technician In-charge

Select Lab None Specified None Specified

Upload not active
Please select a lab to proceed

View Contributors LOGOUT

Select labs, Faculty and technician in charge

FOR ADDING VENDORS,

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

← **EEE IMS** ☰

Inventory

Items

Settings

Stats

Settings

Vendors Labs Vendors Vendor Category Inventory Category

Add Vendor

Reset Columns

No data

0 of 0 row(s) selected.

Rows per page Previous Next

View Contributors LOGOUT
t20240432@hyderabad.bits-pilani.ac.in

Click here to add

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

Add Vendor ✕

Vendor ID * Vendor Name *

POC Name * Phone Number *

Email *

Vendor Address

Vendor Categories

Select Categories

Cancel Add Vendor

Please fill out this field.

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