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1. Introduction

Inventory Tracker allows the Institute to add high end equipment’s/inventories which the other institutes can come and search for as per their requirement.

2. Add Inventory

- The institutes’ needs to open up the same form that they are using to fill up their utilization on the Fund Tracker portal.
- The inventories that the user will add will be Institute specific and not component specific.

- As highlighted in the fig, the user needs to click on the “Add” button under the “Inventory” tab.
- Then the user has to fill up the following inventory related details:
  - Inventory Type
  - Inventory Item
  - Quantity
  - Inventory Value
  - Inventory Name
  - Description
  - Inventory Category (RUSA/Non – RUSA)
  - Inventory Photos
  - Contact Person’s Name
  - Email, Contact No.
  - Designation
  - Remarks
- Following are the screens for the same.

- When the user selects the Inventory Type based on that we need to select Inventory Item.
- User can upload multiple images of the inventory.
- Then add remarks as well as the contact person details.

- Once the details are filled user needs to click on the “Submit” button.
- Thus, the Inventory successfully gets added.
3. View Inventory

As highlighted in the fig, to view the inventory related details click on the view button.
Following screen is displayed:
4. **Edit Inventory**

- As highlighted in the fig, the user needs to click on the edit button, make the changes as desired and then click on the submit button.

5. **Delete Inventory**

- As highlighted in the fig, the user needs to click on “Delete” button the Inventory will be deleted successfully.
6. Inventory Dashboard

- User needs to click on [https://rusamhrd.tiss.edu/app/allInventories](https://rusamhrd.tiss.edu/app/allInventories)

- At the top there are various filters which can be used to get the desired inventory and then contact the related person.
Thank You!!!