Project Approval (Equipment/Consumables/Contingencies/Travel/Miscellaneous)

#### **User Manual**

**Step-1:** BITS Approval System web portal address: https://ipcservices.bits-pilani.ac.in/BAS/

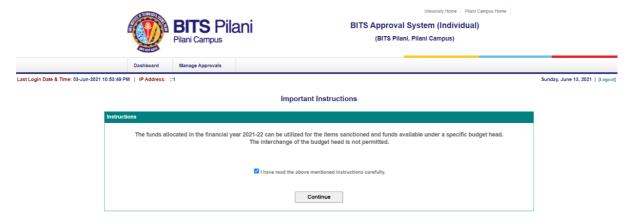
<u>Step-2:</u> Login to BITS Approval System using your Faculty BITS login ID and Password (Use the latest **Mozilla Firefox** OR **Google Chrome** web browser only).

<u>Step-3</u>: On Successful login you will be redirected to **Dashboard** Page. Dashboard page will display the Current financial year approved projects.



<u>Step-4</u>: To Create Approval(Equipment/Consumables/Contingencies/Travel/Miscellaneous), go to "Manage Approval" tab. Under this tab, you can create new approval request, Edit approvals, and can view the approval status.

- A) New Approval: In this section, you can create a new approval.
  - 1. Click on New Approval link. Read the Instructions and Check on Checkbox and then Click on "Continue" button.

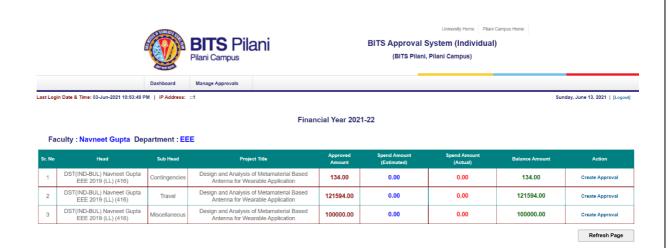


# Project Approval (Equipment/Consumables/Contingencies/Travel/Miscellaneous) User Manual

2. On Next Page, you will get the Project details. Click on "Go To Create Approval" to create a new approval.



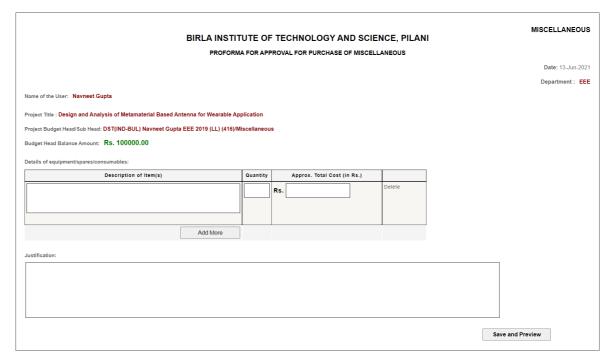
- 3. This page will display the approved budget, spend budget and available balance for individual budget heads.
  - Choose the appropriate budget head and Click on "Create Approval" link.



## Project Approval (Equipment/Consumables/Contingencies/Travel/Miscellaneous)

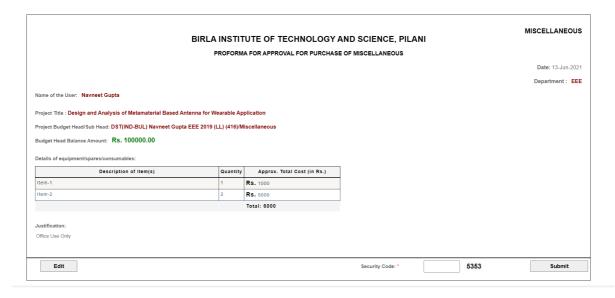
#### **User Manual**

- 4. On Next Page, you will get the approval perform. Now you can enter your details.
  - a) You can type or copy & paste the item description in the Item description box, type item quantity (only numbers allowed) and type item cost (only numbers are allowed. Click on "Add More" button to add more item details.



<u>Important Note:</u> Decimal values are <u>NOT</u> allowed in Quantity and Amount. Only number values are allowed.

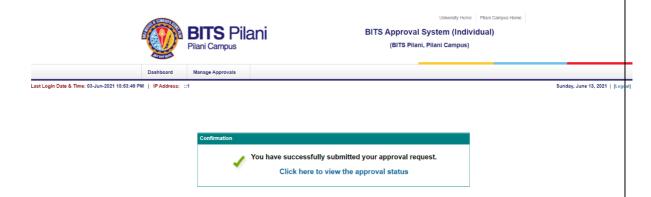
- b) Type or copy & paste the Justification for your approval request.
- c) Now Click on "Save and Preview" button to preview the approval.



## Project Approval (Equipment/Consumables/Contingencies/Travel/Miscellaneous)

#### **User Manual**

- d) Now you can view approval complete details. Using "**Edit**" option you can edit the Form-A details before the final submission.
- e) For final submission of request, enter the "Captcha Code" and click on "Submit" button.
- f) On successful submission of the request, you will get the Confirmation page.



**B)** View Approval Status: In this section, you can view your approval status with all approval details.



Here you can view the approval status. You will get email notification on approval "Approved" OR "Not Approved" by Dean Administration OR Director.

**Print Option:** Using print Option, you can Print the approval.

**Save as PDF File:** To Save as PDF File, click on Print Option and there you will find Save as PDF (Save to PDF) option or other PDF options.

**Project Approval (Equipment/Consumables/Contingencies/Travel/Miscellaneous)** 

#### **User Manual**

**C)** Edit Approval: In this section, you can edit the approvals which are "Not Approved" by the HOD/SRCD/Dean Admin or Director.

Using this option, you can edit the item details or Justification.

<u>Important Note:</u> You can't change the Budget Head details in the "Edit Approvals" section. Only Item details or Justification can be updated

Note: For any technical issues / login issues, please contact at: <a href="mailto:sdetu@pilani.bits-pilani.ac.in">sdetu@pilani.bits-pilani.ac.in</a>