

Book Requisition Form User guide:

Step1:- Login to RITAGE



The screenshot shows a login form titled "Please Sign In". At the top, there is a dropdown menu set to "2020-2021 Part-I". Below this, there are two radio buttons: "Faculty / Staff" (which is selected) and "Student". There are two input fields: "User Id" and "Password". A green "Login" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot your password?" and "Register Your Complaints".

Step 2: - After login RITAGE, find and click Faculty Profile Tab



Step3:- Find Book Requisition & Recommendation and Click.




Step4:- click on Book Requisition & Recommendation.



Step 5:- click Book Requisition & Fill up Book information (select Wing, Required Department, Title, Author, Publisher, Type of book, Number of copies required)

(Note: - You can check available quantity of books click Department wise book collection of Central Library, OPAC link.)



The screenshot shows a 'Book Requisition' form with the following fields: Wing (dropdown), Required for (dropdown with 'Automobile Engineering' selected), Title (text input), Author (text input), Publisher (text input), Type of Book (radio buttons for Text Book, Reference Book, Other), Number of copies required (text input), and Do you want to recommend more number of Titles (radio buttons for Yes, No). A green 'Click to check >>' button is at the bottom left. Below the form are 'Add', 'Update', and 'Clear' buttons. A callout box on the right says 'Fill All Information Select wing, Type, Title, Author, Publisher, Book Type, and Copies etc.' A callout at the bottom left says 'Finally click Add tab'. A callout at the bottom right says 'Check Availability of Book Copy Status'.

After filling all book information click add tab.

~ Thank You ~

I hope this user manual will have sufficient information to requisition new book from library. If you still need more information about this feel free to contact:

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