FITT Online R&I Booking Facility

[User Guide]

As part of our ongoing commitment to automation, the Foundation for Innovation and Technology Transfer has successfully launched its project management and Incubation **ERP modules.**

Continuing this momentum, FITT is now enabling its **(R&I) Booking Facility** online portal.
The online portal is designed to enhance the accessibility and efficiency of R&I Facilities for all stakeholders, including IIT Faculty, Startups, Clients, Staff, and Guests.

The R&I module will have the following benefits:

All booking requests for Meeting Rooms, Board Rooms, Auditorium, Suites and Labs are enabled online

View up-to-date availability of resources and facilities to plan your events effectively.

Manage your bookings, track reservations, and receive confirmations through a centralized dashboard.

Quicker resolution with less follow-up and automate escalation

Reminders on pending actions

R&I Booking Facility

Step 2: User ID Creation

Once the enquiry is approved, user will get an email for the Profile registration.

Click on the link given in the mail.

Fill in all the details and create a password for your login.

R&I
Booking Facility

Go to login tab or click here: https://fitt-iitd.in/ERP/login .

Select the user as follows:
1. Startup- Clients
2. Faculty – IITD/FITT
3. Other – Guests
and input the login credentials.

After successful login,

Click on the "Booking" button on the left-side Navbar (Blue Panel).

You will get a view of Different type of bookings such as Event, Lab and Suite.

Event Booking Flow

Step 4: Fresh Room Booking

- Under Event, Click on Fresh Booking.

- Click on the ADD button present in the top right corner.

- Fill in the booking details as per the form and submit it.

- Once Request is approved, you will get an approved notification.

Event Booking Flow

Under Event head, click on Approved.

View your required booking from the "Three dots" action.

Pay the advance amount as per the from and enter the required details.

Once the payment is approved by the R&I Stakeholder, you will receive a confirmation.

Event Booking Flow

Step 4: Final Payment and Invoice

After the Event is done, you will get a notification and the final invoice with the Amount, including extra services and breakages (if any)

Pay the remaining balance of extra services and breakages (if any), and update the same on the portal.

R&I stakeholder will confirm the payment received.

Event closed.

R&I
Booking Facility

The process for booking **Suites and Labs** is the same as for event booking. To initiate a new request, go to the **Booking menu**, click the **"Fresh Request"** button under the relevant section, fill out the form, and submit it.