



भारतीय प्रौद्योगिकी संस्थान रुड़की  
Indian Institute of Technology Roorkee



# SOFTWARE REQUISITION PORTAL

## ICC IITR

[USER MANUAL \(VERIFIER\)](#)





# EMAIL RECEIVED TO VERIFIER

Dear Sir/Madam

The following software @ICC are required for use by me.

System Requisition No. is : 81

**REQUIRED SOFTWARE:**

1. Office Pro Plus 2016/2019

**Purpose:**

The above mentioned software will be used for **LEARNING**

**Usage duration:** Expected period: 18-01-2022 - 19-01-2022

To automatically forward and recommend the above mentioned software for the said purpose to OC Software, please choose and click appropriate link given below:

To VERIFY [Click here](#)

To REJECT [Click here](#)

Thanking you,

Name: TEST STUDENT

Course: B. TECH.

Enrollment No.: 247667

Department: XXXXXXXXXXXXXXXX

Mobile: XXXXXXXXXXXXXXXX

E-Mail: XXXXXXXXXXXXXXXX

When any student/staff submit his/her software requisition and select verifier from verifier list, this type of email received in verifier's email account.

Here 2 links shown 1<sup>st</sup> is to verify and 2<sup>nd</sup> one is to REJECT student's requisition.

To VERIFY requisition, click on **VERIFY** link. It will open a popup page for confirmation.

To REJECT requisition, click on **REJECT** link. It will open a popup page for confirmation.



# VERIFY ACTION SCREEN

This is a confirmation page, if User clicks on **VERIFY BUTTON**, requisition will be verify by the system and a confirmation email sent to the student and ICC for further action.



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Institute Computer Center  
Software Requisition Verification

You are going to verify this software license requisition.  
Please confirm.

VERIFY



# REJECT ACTION SCREEN

This is a confirmation page, if User clicks on **REJECT BUTTON**, requisition will be reject by the system and a confirmation email sent to the student and ICC for further action.



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Institute Computer Center  
Software Requisition Verification

You are going to reject this software license requisition.  
Please confirm.

REJECT



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# THANK YOU

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Software Requisition Portal, ICC IITR



<http://srp.iitr.ac.in>

