




# A STEP TOWARDS RURAL TRANSFORMATION

# DF TICKETING SYSTEM

<https://dfticketing.org>

# Login Page



## Login


Email

Email Address

Password

Enter your password

SIGN IN



Sign in with Google

You can log in using your DF email and the auto-generated password sent to your registered email address.

**OR**

You can log in using the Google option with your registered DF email address.



# Home Page



Home

U User

This is the Profile section

Click the plus (+) button to create a new report.

At the top, you can view the number and status of Reports you have opened, as well as those related to Reimbursement, Procurement, and Advance.

In this section, you can view the Report Details, including the Report Number, Report Period, Process Status, and Report Description.

Report +

13

Raised: 13  
Pending: 7  
Closed: 6

Reimbursement

19

Raised: 19  
Pending: 9  
Closed: 10

Procurement

0

Raised: 0  
Pending: 0  
Closed: 0

Advance

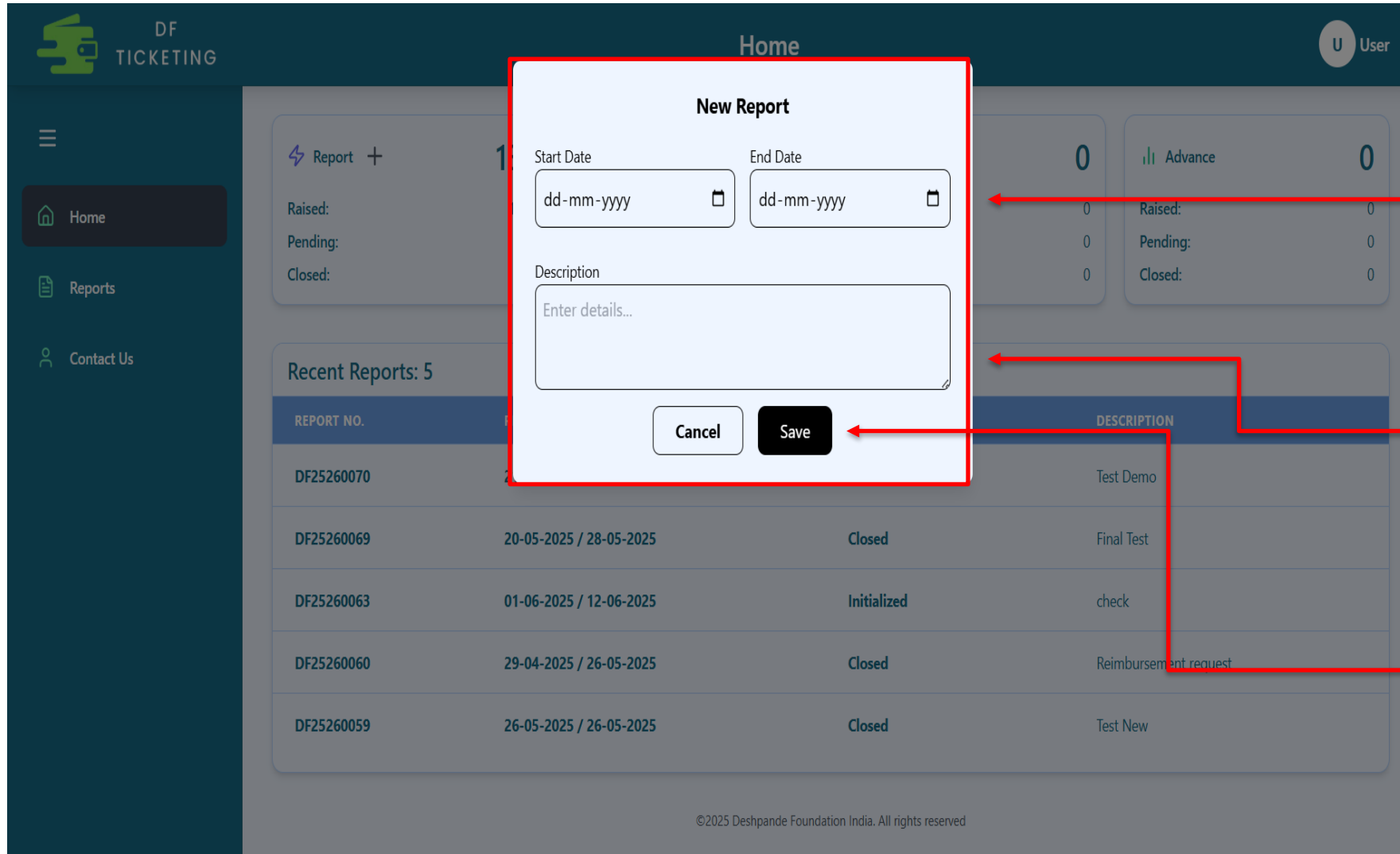
0

Raised: 0  
Pending: 0  
Closed: 0

Recent Reports: 5

REPORT NO.	REPORT PERIOD	PROCESS STATUS	DESCRIPTION
DF25260070	21-05-2025 / 28-05-2025	Closed	Test Demo
DF25260069	20-05-2025 / 28-05-2025	Closed	Final Test
DF25260063	01-06-2025 / 12-06-2025	Initialized	check
DF25260060	29-04-2025 / 26-05-2025	Closed	Reimbursement request
DF25260059	26-05-2025 / 26-05-2025	Closed	Test New

# Create NEW Report



**DF TICKETING** Home U User

**New Report**

Start Date: dd-mm-yyyy End Date: dd-mm-yyyy

Description: Enter details...

Cancel Save

**Recent Reports: 5**

REPORT NO.			DESCRIPTION
DF25260070			Test Demo
DF25260069	20-05-2025 / 28-05-2025	Closed	Final Test
DF25260063	01-06-2025 / 12-06-2025	Initialized	check
DF25260060	29-04-2025 / 26-05-2025	Closed	Reimbursement request
DF25260059	26-05-2025 / 26-05-2025	Closed	Test New

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These dates define the time range for the tickets you intend to create.

When you click the plus (+) button, this pop-up will appear. You need to fill in all the details, including the Report Start Date, Report End Date, and a short description of the report.

Click on 'Save' to create the report.

# Tickets Section

DF  
TICKETING

Report no: DF25260072

U User

Reimbursement +

Procurement +

Advance +

All Tickets: 2

Q Search tickets...

TICKET NO.	CATEGORY	EXPENSE	BUDGET	PROCESS STATUS	DESCRIPTION
DF06250218	Reimbursement	Program Expense	Revenue Budget	Initialized	Accommodation
DF06250219	Reimbursement	Program Expense	Revenue Budget	Initialized	Travel

Submit Report

This is the Report ID

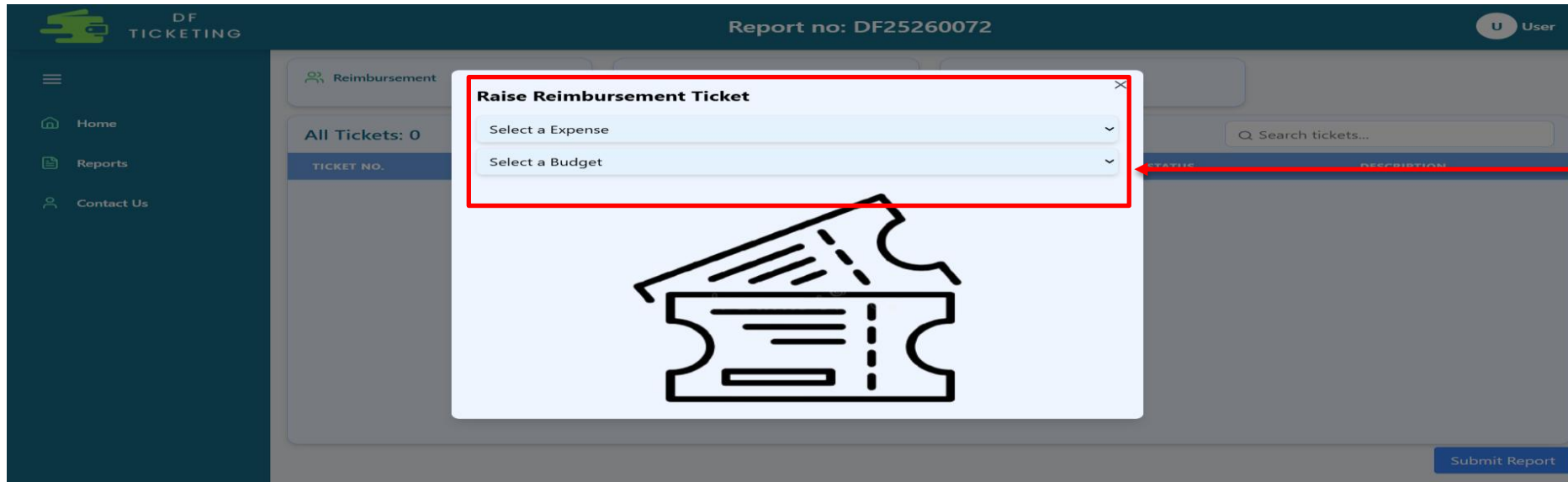
From here, you can create different types of tickets such as Reimbursement, Procurement, and Advance.

Here, you can view the tickets you have created.

This is Ticket ID

Click 'Submit' to submit your report along with all your tickets.

# Create Reimbursement Ticket



DF TICKETING

Report no: DF25260072

U User

Reimbursement

All Tickets: 0

TICKET NO.

Submit Report

Q Search tickets...

Q Search tickets...

STATUS DESCRIPTION

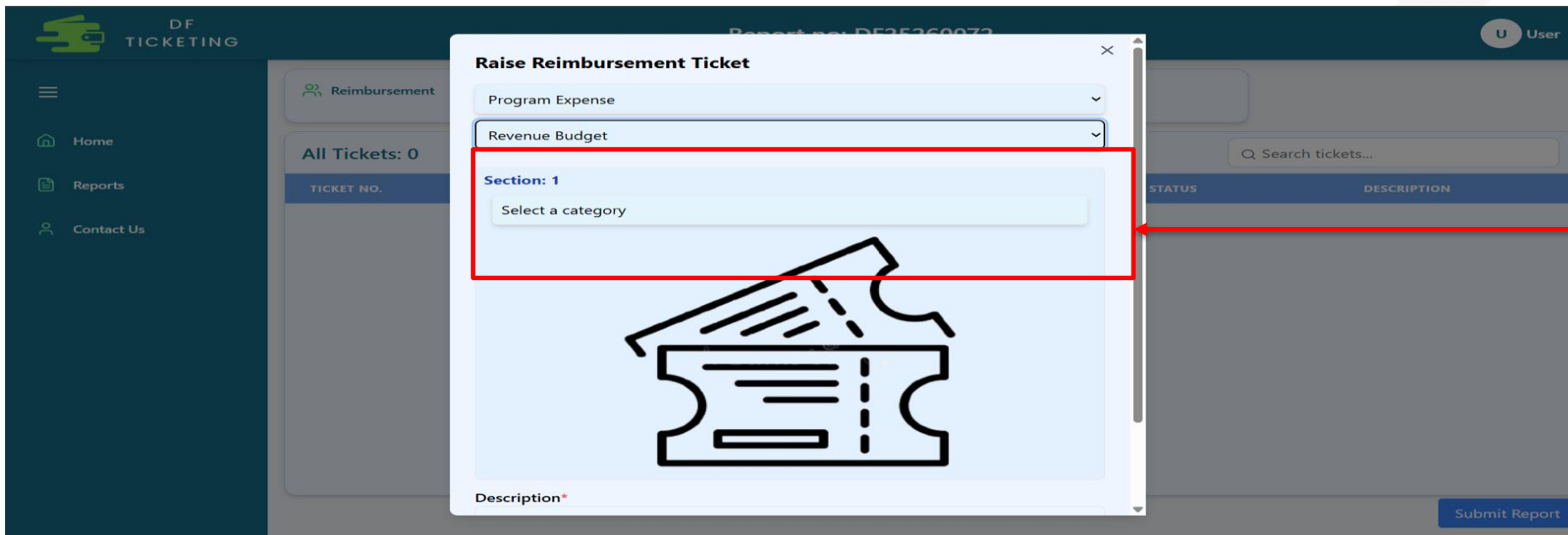
Submit Report

**Raise Reimbursement Ticket**

Select a Expense

Select a Budget

When you click the plus (+) button next to Reimbursement, a pop-up will open where you need to select the Expense Type and Budget Type.



DF TICKETING

Report no: DF25260072

U User

Reimbursement

All Tickets: 0

TICKET NO.

Submit Report

Q Search tickets...

Q Search tickets...

STATUS DESCRIPTION

Submit Report

**Raise Reimbursement Ticket**

Program Expense

Revenue Budget

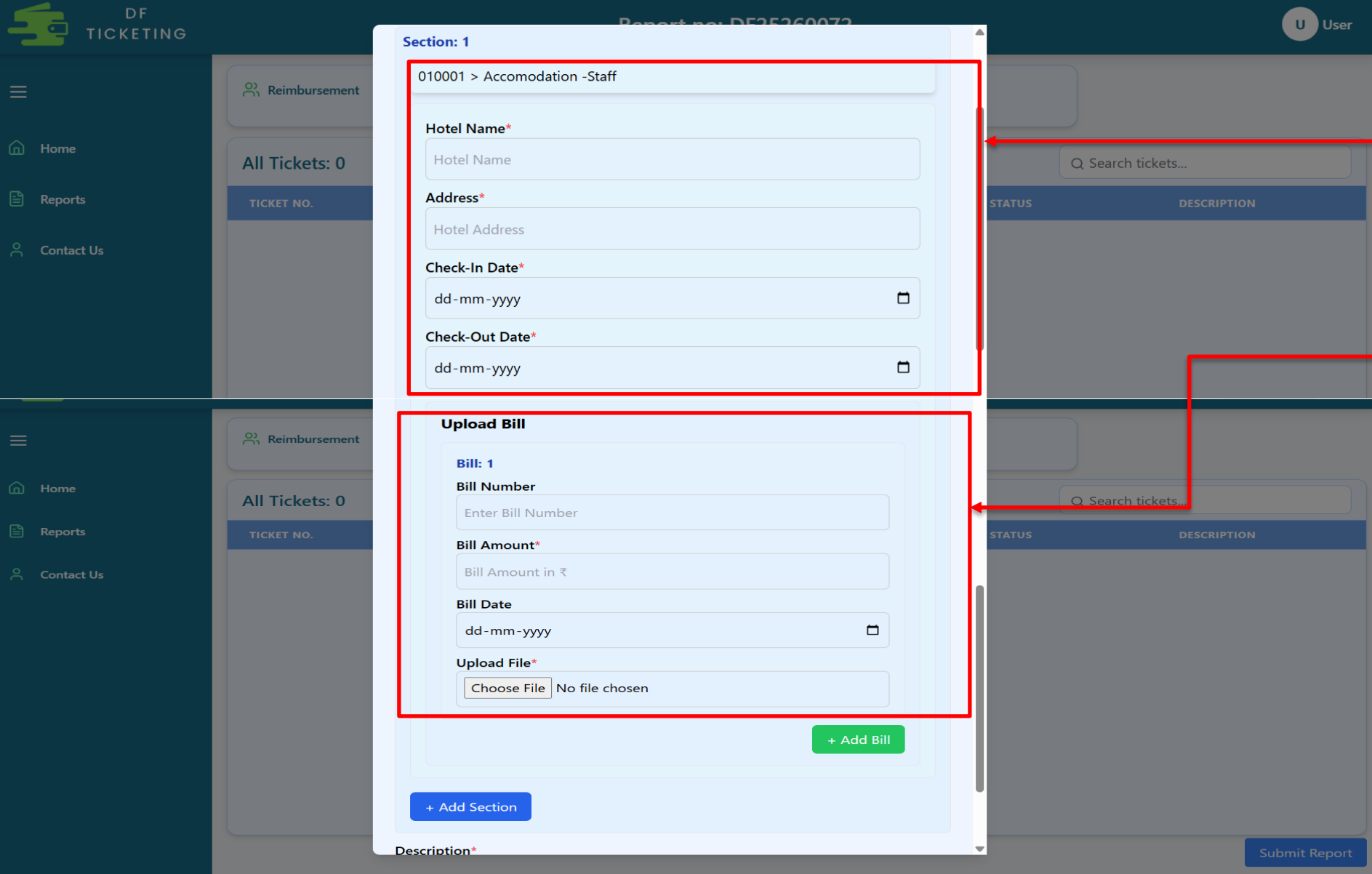
**Section: 1**

Select a category

Description\*

As you make your selection, the section below will open, allowing you to choose the reimbursement category—such as Food, Travel, Accommodation, etc.

# Accommodation Reimbursement



DF  
TICKETING

Reimbursement

All Tickets: 0

TICKET NO.

Section: 1

010001 > Accomodation -Staff

Hotel Name\*

Hotel Name

Address\*

Hotel Address

Check-In Date\*

dd-mm-yyyy

Check-Out Date\*

dd-mm-yyyy

Upload Bill

Bill: 1

Bill Number

Enter Bill Number

Bill Amount\*

Bill Amount in ₹

Bill Date

dd-mm-yyyy

Upload File\*

Choose File No file chosen

+ Add Bill

+ Add Section

Description\*

STATUS DESCRIPTION

Q Search tickets...

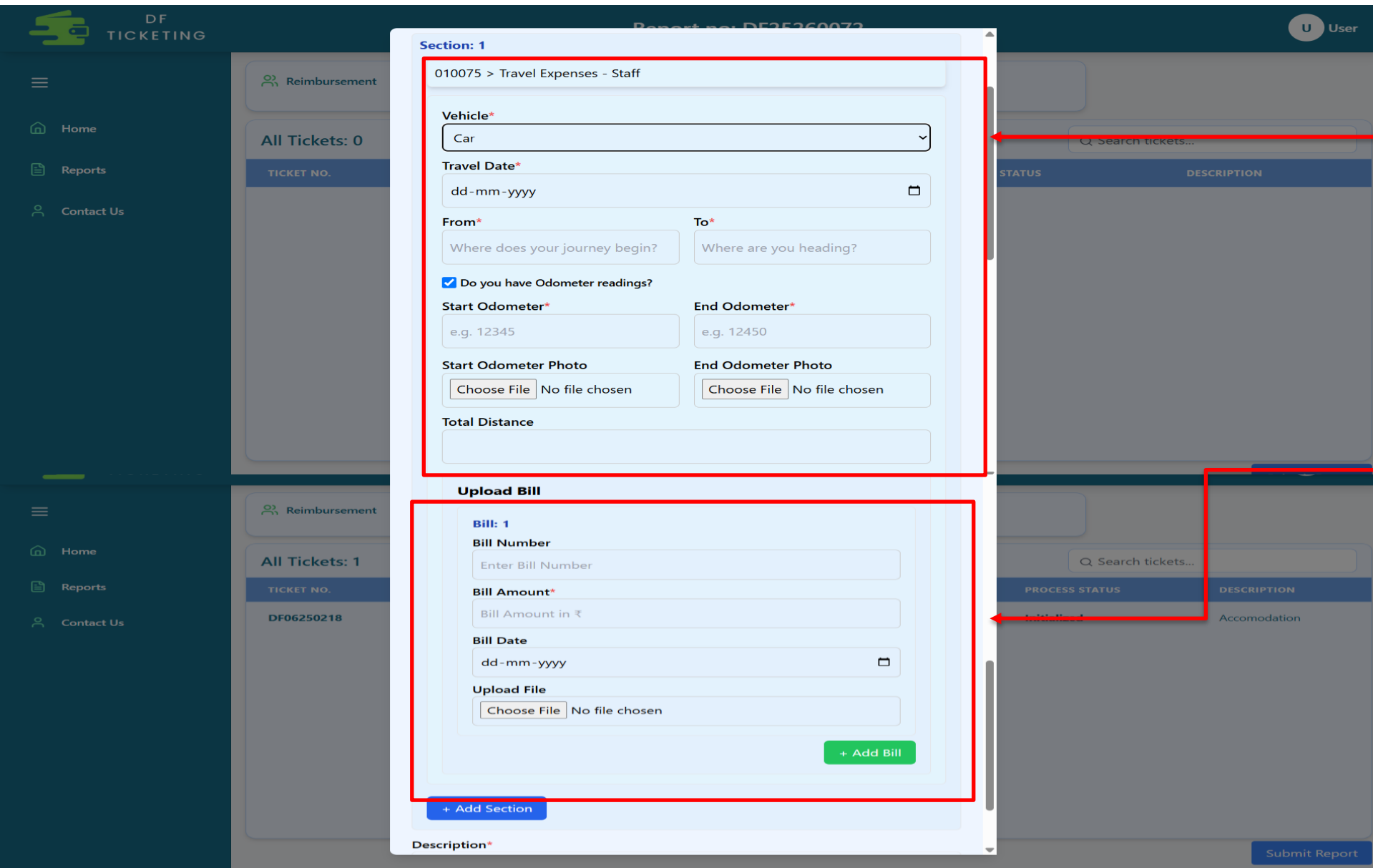
Submit Report

Now, if you select Accommodation, this section will open where you need to fill in all the details marked with a red asterisk (\*).

The section below is for attaching bills related to that expense.



# Travel Reimbursement



The screenshot shows a web application for travel reimbursement. The left sidebar contains navigation links: Home, Reports, and Contact Us. The main content area is titled 'Reimbursement' and shows 'All Tickets: 0'. A modal form titled 'Section: 1' is open, showing '010075 > Travel Expenses - Staff'. The form has two main sections highlighted with red boxes: 'Section: 1' and 'Upload Bill'. The 'Section: 1' section contains fields for Vehicle, Travel Date, From, To, Odometer readings, and Total Distance. The 'Upload Bill' section contains fields for Bill Number, Bill Amount, Bill Date, and an Upload File button. A '+ Add Bill' button is at the bottom of the 'Upload Bill' section. A '+ Add Section' button is at the bottom of the modal. The background shows a table with columns 'STATUS' and 'DESCRIPTION', and a 'Submit Report' button.

Section: 1

010075 > Travel Expenses - Staff

Vehicle\*

Car

Travel Date\*

dd-mm-yyyy

From\*

Where does your journey begin?

To\*

Where are you heading?

☒ Do you have Odometer readings?

Start Odometer\*

e.g. 12345

End Odometer\*

e.g. 12450

Start Odometer Photo

Choose File No file chosen

End Odometer Photo

Choose File No file chosen

Total Distance

Upload Bill

Bill: 1

Bill Number

Enter Bill Number

Bill Amount\*

Bill Amount in ₹

Bill Date

dd-mm-yyyy

Upload File

Choose File No file chosen

+ Add Bill


+ Add Section


Description\*

Now, if you select Travel, this section will open where you need to fill in all the details marked with a red asterisk (\*).

The section below is for attaching bills related to that expense.

# Food Reimbursement

 DF  
TICKETING

 Reimbursement

All Tickets: 2

TICKET NO.
DF06250218
DF06250219

Section: 1

010021 > Food & Beverages - Staff

Food Date\*

dd-mm-yyyy

Please fill out this field.

Upload Bill

Bill: 1

Bill Number

Enter Bill Number

Bill Amount\*

Bill Amount in ₹

Bill Date

dd-mm-yyyy

Upload File\*

Choose File No file chosen

+ Add Bill

U User

Q Search tickets...

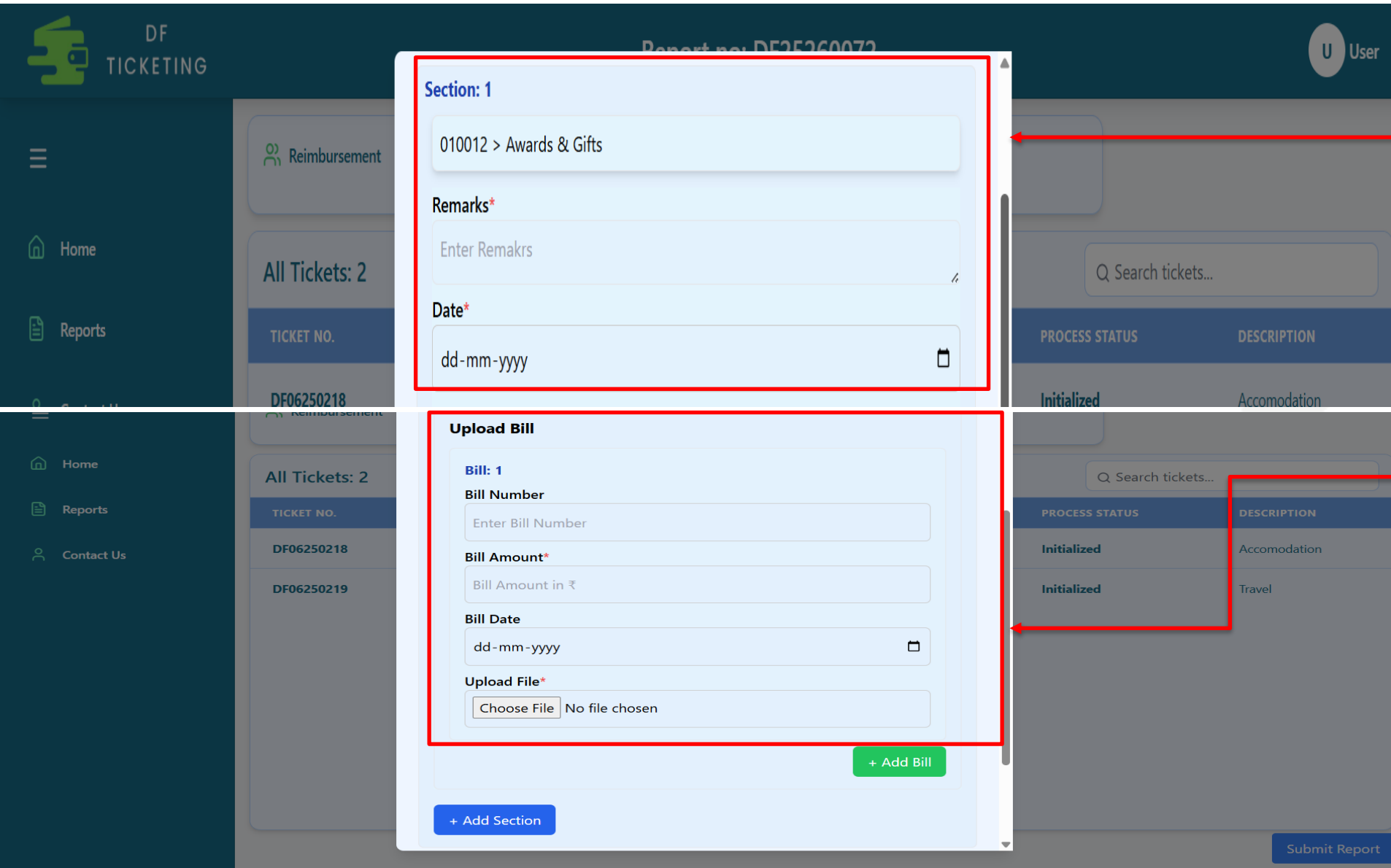
PROCESS STATUS	DESCRIPTION
Initialized	Accommodation
Initialized	Travel

Submit Report

Now, if you select Food, this section will open where you need to fill in all the details marked with a red asterisk (\*).

The section below is for attaching bills related to that expense.

# Any Other Reimbursement



The screenshot shows the 'DF TICKETING' interface with a 'Reimbursement' section. A modal form is open, titled 'Section: 1', which contains the following fields:

- 010012 > Awards & Gifts** (Dropdown menu)
- Remarks\*** (Text input field with placeholder 'Enter Remakrs')
- Date\*** (Date input field with placeholder 'dd-mm-yyyy')

Below this modal is another section titled 'Upload Bill' with the following fields:

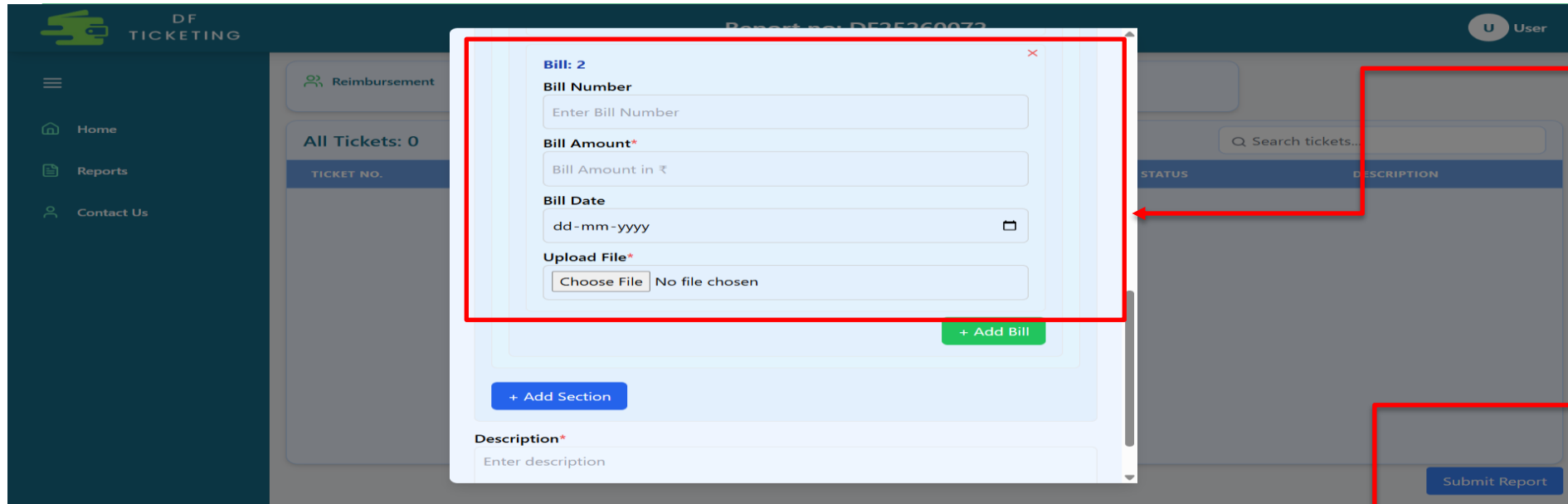
- Bill: 1** (Section header)
- Bill Number** (Text input field with placeholder 'Enter Bill Number')
- Bill Amount\*** (Text input field with placeholder 'Bill Amount in ₹')
- Bill Date** (Date input field with placeholder 'dd-mm-yyyy')
- Upload File\*** (File upload button labeled 'Choose File' and text 'No file chosen')

At the bottom of the 'Upload Bill' section are two buttons: '+ Add Bill' (green) and '+ Add Section' (blue). The background shows a list of tickets with columns 'TICKET NO.', 'PROCESS STATUS', and 'DESCRIPTION'. The first ticket is 'DF06250218' with status 'Initialized' and description 'Accommodation'. The second ticket is 'DF06250219' with status 'Initialized' and description 'Travel'. A 'Submit Report' button is at the bottom right.

Now, if you select Other Reimbursement, this section will open where you need to fill in all the details marked with a red asterisk (\*).

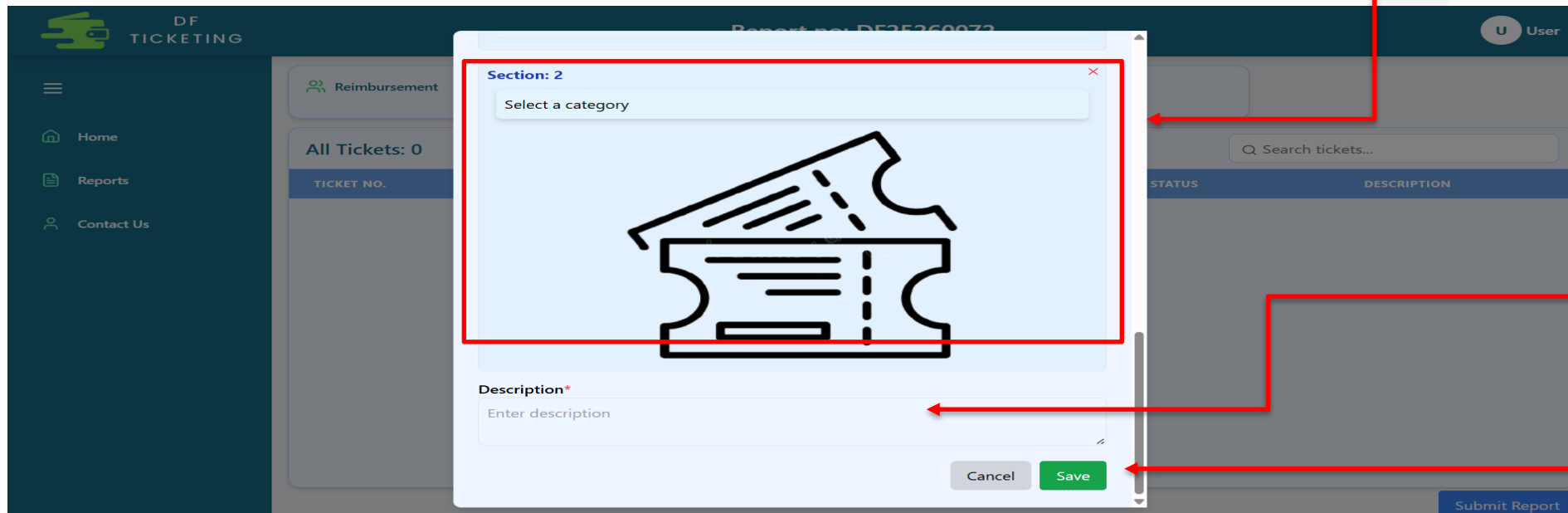
The section below is for attaching bills related to that expense.

# Create Ticket Additional Details



When you click 'Add Bill,' a new bill section will open.

When you select 'Add Section,' a new section opens for you to add a new expense category.



Here, you need to add a brief description.

Click the 'Save' button to create the ticket.

# Inside Tickets (Initialized)

**Ticket no:** DF06250246

**Expense:** Program Expense

**Total Amount:** ₹1000

**Report no:** DF25260063

**Status:** Initialized (Active)

**Description:** Testing

**Budget:** Revenue Budget

**FC/NFC:** -

**Manager:** Suraj Shripad Patil

**Ticket Type:** Reimbursement

**Cost Center:** DF -Technology

**Created Date:** 19-06-2025

Add Section

Delete Ticket

At the initial stage i.e., if you have not submitted the report, or if the manager or finance has rejected the ticket you can add a new section to the ticket or delete the entire ticket.

## Awards & Gifts-Program

**Amount:** ₹1000

**Remrks:** Testing

**Manager Granted:** ₹ Pending

**Date:** 09-06-2025

**Finance Granted:** ₹ Pending

Add Bill

Delete

At the initial stage, you can add bills to a section, delete a bill from a section, and also delete the entire section.

## Bill Details

**Amount:** ₹1000

**Bill ID:** 660

**Bill No:** N/A

**Date:** N/A

**Status:** Active





# Inside Tickets (After Submission)

**Ticket no: DF05250193**

**Expense:**Program Expense

**Budget:**Revenue Budget

**Ticket Type:** Reimbursement

**Total Amount:** ₹1200

**FC/NFC:** -

**Cost Center:** DF -Technology

**Report no:** DF25260057

**Manager:** Suraj Shripad Patil

**Created Date:** 22-05-2025

**Status:** Manager Pending (Active)

**Description:** -

## Accommodation -Staff

**Amount:** ₹1200

**Manager Granted:** ₹ Pending

**Finance Granted:** ₹ Pending

**Hotel:** Lemon Tree

**Address:** cds

**Stay Days:** 2

**Check-in:** 01-05-2025

**Check-out:** 02-05-2025

## Bill Details

**Amount:** ₹1200

**Bill ID:** 479

**Bill No:** LT123

**Date:** N/A

**Status:** Active




## Ticket Process

	Action	Name	Date	Remarks
1	User Proceed	Amlanjyoti Laha	22-05-2025	


Once the report is in 'In Progress' status, you can open the ticket and view the process flow.

# Reports Page

 DF  
TICKETING

Report

U User



- Home
- Reports
- Contact Us

All Reports ▼


+ New report

All Reports: 14


Q Search reports...

REPORT NO.	REPORT PERIOD	PROCESS STATUS	DESCRIPTION
DF25260072	21-05-2025 / 02-06-2025	In Progress	Travel
DF25260070	21-05-2025 / 28-05-2025	Closed	Test Demo
DF25260069	20-05-2025 / 28-05-2025	Closed	Final Test
DF25260063	01-06-2025 / 12-06-2025	Initialized	check
DF25260060	29-04-2025 / 26-05-2025	Closed	Reimbursement request
DF25260059	26-05-2025 / 26-05-2025	Closed	Test New
DF25260057	01-05-2025 / 31-05-2025	In Progress	Test Suraj
DF25260056	09-05-2025 / 12-05-2025	In Progress	Testing

# Report Edit

 Reimbursement +

 Procurement +

 Advance +

All Tickets: 1

Report: 30-06-2025 to 30-06-2025

Q Search tickets...

TICKET NO.

CATEGORY

EXPENSE

BUDGET

PROCESS STATUS

Edit Report

Delete Report

DF06250261

Reimbursement

Program Expense

Revenue Budget

Initialized

When a report is in the **Initialized, Manager Rejected, FA Rejected** stage then you can **Edit** the report.

Submit Report

# Report Edit Details

Reimbursement +

Procurement +

Advance +

All Tickets: 0

TICKET NO.

PROCESS STATUS

DESCRIPTION

Q Search tickets...

Start Date

30-06-2025

End Date

30-06-2025

Description

Testing

Cancel


Save


Submit Report

In the Report Edit section, you can update the Start Date and End Date (which must be either the current date or a future date), as well as modify the Description of the report.

# Report Delete

 Reimbursement +

 Procurement +

 Advance +

All Tickets: 1

Report: 30-06-2025 to 30-06-2025

Q Search tickets...

TICKET NO.

CATEGORY

EXPENSE

BUDGET

PROCESS STATUS

D

Edit Report

Delete Report

DF06250261

Reimbursement

Program Expense

Revenue Budget

Initialized

Te

Submit Report

When a report is in the **Initialized, Manager Rejected, FA Rejected** stage and all tickets in the report are deleted then you can **Delete** the entire report.



# Report Revert Back



Home

Reports

Contact Us

All Tickets: 4

Report: 01-05-2025 to 31-05-2025

Q Search tickets...

TICKET NO.	CATEGORY	EXPENSE	BUDGET	PROCESS STATUS	
DF05250193	Reimbursement	Program Expense	Revenue Budget	Manager Pending	<a href="#">Revert Back</a>
DF05250194	Reimbursement	Program Expense	Revenue Budget	Manager Pending	N/A
DF05250195	Reimbursement	Program Expense	Revenue Budget	Manager Pending	N/A
DF05250196	Reimbursement	General & Administrative Expense	Revenue Budget	Manager Pending	N/A

If any ticket within a report is in the 'Manager Pending' stage, the report can be reverted. Only tickets in the 'Manager Pending' stage will be reverted.

# Manager Page



My Team

M Manager

Pending Reports

3

Approved

6

Rejected

0

Closed Reports

5

Count of Reports status

Pending Reports: 3

Q Search reports...

REPORT NO.	USER NAME	REPORT PERIOD	PROCESS STATUS	DESCRIPTION
DF25260072	User	21-05-2025 / 02-06-2025	In Progress	Travel
DF25260057	User	01-05-2025 / 31-05-2025	In Progress	Test Suraj
DF25260056	User	09-05-2025 / 12-05-2025	In Progress	Testing

List of reports raised by  
Manager's Team

Managers can view the  
reports raised by their  
team under the 'My  
Team' section.

# Inside My Team

DF  
TICKETING

Report no: DF25260072

M Manager

Pending Ticket

2

Approved

0

Rejected

0

Closed Tickets

0

Count of tickets status

Pending Tickets: 2

Q Search tickets...

TICKET NO.	CATEGORY	EXPENSE	BUDGET	PROCESS STATUS	DESCRIPTION
DF06250218	Reimbursement	Program Expense	Revenue Budget	Manager Pending	Accommodation
DF06250219	Reimbursement	Program Expense	Revenue Budget	Manager Pending	Travel

List of tickets raised by a  
team member inside the  
report



- Home
- Reports
- My Team
- Contact Us

Employee no: 000010784

Name: User

Reporting Manager: Manager

Cost Center: DF -Technology

Email: abc.xyz@dfmail.org

Entity: Deshpande Foundation

Ticket no: DF06250218

Expense:Program Expense

Total Amount: ₹1000

Report no: DF25260072

Description: Accomodation

Budget:Revenue Budget

FC/NFC: -

Created Date: 02-06-2025

Ticket Type: Reimbursement

Cost Center: DF -Technology

Status: Manager Pending (Active)

Accomodation -Staff

Amount: ₹1000

Hotel: Arc

Check-in: 02-06-2025

Manager Granted: ₹ Not Granted

Address: 29, Abinash Banerjee Lane

Check-out: 02-06-2025

Finance Granted: ₹ Not Granted

Stay Days: 1

Bill Details

Amount: ₹1000

Bill ID: 604

Bill No: adv23

Date: 02-06-2025

Status: Active



## Ticket Process

	Action	Name	Date	Remarks
1	User Proceed	User	03-06-2025	

Reject

Enter remarks...

# Profile Page

DF  
TICKETING

## User Details

U User



Home



Reports



Contact Us



User

abc.xyz@dfmail.org



9999999999



Deshpande Foundation



User

REPORTING MANAGER

Manager

COST CENTER

DF -Technology

JOB TITLE

Data Analyst

WORK LOCATION

DCSE Building, B, V.B. Campus,  
Vidya Nagar,

PAY GRADE

L3.1

BANK NAME

State Bank of India

BANK ACCOUNT NO.

9999999999

IFSC

9999999999

[Change Password](#)[Logout](#)



# Contact Page



Home



Reports



Contact Us

## Get In Touch

Want to get in touch? We'd love to hear from you. Here's how you can reach us.



Need help with your ticket? Our support team is here to assist you.

[df.ticketing@dfmail.org](mailto:df.ticketing@dfmail.org)

# Thank You

