




# A STEP TOWARDS RURAL TRANSFORMATION

# DF TICKETING SYSTEM

<http://ec2-13-212-83-175.ap-southeast-1.compute.amazonaws.com:81/>

# 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.



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## Welcome to DF Ticketing – Your Account Has Been Created

1 message

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**DF Ticketing** <df.ticketing@dfmail.org>  
To: amith.krishnan@dfmail.org

Tue, Jun 3, 2025 at 11:39 AM

### Welcome to DF Ticketing

Dear **Amith Krishnan C**,

We are pleased to inform you that your profile has been successfully created in the **DF Ticketing Test** system.

Your login details are as follows:

- **Login Email:** [amith.krishnan@dfmail.org](mailto:amith.krishnan@dfmail.org)
- **Temporary Password:** Ami28lQXmG

As this is your first time accessing the system, we kindly request that you log in and update your password to ensure account security. Alternatively, you can log in directly using Google Login.

You can access your account here: [DF Ticketing](#)

Welcome aboard! If you have any questions or need assistance, please don't hesitate to contact our support team.

Thank you for using DF Ticketing.

**Best regards,**  
DF Tech Team  
[DF Ticketing](#)

# 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

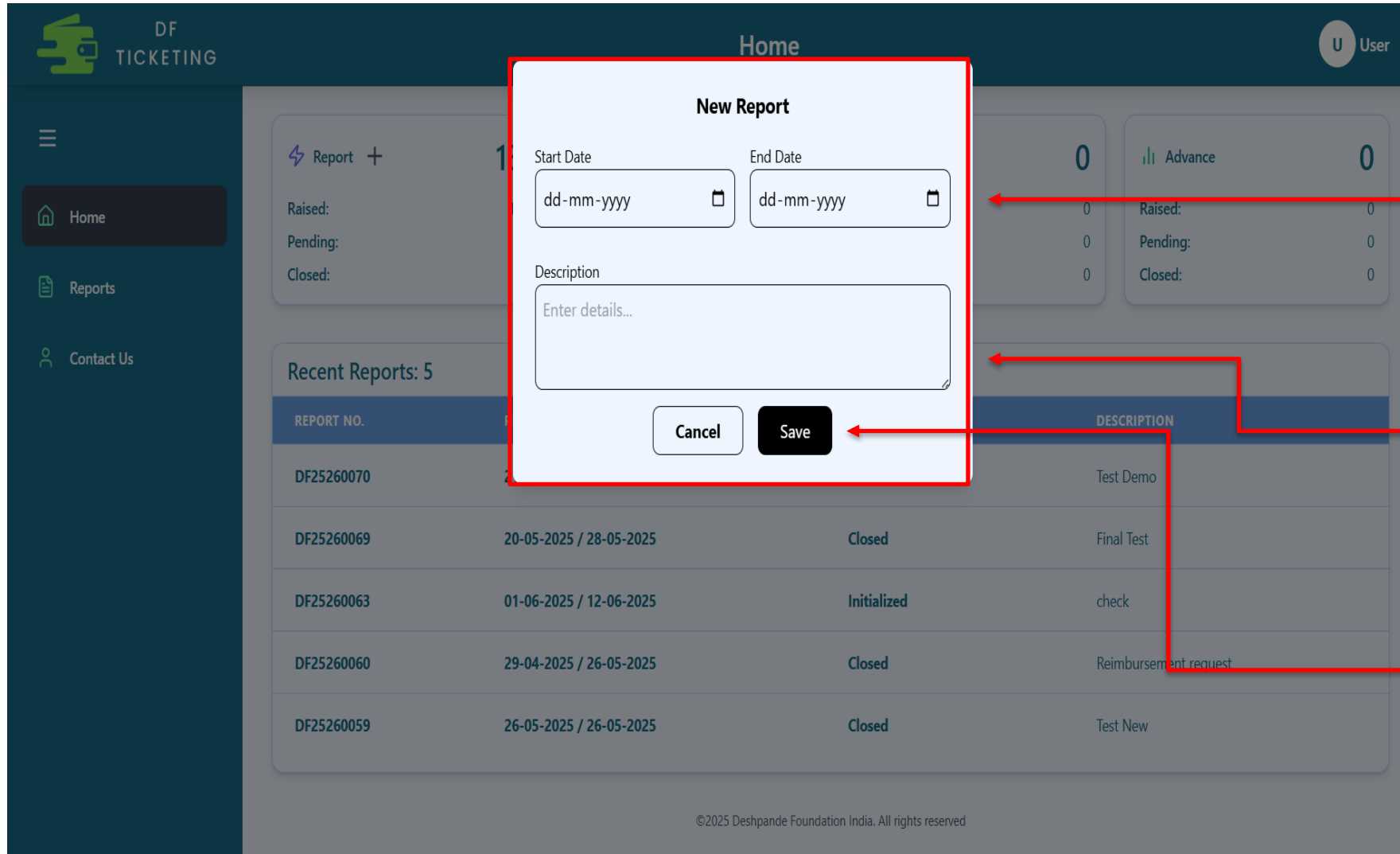
0

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

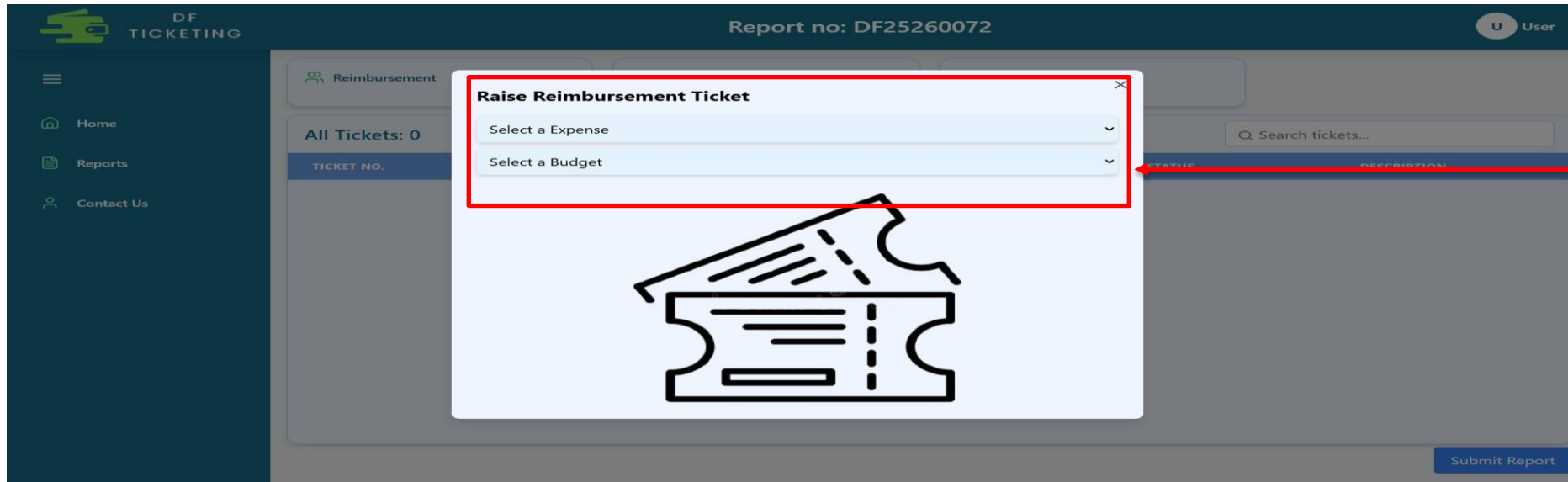
From here, you can create different types of tickets such as Reimbursement, Procurement, and Advance.

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...

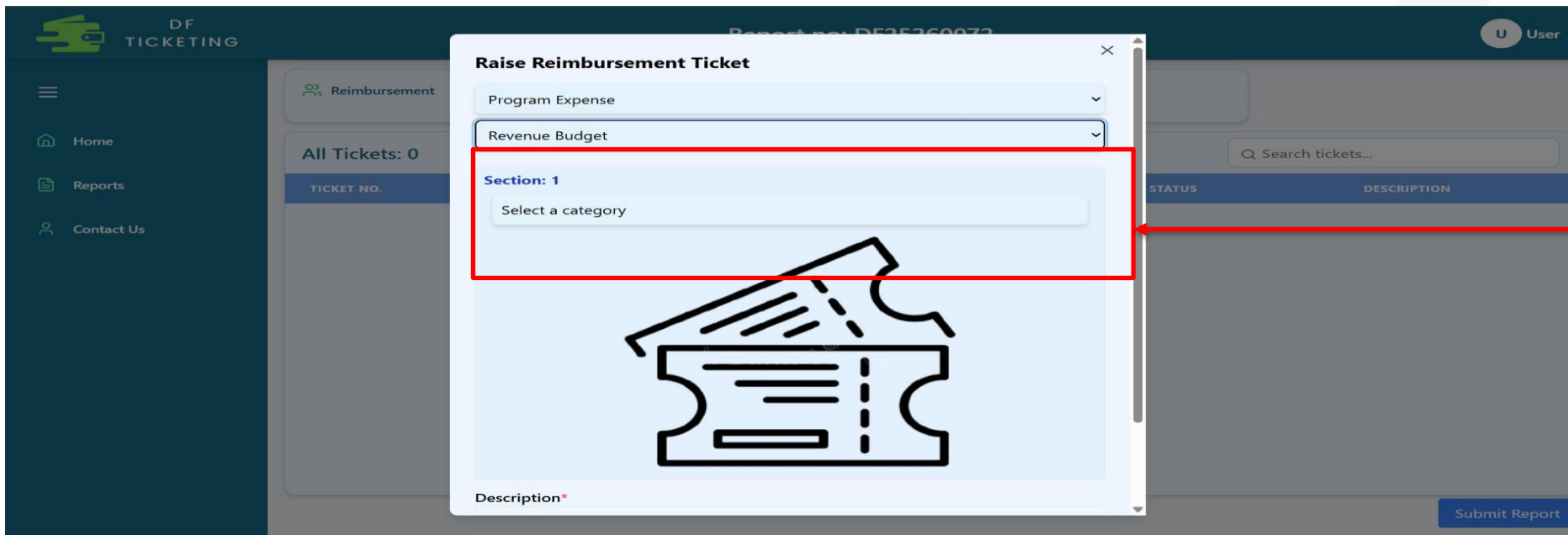
STATUS DESCRIPTION

Section: 1

Select a category

Description\*

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...

STATUS DESCRIPTION

Section: 1

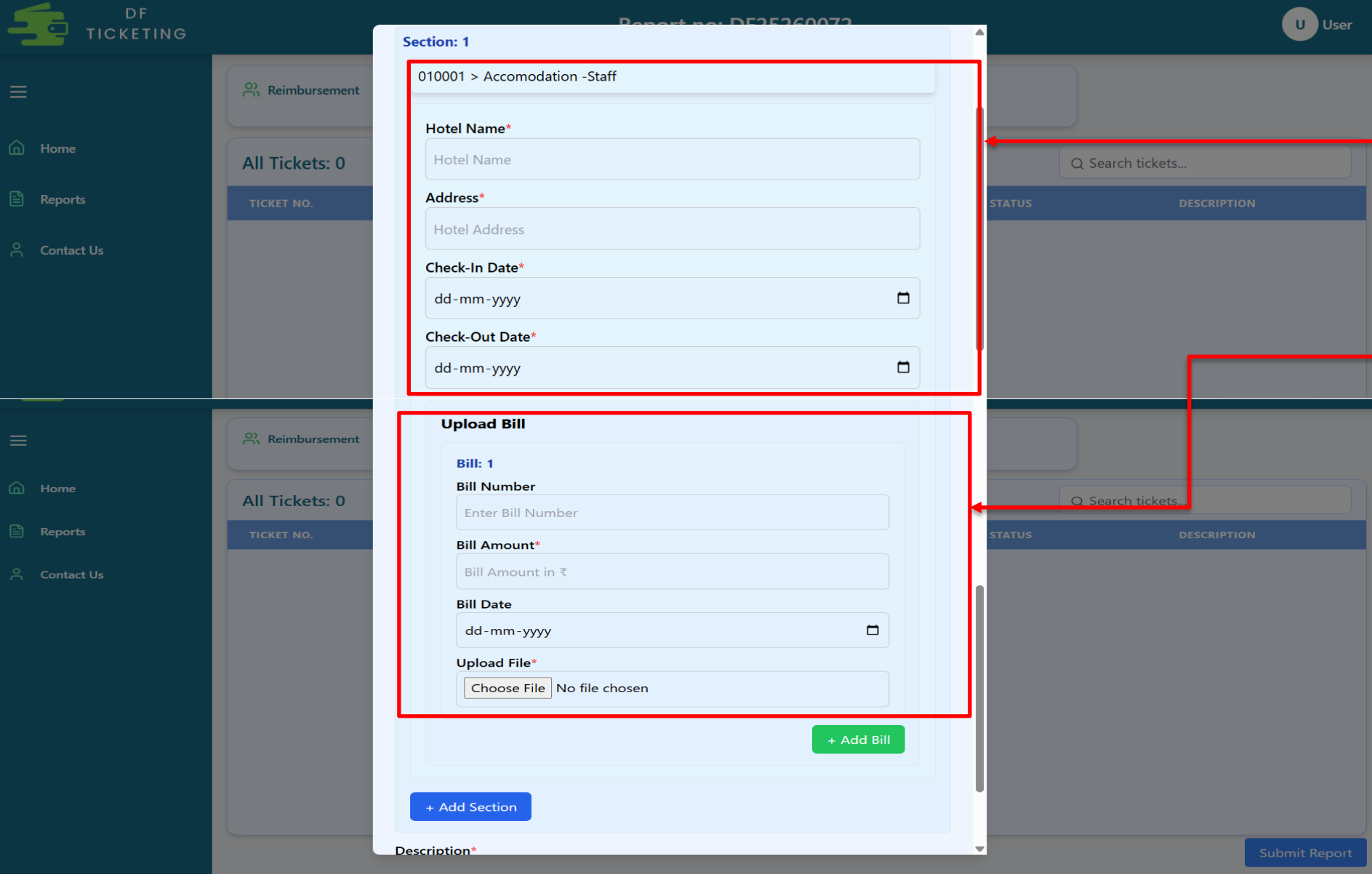
Select a category

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

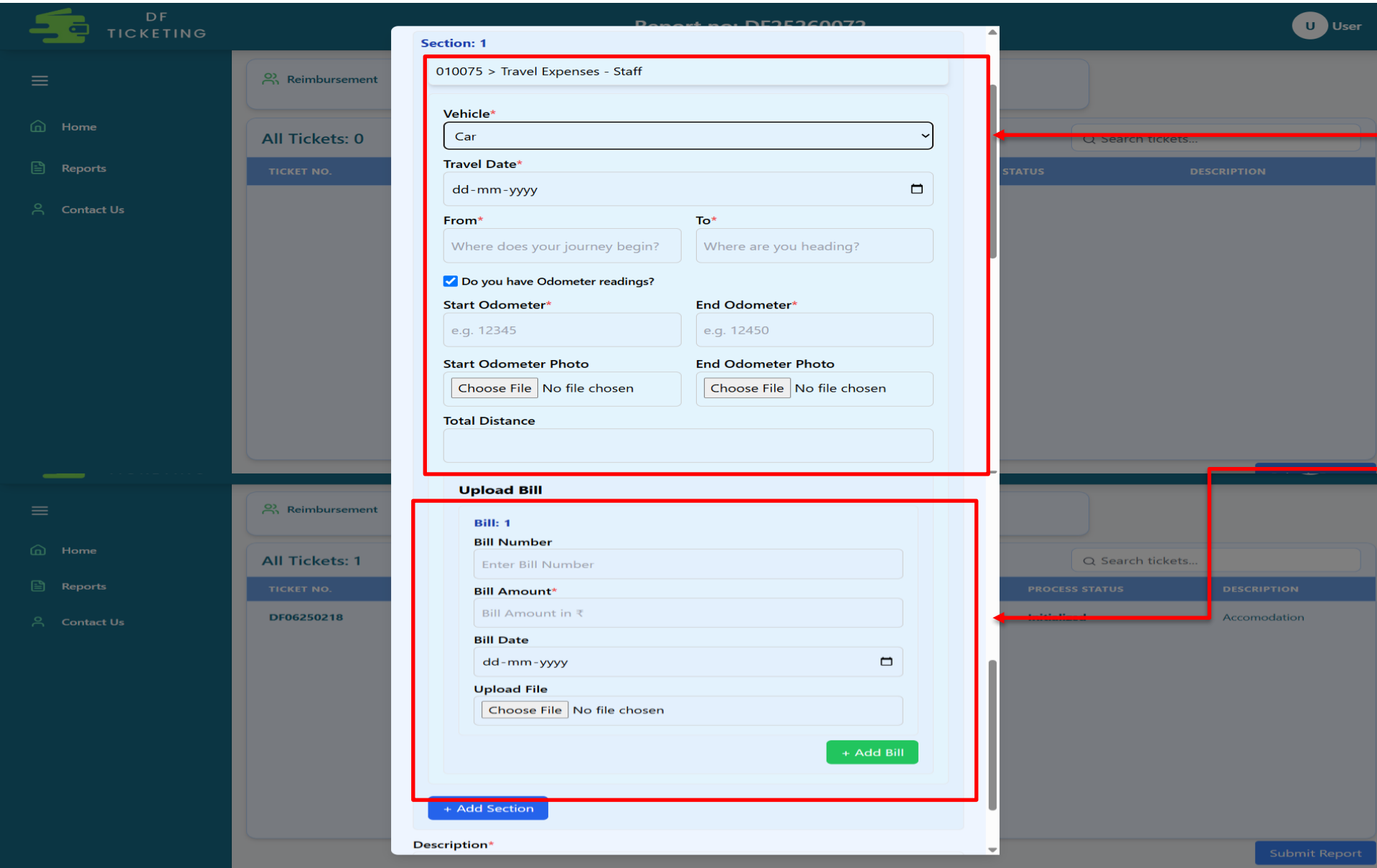
Description\*

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 at the bottom right.

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

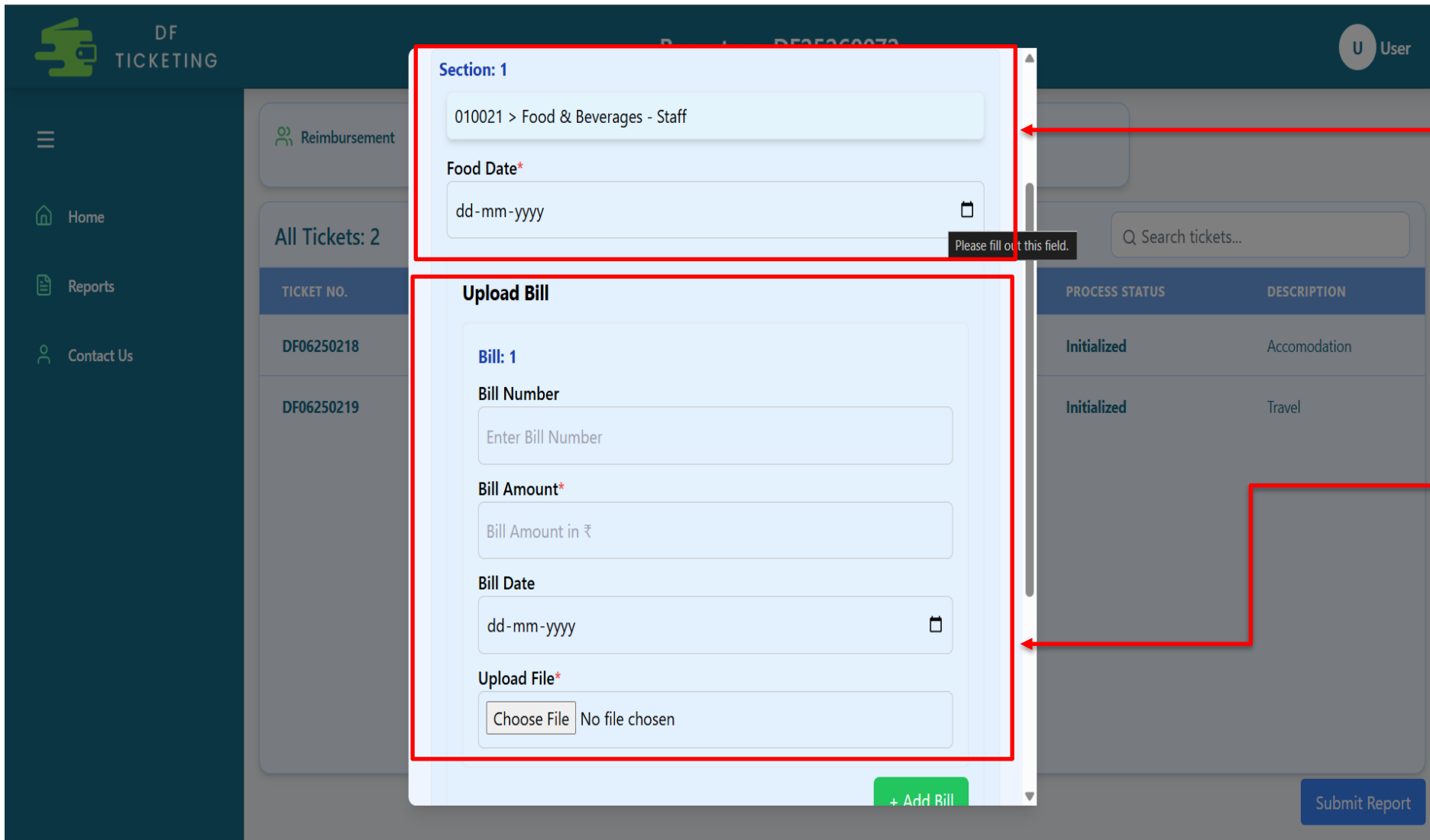
+ Add Section


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...

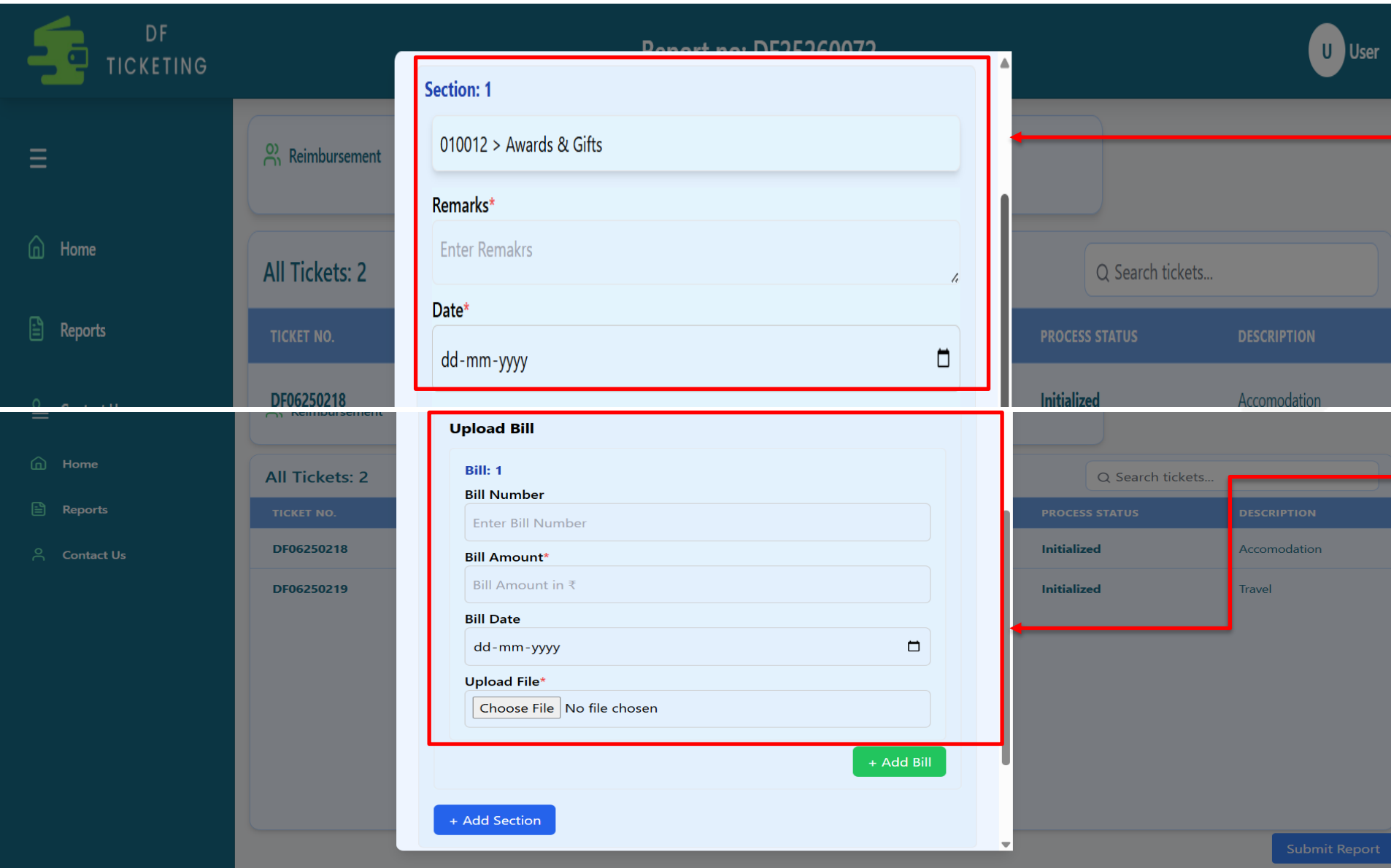
| PROCESS STATUS | DESCRIPTION   |
|----------------|---------------|
| Initialized    | Accommodation |
| Initialized    | Travel        |

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 for 'Any Other Reimbursement'. The form is divided into two main sections, both highlighted with red borders. The first section, 'Section: 1', contains a dropdown menu for '010012 > Awards & Gifts', a 'Remarks\*' field, and a 'Date\*' field. The second section, 'Upload Bill', contains a 'Bill: 1' header, a 'Bill Number' field, a 'Bill Amount\*' field, a 'Bill Date' field, and an 'Upload File\*' field with a 'Choose File' button. A '+ Add Bill' button is at the bottom of the 'Upload Bill' section, and a '+ Add Section' button is at the bottom of the modal. The background shows a list of tickets with columns for 'TICKET NO.', 'PROCESS STATUS', and 'DESCRIPTION'. The 'PROCESS STATUS' column shows 'Initialized' for two tickets, and the 'DESCRIPTION' column shows 'Accommodation' and 'Travel'.

DF  
TICKETING

Report no: DF25260072

U User

Reimbursement

All Tickets: 2

TICKET NO.

DF06250218

DF06250219

Section: 1

010012 > Awards & Gifts

Remarks\*

Enter Remakrs

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

Q Search tickets...

PROCESS STATUS

DESCRIPTION

Initialized

Accommodation

Initialized

Travel

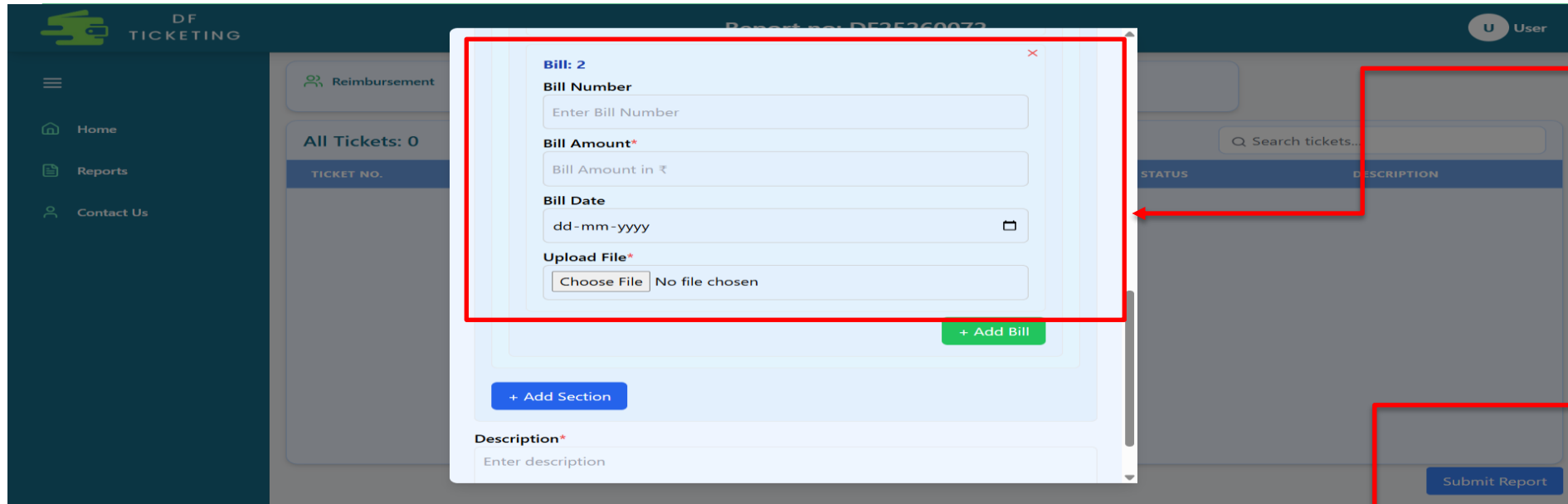
Submit Report

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.



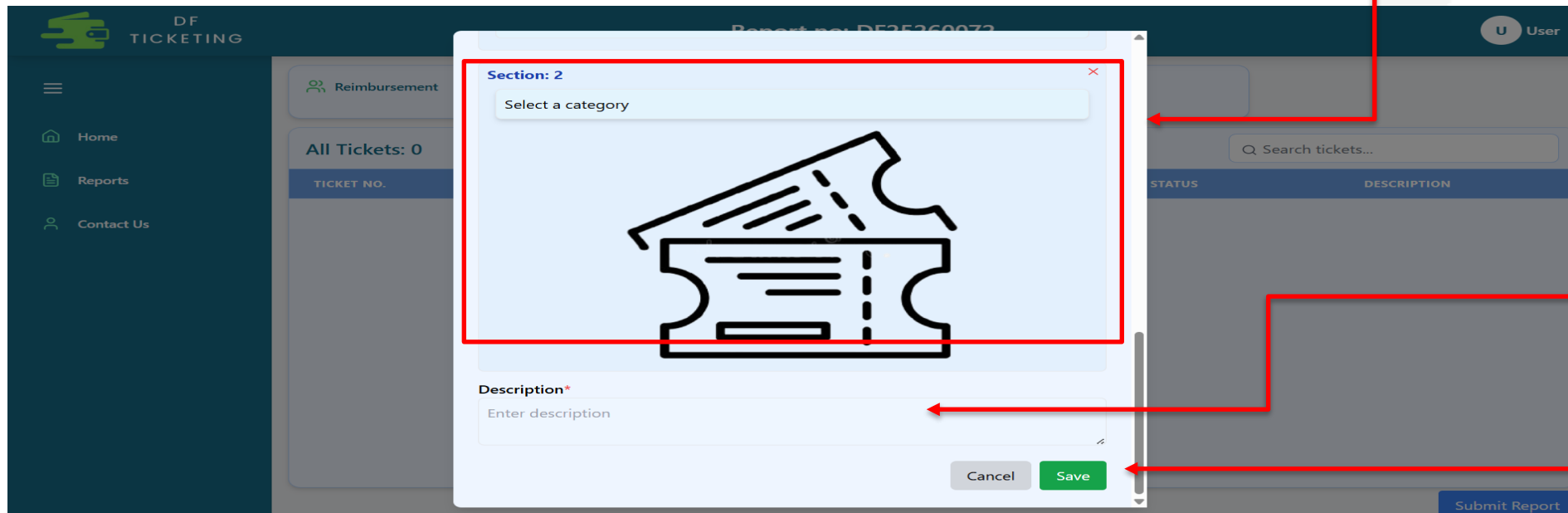
# Create Ticket Additional Details



The screenshot shows the 'DF TICKETING' interface with a sidebar containing 'Home', 'Reports', and 'Contact Us'. The main area displays 'All Tickets: 0' and a 'TICKET NO.' field. A modal titled 'Bill: 2' is open, containing the following fields: 'Bill Number' (text input), 'Bill Amount\*' (text input with placeholder 'Bill Amount in ₹'), 'Bill Date' (date picker showing 'dd-mm-yyyy'), and 'Upload File\*' (file upload button showing 'No file chosen'). A green '+ Add Bill' button is at the bottom right of the modal. Below the modal, there is a '+ Add Section' button and a 'Description\*' text input field.

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.



The screenshot shows the same 'DF TICKETING' interface. A modal titled 'Section: 2' is open, featuring a 'Select a category' dropdown menu and a large illustration of a ticket. Below the modal, there is a 'Description\*' text input field and 'Cancel' and 'Save' buttons at the bottom.

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 and Delete

☰

Home

Reports

Contact Us

Reimbursement +

Procurement +

Advance +

All Tickets: 0

Report: 01-06-2025 to 12-06-2025

Q Search tickets...

| TICKET NO.        | CATEGORY | EXPENSE | BUDGET | PROCESS STATUS | DESCR |
|-------------------|----------|---------|--------|----------------|-------|
| No tickets found. |          |         |        |                |       |

Submit Report

Delete Report

When a report is in the initial stage i.e., it has not been submitted, or has reverted back then you can edit or 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                         |

Revert Back

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

 DF  
TICKETING

Contact Us

U User

 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.

+91 96069 47764



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

df.ticketing@dfmail.org

# Thank You

