VMRF - Ticket Generation System (VMTS)
A seamless support system to enhance work efficiency

All activities related to updates in the website, request for design, and social media updates will be processed through VMTS

Step-by-step process for VMTS are listed below:

Step 1:- Login

Login using the username and password provided. You may choose to change the password after logging in, under the Change password icon
• Enter the current password → new password → confirm password → submit
(One Login ID per department has been activated)

Dashboard
Step 2: Generate a Ticket

To generate a new ticket, click on **Raise a Ticket**

- Your ticket number and Date of submission will be auto-generated
- Select the Institution
- Select the Department
- Select the category of work
- Choose the event date
- Name of the authority who has approved the content
- Enter a subject line regarding your requirements
- If the requirement is for Guest Lectures and workshops, please download the templates from the link provided. Templates for Invitations, Banners, and Certificates are available for your reference
- Explain your requirements in detail in the space provided below
- Upload the Word document, images, or the template
- If the files are too many, the same can be emailed to gm.digitalmarketing@vinayakamissions.com
- Kindly note the maximum file size can be 500 -600kb(each)
- Click on the submit button to generate the Ticket

Step 3: Status

Upon submission, you can start checking the status of your ticket under **Ticket History.** The Status could be one of the following:
• Work in progress
• Closed

Step 4: Corrections

Corrections in the designed banner/ brochure should be raised as a new ticket.