## **RTS USER MANUAL**

Login into

https://gramawardsachivalayam.ap.gov.in/GSWSRTS/UI/Login by using GSWS Credentials.



Click on New Request to raise Grievance and You can check the previous registered requests by using View Request.

Grama-Ward Sachivalayam				Sri.Y.S Jagan Mohan Reddy						
RTS	- Ward W	elfare &	Development S	ecretary	View Request	New Requ	uest Welcom	e: /	LOGOUT	
View Requests			Request Deta	ails						
District	Department		Request ID	Secretarait	Request Title	Status	Raised Date	Raised By	Pending At	
-ALL- 🗸	-ALL-	~				No Data	foundIII			
Type of Service	Category					NO Data	Tounum			
-ALL- 🗸	-ALL-	~								
From Date	To Date									
06/17/2	07/02/2									
Status										
-ALL-		~								
G	o									
										_

By Clicking on New Request then you will get the following page and fill the details,

\*\*

- 1. Department
- 2. Type of Service
- 3. Category
- 4. Secretariat Code (By searching will get secretariat name by default)
- 5. Request Title
- 6. Request Description
- 7. Contact to Person
- 8. Contact Person Mobile number

## Select the **Department** that based on the issue contains

RTS- Ward Welfare & Development Secretary	View	/ Request	New Request	Welcome: 2	LOGOU	Г
1	New Rec	quest				
Project		Request Type	2			
GSWS		Issue				
Department		Type of Servi	ice			
-Select-	~	-Select-				~
Category		Raised Date				
-Select-	~	02-07-202	21			
Enter Secretarait code		Secretarait N	lame			
Search with Secretariat Code						
SEARCH						
Request Title						
Request Description						
User ID		Person to Co	intact			
21013027-WWDS						
Contact Number		Status				
		-Select-				~
Send to		Attach File	-			
-Select-	~	Choose File	No file chosen			

Report 100		
Report Decription		
ter it	Records Contract	
Contact Number	Status	
	-Select-	
-		
Send to	Attach Hie Choose File No file chosen	
-Select-		
District Coordinator		
	RAISE REQUEST	
Enter procession court		
21013028		

Select the Required Department from Drop down list.

Select the Type of issue that comes under the selected department.

			$\sim$
RTS- Ward Welfare & Development Secretary	View R	-Select Data Related Finance HRMS	
Project GSWS Department	New Requ	Hardware JagannaThodu Status Check Login Issues Mobile App New Six Step Validation Correction Application New Six Step Validation Correction Application Others Reports Six Step Validation Correction Application Six Step Validation Dashboard Update Volunteer Details	
GSWS Department	~	-Select-	
Category	R	aised Date	
-Select-	~	02-07-2021	
Enter Secretaralt code	5	ecretarait Name	
21013826		PRAKAS-HAGAR-02	

Select Send To (By default shows District Coordinator) and you can Attach a file (Pdf/Image/Video).

✤ Click on Raise Request then request submitted successfully with a ticket id.

Reserve Ward Sachivalay	Request gramawardsachivalayam.ap.gov.in says Issue with ID RT410207212 raised successfully.	NATIONAL BERGE BORNE	
ETTE ward weitere & Development	Secretary View Request New Request	Conception of the local division of the loca	
	New Request		
Project.	Request Spr.		
	10.0		
Department	Spe of Service		
	*		
Linguy	Raised Date		
	* (10.07.000)		
free boostand units	Secretarial heree		
( and the second s			
2.822			

\*\*\*\*\*\*Thank You \*\*\*\*\*\*