OFFICE UNDELIVERED ARTICLE REPORT

Office wise Undelivered Article report available in DPMS Transactions & Reports enables monitoring of undelivered articles/EMOs of a particular division up to one month [ie] data for last one month only will be displayed.

Office wise undelivered article report displays the count of:-

- Articles/EMOs received but not taken out for delivery.
- Articles/EMO taken out for delivery but returns not taken.
- Articles kept on hold.

Details of all the undelivered articles can be obtained through Undelivered Articles Report available in DPMS Main Screen. Similarly, details of unpaid EMOs can be obtained through zemo_unpaid.

1. Click on Office undelivered article report:

   Input criteria: Division facility ID , Multiple facility id and Receive date options available.
2. Entering Division id and Receive date range:

![Image of Office Wise Undelivered Article Status Report]

3. Output generated:

**Screen:** 1

![Image of DPMS Report]

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**Office Wise Undelivered Article Status Report**

- Reporting Division: DVZ106009000
- Facility ID: to
- Receive Date: 01.05.2019 to 22.05.2019

**DPMS Report**

- Facility Id: Facility Desc.
- Articles Not Taken Out: Out: DMOs Not Taken Out: Division: Article Returns Not Taken: Article Kpt On Hold: DMO Returns Not Taken

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**DPMS Report**

- Facility Id: Facility Desc.
- Articles Not Taken Out: Out: DMOs Not Taken Out: Division: Article Returns Not Taken: Article Kpt On Hold: DMO Returns Not Taken

![Image of DPMS Report]
Screen:2

Note: Columns can be interchanged according to the requirement as shown below
4. Facility id given as input:

Output:

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    Office Wise Undelivered Article Status Report

Reporting Division         DU29106660666
Facility ID               P02910621700
Receive Date              01.05.2019 to 22.08.2019

Facility Id Facility Desc Articles Not Taken Out EMOs Not Taken Out Division Article Returns Not Taken Article Kept On Hold EMO Returns Not Taken
P02910621700 Sedapet S.O (Chennai) 16 0 Chennai City South D 305 133 11
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