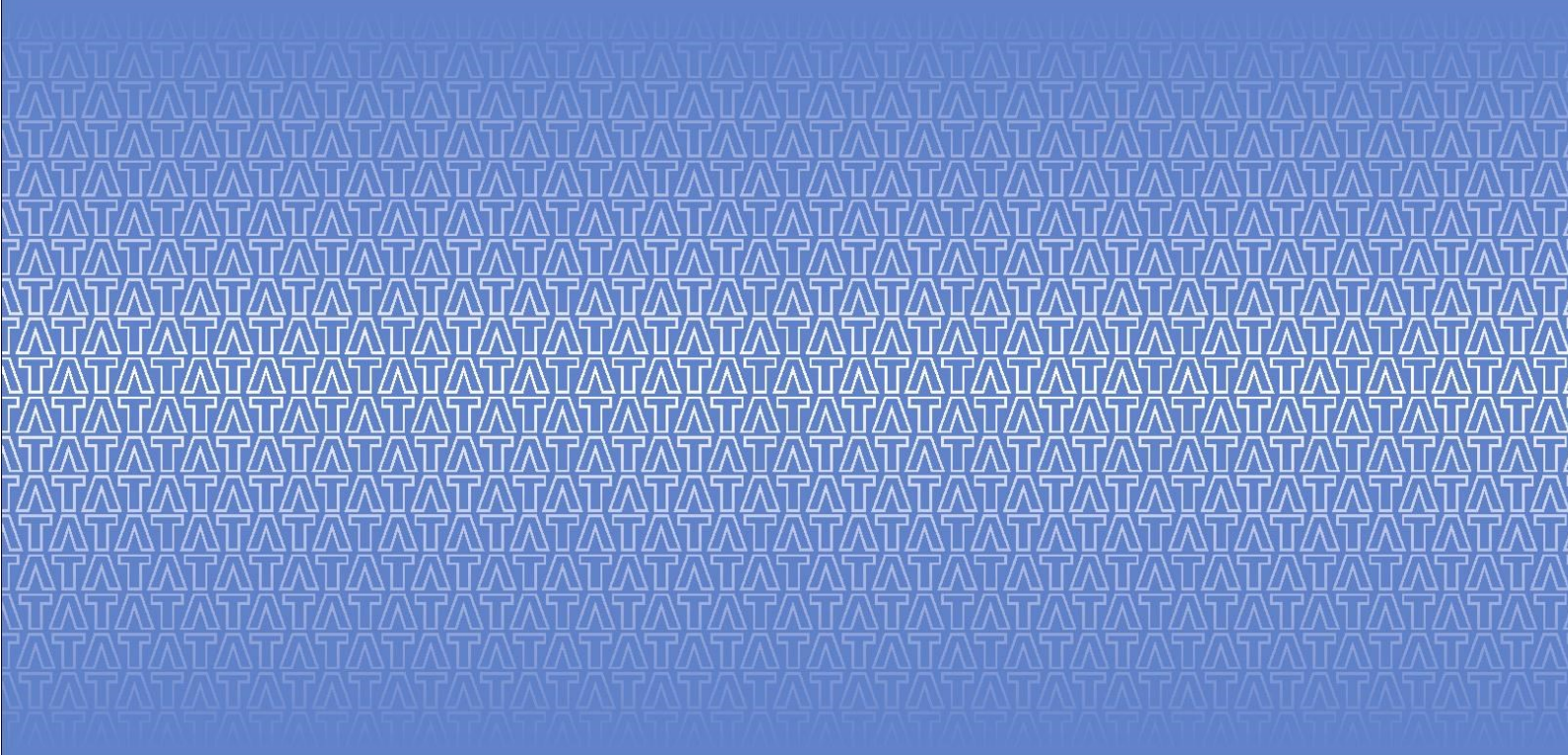


User Manual for Changing E-mail IDs for receiving excess cash alert

For
DEPARTMENT OF POSTS
Ministry of Communications & IT, Government of India



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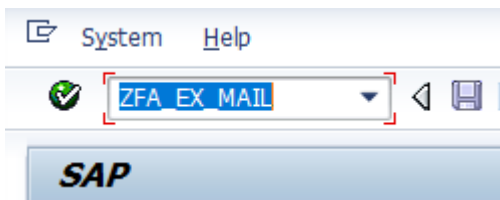
1 Purpose of the Document

The purpose of this document is to explain the procedure for changing or disabling the e-mail IDs for each division for excess cash balance alert.

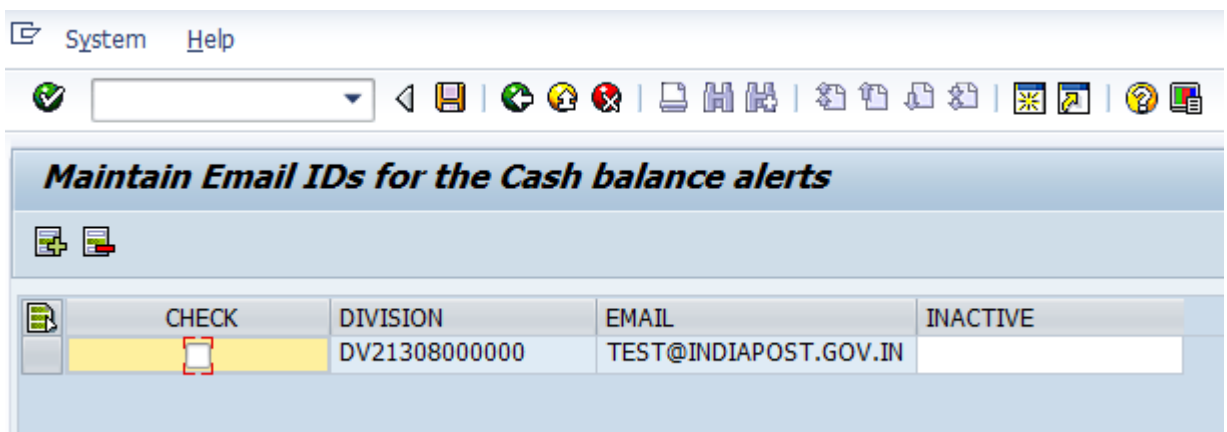
The access to this report will be provided to Division head.

2 Procedure for modifying the e-mail IDs

1. Go to transaction code “ZFA_EX_MAIL”.



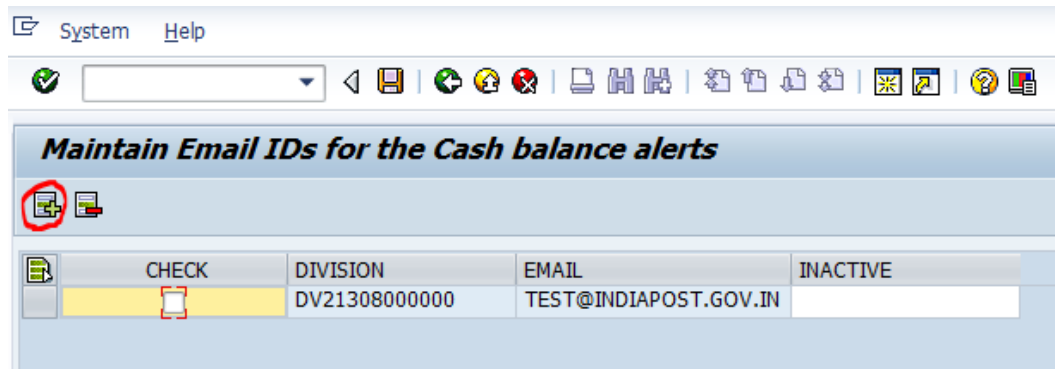
2. The below screen is displayed listing all the e-mail IDs maintained for the division.



3. In this screen you can either disable a particular e-mail Id or add a new mail ID.

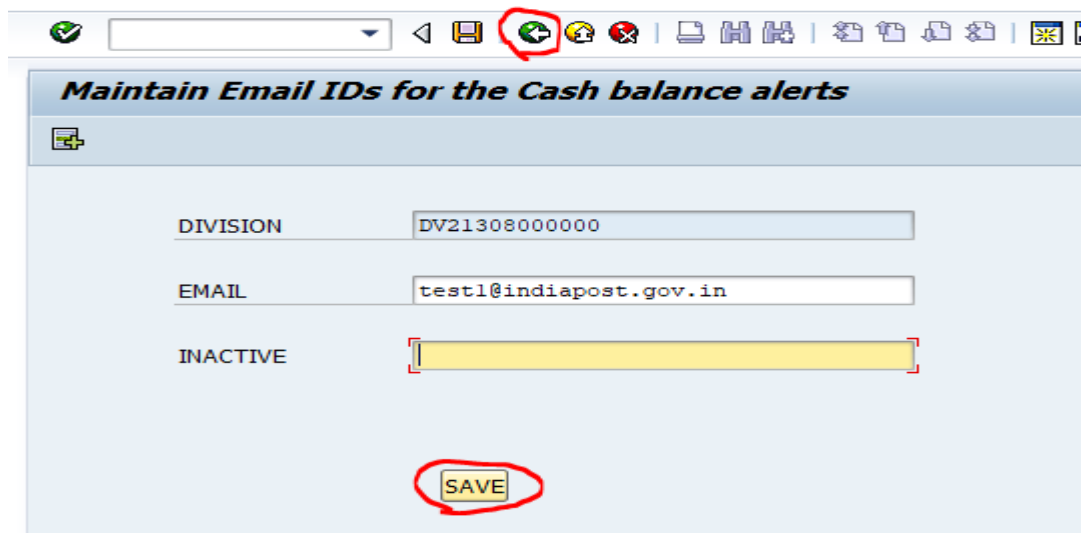
a. Adding new e-mail:

- i. For adding new e-mail click in “New Entry” button available at the top of the screen.



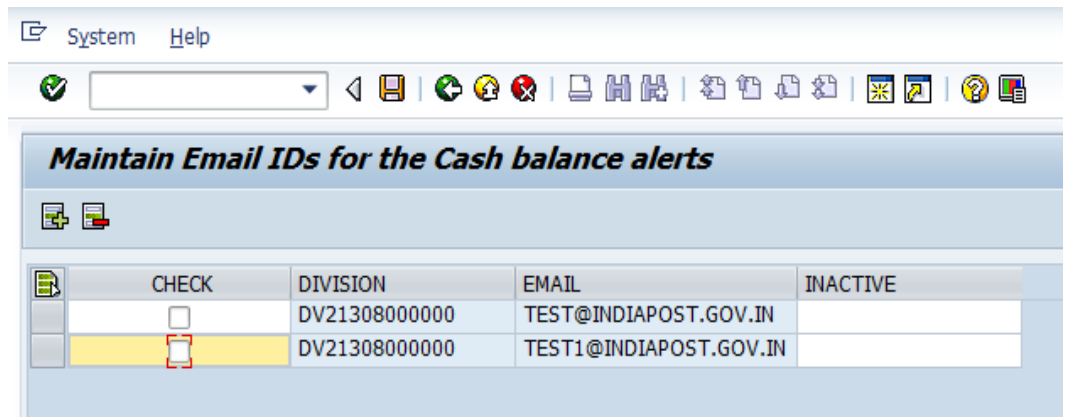
- ii. The below screen is displayed on which you may enter the new e-mail ID and click on “Save” button at the bottom. Upon saving “Data saved successfully” message is displayed at the bottom of the screen.

You can then click on back button to return to the previous screen. (You will need to exit the transaction and open again for the change to reflect)



✔ Data saved successfully

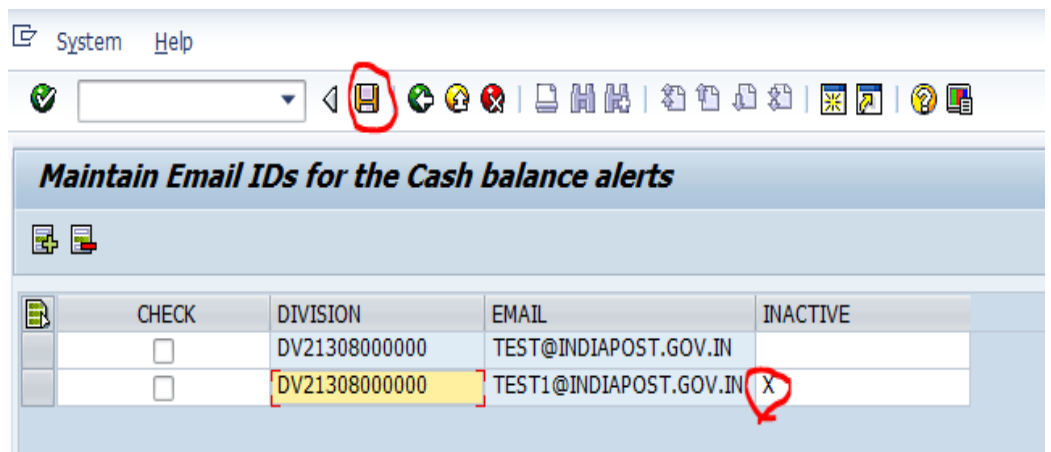
- iii. You can add multiple e-mail IDs through this option. Below is the updated screen.



b. Disabling:

- i. For disabling any ID, you need to update "Inactive" field as 'X'. In the same screen update 'X' against the e-mail ID for which need not be triggered.
- ii. Once the flag (X) is updated, click on save button at the top of the screen.

For the inactive IDs, mail will not be triggered from the next run.



c. Deleting

- i. Select the records which needs to be deleted and click on delete icon to delete the record.

