Branch Office transactions through Business Intelligence Module

In Business Intelligence module organisational level drills are available for Circles, Regions, Divisions, Head Offices, Sub Offices and Branch Offices. The booking and delivery transactions pertaining to branch offices can be accessed through following reports.

1. Branch Office bookings for all product categories: Report Name: Mail Operations Booking Stats Report

a. Step 1: Refresh the reports for required month(Ex. Jun-2020) and click on OK.

N	lail Operations Booking Stats Rep	port		
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	Calend	* Required prompts		
			OK Cancel	

Report will be displayed for all circles for all Offices.

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두 🖸	alender Year (AY-YYYY) (All values) 🔻	Semester (H-AY YYYY) (All values) 🔻 Department of Post India

Calendar Period >>		Jun-2020 😽					
Organization Node		# Booking Count	Booking Weight	Booking Amt	Trend		
UOM>>		Number	Grams	INR			
Andhra Pradesh Circle	Ŧ	1691686	125535501	132506731.22	NA		
Assam Circle	Ŧ	221257	51736349	26584235.95	NA		
Bihar Circle	₽	629607	75043314	42107427.29	NA		
Chattisgarh Circle	₽	280663	72185370	34307891.86	NA		
Delhi Circle	₽	2615606	549757107	170448883.23	NA		
Gujarat Circle	₽	3682277	282876412	187497897.46	NA		
Haryana Circle	₽	802172	196978804	58652299.63	NA		
Himachal Pradesh Circle	₽	286806	59534994	26556696.56	NA		

b. Step 2: Add Report Filter on Facility Type:







?	Calender Year (AY-YYYY) (All values) 🔻	Semester (H-AY YYYY) (All values) 🔻	Department of Post

Calendar Period >>		Jun-2020 🖉						
Organization Node		# Booking Count	Booking Weight	Booking Amt	Trend			
UOM>>		Number	Grams	INR				
Andhra Pradesh Circle	*	11330	597871	1316273.80	NA			
Assam Circle	₽	284	18036	24768.50	NA			
Bihar Circle	₽	1235	27677	118457.80	NA			
Chattisgarh Circle	*	856	43931	141362.10	NA			
Delhi Circle	*	75	13446	3320.00	NA			
Gujarat Circle	₽	4076	118173	1131868.80	NA			
Haryana Circle	*	2799	151575	162954.50	NA			
Himachal Pradesh Circle	*	9911	770074	867254.50	NA			

Report will be displayed for all Circles only for BO Booking Transactions;

c. Step 3: Drill down through Circles->regions->Divisions->HO-> SO->BO

Click on any Circle Name to get the data for Region level

Calendar Period >>	Jun-2020							
Organization Node	# Booking Count	Booking Weight	Booking Amt	Trend				
UOM>>	Number	Grams	INR					
Bengaluru HQ Region 🛛 🗧	7515	431986	1456583.80	NA				
North Karnataka Region	22471	443198	5689108.30	NA				
South Karnataka Region 🗧	85107	900447	45414504.00	NA				
Total	115093	1775631	52560196.10	NA				

d. Step 4: Further drill down up to BO to get the data for individual BOs.

Data for Branch offices under Mysuru South SO, Mysuru Division.

Calendar Period >>			\$		
Organization Node		# Booking Count	Booking Weight	Booking Amt	Trend
UOM>>		Number	Grams	INR	
Danagalli B.O	*	3	0	1890.00	NA
Doora B.O	•	1	0	1680.00	NA
Gopalapura B.O	*	6	110	3582.00	NA
Gujjegowdanapura B.O	*	6	11	2388.00	NA
Gurur B.O	•	19	100	6652.00	NA
Jayapura B.O	₽	12	435	2484.00	NA
Marballi B.O	•	2	0	210.00	NA
Rayanakere B.O	*	1	0	107.00	NA
Srirampura B.O	*	13	480	1063.70	NA
Udbur B.O	*	1	0	527.00	NA
Total		64	1136	20583.70	NA

e. Step 5: Getting data for all BOs under Mysuru Division:

Include All Values for level 4 and Level 5 Filters as Below.



Calender Year (AY-YYYY) (All values) 🔻 Semester (H-AY YYYY) (All values) 🔻 Department of Post Indi									
Level4 Desc (All value	s) ▼ I	Level5 Desc (All va	lues) 🔻						
Calendar Period >>			Jun-2020						
Organization Node		# Booking Count	Booking Weight	Booking Amt	Trend				
UOM>>		Number	Grams	INR					
Ambalare B.O	*	2	0	1050.00	NA				
Ankanahalli B.O	*	5	0	535.00	NA				
Annur B.O	*	4	150	2128.00	NA				
Antharasanthe B.O	*	19	440	1040.00	NA				
Arjunahalli B.O	*	6	0	2312.00	NA				
Aswalu B.O	*	3	0	3257.00	NA				
Attigodu B.O	*	13	0	1193.00	NA				
Bannikuppe B.O	*	11	260	1475.00	NA				
Barse B.O	*	1	0	263.00	NA				
Basavarajapura B.O	*	6	0	3360.00	NA				
Beeramballi B.O	*	4	300	374.00	NA				

Report will be displayed for all BOs under Mysuru Division.

f. Step 6: Export the report to Excel File:

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Calender Year (AY-YYYY) (All values)	▼ Semecter (H-AV VVVV) (All values) ▼ Denartment of Post India ▼ Ou	arter(0-AV VVVY					
Level4 Desc (All values) ▼ Level5	Export	3 × [
Mail Operations Booking	Select	^					
	Reports						
	Data						
1000 -	Select All	<u>^</u>					
	Booking - By Org						
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f Art	File Type: Excel (.xlsx)						
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	ок	Cancel					

Click on the highlighted button and select the required values in the above window. Click on OK button and data will be exported to excel file.

2. Branch Office Delivery for all product categories: Report Name: Mail Ops Delivered Articles Stats Analysis Report

a. Step 1: Refresh the reports for required month(Ex. Jun-2020) and click on OK.

	Prompts					\gg
:#	Available prompt variants	-	×			
	Prompts Summary	E	inter values for Month Full Name:			
	 * Enter values for Cal Yr: 2020 * Enter values for Month Full Name: Jun 		Refresh Values S Quarter P Q1 Q2 Apr Jun May P Q3 P Q4	> <	Q2\Jun	
ar	* Required prompts	Ju	uly 14, 2020 12:19:32 PM MT+05:30		OK Cance	

Report will be displayed for all circles for all Offices.

Calendar Period >>		Jun-2	020 😴
Destination Organization Node		# Article Delivered	Trend
UOM>>		Number	
Andhra Pradesh Circle	₽	1376177	NA
Assam Circle	₽	490269	NA
Bihar Circle	₽	1079658	NA
Chattisgarh Circle	₽	367885	NA
Delhi Circle	₽	1240420	NA
Gujarat Circle	₽	2573705	NA
Haryana Circle	₽	887438	NA
Himachal Pradesh Circle	₽	375136	NA
Jammukashmir Circle		153871	NA
Jharkhand Circle	₽	417704	NA
Karnataka Circle	₽	3255205	NA

b. Follow the same steps as explained for booking transactions for getting the individual BO delivered transaction data.