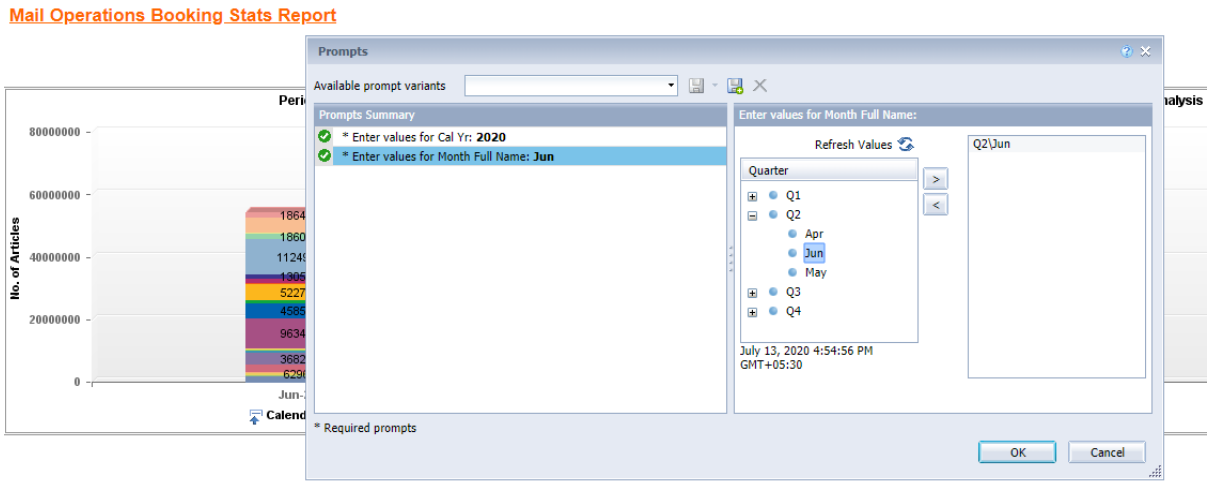
Branch Office transactions through Business Intelligence Module

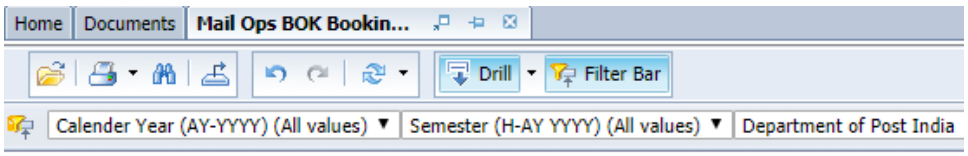
In Business Intelligence module organisational level drills are available for Circles, Regions, Divisions, Head Offices, Sub Offices and Branch Offices. The booking and delivery transactions pertaining to branch offices can be accessed through following reports.

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.

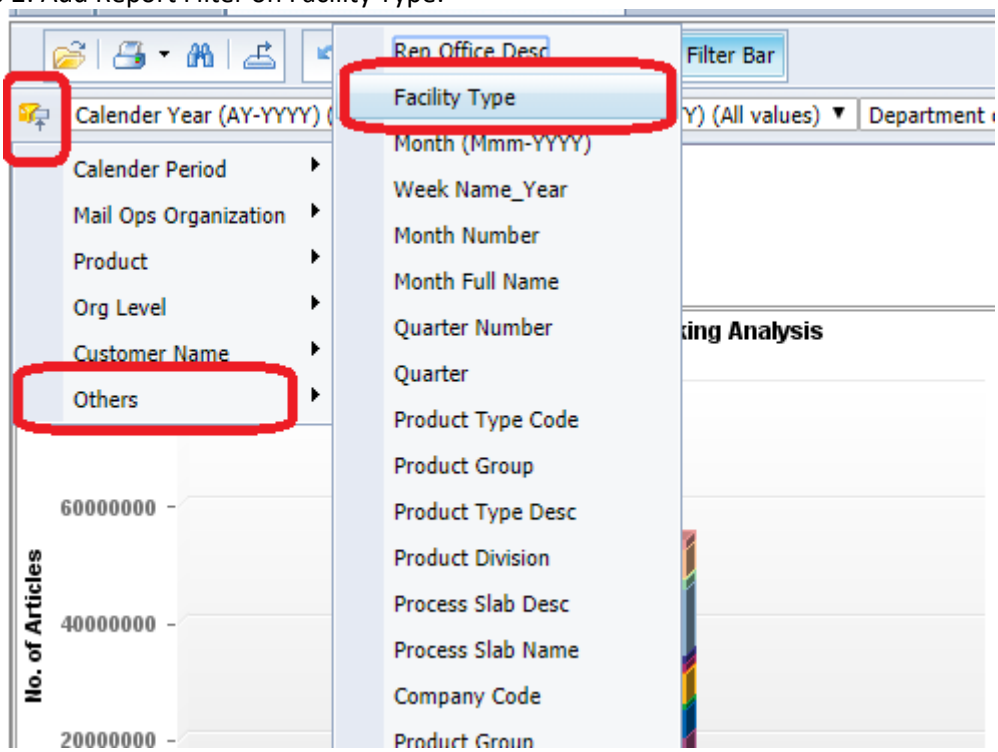


Report will be displayed for all circles for all Offices.

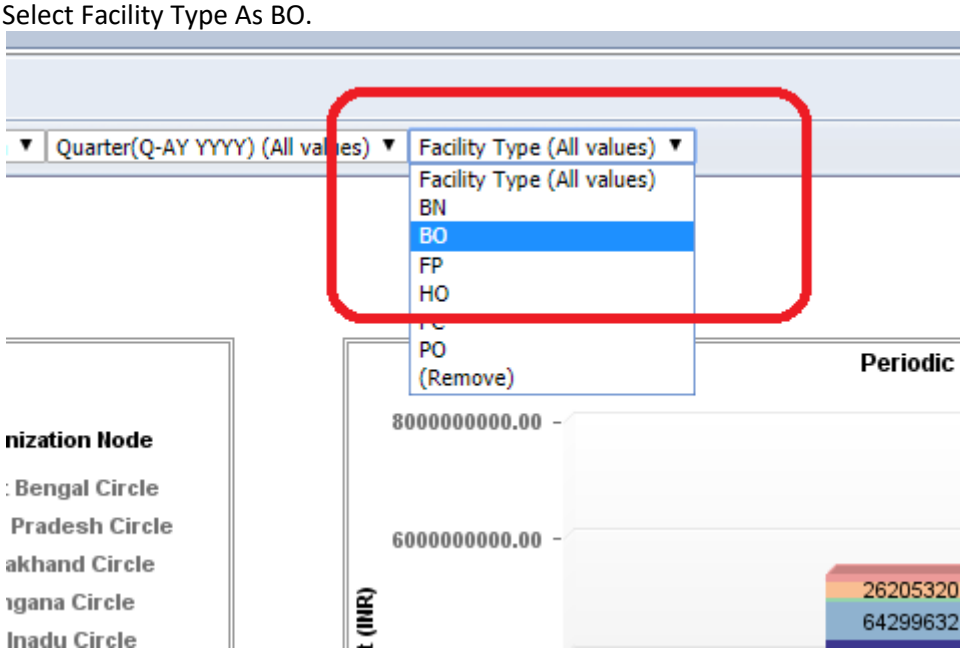


Calendar Period >>	Jun-2020			
Organization Node	# Booking Count	Booking Weight	Booking Amt	Trend
UOM>>	Number	Grams	INR	
Andhra Pradesh Circle	1691686	125535501	132506731.22	NA
Assam Circle	221257	51736349	26584235.95	NA
Bihar Circle	629607	75043314	42107427.29	NA
Chattisgarh Circle	280663	72185370	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:



Select Facility Type As BO.



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

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

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**

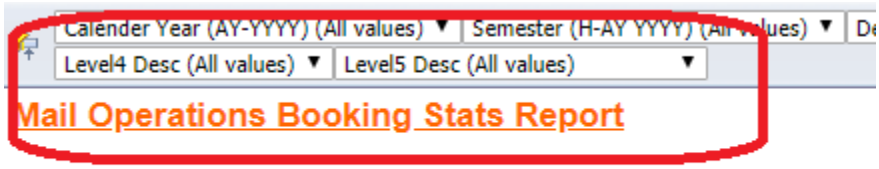
d. Step 4: Further drill down up to BO to get the data for individual BOs.

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

Calendar Period >>	Jun-2020			
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.

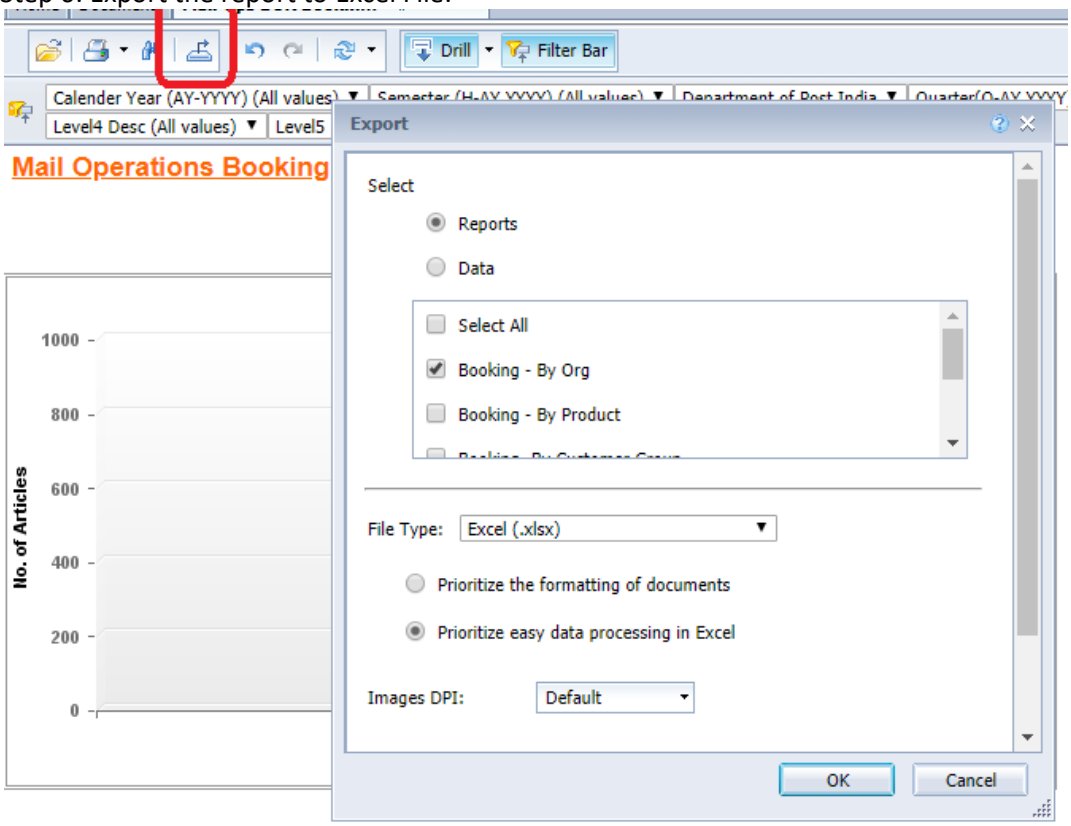


Report will be displayed for all BOs under Mysuru Division.

Calender Year (AY-YYYY) (All values) | Semester (H-AY YYYY) (All values) | Department of Post India
Level4 Desc (All values) | Level5 Desc (All values)

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

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

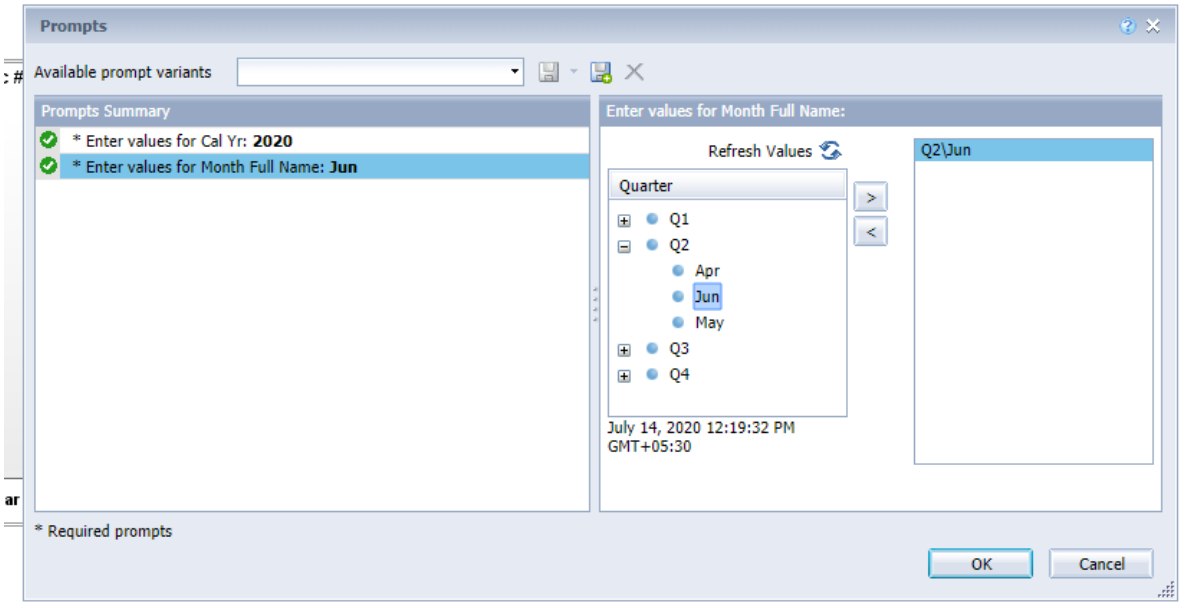


Click on the highlighted button and select the required values in the above window.
Click on OK button and data will be exported to excel file.

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.



Report will be displayed for all circles for all Offices.

Calendar Period >>	Jun-2020	
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.