

EDD DASHBOARD REPORT

For monitoring the progress in data entry status of delivery cut-off for the post offices and dispatch cut-off for the schedules, EDD dashboard report is provided. It is accessible in SAP application using the T-code “ ZSCUT ”.

Pre-Requisite:

Assign role “IPVS role for EDD (YS: IPVS_EDD) “to the required users through RDA.

Delivery Cut-Off for the post offices:

In this option, the data entry status of delivery cut-off time for the delivery post offices can be seen Circle, Region, Division and Facility wise.

1. Login to ECP system.
2. Enter T-code ‘ZSCUT’.
3. Circle Wise: To View the report Circle Wise.
 - a. Enter Circle Facility ID.
 - b. Select Cut-Off Time as Delivery.

EDD Cut off time status

Selection Screen

Circle: CR21000000000

Region: [Empty]

Division: [Empty]

Facility ID: [Empty]

Cut-Off Time

Delivery

Dispatch

- c. Click on Execute to view the status.
- d. Click On ‘Not-Completed’ to view Not-completed Offices.

EDD Delivery cut-off time Status Report

Circle	Cir Description	Region	Region Description	Division	Division Description	Completed	Not Comp	Comp %	Non_Comp %
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21101000000	Bengaluru East Division	0	40	0,00	100,00
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21102000000	BANGALORE GPO DIVISION	1	0	100,00	0,00
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	33	6	84,62	15,38
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21104000000	Bengaluru West Division	0	29	0,00	100,00
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21105000000	Channapatna Division	0	38	0,00	100,00
CR21000000000	Karnataka Circle	RN21200000000	North Karnataka Region	DV21201000000	Bagalkot Division	0	37	0,00	100,00
CR21000000000	Karnataka Circle	RN21200000000	North Karnataka Region	DV21202000000	Belagavi Division	0	50	0,00	100,00
CR21000000000	Karnataka Circle	RN21200000000	North Karnataka Region	DV21203000000	Ballari Division	0	55	0,00	100,00

- e. Drill down Report shows Delivery Post offices for which delivery Cut-Off data entry is not completed.

Standard Operating Procedure- EDD DASHBOARD REPORT

Circle	Cir Description	Region	Region Description	Division	Divison Description	Facility ID	Facility ID Description	Receiver P
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110100000	Bengaluru East Division	HO21101100000	H A L II Stage H.O	560008
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110100000	Bengaluru East Division	HO21101200000	R T Nagar H.O	560032
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110100000	Bengaluru East Division	PO21101101000	Agram S.O	560007
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110100000	Bengaluru East Division	PO21101104000	Bellandur S.O	560103
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110100000	Bengaluru East Division	PO21101106000	C V Raman Nagar S.O	560093
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110100000	Bengaluru East Division	PO21101108000	Domlur S.O	560071
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110100000	Bengaluru East Division	PO21101109000	Doorvaninagar S.O	560016
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110100000	Bengaluru East Division	PO21101112000	Indiranagar S.O (Bengaluru)	560038
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110100000	Bengaluru East Division	PO21101114000	Kadugodi S.O	560067

4. Region Wise: To View the report Region Wise.
 - a. Enter Circle Facility ID (Circle Facility ID is mandatory) and Region Facility ID.
 - b. Select Cut-Off Time as Delivery.
 - c. Click on Execute.

EDD Cut off time status

Selection Screen

Circle:

Region:

Division:

Facility ID:

Cut-Off Time

Delivery

Dispatch

- d. Click on Execute to view the status.
- e. Click On 'Not-Completed' to view Not-completed Offices.

Circle	Cir Description	Region	Region Description	Division	Divison Description	Completed	Not Comp	Comp %	Non_Comp %
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21101000000	BANGALORE EAST DIVISION	0	40	0,00	100,00
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21102000000	BANGALORE GPO DIVISION	1	0	100,00	0,00
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	33	6	84,62	15,38
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21104000000	Bengaluru West Division	0	29	0,00	100,00
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21105000000	Channapatna Division	0	38	0,00	100,00

- f. Drill down Report shows Delivery Post offices for which delivery Cut-Off data entry is not completed

Circle	Cir Description	Region	Region Description	Division	Divison Description	Facility ID	Facility ID Description	Receiver P
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103101000	Adugodi S.O	560030
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103225000	Kumaraswamy Layout S.O	560111
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103231000	Subramanyapura S.O	560061
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103233000	Thalaghattapura S.O	560109
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103241000	Kaggalipura P.O	560116
CR2100000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103242000	CPC ITD BNPL booking HUB	560500

5. Division Wise: To View the report Division Wise.
 - a. Enter Circle Facility ID (Circle Facility ID is mandatory) and Division Facility ID.
 - b. Select Cut-Off Time as Delivery.

Standard Operating Procedure- EDD DASHBOARD REPORT

EDD Cut off time status

Selection Screen

Circle: CR21000000000

Region: []

Division: DV21308000000

Facility ID: []

Cut-Off Time

Delivery

Dispatch

- a. Click on Execute to view the status.
- b. Click On 'Not-Completed' to view Not-completed Offices.

EDD Delivery cut-off time Status Report

Circle	Cir Description	Region	Region Description	Division	Div Description	Completed	Not Comp	Comp %	Non_Comp %
CR21000000000	Karnataka Circle	RN21300000000	South Karnataka Region	DV21308000000	Mysuru Division	5	48	9,43	90,57

- c. Drill down Report shows Delivery Post offices for which delivery Cut-Off data entry is not completed

EDD Delivery cut-off time Status Report

Circle	Cir Description	Region	Region Description	Division	Div Description	Facility ID	Facility ID Description	Receiver P
CR21000000000	Karnataka Circle	RN21300000000	South Karnataka Region	DV21308000000	Mysuru Division	PO21308102000	Bannimantap S.O	570015
CR21000000000	Karnataka Circle	RN21300000000	South Karnataka Region	DV21308000000	Mysuru Division	PO21308107000	G S Ashram S.O	570025
CR21000000000	Karnataka Circle	RN21300000000	South Karnataka Region	DV21308000000	Mysuru Division	PO21308111000	Jaya Prakash Nagar S.O	570031
CR21000000000	Karnataka Circle	RN21300000000	South Karnataka Region	DV21308000000	Mysuru Division	PO21308112000	Jayalakshmpuram S.O (Mysuru)	570012
CR21000000000	Karnataka Circle	RN21300000000	South Karnataka Region	DV21308000000	Mysuru Division	PO21308117000	Lakshmpuram S.O (Mysuru)	570004

6. Facility ID Wise: To View the report Office Wise.
 - a. Enter Circle Facility ID (Circle Facility ID is mandatory) and Facility ID.
 - b. Select Cut-Off Time as Delivery.

EDD Cut off time status

Selection Screen

Circle: CR21000000000

Region: []

Division: []

Facility ID: PO21308129000

Cut-Off Time

Delivery

Dispatch

- c. Click on Execute to view the status.
- d. Click On 'Not-Completed' to view Not-completed Offices.

EDD Delivery cut-off time Status Report

Circle	Cir Description	Region	Region Description	Division	Div Description	Completed	Not Comp	Comp %	Non_Comp %
CR21000000000	Karnataka Circle	RN21300000000	South Karnataka Region	DV21308000000	Mysuru Division	0	1	0,00	100,00

Dispatch Cut-Off for the Schedules:

The status of data entry of dispatch cut-off time of Dispatches of schedules can be viewed in this option . Reports are available in Division and Facility wise.

1. Login to ECP system.
2. Enter T-code 'ZSCUT'.
3. Division Wise: To View the report Division Wise.
 - a. Enter Division Facility ID.
 - b. Select Cut-Off Time as Dispatch.

EDD Cut off time status

Selection Screen

Division: DV21308000000

Facility ID: [Empty]

Cut-Off Time

Delivery

Dispatch

- c. Click on Execute to view the status of Dispatch Cut-off time.
- d. Click On 'Not-Completed' to view data entry not completed Schedule.

EDD Dispatch cut-off time Status Report

Circle	Cir Description	Region	Region Description	Division	Div Description	Completed	Not Comp	Comp %	Non_Comp %
CR2100000000	Karnataka Circle	RN2130000000	South Karnataka Region	DV2130800000	Mysuru Division	9	55	14,06	85,94

- e. Report shows Dispatches of Schedules for which dispatch cut-off time data entry is not completed.


EDD Dispatch cut-off time Status Report

Division	Div Description	Facility ID	Facility ID Desc.	Schedule ID	Dispatch Office ID	Disp.Off.
DV2130800000	Mysuru Division	SP21308000650	Mysuru NSH	AI0066	SP21150000650	Bengaluru NSH
DV2130800000	Mysuru Division	SP21308000650	Mysuru NSH	AI803	IC21250000651	Bagalkot ICH
DV2130800000	Mysuru Division	SP21308000650	Mysuru NSH		SP21150000650	Bengaluru NSH
DV2130800000	Mysuru Division	PO21308102000	Bannimantap S.O	ARA_BAG_MMS	EP21350000801	Mysuru EPH
DV2130800000	Mysuru Division	PO21308102000	Bannimantap S.O		MO21350000564	Mysuru CRC L
DV2130800000	Mysuru Division	PO21308102000	Bannimantap S.O		PH21350000763	Mysuru PH
DV2130800000	Mysuru Division	PO21308102000	Bannimantap S.O		SP21308000650	Mysuru NSH
DV2130800000	Mysuru Division	SP21308000650	Mysuru NSH		PO21308102000	Bannimantap S
DV2130800000	Mysuru Division	HO21308100000	Mysuru H.O	MANDI_HAMIRPUR	SP21308000650	Mysuru NSH


4. Facility ID Wise: To View the report Office Wise.
 - a. Enter Division Facility ID (Division Facility ID is mandatory) and Facility ID.
 - b. Select Cut-Off Time as Dispatch.


Standard Operating Procedure- EDD DASHBOARD REPORT

EDD Cut off time status



Selection Screen

Division DV21308000000 

Facility ID HO21308100000 








Cut-Off Time

Delivery








Dispatch

c. Click on Execute to view the status.

d. Click On 'Not-Completed' to view data entry not completed Schedules.

EDD Dispatch cut-off time Status Report									
      									
Circle	Cir Description	Region	Region Description	Division	Div Description	Completed	Not Comp	Comp %	Non_Comp %
CR2100000000	Karnataka Circle	RN2130000000	South Karnataka Region	DV2130800000	Mysuru Division	0	12	0,00	100,00

e. Report shows Dispatch Schedules for which dispatch cut-off time data entry is not completed.

EDD Dispatch cut-off time Status Report						
      						
Division	Div Description	Facility ID	Fac ID Des	Schedule ID	Disp.Off.	Disp.Off.
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	MANDI_HAMIRPUR	SP21308000650	Mysuru NSH
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	MMS_MYSHO_MYSNSH_DEMO	SP21308000650	Mysuru NSH
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	MMS_MYSORE_RAVI	SP21308000650	Mysuru NSH
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	MYS-SHARATH-MYS	SP21308000650	Mysuru NSH
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	RAMPUR_SHIMLA	PO21308122000	Mysuru South
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	RTC_ABC_420	BO21308122005	Jayapura B.O
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	RTC_ABC_420	BO21308227004	Dharmapura B.
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	RTC_ABC_555	BO21308101002	Lalithadripur
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	RTC_ABC_555	BO21308101003	Vajamangala B
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	RTC_ABC_555	BO21308110001	Chamundi Bett
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	RTC_MYS_500	PO21308136000	Mysuru Sortin
DV21308000000	Mysuru Division	HO21308100000	Mysuru H.O	ZRTC_MYS_DPK	SP21308000650	Mysuru NSH

Modified on 17-01-2020