

India Post Visibility System Functionality in RLO

RLO:

Return Letter Office (RLO) functions as the lost and found section of the India Post and all the postal articles like letters, parcels etc. which do not reach their destination are handled at RLO.

Return Letter Office has to receive articles in IPVS and Identify the Delivery address and close to the respective destination office, if any of the articles are in Deposit which can be closed in a deposit bag.

India post Visibility System

Indian Post Visibility System (IPVS) is the enterprise-wide traceability platform which offers the following features

- Captures scan events from booking till delivery
- Tracks accountable mail articles as well as mail bags in postal network chain
- Ordinary mail bags handling
- Offline module is operational in booking locations
- Online module is operational in Mail Processing Centres

Pre-requisites:-

Creation and maintenance of the Due Mail Sorting List (DMSL) to dispatch ordinary and accountable articles should be ensuring by the Division.

Schedules are to be created for each office. One schedule to Parcel Hub (Bag having Parcels & insured parcels), NSH (Bag having Speed post, Insured SP & SPCOD articles), CRC (Bag having Registered & Insured articles) and Mail office (Bags having ordinary articles) should be created.

(Note: Refer <http://utilities.cept.gov.in/csi/CSI-SOP/CSIIPVSSCHEDULECREATION.pdf> for creation of DMSL)

Staff Scheduling System – SSS

1. Staff Scheduling System

- a. Click **SAP Logon** Icon and select **ECP** from **connections tab**.
- b. Login using **Employee ID** and **Password**.
- c. Use TCode **ZDOP_MAIN** and press Enter key.
- d. Select **Staff Scheduling System**.

2. Set Open – Mail Office

- a. Go to **Staff Scheduling System** Click on **Mail Office** below the **Office Set Open**.

- b. Office Set Open Screen will appear, change **Office Type, Office ID & Set No.**
- c. Click **Enter**, once again confirm the details and Click on **Set Open.**
- d. Shift has been opened successfully message will appear.
- e. There may have some bags transferred from some other sets, if so go to **Transferred Bag Details** and Select those bags and click on **Move** button.
- f. Click **Accept** option for receiving them.

Application For Shift transfer

Office Set Open

* Office Type Returned Letter Office * Office ID RLO Amritsar

* Set No * Start Date

3. Set Closure & Disposal of Pending Articles

- a. Go to **Staff Scheduling System** Click on **Mail Office** below the **Set Closure.**
 - b. Enter the **Office Type, Office ID** and **Set Open Date.** Click **Enter.**
 - c. Save the attendance.
 - d. Click **Shift Closure** and confirm the Supervisor ID and click **Enter**
 - e. Transfer **Unopened Bags** and **Deposit Bags** to next set using **Shift Transfer.**
 - f. Sometimes, Temporary bags created by some users will be there. Close such articles before proceeding to Dispose Articles.
 - g. Click on the Open Articles number to see the details of articles.
 - h. Dispose the open articles using TCode – **ZMORECBKP.**
 - i. Enter the **Received Facility ID, Set Number** and **Received Date**
 - j. Click on **Execute**
 - k. Open articles for current shift became „00000“ after the code execution.
- Click Set Close. On Successful Closure of set, the application will show the message

Capturing Actual Work Hours in System

TIMESHEET ENTRY & SET CLOSURE

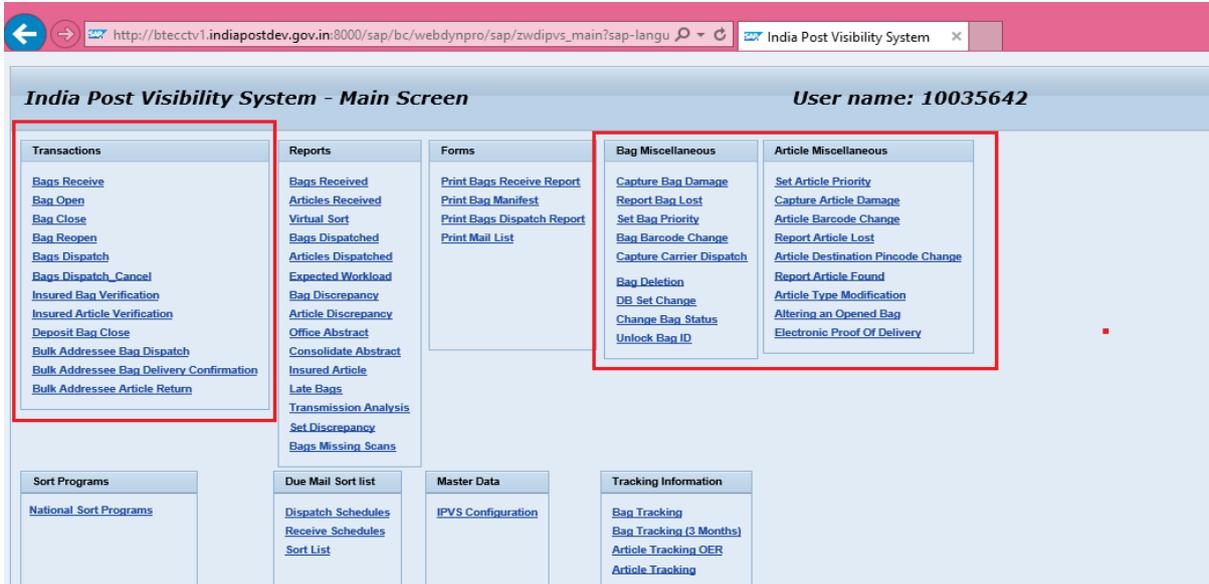
Timesheet Entry

* Office Type Returned Letter Office * Office ID RLO Amritsar

* Set No Set Open Date * Business Date

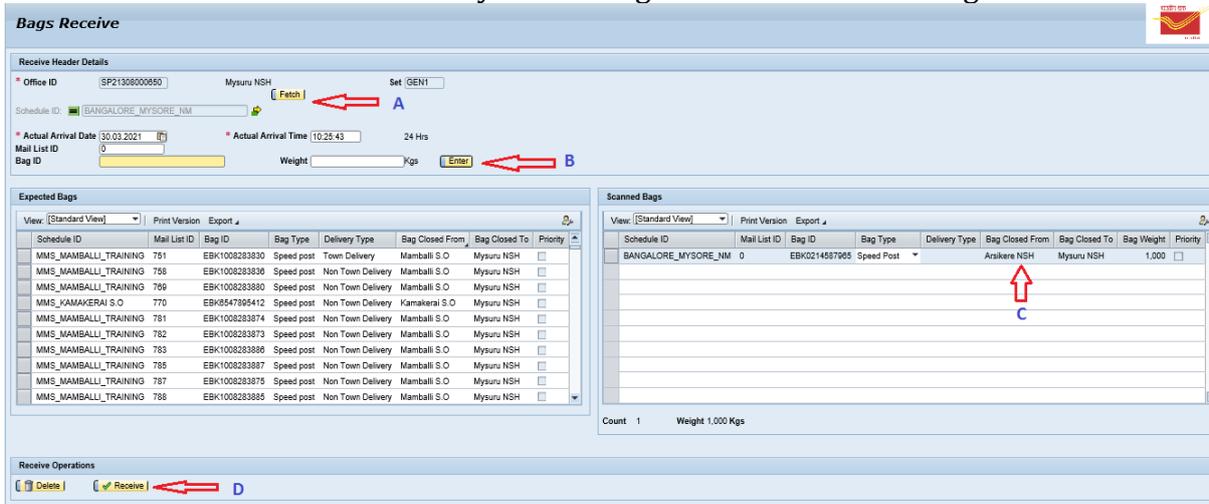
India Post Visibility System – IPVS

- a. Enter the T-Code **ZMOIPVS**



2. Bag Receive

- a. Select **Schedule ID** from box and Click on **Fetch** and Scan the Bag Number in the **Bag ID** field.
- b. Enter the bag **Weight**. If it is a legacy bag select the **From Office ID** from the drop down box. If it is a forward bag Change the **Bag destination as Forward Bag** otherwise use **Receive at Destination**. Then click **Receive** Button or use Shortcut **Ctrl+L** to receive bag.
- c. The bag will appear in **Scanned Bags** option.
- d. Enter all bags by the mentioned method and click **Receive** button or use shortcut **Ctrl+R** to receive all bags.
- e. Click on **OK** button by confirming the total number of bags received.



3. Bag Open

- Scan the Bag Number in the **Bag Id** and **Article Number** one by one. The scanned articles will be shown in the list. Use the **Delete** button to delete an article from the scanned list by selecting the article to be deleted in case of any discrepancy.
- Use the **Save as Draft** option to temporarily save the scanned articles to perform some other task.
- Use the Clear **Save as Draft** option to delete the temporarily saved scanned articles data.
- Click on **Submit** or **Ctrl+S** to save the data permanently.
- If the articles data received virtually; Click **Perform QA**.
- Scan all the articles and Click **Submit** to save data.

Virtual Bag

Legacy BAG

4. Bag Close

- a. Select the **Destination** from the drop down menu and Select **Bag Type**
- b. Click **Next** button.
- c. Scan articles and click **Finish (Ctrl+F)**

Bag Close

Bag Details

* Origin SP21308000650 Mysuru NSH

* Destination **Bengaluru NSH** Pincode 560001 ← **A**

* Bag Type Speed Post

Next > ← **B**

Bag Close

Bag Details

Destination Bengaluru NSH Origin Mysuru NSH Bag Type Speed post Set GEN1

Destination Pincode 560001

Article Number Enter

Expected Article Details

View: [Standard View]	Export	Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode	Article Weight
		EK549548595IN	Inland Speed Post	<input checked="" type="checkbox"/>	<input type="checkbox"/>		0.000

Scanned Article Details

View: [Standard View]	Export	Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode	Article Weight
		EK549548581IN	Inland Speed Post	<input type="checkbox"/>	<input type="checkbox"/>		0.000

Article Count 1 Bag Count 0 Total Articles Weight Kgs

Bag Close Operations

Delete Save as Draft **Finish** ← **C**

5. Bags Dispatch

- a. Click on **Transactions Bags Dispatch**
- b. Select the **Schedule ID**, The bags closed for the selected schedule will appear on **Ready for Dispatch** window.
- c. Scan the Bag Number in **Bag ID**. The scanned bags will get listed on scanned Bags window. After scanning all bags, click **Dispatch** option for **dispatch only** and click **Dispatch and Print Mail List** option for printing Mail List. This will generate Mail List ID.

Bags Dispatch

Dispatch Header Details

* Office ID SP21308000850 Mysuru NSH Set GEN1

* Schedule ID MYSNSH_BGTMIO_2300_MMS ZMMS 23:00

Dispatched To Mysuru Sorting L1U,Bengaluru City TMO

Bag ID Weight Kgs Enter

Ready for Dispatch

Dispatched To	Bag ID	Bag Type	Delivery Type	Bag Closed From	Bag Closed To	Priority
---------------	--------	----------	---------------	-----------------	---------------	----------

Scanned Bags

Dispatched To	Bag ID	Bag Type	Delivery Type	Bag Closed From	Bag Closed To	Bag Weight	Priority
Mysuru Sorting L1U	EBK0213569785	Speed post		Mysuru NSH	Bengaluru NSH	1,000	

Count 1 Weight 1,000 Kgs

Dispatch Operations

Save as Draft Delete Dispatch Dispatch & Print Mailist

6. **Deposit Bag Close** (To transfer from One Set to other set)

- a. Select **From Set** and **To Set** and click **Next**.
- b. Scan **Article Number** one by one and Click **Enter**.
- c. Click on **Finish** button to save the details.
- d. Transfer these Deposit Bags to concerned SET at the time of Set Closure.

Deposit Bag Close

Bag Details

* Origin SP21308000850 Mysuru NSH

From Set NSHA

To Set NSHB Next

(Note: Refer IPVS Transaction and Reports SOP for Remaining IPVS Functionalities)