# 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 <u>http://utilities.cept.gov.in/csi/CSI-SOP/CSIIPVSSCHEDULECREATION.pdf</u> 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 transf              | r                                  |        |
|---|------------------------------------|--------|
|   |                                    |        |
| Office Set Open                           |                                    |        |
|   |                                    |        |
| * Office Type RL 🗇 Returned Letter Office | * Office ID RL27000000751 🗇 RLO Am | ritsar |
| * Set No GEN2                             | * Start Date 03.06.2022            |        |
|   | > Enter                            |        |

- 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 Hou                                  | rs in System  |
|--|---|
| TIMESHEET ENTRY & SET CLOS                                 | URE   |
| Timesheet Entry  |   |
| * Office Type RL P Returned Letter Office<br>* Set No GEN2 | * Office ID         RL27000000751         T         RLO Amritsar           Set Open Date         03.06.2022         * Business Date         03.06.2022           Enter         * Enter         * Business Date         03.06.2022 |

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# India Post Visibility System – IPVS

| ← ⊖ ∞ http://btecctv1.indiapost  | dev.gov.in:8000/sap/bc/v<br>stem - Main Sc  | vebdynpro/sap/zwdipvs_mai  | n?sap-langu 🄎 🕇 🖒 🔤   | India Post Visibility System ×   | 642 |
|--|---|--|---|--|-----|
| Transactions   | Reports   | Forms  | Bag Miscellaneous   | Article Miscellaneous  |     |
| Bag Deen<br>Bag Close<br>Bag Close<br>Bags Dispatch<br>Bags Dispatch_Cancel<br>Insured Article Verification<br>Insured Article Verification<br>Derosit Bag Close<br>Bulk Addressee Bag Dispatch<br>Bulk Addressee Article Return | Articles Received<br>Virtual Sort<br>Bags Dispatched<br>Articles Dispatched<br>Articles Dispatched<br>Bag Discrepancy<br>Article Discrepancy<br>Office Abstract<br>Consolidate Abstract<br>Insured Article<br>Late Bags<br>Transmission Analysis<br>Set Discrepancy<br>Bags Missing Scans | Print Bag Manifest<br>Print Bag Dispatch Report<br>Print Mail List | Capture Carl Canage<br>Report Bag Lost<br>Set Bag Priority<br>Bag Barcode Change<br>Capture Carrier Dispatch<br>Bag Deletion<br>DB Set Change<br>Change Bag Status<br>Unlock Bag ID | Capture Article Damage<br>Capture Article Damage<br>Article Barcode Change<br>Report Article Lost<br>Article Destination Pincode Change<br>Report Article Found<br>Article Type Modification<br>Altering an Opened Bag<br>Electronic Proof Of Delivery |     |
| Sort Programs National Sort Programs   | Due Mail Sort list Dispatch Schedules Receive Schedules Sort List   | Master Data  | Tracking Information<br>Bag Tracking<br>Bag Tracking (3 Months)<br>Article Tracking OER<br>Article Tracking   |  |     |

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 (       | <b>JK</b> bu      | tton b              | ру со         | nfi      | rn | 1i  | ng         | ; the        | e to       | tal 1         | numb          | er o       | of bag        | s rece          | eived         |       |             |        |
|-------------------|--------------------------------|----------------|---------------|---------------|------------|-------------------|---------------------|---------------|----------|----|-----|------------|--------------|------------|---------------|---------------|------------|---------------|-----------------|---------------|-------|-------------|--------|
| Ba                | ags Re                         | ceive          |               |               |            |                   |                     |               |          |    |     |            |              |            |               |               |            |               |                 |               |       |             | n sha  |
| Re                | ceive Header                   | Details        |               |               |            |                   |                     |               |          |    |     |            |              |            |               |               |            |               |                 |               |       |             |        |
| * O               | ffice ID<br>edule ID: 🔳        | BANGALORE_M    | YSORE_NM      | Mysuru NSł    | Fetch      |                   | et GEN1             |               |          |    |     |            |              |            |               |               |            |               |                 |               |       |             |        |
| • A<br>Mai<br>Bag | ctual Arrival<br>List ID<br>ID | 0              |               | Actual Ar     | Weight     | 0.25:43           | 24 Hrs<br>Kgs Enter |               | -        | В  |     |            |              |            |               |               |            |               |                 |               |       |             |        |
| Ex                | pected Bags                    |                |               |               |            |                   |                     |               |          |    | Sca | anned Ba   | ags          |            |               |               |            |               |                 |               |       |             |        |
| V                 | iew: [Standar                  | d View] 💌      | Print Version | Export 4      |            |                   |                     |               | 8        | 4  | V   | /iew: [Sta | indard View] | •          | Print Version | Export 4      |            |               |                 |               |       |             | 2      |
|                   | Schedule ID                    |                | Mail List ID  | Bag ID        | Bag Type   | Delivery Type     | Bag Closed From     | Bag Closed To | Priority |    |     | Schedu     | ule ID       |            | Mail List ID  | Bag ID        | Bag Type   | Delivery Type | Bag Closed From | Bag Closed To | Bag W | leight Priv | iority |
|                   | MMS_MAM                        | BALLI_TRAINING | 751           | EBK1008283830 | Speed post | Town Delivery     | Mamballi S.O        | Mysuru NSH    |          |    |     | BANGA      | ALORE_MYS    | ORE_NM     | 0             | EBK0214587965 | Speed Post | •             | Arsikere NSH    | Mysuru NSH    | 1     | 1,000 🗌     |        |
|                   | MMS_MAM                        | BALLI_TRAINING | 758           | EBK1008283836 | Speed post | Non Town Delivery | Mamballi S.O        | Mysuru NSH    |          | 1  |     |            |              |            |               |               |            |               | ∧               |               |       |             |        |
|                   | MMS_MAM                        | BALLI_TRAINING | 769           | EBK1008283880 | Speed post | Non Town Delivery | Mamballi S.O        | Mysuru NSH    |          |    |     |            |              |            |               |               |            |               | 11              |               |       |             |        |
|                   | MMS_KAM                        | KERAI S.O      | 770           | EBK8547895412 | Speed post | Non Town Delivery | Kamakerai S.O       | Mysuru NSH    |          |    |     |            |              |            |               |               |            |               | <u> </u>        |               |       |             |        |
|                   | MMS_MAM                        | BALLI_TRAINING | 781           | EBK1008283874 | Speed post | Non Town Delivery | Mamballi S.O        | Mysuru NSH    |          |    |     |            |              |            |               |               |            |               | U U             |               |       |             |        |
|                   | MMS_MAM                        | BALLI_TRAINING | 782           | EBK1008283873 | Speed post | Non Town Delivery | Mamballi S.O        | Mysuru NSH    |          |    |     |            |              |            |               |               |            |               |                 |               |       |             |        |
|                   | MMS_MAM                        | BALLI_TRAINING | 783           | EBK1008283886 | Speed post | Non Town Delivery | Mamballi S.O        | Mysuru NSH    |          |    |     |            |              |            |               |               |            |               |                 |               |       |             |        |
|                   | MMS_MAM                        | BALLI_TRAINING | 785           | EBK1008283887 | Speed post | Non Town Delivery | Mamballi S.O        | Mysuru NSH    |          |    |     |            |              |            |               |               |            |               |                 |               |       |             |        |
|                   | MMS_MAM                        | BALLI_TRAINING | 787           | EBK1008283875 | Speed post | Non Town Delivery | Mamballi S.O        | Mysuru NSH    | -        |    |     | -          |              |            |               |               |            |               |                 |               |       |             |        |
|                   | MMS_MAM                        | BALLI_TRAINING | /00           | EBK1000203000 | opeed post | Non Town Delivery | Mamballi 5.0        | Mysuru Nori   | -        |    |     |            |              |            |               |               |            |               |                 |               |       |             |        |
|                   |                                |                |               |               |            |                   |                     |               |          |    | Cou | unt 1      | Weig         | ht 1,000 K | gs            |               |            |               |                 |               |       |             |        |
|                   |                                |                |               |               |            |                   |                     |               |          |    |     |            |              |            |               |               |            |               |                 |               |       |             |        |
| Re                | neive Onerati                  | 005            |               |               |            |                   |                     |               |          |    |     |            |              |            |               |               |            |               |                 |               |       |             |        |
| ( 6               | Delete                         | 🖌 🖌 Receive    | -             | <b>D</b>      |            |                   |                     |               |          |    |     |            |              |            |               |               |            |               |                 |               |       |             |        |

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# 3. Bag Open

- a. 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.
- b. Use the **Save as Draft** option to temporarily save the scanned articles to perform some other task.
- c. Use the Clear **Save as Draft** option to delete the temporarily saved scanned articles data.
- d. Click on **Submit** or **Ctrl+S** to save the data permanently.
- e. If the articles data received virtually; Click Perform QA.
- f. Scan all the articles and Click **Submit** to save data.

#### Virtual Bag

| Bag Open  |  |
|---|--|
| Bag Details   |  |
| Office ID SP21308000600     Mysuru NSH     Bag ID EBX100283830     A Bags ready to Open Source Mamball S.O Created By lest103 user23 Article Number | Set (GEN1  |
| Expected Articles   | Scanned Articles   |
| View: [Standard View]  Export   | View: [Standard View]  View: Check Append Row Insert Row Delete Row  |
| Bag ID / Article Number Booking Office Article type Article Weight To Pincode Insured Flag Priority   | Bag ID / Article Number Facility ID Description Article type Article/Bag Weight To Pincode Insured Flag Priority Bag Destination |
|   |  |
| A Bacon Descritions   | Scanned Articles Count 1 Total Articles 1 Total Articles Weight 0.375 Kgs  |
| Delete Casubinit  |  |

## Legacy BAG

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# 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<br>* Origin SP21308000650 Mysuru NSH<br>* Destination Bengaluru NSH > Pincode 560001<br>* Bag Type Speed Post > Next 3  | A<br>B  |
| Bag Close Bag Details Destination Bengaluru NSH Origin Mysuru NSH Bag Type Speed Destination Pincode 550001 Article Number Enter Expected Article Details Scanned Article Details | post Set @EN1   |
| Expected Article Details     Scanned Article Details       View: [Standard View] Export _   | Insured Flag     Priority     To Pincode     Article Weight       t     0.000 |
| Article Count 1 Bag Count 0 Total Articles W  | Nght Kgs  |

## 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 97213000050 Mysuru NSH     Schedule ID MYSNSH_BGTM0_2300_MMS ZMMS 23:00     Dispatched 7     Mysuru Sorting L1ULBengaturu City TMO     Bag ID     Weight Kgs | Enter C   |            |
| Ready for Dispatch   | Scanned Bags  |            |
| View: [Standard View]  Print Version Export  | View: [Standard View] Print Version Export 4  | 24         |
| Dispatched To Bag ID Bag Type Delivery Type Bag Closed From Bag Closed To Priority   | To Dispatched To Bag ID Bag Type Delivery Type Bag Closed From Bag Closed To Bag Weight P | Priority 📥 |
|  | Mysuru Sorting L1U EBK0213589785 Speed post Mysuru NSH Bengaluru NSH 1,000                | 1          |
|  | Count 1 Weight 1,000 Kgs  |            |
| Dispatch Operations  |   |            |
| 🖓 Save as Draft 👔 Delete 🖌 Dispatch 🔒 Dispatch & Print Maillist  | <u></u> c   |            |

- 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 SP21308000650 Mysuru NSH From Set NSHA ▼ To Set NSHB▼ Next ▶ |

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