USER GUIDE FOR FRMU PORTAL_REGIONAL SPOCS

<u>Annexure - III</u> User guide for Regional SPOCs:

- Visit <u>http://cept.gov.in/frmu/</u> and log-in using the user ID and password supplied by Circle FRMU.
- 2. After first login, the Regional SPOCs shall invariably change their default password.
- 3. The responsibility of Closing/Reporting of alerts has been relegated to Divisional SPOCs. The functionality of the same has been removed from the Region Login. Region FRMU shall not to take the action of closing/Reporting of FRMU alerts.
- Creation of user ID for Divisions: Region FRMU needs to create the Divisional logins. For this, go to User Creation -> choose the Division name from drop down Menu > put the user name for the divisions in the format <u>XXXXX@indiapost.gov.in</u> -> create User.



A message will be shown on the screen 'User created successfully'. Default password for the new User will be 'indiapost' {lowercase}. This User ID and Password shall be communicated to the respective divisions.

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FRMU Region Create User ×	👿 CEPT Home X 🚹 FRMU Admin Home X 🕂	- 0 ×
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India Post: Fraud Risk Manag	ement Unit	Logged in as AMBALA HQ OLogout
B Dashboard		
View Alerts <	Create Users	
Q Search Alerts		
I I MIS Reports <	User Created successfully. The default password is 'indiapost'. Please change the password after first login.	
Create User	Division	
Change Password	Ambala 🔻	
	Email Id Create User	
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5. Regional FRMU can monitor the Division wise pendency via accessing the MIS report:

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🗧 🔶 C 🏠 🕜 localhost:52240/FRMUSiteNewDevelop/F_Region/R_PendingMIS.aspx								
India Post: Fraud Risk Management Unit & Logged in as AMBALA HQ								
2 Dashboard								
View Alerts <	Region Pendency Report							
Q Search Alerts	Select Period							
III MIS Reports	By Date By Mon	th OLast 6 Months	OLast 1 Year					
C Pendency Report	20-05-2019 20-05-2019							
Create User	Fetch Report							
Change Password								
	E Region Pendency Report							
	Division	Assigned Alerts	Closed Alerts	Reported Alerts	Pendency	Pendency Including Zero Amount Revival		
	Ambala	33	0	0	983	1109		
	Bhiwani	25	0	0	508	512		
	D DIVISION NEW DELHI	0	0	0	0	0		
	Faridabad	7	0	0	499	511		
	Gurgaon	24	0	0	636	641		
	Hissar	16	0	0	293	300		
Search the web and Windows	(_)	🧿 📒 😽 K	<u>v 🕺 🔯 </u>	× III w III		^ ↓ 😨 투 20-05-2019		

6. Alerts already assigned to field offices by Regional FRMU shall be closed by respective Divisional FRMU from the date of rollout.

Date: 13-02-2019