



Frequently Asked Questions (FAQ)

APT

For

Establishment Data Entry (Data Entry User)



FAQ on Establishment Data Entry – Data Entry user



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DISCLAIMER:

The Operational procedure provided in this Operational Guide is just an illustration for the user for using the IT 2.0 Software in an effective manner. If the Reader is having any doubt in the department Rulings and guidelines, he/she should refer to the respective manuals and volumes only. The IT 2.0 Operational Guide should not be sighted as Rulings.



FAQ on Establishment Data Entry – Data Entry user

Frequently Asked Questions (FAQs)

Establishment Review online portal – Data Entry user

1: What is the purpose of the Online Portal for Establishment Review?

A: The portal is designed to facilitate the data entry, review, and submission process for Establishment Review of Departmental Post Offices (HO, SO & GPO) except Branch Post Offices and Administrative units.

2: Who can access the Establishment Review Online Portal?

A: Designated Data Entry Officers/Verifier/Approver with valid login credentials can access the portal.

3: What are the modes available to access the portal?

A: The portal can be accessed via a web browser on a desktop or laptop with an active internet connection.

4: What is the URL for accessing the portal?

A: The production/live URL is: <https://prod.cept.gov.in/employeeportal>

5: How do I log in for the first time?

A: Use your Employee ID as the Login ID and the default password: Est@1234. You will be prompted to change your password upon first login.

Q: What should I do if I forget my password?

A: You can reset your password using the 'Forgot Password' link on the login page. Ensure your mobile number is updated for OTP verification.

7: How do I begin data entry in the portal?

A: After logging in, click on the 'Establishment Review' card and select 'Establishment Data Entry.'

8: What types of forms available in the Data Entry section?

A: The available forms include:

- Est-2
- MTS-Establishment
- Delivery-Establishment
- Est-5

9: How do I select the correct form type and month/date?

A: After choosing the office, select the desired form type from the dropdown menu. The available months/dates will be displayed based on the selected form.



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10: What does the color coding on the expandable menu cards indicate?

A:

- Green: All values in the card are filled.
- Pink: Some/all values are yet to be filled.

11: Can I edit pre-filled transaction values?

A: Yes, pre-filled values (in red) can be edited if required, provided supporting documents and justifications are given.

12: How do I save my progress?

A: Click on the 'Submit' button. You can either submit all data at once or partially save and complete it later.

13: How do I finalize and submit the establishment data entry for verification?

A: Click on the 'Submit' option in the side panel, select the office and form type, then click on 'Fetch Details' to review entered data and if satisfied with the data click on 'Forward' button for verification to the next level.

14: Can I download my submitted data for verification?

A: Yes, click on 'Download Excel' to export the data for verification.

15: What happens after I forward the form?

A: The form is sent to the verifying officer. Once forwarded, it cannot be edited unless rejected with remarks by the verifying officer. However the Data Entry user may view the data already submitted.

16: What if I get an error message stating 'Please fill the form completely with all date entries'?

A: Check that all fields, including all required months/dates and beat numbers (if applicable), are completed and all menu cards turn green.

17: How can I access reports?

A: Click on the 'Reports' sub-card to access reports, in which the 'Form Status Report' is available.

18: What information is available in the 'Form Status Report'?

A: It provides the status reports of all submitted forms with column headings namely

- ❖ Form Name
- ❖ Status
- ❖ Data Entry Remarks
- ❖ Data Entry Submitted Date
- ❖ Verifying authority Verified Date
- ❖ Verifying authority Remarks
- ❖ Approving authority Remarks



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19: Can I search and filter reports?

A: Yes, use the 'Searcher' field to filter data or click on column headings to sort information.

20: How can I download reports?

A: Click on 'Download Excel' to export report data.

21: Who should I contact if I face login issues or encounter a technical issue in the portal?

A: Contact the Service Desk or your administrative officer for login assistance. Report the issue to the IT support team with details and screenshots.

22: What should I do if data entry fields are not loading?

A: Refresh the page, clear browser cache, or try accessing the portal in a different browser.

23: Can I make changes after submission?

A: No, once submitted, data is locked unless rejected by the verifying officer.

Note: This FAQ aims to provide clarity on the Online Portal Establishment Review operations at Date Entry level. For further queries, refer to the official Operational Guide or contact support.