Frequently Asked Questions (FAQs)

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FOR

Post Management

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DISCLAIMER

The operational procedure provided in this FAQ is just an illustration to assist the user in effectively utilizing the IT 2.0 Software. If the reader has any doubts regarding department ruling and guidelines, they should refer to the respective manuals and volumes. The IT 2.0 FAQ should not be cited as authoritative Rulings.

Frequently Asked Questions (FAQs) : Post Management

1. **What is the "Post Management" card, and where can I find it?**
   The "Post Management" card is located on the home screen of the application. Click on the card to access Post Management options for handling posts within the Postal & RMS Divisional Office.

2. **What are the sub-cards under the "Post Management" card?**
   There are two sub-cards under the "Post Management" card:
   Post Management: For managing and creating posts.
   Post to Post Mapping: For mapping posts across different offices.

3. **What options are available when I click on the "Post Management" sub-card?**
   After clicking on the "Post Management" sub-card, the following options will be displayed:
   Create Post
   Modify Post Details
   View Establishment Register

4. **How do I create a new post?**
   To create a new post:
   Click on the **Create Post** option.
   Fill in all mandatory details.
   Click on the **Add** button under the ACTION column to save the post.
   Afterward, click on the **Submit** button.
   A pop-up message will appear confirming that the post has been created successfully.

5. **How can I modify an existing post?**
   To modify a post:
   Click on the **Modify Post** option.
   Select the office from which the post needs to be modified.
   The system will display the posts belonging to that office.
   Mark the checkbox next to the post you want to modify.
   After selecting the post, click the **Modify** button.
   Edit the required mandatory fields and click on **Save**.
   A pop-up message will confirm that the modification was successful and has been sent for approval.

6. **Who needs to approve post modifications?**
   Post modifications need to be approved by the divisional head before they are finalized.

7. **How can I view the Establishment Register?**

   To view the Establishment Register: Click on the View Establishment Register option. Select an office from the "Choose an option" dropdown. Click the View Estd Register button to display the register.

8. **Can I view multiple reports under the "View Establishment Register"?**

   Yes, you can switch between the following report options:
   View Establishment Register
   View Posts History
   View Filled Posts List
   Choose the required report, and the information will be displayed.

9. **Can I download the reports?**

   Yes, you can download the reports displayed in Excel format for further reference.

10. **What happens after I submit a post creation or modification request?**

    After submitting the post creation or modification request, the system will confirm the action with a pop-up message. The creation will be marked as successful, while modification requests will be sent for approval.

11. **What should I do if I face an issue with creating or modifying posts?**

    If you encounter issues while creating or modifying posts, please contact your system administrator or divisional head for assistance. Ensure all mandatory fields are filled in correctly.

12. **Can I view the post history for a specific office?**

    Yes, you can view the post history by selecting the appropriate report option under **View Establishment Register** and choosing **View Posts History**.

13. **What is Authority Mapping?**

    Authority Mapping is the process of assigning specific authority details to employees based on their roles, offices, and groups. This helps streamline the management of various posts and responsibilities across different offices and employee groups.

14. **How do I access the Authority Mapping section?**

    To access the Authority Mapping section, click on the **"Authority Mapping"** sub-card under the **Post Management** card.

15. **What options are available under the Authority Mapping sub-card?**

    When you click on the **"Authority Mapping"** sub-card, you will see two options: **Assign Mapping** and **View Mapping**

16. What happens when I click on the "Assign Mapping" option?

Clicking on **"Assign Mapping"** will take you to the **Mapping Authority Details** screen where you can assign authority details to employees.

17. What do I need to do in the Mapping Authority Details screen?

In the **Mapping Authority Details** screen, you will need to:

Select the **Mapping Authority** option. Mark the relevant authority details. Choose the **Office Type**. Select the **Office**. Choose the **Employee Group**. Select the **Authority Post ID**.

18. How do I select employees for the mapping?

After filling out the necessary authority details, you will: Select the **employees** to whom the mapping needs to be done. Choose the **Office Type**, **Office**, and **Employee Group**. The system will then display all the **Post IDs** for the selected group in the chosen office. You can select individual post IDs or all post IDs as required.

19. What happens after I select the posts?

Once the posts are selected, click the **Map Authority** button. A pop-up message will confirm that the mapping was successful for the selected posts and has been submitted for approval.

20. Can I override previous mappings?

Yes, the current mapping will override any previous mappings that were done for the selected posts.

21. Is there a confirmation after the mapping is successful?

Yes, once you click the Map Authority button, a pop-up message will confirm that the mapping was successful and has been submitted for approval.

22. What happens if I need to edit the mapping after submission?

Once the mapping is submitted, any changes will need to be done by either re-assigning the mapping or contacting the admin for further modifications. The current mapping will overwrite the previous mapping.

23. How do I view the existing mappings?

To view the existing mappings, click on the **"View Mapping"** option under the **Authority Mapping** sub-card.

24. Who approves the submitted mapping?

The submitted mappings are usually sent for approval to the designated authority or admin within your organization. Check with your admin to track the approval status.

25. How can I access the Post Management options?

To access Post Management, simply click on the **“Post Management”** card available on the home screen.

26. What are the sub-cards available under Post Management?

Once you click on the Post Management card, two sub-cards will appear: **Post Management** and **Authority Mapping.**

27. What options are available under the "Post Management" sub-card?

Under the "Post Management" sub-card, you will find the following options: **Create Post, Approve/Reject New Created Post, Modify Post, Approve/Reject Modified Post, Post Restoration** and **View Establishment Register.**

28. How do I create a new post?

Click on the **Create Post** option.
Fill in the mandatory details for the new post.
Click the **Add** button under the ACTION column.
Once the post is added, click on the **Submit** button to finalize the process.
A pop-up will appear confirming that the post was created successfully.

29. How do I approve or reject a newly created post?

Click on **Approve/Reject New Created Post**. Select the office for which you wish to approve or reject the post creation. Newly created posts pending approval will appear. Select the post by marking the checkbox next to the Post ID and click on **Update**. You can then select to either **Approve** or **Reject** the post, adding remarks if needed. After approving, a confirmation pop-up will appear indicating the post was successfully approved.

30. How do I modify an existing post?

Click on the **Modify Post** option. Select the office, and the system will display posts associated with that office. Choose the post you want to modify by marking the checkbox and then click **Modify**. Enter the mandatory fields and click **Save**. A confirmation message will appear indicating that the modification was successful and sent for approval.

31. How can I approve or reject a modified post?

Click on **Approve/Reject Modified Post**. Select the office where the post modification exists. Choose the Post ID by marking the checkbox next to it and click on **Update**. Review the modified post details, add remarks, and then click **Approve** or **Reject** as necessary. After approval, a confirmation pop-up will appear indicating that the post modification was successfully approved.

32. What happens after I click on the "Approve" button?

After clicking **Approve**, a pop-up message will confirm that the post or post modification has been successfully approved.

33. Can I download the order file related to post creation?

Yes, a **Download** button is available for you to download the order file associated with the post creation.

34. What happens if I reject a post or post modification?

If you choose to **Reject**, the respective post will not be approved, and the rejection will be noted with the remarks you provide.

35. How do I view the establishment register?

The **View Establishment Register** option is available within the Post Management menu, allowing you to view details related to the establishment.

36. How do I restore a post?

To restore a post: Click on the "Post Restoration" option. The "View Surplus" screen will be displayed. Click on the "View Surplus Post List" button. Select the Post ID you wish to restore. Mark the checkbox against the selected Post ID. Click on the "Restore Post" button. Review the post details and click "Restore Post" again. A pop-up message will confirm that the post was restored successfully.

37. How do I view the Establishment Register?

To view the Establishment Register: Click on the "View Establishment Register" option. Select an office by clicking on the "Choose an option" dropdown. A list of all offices under the administrative jurisdiction will be displayed. Select the desired office and click the "View Estd Register" button. The information for the selected office will be displayed. You can also download this report in Excel format.

38. Can I switch between different reports in the Establishment Register?

Yes, you can switch between the following reports:**View Establishment Register, View Posts History** and **View Filled Posts List.** Choose the report you wish to generate from the available options, and the corresponding data will be displayed.

39. What is the "Authority Mapping" feature?

The “Authority Mapping” feature allows users to assign, approve, and view mapping authorities related to posts. It contains three options: **Assign Mapping**: Assigns authority to specific posts. **Approve Mapping**: Approves the assigned authority mappings. **View Mapping**: Allows users to view existing authority mappings.

40. How do I assign mapping to a post?

To assign mapping:

Click on the “Authority Mapping” sub-card under the Post Management card. Choose the “Assign Mapping” option. Select the required Mapping Authority details (e.g., Mapping Authority Option, Office Type, Office, Employee Group, and Authority Post ID). Select the employees who need the mapping. Choose the Office Type, Office, and Employee Group for mapping. Select the Post IDs that need mapping. Click on the “Map Authority” button. A pop-up message will confirm that the mapping was successful and has been submitted for approval.

Note: The current mapping will override any previous mappings made.

41. Can I override a previous mapping?

Yes, if you assign new mapping, it will override the previous mapping for the selected posts. Be sure to review the mapping details before confirming the changes.

42. How do I download reports in Excel format?

When viewing the reports in the Establishment Register or Post History, you will see an option to download the report in Excel format. Simply click the download button, and the report will be saved to your device.

43. How do I approve a Post to Post mapping?

When you click the **“Approve Mapping”** option, all the Post to Post mappings pending approval will be displayed. You can select individual Post IDs or mark the checkbox to select all Post IDs. You can approve a single Post ID mapping or approve all pending Post IDs in bulk using the **“Bulk Approve Mapping”** button. A pop-up message will confirm the successful approval of the bulk mapping.

44. Can I approve multiple Post to Post mappings at once?

Yes, you can approve multiple mappings in bulk by selecting all Post IDs using the checkbox and then clicking the **"Bulk Approve Mapping"** button. A pop-up will confirm once the mappings have been approved successfully.

45. How can I view the current Post to Post mapping details?

Click on the **"View Mapping"** option under the **"Authority Mapping"** sub-card to view the details. You can select an office to view the mapping details. You can choose a single office or select all offices under the administrative jurisdiction. All Post IDs for the selected office will be displayed. To check details for a specific Post ID, click on the **View Mapping** button next to it.

46. How do I view the mapped authority post details?

To view mapped authority post details, click on the **"View Authority"** button next to the Post ID. The details of the mapped authority, including authority name, designation, and other information, will be displayed.

47. What happens if I want to return to the previous screen?

If you wish to go back to the previous screen, simply click on the **"Cancel"** button.