

URL : **addressweb.ptcinfo.org**

Access Levels

- Administrator - Circle, Region and Divisional levels.
- Supervisor - Post office level
- Operator - Post office level

Powers

- **Circle /Regional Administrator**
 1. Adding Regional/divisional administrators
 2. Editing added Users
 3. Adding New Customers like BSNL, Hutch etc...
 4. Editing added Customers
 5. Uploading address file from his customers
 6. Provision to view the uploaded files and data
 7. Provision to view the verified data of his customer.
 8. Provision to transfer the non-verified addresses to other offices
- **Divisional Administrator**
 1. Adding Post office Supervisors and Operators and assigning them permissions
 - a) Data entry (Only for Operator)
 - b) Data modification (for operator/supervisor)
 - c) Data verification (for operator/supervisor)
 2. Editing added Users
 3. Adding New Customers like BSNL, Hutch etc...
 4. Editing added Customers
 5. Uploading address file from his customers
 6. Provision to view the uploaded files and data
 7. Provision to view the verified data of his customer.
 8. Provision to transfer the non-verified addresses to other offices

File upload Structure:

File provided by Customers should be in Excel with following fields in the same order as given below:

	Column Name	Width
1.	Reference id -	50
2.	Name -	100
3.	Address -	200
4.	Taluk/Town -	100
5.	City/District -	100
6.	Pin Code -	6

- **Post office Supervisor**
 1. Address Verification *
 2. Address Modification *
- *Based on Permissions available*

- **Post office Operator**
 1. Provision to view the available address data for his office
 2. Provision to assign the beat number to each addresses.
 3. Provision to print individual address sheet.
 4. Provision to export available address data to MS-Word and MS-Excel format.
 5. Evaluating the addresses
 - a) Address to be marked as **Genuine address, Wrong address, for modification**
 - b) If genuine – whether addressee is resident of that address; If wrong address whether incomplete or no such address; If for modification – operator/supervisor can modify any of the fields
 - c) After modification, if pincode is modified, the data will be transferred to other post office, if pincode is not known, data can be forwarded to administrator
 - d) After modification, genuine or not to be marked
 6. Address Verification *
 7. Address Modification *

** Based on Permissions available*

Operational Steps

- The User Id and Password for the Circle Administrator will be issued by PTC, Mysore.
- The Circle Administrator has to create Regional Administrator
- The Regional Administrator has to create Divisional Administrator
- The Divisional Administrator has to create Post office Supervisors and Operators
- The Divisional Administrator has to give Permissions to Post office users.
- The Divisional Administrator has to supply the Login ID and Password to each post offices. *(Try to make email ID as the Login ID for each user).*
- Upload the Address files (in the Specified format and PIN Code is a must field). The addresses will automatically route to the configured post offices.
- Evaluation of the addresses by the Post Office.
- Verify and Modify (if required) by the Post office operator/supervisor *
- View and export the verified address by the Administrator

** Based on Permissions available*