

# RASCI – BI Tool User Manual for Assessment Agency



Date: 18-07-2017

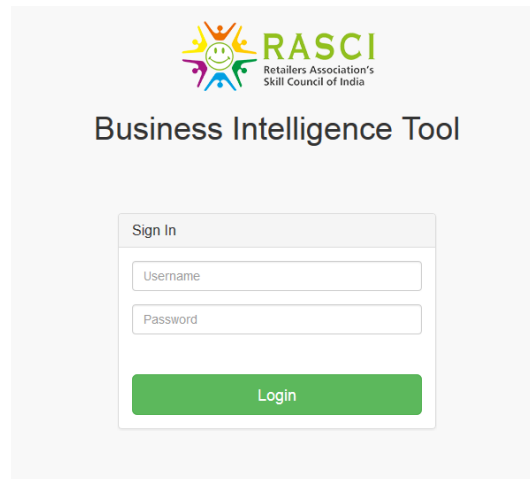
Abbreviations	Name
TP	Training Partners
AA	Assessment Agency
BI Tool	Business Intelligence Tool
NOS	National Occupational Standards

## Log in to RASCI BI Tool

1) Browse the url mentioned below to open RASCI BI Tool.

<http://bi.rasci.in/login.aspx>

Log in page look like.



The screenshot shows the login page for the RASCI Business Intelligence Tool. At the top, there is the RASCI logo, which consists of a colorful sun-like icon with a smiley face, followed by the text "RASCI" in green and "Retailers Association's Skill Council of India" in smaller black text. Below the logo, the title "Business Intelligence Tool" is displayed in a large, bold, black font. Underneath the title is a "Sign In" form. The form has a light gray header with the text "Sign In". It contains two input fields: "Username" and "Password", both with light gray borders and placeholder text. Below the input fields is a prominent green button with the text "Login" in white.

2) Enter your "Username" and "Password" provided to you by RASCI and click "Login" button.

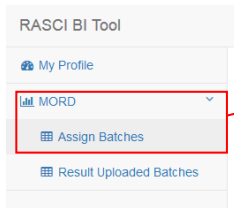
3) After successfully logging in, below given page shall be opened.

# Assessment Agency Functions

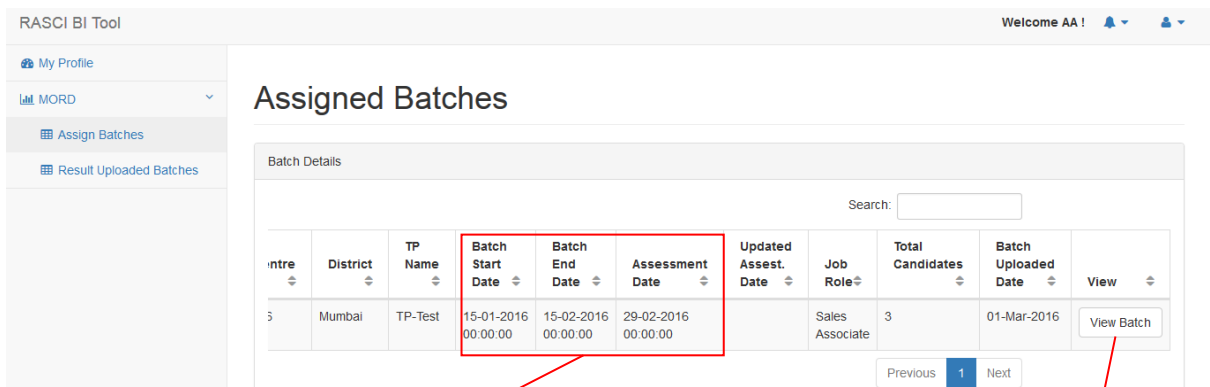
- **View Assigned Batches**

Once RASCI assign the batch to AA, Agency can upload the results.

After Login with AA credentials Agency can access the below screen to view assigned batch details

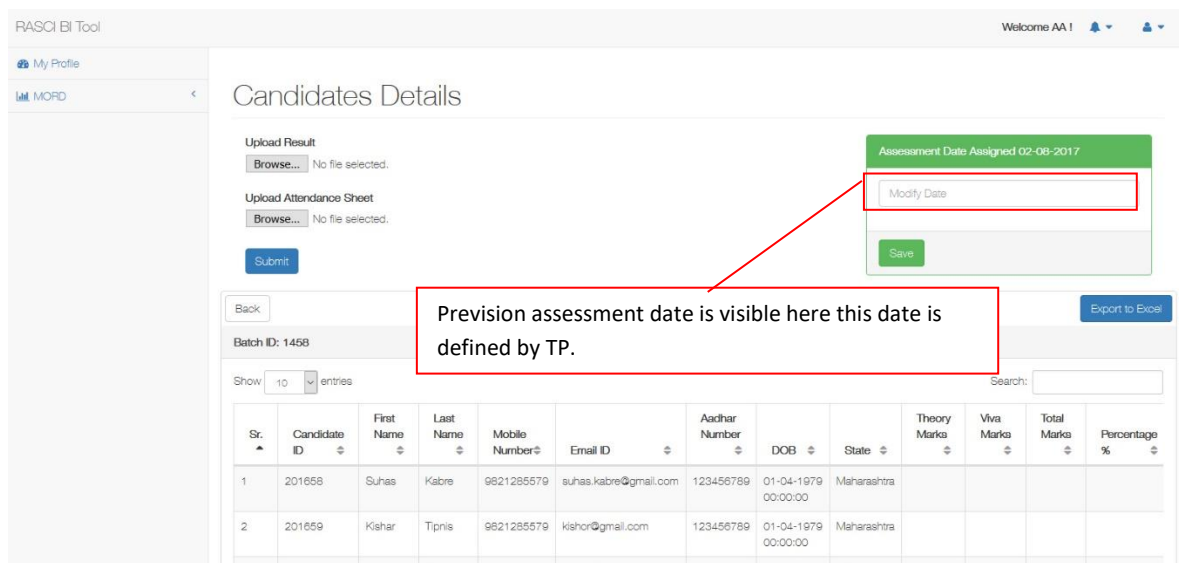


Click on "Assign Batches" tab to see total number of assign batches by admin.



Batch Start / End Date and Assessment Date was mentioned by TP at the time of batch upload.

Assessment Agency can change the Assessment Date. Click on "View Batch" button which is on right hand of screen to see more details of assign batch.



Prevision assessment date is visible here this date is defined by TP.

RASCI BI Tool Welcome AA !

My Profile   
 MORD

## Candidates Details

**Upload Result**  
 Browse... No file selected.

Assessment Date Assigned 29-02-2016

Modify Date

March, 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9						

Today: March 1, 2016

[Export to Excel](#)

Back

Batch ID: 1

Show 10 entries

Sr.	Candidate ID	First Name	Last Name	Mobile Number	Email ID	Aadhar Number	DOB	Education Level	Gender	Employment Status
1	1	Soham	Sawant	9969884001	soham@test.com		01-04-1979 00:00:00	Graduate	Male	

If you want to update date you can modify the date.

Click on back button to check modified "Assessment Date"

RASCI BI Tool Welcome AA !

My Profile   
 MORD   
 Assign Batches   
 Result Uploaded Batches

## Assigned Batches

Updated Assessment date is now visible to all.

Show 10 entries

Batch ID	Centre ID	District	TP Name	Batch Start Date	Batch End Date	Assessment Date	Updated Assesst. Date	Job Role	Total Candidates	Uploaded Date
68	50060	Mumbai	TP-Test	01-01-2016 00:00:00	01-02-2016 00:00:00	15-02-2016 00:00:00	21-Feb-2016	Sales Associate	4	19-Feb-201

ng 1 to 1 of 1 entries

Previous 1 Next

Updated Assessment date is now visible to RASCI Admin

Affiliation   
 Accounts   
 Assesment   
 Assign Batches   
 Completed Batches   
 Pending Batches   
 MORD   
 Reports

## Pending Batches

Pending Batches

Show 10 entries

Sr.	TP. Name	AA. Name	Batch ID	Batch Upload Date	Batch Assign Date	Tp Assesst. Date	Updated Assesst. Date	Pending
1	TP-Test	AA-Test	2	01-Mar-2016	01-Mar-2016	29-02-2016 00:00:00		🟢

Showing 1 to 1 of 1 entries

Previous 1 Next

## Upload Results

- Unique Batch ID & Candidate ID given by SDMS is very important while uploading results.

Before uploading batch results, AA has to download "Result Upload format" from this link.

Batch ID: 1458

Batch ID & Candidate ID is get generated from system automatically.

Sr.	Candidate ID	First Name	Last Name	Theory Marks	Viva Marks	Total Marks	Percentage %
1	201658	Suhas	Kabre				
2	201659	Kishor	Tipnis				

For MORD scheme system will auto generate Batch ID & Candidate ID.

AA has to download the batch detail format which auto generates batch id, candidate id, candidate name etc. AA has to fill only marks column. On the basis of marks obtained system will calculate pass and fail status. If candidate is absent, **put blank column in template.**

**Result will show as "NA" Not appeared as status.**

System generated batch id, candidate id and other batch details.

Add your obtained marks in this column. Do not mention as "Pass or Fail" status. System will auto generate result.

BatchID	CandidateID	FirstName	LastName	JobRole	AssessmentDate	TheoryMarks	VivaMarks
5	233	Kishan	Mhatre	Sales Associate	15-02-2016 00:00:00	35	36
5	234	Nachiket	Apte	Sales Associate	15-02-2016 00:00:00	75	0
5	235	Satendra	Negi	Sales Associate	15-02-2016 00:00:00		

**Accepted : Whole Numbers eg(35) & Decimal Number (35.5)**

**Not Accepted: (space, special characters like %, @etc), Characters (Pass, Fail, Absent) etc**

**If Candidate is absent then Add zero (number format) 0 in both Theory & Viva Marks Column.**

**Theory Marks: 0 & Viva Marks : 0 = Not Appeared**

Theory Marks: 0 & Viva Marks : 1 = Fail

Viva Marks: 1 & Theory Marks: 0 = Fail

RASCI BI Tool Welcome AA 1

**Candidates Details**

Upload Result   
  No file selected.

Upload Attendance Sheet   
  No file selected.

Batch ID: 1458

Show 10 entries

Sr.	Candidate ID	First Name	Last Name	Mobile Number	Email ID	Aadhar Number	DOB	State	Theory Marks	Viva Marks	Total Marks	Percentage %
1	201658	Suhas	Kabro	9821285579	suhas.kabro@gmail.com	123456789	01-04-1979 00:00:00	Maharashtra				
2	201659	Kishar	Tipnis	9821285579	kishor@gmail.com	123456789	01-04-1979 00:00:00	Maharashtra				

Select result format and upload result.

Upload Attendance sheet while uploading result. Attendance sheet can be pdf, jpg, excel or word format

- Result is not viewable unless AA uploads in right format. Theory Marks & Viva Marks is very important while uploading results.
- Once Result is uploaded, it will be visible to “Result Uploaded Batches” tab.

RASCI BI Tool Welcome AA 1

**Result Uploaded Batches**

Result Uploaded Batches

Show 10 entries

Sr.	Batch ID	TP Name	State	Batch Start Date	Batch End Date	Assessment Date	Updated Assest. Date	Job Role	Total Candidates	Result Uploaded Date	View
1	1458	TP-Test	Maharashtra	01-07-2017	31-07-2017	02-08-2017		Trainee Associate	5	13-Jul-2017	View Batch Download Sheet
2	481	TP-Test	Maharashtra	01-07-2016	31-07-2016	12-08-2016		Trainee Associate	2	24-Oct-2016	View Batch
3	482	TP-Test	Maharashtra	30-08-2016	31-08-2016	08-09-2016		Store Ops Assistant	2	24-Oct-2016	View Batch
4	483	TP-Test	Maharashtra	01-07-2016	31-07-2016	04-08-2016		Trainee	2	24-Oct-2016	View Batch

You can download attendance sheet and can view batch result.

- Now you can view Candidate Result.

Show 10 entries

Sr.	Candidate ID	First Name	Last Name	Mobile Number	Email ID	Aadhar Number	DOB	Education Level	Gender	Employment Status
1	1	Soham	Sawant	9969884001	soham@test.com		01-04-1979 00:00:00	Graduate	Male	
2	2	Kiran	Patil	9869179955	kiran@test.com		03-07-1982 00:00:00	Graduate	Male	
3	3	Nihar	Shinde	9821285579	nihar@test.com		19-02-1980 00:00:00	Graduate	Male	

Showing 1 to 3 of 3 entries

Total Pass Candidates: 33.33%  
Total Pass Candidates: 1 Candidates out of 3 Candidates

Total Fail Candidates: 33.33%  
Total Fail Candidates: 1 Candidates out of 3 Candidates

Payments

Search:

First Name	Last Name	Mobile Number	Email ID	Aadhar Number	State	Theory Marks	Viva Marks	Total Marks	Percentage %	Result
Girish	Mane	9969885522	girish@test.com		Maharashtra	75.3	78.6	153.90	153.90	Pass
Kishor	Lattu	9969884557	kishor@test.com		Maharashtra	35	0	35.00	35.00	Fail
Geeta	Daial	8415567855	geeta@test.com		Maharashtra	0	0	0.00	0.00	NA

3

Previous 1 Next

Total Pass Candidates: 33.33%  
Total Pass Candidates: 1 Candidates out of 3 Candidates

Total Fail Candidates: 33.33%  
Total Fail Candidates: 1 Candidates out of 3 Candidates

- Once Result is uploaded you can view total number of pass and fail candidate.

Total Pass Candidates: 33.33%  
Total Pass Candidates: 1 Candidates out of 3 Candidates

Total Fail Candidates: 33.33%  
Total Fail Candidates: 1 Candidates out of 3 Candidates

**For any technical support contact below.**

**Email : [amol.rane@asrworld.in](mailto:amol.rane@asrworld.in)**

**Mobile: +91 9969884001**