

SOP For Operational Panel:

BSCIC Certifications

Hello Akash Bhatia
Operational Panel

Profile

Batch Scheduling

a. Add new Batch

d. Filter or search

S No.	Batch No	Batch Type	Trainer	Students	MCC	Duration	Upload	Training Dates & Timing	Class Link
1	C2068	online						Starts on: 2025-01-09 Ends on: 2025-01-17 Timing: 00:30:00	https://us06web.zoom.us/j/89589059883?pwd=go7bCWENbv3rRX3Lf7YN6LdSLDjuav.1
2	C2067	online	LK Tandan					Timing: 01:00:00	https://us06web.zoom.us/j/89589059883?pwd=go7bCWENbv3rRX3Lf7YN6LdSLDjuav.1
3	C2066	online	Tumma Rao	2		9 Days		Starts on: 2024-11-18 Ends On: 2024-11-26 Timing: 00:01:00	https://us06web.zoom.us/j/89589059883?pwd=go7bCWENbv3rRX3Lf7YN6LdSLDjuav.1

1.

- Add new Batch details by clicking on add button.
- In MCC Column there are 2 options upload and download by clicking on upload option please check 3rd point and for download it will automatically download MCC pdf formate.
- In Upload Column there are also 2 options upload and download batch's document for upload option referred to 4th point and in download with will automatically download batch's document ZIP folder.
- Filter or search any batch according to your specifications.

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Add New Batch `C2069`:

a. batch number code

Batch Number: C2069

1st Step:

Batch Language: ---Select option--- Batch Type: ---Select option--- Select Standards: Select Options Training type: ---Select option---

2nd Step:

Lead Trainer: ---Please Choose an option--- Observer: Select Options Support Trainer: ---Please Choose an option---

Witness: ---Please Choose an option--- Select Students: Select Options

3rd Step:

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy Start Timing: --:-- End Timing: --:--

4th Step:

Class Duration (No. of Days): Enter Class Duration eg: 9 or 5 Class Type: --Select one option-- Class Link: Enter Class Link

Host ID: Enter Host ID Host Password: Enter Host Password Batch Assign To: ---Please Choose an option---

In House / Open House: ---Please Choose an option---

b. for team leader

b. for team

NEXT

2.

- After clicking add button from batch scheduling you will come to this window, and in `Batch Number` field you can edit batch number code.
- From 1st step to 3rd step it's for team leader to enter the details. After that 4th step details are to be entered by team through editing option of that batch.
- After team leader enters the detail, team will automatically notify that they have new batch assigned.

SOP For Operational Panel:

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Dashboard
Batch Scheduling
Assign Leads
Exam Scheduling
Result Declare
Certificates
Delegate Documents
Dispatch Tracker
Logout

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Annexure MCC Mandatory Compliance Checkpoints for BSCIC Training Team for CQI-IRCA Virtual Training

Below are the **Requirement** steps, BSCIC Training Operation & Compliance Team **need to mandatory comply** prior/ during/ post conducting a training program.

Team Member to mark '✓' and confirm on the receipt of records at BSCIC HQ and mark 'x' in case no record received.

b. Select All options at one click → (✓ or X) ☐ Select all

1 BIS need to inform a batch to BSCIC Min. 5 days prior conducting of the training mentioning all details in filled copy of Annexure IIF- Initial Information Form along with filled copy of CRF- Course Registration Forms. This is a mandatory requirement without this no batch will be accepted.

2 Team need to collect all **Course Registration Forms (CRFs)** dully filled and signed with delegates with complete below details

2.1 Proper name

2.2 Email id

c. click on single check box. →

15 Confirmed delivery of certificates to individual delegates.

***** Note: Any document, which is available as per stage above, shall be directly placed into course folder in soft within next 5 days from the date of receipt of documents.**

Prepared By:

Completion Date:

d. Final Submit → **FINAL SUBMIT**

3.

- After clicking on 'Upload MCC' it will shows that details.
- Through 'Select All' by this option you will tick all options at one click.
- And if you want if you want to click on single single item click on this check box.
- After all done click on 'Final Submit' for the formation of MCC document to be saved in batch document or you can download through download option in MCC Column.

SOP For Operational Panel:

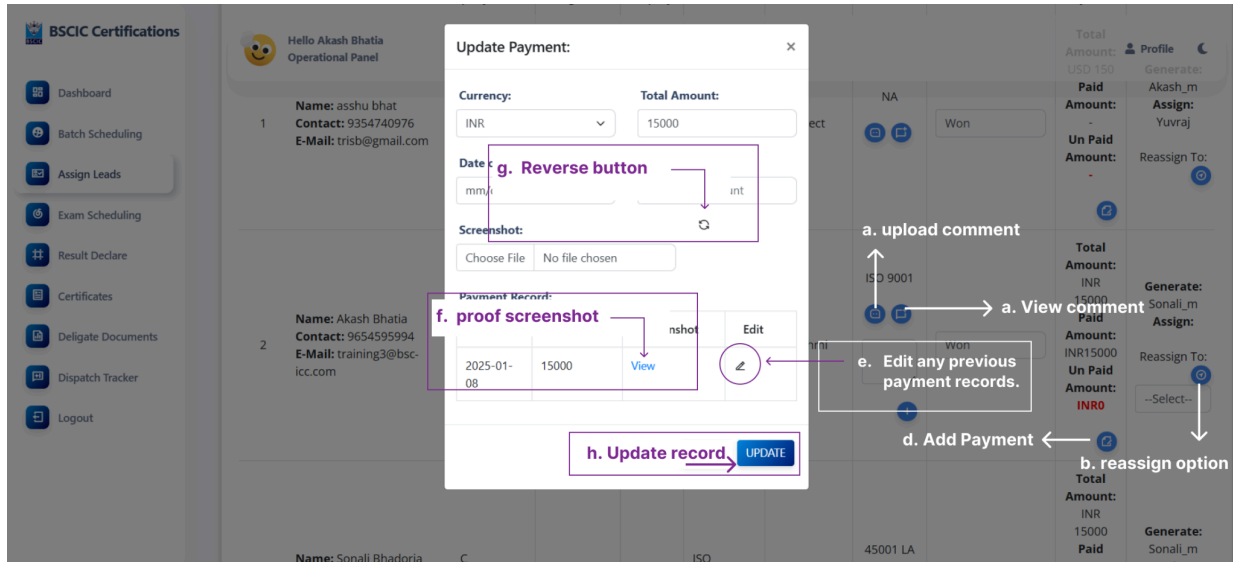
The screenshot displays the 'Operational Panel' for 'Hello Akash Bhatia'. The main section is titled 'Document Verification of `Batch C2068` :'. It contains several upload fields, each with a 'Choose Files' button and 'No file chosen' text. A purple box labeled 'a. TAF' highlights the 'TAF:' field, which includes a 'View' button and a red trash icon. Another purple box labeled 'a. IIF' highlights the 'IIF' field, also with a 'View' button and a red trash icon. A third purple box labeled 'b. Loaded sheets' highlights the 'Loaded Sheets' field. A fourth purple box labeled 'c. upload screenshots' points to the 'Manage Attendance:' section, which includes fields for '1 Day', '2 Day', '3 Day', '4 Day', '5 Day', and '6 Day'. Each of these fields has a 'Choose Files' button and 'No file chosen' text. Other fields visible include 'PTDSC', 'Training Hours Details', 'CHPFA', 'CKIR', 'Whatsapp Group Chat', and 'TSF - If Provided By Tutor', all with 'Choose Files' buttons and 'No file chosen' text. The left sidebar shows navigation options: Dashboard, Batch Scheduling, Assign Leads, Exam Scheduling, Result Declare, Certificates, Delegate Documents, Dispatch Tracker, and Logout.

4.

- 1st column is for uploading of some batch varification documents, where TAF and IIF is automatically formed during the batch scheduling.
- And in `Loaded sheets` field upload excel file for making results of that particular batch, mandatory to enter correct mail id of those delegates.
- In `Manage Attendance` upload screenshots of attendance for proofing.
- All these documents or files are upload to that particular batch folder if you want to download that, download from upload column of batch scheduling .

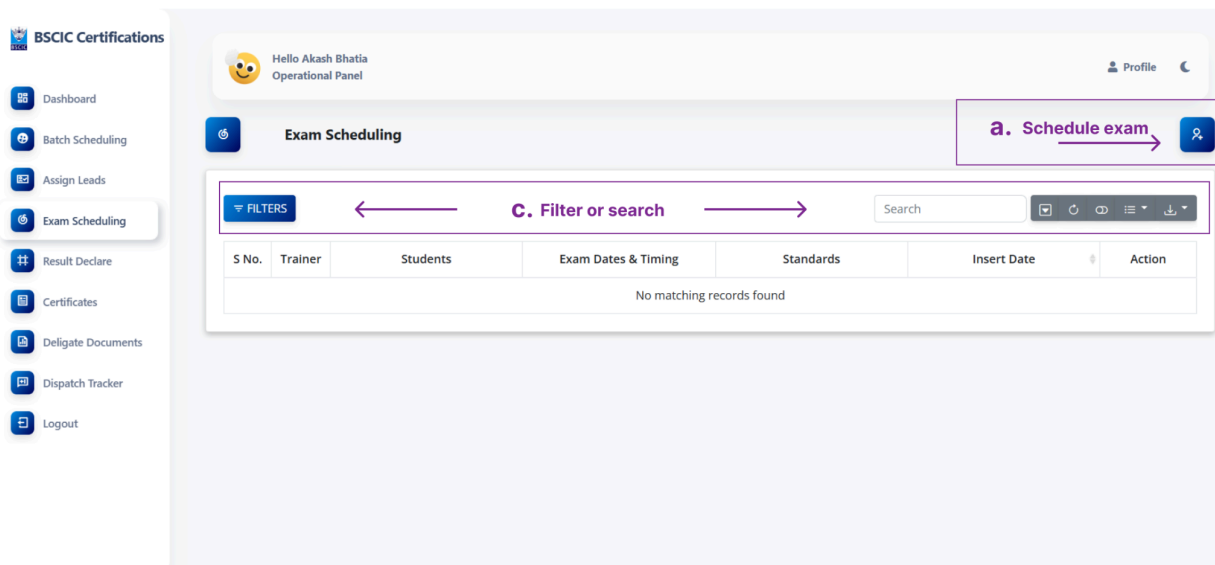
SOP For Operational Panel:

5.



- In comment section upload and view comment option for further reference.
- In roles column there is reassign option to reassign that to other team member.
- 'Add Payment' this option is only for Direct leads.
- After clicking on add button update payment model or pop up shows, in payment record it shows if they have previous payment record.
- Edit any previous payment records.
- View proof screenshot of payment.
- Reverse button for reversing entries e.g, if you have enter on any edit button but don't want to edit now and want new entry then you can reverse the process.
- 'Update' it records the payment of that delegate.

6.



SOP For Operational Panel:

- Schedule exam with some details of trainer, student, and standard .
- Edit any Exam details.
- Filter or search any batch according to your specifications.

7.

- Schedule new exam with some basic details.

The screenshot displays the 'Schedule New Exam' form in the BSCIC Certifications Operational Panel. The form includes fields for Language, Select Standards, Training type, Training Sub type, Trainer, Select Students, Exam Date, Start Timing, End Timing, Exam Assign To, and Exam Guidelines. The form is currently empty, with dropdown menus and text input fields. The sidebar on the left shows the navigation menu with options like Dashboard, Batch Scheduling, Assign Leads, Exam Scheduling, Result Declare, Certificates, Delegate Documents, Dispatch Tracker, and Logout. The top header shows the user's name 'Hello Akash Bhatia' and the title 'Operational Panel'.

8.

- In result declare section, result is automatically been declare when you add loaded sheets to batch document upload area.
- You can add manually by entering some details.
- From result column you can download result document for mail purpose.
- Edit result details.
- Delete any result on permanent basis.

The screenshot displays the 'Result Declare' section in the BSCIC Certifications Operational Panel. It features a table with columns: S No., Students, Exam Type, UID, Standards, Status, Course Start Date, Course End Date, Result, Insert Date, and Action. The table contains two rows of data. The 'Result' column has a dropdown menu with options 'c. download result', 'd. Edit result', and 'e. Delete result'. The 'Insert Date' column shows dates like '15-10-2024' and '0-2024'. The 'Action' column has icons for edit and delete. The sidebar on the left shows the navigation menu with options like Dashboard, Batch Scheduling, Assign Leads, Exam Scheduling, Result Declare, Certificates, Delegate Documents, Dispatch Tracker, and Logout. The top header shows the user's name 'Hello Akash Bhatia' and the title 'Operational Panel'.

S No.	Students	Exam Type	UID	Standards	Status	Course Start Date	Course End Date	Result	Insert Date	Action
1	Sadam K	Virtual	333333	ISO 9001:2015 QMS	Pass	11-10-2024	19-10-2024	c. download result	15-10-2024	d. Edit result
2	Sajeed Alam	Virtual	444444	ISO 9001:2015 QMS	Pass	11-10-2024	19-10-2024	d. Edit result	0-2024	e. Delete result

SOP For Operational Panel:

9.

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Result Formation :

a. Enter delegate UID

Delegate UID: Select Standards: Select Student: **GET**

Delegate Name:

Exam Type: Status: Action:

Course Start Date: Course End Date: Trainer:

Sent E-Mail:

b. Sent E-mail option

BACK **ADD**

- Enter delegate UID standard and student name and click on set button for getting all other details like delegate name, exam type, status, and action etc.
- In 'Sent E-mail' option in which enter mail id to which result to be sent.

10.

BSCIC Certifications

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Operational Panel

Profile

Certificate Generation

a. Add certificate

Search

S No.	UID	Certificate No	Students	Standards	Certificate Tracking	Certificate	Insert Date	Action
No matching records found								

b. Certificate tracking

d. download certificate

c. edit and delete button

- Add new certificate.
- 'Certificate tracking' column some option of tracking like cancel, generated, release, and delivered.
- In 'Action' column edit and delete button for actions.
- In 'Cerificate' column download certificate for further process.

SOP For Operational Panel:

11.

- Add new certificate with some basic details for the generation of the certificate PDF.
- Batch number, student, and standard should be correct.

BSCIC Certifications

Hello Akash Bhatia
Operational Panel

Add New Certificate :

Delegate UID: Student: Select Standards: Certificate Number:

Course Type: Course code: Course Number: Issue Date:

Batch No:

BACK ADD

12.

- In delegate document there are columns which shows that those document are uploaded or not.
- In 'Upload' column there are 2 options one for upload document and other for download folder.
- For upload document referred to 13th point.

BSCIC Certifications

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Delegate Documents

a. In delegate document shows document uploaded or not.

S No.	Batch No	Customer Details	Online CRF	JIF	Pre-Questionnaire	Workbook	PCA	PTF	ID	Signature	Upload
1	C0001	Name: Sadam Hussain Contact: +923443054392 E-Mail: hussainbhayo90@gmail.com	✗	✗	✗	✗	✗	✗	✗	✗	
2	C0001	Name: Prabhin Raj Contact: 971582892245 E-Mail: prabhin555@gmail.com	✗	✗	✗	✗	✗	✗	✗	✗	
3	-	Name: Muhammad Zeshan Contact: 971554749713 E-Mail: zeshanyousaf1487@gmail.com	✗	✗	✗						
4	-	Name: Okonkwo-Obichi Chidiebele Ifeoma Contact: 07062779155 E-Mail: Chidiebele.obichi@gmail.com	✗	✗	✗						
5	-	Name: Contact: 9597826472	✗	✗	✗						

b. upload document

c. download folder

SOP For Operational Panel:

13.

a. Upload all the documents named for delegates.

The screenshot shows the BSCIC Certifications Operational Panel. The left sidebar contains a menu with options: Dashboard, Batch Scheduling, Assign Leads, Exam Scheduling, Result Declare, Certificates, Delegate Documents, Dispatch Tracker, and Logout. The main content area is titled 'Document Verification of `Sadam` :'. It contains a grid of file upload sections for various documents: Online CRF, JIF, Pre-Questionnaire, Checked Workbook, PCA, PTF, ID Proof, and Signature. Each section has a 'Choose Files' button and the text 'No file chosen'.

14.

- In dispatch tracker, a button for adding new tracker record.
- After clicking a pop up open with some details.
- In `Action` column there are 2 options edit and delete.
- Edit for updating any details of tracker.
- Delete for removing that tracker on permanent basis.

The screenshot shows the BSCIC Certifications Operational Panel with the 'Add New Tracker' pop-up open. The pop-up contains fields for: Dispatch Date (mm/dd/yyyy), Tracking ID (Enter Tracking ID), Course No (Enter Course No), Course Dates (Enter Course Dates), Number Certificates (Enter Number of Certificates), Associate Name (Enter Associate Name), Location (Enter Location), and Comment (Enter Comments). There are 'CLOSE' and 'ADD' buttons at the bottom right of the pop-up. In the background, the 'Dispatch Tracker' table is visible with columns: Location, Comment, Insert Date, and Action. The table has one row with data: 'Veritatis', 'Amet blanditiis mag', '06-11-2024'. The 'Action' column has two icons: a pencil (edit) and a trash can (delete). Annotations with arrows point to these elements: 'a. adding new tracker' points to the '+ Add New Tracker' button; 'b. pop up open' points to the 'Add New Tracker' pop-up; 'c. Edit for updating' points to the pencil icon; and 'e. Delete for removing' points to the trash can icon.

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Dashboard

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Hello Operational Panel

a. For profile Profile


Update Profile `training3@bsc-icc.com` :

Change Password:

Update Password **ADD** **b. Change password**

Change Signature:

Choose File No file chosen **ADD** **c. Upload signature**



15.

- For profile option click on profile button.
- Change password through this you can change password of your panel.
- Upload signature is mandatory for all because in every document we need that signature.