User Manual

For

Students for Applying:

Verification of Marks

Inspection / Certified Copies of Answer Books

Title	User Manual Document- SMASH
Document Name	ICSI-SMASH User Manual Post Exam Services-Student.docx
Version	1.0

## Table of Contents

Introduction

This document will help ICSI Students to request for Verification of Marks, Certified Copies/ Inspection of Answer Books.

Login

1. Students will visit (https://smash.icsi.edu/scripts/login.aspx)

2. Students will login to their account.

3. After successful login user will be redirected to the dashboard.

4. If user has forgotten password, then it can be recreated using "forgot password" link.

Process: Request for Verification of Marks/ Inspection/Certified Copies of Answer Books

1. User will mouse over to the header menu MODULE and scroll down to Exam submenu and click on "Verification Of Marks/Inspection/Certified Copies of Answer Books". (Module > Exam> Verification Of Marks/Inspection/Certified Copies of Answer Books) As shown below
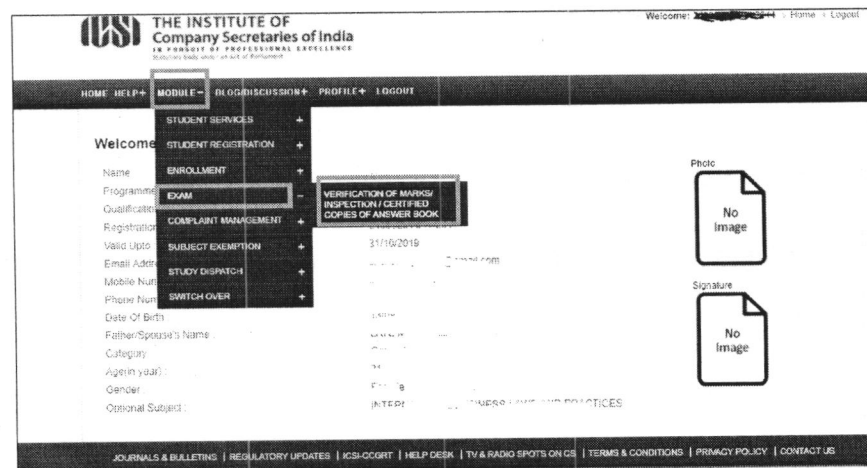
Screen 1 : Navigation Screen for Applying Post Exam Service Request

2. On click of Module > Exam> Verification of Marks/Inspection/Certified Copies of Answer Books menu link, below screen (screen 2) will appear.

3. On screen 2; **Search Button** will be used by student to search /filter previous/ already added VOM requests. User can filter request on the basis of VMCR No. , Application Status.

4. In Order to create a request, user will have to click on "Add New Request" button on screen 2.

Screen 2 : Request for Post Exam Services (Add New Request)

(i) Add New Request

1. Student can add new Service Request by clicking **"Add New Request"** button on screen 2. A new screen opens up as per screen 3 "Apply for Verification of Marks/Inspection/Certified Answer Books".

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Apply for Verification of Marks / Inspection / Certified Answer Books

Year Exam	2017
Month Exam	JUN
Stage	Professional
Syllabus Name	2012
Roll Number	
Registration Number	
Email ID*	Click here to Change your Communication Details
Mobile Number*	
Correspondence Address*	Click here to Change your Correspondence Address
Request Type*	Select Request Type Select Request Type Verification of Marks Certified Copies Inspection of Answer Book
Result Details	

Guidelines to be followed

Screen 3 : On Click of "add New Request" on Screen 2

2. As per screen 3, user will select request type. However, before selecting any of the request type, student needs to verify his/her address and communication detail, visible on screen 3. In case, student wants to update any of the details, he/she will have to click on corresponding link (provided on screen 3) before proceeding to add any of the post exam service requests.

3. As user selects request type, result detail will be shown on screen as per screen 4.

4. User will have to select check boxes, in order to add subjects in the particular request. Read instructions in screen 4.

5. User will have to submit undertaking , by selecting checks box under guidelines

Screen 4: Request for Verification of Marks/Inspection/Certified Copies of Answer Books

5. Once student clicks on "Proceed to payment" button, he/she will be redirected to below screen as per screen 5, where student will have to select payment gateway.

6. After selecting payment gateway, user will have to click on **"Next"** button.

Screen 5: Screen for payment gateway selection

7. As user clicks on "Next" button on screen 5, Screen 6 will appear to user, showing transaction id and user detail.

Note: Note down transaction id for future reference

Your Request id is: 50336293

Your Transaction id is: 5303135

Your Request has been received.
Please note this is for all future communication.
The request id and Transaction id is generated only for control purpose and before actual payment transaction starts.
This does not confirm that payment has been received.
Please print your challan and take to your nearest Canara Bank branch for making payment.
ICSI has no responsibility for delay in payment due to any technical/non technical issues whatsover.

Payment Type:- Verification of Marks

Name:- F ⁻ ⁻⁻⁻ʳT KAUR ⁻⁻ ⁻ ⁻

Mobile Number:- ⁻ ⁻⁻   ⁻⁻⁻⁻⁻

Email Address:- ⁻⁻ ⁻ ⁻ ⁻ mail.com

Amount:- 1000.00

Payment Mode:- Billdesk

Proceed

After verifying above details and noting down transaction id, click on "Proceed" button

Screen 6: Generation of transaction id, click proceed to redirect on Payment gateway Link

Your Transaction id is: 5303135

Your Payment of 500.00 has been processed successfully.

Payment Type:- Verification of Marks

Name:- H.   ⁻ᴴ⁺ ᴸᴬ

Mobile Number:- 9᠄.......ᴜᵢᴜ }

Email Address:-   @gmail.com

Scroller

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Invoice-cum-Receipt

Dear Sir/Madam,

We acknowledge with thanks the receipt of online (Billdesk) for Rs. 1000.00 towards the following fee(s) :-

S.No.	Description	Quantity	Amount
1	Verification of Marks	2	500.00
		Total Amount: Rs. 500.00	

Accepted Amount: Rs. 1000.00
Amount in words: One Thousand Only

FOR THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

Authorised Signatory

Print   ——— Click to print

Screen 7: On Successful payment; Generation of receipt

8. As user clicks on "Proceed" button, on screen 6, he/she will be redirected to make payment. On successful payment, receipt will be generated, which can be printed by user. User can also save this receipt in .pdf format, if using chrome browser.

(ii) View Detail of Pending/Processed Requests:

1. On click of Module > Exam> Verification of Marks/Inspection/Certified Copies of Answer Books menu link, below screen (screen 8) will appear.

Screen 8: Screen on click of Module > Exam > Verification of Marks/Inspection/Certified Copies of Answer Books

2. In order to view detail, select desired entry from grid followed by click on "View Detail" button on screen 8.user will be redirected to below screen as per screen 9, where he/she will be able to have detailed view of already raised requests.

3. Student can close screen 9 using "Close" button on respective screen.

Application Status	Pending	VMCR No	42
Student Name		Year Exam	2016
Month Exam	DEC	Course	Foundation
Syllabus	2012	Roll Number	1000292
Registration Number		Email ID	an106@gmail.com
Mobile Number		Request Type	Verification of Marks
Paid Amount	1500.00		
Correspondance Address	Noida Ashok Nagar		

Result Details

S. No.	Module Name	Subject Code	Subject Name
1	Executive Module 1	421	Jurisprudence, Interpretation and General Laws
2	Executive Module 1	422	Company Law
3	Executive Module 1	423	Setting up of Business Entities and Closure
4	Executive Module 1	424	Tax Laws

Close

Screen 9: Detailed view of already raised requests