

**User Manual**

**For**

**Students for Applying:**

**Verification of Marks**

**Inspection / Certified Copies of Answer Books**

<b>Title</b>	<b>User Manual Document- SMASH</b>
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## 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.in/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.

Request for Verification of Marks / Inspection / Certified Answer Books

Search Criteria

VMCR No.  Request Type

Application Status

Search Result

Total Records: 0 Page Size 20

SELECT	VMCR NO.	REQUEST TYPE	STAGE	SYLLABUS	YEAR EXAM	MONTH EXAM NAME	APPLICATION/ENTRY DATE	PAYMENT MODE	PAYMENT AMOUNT	PAYMENT STATUS	TRANSACTION ID	APPLICATION STATUS
No records Found												

[Click here](#)

## 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”.

**Apply for Verification of Marks / Inspection / Certified Answer Books**

Year Exam: 2017

Month Exam: JUN

Stage: Professional

Syllabus Name: 2012

Roll Number: [Redacted]

Registration Number: [Redacted]

Email ID\*: [Redacted] [Click here to Change your Communication Details](#)

Mobile Number\*: [Redacted]

Correspondence Address\*: [Redacted] [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

Request Type\* [Click here to Change your Correspondence Address](#)

Verification of Marks **1st Select request type**

**Result Details** **2nd Select subjects for which request is to be submitted**

W/AGE	MODULE NAME	SUBJECT CODE	SUBJECT NAME
<input checked="" type="checkbox"/>	Foundation	1	311 BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP
<input checked="" type="checkbox"/>	Foundation	1	312 BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION
<input type="checkbox"/>	Foundation	1	313 BUSINESS ECONOMICS
<input type="checkbox"/>	Foundation	1	314 FUNDAMENTALS OF ACCOUNTING AND AUDITING

Last Date to Apply : 31/08/2017 23:55

**Guidelines to be followed** **3rd Read Guidelines carefully, and Submit undertaking by selecting Check box**

I have read the prescribed guidelines, rules and procedures and the same are acceptable to me. My Email-ID, Mobile Number and Correspondence Address are the same as registered on my student's portal of ICSI. I hereby undertake that I am a bonafide student of the institute and the above answer book(s) belong to me. In case, any particulars or statement is found to be false, the Institute may take appropriate action against me, as deemed fit.

Total Amount to be Paid (In Rupees) 500.00

**Proceed to Payment** **Close** **4th Click here to proceed for payment**

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

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

**Choose Payment Mode/Gateway**

Payment Mode/Gateway\*

Please select  
Please select  
Challan  
Axis Bank  
Kotak Bank  
Billdesk

**Next**

**1. Select any one of the payment gateways**

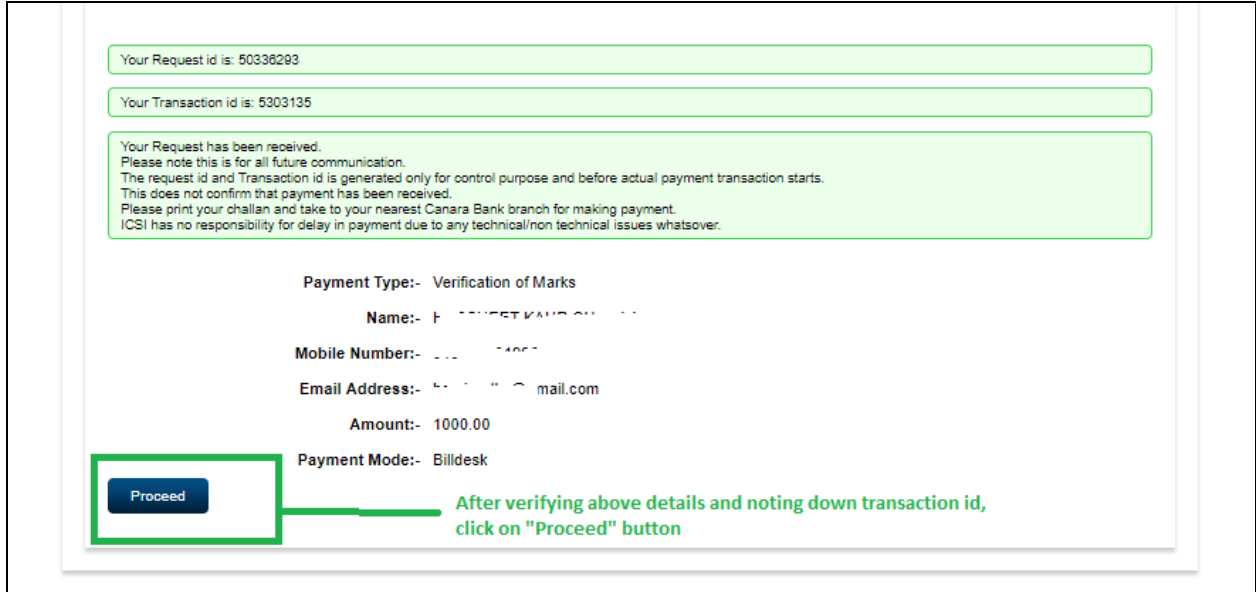
**2. Click on Next Button**

\* Bill Desk provides option to pay using Credit Card, Debit Card, Debit Card + ATM Pin, Internet Banking, Wallet/Cash Cards.  
\* Axis Bank provides option to pay using Debit/Credit Card only.  
\* Challan can be submitted to any Branch of Canara Bank.

#### 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**



The screenshot displays a user interface for transaction verification. At the top, two green-bordered boxes show the request ID (50336293) and transaction ID (5303135). Below these is a green-bordered box containing a message: "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 whatsoever." The main content area lists payment details: "Payment Type:- Verification of Marks", "Name:- F...ST KAND...M...", "Mobile Number:- ... 7400...", "Email Address:- ...@...mail.com", "Amount:- 1000.00", and "Payment Mode:- Billdesk". A blue "Proceed" button is located at the bottom left, highlighted with a green box. A green arrow points from this button to a green text annotation: "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. ...

Mobile Number:- 91... ..

Email Address:- | ...@email.com

**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

Scroller

### 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.



Request for Verification of Marks / Inspection / Certified Answer Books

Search Criteria

VMCR No.  Request Type

Application Status

Search Result

Total Records: 1 Page Size 20

SELECT	VMCR NO.	REQUEST TYPE	STAGE	SYLLABUS	YEAR EXAM	MONTH EXAM NAME	APPLICATION/ENTRY DATE	PAYMENT MODE	PAYMENT AMOUNT	PAYMENT STATUS	TRANSACTION ID	APPLICATION STATUS
<input type="checkbox"/>	122	Certified Copies	Foundation	2012	2017	JUN	24/08/2017	BILLDESK	1000.00	Success	5303135	Pending

1. Select this check box

2. Click here to view detail of submitted request

### 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	2018
Month Exam	DEC	Course	Foundation
Syllabus	2012	Roll Number	1000292
Registration Number		Email ID	an108@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	Foundation Module 1	311	BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP
2	Foundation Module 1	312	BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION
3	Foundation Module 1	313	BUSINESS ECONOMICS
4	Foundation Module 1	314	FUNDAMENTALS OF ACCOUNTING AND AUDITING
5	Foundation Module 1	S0	SanSkrit
6	Foundation Module 1	124	hindiiiiiiiiiii

Close

Screen 9: Detailed view of already raised requests