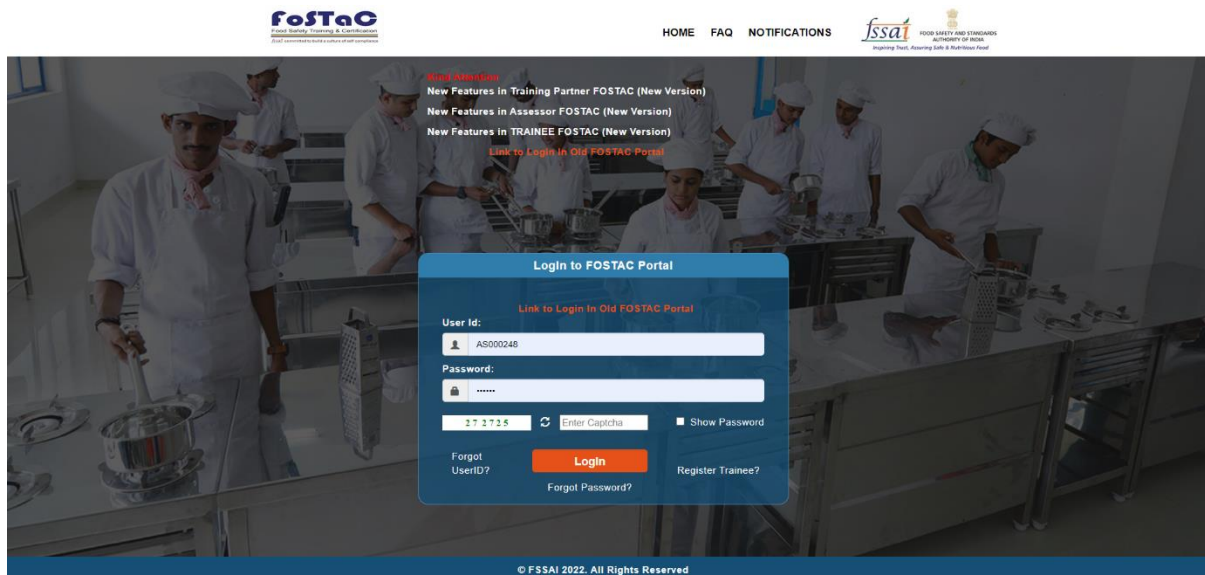




User Manual

foSTaC Version – 2

Assessor





Important notes

Attendance

1. Please ensure that **Attendance is marked on the same day** of training, if not the training calendar will be blocked and stand cancelled automatically. Attendance sheet should be uploaded at the pending attendance tab under Assessor login.

Note: No requests for modifications will be entertained under any circumstances. Training partner and Assessor will be responsible for any such inconvenience.

For Assessment

2. **For uploading Assessment result, a grace period of 7 days will be given.** Assessment sheet along with training video of 10 MB showing the presence of all the candidates (Recording of training with camera on for all participants including trainer and assessor in case of online session) must be uploaded at the Assessment tab under Assessor login. Failing which the assessment of training can not be submitted.

Note: If assessments are not marked within the 7 days of grace period, the training calendar will be cancelled automatically. Training partner and Assessor will be responsible for any such inconvenience.

3. Assessor can view the training batch codes in the Attendance and Assessment tab only after the completion of training start time.

4. The Old portal will be working for 6 months along with the New portal. Data before the launch of New portal will be available in the Old portal. *All are requested to download the data from the Old portal for their records as*

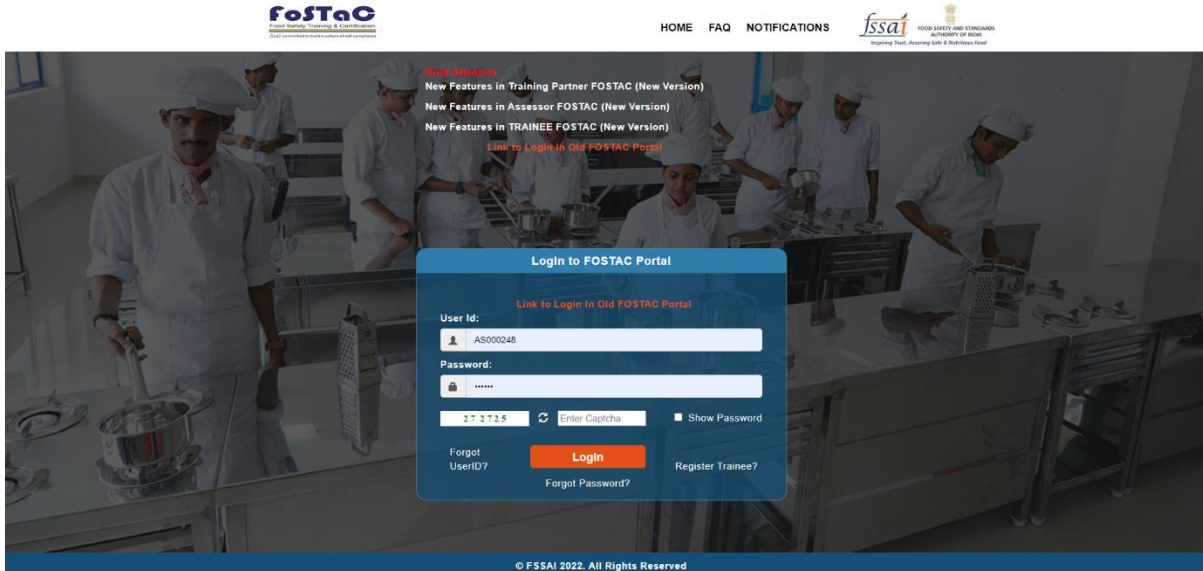


after 6 months Old portal will be discontinued and data can not be retrieved.

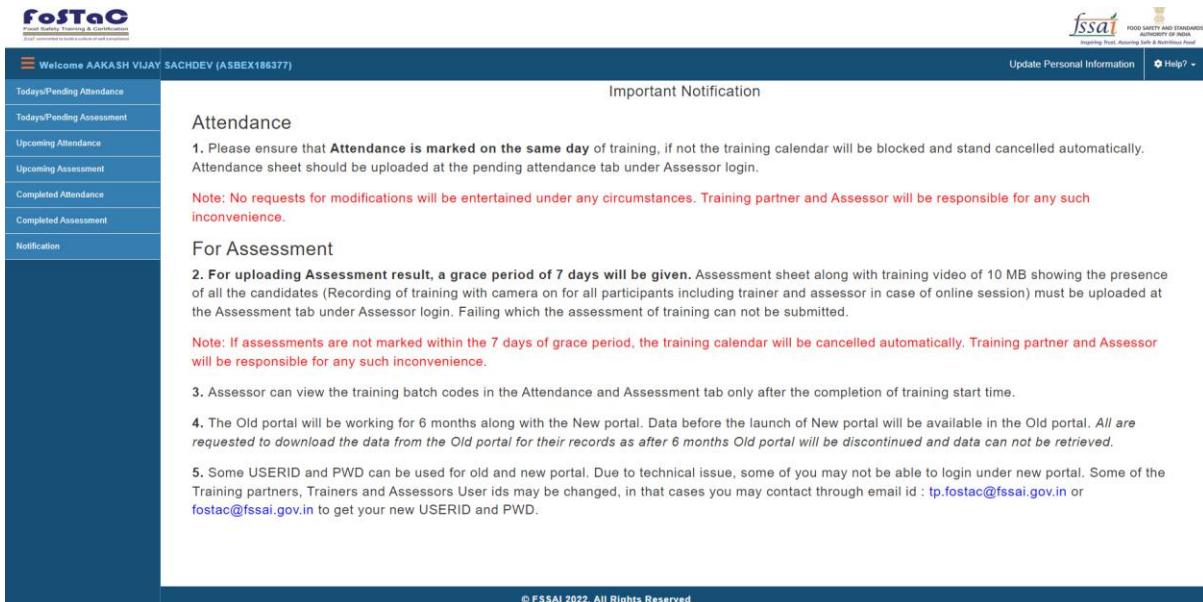
5. Some USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal. Some of the Training partners, Trainers and Assessors User ids may be changed, in that cases you may contact through email id: tp.fostac@fssai.gov.in or fostac@fssai.gov.in to get your new USERID and PWD.



- 1) Open the link (https://fostac.fssai.gov.in/Fssai_E-Learning_Systemv2)
- 2) Login with your user id and password (Assessor)



- 3) Notification will appear on the screen.





1) The user wants to see Todays/Pending Attendance, then click on Todays/Pending Attendance.

Welcome AAKASH VIJAY SACHDEV (ASBEX188377) Update Personal Information Help?

Todays/Pending Attendance Important Notification

Todays/Pending Assessment

Upcoming Attendance

Upcoming Assessment

Completed Attendance

Completed Assessment

Notification

Attendance

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5. Some USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal. Some of the

Pending Assessment page will appear on screen.

AAKASH VIJAY SACHDEV (ASBEX188377) Update Personal Information Help?

1. You will be allowed to Update Result only When your "Final Status" is Completed for Particular BatchCode
2. Click on BatchCode to Proceed for Attendance-Marking

Pending Attendance

S.No	Batch Code	Training Date	TP Name	Trainer	Assessor	Total Trainee	Attendance Marked	Attendance Unmarked	Final Status
2	BCACOV100/29090	06-05-2022 18:00	Food Safety Awareness and Training Organisation	ABHAY TIWARI	AAKASH VIJAY SACHDEV	1	0	1	Pending-Final Submit button not done
3	TBCG100/29098	10-05-2022 11:00	Food Safety Awareness and Training Organisation	Hari Prasad Korupolu	AAKASH VIJAY SACHDEV	1	0	1	Pending-Final Submit button not done

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Click on Batch Code to Mark Attendance.

AAKASH VIJAY SACHDEV (ASBEX186377)

Update Personal Information Help?

1 You will be allowed to Update Result only When your "Final Status" is Completed for Particular BatchCode.
2. Click on BatchCode to Proceed for Attendance Marking.

Pending Attendance

S.No	Batch Code	Training Date	TP Name	Trainer	Assessor	Total Trainee	Attendance Marked	Attendance Unmarked	Final Status
2	BCACOV100/29090	06-05-2022 18:00	Food Safety Awareness and Training Organisation	ABHAY TIWARI TIWARI	AAKASH VIJAY SACHDEV	1	0	1	Pending-Final Submit button not done
3	TBCG100/29098	10-05-2022 11:00	Food Safety Awareness and Training Organisation	Hari Prasad Korupolu	AAKASH VIJAY SACHDEV	1	0	1	Pending-Final Submit button not done

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- i) First of all, you have upload trainee attendance sheet.
- ii) Then you have to click on the trainee attendance mark, if the trainee was present then click on Present button, if the trainee was absent then click on Absent button.

AAKASH VIJAY SACHDEV (ASBEX186377)

Update Personal Information Help?

Upload Trainee Attendance Sheet *
(Maximum Size 2 MB) :
 No file chosen

Pending Attendance

S.No	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Trainee Attendance Marked
1	TBCG100/29098	10-05-2022 11:00/10-05-2022 15:00	MADHU SA		7894693072	TBCG100001601614	<input type="button" value="Present"/> <input type="button" value="Absent"/>

Final Submit

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After uploading trainee attendance sheet and marking trainee attendance mark, click on Final Submit.

AAKASH VIJAY SACHDEV (ASBEX186377) Update Personal Information | Help?

Pending Attendance

Upload Trainee Attendance Sheet * (Maximum Size 2 MB) : Upload

No file chosen

SNo.	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Trainee Attendance Marked
1	TBCG100/29098	10-05-2022 11:00/10-05-2022 15:00	MADHU SA		7894693072	TBCG100001601614	<input type="button" value="Present"/> <input type="button" value="Absent"/>

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After click on final submit a popup will appear in which click on OK, after click on ok the batch code shown in Complete Attendance.

ABHISHEK GIRI (AS185318) Update Personal Information | Help?

Pending Attendance

Upload Trainee Attendance Sheet * (Maximum Size 2 MB) : Upload Download Attendance sheet

No file chosen

SNo.	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Trainee Attendance Marked
1	TBCG100/29105	10-05-2022 16:15/10-05-2022 20:15	PRAKASH VEL K	jaisakthiaquafarms@gmail.com	9842105622	TBCG100001601615	<input type="button" value="Present"/>

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2) The user wants to see Todays/Pending Assessment, then click on Todays/Pending Assessment.

Welcome AAKASH VIJAY SACHDEV (ASBEX186377) Update Personal Information Help?

Todays/Pending Assessment Important Notification

Attendance

1. Please ensure that **Attendance is marked on the same day** of training, if not the training calendar will be blocked and stand cancelled automatically. Attendance sheet should be uploaded at the pending attendance tab under Assessor login.

Note: No requests for modifications will be entertained under any circumstances. Training partner and Assessor will be responsible for any such inconvenience.

For Assessment

2. For uploading **Assessment result, a grace period of 7 days will be given.** Assessment sheet along with training video of 10 MB showing the presence of all the candidates (Recording of training with camera on for all participants including trainer and assessor in case of online session) must be uploaded at the Assessment tab under Assessor login. Failing which the assessment of training can not be submitted.

Note: If assessments are not marked within the 7 days of grace period, the training calendar will be cancelled automatically. Training partner and Assessor will be responsible for any such inconvenience.

3. Assessor can view the training batch codes in the Attendance and Assessment tab only after the completion of training start time. View

4. The Old portal will be working for 6 months along with the New portal. Data before the launch of New portal will be available in the Old portal. *All are requested to download the data from the Old portal for their records as after 6 months Old portal will be discontinued and data can not be retrieved.*

5. Some USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal. Some of the Training partners, Trainers and Assessors User ids may be changed, in that cases you may contact through email id : tp.fostac@fssai.gov.in or fostac@fssai.gov.in to get your new USERID and PWD.

Pending Assessment page will appear on screen.

Welcome ASBEX186377 Update Personal Information Help?

1. You will be allowed to Update Result only When your 'Final Status' for pending Attendance is Completed for Particular BatchCode
2. Click on BatchCode of "Pending Attendance" tab to Proceed for Attendance Marking.

Pending Assessment

S.No	Batch Code	TP Name	Training Date Time	Assessment Date Time	Pending Assessment	Pending Attendance
1	BCACOV100/29090	Food Safety Awareness and Training Organisation	06-05-2022 18:00/06-05-2022 22:00	07-05-2022 12:00	1	1

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Click on Batch Code for, able to Update Result After Uploading Training Video and Assessment sheet.



Welcome ASBEX186377 Update Personal Information Help?

Todays/Pending Attendance 1. You will be allowed to Update Result only When your "Final Status" for pending Attendance is Completed for Particular BatchCode
2. Click on BatchCode of "Pending Attendance" tab to Proceed for Attendance Marking

Todays/Pending Assessment

Upcoming Attendance

Upcoming Assessment

Completed Attendance

Completed Assessment

Notification

Pending Assessment

S.No	Batch Code	TP Name	Training Date Time	Assessment Date Time	Pending Assessment	Pending Attendance
1	BCACOV100/29090	Food Safety Awareness and Training Organisation	06-05-2022 18:00/06-05-2022 22:00	07-05-2022 12:00	1	1
2	TBCG100/29098	Food Safety Awareness and Training Organisation	10-05-2022 11:00/10-05-2022 15:00	11-05-2022 12:00	1	0

Download

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When we click on batch code, the below page will open.



AAKASH VIJAY SACHDEV (ASBEX186377) Update Personal Information Help?

Todays/Pending Attendance 1. You will be allowed to Update Result only When your "Final Status" is Completed .
2. You are only able to Update Result After Uploading training Video and Assessment Sheet

Todays/Pending Assessment

Upcoming Attendance

Upcoming Assessment

Completed Attendance

Completed Assessment

Notification

Upload Trainee Assessment Sheet ***(Maximum size 2 MB)** :

No file chosen

Upload Training Video ***(Maximum size 10 MB)** :

No file chosen

Search Results

Batch Code: TBCG100/29098

S.No.	Training Date	Roll No.	Trainee Name	Result	Comments	Action
1	10-05-2022 11:00	TBCG100001601614	MADHU SA	Please Select		<input type="button" value="Update"/>

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Update Result After Uploading Training Video and Assessment sheet

1. You will be allowed to Update Result only When your "Final Status" is Completed
2. You are only able to Update Result After Uploading training Video and Assessment Sheet.

Upload Trainee Assessment Sheet *(Maximum size 2 MB) :
Choose File No file chosen Upload Sheet Download Assessment sheet

Upload Training Video *(Maximum size 10 MB) :
Choose File No file chosen Upload Video Download Training Video

Search Results

Batch Code: TBCG100/29098

S.No.	Training Date	Roll No.	Trainee Name	Result	Comments	Action
1	10-05-2022 11:00	TBCG100001601614	MADHU SA	Pass	jkzknkjthk	Update

Final Submit

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Then click on Final submit.

1. You will be allowed to Update Result only When your "Final Status" is Completed
2. You are only able to Update Result After Uploading training Video and Assessment Sheet.

Upload Trainee Assessment Sheet *(Maximum size 2 MB) :
Choose File No file chosen Upload Sheet Download Assessment sheet

Upload Training Video *(Maximum size 10 MB) :
Choose File No file chosen Upload Video Download Training Video

Search Results

Batch Code: TBCG100/29098

S.No.	Training Date	Roll No.	Trainee Name	Result	Comments	Action
1	10-05-2022 11:00	TBCG100001601614	MADHU SA	Pass	jkzknkjthk	Update

Final Submit

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3) The user wants to see Future attendance, then click on Upcoming Attendance.

AAKASH VIJAY SACHDEV (ASBEX186377) | Update Personal Information | Help?

Upcoming Attendance

Show 10 entries | Search:

S.No	Batch Code	Training Schedule	TP Name	Trainer	Assessor	Total Trainee
1	BRECOVID105/29095	10-05-2022 12:00/10-05-2022 17:00	Food Safety Awareness and Training Organisation	Anjaneyulu chaganti	AAKASH VIJAY SACHDEV	0

Showing 1 to 1 of 1 entries | Previous 1 Next

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4) The user wants to see Future assessment, then click on Upcoming Assessment.

Welcome AAKASH VIJAY SACHDEV (ASBEX186377) | Update Personal Information | Help?

Upcoming Assessment

S.No	Batch Code	Assessment Date	Course Code	Training Start Date	Training Course Address	No. Of Participants
1	BRECOVID105/29095	11-05-2022 12:00	BRECOVID105	10-05-2022 12:00	Survey No. 270, 284 & 287, Thammavaram (V), Suryaraopeta (GP), Kakinada Mandal (R), KAKINADA -East Godavari	0
2	TBCG100/29098	11-05-2022 12:00	TBCG100	10-05-2022 11:00	Thomas Colony, Thomas Colony -Andamans	1

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i) Click on Batch Code to see trainee detail.



Welcome AAKASH VIJAY SACHDEV (ASBEX186377) Update Personal Information Help?

Today's/Pending Attendance
Today's/Pending Assessment
Upcoming Attendance
Upcoming Assessment
Completed Attendance
Completed Assessment
Notification

Upcoming Assessment

S.No	Batch Code	Assessment Date	Course Code	Training Start Date	Training Course Address	No. Of Participants
1	BRECOVID105/29095	11-05-2022 12:00	BRECOVID105	10-05-2022 12:00	Survey No. 270, 284 & 287, Thammavaram (V), Suryaraoopeta (GP), Kakinada Mandal (R), KAKINADA -East Godavari	0
2	TBCG100/29098	11-05-2022 12:00	TBCG100	10-05-2022 11:00	Thomas Colony, Thomas Colony -Andamans	1

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Trainee detail page will appear on screen.

AAKASH VIJAY SACHDEV (ASBEX186377) Update Personal Information Help?

Today's/Pending Attendance
Today's/Pending Assessment
Upcoming Attendance
Upcoming Assessment
Completed Attendance
Completed Assessment
Notification

Trainee Details

SNo.	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Attendance	Result
1	TBCG100/29098	10-05-2022 11:00/10-05-2022 15:00	MADHU SA		7894693072	TBCG100001801614	Present	Pending

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5) The user wants to see complete attendance, then click on Complete attendance.



foSTaC
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
Empowering Food, Assuring Safety & Nurturing Health

Welcome AAKASH VIJAY SACHDEV ASBEX186377 Update Personal Information Help?

Attendance Completed

Show 10 entries Search:

S.No	Batch Code	Trainer Name	Training Center	Training Date	Enrolled	Marked
1	ACACOV1200/29071	ajay kuma karan	LLOYD'S REGISTER QUALITY ASSURANCE LTD	23-03-2022 06:00	3	3
2	SMDMCOV12556/29092	TEST TRAINER	Food Safety Awareness and Training Organisation	09-05-2022 12:00	1	1
3	TBCG100/29098	Hari Prasad Korupolu	Food Safety Awareness and Training Organisation	10-05-2022 11:00	1	1

Showing 1 to 3 of 3 entries Previous 1 Next

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i) Click on Batch Code to see trainee detail.

foSTaC
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
Empowering Food, Assuring Safety & Nurturing Health

Welcome AAKASH VIJAY SACHDEV ASBEX186377 Update Personal Information Help?

Attendance Completed

Show 10 entries Search:

S.No	Batch Code	Trainer Name	Training Center	Training Date	Enrolled	Marked
1	ACACOV1200/29071	ajay kuma karan	LLOYD'S REGISTER QUALITY ASSURANCE LTD	23-03-2022 06:00	3	3
2	SMDMCOV12556/29092	TEST TRAINER	Food Safety Awareness and Training Organisation	09-05-2022 12:00	1	1
3	TBCG100/29098	Hari Prasad Korupolu	Food Safety Awareness and Training Organisation	10-05-2022 11:00	1	1

Showing 1 to 3 of 3 entries Previous 1 Next

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Trainee detail page will appear on screen.

AAKASH VIJAY SACHDEV (ASBEX186377) Update Personal Information Help?

Today's/Pending Attendance

Today's/Pending Assessment

Upcoming Attendance

Upcoming Assessment

Completed Attendance

Completed Assessment

Notification

Trainee Details

S.No.	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Attendance	Result
1	TBCG100/29098	10-05-2022 11:00/10-05-2022 15:00	MADHU SA		7894693072	TBCG100001801614	Present	Pending

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6) The user wants to see complete assessment, then click on Complete Assessment.

Welcome ASBEX186377 Update Personal Information Help?

Today's/Pending Attendance

Today's/Pending Assessment

Upcoming Attendance

Upcoming Assessment

Completed Attendance

Completed Assessment

Notification

Completed Assessment

S.No	Batch Code	TP Name	Training Date Time	Assessment Date Time
1	SMDMCOVID556/29092	Food Safety Awareness and Training Organisation	09-05-2022 12:00/09-05-2022 20:00	10-05-2022 12:00

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Click on Batch Code to see trainee detail.



Welcome ASBEX186377 Update Personal Information Help?

Completed Assessment

S.No	Batch Code	TP Name	Training Date Time	Assessment Date Time
1	SMDMCOVID556/29092	Food Safety Awareness and Training Organisation	09-05-2022 12:00/09-05-2022 20:00	10-05-2022 12:00

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Trainee detail page will appear on screen.



AAKASH VIJAY SACHDEV (ASBEX186377) Update Personal Information Help?

Trainee Details

SN.No.	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Attendance	Result
1	SMDMCOVID556/29092	09-05-2022 12:00/09-05-2022 20:00	PRAKASH VEL K	jaisakthiaqualarms@gmail.com	9842105622	SMDMCOVID556001601612	Absent	Fail

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7) The user wants to see Notification, then click on Notification.

Notification page will appear on screen.

foSTaC
Food Safety Training & Certification

Welcome AAKASH VIJAY SACHDEV (ASBEX186377) Update Personal Information Help?

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