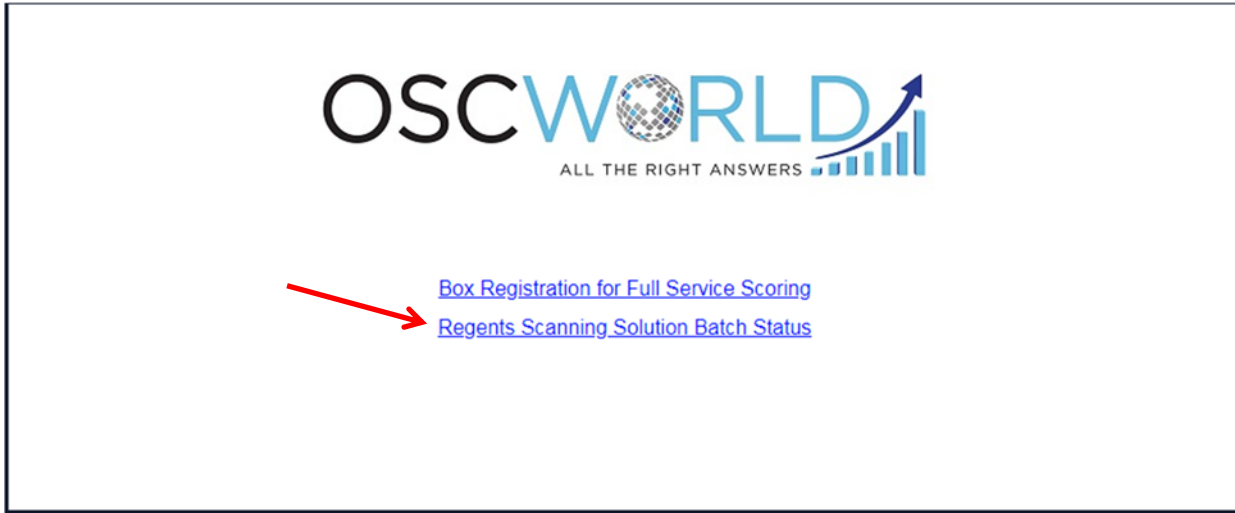


BATCH TRACKING APPLICATION INSTRUCTIONS

Go to the Website:

<http://status.oscworld.com> and select “Regents Scanning Solution Batch Status”.



You will be brought to the login page. (This can also be accessed through our website by using the dropdown under the “Secure” tab and selecting “Batch Tracker”).



The first time you log in:

For the User Name use the EASE login located on the scanner label.

For the Password use RSS (case sensitive).



You will be required to Create New Password and Confirm New Password to gain access to the site. If the new Password is lost, contact ESBOCES and it will be reset to RSS.



In the dropdown under “Receipt Type”, select “Regents”, then click on “Search and Display Results”.



Districts will now see a listing of their scanned batches.

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Welcome ESBOCES [Logout](#)

Event: -- Select an Event ID Below --  
 2012 August Regents [DB default]  
 2012 June Regents  
 2012 January Regents  
 2011 August Regents

RIC: esboces

District: -- Choose a District --

Batch ID: separate multiple search terms using whitespace

Status:  Incomplete Only

Receipt: separate multiple search terms using whitespace

[Click to Search](#)

Source ID	Receipt ID	Batch ID	Test ID	Test Name	# Tests Received	Status	In Time	Elapsed Time (HH:MM)	Error Log	Student ID Log
01000	22257	61812 ESBOCES__01	61812	GEOMETRY	1	Sent to RIC	8/16/2012 2:33:05 PM	103:23	-	<a href="#">1 Student</a>
01000	22900	41612 ESBOCES__33	41812	UNITED STATES HISTORY AND GOVERNMENT	3	Sent to RIC	8/20/2012 2:08:28 PM	007:01	-	<a href="#">2 Students</a>
01000	22902	40812 ESBOCES__01	40812	GLOBAL HISTORY AND GEOGRAPHY	10	Sent to RIC	8/20/2012 2:10:08 PM	006:36	-	<a href="#">9 Students</a>
01000	22909	10812 ESBOCES__01	10812	COMPREHEN ENGLISH	3	Sent to RIC	8/20/2012 2:11:24 PM	005:24	-	<a href="#">1 Student</a>
01000	22911	61812 ESBOCES__02	61812	GEOMETRY	7	Sent to RIC	8/20/2012 2:13:05 PM	007:43	-	<a href="#">4 Students</a>
01000	22914	60812 ESBOCES__01	60812	INTEGRATED ALGEBRA	16	Sent to RIC	8/20/2012 2:14:51 PM	007:22	-	<a href="#">11 Students</a>

Internet

The Batch ID displays the batch name.

Test ID displays the 5 digit test ID being scanned.

Test Name displays the name of the test being scanned.

# Test Received is the number of tests initially received.

**Status** displays the current status of the batch as it makes its way through OSC's Workflow. The following status values may be shown:

- Received : The batch has been received at OSC
- Processing : The images are being analyzed by the OSC software
- Processed : Analyzing is complete
- Cleaned : The first pass of manual data capture is complete
- Verified : The second pass of manual data capture is complete
- Finalized : A data file has been readied and any error notifications have been sent
- Sent To RIC : Data file(s) queued for ftp transmission
- Deleted : The batch has been deleted. Contact Student Data Services.

In Time lists the time the batch was received at OSC.

Elapsed Time lists the time it took to send the data to the RIC or the time that has elapsed since the batch was received.

The **Error Log** field will present a link to a document that contains a description of the errors associated with the batch. The link will be available only when errors exist in the batch and the link will display the number of errors.

Test ID	Test Name	# Tests Received	Status	In Time	Elapsed Time (HH:MM)	Error Log	Student ID Log
60112	2012 January Regents INTEGRATED ALGEBRA	273	Sent to RIC	1/25/2012 1:41:14 PM	01:29	<a href="#">23 Errors</a>	<a href="#">250 Students</a>
60112	2012 January Regents INTEGRATED ALGEBRA	22	Sent to RIC	1/25/2012 3:37:45 PM	00:25	-	<a href="#">22 Students</a>

When you click on the errors link you will be taken to a list and description for all errors from that batch.

Missing student ID for Registration ID 43562  
Document:184

At least one constructed response item left blank for Registration ID 43532  
Document:188

Missing student ID for Registration ID 43547  
Document:199

The **Student ID Log** will present a link to a list of Student IDs that were captured from the batch. The link will be available only after the batch has been Finalized and when at least one valid record exists. The link will display the number of student records delivered.

Test ID	Test Name	# Tests Received	Status	In Time	Elapsed Time (HH:MM)	Error Log	Student ID Log
80112	2012 January Regents INTEGRATED ALGEBRA	273	Sent to RIC	1/25/2012 1:41:14 PM	01:29	<a href="#">23 Errors</a>	<a href="#">250 Students</a>
80112	2012 January Regents INTEGRATED ALGEBRA	22	Sent to RIC	1/25/2012 3:37:45 PM	00:25	-	<a href="#">22 Students</a>

When you click on the Students link you will be taken to a list of all student IDs, Registration IDs that were successfully processed from that batch.

```
000000213,186498
000000248,186549
000000232,186507
000000222,186502
000000227,186505
000000228,186506
000000240,186508
000000235,186509
000000237,186510
000000238,186511
```

Users may refresh this page to update the status of the items.

The **Status** option allows you to list a subset of scanned batches that contain the characters you enter in the Batch ID field. You may also choose to only list Incomplete batches.

Event ID:

RIC:

District:

Batch ID:

Status:  Incomplete Only

Receipt ID:

Start:

End:

Test ID/Name:

Receipt Type: