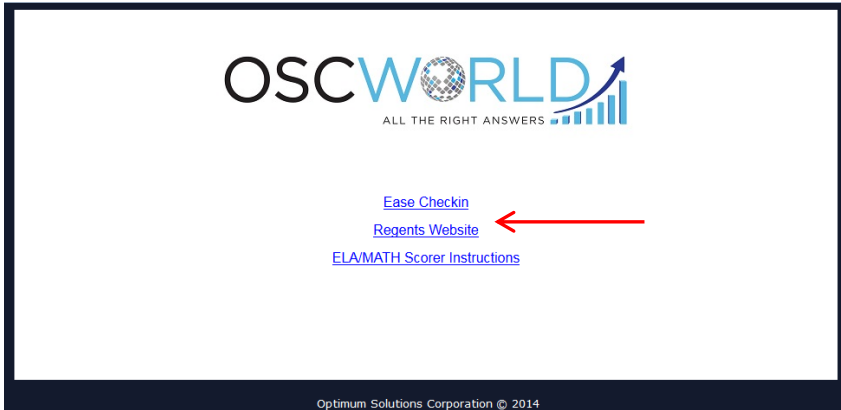


## BATCH TRACKING APPLICATION INSTRUCTIONS

Go to the Website:

<http://status.oscworld.com> and select “Regents Website”



You will be brought to the Log In Page



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)

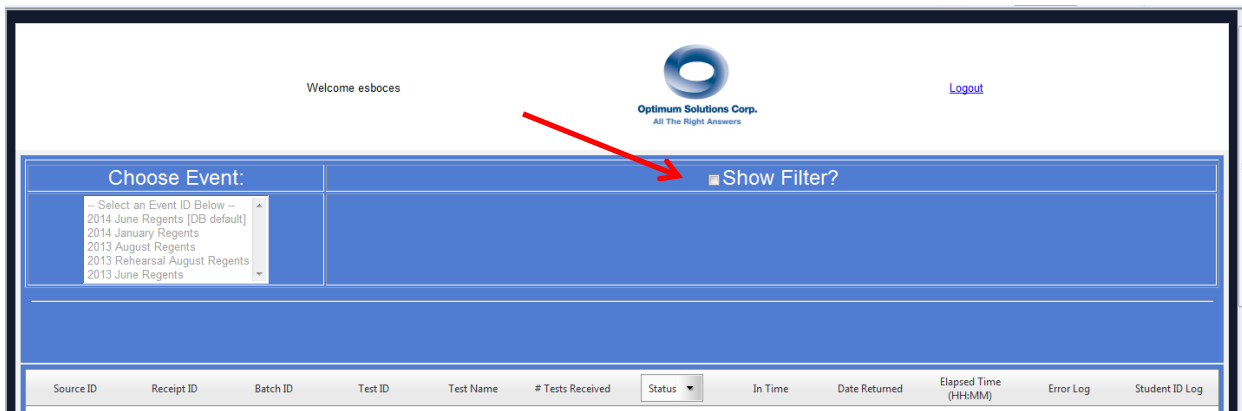


You will be required to Create New Password and Confirm New Password to gain access to the site.

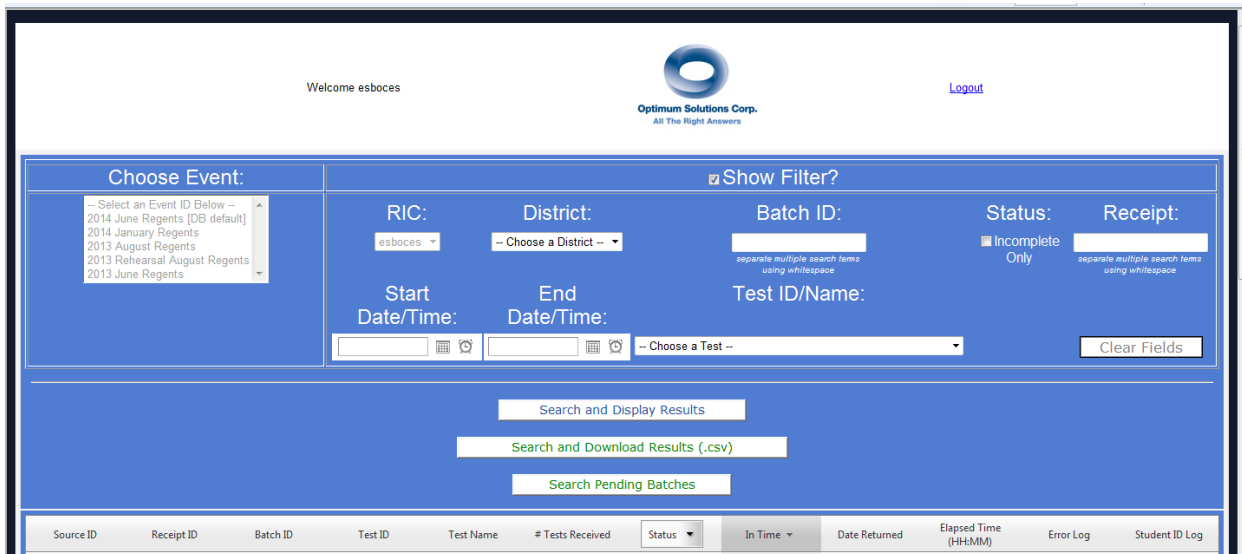


If the new Password is lost, contact ESBOCES and it will be reset to RSS.

Click box “Show Filter?”



All filters visible.



Districts will then see a listing of their scanned batches.

The screenshot shows the ESBOCES interface. At the top left is the logo for Optimum Solutions Corp. with the tagline "All The Right Answers". To the right, it says "Welcome ESBOCES" and has a "Logout" link. Below this is a search bar with several filters: "Event:" (a dropdown menu with options like "2012 August Regents [DB default]", "2012 June Regents", "2012 January Regents", "2011 August Regents"), "RIC:" (a dropdown menu with "esboces" selected), "District:" (a dropdown menu with "-- Choose a District --"), "Batch ID:" (a text input field with a note "separate multiple search terms using whitespace"), "Status:" (a checkbox for "Incomplete Only"), and "Receipt:" (a text input field with a note "separate multiple search terms using whitespace"). A "Click to Search" button is centered below the filters. Below the search bar is a table with the following columns: Source ID, Receipt ID, Batch ID, Test ID, Test Name, # Tests Received, Status, In Time, Elapsed Time (HH:MM), Error Log, and Student ID Log. The table contains seven rows of data representing scanned batches.

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>

The Batch ID displays the batch name reported in the notification email.

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

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.

000030261,34495  
000312216,34499  
000315788,34492  
000031438,34490  
000319315,34491  
000031584,34507  
000030655,34500  
000322431,34510  
000031342,34506  
000030638,34496  
000030895,34508  
000030737,34488  
000314000,34503  
000031686,34512  
000031686.34512

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

The **Filter** 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.

Filter By... RIC: esbores District: thejep2 Batch ID:  Status:  Incomplete Only

separate multiple search terms using whitespace