



SDMS TRAINING MANUAL FOR ASSESSMENT AGENCIES AND ASSESSORS

Logging in to SDMS Web Client

- 1) Browse the URL mentioned below to open the login page of SDMS Web Client.

<http://c20web1.saas.talismaonline.com/webclientc20/login.aspx>

The login page looks like-



NSDC
National
Skill Development
Corporation

TALISMA CRM

Login Name

Password

☐ Remember me
☐ Custom Security

Login

Talisma Web Client is supported on Microsoft Internet Explorer 9 and 10, and the latest versions of Mozilla Firefox, Google Chrome, and Safari. See the complete list [here](#).

- 2) Enter your “Username” and “Password” provided to you by NSDC and click “Login” button.
- 3) After successfully logging in, below given page shall be opened.

- 4) Switch Workspace and go to “Agency-PMKVY Batches”



- 5) This page shows all the Batches which have been assigned to you by your Sector Skills Council under PMKVY.

A screenshot of the "Agency-PMKVY Batches (TalismaAdmin)" web application. The interface includes a top navigation bar with a logo on the left and a search bar on the right. Below the navigation bar, there is a table titled "Batches to be Assigned". The table has columns for "Batches ID", "Name", "Batch Type", "Total Candidates for the Batch", "Batch Start Date", "Batch End Date", and "Assessment Date". A red box highlights the table area. A red arrow points from the table to a text box that reads: "List of Batches for your Sector with some necessary details like 'Total Candidates for Batch', 'Assessment Date', Training Centre District etc." The bottom of the interface shows a pagination bar with "Showing 0-0 of 0" and a "Main" button.

- 1) Important information related to batches is visible in this screen in concise tabular format.

Assessment Agency Functions

Viewing the details of Candidates in Batches

If you want to view details of individual candidates in a batch, then follow the steps:

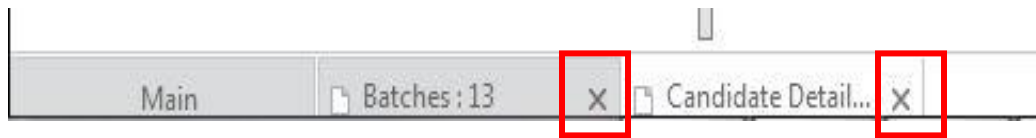


- 1) From the tabular view of batches, select the batch for which you want to see the candidates, by clicking on corresponding “Batch ID”.
- 2) On clicking the Batch ID, “Batch to Candidate Link” tile will open by default under which you can see particular details of the candidates under the selected Batch.
- 3) Under this tile, you will be able to see a list all the candidates belonging to this Batch.

Candidate Details ID	Name	Team	Enrollment Number	Name of Father/Husband	Partner Name	CentreID	Batch Start Date	Batch End Date
2598656	ANIL GURJAR	Security SSC	12332/30	JAGDEESH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598655	LAKHAN SINGH	Security SSC	12332/29	PARAMVEER	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598654	RAMVEER	Security SSC	12332/28	SHIBBORAM	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598653	ARJUN SINGH	Security SSC	12332/27	SHIBBO SINGH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598652	RATAN SINGH	Security SSC	12332/26	SHIBBORAM	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598651	GIRDHAR	Security SSC	12332/25	HARBHAN	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598650	KUNWAR SINGH	Security SSC	12332/24	GOPAL SINGH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598649	PREM SINGH	Security SSC	12332/23	GOVIND SINGH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598648	SHYAMSAKHA SHARMA	Security SSC	12332/22	BADLE SHARMA	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598647	KUMARPAL SHARMA	Security SSC	12332/21	BADLERAM	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598646	RAMVEER	Security SSC	12332/20	ARJUN SINGH	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM
2598645	YADUVEER SINGH	Security SSC	12332/19	DATA RAM	Aelis Enterprise Learning and Implementation Solutions Pvt Ltd.	12332	15-Jan-14 12:00 AM	13-Feb-14 12:00 AM

Closing a Batch or a Candidate window

- 1) For closing a window, click the close button provided at the bottom left of the page.

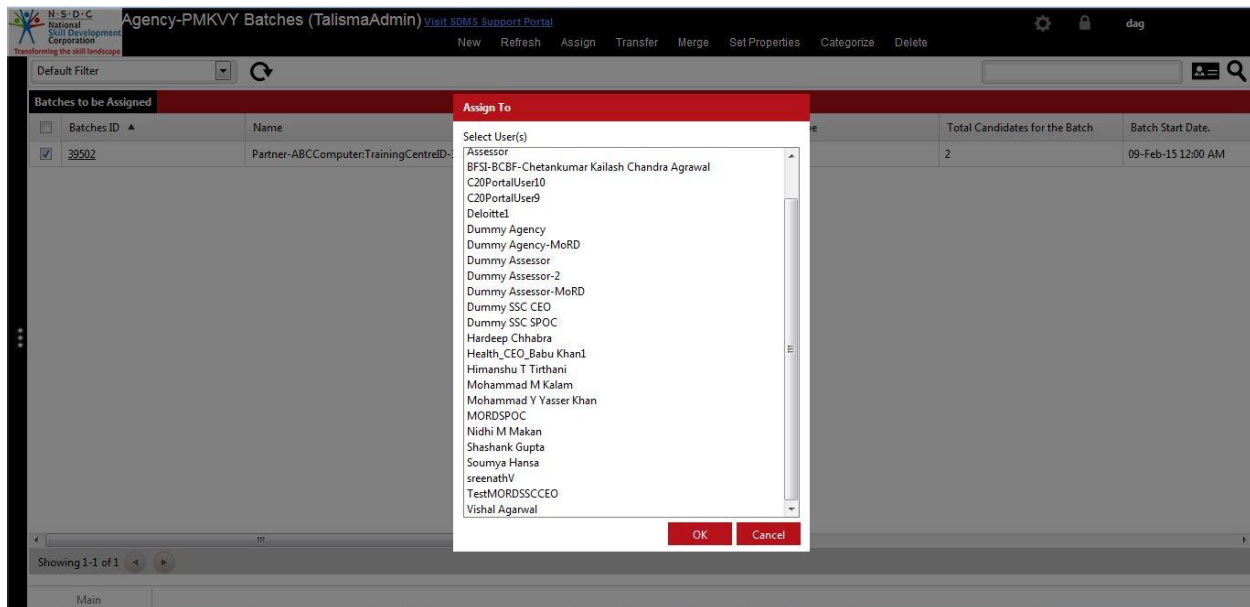


Assigning a Batch to an Assessor

- 1) From the tabular view of Batches in the main screen, select a Batch by checking the checkbox



- 2) From the global menus available on top of screen, click on "Assign".

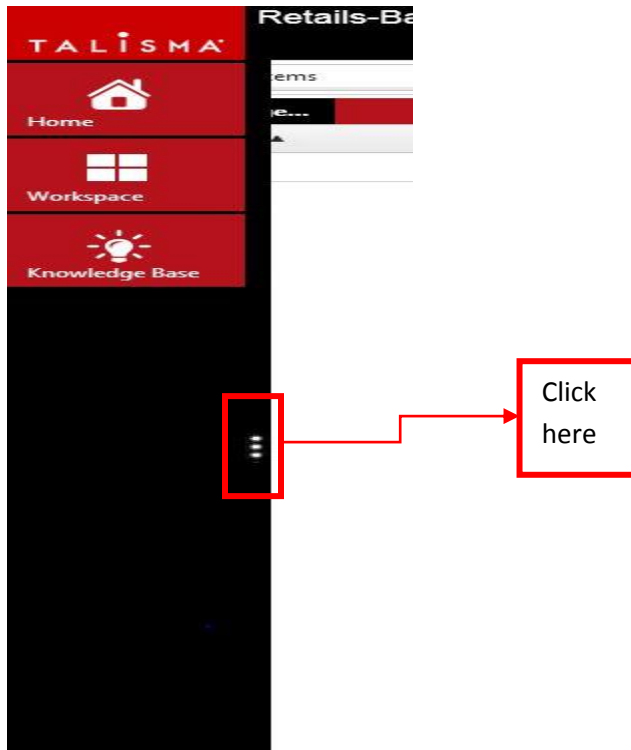


- 3) Select an “Assessor” from the list of users and click OK.
- 4) After clicking “OK”, the selected batch is sent to the respective Assessor for further evaluation.

Opening Different Workspaces

For going to a different workspace other than the Batch Workspace, follow the procedure:

- 1) From the currently opened workspace, click on the left pane



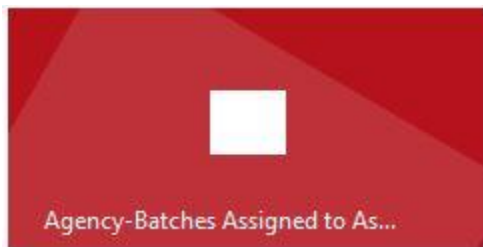
- 2) When the pane expands, select the option "Workspace"



- 3) Select the required workspace from various workspace tiles

Viewing Batches Assigned to Assessors

The batches which have already been assigned to Assessors can be viewed from the workspace “Agency-Batches Assigned to Assessor”.



In this workspace, the column “Owner” can be referred to check the current assignee of the batch.

Viewing Batches Evaluated by Assessor (For Agency)

After a batch is evaluated by the Assessor, the batch comes back to Assessment Agency’s workspace. To view such batches, follow the procedure-

- 1) From the tile view of workspaces, select “PMKVY Agency Evaluated Batches” workspace



- 2) Here you can view all the batches whose assessment marks have been uploaded by the assessor.

Agency PMKVY Evaluated Batches (TalismaAdmin) Visit [SDMS Support Portal](#)

New Refresh Assign Transfer Merge Set Properties Categorize De

Show All Candidate Details Items

Batches Assigned

Batch ID	Batch Name	Batch Type	Batch Status	Batch Action
39502	Partner- ABCComputer:TrainingCentreID-37337:CourseMasterID-2684:AssessmentDate-09032015BGN-1	Dummy Team	2	PMKVY

Showing 1-1 of 1

Candidates From Batch

Candidate Details ID	Name	Enrollment N
5336698	Mepug Ma	Tgd667
5336702	Qepug Qa	Tgd671

Showing 1-2 of 2

NOS Details

Upload Assessment Sh... Evaluation By Agency

NOS Details

Add Remove

NOS	NOS Code	Max Marks Theory	Max Marks Practica
NOS 1	D/RNOS	20	20
Test NOS	TestNOS	80	80

NOS Wise Marks for the selected candidate

Viewing NOS Marks and Results for the Candidates in Batch

To view the marks uploaded by Assessor for each NOS for candidates, follow these steps-

- 1) Select batch from first pane by clicking once on Batch name

The screenshot shows the 'PMKVY-Agency Evaluated Batches (TalismaAdmin)' interface. The 'Batches for Assess...' table has the following data:

Batches ID	Name	Project Category	Total Candidates for the Batch	Team
39502	Partner-ABCCComputer:TrainingCentreID-37337:CourseMasterID-2684:AssessmentDate-09032015BGN-1		2	Dummy Team

The 'Candidates in Batch' pane is currently empty, displaying the message: 'Select the required item from the relevant Workspace pane to view the result in this pane.'

- 2) Once you get the message “Select the required item from the relevant Workspace pane to view the result in this pane.”, click on the batch name once again to get the candidate list.

The screenshot shows the 'PMKVY-Agency Evaluated Batches (TalismaAdmin)' interface after clicking on the batch name. The 'Candidates in Batch' table now displays the following data:

Candidate Details ID	Name	Partner Name
5336702	Qepug Qa	
5336698	Mepug Ma	

The 'NOS Details' pane is currently empty, displaying the message: 'Select the required item from the relevant Workspace pane to view the result in this pane.'

- 3) Click on the candidate name for getting the NOS wise marks/results in the third pane.

PMKVY-Agency Evaluated Batches (TalismaAdmin) Visit: [SDMS Support Portal](#)

Buttons: New, Refresh, Assign, Transfer, Merge, Set Properties, Categorize, Delete

Search: dag

Show All Candidate Details Items

Batches ID	Name	Project Category	Total Candidates for the Batch	Team
<input type="checkbox"/> 39502	Partner-ABCComputer:TrainingCentreID-37337:CourseMasterID-2684:AssessmentDate-09032015BGN-1		2	Dummy Te

Showing 1-1 of 1

Candidate Details ID	Name	Partner Name
<input type="checkbox"/> 5336702	Qepug Qa	
<input type="checkbox"/> 5336698	Mepug Ma	

Showing 1-2 of 2

Main

NOS Details Attendance Evaluation Status

NOS	NOS Code	Max Marks Theory
<input type="checkbox"/> NOS 1	DJRNOS	20
<input type="checkbox"/> Test NOS	TestNOS	80

Uploading Results for QP of all Candidates

The assessment agency needs to give the result as “Pass”, “Fail” or “Not Appeared” for all the candidates under one batch. SDMS provides an excel bulk upload option for uploading the results for candidates.

Steps to be followed by Assessment Agency to fetch details of candidates in excel.

- 1) Go to “Reports” section by switching the workspaces.

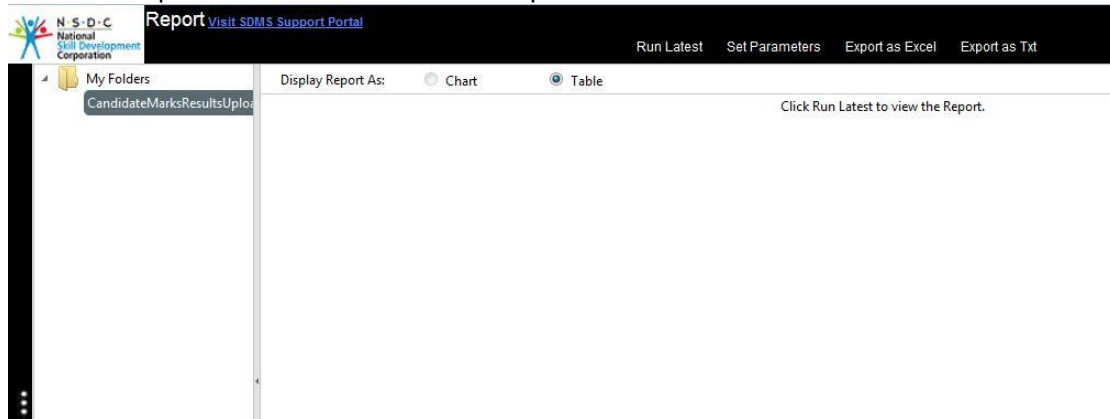
Workspace(s) Visit: [SDMS Support Portal](#)

Buttons: Settings, Lock, dag

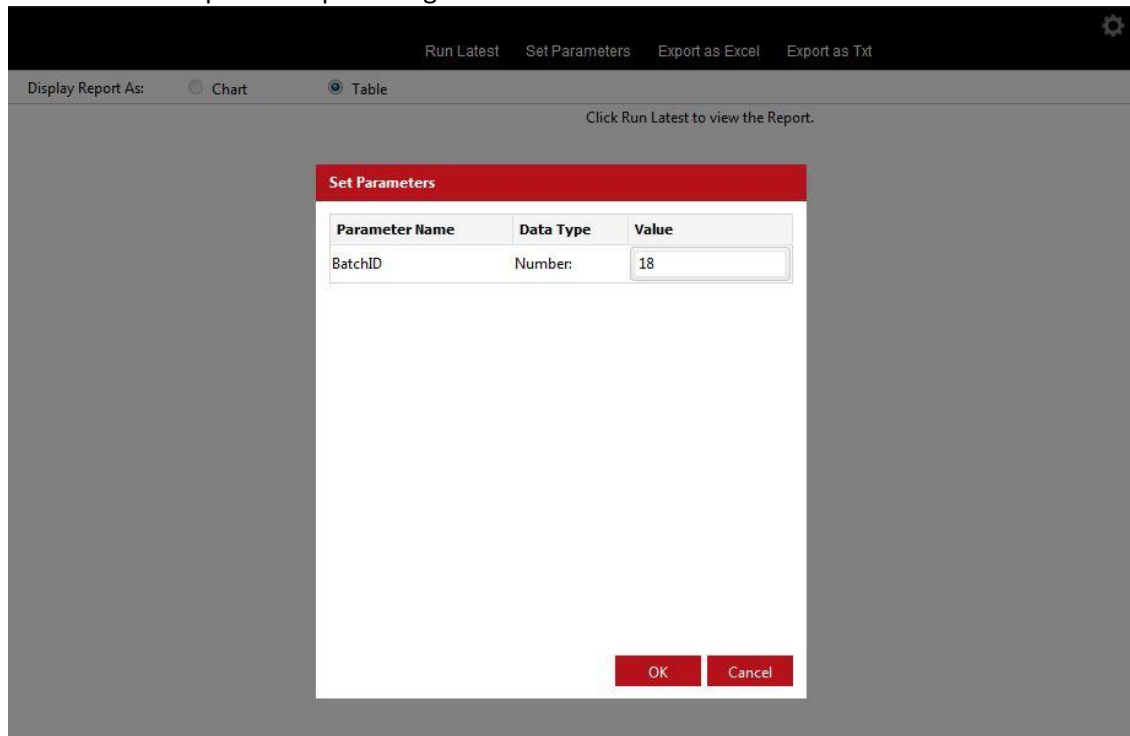
Page 1 of 1

Agency (TalismaAdmin)	Agency Evaluated Batches (Tal...	Agency-Batches Assigned to As...	Batches Assigned to Assessor ...
Re-assigned Batches-Agency (T...	Report		

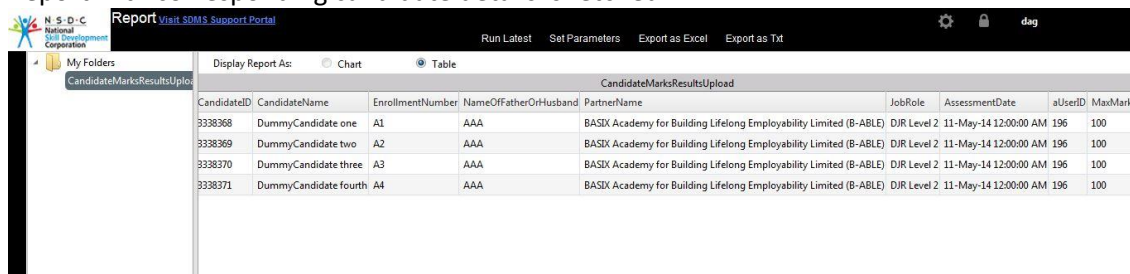
- 2) Select the report-“CandidateMarksResultsUpload” from the folder.



- 3) Click on “Set Properties” option to give a Batch ID and click OK.



- 4) Report with corresponding candidate details is fetched.



- 5) Click on “Export as Excel” option to get the excel upload template with the result column.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Candidate	CandidateName	EnrollmentNumber	NameOfFatherOrHusband	PartnerName	JobRole	AssessmentDate	aUserID	MaxMarks	MaxMarks	MarksTheory	MarksPractical	Result
2	3338368	DummyCandidate one	A1	AAA	BASIX Academy for Building I	DJR Level 2	11-05-2014 00:00	196	100	50	80	30	
3	3338369	DummyCandidate two	A2	AAA	BASIX Academy for Building I	DJR Level 2	11-05-2014 00:00	196	100	50	80	30	
4	3338370	DummyCandidate three	A3	AAA	BASIX Academy for Building I	DJR Level 2	11-05-2014 00:00	196	100	50	80	30	
5	3338371	DummyCandidate fourth	A4	AAA	BASIX Academy for Building I	DJR Level 2	11-05-2014 00:00	196	100	50	80	30	
6													
7													
8													

The assessment agency shall fill in the columns for “Result” and save the file in .xls format.

Also the name of the sheet to be kept as “CandidateMarksResultsUpload”.

The permissible values in the Result column are Pass/Fail/Not Appeared and SDMS shall accept only these values. In case any other value is given, an error will be thrown and an error log shall be generated.

Steps to be followed by Assessment Agency for uploading the duly filled excel sheet.

- 1) Agency user needs to open the batch by clicking on Batch ID.

- 2) Agency user will go to the tab “Batch Result Update”, browse the saved excel file and use “Result Upload” radio button.

- 3) Agency user will click on the “Upload” button provided.
- 4) SDMS will give a “Pass/Fail” status for successful upload.
- 5) In case of “Fail” status, an error log shall be generated, following which the errors can be corrected and sheet can be re-uploaded.

	A	B	C	D	E	F	G
1	RowId	ErrorDetails					
2		NSDC Support Number : +91 8861925252					
3	1	aUserID is invalid,					
4	2	CandidateName Invalid, aUserID is invalid,					
5							

Steps to be followed by Assessment Agency to “Verify” the batch.

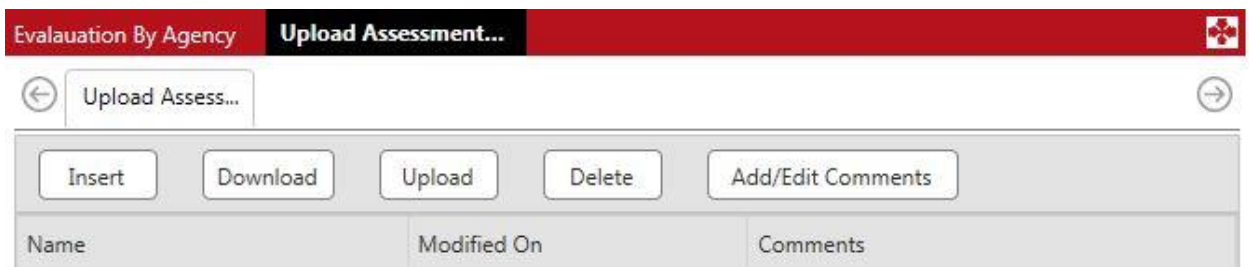
- 1) Check if the results of all candidates have been uploaded from the second screen.

- 2) If the results of all the candidates have been updated, update the field “Evaluation Status” to “Verified by Assessment Agency”.
- 3) Refresh the page from SDMS global options.

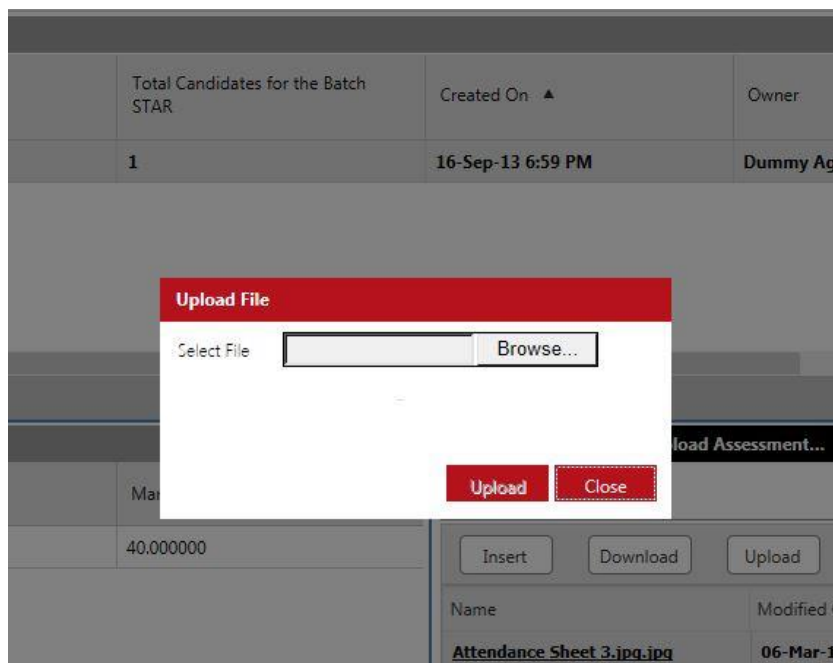
Attaching Summary sheet of marks against the Batch

To attach the summary sheet of assessments, follow the given steps-

- 1) Open the batch.
- 2) Go to “Upload Assessment Sheet” tab.



3) Click on “Insert” option



- 4) Browse for the summary sheet and click on “Upload”.
- 5) The summary sheet will be attached against the batch.

Re-Assigning batches to Assessor in case of discrepancy in Marks

If the assessment agency intends to change the marks of some candidates of a batch, it can re-assign the batch to respective assessor.

In this enhancement, SDMS provides an option to automatically send the batch to respective assessor without the need of manually identifying the assessor.

Also, SDMS will provide an option of marking the candidate evaluation as “Invalid” which would help the assessor in identifying the candidates with discrepancy.

Marking the candidate evaluation as “Invalid”

- 1) Open the Candidate and go to tab “Evaluation Validity”
- 2) Flag the property “Assessment Validity Status” as “Invalid”.

Re-Assigning the Batch to Assessor

- 1) Open the batch and go to tab “Evaluation By Agency”

The screenshot shows the 'Re-assigned Batches-Agency (C20.Config3)' window. On the left, a sidebar lists 'Batches: 18' with fields for Name (TrainingCentreID-123/JobRole-dummy), Owner (Dummy Agency), Team (Dummy Team), Created On (16-Sep-13), and Last Updated (08-Mar-14). The main area has tabs for 'Batch to Cand...' and 'Evaluation By...'. The 'Evaluation By...' tab is active, showing 'Evaluation Status' as 'Verified By Assessment Agency' and 'Agency Name' as 'Dummy Agency'. Below, the 'In Case of Discrepancy' section has 'Reason for Reassignment' as an empty text box and 'Send Back to Assessor' as a dropdown menu with 'Yes' selected. The top menu bar includes 'Assign', 'Transfer', 'Compute All', 'Categorize', 'Refresh', and 'Save'. The bottom status bar shows 'Main' and 'Batches : 18'.

- 2) Flag the property “Send Back to Assessor” as “Yes”
- 3) SDMS will ask for a valid reason/comment for re-assignment
- 4) Give a reason and click OK.
- 5) The batch gets re-assigned to concerned assessor.

Viewing the batches re-assigned by Sector Skills Council

In case any discrepancy is found in results uploaded by assessment agency, the Sector Skills Council will have an option of re-assigning the batch to respective agency.

For viewing such batches, follow these steps-

- 1) Open the workspace-“Re-Assigned Batches-Agency”
- 2) List of re-assigned batches will be visible in top pane and corresponding candidates with discrepancies will be visible in bottom pane.
- 3) All candidates under the batch can be viewed by clicking on Batch ID.
- 4) Post correction of results, the agency user needs to re-verify the batch, following which the batch will get assigned to SSC SPOC user.

Assessor Functions

Viewing Batches Assigned by Agency (Assessor's Login)

Once the batches are as assigned to the concerned assessor, the batches shall be visible in Assessor's login.

The candidates belonging to a batch can be viewed either by-

- 1) Clicking on the batch in first pane(not Batch ID)

The screenshot displays the PMKVY-Assessor Batch Evaluation (TalismaAdmin) web application. The top navigation bar includes the N-S-D-C National Skill Development Corporation logo and the title 'PMKVY-Assessor Batch Evaluation (TalismaAdmin)'. Below the navigation bar, there is a search bar and a table titled 'Batches for Assessment...'. The table has columns for Batches ID, Name, Project Category, Total Candidates for the Batch, and Team. One batch is listed with ID 39502 and Name 'Partner-ABCCComputer:TrainingCentreID-37337:CourseMasterID-2684:AssessmentDate-09032015BGN-1'. Below the table, there is a section for 'Candidates in Batch' showing a list of candidates with columns for Candidate Details ID, Name, Partner Name, and Cent. Two candidates are listed: 5336702 (Qepug Qa) and 5336698 (Mepug Ma). To the right of the candidates list, there is a 'NOS Details' section with tabs for NOS Details, Attendance, and Evaluation Status. The NOS Details tab is active, showing a table with columns for NOS, NOS Code, and Max Marks Theory. Two rows are listed: NOS 1 (DIJNOS) with 20 marks, and Test NOS (TestNOS) with 80 marks.

Or

- 2) Opening the batch by clicking on Batch ID.

Uploading NOS Marks and Results using Excel

With this enhancement, SDMS gives the assessor an option to fill the marks of candidates in a batch by using an excel file.

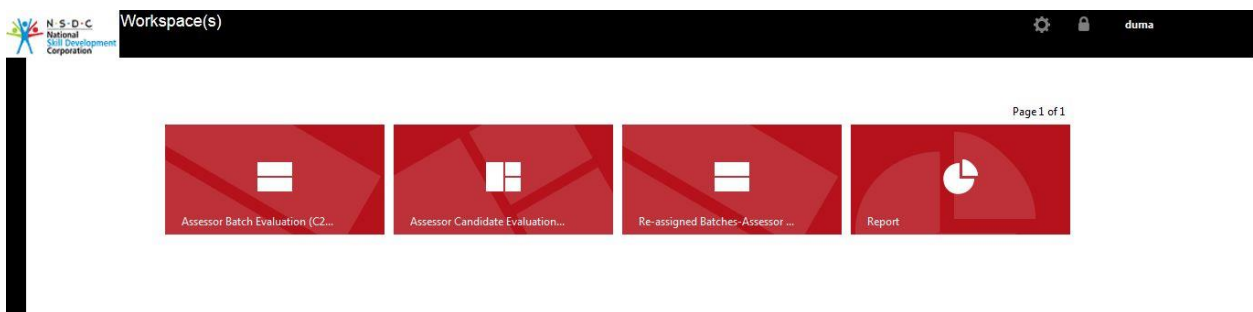
Uploading of marks using an excel file is a simple three-step process.

- 1) Export the details of assigned candidates from SDMS to an excel file.
- 2) Fill the marks obtained in theory and practical against all NOSs in excel.
- 3) Upload the duly filled excel sheet on SDMS.

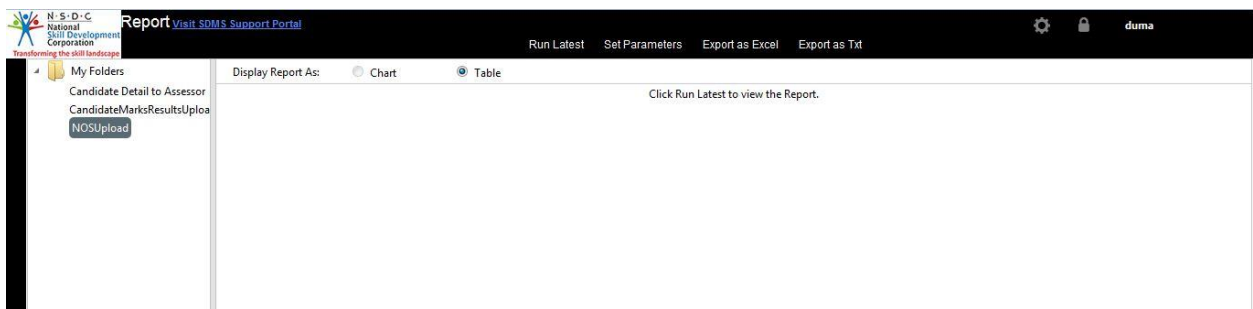
Exporting the details of assigned candidates-

Follow the below steps to get the relevant details of candidates in excel-

- 1) Check for the Batch ID from Assessor's workspace.
- 2) Go to Reports section by switching the workspaces.



- 3) Select the file "NOSUpload" and click "Set Parameters"





Give the Batch ID in the provided textbox and click OK.

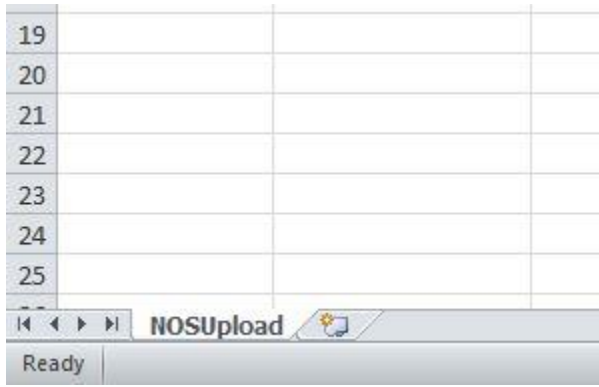
- 4) Click on “Export to Excel” from global options and save the file on your system.

Filling the marks for all candidates in Batch

- 1) All the information required for identifying the candidate has been provided in this exported excel.
- 2) Fill the marks obtained by the candidates in theory and practical for each NOS.
- 3) Save the file as a “.xls” file.

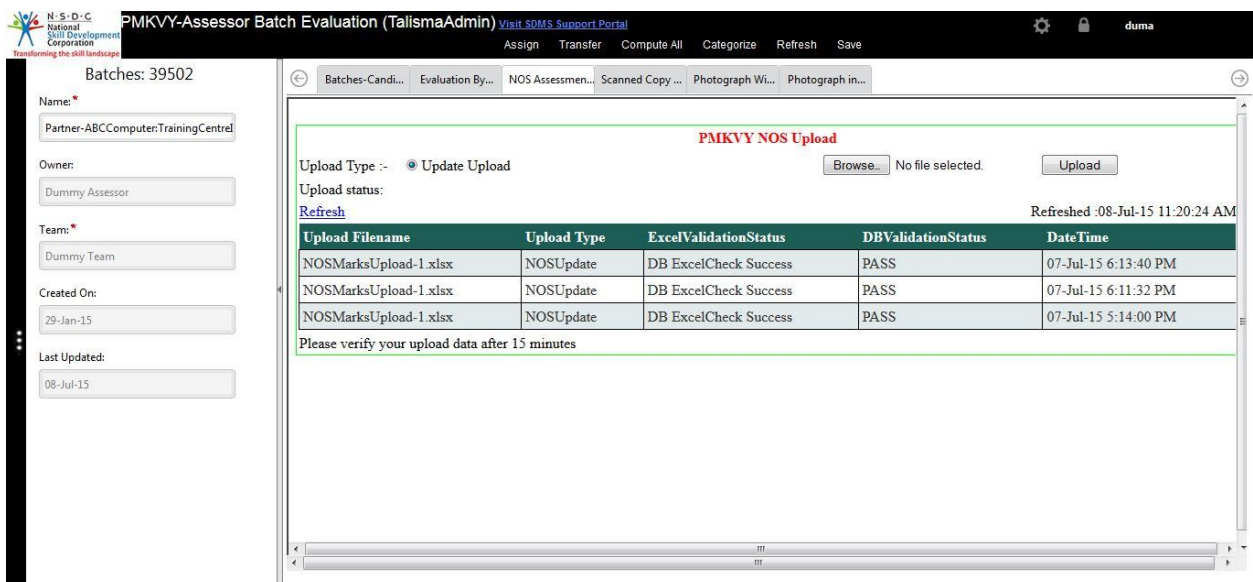


4) PLEASE NOTE THAT THE NAME OF THE SHEET IN THIS FILE MUST BE “NOSUpload”.



Uploading the excel sheet on SDMS

- 1) Open the batch in SDMS by clicking on Batch ID.
- 2) Go to “NOS Assessment Upload” tab.



- 3) Browse for the duly filled excel sheet saved on your system and click on “Upload”.

- 4) SDMS shall give a “DBValidationStatus” as either “Pass” or “Fail”.
- 5) In case of fail status, an error log file shall be generated which will help the assessor in identifying the errors in the sheet. Once rectified, the sheet can be re-uploaded.
- 6) The uploaded marks can be cross-checked for each candidate from the main view or by opening the respective candidate.

PMKVY-Assessor Batch Evaluation (TalismaAdmin) Visit [SDMS Support Portal](#)

New Refresh Assign Transfer Merge Set Properties Categorize Delete

Show All Candidate Details Items

Batches ID	Name	Project Category	Total Candidates for the Batch	Team
39502	Partner- ABCComputer:TrainingCentreID-37337:CourseMasterID-2684:AssessmentDate-09032015BGN-1		2	Dummy Team

Showing 1-1 of 1

Candidate Details ID	Name	Partner No
5336702	Qepug Qa	
5336698	Mepug Ma	

Showing 1-2 of 2

NOS Details

Add Remove

NOS	NOS Code	Max Marks Theory	Max Marks Practical
NOS1	DJRNOS	20	20
Test NOS	TestNOS	80	80

Main


Uploading Scanned Copy of Attendance and Batch Photographs

As a part of process laid out for PMKVY, the assessors are required to attach the following files against the assessed batch-

- 1) Scanned Copy of Attendance sheet
- 2) Photograph of Assessor with Batch
- 3) Photograph of Assessor outside centre entrance.

All the 3 files can be attached against the batch by clicking on batch Id and attaching the files in the respective tabs on SDMS

SDMS User Manual-Assessment Agency

 **PMKVY-Assessor Batch Evaluation (TalismaAdmin)** [Visit SDMS Support Portal](#) Assign Transfer Compute All Categorize Refresh Save Settings Lock duma

Batches: 39502

Name:
Partner-ABCCComputer:TrainingCentrel

Owner:
Dummy Assessor


Team:
Dummy Team

Created On:
29-Jan-15

Last Updated:
08-Jul-15

Actions: Insert Download Upload Delete Add/Edit Comments

Name	Modified On	Comments
------	-------------	----------

 **PMKVY-Assessor Batch Evaluation (TalismaAdmin)** [Visit SDMS Support Portal](#) Assign Transfer Compute All Categorize Refresh Save Settings Lock duma

Batches: 39502

Name:
Partner-ABCCComputer:TrainingCentrel

Owner:
Dummy Assessor

Team:
Dummy Team

Created On:
29-Jan-15

Last Updated:
08-Jul-15

Actions: Insert Download Upload Delete Add/Edit Comments

Name	Modified On	Comments
------	-------------	----------

Please note that the attachment files should be .jpg or .jpeg or .png files of max size 200 Kb.

Verification of Batch by Assessor

Once marks are updated against all candidates in a batch, the batch needs to be verified by assessor.

There are two options for updating the verification status-

- 1) From the third pane in main workspace
- 2) By clicking on Batch ID and then updating the respective fields.

Batches ID	Name	Project Category	Total Candidates for the Batch	Team
39502	Partner-ABCCComputer:TrainingCentreID-37337:CourseMAsterID-2684:AssessmentDate-09032015BGN-1		2	Dummy Team

Candidates in Batch	Marks Obtained-Theory	Marks Obtained-Practical
	40.000000	40.000000
	40.000000	40.000000

Verified By Assessor	Assessor Name
Yes	Dummy Agency

- 3) Update the property “Verified by Assessor” to “Yes”.
- 4) On clicking the “Save” option, SDMS will ask you to fill the verification details about the Batch, Training Partner and Training Centres. These details are mandatory to be filled.

The screenshot displays the PMKVY-Assessor Batch Evaluation (TalismaAdmin) web application. A modal window titled "Mandatory / Failed Properties" is open, requiring the user to fill in several fields before saving. The background interface shows a table of batches and a table of candidates in a batch.

Mandatory / Failed Properties Modal:

- Feedback Form Available with Training Partner: [Dropdown]
- Centre Infrastructure Suitable for Job Role: [Dropdown]
- Candidate IDs Available: [Dropdown]
- Address Provided for Training Centre: [Text Input]
- Location Provided for Training Centre: [Text Input]
- Batch Details Uploaded by Training Partner: [Dropdown]

Background Interface:

- Batches for Assessm...**

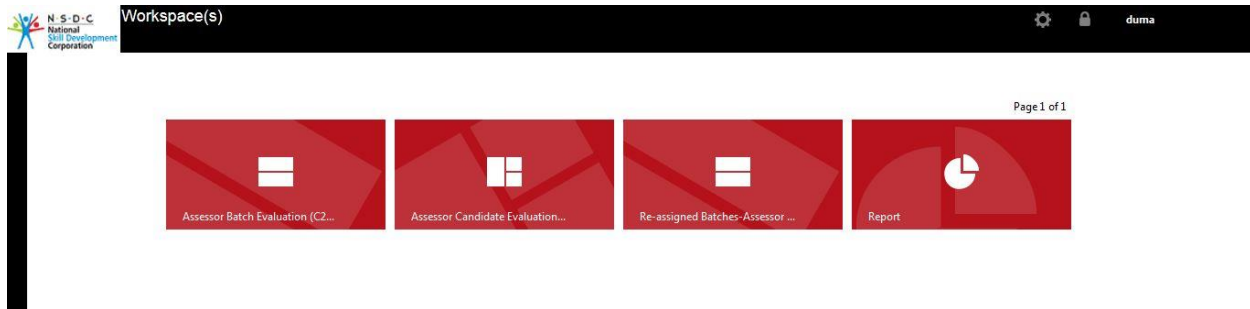
Batches ID	Name
39502	Partner-ABCCComputer:TrainingCentre
- Candidates in Batch**

	Marks Obtained-Theory	Marks Obtained-Practic
	40.000000	40.000000
	40.000000	40.000000
- Assessor Name:** Dummy Agency

- 5) If marks are filled for all the candidates under this batch, the batch will get automatically assigned to respective Assessment Agency for further evaluation.

Viewing Re-Assigned Batches from Assessor Login

The batches re-assigned by assessment agency will be visible to the assessor in the workspace- “Re-Assigned Batches-Assessor”



For viewing the candidates with discrepancies, the assessor needs to click on the batch information (not the Batch ID).

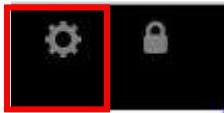
For viewing all the candidates under a batch, the assessor can open the batch by clicking the batch ID.

The corrections can be made by opening the invalid candidate and making the changes in Job Role Information tab.

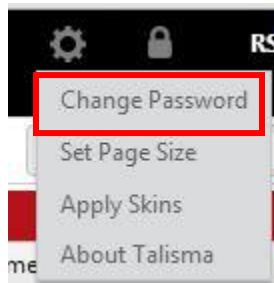
The assessor needs to re-verify the batch after which the batch will again get assigned to assessment agency.

Changing your Password

- 1) Go to global options on top right corner of the page.



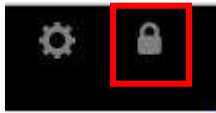
- 2) Select “Change Password” option.



- 3) Give your new password and save.

Logging out from SDMS Web Client

- 1) Go to global options on top right corner of the page



- 2) Click “Log Out”