



APMSME ONE

RAMP - USER MANUAL

APMSME
DEVELOPMENT CORPORATION

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SEPTEMBER 1, 2025

Tata Consultancy Services
Confidential

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1. INTRODUCTION

APMSMEONE Portal has been developed by the Government of Andhra Pradesh as a single-window digital platform to support the effective implementation of programs and initiatives for Micro, Small, and Medium Enterprises (MSMEs). The portal enables Implementing Agency, Assembly Constituency Nodal Officers (ANOs), State Project Implementation Unit (SPIU), and District Nodal Officers (DNOs) to manage the complete lifecycle of training and capacity-building programs.

Through the portal, users can:

- Create and manage training batches
- Enroll participants in a structured manner.
- Record attendance and maintain compliance with program guidelines.
- Submit training completion reports along with supporting evidence.
- Facilitate multi-level review and approval by district and state authorities.
- Generate monitoring and evaluation reports for decision-making.
- The portal has been designed to ensure efficiency, transparency, accountability, and for all stakeholders involved in the MSME ecosystem.

2. OVERVIEW

The portal is structured around a role-based access system. Each stakeholder has a defined set of responsibilities and workflows to ensure smooth coordination:

- **Implementing Agency & Assembly Constituency Nodal Officers:** Responsible for creating batches, enrolling participants, marking attendance, and submitting completion reports.
- **District Nodal Officers:** Act as approvers at the district level by reviewing submitted reports, verifying documentation, pictures of batches, and providing approvals or rework instructions.
- **State Project Implementation Unit:** Provides state-level oversight, consolidates data from across districts, and Approving reports.
- The system provides a dashboard-driven experience in a RAMP Monitoring Tab, where each user can quickly see pending actions, submitted items, and status updates. Drop-down menus, filters, and search options ensure that navigation between different modules is intuitive and user-friendly.

3. ABOUT THIS MANUAL

This user manual serves as a comprehensive guide for all stakeholders using the APMSMEONE portal. It has been developed to provide step-by-step instructions for each process, ensuring that users can navigate the system effectively and carry out their responsibilities with ease.

The manual covers:

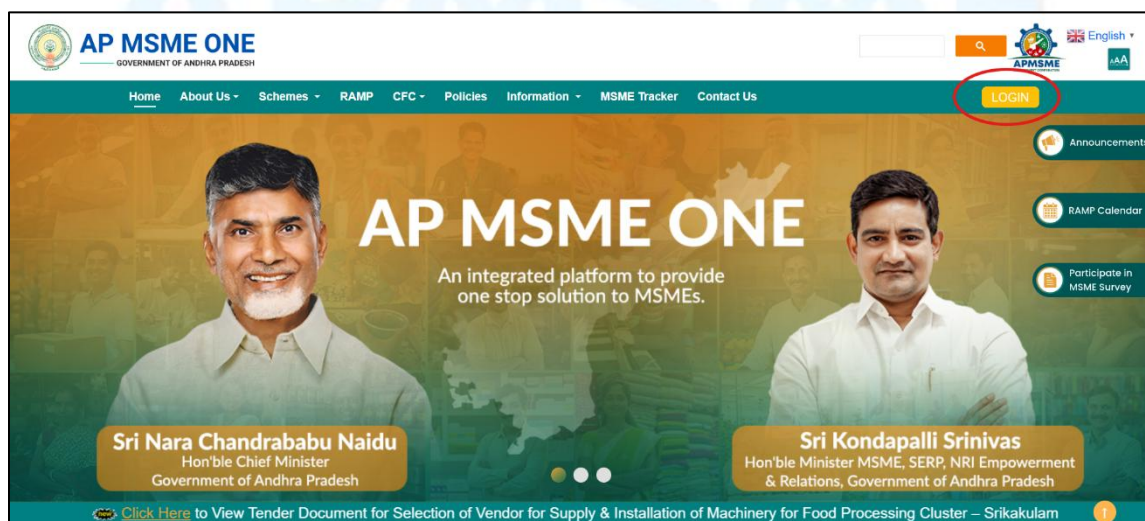
- **System Access and Navigation** – Login, password, and dashboard usage.
- **Batch Management** – Creation, modification, and tracking of training batches.
- **Participant Enrollment** – Adding participants individually into the batch.
- **Attendance Recording** – Daily/session-wise marking of participation through mobile and web portal.
- **Report Submission** – Preparing and submitting completion reports with documents and images which will be auto fetched from the data provided.
- **Approval Process** – Reviewing, approving, or returning submissions at the district & State Project Implementation Unit level.

4. USER WORKFLOW – STEP-BY-STEP GUIDE

This section will walk you through the entire process, right from creating an event on the portal to getting the final approval from SPIU.

4.1. Logging in

- Open the **APMSMEONE Portal** with Link: [Website Link](#) → click the **Login** button (below the search bar) → enter Username and Password, complete the **Captcha**, then click Sign In.



4.2. Creating an Event

- Once logged in, you are on the dashboard, go to RAMP Event.
- Fill in the details such as Select RAMP Event, District, Assembly Constituency, Location, Event Venue, Event Start Date, Event End Date, Event Time
 - Note: All the above fields are mandatory and marked with Red Asterisk (*)
- Then Click on Create New Event → A new event with automatic batch Id will be created. The event listed below for modification
- A confirmation message will appear: **“RAMP Event Created Successfully.”**
- The batch Id is in the format: RAMP event - District Code - Id Number (e.g., BDS-KRI-00001)

Batch ID	Component	District	End Date	Completion Report	Nodal Officer Signature	SPIU Approval	Remarks	Actions
BDS-KRI-00001	Business Development Service (BDS)	Krishna	02/09/2025	Not Submitted	Not Signed	Pending		View Report View Log

AP MSME ONE
GOVERNMENT OF ANDHRA PRADESH

ALEAP APMSME
Last Login: 01-09-2025 13:05:02

APMSME
development corporation

RAMP Events RAMP Registration Details RAMP Attendance Module Interested Participants Completion Checklist RAMP Monitoring

RAMP Events

Create New RAMP Event

Select RAMP Event: *
---Select---

District: *
Districts

Assembly Constituency: *

Location: *

Event Venue: *

Event Start Date: *
mm/dd/yyyy

Event End Date: *
mm/dd/yyyy

Event Time: *
--:--

Create New Event



Create New RAMP Event

Select RAMP Event: *
---Select---

District: *
Districts

Assembly Constituency: *

Location: *

Event Venue: *

Event Start Date: *
mm/dd/yyyy

Event End Date: *
mm/dd/yyyy

Event Time: *
--:--

Create New Event

Update RAMP Events (For Corrections or Changes)

Districts ---Select---

Batch ID	District	Assembly Constituency	Location	Venue	Start Date	End Date	Time	Actions
BDS-KRI-00001	Krishna	Pamarru	Pamarru	Mandala Samkya, Pamarru, Krishna Dt, AP	02/09/2025	02/09/2025	10:00 AM	Click Here Enroll Participants

4.3. Modifying the Event

- In the event list, locate the '**Actions**' column. Click on '**Click Here**' to modify event details.
- Complete all mandatory fields marked with a red asterisk and update the event.
- A confirmation message will appear: ***"RAMP Event Updated Successfully."***

Update RAMP Events (For Corrections or Changes)								
Batch ID	District	Assembly Constituency	Location	Venue	Start Date	End Date	Time	Actions
BDS-WGD-00001	West Godavari	Tanuku	Tanuku	Maheshwari function hall, tanuku	01/09/2025	20/09/2025	10:30 AM	Click Here Enroll Participants

✕

Select RAMP Event: *

District: *

Assembly Constituency: *

Location: *

Event Venue: *

Event Start Date: *

Event End Date: *

Event Time: *

4.4. Enrolling Participants

There are two simple ways to enroll participants into your event:

- **Option 1: From the Event List**

- In the event list, there a column named actions, click on **Enroll participants** and provide the details with fields → **First Name, Last Name, Age, Gender, Email Address, Phone Number, Aadhar No., Udyam Registration number, Social Category, Minorities, Persons with disability (PWD), Designation, Organization, Sector, Address.**

- Note: Fill in all the fields that are mandatory and marked with a red asterisk (*)

A confirmation message will appear: **“Enrollment Successfully.**

Update RAMP Events (For Corrections or Changes)								
Batch ID	District	Assembly Constituency	Location	Venue	Start Date	End Date	Time	Actions
BDS-WGD-00001	West Godavari	Tanuku	Tanuku	Maheshwari function hall, tanuku	01/09/2025	20/09/2025	10:30 AM	Click Here Enroll Participants

Enrollment Form

Batch ID: BDS-WGD-00001

X

First Name: *	Last Name: *	Age: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender: *	Email:	Phone No: *
<input type="text" value="Male"/>	<input type="text"/>	<input type="text"/>
Aadhaar No: (only digits) *	Udyam Registration number	Social Category: *
<input type="text"/>	<input type="text"/>	<input type="text" value="General"/>
Minorities: <input type="radio"/> Yes <input type="radio"/> No	Persons With Disability(PWD): <input type="radio"/> Yes <input type="radio"/> No	Designation:
		<input type="text"/>
Organization:	Sector:	Address:
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

Submit

- **Option 2: From the Web Portal**

- Click on the RAMP Calendar → Enrollment Calendar → Select from event list and navigate to the batch in which the participants have to enrolled and select click here in the enroll column.
- Fill in all the details → **First Name, Last Name, Age, Gender, Email Address, Phone Number, Aadhar No., Udyam Registration number, Social Category, Minorities, Persons with disability (PWD), Designation, Organization, Sector, Address.**
 - Note: Fill in all the fields that are mandatory and marked with a red asterisk (*)

The screenshot shows the AP MSME ONE website. The header includes the logo, navigation menu (Home, About Us, Schemes, RAMP, CFC, Policies, Information, MSME Tracker, Contact Us), and a LOGIN button. The main banner features two portraits: Sri Nara Chandrababu Naidu, Hon'ble Chief Minister, Government of Andhra Pradesh, and Sri Kondapalli Srinivas, Hon'ble Minister MSME, SERP, NRI Empowerment & Relations, Government of Andhra Pradesh. The text reads "AP MSME ONE" and "An integrated platform to provide one stop solution to MSMEs." The sidebar on the right has three items: Announcements, RAMP Calendar (circled in red), and Participate in MSME Survey. At the bottom, there is a link: "Click Here to View Tender Document for Selection of Vendor for Supply & Installation of".

Batch ID	RAMP Program	District	Location	Venue	Start Date	End Date	Time	Enroll
UDYAM-VSK-00004	Udyam Registration	Visakhapatnam	Padmanabham	Test	01/09/2025	01/09/2025	11:55 AM	Click Here
TREDS-AKP-00001	TReDS	Anakapalli	Kasimkota	222	01/09/2025	30/09/2025	09:28 AM	Click Here
BDS-WGD-00001	Business Development Service (BDS)	West Godavari	Tanuku	Maheshwari function hall, tanuku	01/09/2025	20/09/2025	10:30 AM	Click Here
VDP-AKP-00001	Vendor Development Program(VDP)	Anakapalli	Kasimkota	3333	01/09/2025	30/09/2025	07:17 AM	Click Here
UDYAM-VSK-00003	Udyam Registration	Visakhapatnam	Padmanabham	Test	02/09/2025	09/09/2025	10:52 AM	Click Here

4.5. Updating Participants Details

- To modify a participant from RAMP event, follow these steps in sequence:
 - Click on **RAMP Registration Details** from the Navigational bar menu.
 - From the Filters section:
 - Select the required RAMP Component from the dropdown.
 - Select the Batch ID from the dropdown.
 - Click on Apply Filters.
 - Scroll down to view the Participants List.
 - Scroll Right to view the action Column and click on list icon
 - Update the details of the participant.
 - Note: Fill in all the fields that are mandatory and marked with a red asterisk (*)
 - Click on Submit to update the details of the participant in the RAMP event.
 - Upon successful modification, a pop-up message will appear: **“Participant Details updated Successfully”**.

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ALEAP APMSME
Last Login: 9/1/2025 13:45:10

RAMP Events **RAMP Registration Details** RAMP Attendance Module Interested Participants Completion Checklist RAMP Monitoring

RAMP Monitoring Dashboard

Total 3 Approved 0 Pending/Returned 3 Signed 0

Export to Excel

Select District Business Development Serv From Date To Date

Apply Filter

RAMP Events RAMP Registration Details RAMP Attendance Module Interested Participants Completion Checklist RAMP Monitoring

RAMP Registration Details

--Select-- Business Development Service BDS-GNT-00001

From Date: To Date: mm/dd/yyyy mm/dd/yyyy

Apply Filters



MP Program	Name of the Participant	Gender	Age	Aadhar Number	Social Category	District	Contact Number	Sector	Address	Deletion Remarks	Action
lopment Service (BDS)	Sivanji kumaran	Male	18	xxxx-xxxx-xxxx-8568	General	Guntur	5765765865	Glass and ceramics			
lopment Service (BDS)	sdfg dfg	Male	3	xxxx-xxxx-xxxx-5474	OBC	Guntur	6868568568				
lopment Service (BDS)	l3fu3t gedyu	Male	32	xxxx-xxxx-xxxx-7197	SC	Guntur	3286831111				
lopment Service (BDS)	ge3fu23 dwoqy	Male	1	xxxx-xxxx-xxxx-7139	ST	Guntur	3181381368				
lopment Service (BDS)	123 1234	Male	123	xxxx-xxxx-xxxx-6219	General	Guntur	1234567899				



Update Participants Details

First Name: * Krishna Last Name: * Kumari Age: * 28

Gender: * Female Email: krishna2kumari1@gmail.com Phone No: * 3286831111

Aadhaar No: (only digits) * 742872817197 Udyam Registration number Social Category: * SC

Minorities: Yes No Persons With Disability(PWD): Yes No Designation:

Organization: Sector: Construction Address: H.no 15-29-225, street 2, Guntur

Update



api-uat.ap.gov.in says

Participants Details updated successfully.

OK

ALAP APMSME

Last Login: 8/10/2025 12:22:10

RAMP Events RAMP Registration Details RAMP Attendance Module Interested Participants Completion Checklist RAMP Monitoring

--Select-- Business Development Service BDS-GNT-00001

From Date: To Date: mm/dd/yyyy mm/dd/yyyy

Apply Filters

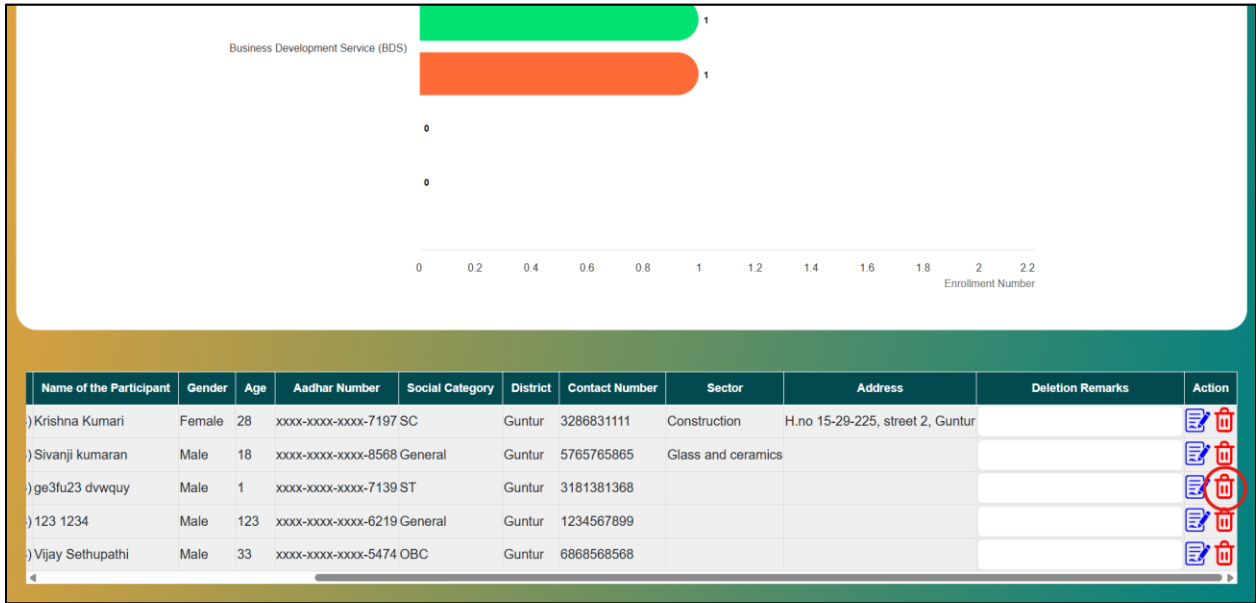
4.6. Deleting Participants

- To delete a participant from RAMP Event, follow these steps in sequence:
 - click on **RAMP Registration Details** from the Navigational bar menu.
 - From the Filters section:
 - Select the required RAMP Component from the dropdown.
 - Select the Batch ID from the dropdown.
 - Click on Apply Filters.
 - Scroll down to view the Participants List.
 - Enter the required Remarks.
 - Note: Upon failing to provide the remark an error pop-up will be displayed with **“Please Enter Deletion Remarks”**
 - Click on **Delete**.
 - Upon successful deletion, a pop-up message will appear: **“Participant Deleted Successfully”**.

The screenshot shows the AP MSME ONE RAMP Monitoring Dashboard. The navigation bar includes 'RAMP Events', 'RAMP Registration Details' (circled in red), 'RAMP Attendance Module', 'Interested Participants', 'Completion Checklist', and 'RAMP Monitoring'. The main heading is 'RAMP Monitoring Dashboard'. Below the heading, there are four status indicators: 'Total 3' (yellow), 'Approved 0' (green), 'Pending/Returned 3' (orange), and 'Signed 0' (purple). An 'Export to Excel' button is on the right. The filter section includes a 'Select District' dropdown, a 'Business Development Serv' dropdown, 'From Date' and 'To Date' input fields, and an 'Apply Filter' button.



The screenshot shows the AP MSME ONE RAMP Registration Details page. The navigation bar includes 'RAMP Events', 'RAMP Registration Details', 'RAMP Attendance Module', 'Interested Participants', 'Completion Checklist', and 'RAMP Monitoring'. The main heading is 'RAMP Registration Details'. Below the heading, there are three dropdown menus: 'Districts', 'Business Development Service', and 'BDS-WGD-00001'. There are also 'From Date' and 'To Date' input fields with 'mm/dd/yyyy' placeholders and a calendar icon. An 'Apply Filters' button is on the right.



AP MSME ONE
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api-uat.ap.gov.in says
Participant Deleted Successfully

ALEAP APMSME

Last Login: 9/10/2025 12:22:10

RAMP Events
RAMP Registration Details
RAMP Attendance Module
Interested Participants
Completion Checklist
RAMP Monitoring

--Select--
Business Development Service
BDS-GNT-00001

From Date:

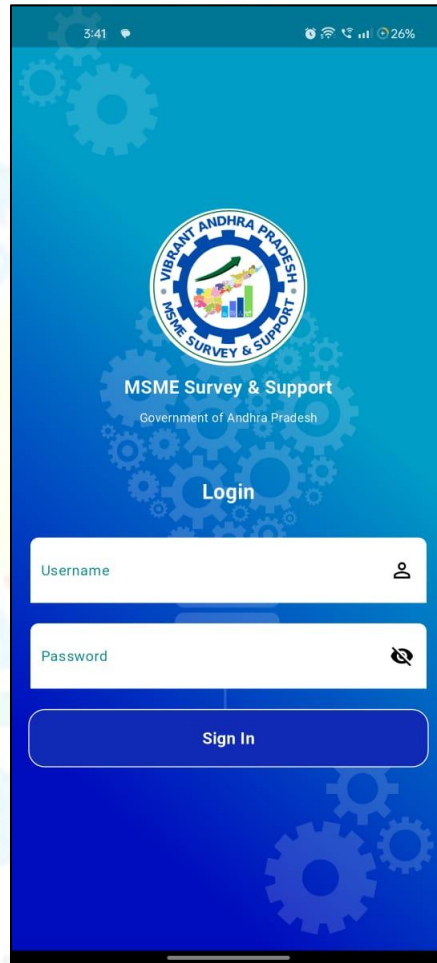
To Date:

APMSME

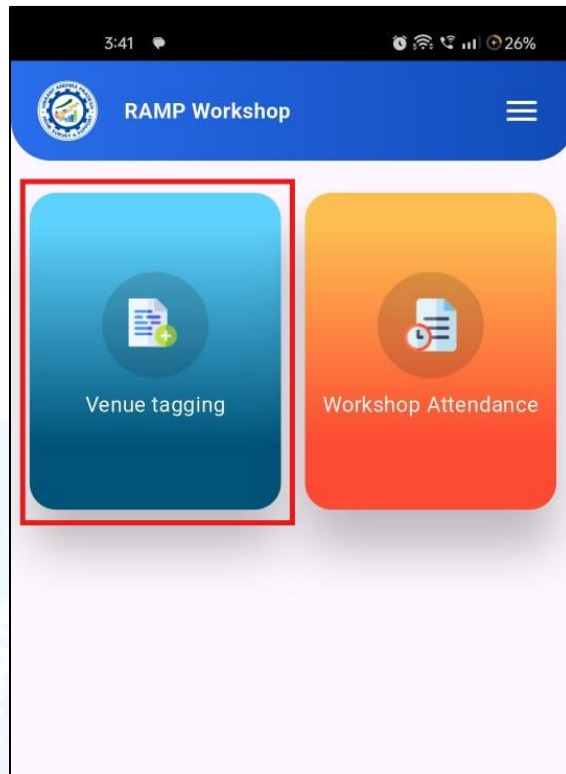
DEVELOPMENT CORPORATION

4.7. Venue Tagging and Marking Attendance through Mobile App

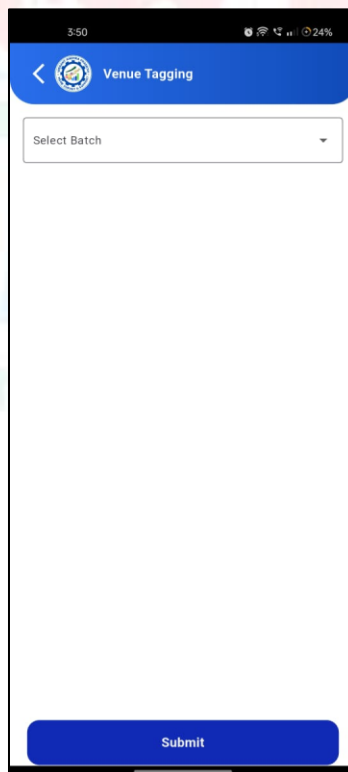
- Attendance is a mandatory step for every RAMP event. It ensures that participant records are accurate and helps generate the Completion Report automatically. Attendance can be recorded in two ways:
- **Mobile App:**
 - **Venue Tagging:**
 - Login to the APMSMEONE Mobile App using your credentials.



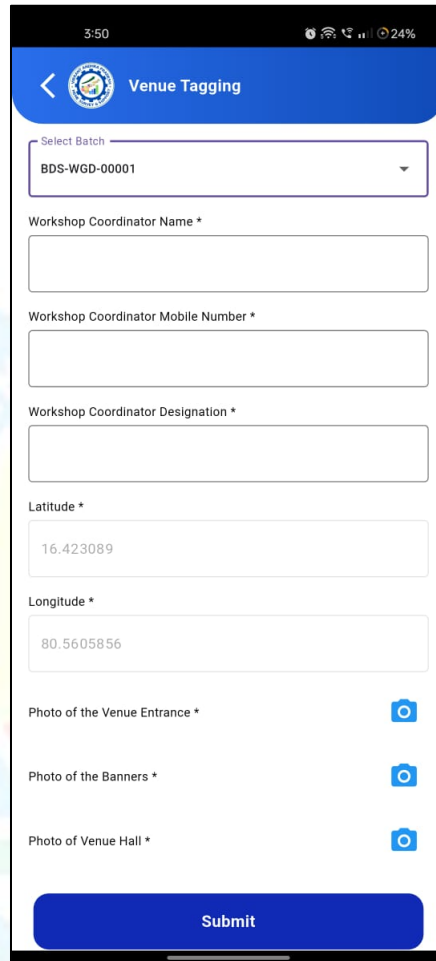
- From the dashboard, tap on Venue Tagging.



- Select the Batch ID from the Drop Down.



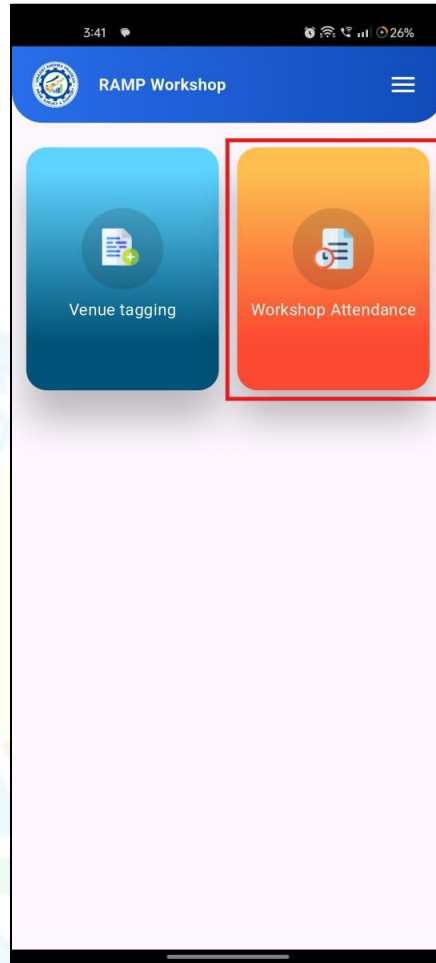
- Fill in the following details:
 - Workshop Coordinator Name
 - Workshop Coordinator Mobile Number - Provide their mobile number.
 - Workshop Coordinator Designation - Enter their designation



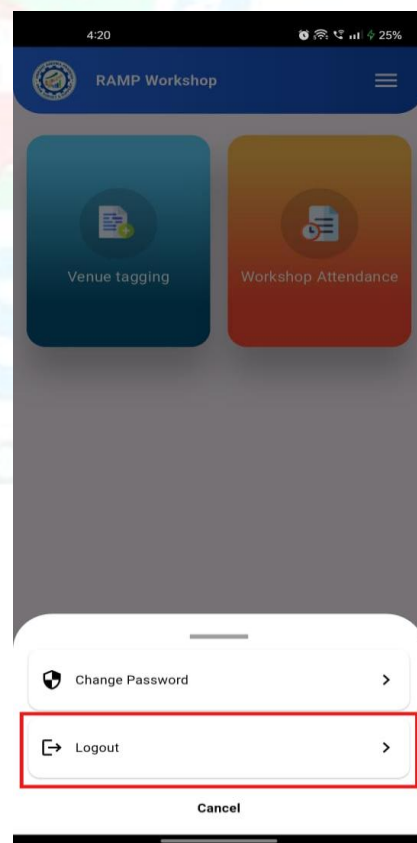
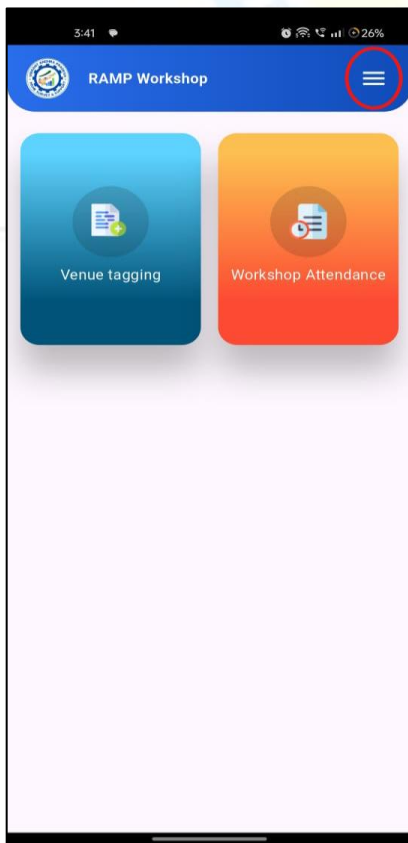
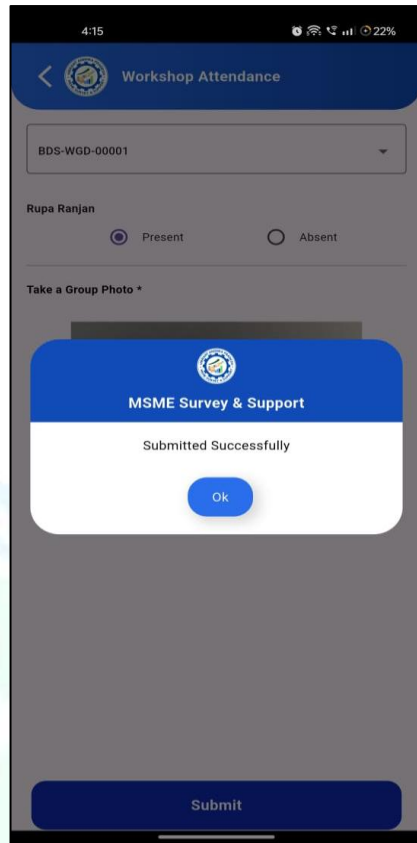
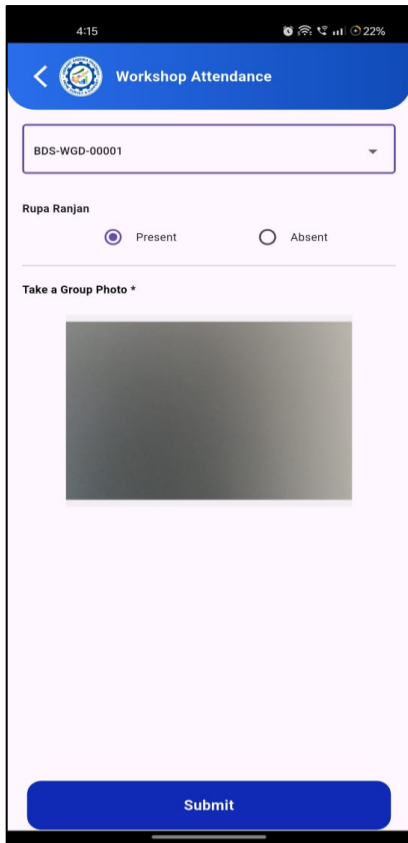
The screenshot shows a mobile application interface for 'Venue Tagging'. At the top, the status bar shows the time 3:50, signal strength, Wi-Fi, and 24% battery. The app header is blue with a back arrow, a logo, and the title 'Venue Tagging'. Below the header is a dropdown menu for 'Select Batch' with the value 'BDS-WGD-00001'. The form contains several text input fields, each with an asterisk indicating it is mandatory: 'Workshop Coordinator Name *', 'Workshop Coordinator Mobile Number *', 'Workshop Coordinator Designation *', 'Latitude *' (with the value '16.423089'), and 'Longitude *' (with the value '80.5605856'). There are three photo upload sections, each with a camera icon: 'Photo of the Venue Entrance *', 'Photo of the Banners *', and 'Photo of Venue Hall *'. At the bottom of the form is a large blue 'Submit' button.

- Capture and upload the required venue photos:
 - Photo of the Venue Entrance
 - Photo of the Event Banners
 - Photo of the Venue Hall
- Allow the app to use Location Services (GPS) → this will automatically capture the Geo-coordinates of the venue.
- Click Submit → A confirmation message will appear: "**Venue tagging is successful.**"
- **Note:** Fill in all the fields that are mandatory and marked with an asterisk (*)
- **Note:** Attendance cannot be marked unless Venue Tagging has been successfully completed.

- **Workshop Attendance**
 - Once the venue has been tagged the batch will be visible in workshop attendance.
 - From the main menu, select **Attendance Module**

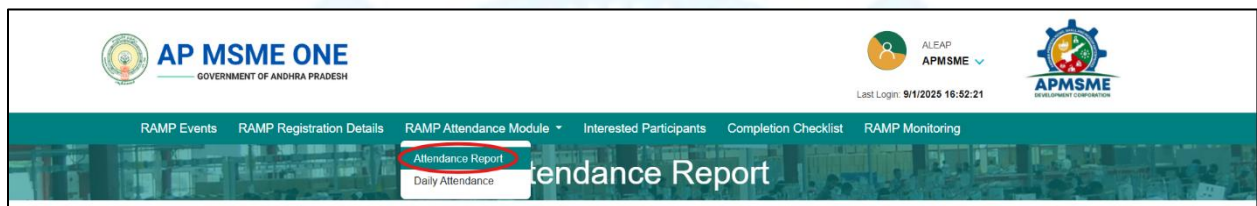


- A list of **Tagged Events / Batches** will appear. Select the **Event / Batch** where you want to mark attendance.
- The Participant List for that batch will appear. For each participant:
 - ◆ Tap Present if the participant is attending.
 - ◆ Tap Absent if the participant is missing.
- After updating all participants, upload a **Group Photo** of the attendees as proof of participation.
- Finally, click **Submit** → A success message will confirm that attendance has been recorded.



4.8. RAMP Attendance Report

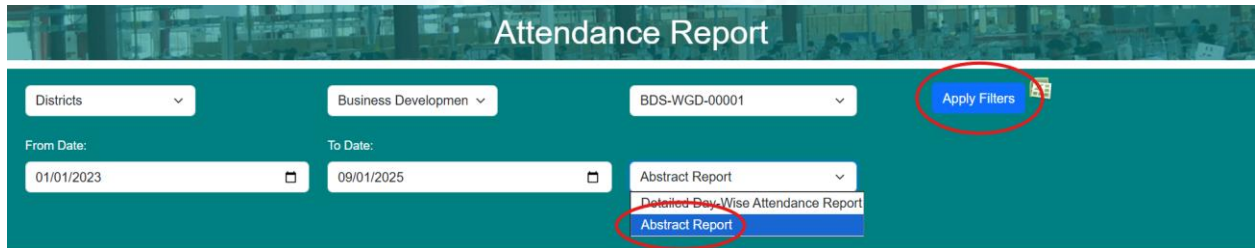
- The Attendance Report feature allows users to track and review attendance across batches and districts. Reports can be generated in two formats:
 - Detailed Daily Wise Attendance Report – Shows participant-wise attendance for each day.
 - Abstract Report – Provides a summarized view of attendance numbers.
- **Accessing Attendance Reports**
 - **Login to the APMSMEONE website** → RAMP Attendance Module → **Attendance Report** → **Fill the fields** → **Detailed Day-Wise Attendance Report** → **Apply Filters**.




Sl. No	Batch Id	RAMP Program	Name of the Participant	Social Category	Gender	Sector	Address	Contact Number	Aadhar Number	Attendance Date	Attendance Status
1	BDS-WGD-00001	Business Development Service (BDS)	Nasha Kilandi	OBC	Female			9846965565	XXXX-XXXX-6655	01-09-2025	✓
2	BDS-WGD-00001	Business Development Service (BDS)	Rupa Ranjan	OBC	Female			8877999655	XXXX-XXXX-4447	01-09-2025	✓

- **Accessing Abstract Attendance Report**

- **Login to the APMSMEONE website** → RAMP Attendance Module → **Attendance Report** → **Fill in the fields** → **Abstract Report** → **Apply Filters**.



Sl. No	Batch Id	RAMP Program	Name of the Participant	Social Category	Gender	Sector	Address	Contact Number	Aadhar Number	No. Present Days	No. Absent Days
1	BDS-WGD-00001	Business Development Service (BDS)	Nasha Kilandi	OBC	Female			9846965565	XXXX-XXXX-XXXX-6655	1	0
2	BDS-WGD-00001	Business Development Service (BDS)	Rupa Ranjan	OBC	Female			8877999855	XXXX-XXXX-XXXX-4447	1	0

4.9. Completion Report Submission

- Login to the APMSMEONE website → After login, you will land on the RAMP Monitoring Dashboard → Select the district → From date → To date → Apply filter.
- The data will be filtered based on the selected fields, navigate to the batch you want to submit the report and locate the view report button in the action's column.
- Click on the view report and new tab will be opened where you can check the completion checklist report.
- Only the field listed below must be filled, all other details will be auto-fetched.

In the Completion Checklist Form, fill in the following details:

- Workshop Duration (in Hours) – Enter the total number of hours the workshop/event was conducted.
- Amenities Provided – Select/mark all applicable options:

WORKSHOP DETAILS

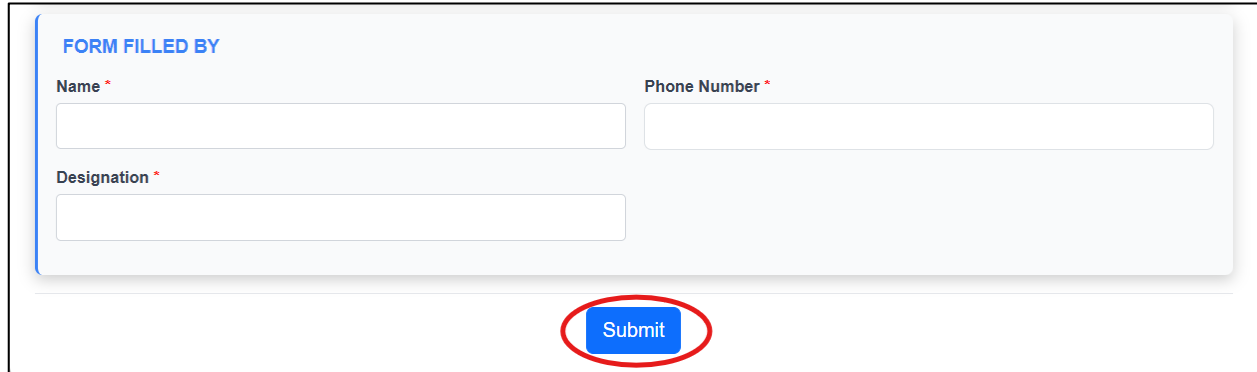
<p>Workshop Batch No. *</p> <input type="text" value="BDS-WGD-00001"/>	<p>Workshop Venue Address *</p> <input type="text" value="Maheshwari function hall, tanuku"/>
<p>Workshop Start Date *</p> <input type="text" value="2025-09-01"/>	<p>Workshop End Date *</p> <input type="text" value="2025-09-20"/>
<p>Workshop Duration (in hours) *</p> <input type="text"/>	
<p>Please select amenities provided to participants *</p> <p> <input type="checkbox"/> Air Conditioned Hall <input type="checkbox"/> Refreshments <input type="checkbox"/> Lunch <input type="checkbox"/> AV & Projector <input type="checkbox"/> Study Material <input type="checkbox"/> Banners </p>	

- Upload E&S Form – Upload the filled E&S (Environment & Social) form.
- Upload Press Release(s) – If there are multiple press releases, consolidate them into a single file and upload here.

WORKSHOP COMPLETION DETAILS

<p>Download Attendance Sheet Download</p>	<p>Upload E&S Compliance Form (PDF) *</p> <input type="button" value="Choose File"/> No file chosen
<p>Press Release / Media (PDF/JPG)</p> <input type="button" value="Choose File"/> No file chosen	
<p>Workshop Entrance Photo : RAMP000252_VenueEnt</p> <p>Workshop Banner Photo : RAMP000252_VenueBanner</p>	<p>Workshop Hall Photo : RAMP000252_VenueHall</p> <p>Workshop Group Photo : RAMP000252_Group</p>

- Fill Form Submitter Details
 - At the bottom of the checklist form, provide details of the person submitting the report
 - After filling all the required fields, review the information carefully.
- Click on the Submit button.
- The report will now be forwarded to the District Nodal Officer (DNO) for review and approval.



FORM FILLED BY

Name *

Phone Number *

Designation *

[Submit](#)

4.10. RAMP Monitoring Dashboard (Implementing Agency)

- Login to the APMSMEONE website → After login, you will land on the RAMP Monitoring Dashboard → Select the district → From date → To date → Apply filter.

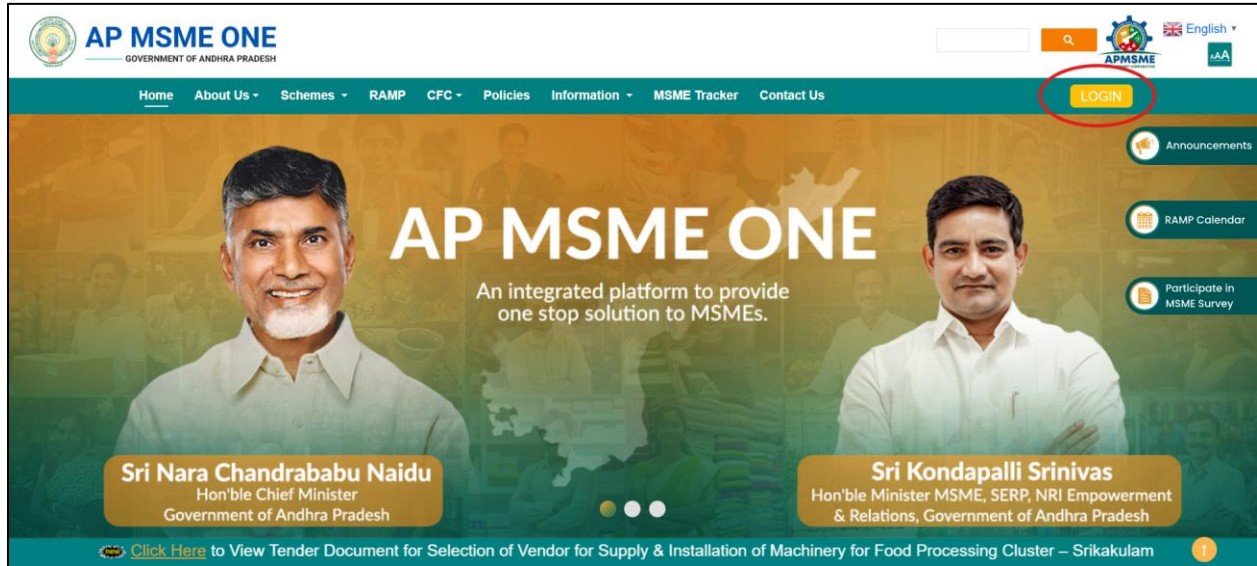
The data will be filtered based on the selected fields, navigate to the batch you have submitted the report.

In the Actions column, Implementing Agency will have two options:

- View Report
 - Open the Completion Checklist Form for the selected batch.
 - Implementing Agency can fill details, upload documents, and submit the report.
 - Once submitted, the status in the dashboard will change from Not Submitted → Submitted.
- View Log
 - Open the Log Window for the batch.
 - Implementing Agency can track history of submission, rejections, and remarks.
 - If the report is Returned by DNO or SPIU, remarks will be displayed here for correction.

4.11. RAMP Monitoring Dashboard (District Nodal Officer)

- **Login**
 - Open the APMSMEONE Portal and log in using DNO credentials.

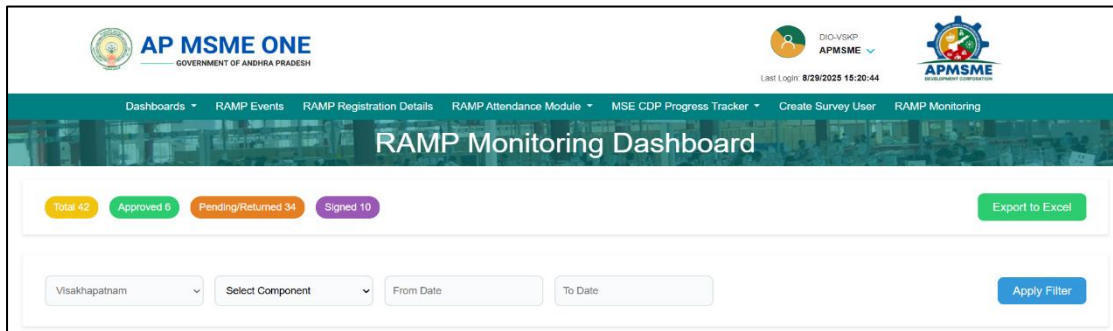


Login

Username:

Password:

- Upon login, the system automatically directs the officer to the **RAMP Monitoring Dashboard**, which is **exclusively filtered to their district’s RAMP component data**.



- This ensures that the DNO has a clear and authoritative view of all batches, reports, and vendor activities within their jurisdiction.
- **Reviewing Reports**
 - **The dashboard contains:**
 - **Summary counters** → Total Reports, Approved Reports, Pending/Returned Reports, Signed Reports.
 - **Filters** → RAMP Component, From Date, To Date.
 - **Batch-wise details table** → Batch ID, Component, District, End Date, Completion Report Status, Nodal Officer Signature, SPIU Approval Status, Remarks, and Actions.
 - Under the Actions column, the DNO will see three options:
 - View Report – to review the vendor-submitted completion checklist.
 - Update status – to check the completion report submitted by the implementing agency and verify & sign the report.
 - View Log – to check the history of submissions, remarks, and resubmissions.

The screenshot shows the RAMP Monitoring Dashboard with a table of batch-wise details. The table has columns for Batch ID, Component, District, End Date, Completion Report, Nodal Officer Signature, SPIU Approval, Remarks, and Actions. Below the table are buttons for 'View Report', 'Update Status', and 'View Log' for each row.

Batch ID	Component	District	End Date	Completion Report	Nodal Officer Signature	SPIU Approval	Remarks	Actions
UDYAM-VSK-00005	Udyam Registration	Visakhapatnam	21/09/2025	Submitted	Signed	Approved	Approved	View Report View Log
UDYAM-VSK-00003	Udyam Registration	Visakhapatnam	09/09/2025	Not Submitted	Not Signed	Pending		View Log
UDYAM-VSK-00002	Udyam Registration	Visakhapatnam	05/09/2025	Submitted	Not Signed	Pending		View Report Update Status View Log

- **Update Status**

- **Click on “Update Status”** for the selected batch.
- A dropdown menu will appear with two main options
 - **Option 1: Verify & Sign**
 - ◆ If the Officer selects Verify & Sign, a questionnaire form will open.
 - ◆ The Officer must answer the listed questions
 - ◆ There will also be an Additional Remarks field where the Officer can enter additional comments or observations.
 - ◆ Once the questionnaire is filled and remarks are added (if required), the Officer clicks Save/Submit.
 - ◆ The system will record the Officer’s digital verification & signature, and the status of the batch will change to:
 - Nodal Officer Signature → Signed in the monitoring dashboard.
 - The report will then automatically move forward for SPIU approval.

Update Status

Select Status: *

Verify & Sign

Did you verify the completion report thoroughly ? *

Yes No

Was the trainer knowledgeable ? *

Yes No

Was training material given to the participants ? *

Yes No

Were the arrangements at the workshop satisfactory ? *

Yes No

Overall rating of the workshop: *

★★★★★

Additional Remarks (if any):

Save Cancel

- **Option 2: Return**

- ◆ If the Officer selects Verify & Sign, a questionnaire form will open.
- ◆ The Officer must answer the listed questions
- ◆ If the Officer selects Return from the dropdown, a Remarks box will appear.
- ◆ The Officer must clearly state the reason for returning the report (e.g., missing documents, incorrect data).
- ◆ After entering remarks, click Save.
- ◆ The report will be sent back to the Implementing Agency for correction, and its status will update accordingly.
- ◆ Once the vendor resubmits the report, it will reappear in the officer dashboard for review again.

Update Status

Select Status: *

Return ▼

Additional Remarks (if any):

there is a mismatch of the information provided for the batch

Save

Cancel

- **View Log**

- Through the **View Log option**, the DNO can see the full sequence of actions (submission, remarks, resubmissions, signatures)

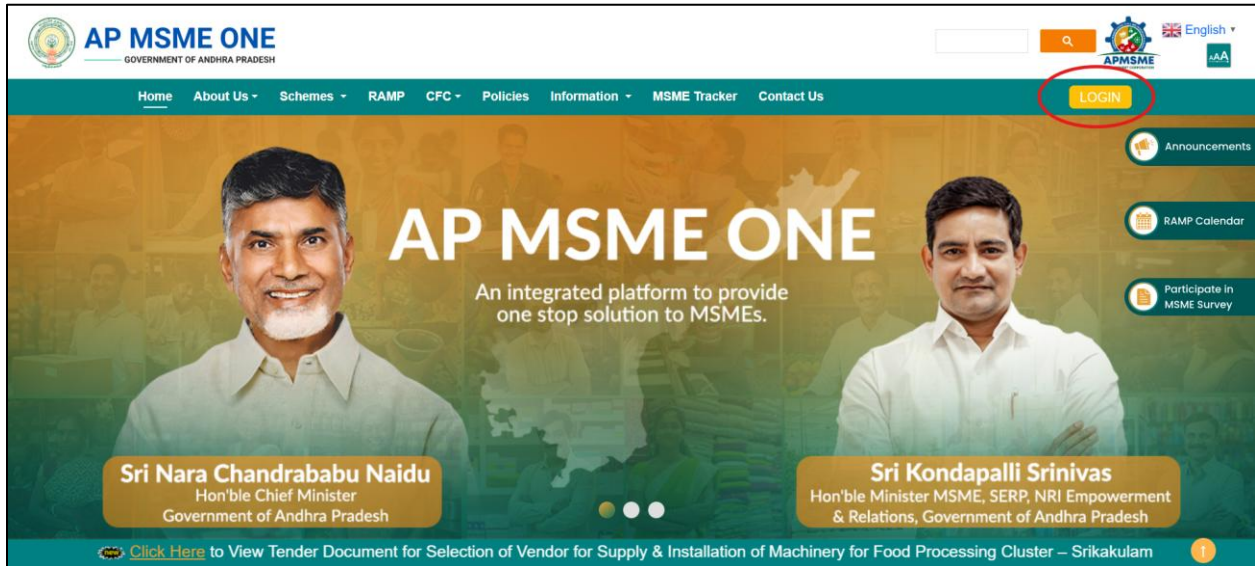
Log Details

Designation	Name	Status	Date	Remarks
Implementing Agency	THREDZIT	Submitted	29/08/2025	
Nodal Officer	DIO-VSKP	Signed	29/08/2025	No having Any
SPIU	SPIU4	Approved	29/08/2025	No Remarks

Close

4.12. RAMP Monitoring Dashboard (State Project Implementation Unit)

- **Login**
 - Open the APMSMEONE Portal and log in using SPIU credentials (Different for respective RAMP component Implementer).



- Upon login, the system automatically directs the SPIU to the RAMP Monitoring Dashboard, which is exclusively filtered to their respective RAMP component data.
- Each row displays Batch ID, Component, District, End Date, Completion Report Status, Nodal Officer Signature, SPIU Approval, Remarks, and Actions.

RAMP Monitoring Dashboard								
Total 23		Approved 3		Pending/Returned 19		Signed 6		Export to Excel
Visakhapatnam		Entrepreneurship & Skill De		From Date	To Date	Apply Filter		
Batch ID	Component	District	End Date	Completion Report	Nodal Officer Signature	SPIU Approval	Remarks	Actions
ESDP-VSK-00023	Enterpreneur & Skill Development Program (ESDP)	Visakhapatnam	05/09/2025	Not Submitted	Not Signed	Pending		View Log
ESDP-VSK-00018	Enterpreneur & Skill Development Program (ESDP)	Visakhapatnam	04/09/2025	Submitted	Signed	Approved	No Remarks	View Report View Log

- In the Actions column, along with View Report and View Log, the SPIU will see Update Status when the completion report of a batch has been signed by the DNO but not yet approved by SPIU.
- View Report and Feedback
 - Click View Report for the respective batch.
 - In the report, SPIU will see:
 - ◆ Completion Checklist Report (Workshop Duration, Amenities, Uploads, etc.)
 - ◆ Feedback and remarks provided by the DNO during verification.

WORKSHOP COMPLETION DETAILS

Download Attendance Sheet Download	Download E&S Compliance Form RAMP000227_02.pdf
Workshop Entrance Photo : RAMP000227_VenueEnt	Workshop Hall Photo : RAMP000227_VenueHall
Workshop Banner Photo : RAMP000227_VenueBanner	Workshop Group Photo : RAMP000227_Group

FORM FILLED BY

Name *	Phone Number *
<input type="text" value="Vijay"/>	<input type="text"/>
Designation *	
<input type="text" value="BA"/>	

NODAL OFFICER'S FEEDBACK

Did you verify the completion report thoroughly ? <input checked="" type="radio"/> Yes <input type="radio"/> No	Was the trainer knowledgeable ? <input checked="" type="radio"/> Yes <input type="radio"/> No
Was training material given to the participants ? <input type="radio"/> Yes <input type="radio"/> No	Were the arrangements at the workshop satisfactory ? <input checked="" type="radio"/> Yes <input type="radio"/> No
Overall rating of the workshop: <input type="text" value="Excellent"/>	Additional Remarks (if any): <input type="text" value="Test"/>

- Update Status Options
 - **Click on “Update Status”** for the selected batch.
 - A dropdown menu will appear with two main options
 - Option 1: **Approve**
 - If SPIU selects Approve:
 - A form will appear with a Remarks field.

- SPIU must provide remarks (e.g., Approved after verification of documents).
- Click Submit.
- The batch status will update to:
- SPIU Approval → Approved
- Remarks → Entered by SPIU

Update Status

Select Status: *

Approve

Additional Remarks (if any):

Approved, No Remarks

Save Cancel

▪ Option 2: **Return**

◆ If SPIU selects Return:

- A form will appear with a Remarks field.
- SPIU must enter remarks explaining why the report is being returned (e.g., Consolidated press release missing).
- Click Submit.
- The batch status will update to:
- SPIU Approval → Returned
- Remarks → Entered by SPIU
- The report will go back to the vendor for correction and re-submission.

Update Status

Select Status: *

Return

Additional Remarks (if any):

No Proper Images taken

Save Cancel

5. HANDLING RETURNED REPORTS

At times, the District Nodal Officer (DNO) or the State Project Implementation Unit (SPIU) may return a report if some information is missing or corrections are required. Here's how to handle such cases:

- **When a Report is Returned**
 - If your report is sent back, you will see the remarks explaining why it was returned.
 - These remarks can be viewed in the “View Log” section of the RAMP Monitoring Dashboard.
- **Correcting the Report**
 - Open the report linked to the remarks.
 - Carefully review the remarks provided by the DNO or SPIU.
 - Make the required changes (e.g., update attendance, correct workshop duration, upload missing documents, or re-submit press releases in a single file).
 - Save your changes and re-submit the report for approval.
 - **Note:** Double-check that all mandatory fields are completed before submitting again.

6. APPENDICES

- **Glossary of Terms**
 - Vendor – The agency/organization conducting RAMP events and submitting reports.
 - DNO (District Nodal Officer) – The district-level officer who verifies and signs event completion reports.
 - SPIU (State Project Implementation Unit) – The state-level authority for final approval of reports.
 - RAMP (Raising and Accelerating MSME Performance) – A Government of India initiative under which events and workshops are organized.
- **File Upload Guidelines**
 - Formats Accepted: PDF, JPEG, PNG.
 - Press Releases: Consolidate into one single file (PDF) before uploading.

- **Quick References**

- Website Link: [APMSME ONE](#)
- Mobile App: Available on Google Play Store: Link: [App Link](#)
- Enrollment Calendar Link: [Calendar Link](#)
- Survey Form Link: [Form Link](#)

7. CONCLUSION

APMSMEONE Portal streamlines the management of RAMP events by providing a clear workflow for Implementing Agency, District Officers, and the State Project Implementation Unit. By following the steps outlined in this manual, users can efficiently create events, manage participants, submit reports, and complete approvals. For any challenges, the Support Desk remains available to provide assistance.

