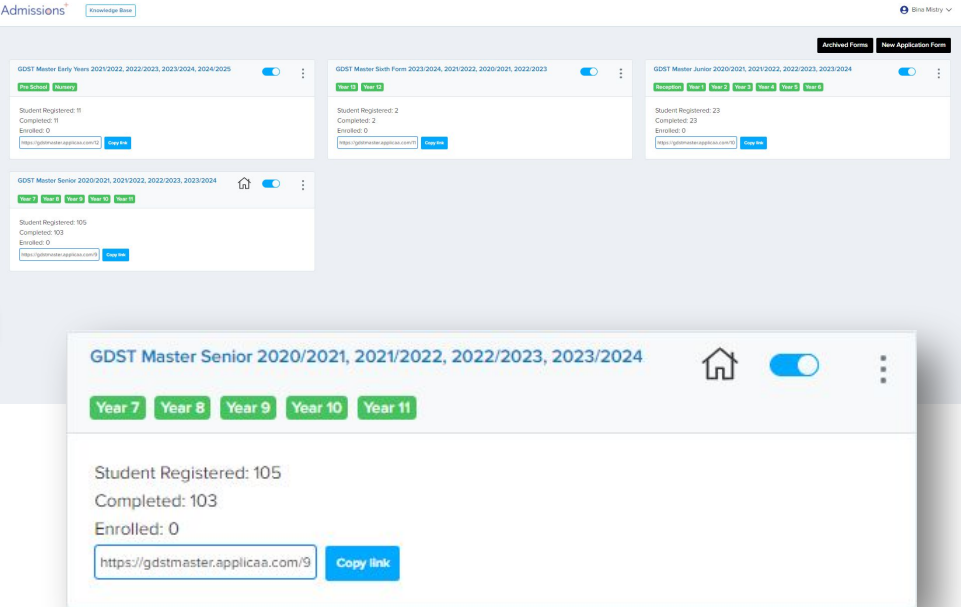Admissions[+]

Powered by applicaa

Key Feature Guide

Contents:

1. Admissions+ Dashboard and System Navigation
2. Parents and Enquiries
3. Student Profiles
4. Advanced Filter, Tags & Student Lists
5. Activities and Tasks
6. Grouping Applications
7. Communications
8. Events

Entry Point

Depending on your role you will see all or the most relevant entry points. Notice the toggle this means it active when blue.
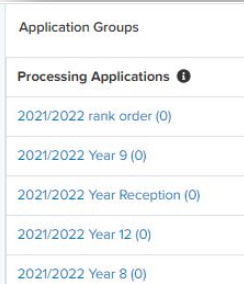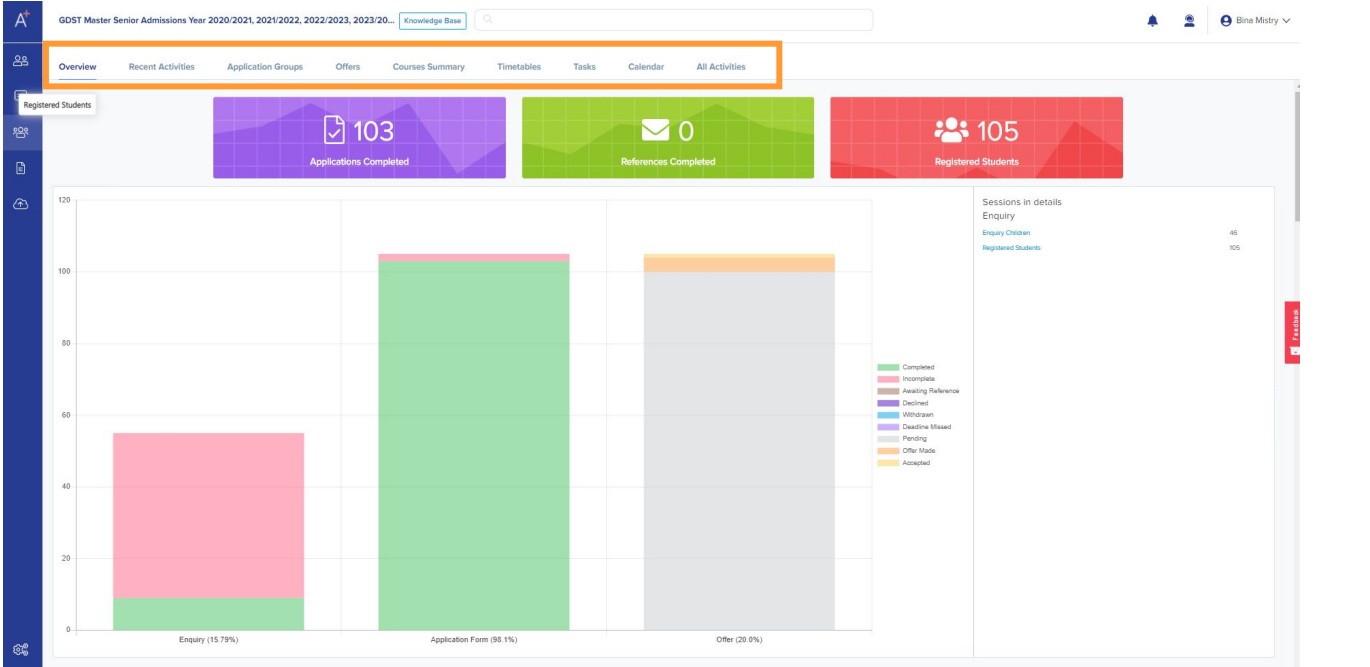

Menu

This menu will help save you time. Instead of scrolling down you can jump to the menu items.

Search bar

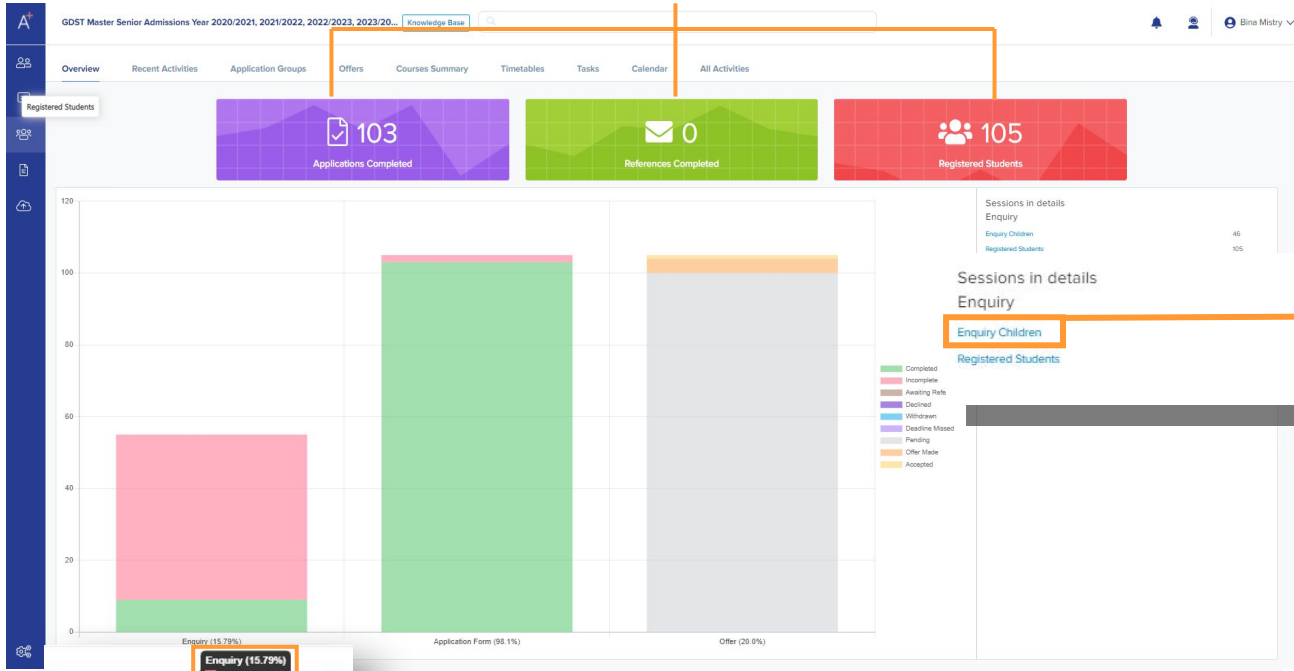Located at the top allows you to search for a child or application number, parent id.

Please note the system is very interactive allowing you to access relevant information at your ease. When you see text in blue often means there is a link.
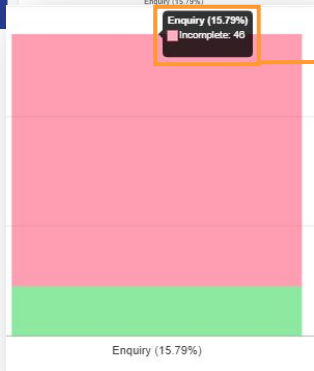
Tiles

Each tiles represent the totals.

Tiles are interactive and when click will lead you a list

Side Menu

This menu will adjusts to bar chart selection. Here you can click on the e.g. Enquiry Children and a full list will appear. Here you can select a parent or child name and profile details will appear.

Bar Chart

Clicking on the bar will give you detail according to the key. When clicked on a side menu will change and you can click on the menu option.

Allows you to change forms

Parent and Enquires open within the window

PARENTS & ENQUIRIES

Parents

Enquiries

Parents & Enquiries

Parents   Enquiries

Master Junior Admissions Year 2020/20...   Knowledge Base

Master Early Years Admissions Year 2021/2022, 2022/2023, 2023/2024, 2024/2025

Master Sixth Form Admissions Year 2023/2024, 2021/2022, 2020/2021, 2022/2023

Master Junior Admissions Year 2020/2021, 2021/2022, 2022/2023, 2023/2024

Master Senior Admissions Year 2020/2021, 2021/2022, 2022/2023, 2023/2024

ultiple Form

GDST Master Junior Admissions Year 2020/20...   Knowledge Base   🔔 👤 Bina Mist

Parents   Enquiries

Advanced Filters ∨

Properties ∨

Application Form
GDST Master Junior ✕   ✕   ∨

Admissions Year
Select Admissions year   ∨

Application Form Year Group
Select Application Form Year Group   ∨

Application Status
Select Application Status   ∨

Clear All

Filter   Save Filter   Load Filter ▾

To show parents from all forms please click 'clear all' and then 'Filter'

Welcome Email ∨   ✉ Send Email   Reset Password   Export All Data   Change Color ∨

0 selected

Showing 1 to 25 of 44 rows   25 ▾ rows per page   Previous **1** 2 Next

Search

	Id	First Name	Last Name	Associated Students	Current School	Relationship	Email	Username	Temp Password	Gen
☐	7718	Peter	Adams	Constance Adams Completed	Telferscot Primary School	Father	["duncan_adams@hotmail.com"]	peter.adams		Male
☐	7719	Karie	Knight	Constance Adams Completed	Telferscot Primary School	Mother	["duncan_adams@hotmail.com"]	karie.knight		Fem

Search

Search for parent using ID or Name

Details highlighted in Blue open to parent profile details

Parent Details

Title: Mr
First Name: Peter
Last Name: Adams
Email: duncan_adams@hotmail.com
Gender: Male
Date of Birth:
Number of Applications: 1
Number of Enquiries: 0
Phone Number: Home: 07906978037

Actions

✉ Email   ✎ Impersonate
🖨 Print   Reset Password   Communication Log   Delete

Notes

B I U ...

Activities

Email Processor ×

From

To
◉ Parent(s)

Parent: No email

Template
Select email template

Add Template

Subject

Add Image Url

Content

B I U A 16 Proxima Nova

Email
Emailing parent from profile.

You (Bina Mistry) are signed in as Peter Adams   Back to Admin

🏠 Home Page

Start New Application

Constance Adams (07/05/2013)
Telferscot Primary School

GDST Master Junior

Year of Entry
2021/2022

Term of Entry
Autumn

Year group applied for

Actions

✉ Email   ✎ Impersonate

🖨 Print   Reset Password   Communication Log   Delete

Notes   ✏ Edit

B I U 16 A

Impersonate
Allows you to view as the parent. If a parent calls with an enquiry. This tool can be used to impersonate them identifying and resolving their issue.
Ability to edit and make changes on parents behalf.

New Password ×

New Password

Confirmation Password

Reset Password

Send email notify parent

○ Yes
○ No

At least 8 characters long
One lowercase character
One uppercase character
One number, symbol or whitespace character

Close   Reset Password

Communication Logs ×

Mail to	Subject	Sent at	Last Event at	Status	Content

Communication log
Shows fill log of all communication with that parent

Registered Students

Current phase: Application Form

6/6 Steps Complete

Completed ⓘ

Not in any group

Pending Offer

Student Information (External)

← List ⌄ →

Applicant ID: DR5T9OW41F

Application Reference Number: 6311208_000000008022

SIMS Admission Number:

First Name: Darcie

Last Name: Smith

Gender: Female

Date of Birth: 17/12/2012
8 years 4 months

School: Broomwood Hall School Lower -

Email:

Year Group: Curriculum Year 4

Creation Date: 04/04/2019

ULN:

Last Sign in at: N/A

Colour Tag: White

Tags: Empty

AveragePoint Score

Tags can be selected for students to appear in student profile.

Application details can be found here. Details can be amended

Application Status: Completed

Incomplete | Declined | Reference request ⓘ | Complete | Withdrawn

Deadline Missed

Registration payment skipped: NO

Offer Status:

Pending Offer

Make Offer

Enrolment Status: Pending

Checked & Ready to Enrol | Change Enrolment Status ⌄

More actions ⓘ

Add to group ⌄ | Remove from group ⌄ | Add to an interview ⌄

Change Application Form ⌄ | Reset Password | Send Notification | 🖨 Print

✉ Email | ✎ Impersonate | Communication Log | Delete

Convert to Parent Account

Notes ✎ Edit

B I U 16 A ⌄ ✎ ⌄ ☰ ☰ ☰ ⌄ ⟨⟩ ✎

More actions ⓘ

Add to group ⌄ | Remove from group ⌄ | Add to an interview ⌄

Change Application Form ⌄ | Reset Password | Send Notification | 🖨 Print

✉ Email | ✎ Impersonate | Communication Log | Delete

Convert to Parent Account

Actions for students can be access from the profile. Here you can reset passwords, send a notification, access The communication log, add the student to a group.

Email and Impersonate are also useful features here.

Application Form | Activities | Interview | Courses Selection | Family | Visas | Concessions | Send Needs

Child's Basic Details | Next

Parent/Guardian

Child's Welfare and Support Information

Child's Education

Reference

Additional Information

Payment

More info

Preferred Name	Darcie
Middle Name(s)	Empty
Expected year of entry	2021/2022
Expected term of entry	Autumn

Note: Reference once uploaded or sent can be viewed when selected here.

Advance Filter

Frequently used filters can be **saved**

The advance filter allows you to filter and create lists.

- Status – allows you check the boxes bases on the criteria you will want to generate a list

- Application from response – filter based on a response to a question. e.g. Would you like to apply for a scholarship. This will bring up a list of application that responded with a Yes. You can also add additional questions.

- Reference form – Yes/No filters to produce a list

- Exam result – Exam results define list

- Average point score - Points greater/less than list

- Number of qualification Additional column – select question for lists

Create and build on filtering

You can generate specific lists by filtering. All the components are built through the filter. For example if you select a group and click on advance filter you will see item check that apply to that group.

Create lists for quick analysis:
- base filters on schools – Where applications are from?
- Submission dates – who submitted before or after particular dates
- Response to questions
- Senior bursary filter applicants with a Yes then add more options like scholarships in all or specific area.

All filter lists allow you to communicate. An email can be sent from here or a quick reminder message.
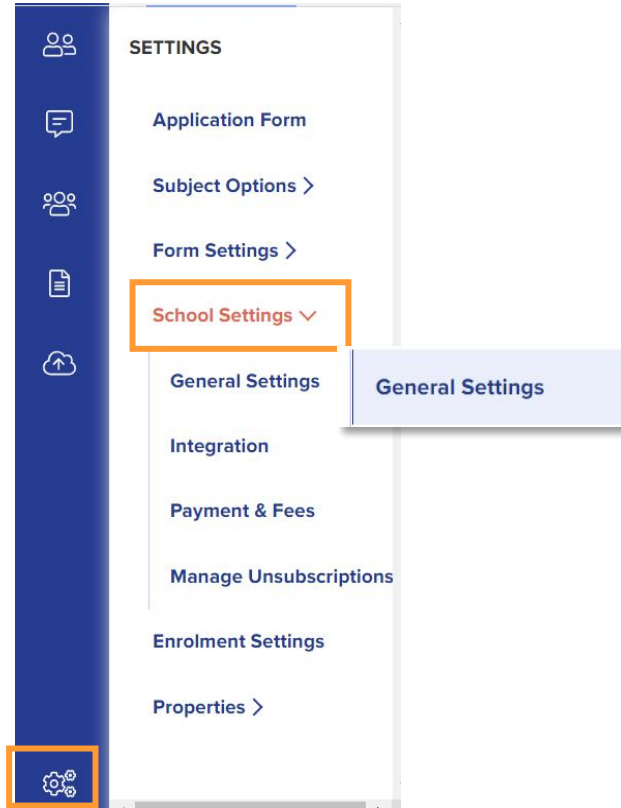
Application Form Response

Select a question from the application
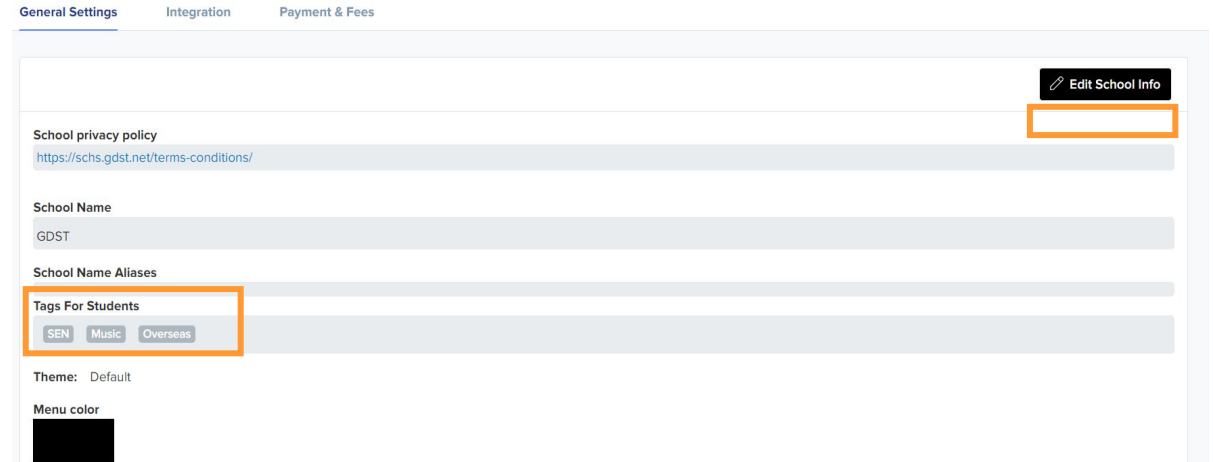e.g. Would you like to apply for a Bursary?

Select outcome criteria
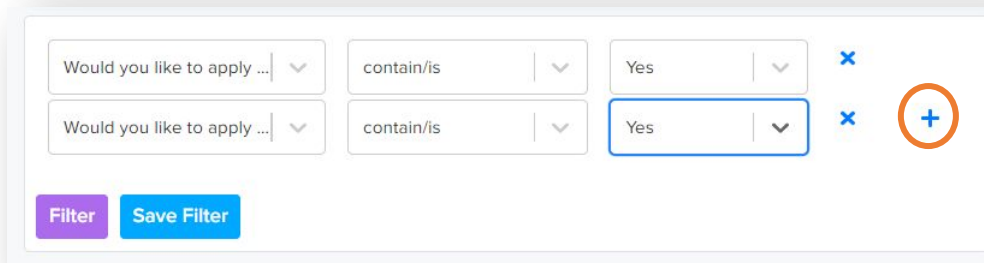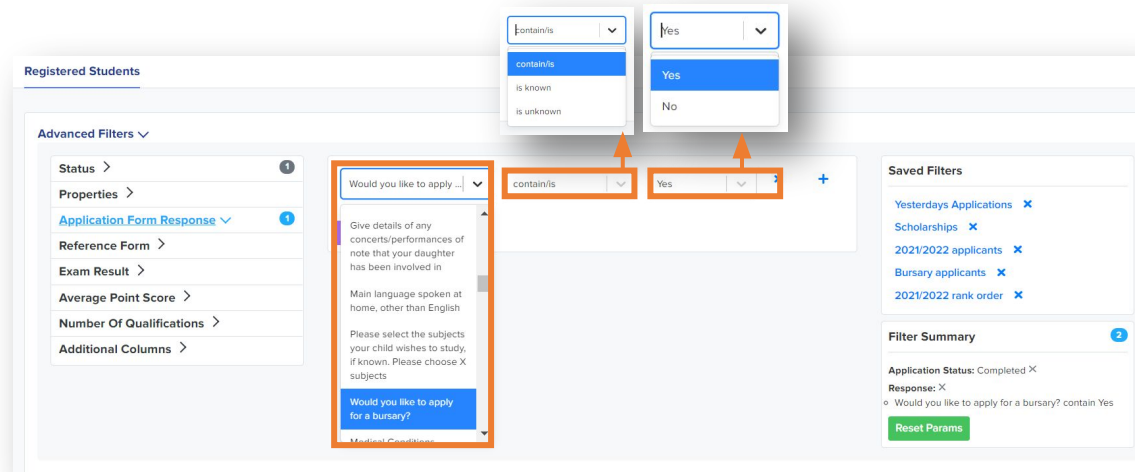
Select the **+** additional questions for more specific lists.

Tags

Create tags e.g. SEN, Music, Oversea etc. To create Tags click in the settings icon ⚙️ then select School Setting and General Settings.

SETTINGS

- Application Form
- Subject Options >
- Form Settings >
- **School Settings** ∨
  - General Settings
  - Integration
  - Payment & Fees
  - Manage Unsubscriptions
- Enrolment Settings
- Properties >

General Settings

School Settings

General Settings   Integration   Payment & Fees

✏️ Edit School Info

School privacy policy
https://schs.gdst.net/terms-conditions/

School Name
GDST

School Name Aliases

Tags For Students
SEN   Music   Overseas

Theme: Default

Menu color

Here you will find Tags for Students. To add more Tags click on ✏️ **Edit School Info**

Once clicked the Tag for students will appear larger and grey.

Tags for students (Type & hit Enter to add answer choices)
SEN ✕   Music ✕   Overseas ✕
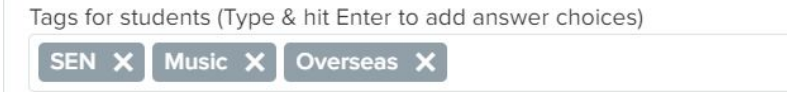
Click in the bar and type the desired Tag name e.g. Dance you notice the word appears in Blue once typed in.

Tags for students (Type & hit Enter to add answer choices)
SEN ✕   Music ✕   Overseas ✕   Dance

Dance   Select the name to confirm the tag name.

Tags for students (Type & hit Enter to add answer choices)
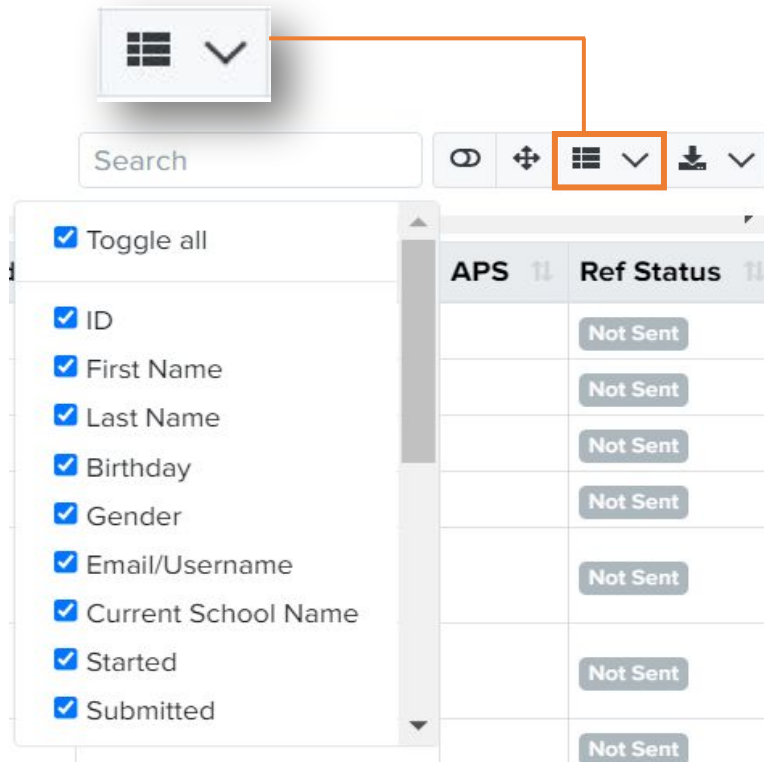SEN ✕   Music ✕   Overseas ✕   Dance ✕

Click Save   💾 **Save**

Lists features

List toggle is a handy feature. Here you are able to reduce number of columns By deselecting the columns names that are not needed.
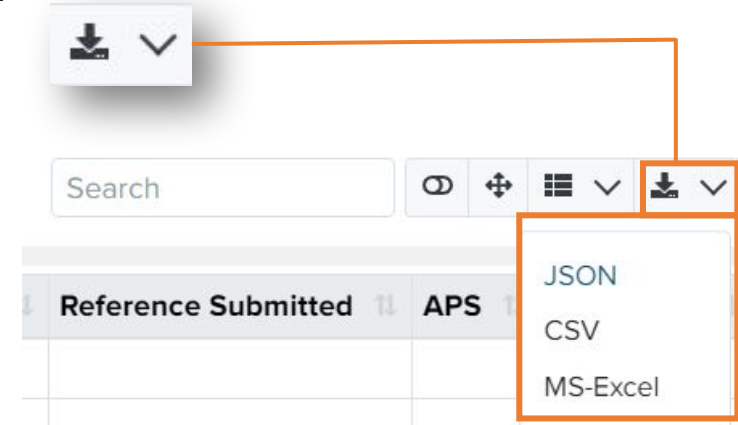
Select the list icon and uncheck the tick boxes for the columns you would like Hide. This allows you to view the information required on your screen.

The down facing arrows allows you to export the list into the following Formats.

Recent Application can be found on the main Dashboard. You will see application forms status and brief recent activities.

Any recent changes are recorded including updates made after application is complete.
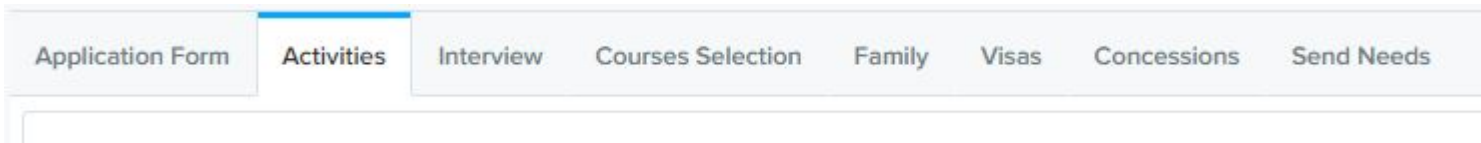

For more detailed activities and a full record. This can be found in the applicants profile.

Found on the sub-menu Activities.
Here you are able to:
- View all tasks
- Create Tasks
- Log Activity – allows you to add a Note, Call, Sms, Face to Face, Post

Groups

Adding applicants to groups

Select the applicants you would like to group

Notice once boxes are ticked the menu at the top becomes active.

2 selected

The option to add the selection to a group is available. The same principle is applied to remove applicants from a group.

Application Groups

To add a new group click on the ⚙ Settings icon to add new Group

Click on Add new
Note: Default set to multiple groups but this can be changed. Allows students to be in multiple groups

Add your new Group details and click on Create Group
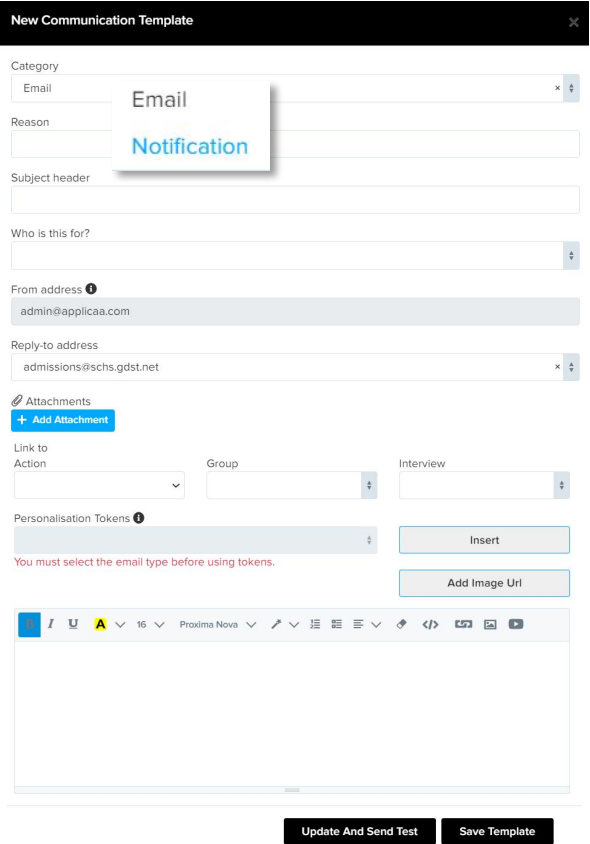
Email template
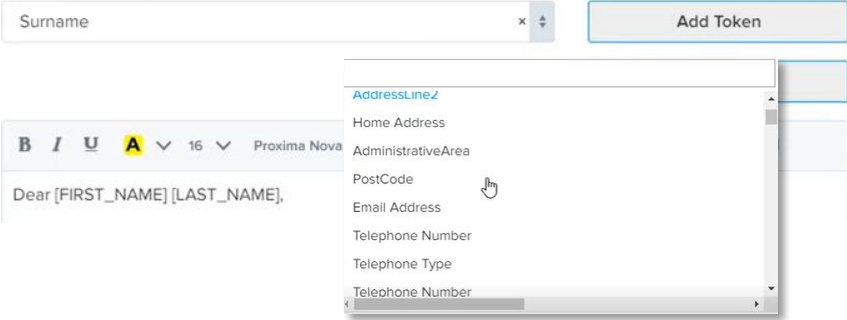
To create a new Email Template. Select Communication icon and select **+ Add New**

You can choose between an email or notification template

Tokens

Add Token – think of a mail merge field. Select the field name from the drop down menu and Click on Add Token. This adds the field to the text box.

Once template text is ready. You have two options: Save Template is just that.

Update And Send Test   **Save Template**

Update and Send Test email will allow you to test the template to yourself but also allows you select a student. This will show a full test of how the email would appear to a student.

Make sure your email hits all the right notes. Send a test version to yourself or a colleague. Test emails are sent from admin@applicaa.com

Choose one or more recipients

b.mistry@wes.gdst.net ✕

receive email as specific contact ⓘ

Update And Send Test

Note: for the test email the students do not receive the email its only for test purpose

To organise a meeting it is worth creating some meeting templates.

Select: **+ Create new meeting template**

Interviews

Create New Meeting Template

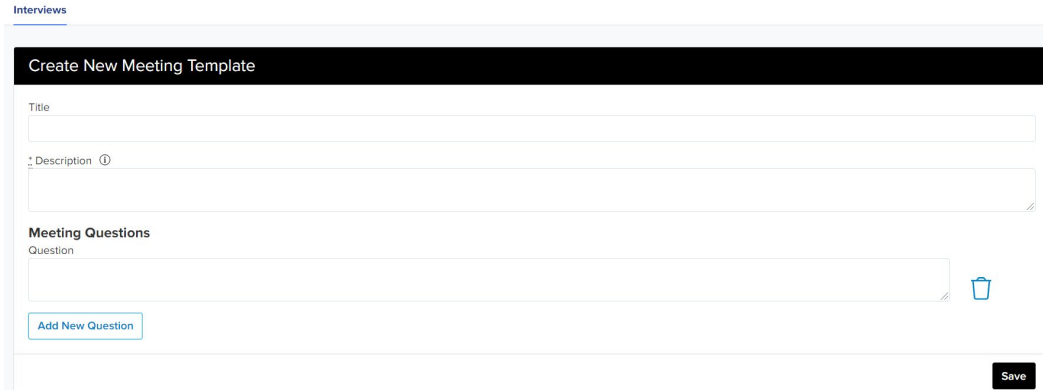Title

Description ⓘ

Meeting Questions
Question

🗑

Add New Question

Save

Add the title and description. You can also add questions if it is an interview. Multiple questions can be added. Just select Add new Question and Save.
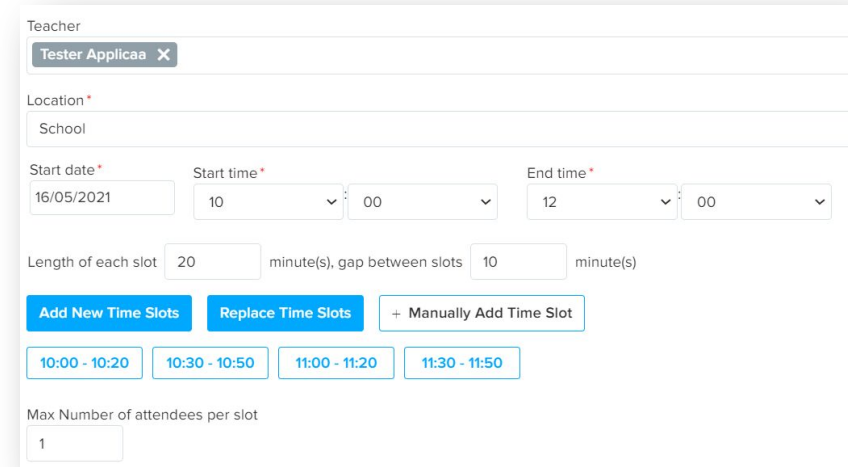
Organise a meeting

How will appointments be booked? *
○ Staff will assign appointments
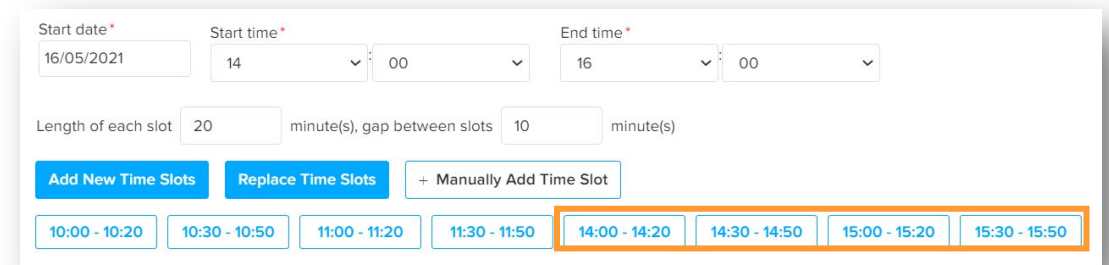○ Invitees will select their own appointment slot

You must select how the appointments will be booked. Staff assigning appointments or the invitees to select their own appointment slots.

Example: Booking in Meeting and school tour.
Add your team member, Location, the date of the event and timings.
Add the length of time for each appointment and gap.
The system will work out the timings for you.

Teacher
Tester Applicaa ✕

Location *
School

Start date *   Start time *   End time *
16/05/2021   10   00   12   00

Length of each slot 20   minute(s), gap between slots 10   minute(s)

Add New Time Slots   **Replace Time Slots**   + Manually Add Time Slot

10:00 - 10:20   10:30 - 10:50   11:00 - 11:20   11:30 - 11:50

Max Number of attendees per slot
1

Additional days can be added.

If you wanted then add timings for later in the afternoon. All you need to do is go back to start time and add your new afternoon start and end timings and Click Add New Time Slots.

Start date *   Start time *   End time *
16/05/2021   14   00   16   00

Length of each slot 20   minute(s), gap between slots 10   minute(s)

Add New Time Slots   **Replace Time Slots**   + Manually Add Time Slot

10:00 - 10:20   10:30 - 10:50   11:00 - 11:20   11:30 - 11:50   14:00 - 14:20   14:30 - 14:50   15:00 - 15:20   15:30 - 15:50
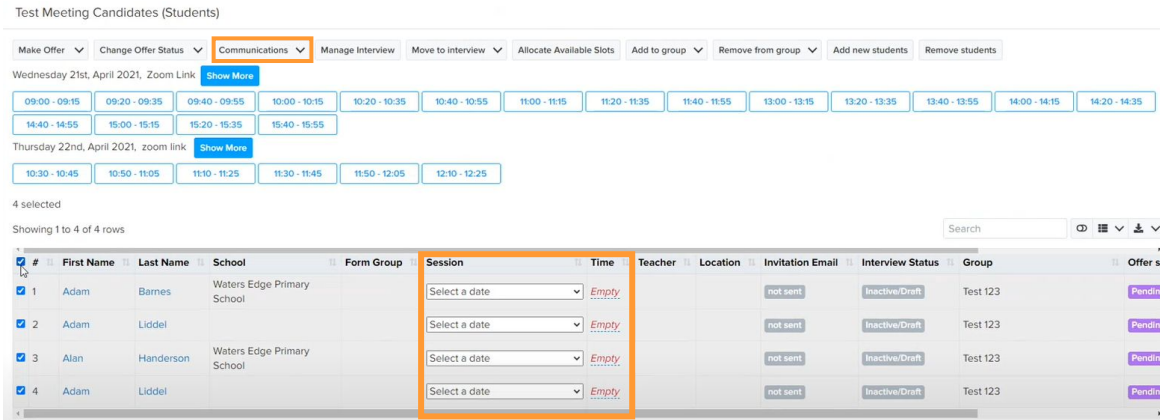
Note: The system gives you ability to set whatever times you want. You can keep adding in different times.

Allocating time slots for meetings or visit

Allocating times to students. This can be done when creating the meeting. Another method would be to click save and you can add you list of students.
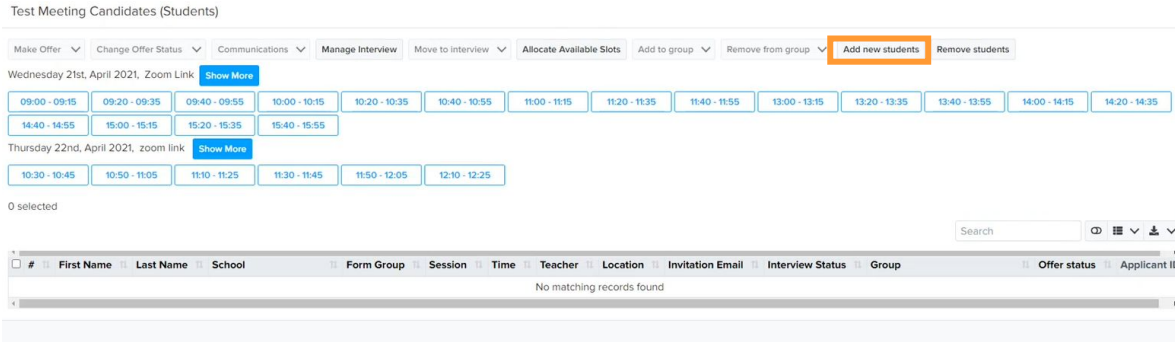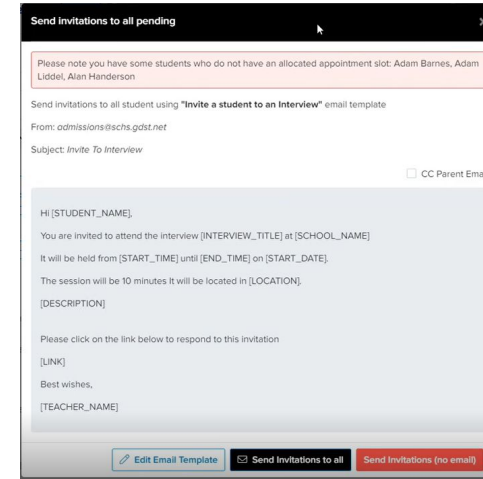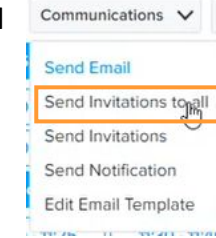

Students added

Select time slots for students.

Once all time slots have allocated. Select the communication tab and this allows you select a communication type. In this instant we will select Select Invitations to all

Here you can edit the template, Send Invitations to all or Send Invitations (no email)

To test if the invitation is available to the student. You can select a student and use the impersonate feature on their profile to view the meeting is appearing for them to accept.