



## Guide Book - Contents

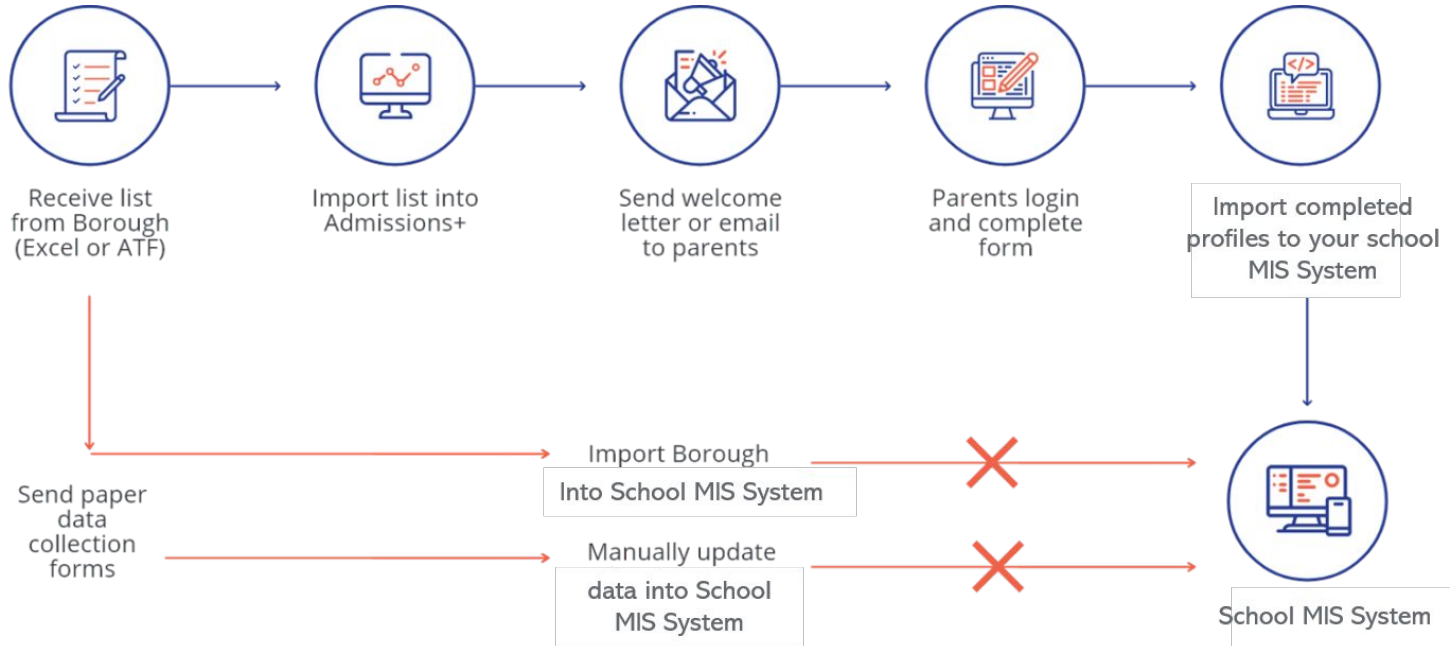
1. [Year 7 Data Collection Process](#)
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# Year 7 Data Collection Process

The process for collecting data using Admissions+ is illustrated below.

Please note, that the information/offers received from your Local Authority **should not** be imported into your school MIS System (e.g., SIMS, Bromcom or Cloud School).

1. The parents and students should first be imported into Admissions+.
2. A welcome email sent to parents so they can complete the forms
3. Once parents have submitted the forms, you can transfer the data from Admissions+ to your school's MIS System



## Section 1: Bromcom API Integration with Admissions+

1. Before you start to export data to your Bromcom MIS from Admissions+ you need to ensure your system is integrated with your MIS using the API method.
2. In Admissions+ click **Settings** → **School Settings** → **Integration**.
3. If your system is integrated you should see the example below which shows a successful integration. Please click on [Bromcom MIS Role, User Account and Permission Set-up](#) for guidance to integrate with your MIS.

MIS Setting Edit

**Integration Platform**  
Bromcom

**Username**  
ULAS

**MIS Credentials Validation**  
Bromcom credentials are valid.

**Authorized READ permissions:** Students YearGroups StudentContacts People Emails PersonAddresses Classes PreAdmissionGroups MedicalConditions Addresses Contacts Ethnicities Languages PersonBirthCountry PersonEnglishProficiencies Person MedicalConditions PersonNationalities PersonTelephones PreAdmissionStudents Schools StudentPreviousSchool Telephones

Please make sure you also granted WRITE permissions:  
Third Party Write Back - Pre-Admission Students  
Third Party Write Back - Student Groups

The Instructions can be found in this document:  
[View Document](#)

SETTINGS

- Application Form
- Subject Options >
- Form Settings >
- School Settings** ▾
- General Settings
- Users
- Permissions
- Integration**
- SIMS Logs
- SIMS Notifications
- Payment & Fees
- Unsubscriptions
- FAQs
- Address Mapping
- Enrolment Settings
- Properties >

Settings icon



## Section 2: Important rules for exporting student applications

1. We are unable to export or update data for existing internal students.
2. We don't change addresses for on-roll students and existing contacts.
3. We can only update one home email address for existing contacts in Bromcom when exporting their home email from Admissions+. *If the contact has multiple home addresses these will be removed and the one from Admissions+ saved.*
4. The home, mobile and work phone number is updated for existing contacts. *If they have more than one home phone number the Admissions+ number is the only one kept.*
5. We use the First Name and Last Name to find existing contacts so they can be matched during export. *If the returned contact has the same postcode they will be pre-selected in the list of contacts displayed.*



### Section 3: Which fields are imported for students - name, birthday, gender and home address

Property Name	File Comment	How this processed	Bromcom Import
Legal Surname	60 characters max, 1 character min	Existing data replaced with new data from A+	Yes
Legal Forename	60 characters max, 1 character min	Existing data replaced with new data from A+	Yes
Preferred Surname	60 characters max, Default to Forename if missing or null	Existing data replaced with new data from A+	Yes
Preferred Forename	60 characters max, Default to Surname if missing or null	Existing data replaced with new data from A+	Yes
Middle Names	60 characters max, 1 character min	Existing data replaced with new data from A+	Yes
Date of Birth	YYYY-MM-DD	Existing data replaced with new data from A+	Yes
Gender	Either M or F	Existing data replaced with new data from A+	Yes
House Name		Addresses are only imported for new external students. The API does not support updating data (including addresses) for internal on-roll students	Yes
House Number		Same as above	Yes
Street Description		Same as above	Yes
Town		Same as above	Yes
Postcode		Same as above	Yes



### Section 3: Which fields are imported for students - phone, email, ethnicity, nationality, language, religion, dietary and medical info

Property Name	File Comment	How this processed	Bromcom Import
Home (main) Telephone	20 characters max	Existing data for students in pre-admissions is replaced with new data from A+	Yes
Mobile Telephone	20 characters max	Same as above	Yes
Home Email	60 characters max	Same as above	Yes
Ethnicity	Lookup	Same as above	Yes
Nationality	Lookup	Same as above	Yes
Home Language	Lookup	Same as above	Yes
First Language	Lookup	Same as above	Yes
Religion	Lookup	Same as above	Yes
Dietary Needs	Can be Multiple needs. Lookup	Existing dietary needs in Bromcom are removed and news ones are added from A+	Yes
Medical Conditions	Can be Multiple conditions. Lookup	Existing medical conditions in Bromcom are removed and news ones are added from A+	Yes

### Section 3: Which fields are imported for students - *GP details, travel, UPN and consent*

Property Name	File Comment	How this processed	Bromcom Import
Agency Name	Name of Medical Practice	Existing data replaced with new data from A+	Yes
Agency House Number	Full address of Medical practice	Existing data replaced with new data from A+	Yes
Agency Street Description	Full address of Medical practice	Existing data replaced with new data from A+	Yes
Agency Town	Full address of Medical practice	Existing data replaced with new data from A+	Yes
Agency Postcode	Full address of Medical practice	Existing data replaced with new data from A+	Yes
Mode of Travel		Existing data replaced with new data from A+	Yes
UPN		Existing data replaced with new data from A+	Yes
Giving Consent		Existing data replaced with new data from A+	Yes

### *UDFS and Teaching Groups are also imported*

Property Name	File Comment	How this processed	Bromcom Import
<b>User Defined Fields (UDFs)</b>		Existing data replaced with new data from A+	Yes
<b>Teaching Groups (timetable classes)</b>		Existing data replaced with new data from A+	Yes



### Section 3: Which fields are imported for contacts - name, gender, parental responsibility and priority

Property Name	File Comment	How this processed	Bromcom Import
Title	Uses the Bromcom list of options (look-ups) for this property	Added for new contacts only. Update existing contacts available.	Yes
Relationship	Uses the Bromcom list of options (look-ups) for this property	Existing data replaced with new data from A+	Yes
Legal Surname	60 characters max, 1 character min	Added for new contacts only. Update existing contacts not available.	Yes
Legal Forename	60 characters max, 1 character min	Added for new contacts only. Update existing contacts not available.	Yes
Gender	Either M or F	Added for new contacts only. Update existing contacts not available.	Yes
Responsibility	'T' for True or 'F' for False Legal parental responsibility	Existing data replaced with new data from A+	Yes
Contact Priority	1 – 10 This is the order of priority of a parent in terms of the school contacting home of the student	Existing data replaced with new data from A+	Yes
Should receive pupil report	'T' for True or 'F' for False	Existing data replaced with new data from A+	
Should receive correspondence?	'T' for True or 'F' for False	Existing data replaced with new data from A+	

### Section 3: Which fields are imported for contacts - phone, email and home address

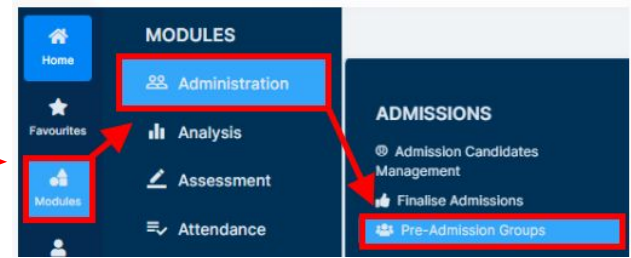
Property Name	File Comment	How this processed	Bromcom Import
Contact ID	For new contacts this is generated on when the contacts is created and then saved on Bromcom and A+. If a contact on A+ is mapped to an existing contact in Bromcom, the Contact ID in Bromcom is saved to A+		Yes
Home (main) Telephone	20 characters max	Added as new number, if the same number is already present then if is not added again	Yes
Mobile Telephone	20 characters max	Same as above	Yes
Work Telephone	20 characters max	Same as above	Yes
Home Email	60 characters max	Same as above	Yes
House Name		For new contacts addresses are imported. For existing contacts addresses are only imported if the existing contact does not already have an address in Bromcom	Yes
House Number		Same as above	Yes
Street Description		Same as above	Yes
Town		Same as above	Yes
Postcode		Same as above	Yes
Country		Same as above	Yes



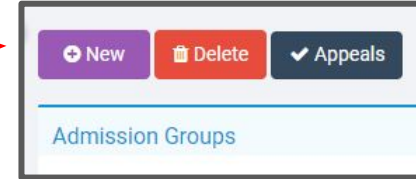
## Step 1: Creating a Pre-Admission Group in Bromcom

1. Click **Modules** → **Administration** → **Pre-Admission Groups**

*If you do not see Admission options in your MIS you should contact your MIS Support Provider for assistance.*



2. Click **'New'**



3. Add to the your Admission Group the following:  
**DOB From** (the fields **DOB To**, **Planned Yr Gp** and **NC Year Group** will auto complete)

**Admission Date** (the field **Year Name** will auto complete)

**Planned Admission**

**Numbers to Rank** (Ideally 25% greater than **Planned Admission**)

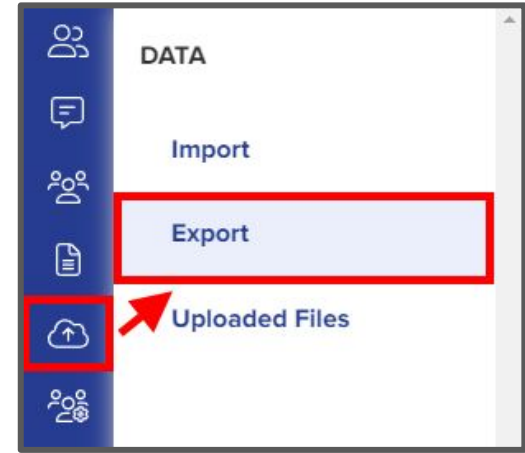
**Admission Policy**

The screenshot shows the 'Edit Admission Group Definition' form. The form contains several fields: 'DOB From\*' (01/09/2004), 'DOB To\*' (31/08/2005), 'Admission Date\*' (07/09/2020), 'NC Year Group\*' (12), 'Planned Yr Gp\*' (12), 'Year Name' (12-2020), 'Planned Admission\*' (200), 'Auto Generate Name' (checkbox), 'Admission Policy' (test), and 'Numbers to Rank' (300). The 'DOB From' field, 'Admission Date' field, 'Planned Admission' field, and 'Numbers to Rank' field are highlighted with red boxes. Red arrows point from the text instructions to these fields. At the bottom, there are 'Save' and 'Close' buttons, and a checkbox for 'Show Inactive Admission Policies'.

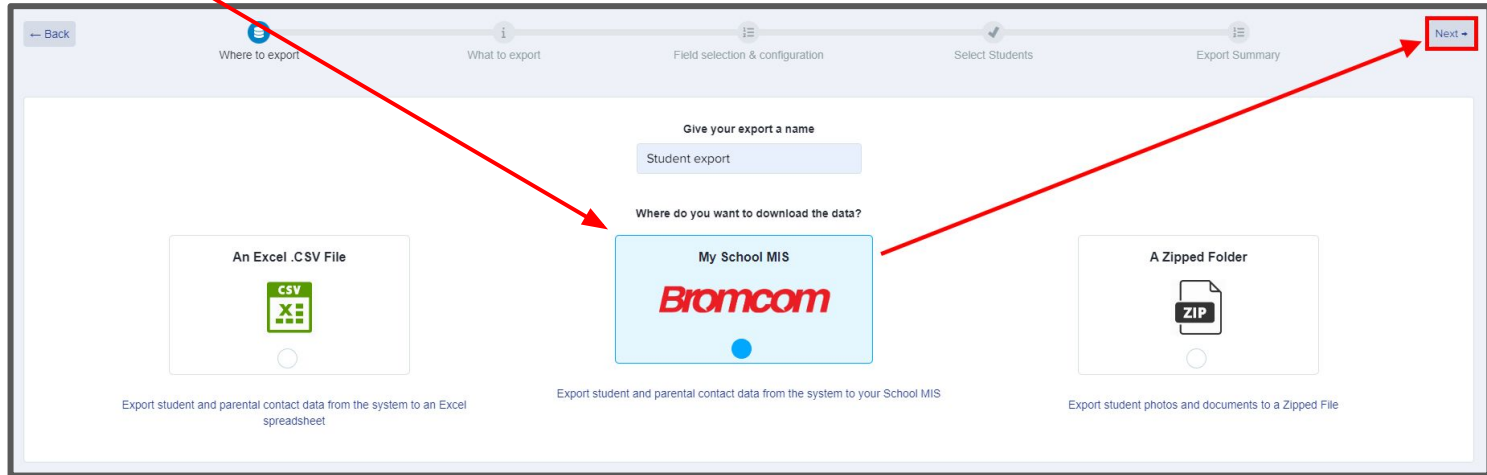
4. Click **'Save'**

## Step 2: Exporting students to Bromcom MIS

1. Log into Admissions+.
2. Navigate to **Data** → **Export**.
3. Click on **Start an Export** at the top-right.
4. On the next step enter a name for your export  
*A default name will be given if nothing is entered*
5. Select **Bromcom** and click on **Next**.

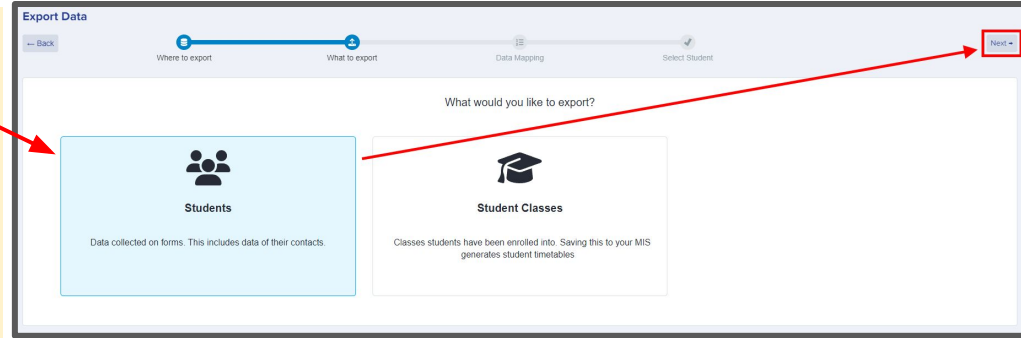


Start an Export

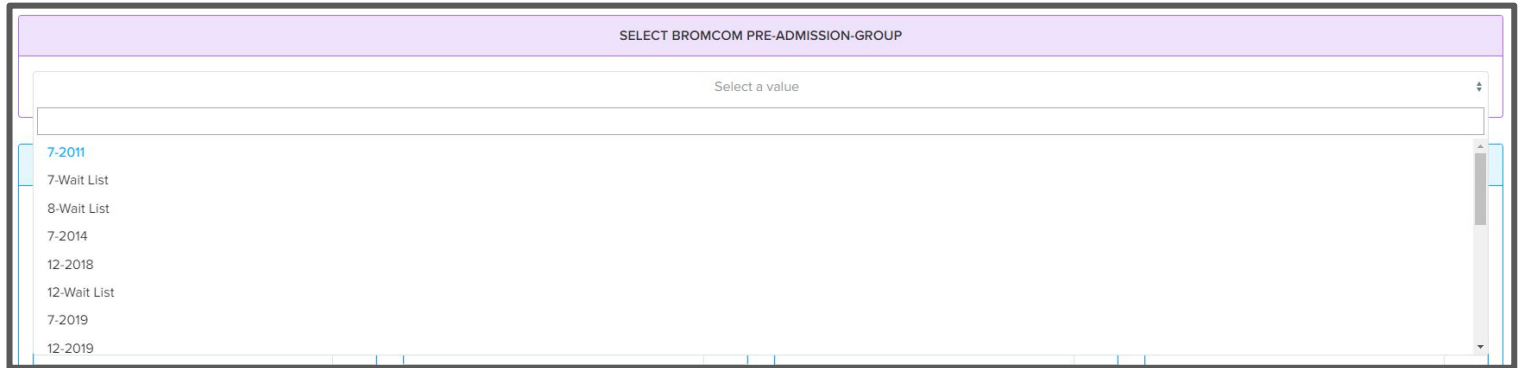


## Step 2: Exporting students to Bromcom MIS

1. On the next step select **Students** then click **Next**.
2. On the next step **Select Bromcom Pre-Admission Group** you created from the drop-down list.
3. The mappings will already be pre-selected and will include User Defined Fields which can be deselected if they do not need to be exported then click **Next**.



Next →



## Step 2: Exporting students to Bromcom MIS

1. On the next step you can use filter criteria.
2. **Select all** students for your export if required.
3. Click **Next**.

Next →

Advanced Filters

Status  Pending  Complete  Declined  Withdrawn  Deadline Missed  Waiting List

Properties >

Application Form Response >

Reference Form >

Exam Result >

Total Point Score >

Average Point Score >

Number Of Qualifications >

Additional Columns >

Student Type  
 Internal  
 External

Application Status  
 Incomplete  
 Awaiting Reference  
 Completed  
 Declined  
 Withdrawn  
 Deadline Missed  
 Waiting List

Enrolment Status  
 Pending  
 Details To Be Checked  
 Ready To Enrol  
 Enrolled  
 Enrolment Waiting List  
 Enrolment Declined

Offer Status  
 No Offer  
 Offer Made  
 Accepted By Student  
 Declined By Student  
 Offer Withdrawn

Interview Status  
 Pending  
 Complete  
 Accepted  
 Declined

New phase Status  
 Pending  
 Completed

Tag

Application Forms  
 All Application Forms

Filter Save Filter

Column visibility Export **Select all** Deselect all

Showing 1 to 10 of 12 entries (filtered from 24 total entries)

Show 10 entries

Search: test

#	Id	Student Code	bromcom ID	First Name	Last Name	Email	Birthday	
13	999	U-3C31	68359	Test Brigitte	Test Rippin	studentfdb9ed61f869f24a@admp.uk	23/03/2006	<input type="checkbox"/>
14	1013	U-2B06	68405	Test Bromcom	Test 5	happy+br5@applicaa.com	02/10/2006	<input type="checkbox"/>
15	1001	U-A6D6	68428	Test Cody	Test Lubowitz	student79dc8442835d1dbf@admp.uk	21/07/2006	<input type="checkbox"/>
16	1009	U-73BC	68369	Test Darryl	Test Fadel	studentbac313f24395d814@admp.uk	29/12/2005	<input type="checkbox"/>

## Step 2: Exporting students to Bromcom MIS

1. On the Bromcom Student Mismatch Checking step potential mismatched students will be displayed if they are different in your MIS.  
Click on **Resolve** for each student in the **Unresolved Matches** list.

**Bromcom Student Mismatch Checking**

**⚠ Potential mismatch students!**  
We have detected that **1 student** you are exporting from Admissions+ seems to have changed since it was originally in your MIS. This could be intentional, for example if a student has changed how they spell their name, or they may have moved house.

**Unresolved Matches** 1 **Resolved Matches** 0

Admissions+ Students	Bromcom Students	Resolution	Actions
<a href="#">Billie Adewusi</a>	<a href="#">Billie Adewusi</a>	Not resolved	<a href="#">Resolve</a>

**Resolve Potential Mismatch**

Fields	Admissions Student	Bromcom student
Name	<a href="#">Billie Adewusi</a>	<a href="#">Billie Adewusi</a>
Student ID	1016	68407
Gender	Female	F
DOB	02/10/2006	02-10-2007
Email	happy+br8@aplicaa.com	happybr8@aplicaa.com
Address		

Select resolution:

Ignore difference and continue exporting

These are not the same person, unlink them

**Confirm & Next**

2. Select the **Ignore difference and continue exporting** option to confirm they are a match.
3. Select the **These are not the same person, unlink them** to confirm they are **not** a match.
4. Click **Confirm & Next** which will show the next student.



## Step 2: Exporting students to Bromcom MIS

1. Once you have selected an appropriate option for your student(s) they will appear in **Resolved Matches**  
*Click on **Change** to select a different option if required.*

**Bromcom Student Mismatch Checking**

**ⓘ Potential mismatch students!**  
We have detected that **1 student** you are exporting from Admissions+ seems to have changed since it was originally in your MIS. This could be intentional, for example if a student has changed how they spell their name, or they may have moved house.

Unresolved Matches **0** **Resolved Matches 1**

Admissions Student	Bromcom Students	Resolution	Resolved on	Resolved by	Change resolution
<a href="#">Billie Adewusi</a>	Billie Adewusi	Ignore difference and continue exporting	14 Feb 2023, 16:20	Andy Appliaca Support	<a href="#">Change</a>

[Go to Student Matching](#)

2. Click **Go to Student Matching** once all students have been checked.

**Please note:** If there are too many mismatched students you will need to contact Support or your Customer Success Manager, when this happens the message below will be displayed and you will not be able to continue with the export.

### Bromcom Student Mismatch Checking

**ⓘ Potential mismatch students!**

We have checked the data you are about to import, and multiple records in A+ seem to have changed significantly from when they was originally in your MIS. This appears to be the case with 14 records in this import... To prevent the possibility of corrupting the data in your MIS, we need you to contact technical support and/or your CSM, and they will be able to assist you in importing this data.

[Raise a Support ticket](#)

## Step 2: Exporting students to Bromcom MIS

1. In the Bromcom Student Mapping screen you will need to **Resolve** any **Unresolved Matches**.

**Bromcom Student Mapping** [What should I do with matching students?](#)

**⚠ Potential duplicates detected!**  
We have detected that **12 students** you are exporting may already exist in Bromcom. Please review the rows below and let us know if we should create a new person, or match it to an existing person?  
This typically takes around 3 minutes to check.

**Unresolved Matches** 1 **Resolved Matches** 11

Admissions+ Students	Bromcom Students	Matching Score	Resolution	Actions
Zztimmy Zztestington-Fryer-Sampsonanddelilah <a href="#">🔗</a>	Zztimmy Zztestington-Fryer-Sampsonanddelilah	<div style="width: 100%; height: 10px; background-color: green;"></div>	Not resolved	<a href="#">🔗 Resolve</a>

2. Select the **Merge to Bromcom student** option to merge them with the selected student, there maybe more than one student displayed to select.
3. Select the **Export as new student** option to export them as a new Bromcom student.
4. Select the **Skip this student** option to not export them.
5. Click **Confirm & Next** which will show the next student.
6. Click on **Next**.

**Resolve Suspected Duplicates**

Fields	Admissions Student	Merge to Bromcom student #1	Export as new student	Skip this student
Name	Zztimmy Zztestington-Fryer-Sampsonanddelilah <a href="#">🔗</a>	Zztimmy Zztestington-Fryer-Sampsonanddelilah <a href="#">🔗</a>	<input type="radio"/>	<input type="radio"/>
Student ID	2117	966	<input type="radio"/>	<input type="radio"/>
Gender	FEMALE	FEMALE	<input type="radio"/>	<input type="radio"/>
DOB	31/01/2006	31/01/2006	<input type="radio"/>	<input type="radio"/>
Telephone 1	+447727840999		<input type="radio"/>	<input type="radio"/>
Telephone 2	+447727840969		<input type="radio"/>	<input type="radio"/>
Email	jeff.clark1@applicaa.com	jeff.clark0@applicaa.com jeff.clark1@applicaa.com	<input type="radio"/>	<input type="radio"/>
UPN			<input type="radio"/>	<input type="radio"/>
ARN	823-2019-08-E-002117		<input type="radio"/>	<input type="radio"/>
Address	17 Westwood Houses 45 Old Devonshire Road Londonn .SW16 9RF	26 Westwood House, 47 Old Devonshire Road, SW12 9RF	<input type="radio"/>	<input type="radio"/>
Contact 1	Terry Updated Clark Updated <a href="#">🔗</a>	Terry Updated Clark Updated <a href="#">🔗</a>	<input type="radio"/>	<input type="radio"/>

Export Admissions+ student as a new Bromcom student.  
This keeps information from both Admissions+ student and Bromcom student as separate records.

Skip this student for now and decide later.

11 / 12 Resolved

[Confirm & Next](#)

[Next →](#)

## Step 2: Exporting students to Bromcom MIS

1. On the Contact Mapping step contacts will have a green bar if they match.  
*Select New Contact if they are not an existing contact in your MIS or Skip Contact if they should not be synced. Contacts are matched using the following rules:*
  1. The system looks through existing Bromcom contacts, and finds any one with a match for the name, title, phone and email as the person on Admissions+ and displays a Matching Score.
  2. Matching people are listed as 'Potential Matches'.
2. Click **Next**.

The screenshot shows the 'BROMCOM CONTACT MAPPING' interface. At the top, it says 'Potential Matches'. Below this, a message states: 'Admissions+ has identified several individuals in Bromcom that might be a match for the people you are trying to export. Please review them below and for each potential match, please indicate which individual should be matched.' The interface is divided into two columns: 'A+ Contact' and 'Bromcom Contact'. On the left, there is a progress bar showing '1 / 4' and '25%'. The 'A+ Contact' column shows a contact for 'Mrs Lily Plaine' with phone number '088888888' and address 'HYDE Cheshire, SK14 9DT', with a green bar indicating a match. The 'Bromcom Contact' column shows two entries: the first is 'Mrs Lily Plaine' with phone '088888888' and address 'HYDE SK14 9DT', also with a green bar; the second is 'Mrs Lily Plaine' with phone '033333333' and email 'pl@applicaa.com', with an orange bar. At the bottom, there are two radio buttons: 'New Contact' and 'Skip Contact'. A red arrow points from the 'Next' button to the 'Next' text in the instructions. Another red arrow points from the 'New Contact' radio button to the 'New Contact' text in the instructions. A third red arrow points from the 'Skip Contact' radio button to the 'Skip Contact' text in the instructions.

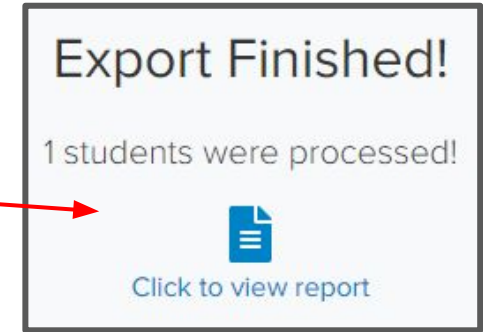
**Matched to an existing contact** - links the A+ and Bromcom contact, saves the Bromcom Contact Id to Admissions+ and updates the available data from A+ to the Bromcom contacts (see the data table for import rules)

**New Contact** - creates a new person in Bromcom

**Skip Contact** - does nothing, the contact is not imported

## Step 3: Export Report

1. Once the export process has finished click on the report to check your students exported successfully.
2. If there were any issues with the export you will see the reason in the **Bromcom Notice** column for each student.  
*In the example below the student failed to export as their Date Of Birth was not within the range set in the Pre-Admission Group, their DOB may be incorrect.*
3. Other notices you may see in the export report:  
**String or binary data would be truncated..** - Please check and correct the Surgery / GP postcode is valid for students with this notice.  
**Violation of UNIQUE KEY constraint.. Cannot insert duplicate key in object..** - Please check and remove any duplicate contacts that have been added for students with this notice.



Showing 1 to 1 of 1 entries

Show  entries

Search:

[Re-perform failed export](#)

#	Status	A+ ID	BromcomID	Bromcom Response	legalFirstName	legalLastName
1	Failed	1024		<b>Export student data FAILED with errors:</b> Date Of Birth is not within Pre-Admission Group range	Test Candido	Test Lesch



***Bromcom***

## Section 5: Bromcom MIS Admissions+ Import of UDF's



## Step 1: Importing UDFs

1. Log into Admissions+.
2. Navigate to **Settings** → **School Settings** → **Integration**
3. Click **Import UDFs**.

MIS Credentials Validation

Bromcom credentials are valid.

Authorized READ permissions: [Students](#) [YearGroups](#) [StudentContacts](#) [People](#) [Emails](#) [P](#)  
[CollectionAssociates](#) [YearGroupSubjectStudents](#) [YearGroupSubjectTe](#)  
[dresses](#) [Contacts](#) [Ethnicities](#) [PersonBirthCountry](#) [PersonEnglishProfic](#)

Please make sure you also granted WRITE permissions:  
[Third Party Write Back - Pre-Admission Students](#)  
[Third Party Write Back - Student Groups](#)  
[Third Party Write Back - User Defined Fields Data](#)

The instructions can be found in this document:  
[View Document](#)

[Download Lookup Values](#) [Verify Bromcom Credentials/Permissions Again](#)

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Bromcom User Defined Fields

[Import UDFs](#)

SETTINGS

[Application Form](#)

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[Form Settings >](#)

[School Settings v](#)

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[SIMS Logs](#)

[SIMS Notifications](#)

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[Unsubscriptions](#)

[FAQs](#)

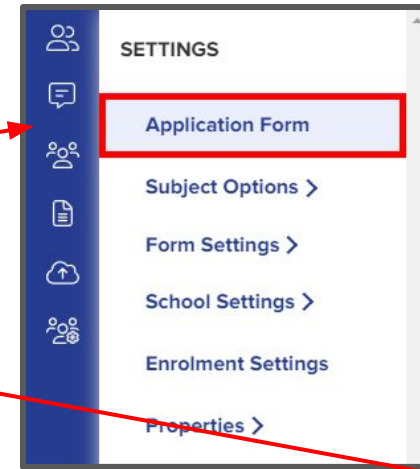
[Address Mapping](#)

[Enrolment Settings](#)

[Properties >](#)

## Step 2: Adding Bromcom UDFs to your form

1. Navigate to **Settings** → **Application Form**.
2. Click on the **name** or **Pen** icon to edit the Step as shown in the example below.



Step 3: Child's Welfare and Support Information 



3. Click on **Add New** button to edit the Section and add your **UDFs**.
4. Expand the **Bromcom User Defined Fields** property group to select **UDFs** to add to your form. *If UDFs are grayed out and unselectable this is because they have already been added to your form.*
5. **UDFs** can also be displayed by typing in the **Search existing fields** box.



Bromcom User Defined Fields ▾

[Student Details] Student UDF1 +

[Student Details] Student UDF2 ... +

[Health Background] Student Fre... +

Add New Field

Existing Properties

udf