

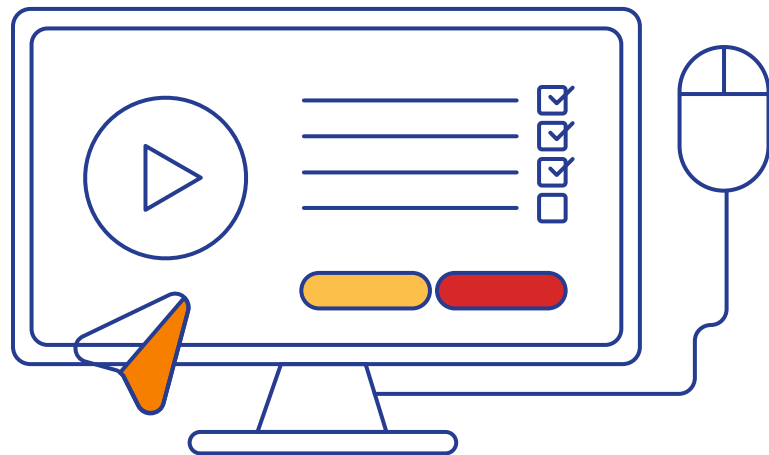


SIMS



Integration Step-by-step Guide

User instructions for using and installing
the new Admissions+ SIMS App



Admissions⁺

Powered by applicaa



Table of Contents

Click on the numbers to navigate

01

Downloading & Setting up the Admissions+ SIMS App

Everything you need to be up and running with the new Admissions+ SIMS App
The App auto-updates (so you only need to do this once)

02

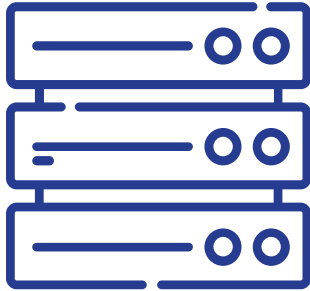
Importing Applications from Admissions+ to SIMS

Import new applications & updated data for existing students to SIMS Export

03

Exporting Applications & Students from SIMS to Admissions+

Export applications in pre-admissions or existing enrolled students from SIMS to Admissions+

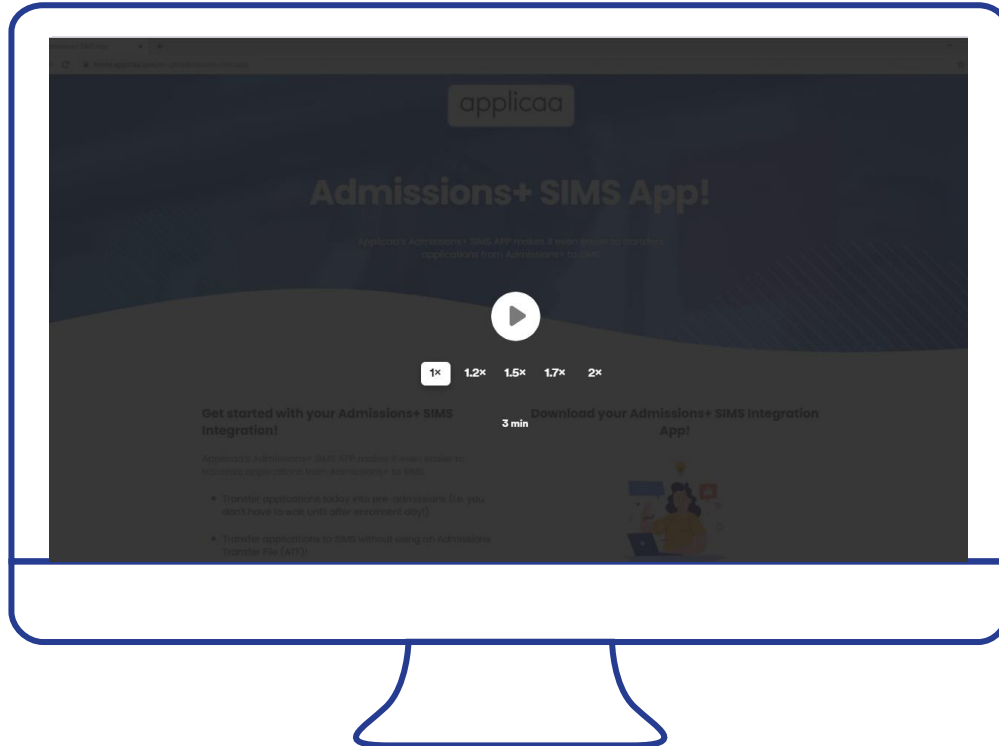


01 Downloading & settings up the Admissions+ SIMS App

Downloading & setting up the Admissions+ SIMS App


Instructional Video

The step by step guide follow on the next page






Hosted SIMS



For hosted SIMS, we need to install Admissions+ Windows Application in the same machine with the SIMS.net and the integrators application are installed along with the VPN connection.

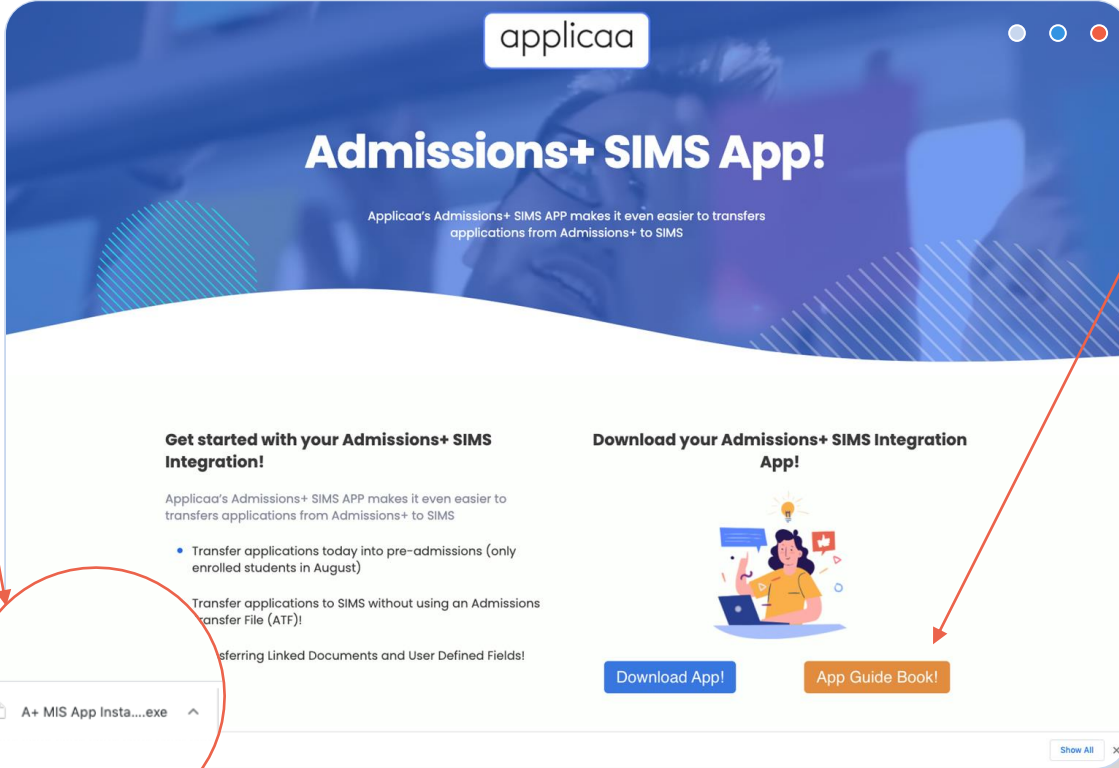
The Admissions+ Application needs to read the libraries from [SIMS.net](#) directory and need to be able to connect to SQL Server like [SIMS.net](#) does, that why we need to install it on the same computer with the connector along with the VPN connection.



Downloading & setting up the Admissions+ SIMS

App

[Click here to access the download page!](#)



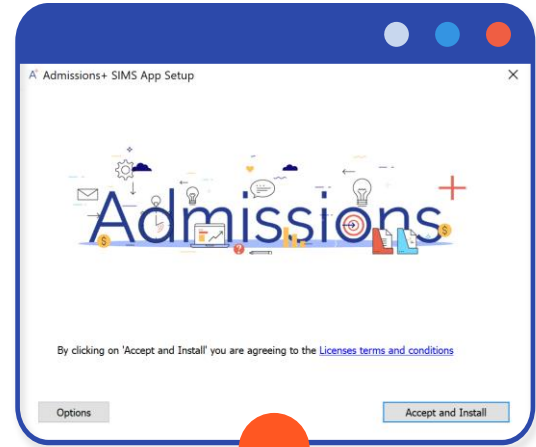
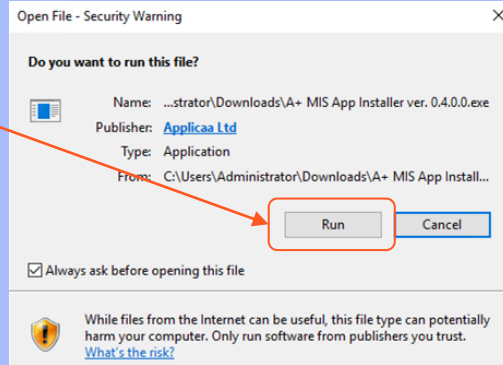
2. You will see the download appear in the bottom left of your screen

1. You will see a screen like this where you will need to click onto the download button

To enable you to download the App you will need to check you have permission to do so. If you do not you will need to speak to your internal IT or Data Manager.

Downloading & setting up the Admissions+ SIMS App

When you see this screen you will need to click 'Run'



Next you need to click onto 'Accept and Install'

Downloading & setting up the Admissions+ SIMS App

The app will now be on the desktop for you to select

Admissions+ SIMS App Setup

Completing the Admissions+ SIMS App Setup Wizard

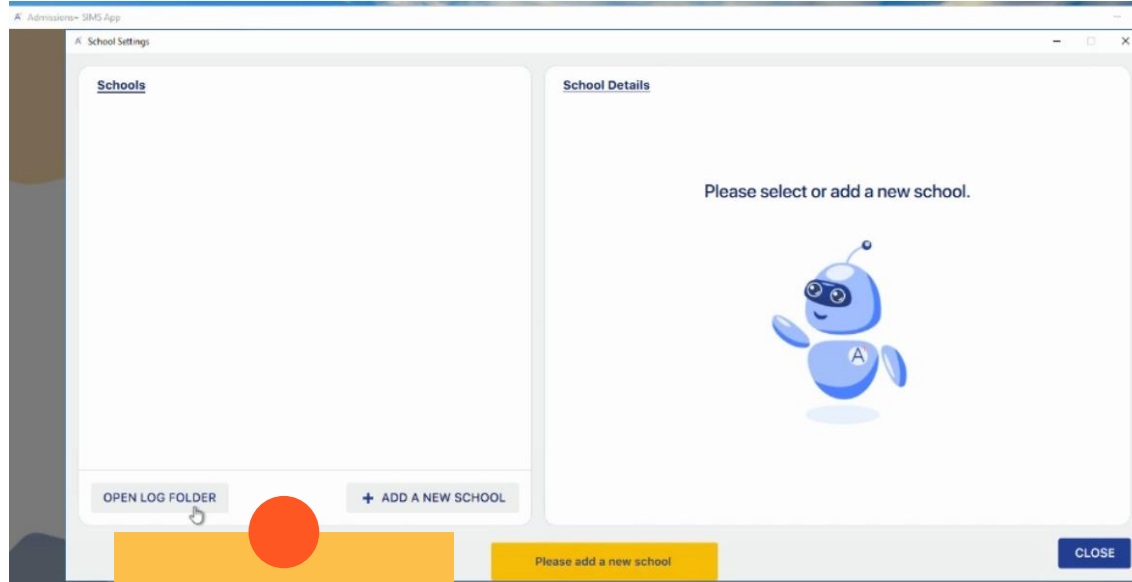
Click the "Finish" button to exit the Setup Wizard.

This has now completed so you can click 'Finish'

< Back

Finish

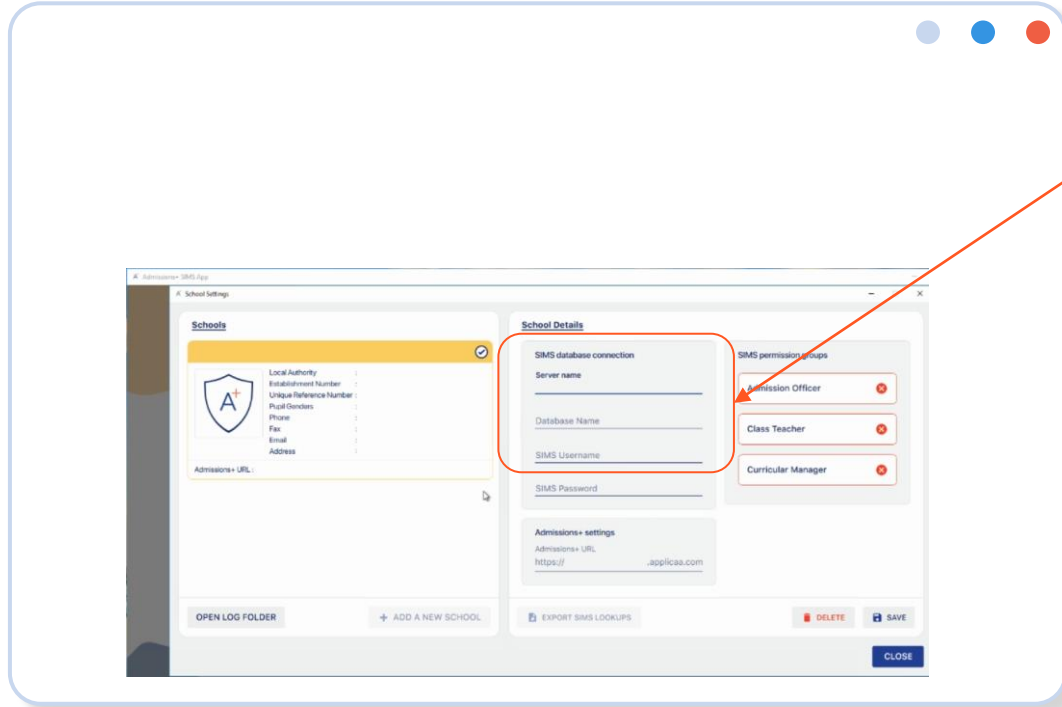
Setting up your school



Now click the 'Add a new school' button

Downloading & setting up the Admissions+ SIMS App

Creating a new SIMS User for the App

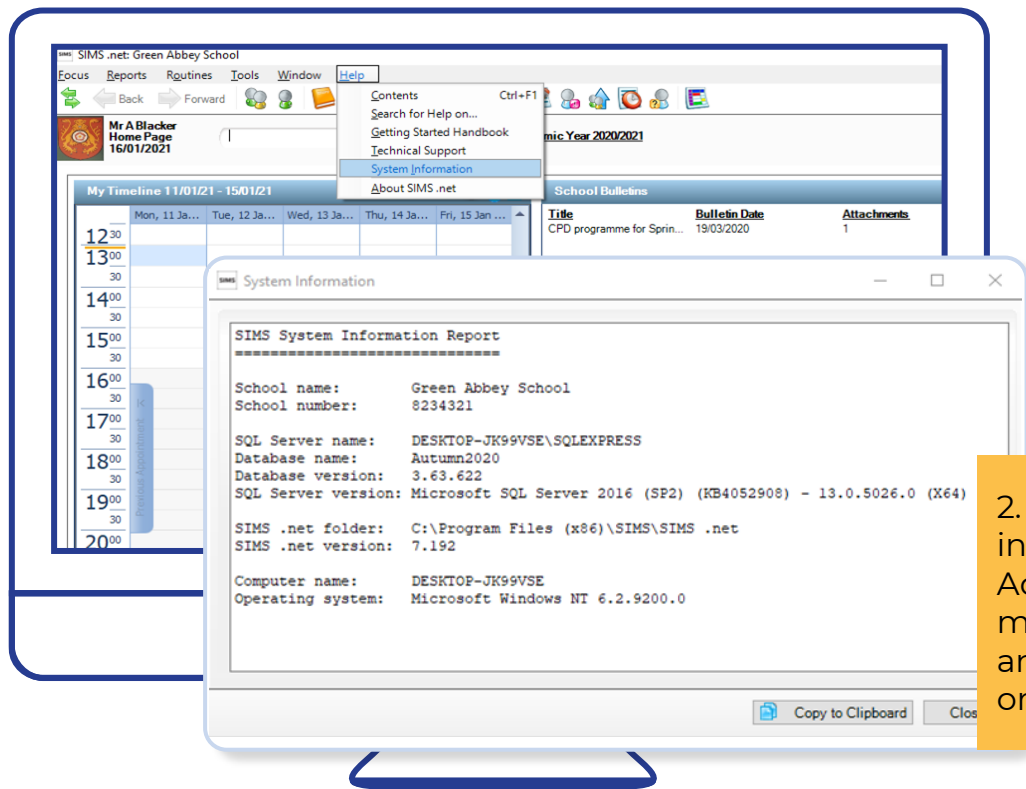


Next we need to get the details for the **Server Name** and **SIMS Database Name**

If you don't already know these details, see next slides for instructions

Downloading & setting up the Admissions+ SIMS App

Finding your SIMS Server Name and Database Name

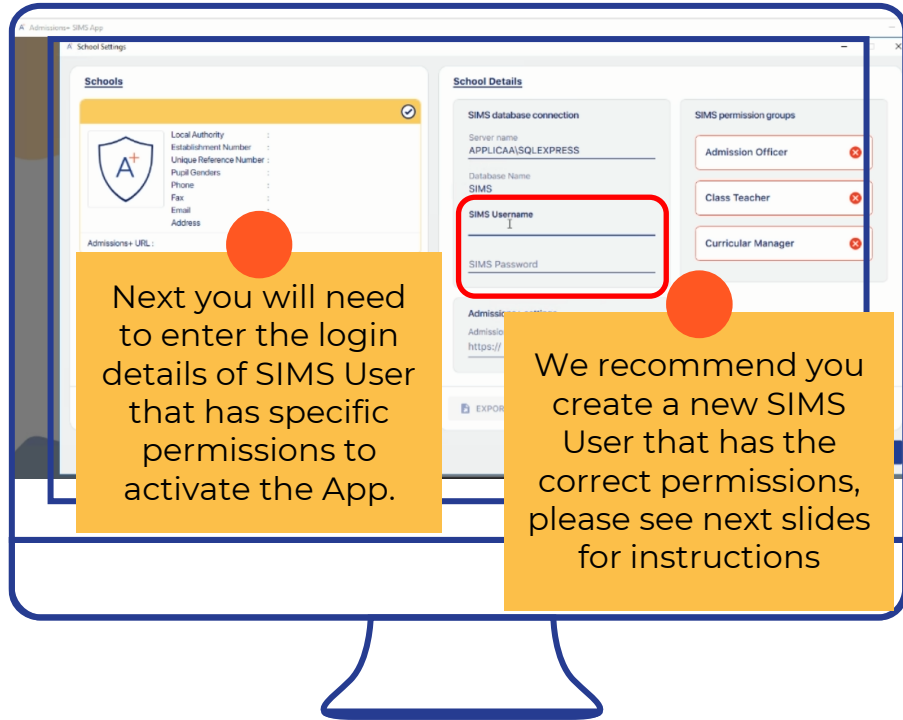


1. The SIMS Server Name and Database Name can be found within Help/System Information

2. Copy and paste this information into the Admissions+ SIMS App making sure to not add any extra spaces before or after the words

3. Save

Downloading & setting up the Admissions+ SIMS App



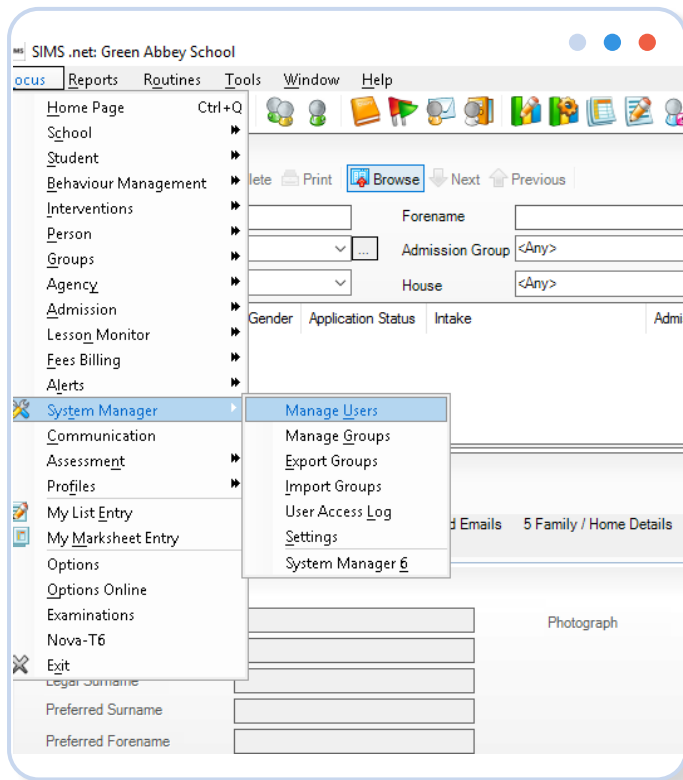
The screenshot displays the 'School Settings' window for the Admissions+ SIMS App. The 'School Details' section includes fields for 'SIMS database connection', 'Server name' (APPLICAA\SQLEXPRESS), 'Database Name' (SIMS), 'SIMS Username', and 'SIMS Password'. The 'SIMS Username' field is highlighted with a red box. To the right, the 'SIMS permission groups' section lists 'Admission Officer', 'Class Teacher', and 'Curricular Manager', each with a red 'X' icon indicating a selection or error.

Next you will need to enter the login details of SIMS User that has specific permissions to activate the App.

We recommend you create a new SIMS User that has the correct permissions, please see next slides for instructions

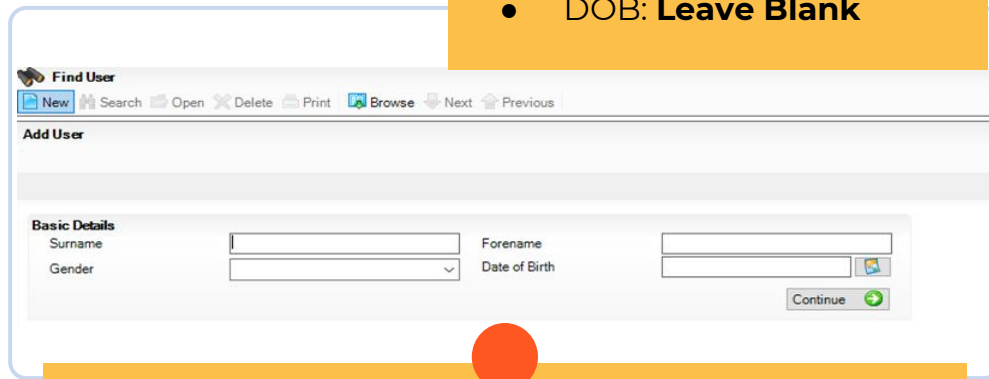
Downloading & setting up the Admissions+ SIMS App

Creating a new SIMS User for the App



When creating your new user please input:

- First Name: **Admissions**
- Last Name: **Plus**
- Gender: **Leave Blank**
- DOB: **Leave Blank**



- We recommend you create a new user for the App with the permissions required to access the Admissions+ SIMS App.
- You will need to use the 'Template Permission Groups' provided by SIMS **not your custom ones.**

How to set up the App?

Creating a new SIMS User for the App

The screenshot shows the SIMS .net: Green Abbey School interface. The 'Find User' window is open, displaying 'User Details: Admissions Plus'. The interface includes a menu bar (Focus, Reports, Routines, Tools, Window, Help) and a toolbar with navigation and action icons. Below the toolbar, there are tabs for '1 Basic Details', '2 Login Details', '3 Groups', '4 Permissions', '5 Telephones and Emails', and '6 Addresses'. The '3 Groups' tab is active, showing a table of user groups. A red box highlights the table content.

Effective Date	Group Name	Status	Start Date	End Date
13/01/2021	Admission Officer	Current	13/01/2021	
	Class Teacher	Current	13/01/2021	
	Curricular Manager	Current	13/01/2021	

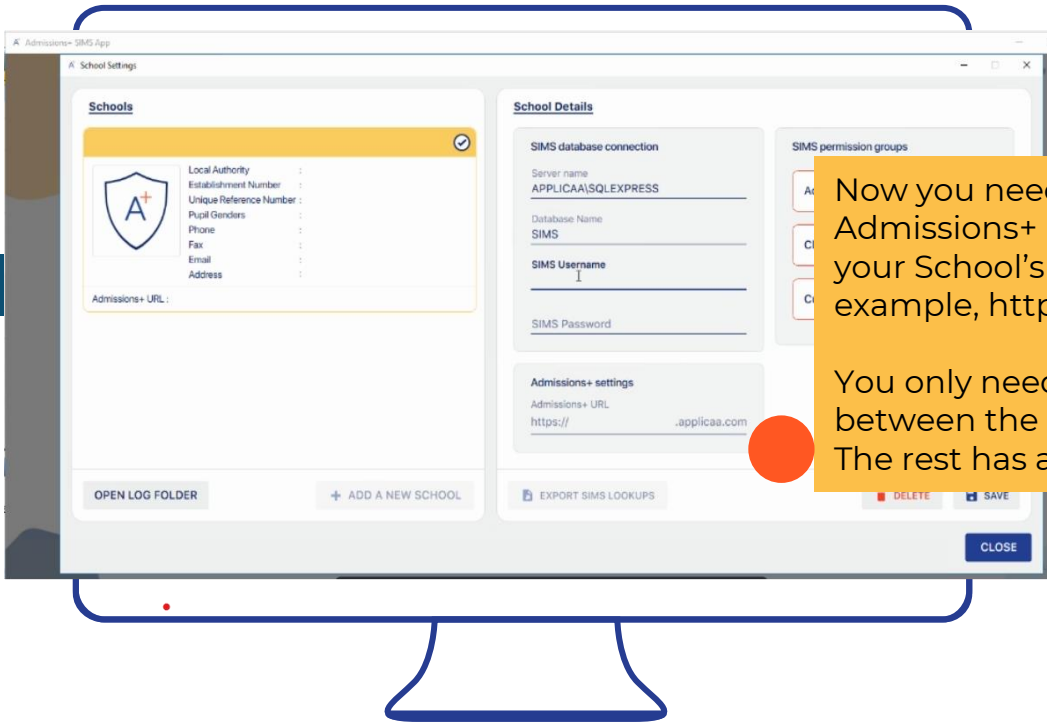
Make sure to make a note and save the Username and Password here, this will be the SIMS User you add onto the Admissions+ SIMS App

The permissions groups you will need to add are:

- **Admission Officer**
- **Class Teacher**
- **Curricular Manager**

You must make sure to use the original SIMS user permissions not ones that have been edited. Make sure to click save on the top left to keep these changes!

Downloading & setting up the Admissions+ SIMS App

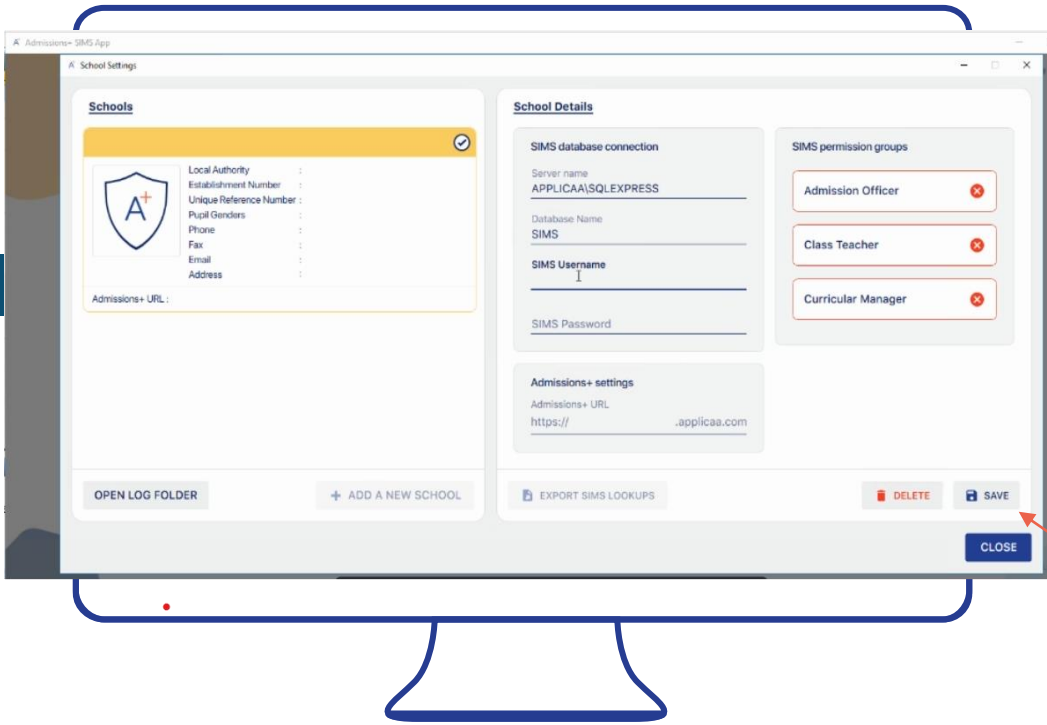


Now you need to enter your Admissions+ URL, which is the name of your School's Admissions+ website. For example, <https://demo.applicaa.com/>

You only need to enter the part in between the '// and the '.applicaa.com'. The rest has already been added for you.

If everything has been entered properly, you will be redirected to this page and the SIMS Settings will turn green

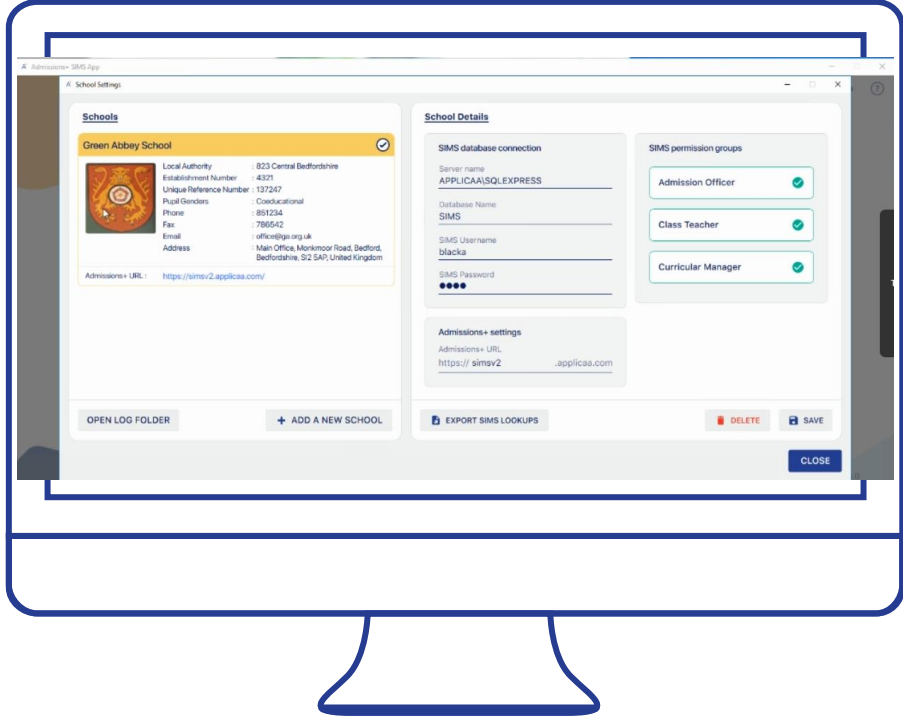
Downloading & setting up the Admissions+ SIMS App



Now click 'save'.

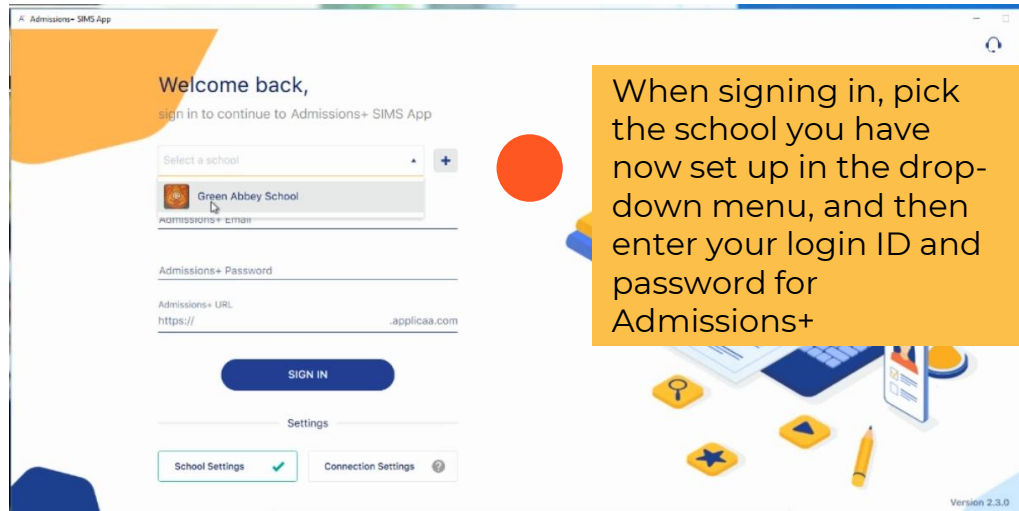
If everything has been entered properly, you will be redirected to this page and the SIMS Settings will turn green

Downloading & setting up the Admissions+ SIMS App



Click 'save' one more time to save all of your configuration details...

Signing in...



Admissions+ SIMS App

Welcome back,
sign in to continue to Admissions+ SIMS App

Select a school

Green Abbey School
ADMISSIONS+ SIMS

Admissions+ Password

Admissions+ URL
https://.applicaa.com

SIGN IN

Settings

School Settings ✓ Connection Settings ?

Version 2.3.0

When signing in, pick the school you have now set up in the drop-down menu, and then enter your login ID and password for Admissions+



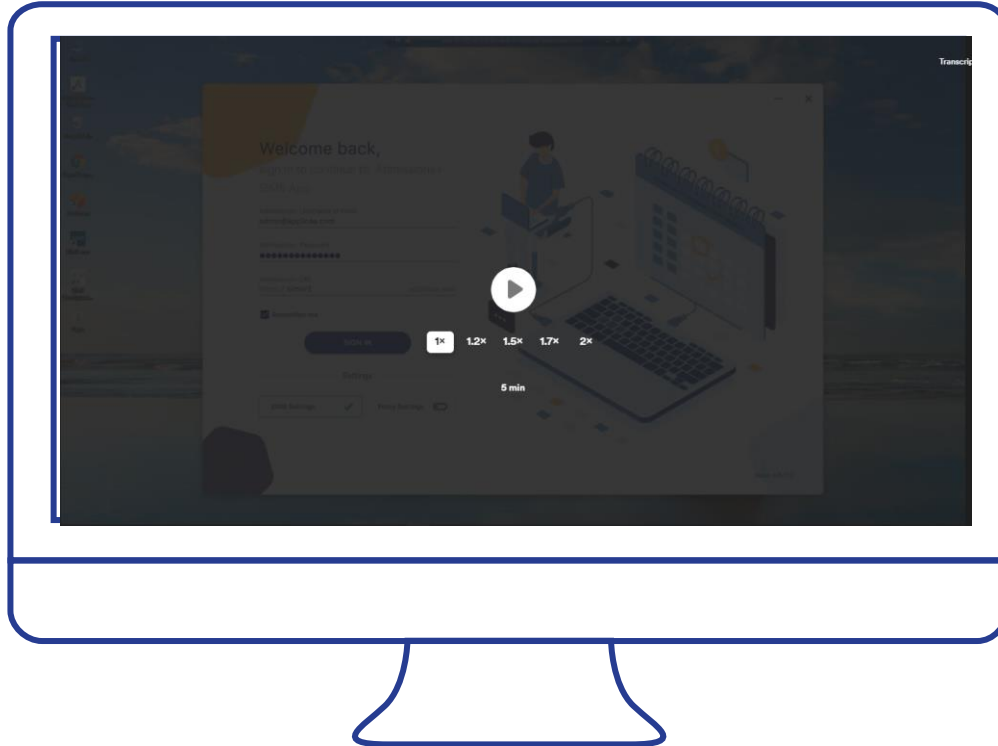
02

Importing Applications from Admissions+ to SIMS

Importing Applications from Admissions+ to SIMS

Instructional Video

The step by step guide follow on the next page



Importing Applications from Admissions+ to SIMS

2. Select your Form

The screenshot shows the Admissions+ web application interface. The sidebar menu on the left has 'Import Applications' highlighted. The main content area displays a 'Year 12 Admissions Form' summary with the following data:

Year 12 Admissions Form	
Awaiting reference:	0
Completed students:	12
Enrolled students:	2
Admission years:	
• 2021/2022	

Below this summary is a 'Post 16 Admission' section with a sub-section for 'Awaiting reference:'. The main content area also features a central message: 'Please select a form before importing applications!' with a refresh button and a smiley face emoji. At the bottom of the interface, there are 'REFRESH', 'BACK', and 'NEXT' buttons.

1. Please now click Import Applications

You have now successfully set up the App so now we can start to use it.

Importing Applications from Admissions+ to SIMS

You will now see your list of 'Completed' students

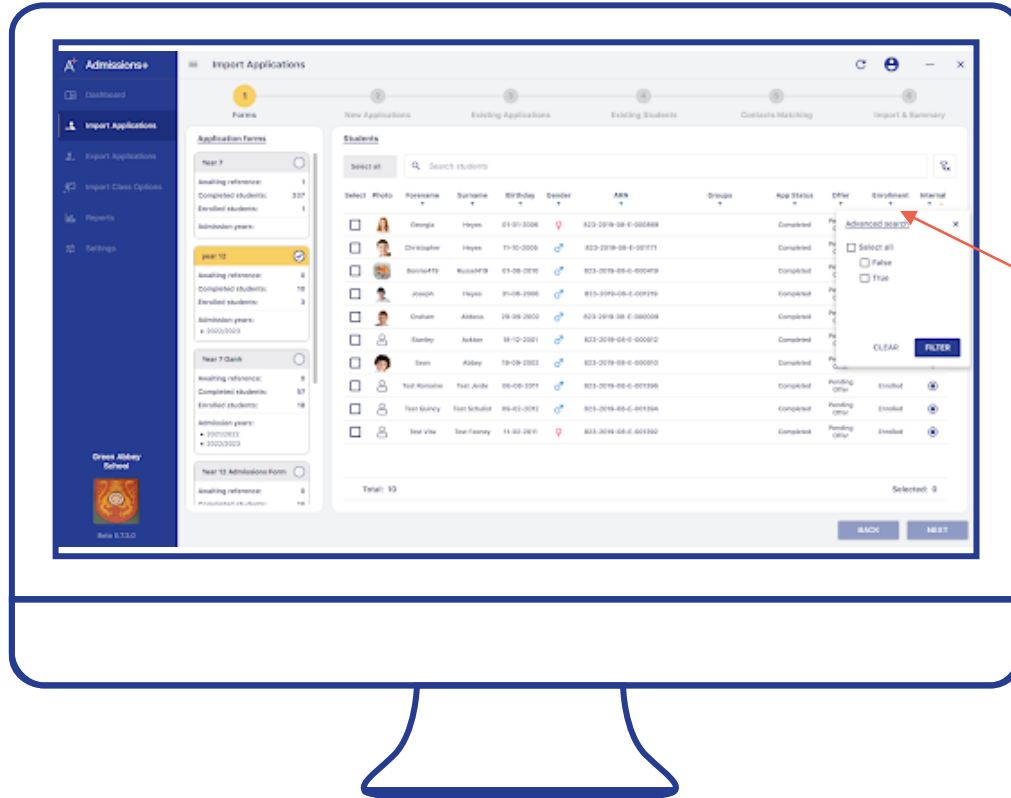
You can right click onto a student and this will allow you to view their student profile within Admissions+

Click the select column for each student you wish to import into SIMS and select 'Next'

The screenshot shows the 'Export Applications' interface in Admissions+. The left sidebar contains navigation options: Dashboard, Import Applications, Import & Clear Options, Reports, and Settings. The main content area is titled 'Export Applications' and has a progress indicator with 4 steps. The first step, 'Form', is active. Below the progress indicator, there are sections for 'Application Form' and 'Students'. The 'Application Form' section shows 'Year 12' selected. The 'Students' section displays a table of students with columns for selection, profile, name, surname, birth date, gender, AKA, drop, app status, offer, enrollment, and internal ID. The table contains 10 rows of student data. At the bottom of the table, there are 'BACK' and 'NEXT' buttons.

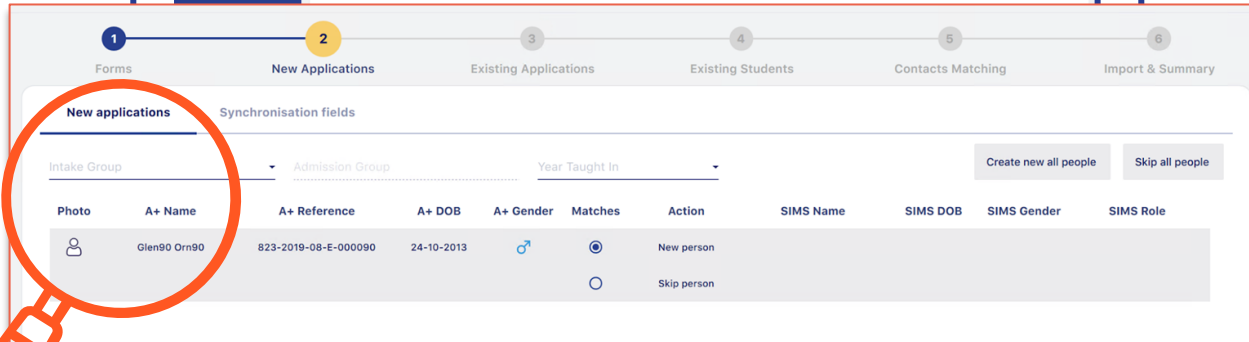
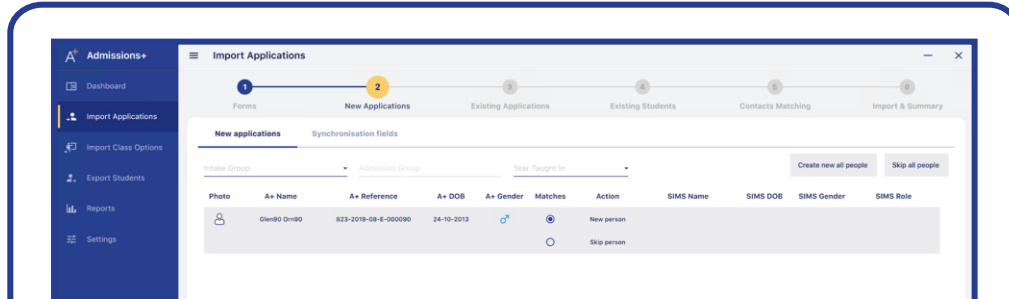
Select	Profile	Forename	Surname	Birth Date	Gender	AKA	Drop	App Status	Offer	Enrollment	Internal
<input type="checkbox"/>		Chuan	Allen	28-08-2000	M	924 2919 08 0-000008		Completed	Pending Offer	Pending	
<input type="checkbox"/>		Year	View of ADMISSTION+			924 2919 08 0-000000		Completed	Pending Offer	Pending	
<input type="checkbox"/>		Paul	Allen	18-09-2001	M	924 2919 08 0-000000		Completed	Pending Offer	Pending	
<input type="checkbox"/>		Stuart	Hynes	01-07-2004	M	924 2919 08 0-000008		Completed	Pending Offer	Pending	
<input type="checkbox"/>		Christopher	Hynes	11-01-2005	M	924 2919 08 0-000011		Completed	Pending Offer	Pending	
<input type="checkbox"/>		Brendan	Hynes	01-08-2005	M	924 2919 08 0-000008		Completed	Pending Offer	Pending	
<input type="checkbox"/>		Jessie	Hynes	21-08-2005	F	924 2919 08 0-000010		Completed	Pending Offer	Pending	
<input type="checkbox"/>		Neil Thomas	Neil Thomas	06-03-2011	M	924 2919 08 0-000008		Completed	Pending Offer	Enrolled	
<input type="checkbox"/>		Neil Quilty	Neil Quilty	09-02-2012	M	924 2919 08 0-000008		Completed	Pending Offer	Enrolled	
<input type="checkbox"/>		Neil Vika	Neil Vika	11-02-2011	M	924 2919 08 0-000000		Completed	Pending Offer	Enrolled	

Importing Applications from Admissions+ to SIMS



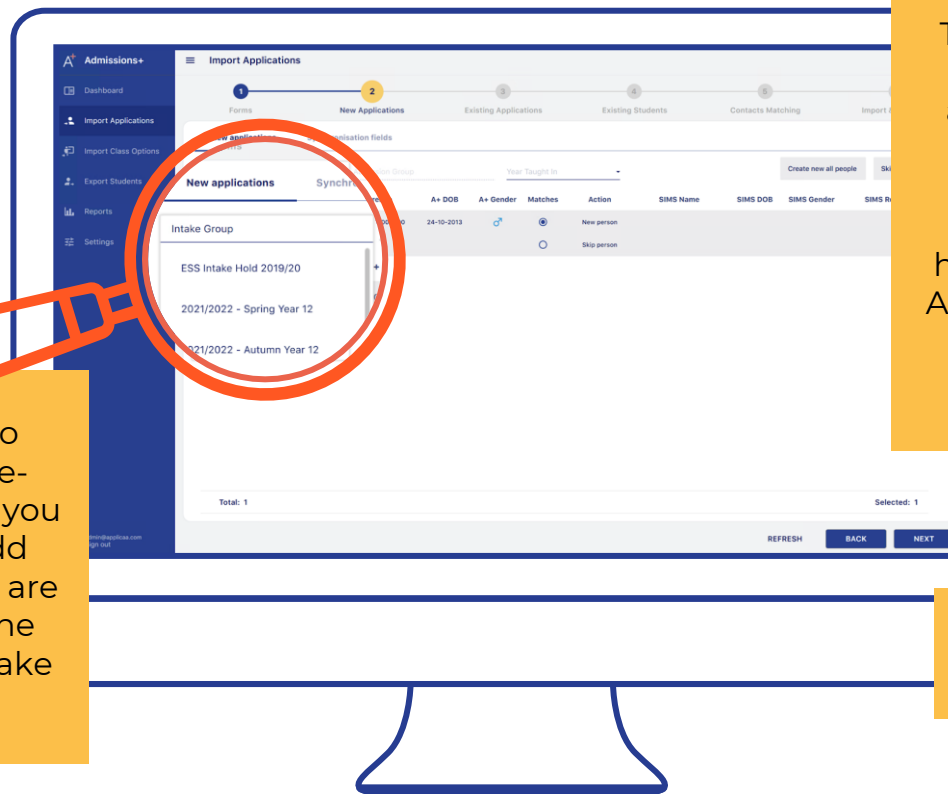
You can filter the students e.g., by Internal or External or application group by using the filter options on the header of the table

Importing Applications from Admissions+ to SIMS



- On the next screen you will have the student(s) you have selected and if they are a new student they will show in section 2 at the top 'New Applications'.
- You will see the left side of the student information is coming from Admissions+ and the information on the right side is from SIMS

Importing Applications from Admissions+ to SIMS



You will need to select which Pre-Admission group you would like to add them into. These are available from the drop down in Intake Group

The remaining fields (Admission Group and Year Taught In) will populate once you have selected your Group. If you haven't created a Pre Admissions Group see the next slide for instructions

Please click 'Next'

Importing Applications from Admissions+ to SIMS

Find Intake Group

New Search Open Delete Print Browse Next Previous

Intake Group Details: New

Save Undo Print

1 Intake Group 2 Admission Group

1 Intake Group

Admission Year: 2020/2021 Name: [Redacted]

Admission Season: [Redacted] Active:

Year Group: [Redacted]

Planned Admission: [Redacted]

2 Admission Group

Name: [Redacted]

Date Of Admission: [Redacted]

Find Intake Group

New Search Open Delete Print Browse Next Previous

Intake Group Details: New

Save Undo Print

1 Intake Group 2 Admission Group

1 Intake Group

Admission Year: 2021/2022 Name: 2021/2022 - Autumn Year 7

Admission Season: Autumn Active:

Year Group: Year 7

Planned Admission: 160

2 Admission Group

Name: 2021/2022 - Autumn Year 7 (A)

Date Of Admission: 02/12/2020

A - Import new applications to SIMS

To Create an Intake Group in SIMS:

Routines
Admission
Admission Group
Setup
New
(The red fields are the mandatory ones)

Planned Admission is the number of expected students for that Intake
Date of Admission is when the school would like their students to be 'on roll' from
i.e. 01/09/2020

Save

Confirming they're all new...

New applications Synchronisation fields

2020/2021 - Autumn Year 10 2020/2021 - Autumn Year 10 A Curriculum Year 10 + Create all as new people ? Skip all

Number	Photo	A+ Full Name	A+ Reference	A+ DOB	A+ Gender	Match To	Action	SIMS Name	SIMS DOB	SIMS Gender	SIMS Role
1		Test Sonia Test Corkery	823-2019-08-E-004629	06-07-2013	♂	<input checked="" type="radio"/>	Create new person				
						<input type="radio"/>	Skip person				

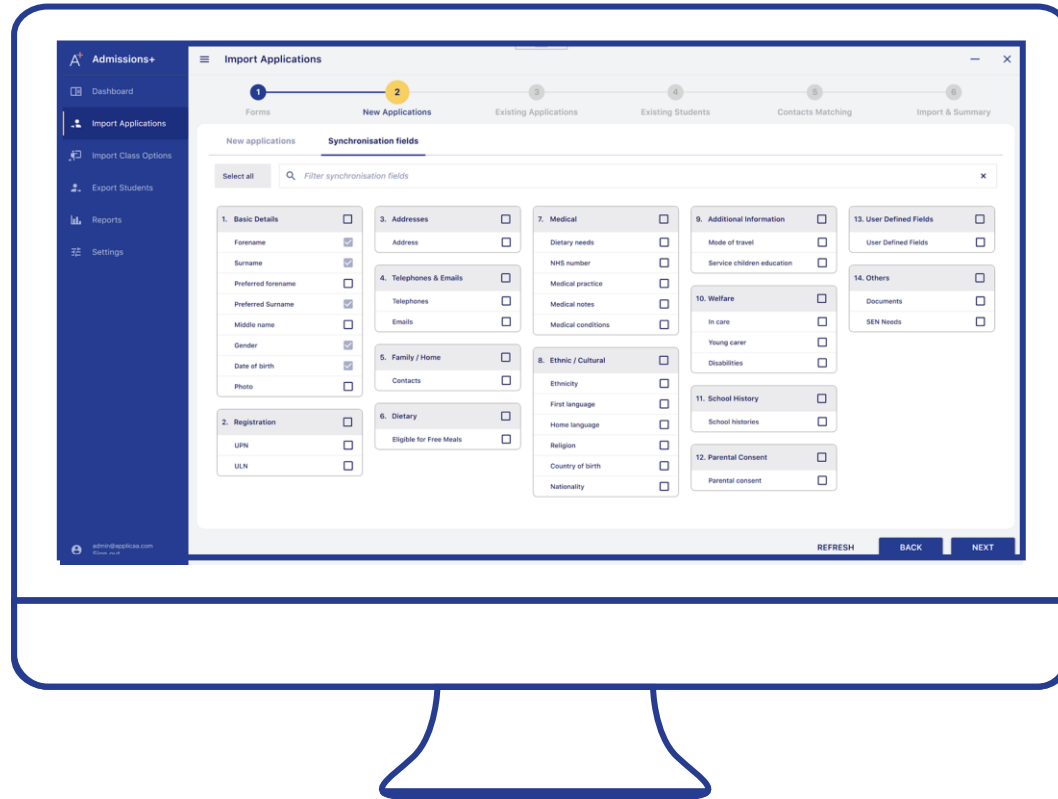
A screen may appear to double-check that you intend for all of these students to be created as a new record in SIMS.

One time where you might not want this is if the applicant used to go to your school in the past, but then later left...

(The SIMS App will be looking out for these, by comparing names and Dates of Birth.) Normally you can just accept the default, 'Create new person' option....

Importing Applications from Admissions+ to SIMS

A - Import new applications to SIMS



Please select the fields you wish to transfer to SIMS from the information collected in Admissions+.

The grey tick boxes will select the whole box or you can alternatively select individual fields.

Those that are already selected and greyed out are hard coded into the system so cannot be changed

Next step – your existing students...

Select	Photo	Forename	Surname	Birthday	Gender	ARN	Groups	App Status	Offer	Enrollment	Internal	Imported on
<input checked="" type="checkbox"/>		Harold	Barbossi	24-05-2004	♂	823-2019-08-E-003510		Completed	Pending Offer	Pending	<input checked="" type="checkbox"/>	Has been imported
<input checked="" type="checkbox"/>		Tiger	Aiman	09-03-2004	♀	823-2019-08-E-001771		Completed	Pending Offer	Enrolled	<input checked="" type="checkbox"/>	Has been imported

1. Basic Details

2. Addresses

3. Household

4. Ethnic / Cultural

5. Additional Information

6. Parental Consent

7. Registration

8. Delivery

9. Medical

10. School History

11. School History

12. Parental Consent

13. Others

14. School History

On the next step, you'll repeat the process with your "existing students".

Why are you doing this a second time?...

...because you might want the data you import to be different for your own students, so this let's you configure different settings for those students...

Contact Matching!!!

Contacts matching										
<input type="checkbox"/> Create all contacts as new people <input type="checkbox"/> Skip all contacts (do not add to SIMS)										
Number	Photo	A+ Full Name	A+ Address	A+ Applicant	Matching Score	Match To	SIMS Name	SIMS Role	SIMS Address	SIMS Linked People
1		Aaron Rogahn Home: 2897789283 Mobile: 4200258440	6CA2, 87 Oma Spring, London, E6936 8D4	Emerald Rodriguez	<div style="width: 50%;"><div style="background-color: red; height: 10px;"></div></div>	<input type="radio"/>	Mr. Aaron Roberts Mobile: 07333 216544	Contact	13 Merchant Lane, Cranfield, Bedford, MK43 0DA, United Kingdom, UPRN: 100080055639	(Step Father to) Zach Carlsen
						<input checked="" type="radio"/>	Create new contact			
						<input type="radio"/>	Skip Contact			
2		Aimee Shanahan Home: 7601173228 Mobile: 2188634581	1EC8, 88 Welch Way, London, 30AF8 19D	Jazmyne Simonis	<div style="width: 50%;"><div style="background-color: red; height: 10px;"></div></div>	<input type="radio"/>	Mrs. Aimee Smiles Home: 01632 778901	Contact	Broadway Rise, Broadway, Harwell, Didcot, OX11 0LA, United Kingdom, UPRN: 100120933199	(Mother to) Jack Smiles (Mother to) George Smiles
						<input checked="" type="radio"/>	Create new contact			
						<input type="radio"/>	Skip Contact			
3		Amely Howe Home: 4048201641 Mobile: 9267118657	C768, 20 Loyce Cliff, London, EF6D7 7C6	Jonathan Gerhold	<div style="width: 50%;"><div style="background-color: red; height: 10px;"></div></div>	<input type="radio"/>	Mr. Adrian Howe Home: 01632 888231 Work: 01632 115452	Contact	5 Wentworth Street, Peterborough, PE1 1DH, United Kingdom	(Father to) Peter Jones
						<input checked="" type="radio"/>	Create new contact			
						<input type="radio"/>	Skip Contact			

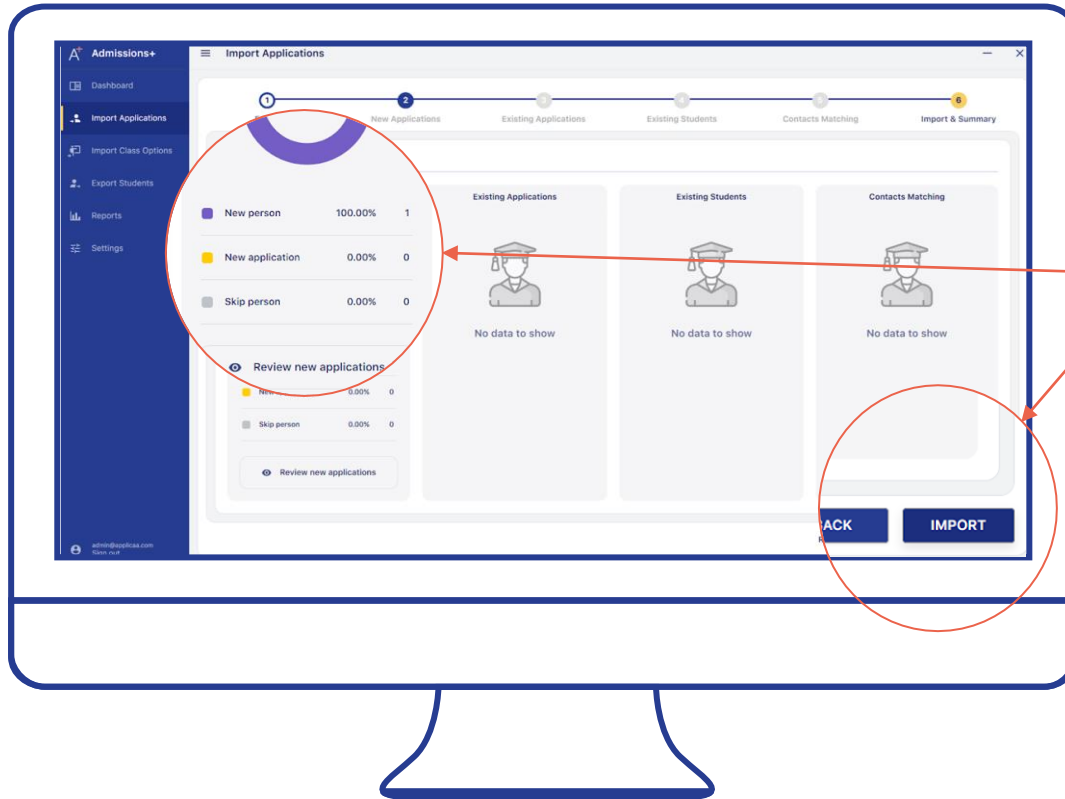
Total: 52 Selected: 52

The app will now check to see if the contacts of the students you're importing *might already be in SIMS...*

If their details closely match someone in SIMS you'll see them displayed here. You can then decide to link the two together, create a new record for the new contact, or to skip that contact (and NOT create ANY record for them...)

Importing Applications from Admissions+ to SIMS

A - Import new applications to SIMS



- You can now see you have New Applications/Existing Applications/Existing Students/Contacts Matching depending upon the students you have selected to import.
- Please select Import

While the import is running...

Import applications process



Chris Aaron ♀
24-05-2011

Update existing student: Chris Aaron

4 / 7  57.14%

About 2 seconds remaining

SAVE

CLOSE

- You'll see each student as they are imported, with a progress bar so you have a rough idea how long this will take...
- You might want to get a coffee...
- Or even better – why not tell a colleague at another school how Admissions+ is saving you time... 😊

Post-import report...

- Finally, you'll see a report of the students, along with a list of any students who failed to import. If you click next to the name you'll be given some information to help you (or our helpful support desk) figure out how to fix it.
- The 'Fix applications' button might also help you resolve some common problems...

Import applications process

Type to search

NO.	FULL NAME	MESSAGE	TYPE
1	Christophe Koss	Import student data FAILED with 1 error.	Failed
STUDENTS Import student data FAILED with 1 error. ✖			
ERROR Update Application: Application id '7117' not found, the application could not be found or has been deleted in SIMS. To fix this, please click on 'FIX APPLICATIONS NOT FOUND IN SIMS' button at the bottom and try to import the applications again			
2	Miguel Schroeder	Import student data FAILED with 1 error.	Failed
3	Harold Barbousci	Import student data FAILED with 3 errors.	Failed
4	Tiger Anton	Import student data FAILED with 3 errors.	Failed
5	Chris Aaron	Import student data SUCCESS with 1 success.	Success
6	Test Pulao Test John	Import student data SUCCESS with 1 success.	Success

FIX APPLICATIONS NOT FOUND IN SIMS **CLOSE**

Importing Applications from Admissions+ to SIMS

A - Import new applications to SIMS

Your import is now complete and you can check your Applications area

(Focus/Admission/Application) where you will find your new student(s)

The screenshot displays the SIMS .net: Green Abbey School interface. The left-hand navigation menu is open, with 'Admission' selected, which has opened a sub-menu where 'Application' is highlighted. The main window shows the 'Find Application' search results for a student named 'TEST, TEST'. Below the search filters, a table lists the application details.

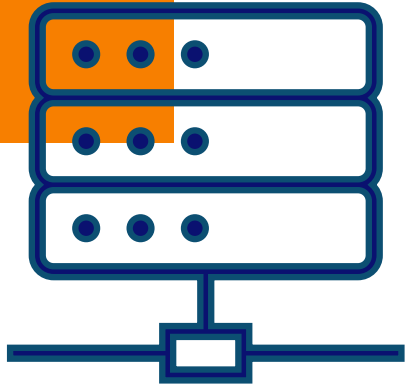
Name	Date Of Birth	Gender	Application Status	Intake	Admission Group	House
TEST, TEST	03/02/2004	Female	Applied	2021/2022 - Autumn Year 12	2021/2022 - Autumn Year 12 (A)	

Below the table, the 'Application Details' section is visible, showing a list of tabs for different detail views: 1 Basic Details, 2 Registration Details, 3 Address, 4 Telephone and Emails, 5 Family / Home Details, 6 Dietary, 7 Medical Details, 8 Ethnic / Cultural Details, 9 Additional Informa, 17 Application User Defined Fields, and 18 Applicant User Defined Fields. The '1 Basic Details' tab is currently selected.



03

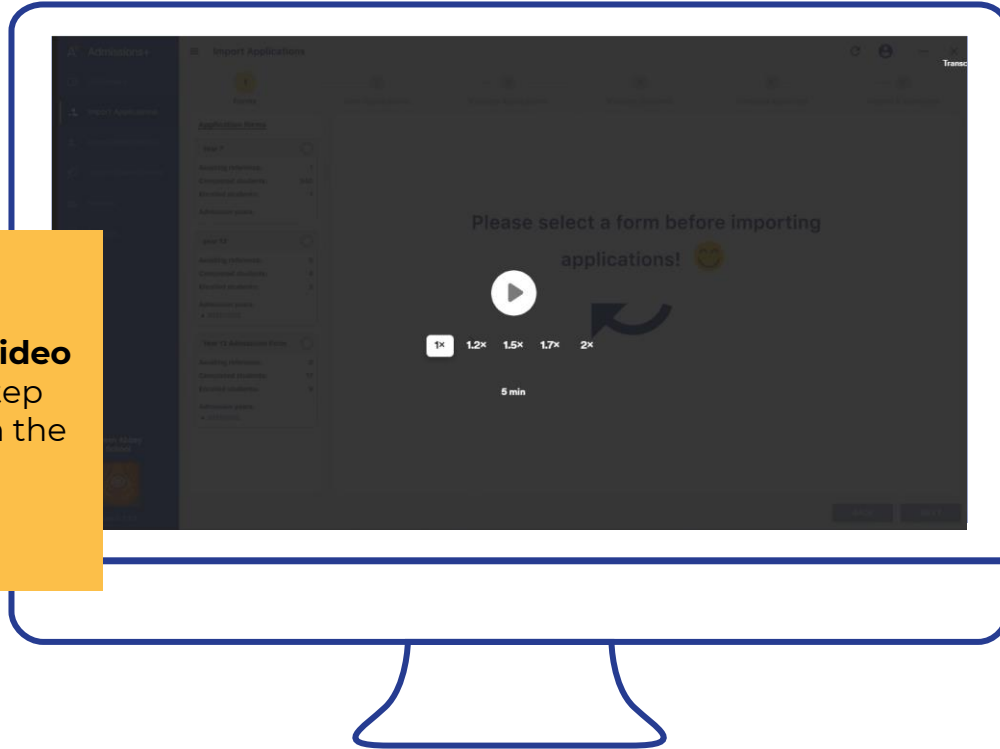
Exporting Applications and students from SIMS to Admissions+



Exporting Applications and students from SIMS to Admissions+

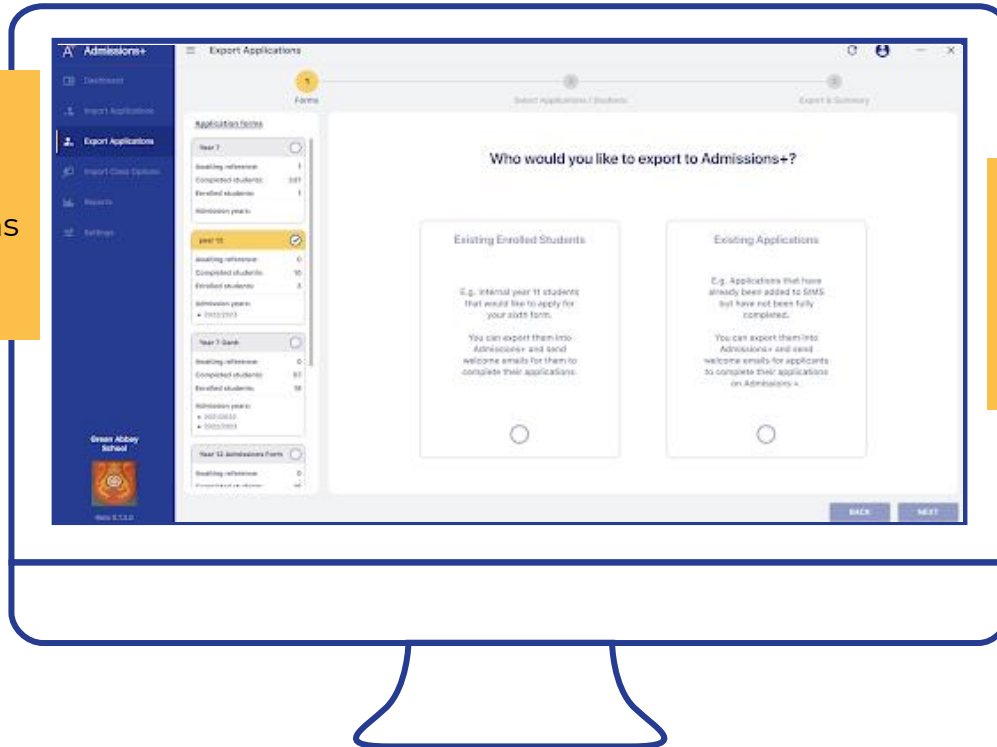
Instructional Video

The step by step guide follow on the next page



Exporting Applications and students from SIMS to Admissions+

First click onto
Export Applications



Then select your
'Active' form

Exporting Applications and students from SIMS to Admissions+

Next select either

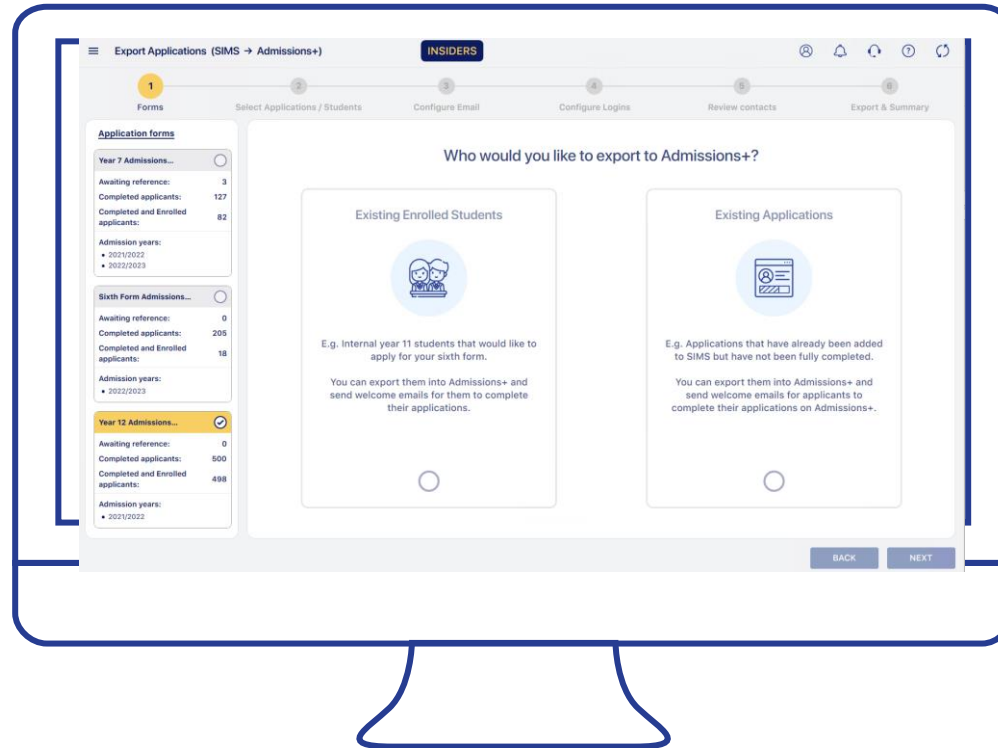
'Existing Enrolled Students'

This is your existing year 11 students that you would like to apply for Sixth Form using Admissions+

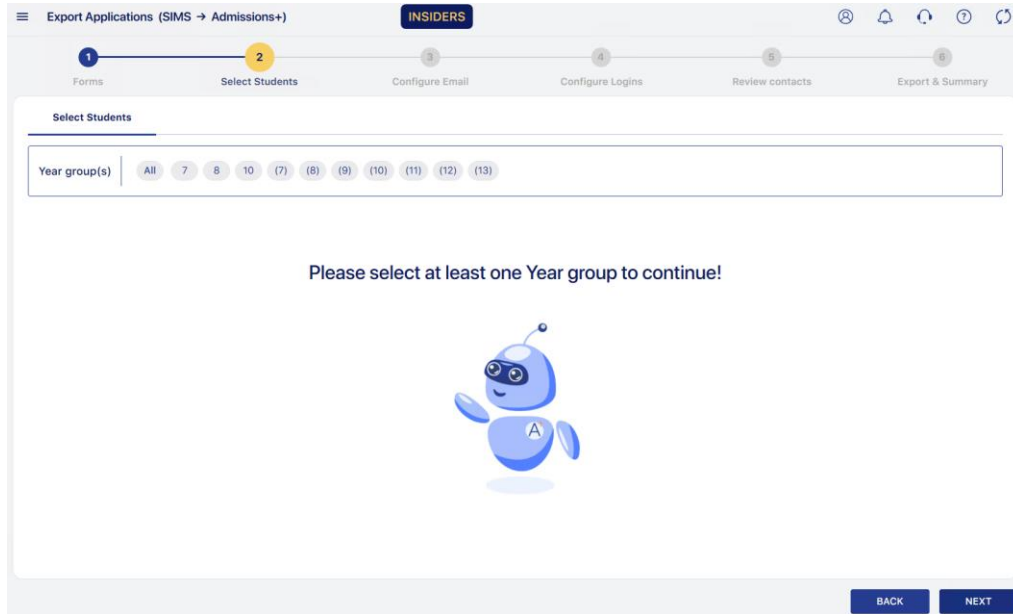
or

'Existing Applications'

This is for those students that have been added to SIMS but have not fully completed their application



Now select a year group...



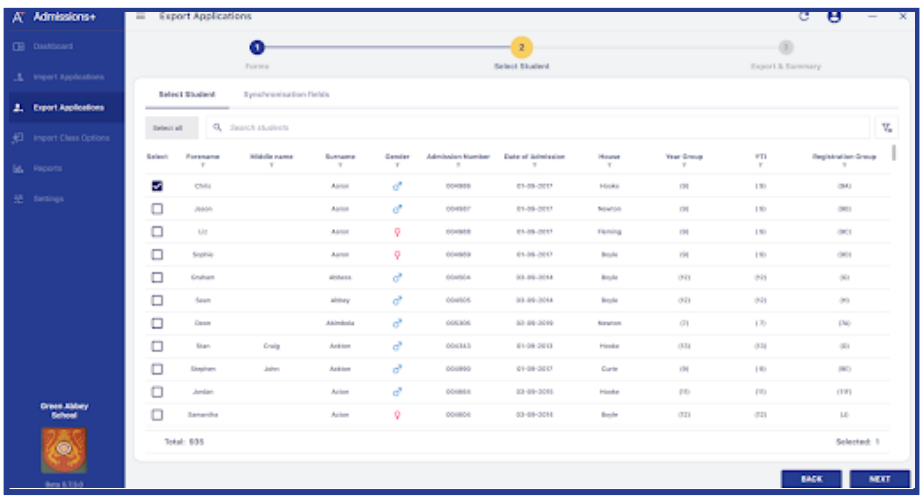
The screenshot shows a web application interface for 'Export Applications (SIMS → Admissions+)'. At the top, there is a navigation bar with a hamburger menu, the title 'Export Applications (SIMS → Admissions+)', a 'INSIDERS' badge, and utility icons for help, notifications, and refresh. Below the navigation bar is a progress indicator with six steps: 1. Forms, 2. Select Students (highlighted in yellow), 3. Configure Email, 4. Configure Logins, 5. Review contacts, and 6. Export & Summary.

The main content area is titled 'Select Students' and contains a dropdown menu for 'Year group(s)'. The dropdown is open, showing a list of options: 'All', '7', '8', '10', '(7)', '(8)', '(9)', '(10)', '(11)', '(12)', and '(13)'. Below the dropdown, a message reads: 'Please select at least one Year group to continue!'. Underneath the message is a blue cartoon robot character with a white 'A' on its chest. At the bottom right of the form, there are two buttons: 'BACK' and 'NEXT'.

Exporting Applications and students from SIMS to Admissions+

Select your student or Applications.

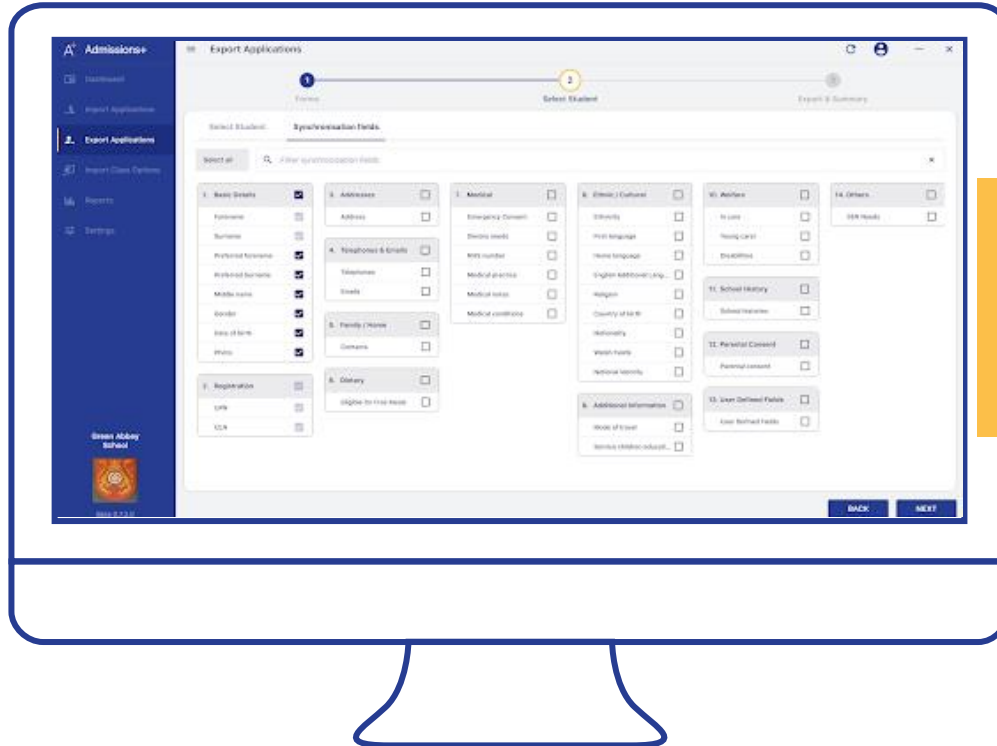
You can filter by year group or Intake group by using the header of the table



The screenshot displays the 'Export Applications' interface in the Admissions+ system. The interface includes a sidebar with navigation options like 'Dashboard', 'Import Applications', 'Export Applications', 'Import Class Options', 'Reports', and 'Settings'. The main area shows a table of student data with columns for selection, forename, middle name, surname, gender, admission number, date of admission, house, year group, V21, and registration group. A search bar and a 'Select all' button are at the top of the table. The table contains 11 rows of student data, with the first row selected. At the bottom of the table, it shows 'Total: 935' and 'Selected: 1'. There are 'BACK' and 'NEXT' buttons at the bottom right of the table area.

Select	Forename	Middle name	Surname	Gender	Admission Number	Date of Admission	House	Year Group	V21	Registration Group
<input checked="" type="checkbox"/>	Chris		Arton	M	004939	01-09-2017	Hooks	08	150	08A
<input type="checkbox"/>	Jason		Arton	M	004937	01-09-2017	Newton	08	150	08B
<input type="checkbox"/>	Liz		Arton	F	004938	01-09-2017	Fleming	08	150	08C
<input type="checkbox"/>	Sophie		Arton	F	004939	01-09-2017	Stoke	08	150	08D
<input type="checkbox"/>	Orhan	Abdus	Arton	M	004934	03-09-2014	Stoke	09	150	09A
<input type="checkbox"/>	Sam	Willey	Arton	M	004935	03-09-2014	Stoke	09	150	09B
<input type="checkbox"/>	Dean	Abimbola	Arton	M	004936	03-09-2014	Newton	09	150	09C
<input type="checkbox"/>	Sam	Crisp	Arton	M	004933	01-09-2013	Hooks	09	150	09D
<input type="checkbox"/>	Stephen	John	Arton	M	004930	01-09-2017	Curie	08	150	08E
<input type="checkbox"/>	Jordan		Arton	M	004931	03-09-2015	Hooks	09	150	09E
<input type="checkbox"/>	Samantha		Arton	F	004932	03-09-2014	Stoke	09	150	09F

Exporting Applications and students from SIMS to Admissions+



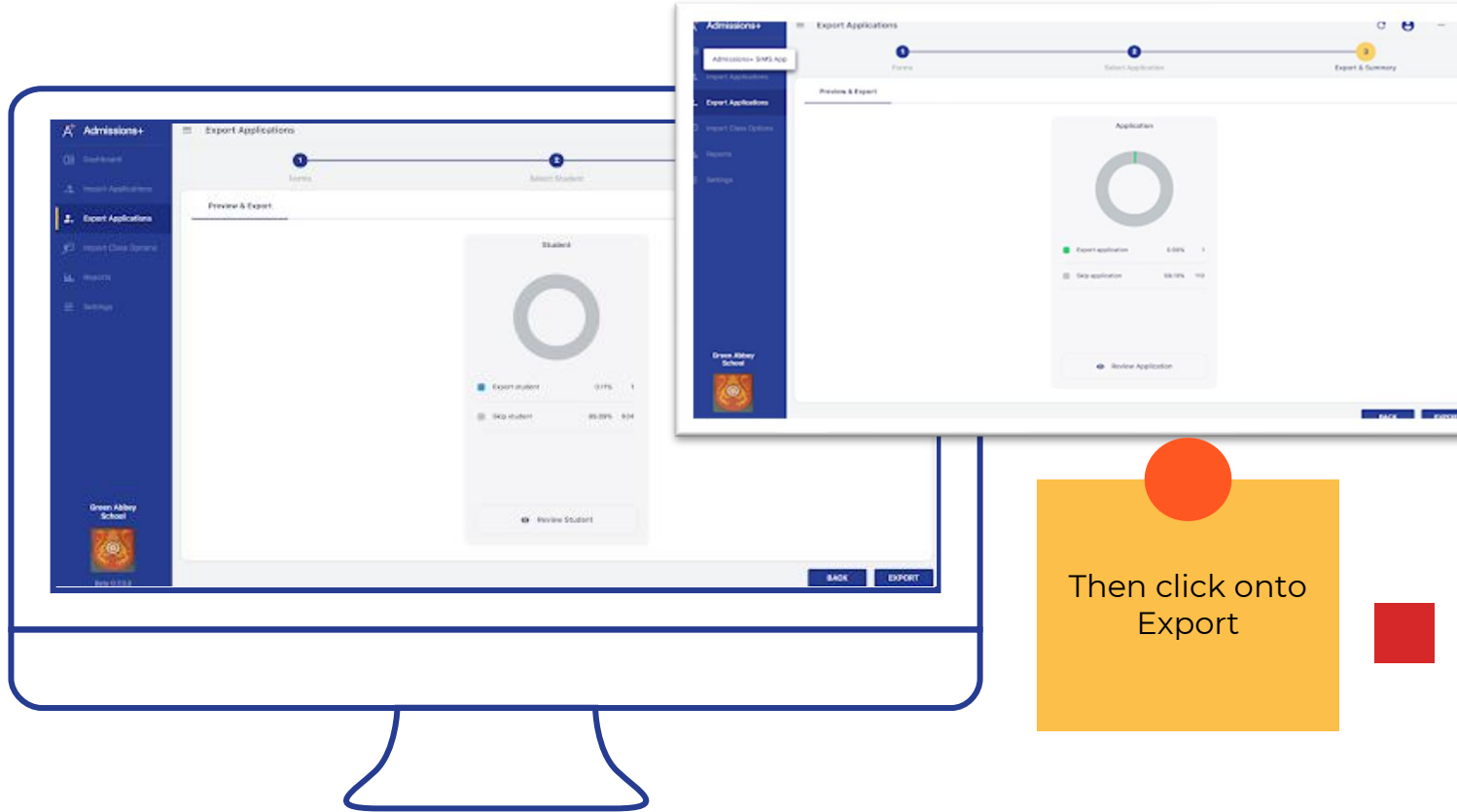
Select the fields you would like to transfer to Admissions+

Exporting Applications and students from SIMS to Admissions+

Now you will see
how many
students

Or

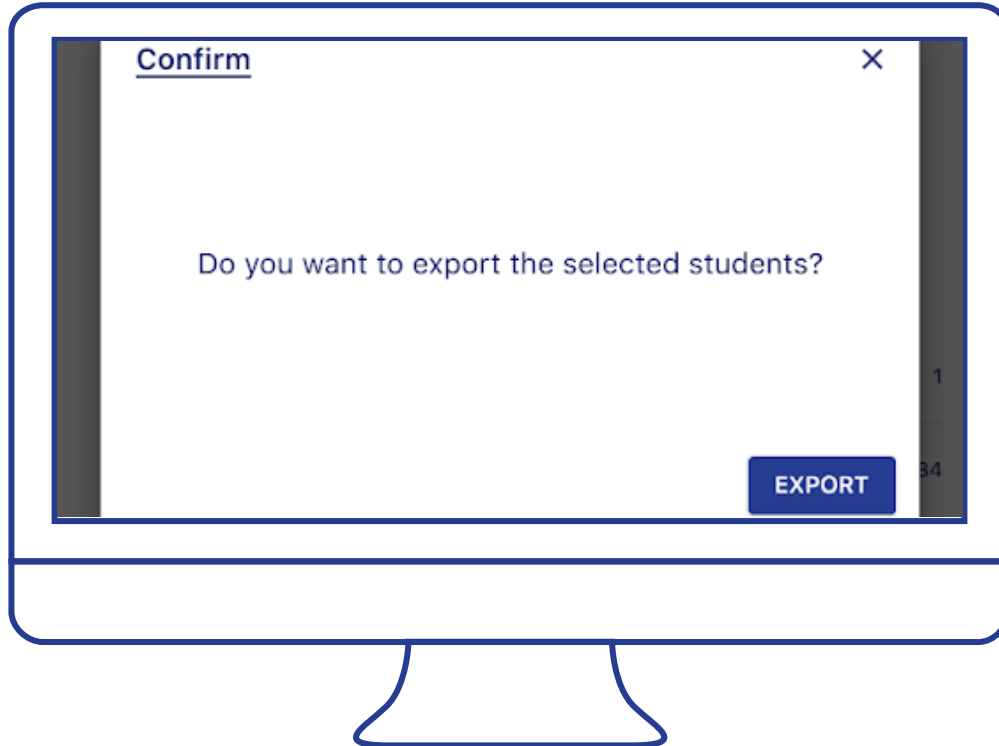
How many
applications you
are exporting



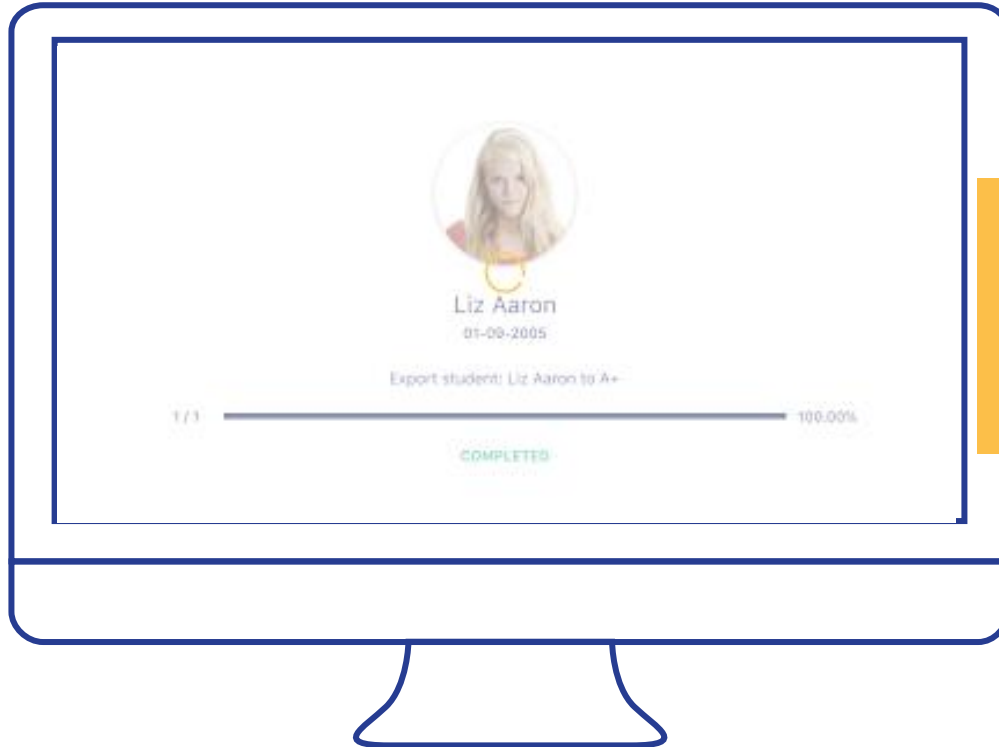
Then click onto
Export

Exporting Applications and students from SIMS to Admissions+

Please confirm
the export



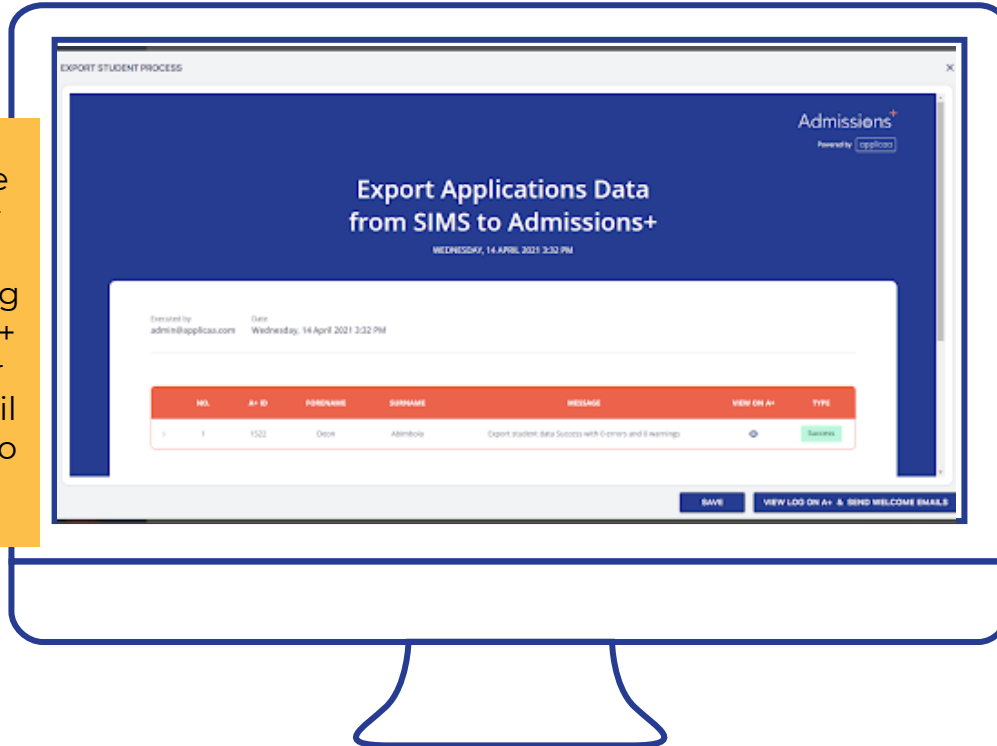
Exporting Applications and students from SIMS to Admissions+



You will then
see the
progress
of the Export

Exporting Applications and students from SIMS to Admissions+

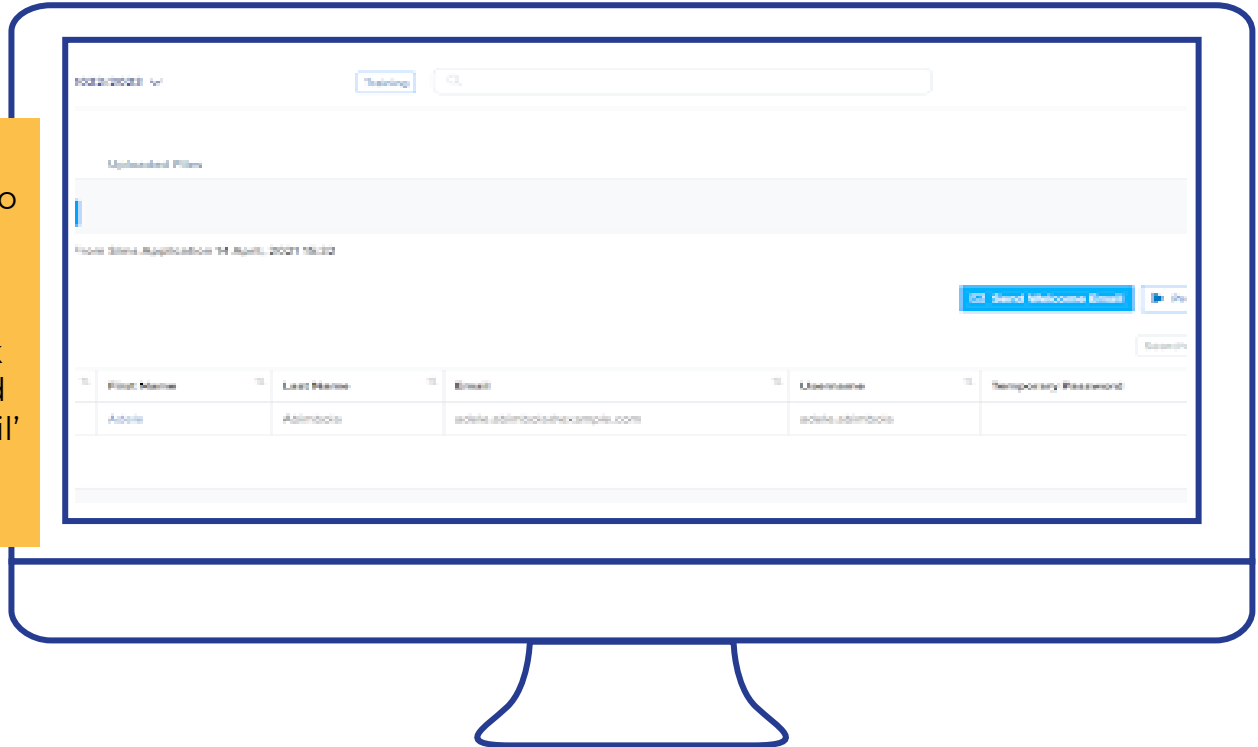
Once you have exported your students you can view the log on Admissions+ and send your Welcome Email by clicking onto this button



Exporting Applications and students from SIMS to Admissions+

You will need to
select each
Parent

and then click
onto the 'Send
Welcome Email'
button



Let's begin your Admissions+ journey

Do you have any questions?

- support@applicaa.com
- 0208 762 0882

