

A+ Enrolment App





OVERVIEW

- [Enrolment App Overview](#)
- [Enrolment App Training Video](#)
- [How the Enrolment App syncs data](#)
- [Downloading and installing the App](#)
- [Functions of the App](#)
- [Testing the application with your enrolment clone](#)
- [Syncing Data to A+](#)
- [Resetting your Enrolment App After Testing](#)

App Overview

The A+ Enrolment App is designed to work offline, in the event of internet connectivity/server issues on Results Day/Enrolment Day

It works with Microsoft Windows Operating System only

Don't forget to ensure your laptop is plugged in/fully charged to avoid any service interruptions!

Plan A for the day is to use your A+ system (online) as normal

Plan B is to switch over to the App (offline) and pick up where you left off

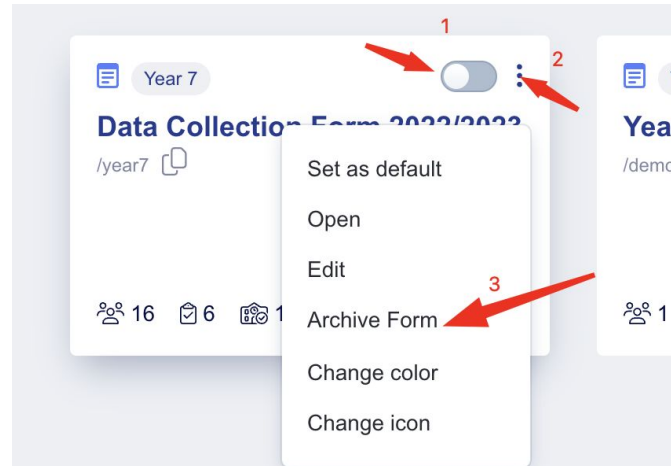
Every member of staff who will be involved in enrolling students needs to have the App installed on their own computer

The App will sync across all users, to reflect accurate class numbers and statuses of students every 1 - 2 minutes.

App Overview

Before downloading the Appicaa Enrolment App, we recommend taking a moment to review any old application forms you have on Appicaa that you no longer need to access regularly. If you have any, archive them to move them out of the main form area.

This will save you time later when saving data to your enrolment app, as it collects data from all forms in the main form area. [Click here for instructions](#), please note that archiving **does not** delete the information. You can easily access these form in the archived forms area.



Enrolment App Training Video

Applicaa Enrolment App

Enrolment Ben William

All 98
 Pending 40
 Details To Be Checked 17
 Ready To Enrol 5
 Enrolled 31
 Enrolment Waiting List 4
 Enrolment Declined 1

Search students

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂		happy +test@applicaa.c...	Completed	Details To Be Checked	Pending		40	8	🚩	🟢	19-08-2024 21:18:36	Applicaa Cloud	
	Ooo Odd	02-02-2000	♀	Interview Group A	oanhstaff@hotm...	Completed	Details To Be Checked	Pending		41	8.2	🚩	🟡	19-08-2024 18:05:38	Applicaa Cloud	
	Fish Ng	01-02-2024	♂		happy +h2@applicaa.com	Incomplete	Pending	Pending		16	8	🚩	🟡	19-08-2024 18:01:55	Applicaa Cloud	
	Test04 Test04	22-02-2011	♀		yxrnght@interne...	Completed	Enrolled	Pending		42	8.4	🚩	🟢	19-08-2024 17:49:26	Applicaa Cloud	
	o20 o20	01-08-2024	♂			Incomplete	Pending			9	9	🚩	🟡	19-08-2024 16:43:43	Applicaa Cloud	
	Qanh Qanh 30	02-09-2015	♂		han +1@applicaa.com	Incomplete	Ready To Enrol	Pending	🟢	31	6.2	🚩	🟡	19-08-2024 15:27:57	Applicaa Cloud	
	o19 o19	31-07-2024	♂			Incomplete	Pending			9	9	🚩	🟡	19-08-2024 14:22:05	Applicaa Cloud	
	Qanhhhh Mon	31-08-2006	♂		han +5@applicaa.com	Completed	Ready To Enrol	Pending		49	6.12	🚩	🟢	19-08-2024 13:44:44	Applicaa Cloud	
	Shay Bryne	09-01-2009	♂			Incomplete	Pending	Offer Made		32	8	🚩	🟡	19-08-2024 11:41:58	Applicaa Cloud	
	Ha Pham	03-02-2010	♂		thao +check@applica...	Incomplete	Pending	Offer Made		43	8.6	🚩	🟡	19-08-2024 11:18:52	Applicaa Cloud	
	Han Vu	06-08-2007	♀		han +2@applicaa.com	Incomplete	Pending	Offer Made		30	6	🚩	🟡	19-08-2024 11:18:51	Applicaa Cloud	
	Thao Student	15-08-2006	♂		thao +5@applicaa.com	Completed	Enrolled	Accepted		44	7.33	🚩	🟢	19-08-2024 11:18:51	Applicaa Cloud	
	Maru Ng	06-10-2006	♂		happy +testu@applicaa...	Completed	Ready To Enrol	Pending		31	6.2	🚩	🟢	19-08-2024 11:18:51	Applicaa Cloud	
	Thao Children	26-11-2008	♀		thao +child1@applica...	Completed	Enrolled	Pending		32.5	8.12	🚩	🟢	19-08-2024 11:18:51	Applicaa Cloud	
	Kapple Mee	06-10-2006	♀		happy +app1@applicaa...	Incomplete	Pending	Offer Made		32	6.4	🚩	🟡	19-08-2024 11:18:50	Applicaa Cloud	
	Qanh 1 Test 1	14-10-2010	♂			Incomplete	Enrolment Waiting	Pending		39	7.8	🚩	🟡	19-08-2024 ...	Applicaa Cloud	

Total: 98

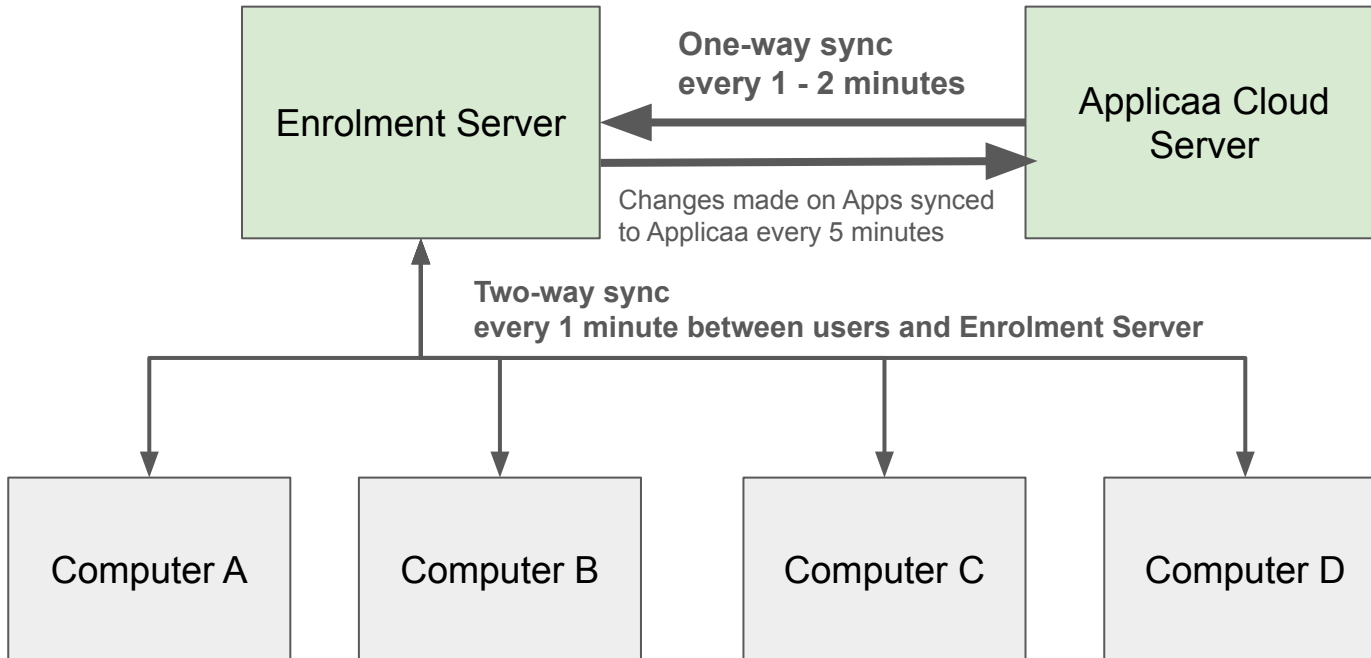
[OPEN TIMETABLE OVERVIEW](#)

[+ ADD NEW STUDENT](#)

1.0.0

How the Enrolment App syncs data

The Applicaa enrolment app receives updates from Applicaa every 1-2 minutes. This ensures it stays current with student enrolment data, including grades, subject choices, and other core details. It also includes newly created applications on Applicaa. Therefore, if you switch to the app, it will have the latest enrolments and class sizes, allowing you to pick up where you left off.



Data across staff devices using the enrolment app syncs every minute, allowing you to see recent enrolments and other changes made by other staff.

Downloading and Installing the App

You may need to ask your Network Manager to install the App for you, depending on your school's network settings and permissions:

Remember - all enrollers will need to have the App installed

- Click [this link](#) to download the App
- Follow the directions to “accept and install” and then “finish” - by default, the App will launch once installation is complete
- Input your credentials, and click to “connect and download” (the same credentials you use to log into Appicaa online)
- Select the form you wish to sync, and click to “confirm”

Downloading and Installing the App

You may need to have the following domains whitelisted if you have a strict firewall system

*.applicaa.com

*.applicaa-enrolment.com

admissionsuk.s3.eu-west-2.amazonaws.com

If you are using a Proxy Server, firewall or any software that can blacklist/whitelist execution files.

Please ask your IT Department to update your environment to ensure the ***Applicaa Enrolment App.exe*** is able to connect to the Applicaa servers above and have enough permissions to read/write to its own installation folder.



Connection Settings

Admissions+ Settings

Admissions+ Email

Admissions+ Password

Admissions+ URL

https:// salesdemoenrolmentclone .applicaa.com

Proxy Settings

Use Proxy

Host

Port

Username

Password

Server connection

Please check the status of your connections to Applicaa below.

For failed connections, please try the following:

1. Request the IT team to add the URLs below to your Internet security whitelist as they may be blocked by your firewall.
2. If your school uses proxy to connect to the Internet, then please update and activate the proxy setting to the right.

- https://*.applicaa.com/ 
- https://*.applicaa-enrolment.com/ 
- <https://admissionsuk.s3.eu-west-2.amazonaws.com/> 

If you are using a Proxy Server, Firewall or any software that can blacklist/whitelist our execution files.

Please ask the IT Department to update your environment to ensure:

- *The **Applicaa Enrolment App.exe** is able to connect to the Applicaa servers above and have enough permissions to read/write to its own installed folder*

CONNECT & DOWNLOAD

Choose the correct Sixth Form Admissions form and click confirm.

The screenshot shows the Appicaa Enrolment App interface. At the top, the user is logged in as 'Ben William'. Below the navigation bar, there are several filter buttons for student status: All (98), Pending (40), Details To Be Checked (17), Ready To Enrol (5), Enrolled (31), Enrolment Waiting List (4), and Enrolment Declined (1). The 'All' button is selected.

A modal window titled 'Application form settings' is open in the center. It contains the following text: 'To initiate the enrollment process, please choose the appropriate application form. You will then be able to see and enroll all the students under that form.'

Below the text is a table with the following columns: Application form, Admission years, Type, Total students, and Selected.

Application form	Admission years	Type	Total students	Selected
Post 16 Admission	2023/2024 2024/2025	Sixth Form Application	445	<input type="radio"/>
year 12	2023/2024 2024/2025	Sixth Form Application	98	<input checked="" type="radio"/>

At the bottom right of the modal, there is a blue 'CONFIRM' button.

In the background, a list of students is visible. The first few rows are:

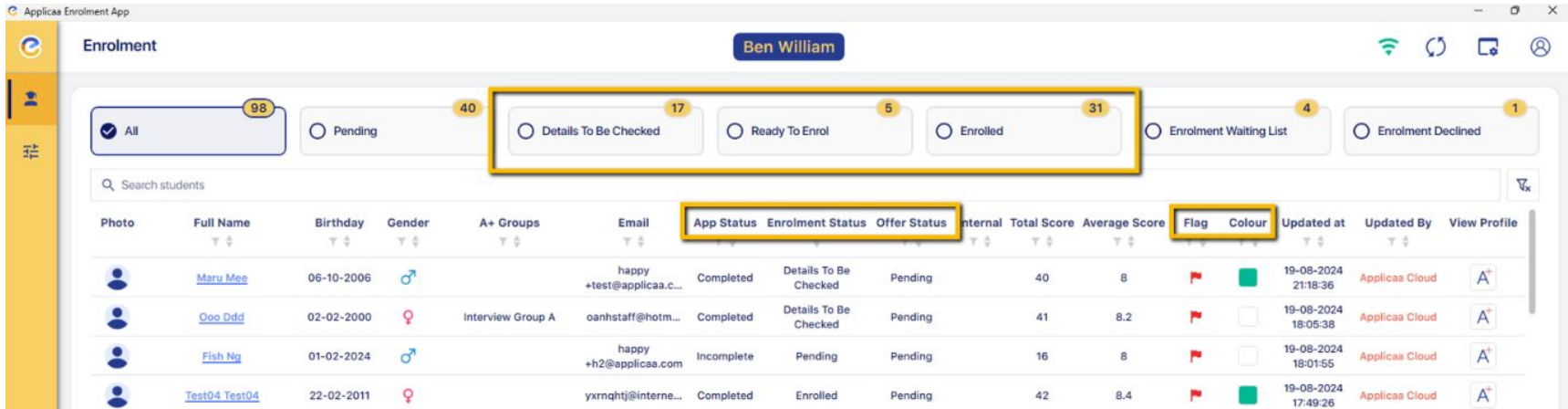
Photo	Full Name	Admission Year	Gender	Parent/Carer	Application Status	Enrolment Status	Offer Status	Enrolment Date	Enrolment Time	Appicaa Cloud	View Profile
	Thao Children	26-11-2008	♀	thao +child1@appicaa...	Completed	Enrolled	Pending	32.5	8.12		
	Kapple Mee	06-10-2006	♀	happy +app1@appicaa...	Incomplete	Pending	Offer Made	32	6.4		
	Oanh 1 Test 1	14-10-2010	♂		Incomplete	Enrolment Waiting	Pending	39	7.8		

At the bottom left of the student list, it says 'Total: 98'. At the bottom center, there is a link 'OPEN TIMETABLE OVERVIEW'. At the bottom right, there is a button '+ ADD NEW STUDENT'.

Functions of the App

On loading the App, you will be shown the list of all applicants, with key data like their current school; application, offer and enrolment statuses; flags and colour-coding as determined by your specific requirements.

You can switch tabs along the top, to see students in each of the enrolment statuses.



The screenshot displays the 'Appicaa Enrolment App' interface. At the top, the user 'Ben William' is logged in. Below the header, there are several filter tabs: 'All' (98), 'Pending' (40), 'Details To Be Checked' (17), 'Ready To Enrol' (5), 'Enrolled' (31), 'Enrolment Waiting List' (4), and 'Enrolment Declined' (1). The 'Details To Be Checked' tab is highlighted with a yellow box. Below the tabs is a search bar labeled 'Search students'. The main content is a table with the following columns: Photo, Full Name, Birthday, Gender, A+ Groups, Email, App Status, Enrolment Status, Offer Status, Internal, Total Score, Average Score, Flag, Colour, Updated at, Updated By, and View Profile. The 'App Status', 'Enrolment Status', and 'Offer Status' columns are highlighted with a yellow box. The 'Flag' and 'Colour' columns are also highlighted with a yellow box. The table contains four rows of student data.

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂		happy +test@appicaa.c...	Completed	Details To Be Checked	Pending		40	8	🚩	🟢	19-08-2024 21:18:36	Appicaa Cloud	
	Ooo Ddd	02-02-2000	♀	Interview Group A	oanhstaff@hot...	Completed	Details To Be Checked	Pending		41	8.2	🚩	🟡	19-08-2024 18:05:38	Appicaa Cloud	
	Fish Ng	01-02-2024	♂		happy +h2@appicaa.com	Incomplete	Pending	Pending		16	8	🚩	🟡	19-08-2024 18:01:55	Appicaa Cloud	
	Test04 Test04	22-02-2011	♀		yxrnqhtj@interne...	Completed	Enrolled	Pending		42	8.4	🚩	🟢	19-08-2024 17:49:26	Appicaa Cloud	

You can search for a particular student in the list using the search function, or choose to filter or sort students by using the icons on the column of your choosing.

The screenshot displays the 'Appicaa Enrolment App' interface. At the top, the user 'Ben William' is logged in. Below the header, there are filter buttons for 'All' (98), 'Pending' (40), 'Details To Be Checked' (17), 'Ready To Enrol' (5), 'Enrolled' (31), 'Enrolment Waiting List' (4), and 'Enrolment Declined' (1). A search bar labeled 'Search students' is highlighted with a yellow box. Below the filters is a table of students with columns: Photo, Full Name, Birthday, Gender, A+ Groups, Email, App Status (highlighted with a yellow box), Enrolment Status, Offer Status, Internal, Total Score, Average Score, Flag, Colour, Updated at, Updated By, and View Profile. The table contains four rows of student data.

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂		happy +test@appicaa.c...	Completed	Details To Be Checked	Pending		40	8	🚩	🟢	19-08-2024 21:18:36	Appicaa Cloud	
	Ooo Ddd	02-02-2000	♀	Interview Group A	oanhstaff@hotmail...	Completed	Details To Be Checked	Pending		41	8.2	🚩	🟡	19-08-2024 18:05:38	Appicaa Cloud	
	Fish Ng	01-02-2024	♂		happy +h2@appicaa.com	Incomplete	Pending	Pending		16	8	🚩	🟡	19-08-2024 18:01:55	Appicaa Cloud	
	Test04_Test04	22-02-2011	♀		yxrnghtj@interne...	Completed	Enrolled	Pending		42	8.4	🚩	🟢	19-08-2024 17:49:26	Appicaa Cloud	

For any student, you can click to process their enrolment, from any tab.

Enrolment Ben William

All 98
 Pending 40
 Details To Be Checked 17
 Ready To Enrol 5
 Enrolled 31
 Enrolment Waiting List 4
 Enrolment Declined 1

Search students

Photo	Full Name	Birthd	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂		happy+test@applicaa.c...	Completed	Details To Be Checked	Pending		40	8	🚩	🟢	19-08-2024 21:18:36	Applicaa Cloud	
	Ooo Ddd	02-02-2000	♀	Interview Group A	oanhstaff@hotm...	Completed	Details To Be Checked	Pending		41	8.2	🚩	🟡	19-08-2024 18:05:38	Applicaa Cloud	
	Fish Ng	01-02-2024	♂		happy+h2@applicaa.com	Incomplete	Pending	Pending		16	8	🚩	🟡	19-08-2024 18:01:55	Applicaa Cloud	
	Test04 Test04	22-02-2011	♀		yxrnqhtj@interne...	Completed	Enrolled	Pending		42	8.4	🚩	🟢	19-08-2024 17:49:26	Applicaa Cloud	

Their profile will open and you can click on each section to view their details.

Enrolment Process

[STUDENT PROFILE](#)
[COURSE SELECTION](#)
[GENERAL NOTES](#)
Application status (Click to update) **COMPLETED**
Enrolment status (Click to update) **READY TO ENROL**

Jasmine Andrews
 06-12-2003 ♀
 andrews@example.com
 01632334400

Total score 36 Average score 7.2

1. Education

2. Basic

3. Support

4. Agreement

1. Proof of grades

Attachment
 School Exam Slip
 School Database
 Exam Certificate

2. Grades

Search grades

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
GCSE	Astronomy	6	Predicted				
GCSE	Arabic	8	Predicted				
GCSE	Bengali	7	Predicted				

As necessary, you can update their Application and/or Enrolment Status when viewing their profile within the app:

Enrolment Process

STUDENT PROFILE COURSE SELECTION

Jasmine Andrews
06-12-2003 ♀
andrews@example.com
01632334400

Total score: 36
Average score: 7.2

1. Education
2. Basic

1. Proof of grades

GENERAL NOTES (Click to view)

Application status (Click to update) **COMPLETED**

Change to **INCOMPLETE**

Attachment School Exam Slip School Database Ex

2. Grades

Search grades

Type

GENERAL NOTES (Click to view)

Application status (Click to update) **COMPLETED**

Enrolment status (Click to update) **READY TO ENROL**

Add to **ENROLMENT WAITING**

Decline **ENROLMENT**

ment School Exam Slip School Database Ex

Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
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In the event that you need to add their achieved grades for them, you have the ability to do so; you can also tick to say what evidence you have seen.

The screenshot shows a web application interface for a student profile. The top navigation bar includes 'STUDENT PROFILE' and 'COURSE SELECTION'. On the right, there are buttons for 'GENERAL NOTES', 'Application status (Click to update) COMPLETED', and 'Enrolment status (Click to update) READY TO ENROL'. The left sidebar shows the student's name 'Jasmine Andrews', date of birth '06-12-2003', email 'andrews@example.com', phone number '01632334400', and social media icons. Below this are tabs for '1. Education', '2. Basic', '3. Support', and '4. Agreement'. The main content area is titled 'GRADES' and contains a search bar and a table of grades. The table has columns for Type, Title, Grade, Status, Qualification Level, Received Date, Grade by Referee, and Actions. There are five rows of grades, all with a status of 'Predicted'. A yellow box highlights the '3. Uploaded Documents' tab in the sidebar. A yellow arrow points to a '+' button in the bottom right corner of the grades table, with a tooltip that says 'Add a new grade'.

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
GCSE	Astronomy	6	Predicted				
GCSE	Arabic	8	Predicted				
GCSE	Bengali	7	Predicted				
GCSE	Art and Design (Fine Art, Photography, Graphics, Craft)	6	Predicted	Fine Art			
GCSE	Ancient History	9	Predicted				

Total: 5

3. Uploaded Documents


- Application form
- Copy of exam results
- Documentation for Additional Support

Add a new grade

If you add or update grades for a student, their TPS and APS will be recalculated automatically.

If a student arrives on the day and they are a new applicant, you can add them via your Enrolment App by clicking the “add new student” button and inputting their details.

27	6.75			19-08-2024 10:38:53	Applicaa Cloud	
45	9			19-08-2024 10:38:53	Applicaa Cloud	
24	8			19-08-2024 10:38:53	Applicaa Cloud	
41	6.83			19-08-2024 10:38:53	Applicaa Cloud	
62	5.64			19-08-2024	Applicaa Cloud	


 **+ ADD NEW STUDENT**

Add new student

Legal Forename *	Legal Surname *	Application Form Year 12 Admissions Form New 2024/2025
Date of Birth *	Gender *	Email
Preferred Forename	Preferred Surname	Current School
Unique Pupil Number	Application Reference Number	Unique Learner Number

Search grades

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
------	-------	-------	--------	---------------------	---------------	------------------	---------



Click the + icon below to add a grade

Total: 0

SAVE ONLY **SAVE AND OPEN ENROLLMENT PROCESS**

Confirming their Courses

Click the Course Selection tab and you will see a summary of their grades, and a list of their applied, offered and enrolment form courses alongside the confirmation box.

Just like in your A+ system, click the + icon to confirm the student into classes for which they qualify, and use the Waiting List Management function to add them to the waiting list for any subjects they do not qualify for (in the event that you are considering allowing them onto that course and wish to bypass the requirements).

Enrolment Process

STUDENT PROFILE **COURSE SELECTION** GENERAL NOTES (Click to view) Application status (Click to update) COMPLETED Enrolment status (Click to update) READY TO ENROL

Jasmine Andrews
06-12-2003 andrews@example.com 01632334400
Total score 36 Average score 7.2

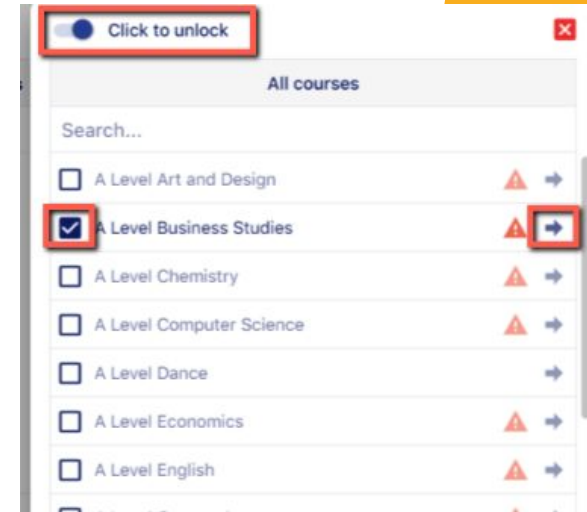
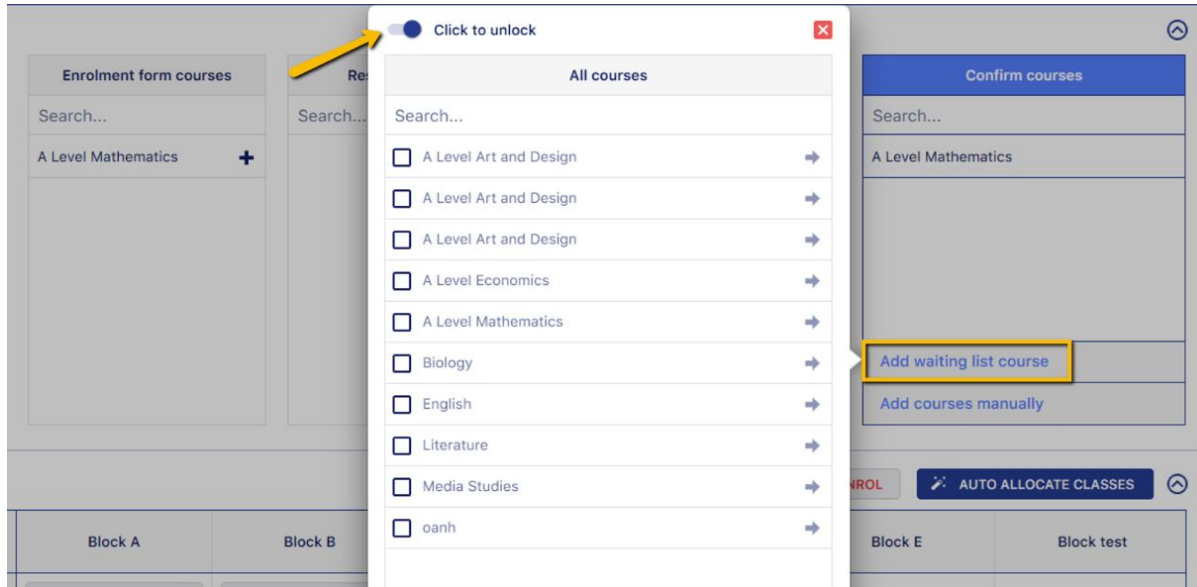
Form Group
Select a form group

Grades

Application form courses	Enrolment form courses	Reserve courses	Offer list courses	Confirm courses
Search...	Search...	Search...	Search...	Search...
A Level Mathematics +	A Level Mathematics +		English +	A Level Mathematics
			Add courses manually	Add waiting list course
				Add courses manually

Waiting List Management

Click “Waiting List Management” to add a course which the student does not qualify for, or was not one of their original choices. Select “click to unlock” in order to see the full list of subjects, select the one(s) you wish to add and the arrow to confirm.



Enrolling into Classes

Once all of the classes you wish to enrol the student into are listed in the “confirm courses” box, scroll to view the available blocks for each subject.

You can manually assign the student to their blocks, or click to **auto-allocate** and the system will assign them to the best fit, in order to balance group sizes.

Click to **‘Enrol’** to confirm and save the selection and complete the enrolment process for that student.

Timetable

UN-ENROL

AUTO ALLOCATE CLASSES

Courses (1000 hours)	Block A	Block B	Block C	Block D	Block E	Block test
A Level Art and Design (200 hours)	A1 <input type="radio"/> 2/20	A2 <input type="radio"/> 4/20				
A Level Mathematics (200 hours)	Ma1 <input type="radio"/> 2/25	Ma2 <input type="radio"/> 1/20	Ma3 <input type="radio"/> 1/20	Ma4 <input type="radio"/> 0/20		
Biology (200 hours)	B1 <input type="radio"/> 3/3	B2 <input type="radio"/> 3/3	B3 <input type="radio"/> 3/3	B4 <input type="radio"/> 2/3		
English (200 hours)				E1 <input type="radio"/> 4/20	E2 <input type="radio"/> 3/20	
Media Studies (200 hours)	MS1 <input type="radio"/> 0/20	MS2 <input type="radio"/> 0/20	MS3 <input type="radio"/> 1/20	MS4 <input type="radio"/> 0/20		

BACK TO THE STUDENT PROFILE

SAVE

ENROL

Testing the enrolment app with your enrolment clone

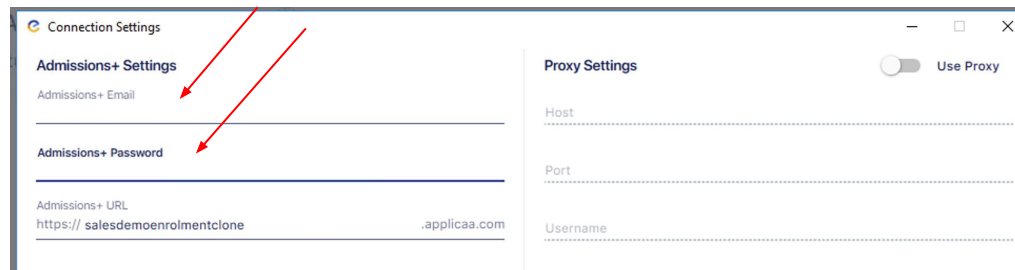
To familiarise yourself with the enrolment application, we recommend performing some test enrolments.

Since you do not want this information to be saved, we suggest connecting the enrolment app to your Appicaa **enrolment test system** during testing.

[Click here to learn](#) how to generate your enrolment test system if you haven't already, and how to find its domain/URL. You can also [click here](#) to find reasons why schools use their enrolment system.

The format will be your normal school domain followed by 'enrolmentclone.appicaa.com'. For example, if your domain is <https://salesdemo.appicaa.com>, the enrolment clone would be <https://salesdemoenrolmentclone.appicaa.com>.

When connecting to the enrolment app (see image), you can use the same email and password that you normally use to connect to Appicaa online.

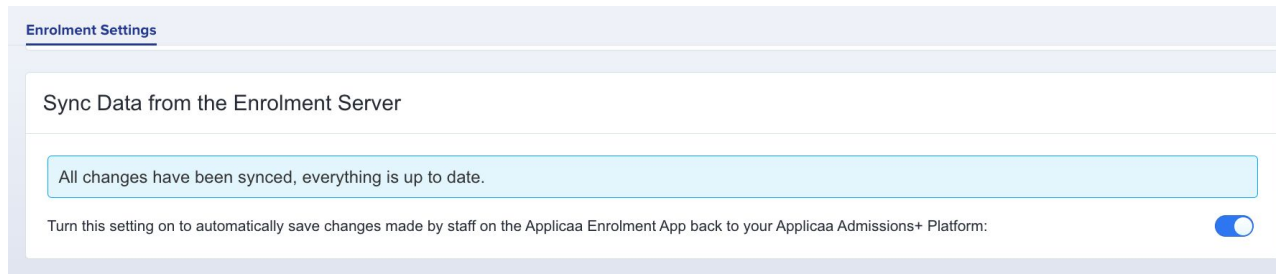


Syncing Data back to Applicaa A+

Data will automatically sync across all installed copies of the app. For example, if a colleague enrolls a student into a class, the number of available spaces in that class will update in real-time on your app as well.

We have also implemented an update where enrollments made by individual staff members in the Enrolment App will **automatically sync back to Applicaa within a few minutes**.

Staff members no longer need to manually trigger the upload of their changes. You can track whether all changes have been saved by navigating to **Settings > Enrolment Settings**, then scrolling down to **'Sync Data from the Enrolment Server'**



Once the data has been uploaded back to your A+ system, you can proceed as usual with exporting enrolled classes to your MIS from within your A+ system.

Resetting your enrolment app after testing

Once you have completed testing the enrolment app, you will need to reset the data. If you are connected to the test version of the Applicaa system, switch to the production version in preparation for enrolment day.

To reset your Applicaa enrolment app, follow these steps:

1. Click on the profile icon at the top right, then click on 'About Applicaa Enrolment App'.
2. In the pop-up window, click 'CLICK HERE TO RESET YOUR LOCAL DATA'.

This will display a confirmation pop-up, and then prompt you to enter a new Applicaa URL to reconnect. **Each staff** member will need to do this on their computer.



Mylor Community Primary School

Admissions+ school URL: <https://oahsims.applicaa.com/>

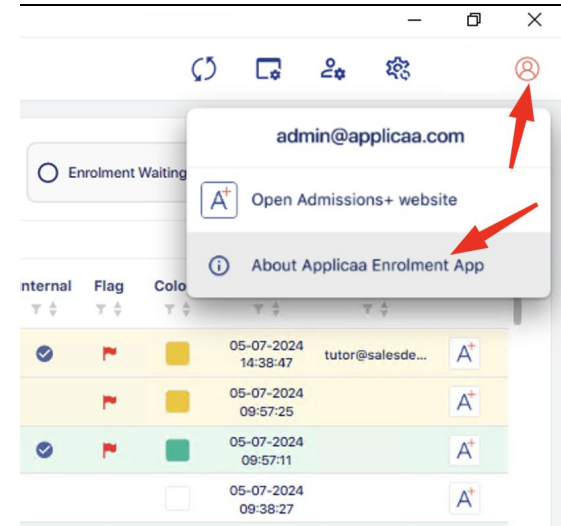
[CLICK HERE TO RESET YOUR LOCAL DATA](#)

Proxy Settings

Host

Port

Username



What's Next

We recommend you now take time to ensure you have installed the application for the staff that will be involved with enrolment day and train them on how to use the enrolment app in the unlikely event they need to switch to it as a backup.

On Wednesday 21 August, you will receive the achieved grades for your internal students and should import these into A+.

That data can then be synced to your App - this should happen automatically, however we will also instruct you on how to target this manually.

Embargo settings will apply - anyone who is embargoed from seeing the results data in A+ will also be embargoed from seeing it in their version of the App.

The background features a central light blue hexagon. To its top-left is a grey hexagon, and to its top-right is an orange parallelogram. Below the central hexagon are three smaller hexagons: a dark blue one on the left, a light blue one on the right, and a very small light blue one at the bottom center.

Do you have any questions?