

Data transfer



Exporting applicant and contact data to Bromcom

Data is moved into Bromcom from Admissions+ using the Data area of your platform; this guide covers the steps.

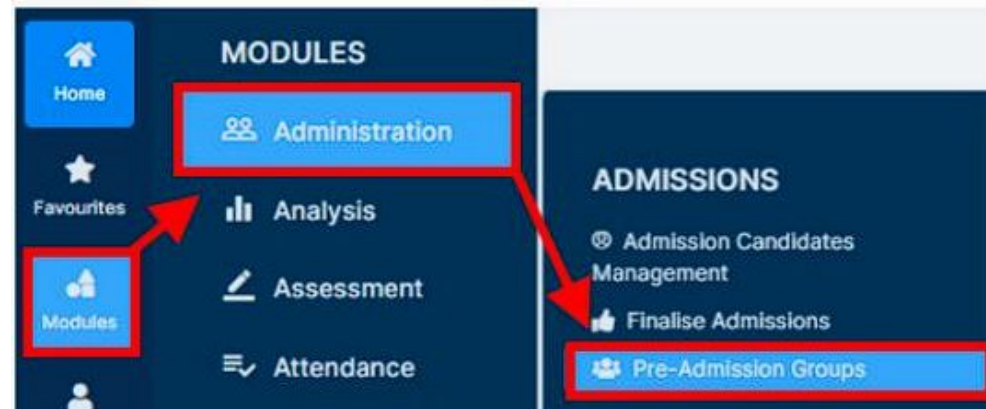
Prior to being able to export data into Bromcom, you need to ensure you have created a **pre-admissions group in Bromcom** to receive the new applicants into.

To cancel an Export that has already started, please contact Support for assistance.

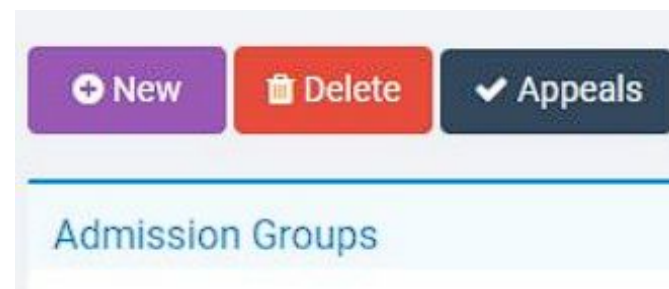
Bromcom does not support exporting data for existing, on-roll students - any changes to the data for your internal students need to be made directly in Bromcom.

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

4. Click 'Save'

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

Enrolling students to be exported

1. When your students are ready to be exported to your MIS they should be enrolled in Admissions+.

Student Profile Method
Bulk Student Selection Method

2. For Sixth Form students when they are put on their Courses their enrolment status will change to enrolled.

3. The Student Profile and Bulk Student Selection methods can also be used to enrol Sixth Form students.

Registered students / Student profile
Test Student #U-2F98

APPLICATION STATUS: Completed 0/6
ENROLMENT STATUS: Pending

Enrolment Status: Pending
Checked & Ready to Enrol
Change Enrolment Status

Joined Groups
Pending
Details to be checked
Ready to enrol
Enrolled

Advanced Filters >

Change Application Status Make Offer Change Offer Status Change Enrolment Status
Remove from group Communications Reset Password Change Colour Bulk Update

Displaying students 1-10 of 20 in total 20 rows selected

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	Birthdate
<input checked="" type="checkbox"/>	16675	U-1EE8	Test Amara	Test Rau	10/10/2000
<input checked="" type="checkbox"/>	16881	U-351E	Test Anabel	Test Johnson	27/03/2000
<input checked="" type="checkbox"/>	16883	U-98B8	Test Anderson	Test Mayer	19/03/2000

Change Enrollment Status

Enrolled

To confirm enrollment status change, please type number that appears in the box below and click update.

20

Close Update

Exporting data into Bromcom

Go to **Data > Export**

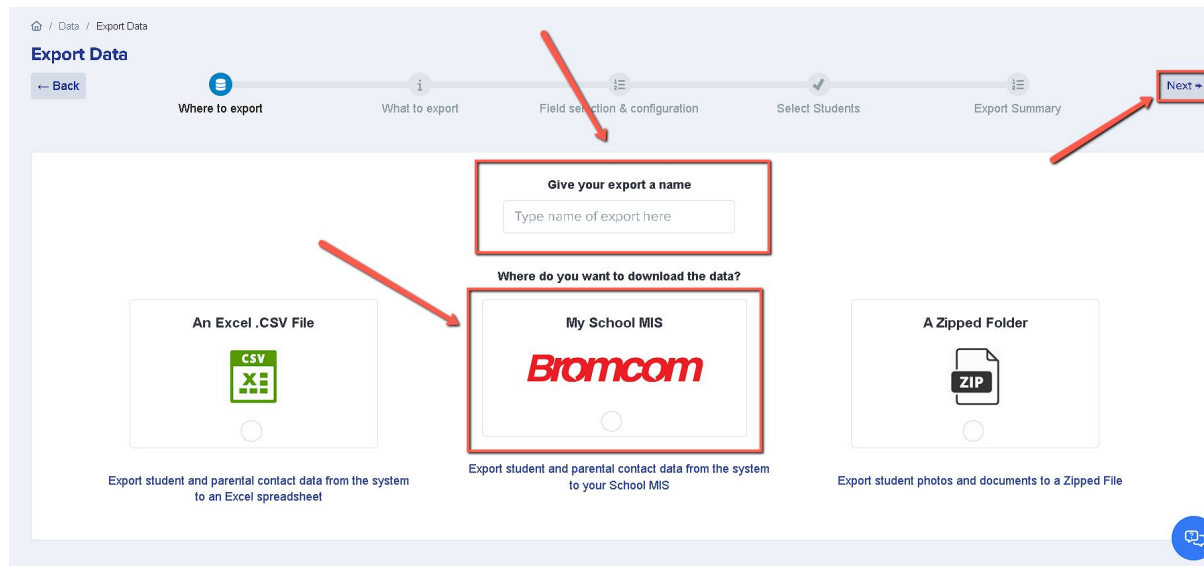
Click on **Start an Export** at the top right

Give your export a name then select **Bromcom**

Click on **Next**



Start an Export

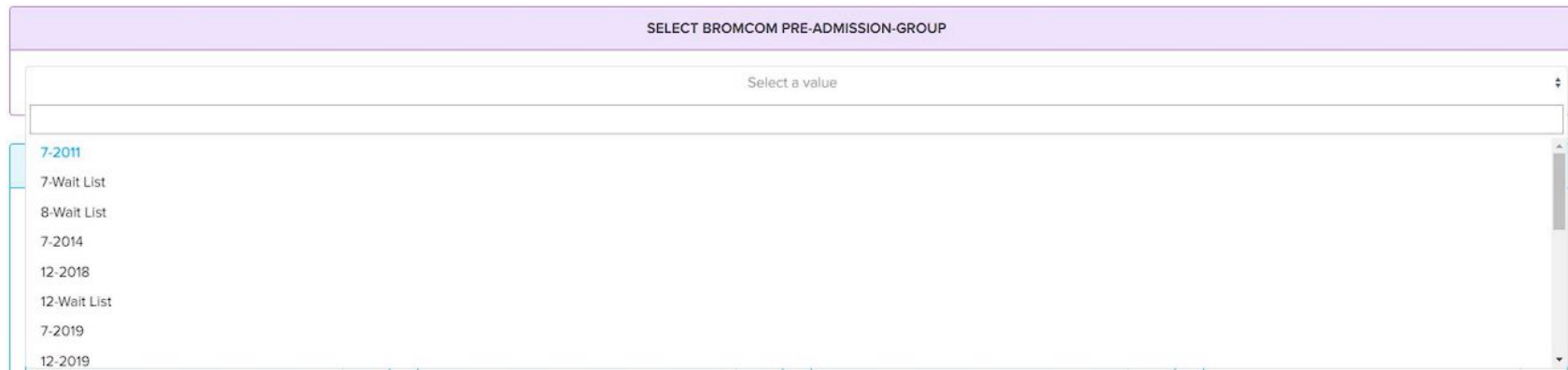
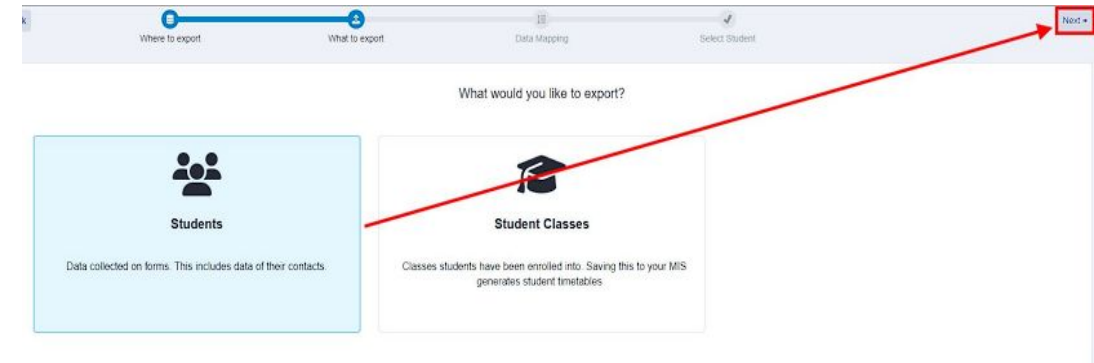


Exporting data into Bromcom

You will then select **Students** then click **Next**

Then on the next step you will need to:

Select the **Bromcom Pre-Admission Group** you created from the drop-down list.

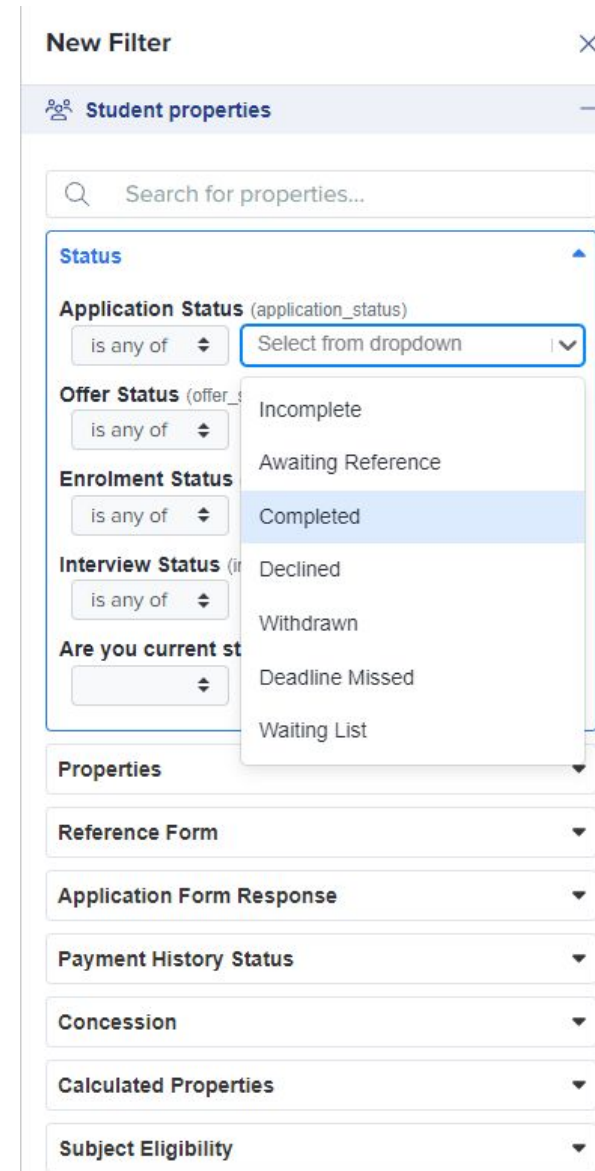


The mappings will already be pre-selected and will include User Defined Fields which can be deselected if they do not need to be exported then click **Next**.

Exporting data into Bromcom

On the next step, you may use the **Advanced Filters** and then **Select All** students for your export if required or you can select only the students you want to export.

Once done, click **Next**.



The screenshot shows the 'New Filter' dialog box in Bromcom. The dialog is titled 'New Filter' and has a close button (X) in the top right corner. Below the title bar, there is a search bar labeled 'Search for properties...'. The main content area is divided into several sections:

- Status**: This section contains several filterable properties:
 - Application Status** (application_status): A dropdown menu is open, showing options: Incomplete, Awaiting Reference, Completed (highlighted), Declined, Withdrawn, Deadline Missed, and Waiting List.
 - Offer Status** (offer_s): A dropdown menu with 'is any of' and a double-headed arrow.
 - Enrolment Status**: A dropdown menu with 'is any of' and a double-headed arrow.
 - Interview Status** (ir): A dropdown menu with 'is any of' and a double-headed arrow.
 - Are you current st**: A dropdown menu with a double-headed arrow.
- Properties**: A section with several expandable dropdown menus:
 - Reference Form
 - Application Form Response
 - Payment History Status
 - Concession
 - Calculated Properties
 - Subject Eligibility

Exporting data into Bromcom

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
Cany Mee	See Mee	Not resolved	🗑️ Resolve

Resolve Potential Mismatch ✕

Fields	Admissions Student	Bromcom student
Name	Cany Mee	See Mee
Student ID	1149	71961
Gender	Female	M
DOB	12/10/2006	10-10-2006
Email	happy+se1@applicaa.com	happyse1@applicaa.com
Address		

Select resolution:

- Ignore difference and continue exporting These are not the same person, unlink them

[Confirm & Next](#)

Select the **Ignore difference and continue exporting option** to confirm they are a match.

Select the **These are not the same person, unlink them** to confirm they are **not** a match.

Click **Confirm & Next** which will show the next student.

Exporting data into Bromcom

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
Cany Mee	See Mee	Ignore difference and continue exporting	29 Aug 2023, 06:56	Applicaa Admin	Change

[Go to Student Matching →](#)

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.

ⓘ 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 were originally in your MIS. This appears to be the case with 82 records in this import... To prevent the possibility of corrupting the data in your MIS, we need you to create a ticket, so that we can have the team to take a look on it. [Download mismatch list](#)

[Raise a Support ticket](#)

Exporting data into Bromcom

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-Sampsonanddelillah	Zztimmy Zztestington-Fryer-Sampsonanddelillah	<div style="width: 100%; height: 10px; background-color: green;"></div>	Not resolved	Resolve

Resolve Suspected Duplicates ✕

Fields	Admissions Student	Select Resolution		
		Merge to Bromcom student #1 <input type="radio"/>	Export as new student <input type="radio"/>	Skip this student <input type="radio"/>
Name	Test Cielo Test Jacobs	Test Cielo Test Jacobs	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.
Student ID	1099	68595		
Gender	Male	M		
DOB	08/08/2006	08-08-2006		
Telephone 1	98775387023	7225371240		
Telephone 2	97225371240			
Email				
UPN				
ARN	823-2019-08-E-001099			
Address	2 Lupus Street LONDONDERRY London, SW1V 3DY	2 Lupus Street, Test Cielo District, LONDONDERRY, SW1V 3DY		
Contact 1	Abdula8d544863cc385d7 Lescha8d544863cc385d7	Abdula8d544863cc385d7 Lescha8d544863cc385d7		

[Confirm & Next](#)

Select the **Merge to Bromcom** student option to merge them with the selected student, there maybe more than one student displayed to select.

Select the **Export as new student** option to export them as a new Bromcom student.

Select the **Skip this student** option to not export them.

Click **Confirm & Next** which will show the next student.

Click on **Next**.

Exporting data into Bromcom

- On the **Bromcom Contact Mapping** step, existing Bromcom contacts will be displayed if they match contacts in Admissions+.
- The process will detect any mis-matched contacts and prompt you to resolve them if any are found:

Bromcom Contact Mismatch Checking

Unresolved Matches 1 Resolved Matches 0

Admissions+ Contacts	Bromcom Contacts	Resolution	Actions
Another First Name Another Last Name 🔗	Tiannab79e68da476680a9 O'Konb79e68da476680a9	Not resolved	🔗 Resolve

Resolve Potential Mismatch

Fields	Admissions Contact	Bromcom contact
Name	Another First Name Another Last Name 🔗	Tiannab79e68da476680a9 O'Konb79e68da476680a9
Contact ID	1203	74086
Gender	Female	F
DOB		
Telephone 1		1111111111
Telephone 2		2222222222
Telephone 3		3900438918
Telephone 4		6847727926
Email	parentb79e68da476680a9@applicaa.com	parentb79e68da476680a9@applicaa.com
Address	40 Stockwell Street LONDON London,SE10 8EY	40, Stockwell Street, LONDON

Select resolution:

- Ignore difference and continue exporting These are not the same person, unlink them

Confirm & Next

Contacts are matched using the following rules:

- The system looks through existing Bromcom contacts, and finds anyone who matches or closely matches the name, title, email and postcode of the person on Admissions+
- Matching people are listed as 'Potential Matches' - green indicates a strong match, amber is a partial match and red is a weak match.

BROMCOM CONTACT MAPPING

Potential Matches

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.

	A+ Contact	Bromcom Contact
5 / 5 100%	<p>(#1) Mrs Lily Plaine ✉ 088888888</p> <p>HYDE Cheshire, SK14 9DT Carer of Happy Test Br1 ✉</p>	<div style="border: 1px solid #add8e6; padding: 5px; background-color: #e0f0ff;"><p>Mrs <u>Lily Plaine</u> 088888888</p><p><input checked="" type="radio"/> HYDE SK14 9DT Carer of Happy Test Br1</p><p style="font-size: small;">more details</p></div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"><p>Mrs <u>Lily Plaine</u> 033333333 pl@applicaa.com</p><p><input type="radio"/> Doctor of Happy Br2</p><p style="font-size: small;">more details</p></div> <p style="text-align: center; margin-top: 10px;"><input type="radio"/> New Contact <input type="radio"/> Skip Contact</p>
	<p>(#2) Mr Adam Kelly ✉ 099999999</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"><p>Mr <u>Adam Kelly</u> 099999999</p></div>

Next →

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

New Contact - creates a new person in Bromcom

Skip Contact - does nothing, the contact is not imported

Export Report

Once the export process has finished click on the report to check your students exported successfully.



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		Export student data FAILED with errors: Date Of Birth is not within Pre-Admission Group range	Test Candido	Test Lesch

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.

Other notices you may see in the export report:

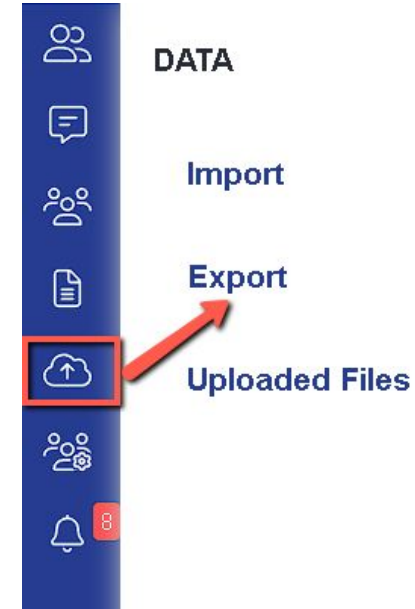
String or binary data would be truncated.. - Please check and correct the Surgery / GP postcode is valid for students with this notice.

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.

Exporting classes to Bromcom

Before exporting classes to Bromcom, your students will be enrolled to their chosen courses in Admissions+.

1. You will need to navigate to **Data > Export**
2. Click on **Start an Export**
3. **Give your export a name** then select **Bromcom**
4. Then click **Next**

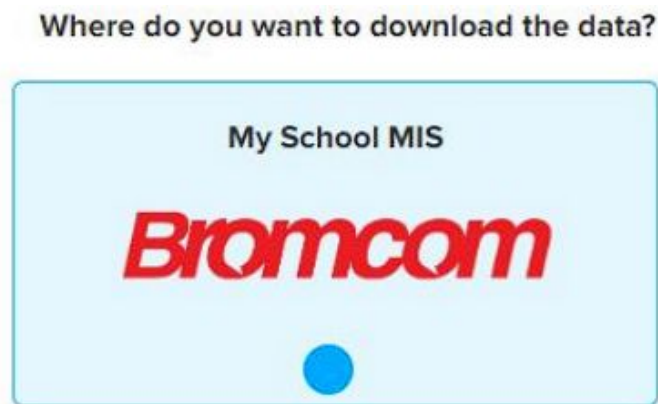


Start an Export

Give your export a name


Classes Export

Next →



Exporting classes into Bromcom

1. Select **Student Classes**.
2. Click **Next** to go to the **Mapping** step as shown in the example below.
3. Select a year using the **Filter By Academic Level** drop down. You can also filter your **Bromcom Classes** by **Keyword**.
4. Map your **Admissions+ Classes** to your **Bromcom Classes** as required.



Student Classes

Classes students have been enrolled into. Saving this to your MIS generates student timetables

FILTER BY KEYWORD & YEAR OF START DATE

English Literature 2022

MAP BROMCOM CLASS AND ADMISSIONS+ CLASS

YEAR OF START DATE	BROMCOM CLASSES	ADMISSIONS+ CLASSES
2022	English Literature (A-Level) - 12C/EN2 - Teacher Ms D Nikki - Year 12 06/09/2022 - 21/07/2023	English C - 12EngC 4 enrolled

Next →

5. Click **Next** once done.

Exporting classes into Bromcom

Use the filters below to select the classes in your MIS that you will link to your Options classes.

FILTER BY KEYWORD & YEAR OF START DATE

type to search...

2023

MAP BROMCOM CLASS AND ADMISSIONS+ CLASS

YEAR OF START DATE	BROMCOM CLASSES	ADMISSIONS+ CLASSES
2023	Geogr - 10A-1-AAV-GG - Teacher Mr K Zidour - Year 10 27/08/2023 - 30/08/2024	English C - 12EngC 2 enrolled
2023	DIDA - 10A-1-AAY-DI - Teacher Mr P Way - Year 10 27/08/2023 - 30/08/2024	Select a value
2023	Health & S - 10A-2-ABB-HS - Teacher Mr S Supply-4 - Year 10 27/08/2023 - 30/08/2024	Select a value
2023	Human - 10A-2-ABD-HU - Teacher Mr S Supply-7 - Year 10 27/08/2023 - 30/08/2024	Select a value
	Health & S - 10A-3-ABB-HS - Teacher Miss S Supply-2 - Year 10	

Click on **Next** and it will direct you to a **Export Report**.

Click on the **report** to check the classes that has been **successfully exported**.

Export Finished!



Click to view report

Exporting Form Group Data

You can use the Sorting Hat wizard to assign students to Form Groups - find out more about how that works [here](#)

Once students have been allocated, their allocations can be exported and students will be assigned to those groups in Bromcom - you can see the process [here](#)

FILTER BY ACADEMIC YEAR

Filter by academic year

Set Start Date & End Date

Start Date %d/%m/%y

End Date %d/%m/%y

MAP ARBOR REGISTRATION FORM AND ADMISSIONS+ SORTING HAT GROUP

Showing 2 Arbor registration forms.

YEAR	ARBOR REGISTRATION FORMS	ADMISSIONS+ SORTING HAT GROUPS
2023/2024	Form 7BG (2023/2024) Tutor: Alice Morgan	Form 7BG (2023/2024) - 2023/2024 - 4 students ✕ ⋮
2023/2024	Form 7GF (2023/2024) Tutor: Georgia Miller	Form 7GF (2023/2024) - 2023/2024 - 4 students ✕ ⋮

FAQs and Useful Links

Should I export my data in batches, or all at once?

Batches work best - perhaps 20 students at a time, until you get more familiar with the process and can then manage larger batches

When is the best time to export my applicants?

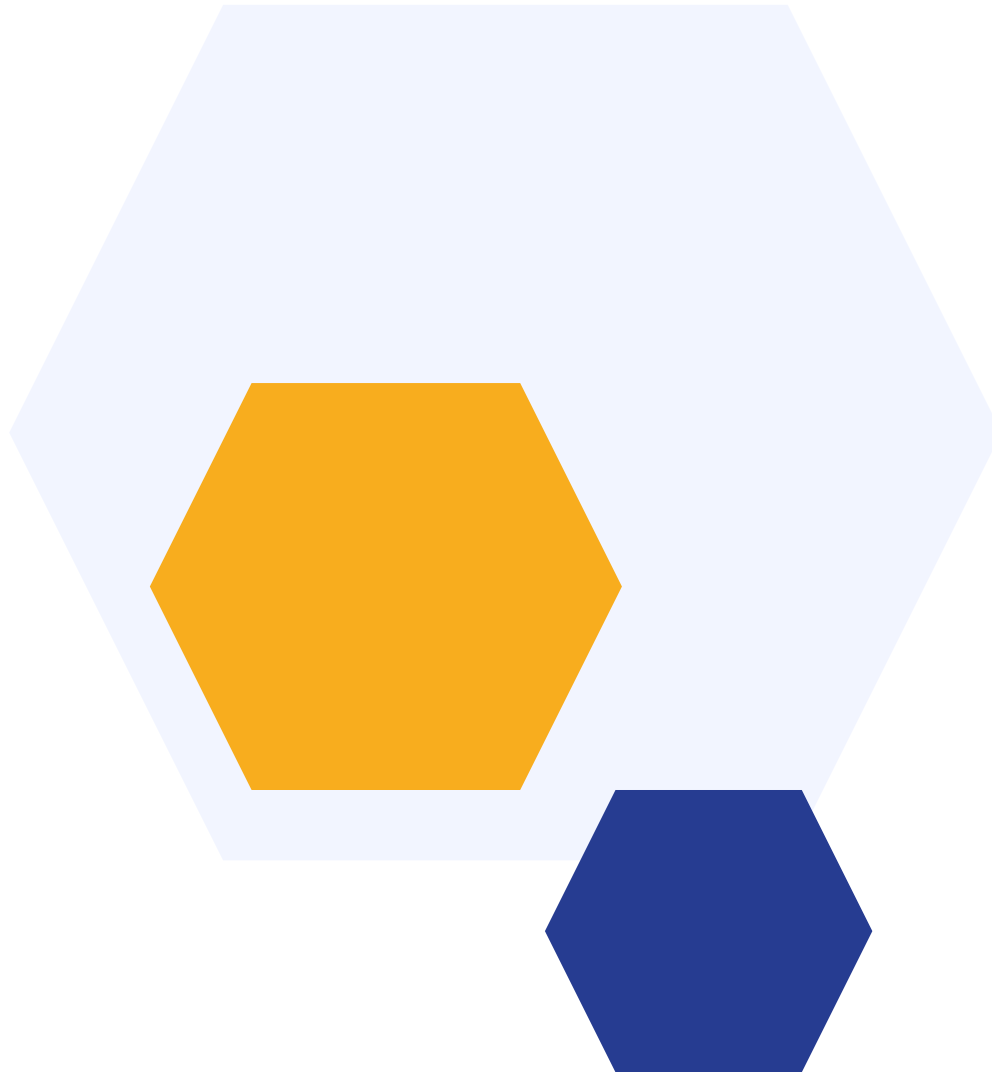
- You can export them as soon as they have completed your Admission Form (Y7, Primaries) - no need to wait until they are all complete; process in batches as above
- For Year 12, we suggest exporting as late as possible - after Enrolment; that way you minimise the amount of data being transferred and avoid having to delete lots of applicants from your pre-admissions area who never proceed to enrol with you

When should I import CTFs?

Please export your data from A+ first, and then import your CTFs directly to Bromcom - you can read more on this [here](#)

Where can I find more information about exporting?

Guides and articles on importing and exporting data can all be located within the [Data & Integrations](#) area of our Knowledge Base



THANK YOU