Bromcom MIS Admissions+ Integration Guide Book
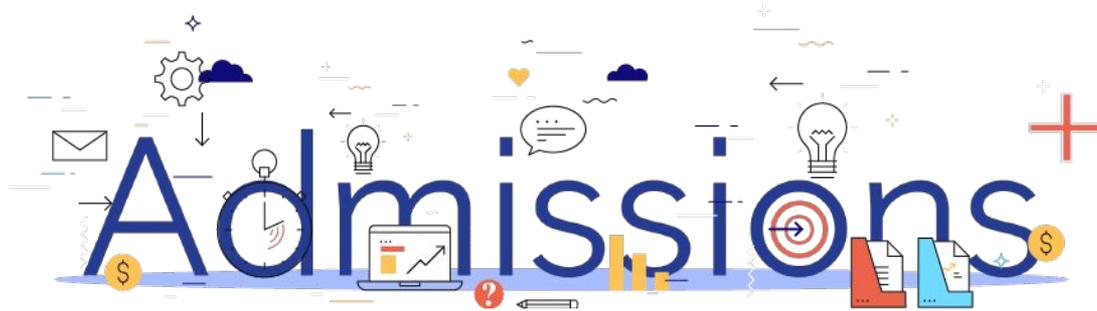
Guide Book - Contents

# Data Collection Process

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

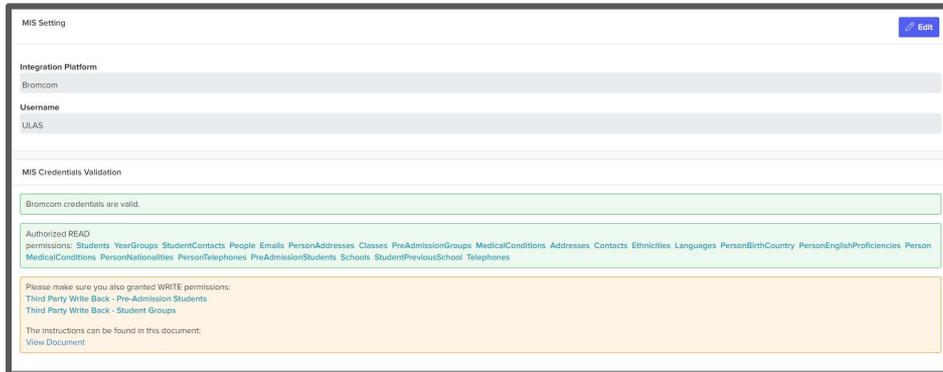Please note, that the information/offers received from your Local Authority **should not** be imported into your school MIS System (e.g., SIMS, Bromcom or Arbor).

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
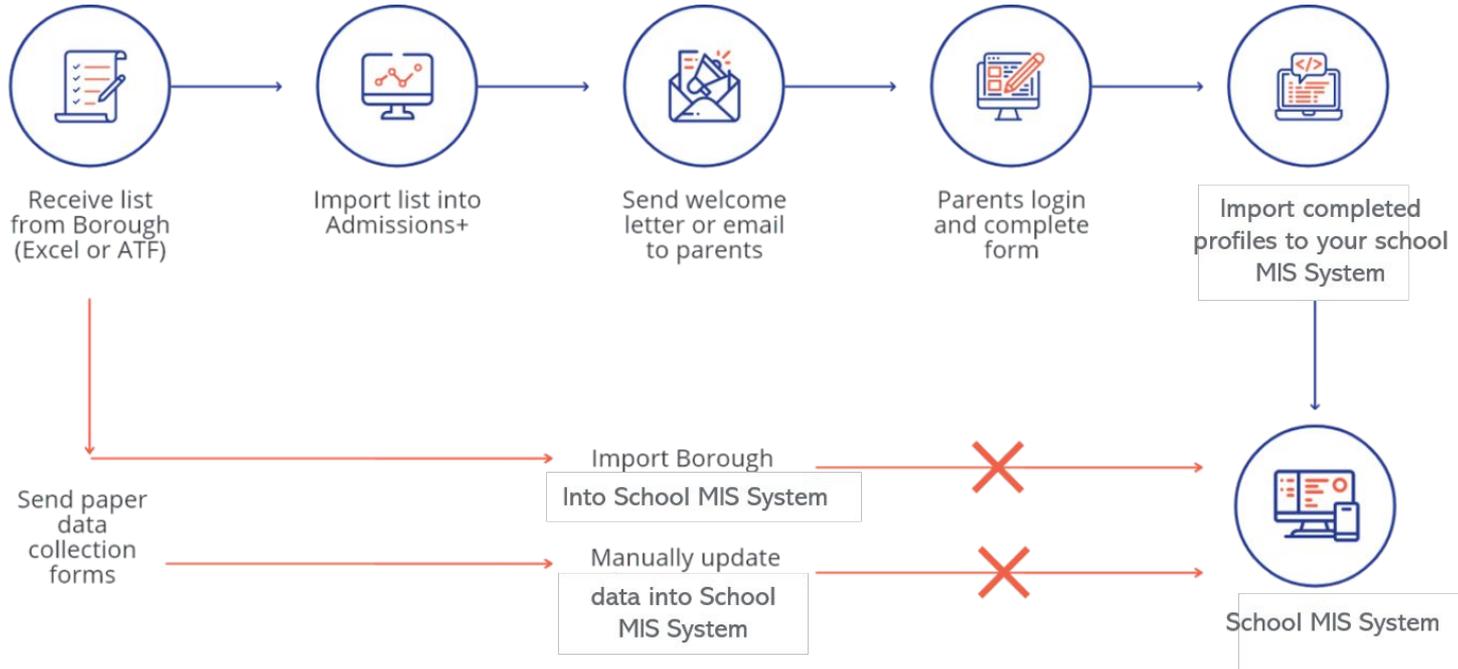
Section 1: Bromcom API Integration with Admissions+

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.*

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 >

MIS Setting

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

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
User Defined Fields (UDFs)		Existing data replaced with new data from A+	Yes
Teaching Groups (timetable classes)		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

Section 4: Bromcom MIS Admissions+ Export

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.
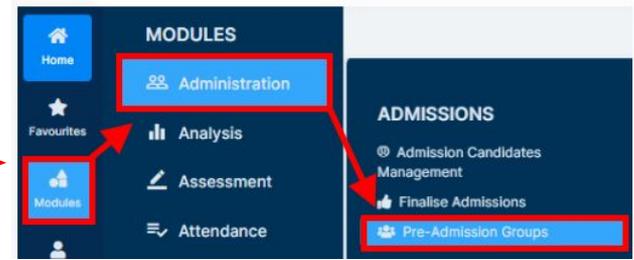
2. Click **'New'**
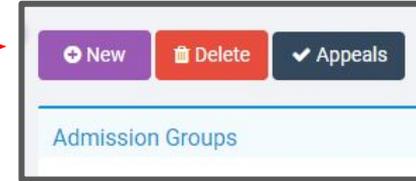
3. Add to the your Admission Group the following:
   DOB From (the fields **DOB To**, **Planned Yr Gp** and **NC Year Group** will auto complete)
   Admission Date (the field **Year Name** will auto complete)
   Planned Admission
   Numbers to Rank (Ideally 25% greater than **Planned Admission**)
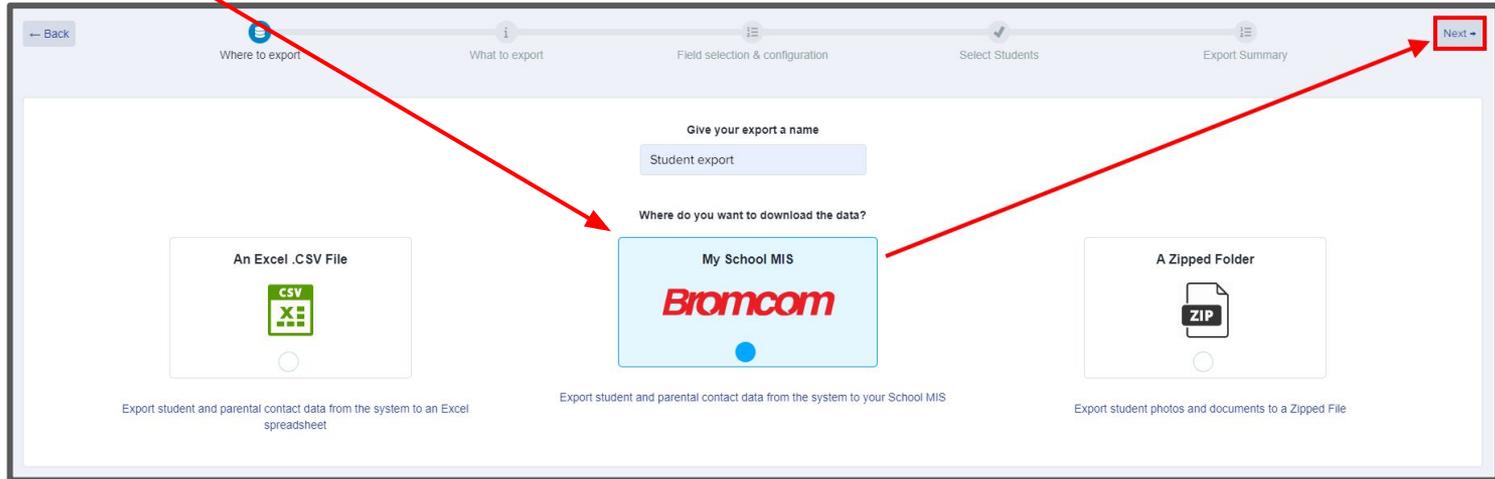   **Admission Policy**

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
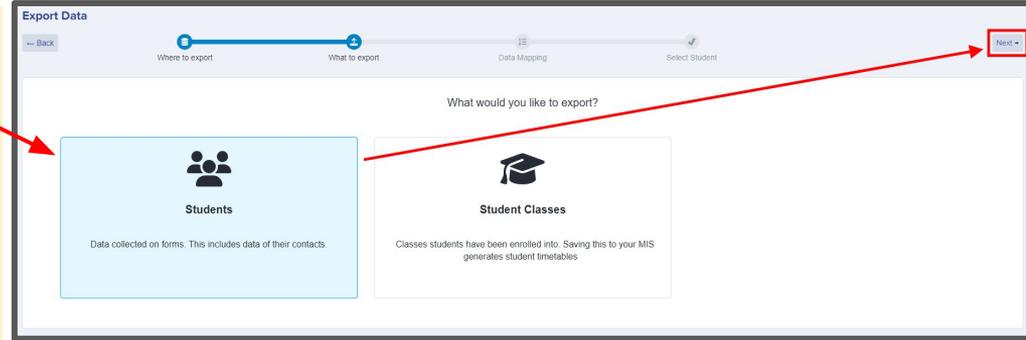5. Select **Bromcom** and click on **Next**.


Start an Export

← Back | Where to export | What to export | Field selection & configuration | Select Students | Export Summary | Next →

Give your export a name

Student export

Where do you want to download the data?

An Excel .CSV File	My School MIS	A Zipped Folder
CSV	*Bromcom*	ZIP
Export student and parental contact data from the system to an Excel spreadsheet	Export student and parental contact data from the system to your School MIS	Export student photos and documents to a Zipped File

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**.
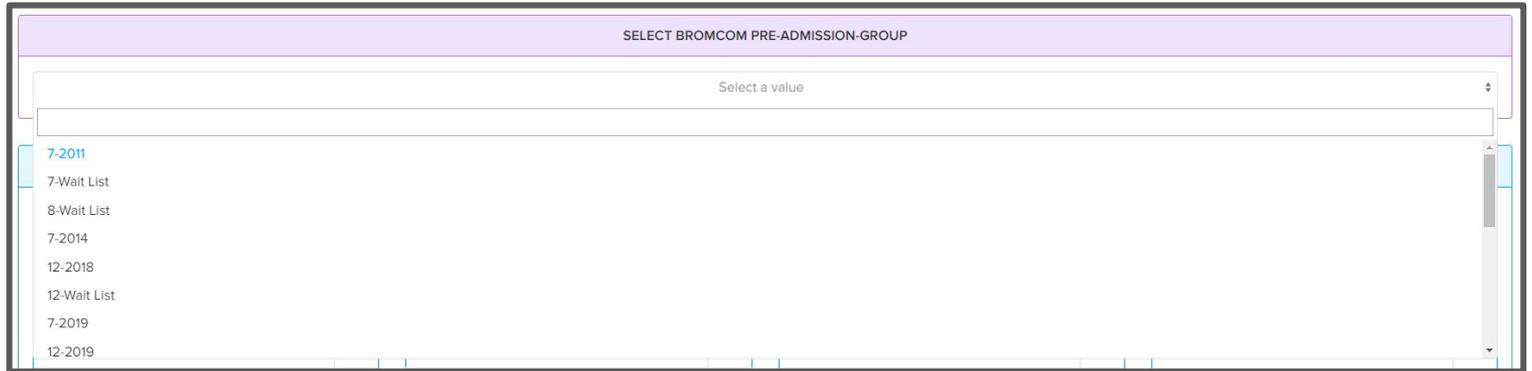
Step 2: **Exporting students to Bromcom MIS**

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 ⌄	①
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
- ☐ Denied

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	☐
14	1013	U-2B06	68405	Test Bromcom	Test 5	happy+br5@applicaa.com	02/10/2006	☐
15	1001	U-A6D6	68428	Test Cody	Test Lubowitz	student79dc8442835d1dbf@admp.uk	21/07/2006	☐
16	1009	U-73BC	68369	Test Darryl	Test Fadel	studentbac313f24395d814@admp.uk	29/12/2005	☐

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
Billie Adewusi ☐	Billie Adewusi	Not resolved	✎ Resolve

Resolve Potential Mismatch   ✕

Fields	Admissions Student	Bromcom student
Name	Billie Adewusi ☐	Billie Adewusi ☐
Student ID	1016	68407
Gender	Female	F
DOB	02/10/2006	02-10-2007
Email	happy+br8@applicaa.com	happybr8@applicaa.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**.**

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
Billie Adewusi	Billie Adewusi	Ignore difference and continue exporting	14 Feb 2023, 16:20	Andy Applicaa Support	Change

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 ⧉	Zztimmy Zztestington-Fryer-Sampsonanddelilah	▇▇▇▇	Not resolved	✏ Resolve

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.**

Next →

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**.

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.*

Export Finished!

1 students were processed!

Click to view report
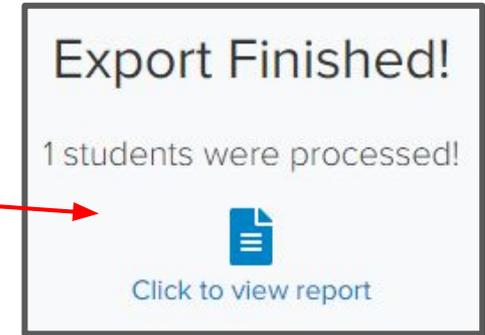
#	Status	A+ ID	BromcomID	Bromcom Response	legalFirstName	legalLastName	
				Showing 1 to 1 of 1 entries Show 10 ⬍ entries Search: [ ] **Re-perform failed export**			
1	Failed	1024		Export student data FAILED with errors: Date Of Birth is not within Pre-Admission Group range	Test Candido	Test Lesch	

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]

Bromcom User Defined Fields

[Import UDFs]

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 >

Step 2: **Adding Bromcom UDFs to your form**

SETTINGS

Application Form

Subject Options >

Form Settings >

School Settings >

Enrolment Settings

Properties >

1. Navigate to **Settings → Application Form.**

2. Click on the **name** or **Pen** icon to edit the Step as shown in the example below.
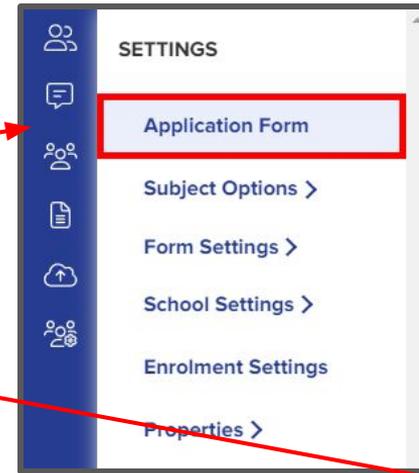
Step 3: Child's Welfare and Support Information

3. Click on **Add New** button to edit the Section and add your **UDFs.**

+ New

Bromcom User Defined Fields ∨

[Student Details] Student UDF1 **+**

[Student Details] Student UDF2 ... **+**

[Health Background] Student Fre... **+**

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.

Add New Field

Existing Properties

udf