

# Data+ Guide





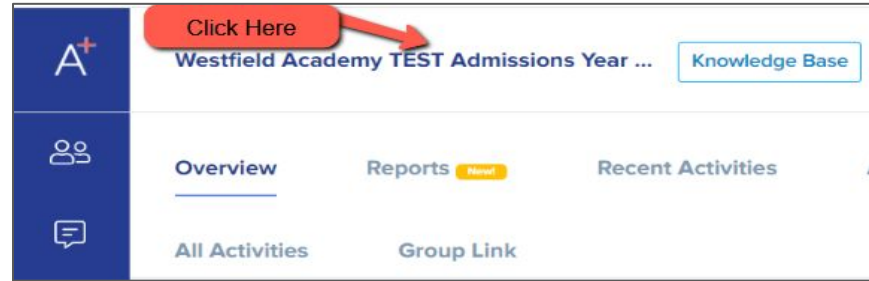
# **OVERVIEW**

---

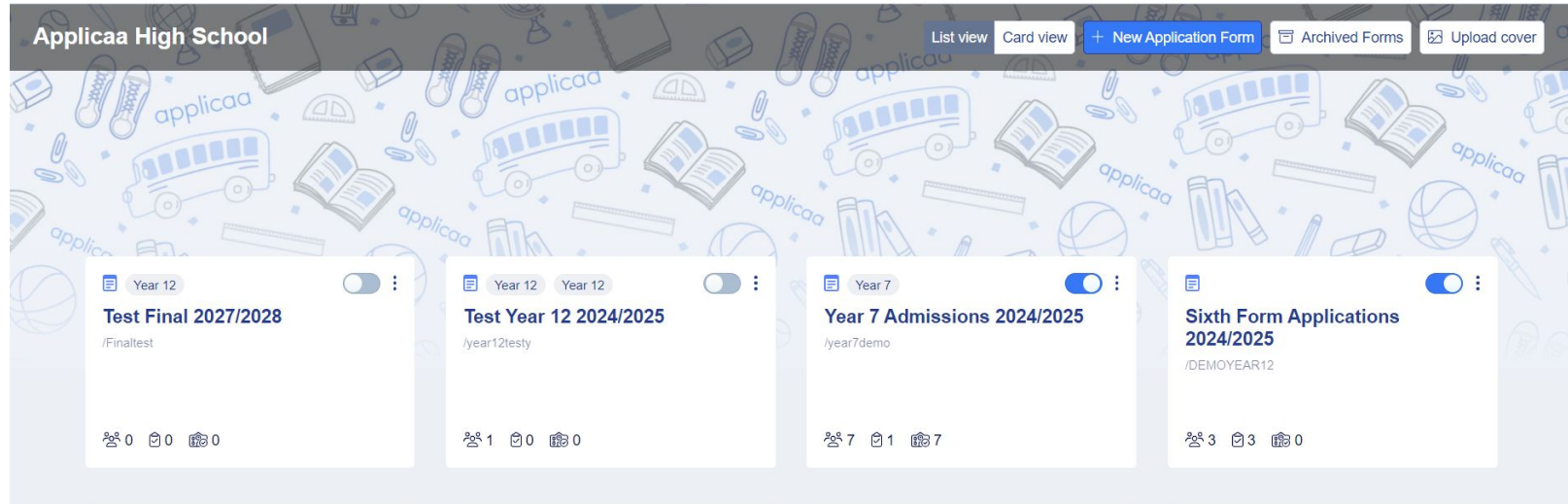
If you have subscribed to our Data+ feature, you may use your system to complete data collection/checking exercises with with the parents of existing students at your school

# How to create your new form

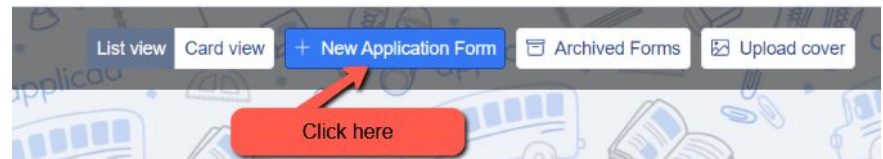
Click on the blue wording in the upper left of your dashboard and then click “forms area/multiple forms”



Your tiles area will appear and will look something like this:



Click “new application form” and set it up with the right information for your data collection



### New Application Form

Form Name\* Data Collection

External Form Name (to parents & students) Data Collection

What type of form are you creating?\*  
Data Collection

System Template (includes Email Templates, Application Groups & Courses)\* Year 7 (2023/2024)

Application Form Template (included application steps, questions and phases)\* Year 7 (2023/2024)

Message users see on the login page of this form

Paragraph **B** U *I*

Clone the templates from one of your pre-existing forms

Set this as my default application form

Admissions Year\* 2023/2024

Customise the ending of the URL for this form e.g. demo.applicaa.com/Year12 (to add a new URL, start typing and hit enter)

datacollection

Years of Form\*  
Year 7 X Year 8 X Year 9 X  
Year 10 X Year 11 X

Send different emails linked to Expected Year Group

Create Application Form

Set your new form up with the correct configuration for your data collection - clone one of your existing forms.

Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with SIMS

Year 7 Year 9 Year 11 Year 10

Year 8

**Data Collection 2023/2024**

/datacollection

19 2 15

# Editing your landing page and other messages

Navigate to settings > form settings > landing page

Here you can edit your initial message to parents and check your configuration mode. For data collection, this should be set to “students and parents must be imported by staff”.

Any changes you make will only impact your Data Collection form, so other forms will maintain their existing images and messages

## Configuration Mode

Choose your landing page configuration mode:

- Only students can register ⓘ
- Students & Parents can register ⓘ
- Students and parents must be imported by staff ⓘ
- Only parents can register ⓘ
- New Application area hidden completely

The screenshot displays the 'Landing Page' editor interface. On the left, the 'Customise Texts & Buttons' panel is visible, featuring a 'Show New Application block' toggle and two input fields: 'New application title' (containing 'Welcome') and 'Description' (containing 'To complete the data collection, please log in using the password which was emailed to you.'). A red box highlights the 'Description' field. On the right, a preview of the landing page is shown, featuring the 'Admissions+' logo, 'Applicaa High School Test', and a login form titled 'Existing Users'. The login form includes fields for 'Username or Email address' (with 'lucy.curtis@applicaa.com' entered), 'Password', and a 'Remember Me' checkbox. A 'Login' button and links for 'Forgot your password?' and 'Trouble logging in?' are also present. A red box highlights the 'Description' text in the preview, with a red arrow pointing from the editor's description field to it. At the top right of the editor, there are 'Cancel' and 'Save Changes' buttons.

Navigate to “parent homepage” to edit those messages, update your settings and change any images as needed - this is what parents will see once they have logged in.

Parent Homepage Landing Page Application Groups Form Groups Student Profile

### General Settings

Parent Must Accept School's Policy  Parent Must Accept Applicaaa Policy

### General Welcome Message

[Preview](#) [Edit](#)

Messages on parent's homepage Parent Homepage Image

The general welcome message is seen by parents across **all intakes**, but there is also a place for you to add a separate, Data Collection-specific welcome message if desired.

Data Collection (2023/2024) Welcome Message [Preview](#) [Edit](#)

Messages on parent's homepage Parent Homepage Image

[↓ Show more](#)

You could consider changing your configuration to suit your intake:

### Children Status Config

Button text for new application button

Start New Application

Not in use for Data Collection

Button text for continue application button

Continue Application

Perhaps re-word to "Continue Form"

Also turn off:

- Show offer status
- Show courses you wish to study
- Show reference status

Show Application Status



Show Offer Status



Show Courses You Wish To Study



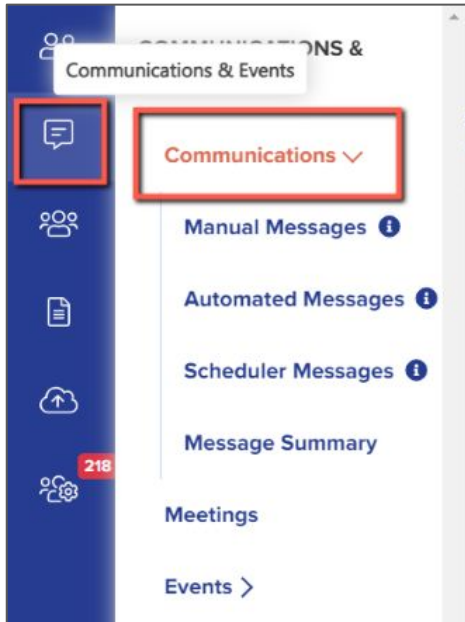
Show Reference Status
















# Checking your email templates

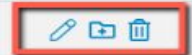
The email templates area is really useful and can automate a lot of your processes!



There are 2 automated emails you will need to check - you can preview and edit them by scrolling right on the table

Created when	Repeat	Enable	Actions
			  
			  
to interview	N/A		   

You can edit, move to folder and delete using these icons



Top Tip: check all active emails to make sure the wording is appropriate for your purpose - make sure your templates refer to “data collection”

## Priorities for checking ahead of launch - filter your “send to” column to “parent”:

Search in table

+ Add new message + Add new folder

Hide system messages

Showing 1 to 9 of 9 entries (filtered from 34 total entries) Show 50 entries

Type	Template Name	Subject	Send from	Send to	Triggered by	Phase	Triggered when	Repeat
	Search Template	Search Subject		Parent				

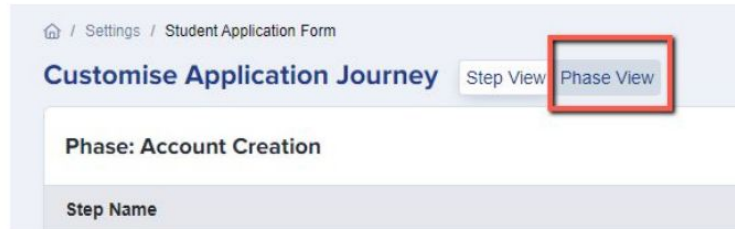
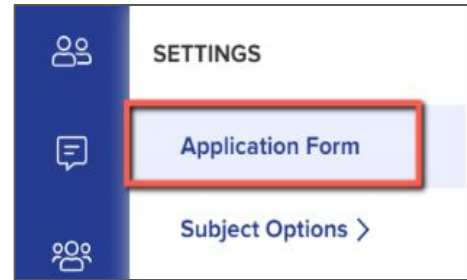
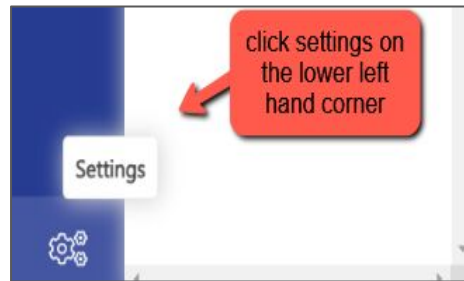
✉	Parent Welcome	Welcome to Applicaa High School
✉	Notify Parent Application Complete	{{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}} has completed their application to

“Parent Welcome” will be the email you send to them to provide their password and invite them to log in and complete the form

“Notify Parent Application Complete” can be activated to confirm parents have successfully submitted their form. Change the wording to acknowledge completion of Data Collection process instead!

# Your application phases and settings

Navigate to settings > application form > phase view and turn off any phases not in use (offers)



You can also rename the Application Form phase to something more appropriate for your intake, if you like:

**Customise Application Journey** Step View Phase View Global Form Settings + Create Test Application

All Application Phases Sort Phases + New Phase

Phases	Category	Visible to Applicants	Visible to staff on Applicant Profile	Filter	Actions
2. Application Form	Form Questions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3. Offer	Offer	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

### Edit Step: Admission Form

Name

Data Collection Form

Description

Data Collection Admissions Year ... Knowledge Base

Settings / Student Application Form

**Customise Application Journey** Step View Phase View

Phase: Account Creation

Step Name

Step 1: Enquiry

Step 2: Student Registration

Step 3: Parent Registration

Phase: Offer

Step Name

Step 1: Supporting Documents

Phase: Data Collection Form
















Step Name

Step 1: Child's Basic Details

# Configuring the Form - Step View

The application form is broken down into steps; click on the name of a step to view the questions/fields within it, by navigating to Settings > Application Form.

Phase: Data Collection Form Sort Steps + New Step

Step Name	Internal	External	Visible on Student Profile	Actions
Step 1: Child's Basic Details  <span>Click on the name of a step to open it</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 2: Parent/Carer Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 3: Child's Welfare and Support Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 4: Parental Agreement and Consent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 5: Child's Education	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 6: Additional Information	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
Step 7: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 

Choose which steps need to be on/off

On roll students will all count as "internal"

You can't disable "child's basic details" step

You can choose which steps to have active and which questions you need parents to confirm the data for.

Within your form, make any changes to questions/fields - turn off anything you don't need parents to check/answer, and if there is anything new you need to collect from them, add it in!

The screenshot displays the form customisation interface. On the left, the 'Existing Properties' section contains a search bar and a list of categories. Two categories, 'CloudSchool User Defined Fields' and 'Sims User Defined Fields', are highlighted with red boxes. A red callout box points to the search bar with the text 'Search to see if it already exists in your system'. In the center, the 'New Properties' section lists various field types like 'Text Input', 'Choosing Options', 'Value', and 'File Upload', with a 'Paragraph' button highlighted in blue. A pink callout box provides a warning: 'Please note you will NOT be able to transfer the answers for custom questions to SIMS. If you need help, please contact your CSM or 0208 762 0882'. On the right, a table of form sections is visible, with a red callout box pointing to a '+ New' button and the text 'Click the + New button on the section you want to add your question to'.

**Existing Properties** Show long text

Search existing fields

Additional Questions >  
Your Aspirations >  
Applicant's Religion >  
Medical information >  
Siblings >  
Parent/Carer contact details >  
Others >  
Application Form 1 - Empty Form >  
Parish where candidate lives >  
Your welfare and additional information >  
Religion >  
Ethnicity >  
Additional Support Need >  
Telephones and Email Addresses >  
Addresses >  
Basic Details >  
School History >  
Student Education Info >  
Application Form 1 - Child's Information >  
Event >  
Religious Reference >  
**CloudSchool User Defined Fields >**  
Parent/Carer address >  
Qualification related questions >  
Widening Participation >  
Do you have any of the following? >  
State exam results >  
Additional Contact Basic Details >  
**Sims User Defined Fields >**

**New Properties**

Please note you will NOT be able to transfer the answers for custom questions to SIMS. If you need help, please contact your CSM or 0208 762 0882

Text Input >  
Choosing Options >  
Value >  
File Upload >  
Add Text Block  
Paragraph

Click the + New button on the section you want to add your question to

Internal	External	Visible on Student Profile	Actions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Here is a link to our [form customisation guide](#)

Fields which have the SIMS logo mean the data is transferrable into and out of SIMS.

User-Defined Fields will also write back to SIMS, so you can add any UDFs into your form, as shown on the previous page.

Student Legal Forename

SIMS

(Preferred) Forename

SIMS

Student Middle Names

SIMS

Student Legal Surname

SIMS

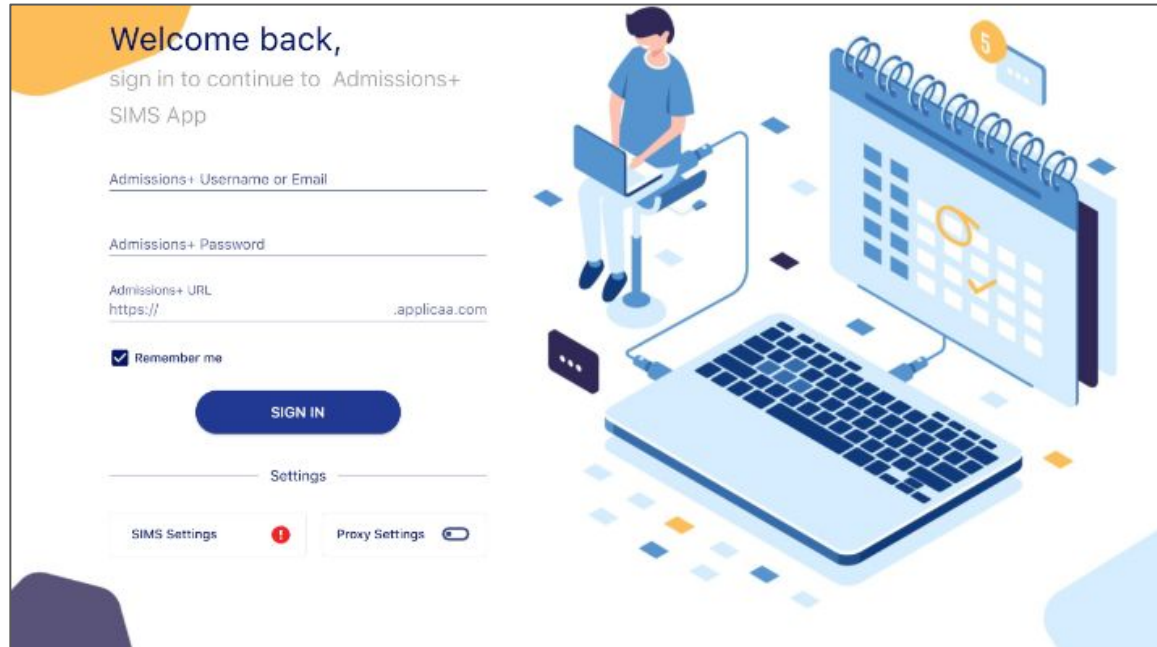
(Preferred) Surname

SIMS

Not seeing your **User Defined Fields**? This will mean you need to make an update in your MIS first and then re-integrate!

Add your UDFs in your MIS, then:

Log into the A+ SIMS App - it will scan for updates and ask you to carry the updates over into A+





Preview the whole form as internal students to see the form from the perspective of the parent and check if it is all working as expected

**Preview**

! Step 1 Student Basic Details | ! Step 2 Parent/Carer Details | ! Step 3 Support Information | ! Step 4 Agreement | ! Step 5 Religion | ! Step 6 Additional Information | ! Step 7 Education | ! Step 8 Courses

**Student Basic Details**

Please upload a recent passport-style photograph of yourself

Choose File No file chosen

Remove?

Legal First Name\* Test Internal FN

Legal Last Name\* Test External FN

(Preferred) First Name\*

Middle Name(s)\*

Family Surname\*

Gender\* Male

Date of Birth\* 12/12/2004

Year group applied for\*

Close Next

Customise Sections

**Preview Application Forms**

Sort Quest

As internal students

As external students

Visible on Profile

# Exporting data from SIMS to A+

Important housekeeping:

If any students already exist on another form within your Admissions+ system, please raise a ticket to request a bulk deletion of those students so your system is clean before transferring the students over from SIMS.

Example:

If you used your system for Year 7 admissions last cycle and you now want parents to complete their Year 8 Data Collection, please ask us to bulk delete them from last year's Year 7 cycle first.

Data is moved into and out of SIMS via the Admissions+ SIMS App.

In the SIMS App, choose “export applications” and select which form you wish to export them to (eg Data Collection)

**Admissions+**

- Dashboard
- Import Applications
- Export Applications**
- Import Class Options
- Reports
- Settings

**Export Applications**

1 Forms      2 Select Applications / Students      3 Export & Summa

Application forms

**Year 7**

Awaiting reference:	1
Completed students:	340
Enrolled students:	1
Admission years:	

**year 12**

Awaiting reference:	0
Completed students:	4
Enrolled students:	3

**Please select a form before exporting applications or students! 😊**

## Who would you like to export to Admissions+?

### Existing Enrolled Students

E.g. Internal year 11 students that would like to apply for your sixth form.

You can export them into Admissions+ and send welcome emails for them to complete their applications.

### Existing Applications

E.g. Applications that have already been added to SIMS but have not been fully completed.

You can export them into Admissions+ and send welcome emails for applicants to complete their applications on Admissions+.

Select “existing enrolled students” and then filter for the year group(s) you would like to export.

Select Student

Select all Search students

Select	Forename	Middle name	Surname	Gender	Admission Number	Date of Admission	House	Year Group	Y11	Registration Group
<input type="checkbox"/>	Chris		James	♂	004885	05-08-2017	Heath	Year 10		SA
<input type="checkbox"/>	Joan		Archie	♂	004887	05-08-2017	Heath	Year 10		SB
<input type="checkbox"/>	Li		Kevin	♀	004980	05-08-2017	Heath	Year 10		SC
<input type="checkbox"/>	Isabel		James	♀	004980	05-08-2017	Heath	Year 10		SD
<input type="checkbox"/>	Orissa		Melissa	♀	004884	23-08-2018	Stoke	Year 11		SE
<input type="checkbox"/>	Ben		Abbey	♂	004980	03-08-2019	Stoke	Year 11		SF
<input type="checkbox"/>	Sam		Michelle	♀	004984	03-08-2019	Stoke	Year 11		SG
<input type="checkbox"/>	Ellie	Craig	William	♂	004343	01-08-2013	Heath	Year 11		SH
<input type="checkbox"/>	Stephen	John	William	♂	004980	04-08-2017	Curl	Year 10		SI
<input type="checkbox"/>	Janet		James	♂	004884	03-08-2018	Heath	Year 11		SJ
<input type="checkbox"/>	Samantha		Archie	♀	004884	03-08-2018	Stoke	Year 11		SK

Year Group

Select the correct year group from the list

Select all

(Y0)

(Y1)

(Y2)

(Y3)

(Y4)

(Y5)

(Y6)

(Y7)

(Y8)

(Y9)

CLEAR FILTER

Select Student      **Synchronisation fields**

Select all      Filter synchronisation fields      X

<b>1. Basic Details</b> <input type="checkbox"/>	<b>3. Addresses</b> <input type="checkbox"/>	<b>7. Medical</b> <input type="checkbox"/>	<b>8. Ethnic / Cultural</b> <input type="checkbox"/>	<b>10. Welfare</b> <input type="checkbox"/>	<b>14. Others</b> <input type="checkbox"/>
Forename <input type="checkbox"/>	Address <input type="checkbox"/>	Emergency Consent <input type="checkbox"/>	Ethnicity <input type="checkbox"/>	In care <input type="checkbox"/>	SEN Needs <input type="checkbox"/>
Surname <input type="checkbox"/>		Dietary needs <input type="checkbox"/>	First language <input type="checkbox"/>	Young carer <input type="checkbox"/>	
Preferred forename <input type="checkbox"/>	<b>4. Telephones &amp; Emails</b> <input type="checkbox"/>	NHS number <input type="checkbox"/>	Home language <input type="checkbox"/>	Disabilities <input type="checkbox"/>	
Preferred Surname <input type="checkbox"/>	Telephones <input type="checkbox"/>	Medical practice <input type="checkbox"/>	English Additional Lang... <input type="checkbox"/>		<b>11. School History</b> <input type="checkbox"/>
Middle name <input type="checkbox"/>	Emails <input type="checkbox"/>	Medical notes <input type="checkbox"/>	Religion <input type="checkbox"/>	School histories <input type="checkbox"/>	
Gender <input type="checkbox"/>	<b>5. Family / Home</b> <input type="checkbox"/>	Medical conditions <input type="checkbox"/>	Country of birth <input type="checkbox"/>		<b>12. Parental Consent</b> <input type="checkbox"/>
Date of birth <input type="checkbox"/>	Contacts <input type="checkbox"/>		Nationality <input type="checkbox"/>	Parental consent <input type="checkbox"/>	
Photo <input type="checkbox"/>			Welsh Fields <input type="checkbox"/>		<b>13. User Defined Fields</b> <input type="checkbox"/>
<b>2. Registration</b> <input type="checkbox"/>	<b>6. Dietary</b> <input type="checkbox"/>		National Identity <input type="checkbox"/>	User Defined Fields <input type="checkbox"/>	
UPN <input type="checkbox"/>	Eligible for Free Meals <input type="checkbox"/>		<b>9. Additional Information</b> <input type="checkbox"/>		
ULN <input type="checkbox"/>			Mode of travel <input type="checkbox"/>		
			Service children educati... <input type="checkbox"/>		

Choose which data you would like to export from SIMS, to be used in your data collection exercise.



You will definitely want to be able to email their contacts - you can choose which contacts this applies to though, for example just those with priority 1.

Do you want to be able to email the contacts of these children using Admissions+?

This does not change the number of contacts imported. **All contacts** for a student will be imported into Admissions+.

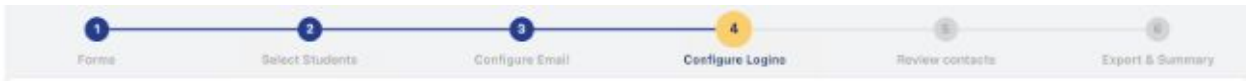
Yes, I want to be able to email their contacts.

No, I will not need to email their contacts of this child using Admissions+.

*Please note, this will not change the settings for contacts that are already on A+*

[Click here to see how this step works](#)

Above, please select the filter for setting which contacts can receive parental emails through Admissions+



### Do you want to make it possible for contacts to log in?

This does not change the number of contacts imported. **All contacts** for a student will be imported into Admissions+. This is usually only used for students in years 10 and below where parents are the ones completing the form. Your form (Year 12 Admissions 2022/2023), is currently set so that **ONLY Students** can log in and complete a form.

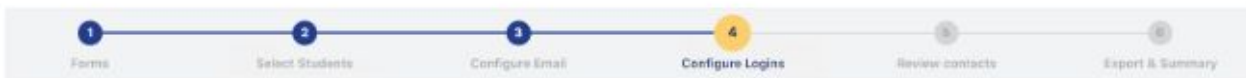
Yes, I want to select which contacts are able to log in.

No, please export SIMS contacts to A+ with logging in turned off.  
Please note, this will not change the settings for contacts that are already on A+

[Click here to see how this step works](#)

You are also able to control which contacts will have the ability to log in.

At least one contact needs to be able to log in, so they can complete the form - again, you could restrict this to Priority 1 only, for example.



#### Select filters for enabling parental login

[Back to parental login decision step](#)

Only include contacts with these **Priority numbers** (select all that apply):

1  2  3  4  5  6  7  8  9  10  Contacts without a priority

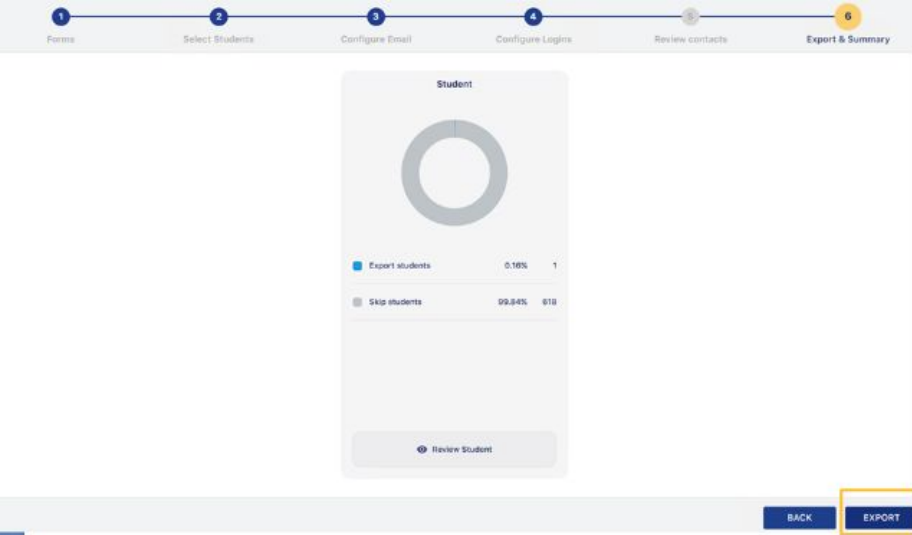
Only include contacts where **Parental Responsibility** is ticked in your SMS:

Only include contacts that **live with the student**:

RESET FILTERS

Please note that any contacts with a Court Order taken out against them are automatically set to **NOT** enable parental login.


Above, please select the criteria for setting which contacts should have parental login enabled



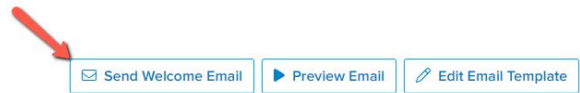
You will see a summary of your export, and it will then commence.

Once exported, the students and their data will exist in your A+ system and you can send the welcome email to the parents by navigating to Data > Import.

Click the import report, where you will see the names of the parents, and the button to “send welcome email”.

Name	Status	Report
Import Students From Sims Application 08 November, 2022 15:13 Students	completed	

Review Import Students From Sims Application 08 November, 2022 15:13  
Parents





# Managing Your Submissions

Use dashboard tiles to track which parents have and have not completed your form, and chase up the incompletes!

The screenshot shows a dashboard interface. At the top left, there is a dropdown menu for "Data Collection Admissions Year ..." and a "Knowledge Base" button. A search bar in the top right contains the text "Enter 3 or more letters to search...". Below these is a navigation bar with tabs: "Overview", "Reports", "Recent Activities", "Application Groups", "Offers", "Tasks", "Calendar", "All Activities", and "Group Link". The "Overview" tab is selected. Underneath the navigation bar is a section titled "Tiles" containing three blue rectangular tiles. Each tile has a small icon of a document with a checkmark and a large number "0". The tiles are labeled "Registered Students", "Complete", and "Incomplete" respectively.

Data Collection Admissions Year ... Knowledge Base

Enter 3 or more letters to search...

Overview Reports Recent Activities Application Groups Offers Tasks Calendar All Activities Group Link

**Tiles**

Category	Count
Registered Students	0
Complete	0
Incomplete	0

# Chasing Incompletes

You can chase incomplete forms by sending reminders to the parents - either manually, or by scheduling an automated chaser.

Click the “incomplete” status on your main dashboard.

Select them all using the checkbox and then click “communications” > “send email”.

You can then type a message and send to the parents of the selected children, or insert a premade manual template.

Sessions in details	
Application Form	
<b>Incomplete</b>	7
Awaiting Reference	1
Completed	0
Declined	0
Withdrawn	0
Deadline Missed	0
Waiting List	0

Change Application Status   Make Offer   Change Offer Status   Change Enrolment Status   Change Internal Status   Change Phase Status   Add to group   Remove from group   **Communications**   Reset Passw

Change Colour   Bulk Update   Add to interview   Export To PDF   Confirm Account

Showing 1 to 7 of 7 entries   7 rows selected   Show 10 entries

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	Birthdate	Gender	Email/Username
<input checked="" type="checkbox"/>	20	NU7M	Deesha	Assani	05/07/2010	Female	kalpnabhudia@yahoo
<input checked="" type="checkbox"/>	21	JQNX	Deesha	Assani	05/07/2010	Female	mitesh.assani@gmail

- Send Email**
- Send SMS
- Send Reference Requests
- Send Custom Email to Referee
- Send Notification
- Send Student Welcome Email
- Send Parent Welcome Email

School

To schedule an auto-chaser, navigate to communications and events > communications > manual messages and click + New Message

Set your initial configuration and move through the wizard to send the message “when an applicant does something” > “has been incomplete for a certain amount of time”.

When a student’s form meets these parameters, the email will then be triggered and sent to the parent automatically.



The image shows a wizard progress bar with three steps: 'Set Up' (highlighted with a blue circle), 'Advanced Settings', and 'Email Template'. Below the progress bar is a configuration form with the following fields:

- Communication Type \***: Email
- Subject Header \***: Please complete admission form.
- Template Name \***: Incomplete
- Target Audience \***: Parent (highlighted with a red box)

Set up how would like to send this email here

**When applicant does what? \***

Automatically when an applicant does something

**When applicant does what? \***

Has been incomplete for certain amount of time

**Select phase applied to \***

Data Collection Form

Send after 5 day(s) 0 hour(s) 0 minute(s)

Repeat email after every 5 day(s) until they submit

# Importing data to SIMS from A+

Click the icon to **Import Applications from A+ to SIMS**

The screenshot shows the 'Admissions+ to SIMS' interface. On the left is a dark blue sidebar with the 'Admissions+' logo and a menu. The 'Import Applications' option is highlighted with a red arrow and a yellow circle containing the number '1'. The main content area is titled 'Import Applications (Admissions+ → SIMS)' and features a progress bar with five steps: 'Forms', 'New Applications', 'Existing Applications', 'Existing Students', and 'Contacts Matching'. Below the progress bar, there are two sections for 'Application forms': 'year 12' and 'Year 10 Admission'. Each section displays statistics for 'Awaiting reference', 'Completed applicants', and 'Completed and Enrolled applicants', along with 'Admission years' (2023/2024). To the right of the interface, a text message reads 'Please select an Application form before importir applications!' with a small blue robot character below it.

**Application forms**

Application Form	Awaiting reference	Completed applicants	Completed and Enrolled applicants	Admission years
year 12	0	20	12	• 2023/2024
Year 10 Admission	4	177	20	• 2023/2024

Please select an Application form before importir applications!

Choose the form which you would like to import the data from (eg Data Collection)

The screenshot displays the 'Admissions' software interface for 'Myke Community Primary School'. The main window is titled 'Import Applications (Admissions + SIMS)'. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as 'Home', 'Dashboard', 'Import Applications', 'Export Applications', 'Import Class Options', 'Reports', 'Settings', and 'User Guide'. The 'Year 10 Admissions' form is highlighted in yellow.
- Top Navigation Bar:** Shows a progress bar with steps: Forms, New Applications, Existing Applications, Existing Students, Contacts Merging, Admissions, and Import & Summary. The 'Forms' step is currently active.
- Application Forms:** A list of forms for 'year 10'. The 'Year 10 Admissions' form is selected, showing statistics: 'Awaiting reference: 4', 'Completed applications: 177', and 'Completed and Enrolled Applicants: 26'. The 'Admission year' is '2022/2023'.
- Applications Table:** A table listing individual applications with columns: Select, Photo, Pupilname, Surname, Birthdate, Gender, ABR, Group, App Status, Offer, Enrollment, Internal, and Imported on. The table shows 177 total applications, with 0 selected. An orange arrow points to the 'Year 10 Admissions' form in the sidebar.

Select	Photo	Pupilname	Surname	Birthdate	Gender	ABR	Group	App Status	Offer	Enrollment	Internal	Imported on
<input type="checkbox"/>		Si Siwa	Si Siwa Student	11-04-2010	♀	4024_010-00000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		Si Student	Si Student	10-04-2010	♂	4024000-00000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		Amaan	Sakal	28-05-2002	♂	4024000-00000		Completed	Pending	Pending	<input checked="" type="checkbox"/>	Not yet imported
<input type="checkbox"/>		Au Siwa	Au Siwa	28-03-2002	♂	021-2010-00-0-001000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		Au Siwa	Siwa Siwa	28-04-2008	♂	0001-Pup0-000000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		WJ	WJ	12-03-2014	♂	0210-00-0-000020		Completed	Pending	Pending		07-09-2022 12:00:00
<input type="checkbox"/>		Haroon	Huss	21-09-2012	♂	0210-00-0-000007		Completed	Offer Made	Enrolled		09-10-2022 12:00:00
<input type="checkbox"/>		WJ	WJ	19-09-2014	♀	0210-00-0-000024		Completed	Pending	Pending		07-09-2022 14:57:00
<input type="checkbox"/>		Wass	Prasad	28-04-2011	♂	4024000-000000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		Nobin	Chudhan	05-11-2004	♂	0210-00-0-000070		Completed	Offer Made	Pending		09-10-2022 12:00:00
<input type="checkbox"/>		Thar	Shah	22-12-2009	♂	0210-00-0-000004		Completed	Offer Made	Pending		09-10-2022 14:00:00

Select the students you are wishing to import, and they will be detected as “existing” within SIMS

Admissions+ 2023 (10)

Import Applications (Admissions+ → SMS)

Forms | New Applications | Existing Applications | Existing Students | Contacts Matching | Addresses | Import & Summary

Application forms

year 12

Awaiting reference: 8  
Completed applicants: 28  
Completed and Enrolled applicants: 12

Admission years: + 2023/2024

Read 19 Admissions

Awaiting reference: 4  
Completed applicants: 177  
Completed and Enrolled applicants: 28

Admission years: + 2023/2024

Myer Community Primary School  
Version 3.3.4

Import Applications

Deselect all

Search applicants

Select	Photo	Forename	Surname	Birthday	Gender	ARN	Groups	App Status	Offer	Enrollment	Internal	Imported on
<input checked="" type="checkbox"/>		Er	Erns	Erns	2012	823-2018-08-E-007704		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		85 Student	85 Student	16-04-2010		823-2018-08-E-007704		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Aaron	Selmer	28-05-2002		823-2018-08-E-007704		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Jo	Erns	20-02-2006		823-2018-08-E-007704		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Jo	Erns	28-04-2008		823-2018-08-E-007704		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Wes	Wes	12-03-2014		823-2018-08-E-007704		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Warren	Warren	21-05-2012		823-2018-08-E-007704		Completed	Other	Enrolled		07-03-2023 11:50:52
<input checked="" type="checkbox"/>		W	W	10-08-2014		823-2018-08-E-007704		Completed	Pending	Pending		07-03-2023 14:57:45
<input checked="" type="checkbox"/>		Wesley	Wesley	20-04-2010		823-2018-08-E-007704		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Wesley	Wesley	20-04-2010		823-2018-08-E-007704		Completed	Other	Pending		06-12-2022 12:36:28
<input checked="" type="checkbox"/>		Wesley	Wesley	22-12-2008		823-2018-08-E-007704		Completed	Other	Pending		06-12-2022 14:58:56

Total: 177

Selected: 177

BACK NEXT

1 Forms | 2 Applicants Matching | 3 New Applications | 4 Existing Applications | 5 Existing Students | 6 Contacts Matching | 7 Addresses | 8 Import & Summary

Existing applications

Synchronisation fields

Deselect all

Search existing applications

Select	Photo	Forename	Surname	Birthday	Gender	ARN	A+ Groups	App Status	Offer	Enrollment	Internal	Imported on	View Profile
<input checked="" type="checkbox"/>		Test Clark	Test Johnson	02-09-2011		823-2018-08-E-007704		Completed	Pending	Enrolled		21-06-2023 10:45:44	SIMS

Choose which data you would like to import for the students. There is a “select all function”.

**Admissions SIMS App**

**Import Applications (Admissions → SIMS)**

Progress: 1. Forms, 2. Applications Matching, 3. **New Applications**, 4. Existing Applications, 5. Existing Students, 6. Contacts Matching, 7. Addresses, 8. Import & Summary

**Synchronisation fields**

Deselect all | Filter synchronisation fields

- 1. Basic Details** (Selected)
  - Forename
  - Surname
  - Preferred Forename
  - Preferred Surname
  - Middle Name
  - Gender
  - Date of Birth
  - Photo
- 2. Registration** (Selected)
  - Boarder Status
  - House
  - UPs
  - ULR
- 3. Addresses** (Selected)
  - Address
- 4. Telephones & Emails** (Selected)
  - Telephones
  - Emails
- 5. Family / Home** (Selected)
  - Contacts
  - Contact UPs (Even Defined Family)
  - Marriage Date
- 6. Dietary** (Selected)
  - Eligible for Free Meals
  - Meal Patterns
- 7. Medical** (Selected)
  - Emergency Consent
  - Dietary Needs
  - Paramedical Supports
  - NHS Number
  - Medical Practice
  - Medical Agency
  - Medical Notes
  - Medical Conditions
  - Medical Emerg
- 8. Ethnic / Cultural** (Selected)
  - Ethnicity
  - First Language
  - Home Language
  - English Additional Language
  - Traveller Status
  - Religion
  - Country of Birth
  - Nationality
  - Watch Fields
  - National Identity
  - Nationality and Residency
  - Proficiency in English
- 9. Additional Information** (Selected)
  - Notes
  - Notes
  - Mode of Travel
  - Service Children Education
- 10. Welfare** (Selected)
  - In Care
  - Young Carer
  - Disabilities
- 11. School History** (Selected)
  - School Histories
- 12. Parental Consent** (Selected)
  - Parental Consent
- 13. Others** (Selected)
  - UPs (Even Defined Fields)
  - Documents
  - Exam Documents
  - SEN Need

BACK | NEXT

Admissions + SIMS App

### Import Applications (Admissions + SIMS)

1 Forms 2 Applicants Matching 3 New Applications 4 Existing Applications 5 Existing Students 6 **Contacts Matching** 7 Addresses 8 Import & Summary

Create all contacts as new people 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		Mr. Miles Adams Miles, 22442202 Miles, 000000 Miles, 000000	3 Pine Buildings, Forest Hill, The Esplanade, PO89PT, South Sharnston, CP4 3AQ, United Kingdom	Mr Miles Adams Contact	<div style="width: 100%; height: 10px; background-color: #ffc107;"></div>	<input type="radio"/>	Mr. Miles Adams Miles, 00000000	Contact	22 Whitcombe Circle, Kingsley, Milton Keynes, MK12 0BA, United Kingdom	<a href="#">View Profile</a> Miles Adams
					<div style="width: 100%; height: 10px; background-color: #dc3545;"></div>	<input type="radio"/>	Mr. Miles Adams	Contact	Whitcomb Hill, Whitcomb Hill, Kingsley, Milton Keynes, MK12 0BA, United Kingdom	<a href="#">View Profile</a> Miles Adams
						<input checked="" type="radio"/>	<a href="#">Create new contact</a>			
						<input type="radio"/>	<a href="#">Skip Contact</a>			

The “contacts matching” step checks for any data added by the parent, which matches an existing contact in SIMS (duplicate prevention feature).

Admissions + SIMS App

### Import Applications (Admissions + SIMS)

1 Forms 2 Applicants Matching 3 New Applications 4 Existing Applications 5 Existing Students 6 Contacts Matching 7 **Addresses** 8 Import & Summary

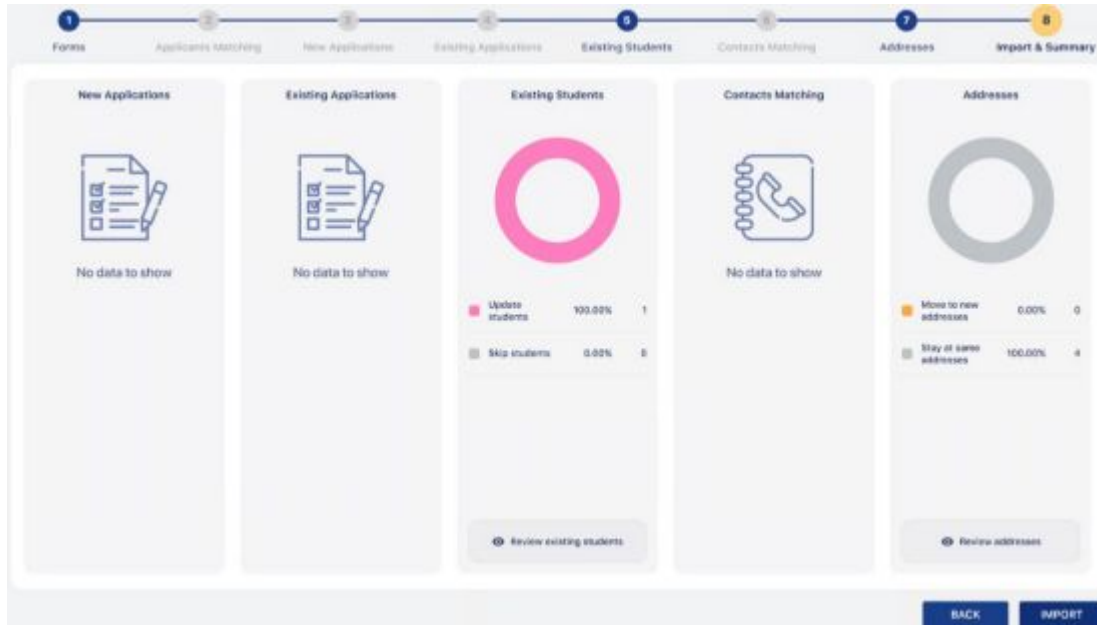
This address step helps you manage address changes for people living at the same address in SIMS. [Click here to see an explanation video](#) Keep all at their current address

Number	Old Address	People in A+ moving from this address	Other people living at this address in SIMS																																																				
1	64 Shearings Road, Flixton, Bedford, MK43 1AP, United Kingdom	<table border="1"> <thead> <tr> <th>A+ Full Name</th> <th>A+ Role</th> <th>New A+ Address</th> <th>A+ Applicant</th> </tr> </thead> <tbody> <tr> <td>Reynold Upson Brown Update</td> <td>Student</td> <td>12 Boring Road, Sharnston, Bedford, MK43 0TA, United Kingdom</td> <td></td> </tr> <tr> <td>Miriam Jolly</td> <td>Student</td> <td>121 Newburn Avenue, Bedford, MK41 5QA, United Kingdom</td> <td></td> </tr> <tr> <td>Jennifer Clarke</td> <td>Student</td> <td>40 Guilson Drive, Bradwell, Milton Keynes, MK12 5EA, United Kingdom</td> <td></td> </tr> <tr> <td>Jamie Bond</td> <td>Student</td> <td>7 Ely Road, Milton, Cambridge, CB24 6DE, United Kingdom</td> <td></td> </tr> <tr> <td>Francesca Dakota</td> <td>Student</td> <td>4 Swan Road, Wilton, Bedford, MK43 6BN, United Kingdom</td> <td></td> </tr> </tbody> </table>	A+ Full Name	A+ Role	New A+ Address	A+ Applicant	Reynold Upson Brown Update	Student	12 Boring Road, Sharnston, Bedford, MK43 0TA, United Kingdom		Miriam Jolly	Student	121 Newburn Avenue, Bedford, MK41 5QA, United Kingdom		Jennifer Clarke	Student	40 Guilson Drive, Bradwell, Milton Keynes, MK12 5EA, United Kingdom		Jamie Bond	Student	7 Ely Road, Milton, Cambridge, CB24 6DE, United Kingdom		Francesca Dakota	Student	4 Swan Road, Wilton, Bedford, MK43 6BN, United Kingdom		<table border="1"> <thead> <tr> <th>SIMS Full Name</th> <th>SIMS Role</th> <th>SIMS Linked People</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Mr Paul Alan</td> <td>Contact</td> <td><a href="#">View Profile</a> Paul Alan</td> <td><a href="#">Skip at same address:</a> 64, Shearings Road, Flixton, Bedford, MK43 1AP, United Kingdom</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="radio"/> <a href="#">Move to new address:</a> 12 Boring Road, Sharnston, Bedford, MK43 0TA, United Kingdom</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="radio"/> <a href="#">Move to new address:</a> 121 Newburn Avenue, Bedford, MK41 5QA, United Kingdom</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="radio"/> <a href="#">Move to new address:</a> 40 Guilson Drive, Bradwell, Milton Keynes, MK12 5EA, United Kingdom</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="radio"/> <a href="#">Move to new address:</a> 7 Ely Road, Milton, Cambridge, CB24 6DE, United Kingdom</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="radio"/> <a href="#">Move to new address:</a> 4 Swan Road, Wilton, Bedford, MK43 6BN, United Kingdom</td> </tr> </tbody> </table>	SIMS Full Name	SIMS Role	SIMS Linked People	Address	Mr Paul Alan	Contact	<a href="#">View Profile</a> Paul Alan	<a href="#">Skip at same address:</a> 64, Shearings Road, Flixton, Bedford, MK43 1AP, United Kingdom				<input type="radio"/> <a href="#">Move to new address:</a> 12 Boring Road, Sharnston, Bedford, MK43 0TA, United Kingdom				<input type="radio"/> <a href="#">Move to new address:</a> 121 Newburn Avenue, Bedford, MK41 5QA, United Kingdom				<input type="radio"/> <a href="#">Move to new address:</a> 40 Guilson Drive, Bradwell, Milton Keynes, MK12 5EA, United Kingdom				<input type="radio"/> <a href="#">Move to new address:</a> 7 Ely Road, Milton, Cambridge, CB24 6DE, United Kingdom				<input type="radio"/> <a href="#">Move to new address:</a> 4 Swan Road, Wilton, Bedford, MK43 6BN, United Kingdom
A+ Full Name	A+ Role	New A+ Address	A+ Applicant																																																				
Reynold Upson Brown Update	Student	12 Boring Road, Sharnston, Bedford, MK43 0TA, United Kingdom																																																					
Miriam Jolly	Student	121 Newburn Avenue, Bedford, MK41 5QA, United Kingdom																																																					
Jennifer Clarke	Student	40 Guilson Drive, Bradwell, Milton Keynes, MK12 5EA, United Kingdom																																																					
Jamie Bond	Student	7 Ely Road, Milton, Cambridge, CB24 6DE, United Kingdom																																																					
Francesca Dakota	Student	4 Swan Road, Wilton, Bedford, MK43 6BN, United Kingdom																																																					
SIMS Full Name	SIMS Role	SIMS Linked People	Address																																																				
Mr Paul Alan	Contact	<a href="#">View Profile</a> Paul Alan	<a href="#">Skip at same address:</a> 64, Shearings Road, Flixton, Bedford, MK43 1AP, United Kingdom																																																				
			<input type="radio"/> <a href="#">Move to new address:</a> 12 Boring Road, Sharnston, Bedford, MK43 0TA, United Kingdom																																																				
			<input type="radio"/> <a href="#">Move to new address:</a> 121 Newburn Avenue, Bedford, MK41 5QA, United Kingdom																																																				
			<input type="radio"/> <a href="#">Move to new address:</a> 40 Guilson Drive, Bradwell, Milton Keynes, MK12 5EA, United Kingdom																																																				
			<input type="radio"/> <a href="#">Move to new address:</a> 7 Ely Road, Milton, Cambridge, CB24 6DE, United Kingdom																																																				
			<input type="radio"/> <a href="#">Move to new address:</a> 4 Swan Road, Wilton, Bedford, MK43 6BN, United Kingdom																																																				

The “addresses” step detects any changes to the address currently held in SIMS, vs the address being imported - you then decide which address to keep.



You will see a summary and the import will commence. On completion you will see a report, to highlight successes and any errors.



Once you have completed your data collection exercise, contact us to request a bulk deletion of the data from your A+ system, so your system is clean again ahead of the next round!

### IMPORT APPLICATIONS REPORT

🔍 type to search

NO.	FULL NAME	MESSAGE	TYPE
1	<a href="#">Tuba Islam</a>	Import students data SUCCESS with 4 successes.	Success