Admissions+
Powered by applicaa

Data transfer

Exporting applicant and contact data to Arbor

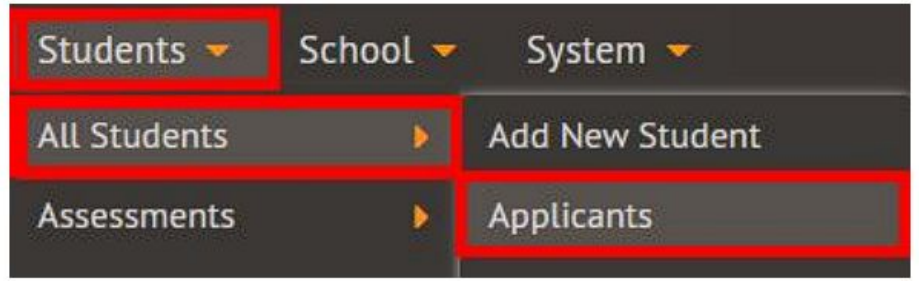
Data is moved into Arbor from Admissions+ using the Data area of your platform; this guide covers the steps.

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

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

Create an Intake Season in Arbor

1.Click **Students > All Students > Applicants**
If you do not see the Admissions options in your MIS you should contact your MIS Support Provider for assistance.



2.Click **Add**

3. Add to your Intake Season the following:
Academic Year (the fields **Start date** and **End date** will auto complete) If you are unable to select the required **Academic Year** you will need to add it first in your MIS by navigating to **School → School Structures → Academic Years.**

Intake season name
Published admissions number (optional)
Target application number (optional)

4. Click **Create Intake Season**

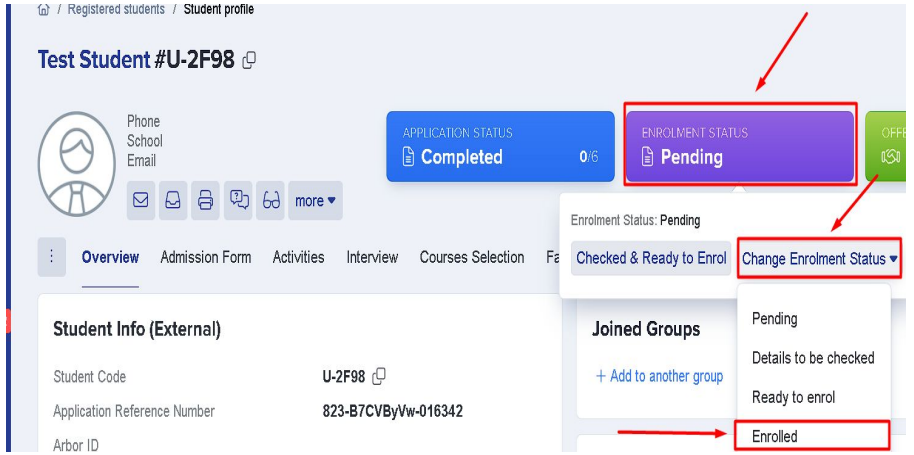
Enrolling students to be exported

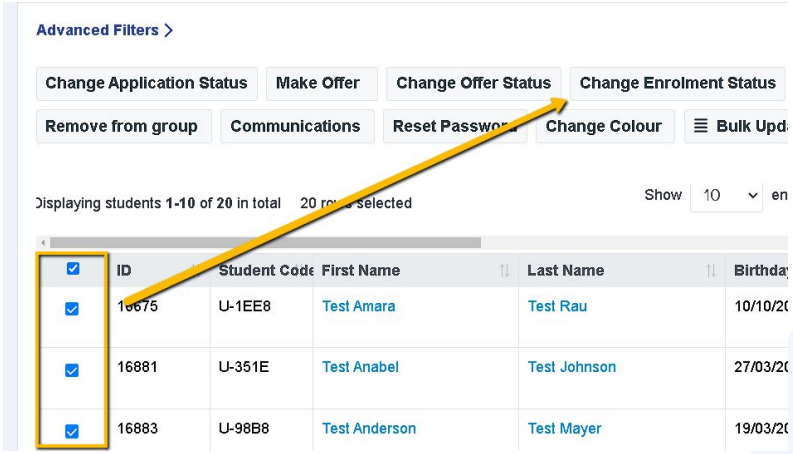
1.When your students are ready to be exported to your MIS they should be enrolled in Admissions+.

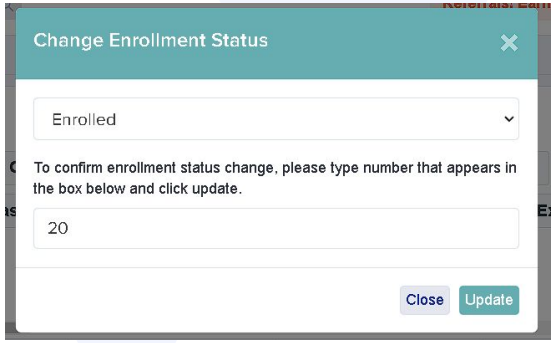
Student Profile Method
Bulk Student Selection Method

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 if necessary.







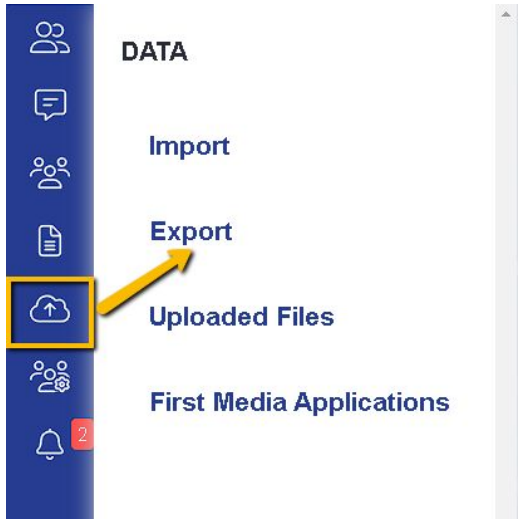
Exporting data into Arbor

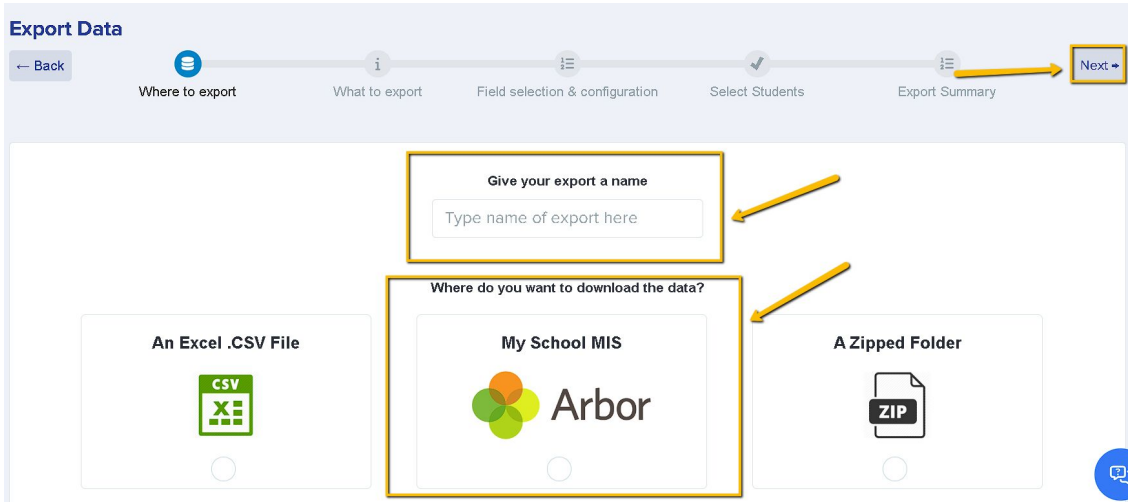
Go to **Data** > **Export**

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

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

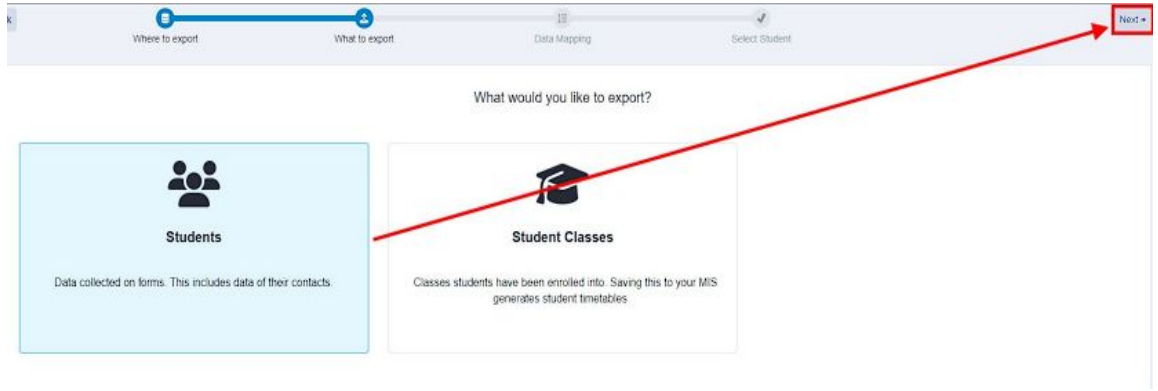
Click on **Next**





Exporting data into Arbor

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



Then on the next step you will need to:

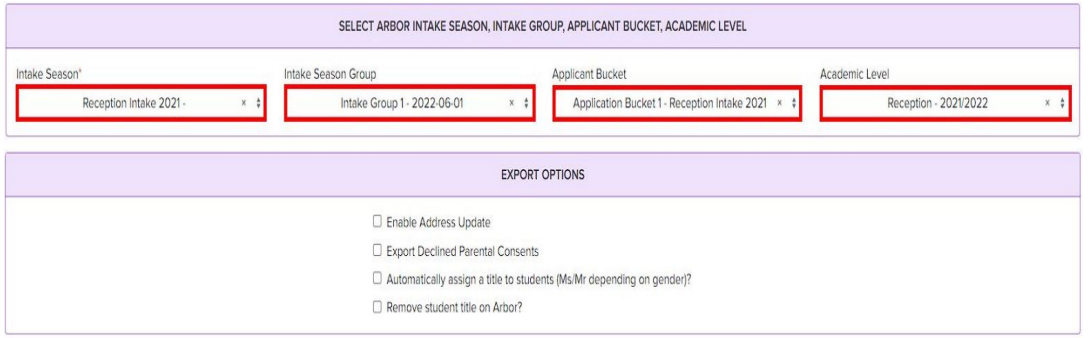
Select **Intake Season** e.g Reception 2021/22

Select **Intake Group** e.g. Intake Group 1

Select **Applicant Bucket** e.g. Applicant Bucket 1

Select **Academic Level** e.g. Reception 2021/22

There are additional Export Options available to select



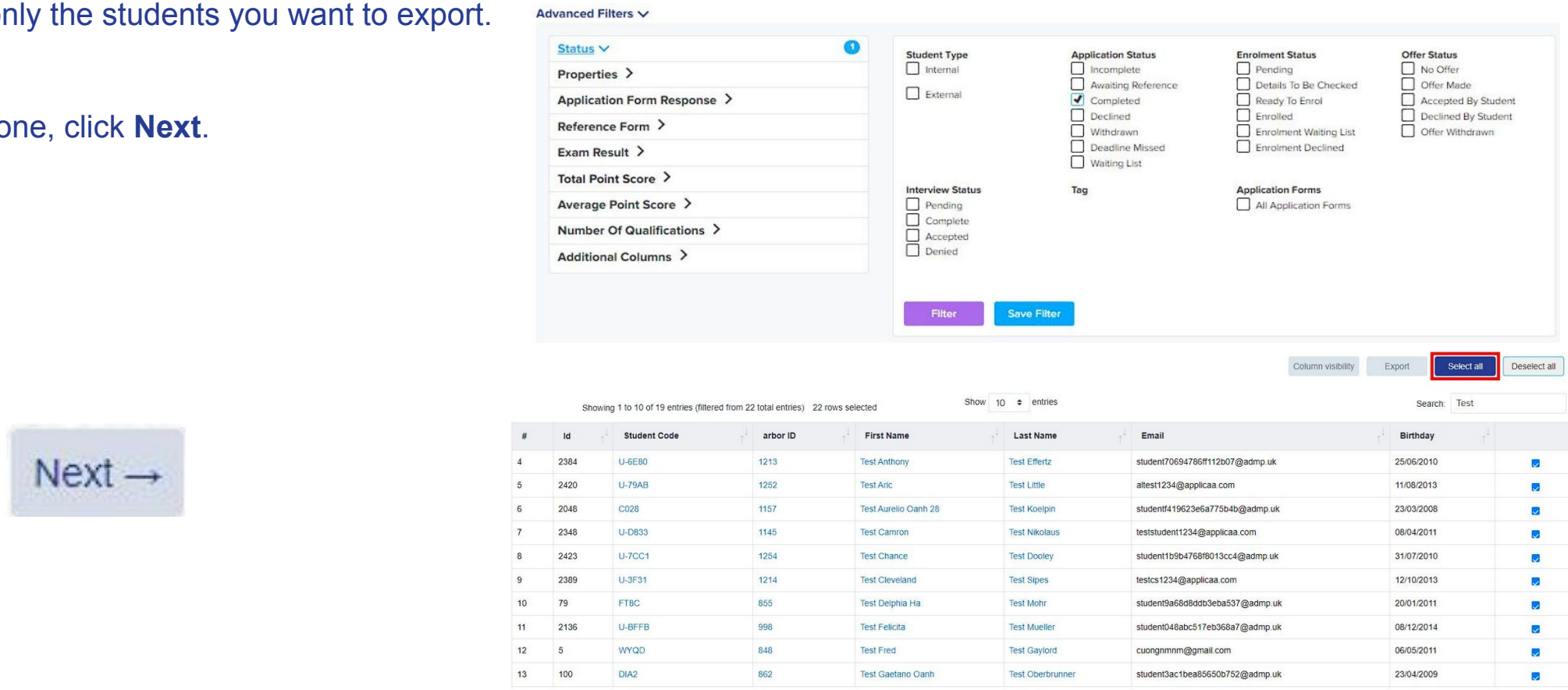
The Data Mapping options will be preselected and now include **User Defined Fields**.

After that, click on **Next**.

Exporting data into Arbor

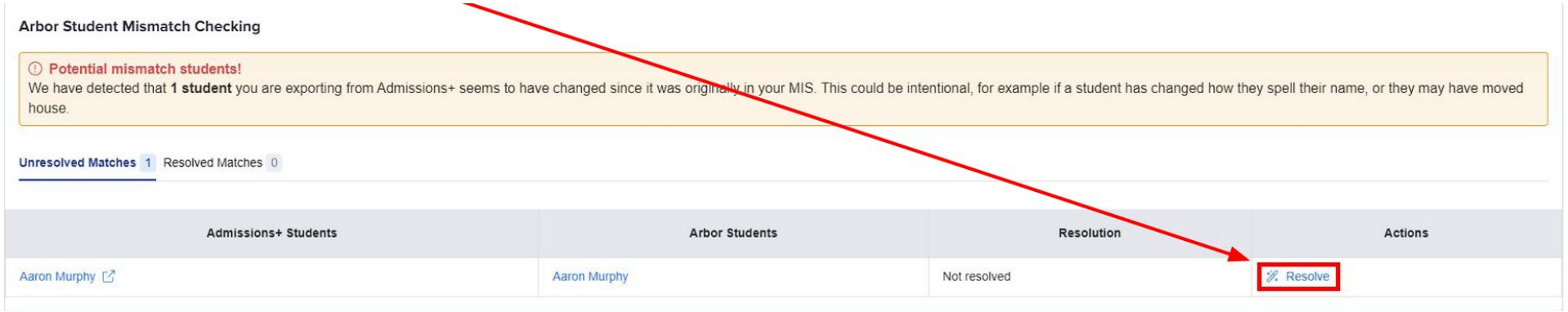
On the next step, you may use the **Advanced Filters** and then **Select All** students for your export if required or you can select only the students you want to export.

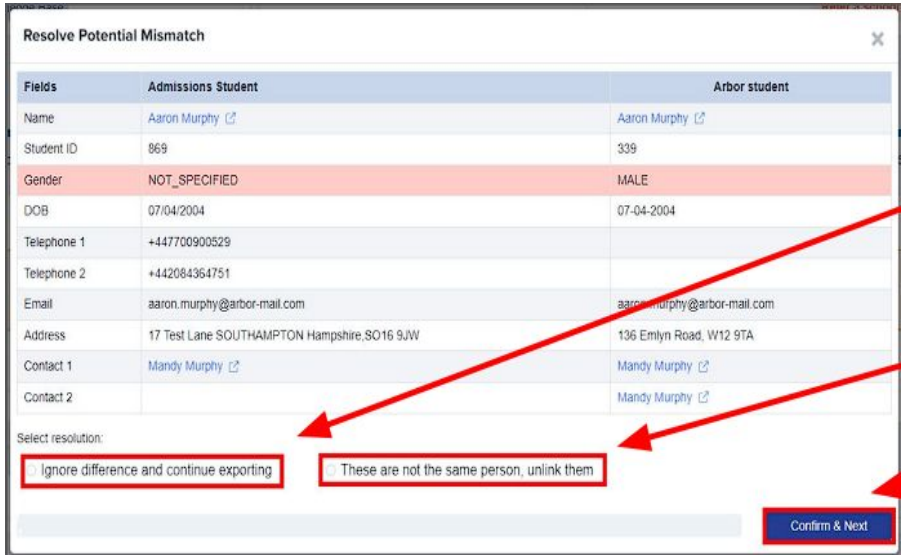
Once done, click **Next**.



Exporting data into Arbor

On the **Arbor 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.





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

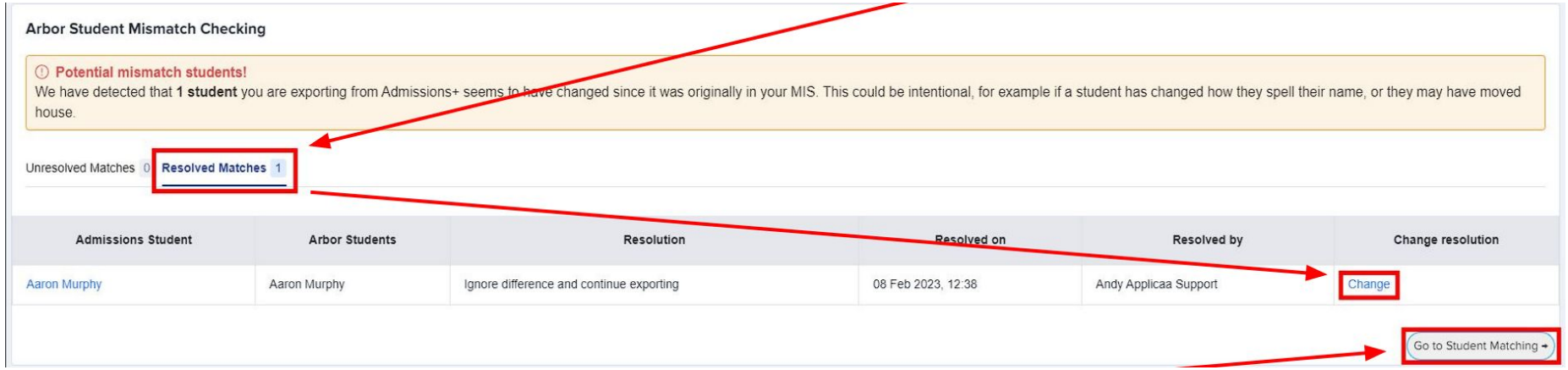
Select the **These are not the same person, unlink them** to confirm they are **not** a match.

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

Exporting data into Arbor

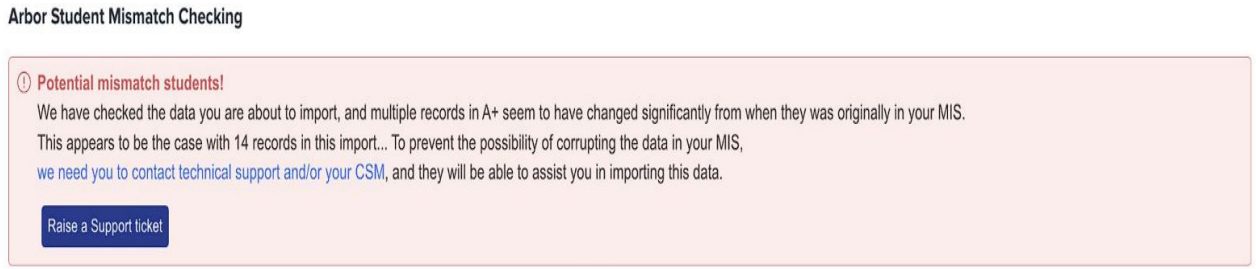
Once you have selected an appropriate option for your student(s) they will appear in **Resolved Matches**

Click on **Change** to select a different option if required.



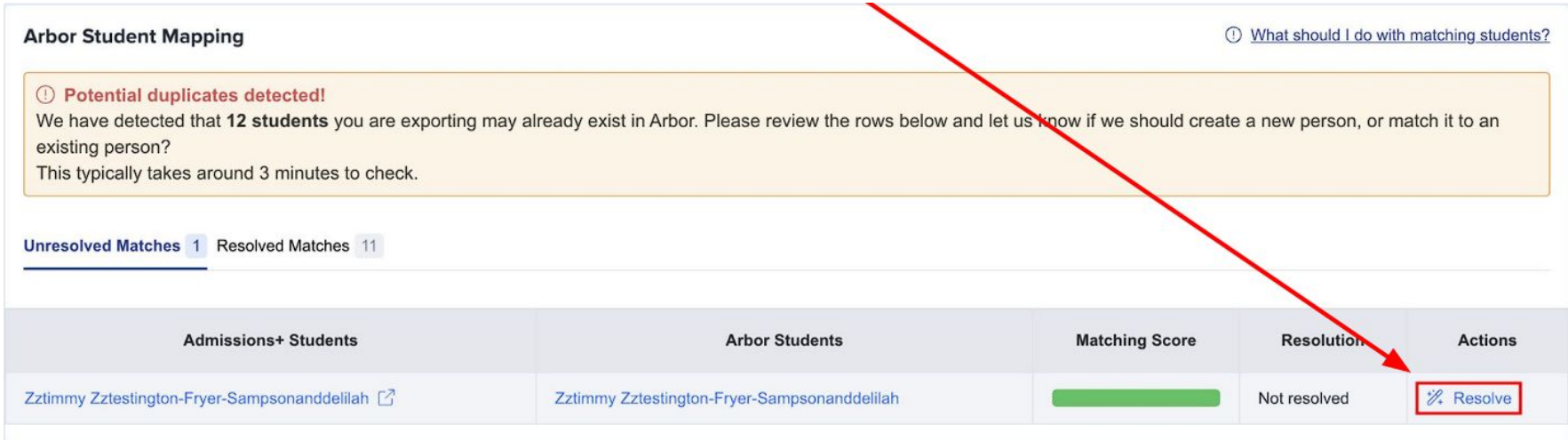
Click Go to **Student Matching** once all students have been checked.

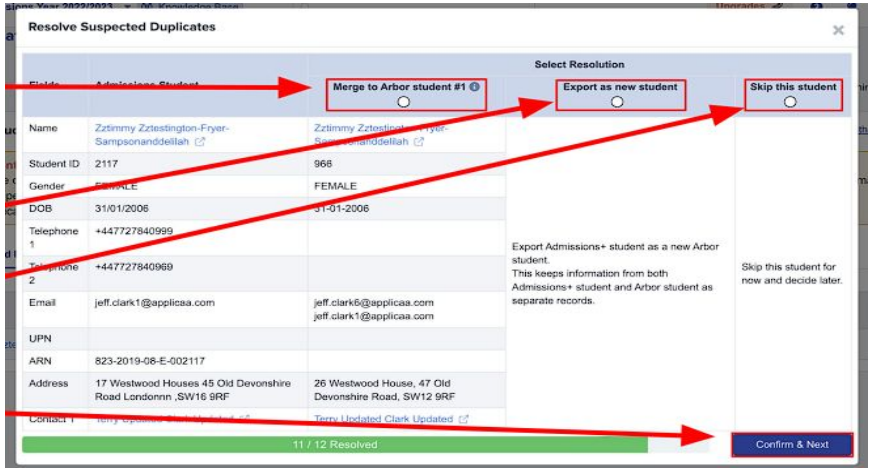
Please note: If there are too many mismatched students you will need to contact Support or your Customer Success Manager, when this happens the message below will be displayed and you will not be able to continue with the export.



Exporting data into Arbor

In the Arbor Student Mapping screen you will need to **Resolve** any **Unresolved Matches**





Select the **Merge to Arbor** 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 Arbor 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 Arbor

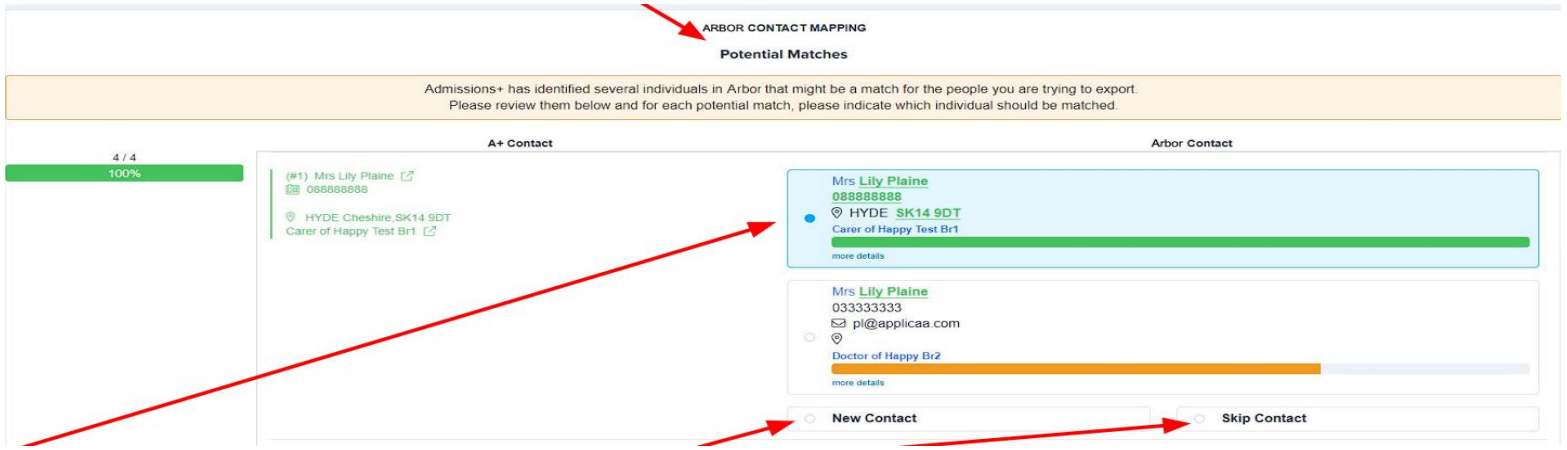
On the Arbor Contact Mapping step existing Arbor contacts will be displayed if they match contacts in Admissions+.

Select New Contact if they are not an existing contact in your MIS or Skip Contact if they should not be transferred.

Contacts are matched using the following rules:

- The system looks through existing Arbor contacts, and finds any one who matches the name, title, email and postcode of the person on Admissions+
- Matching people are listed as ‘Potential Matches’

2. Click Next.



Match To - links the Admissions+ contact to an existing Arbor contact, saves the Arbor Contact Id to Admissions+ and updates the available data from Admissions+ to the Arbor contact (see the data table for import rules)
New Contact - creates a new person in Arbor
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.

If there were any issues with the export you will see the reason in the **Arbor Notice** column for each student. In the example below the student exported successfully with no error.

#	View on A+	first_name	last_name	Arbor Notice	View on Arbor	Type
1	2420	Test Aric	Test Little		1252	Success

Click on the Arbor Student ID to view the application in Arbor

Let’s see how it works!

DEMO

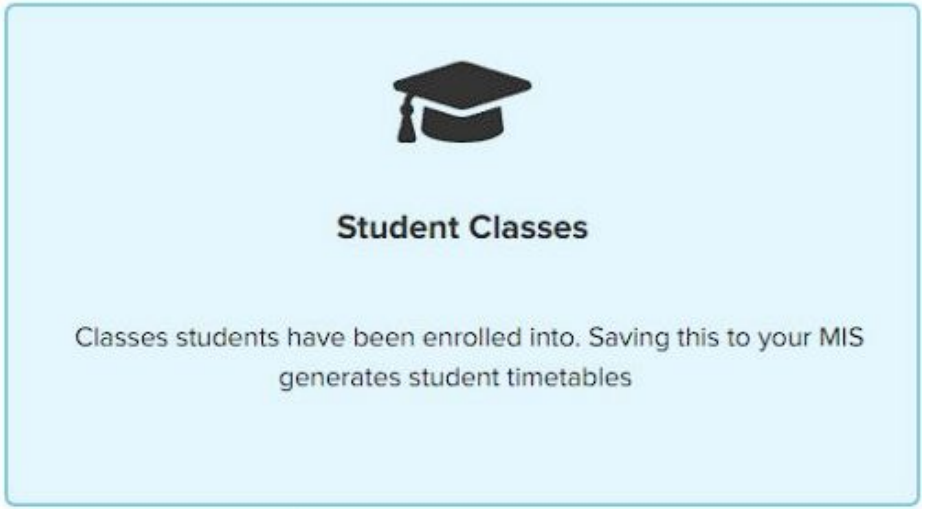
Exporting classes to Arbor

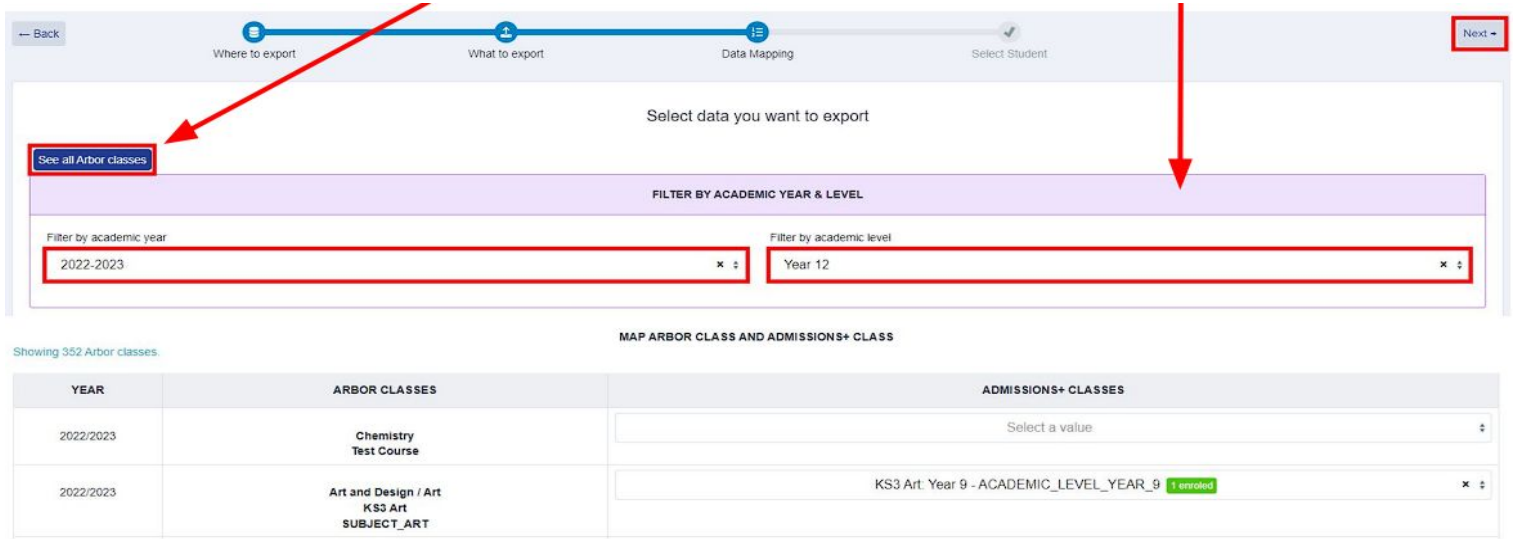
Before exporting classes to Arbor, your students will be enrolled to their chosen courses in Admissions+.

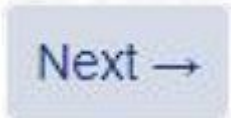
1. You will need to navigate to **Data > Export**
2. Click on **Start an Export**
3. **Give your export a name** then select **Arbor**
4. Then click **Next**

Exporting classes into Arbor

1. Select **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 **Arbor Classes** by **Academic Year**.
4. Map your **Admissions+ Classes** to your **Arbor Classes**. If you can't see your classes click on See all Arbor classes.





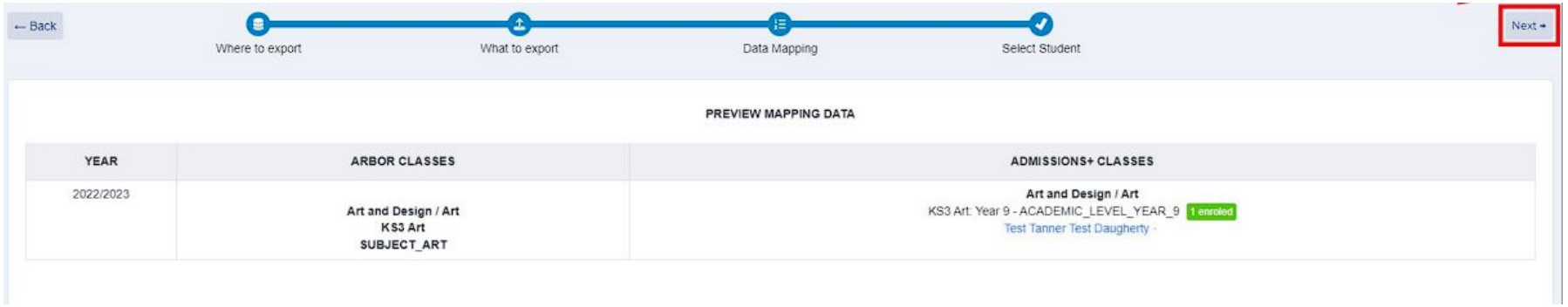


5. Click **Next** once done.

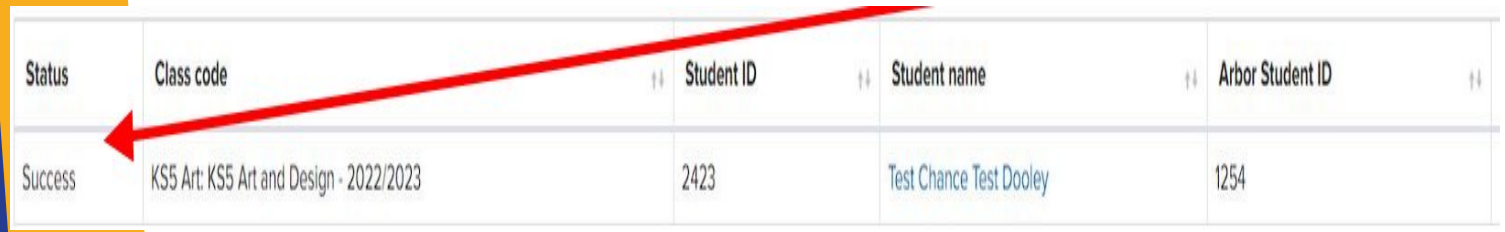
Exporting classes into Arbor

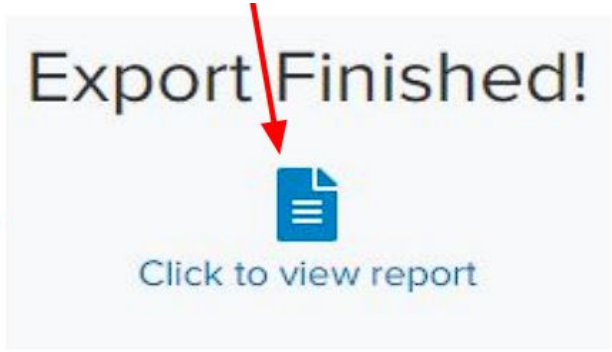
On the last step, the system will show you a preview of the data that will be exported.

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



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





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THANK YOU