# • How to install SIMS Sync application

SIMS sync download link

### \* V2.9.2.0 - (01 March 2023) - latest version:

- https://drive.google.com/file/d/1rlJmTTvAOiOAwE1NhdBoPRFj9WiAw5Uo/view
- Push warnings/errors list to Admissions+ so that Admissions+ can show a page with friendly User Interface, easier for teachers to check and manage SIMS Sync import log

### • SIMS sync change logs

 Please follow this Change Logs documentation for the latest SIMS Sync version download link:

https://docs.google.com/document/d/1oRjfy0SWSGUBgEj2LPt6kayHxoN5lcDSKMr XJZsgQVM/edit

### • SIMS Sync Pre-Installation

- Please make sure to install SIMS Sync on the School Server
- The SIMS Sync application needs to read the libraries from SIMS.net directory and need to be able to connect to SQL Server like SIMS.net does, that is why we need to install it on the same server/computer where the SIMS.net and SQL Server are installed.

### SIMS sync installation steps

• After downloaded the installation file from the download link, double click on the file to start installing the program:



• If there is a security warning popup appear asking for the confirmation on opening the file, we can click on **Run** button to continue:

Open File	- Security War	ning	×
Do you	want to run tl	nis file?	
	Name:	nstaller\SIMS Sync Installer_11_06_2020 (ver. 1.7.0.0).ex	e
	Publisher:	Applicaa Ltd	
	Туре:	Application	
	From:	C:\wamp64\www\sims\SIMS sync installer\SIMS Sync I	.
	us ask before s	Run Cancel	]
Miwa	ys ask before c		
۲	While files fr harm your co <u>What's the ri</u>	om the Internet can be useful, this file type can potentially omputer. Only run software from publishers you trust. <u>sk?</u>	<i>,</i>

- The "SIMS Sync Setup" windows appears, there are 2 buttons to choose from:
  - **Options** button for choosing custom installation path or installation user on machine
  - **Accept and Install** button if you want to keep default settings, accept and continue installing the program

🛃 SIMS Sync Setup				×
			<u></u>	*
	IS	<u>St(</u>	<b>D</b>	
By clicking on 'Accept and Inst	all' you are agreeing to the	Licenses terms and co	<u>nditions</u>	
Options		A	ccept and Instal	

- The below screenshot illustrates the **Options** screen, from this screen we can choose:
  - Install for:
    - All users on this computer if you want to install for all users available in your local machine
    - **Current user** if you want to install only for the user currently running this machine
  - Install path:
    - We can keep the path as default value or change to a different path with **Browse...** button
  - **Solution Solution Solution**
  - Accept and Install button to accept and continue to the next installation step

🖟 SIMS Sync Setu	p			×
Installation Typ Choose the inst	tallation type.		1.24	×
Install for:	All users on thi	s computer		~ 🖗
Install path:	C:\Program File	es (x86)\Applicaa\SIMS Syr	nc\	Br <u>o</u> wse
Total space requ	ired on drive:	22MB		
Space available	on drive:	108GB		100
Remaining free	space on drive:	108GB		
< <u>B</u> ack			Accep	ot and Install

• After click Accept and Install button, windows will start installing the program

🖟 SIMS Sync Setup	×
Installing SIMS Sync	
Please wait while the Setup Wizard installs SIMS Sync. This may take several minutes.	
Status:	_

• The below screenshot shows the complete installation screen, click on **Finish** button to finalize installation process



• After installation successfully, there will be a desktop icon for the program named **SIMS Configuration**, please double click on the icon to start the program:



### • SIMS sync configuration steps

- Add new SIMS user for SIMS Sync
  - Add new SIMS user record

For the SIMS Sync we can either use the existing SIMS user or create a new one for it. We recommend creating a fresh new user so that it won't be affected by any accidently changes to data and permissions from IT Admin. Because this SIMS user will need several permission groups in SIMS in order to create/update Application/Enquiry/Contact records in SIMS, if lacking one of thoses will result in failure of syncing.

For creating new SIMS user please navigate to **Focus** => **System Manager** => **Manage Users** and then click **New** button for creating a new SIMS user

sims S	IMS .net: Greer	n Abbey Sch	ool										
<u>F</u> ocu	s <u>R</u> eports	R <u>o</u> utines	Tools	<u>W</u> indow	<u>H</u> elp								
	<u>H</u> ome Page S <u>c</u> hool <u>S</u> tudent	Ct	rl+Q #	8 📔		· 🖓 👰		) 🦹 🛄	2	<b>&amp;</b> 4	<u>ک</u> (	2	
	<u>B</u> ehaviour Ma Interventions <u>P</u> erson <u>G</u> roups	anagement	* lei * - * -	e Print	   	Forename Admission	Group	<pre>Previous </pre>			~		Appli
	Agenc <u>y</u>		*	~	]	House		<any></any>			~		
	<u>A</u> dmission Lesso <u>n</u> Monit <u>F</u> ees Billing	tor	* Ge * *	ender Applica	ation Sta	atus Intake	/			Admis	sion Group		
×	System Mana	ger	, È	Manage <u>L</u>	Jsers								
	<u>C</u> ommunicati Assessme <u>n</u> t Pro <u>f</u> iles My List <u>E</u> ntry	on	*	Manage <u>G</u> <u>E</u> xport Gro Import Gro User Acce	<u>i</u> roups oups oups ss <u>L</u> og		mails	5 Family / H	lome De	etails	6 Dietary	7 M	edical D
	My <u>M</u> arkshee Options <u>Options</u> Onlin Examinations	et Entry	F	<u>S</u> ettings System M	anager	<u>6</u>	1			[	,		
*	Nova-T6 E <u>x</u> it Legar Sumanic	5	Ĵ				] ] ]	Photogr	apn				

sims SIM	S .net: Greer	n Abbey Scl	hool																
<u>F</u> ocus	<u>R</u> eports	R <u>o</u> utines	<u>T</u> ools	<u>W</u> in	dow	<u>H</u> elp													
₽ <	ack 🗧	• 📄 For	rward		2		~	82	<b>e</b>	1	1	2	<b>P</b>		0	2			
物 Fi	nd User																		
New	r 🛗 Search	📄 Open	💥 Delete	e 📥 F	rint	😺 Bro	wse	N	ext 🕤	Previ	ous								
Add Us	ser	•																	
1																			
Basic	: Details																		
Su	rname		Admiss	sions					F	orenam	e		Plu	s					
Ge	nder		Male					~	D	ate of B	Birth		01/	/01/19	990				
																[	Continu	e 🤇	)

• Add permission groups for new SIMS user record

After creating a new user, we need to assign some required permission groups for this user, these are the permissions required for adding/modifying Enquiry, Application data for your Admissions. Below are required permission group list:

- Class Teacher
- Admission Officer

sins SIMS .net: Indepen	dent Scho	ol Editior	: Duchy [	Demo								
<u>F</u> ocus <u>R</u> eports R	<u>o</u> utines	<u>T</u> ools	Window	<u>H</u> elp								
😫 🖕 Back 🔹	Forw	rard 🖁	3 8		P 🔛 🌖	M 🖗	<b>[</b> ]	2 🔒	0	2	2	
懒 Find User												
New 🕌 Search 🛙	Open 🖇	Celete 🔇	Print	😺 Brow	se 🕂 Next 🗧	Previous						
User Details: Plus Ad	mission											
💾 Save 🏾 🏐 Undo 👔	📥 Print											
1 Basic Details 2 Log	in Details	3 Group	s 4 Perr	nissions	5 Telephones	and Emails	6 Addre	sses				
<u>1</u> Basic Details							_					
Title				$\sim$	Prefer	red Forename	Plus					
Legal Forename	Plus				Prefer	ed Surname	Admis	sion				
Middle Name(s)					Gende	r	Male			$\sim$		
Legal Surname	Admission				Date o	f Birth	02/02	/2000		3		
<u>2</u> Login Details							_					
Username	admission	plus				Active	✓					
Password	Z9QFOP8	GBO		6	Reset			Email				
2.6												
<u>3</u> Groups		Crew N			Chatura	Start Date		ad Data			ے مرد	
Effective Date	•				Status	10/02/20	= <u></u>	nu Date				
19/03/2022	5	Class Te	n Officer acher		Current	19/03/20	122				C Ear	L
					Sanon	10/00/20	'				📈 Rer	nove
											Cop	у

### Add new school

Version School Proxy Scheduled Task Application Version Other Settings Duchy Demo (9999999) Add a new Sc Edit School M Remove Sch Remove Sch Test Pre-load Corrector Run Pre-load Run Synchror	>	- 0				ETUP	SIMS SYNC S
School       Proxy       Scheduled Task       Application       Version       Other Settings         - Duchy Demo (9999999)       Add a new Sch       Edit School li       Remove Sch         Edit       School       Remove Sch       Remove Sch         Test Pre-load       Connection       Run Pre-load         Run Synchron       Run Synchron       Run Synchron	2.9.0.0	Version 2.9				caa	appli
- Duchy Demo (9999999) Add a new Sci Edit School II Remove Sch			Other Settings	n Version	Task Applicatio	Scheduled	ichool Proxy
Test Pre-load Connection Run Pre-load Run Synchron	hool tfo ool	Add a new Schoo Edit School Info Remove School				(9999999)	- Duchy Demo
	ing ing ize	Test Pre-loading Connection Run Pre-loading Run Synchronize					

We can add a new school by clicking to "Add a new school" button

• Add new school - School details

🖶 Setup School		-		$\times$
School Details Admis	sions + Details Test with Students Intake Group Admission Group			
School Name School ID	Duchy Demo           99999999         (7 digits SSSSLLL where SSSS is school number and	LLL is LA	A number )	
SIMS Usemame SIMS Password Server Database	blacka  Applicaa\SQLEXPRESS  DuchyDemo			
Data Mapping Enquiry Application	Data (Pre-Admission) Application Data (Post-Acceptance) Offer	Check/U	Incheck A	
<ul> <li>Enquirer</li> <li>Enquiry Date</li> <li>Prospective Pup</li> <li>Enquiry Commen</li> <li>Enquiry Active</li> <li>Marketing Source</li> </ul>	il t			
Save			Exit	

Add new school popup appears, we then can add information for setup a new school with:

- Active:
  - Whether this school will be active for sync and preloading or not
- SIMS Username:
  - This value is the same with username used to login to SIMS .net application
- SIMS Password:
  - This value is the same with password used to login to SIMS .net application
- SQL Server:
  - This value is the Hostname of SQL Server instance name that SIMS .net using (please help to ask IT assistance for getting this information)

- Database Name
  - This value is the name of Database that SIMS .net using (please help to ask IT assistance for getting this information)

If you cannot ask IT assistance for helping with SQL Server name and Database Name, please try to open SIMS.net application and then navigate to **Help => System Information** 



Then we can get SQL Server name and Database name inside System Information popup

SIMS System Informa	tion Report	
School name:	Duchy Demo	
School number:	8230032	
SQL Server name:	DESKTOP-4G5B7MV\SQLEXPRESS01	
Database name:	DuchySims	
Database version:	3.63.849	
SQL Server version:	Microsoft SQL Server 2017 (RTM) - 14.0.1000.169 (X64)	
SIMS .net folder:	C:\Program Files (x86)\SIMS\SIMS .net	
SIMS .net version:	7.196	
Computer name:	DESKTOP-4G5B7MV	
perating system:	Microsoft Windows NT 6.2.9200.0	
(Generated by SIMS	System Manager Module on 13/11/2020)	

Data mapping area is to choose which property you want to sync to SIMS for Enquiry, Pre-Admission Application and Post-Acceptance Application, Offer in which:

- **Enable** checkbox is to check this section is enable when syncing or not, for example if enable in Enquiry is unchecked meaning we will not sync back Enquiry item from Admissions+ to SIMS
- Check/Uncheck all: checkbox is to select or deselect all options in each of the Section

		- 🗆 X
applicaa		
School Details Admissions+ Details	Test with Students Intake Group Admission Group	
API Url https://der	no.applicaastaging.co/api/sims_apis/	
Email admin@ap	olicaa.com	
Password	•	
Data Mappin		
Enquiry Application Data (Pre-Ad	mission) Application Data (Post-Acceptance) Offer	
Enquiry Application Data (Pre-Ad	mission) Application Data (Post-Acceptance) Offer	Check/Uncheck All
Enquiry Application Data (Pre-Ad	mission) Application Data (Post-Acceptance) Offer	Check/Uncheck All
Enquiry Application Data (Pre-Ad Enable Enquirer Enquiry Date Prospective Pupil	mission) Application Data (Post-Acceptance) Offer	Check/Uncheck All
Enquiry Application Data (Pre-Ad Enable Enquirer Enquiry Date Prospective Pupil Enquiry Comment Enquiry Active	mission) Application Data (Post-Acceptance) Offer	Check/Uncheck All
Enquiry Application Data (Pre-Ad Enable Enquirer Enquiry Date Prospective Pupil Enquiry Comment Enquiry Active Marketing Source	mission) Application Data (Post-Acceptance) Offer	Check/Uncheck All
Enquiry Application Data (Pre-Ad Enable Enquirer Enquiry Date Prospective Pupil Enquiry Comment Enquiry Active Marketing Source	mission) Application Data (Post-Acceptance) Offer	Check/Uncheck All
Enquiry Application Data (Pre-Ad Enable Enquirer Enquiry Date Prospective Pupil Enquiry Comment Enquiry Active Marketing Source	mission) Application Data (Post-Acceptance) Offer	Check/Uncheck All
Enquiry Application Data (Pre-Ad Enable Enquirer Enquiry Date Prospective Pupil Enquiry Comment Enquiry Active Marketing Source Save	mission) Application Data (Post-Acceptance) Offer	Check/Uncheck All

🛃 Setup School					_		×
applicaa							
School Details Admissions+ Details	Test with Students	Intake Group	Admission Grou	ıp			
API Url https://dem	o.applicaastaging.co/a	api/sims_apis/					
Password	icaa.com						
Data Mapping	nission L Application	Data (Past Assault		1			
	Application L	Jata (Post-Acce)	plance) Offer		Check/	Uncheck A	J
Basic Details         Email         Telephone         Registration Details         Nationality And Passport         Address         Ethnicity         Home Language	First Language         Dietary Need         Medical Notes         Medical Condition         Disabilities         SENNeed         School Histories         Visit	Cont Cont Regi Conc Conc Conc Conc Conc Conc Conc Conc	act jion stration Fee cessions ect Choice uments s ish Additional La	nguage			

Setup School						_		X
applica	aa							
School Details Admis	sions+ Details 7	est with Students	Intake Group	Admission Grou	ιp			
API Url	https://demo.a	oplicaastaging.co/	'api/sims_apis/					
Email	admin@applica	a.com						
Password	•••••							
Data Mapping Enquiry Application	Data (Pre-Admiss	ion) Application	Data (Post-Acce	eptance) Offer	]			
Data Mapping Enquiry Application	Data (Pre-Admiss	ion) Application	Data (Post-Acce	eptance) Offer	]	Check/	Uncheck	All
Data Mapping Enquiry Application Contact Medical Practice Linked Agency Dietary Need Subject Choice Mode Of Travel Route Parental Consent	Data (Pre-Admiss Pa M M N N	ion) Application aramedical Support edical Event HS Number	Data (Post-Acce	aptance) Offer		Check/	Uncheck	All

						_		$\times$
applica	a							
School Details Admiss	sions+ Details	Test with Students	Intake Group	Admission Group				
API UH Email Password	https://demo.a admin@applic	applicaastaging.co/ aa.com	'api/sims_apis/					
Data Mapping	Data (Peo Admie	nica) Application	Data (Port Acce	otanoa) Offer	-			٦
Data Mapping Enquiry Application	Data (Pre-Admis	sion) Application	Data (Post-Acce	ptance) Offer	<u>/</u>	] Check/L	Jncheck A	
Data Mapping Enquiry Application Enable Deposit Contact Bill Payer Nationality And Pa Documents	Data (Pre-Admis assport	sion) Application	Data (Post-Acce	ptance) Offer		] Check/L	Jncheck A	1

• Add new school - Admissions+ Details

Next to "School Details" tab is "Admissions+ Details" tab where you can configure the API URL and login account to Admissions+ Web Flatform, this information is required by the app to use the Admissions+ API with authorization

🖶 Setup School						_		$\times$
applica								
School Details Admiss	sions+ Details Test w	vith Students	Intake Group	Admissi	on Group			
API Url	https://demo.applica	astaging.co/a	api/sims_apis/					
Email	admin@applicaa.com	n						
Password	*****							
Data Mapping								
Enquiry Application	Data (Pre-Admission)	Application [	)ata (Post-Acce	ptance)	Offer			
Enable						Check	/Uncheck	: All
Enquirer     Enquiry Date     Prospective Pupi     Enquiry Comment     Enquiry Active     Marketing Source								
Save							Exi	t

Please enter your Applicaa Email and Password that given for you by the support team, this is the same account that you use to login to Admissions+ web platform



- a. API URL:
  - This value is your school Admissions+ API URL, an example is https://yourdomain.applicaa.com/api/sims\_apis/, please replace yourdomain to the value for your school URL, an example of a correct API URL is https://demo.applicaa.com/api/sims\_apis/
- b. Email:
  - i. This value is the same with email that you use to login to Admissions+ Web platform, e.g. in this case we used <u>admin@applicaa.com</u> as a demo value
- c. Password:
  - i. This value is the same with password that you use to login to Admissions+ Web platform

•	Add	new	school -	Test	with	Students
---	-----	-----	----------	------	------	----------

🖳 Setup School	-		$\times$
applicaa			
School Details Admissions+ Details Test with Students Intake Group Admission Group			
Student ID			
1234			
► 5678 <b></b>			
Data Marging			
Engli Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer	Check /	lashask Al	
		Incheck Al	
Basic Details       First Language       Contact         Email       Dietary Need       Religion         Telephone       Medical Notes       Registration Fee         Registration Details       Medical Condition       Concessions         Nationality And Passport       Disabilities       Subject Choice         Address       SENNeed       Documents         Ethnicity       School Histories       UDFs         Home Language       Visit       English Additional Language			
Save		Exit	

In case we enable syncing for Application Data (Pre-Admission) or Application Data (Post-Acceptance), we can use the "Test with Students" tab to only test syncing for several specific student id, you can find the students id from the Admissions+ URL, e.g if the student URL is <u>https://demo.applicaa.com/students/5678</u> then student ID in Admissions+ will be 5678.



### • Add new school - Intake Group

💀 Setup School	- 🗆 ×
applicaa	
School Details Admissions+ Details Test with Students Intake Group Admission Group	
Intake Group Default Planned Admission (e.g. 250)	
Data Mapping	
Enduliy Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer	Check/Uncheck All
Enquirer Enquiry Date Prospective Pupil Enquiry Comment Enquiry Active Marketing Source	
Save	Exit

Intake Group tab is where we can define Default Planned Admission Number when SIMS Sync automatically creates a new Intake Group in SIMS.net. The default number is 250, but you can change to any number that is suitable for your school, the correct value will be between 0 to 9999. As we can see in below screenshot, in SIMS.net, Planned Admission is a required field when we create new Intake Group manually

Intake Group Details: Ne	ew			
💾 Save 🏾 🄄 Undo 📥	Print			
1 Intake Group 2 Admiss	sion Groups			
1 Intake Group				
Admission Year	2022/2023	$\sim$	Admission Policy	~
Admission Season	Spring	~	Numbers To Rank	
Year Group	Year 3	~	Name	2022/2023 - Spring Year 3
Planned Admission			Active	

### • Add new school - Admission Group

🖳 Setup School									-		$\times$
applica	aa										
School Details Admis	sions+ D	etails	Test	with Students	Intake Gro	up Ad	Imission G	àroup			
Admission Group	C A destant		- 01	Castantan					 		1
Season	r Admiss Dav	ion (e. v	g. UT	September) Month							
Autumn	01	-	1	September	•						
Spring	04	•	1	January	•						
Summer	19	-	1	April	•						
Integrated	03	•	1	September	•						
Data Mapping Enquiry Application	Data (Pr	re-Adm	nission	) Application D	lata (Post-A	cceptar	nce) Off	er	Check/L	Jncheck /	All
Enquirer     Enquiry Date     Prospective Pup     Enquiry Commen     Enquiry Active     Marketing Source	l t e										
Save									[	Exit	

This is the screen where we can define the default Date Of Admission for each season in SIMS.net. When we create new Admission Group in SIMS.net, it requires user to enter the Date of Admission like following screenshot:

and Add Admission Group	?	×
Admission Group		
Name 2022/2023 - Spring Year 3 (A)		
Date Of Admission	5	
ок	Car	ncel
▲ Date Of Admission is required.		

This Admission Group configuration screen will help SIMS Sync to define some default Date of Admission values for each season so that when it automatically create new Admission Group in SIMS.net, SIMS Sync can bypass the date required validation

Admission Group tab only can show seasons in SIMS for setup in case School Details information has been filled up with correct data, otherwise it will show some error messages of fail login or lacking of required permission groups:

🛃 Setup School			-	-		×
applicaa						
School Details Admissions+ Details Test with Stud	ents Intake Group	Admission Group				
Admission Group						
System could not get Admission Seasons from	SIMS.net, please pr	ovide login informat	ion in "School Detai	ls' tab fir	<del>র</del>	
Enquiry Application Data (Pre-Admission) Applica	tion Data (Post-Acce	eptance) Offer				
Enable			Che	eck/Un	check All	
<ul> <li>Enquirer</li> <li>Enquiry Date</li> <li>Prospective Pupil</li> <li>Enquiry Comment</li> <li>Enquiry Active</li> <li>Marketing Source</li> </ul>						
Save					Exit	

Error "System could not get Admission Seasons from SIMS.net, please provide login information in 'School Details' tab first" will be shown when we have not filled in School details information like SIMS username/password, Server, Database

🖳 Setup School						-		×
applica	a							
School Details Admission	ns+ Details Test v	with Students	Intake Group	Admission G	àroup			
Admission Group								
System could no	nt login to SIMS.net i	using your prov	rided informatio	n in 'School D	)etails" tab, plea	se try again		
Data Mapping	eta (Pre Admission)	Analiantian	)sta (Post Anna	ntance) Off	i.e.			
	ata (Fre-Aumission)	Application		prance) on	CI	Check/L	Incheck A	N
Enquirer     Enquiry Date     Prospective Pupil     Enquiry Comment     Enquiry Active     Marketing Source								
Save						[	Exit	

Error "System could not login to SIMS.net using your provided information in 'School Details' *tab, please try again*" will be shown when the provided SIMS username/password could not login to SIMS.net

🖳 Setup School	- 🗆 X
applicaa	
School Details Admissions+ Details Test with Students Intake Group	Admission Group
Admission Group	
System could not load Admission Seasons from SIMS.net, please of	heck your SIMS user permission groups
Enquiry Application Data (Pre-Admission) Application Data (Post-Acce	ptance) Offer
Enable	Check/Uncheck All
<ul> <li>Enquirer</li> <li>Enquiry Date</li> <li>Prospective Pupil</li> <li>Enquiry Comment.</li> <li>Enquiry Active</li> <li>Marketing Source</li> </ul>	

Error "*System could not load Admission Seasons from SIMS.net, please check your SIMS user permission groups*" will be shown when the provided SIMS username/password can login but lacking the required permission groups to retrieve Season list from SIMS.net. Please double check section "1.4.1.2 Add permission groups for new SIMS user record" to review permission groups associated with your SIMS user

🖳 Setup School		_		$\times$
School Details Admis	sions + Details Test with Students Intake Group Admission Group	•		
School Name	Duchy Demo			
School ID	99999999 (7 digits SSSSLLL where SSSS is school number an	nd LLL is L/	A number )	
Active SIMS Usemame SIMS Password Server Database	blacka **** Applicaa\SQLEXPRESS DuchyDemo			
Data Mapping Enquiry Application	Data (Pre-Admission) Application Data (Post-Acceptance) Offer	] Check/l	Jncheck A	JI
<ul> <li>Email</li> <li>Telephone</li> <li>Registration Det</li> <li>Nationality And I</li> <li>Address</li> <li>Ethnicity</li> <li>Home Language</li> </ul>	Dietary Need     Onessions     Medical Condition     Medical Condition     SenNeed     SenNeed     SenNeed     School Histories     Visit     District Condition     SenNeed     School Histories     School Histories     School Histories     SenNeed     SenNeed     School Histories     School Histories     School Histories     School Histories			
Save		[	Exit	

After entering all information, please click on "Apply" button and system will automatically pull over the "School Name" and "School ID" from SIMS if your provided information is correct

* SIMS SYNC SETUP	_		×
applicaa	Ve	ersion 2.3.5	5.0
School Proxy Scheduled Task Application Other Settings			
- Duchy Demo (0032823)	Add a ne Edit Scl Remove	w School nool Info e School	
	Test Pre Conn Run Pre Run Syr	e-loading ection e-loading achronize	
Save & Exit Save	Car	ncel	

After apply the detail, the popup creating new school will be closed automatically and your newly added school will appear in the list, you can click on "Save" button to save information to the database like below screenshot

<sup>A</sup> <sup>™</sup> SIMS SYNC SETUP	- 🗆 ×
applicaa	Version 2.3.5.0
School Proxy Scheduled Task Application Other Settings	
- Duchy Demo (0032823)	Add a new School
	Edit School Info
Applicaa School Setup ×	Remove School
The changes have been saved.	
ОК	Test Pre-loading Connection
	Run Pre-loading
	Run Synchronize
Save & Exit Save	Cancel

Edit existing school

SIMS SYNC SETUP	- 🗆 X
applicaa	Version 2.9.0.0
School Proxy Scheduled Task Application Version Other Settings	
Duchy Demo (9999999)	Add a new School Edit School Info
applicaa         School Details       Admissions+ Details       Test with Students       Intail	ke Group Admission Group
School Name Duchy Demo	
School ID 9999999 (7 digits	SSSSLLL where SSSS is school number and LLL is LA number )
Active 🔽	
SIMS Usemame blacka	
SIMS Password	
Server Applicaa\SQLEXPRESS	
Database DuchyDemo	
Save & Data Mapping Enquiry Application Data (Pre-Admission) Application Data ( Enable	Post-Acceptance) Offer
<ul> <li>Enquirer</li> <li>Enquiry Date</li> <li>Prospective Pupil</li> <li>Enquiry Comment</li> <li>Enquiry Active</li> <li>Marketing Source</li> </ul>	
Save	Exit

We can edit information for a school by clicking on the school in the list to high-light it up and then clicking on the "Edit School Info" button, the edit school popup will appear for you to edit the information. After done adjusting the details for school, we need to click on "Save" button in the main screen to save info to database

# AT SIMS SYNC SETUP Х Version 2.9.0.0 applicaa School Proxy Scheduled Task Application Version Other Settings - Duchy Demo (9999999) Add a new School Edit School Info Remove School Test Pre-loading Connection Run Pre-loading Run Synchronize Save & Exit Cancel Save

Remove existing school

We can remove the school completely out of the sync process by first selecting the school in the list (the selected school will be highlighted as blue color) and after that clicking the "Remove School" button. After the school has been removed from the list, please click on "Save" button on the main screen to save the information to database

### Proxy Settings

If your school using a Proxy Server, then we need to setup the proxy settings for SIMS Sync app

• Please make sure "Proxy server required" is checked, and then fill in Proxy information like Host (Required), Port (Optional), Username (Optional), Password (Optional)

- Alternative way to enable Proxy is to bypass Admissions+ URL from the Proxy configuration. This way does **not require** "Proxy Server Required" to be **checked**, and does not need to provide Proxy Server settings in Configuration Box as well.
  - For example if your Admissions+ URL domain is lpgs.applicaa.com, below URLs should be whitelisted:
    - Ipgs.applicaa.com (Please change to your Admissions+ URL)
    - applicaa.com
    - api.applicaa.com
    - admissionsuk.s3.eu-west-2.amazonaws.com

SIMS SYNC SETUP	_		$\times$
applicaa	Ven	sion 2.9.0.	0
School Proxy Scheduled Task Application Version Other Settings			
Proxy server required			
Host 194.141.227.11			
Port 3128			
Usemame			
Password			
Save & Exit Save	Cano	el	

The above screenshot is just an example of Proxy settings, please help to adjust the value of Host and Port to correct information for your school

- Scheduled Task
- Syncing:
  - This is the process to import the Enquiry, Application data from Admissions+ to SIMS. This will be set to every 2 hours from 6am to 8pm, daily.
  - Important Note This should not be set up until instructed to do so by your Customer Success Manager.
- Preloading:
  - This is the process to preload the data from SIMS to Admissions+, so that Admissions+ can import existing data from SIMS and use those data for the Syncing process. The entities which application will preload are:
    - Contacts
    - Agencies
    - Agents
    - Visit
    - School
    - Students
    - Lookups
    - Udfs
    - Registration details including:
      - Intake Group
      - Admission Group
      - Year Taught In
    - Address
    - Application
    - Enquiries
- Auto Updater:
  - This is the process to update the SIMS Sync Application automatically, when a new release / update is made available.
    - Reducing the time you need to reinstall the application and make sure the configuration is correct.

Our SIMS Sync app can be configured to run the Auto Updater, Syncing and Preloading as a scheduled windows task at a specific time of the day and repeatedly.

SIMS SYNC SETUP	-	
applicaa	Vers	ion 2.8.8.0
School Proxy Scheduled Task Application Version Oth	her Settings	
Please do not set up the scheduled tas Doing so may lead to	sks for Syncing unless asked to by Applicaa o data corruption	
Admin Windows User	Auto Updater	
Admin Username DESKTOP-4G5B7MV\VT2	Start Time 01:30	÷
Admin Password	Repeat Task Every 24 Hours	·
	For a Duration of (Hours) Indefinitely	-
	Schedule Task Run Task	
Syncing	Preloading	
Start Time 06:00	Start Time 02:30	•
Repeat Task Every 2 Hours	Repeat Task Every 24 Hours	<b>_</b>
For a Duration of (Hours)	For a Duration of (Hours) Indefinitely	<b>_</b>
Schedule Task Run Task	Schedule Task Run Task	
Save & Exit Save	Canc	el

- d. User Name:
  - i. This value is your Windows user name that you used to login to your computer Password.
- e. Password:
  - i. This value is your Windows password that you used to login to your computer, both Username and Password are used to authenticate user running the Windows scheduled task

#### Only set the Auto Updater and Preloading schedules at this time:

Click on "Schedule Task" button to save the new task for Windows. A popup will appear to advise that the schedule task has been saved.

Task Scheduler		
File Action View Help		
🔶 🄶 📶 🔝 🛅		
Task Scheduler (Local)	Name       Status       Triggers         Adobe Acrobat Update Task       Ready       Multiple triggers define         App Explorer       Running       At log on of any user         Applicaa - SIMS Data Preloading       Ready       At 00:05 every day - After         Applicaa - SIMS Data Preloading Properties (Local Computer)       General Triggers       Actions         Conditions       Settings       History (disabled)         Name:       Applicaa - SIMS Data Preloading         Location:       \         Author:       DESKTOP-4G5B7MV/VT2         Description:       Author:	d er triggered, repeat every 1.00:00:00 indefinitely.
	Description:       Implementation of both methoduling)         Security options         When running the task, use the following user account:         sonvq       Change User of         Run only when user is logged on         Run whether user is logged on or not         Image: Do not store password. The task will only have access to local computer resources.         Run with highest privileges         Hidden       Configure for:         Windows Vista™, Windows Server™ 2008	at every 1 hour for a duration of at every 04:00:00 for a duration

The above screenshot illustrates how preloading task appear in Task Scheduler of Windows System, please find the name with "Applicaa - SIMS Data Preloading", the Triggers information should show "At 00:05 every day - After triggered, repeat every 1 day indefinitely"

The same steps apply for the Auto Updater.

# Important note: Only set up the Syncing schedule task when instructed by your Customer Success Manager.

Once you have set up the schedule tasks, you can check the Windows Task scheduler and see the new tasks added with their Name and Triggers.

🕑 Task Scheduler			
File Action View Help			
Image: Packet in the packe	Name  Adobe Acrobat Update Task  App Explorer  Applicaa - SIMS Data Preloading  Applicaa - SIMS Data Synchronization  Applicaa - SIMS Data Synchronization  Applicaa - SIMS Data Synchronization  Coditions  Applicaa - SIMS Data Synchronization  Location:  Author: DESKTOP-4G5B7MV\VT2  Description:  Applicaa - SIMS Data Synchronization  Security options  When running the task, use the following user account: sonvq	Status     Triggers       Ready     Multiple triggers defined       Running     At log on of any user       Ready     At 00:05 every day - After tri       Ready     At 06:00 every day - After tri       Computer)     rr       ry (disabled)     Change User or Gro	ggered, repeat every 1.00:00:00 indefinitely. ggered, repeat every 02:00:00 for a duration of 14:00:00.
	Run only when user is logged on         Run whether user is logged on or not         Do not store password. The task will only have act         Run with highest privileges         Hiddgn       Configure for:	cess to local computer resources. dows Server™ 2008 OK C	ancel

When you have been instructed to set up the Syncing schedule task, you will also be able to click on "Run Task" and the syncing process will run immediately:

C:\Program Files (x86)\Applicaa\SIMS	Sync\SIMSSync.exe — 🗆 🗙
2022-05-24 14:17:19.206 [ <mark>INF</mark> ]	
2022-05-24 14:17:19.228 [INF] 2022-05-24 14:17:19.320 [INF] 2022-05-24 14:17:19.322 [INF] 2022-05-24 14:17:19.998 [INF]	Application version: 2.5.3.0 Machine information: Microsoft Windows 11 Pro(6.2.9200.0) Logging directory: C:\ProgramData\Applicaa\ApplicaaSIMS\sync
2022-05-24 14:17:20.001 [INF] 2022-05-24 14:17:22.656 [INF] ool ID: '0032823'	- STARTING Synchronizing data for School Name: 'Duchy Demo' - Unique Reference number: '201617' - Sch
2022-05-24 14:17:22.657 [INE] 2022-05-24 14:17:22.662 [INE]	Base School URL: https://thiendemogdst.applicaa.com/api/sims_apis/
2022-05-24 14:17:22.664 [INF] 2022-05-24 14:17:22.667 [INF] 2022-05-24 14:17:27.162 [INF] 2022-05-24 14:17:27.164 [INF]	Start synchronizing Pre-Admissions Loading pre-admission list from server There are 8 updated students!
2022-05-24 14:17:27.165 [INF] 2022-05-24 14:17:27.166 [INF]	Complete synchronizing Pre-Admissions!
2022-05-24 14:17:27.167 [ <mark>INF</mark> ]	Uploading logs file to Admissions+



A SIMS SYNC SETUP	-		×
applicaa	Ver	rsion 2.9.(	0.0
School Proxy Scheduled Task Application Version Other Settings			
Log Folder C:\ProgramData\Applicaa\ApplicaaSIMS	Open I	ge Log	
Save & Exit Save	Can	cel	

The Application tab is where we can set up the Log Folder for the SIMS Sync Application. We can keep the default value as it be or we can change to a different folder by clicking to "Change" button on the right

A'⊞ SIMS SYNC SETUP	– 🗆 X
applicaa	Version 2.3.5.0
School     Proxy     Scheduled Task     Application     Other Settings       Log Folder     C:\ProgramData\Applicaa\ApplicaaSIMS	Change
Browse For Folder     Desktop   VT2   This PC   Libraries   Ibraries   Network   Save & Exit   Save     Save & Exit       Save & Exi	Open Log Cancel
Make New Folder OK Cancel	

We can also click on "Open Log" button to browse to current Log Folder, this is useful when we want to check for the Log file for Syncing and Preloading process

* SIMS SYNC SETUP				_		×
Version 2.3.5.0						
School Proxy Schedul	led Task Application Other Settings					
Log Folder C:\Progra	amData \Applicaa \ApplicaaSIMS	ſ		Chang Open L	je .og	
ApplicaaSIMS						
Share View						
Paste	Move Copy to * to *	New item ▼ The basy access ▼ New folder	Properties	🔛 Open 📝 Edit	·	Select all Select no Invert sel
Clipboard	Organize	New	Op	en		Select
> This PC > Windows	(C:) > ProgramData > Applicaa >	ApplicaaSIMS	~	ō	Q	Search Ap
^ Nan	ne ^	Date modified	Тур	e		Size
s	арі	12/09/2020 21:20	File	folder		
*	clone	07/01/2022 13:23	File	folder		
*	debug	20/11/2021 15:41	File	folder		
s 🖈 📙	documents	25/09/2021 12:06	File	folder		
*	photos	20/08/2021 21:18	File	folder		
*	setup	04/01/2022 23:07	File	folder		
*	sync	06/01/2022 16:51	File	folder		
*	Config.xml	18/01/2022 13:51	XM	L Docume	ent	

- Other Settings
  - Pre-Admission Enable Creation of Application without Enquiry

SIMS SYNC SETUP	_		×
applicaa		Version 2.9	).0.0
School Proxy Scheduled Task Application Version Other Settings			
Pre-Admission			1
Enable Creation of Applications without Enquiry (Enable this option also disables Enquiry syncing)			
			_
Save & Exit Save	C	ancel	

By default when syncing Pre-Admission Application from Admissions+ to SIMS.net, if the Application is created from Enquiry, but the Enquiry has not been synced to SIMS yet, SIMS sync will show an error message "*Create Application From Enquiry: Enquiry ID is empty, please run syncing Enquiry first*". There are 2 ways to resolve this problem:

• For school that using Enquiry on Admissions+ and plan to sync back Enquiry from Admissions+ to SIMS, teacher need to enable syncing enquiry and let SIMS Sync run to create the Enquiry first, after that when SIMS Sync run for Pre-Admission Application, there will be no error message

🖶 Setup School					-		$\times$
applicaa							
School Details Admissions+ Detail	Test with Students	Intake Group	Admission Grou	p			
API Url https://der Email admin@ap Password	no.applicaastaging.co/ olicaa.com •	/api/sims_apis/					]
Data Mappin Enquiry Application Data (Pre-Ad	mission) Application	Data (Post-Acce	ptance) Offer				
Enquirer  Enquiry Date  Prospective Pupil  Enquiry Comment  Enquiry Active  Marketing Source					Check/U	Incheck Al	
Save					[	Exit	

• For schools that do not use Enquiry on Admissions+, teachers can select the option "Enable Creation of Applications without Enquiry". By selecting this option it also disable Enquiry syncing and also allow to create new Application in SIMS.net without the need of creating new Enquiry

A SIMS SYNC SETUP	—		×
applicaa	,	Version 2.9	0.0.0
School Proxy Scheduled Task Application Version Other Settings			
Pre-Admission     Enable Creation of Applications without Enquiry (Enable this option also disables Enquiry syncing)			]
			1
Save & Exit Save	С	ancel	

If we check back School settings, we can see that Enquiry tab under Data Mapping area now is disabled automatically with notice: *Disabled because "Enable Creation of Applications without Enquiry" is checked* 

🛃 Setup School		-		$\times$
applicaa				
School Details Admissions+ Details Test with Students Intake Group Admis	ssion Group			
API Url https://demo.applicaastaging.co/api/sims_apis/ Email admin@applicaa.com Password				
Data Mapping Enquiry Application Data (Pre-Admission) Application Data (Post-Acceptance	e) Offer			
Enable (Disabled because "Enable Creation of Applications without Enqui	ry" is checked)	Check/U	Incheck A	
<ul> <li>Enquirer</li> <li>Enquiry Date</li> <li>Prospective Pupil</li> <li>Enquiry Comment</li> <li>Enquiry Active</li> <li>Marketing Source</li> </ul>				
Save		[	Exit	

# Open the firewall for Admissions Plus URL and Amazon Cloud host/port

- The application need the access to 2 external host resources are:
  - Admissions+ domain for calling API
  - Amazon Cloud domain for pushing data to Preloading Database
- In order for the application running properly, please help to ask your IT Manager to allow access to Admissions+ URL and Amazon Cloud at:

- Host: sims-clone-production.cwokjrrmdlfu.eu-west-2.rds.amazonaws.com
- Port: 5432

## • Run the SIMS sync application

- If you already set the schedule task for the Syncing and Preloading process, then the process will run automatically as your scheduled time.
- The SIMS Sync application can also be run manually via the main screen with "Run Pre-loading" and "Run Synchronize" button

SIMS SYNC SETUP	-		×
applicaa	Ve	rsion 2.9.0	D.O
School Proxy Scheduled Task Application Version Other Settings			
- Duchy Demo (9999999)	Add a ne Edit Sch Remove	w School	
	Test Pre Conne Run Pre Run Syn	Hoading ection Hoading	
Save & Exit Save	Car	ncel	

Please note: Only click on the "Run Synchronize" button once you have been instructed to set up the Sync schedule.

We also can click on "Test Pre-loading Connection" button to check if we already configured Preloading connection correctly and to make sure SIMS Sync can connect to Amazon Cloud Host and Port without any issues



## • Checking the log files

A'⊟ SIMS SYNC SETUP						>	<	
applicaa	applicaa Version 2.3.5.0							
School Proxy Scheduled Tas	k Application Other Settings							
Log Folder C:\ProgramData\Applicaa\ApplicaaSIMS Change Open Log								
					Τ	-	-	
Image: Share View       Image: Share View         Image: Share View       Image: Share View					Sele Sele Inve			
Clipboard Organize New						Open	S	
Copy       Paste       Copy path         Paste       Paste shortcut       Move to +       Delete Rename       New folder         Clipboard       Organize       New       Open <ul> <li></li></ul>								
C Nar	ne		Date	e modi	fied	Туре	Siz	
bjects	api		12/0	09/2020	21:20	File folder		
top	clone		07/0	01/2022	13:23	File folder		
uments	debug		20/1	11/2021	15:41	File folder		
nloads	documents		25/0	09/2021	12:06	File folder		
ic .	photos		20/0	08/2021	21:18	File folder		
ires	setup		04/0	)1/2022 )1/2022	23:07	Filefolder		
os l	Config xml		18/0	1/2022	12:51	XMI Document		
lows (C)	comgam		10/1		. 15.51	Ame Document		

We can access the log folder by clicking on the "Open Log" button inside the "Application" tab. Below are the folders inside:

- api:
  - This is the folder to log the API request calling to Admissions+ API server
- clone:
  - This is the folder to log the preloading result
- debug:
  - This is the folder to log preloading, setup and sync result with all content, exceptions, errors (for Developer debugging purpose)
- documents:
  - This is the folder used to download the documents from Admissions+, these documents will be later imported into SIMS

- photos:
  - This is the folder used to download student avatars from Admissions+, these avatars will be later imported into Student avatar field in SIMS
- setup:
  - This is the folder to log the errors, exceptions or warnings when we run the SIMS configuration setup windows
- sync:
  - This is the folder to log the syncing result

For the end user, **clone**, **setup** and **sync** folder can give useful information, while other folders are used by the app or useful for developer only

Inside **clone**, **setup** and **sync** folder, they are divided into smaller folder by **year** => **month** => **date** 



2	I         I	Share	View					_
- m	Pin to Quick Copy Paraccess	aste ∎	🙀 Move to 👻	X Delete ▼ ■ Rename	New folder	Properti	es 🎤	Select all Select nor
	Clipboard		Orga	nize 🧹	New	Op	en	Select
2	$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$	« Applica	aSIMS → sync	> 2020 > 12	×	v č	ې ر	Search 12
	💻 This PC		^ Name		^		Date mo	odified
-	💼 3D Objects		Log	j-01.txt			01/12/2	020 00:37
-	Desktop		Log	J-02.txt			02/12/2	020 13:52
f	Documents		Log	j-11.txt			11/12/2	020 21:51
	Downloads			This i	s the log file i	for 11 D	ecembe	r 2020

0000 44 05 43 00 33 540 57051	
2020-11-25 13:29:33.549 [INF]	
2020-11-25 13:29:33.549 [INF]	1/ STATUS
2020-11-25 13:29:33.564 [INF]	Sync Enquiry: SUCCESS
2020-11-25 13:29:33.564 [INF]	2/ INFO
2020-11-25 13:29:33.564 [INF]	Update enquiry: (ApplicaaContactId: '2676', ContactId: '17481', EnquiryId: '4482', Forename:
2020-11-25 13:29:33.564 [INF]	Sync Visit: NoDataToSync
2020-11-25 13:29:33.564 [INF]	3/ WARNING
2020-11-25 13:29:33.564 [WRN]	Enquirer Address: Enquirer already got SIMS Address id '9282' and existing address in SIMS.
2020-11-25 13:29:33.564 [WRN]	Visit: There is no visit data to sync
2020-11-25 13:29:33.564 [INF]	4/ ERROR
2020-11-25 13:29:33.564 [INF]	Error is empty
2020-11-25 13:29:34.252 [FTL]	Sync Enquiry: there is an exception while syncing enquiry '5494'
2020-11-25 13:29:35.642 [INF]	

The above is an example of content inside a log file which including:

- The timestamp when the program execute, e.g. 2020-11-25 13:29:33.549
- Three kinds of message including:
  - Information [INF] shows the information message
  - Warning [WRN] shows the warning message
  - Fatal [FTL] shows the fatal/failed message
- If there is a Fatal [FTL] error, the detailed error message will be showed in **debug** folder with more information which helps developer easier in debugging the program.

### Integration on Admissions+ Platform

Finally, you will need to login to the platform, using your normal login details. Then go to: Settings - School Settings - Integration



#### Under MIS Settings, click on "Edit"

MIS Setting	× Cancel	🗟 Save
Integration Platform		
Sims sync	v	
Sims School ID (assigned automatically)	Sims Sync Account	
Sims Sync Password	Sims Sync Contacts	
		\$

You will need the API credentials that have been sent to your by your CSM.

Click "Save" and advise your CSM that this is completed. Your CSM will now go ahead with the initial configuration steps that they need to complete.