

# Data Transfer

**SIMS**



# Importing applicant and contact data into SIMS

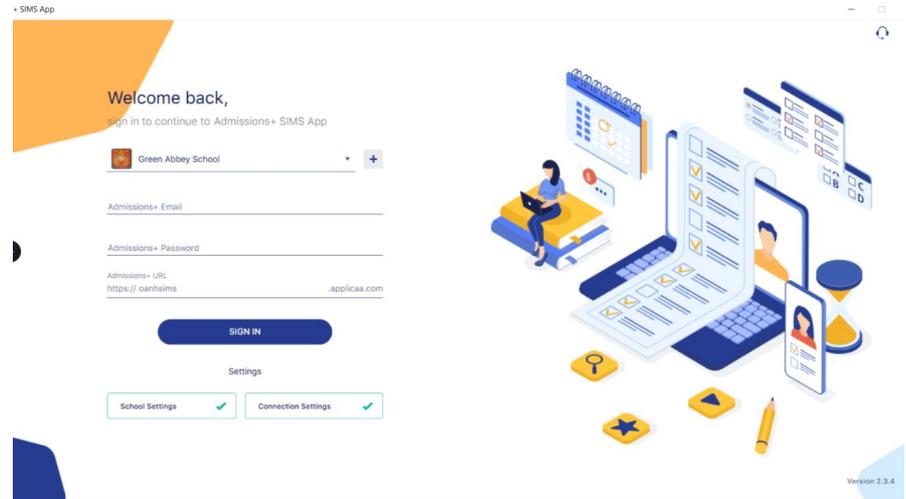
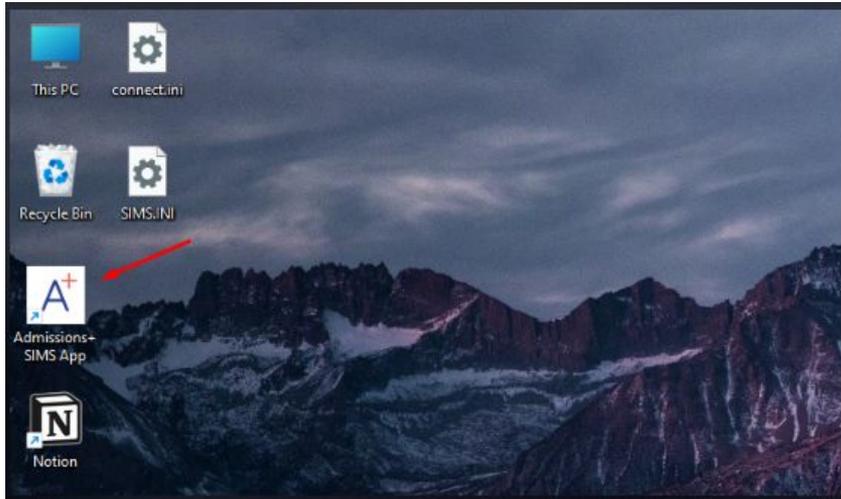
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Data is moved into SIMS from Admissions+ using the Admissions+ SIMS App; this guide covers the steps and you can also find this guide on our Knowledge Base.

Prior to being able to import data into SIMS, you need to ensure you have created a **pre-admission group in SIMS** to receive the new applicants into. Your Data Manager will be able to help you with this if you are unfamiliar with how to create a new pre-admission group.

# LOGIN

Load the **Admissions+ SIMS App** - it is installed as an app on your desktop/the desktop of whomever installed the App and looks like this:



# Check your settings before beginning your import

IMPORTANT: check under “**settings**” in the left-hand menu that you have the latest version of the App installed; your App should auto-update but if you are on an older version please update before attempting your import.

The screenshot displays the 'Settings' page for the Admissions+ SIMS App, with the 'UPDATE' tab selected. The page is divided into two main sections: 'Auto-update settings' and 'Changelog'.

**Auto-update settings:** This section includes a status indicator 'The app is up to date' with a green checkmark. Below it, there are two radio button options for auto-update preferences:

- Install only major updates. (Updates less frequently, but ensures that critical updates are installed)
- Install all updates, including minor ones, as soon as they become available. (This ensures you get the latest functionality, but means more frequent updating)

The second option is highlighted with a red box. A red arrow points from this box to the 'Settings' menu item in the left-hand navigation bar.

**Changelog:** This section shows a vertical timeline of updates from 15-05-2023 to 16-06-2023. Each entry includes a version number (e.g., Version 3.3.9) and a description of changes (e.g., 'Bug fixes & performance improvements'). The 'Version 3.3.9' entry is marked with a red star and the text 'Your current version', which is also highlighted by a red box and a red arrow.

At the bottom of the page, the user's school name 'Greenford High School' is displayed above a logo. Below the logo, the current version 'Version 3.3.9' is shown, which is also highlighted with a red box. A red arrow points from this box to a red callout box containing the text: 'Check which version you are running'.

# Choose the “import” option

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

The screenshot shows the 'Admissions+ SIMS App' interface. The sidebar on the left contains a menu with the following items: Welcome, Dashboard, **Import Applications** (highlighted with a red arrow), Export Applications, Import Class Options, Reports, Settings, and User Guide. The main content area is titled 'Import Applications (Admissions+ → SIMS)' and features a progress bar with five steps: 1. Forms, 2. New Applications, 3. Existing Applications, 4. Existing Students, and 5. Contacts Matching. Under the 'Forms' step, there are two application form options:

Application Form	Awaiting reference:	Completed applicants:	Completed and Enrolled applicants:	Admission years:
year 12	0	20	12	• 2023/2024
Post 16 Admission	4	177	20	• 2023/2024

Below the table, a message reads: 'Please select an Application form before importing applications!' accompanied by a blue robot character with an 'A' on its chest. The footer of the sidebar identifies the user as 'Mylor Community Primary School' and the app version as 'Version 2.3.4'.

# Confirm which dataset you want to import data from

Step 1 (Forms) - Choose the application form you wish to import data from; all of your active forms will show in a list on the left hand side of the App, like so:

The screenshot shows the 'Import Applications (Admissions+ → SMS)' interface. On the left, under 'Application forms', 'Year 10 Admission' is selected with a toggle switch. An orange arrow points to this toggle. The main area displays a table of applicants with the following columns: Select, Photo, Forename, Surname, Birthday, Gender, ARN, Groups, App Status, Offer, Enrolment, Internal, and Imported on. The table contains 17 rows of student data. At the bottom, there are 'BACK' and 'NEXT' buttons.

Note: if the form is not visible in your A+ SIMS App, log into your A+ system and ensure the toggle switch is active in your forms area

The screenshot shows the 'Year 9 2023/2024' form selection screen. It features a toggle switch set to 'On' in the top right corner. Below the toggle, the text 'Year 9' and 'Year 9 2023/2024' is displayed, along with a date range '07-09-2023 11:00:03' and '08-10-2022 13:08:45'. At the bottom, there are icons for 25 people, 6 forms, and 22 dates.

# Select your applicants

Step 1 (Applicants) - You can then select which applicants you would like to import. Select them using the checkboxes to the left of their names, or use the "select all" button at the top if appropriate. Click "next"

The screenshot shows the 'Import Applications (Admissions+ → SIMS)' interface. The 'Applicants' tab is selected, showing a list of 177 applicants. An orange arrow points to the 'Select' checkbox for the first applicant, 'Ci Sims'. The table below shows the details for each applicant.

Select	Photo	Forename	Surname	Birthday	Gender	ASN	Groups	App Status	Offer	Enrolment	Internal	Imported on
<input checked="" type="checkbox"/>		Ci Sims	Ci Sims Student	11-04-2013	♀	-KDvj_#15-000659		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Bb Student	Bb Student	15-04-2010	♂	-31gqf/yw-000605		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Awan	Dalwar	28-05-2002	♂	-Mz0axr1-000605		Completed	Pending	Pending	<input checked="" type="checkbox"/>	Has been imported
<input checked="" type="checkbox"/>		Aa Sims	Aa Sims	30-03-2005	♂	823-2019-08-6-001965		Completed	Pending	Pending		Has been imported
<input checked="" type="checkbox"/>		Aa Sims	Ccc Sims	09-04-2008	♂	-0W2-FyGf-000600		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Wix	Wat	12-03-2014	♂	-2019-08-6-000529		Completed	Pending	Pending		07-03-2023 11:50:53
<input checked="" type="checkbox"/>		Warren	Huels	21-05-2012	♂	-2019-08-6-000687		Completed	Offer Made	Enrolled		05-12-2022 13:06:45
<input checked="" type="checkbox"/>		Vi	Vu	18-06-2014	♀	-2019-08-6-000534		Completed	Pending	Pending		07-03-2023 16:57:44
<input checked="" type="checkbox"/>		Uppo	Pown	05-04-2012	♂	-QrF9Vp2-000583		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Tobias	Cheham	05-11-2004	♂	-2019-08-6-000310		Completed	Offer Made	Pending		05-12-2022 13:06:29
<input checked="" type="checkbox"/>		Thao	Sharp	22-12-2008	♂	-2019-08-6-000264		Completed	Offer Made	Pending		05-12-2022 16:44:04

Total: 177 Selected: 177

Buttons: BACK, NEXT

**NOTE:** the following steps are all designed to ensure no duplicates are created in SIMS when you complete your import.

# Detecting duplicates

The App will then scan to detect any potentially mis-matched applicants.

Step 2 - Here, it is looking for any students who **already exist in SIMS** and will flag any students to you whose data seems to have changed significantly on their Admissions+ profile, compared to the existing data held in SIMS. You have the option to decide whether they are indeed the same person, or whether the two profiles should be unlinked (thus creating two separate applicants).

**Potentially miss-matched applicants**

We have checked the data you are about to import, and for one of the records, some of the data in A+ seems to have changed **significantly** from when it was originally in your SIMS. Differences in the data are highlighted by a red box. This typically takes around 15 seconds to check.  
*Notice! Any choices you make here, like unlinking profiles, will take effect right after you submit this step. If you revisit this step, the changes will already be in place.*

A+ Applicant	SIMS Applicant	Actions
 Full name: Stanley J Ackton 1 Gender: Female Birthday: 08-12-2006 Type: Internal Email: 4343@example.com Telephone: 01632381472 Address: 12 High Street, Higham Ferrers, Rushden, NN10 8SL, United Kingdom Related people: Richard Ackton (Father), Kimberly Ackton (Mother), kkk Dd (Mother)	 Full name: Stanley Ackton Gender: Male Birthday: 18-12-2001 Type: Student Email: 4343@example.com Telephone: 01632 381472 Address: 12 High Street, Higham Ferrers, Rushden, NN10 8SL, United Kingdom Related people: Kimberly (Mother), Richard (Father)	<input type="radio"/> Yes, they are the same person <input type="radio"/> No, unlink them

Progress: 0/1

RAISE A SUPPORT TICKET CONFIRM

# Auto-matching

Next, the app will **Auto Match** any applicants you are trying to import, whose data seems to match someone already in SIMS. It doesn't know for sure that they are the same person until you confirm it, but "mark as matched" will be preselected for you as there is a very strong likelihood that the two sets of data belong to the same person.

The screenshot displays the 'Import Applications' workflow in the Admissions+ SIMS App. The 'Applicants Matching' step is active, showing an 'Auto Match' notification. The notification states: 'We have detected that 2 students you are exporting may already exist in SIMS. To save you time, we have automatically matched the students below to the correct person in SIMS as they have the same First Name, Last Name, Date of Birth, Gender and Post Code. You can review the matches and click next to continue.'

Below the notification is a search bar and a table of matched applicants:

Photo	Forename	Surname	Birthday	Gender	ARN	Postcode	App Status	Offer	Enrollment	Internal	Actions	View Profile
	Hayley	Flynn	08-03-2005	♀	-M8a-7wJF-000614		Completed	Pending	Pending		<input checked="" type="radio"/> MARK AS MATCHED <input type="radio"/> REJECT	A
	Jack	Eckhart	16-12-2005	♂	-WvsZmzZH-000613		Completed	Pending	Pending		<input type="radio"/> MARK AS MATCHED <input checked="" type="radio"/> REJECT	A

Total: 2

Navigation buttons: BACK, NEXT

# Manual matching

The app will also detect any applicants you are trying to import, whose records seem **similar** to a record already held in SIMS, and with these you can **Manually Match** the records to ensure the data is linked, if applicable, or that a brand new applicant is created in the event that the data belongs to two separate people who just happen to have very similar details to one another.

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

Auto Match Manual Match

Some students in Admissions+ are very similar to records already in SIMS. To avoid creating a duplicate record, please check the record and tell us whether or not to match this record by choosing one of the actions below?

FROM ADMISSIONS+	FROM SIMS
 Simon Gregg 20-11-2004 Email: Telephone: Address: Related people: Application Reference Number: -dipxk/WJC-000615	<input checked="" type="radio"/> SIMS Match to this SIMS student <b>BEST MATCH</b> Simon Gregg 20-11-2004 Address: 31 Lady Mayor Drive, Bedford, MK41 0FH, United Kingdom Related people: Adele Gregg (Mother) <input type="checkbox"/> 01632 629129
	<input type="radio"/> SIMS Match to a different person already in SIMS. Click here to choose that person. Address: Related people:
	<input type="radio"/> Add this person in SIMS as a brand-new applicant This will create a new applicant in SIMS. In the next step you can configure which data will be transferred when the record is created.
	<input type="radio"/> Skip this applicant This applicant will be skipped. The A+ SIMS App will not update anything in SIMS.

Reviewed Applicants: 0/2 Estimated time: About 30 seconds remaining 0.00%

PREVIOUS CONFIRM & NEXT

BACK NEXT

# New applications

Step 3 - The app will then show you a list of all **New Applications** - applicants who have never been imported into SIMS before, and who do not match to any existing data within SIMS.

You will also see lists of Existing Applications (applicants who have previously been imported via the SIMS App and are not currently on roll - externals) and Existing Students if applicable (this would be the current on roll Year 11 students on your Year 12 application form, for example).

The screenshot displays the 'Admissions+ SIMS App' interface. The top navigation bar shows a progress indicator with seven steps: 1. Forms, 2. Applicants Matching, 3. New Applications (highlighted), 4. Existing Applications, 5. Existing Students, 6. Contacts Matching, 7. Addresses, and 8. Import & Summary. The main content area is titled 'Import Applications (Admissions+ → SIMS)' and shows 'New applications' for the 'Admission Group' and 'Year Taught in'. A search bar is present above a table of applications. The table has columns for Select, Photo, Forename, Surname, Birthday, Gender, ABN, A\* Groups, App Status, Offer, Enrolment, Internal, Imported on, and View Profile. Four applications are listed, all with 'Completed' app status and 'Pending' offers. The 'Imported on' column shows 'Not yet imported' for all. At the bottom, it indicates 'Total: 4' and 'Selected: 4'. A sidebar on the left contains navigation options like 'Welcome', 'Dashboard', 'Import Applications', 'Export Applications', 'Import Class Options', 'Import Transition Data', 'Add Students to Group', 'Reports', 'Settings', and 'User Guide'. The footer shows 'Mylor Community Primary School' and 'Version 3.3.0'. 'BACK' and 'NEXT' buttons are at the bottom right.

Select	Photo	Forename	Surname	Birthday	Gender	ABN	A* Groups	App Status	Offer	Enrolment	Internal	Imported on	View Profile
<input checked="" type="checkbox"/>		Test Fabel	Test Coram	20-05-2012	♀	-2019-08-6-000210	Included Pending Grades - Group 1	Completed	Pending	Enrolled		Not yet imported	<a href="#">A</a>
<input checked="" type="checkbox"/>		Test Marjory	Test Marks	17-12-2010	♀	-2019-08-6-000195		Completed	Pending	Enrolled		Not yet imported	<a href="#">A</a>
<input checked="" type="checkbox"/>		Test Dennis	Test Dietrich	18-03-2009	♂	-2019-08-6-000202		Completed	Pending	Enrolled		Not yet imported	<a href="#">A</a>
<input checked="" type="checkbox"/>		Derek	Derek	22-02-2012	♂	-2019-08-6-000476		Completed	Pending	Pending		Not yet imported	<a href="#">A</a>

# Existing applications and students

You will also see lists of **Existing Applications** (applicants who have previously been imported via the SIMS App and are not currently on roll - externals) and **Existing Students** if applicable (this would be the current on roll Year 11 students on your Year 12 application form, for example).

1 2 3 4 5 6 7 8

Forms Applicants Matching New Applications **Existing Applications** Existing Students Contacts Matching Addresses Import & Summary

**Existing applications** Synchronisation fields

Deselect all

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	♀	823-2019-08-E-007704		Completed	Pending	Enrolled		21-06-2023 10:45:44	

1 2 3 4 5 6 7 8

Forms Applicants Matching New Applications Existing Applications **Existing Students** Contacts Matching Addresses Import & Summary

**Existing students** Synchronisation fields

Deselect all

Select	Photo	Forename	Surname	Birthday	Gender	ARN	A+ Groups	App Status	Offer	Enrollment	Internal	Imported on	View Profile
<input checked="" type="checkbox"/>		Noor	Bagri	02-02-2009	♀	823-2019-08-E-001908		Completed	Accepted	Pending		07-06-2022 14:17:01	
<input checked="" type="checkbox"/>		Huma	Farooqi			823-2019-08-E-003464		Completed	Pending	Pending		07-06-2022 14:16:48	
<input checked="" type="checkbox"/>		1 Test Lynn	Test Parker	18-01-2008	♀	823-2019-08-E-003148		Completed	Pending	Enrolled		07-06-2022 14:16:52	
<input checked="" type="checkbox"/>		Tommy	Charles	02-04-2005	♂	823-2019-08-E-003481		Completed	Pending	Pending		30-08-2022 11:33:29	

# Selecting which data to import

You will select the pre-admissions group that the data should be imported into, and will also have the choice of which data to import for each of these groups. You can "select all" to import all data collected in A+ which writes back via SIMS lookups, or you can individually select the fields of data you wish to import.

The screenshot shows the 'Admissions+ SIMS App' interface. The main title is 'Import Applications (Admissions+ → SIMS)'. A progress bar at the top indicates the current step is '3. New Applications', with other steps being '1. Forms', '2. Applicants Matching', '4. Existing Applications', '5. Existing Students', '6. Contacts Matching', '7. Addresses', and '8. Import & Summary'. The left sidebar contains navigation options: Welcome, Dashboard, Import Applications (selected), Export Applications, Import Class Options, Import Transition Data, Add Students to Groups, Reports, Settings, and User Guide. The bottom of the sidebar identifies the user as 'Mylor Community Primary School' and shows 'Version 3.3.0'. The main content area is titled 'Synchronisation fields' and features a 'Deselect all' button and a search filter. Below this is a grid of 13 categories, each with a list of fields and checkboxes for selection. All checkboxes are currently checked.

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

# Contacts matching

Step 6 - The **Contacts Matching** step will check to see if any data for the contacts you are importing already exists within SIMS. Again, this is to prevent duplication.

The app scans for any likely matches and shows you the most likely match at the top of the list for each contact. The app pre-selects the answer it thinks is correct in each case (whether to match to existing or create new) and you can manually override any incorrect decisions.

The screenshot shows the 'Admissions+ SIMS App' interface. The main heading is 'Import Applications (Admissions+ → SIMS)'. A progress bar at the top indicates the current step is '6 Contacts Matching'. Below the progress bar, there are two buttons: 'Create all contacts as new people' (highlighted in green) and 'Skip all contacts (do not add to SIMS)'. The main content area is a table with the following columns: Number, Photo, A+ Full Name, A+ Address, A+ Applicant, Matching Score, Match To, SIMS Name, SIMS Role, SIMS Address, and SIMS Linked People. The table contains one row with the following data:

Number	Photo	A+ Full Name	A+ Address	A+ Applicant	Matching Score	Match To	SIMS Name	SIMS Role	SIMS Address	SIMS Linked People
1		Mr. Hilda Address Work: 23445353 Mobile: 4567890 Home: 456789	5 Pier Buildings, Penarth Pier, The Esplanade, PENARTH, South Glamorgan, CF64 3AG, United Kingdom	search to match to (Clear)	<div style="width: 100%; height: 10px; background-color: #ffc107;"></div>	<input checked="" type="radio"/> Create new contact <input type="radio"/> Skip Contact	Mrs. Hilda Address Home: 01632211117	Contact	22 Winchester Circle, Kingstons, Milton Keynes, MK10 0BA, United Kingdom	<span>Whether to</span> Graham Address

At the bottom of the table, it shows 'Total: 1' and 'Selected: 1'. There are 'BACK' and 'NEXT' buttons at the bottom right. The left sidebar contains navigation options like 'Welcome', 'Dashboard', 'Import Applications', 'Export Applications', 'Import Class Options', 'Import Transition Data', 'Add Students to Groups', 'Reports', 'Settings', and 'User Guide'. The footer of the sidebar identifies the user as 'Mylor Community Primary School' and the version as 'Version 3.3.0'.

# Addresses

Step 7 - The **Addresses** step checks to detect any addresses being imported for an existing SIMS contact, which are different to the address on the Admissions+ form. You decide which address to keep.

The screenshot shows the 'Admissions+ SIMS App' interface. The left sidebar contains navigation options: Welcome, Dashboard, Import Applications (selected), Export Applications, Import Class Options, Import Transition Data, Add Students to Groups, Reports, Settings, and User Guide. The main content area is titled 'Import Applications (Admissions+ → SIMS)' and shows a progress bar with 8 steps: 1. Forms, 2. Applicants Matching, 3. New Applications, 4. Existing Applications, 5. Existing Students, 6. Contacts Matching, 7. Addresses (current step), and 8. Import & Summary. A message box states: 'This address step helps you manage address changes for people living at the same address in SIMS. Click here to see an explanation video'. A button 'Keep all at their current address' is visible. The main table is divided into two sections: 'People in A+ moving from this address' and 'Other people living at this address in SIMS'. The table has columns for Number, Current SIMS Address, A+ Full Name, A+ Role, New A+ Address, A+ Applicant, SIMS Full Name, SIMS Role, SIMS Linked People, and Addresses.

People in A+ moving from this address						Other people living at this address in SIMS			
Number	Current SIMS Address	A+ Full Name	A+ Role	New A+ Address	A+ Applicant	SIMS Full Name	SIMS Role	SIMS Linked People	Addresses
1	64 Steppingley Road, Fitwick, Bedford, MK45 1AP, United Kingdom	Royston Update Brown Update	Student	12 Stirling Road, Shortstown, Bedford, MK42 0TX, United Kingdom		Mr Patrik Allen	Contact	(Father to) Polly Allen	<input checked="" type="radio"/> Stay at same address: 64, Steppingley Road, Fitwick, Bedford, MK45 1AP, United Kingdom <input type="radio"/> Move to new address: 12 Stirling Road, Shortstown, Bedford, MK42 0TX, United Kingdom <input type="radio"/> Move to new address: 121 Newnham Avenue, Bedford, MK41 BQA, United Kingdom <input type="radio"/> Move to new address: 40 Quinton Drive, Bradwell, Milton Keynes, MK13 9EA, United Kingdom <input type="radio"/> Move to new address: 1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom <input type="radio"/> Move to new address: 4 Swan Road, Wilkams, Bedford, MK42 6BW, United Kingdom
		Mmm Jetty	Student	121 Newnham Avenue, Bedford, MK41 BQA, United Kingdom					
		Jennifer Clarke	Student	40 Quinton Drive, Bradwell, Milton Keynes, MK13 9EA, United Kingdom					
		Jamie Bond	Student	1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom					
		Francesca Dakota	Student	4 Swan Road, Wilkams, Bedford, MK42 6BW, United Kingdom					
						Aesbrina Tashira - Pinnock	Contact	(Mother to) Lucine Tashira-	<input checked="" type="radio"/> Stay at same address: 64, Steppingley Road, Fitwick, Bedford, MK45 1AP, United Kingdom <input type="radio"/> Move to new address: 12 Stirling Road, Shortstown, Bedford, MK42 0TX, United Kingdom <input type="radio"/> Move to new address: 121 Newnham Avenue, Bedford, MK41 BQA, United Kingdom

Buttons: BACK, NEXT

# Completing the import

Step 8 - The final page shows you a summary and here, you click to import the data into SIMS.

You will receive a report at the end of the import, summarising the successful imports and highlighting any errors if applicable.

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

**New Applications**  
No data to show

**Existing Applications**  
No data to show

**Existing Students**  
Update students 100.00% 1  
Skip students 0.00% 0  
Review existing students

**Contacts Matching**  
No data to show

**Addresses**  
Move to new addresses 0.00% 0  
Stay at same addresses 100.00% 4  
Review addresses

BACK IMPORT

## IMPORT APPLICATIONS REPORT

Type to search

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



**Let's see how it works!**

**DEMO**

# Importing classes into SIMS

Only students whose status is "**enrolled**" in your A+ system can have their classes imported into your MIS.

Please ensure prior to importing classes:

1. That you have checked your **MIS class codes** match the class codes you have added in Admissions+ by visiting your Timetables area from the main dashboard. Your timetabler can confirm the class codes from your MIS if you are uncertain whether or not they are correct.
2. That the students' status in SIMS has been updated from "applied" to "**accepted**" or "**admitted**"

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es Application Groups Offers Subjects Summary **Timetables** Options new Tasks Calendar All Activities Group Link

### Add a class

Title	Class code	Color code	Max number student can apply	Max number student teacher can enroll	Min number of students required to support class	Option Block
A Level Art and Des	Ad1A	<input type="text"/>	30	25	20	A X * ▾
A Level Art and Des	Ad2B	<input type="text"/>	30	25	20	B X * ▾

# Choose “import class options”

Within the A+ SIMS App, click the "import classes" icon and then choose the correct application form from the list on the left hand side of your screen.

Select the students you wish to transfer the classes information for (those who have been enrolled) and then select the correct academic year for those applicants.

# Filter to the relevant classes within SIMS

This will show all available classes in SIMS and you can filter that to show only Year 12 classes.

The SIMS Class Code and class information will show, and you can click "automatically match classes" to match the SIMS classes to the classes created in your Admissions+ system.

# Check your classes are correctly mapped

Ensure all of the classes are mapped correctly (once you have done this once, the App will remember your settings for next time).

Click "next" and then "import" and the classes will then be imported for the students you have selected.

**Please note, this process does not add the students to their base bands in SIMS, so this still needs to be done directly in SIMS.**



**Let's see how it works!**

**DEMO**



**THANK YOU**