

Virtual Sixth Form Enrolment Day Configuration for Bromcom Schools

This guide aims to outline the process that Sixth Forms with a virtual Bromcom Instance can follow to ensure that data can be imported into Bromcom correctly and that students are assigned the correct base school.

Virtual Bromcom instances normally exist when a Sixth Form is composed of multiple secondary schools who have their own Bromcom MIS DataBase.

1. The current system you use throughout the year is **System A**. This system belongs to the Sixth Form and will be used up until after the enrolment day. We need to connect this Applicaa system to the API user of the Virtual School Bromcom ([see page 4](#), this should already be done).

Note: For personal data to transfer correctly to each base school later on, the school must ensure that the lookups (dropdown options) in the Sixth Form's Virtual Bromcom match the lookups of the individual schools. For instance, options for attributes like SEN, Medical Conditions, Dietary Needs, etc., must align with the virtual system.

2. After enrolment you will need to clearly organise students into their base schools. This can be achieved using application groups, form group property or another office user property. Essentially anything that can be filtered. Once you have completed this, inform Applicaa.
3. [Applicaa will then clone the systems](#) to create 4 additional copies, one for each base school.
 - a. System B = School 1
 - b. System C = School 2
 - c. System D = School 3
 - d. System E = School 4

To reduce confusion, Applicaa will embed the name of each secondary school into the URL..

virtualABC
virtualCDE
virtualEFG

4. If you have not already, you will then need to [create an Applicaa API user](#) for each school's Bromcom DB (this is referring to each secondary school that feeds into the virtual Bromcom)

This is an action that can be completed well before enrolment day so the credentials are ready to use after enrolment day with the cloned systems that correspond to each school.

Before creating a new user please check to see if there is already an API user created with the name 'Admissions' or 'Applicaa'.

5. Once you have confirmed the API user is created for each school in Bromcom, [you will need to add the correct API credentials \(page 3\)](#) for each cloned system.
6. The next phase **involves transferring personal data** (class data will follow) from each school's cloned Applicaa system to the corresponding Bromcom DB.

Here is an example of the filters you need for ABS

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Please note that updating internal (on roll/admitted) students through the Bromcom Cloud Integration is not supported. You are only able to create and update pre-admissions students (applicants). Admissions+ will implement this as soon as it becomes available.

← Back Where to export What to export Data Mapping Select Student

Please select below the students you wish to export. (You can use the filter criteria below to narrow down the list if you wish)

Filter Summary 1

Select Students

Showing 1 to 10 of 1,782 entries Show 10 entries

Filter Summary 2

Form Group is any of 12abs

AND

Are you an internal applicant? No

+ AND

+ OR

Note: *The Bromcom API doesn't support updating personal data of internal students (e.g., Name, Phone Number, Medical Conditions, etc.). It's only available for external students. However, you can write back the class lists for both groups, which will be elaborated upon later.*

7. Upon completion, the Bromcom sync process within the MIS will automatically copy the applicants to the Sixth Form's Virtual School Bromcom. There might be a delay in this process, so check with your Data Manager regarding the duration and if any actions are needed to initiate the syncing

process.

8. To achieve this, first ensure that all enrolled students in Applicaa System A are tagged with their Bromcom Student ID number from the Virtual School. Here's how:
 - a) Export a list of enrolled students from Applicaa, ensuring inclusion of:
 - i) First Name
 - ii) Last Name
 - iii) DOB
 - iv) Gender
 - v) Email
 - vi) Student Code
 - b) Export the same list of students from the Virtual Bromcom System.
 - c) Use the VLOOKUP function to tag the list from Applicaa with each student's Bromcom Student ID. Make sure to use a unique data field as the search term so you do not tag students with the wrong Bromcom ID. The VLOOKUP function should be set to exact matches (i.e. FALSE)
 - d) Import this list back into Applicaa using the import and update student data routine. You can use their student code as the field to match students.
 - e) Finally, proceed to export the class lists.