

Data transfer



Exporting applicant and contact data to iSAMS

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

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

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

Use the School Manager in iSAMS to create a School Term, Year and Form ready for the export

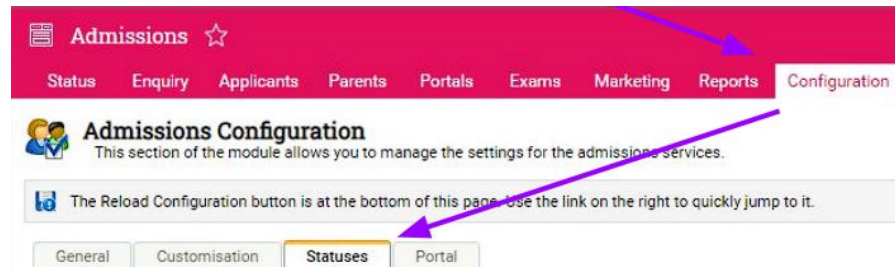
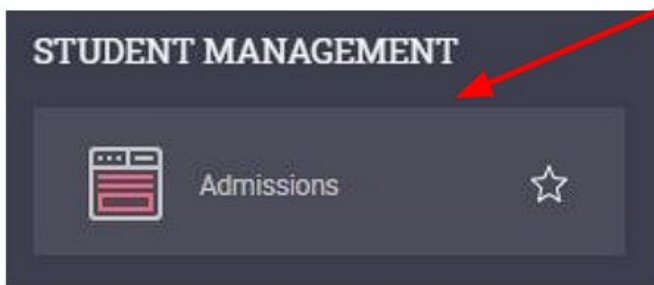
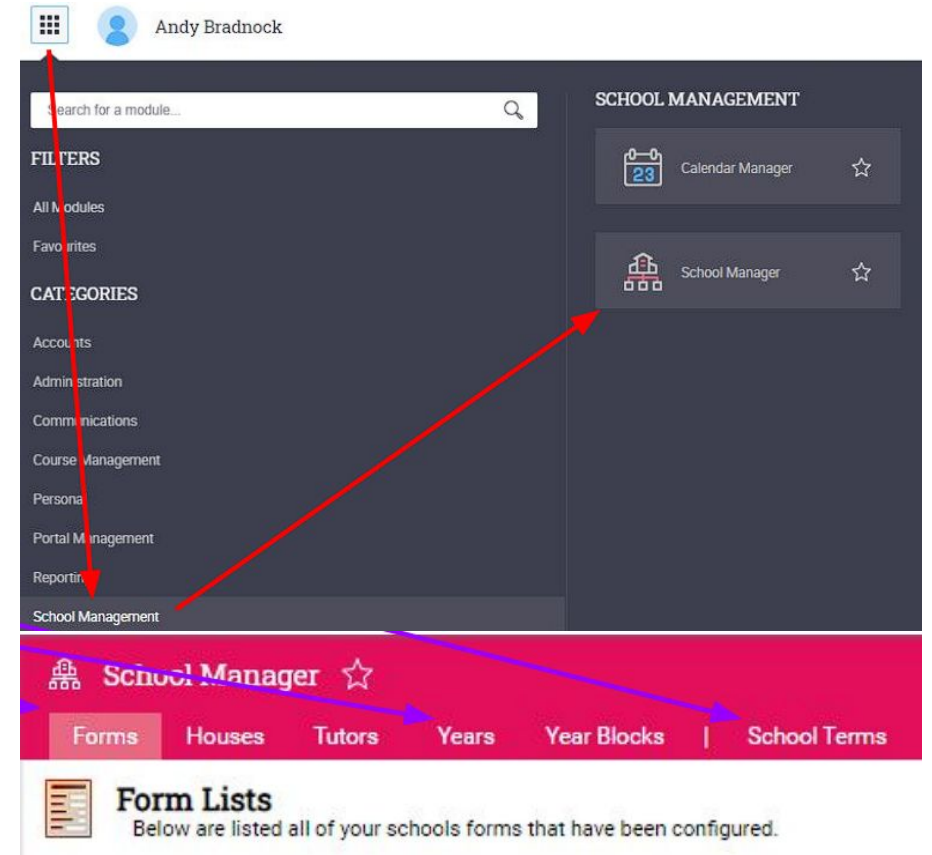
1. Click **View All Modules** → **School Management** → **School Manager** module.

- **Creating a School Term:**
Click **School Terms** tab → **Create Term**

- **Creating a Year:**
Click **Years** tab → **Create Year**

- **Creating a Form:**
Click **Forms** tab → **Create Form**

2. Click **View All Modules** → **Student Management** → **Admissions** module then click **Configuration** tab → **Statuses** tab to view **Admissions Statuses** in iSAMS.



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.

Registered students / Student profile
Test Student #U-2F98
APPLICATION STATUS: Completed 0/6
ENROLMENT STATUS: Pending
OFFER STATUS: OFFER
Overview Admission Form Activities Interview Courses Selection
Student Info (External)
Student Code: U-2F98
Application Reference Number: 823-B7CVByVw-016342
Arbor ID
Enrolment Status: Pending
Checked & Ready to Enrol
Change Enrolment Status
Joined Groups: Pending, Details to be checked, Ready to enrol, Enrolled

Advanced Filters >
Change Application Status Make Offer Change Offer Status Change Enrolment Status
Remove from group Communications Reset Password Change Colour Bulk Update
Displaying students 1-10 of 20 in total 20 rows selected
Show 10 entries

<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	Birthdate
<input checked="" type="checkbox"/>	16675	U-1EE8	Test Amara	Test Rau	10/10/2000
<input checked="" type="checkbox"/>	16881	U-351E	Test Anabel	Test Johnson	27/03/2000
<input checked="" type="checkbox"/>	16883	U-98B8	Test Anderson	Test Mayer	19/03/2000

Change Enrollment Status
Enrolled
To confirm enrollment status change, please type number that appears in the box below and click update.
20
Close Update

Exporting data into iSAMS

Go to **Data > Export**

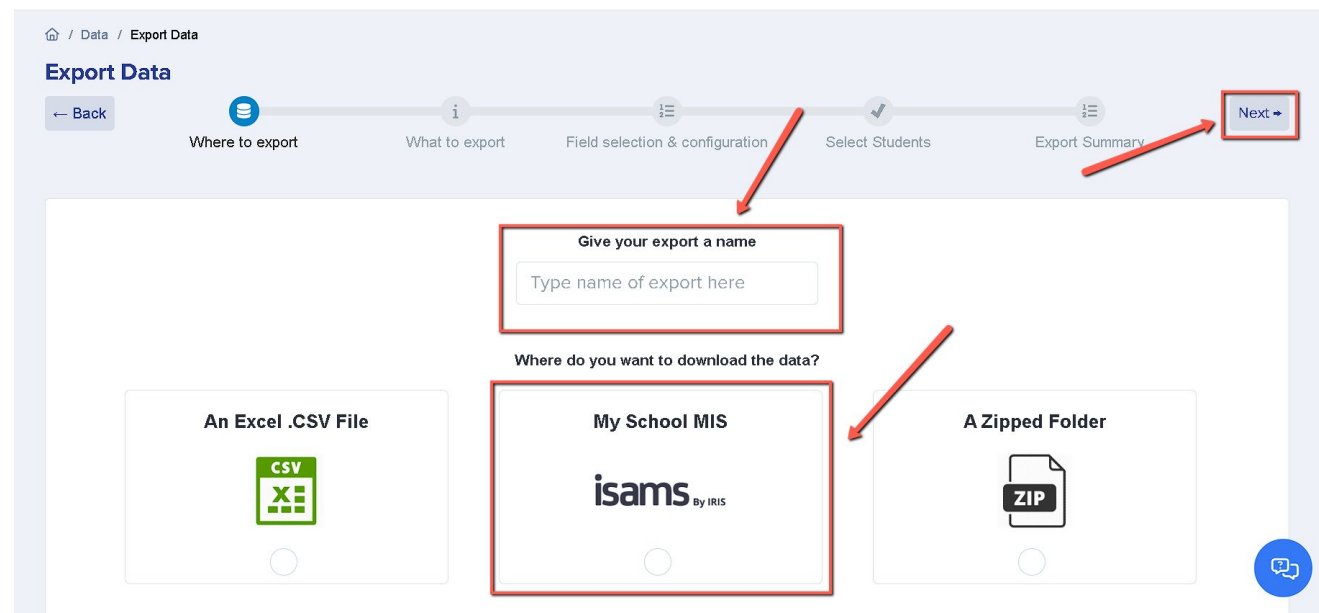
Click on **Start an Export** at the top right

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

Click on **Next**



Start an Export



Exporting data into iSAMS

1. You will then select **Students** then click **Next**
2. On the Mapping step you will need to:
Select **Year Group (required)** e.g. Year 12
Select **School Year** (optional) e.g. 2022
Select **School Term** (optional) e.g. Autumn
Select **School Form** (optional) e.g. AT
Select **Admissions Status** (optional) e.g. Application - Verified and Paid
Select **Export student as Self Contact** (optional)
3. Once the mapping is done, click **Next**.

Where to export What to export Data Mapping Select Student Next

What would you like to export?

Students
Data collected on forms. This includes data of their contacts.

Student Classes
Classes students have been enrolled into. Saving this to your MIS generates student timetables.

SELECT ISAMS YEAR GROUP, SCHOOL YEAR, TERM, FORM, ADMISSIONS STATUS

Year 12 Application - Verified and P... 2022 Autumn AT

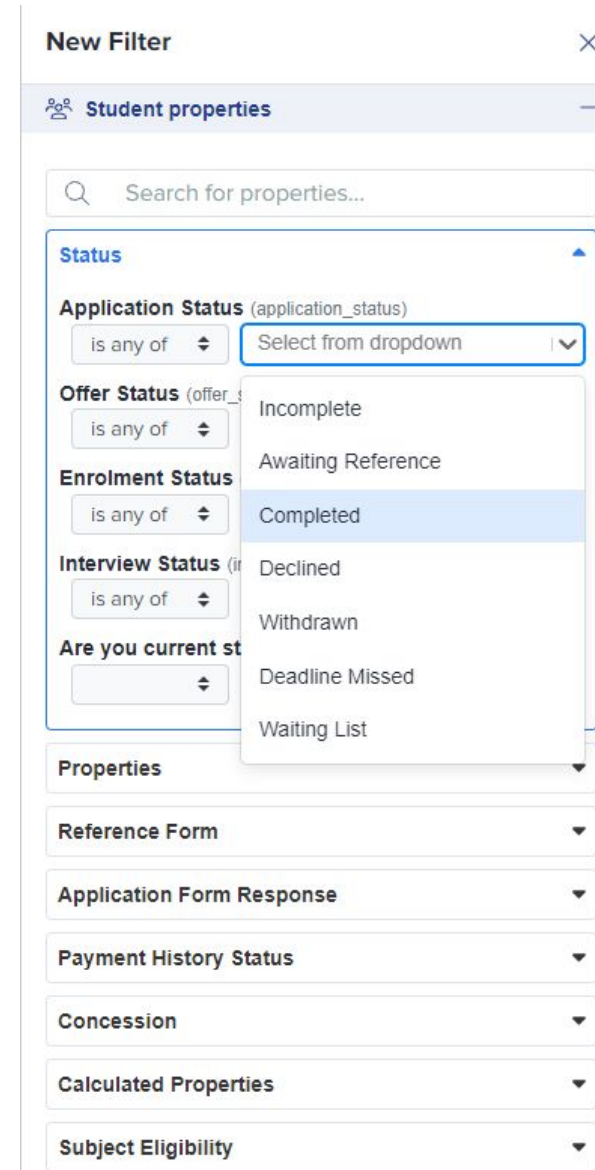
Export student as Self Contact

Next →

Exporting data into iSAMS

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**.



New Filter ×

Student properties —

Search for properties...

Status ▲

Application Status (application_status)
is any of ↕ Select from dropdown | ▼

Offer Status (offer_s)
is any of ↕

Enrolment Status
is any of ↕

Interview Status (ir)
is any of ↕

Are you current st
↕

Properties ▼

Reference Form ▼

Application Form Response ▼

Payment History Status ▼

Concession ▼

Calculated Properties ▼

Subject Eligibility ▼

Dropdown menu options for Application Status:
Incomplete
Awaiting Reference
Completed
Declined
Withdrawn
Deadline Missed
Waiting List

Exporting data into iSAMS

On the **iSAMS 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.

Isams Student Mismatch Checking

⚠ Potential mismatch students!

We have detected that **1 student** you are exporting from Admissions+ seems to have changed since it was originally in your MIS. This could be intentional, for example if a student has changed how they spell their name, or they may have moved house.

[Unresolved Matches](#) 1 [Resolved Matches](#) 0

Admissions+ Students	Isams Students	Resolution	Actions
See Mee	see mee	Not resolved	Resolve

Resolve Potential Mismatch

Fields	Admissions Student	Isams student
Name	See Mee	see mee
Student ID	492	080634535867
Gender	F	M
DOB	10/10/2006	10-10-2006
Email	happy+se1@apppicaa.com	
Address		

Select resolution:

- Ignore difference and continue exporting These are not the same person, unlink them

Confirm & Next

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 iSAMS

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.

Isams Student Mismatch Checking

ⓘ Potential mismatch students!
We have detected that **1 student** you are exporting from Admissions+ seems to have changed since it was originally in your MIS. This could be intentional, for example if a student has changed how they spell their name, or they may have moved house.

Unresolved Matches 0 **Resolved Matches 1**

Admissions Student	Isams Students	Resolution	Resolved on	Resolved by	Change resolution
Camryn Bins	camryn bins	Ignore difference and continue exporting	16 Feb 2023, 15:59	Andy Appliaa Support	Change

[Go to Student Matching →](#)

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.

ⓘ Potential mismatch students!
We have checked the data you are about to import, and multiple records in A+ seem to have changed significantly from when they was originally in your MIS. This appears to be the case with 82 records in this import... To prevent the possibility of corrupting the data in your MIS, we need you to create a ticket, so that we can have the team to take a look on it. [Download mismatch list](#)

[Raise a Support ticket](#)

Exporting data into iSAMS

In the iSAMS Student Mapping screen, you will need to **Resolve** and **Unresolved Matches**

[What should I do with matching students?](#)

Isams Student Mapping

ⓘ Potential duplicates detected!

We have detected that **1 student** you are exporting may already exist in Isams. Please review the rows below and let us know if we should create a new person, or match it to an existing person? This typically takes around 1 minute to check.

Unresolved Matches 1 **Resolved Matches** 0

Admissions+ Students	Isams Students	Matching Score	Resolution	Actions
Test Dulce Test Barrows	test dulce test barrows	<div style="width: 100%; height: 10px; background-color: orange;"></div>	Not resolved	Resolve

Resolve Suspected Duplicates

Fields	Admissions Student	Select Resolution		
		Merge to Isams student #1 ⓘ	Export as new student	Skip this student
Name	Test Dulce Test Barrows	test dulce test barrows	<input type="radio"/>	<input type="radio"/>
Student ID	526	033811974743	<input type="radio"/>	<input type="radio"/>
Gender	F	F	<input type="radio"/>	<input type="radio"/>
DOB	30/04/2015	30-04-2015	<input type="radio"/>	<input type="radio"/>
Telephone 1	55725044169		<input type="radio"/>	<input type="radio"/>
Telephone 2	90568819727			
Email			<input type="radio"/>	<input type="radio"/>
UPN				
ARN	823-BgWqfNE4-000526		<input type="radio"/>	<input type="radio"/>
Address	22 Eastcheap LONDON London,EC3M 1EU			
Contact 1	Greg36accf19549aae54 McClure36accf19549aae54		<input type="radio"/>	<input type="radio"/>

Confirm & Next

Select the **Merge to iSAMS** 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 iSAMS student.

Select the **Skip this student** option to not export them.

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

Click on **Next**.

Export Report

Once the export process has finished click on the report to check your students exported successfully.



A+ ID	#	iSams Student School id	iSams Notice	forename	surname
157	1	164350329644 <small>Student data was transferred to iSams.</small>	Success	Test Clyde	Test Ortiz

#	iSams Student SchoolID	iSams ContactID	iSams Notice	first_name	last_name	email	relationship
1	164350329644	6054	Success	Kenna36bb4204cfaeecef	Smitham36bb4204cfaeecef	parent36bb4204cfaeecef@applicaa.com	Step Father
1	164350329644	6055	Success	Andy Test	Ortiz	atotest1234@applicaa.com	Father

If there were any issues with the export you will see the reason in the **iSAMS Notice** column for each student and their contacts. In the example above, the student and contacts exported successfully with no error.

Exporting classes to iSAMS

Before exporting classes to iSAMS, 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 **iSAMS**
4. Then click **Next**



Start an Export

Give your export a name

Classes Export


Next →

Where do you want to download the data?



Exporting classes into iSAMS

1. Select **Student Classes**.
2. Click **Next** to go to the **Mapping** step as shown in the example below.
3. Select a year using the **Academic Level** drop down. You can also filter your **iSAMS Classes** by **Keyword**.
4. Your **iSAMS Classes** should already be mapped to your **Admissions+ Classes**. Select **See all iSAMS classes** if you can not see your classes.
5. Click **Next** once done.



Student Classes

Classes students have been enrolled into. Saving this to your MIS generates student timetables

Please note that classes writeback is only available for students that have been admitted in iSAMS. You will need to admit external applicants before you can writeback their classes.

FILTER BY ACADEMIC LEVEL & KEYWORD

MAP ISAMS CLASS AND ADMISSIONS+ CLASS

See all iSAMS classes

YEAR	iSAMS CLASSES	ADMISSIONS+ CLASSES
12	Year 12 Subject B - Class 1 Y12/S_B/Year Block 12/1 maximum: 0	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">Year 12 Subject B - Class 1 - Y12/S_B/Year Block 12/11 enrolled✕</div>
12	Year 12 Subject B - Class 2 Y12/S_B/Year Block 12/2 maximum: 0	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">Year 12 Subject B - Class 2 - Y12/S_B/Year Block 12/20 enrolled✕</div>

← BackNext →

Exporting classes into iSAMS

Use the filters below to select the classes in your MIS that you will link to your Options classes.
Please note that classes writeback is only available for students that have been admitted in iSAMS. You will need to admit external applicants before you can writeback their classes.

FILTER BY KEYWORD & YEAR GROUP

type to search...

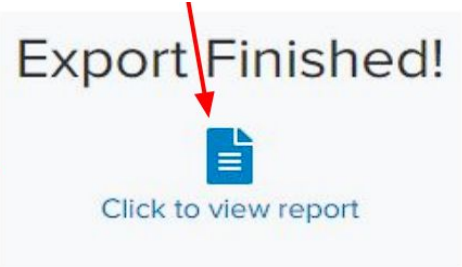
MAP ISAMS CLASS AND ADMISSIONS+ CLASS

[See all iSAMS classes](#)

YEAR	ISAMS CLASSES	ADMISSIONS+ CLASSES
8	Year 8 Subject B - Class 1 Y8_S_B/1 maximum: 0	Select a value
10	Year 10 Subject B - Class 1 Y10/S_B/Year Block 10/1 maximum: 0	Select a value
10	Year 10 Subject B - Class 2 Y10/S_B/Year Block 10/2 maximum: 0	Select a value
12	Year 12 Subject B - Class 1 Y12/S_B/Year Block 12/1 maximum: 0	Year 12 Subject B - Class 1 - Y12/S_B/Year Block 12/1 1 enrolled
12	Year 12 Subject B - Class 2 Y12/S_B/Year Block 12/2 maximum: 0	Select a value

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

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



Status	Teaching Set	Student ID	Student name	iSams Student School ID
Success	Year 12 Subject B - Class 1 - Year 12	157	Test Clyde Test Ortiz	164350329644

Exporting Form Group Data

You can use the Sorting Hat wizard to assign students to Form Groups - find out more about how that works [here](#)

Once students have been allocated, their allocations can be exported and students will be assigned to those groups in iSAMS - you can see the process [here](#)

FILTER BY ACADEMIC YEAR

Filter by academic year

Set Start Date & End Date

Start Date %d/%m/%y

End Date %d/%m/%y

MAP ARBOR REGISTRATION FORM AND ADMISSIONS+ SORTING HAT GROUP

Showing 2 Arbor registration forms.

YEAR	ARBOR REGISTRATION FORMS	ADMISSIONS+ SORTING HAT GROUPS
2023/2024	Form 7BG (2023/2024) Tutor: Alice Morgan	Form 7BG (2023/2024) - 2023/2024 - 4 students ✕ ⋮
2023/2024	Form 7GF (2023/2024) Tutor: Georgia Miller	Form 7GF (2023/2024) - 2023/2024 - 4 students ✕ ⋮

FAQs and Useful Links

Should I export my data in batches, or all at once?

Batches work best - perhaps 20 students at a time, until you get more familiar with the process and can then manage larger batches

When is the best time to export my applicants?

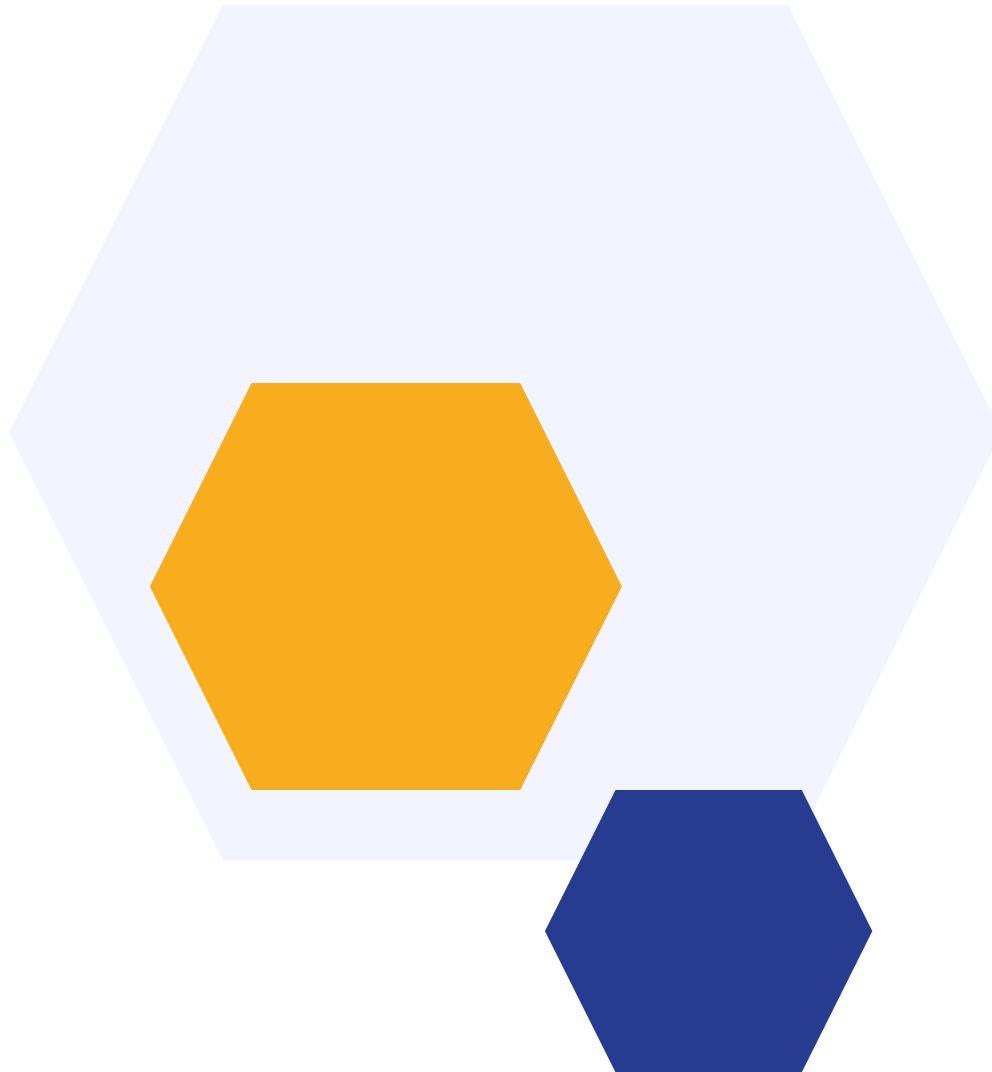
- You can export them as soon as they have completed your Admission Form (Y7, Primaries) - no need to wait until they are all complete; process in batches as above
- For Year 12, we suggest exporting as late as possible - after Enrolment; that way you minimise the amount of data being transferred and avoid having to delete lots of applicants from your pre-admissions area who never proceed to enrol with you

When should I import CTFs?

Please export your data from A+ first, and then import your CTFs directly to iSAMS - you can read more on this [here](#)

Where can I find more information about exporting?

Guides and articles on importing and exporting data can all be located within the [Data & Integrations](#) area of our Knowledge Base



THANK YOU