

A+ Enrolment App





OVERVIEW

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App Overview

The A+ Enrolment App is designed to work offline, in the event of internet connectivity/server issues on Results Day/Enrolment Day

It works with Microsoft Windows Operating System only

Don't forget to ensure your laptop is plugged in/fully charged to avoid any service interruptions!

Plan A for the day is to use your A+ system (online) as normal

Plan B is to switch over to the App (offline) and pick up where you left off

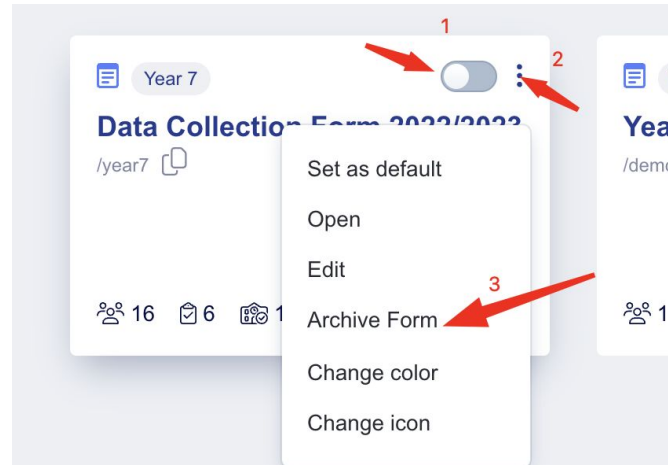
Every member of staff who will be involved in enrolling students needs to have the App installed on their own computer

The App will sync across all users, to reflect accurate class numbers and statuses of students every 1 - 2 minutes.

App Overview

Before downloading the Applicaa Enrolment App, we recommend taking a moment to review any old application forms you have on Applicaa that you no longer need to access regularly. If you have any, archive them to move them out of the main form area.

This will save you time later when saving data to your enrolment app, as it collects data from all forms in the main form area. [Click here for instructions](#), please note that archiving **does not** delete the information. You can easily access these form in the archived forms area.



Enrolment App Training Video

Appicaa Enrolment App

Enrolment

Ben William

All 98

Pending 40

Details To Be Checked 17

Ready To Enrol 5

Enrolled 31

Enrolment Waiting List 4

Enrolment Declined 1

Q Search students

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂	Interview Group A	happy+test@appicaa.c...	Completed	Details To Be Checked	Pending		40	8	🚩	🟢	19-08-2024 21:18:36	Appicaa Cloud	A+
	Ooo Ddd	02-02-2000	♀		oanhstaff@hohm...	Completed	Details To Be Checked	Pending		41	8.2	🚩	🟡	19-08-2024 18:05:38	Appicaa Cloud	A+
	Fish Ng	01-02-2024	♂		happy+h2@appicaa.com	Incomplete	Pending	Pending		16	8	🚩	🟡	19-08-2024 18:01:55	Appicaa Cloud	A+
	Test04 Test04	22-02-2011	♀		yxrnght@interne...	Completed	Enrolled	Pending		42	8.4	🚩	🟢	19-08-2024 17:49:26	Appicaa Cloud	A+
	o20 o20	01-08-2024	♂			Incomplete	Pending			9	9	🚩	🟡	19-08-2024 16:43:43	Appicaa Cloud	A+
	Oanh Oanh 30	02-09-2015	♂		han+1@appicaa.com	Incomplete	Ready To Enrol	Pending	🟢	31	6.2	🚩	🟡	19-08-2024 15:27:57	Appicaa Cloud	A+
	o19 o19	31-07-2024	♂			Incomplete	Pending			9	9	🚩	🟡	19-08-2024 14:22:05	Appicaa Cloud	A+
	Oanhhhh Mon	31-08-2006	♂		han+5@appicaa.com	Completed	Ready To Enrol	Pending		49	6.12	🚩	🟢	19-08-2024 13:44:44	Appicaa Cloud	A+
	Shay Bryne	09-01-2009	♂			Incomplete	Pending	Offer Made		32	8	🚩	🟡	19-08-2024 11:41:58	Appicaa Cloud	A+
	Ha Pham	03-02-2010	♂		thao+check@appica...	Incomplete	Pending	Offer Made		43	8.6	🚩	🟡	19-08-2024 11:18:52	Appicaa Cloud	A+
	Han Vu	06-08-2007	♀		han+2@appicaa.com	Incomplete	Pending	Offer Made		30	6	🚩	🟡	19-08-2024 11:18:51	Appicaa Cloud	A+
	Thao Student	15-08-2006	♂		thao+5@appicaa.com	Completed	Enrolled	Accepted		44	7.33	🚩	🟢	19-08-2024 11:18:51	Appicaa Cloud	A+
	Maru Ng	06-10-2006	♂		happy+testu@appicaa...	Completed	Ready To Enrol	Pending		31	6.2	🚩	🟢	19-08-2024 11:18:51	Appicaa Cloud	A+
	Thao Children	26-11-2008	♀		thao+child1@appica...	Completed	Enrolled	Pending		32.5	8.12	🚩	🟢	19-08-2024 11:18:51	Appicaa Cloud	A+
	Kapple Mee	06-10-2006	♀		happy+app1@appicaa...	Incomplete	Pending	Offer Made		32	6.4	🚩	🟡	19-08-2024 11:18:50	Appicaa Cloud	A+
	Oanh 1 Test 1	14-10-2010	♂			Incomplete	Enrolment Waiting	Pending		39	7.8	🚩	🟡	19-08-2024 11:18:50	Appicaa Cloud	A+

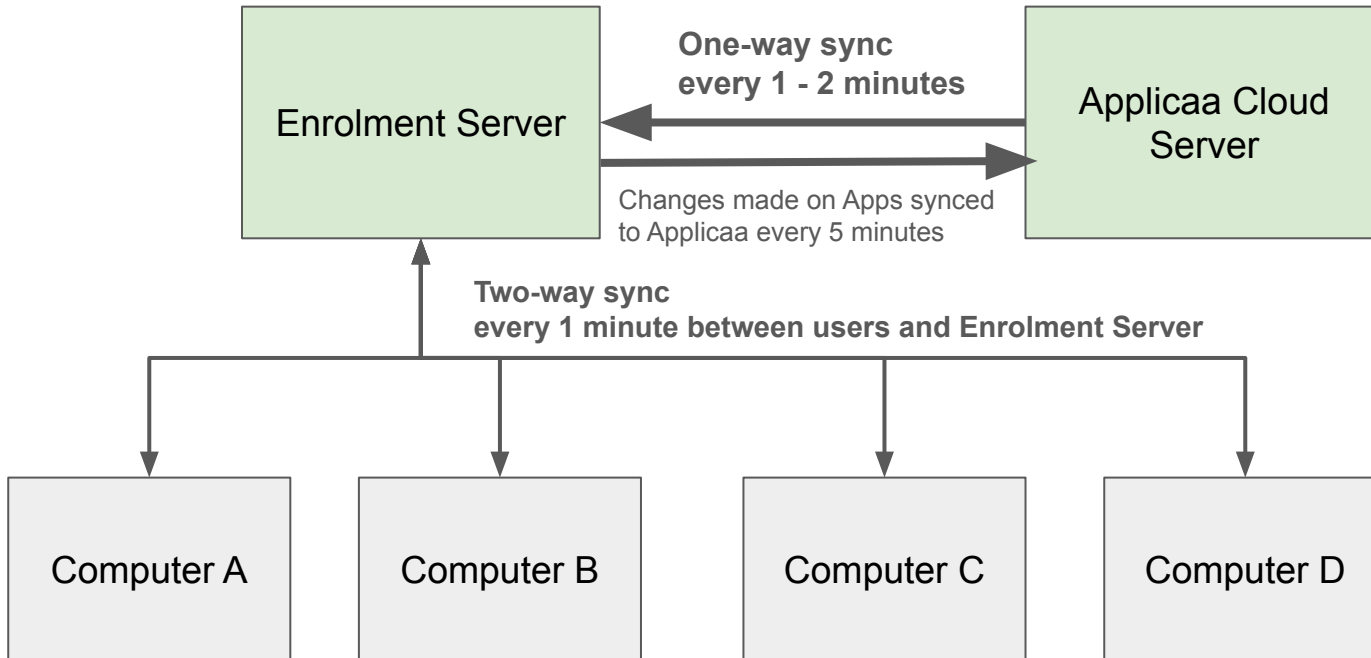
Total: 98

OPEN TIMETABLE OVERVIEW

+ ADD NEW STUDENT

How the Enrolment App syncs data

The Applicaa enrolment app receives updates from Applicaa every 1-2 minutes. This ensures it stays current with student enrolment data, including grades, subject choices, and other core details. It also includes newly created applications on Applicaa. Therefore, if you switch to the app, it will have the latest enrolments and class sizes, allowing you to pick up where you left off.



Data across staff devices using the enrolment app syncs every minute, allowing you to see recent enrolments and other changes made by other staff.

Downloading and Installing the App

You may need to ask your Network Manager to install the App for you, depending on your school's network settings and permissions:

Remember - all enrollers will need to have the App installed

- Click [this link](#) to download the App
- Follow the directions to “accept and install” and then “finish” - by default, the App will launch once installation is complete
- Input your credentials, and click to “connect and download” (the same credentials you use to log into Appicaa online)
- Select the form you wish to sync, and click to “confirm”

Downloading and Installing the App

You may need to have the following domains whitelisted if you have a strict firewall system

***.applicaa.com**

***.applicaa-enrolment.com**

admissionsuk.s3.eu-west-2.amazonaws.com

If you are using a Proxy Server, firewall or any software that can blacklist/whitelist execution files.

Please ask your IT Department to update your environment to ensure the ***Applicaa Enrolment App.exe*** is able to connect to the Applicaa servers above and have enough permissions to read/write to its own installation folder.

Downloading and Installing the App

You can install the Applicaa Enrolment App using the command line by running the following script:

```
cmd/PowerShell/bash
```

```
"Applicaa Enrolment App Installer Ver. 1.0.0.0.exe" /exenoui /qn APPDIR="D:\Test"
```



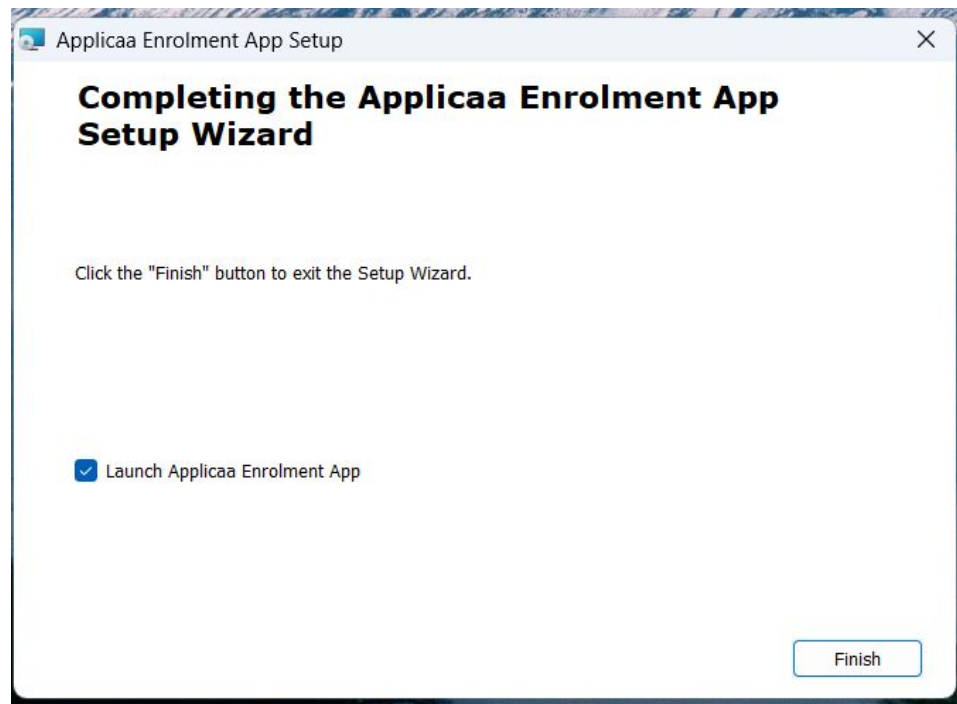
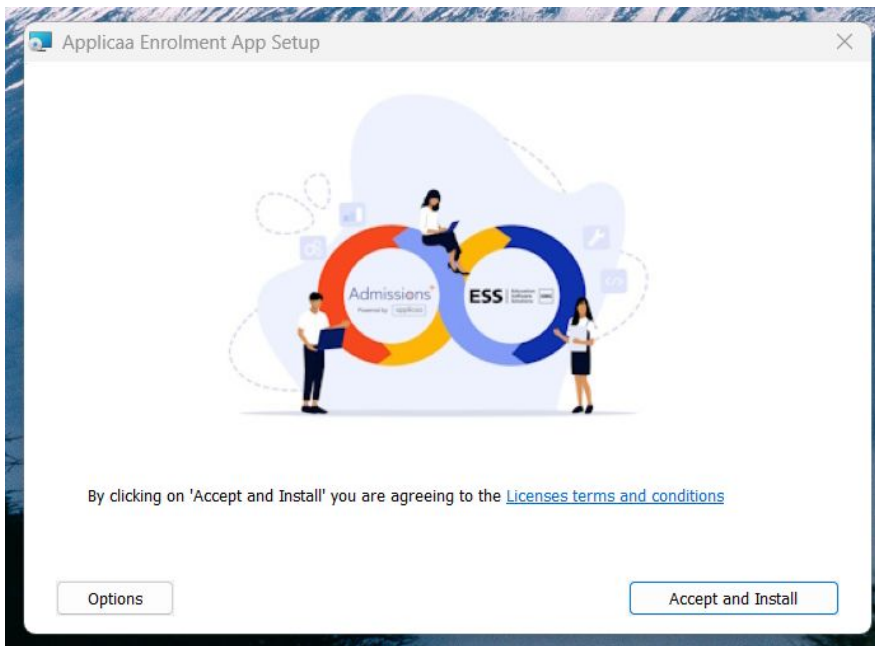
Explanation:

- "Applicaa Enrolment App Installer Ver. 1.0.0.0.exe"
 - This is the name of the installer file.
- /exenoui — Runs the installer with no user interface.
- /qn — Performs a completely silent installation.
- APPDIR="D:\Test" — Specifies the destination folder where the application will be installed. You can change "D:\Test" to your preferred directory.



Note: Make sure the installer file is located in the directory where you're running this command, or provide the full path to the installer.

- You can replace "Applicaa Enrolment App" with "Admissions+ SIMS App" — the same command-line approach applies to both.
- You can use an .msi installer as well if available; the .exe is used here just as an example.





Admissions+ Settings

Admissions+ Email

lucy.curtis@appicaa.com

Appicaa Password

●●●●●●●●



Admissions+ URL

https:// demo

.appicaa.com

After installing the app, you will find it as an icon on your desktop.

Load the app, and add your Appicaa login details, and your URL.

Choose the correct Sixth Form Admissions form and click confirm.

Application form settings

To initiate the enrollment process, please choose the appropriate application form.
You will then be able to see and enroll all the students under that form.

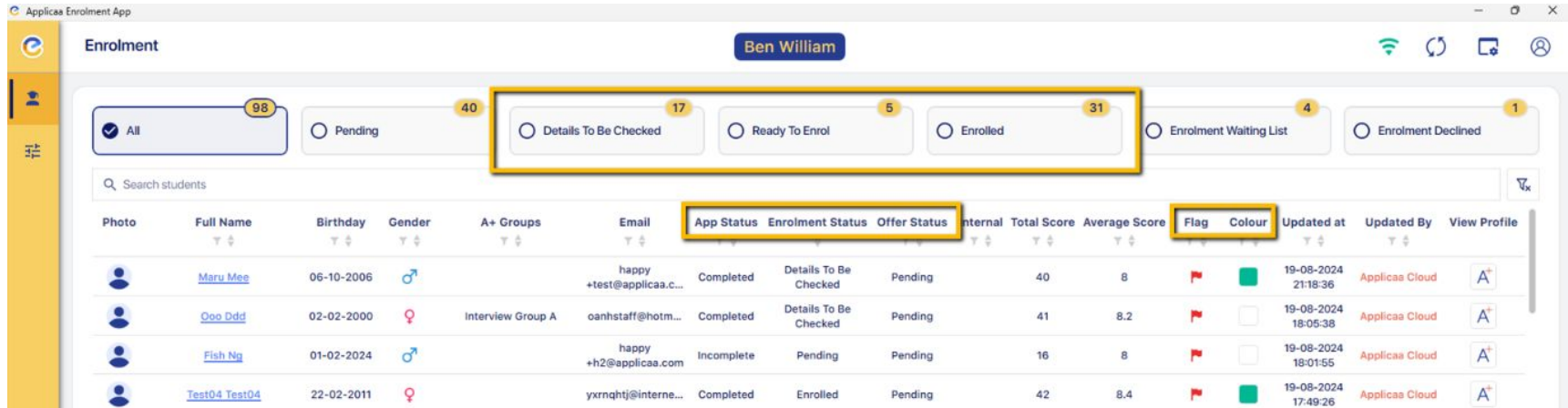
Application form	Admission years	Type	Total students	Selected
thao form	2024/2025 2025/2026	Upper School & Middle School Admissions	0	<input type="radio"/>
Year 12 Admissions	2025/2026	Sixth Form Application	10	<input type="radio"/>
Test - Joyce	2025/2026	Sixth Form Application	0	<input type="radio"/>
Y10 TEST UTC	2025/2026	UTC Admissions	0	<input type="radio"/>
Marianne Test	2025/2026	Sixth Form Application	18	<input type="radio"/>
Year 12 Admissions a	2025/2026	Sixth Form Application	1570	<input type="radio"/>
Brampton Manor Testing	2025/2026	Sixth Form Application	1	<input type="radio"/>
Lucy's Year 12	2025/2026	Sixth Form Application	36	<input checked="" type="radio"/>

CONFIRM

Functions of the App

On loading the App, you will be shown the list of all applicants, with key data like their application, offer and enrolment statuses; flags and colour-coding as determined by your specific requirements.

You can switch tabs along the top, to see students in each of the enrolment statuses.



The screenshot displays the 'Appicaa Enrolment App' interface. At the top, there's a header with the app name, a user profile 'Ben William', and navigation icons. Below the header, a row of tabs allows switching between different enrolment statuses: 'All' (98), 'Pending' (40), 'Details To Be Checked' (17), 'Ready To Enrol' (5), 'Enrolled' (31), 'Enrolment Waiting List' (4), and 'Enrolment Declined' (1). The 'Details To Be Checked' tab is currently selected. Below the tabs is a search bar labeled 'Search students'. The main area contains a table of student records with columns: Photo, Full Name, Birthday, Gender, A+ Groups, Email, App Status, Enrolment Status, Offer Status, Internal, Total Score, Average Score, Flag, Colour, Updated at, Updated By, and View Profile. The 'App Status', 'Enrolment Status', and 'Offer Status' columns are highlighted with a yellow box. The 'Flag' and 'Colour' columns are also highlighted with a yellow box. The table lists four students: Maru Mee, Ooo Ddd, Fish Ng, and Test04 Test04.

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂		happy +test@appicaa.c...	Completed	Details To Be Checked	Pending	40	8		🚩	🟢	19-08-2024 21:18:36	Appicaa Cloud	A+
	Ooo Ddd	02-02-2000	♀	Interview Group A	oanhstaff@hotmail...	Completed	Details To Be Checked	Pending	41	8.2		🚩	🟡	19-08-2024 18:05:38	Appicaa Cloud	A+
	Fish Ng	01-02-2024	♂		happy +h2@appicaa.com	Incomplete	Pending	Pending	16	8		🚩	🟡	19-08-2024 18:01:55	Appicaa Cloud	A+
	Test04 Test04	22-02-2011	♀		yxrnqhtj@interne...	Completed	Enrolled	Pending	42	8.4		🚩	🟢	19-08-2024 17:49:26	Appicaa Cloud	A+

You can search for a particular student in the list using the search function, or choose to filter or sort students by using the icons on the column of your choosing.

Applicaa Enrolment App

Enrolment

Ben William

98

40

17

5

31

4

1

✓ All

○ Pending

○ Details To Be Checked

○ Ready To Enrol

○ Enrolled










○ Enrolment Waiting List

○ Enrolment Declined

Search students

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Mary Mee	06-10-2006	♂		happy +test@applicaa.c...	Completed	Details To Be Checked	Pending		40	8	🚩	🟢	19-08-2024 21:18:36	Applicaa Cloud	A+
	Ooo Ddd	02-02-2000	♀	Interview Group A	oanhstaff@hotm...	Completed	Details To Be Checked	Pending		41	8.2	🚩	🟡	19-08-2024 18:05:38	Applicaa Cloud	A+
	Fish Ng	01-02-2024	♂		happy +h2@applicaa.com	Incomplete	Pending	Pending		16	8	🚩	🟡	19-08-2024 18:01:55	Applicaa Cloud	A+
	Test04 Test04	22-02-2011	♀		yxrnghtj@interne...	Completed	Enrolled	Pending		42	8.4	🚩	🟢	19-08-2024 17:49:26	Applicaa Cloud	A+

Click “open timetable overview” to see your timetable, and how many places have already been filled in each of your classes.

	Jamie Jones	11-12-2008	♀	jj@applicaa.com	Incomplete	Details To Be Checked	51	6.38			03-07-2025 16:04:04	Applicaa Cloud	A ⁺
	Maria Wayne	13-09-2008	♀	mlw@applicaa.co...	Incomplete	Details To Be Checked	39	4.88			03-07-2025 16:01:01	Applicaa Cloud	A ⁺
	Kevin Carter	06-05-2009	♂	kev@applicaa.com	Incomplete	Details To Be Checked	44	5.5			03-07-2025 16:01:00	Applicaa Cloud	A ⁺
Total: 36		OPEN TIMETABLE OVERVIEW										+ ADD NEW STUDENT	

Timetable Overview

Courses	Block C	Block B	Block A
A Level Art and Design (200 hours)		12A/Art 0/5 0 enrolled	
A Level Biology (200 hours)		12B/Bio 0/25 0 enrolled	12A/Bio 0/25 0 enrolled
A Level Chemistry (200 hours)	12A/Che 0/5 0 enrolled		
A Level Drama (200 hours)			12A/Dra 0/20 0 enrolled

For any student, you can click on their name to process their enrolment, from any tab.

Enrolment

Ben William

98 All 40 Pending 17 Details To Be Checked 5 Ready To Enrol 31 Enrolled 4 Enrolment Waiting List 1 Enrolment Declined

Search students

Photo	Full Name	Birthdate	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂		happy +test@applicaa.c...	Completed	Details To Be Checked	Pending		40	8	🚩	🟢	19-08-2024 21:18:36	Applicaa Cloud	
	Ooo Ddd	02-02-2000	♀	Interview Group A	oanhstaff@hotmail...	Completed	Details To Be Checked	Pending		41	8.2	🚩	🟡	19-08-2024 18:05:38	Applicaa Cloud	

Their profile will open and you can click on each section to view their details.

Enrolment Process

STUDENT PROFILE COURSE SELECTION GENERAL NOTES

Application status (Click to update) COMPLETED Enrolment status (Click to update) READY TO ENROL

Jasmine Andrews
06-12-2003 ♀
andrews@example.com
01632334400

Total score 36 Average score 7.2

1. Education

2. Basic

3. Support

4. Agreement

1. Proof of grades

Attachment School Exam Slip School Database Exam Certificate

2. Grades

Search grades

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
GCSE	Astronomy	6	Predicted				
GCSE	Arabic	8	Predicted				
GCSE	Bengali	7	Predicted				

As necessary, you can update their Application and/or Enrolment Status when viewing their profile within the app:

Enrolment Process

STUDENT PROFILE

COURSE SELECTION

Jasmine Andrews

06-12-2003

andrews@example.com

01632334400

Total score

Average score

36

7.2

1. Education

2. Basic

GENERAL NOTES

Click to view

Application status (Click to update)

COMPLETED

Change to INCOMPLETE

1. Proof of grades

Attachment

School Exam Slip

School Database

Ex

2. Grades

Search grades

Type

GENERAL NOTES

Click to view

Application status (Click to update)

COMPLETED

Enrolment status (Click to update)

READY TO ENROL

Add to ENROLMENT WAITING

Decline ENROLMENT

ment

School Exam Slip

School Database

Grade

Status

Qualification Level

Received Date

Grade by Referee

Actions

In the event that you need to add their achieved grades for them, you have the ability to do so; you can also tick to say what evidence you have seen.

The screenshot displays the 'Enrolment Process' interface. On the left, the 'STUDENT PROFILE' section for 'Jasmine Andrews' (DOB: 06-12-2003, Email: andrews@example.com, Phone: 01632334400) shows a total score of 36 and an average score of 7.2. Below this are tabs for '1. Education', '2. Basic', '3. Support', and '4. Agreement'. The '1. Education' tab is active, showing a table of grades. The table has columns: Type, Title, Grade, Status, Qualification Level, Received Date, Grade by Referee, and Actions. It lists five GCSE subjects: Astronomy (Grade 6), Arabic (Grade 8), Bengali (Grade 7), Art and Design (Grade 6), and Ancient History (Grade 9). A '+ Add a new grade' button is at the bottom right of the table. Below the table, the '3. Uploaded Documents' section is highlighted with a yellow box, containing links for 'Application form', 'Copy of exam results', and 'Documentation for Additional Support'. The 'GENERAL NOTES' section is also visible at the top.

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
GCSE	Astronomy	6	Predicted				
GCSE	Arabic	8	Predicted				
GCSE	Bengali	7	Predicted				
GCSE	Art and Design (Fine Art, Photography, Graphics, Craft)	6	Predicted	Fine Art			
GCSE	Ancient History	9	Predicted				

Total: 5

3. Uploaded Documents


- Application form
- Copy of exam results
- Documentation for Additional Support

3. Add a new grade

If you add or update grades for a student, their TPS and APS will be recalculated automatically.

If a student arrives on the day and they are a new applicant, you can add them via your Enrolment App by clicking the “add new student” button and inputting their details.

27	6.75			19-08-2024 10:38:53	Applicaa Cloud	
45	9			19-08-2024 10:38:53	Applicaa Cloud	
24	8			19-08-2024 10:38:53	Applicaa Cloud	
41	6.83			19-08-2024 10:38:53	Applicaa Cloud	
62	5.64			19-08-2024	Applicaa Cloud	


 **+ ADD NEW STUDENT**

Add new student — □ ×

Legal Forename *	Legal Surname *	Application Form Year 12 Admissions Form New 2024/2025
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth *	Gender *	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Forename	Preferred Surname	Current School
<input type="text"/>	<input type="text"/>	<input type="text"/>
Unique Pupil Number	Application Reference Number	Unique Learner Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

▽

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
▽	▽	▽	▽	▽	▽	▽	



Click the **+** icon below to add a grade

Total: 0 +

SAVE ONLY SAVE AND OPEN ENROLLMENT PROCESS

Confirming their Courses

Click the Course Selection tab and you will see a summary of their grades, and a list of their applied, offered and enrolment form courses alongside the confirmation box.

Just like in your A+ system, click the + icon to confirm the student into classes for which they qualify, and use the Waiting List Management function to add them to the waiting list for any subjects they do not qualify for (in the event that you are considering allowing them onto that course and wish to bypass the requirements).

Enrolment Process

STUDENT PROFILE

COURSE SELECTION

GENERAL NOTES
Click to view

Application status (Click to update)
COMPLETED

Enrolment status (Click to update)
READY TO ENROL

Jasmine Andrews

06-12-2003 ♀

andrews@example.com

01632334400

P M

Total score
36

Average score
7.2

Form Group

Select a form group

Grades

Astronomy 6

Arabic 8

Bengali 7

Art and Design (Fine Art, Photography, Graphics, Craft) 6

Ancient History 9

Courses

Application form courses

Enrolment form courses

Reserve courses

Search...

A Level Mathematics +

Search...

A Level Mathematics +

Search...

Offer list courses

Search...

English +

Add courses manually

Confirm courses

Search...

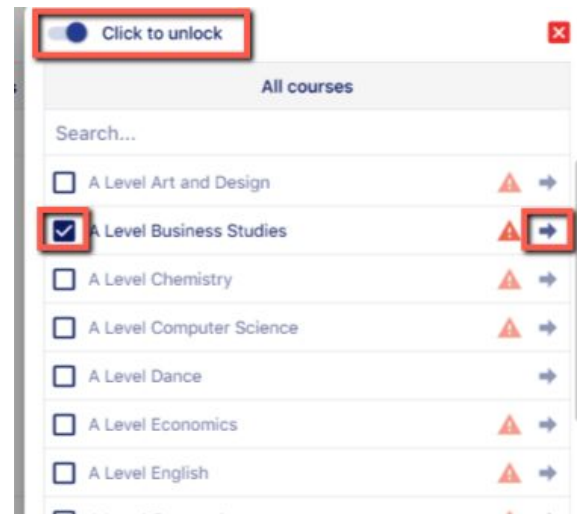
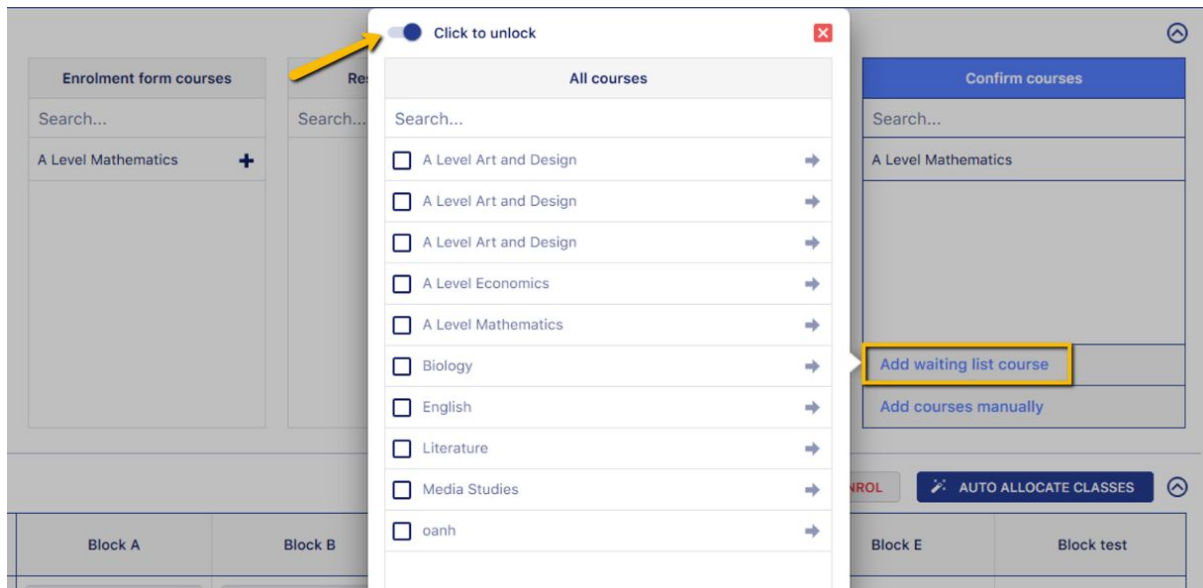
A Level Mathematics

Add waiting list course

Add courses manually

Waiting List Management

Click “Waiting List Management” to add a course which the student does not qualify for, or was not one of their original choices. Select “click to unlock” in order to see the full list of subjects, select the one(s) you wish to add and the arrow to confirm.



Enrolling into Classes

Once all of the classes you wish to enrol the student into are listed in the “confirm courses” box, scroll to view the available blocks for each subject.

You can manually assign the student to their blocks, or click to **auto-allocate** and the system will assign them to the best fit, in order to balance group sizes.

Click to **‘Enrol’** to confirm and save the selection and complete the enrolment process for that student.

Timetable

UN-ENROL

AUTO ALLOCATE CLASSES

Courses (1000 hours)	Block A	Block B	Block C	Block D	Block E	Block test
A Level Art and Design (200 hours)	A1 2/20	A2 4/20				
A Level Mathematics (200 hours)	Ma1 2/25	Ma2 1/20	Ma3 1/20	Ma4 0/20		
Biology (200 hours)	B1 3/3	B2 3/3	B3 3/3	B4 2/3		
English (200 hours)				E1 4/20	E2 3/20	
Media Studies (200 hours)	MS1 0/20	MS2 0/20	MS3 1/20	MS4 0/20		

BACK TO THE STUDENT PROFILE

SAVE

ENROL

Testing the enrolment app with your enrolment clone

To familiarise yourself with the enrolment application, we recommend performing some test enrolments.

Since you do not want this information to be saved, we suggest connecting the enrolment app to your Appicaa **enrolment test system** during testing.

[Click here to learn](#) how to generate your enrolment test system if you haven't already, and how to find its domain/URL. You can also [click here](#) to find reasons why schools use their enrolment test system.

The format will be your normal school domain followed by 'enrolmentclone.appicaa.com'. For example, if your domain is <https://salesdemo.appicaa.com>, the enrolment clone would be <https://salesdemoenrolmentclone.appicaa.com>.

When connecting to the enrolment app (see image), you can use the same email and password that you normally use to connect to Appicaa online.

Connection Settings

Admissions+ Settings

Admissions+ Email

Admissions+ Password

Admissions+ URL
<https:// salesdemoenrolmentclone .appicaa.com>

Proxy Settings

☐ Use Proxy

Host

Port

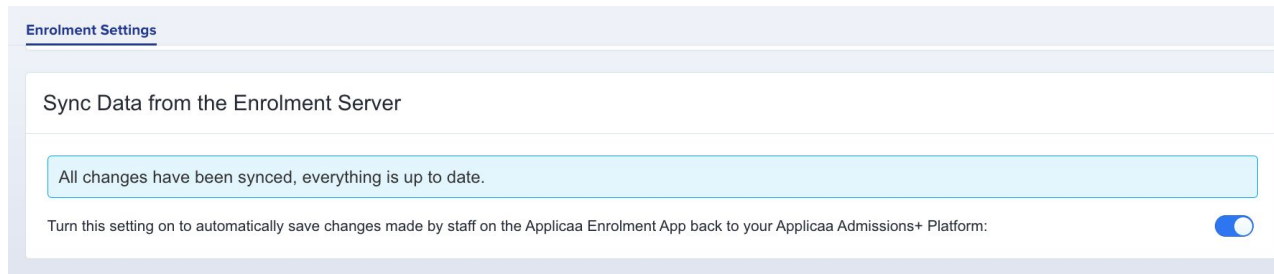
Username

Syncing Data back to Appicaa A+

Data will automatically sync across all installed copies of the app. For example, if a colleague enrolls a student into a class, the number of available spaces in that class will update in real-time on your app as well.

Enrolments made by individual staff members in the Enrolment App will **automatically sync back to Appicaa within a few minutes.**

Staff members will not need to manually trigger the upload of their changes. You can track whether all changes have been saved into your online system by navigating to **Settings > Enrolment Settings**, then scrolling down to **'Sync Data from the Enrolment Server'**



Enrolment Settings

Sync Data from the Enrolment Server

All changes have been synced, everything is up to date.

Turn this setting on to automatically save changes made by staff on the Appicaa Enrolment App back to your Appicaa Admissions+ Platform: ☒

Once the data has been uploaded back to your A+ system, you can proceed as usual with exporting enrolled classes to your MIS from within your A+ system.

Resetting your enrolment app after testing

Once you have completed testing the enrolment app, you will need to reset the data. If you are connected to the test version of the Applicaa system, switch to your live system in preparation for enrolment day.

To reset your Applicaa enrolment app, follow these steps:

1. Click on the profile icon at the top right, then click on 'About Applicaa Enrolment App'.
2. In the pop-up window, click 'CLICK HERE TO RESET YOUR LOCAL DATA'.

This will display a confirmation pop-up, and then prompt you to enter a new Applicaa URL to reconnect. **Each staff** member will need to do this on their computer.



Mylor Community Primary School

Admissions+ school URL: <https://oanhsims.applicaa.com/>

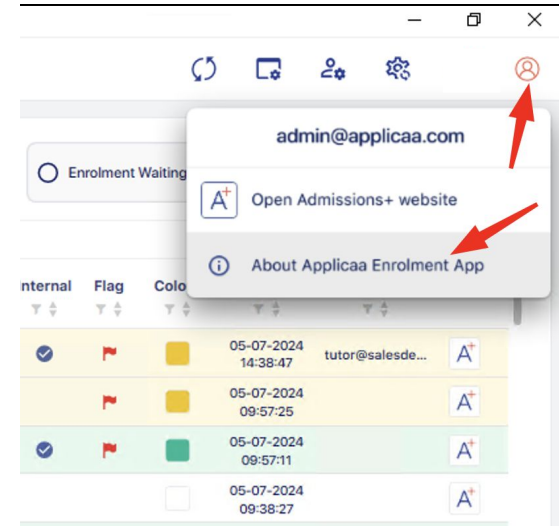
[CLICK HERE TO RESET YOUR LOCAL DATA](#)

Proxy Settings

Host
.....

Port
.....

Username
.....



What's Next

We recommend you now take time to ensure you have installed the application for the staff that will be involved with enrolment day and train them on how to use the enrolment app in the unlikely event they need to switch to it as a backup.

On Wednesday 20 August, you will receive the achieved grades for your internal students and should import these into A+.

That data can then be synced to your App - this will happen automatically.

Embargo settings will apply - anyone who is embargoed from seeing the results data in A+ will also be embargoed from seeing it in their version of the App.

The background features a central light blue hexagon. To its top-left is a medium grey hexagon. To its top-right is an orange parallelogram. To its bottom-left is a dark blue hexagon. To its bottom-right is a small light blue hexagon. Below the central hexagon is another small light blue hexagon. The text "Do you have any questions?" is centered over the central hexagon in a bold, dark blue font.

Do you have any questions?