

ADMISSIONS+ → MIS INTEGRATION

DATA TRANSFER

A step-by-step guide to exporting applicant, contact
& class data from **Admissions+** into **Bromcom**.



Exporting applicant & contact data

How data moves

Data is moved into Bromcom from Admissions+ using the **Data** area of your platform. This guide covers each step. To cancel an export that has already started, please contact **Support**.

Before you begin

Create a **pre-admission group** in Bromcom to receive new applicants before you start. Note: Bromcom does not export existing on-roll students — change those **directly in Bromcom**.

PART 1 STUDENTS & CONTACTS

Exporting student & contact data

Create your pre-admission group, enrol your students, then run the export wizard and resolve any matches.

Creating a Pre-Admission Group

1. Click **Modules** → **Administration** → **Pre-Admission Groups** (if Admission options are missing, contact your MIS Support Provider).
2. Click **New**.
3. Complete your Admission Group details — see fields below.
4. Click **Save**.

FIELDS TO COMPLETE

DOB From (DOB To, Planned Yr Gp & NC Year auto-fill) · **Admission Date** · **Planned Admission** · **Numbers to Rank** (≈25% higher) · **Admission Policy**

Edit Admission Group Definition

DOB From* 01/09/2004 DOB To* 31/08/2005

Admission Date* 07/09/2020 NC Year Group* 12

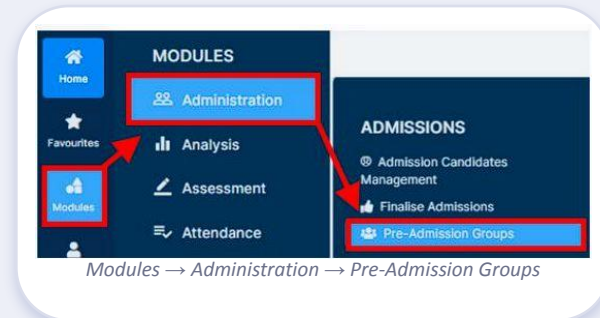
Planned Yr Gp* 12 Year Name 12-2020

Planned Admission* 200 Auto Generate Name

Admission Policy test Numbers to Rank 300

Show Inactive Admission Policies

Edit Admission Group Definition

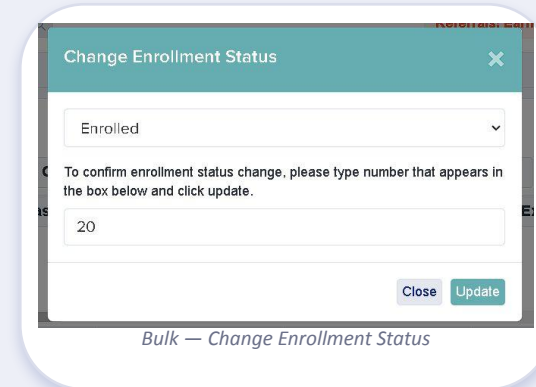
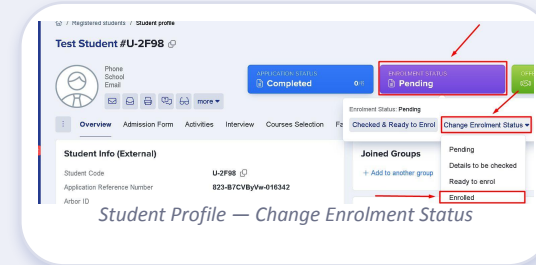


Enrolling students to be exported

When students are ready to export, they should be **enrolled** in Admissions+. Two methods:

- **Student Profile** — change the enrolment status on an individual profile.
- **Bulk Student Selection** — select multiple students and use **Change Enrolment Status**.

For Sixth Form, status changes to **Enrolled** once students are placed on their Courses. Both methods also work for Sixth Form.

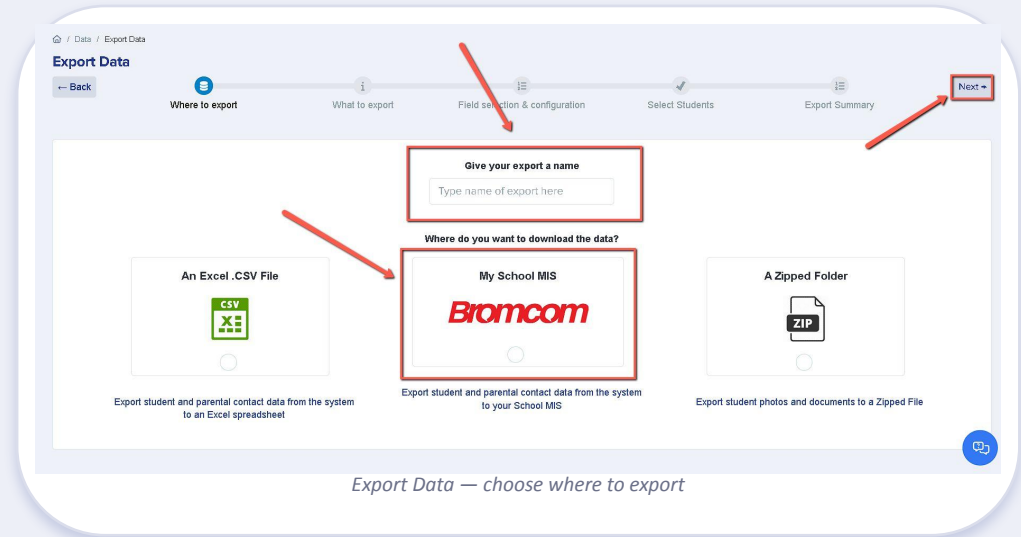


1

EXPORT WIZARD

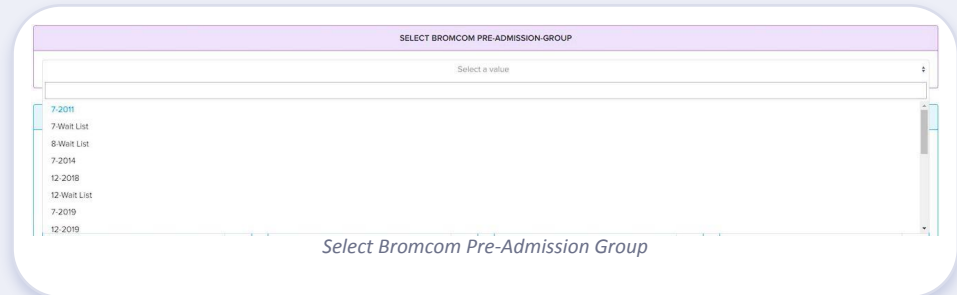
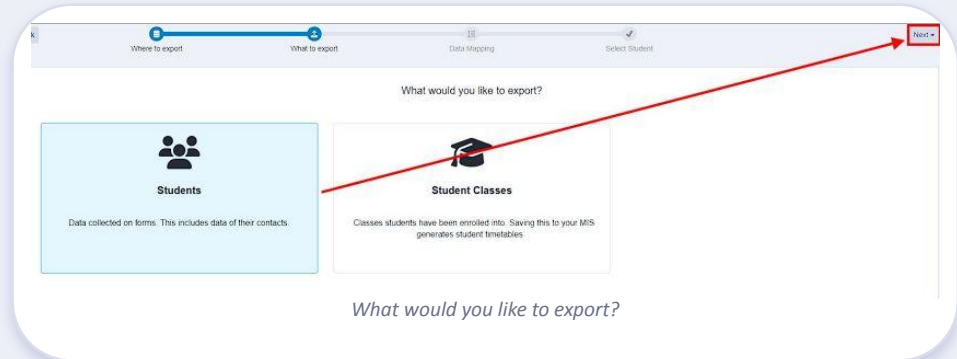
Start an export

1. Go to **Data** → **Export**.
2. Click **Start an Export** (top right).
3. Give your export a name, then select **Bromcom**.
4. Click **Next**.



Selecting students & group

1. Select **Students**, then click **Next**.
2. Select the **Bromcom Pre-Admission Group** you created from the drop-down.
3. Mappings are pre-selected (incl. User Defined Fields) — deselect any you don't need, then **Next**.



Filtering & selecting students

On the next step, you may use the **Advanced Filters** to refine your selection.

Then **Select All** students if required, or pick only the students you want to export.

Once done, click **Next**.

The screenshot shows a 'New Filter' dialog box with a search bar and a list of filterable properties. The 'Status' section is expanded, showing a dropdown menu for 'Application Status' with options: Incomplete, Awaiting Reference, Completed, Declined, Withdrawn, Deadline Missed, and Waiting List. Below this, there are sections for 'Properties' and 'Reference Form', each with a dropdown menu. The 'Properties' section includes: Application Form Response, Payment History Status, Concession, Calculated Properties, and Subject Eligibility. The 'Reference Form' section is currently empty.

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 ▾ Incomplete
Awaiting Reference

Enrolment Status
is any of ▾ Completed

Interview Status (i)
is any of ▾ Declined
Withdrawn

Are you current st
▾ Deadline Missed
Waiting List

Properties ▾

Reference Form ▾

Application Form Response ▾

Payment History Status ▾

Concession ▾

Calculated Properties ▾

Subject Eligibility ▾

New Filter — student properties

Bromcom Student Mismatch Checking

Potential mismatched students appear if they differ from your MIS. Click **Resolve** for each in **Unresolved Matches**.

Choose **Ignore difference and continue exporting** to confirm a match, or **These are not the same person, unlink them** if not. Then **Confirm & Next**.

Resolve Potential Mismatch
✕

Fields	Admissions Student	Bromcom student
Name	Caryn Mee ↗	See Mee ↗
Student ID	1149	71961
Gender	Female	M
DOB	12/10/2006	10-10-2006
Email	happy+se1@applicaa.com	happyse1@applicaa.com
Address		

Select resolution:

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

Confirm & Next

Resolve Potential Mismatch

Bromcom 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	Bromcom Students	Resolution	Actions
Caryn Mee ↗	See Mee	Not resolved	⌘ Resolve

Unresolved Matches list

Reviewing Resolved Matches

Once chosen, the student moves to **Resolved Matches**. Click **Change** to pick a different option.

Click **Go to Student Matching** once all students are checked.

Note: too many mismatches? Contact **Support** or your **Customer Success Manager** — the export can't continue until resolved.

Bromcom 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 | **Resolved Matches**

Admissions Student	Bromcom Student	Resolution	Resolved on	Resolved by	Change resolution
Copy Mia	See Mia	Ignore difference and continue exporting	28 Aug 2021, 08:06	Applicaa Admin	Change

[Go to Student Matching](#)

Resolved Matches

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 were 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](#)

Too many mismatches — raise a ticket

Bromcom Contact Mapping

On the **Bromcom Contact Mapping** step, existing Bromcom contacts are shown where they match contacts in Admissions+.

The process detects mis-matched contacts and prompts you to resolve them if found.

Resolve Potential Mismatch ✕

Fields	Admissions Contact	Bromcom contact
Name	Another First Name Another Last Name 🔗	Tiannab79e68da476680a9 O'Korb79e68da476680a9
Contact ID	1203	74086
Gender	Female	F
DOB		
Telephone 1		1111111111
Telephone 2		2222222222
Telephone 3		3900438918
Telephone 4		6847727926
Email	parentb79e68da476680a9@applicaa.com	parentb79e68da476680a9@applicaa.com
Address	40 Stockwell Street LONDON London, SE10 8EY	40, Stockwell Street, LONDON

Select resolution:

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

[Confirm & Next](#)

Resolve Potential Mismatch — contact

Bromcom Contact Mismatch Checking

Unresolved Matches ▼ Resolved Matches ▶

Admissions+ Contacts	Bromcom Contacts	Resolution	Actions
Another First Name Another Last Name 🔗	Tiannab79e68da476680a9 O'Korb79e68da476680a9	Not resolved	🔗 Resolve

Contact Mismatch Checking

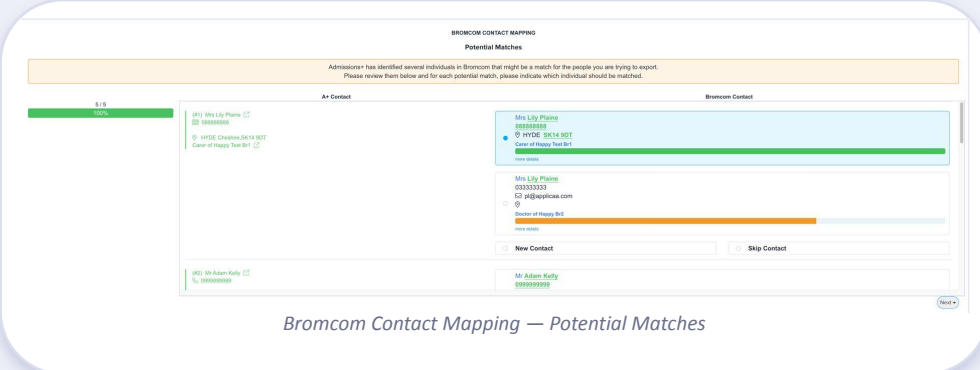
Contact matching rules

- The system searches existing Bromcom contacts for anyone matching the **name, title, email & postcode** in Admissions+.
- Matches are **Potential Matches** — green strong, amber partial, red weak.

Match To — links to an existing Bromcom contact and updates its data.

New Contact — creates a new person in Bromcom.

Skip Contact — does nothing; not imported.



The screenshot displays the 'BROMCOM CONTACT MAPPING' interface. At the top, it says 'Potential Matches' and includes a warning: 'Admissions+ has identified several individuals in Bromcom that might be a match for the people you are trying to export. Please review them below and for each potential match, please indicate which individual should be matched.' Below this, there are two columns: 'Ad Contact' and 'Bromcom Contact'. A progress bar on the left shows '5 / 5' and '100%'. The 'Ad Contact' column lists three entries: 'Mr J. J. Platts', 'HYDE Christine@14.90T', and 'Mr Adam Kelly'. The 'Bromcom Contact' column shows a match for 'Mrs Lily Platts' with a green bar indicating a strong match, and another entry for 'Mrs Lily Platts' with an orange bar indicating a partial match. At the bottom, there are buttons for 'New Contact' and 'Skip Contact'.

Bromcom Contact Mapping — Potential Matches

Export Report

Once the export finishes, click the **report** to check students exported successfully.

Issues show in the **Bromcom Notice** column. Other notices you may see:

- **String or binary data would be truncated** — check the GP postcode.
- **Violation of UNIQUE KEY constraint** — remove duplicate contacts.



Showing 1 to 1 of 1 entries

Show entries

Search:

[Re-perform failed export](#)

#	Status	A+ ID	BromcomID	Bromcom Response	legalFirstName	legalLastName
1	Failed	1024		Export student data FAILED with errors: Date Of Birth is not within Pre-Admission Group range	Test Candido	Test Lesch

Export report — Bromcom Notice column

PART 2 CLASSES & TIMETABLES

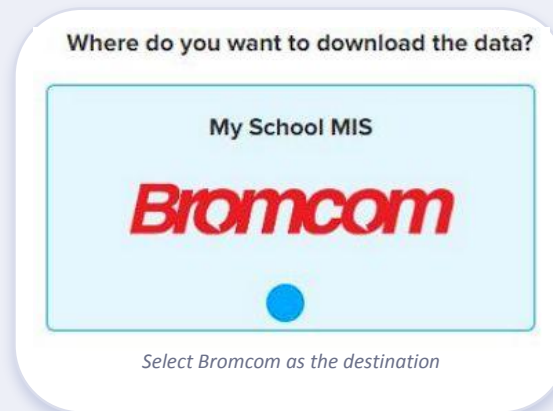
Exporting classes to Bromcom

With students enrolled on their courses, map your classes across and save timetables to your MIS.

Exporting classes to Bromcom

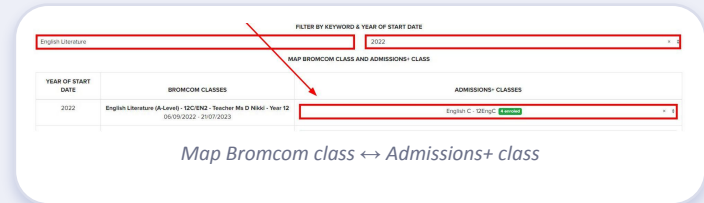
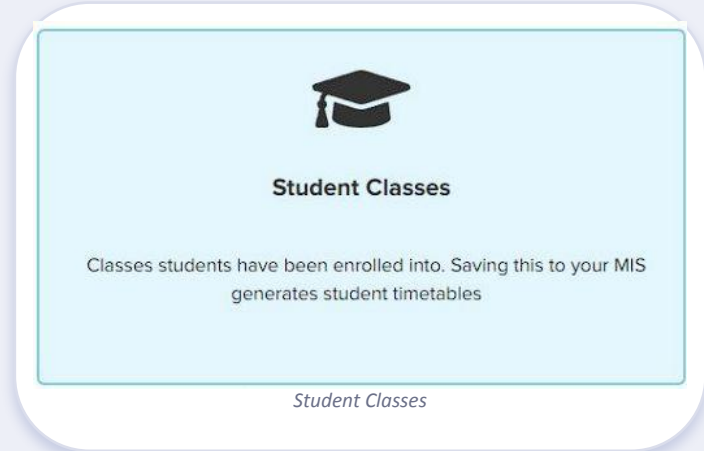
Before exporting classes, students should be **enrolled on their courses** in Admissions+.

1. Navigate to **Data** → **Export**.
2. Click **Start an Export**.
3. Name your export, then select **Bromcom**.
4. Click **Next**.



Exporting classes into Bromcom

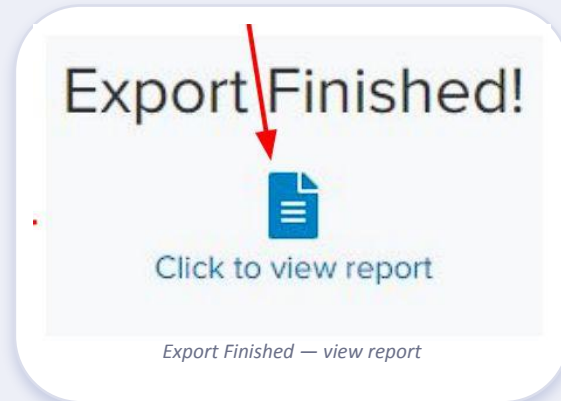
1. Select **Student Classes**.
2. Click **Next** to reach the Mapping step.
3. Filter by **Academic Level**; also filter Bromcom classes by **Keyword**.
4. Map your **Admissions+ Classes** to your **Bromcom Classes**.
5. Click **Next** once done.



Checking your class export

Click **Next** and you'll be directed to an **Export Report**.

Click the **report** to check the classes that were **successfully exported**.



PART 3 FORM GROUPS, FAQs & LINKS

Form groups, FAQs & useful links

Push Sorting Hat allocations into Bromcom, and find answers to common export questions.

Exporting Form Group Data

Use the **Sorting Hat** wizard to assign students to Form Groups.

Once allocated, those allocations can be exported and students will be assigned to the matching groups in Bromcom.

Helpdesk guides for the Sorting Hat wizard and the export process are linked in the speaker notes.

[▶ Sorting Hat wizard guide](#)

[▶ Exporting tutor-group allocations to Bromcom](#)

Select data you want to export

Each column header below should be mapped to a property in Admissions+. Some of these may be already been mapped based on their names. Anything that hasn't been mapped yet can be manually mapped to a property with the drop down menu. If you decide to not import a property just leave it unmapped and it will be ignored.

[See all Arbor registration form](#)

FILTER BY ACADEMIC YEAR

Filter by academic year:

Set Start Date & End Date

Start Date: End Date:

Showing 2 Arbor registration forms.

MAP ARBOR REGISTRATION FORM AND ADMISSIONS+ SORTING HAT GROUP

YEAR	ARBOR REGISTRATION FORMS	ADMISSIONS+ SORTING HAT GROUPS
2023/2024	Form 7BG (2023/2024) Tutor: Alice Morgan	Form 7BG (2023/2024) - 2023/2024 <input type="checkbox"/>
2023/2024	Form 7GF (2023/2024) Tutor: Georgia Miller	Form 7GF (2023/2024) - 2023/2024 <input type="checkbox"/>

Map registration form ↔ Sorting Hat group

FAQs & useful links

Should I export in batches or all at once?

Batches work best — around **20 students at a time** until you're familiar, then larger batches.

When is the best time to export applicants?

Y7 & Primary: as soon as they complete the Admission Form.
Year 12: as late as possible, after Enrolment.

When should I import CTFs?

Export your data from A+ **first**, then import CTFs directly to Bromcom.

► [Read the guide](#)

Where can I find more information?

Guides live in the **Data & Integrations** area of our Knowledge Base.

► [Read the guide](#)



THANK YOU

Need a hand with your data transfer? Reach out to **Support** or your **Customer Success Manager**.