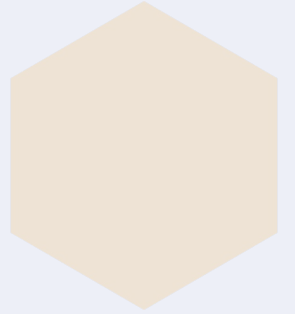


# DATA TRANSFER

**SIMS**

Importing applicant and contact data from Admissions+ into SIMS





# Importing applicant & contact data into SIMS

## How data moves

Data is moved into SIMS from Admissions+ using the Admissions+ SIMS App. This guide walks through each step of the process, and you can also find it on our Knowledge Base.

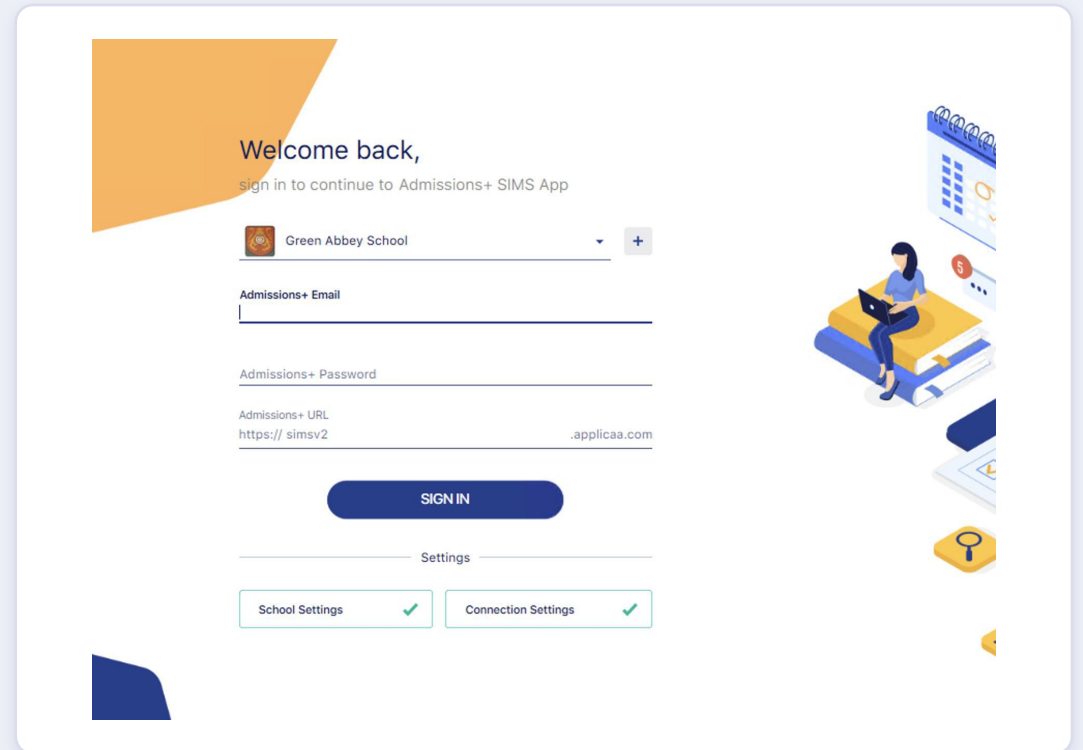
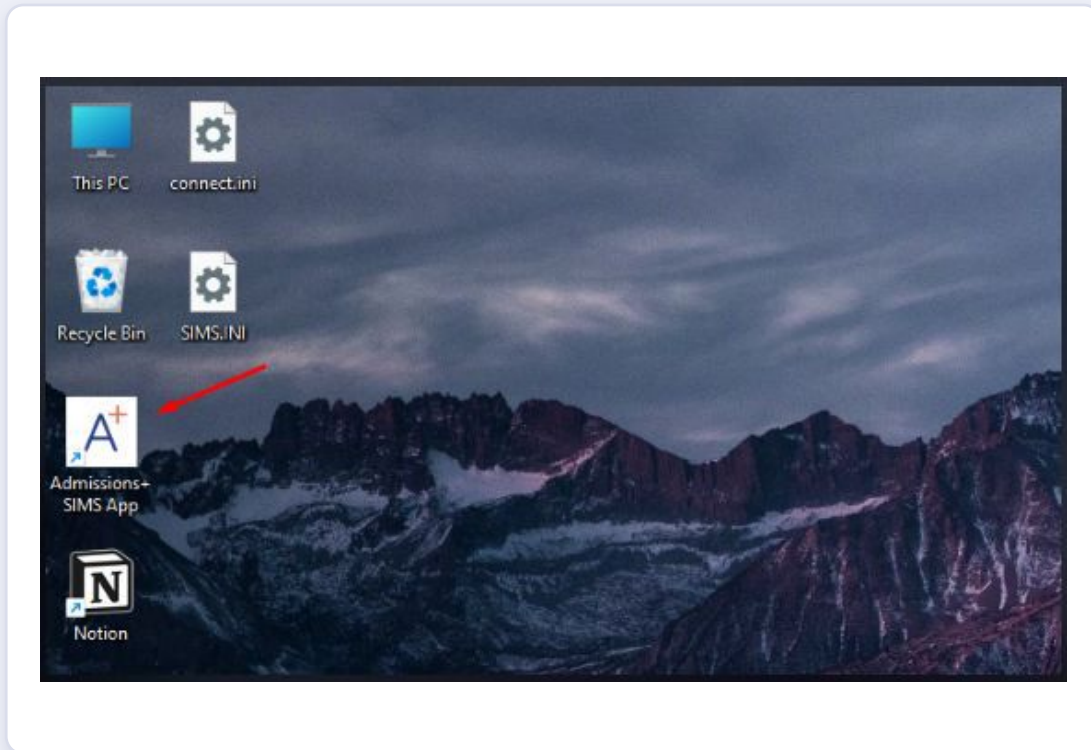
## Before you begin

Ensure you have created a pre-admission group in SIMS to receive the new applicants into. Your Data Manager can help you set this up if you are unfamiliar with creating a new pre-admission group.

## LOGIN

# Load the Admissions+ SIMS App

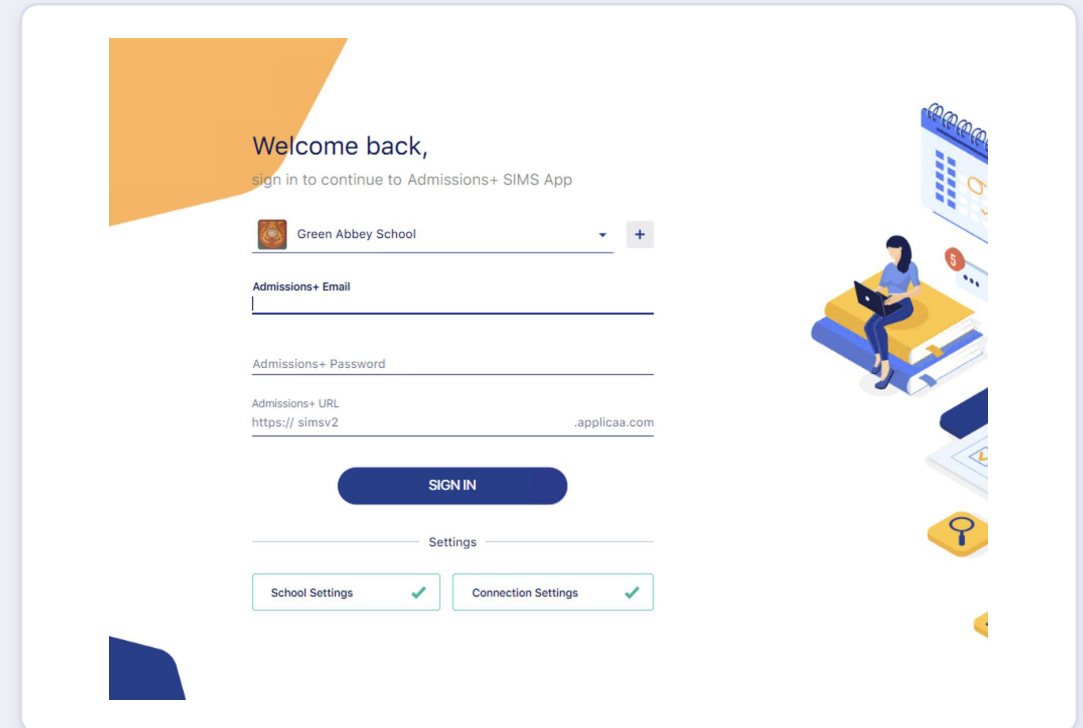
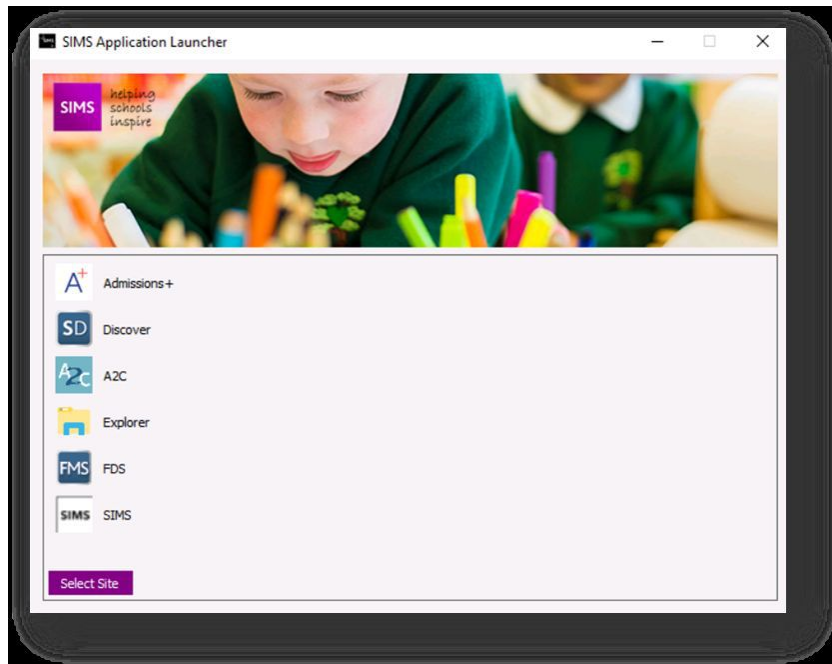
The app is installed on the desktop of whoever installed it, and looks like the highlighted icon below. Open it to reach the sign-in screen.



## LOGIN

# SIMS Connected access

For SIMS Connected you will need to raise a ticket with the ESS Service Desk requesting access to Applicaa's Admissions+ SIMS Application. See our SIMS Connected Knowledge Base article for more information.



## BEFORE YOU IMPORT

# Check your settings

**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.

*Tip: the version number is shown at the bottom of the left-hand sidebar.*

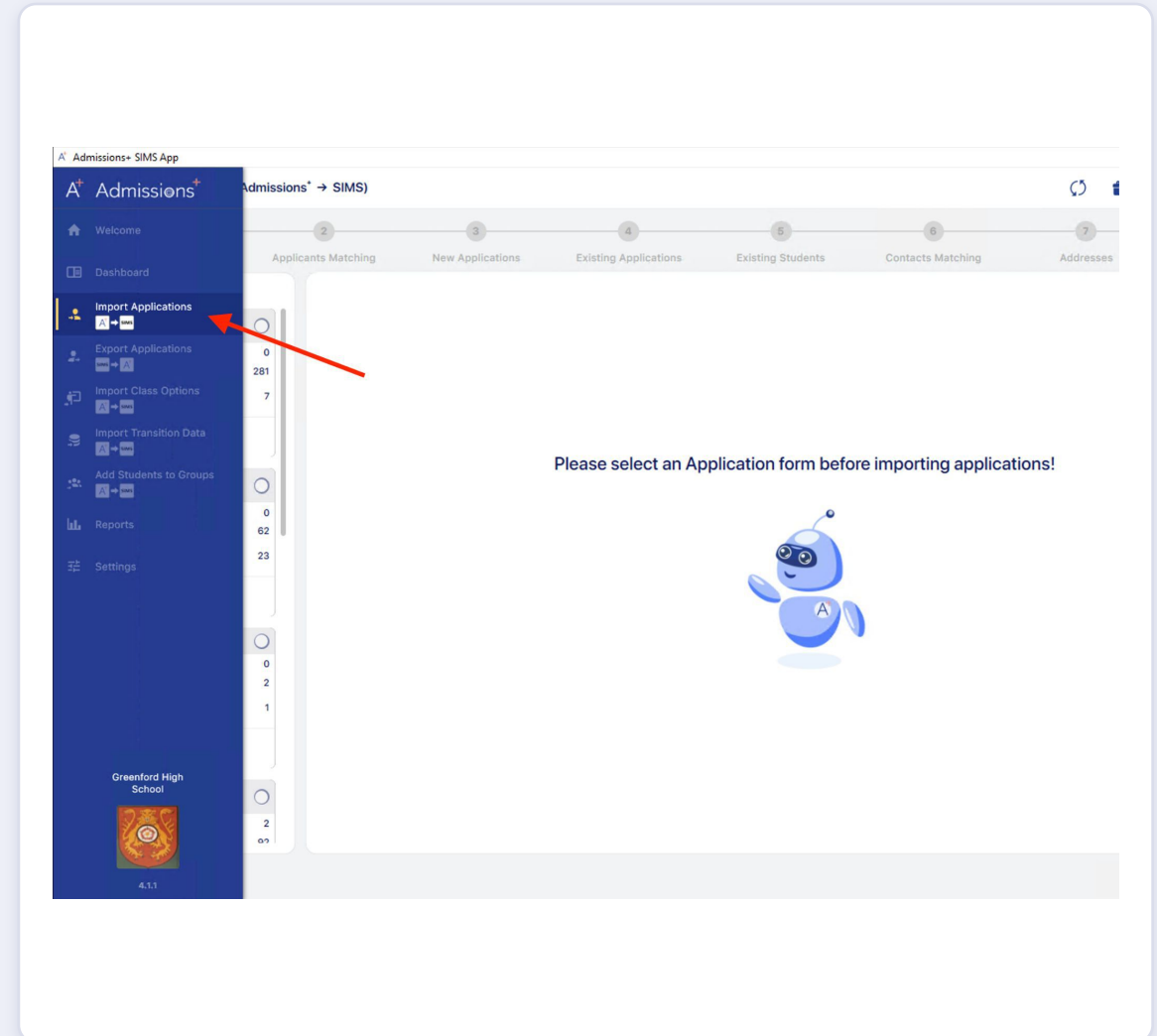
The screenshot displays the Admissions+ SIMS App interface. On the left, a dark blue sidebar menu contains the following items: Welcome, Dashboard, Import Applications, Export Applications, Import Class Options, Import Transition Data, Add Students to Groups, Reports, and Settings. The Settings item is highlighted with a yellow bar. At the bottom of the sidebar, the school name 'Greenford High School' and its crest are shown, with the version number '4.1.1' displayed below the crest. An orange arrow points from the 'Settings' menu item to the 'Settings' label in the sidebar. Another orange arrow points from the '4.1.1' version number to the 'Settings' menu item. The main content area shows the 'UPDATE' and 'ABOUT' tabs. The 'UPDATE' tab is active, displaying a green checkmark and a toggle switch. The 'ABOUT' tab is also visible, showing a 'Changelog' section. The Changelog lists several versions with their release dates and descriptions of changes. The current version, 'Version 4.1.1', is highlighted with a red box and a star icon, with a red arrow pointing to it from the top right. The Changelog entries include:

- 17-06-2024: Version 4.1.1 (★ Your current version)
  - UI/UX improvements
  - Bug fixes & performance improvements
- 14-06-2024: Version 4.1.0
  - Fixed a bug that could update the home school DfE.
  - Fixed a bug that showed an incorrect warning message when syncing registration
  - Other bug fixes and performance improvements.
- 11-04-2024: Version 4.0.2
  - Bug fixes & performance improvements
- 10-01-2024: Version 4.0.1
  - Bug fixes & performance improvements
- 02-01-2024: Version 4.0.0
  - Improved Interface for Identifying Potential Duplicate Contacts
  - Progress Saving Feature
  - Improved Detection of Potential Duplicate Contacts and Applicants Using Names
  - Person Mismatch Checks
  - Automatic loading of SIMS server and database names.
  - Introduction of Trusted Mode for login.
  - A warning message when using an outdated version of SIMS.
  - Notifications about new stable versions of the A+ SIMS App.
  - Prompts to update missing core student data, such as gender and year group, be
  - Automatic detection and resolution of profiles that were previously imported but i
  - A more intuitive sidebar menu design to maximise screen space.
  - Removal of the minor update mode.

## STEP 1

# Choose the import option

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



# 1

## STEP 1 · FORMS

# Confirm which dataset to import from

Choose the application form you wish to import data from. All of your active forms appear in a list on the left-hand side of the App.

**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 displays the 'Import Applications (Admissions+ → SIMS)' interface. A progress bar at the top indicates six steps: 1. Forms, 2. Applicants Matching, 3. New Applications, 4. Existing Applications, 5. Existing Students, and 6. Contacts Mat. The 'Forms' step is currently active and highlighted with a yellow circle. On the left, a list of application forms is shown, with 'Year 7 Admissions 2021/2022' selected and marked with a checkmark. Other forms include 'Year 12 Admissions 2022/2023' and 'Year 12 Admissions 2021/2022'. The 'Applicants' table on the right lists individual applicants with columns for Select, Photo, Forename, Surname, Birthday, Gender, A+ Groups, App Status, and Offer. A red arrow points from the 'Year 7 Admissions 2021/2022' form to the first row of the applicants table, which is 'Test Ford Test Shields'. The total number of applicants is shown as 92.

Select	Photo	Forename	Surname	Birthday	Gender	A+ Groups	App Status	Offer
<input type="checkbox"/>		Test Ford	Test Shields	24-11-2013	♂		Completed	Pen
<input type="checkbox"/>		Test Beth	Test Mertz	10-06-2012	♂		Completed	Pen
<input type="checkbox"/>		Test Cordia	Test Rath	11-06-2009	♀		Completed	Pen
<input type="checkbox"/>		Test Reuben	Test Stokes	15-06-2010	♂		Completed	Pen
<input type="checkbox"/>		Test Elmo	Test Heathcote	05-04-2013	♂		Completed	Pen
<input type="checkbox"/>		Test Destiney	Test Upton	25-10-2010	♀		Completed	Pen
<input type="checkbox"/>		Test Lenny	Test Kutch	25-02-2009	♂		Completed	Pen
<input type="checkbox"/>		Test Griffin Oanh	Test Bergnaum	06-06-2013	♀		Completed	Pen
<input type="checkbox"/>		Gg Kk 319	Kk Test 03122021	15-06-2004	♂		Completed	Pen
<input type="checkbox"/>		Test Grady Oanh 06	Test Langosh	13-12-2009	♀		Completed	Pen
<input type="checkbox"/>		Polino	Vadim	28-08-2008	♂		Completed	Pen
<input type="checkbox"/>		Darcy2	Cooke	27-03-2009	♀		Completed	Pen
<input type="checkbox"/>		Abegunde	Adeyemi	16-10-2008	♂		Completed	Pen

# 1

## STEP 1 · APPLICANTS

# Select your applicants

Select which applicants to import using the checkboxes to the left of their names, or use the “select all” button at the top if appropriate. Then click “next”.

**Note** The following steps are all designed to ensure no duplicates are created in SIMS when you complete your import.

Admissions+ SIMS App

### Import Applications (Admissions+ → SIMS)

1 Forms 2 Applicants Matching 3 New Applications 4 Existing Applications 5 Existing Students 6 Contacts Match

**Application forms**

Completed and Enrolled applicants: 1

Admission years: 2021/2022

**Year 7 Admissions 2021/2022**

Awaiting reference: 2

Completed applicants: 92

Completed and Enrolled applicants: 70

Admission years: 2021/2022, 2022/2023

**Year 12 Admissions 2022/2023**

Awaiting reference: 2

Completed applicants: 250

Completed and Enrolled applicants: 56

Admission years: 2022/2023

**Year 12 Admissions 2021/2022**

Awaiting reference: 0

Completed applicants: 505

Completed and Enrolled applicants: 503

**Applicants**

Deselect all Search applicants

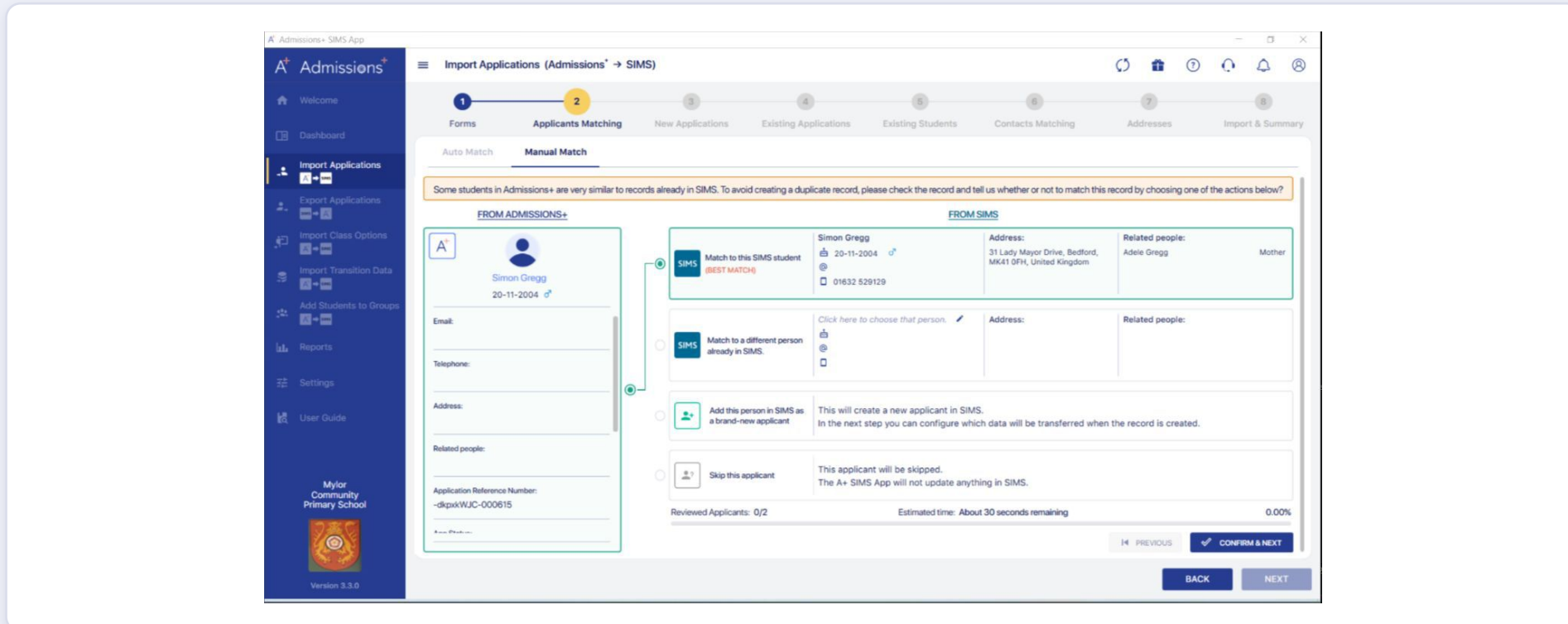
Select	Photo	Forename	Surname	Birthday	Gender	A+ Groups	App Status	Offer St
<input checked="" type="checkbox"/>		Test Ford	Test Shields	24-11-2013	♂		Completed	Pendig
<input checked="" type="checkbox"/>		Test Beth	Test Mertz	10-06-2012	♂		Completed	Pendig
<input checked="" type="checkbox"/>		Test Cordia	Test Rath	11-06-2009	♀		Completed	Pendig
<input checked="" type="checkbox"/>		Test Reuben	Test Stokes	15-06-2010	♂		Completed	Pendig
<input checked="" type="checkbox"/>		Test Elmo	Test Heathcote	05-04-2013	♂		Completed	Pendig
<input checked="" type="checkbox"/>		Test Destiney	Test Upton	25-10-2010	♀		Completed	Pendig
<input checked="" type="checkbox"/>		Test Lenny	Test Kutch	25-02-2009	♂		Completed	Pendig
<input checked="" type="checkbox"/>		Test Griffin Oanh	Test Bergnaum	06-06-2013	♀		Completed	Pendig
<input checked="" type="checkbox"/>		Gg Kk 319	Kk Test 03122021	15-06-2004	♂		Completed	Pendig
<input checked="" type="checkbox"/>		Test Grady Oanh 06	Test Langosh	13-12-2009	♀		Completed	Pendig
<input checked="" type="checkbox"/>		Polino	Vadim	28-08-2008	♂		Completed	Pendig
<input checked="" type="checkbox"/>		Darcy2	Cooke	27-03-2009	♀		Completed	Pendig
<input checked="" type="checkbox"/>		Abegunde	Adeyemi	16-10-2008	♂		Completed	Pendig

Total: 92

## DETECTING DUPLICATES

# Manual matching

The App detects any applicants whose records seem similar to a record already held in SIMS. You can manually match the records to ensure the data is linked — or create a brand-new applicant where the data belongs to two separate people who simply share similar details.



## DETECTING DUPLICATES

# Auto-matching

Next, the App auto-matches any applicants whose data seems to match someone already in SIMS. It can't be certain they're the same person until you confirm, but “mark as matched” is preselected for you, as there's a very strong likelihood the two sets of data belong to the same person.

**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

We have detected that 1 student 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.

Search applicants

Photo	Forename	Surname	Birthday	Gender	A+ Groups	App Status	Offer Status	Enrollment Status	Internal	Actions	View Profile
	Darcy	Cooke	27-03-2009	♀		Completed	Pending	Pending		<input checked="" type="radio"/> MARK AS MATCHED <input type="radio"/> REJECT	

# 2



## STEP 2 · DETECTING MIS-MATCHES

# Detecting mis-matches

The App scans for any potentially mis-matched applicants. It flags students who already exist in SIMS whose data appears to have changed significantly on their Admissions+ profile compared to SIMS. You decide whether they are the same person, or whether the two profiles should be unlinked (creating two separate applicants).

**Warning: Potentially miss-matched 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
 <p>Full name: Ethan Adam Gender: <b>Female</b> Birthday: <b>01-09-2010</b> Type: Internal Email: Telephone: Address: 11 Cheltenham Gardens, Bletchley, Milton Keynes, MK3 5NS, United Kingdom Associated people:</p>	 <p>Full name: Ethan Adams Gender: <b>Male</b> Birthday: <b>15-09-2010</b> Type: Student Email: Telephone: Address: 11 Cheltenham Gardens, Bletchley, Milton Keynes, MK3 5NS, United Kingdom Associated people:</p>	<p><input type="radio"/> Yes, they are the same person</p> <p><input type="radio"/> No, unlink them</p>

[RAISE A SUPPORT TICKET](#)      Reviewed Applicants: 0/1      Estimated time: About 15 seconds remaining      0.00%      [CONFIRM](#)

# 3

## STEP 3 · NEW APPLICATIONS

# New applications

The App shows a list of all New Applications — applicants who have never been imported into SIMS and don't match any existing data. You'll also see Existing Applications (previously imported and not currently on roll) and Existing Students, if applicable.

The screenshot displays the 'Admissions+ SIMS App' interface. At the top, a progress bar shows eight 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. Below the progress bar, the 'New applications' section features filters for 'Intake Group', 'Admission Group', and 'Year Taught In'. A search bar is labeled 'Search new applications'. A table lists three applications with columns for selection, photo, forename, surname, birthday, gender, ARN, A+ Groups, App Status, Offer Status, Enrollment Status, Internal, Imported on, and View Profile.

Select	Photo	Forename	Surname	Birthday	Gender	ARN	A+ Groups	App Status	Offer Status	Enrollment Status	Internal	Imported on	View Profile
<input checked="" type="checkbox"/>		06 Application	Oanh	02-02-1989	♂			Completed	Pending	Pending		Not yet imported	
<input checked="" type="checkbox"/>		Molly	Willoughby	03-02-2000	♂			Completed	Pending	Pending		Not yet imported	
<input checked="" type="checkbox"/>		Test	Student	17-07-2008	♂			Completed	Pending	Pending		Not yet imported	

## STEPS 4 & 5

# Existing applications & students

Existing Applications are applicants previously imported via the SIMS App who are not currently on roll (externals). Existing Students would be your current on-roll Year 11 students appearing on a Year 12 application form, for example.

Select	Photo	Forename	Surname	Birthdate	Gender	ADN	A+ Groups	App Status	Offer Status	Enrollment Status	Internal	Imported on	View Profile
<input checked="" type="checkbox"/>		Test	Ford	24-11-2013	♂	823-2019-08-E-003445		Completed	Pending	Enrolled		02-10-2023 16:00:01	
<input checked="" type="checkbox"/>		Rebeem	Thubru	01-09-2008	♀	823-2019-08-E-001955		Completed	Pending	Pending		02-10-2023 16:10:09	

Select	Photo	Forename	Surname	Birthdate	Gender	Admission Number	UPN	A+ Groups	App Status	Offer Status	Enrollment Status	Internal	Imported on	View Profile
<input checked="" type="checkbox"/>		Henry	Quaker	27-12-2003	♂	004777	A823432114072		Completed	Pending	Pending		16-11-2023 09:57:43	
<input checked="" type="checkbox"/>		Saha	Quinton	25-03-2006	♀	005110	W82020109049		Completed	Pending	Pending		16-11-2023 09:57:38	
<input checked="" type="checkbox"/>		Isabel	Redding	18-10-2003	♀	004778	P823432114073		Completed	Pending	Pending		16-11-2023 09:57:25	
<input checked="" type="checkbox"/>		Clara	Reese	12-04-2004	♀	004779	D823432114074		Completed	Pending	Pending		16-11-2023 09:57:25	
<input checked="" type="checkbox"/>		Peter	Roche	05-04-2004	♂	004780	J82020106085		Completed	Pending	Pending		16-11-2023 09:57:16	
<input checked="" type="checkbox"/>		Chloe	Rogers	20-09-2003	♀	004781	Y82020106086		Completed	Pending	Pending		16-11-2023 09:57:12	

## SYNCHRONISATION FIELDS

# Selecting which data to import

Select the pre-admissions group the data should be imported into, and choose which data to import for each group. Use “select all” to import everything collected in A+ that writes back via SIMS lookups, or individually select the fields you wish to import.

The screenshot displays the 'Import Applications (Admissions+ -> SIMS)' interface. At the top, a progress bar shows eight 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 'Synchronisation fields' and features a search bar and a 'Deselect all' button. Below this, various data categories are listed with checkboxes for selection:

- 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.

# 6

## STEP 6 · CONTACTS MATCHING

# Contacts matching

The Contacts Matching step checks whether any data for the contacts you are importing already exists within SIMS — again, to prevent duplication.

**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

**Potential duplicate contacts found**

We've noticed that some of the contacts you're planning to import might already be in SIMS. For example, they might be an existing contact of an applicant's sibling. To prevent creating duplicates, you have the option to carefully review each potential match. You can then decide whether the contact matches an existing one, or if it's genuinely a new contact. 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.*

Search contacts

Photo	A+ Contact Full Name	A+ Contact Address	A+ Contact Telephone	A+ Contact Email	Type	A+ Linked Applicant	Status	Actions
	Mrs. Regina Ansell	2, Peake Close, PETERBOROUGH, Cambridgeshire, PE2 9JE, United Kingdom	01632658991	regian@appliance.com	This is a brand-new contact	(Mother to) Guy Fulton	NOT RESOLVED	<a href="#">Click to resolve</a>

## STEP 6 · CONTACTS MATCHING

# Reviewing likely matches

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

The screenshot displays the 'Resolve potential duplicate contacts' window in the SIMS system. On the left, a contact from Admissions+ is shown: Mrs. Regina Ansell, born 15-06-1982, with email regian@applicaa.com, telephone 01632658991/01632654321, and address 2, Peake Close, Peterborough, Cambridgeshire, PE2 9JE, United Kingdom. Her linked applicant is Guy Fulton. On the right, a table lists 'CONTACTS IN SIMS WITH SIMILAR DETAILS':

Match Type	Name	Address	Associated people
SIMS Match to this SIMS contact (BEST MATCH)	Mrs. Regina Ansell regian@applicaa.com 01632654321, 01632658991	25 Peake Close, Peterborough, PE2 9JE, United Kingdom	Alfie Ansell (Mother of) Annie Ansell (Mother of) Archie Ansell (Mother of)
SIMS Match to this SIMS contact (POTENTIAL MATCH)	Mr. Jack Ansell oanh+jack@applicaa.com 01632654321, 07333365808	25 Peake Close, Peterborough, PE2 9JE, United Kingdom	Alfie Ansell (Father of) Annie Ansell (Father of) Archie Ansell (Father of)
SIMS Match to this SIMS contact (POTENTIAL MATCH)	Mrs. M BUXTON 01632654321, 016326	5 Engaine Drive, Shenley Church End, Milton Keynes, MK5 6BA, United Kingdom	Chris Buxton (Mother of)
SIMS Match to a different person already in SIMS.	Click here to choose that person.		
Add this person in SIMS as a brand-new contact	This will create a new contact in SIMS.		
Do not import this contact	Choosing this option will prevent the import of this person from Admissions+ to SIMS.		

At the bottom, the interface shows 'Reviewed Contacts: 0/1', 'Estimated time: About 15 seconds remaining', and a progress bar at 0.00%. A 'CONFIRM' button is visible on the right.

# 7

## STEP 7 · ADDRESSES

# Addresses

The Addresses step detects any addresses being imported for an existing SIMS contact that differ from the address on the Admissions+ form. You decide which address to keep.

Import Applications (Admissions+ → SIMS) TEST MODE

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

This address step helps you manage address changes for people living at the same address in SIMS. [Click here to see an explanation video](#) Keep all at their current address

Number	Old Address	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	47 Auddel Close, Kempshot, Market Blandings, Barset, NR1 4DS, United Kingdom	Jonas Aaron	Contact	44 Naseby Court, Bradville, Milton Keynes, MK13 7EP, United Kingdom	Jupiter Styles	Mrs Megan FITZPATRICK	Contact	(Mother to) Anita Fitzpatrick	<input checked="" type="radio"/> Stay at same address: 47, Auddel Close, Kempshot, Barset, NR1 4DS, United Kingdom <input type="radio"/> Move to new address: 44 Naseby Court, Bradville, Milton Keynes, MK13 7EP, United Kingdom
2	14 Bailey Street, Stafford, ST17 4BG, United Kingdom	Sheena Singh	Contact	2 Palace Square, Leadenhall, Milton Keynes, MK6 5JZ, United Kingdom	Test Jerad Oanh Test Kirlin	Shana Singh (Leaver)	Student, Candidate, Applicant	(Contact to) Shanti Singh (Contact to) Vai Singh	<input checked="" type="radio"/> Stay at same address: 14, Bailey Street, Stafford, ST17 4BG, United Kingdom <input type="radio"/> Move to new address: 2 Palace Square, Leadenhall, Milton Keynes, MK6 5JZ, United Kingdom
						Mr Vai Singh	Contact	(Father to) Shana Singh	<input checked="" type="radio"/> Stay at same address: 14, Bailey Street, Stafford, ST17 4BG, United Kingdom <input type="radio"/> Move to new address: 2 Palace Square, Leadenhall, Milton Keynes, MK6 5JZ, United Kingdom
3	45 Stanley Street, Northampton, NN2 6DD, United Kingdom	Jonas Arther	Contact	123 Phoenix Way, Portishead, Bristol, BS20 7QP, United Kingdom	Jace Arthur	Mr Pep Amoso	Contact	(Father to) Rosanna Amoso (Father to) Silv Amoso (Father to) Stephanie Amoso (Father to) Rachael Amos	<input checked="" type="radio"/> Stay at same address: 45, Stanley Street, Northampton, NN2 6DD, United Kingdom <input type="radio"/> Move to new address: 123 Phoenix Way, Portishead, Bristol, BS20 7QP, United Kingdom
						Rosanna Amoso (Leaver)	Student, Candidate, Applicant	(Sibling to) Silv Amoso (Sibling to) Stephanie Amoso (Sibling to) Rachael Amos	<input checked="" type="radio"/> Stay at same address: 45, Stanley Street, Northampton, NN2 6DD, United Kingdom <input type="radio"/> Move to new address: 123 Phoenix Way, Portishead, Bristol, BS20 7QP, United Kingdom

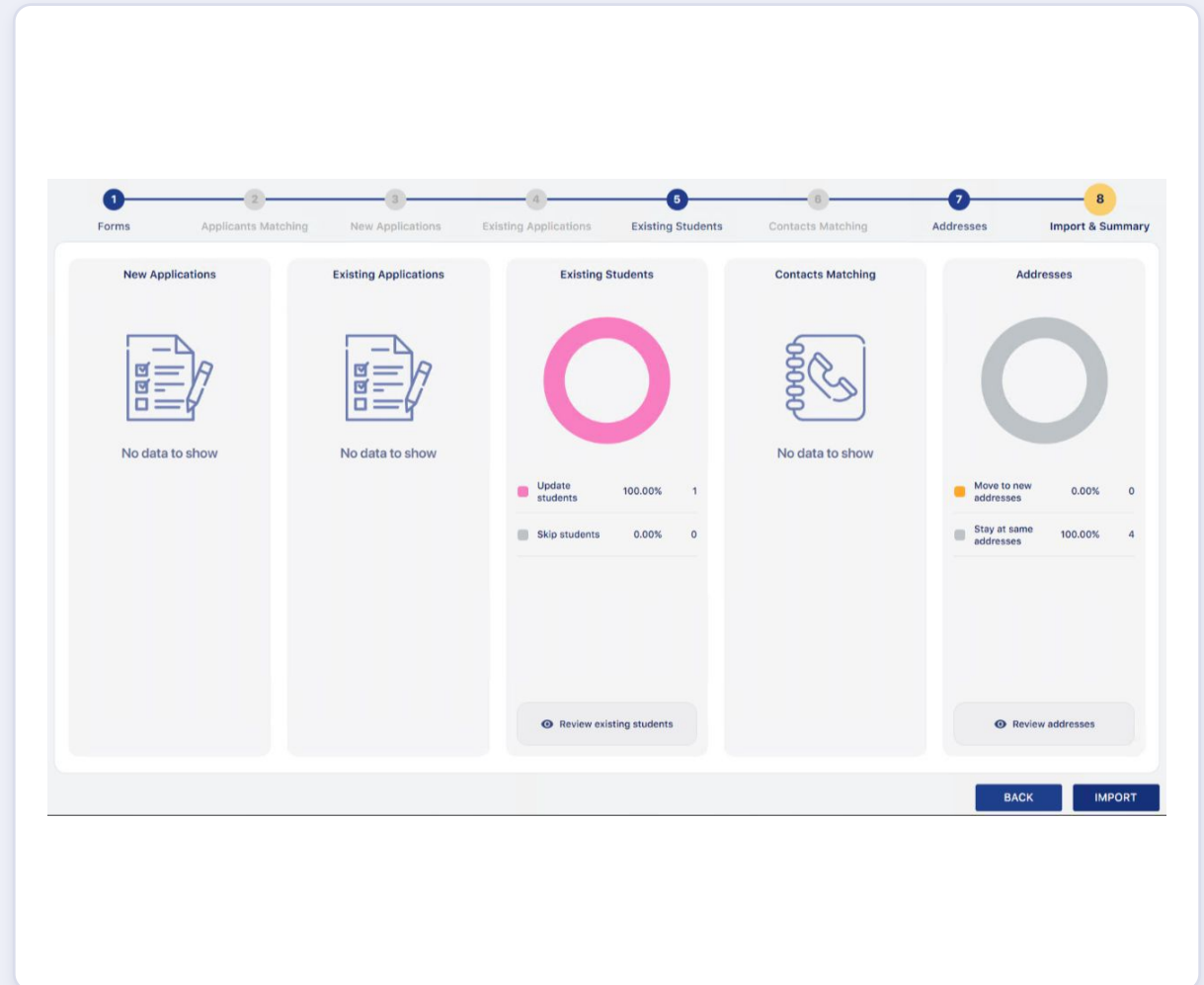
# 8

## STEP 8 · IMPORT & SUMMARY

# Completing the import

The final page shows you a summary. Here, you click to import the data into SIMS.

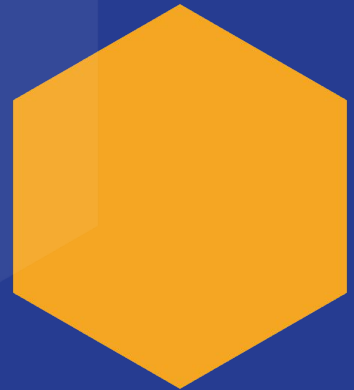
**After importing** You'll receive a report summarising the successful imports and highlighting any errors, if applicable.



## PART 2

# Importing classes into SIMS

Only students whose status is “enrolled” in A+ can have their classes imported into your MIS.



## IMPORTING CLASSES

# Before you import classes

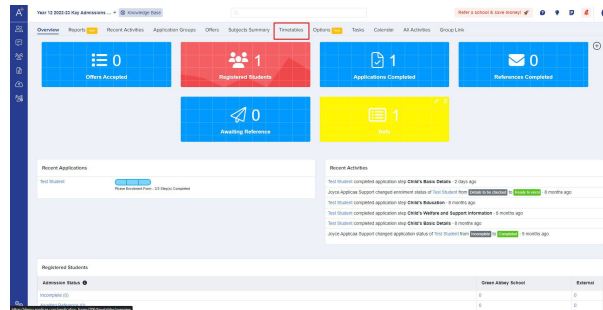
Only students whose status is “enrolled” in your A+ system can have their classes imported into your MIS. Please ensure the following before importing:

### 1 Check your MIS class codes

Confirm your MIS class codes match those added in Admissions+ via the Timetables area on the dashboard. Your timetabler can confirm them if you're unsure.

### 2 Update student status

Ensure students' status in SIMS has been updated from “applied” to “accepted” or “admitted”.



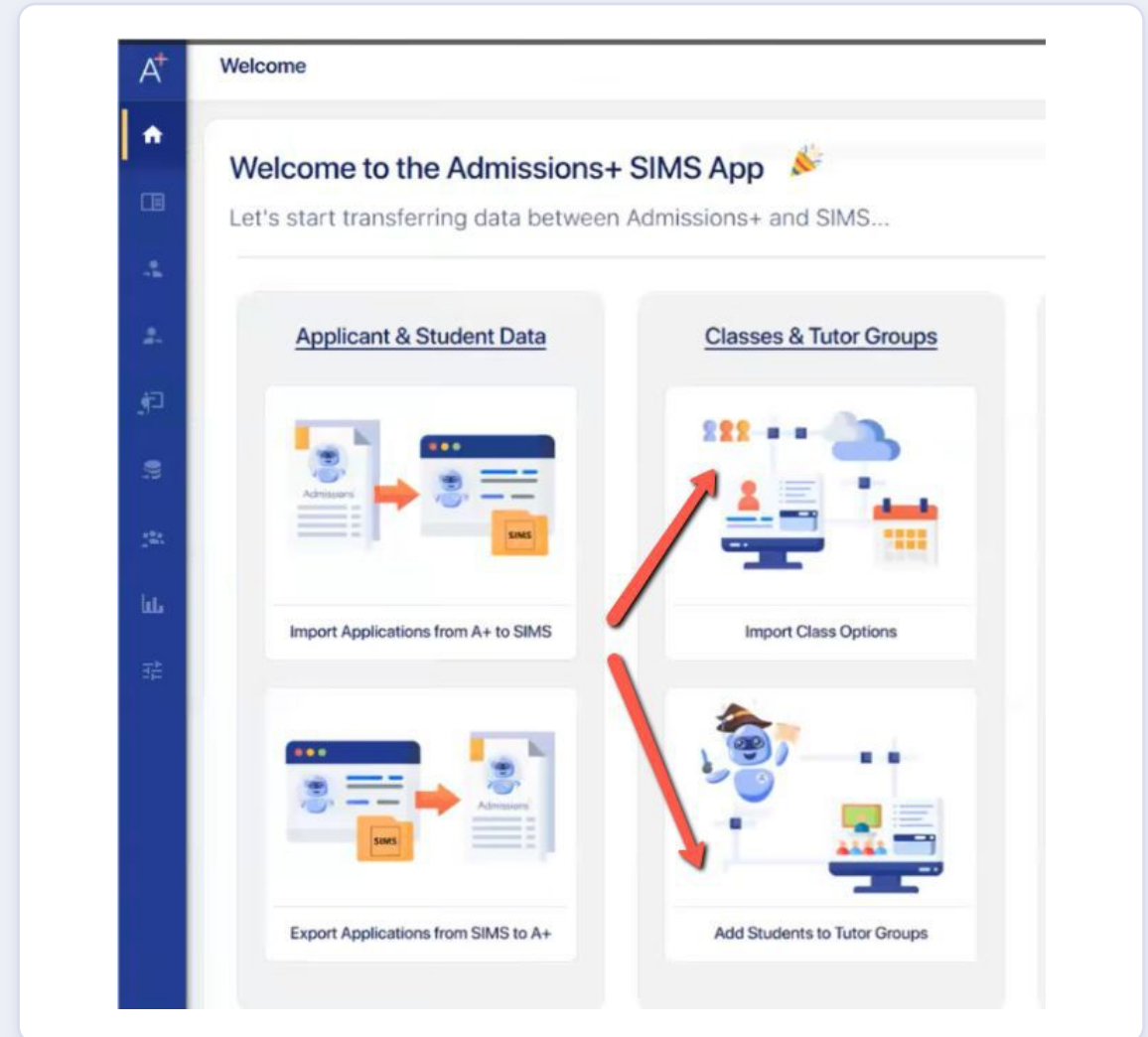
## CLASSES

# Choose “import class options”

Within the A+ SIMS App, click the “import classes” icon, then choose the correct application form from the list on the left.

Select the students whose class information you wish to transfer (those who have been enrolled), then select the correct academic year.

You can also import Tutor Groups from your Sorting Hat Wizard once students are sorted into form groups (see the next slides).



## CLASSES MATCHING

# Filter to the relevant classes in SIMS

This shows all available classes in SIMS, which you can filter to show only (for example) Year 12 classes. The SIMS Class Code and class information appear, and you can click “automatically match classes” to match the SIMS classes to those created in your Admissions+ system.

The screenshot displays the 'Classes Matching' interface in SIMS. At the top, there are three numbered steps: 1. Forms, 2. Classes Matching (highlighted), and 3. Import & Summary. Below the steps, there is a search bar and a filter for 'Academic Year 2019/2020'. The main table lists SIMS classes with columns for SIMS Class, SIMS Supervisor, SIMS Subject, Schema Name, Schema Type, Start Date, End Date, Admissions+ Classes, and Matched. The 'Admissions+ Classes' column contains dropdown menus, some of which are open, showing '12B/Bi1 X', '12B/Bs1 X', '12D/Bs1 X', and '12A/Ch1 X'. The 'Matched' column shows a total of 31 matches. The interface also includes a search bar, a filter for 'Academic Year 2019/2020', and buttons for 'Automatically match classes' and 'Remove all class matching'.

SIMS Class	SIMS Supervisor	SIMS Subject	Schema Name	Schema Type	Start Date	End Date	Admissions+ Classes	Matched
11x/Bi1	Ms Julia Estaphan	Biology	11x/Bi1	Cluster	02-09-2019	17-07-2020	Select A+ Classes	
11y/Bi1		Biology	11y/Bi1	Cluster	02-09-2019	17-07-2020	Select A+ Classes 12B/Bi1 X	⊙
10B/Bs1	Mrs Wendy Harris	Business Studies	10xy Option B	Block	02-09-2019	17-07-2020	Select A+ Classes	
11C/Bs1	Mr Paul Hall	Business Studies	11xy Option C	Block	02-09-2019	17-07-2020	Select A+ Classes	
12B/Bs1	Mr Christopher Yates	Business Studies	12a Option B	Block	02-09-2019	17-07-2020	Select A+ Classes 12B/Bs1 X	⊙
12D/Bs1	Mr Christopher Yates	Business Studies	12a Option D	Block	02-09-2019	17-07-2020	Select A+ Classes 12D/Bs1 X	⊙
13B/Bs1	Mrs Wendy Harris	Business Studies	13x Option B	Block	02-09-2019	17-07-2020	Select A+ Classes	
12A/Ch1	Ms Julia Estaphan	Chemistry	12a Option A	Block	02-09-2019	17-07-2020	Select A+ Classes 12A/Ch1 X	⊙
13D/Ch1	Ms Julia Estaphan	Chemistry	13x Option D	Block	02-09-2019	17-07-2020	Select A+ Classes	
10x/Ch1	Dr Sunil Miandad	Chemistry	10x/Ch1	Cluster	02-09-2019	17-07-2020	Select A+ Classes	

Total: 527 Matched: 31

## CLASSES MATCHING

# Check your classes are mapped correctly

1

### Verify the mapping

Ensure all classes are mapped correctly. Once done, the App remembers your settings for next time.

2

### Run the import

Click “next”, then “import” — the classes are imported for the students you selected.

3

### One manual step remains

This process does not add students to their base bands in SIMS. That still needs to be done directly in SIMS.

## PART 3

# Importing form group data

Assign students to Form Groups using the Sorting Hat Wizard, then import their allocations into SIMS.



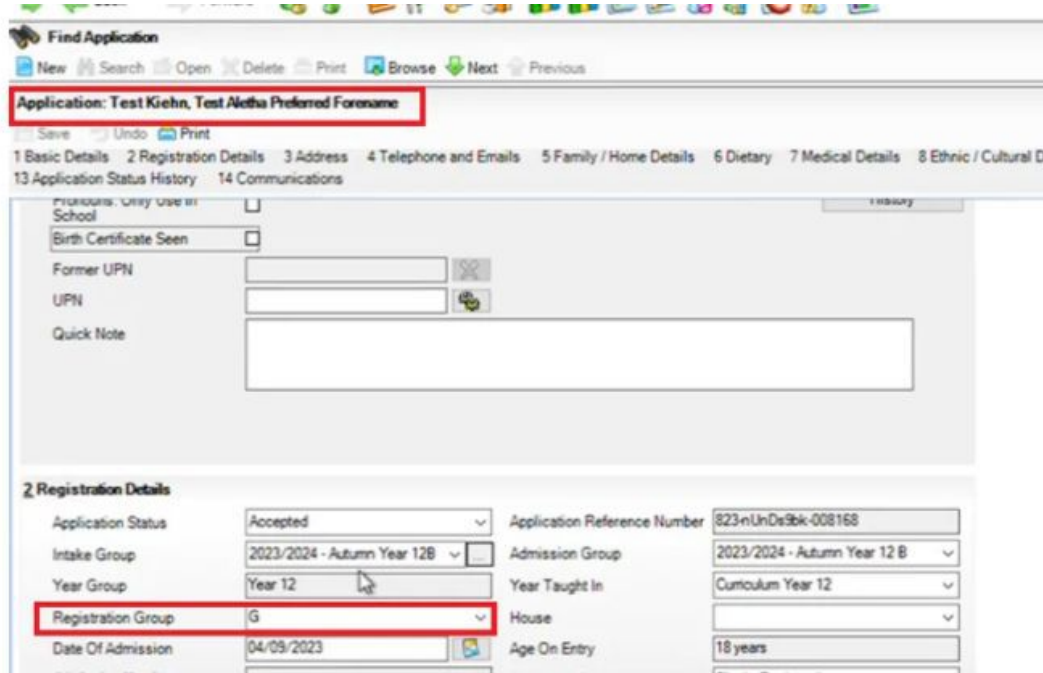
## FORM GROUPS

# Importing form group data

You can use the Sorting Hat Wizard to assign students to Form Groups.

Once students have been allocated, their allocations can be imported — and students will be assigned to those groups in SIMS.

Refer to the Knowledge Base for the full walkthrough of both processes.



The screenshot shows a web application interface for finding and editing student applications. The title bar reads "Find Application". Below the title bar, there are navigation buttons: "New", "Search", "Open", "Delete", "Print", "Browse", "Next", and "Previous". The main heading is "Application: Test Kiehn, Test Alpha Preferred Forename". Below this, there are tabs for different sections: "1 Basic Details", "2 Registration Details", "3 Address", "4 Telephone and Emails", "5 Family / Home Details", "6 Dietary", "7 Medical Details", "8 Ethnic / Cultural D", "13 Application Status History", and "14 Communications". The "Registration Details" section is highlighted with a red box. It contains the following fields:

Application Status	Accepted	Application Reference Number	823nUnDe9bk-008168
Intake Group	2023/2024 - Autumn Year 12B	Admission Group	2023/2024 - Autumn Year 12 B
Year Group	Year 12	Year Taught In	Curriculum Year 12
Registration Group	G	House	
Date Of Admission	04/09/2023	Age On Entry	18 years

## REFERENCE

# FAQs & useful links

### Should I import in batches or all at once?

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

### When is the best time to import applicants?

Y7 & Primaries: as soon as they complete the Admission Form (no need to wait). Year 12: as late as possible, after Enrolment, to minimise data transferred.

### When should I import CTFs?

Import your data from A+ first, then import your CTFs directly to SIMS.

### Where do I find the link to install the SIMS App?

In the Data & Integrations area of our Knowledge Base, alongside the guidebook and import/export articles.



# THANK YOU

Find this guide and more in the Data & Integrations area of the Applicaa Knowledge Base.