

Data+ Guide



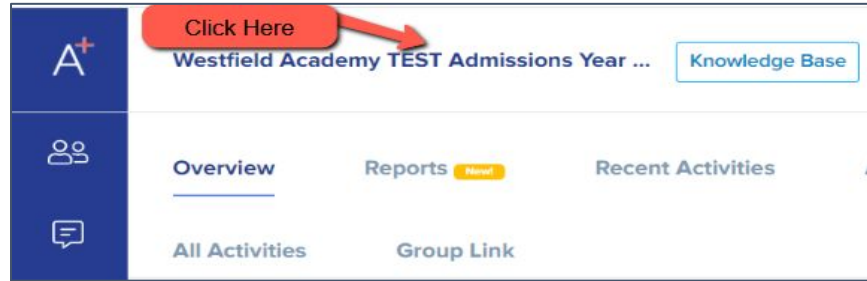


OVERVIEW

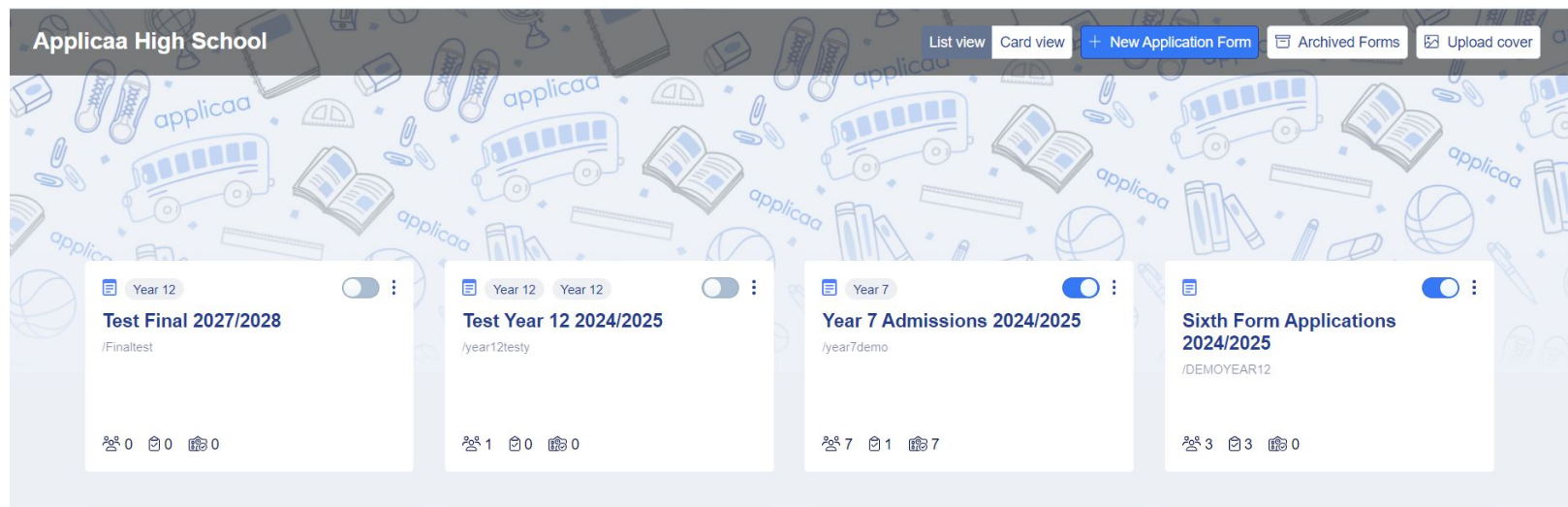
If you have subscribed to our Data+ feature, you may use your system to complete data collection/checking exercises with with the parents of existing students at your school

How to see your new form

Click on the blue wording in the upper left of your dashboard and then click “forms area/multiple forms”



Your tiles area will appear and will look something like this:



Your new form will already have been created for you (cloned from your previous cycle) and you will see it in this area.

Please contact us if you believe you should have a Data+ form in your system but it is not visible: 020 3667 0764



Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS.

Editing your landing page and other messages

Navigate to settings > form settings > landing page

Here you can edit your initial message to parents and check your configuration mode. For data collection, this should be set to “students and parents must be imported by staff”.

Any changes you make will only impact your Data Collection form, so other forms will maintain their existing images and messages

Configuration Mode

Choose your landing page configuration mode:

- ☐ Only students can register ⓘ
- ☐ Students & Parents can register ⓘ
- ☒ Students and parents must be imported by staff ⓘ
- ☐ Only parents can register ⓘ
- ☐ New Application area hidden completely

Landing Page Cancel Save Changes

Customise Texts & Buttons

Show New Application block ☒

New application title
Welcome

Description

Paragraph **B U I** [Text formatting icons] [Media icons]

To complete the data collection, please log in using the password which was emailed to you.

Admissions
Applicaa High School Test
Powered by applicaa

Existing Users

Username or Email address
lucy.curtis@applicaa.com

Password

☐ Remember Me

Login

Forgot your password?
Trouble logging in?

Navigate to “parent homepage” to edit those messages, update your settings and change any images as needed - this is what parents will see once they have logged in.

Parent Homepage | Landing Page | Application Groups | Form Groups | Student Profile

General Settings

☒ Parent Must Accept School's Policy ☒ Parent Must Accept Applicaa Policy

General Welcome Message

[Preview](#) [Edit](#)

Messages on parent's homepage | Parent Homepage Image

The general welcome message is seen by parents across **all intakes**, but there is also a place for you to add a separate, Data Collection-specific welcome message if desired.

Data Collection (2023/2024) Welcome Message | [Preview](#) | [Edit](#)

Messages on parent's homepage | Parent Homepage Image

[↓ Show more](#)

You could consider changing your configuration to suit your intake:

Children Status Config

Button text for new application button

Start New Application

Not in use for Data
Collection

Button text for continue application button

Continue Application

Perhaps re-word to
"Continue Form"

Also turn off:

- Show offer status
- Show courses you wish to study
- Show reference status

Show Application Status



Show Offer Status



Show Courses You Wish To Study

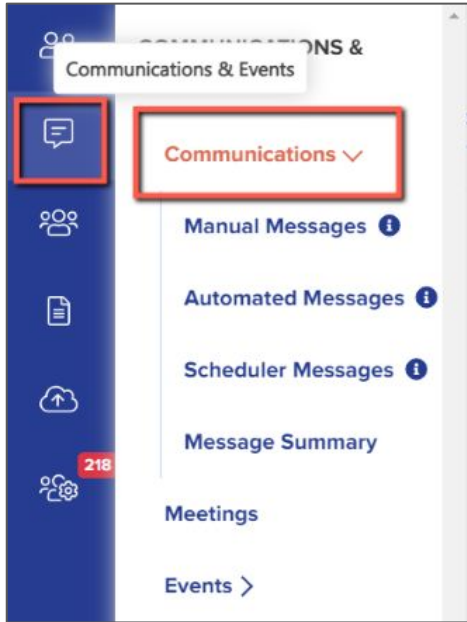


Show Reference Status



Checking your email templates

The email templates area is really useful and can automate a lot of your processes!



There are 2 automated emails you will need to check - you can preview and edit them by scrolling right on the table

Created when	Repeat	Enable	Actions
to interview	N/A		

You can edit, move to folder and delete using these icons

Top Tip: check all active emails to make sure the wording is appropriate for your purpose - make sure your templates refer to “data collection”

Priorities for checking ahead of launch - filter your “send to” column to “parent”:

Search in table

+ Add new message + Add new folder

Hide system messages

Showing 1 to 9 of 9 entries (filtered from 34 total entries)

Show 50 entries

Type	Template Name	Subject	Send from	Send to	Triggered by	Phase	Triggered when	Repeat
	Search Template I	Search Subject		Parent X				

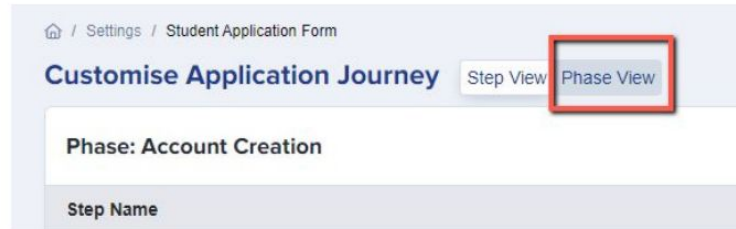
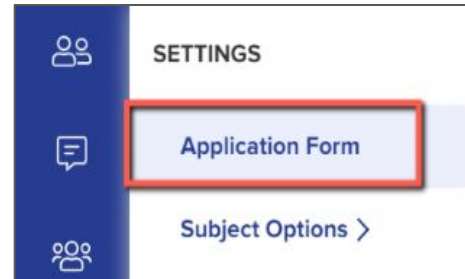
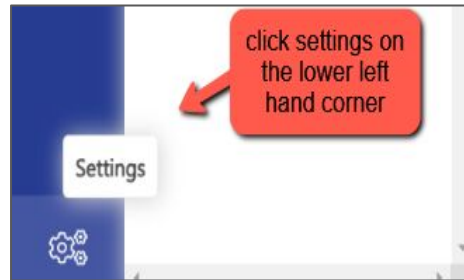
✉	Parent Welcome	Welcome to Applicaa High School
✉	Notify Parent Application Complete	{{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}} has completed their application to

“Parent Welcome” will be the email you send to them to provide their password and invite them to log in and complete the form

“Notify Parent Application Complete” can be activated to confirm parents have successfully submitted their form. Change the wording to acknowledge completion of Data Collection process instead!

Your application phases and settings

Navigate to settings > application form > phase view and turn off any phases not in use (offers)



You can also rename the Application Form phase to something more appropriate for your intake, if you like:

Customise Application Journey

Step View

Phase View

Global Form Settings

+ Create Test Application

All Application Phases

Sort Phases

+ New Phase

Phases	Category	Visible to Applicants ⓘ	Visible to staff on Applicant Profile ⓘ	Filter ⓘ	Actions
2. Application Form	Form Questions	<div><div></div></div>	<div><div></div></div>		<div><div></div><div></div></div>
3. Offer	Offer	<div><div></div></div>	<div><div></div></div>		<div><div></div><div></div></div>








Edit Step: Admission Form

Name

Data Collection Form

Description

A⁺



Data Collection Admissions Year ... Knowledge Base

Settings / Student Application Form

Customise Application Journey Step View Phase View

Phase: Account Creation

Step Name

Step 1: Enquiry

Step 2: Student Registration

Step 3: Parent Registration

Phase: Offer

Step Name

Step 1: Supporting Documents













Phase: Data Collection Form

Step Name

Step 1: Child's Basic Details

Configuring the Form - Step View

The application form is broken down into steps; click on the name of a step to view the questions/fields within it, by navigating to Settings > Application Form.

Phase: Data Collection Form					Sort Steps	New Step	
Step Name	Internal	External	Visible on Student Profile	Actions			
Step 1: Child's Basic Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 			
Step 2: Parent/Carer Please list parent or carers in order of priority, starting with the contact that should be contacted first in the event of an emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 			
Step 3: Child's Welfare and Support Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 			
Step 4: Parental Agreement and Consent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 			
Step 5: Child's Education	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 			
Step 6: Additional Information	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 			
Step 7: Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 			

You can choose which steps to have active and which questions you need parents to confirm the data for.

Within your form, make any changes to questions/fields - turn off anything you don't need parents to check/answer, and if there is anything new you need to collect from them, add it in!

Navigate to **settings > application form** and click on the name of a step to open it.

Click “+ New Question” and you will be prompted to choose what you would like to add.

UDFs can write back to your MIS, so they are great for capturing extra data that you don't have to manually input - you'll find them under “Pre-defined questions and fields”.

You can also add questions in as “Custom Questions” - these will NOT write back to your MIS.

Here is a link to our [form customisation guide](#).

Add a new question



Pre-defined Question & Fields

MIS Compatible



Custom Question

Non-MIS Compatible

Explanation Text Block

Add paragraphs to the form so you can explain more details to applicants.

▼ Sims User Defined Fields

<input type="checkbox"/> student date	sims_udf_45	Date Picker	
<input type="checkbox"/> Test UDF	sims_udf_4018	Dropdown Single Select	

Fields which have the SIMS logo mean the data is transferrable into and out of SIMS.

User-Defined Fields will also write back to SIMS, so you can add any UDFs into your form, as shown on the previous page.

Student Legal Forename

SIMS

(Preferred) Forename

SIMS

Student Middle Names

SIMS

Student Legal Surname

SIMS

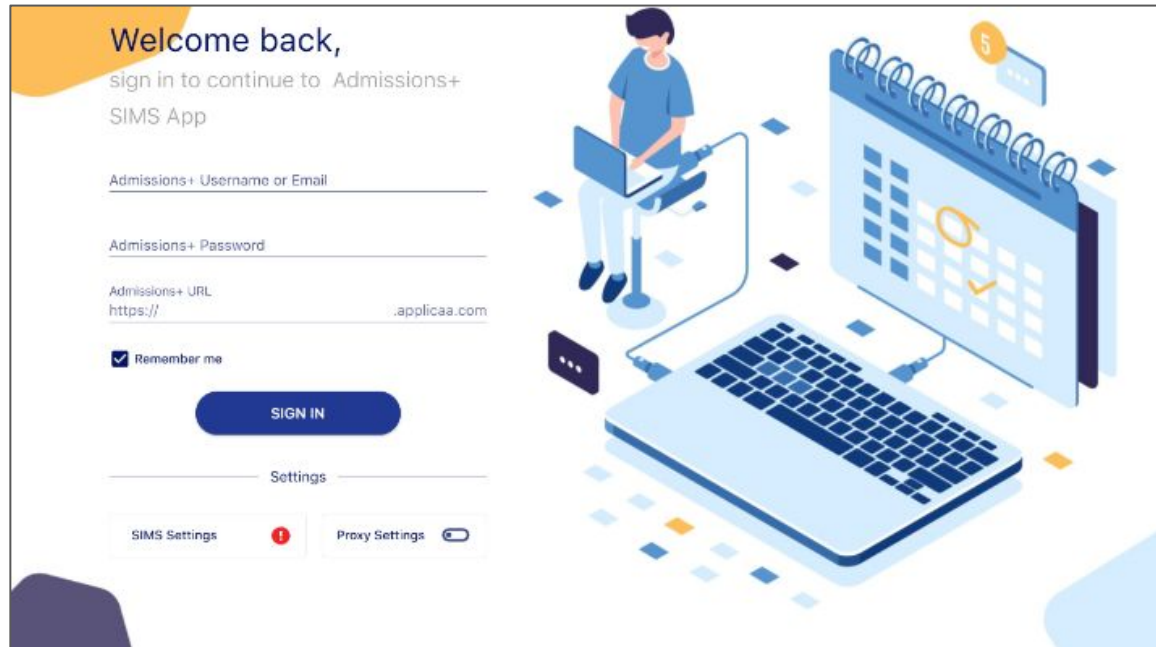
(Preferred) Surname

SIMS

Not seeing your **User Defined Fields**? This will mean you need to make an update in your MIS first and then re-integrate!

Add your UDFs in your MIS, then:

Log into the A+ SIMS App - it will scan for updates and ask you to carry the updates over into A+



Preview the whole form as internal students to see the form from the perspective of the parent and check if it is all working as expected

The screenshot shows a 'Preview' window with a blue header. Below the header is a horizontal navigation bar with eight steps, each with a red exclamation mark icon. Step 1, 'Student Basic Details', is highlighted with a red border. The main content area displays the 'Student Basic Details' form. It includes a file upload section with a 'Choose File' button and 'No file chosen' text. Below this are several text input fields: 'Legal First Name*' (containing 'Test Internal FN'), 'Legal Last Name*' (containing 'Test External FN'), '(Preferred) First Name*', 'Middle Name(s)*', 'Family Surname*', 'Date of Birth*' (containing '12/12/2004'), 'Gender*' (a dropdown menu with 'Male' selected), and 'Year group applied for*'. At the bottom of the window are 'Close' and 'Next' buttons.

Preview

! Step 1 Student Basic Details ! Step 2 Parent/Carer Details ! Step 3 Support Information ! Step 4 Agreement ! Step 5 Religion ! Step 6 Additional Information ! Step 7 Education ! Step 8 Courses

Student Basic Details

Please upload a recent passport-style photograph of yourself

Choose File No file chosen

☐ Remove?

Legal First Name* Legal Last Name*

Test Internal FN Test External FN

(Preferred) First Name* Middle Name(s)*

Family Surname* Gender*

Male

Date of Birth* Year group applied for*

12/12/2004

Close Next

This screenshot shows a 'Customise Sections' menu. The 'Preview Application Forms' option is highlighted with a red border. A dropdown menu is open below it, showing two options: 'As internal students' and 'As external students'. Other visible options in the menu include 'Sort Quest' and 'Visible on Profile'.

Customise Sections Preview Application Forms

Sort Quest

Visible on Profile

As internal students

As external students

Exporting data from SIMS to A+

Important housekeeping:

If any students already exist on another form within your Admissions+ system, please raise a ticket to request a bulk deletion of those students so your system is clean before transferring the students over from SIMS.

Example:

If you used your system for Year 7 admissions last cycle and you now want parents to complete their Year 8 Data Collection, please ask us to bulk delete them from last year's Year 7 cycle first.

Data is moved into and out of SIMS via the Admissions+ SIMS App.

A solid orange triangle is located in the bottom right corner of the slide, pointing towards the top right.

In the SIMS App, choose “export applications” and select which form you wish to export them to (eg Data Collection)

A⁺ Admissions+

Dashboard

Import Applications

Export Applications

Import Class Options

Reports

Settings

Export Applications

1 Forms

2 Select Applications / Students

3 Export & Summaries

Application forms

Year 7

Awaiting reference: 1

Completed students: 340

Enrolled students: 1

Admission years:

year 12

Awaiting reference: 0

Completed students: 4

Enrolled students: 3

Please select a form before exporting applications or students! 😊

Who would you like to export to Admissions+?

Existing Enrolled Students

E.g. Internal year 11 students that would like to apply for your sixth form.

You can export them into Admissions+ and send welcome emails for them to complete their applications.

Existing Applications

E.g. Applications that have already been added to SIMS but have not been fully completed.

You can export them into Admissions+ and send welcome emails for applicants to complete their applications on Admissions+.

Select “existing enrolled students” and then filter for the year group(s) you would like to export.

Select Student

Select all Search students

Select	Surname	Middle name	Forename	Gender	Admission Number	Date of Admission	House	Year Group	Y11	Registration Group
<input type="checkbox"/>	Chris		James	♂	004085	05-09-2017	Heath	Year Group	(10)	(SA)
<input type="checkbox"/>	Joan		Baria	♂	001587	05-09-2017	Heath	Select all	(10)	(SB)
<input type="checkbox"/>	Li		Kevin	♀	004985	05-09-2017	Haverty	<input type="checkbox"/> (10)	(10)	(SC)
<input type="checkbox"/>	Isabel		James	♀	004986	05-09-2017	Boyle	<input type="checkbox"/> (11)	(10)	(SD)
<input type="checkbox"/>	Orlando		Miles	♂	001588	23-09-2012	Boyle	<input type="checkbox"/> (12)	(11)	(SE)
<input type="checkbox"/>	Sean		Abbey	♂	004989	23-09-2014	Boyle	<input type="checkbox"/> (13)	(12)	(SF)
<input type="checkbox"/>	Sam		Abimbola	♂	001586	22-09-2013	Heath	<input type="checkbox"/> (7)	(12)	(9-F)
<input type="checkbox"/>	Ellen	Greg	William	♂	004343	05-09-2012	Heath	<input type="checkbox"/> (8)	(13)	(10-F)
<input type="checkbox"/>	Stephen	John	William	♂	004990	04-09-2017	Curle	<input type="checkbox"/> (9)	(13)	(10-F)
<input type="checkbox"/>	Jordan		James	♂	004384	23-09-2012	Heath	<input type="checkbox"/> (10)	(13)	(10-F)
<input type="checkbox"/>	Samantha		Julia	♀	004488	23-09-2012	Boyle	<input type="checkbox"/> (11)	(13)	(11)

Year Group

Select the correct year group from the filter

☐ Select all

☐ (10)

☐ (11)

☐ (12)

☐ (13)

☐ (7)

☐ (8)

☐ (9)

CLEAR FILTER

Select Student **Synchronisation fields**

Select all X

<div>1. Basic Details <input type="checkbox"/></div> <div>Forename <input type="checkbox"/></div> <div>Surname <input type="checkbox"/></div> <div>Preferred forename <input type="checkbox"/></div> <div>Preferred Surname <input type="checkbox"/></div> <div>Middle name <input type="checkbox"/></div> <div>Gender <input type="checkbox"/></div> <div>Date of birth <input type="checkbox"/></div> <div>Photo <input type="checkbox"/></div>	<div>3. Addresses <input type="checkbox"/></div> <div>Address <input type="checkbox"/></div> <div>4. Telephones & Emails <input type="checkbox"/></div> <div>Telephones <input type="checkbox"/></div> <div>Emails <input type="checkbox"/></div> <div>5. Family / Home <input type="checkbox"/></div> <div>Contacts <input type="checkbox"/></div> <div>6. Dietary <input type="checkbox"/></div> <div>Eligible for Free Meals <input type="checkbox"/></div>	<div>7. Medical <input type="checkbox"/></div> <div>Emergency Consent <input type="checkbox"/></div> <div>Dietary needs <input type="checkbox"/></div> <div>NHS number <input type="checkbox"/></div> <div>Medical practice <input type="checkbox"/></div> <div>Medical notes <input type="checkbox"/></div> <div>Medical conditions <input type="checkbox"/></div>	<div>8. Ethnic / Cultural <input type="checkbox"/></div> <div>Ethnicity <input type="checkbox"/></div> <div>First language <input type="checkbox"/></div> <div>Home language <input type="checkbox"/></div> <div>English Additional Lang... <input type="checkbox"/></div> <div>Religion <input type="checkbox"/></div> <div>Country of birth <input type="checkbox"/></div> <div>Nationality <input type="checkbox"/></div> <div>Welsh Fields <input type="checkbox"/></div> <div>National Identity <input type="checkbox"/></div> <div>9. Additional Information <input type="checkbox"/></div> <div>Mode of travel <input type="checkbox"/></div> <div>Service children educati... <input type="checkbox"/></div>	<div>10. Welfare <input type="checkbox"/></div> <div>In care <input type="checkbox"/></div> <div>Young carer <input type="checkbox"/></div> <div>Disabilities <input type="checkbox"/></div> <div>11. School History <input type="checkbox"/></div> <div>School histories <input type="checkbox"/></div> <div>12. Parental Consent <input type="checkbox"/></div> <div>Parental consent <input type="checkbox"/></div> <div>13. User Defined Fields <input type="checkbox"/></div> <div>User Defined Fields <input type="checkbox"/></div>	<div>14. Others <input type="checkbox"/></div> <div>SEN Needs <input type="checkbox"/></div>
--	---	--	---	--	--

Choose which data you would like to export from SIMS, to be used in your data collection exercise.



You will definitely want to be able to email their contacts - you can choose which contacts this applies to though, for example just those with priority 1.

Do you want to be able to email the contacts of these children using Admissions+?

This does not change the number of contacts imported. **All contacts** for a student will be imported into Admissions+.



Yes, I want to be able to email their contacts.



No, I will not need to email their contacts of this child using Admissions+.

Please note, this will not change the settings for contacts that are already on A+

[Click here to see how this step works](#)

1 2 3 4 5 6

Forms Select Students Configure Email Configure Logins Review contacts Export & Summary

Select filters for receiving parental emails [Back to emailing decision step](#)

Only include contacts with these Priority numbers (select all that apply):

1 2 3 4 5 6 7 8 9 10 Contacts without a priority

Only email contacts where Parental Responsibility is ticked in your SIMS: ☐

Only include contacts that live with the student: ☐

Only email contacts where the Correspondence field has been ticked in your SIMS: ☐

Only email contacts where the InTouch Communication field has been ticked in your SIMS: ☐

[RESET FILTERS](#)

Please note that any contacts with a Court Order taken out against them are automatically set to **NOT** receive emails.

Above, please select the filter for setting which contacts can receive parental emails through Admissions+



Do you want to make it possible for contacts to log in?

This does not change the number of contacts imported. **All contacts** for a student will be imported into Admissions.

This is usually only used for students in years 10 and below where parents are the ones completing the form. Your form (Year 12 Admissions 2022/2023), is currently set so that **ONLY Students** can log in and complete a form.



Yes, I want to select which contacts are able to log in.



No, please export SIMS contacts to A+ with logging in turned off.

Please note, this will not change the settings for contacts that are already on A+.

[Click here to see how this step works](#)

You are also able to control which contacts will have the ability to log in.

At least one contact needs to be able to log in, so they can complete the form - again, you could restrict this to Priority 1 only, for example.

1 2 3 4 5 6

Forms Select Students Configure Email **Configure Logins** Review contacts Export & Summary

Select filters for enabling parental login [Back to parental login decision step](#)

Only include contacts with these **Priority numbers** (select all that apply):

1 2 3 4 5 6 7 8 9 10 Contacts without a priority

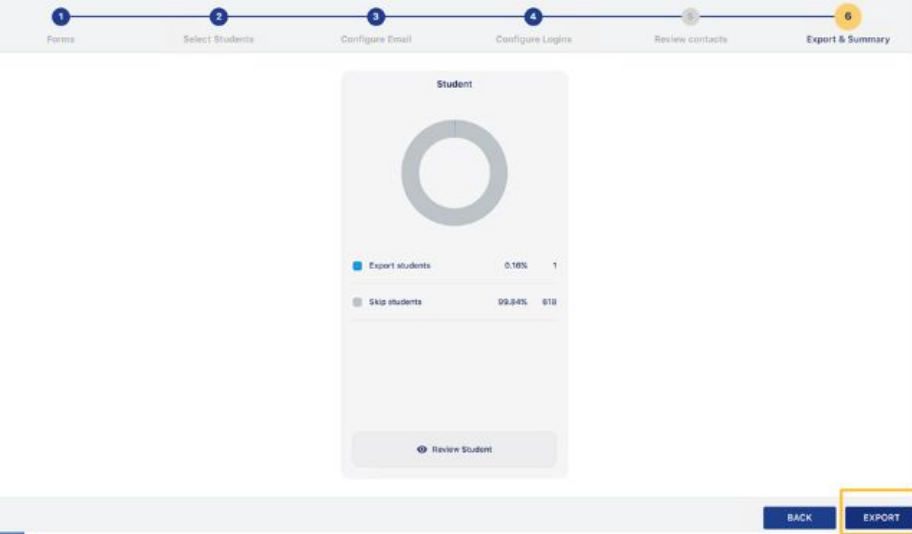
Only include contacts where **Parental Responsibility** is ticked in your SIMS: ☐

Only include contacts that **live with the student**: ☐

[RESET FILTERS](#)

Please note that any contacts with a Court Order taken out against them are automatically set to **NOT** enable parental login.


Above, please select the criteria for setting which contacts should have parental login enabled



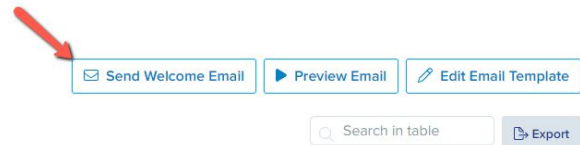
You will see a summary of your export, and it will then commence.

Once exported, the students and their data will exist in your A+ system and you can send the welcome email to the parents by navigating to Data > Import.

Click the import report, where you will see the names of the parents, and the button to “send welcome email”.

Name	Status	Report
Import Students From Sims Application 08 November, 2022 15:13 Students	completed	

Review Import Students From Sims Application 08 November, 2022 15:13
Parents



Managing Your Submissions

Use dashboard tiles to track which parents have and have not completed your form, and chase up the incompletes!

Data Collection Admissions Year ... ▾

Knowledge Base

Enter 3 or more letters to search...

Re

Overview

Reports

Recent Activities

Application Groups

Offers

Tasks

Calendar

All Activities

Group Link

Tiles

0

Registered Students

0

Complete

0

Incomplete

Chasing Incompletes

You can chase incomplete forms by sending reminders to the parents - either manually, or by scheduling an automated chaser.

Click the “incomplete” status on your main dashboard.

Select them all using the checkbox and then click “communications” > “send email”.

You can then type a message and send to the parents of the selected children, or insert a premade manual template.

Sessions in details	
Application Form	
Incomplete	7
Awaiting Reference	1
Completed	0
Declined	0
Withdrawn	0
Deadline Missed	0
Waiting List	0

Change Application Status	Make Offer	Change Offer Status	Change Enrolment Status	Change Internal Status	Change Phase Status	Add to group	Remove from group	Communications	Reset Passw
Change Colour	Bulk Update	Add to interview	Export To PDF	Confirm Account					
Showing 1 to 7 of 7 entries 7 rows selected									
Show 10 entries									
<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name	Birthday	Gender	Email/Username		
<input checked="" type="checkbox"/>	20	NU7M	Deesha	Assani	05/07/2010	Female	kalpnabhudia@yahoo		
<input checked="" type="checkbox"/>	21	JQNX	Deesha	Assani	05/07/2010	Female	mitesh.assani@gmail		

Send Email

Send SMS

Send Reference Requests

Send Custom Email to Referee

Send Notification

Send Student Welcome Email

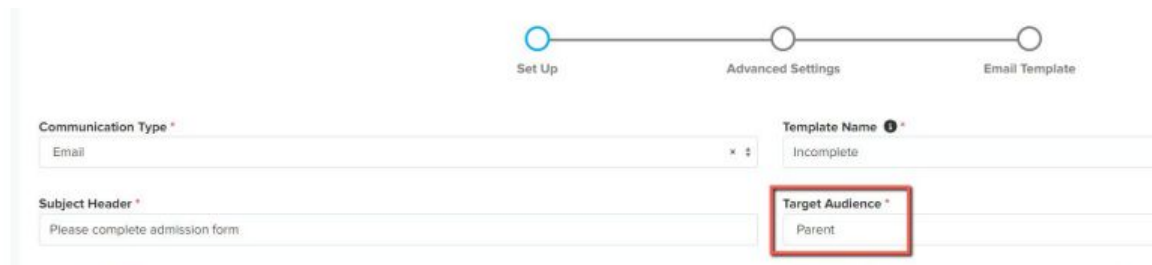
Send Parent Welcome Email

School

To schedule an auto-chaser, navigate to communications and events > communications > manual messages and click + New Message

Set your initial configuration and move through the wizard to send the message “when an applicant does something” > “has been incomplete for a certain amount of time”.

When a student’s form meets these parameters, the email will then be triggered and sent to the parent automatically.



The image shows a wizard interface with a progress bar at the top containing three steps: 'Set Up' (highlighted with a blue circle), 'Advanced Settings', and 'Email Template'. Below the progress bar is a configuration form with the following fields:

- Communication Type ***: A dropdown menu with 'Email' selected.
- Subject Header ***: A text input field containing 'Please complete admission form'.
- Template Name ⓘ ***: A dropdown menu with 'Incomplete' selected.
- Target Audience ***: A dropdown menu with 'Parent' selected. This field is highlighted with a red rectangular border.

Set up how would like to send this email here

When applicant does what? *

Automatically when an applicant does something

When applicant does what? *

Has been incomplete for certain amount of time

Select phase applied to *

Data Collection Form

Send after day(s) hour(s) minute(s)

☒ Repeat email after every day(s) until they submit

Importing data to SIMS from A+

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

Admissions+ SIMS App

A+ Admissions+

Import Applications (Admissions+ → SIMS)

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

Application forms

year 12

Awaiting reference:	0
Completed applicants:	30
Completed and Enrolled applicants:	12
Admission years:	• 2023/2024

Past 10 Admission

Awaiting reference:	4
Completed applicants:	177
Completed and Enrolled applicants:	20
Admission years:	• 2023/2024

Please select an Application form before importir applications!

Choose the form which you would like to import the data from (eg Data Collection)

Admissions

Admissions

Dashboard

Import Applications

Export Applications

Import / Clean Options

Reports

Settings

User Guide

Myr Community Primary School

Version: 2.2.4

Import Applications (Admissions + → SIMS)

FormsNew ApplicationsExisting ApplicationsExisting StudentsContacts WaitingAddressessImport & Summary

Application Forms

year 12

Awaiting reference: 0

Completed applications: 20

Completed and Enrolled applications: 12

Administer years: 2022/2023

Post 16 Admissions

Awaiting reference: 0

Completed applications: 177

Completed and Enrolled applications: 20

Administer years: 2022/2023

Applications

Select all

Search applications

Select	Photo	Parent(s)	Surname	Birthday	Gender	ABA	Image	App Status	Offer	Enrollment	Internal	Imported on
<input type="checkbox"/>		Go Sims	Go Sims Student	11-04-2010		40292476-000000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		Mc Student	Mc Student	10-04-2010		-1992904-000000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		Arwan	Sahar	20-05-2003		-1920007-000000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		Ar Sims	Ar Sims	20-05-2000		015-2010-00-0-001000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		Ar Sims	Go Sims	00-04-2008		-0001-000-000000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		WU	WU	12-05-2014		-2010-00-0-000120		Completed	Pending	Pending		07-05-2022 11:00:53
<input type="checkbox"/>		Warren	Woods	21-05-2012		-2010-00-0-000007		Completed	Other State	Enrolled		09-12-2022 12:00:00
<input type="checkbox"/>		WU	WU	10-05-2014		-2010-00-0-000124		Completed	Pending	Pending		07-05-2022 12:07:04
<input type="checkbox"/>		Woods	Prosser	00-04-2011		-1920007-000000		Completed	Pending	Pending		Not yet imported
<input type="checkbox"/>		Nelson	Oliverman	00-11-2004		-2010-00-0-000210		Completed	Other State	Pending		09-12-2022 12:00:28
<input type="checkbox"/>		Ther	Shaw	22-12-2000		-2010-00-0-000204		Completed	Other State	Pending		09-12-2022 12:00:00

Total: 177

Selected: 0

BACK

NEXT

Select the students you are wishing to import, and they will be detected as “existing” within SIMS

Admissions 2023 SIMS

Import Applications (Admissions+ → SIMS)

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

Application forms

year 12

Awaiting reference: 8
Completed applications: 28
Completed and Enrolled applications: 12

Admission years: 2023/2024

Next 10 Admissions

Awaiting reference: 4
Completed applications: 177
Completed and Enrolled applications: 28

Admission years: 2023/2024

Applications

Deselect all Search applicants

Select	Photo	Forename	Surname	Birthday	Gender	ARN	Groups	App Status	Offer	Enrollment	Internal	Imported on
<input checked="" type="checkbox"/>		Uz Ema	Uz Ema Student	11-04-2013	♀	45000000000000000000		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		80 Student	80 Student	10-04-2010	♂	01000000000000000000		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Aaron	Selmer	28-05-2002	♂	00000000000000000000		Completed	Pending	Pending		Has been imported
<input checked="" type="checkbox"/>		Isa Ema	Au Ema	30-03-2006	♂	823-2019-08-E-007003		Completed	Pending	Pending		Has been imported
<input checked="" type="checkbox"/>		Isa Ema	Isa Ema	09-04-2008	♂	00000000000000000000		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Wes	Wes	13-03-2014	♂	2019-08-E-000019		Completed	Pending	Pending		07-03-2023 11:50:53
<input checked="" type="checkbox"/>		Warren	Harris	21-03-2012	♂	2019-08-E-000007		Completed	Offer Made	Enrolled		05-12-2022 10:58:45
<input checked="" type="checkbox"/>		W	Y	19-08-2019	♀	2019-08-E-000034		Completed	Pending	Pending		07-03-2023 14:57:45
<input checked="" type="checkbox"/>		Wes	Pence	03-04-2010	♂	00000000000000000000		Completed	Pending	Pending		Not yet imported
<input checked="" type="checkbox"/>		Tomas	Chatham	05-11-2004	♂	2019-08-E-000010		Completed	Offer Made	Pending		05-12-2022 12:58:28
<input checked="" type="checkbox"/>		Yves	Sharp	32-12-2000	♂	2019-08-E-000004		Completed	Offer Made	Pending		05-12-2022 10:58:45

Total: 177

SACK NEXT

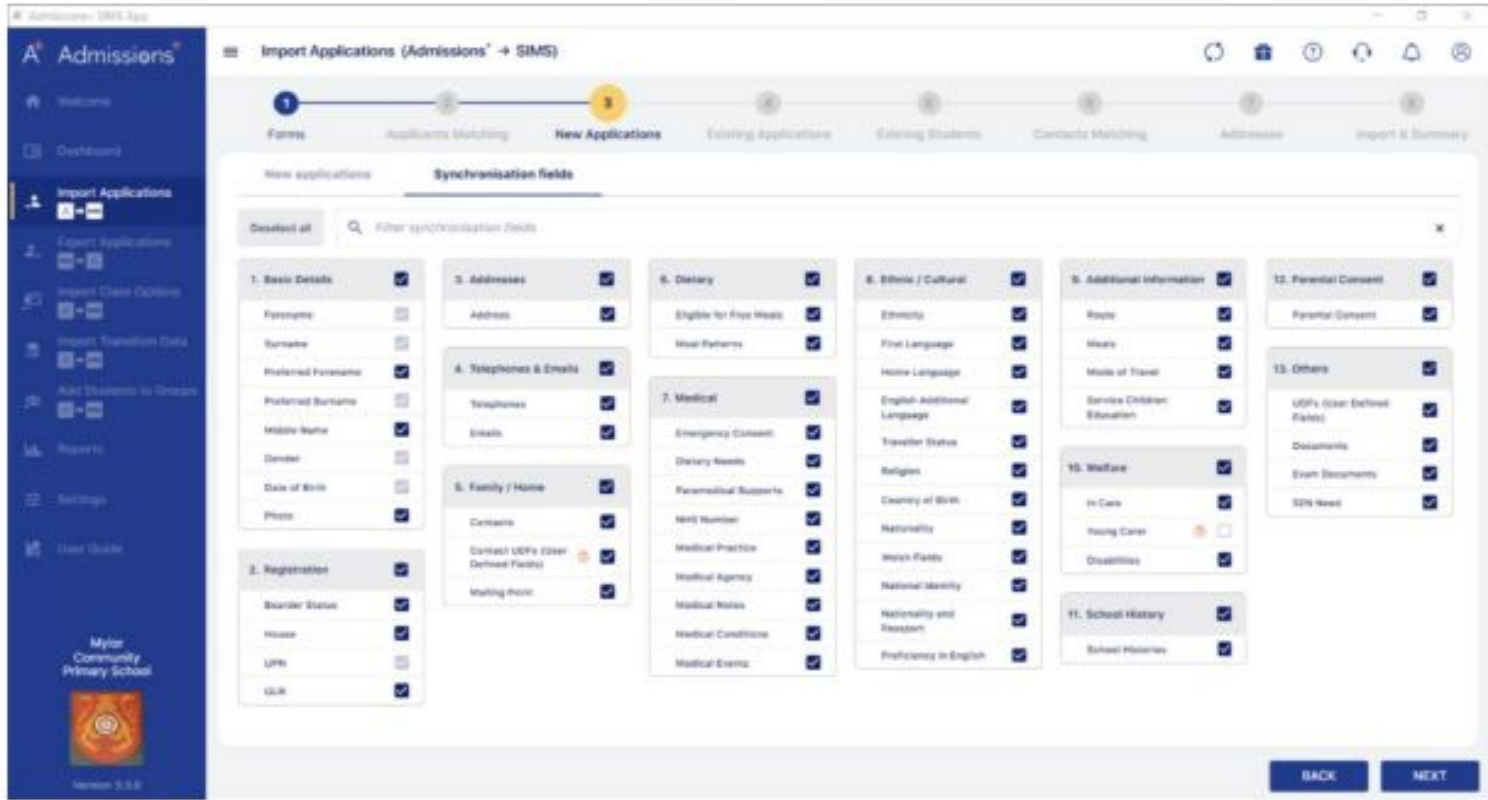
1 Forms 2 Applicants Matching 3 New Applications 4 Existing Applications 5 Existing Students 6 Contacts Matching 7 Addresses 8 Import & Summary

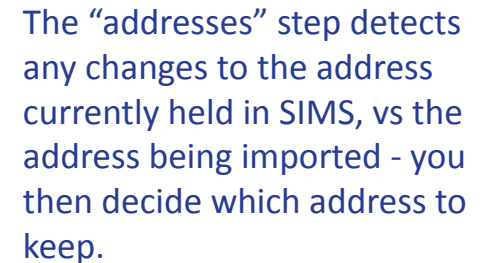
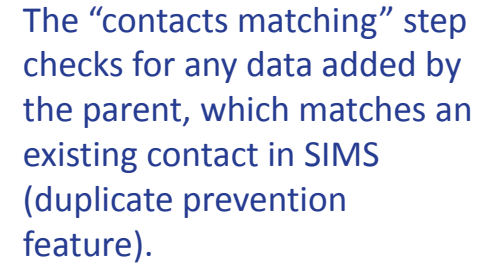
Existing applications Synchronisation fields

Deselect all Search existing applications

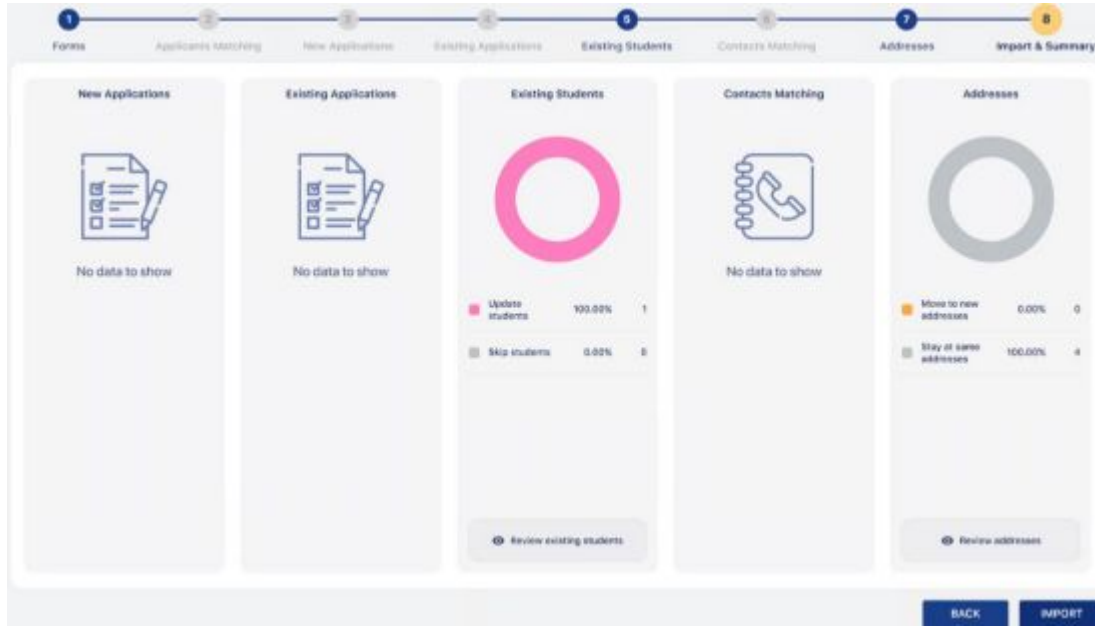
Select	Photo	Forename	Surname	Birthday	Gender	ARN	A+ Groups	App Status	Offer	Enrollment	Internal	Imported on	View Profile
<input checked="" type="checkbox"/>		Test Clark	Test Johnson	02-09-2011	♀	823-2019-08-E-007704		Completed	Pending	Enrolled		21-06-2023 10:45:44	

Choose which data you would like to import for the students. There is a “select all function”.





You will see a summary and the import will commence. On completion you will see a report, to highlight successes and any errors.



Once you have completed your data collection exercise, contact us to request a bulk deletion of the data from your A+ system, so your system is clean again ahead of the next round!

IMPORT APPLICATIONS REPORT

Type to search			
NO.	FULL NAME	MESSAGE	TYPE
1	Tuba Islam	Import student data SUCCESS with 4 successes.	Success