

● How to install SIMS Sync application

- SIMS sync download link

❖ V2.9.2.0 - (01 March 2023) - latest version:

- <https://drive.google.com/file/d/1rIJmTTvAOiOAwE1NhdBoPRFj9WiAw5Uo/view>
- Push warnings/errors list to Admissions+ so that Admissions+ can show a page with friendly User Interface, easier for teachers to check and manage SIMS Sync import log

- SIMS sync change logs

- Please follow this Change Logs documentation for the latest SIMS Sync version download link:

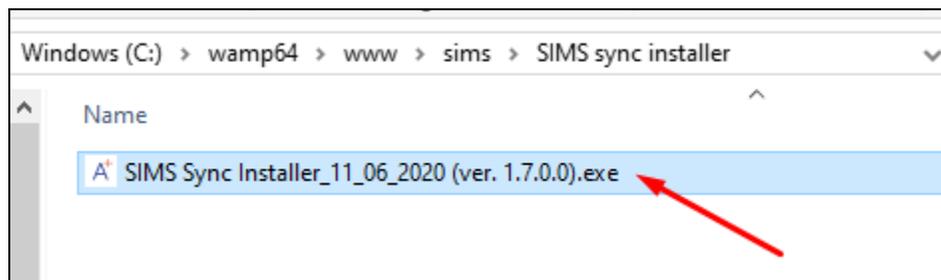
<https://docs.google.com/document/d/1oRjfy0SWSGUBgEj2LPt6kayHxoN5lcDSKMrXJZsgQVM/edit>

- SIMS Sync Pre-Installation

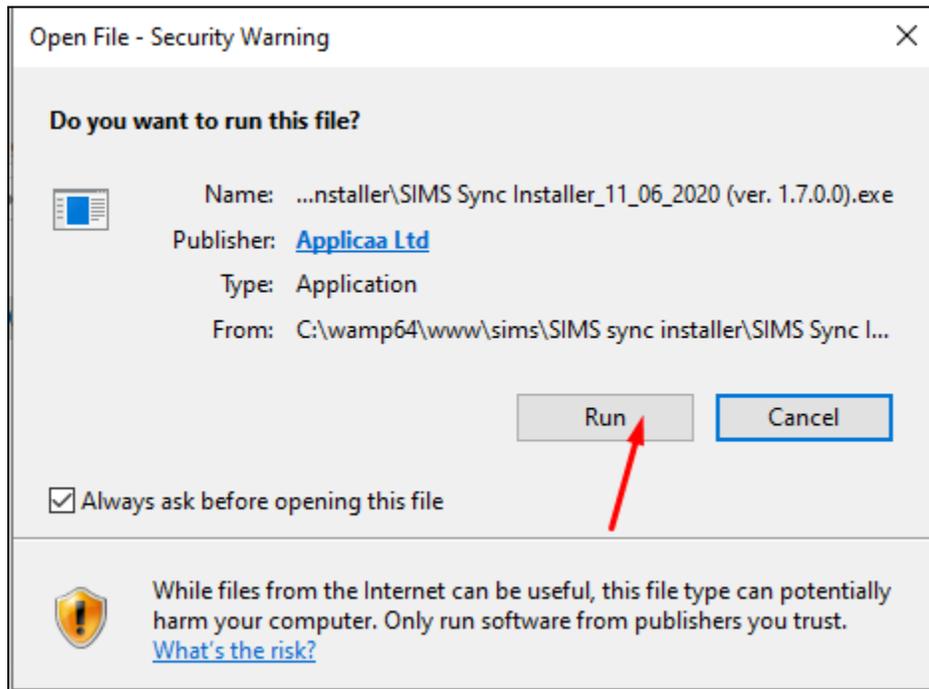
- Please make sure to install SIMS Sync on the **School Server**
- The SIMS Sync application needs to read the libraries from SIMS.net directory and need to be able to connect to SQL Server like SIMS.net does, that is why we need to install it on the same server/computer where the SIMS.net and SQL Server are installed.

- SIMS sync installation steps

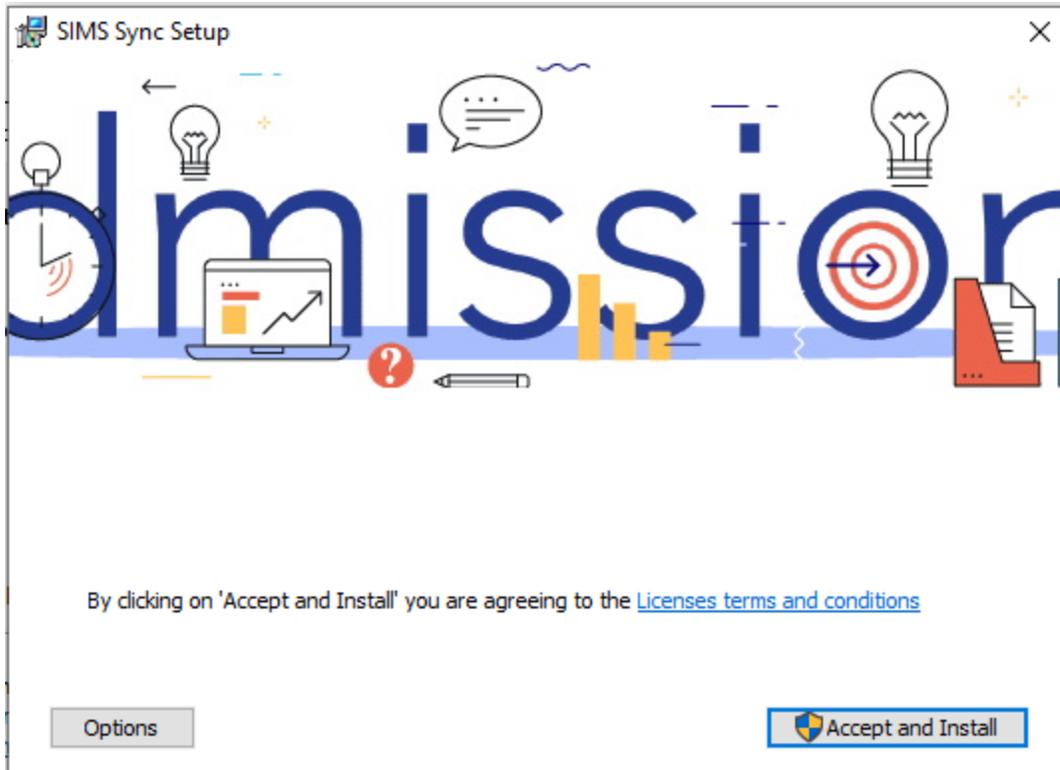
- After downloaded the installation file from the download link, double click on the file to start installing the program:



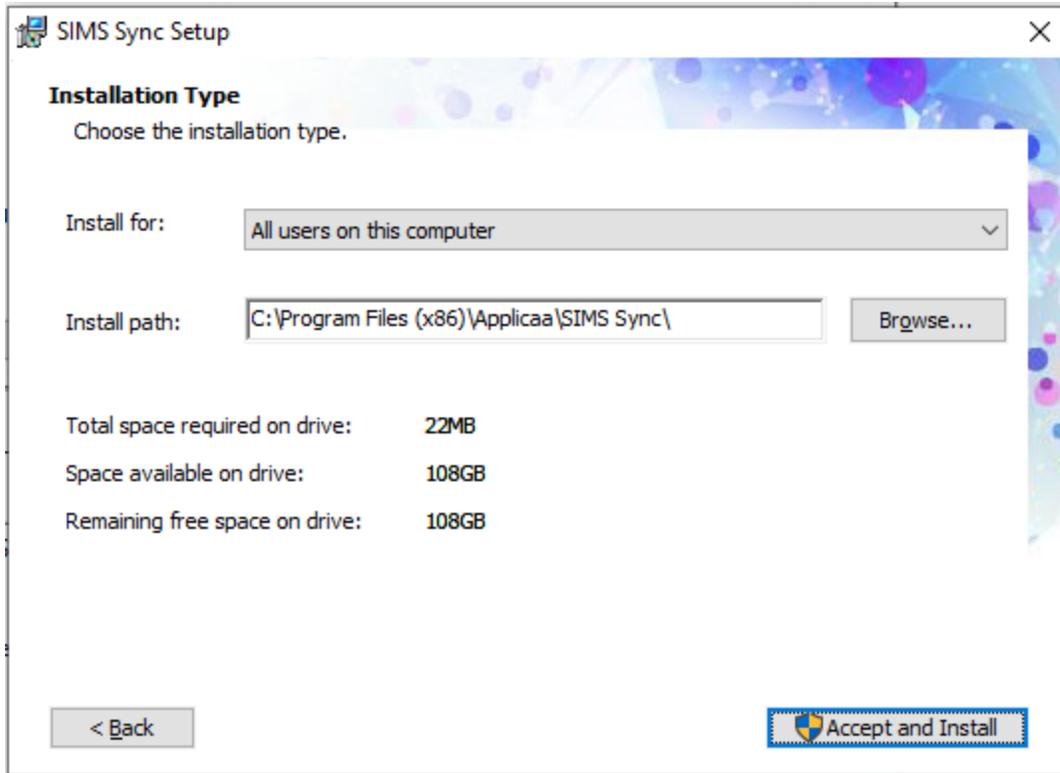
- If there is a security warning popup appear asking for the confirmation on opening the file, we can click on **Run** button to continue:



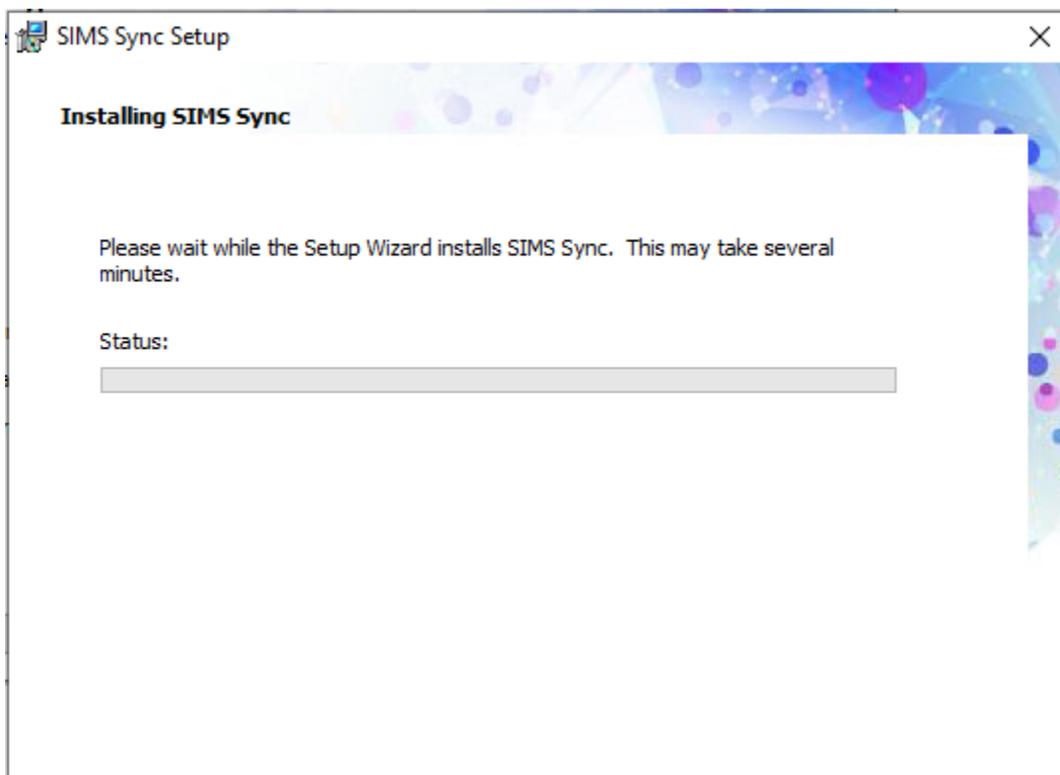
- The “SIMS Sync Setup” windows appears, there are 2 buttons to choose from:
 - **Options** button for choosing custom installation path or installation user on machine
 - **Accept and Install** button if you want to keep default settings, accept and continue installing the program



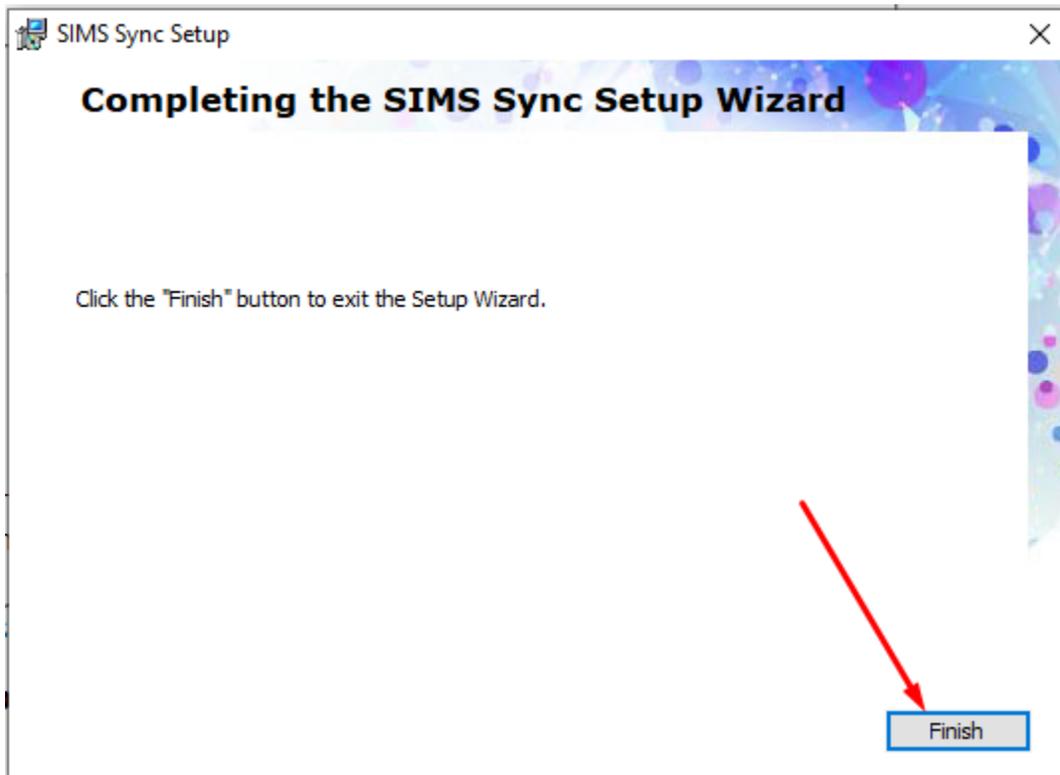
- The below screenshot illustrates the **Options** screen, from this screen we can choose:
 - **Install for:**
 - **All users on this computer** if you want to install for all users available in your local machine
 - **Current user** if you want to install only for the user currently running this machine
 - **Install path:**
 - We can keep the path as default value or change to a different path with **Browse...** button
 - **< Back** button for returning to previous step
 - **Accept and Install** button to accept and continue to the next installation step



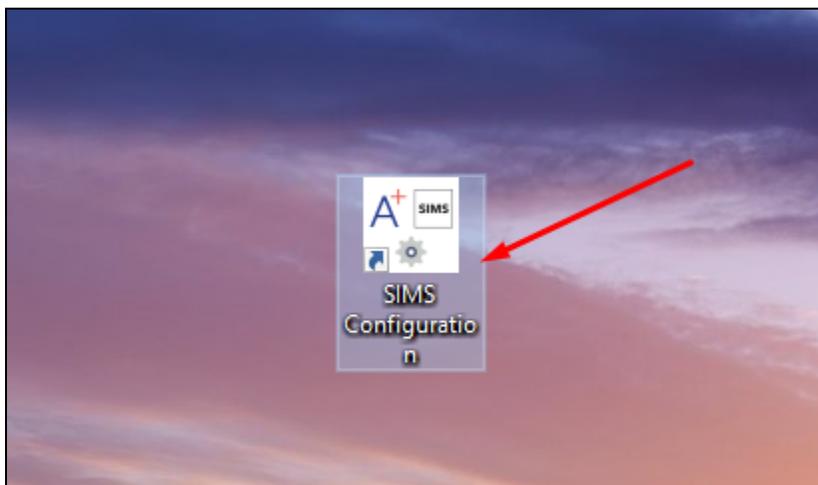
- After click **Accept and Install** button, windows will start installing the program



- The below screenshot shows the complete installation screen, click on **Finish** button to finalize installation process



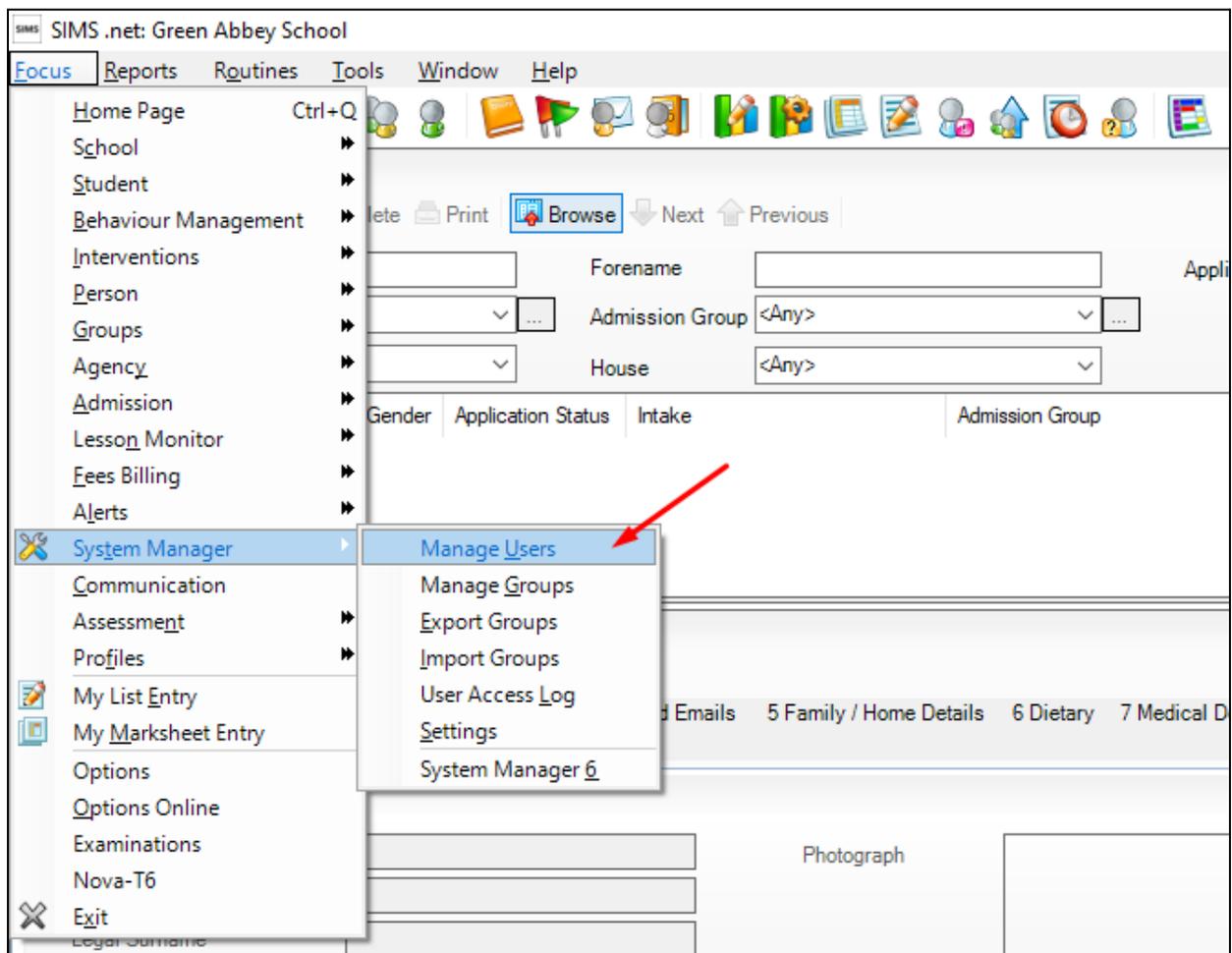
- After installation successfully, there will be a desktop icon for the program named **SIMS Configuration**, please double click on the icon to start the program:



- SIMS sync configuration steps
 - Add new SIMS user for SIMS Sync
 - Add new SIMS user record

For the SIMS Sync we can either use the existing SIMS user or create a new one for it. We recommend creating a fresh new user so that it won't be affected by any accidentally changes to data and permissions from IT Admin. Because this SIMS user will need several permission groups in SIMS in order to create/update Application/Enquiry/Contact records in SIMS, if lacking one of thoses will result in failure of syncing.

For creating new SIMS user please navigate to **Focus => System Manager => Manage Users** and then click **New** button for creating a new SIMS user



The screenshot shows the SIMS .net: Green Abbey School application window. The menu bar includes Focus, Reports, Routines, Tools, Window, and Help. Below the menu is a toolbar with navigation buttons (Back, Forward) and various icons. The 'Find User' section contains a toolbar with buttons for New, Search, Open, Delete, Print, Browse, Next, and Previous. A red arrow points to the 'New' button. Below this is the 'Add User' section, which contains a 'Basic Details' form with the following fields:

Basic Details			
Surname	<input type="text" value="Admissions"/>	Forename	<input type="text" value="Plus"/>
Gender	<input type="text" value="Male"/>	Date of Birth	<input type="text" value="01/01/1990"/>

At the bottom right of the form is a 'Continue' button with a green arrow icon.

- Add permission groups for new SIMS user record

After creating a new user, we need to assign some required permission groups for this user, these are the permissions required for adding/modifying Enquiry, Application data for your Admissions. Below are required permission group list:

- **Class Teacher**
- **Admission Officer**

SIMS .net: Independent School Edition: Duchy Demo

Focus Reports Routines Tools Window Help

Back Forward

Find User

New Search Open Delete Print Browse Next Previous

User Details: Plus Admission

Save Undo Print

1 Basic Details 2 Login Details 3 Groups 4 Permissions 5 Telephones and Emails 6 Addresses

1 Basic Details

Title Preferred Forename

Legal Forename Preferred Surname

Middle Name(s) Gender

Legal Surname Date of Birth

2 Login Details

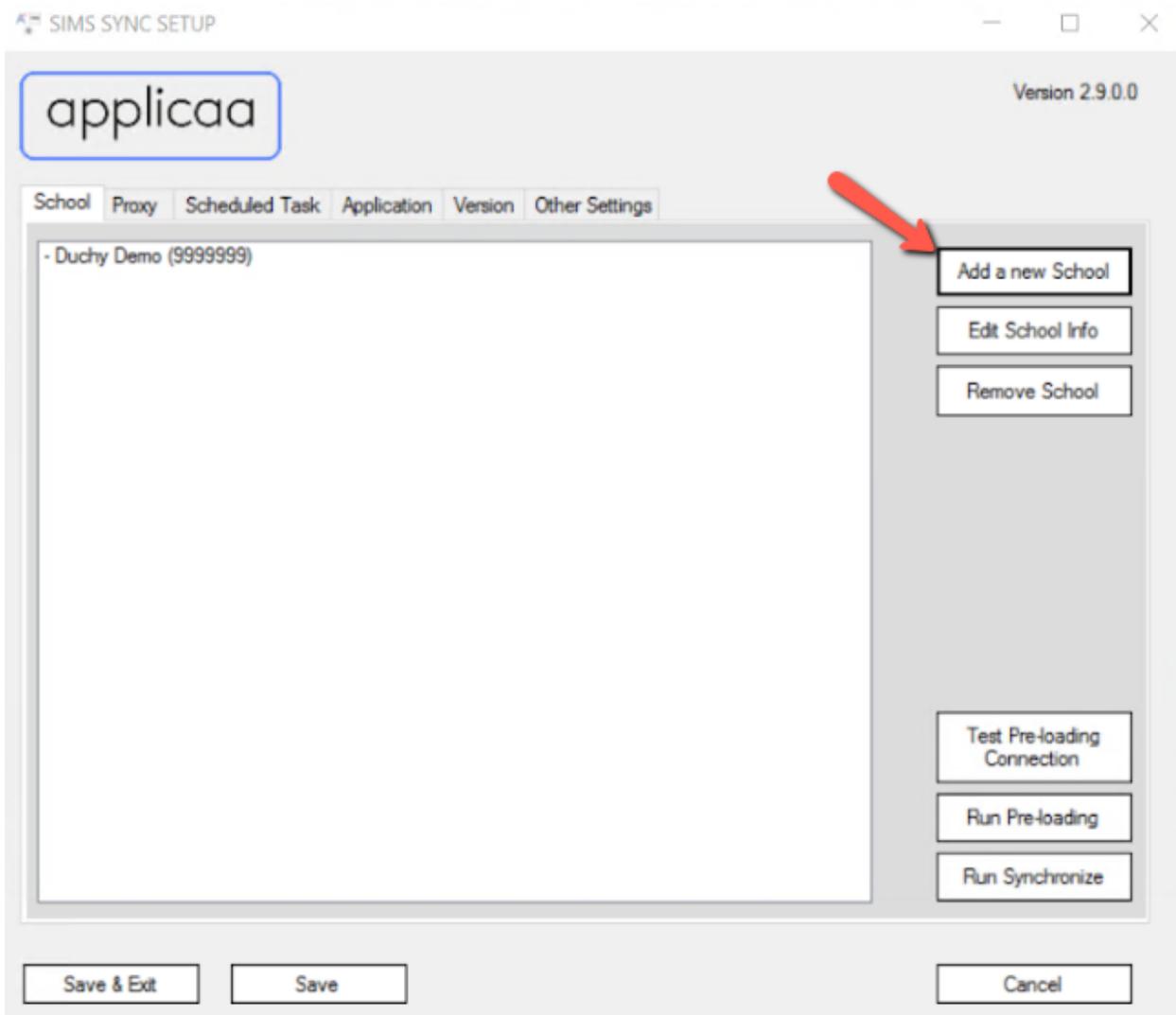
Username Active

Password

3 Groups

Effective Date	Group Name	Status	Start Date	End Date	
<input type="text" value="19/03/2022"/>	Admission Officer	Current	19/03/2022		<input type="button" value="Add"/>
	Class Teacher	Current	19/03/2022		<input type="button" value="Edit"/>

■ Add new school



We can add a new school by clicking to “Add a new school” button

- Add new school - School details

Setup School

applicaa

School Details | Admissions+ Details | Test with Students | Intake Group | Admission Group

School Name: Duchy Demo

School ID: 9999999 (7 digits SSSSLLL where SSSS is school number and LLL is LA number)

Active:

SIMS Username: blacka

SIMS Password: ****

Server: Applicaa\SQLEXPRESS

Database: DuchyDemo

Data Mapping

Enquiry | Application Data (Pre-Admission) | Application Data (Post-Acceptance) | Offer

Enable Check/Uncheck All

- Enquirer
- Enquiry Date
- Prospective Pupil
- Enquiry Comment
- Enquiry Active
- Marketing Source

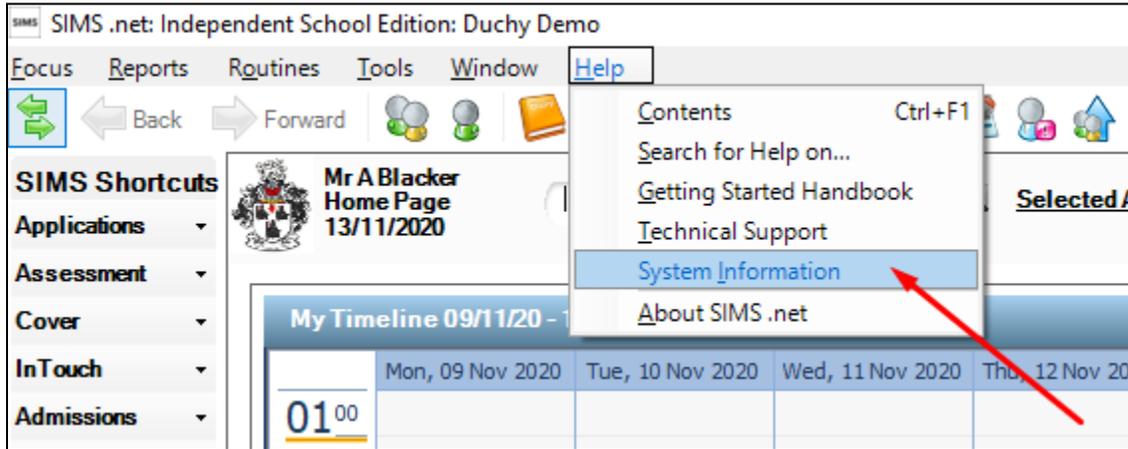
Save Exit

Add new school popup appears, we then can add information for setup a new school with:

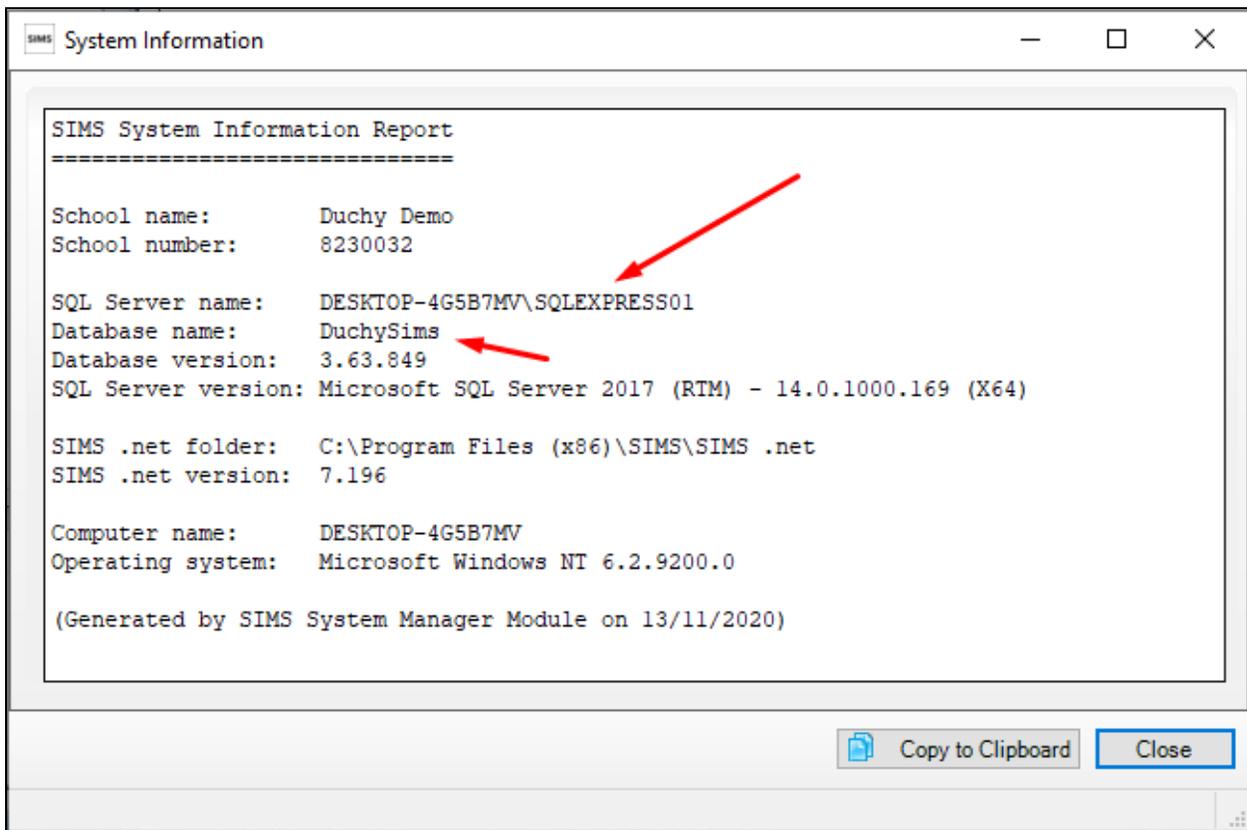
- Active:
 - Whether this school will be active for sync and preloading or not
- SIMS Username:
 - This value is the same with username used to login to SIMS .net application
- SIMS Password:
 - This value is the same with password used to login to SIMS .net application
- SQL Server:
 - This value is the Hostname of SQL Server instance name that SIMS .net using (please help to ask IT assistance for getting this information)

- Database Name
 - This value is the name of Database that SIMS .net using (please help to ask IT assistance for getting this information)

If you cannot ask IT assistance for helping with SQL Server name and Database Name, please try to open SIMS.net application and then navigate to **Help => System Information**



Then we can get SQL Server name and Database name inside System Information popup



Data mapping area is to choose which property you want to sync to SIMS for Enquiry, Pre-Admission Application and Post-Acceptance Application, Offer in which:

- **Enable** checkbox is to check this section is enable when syncing or not, for example if enable in Enquiry is unchecked meaning we will not sync back Enquiry item from Admissions+ to SIMS
- **Check/Uncheck all**: checkbox is to select or deselect all options in each of the Section

The screenshot shows the 'Setup School' application window. The 'Data Mapping' section is highlighted with a red border. It contains the following elements:

- API Url:**
- Email:**
- Password:**
- Data Mapping:**
 - Tab: **Enquiry** (highlighted with a red arrow)
 - Sub-tabs: Application Data (Pre-Admission), Application Data (Post-Acceptance), Offer
 - Enable** Check/Uncheck All
 - Enquirer
 - Enquiry Date
 - Prospective Pupil
 - Enquiry Comment
 - Enquiry Active
 - Marketing Source

Buttons:

applicaa

School Details Admissions+ Details Test with Students Intake Group Admission Group

API Url

Email

Password

Data Mapping

Enquiry Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer

Enable Check/Uncheck All

<input checked="" type="checkbox"/> Basic Details	<input checked="" type="checkbox"/> First Language	<input checked="" type="checkbox"/> Contact
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Dietary Need	<input checked="" type="checkbox"/> Religion
<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/> Medical Notes	<input checked="" type="checkbox"/> Registration Fee
<input checked="" type="checkbox"/> Registration Details	<input checked="" type="checkbox"/> Medical Condition	<input checked="" type="checkbox"/> Concessions
<input checked="" type="checkbox"/> Nationality And Passport	<input checked="" type="checkbox"/> Disabilities	<input checked="" type="checkbox"/> Subject Choice
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> SENNeed	<input checked="" type="checkbox"/> Documents
<input checked="" type="checkbox"/> Ethnicity	<input checked="" type="checkbox"/> School Histories	<input checked="" type="checkbox"/> UDFs
<input checked="" type="checkbox"/> Home Language	<input checked="" type="checkbox"/> Visit	<input type="checkbox"/> English Additional Language

Save

Exit

applicaa

School Details Admissions+ Details Test with Students Intake Group Admission Group

API URL

Email

Password

Data Mapping

Enquiry Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer

Enable Check/Uncheck All

<input checked="" type="checkbox"/> Contact	<input checked="" type="checkbox"/> Paramedical Support
<input checked="" type="checkbox"/> Medical Practice	<input checked="" type="checkbox"/> Medical Event
<input checked="" type="checkbox"/> Linked Agency	<input checked="" type="checkbox"/> NHS Number
<input checked="" type="checkbox"/> Dietary Need	
<input checked="" type="checkbox"/> Subject Choice	
<input checked="" type="checkbox"/> Mode Of Travel	
<input checked="" type="checkbox"/> Route	
<input checked="" type="checkbox"/> Parental Consent	

Save

Exit

applicaa

School Details Admissions+ Details Test with Students Intake Group Admission Group

API Url

Email

Password

Data Mapping

Enquiry Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer

Enable Check/Uncheck All

Deposit

Contact

Bill Payer

Nationality And Passport

Documents

Save Exit

- Add new school - Admissions+ Details

Next to “School Details” tab is “Admissions+ Details” tab where you can configure the API URL and login account to Admissions+ Web Platform, this information is required by the app to use the Admissions+ API with authorization

Setup School

applicaa

School Details Admissions+ Details Test with Students Intake Group Admission Group

API Url

Email

Password

Data Mapping

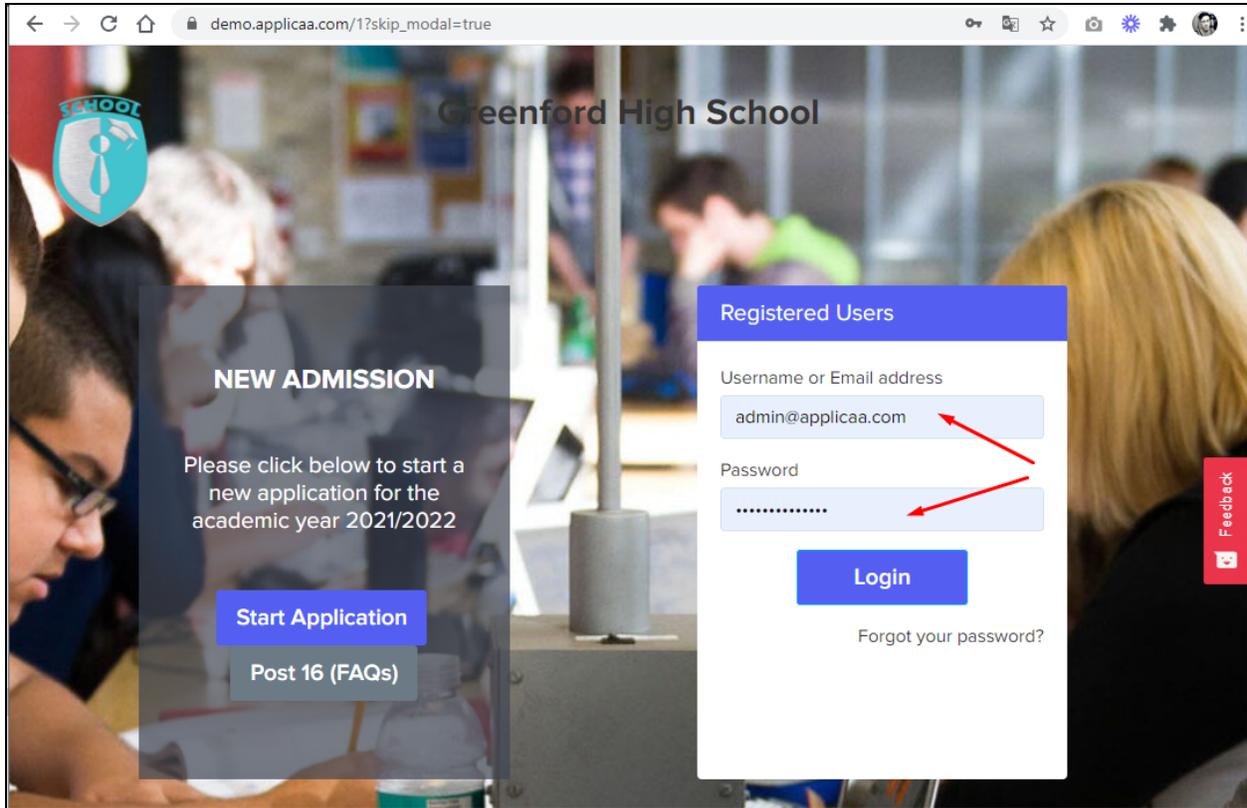
Enquiry Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer

Enable Check/Uncheck All

- Enquirer
- Enquiry Date
- Prospective Pupil
- Enquiry Comment
- Enquiry Active
- Marketing Source

Save Exit

Please enter your Applicaa Email and Password that given for you by the support team, this is the same account that you use to login to Admissions+ web platform



- a. API URL:
 - i. This value is your school Admissions+ API URL, an example is **https://yourdomain.appliance.com/api/sims_apis/**, please replace **yourdomain** to the value for your school URL, an example of a correct API URL is https://demo.appliance.com/api/sims_apis/
- b. Email:
 - i. This value is the same with email that you use to login to Admissions+ Web platform, e.g. in this case we used admin@appliance.com as a demo value
- c. Password:
 - i. This value is the same with password that you use to login to Admissions+ Web platform

- Add new school - Test with Students

applicaa

School Details Admissions+ Details Test with Students Intake Group Admission Group

Student ID
1234
5678

Data Mapping

Entry Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer

Enable Check/Uncheck All

<input checked="" type="checkbox"/> Basic Details	<input checked="" type="checkbox"/> First Language	<input checked="" type="checkbox"/> Contact
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Dietary Need	<input checked="" type="checkbox"/> Religion
<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/> Medical Notes	<input checked="" type="checkbox"/> Registration Fee
<input checked="" type="checkbox"/> Registration Details	<input checked="" type="checkbox"/> Medical Condition	<input checked="" type="checkbox"/> Concessions
<input checked="" type="checkbox"/> Nationality And Passport	<input checked="" type="checkbox"/> Disabilities	<input checked="" type="checkbox"/> Subject Choice
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> SENNeed	<input checked="" type="checkbox"/> Documents
<input checked="" type="checkbox"/> Ethnicity	<input checked="" type="checkbox"/> School Histories	<input checked="" type="checkbox"/> UDFs
<input checked="" type="checkbox"/> Home Language	<input checked="" type="checkbox"/> Visit	<input type="checkbox"/> English Additional Language

Save Exit

In case we enable syncing for Application Data (Pre-Admission) or Application Data (Post-Acceptance), we can use the “Test with Students” tab to only test syncing for several specific student id, you can find the students id from the Admissions+ URL, e.g if the student URL is <https://demo.applicaa.com/students/5678> then student ID in Admissions+ will be 5678.



Registered students / Student profile

Nguyen Updated 111 Nhung Updated 111 #KYD7



Phone 9999999999
School Kentish Town Church Of England Primary School
Email oanh1117788@applicaa.com

APPLICATION STATUS
Completed



- Overview
- Application Form
- Taster Day
- Activities
- Interview
- Courses Selection
- Family
- Visas
- Concessi

- Add new school - Intake Group

The screenshot shows the 'Setup School' application window. The 'Intake Group' tab is selected, and the 'Default Planned Admission (e.g. 250)' field is highlighted with a red arrow. The value '250' is entered in the field. Below the field, the 'Data Mapping' section is visible, showing a list of fields with checkboxes, all of which are checked. The 'Save' and 'Exit' buttons are visible at the bottom.

Intake Group tab is where we can define Default Planned Admission Number when SIMS Sync automatically creates a new Intake Group in SIMS.net. The default number is 250, but you can change to any number that is suitable for your school, the correct value will be between 0 to 9999. As we can see in below screenshot, in SIMS.net, Planned Admission is a required field when we create new Intake Group manually

Intake Group Details: New

 Save  Undo  Print

1 Intake Group 2 Admission Groups

1 Intake Group

Admission Year	<input type="text" value="2022/2023"/>	Admission Policy	<input type="text"/>
Admission Season	<input type="text" value="Spring"/>	Numbers To Rank	<input type="text"/>
Year Group	<input type="text" value="Year 3"/>	Name	<input type="text" value="2022/2023 - Spring Year 3"/>
Planned Admission	<input style="background-color: red; color: red;" type="text"/>	Active	<input checked="" type="checkbox"/>



- Add new school - Admission Group

Setup School

applicaa

School Details Admissions+ Details Test with Students Intake Group Admission Group

Admission Group

Default Date Of Admission (e.g. 01 September)

Season	Day	Month
Autumn	01	September
Spring	04	January
Summer	19	April
Integrated	03	September

Data Mapping

Enquiry Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer

Enable Check/Uncheck All

- Enquirer
- Enquiry Date
- Prospective Pupil
- Enquiry Comment
- Enquiry Active
- Marketing Source

Save Exit

This is the screen where we can define the default Date Of Admission for each season in SIMS.net. When we create new Admission Group in SIMS.net, it requires user to enter the Date of Admission like following screenshot:

Admission Group

Name: 2022/2023 - Spring Year 3 (A)

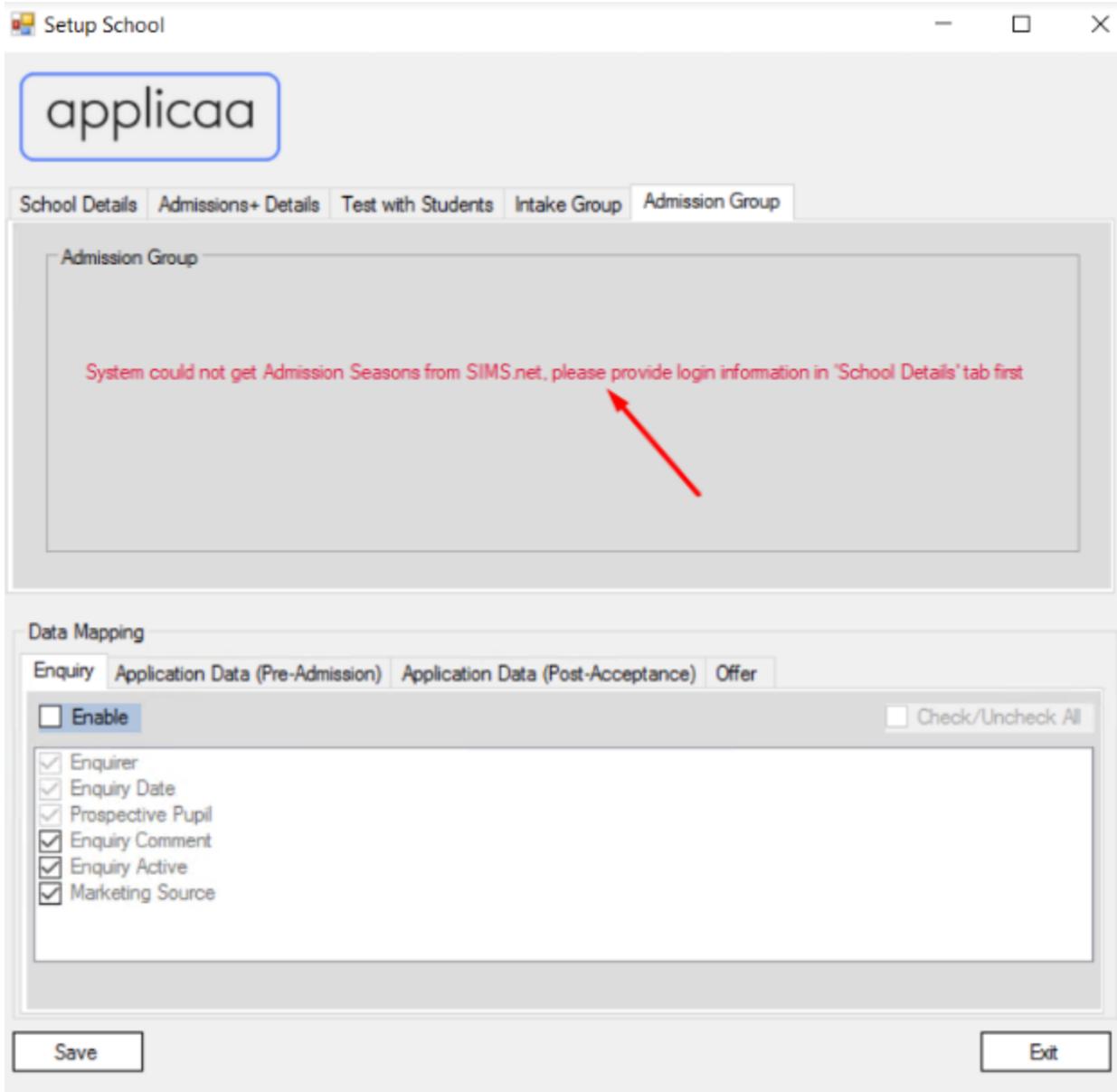
Date Of Admission: [Redacted]

OK Cancel

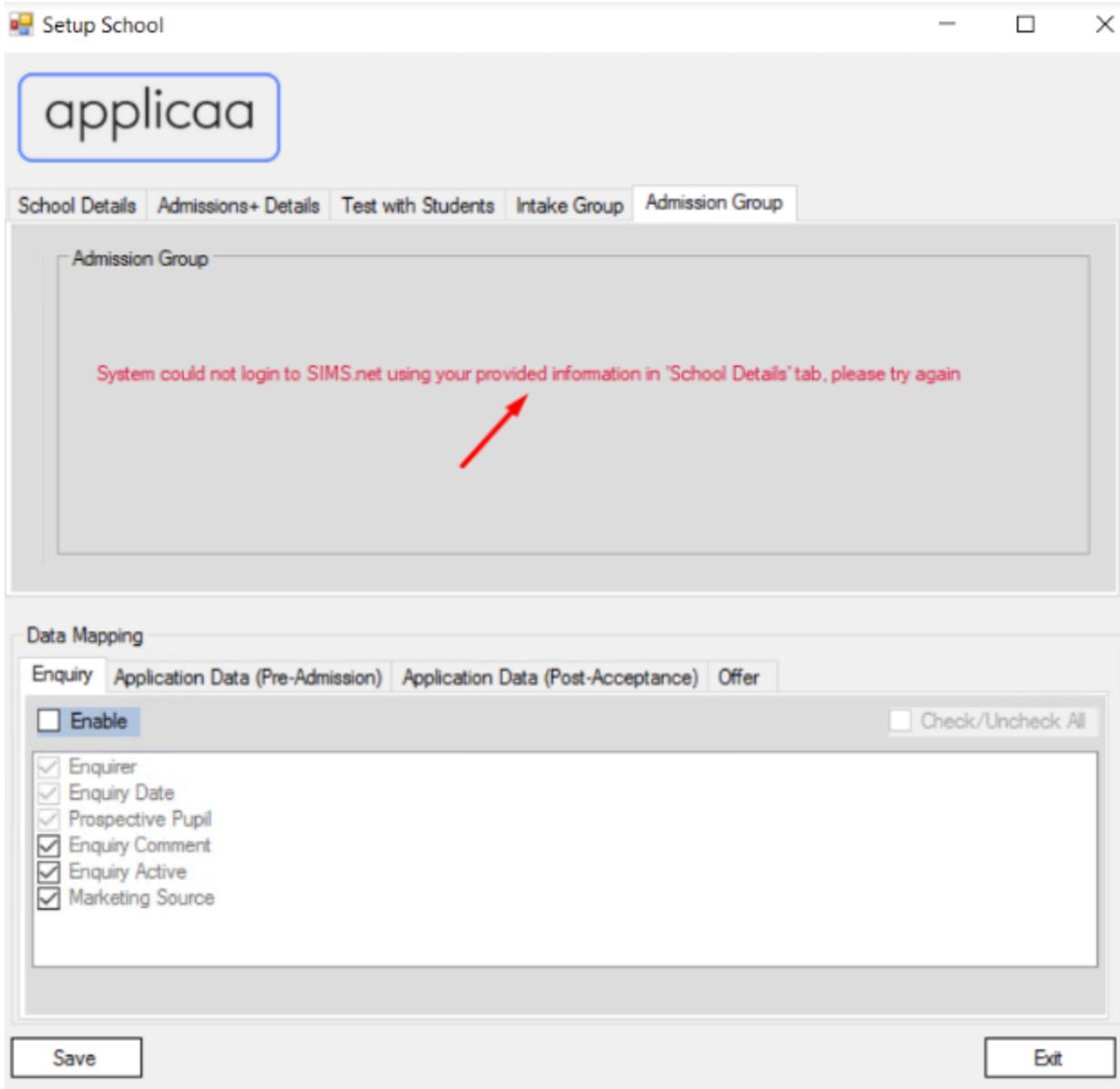
⚠ Date Of Admission is required.

This Admission Group configuration screen will help SIMS Sync to define some default Date of Admission values for each season so that when it automatically create new Admission Group in SIMS.net, SIMS Sync can bypass the date required validation

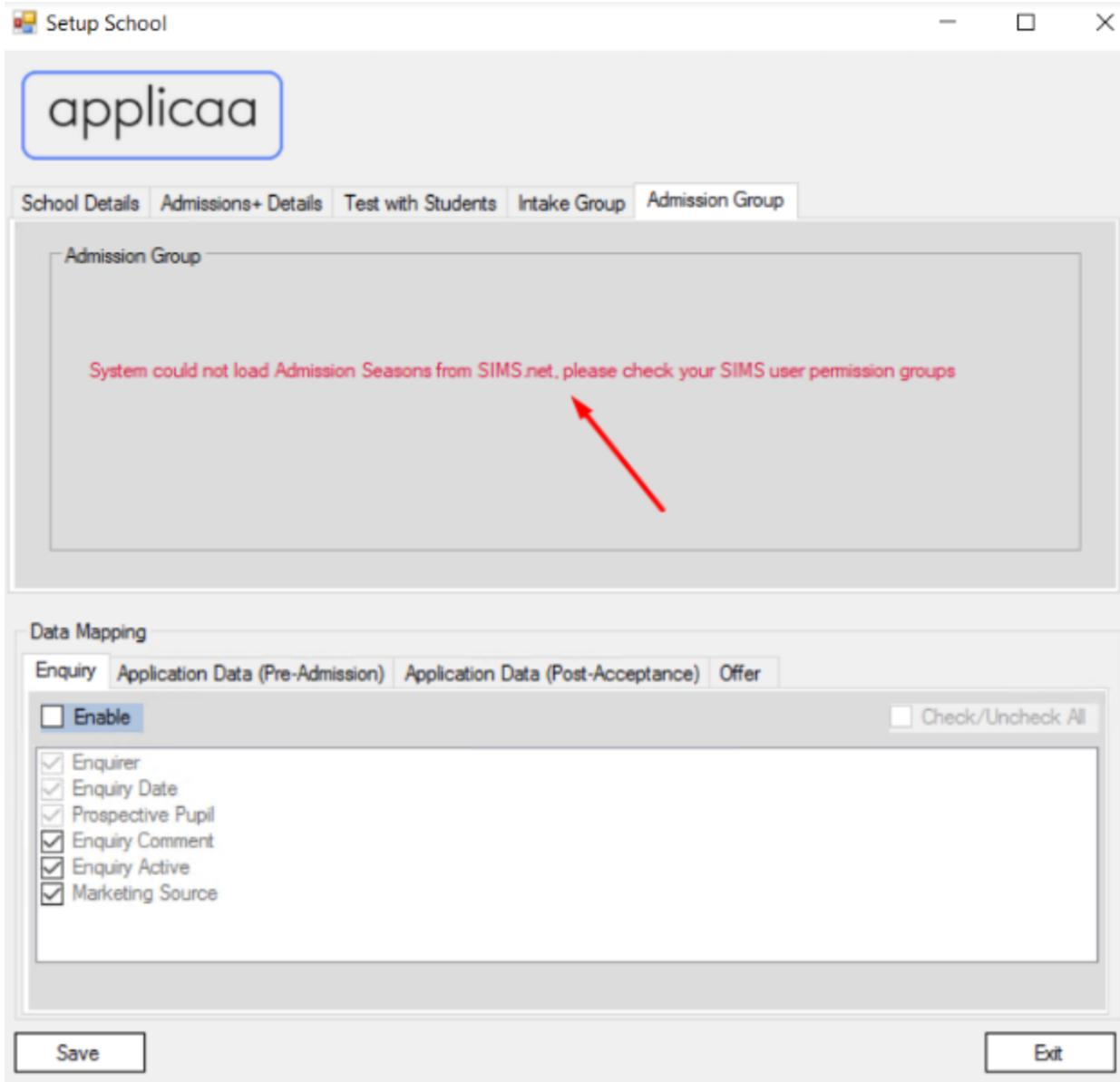
Admission Group tab only can show seasons in SIMS for setup in case School Details information has been filled up with correct data, otherwise it will show some error messages of fail login or lacking of required permission groups:



Error "System could not get Admission Seasons from SIMS.net, please provide login information in 'School Details' tab first" will be shown when we have not filled in School details information like SIMS username/password, Server, Database



Error "System could not login to SIMS.net using your provided information in 'School Details' tab, please try again" will be shown when the provided SIMS username/password could not login to SIMS.net



Error "System could not load Admission Seasons from SIMS.net, please check your SIMS user permission groups" will be shown when the provided SIMS username/password can login but lacking the required permission groups to retrieve Season list from SIMS.net. Please double check section "1.4.1.2 Add permission groups for new SIMS user record" to review permission groups associated with your SIMS user

Setup School

appicaa

School Details Admissions+ Details Test with Students Intake Group Admission Group

School Name Duchy Demo

School ID 9999999 (7 digits SSSSLLL where SSSS is school number and LLL is LA number)

Active

SIMS Username blacka

SIMS Password ****

Server Appicaa\SQLEXPRESS

Database DuchyDemo

Data Mapping

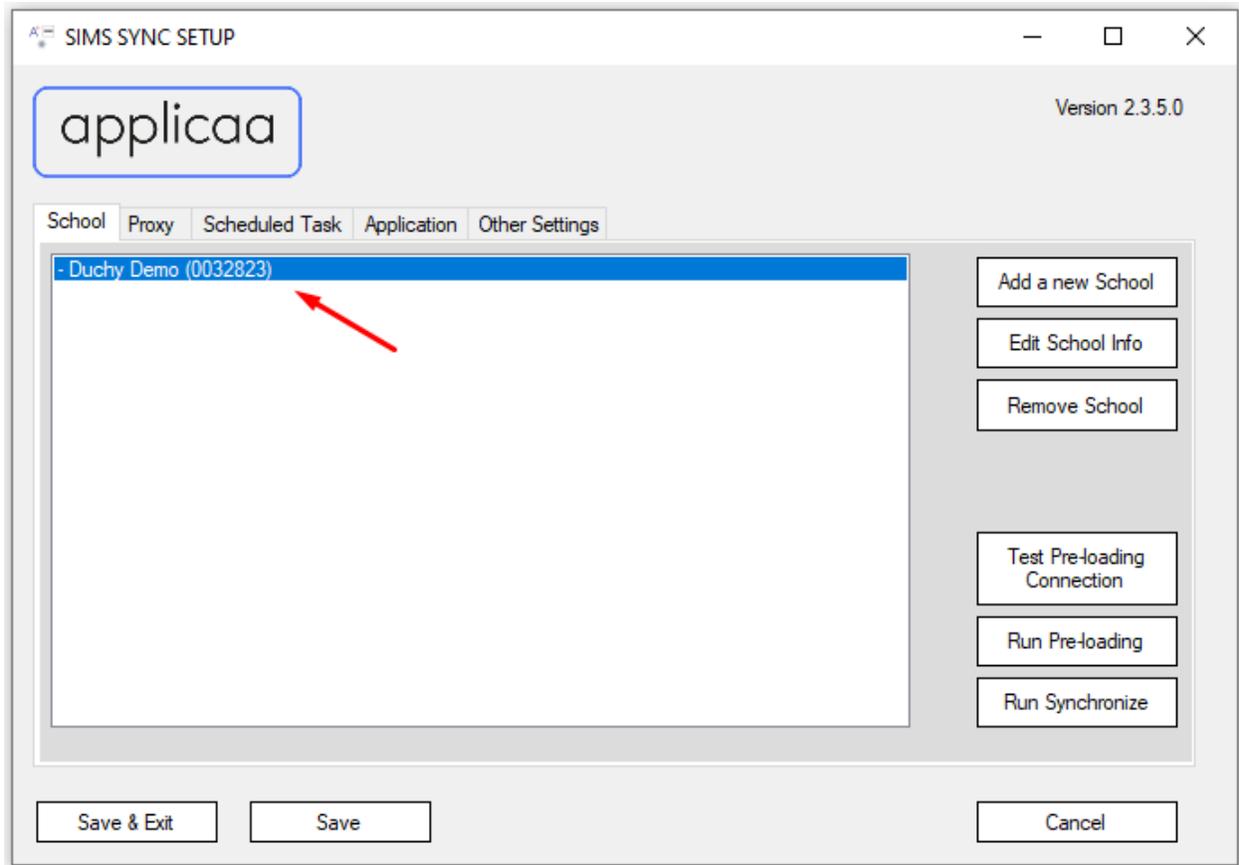
Enquiry Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer

Enable Check/Uncheck All

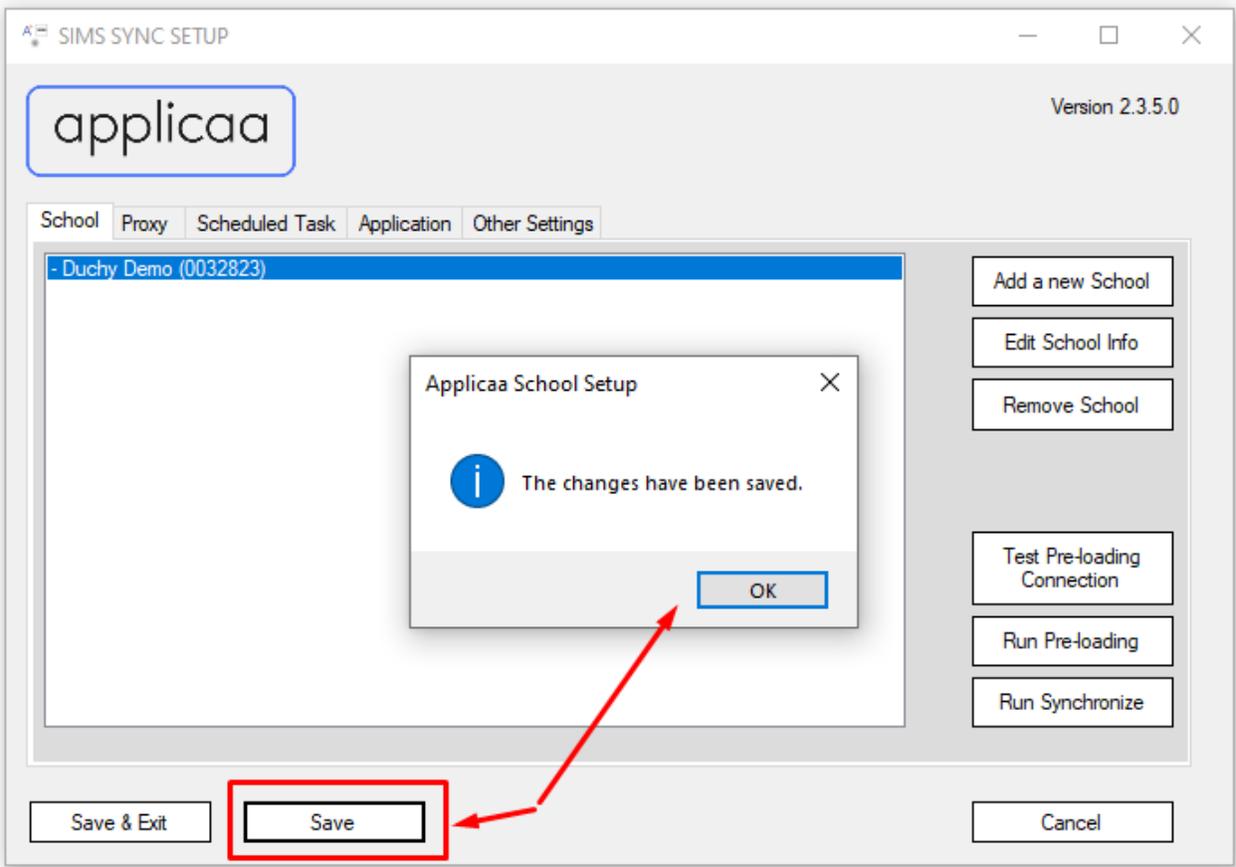
<input checked="" type="checkbox"/> Basic Details	<input checked="" type="checkbox"/> First Language	<input checked="" type="checkbox"/> Contact
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Dietary Need	<input checked="" type="checkbox"/> Religion
<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/> Medical Notes	<input checked="" type="checkbox"/> Registration Fee
<input checked="" type="checkbox"/> Registration Details	<input checked="" type="checkbox"/> Medical Condition	<input checked="" type="checkbox"/> Concessions
<input checked="" type="checkbox"/> Nationality And Passport	<input checked="" type="checkbox"/> Disabilities	<input checked="" type="checkbox"/> Subject Choice
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> SENNeed	<input checked="" type="checkbox"/> Documents
<input checked="" type="checkbox"/> Ethnicity	<input checked="" type="checkbox"/> School Histories	<input checked="" type="checkbox"/> UDFs
<input checked="" type="checkbox"/> Home Language	<input checked="" type="checkbox"/> Visit	<input type="checkbox"/> English Additional Language

Save Exit

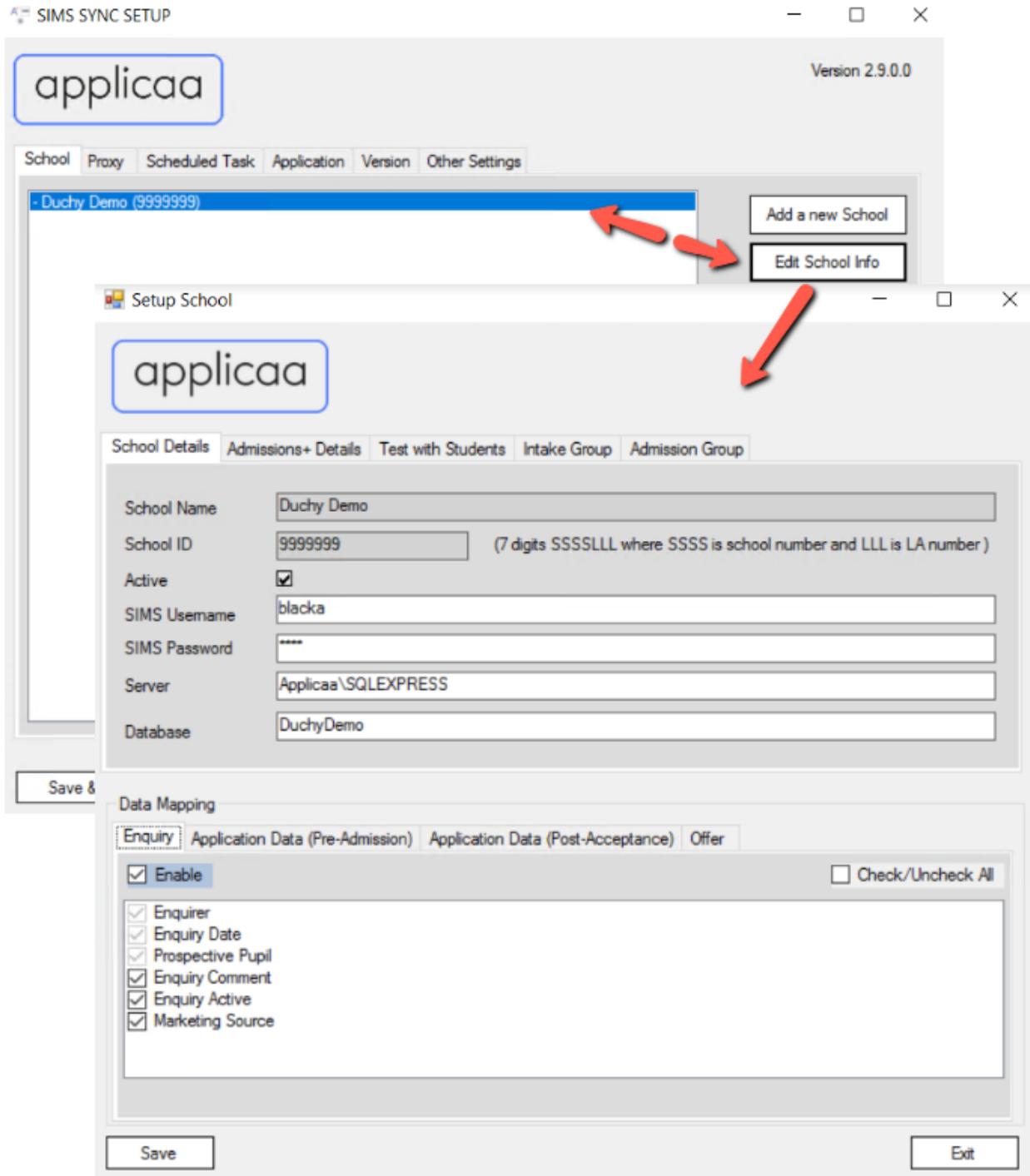
After entering all information, please click on “Apply” button and system will automatically pull over the “School Name” and “School ID” from SIMS if your provided information is correct



After apply the detail, the popup creating new school will be closed automatically and your newly added school will appear in the list, you can click on "Save" button to save information to the database like below screenshot

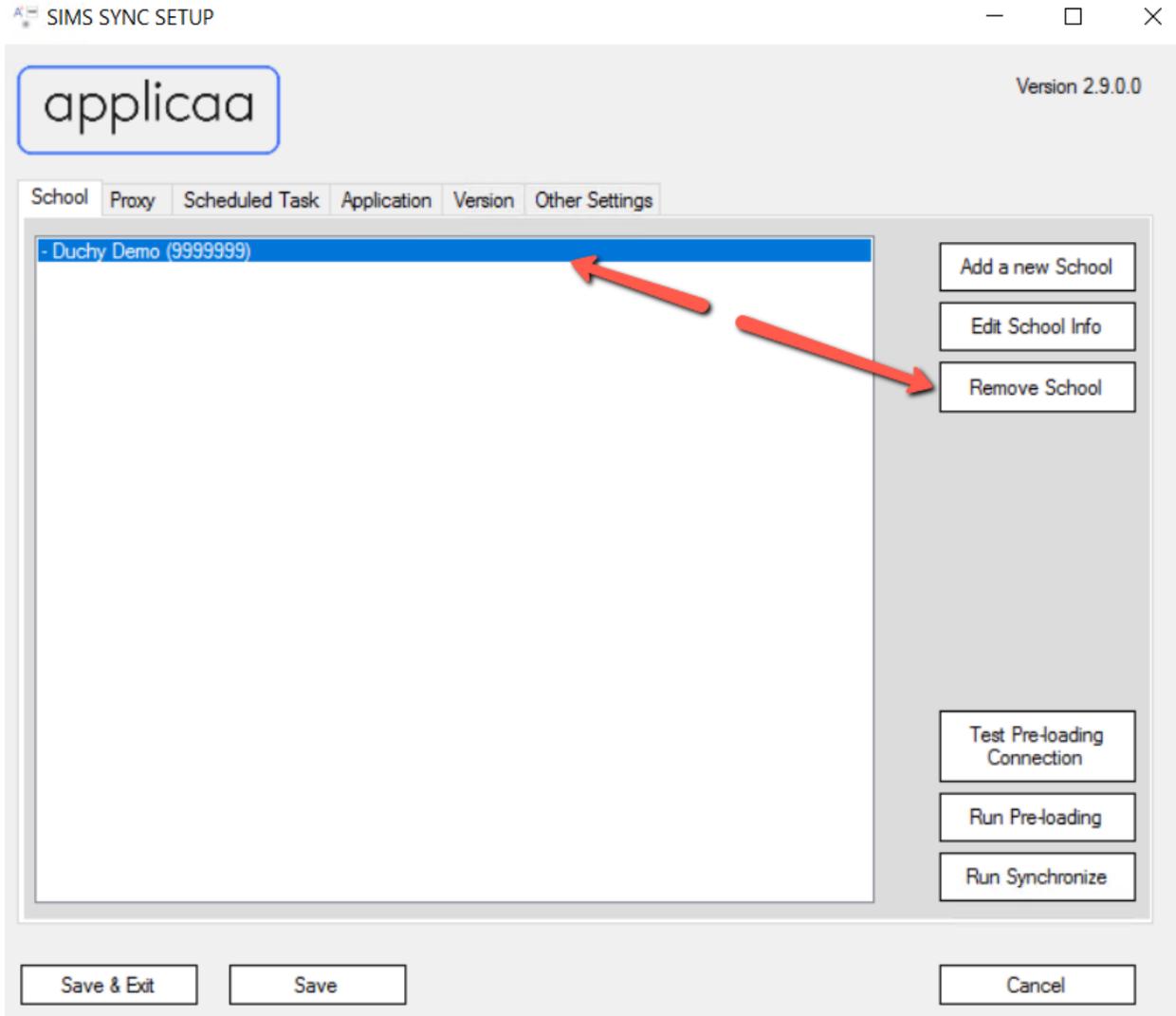


■ Edit existing school



We can edit information for a school by clicking on the school in the list to high-light it up and then clicking on the “Edit School Info” button, the edit school popup will appear for you to edit the information. After done adjusting the details for school, we need to click on “Save” button in the main screen to save info to database

■ Remove existing school



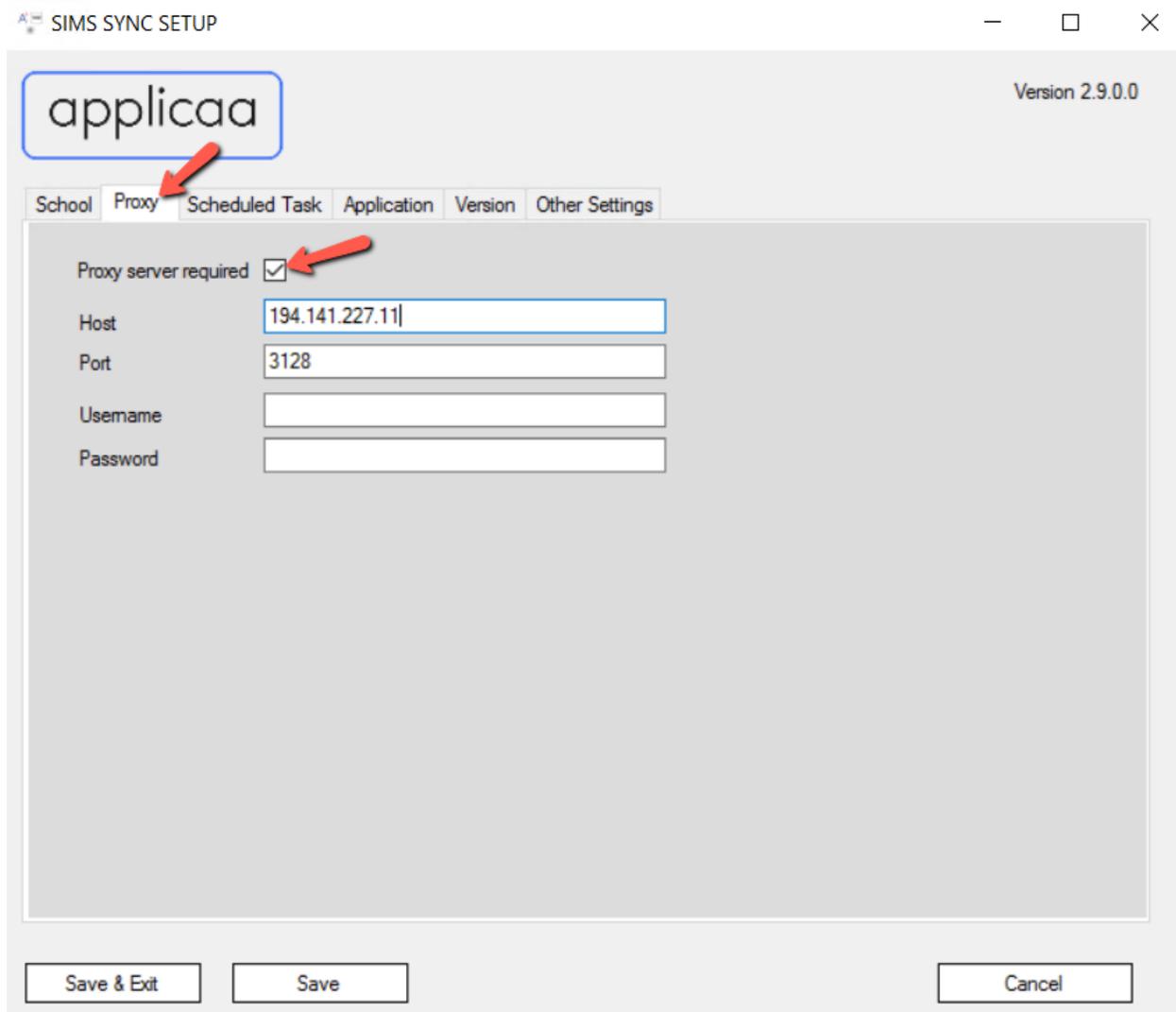
We can remove the school completely out of the sync process by first selecting the school in the list (the selected school will be highlighted as blue color) and after that clicking the “Remove School” button. After the school has been removed from the list, please click on “Save” button on the main screen to save the information to database

■ Proxy Settings

If your school using a Proxy Server, then we need to setup the proxy settings for SIMS Sync app

- Please make sure “Proxy server required” is checked, and then fill in Proxy information like Host (Required), Port (Optional), Username (Optional), Password (Optional)

- Alternative way to enable Proxy is to bypass Admissions+ URL from the Proxy configuration. This way does **not require** “Proxy Server Required” to be **checked**, and does not need to provide Proxy Server settings in Configuration Box as well.
 - For example if your Admissions+ URL domain is lpgs.applicaa.com, below URLs should be whitelisted:
 - lpgs.applicaa.com (Please change to your Admissions+ URL)
 - applicaa.com
 - api.applicaa.com
 - admissionsuk.s3.eu-west-2.amazonaws.com



The above screenshot is just an example of Proxy settings, please help to adjust the value of Host and Port to correct information for your school

■ Scheduled Task

- Syncing:
 - This is the process to import the Enquiry, Application data from Admissions+ to SIMS. This will be set to every 2 hours from 6am to 8pm, daily.
 - **Important Note - This should not be set up until instructed to do so by your Customer Success Manager.**

- Preloading:
 - This is the process to preload the data from SIMS to Admissions+, so that Admissions+ can import existing data from SIMS and use those data for the Syncing process. The entities which application will preload are:
 - Contacts
 - Agencies
 - Agents
 - Visit
 - School
 - Students
 - Lookups
 - Udfs
 - Registration details including:
 - Intake Group
 - Admission Group
 - Year Taught In
 - Address
 - Application
 - Enquiries

- Auto Updater:
 - This is the process to update the SIMS Sync Application automatically, when a new release / update is made available.
 - Reducing the time you need to reinstall the application and make sure the configuration is correct.

Our SIMS Sync app can be configured to run the Auto Updater, Syncing and Preloading as a scheduled windows task at a specific time of the day and repeatedly.

The screenshot shows the 'SIMS SYNC SETUP' application window. At the top left is the 'applicaa' logo, and at the top right is 'Version 2.8.8.0'. Below the logo is a tabbed interface with 'Scheduled Task' selected. A red warning message reads: 'Please do not set up the scheduled tasks for Syncing unless asked to by Applicaa. Doing so may lead to data corruption'. The window is divided into four main sections, each with a red border:

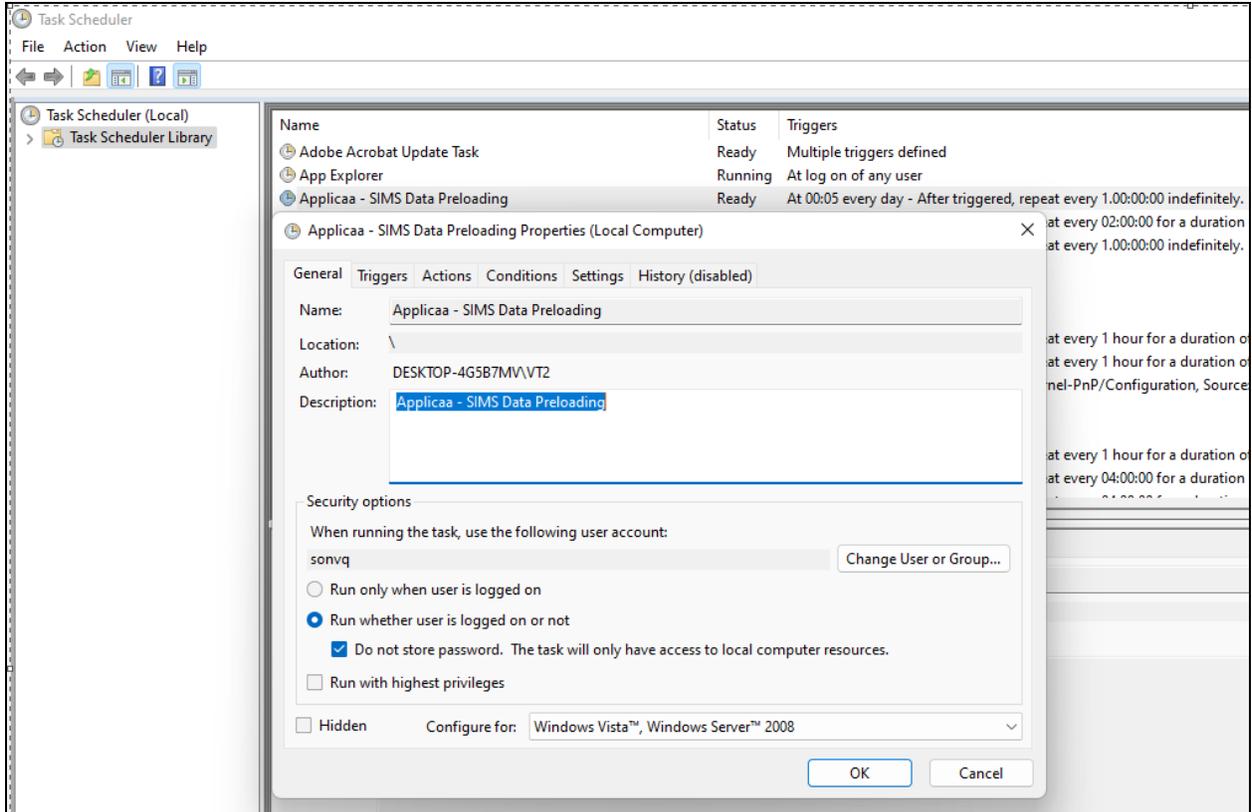
- Admin Windows User:** Contains 'Admin Username' (DESKTOP-4G5B7MV\VT2) and 'Admin Password' (empty).
- Auto Updater:** Contains 'Start Time' (01:30), 'Repeat Task Every' (24 Hours), and 'For a Duration of (Hours)' (Indefinitely). Buttons: 'Schedule Task', 'Run Task'.
- Syncing:** Contains 'Start Time' (06:00), 'Repeat Task Every' (2 Hours), and 'For a Duration of (Hours)' (18). Buttons: 'Schedule Task', 'Run Task'.
- Preloading:** Contains 'Start Time' (02:30), 'Repeat Task Every' (24 Hours), and 'For a Duration of (Hours)' (Indefinitely). Buttons: 'Schedule Task', 'Run Task'.

At the bottom are three buttons: 'Save & Exit', 'Save', and 'Cancel'.

- d. User Name:
 - i. This value is your Windows user name that you used to login to your computer
- e. Password:
 - i. This value is your Windows password that you used to login to your computer, both Username and Password are used to authenticate user running the Windows scheduled task

Only set the Auto Updater and Preloading schedules at this time:

Click on “Schedule Task” button to save the new task for Windows. A popup will appear to advise that the schedule task has been saved.

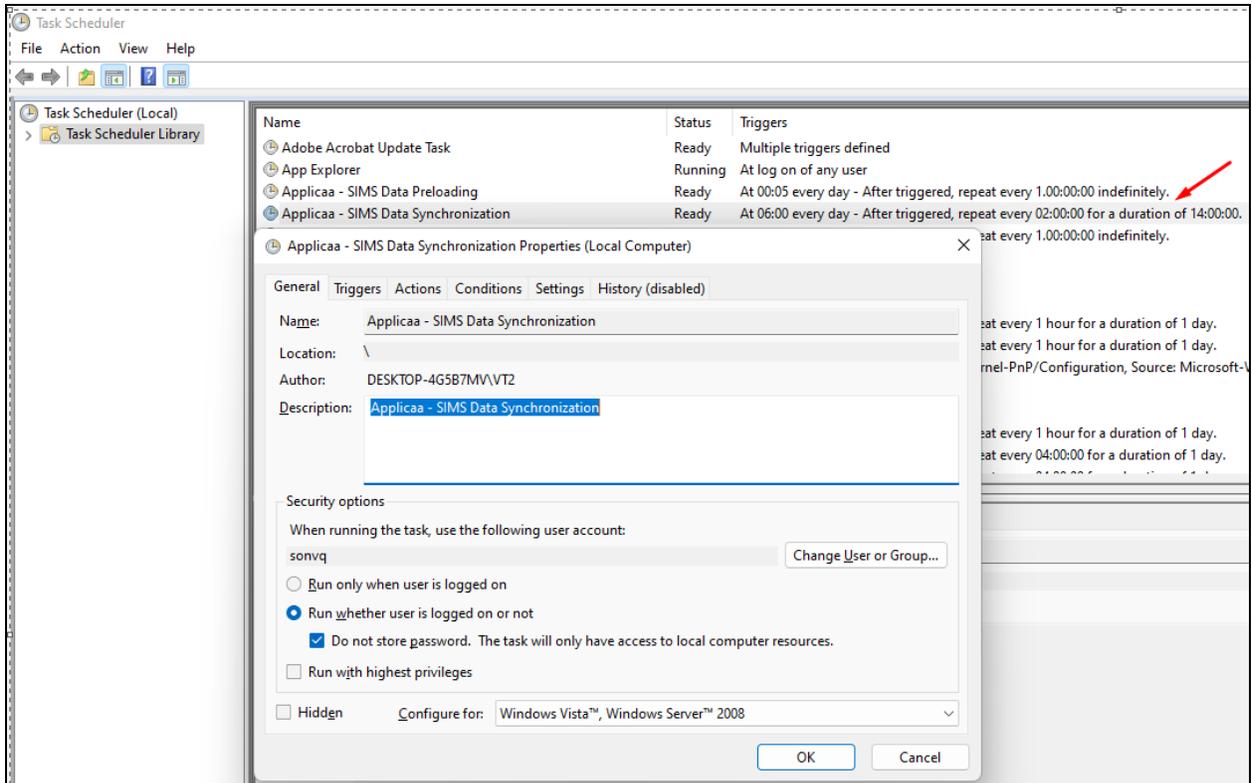


The above screenshot illustrates how preloading task appear in Task Scheduler of Windows System, please find the name with “Applicaa - SIMS Data Preloading”, the Triggers information should show “At 00:05 every day - After triggered, repeat every 1 day indefinitely”

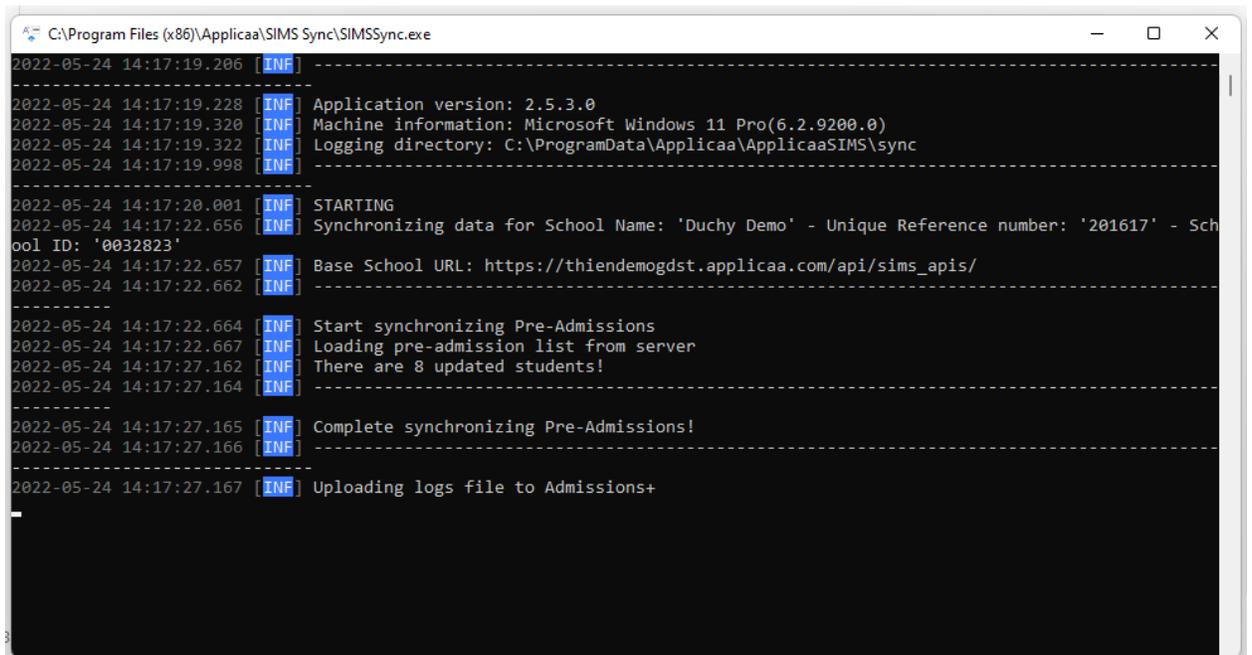
The same steps apply for the Auto Updater.

Important note: Only set up the Syncing schedule task when instructed by your Customer Success Manager.

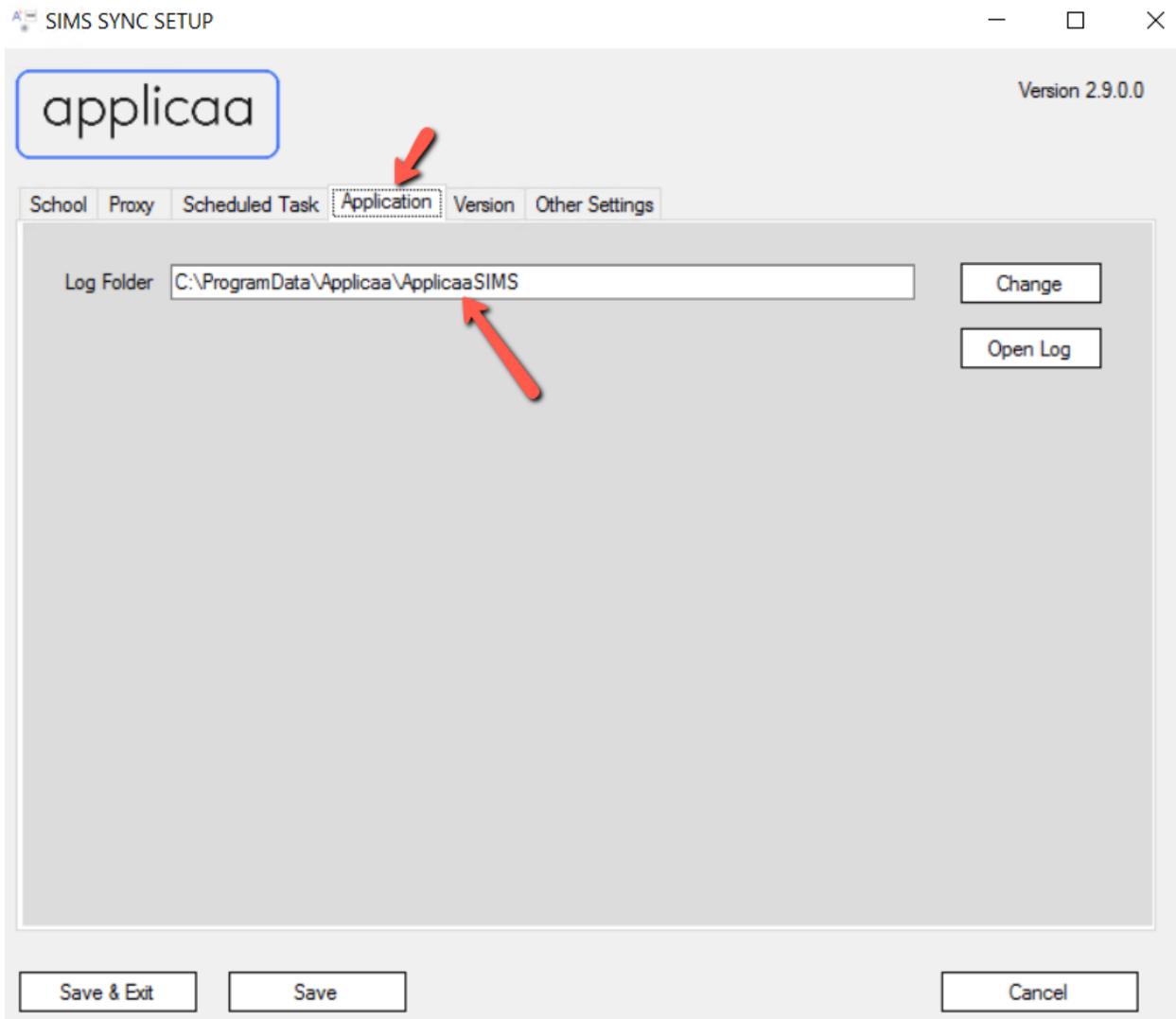
Once you have set up the schedule tasks, you can check the Windows Task scheduler and see the new tasks added with their Name and Triggers.



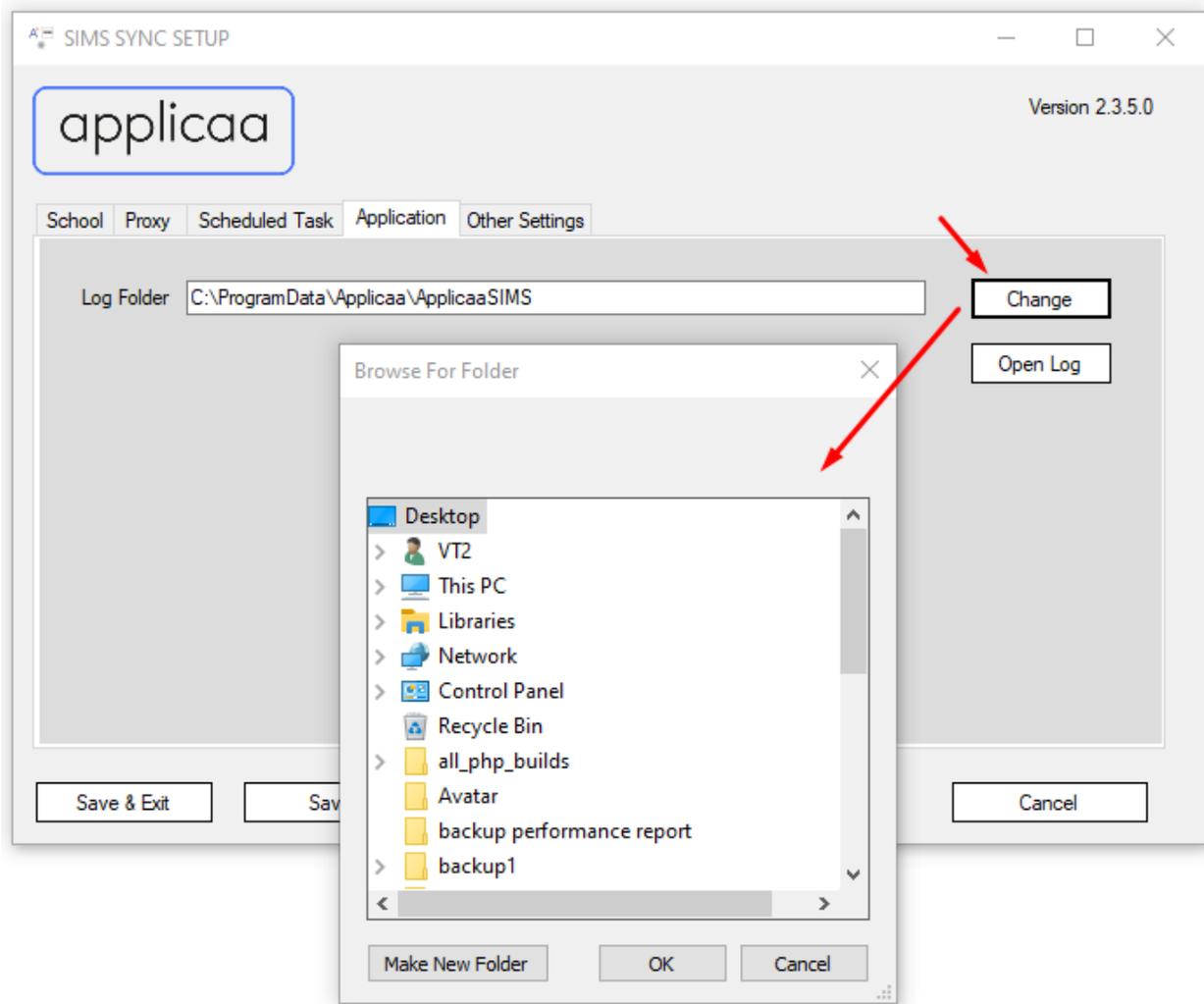
When you have been instructed to set up the Syncing schedule task, you will also be able to click on “Run Task” and the syncing process will run immediately:



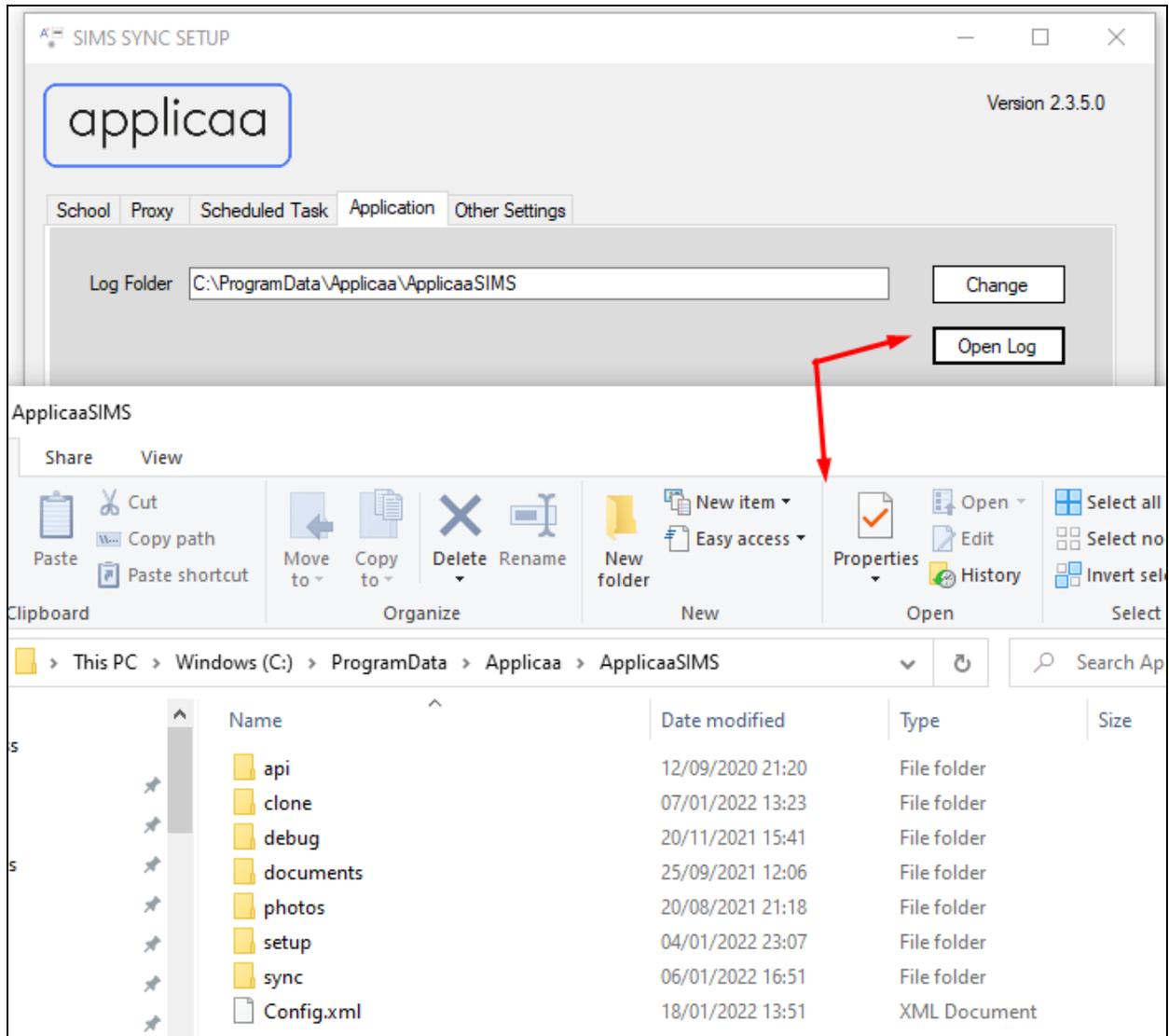
■ Application



The Application tab is where we can set up the Log Folder for the SIMS Sync Application. We can keep the default value as it be or we can change to a different folder by clicking to “Change” button on the right

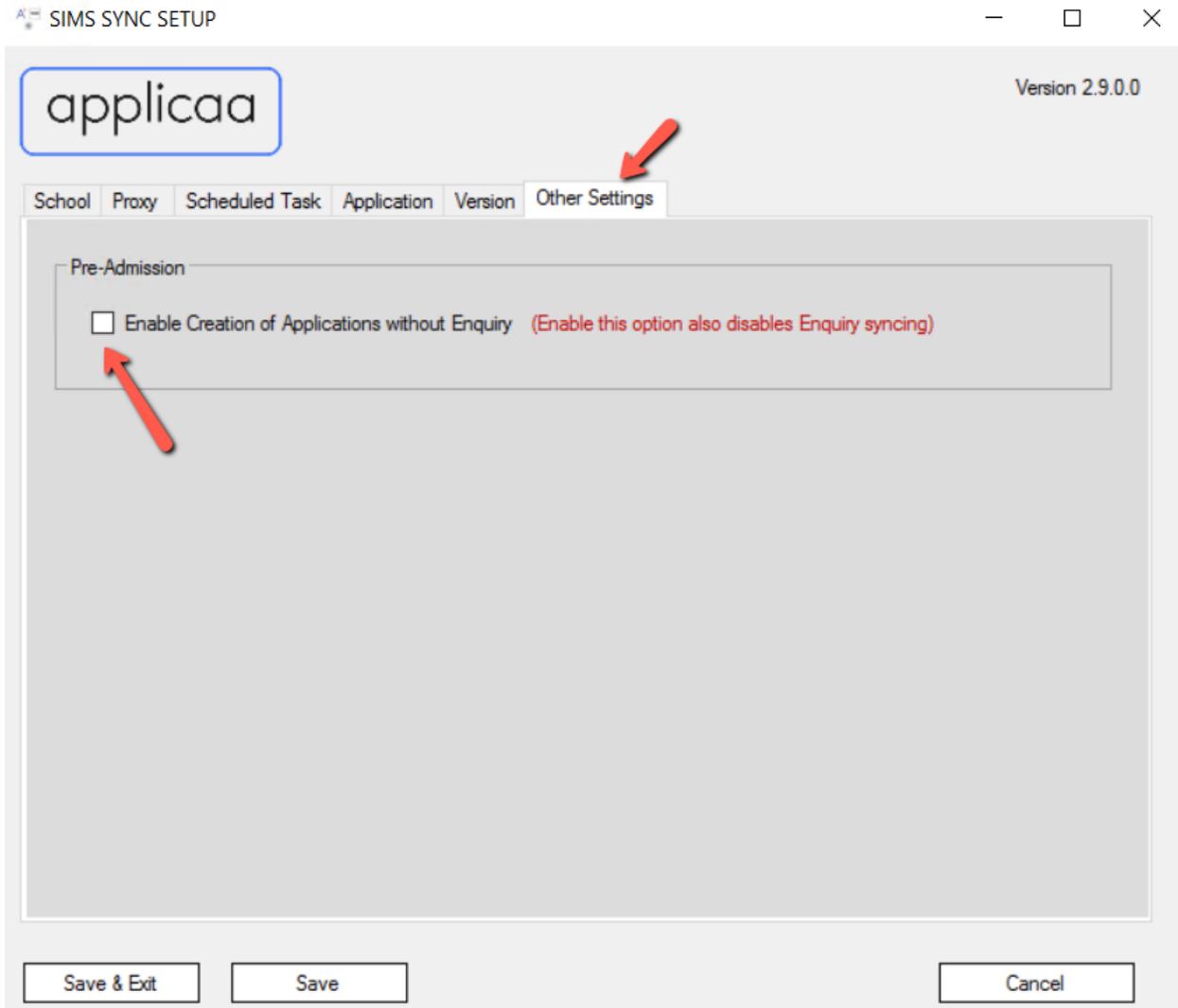


We can also click on “Open Log” button to browse to current Log Folder, this is useful when we want to check for the Log file for Syncing and Preloading process



■ Other Settings

- Pre-Admission - Enable Creation of Application without Enquiry



By default when syncing Pre-Admission Application from Admissions+ to SIMS.net, if the Application is created from Enquiry, but the Enquiry has not been synced to SIMS yet, SIMS sync will show an error message “*Create Application From Enquiry: Enquiry ID is empty, please run syncing Enquiry first*”. There are 2 ways to resolve this problem:

- For school that using Enquiry on Admissions+ and plan to sync back Enquiry from Admissions+ to SIMS, teacher need to enable syncing enquiry and let SIMS Sync run to create the Enquiry first, after that when SIMS Sync run for Pre-Admission Application, there will be no error message

Setup School

appicaa

School Details Admissions+ Details Test with Students Intake Group Admission Group

API Url

Email

Password

Data Mapping

Enquiry Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer

Enable Check/Uncheck All

Enquirer

Enquiry Date

Prospective Pupil

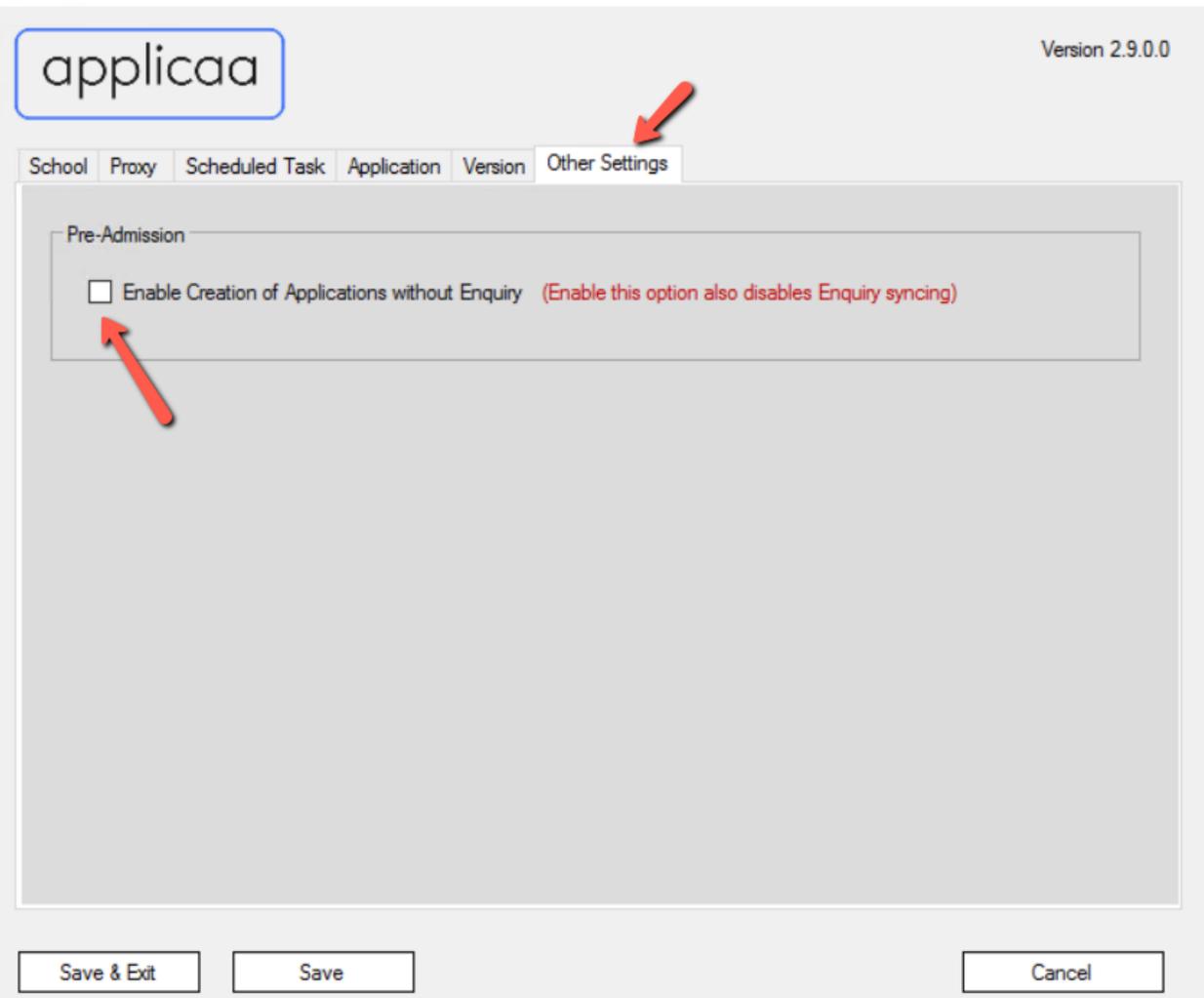
Enquiry Comment

Enquiry Active

Marketing Source

Save Exit

- For schools that do not use Enquiry on Admissions+, teachers can select the option “Enable Creation of Applications without Enquiry”. By selecting this option it also disable Enquiry syncing and also allow to create new Application in SIMS.net without the need of creating new Enquiry



If we check back School settings, we can see that Enquiry tab under Data Mapping area now is disabled automatically with notice: *Disabled because "Enable Creation of Applications without Enquiry" is checked*

Setup School

applicaa

School Details Admissions+ Details Test with Students Intake Group Admission Group

API Url

Email

Password

Data Mapping

Enquiry Application Data (Pre-Admission) Application Data (Post-Acceptance) Offer

Enable (Disabled because "Enable Creation of Applications without Enquiry" is checked) Check/Uncheck All

Enquirer

Enquiry Date

Prospective Pupil

Enquiry Comment

Enquiry Active

Marketing Source

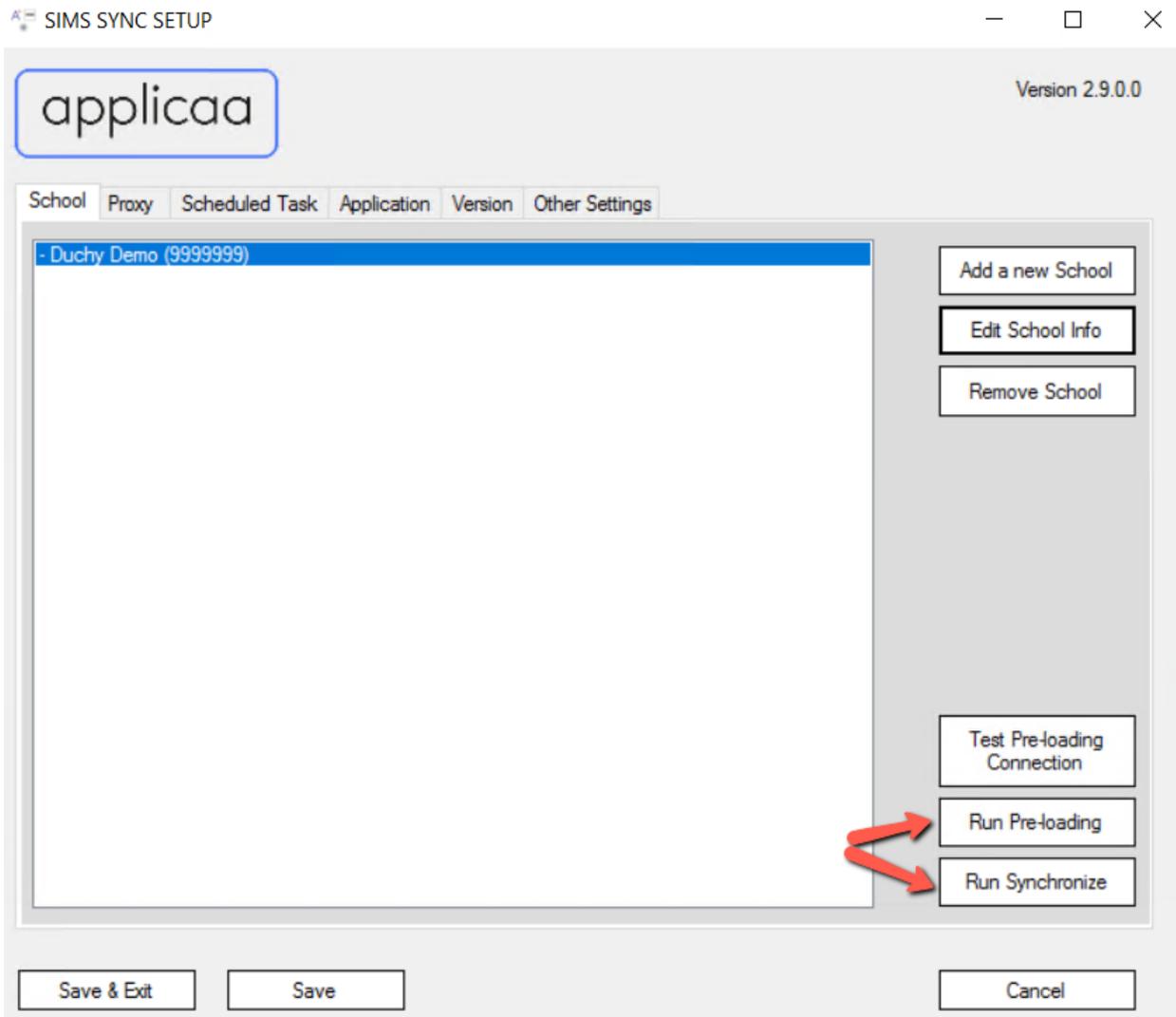
Save Exit

- Open the firewall for Admissions Plus URL and Amazon Cloud host/port
- The application need the access to 2 external host resources are:
 - Admissions+ domain for calling API
 - Amazon Cloud domain for pushing data to Preloading Database
- In order for the application running properly, please help to ask your IT Manager to allow access to Admissions+ URL and Amazon Cloud at:

- Host: sims-clone-production.cwokjrmdlfu.eu-west-2.rds.amazonaws.com
- Port: 5432

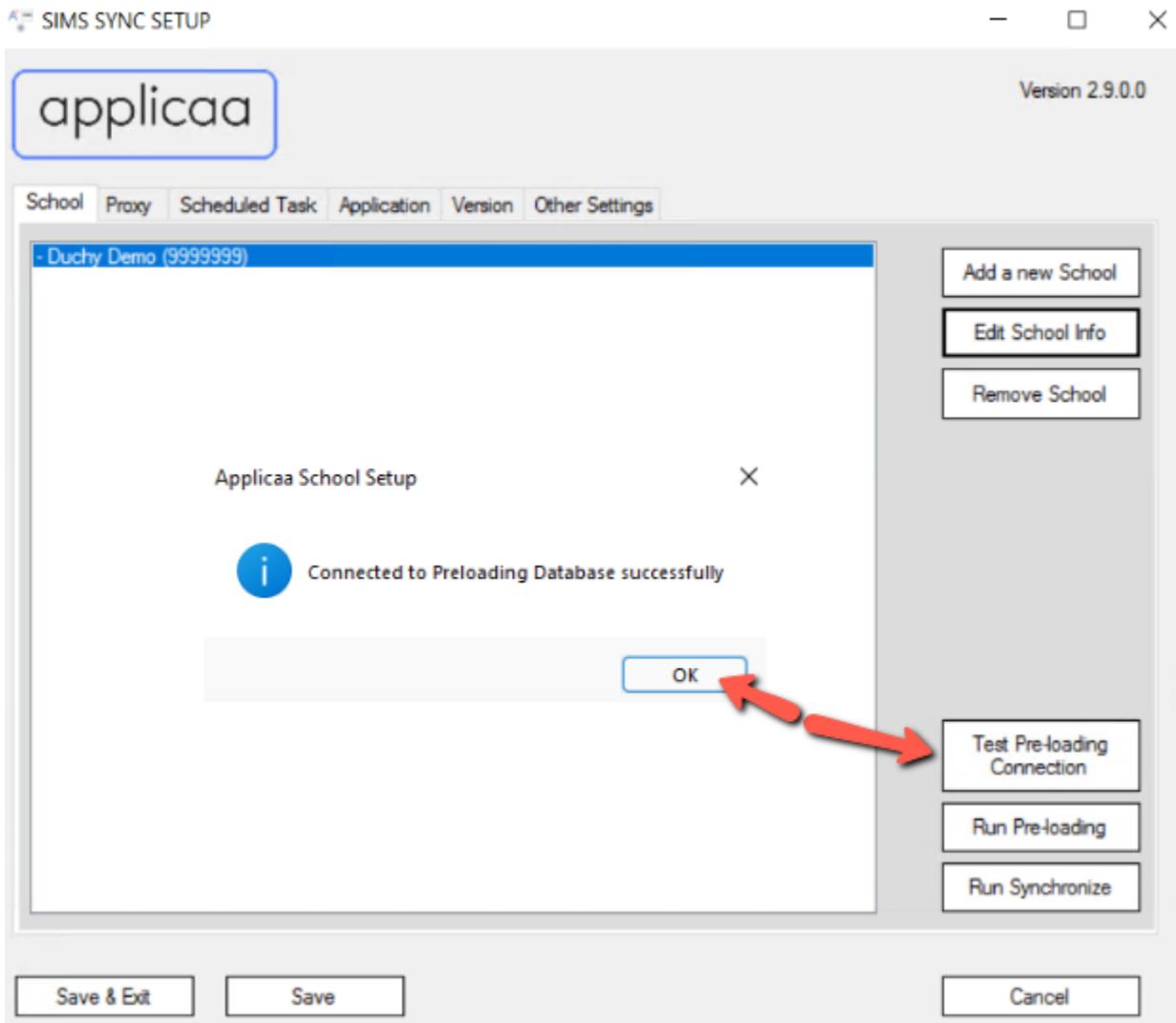
- **Run the SIMS sync application**

- If you already set the schedule task for the Syncing and Preloading process, then the process will run automatically as your scheduled time.
- The SIMS Sync application can also be run manually via the main screen with “Run Pre-loading” and “Run Synchronize” button

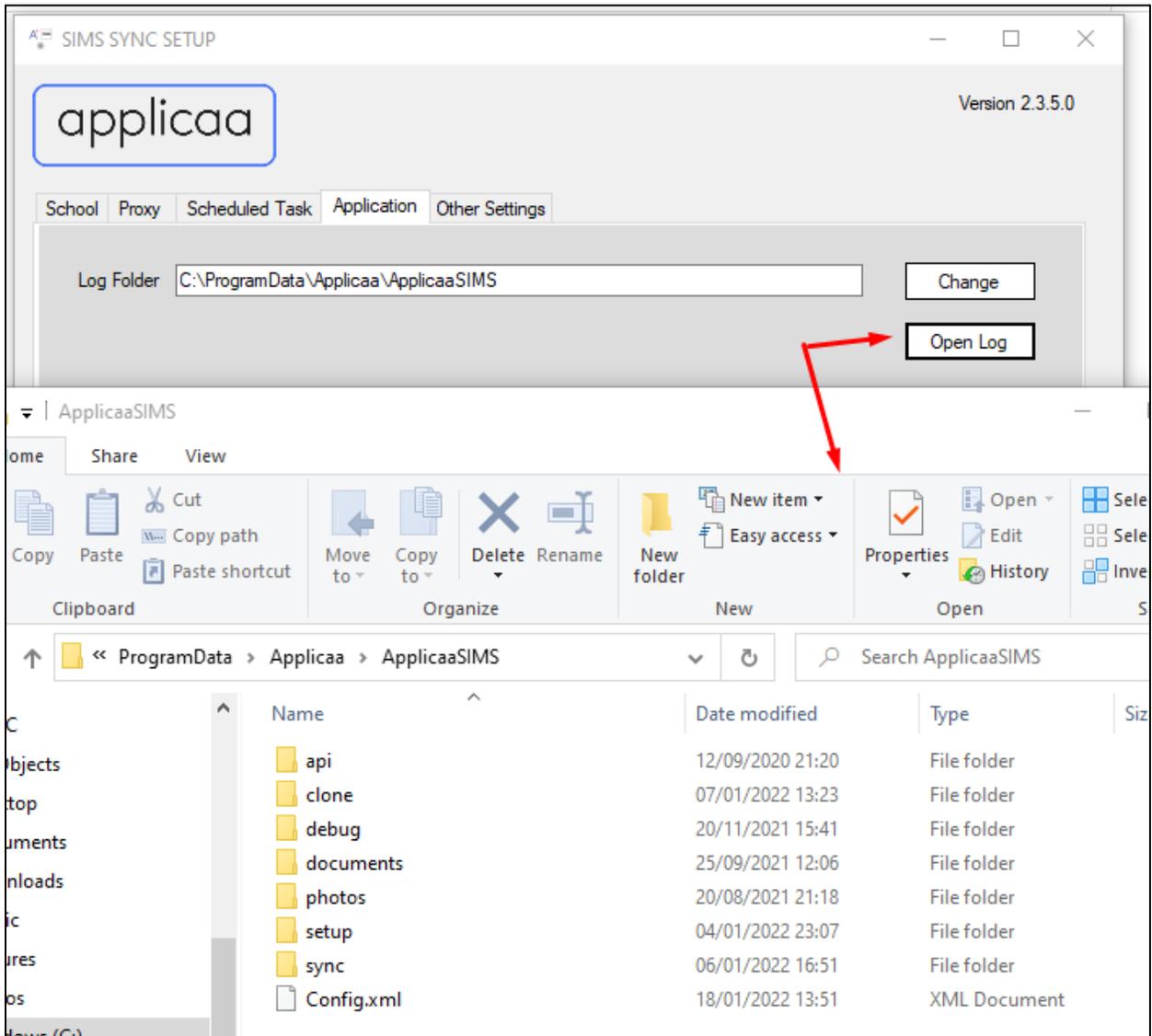


Please note: Only click on the “Run Synchronize” button once you have been instructed to set up the Sync schedule.

We also can click on “Test Pre-loading Connection” button to check if we already configured Preloading connection correctly and to make sure SIMS Sync can connect to Amazon Cloud Host and Port without any issues



- Checking the log files



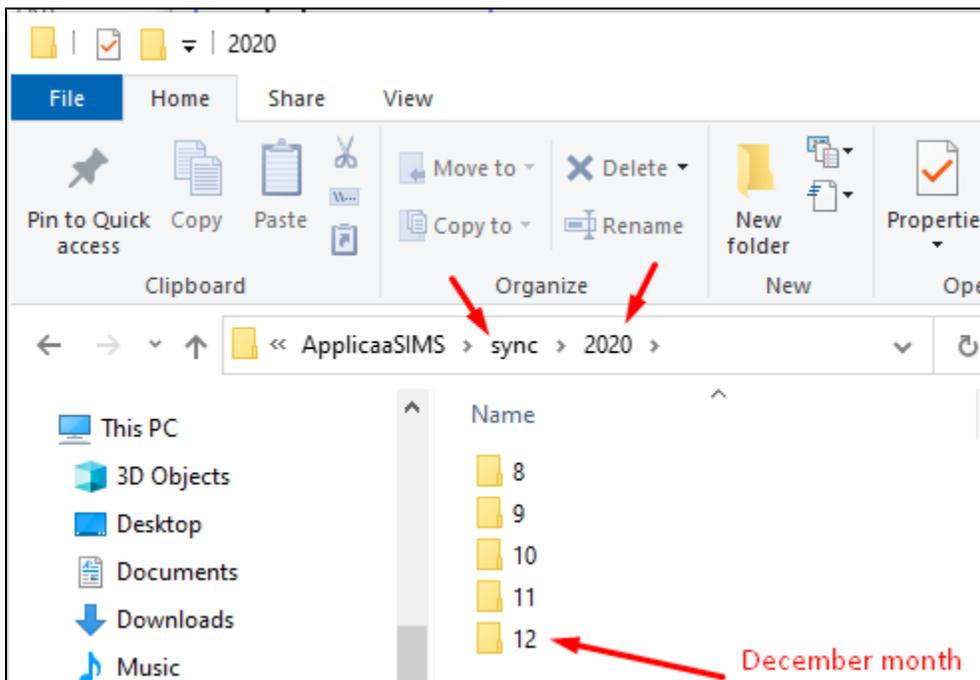
We can access the log folder by clicking on the “Open Log” button inside the “Application” tab. Below are the folders inside:

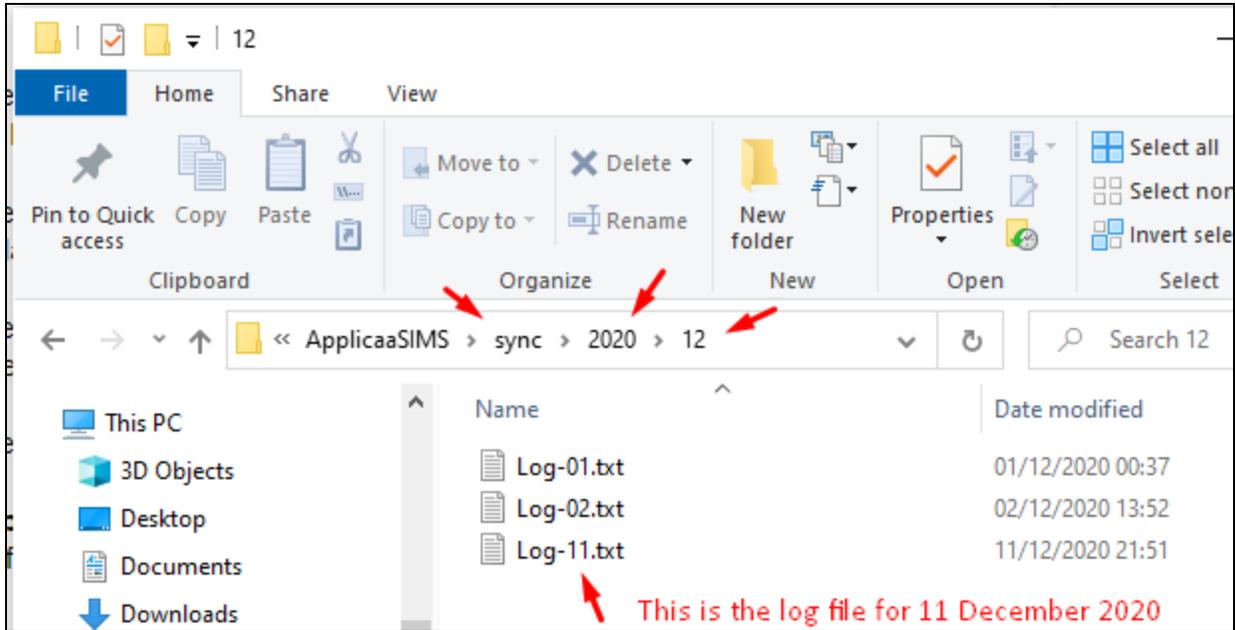
- api:
 - This is the folder to log the API request calling to Admissions+ API server
- clone:
 - This is the folder to log the preloading result
- debug:
 - This is the folder to log preloading, setup and sync result with all content, exceptions, errors (for Developer debugging purpose)
- documents:
 - This is the folder used to download the documents from Admissions+, these documents will be later imported into SIMS

- photos:
 - This is the folder used to download student avatars from Admissions+, these avatars will be later imported into Student avatar field in SIMS
- setup:
 - This is the folder to log the errors, exceptions or warnings when we run the SIMS configuration setup windows
- sync:
 - This is the folder to log the syncing result

For the end user, **clone**, **setup** and **sync** folder can give useful information, while other folders are used by the app or useful for developer only

Inside **clone**, **setup** and **sync** folder, they are divided into smaller folder by **year => month => date**





```

2020-11-25 13:29:33.549 [INF] -----
2020-11-25 13:29:33.549 [INF] 1/ STATUS
2020-11-25 13:29:33.564 [INF]   Sync Enquiry: SUCCESS
2020-11-25 13:29:33.564 [INF] 2/ INFO
2020-11-25 13:29:33.564 [INF]   Update enquiry: (ApplicaaContactId: '2676', ContactId: '17481', EnquiryId: '4482', Forename:
2020-11-25 13:29:33.564 [INF]   Sync Visit: NoDataToSync
2020-11-25 13:29:33.564 [INF] 3/ WARNING
2020-11-25 13:29:33.564 [WRN]   Enquirer Address: Enquirer already got SIMS Address id '9282' and existing address in SIMS.
2020-11-25 13:29:33.564 [WRN]   Visit: There is no visit data to sync
2020-11-25 13:29:33.564 [INF] 4/ ERROR
2020-11-25 13:29:33.564 [INF]   Error is empty
2020-11-25 13:29:34.252 [FTL] Sync Enquiry: there is an exception while syncing enquiry '5494'
2020-11-25 13:29:35.642 [INF] -----

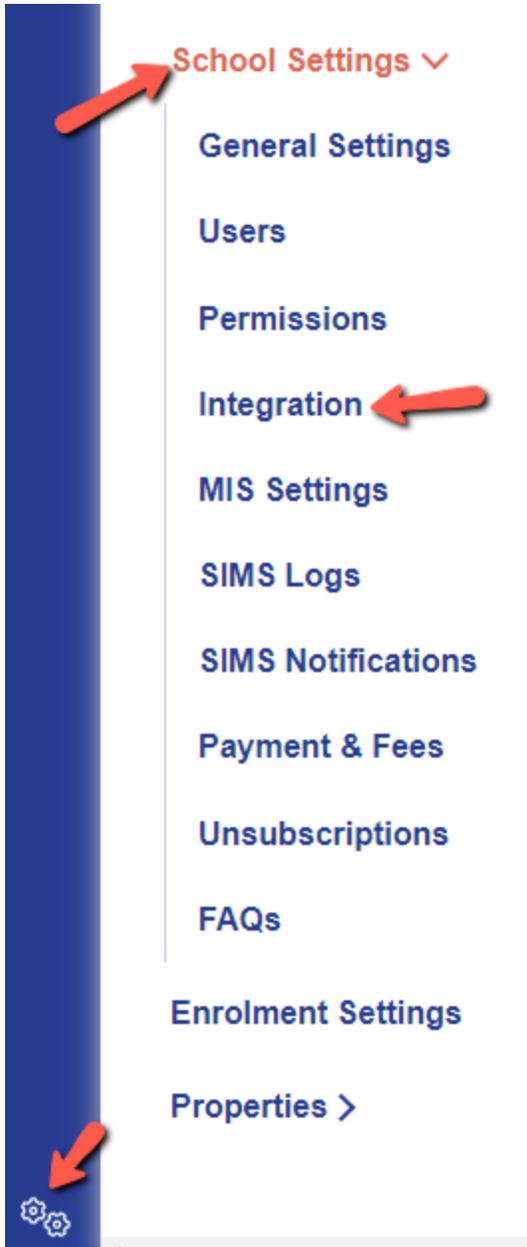
```

The above is an example of content inside a log file which including:

- The timestamp when the program execute, e.g. 2020-11-25 13:29:33.549
- Three kinds of message including:
 - Information [INF] shows the information message
 - Warning [WRN] shows the warning message
 - Fatal [FTL] shows the fatal/failed message
- If there is a Fatal [FTL] error, the detailed error message will be showed in **debug** folder with more information which helps developer easier in debugging the program.

Integration on Admissions+ Platform

Finally, you will need to login to the platform, using your normal login details. Then go to: Settings - School Settings - Integration



Under MIS Settings, click on “Edit”

A screenshot of a web form titled 'MIS Setting'. The form has a 'Cancel' button and a 'Save' button in the top right corner. The form contains several input fields: a dropdown menu for 'Integration Platform' with 'Sims sync' selected; a text field for 'Sims School ID (assigned automatically)'; a text field for 'Sims Sync Account'; a text field for 'Sims Sync Password'; and a text field for 'Sims Sync Contacts'. Red boxes highlight the 'Sims Sync Account' and 'Sims Sync Password' fields.

You will need the API credentials that have been sent to your by your CSM.

Click "Save" and advise your CSM that this is completed. Your CSM will now go ahead with the initial configuration steps that they need to complete.