

Data Transfer

SIMS



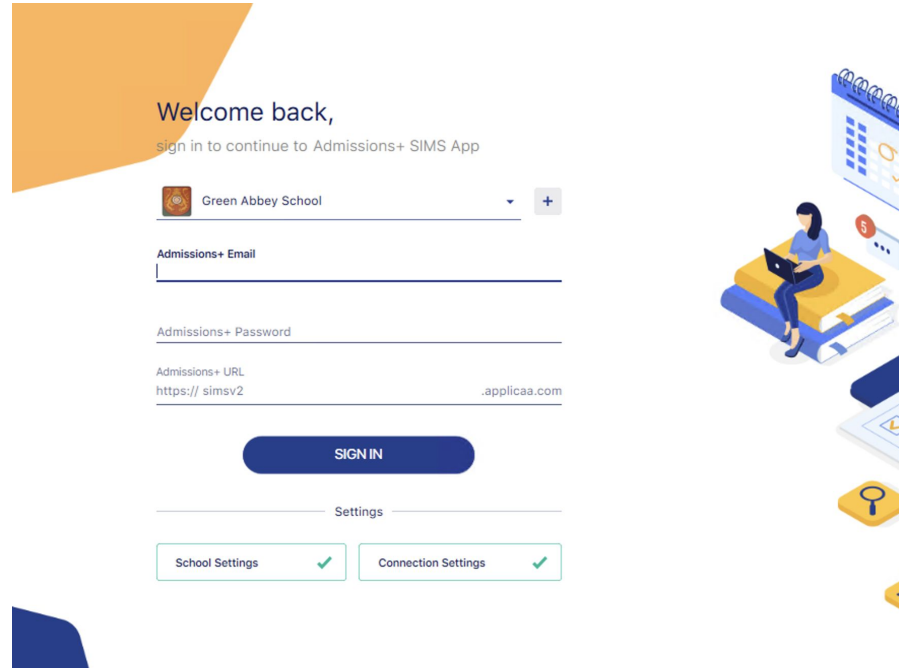
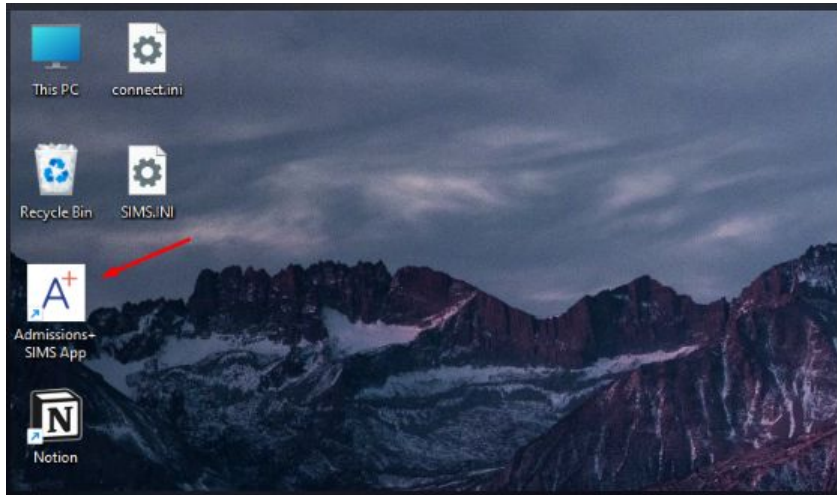
Importing applicant and contact data into SIMS

Data is moved into SIMS from Admissions+ using the Admissions+ SIMS App; this guide covers the steps and you can also find this guide on our Knowledge Base.

Prior to being able to import data into SIMS, you need to ensure you have created a **pre-admission group in SIMS** to receive the new applicants into. Your Data Manager will be able to help you with this if you are unfamiliar with how to create a new pre-admission group.

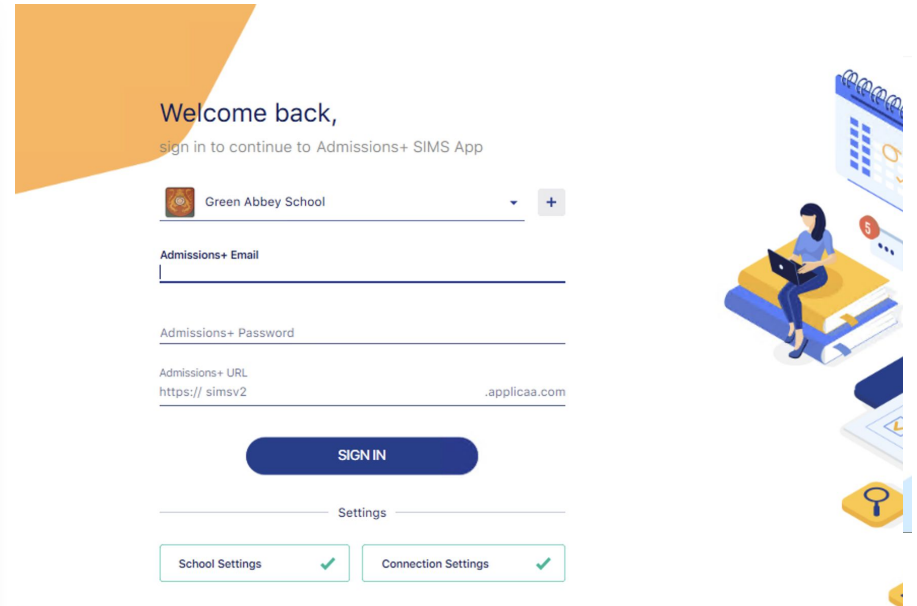
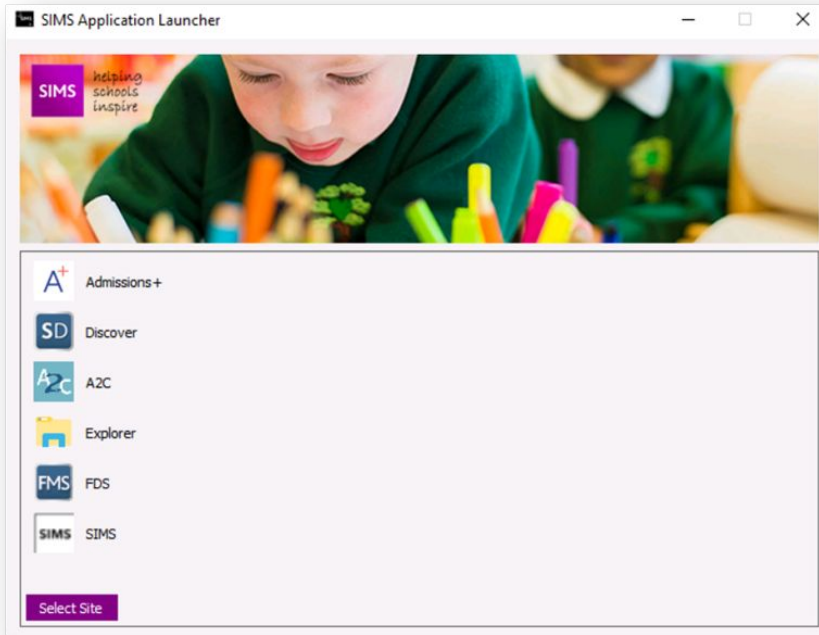
LOGIN

Load the **Admissions+ SIMS App** - it is installed as an app on your desktop/the desktop of whomever installed the App and looks like this:



LOGIN

For SIMS connected you will need to raise a ticket with ESS Service Desk requesting to have the access to AppliCAA's Admissions+ SIMS Application enabled in SIMS Connected. See our SIMS Connected knowledge base article for more information



Check your settings before beginning your import

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.

The screenshot displays the Admissions+ SIMS App interface. On the left is a dark blue sidebar menu with the following items: Welcome, Dashboard, Import Applications, Export Applications, Import Class Options, Import Transition Data, Add Students to Groups, Reports, and Settings. The 'Settings' option is highlighted with a red arrow. At the bottom of the sidebar, the school name 'Greenford High School' and the version number '4.1.1' are visible. A red arrow points to the version number with the text 'Check which version you are running'. The main content area shows a 'Changelog' section with a vertical timeline of updates. The top of the changelog is highlighted with a red arrow. The entries are as follows:

- Version 4.1.1** (17-06-2024): **★ Your current version**
 - UI/UX improvements
 - Bug fixes & performance improvements
- Version 4.1.0** (14-06-2024)
 - 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.
- Version 4.0.2** (11-04-2024)
 - Bug fixes & performance improvements
- Version 4.0.1** (10-01-2024)
 - Bug fixes & performance improvements
- Version 4.0.0** (02-01-2024)
 - 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 :
 - A more intuitive sidebar menu design to maximise screen space.
 - Removal of the minor update mode.

Choose the “import” option

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

The screenshot displays the Admissions+ SIMS App interface. On the left, a dark blue sidebar menu is visible with the following items: Welcome, Dashboard, Import Applications (highlighted with a red arrow), Export Applications, Import Class Options, Import Transition Data, Add Students to Groups, Reports, and Settings. The main content area shows a progress bar with seven steps: Applicants Matching, New Applications, Existing Applications, Existing Students, Contacts Matching, and Addresses. Below the progress bar, a message reads: "Please select an Application form before importing applications!". A blue cartoon robot character with a white 'A' on its chest is positioned below the message. The bottom of the sidebar shows the Greenford High School logo and the version number 4.1.1.

Confirm which dataset you want to import data from

Step 1 (Forms) - Choose the application form you wish to import data from; all of your active forms will show in a list on the left hand side of the App, like so:

Admissions+ SIMS App

Import Applications (Admissions+ → SIMS)

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

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

Applicants

Select all Search applicants

Select	Photo	Forename	Surname	Birthdate	Gender	A+ Groups	App Status	Offer
<input checked="" 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 Destinye	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

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



Select your applicants

Step 1 (Applicants) - You can then select which applicants you would like to import. Select them using the checkboxes to the left of their names, or use the "select all" button at the top if appropriate. Click "next"

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

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

Total: 92

NOTE: the following steps are all designed to ensure no duplicates are created in SIMS when you complete your import.

Detecting Duplicates: Manual Matching

The app will also detect any applicants you are trying to import, whose records seem **similar** to a record already held in SIMS, and with these you can **Manually Match** the records to ensure the data is linked, if applicable, or that a brand new applicant is created in the event that the data belongs to two separate people who just happen to have very similar details to one another.

The screenshot shows the 'Admissions+ SIMS App' interface. The left sidebar contains navigation options: Welcome, Dashboard, Import Applications (selected), Export Applications, Import Class Options, Import Transition Data, Add Students to Groups, Reports, Settings, and User Guide. The main area is titled 'Import Applications (Admissions+ → SIMS)' and features a progress bar with steps 1 through 8. Step 2, 'Applicants Matching', is currently active. Below the progress bar, there are tabs for 'Auto Match' and 'Manual Match'. A warning message states: 'Some students in Admissions+ are very similar to records already in SIMS. To avoid creating a duplicate record, please check the record and tell us whether or not to match this record by choosing one of the actions below?'. The 'FROM ADMISSIONS+' section shows a profile for 'Simon Gregg' (20-11-2004) with fields for Email, Telephone, Address, Related people, and Application Reference Number (-dkpxWJC-000615). The 'FROM SIMS' section lists three options: 1. 'Match to this SIMS student (BEST MATCH)' with details for Simon Gregg (20-11-2004, 01632 529129) and his mother Adele Gregg (31 Lady Mayor Drive, Bedford, MK41 0FH, United Kingdom). 2. 'Match to a different person already in SIMS.' with a link to choose that person. 3. 'Add this person in SIMS as a brand-new applicant' with a note that this will create a new applicant and allow for data transfer configuration. A fourth option, 'Skip this applicant', is also present. At the bottom, it shows 'Reviewed Applicants: 0/2', 'Estimated time: About 30 seconds remaining', and '0.00%'. Navigation buttons include 'PREVIOUS', 'CONFIRM & NEXT', 'BACK', and 'NEXT'.

Detecting Duplicates: Auto-matching

Next, the app will **Auto Match** any applicants you are trying to import, whose data seems to match someone already in SIMS. It doesn't know for sure that they are the same person until you confirm it, but "mark as matched" will be preselected for you as there is a very strong likelihood that 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	

Detecting Mis-matches

The App will then scan to detect any potentially mis-matched applicants.



Step 2 - Here, it is looking for any students who **already exist in SIMS** and will flag any students to you whose data seems to have changed significantly on their Admissions+ profile, compared to the existing data held in SIMS. You have the option to decide whether they are indeed the same person, or whether the two profiles should be unlinked (thus 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: Female Birthday: 01-09-2010 Type: Internal Email: Telephone: Address: 11 Cheltenham Gardens, Bletchley, Milton Keynes, MK3 5NS, United Kingdom Associated people:</p>	 <p>Full name: Ethan Adams Gender: Male Birthday: 15-09-2010 Type: Student Email: Telephone: Address: 11 Cheltenham Gardens, Bletchley, Milton Keynes, MK3 5NS, United Kingdom Associated people:</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"><input type="radio"/> Yes, they are the same person</div> <div style="border: 1px solid #ccc; padding: 5px;"><input type="radio"/> No, unlink them</div>

RAISE A SUPPORT TICKETReviewed Applicants: 0/1Estimated time: About 15 seconds remaining0.00%CONFIRM

New applications

Step 3 - The app will then show you a list of all **New Applications** - applicants who have never been imported into SIMS before, and who do not match to any existing data within SIMS.

You will also see lists of Existing Applications (applicants who have previously been imported via the SIMS App and are not currently on roll - externals) and Existing Students if applicable (this would be the current on roll Year 11 students on your Year 12 application form, for example).

Admissions+ SIMS App

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

New applications

Intake Group Admission Group Year Taught In

Deselect all Search new applications

Select	Photo	Forename	Surname	Birthday	Gender	ARN	A+ Groups	App Status	Offer Status	Enrollment Status	Internal	Imported on	View Profile
<input checked="" type="checkbox"/>		O6 Application	Oanh	02-02-1989	♂			Completed	Pending	Pending		Not yet imported	A+
<input checked="" type="checkbox"/>		Molly	Willoughby	03-02-2000	♂			Completed	Pending	Pending		Not yet imported	A+
<input checked="" type="checkbox"/>		Test	Student	17-07-2008	♂			Completed	Pending	Pending		Not yet imported	A+

Existing applications and students

You will also see lists of **Existing Applications** (applicants who have previously been imported via the SIMS App and are not currently on roll - externals) and **Existing Students** if applicable (this would be the current on roll Year 11 students on your Year 12 application form, for example).

The screenshot displays the Admissions+ SIMS App interface. The top navigation bar shows a progress indicator with 8 steps: 1. Forms, 2. Applicants Matching, 3. New Applications, 4. Existing Applications, 5. Existing Students, 6. Contacts Matching, 7. Addresses, and 8. Import & Summary. The 'Existing Applications' section is active, showing a table of existing applications. The 'Existing Students' section is also visible, showing a table of existing students.

Existing applications

Select	Photo	Forename	Surname	Birthday	Gender	ARN	A+ Groups	App Status	Offer Status	Enrollment Status	Internal	Imported on	View Profile
<input checked="" type="checkbox"/>		Test Ford	Test Shields	24-11-2013	♂	823-2019-08-E-003445		Completed	Pending	Enrolled		02-10-2023 16:05:01	
<input checked="" type="checkbox"/>		Redeem	Tinubu	01-09-2008	♀	823-2019-08-E-001955		Completed	Pending	Pending		02-10-2023 16:15:09	

Existing students

Select	Photo	Forename	Surname	Birthday	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	<input checked="" type="checkbox"/>	14-11-2023 09:57:43	
<input checked="" type="checkbox"/>		Sasha	Quinton	25-03-2006	♀	005110	W820200109049		Completed	Pending	Pending	<input checked="" type="checkbox"/>	14-11-2023 09:57:38	
<input checked="" type="checkbox"/>		Isabel	Redding	18-12-2003	♀	004778	P823432114073		Completed	Pending	Pending	<input checked="" type="checkbox"/>	14-11-2023 09:57:32	

Selecting which data to import

You will select the pre-admissions group that the data should be imported into, and will also have the choice of which data to import for each of these groups. You can "select all" to import all data collected in A+ which writes back via SIMS lookups, or you can individually select the fields of data you wish to import.

The screenshot shows the 'Admissions+ SIMS App' interface for 'Import Applications (Admissions+ → SIMS)'. A progress bar at the top indicates the current step is '3. New Applications', with other steps including '1. Forms', '2. Applicants Matching', '4. Existing Applications', '5. Existing Students', '6. Contacts Matching', '7. Addresses', and '8. Import & Summary'. The main area is titled 'Synchronisation fields' and contains a search bar and a grid of 13 categories of fields, each with a 'Deselect all' button and a search filter. All fields in the grid are currently selected with checkmarks.

Category	Field	Selected
1. Basic Details	Forename	✓
	Surname	✓
	Preferred Forename	✓
	Preferred Surname	✓
	Middle Name	✓
	Gender	✓
2. Registration	Date of Birth	✓
	Photo	✓
	Boarder Status	✓
	House	✓
3. Addresses	UPN	✓
	ULN	✓
	Address	✓
	Mailing Point	✓
4. Telephones & Emails	Eligible for Free Meals	✓
	Telephones	✓
	Emails	✓
5. Family / Home	Meal Patterns	✓
	Contacts	✓
	Contact UDFs (User Defined Fields)	✓
7. Medical	Medical Practice	✓
	Medical Agency	✓
	Medical Notes	✓
	Medical Conditions	✓
	Medical Events	✓
	Emergency Consent	✓
8. Ethnic / Cultural	Medical Supports	✓
	NHS Number	✓
	Ethnicity	✓
	First Language	✓
	Home Language	✓
	English Additional Language	✓
9. Additional Information	Traveller Status	✓
	Religion	✓
	Country of Birth	✓
	Nationality	✓
	Welsh Fields	✓
	National Identity	✓
10. Welfare	Nationality and Passport	✓
	Proficiency in English	✓
	In Care	✓
11. School History	Young Carer	⚠
	Disabilities	✓
	School Histories	✓
12. Parental Consent	Meals	✓
	Parental Consent	✓
13. Others	Mode of Travel	✓
	Service Children Education	✓
	UDFs (User Defined Fields)	✓
	Documents	✓

Contacts matching

Step 6 - The **Contacts Matching** step will check to see if any data for the contacts you are importing already exists within SIMS. Again, this is 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.

Q 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	Click to resolve

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

Import Applications (Admissions+ → SIMS)

1 2 3 4 5 6 7 8

A Resolve potential duplicate contacts

CONTACT IN ADMISSIONS+	CONTACTS IN SIMS WITH SIMILAR DETAILS		
 <p>Mrs. Regina Ansell 15-06-1982 ♀</p> <p>Email: regian@applicaa.com</p> <p>Telephone: 01632658991 01632654321</p> <p>Address: 2, Peake Close, PETERBOROUGH, Cambridgeshire, PE2 9JE, United Kingdom</p> <p>Linked applicant: (Mother of) Guy Fulton</p>	<input checked="" type="radio"/> <p>SIMS Match to this SIMS contact (BEST MATCH)</p>	<p>Mrs. Regina Ansell ♀ regian@applicaa.com 01632654321, 01632658991</p>	<p>Address: 25 Peake Close, Peterborough, PE2 9JE, United Kingdom</p> <p>Associated people: (Mother of) Alfie Ansell (Mother of) Annie Ansell (Mother of) Archie Ansell</p>
	<input type="radio"/> <p>SIMS Match to this SIMS contact (POTENTIAL MATCH)</p>	<p>Mr. Jack Ansell ♂ oanh+jack@applicaa.com 01632654321, 07333365808</p>	<p>Address: 25 Peake Close, Peterborough, PE2 9JE, United Kingdom</p> <p>Associated people: (Father of) Alfie Ansell (Father of) Annie Ansell (Father of) Archie Ansell</p>
	<input type="radio"/> <p>SIMS Match to this SIMS contact (POTENTIAL MATCH)</p>	<p>Mrs. M BUXTON ♀ 01632654321, 016326</p>	<p>Address: 5 Engaine Drive, Shenley Church End, Milton Keynes, MK5 6BA, United Kingdom</p> <p>Associated people: (Mother of) Chris Buxton</p>
	<input type="radio"/> <p>SIMS Match to a different person already in SIMS.</p>	<p>Click here to choose that person.</p>	<p>Address:</p> <p>Associated people:</p>
	<input type="radio"/> <p>+ Add this person in SIMS as a brand-new contact</p>	<p>This will create a new contact in SIMS.</p>	
	<input type="radio"/> <p>? Do not import this contact</p>	<p>Choosing this option will prevent the import of this person from Admissions+ to SIMS.</p>	

RAISE A SUPPORT TICKET

Reviewed Contacts: 0/1 Estimated time: About 15 seconds remaining 0.00%

PREVIOUS CONFIRM

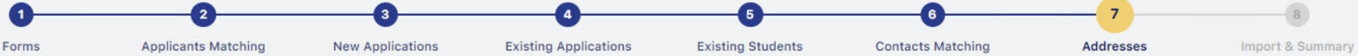
Total: 1 Progress: 0

Addresses

Step 7 - The **Addresses** step checks to detect any addresses being imported for an existing SIMS contact, which are different to the address on the Admissions+ form. You decide which address to keep.

Import Applications (Admissions+ → SIMS)

TEST MODE



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 Auddet Close, Kempshot, Market Bindings, 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, Auddet 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 Danh 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 7GP, 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 7GP, 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 7GP, United Kingdom

Completing the import

Step 8 - The final page shows you a summary and here, you click to import the data into SIMS.

You will receive a report at the end of the import, summarising the successful imports and highlighting any errors if applicable.

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

New Applications
No data to show

Existing Applications
No data to show

Existing Students
Update students 100.00% 1
Skip students 0.00% 0
Review existing students

Contacts Matching
No data to show

Addresses
Move to new addresses 0.00% 0
Stay at same addresses 100.00% 4
Review addresses

BACK IMPORT

IMPORT APPLICATIONS REPORT

Type to search

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

Importing classes into SIMS

Only students whose status is "**enrolled**" in your A+ system can have their classes imported into your MIS.

Please ensure prior to importing classes:

1. That you have checked your **MIS class codes** match the class codes you have added in Admissions+ by visiting your Timetables area from the main dashboard. Your timetabler can confirm the class codes from your MIS if you are uncertain whether or not they are correct.
2. That the students' status in SIMS has been updated from "applied" to "**accepted**" or "**admitted**"

Edge Base [Refer a school & save money!](#)

es Application Groups Offers Subjects Summary **Timetables** Options new Tasks Calendar All Activities Group Link

Add a class

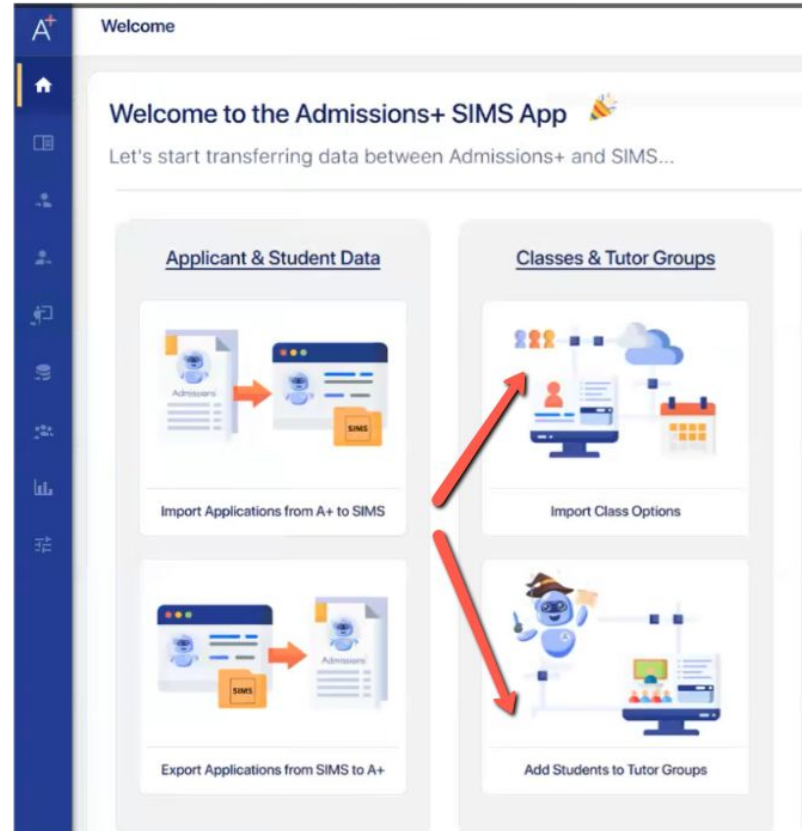
Title	Class code	Color code	Max number student can apply	Max number student teacher can enroll	Min number of students required to support class	Option Block
A Level Art and Des	Ad1A	<input type="text"/>	30	25	20	A X * ▾
A Level Art and Des	Ad2B	<input type="text"/>	30	25	20	B X * ▾

Choose “import class options”

Within the A+ SIMS App, click the "import classes" icon and then choose the correct application form from the list on the left hand side of your screen.

Select the students you wish to transfer the classes information for (those who have been enrolled) and then select the correct academic year for those applicants.

You can also import Tutor Groups from your Sorting Hat Wizard once you have sorted students into form groups. Read more on this on slide 23.



Filter to the relevant classes within SIMS

This will show all available classes in SIMS and you can filter that to show only Year 12 classes.

The SIMS Class Code and class information will show, and you can click "automatically match classes" to match the SIMS classes to the classes created in your Admissions+ system.

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/B1 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

Check your classes are correctly mapped

Ensure all of the classes are mapped correctly (once you have done this once, the App will remember your settings for next time).

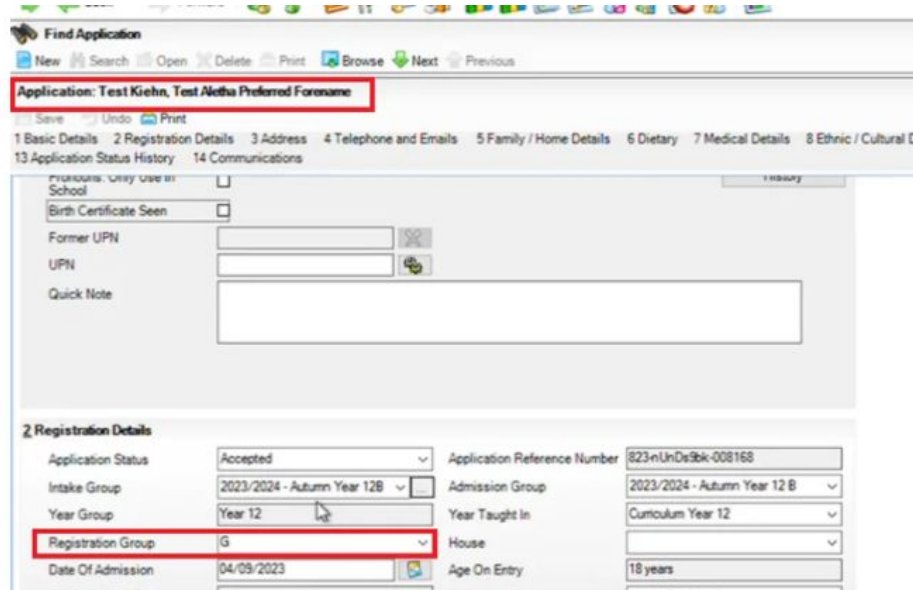
Click "next" and then "import" and the classes will then be imported for the students you have selected.

Please note, this process does not add the students to their base bands in SIMS, so this still needs to be done directly in SIMS.

Importing Form Group Data

You can use the Sorting Hat wizard to assign students to Form Groups - find out more about how that works [here](#)

Once students have been allocated, their allocations can be imported and students will be assigned to those groups in SIMS - you can see the process [here](#)



The screenshot shows the 'Find Application' window in SIMS. The application title is 'Application: Test Kiehn, Test Notha Preferred Forename'. The 'Registration Details' section is expanded, showing the following information:

Field	Value
Application Status	Accepted
Intake Group	2023/2024 - Autumn Year 12B
Year Group	Year 12
Registration Group	G
Date Of Admission	04/09/2023
Application Reference Number	823nUnDs3bk-008168
Admission Group	2023/2024 - Autumn Year 12 B
Year Taught In	Curriculum Year 12
House	
Age On Entry	18 years

FAQs and Useful Links

Should I import my data in batches, or all at once?

Batches work best - perhaps 20 students at a time, until you get more familiar with the process and can then manage larger batches

When is the best time to import my applicants?

- You can import them as soon as they have completed your Admission Form (Y7, Primaries) - no need to wait until they are all complete; process in batches as above
- For Year 12, we suggest importing as late as possible - after Enrolment; that way you minimise the amount of data being transferred and avoid having to delete lots of applicants from your pre-admissions area who never proceed to enrol with you

When should I import CTFs?

Please import your data from A+ first, and then import your CTFs directly to SIMS - you can read more on this [here](#)

Where can I find the link to install the SIMS App?

The link to download the App, alongside the guidebook and articles on importing and exporting data can all be located within the [Data & Integrations](#) area of our Knowledge Base



THANK YOU