# MIS Sync

**Upload Support** 





## **Upload Support**

Please check to see if you can use an API solution, if you are moving to another MIS please refer to one of the following options:

- Change of MIS system
- Moving to Arbor
- Moving to Bromcom
- Other MIS Provider
- Preparing a pupil data file for upload

NOTE The Pre-admission year group will be substituted with year X. This is to prevent roll-up issues when the record converts from Pre-admission to Pupil status.

### **Arbor**

- How to upload pupils, staff, and pre-admissions into ParentPay using the Arbor MIS integration
- Visitor and Other accounts need to be uploaded <u>How to upload staff, visitors and others</u> to <u>ParentPay</u>

#### **Bromcom**

- How to upload pupils, staff, and pre-admissions into ParentPay using the Bromcom MIS integration
- Bromcom Pre Admissions
- Visitor and Other accounts need to be uploaded <u>How to upload staff, visitors and others</u> to <u>ParentPay</u>

#### **SIMs**

- How to install MIS Sync for SIMS uploads
- Uploading pupil data to ParentPay from SIMS
- Uploading Preadmissions from SIMS
- Uploading pre-admission data to ParentPay from SIMS
- How to upload staff, visitors, and others to ParentPay

## Other MIS Systems - MIS:Sync

IMPORTANT MIS Sync can only be installed on a PC, Workstation or Server using the Microsoft Windows Operating System; it is not possible to install on Apple/Mac products.

- Installing MIS Sync
  - o For SIMS
  - o For other MIS



## Manual uploads via MIS: Sync using Mapping

- Preparing a pupil data file for upload
- Mapping for Manual upload
- Pre-admission or provisionally allocated pupil uploads
- How to complete a manual upload to ParentPay
- How to complete a manual upload of Pre-admission data

## **Troubleshooting**

- What port information do i need to add into the MIS Sync application to work in my network?
- My upload has failed, what do I do?







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in ParentPay



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Registered office: 11 Kingsley Lodge, 13 New Cavendish Street, London W1G 9UG Registration in England and Wales: 13477997 VAT Registration Number: 432862885