

# Bromcom

## Bromcom MIS Role, User Account and Permissions Setup



### Step 1: Creating a new Third Party Role

- 1. Click Config → Setup → Roles and permissions
- Click New, and give it the Role Name and Role Description
   'Third Party Writeback Admissions+'
   \*Do not use the existing third party role, make sure to click New and create a new one.
- 3. Change **Module** drop down to Setup.
- Select or tick the required Access permissions which are listed below:

Single Sign-On Pre-Admission Students Student Groups

5. Click **Save** to finish.



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### Step 2: Creating a User Account for Admissions+

- 1. Click Modules → Setup → System Users
- 2. Click New → select 'Create a New User'
- 3. Assign the user the following: First Name: Admissions Last Name: Writeback
- 4. Under User login details please assign the following Username: **Admissions** (*Note: The username must not contain characters*).
- 5. Please also assign a new password and confirm it in the Confirm Password field. <u>NOTE: DO NOT USE '&' AND '+' SPECIAL</u> <u>CHARACTERS IN YOUR PASSWORD</u> Make sure you note these login details down.
- 6. Please make sure to **deselect or un-tick** 'User must change password at next logon' option.
- 7. Under Roles, please select the following:

- The default role '**Third Party'** role usually found in the middle column.

- The 'Third Party Writeback - Admissions+', we created in Step 1

8. Click **Save** to finish.

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#### Step 3: Selecting the permissions for the new user account

- 1. Click Modules → Setup → Third Party Access Permissions And Logs
- 2. Select the Third Party account we have just created in Step 2 from the drop down list: Admissions (1.)
- 3. This will appear with no permissions given. Please click 'Manage Permissions' (2.)

## In the 'Manage Permissions' selection window you will need to select the permissions listed below:

Classes Collections CollectionAssociates Emails Languages **MedicalConditions** ParentalConsentTypes People PersonAddresses PersonMedicalConditions PersonTelephones PreAdmissionGroups **PreAdmissionStudents** SENStudentNeeds **SENStudents StudentContacts StudentPreviousSchool StudentSchoolTransportInformation** Students

StudentSurgeryDoctors UserDefinedFieldsData UserDefinedFieldInstanceOptions UserDefinedFields YearGroups YearGroupClasses YearGroupSubjectStudents YearGroupSubjectTeachers

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