

Bromcom MIS

Primary User

Quick Guide & Popular Features



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Introduction

This Guide is a quick introduction to the Bromcom MIS. On the following pages we will show you how to login and interact with the system, a few hints & tips to speed you along and some of the options that are popular with our current Users.

Access to the Bromcom MIS is controlled by Roles & Permissions. The Administrator Role has full access in the MIS, other Roles & Permissions can be tailored to the needs of the User, for instance a Teacher would not need to see the personal details of another member of staff however, the school nurse would need to see the medical details and possibly the contact details of both students and staff and nothing else.

Bromcom allows Roles & Permissions to be allocated by the Administrator to the User determining what level of access is given to which staff or group of staff members. A User could be given as little access as read access to one function from the inside the school's network (IP filtering) between set times of day at one extreme, to full access from anywhere at any time at the other extreme.

What does Bromcom Give You?

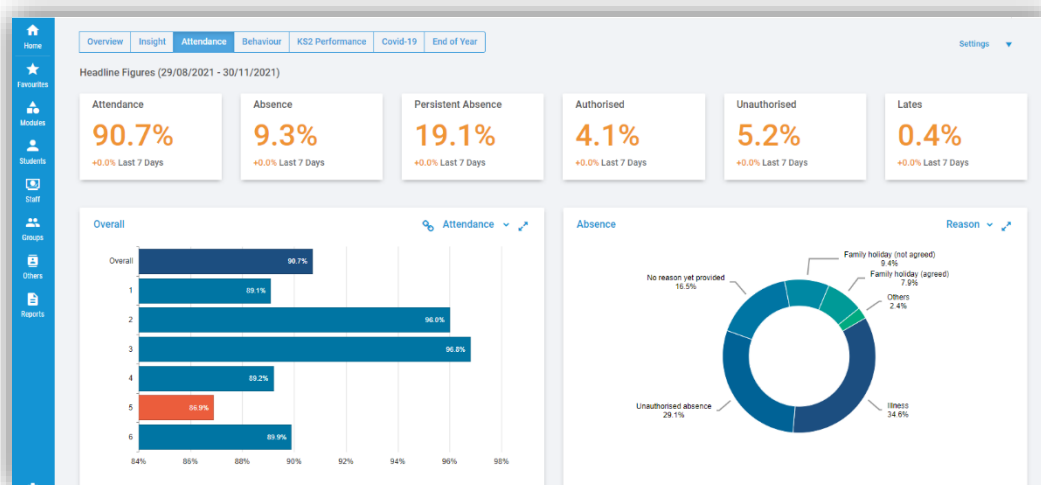
An easy to use, easy to follow, at a fingertip glance at what you need to know, when you need to.

The screenshot displays the Bromcom user interface for a student profile. The interface is clean and modern, with a blue sidebar on the left containing navigation icons for Home, Favorites, Modules, Students, Staff, Groups, Other, and Reports. The main content area shows the profile of Alice Wayne, including her photo, contact information, and a list of contacts. A search bar is located at the top right, and a 'Back to Student List' button is at the top left. Callouts highlight the following features:

- Easy to search top menu!**: Points to the search bar at the top right.
- Customisable colour skin with brand colours!**: Points to the blue sidebar.
- All icons updated!**: Points to the navigation icons in the sidebar.
- Personalized detailed display!**: Points to the student profile card.
- Clever grouping on navigation menus that allows you to find information easily!**: Points to the sidebar navigation icons.
- A card system where everything is listed on a regular basis!**: Points to the contact cards.

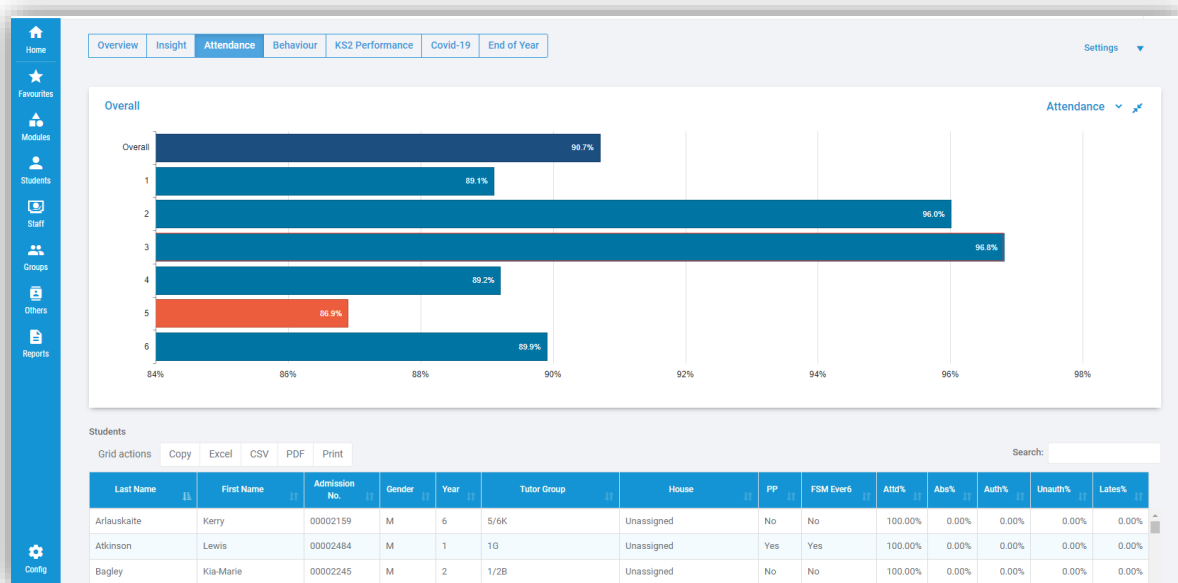
Most Users do not need to use Menus

A wide variety of tasks will be extremely easy to access via the **Global Search Tool** or your main **Dashboard**. In many cases a **User** can do all of their work without even touching the **Menu** system. They can search for their **Class**, **Students**, **Staff** and even **Rooms** or **Equipment** using the same tool. It is fast and easy to view the results. Not only does this increase accessibility to the required features, it reduces training overheads.



Powerful Dashboards and Analytics

Demographics and **Student** metrics such as **Attendance**, **Behaviour** and **Attainment** will be available at every level. It is easy to drill down into the tables, see the individual **Students** and export lists if necessary. Rather than being limited to static figures, the **Dashboards** demonstrate trends and ensure you are aware of dips in **Behaviour** or increases in **Persistent Absentees**.



Fully Integrated Calendar System

The system generates editable **Calendars** for **Students**, **Staff**, **Rooms**, **Equipment** and so on. Bromcom already has a **Diary** system for the **School**, **Staff** and **Students** but we are taking this a step further to fully embed this concept across the board. Custom events can be assigned to **Contacts**, **Rooms** and **Equipment**. It's easy to send a meeting request to a **Parent** or book out a laptop trolley for your next lesson.

The screenshot shows the 'Membership Display' form. It includes sections for Basic Group Details, Additional Group Details, Timetable, Associated Staff, Associated Room, and Associated Timetable. The Basic Group Details section has fields for Name, Description, Start Date, End Date, and Year Group. The Timetable section shows a grid for the week of 29/11/2021 to 05/12/2021. The Associated Staff section shows a table with columns for Staff Name, Role, Start Date, End Date, and Actions. The Associated Room section shows a table with columns for Location Name, Capacity, Description, Start Date, End Date, and Actions. The Associated Timetable section shows a table with columns for Start Date, End Date, Week Day, Period, Staff, Location, and Actions.

Drill Down Functionality Throughout

Bromcom has been incorporating drill downs for some time, but now we are taking it to the next level. For example, every time a **Behaviour** total is displayed, you will be able to click on it to drill down to the **Students/Staff**. To analyse in more detail, click on the individual **Student** to jump to their individual **Behaviour Dashboard** and **Events**. This multi layered approach is embedded throughout the MIS and is aligned with the experience we have come to expect from a modern cloud based application.

Student Details: Thomas Adams

Events Summary:

Event	Event Type	Points	Class	Location	Entered By	Event Date	Created On	Processed
Good Homework	Good Homework	5	5 Maple	Reception	Mrs S Jones	04/11/2021 11:35	04/11/2021 10:29	Yes
Great groupwork	Working as a group	5	1 Caterpillars	Reception	Mrs C Havelinella	29/10/2021 09:00	29/10/2021 15:21	Yes
Golden Time		3	5 Maple	RW	Mrs R Browchi	20/10/2021 08:05	20/10/2021 13:59	Yes
Bullying others	Bullying	-5	1 Caterpillars	RM	Mrs I Carroll	19/10/2021 10:01	19/10/2021 13:51	Yes
Not helping to tidy up	Good tidying up	-10	6 Buttercups	Hall (Hall)	Mrs H Asherson	15/10/2021 13:36	15/10/2021 09:20	Yes

Standardised Approach to Actions:

All tables have been standardised to allow drill downs and **Data Exports** along with an **Action** dropdown. This common language ensures that each area is straightforward to use. If there is an **Action** available for that list, it will be within the **Action** dropdown, so there is no ambiguity as to the functionality on offer.

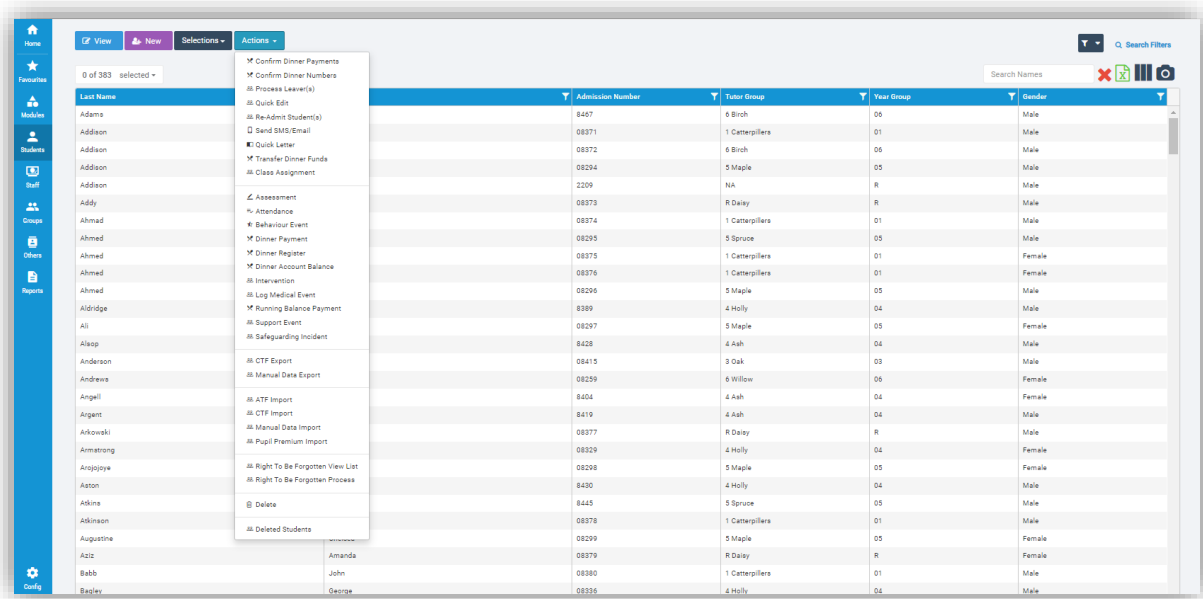
The new menu system is really intuitive, acting as a navigation and workflow tool. It provides a gateway to the depth of functionality we have come to expect from Bromcom and is satisfying to click through, with a really modern look and feel.

Class 5 Spruce - Date: 01/12/2021 (Wednesday) - Period: AM - Number of Pupils: 24/27

Pupil Name	AM	PM	Meal Type	Yr	M/F	Att%	PP	FSM	SEN
AHMED, Burcu	/	?	School Meal	05	M	100	PP	FSM	SEN
ATKINS, Davis	/	?	School Meal	05	M	100	PP	FSM	SEN
BAILEY, Dan	/	?	School Meal	05	M	100	PP	FSM	SEN
BROACH, Katie	/	?	School Meal	05	F	100	PP	FSM	SEN
BROMCOMBER, Jack	/	?	School Meal	05	M	40	PP	FSM	SEN
CHARLES, Jamie	/	?	Packed Lunch	05	M	94	PP	FSM	SEN
CLAYTON, Lerie	/	?	Packed Lunch	05	F	100	PP	FSM	SEN
COOPER, Jack	/	?	School Meal	05	M	37	PP	FSM	SEN
DARBAR, Jan	/	?	School Meal	05	F	100	PP	FSM	SEN
DUCKWORTH, Jake	/	?	School Meal	05	M	100	PP	FSM	SEN
GOLD, James	I	?	School Meal	05	M	39	PP	FSM	SEN
GOULDING, Perry	I	?	Absent	05	F	96	PP	FSM	SEN
HARDMAN, Christopher	/	?	Packed Lunch	05	M	100	PP	FSM	SEN
HARMSWORTH, Bryony	/	?	Packed Lunch	05	F	31	PP	FSM	SEN
HOLLINRAKE, Ariff	/	?	Packed Lunch	05	F	25	PP	FSM	SEN
KIER, Maire	M	?	Absent	05	F	96	PP	FSM	SEN
LLOYD, Natasha	/	?	School Meal	05	F	99	PP	FSM	SEN
LYTHGOE, Mohammed	/	?	School Meal	05	M	93	PP	FSM	SEN
MADIN, Georgia	/	?	School Meal	05	F	100	PP	FSM	SEN

Aesthetic Refresh

Lastly, Bromcom have carried out a complete overhaul of the interface design, citing influence from Google Material Design and some key players in the Tech industry. It stands out as a modern interface, devoid of clutter but feature rich.



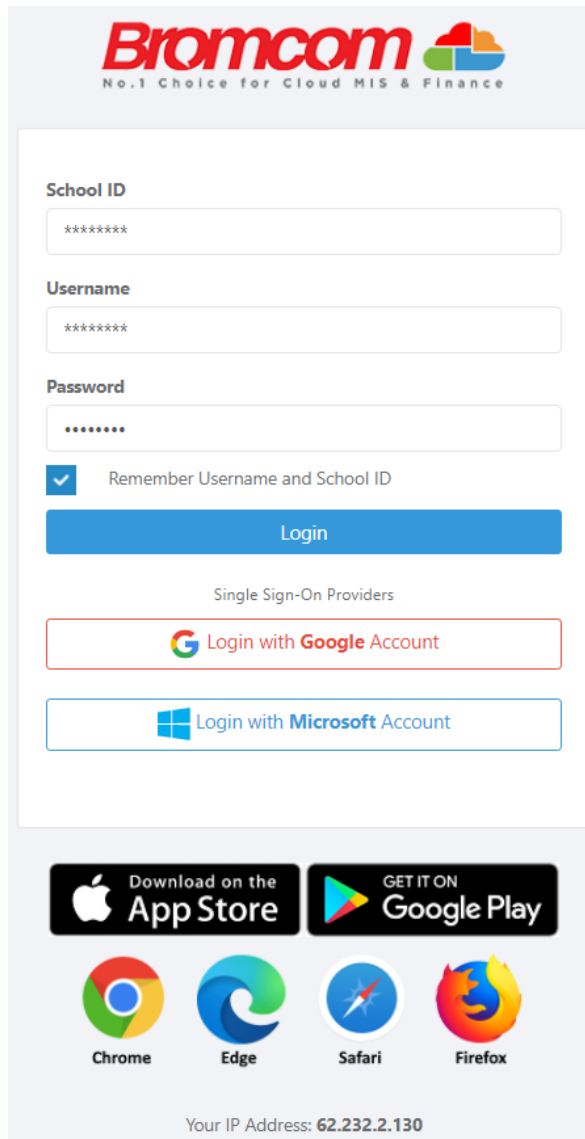
This rounds off the refresh nicely and presents Bromcom as a mature product that is on top of its game.

How to Login to the Bromcom MIS

To login to the **Bromcom MIS**, simply enter the following URL into your web browser:

<https://cloudmis.bromcom.com/>

This will display the **Login** page, enter the **School ID**, **Username** and **Password** that you have been given.

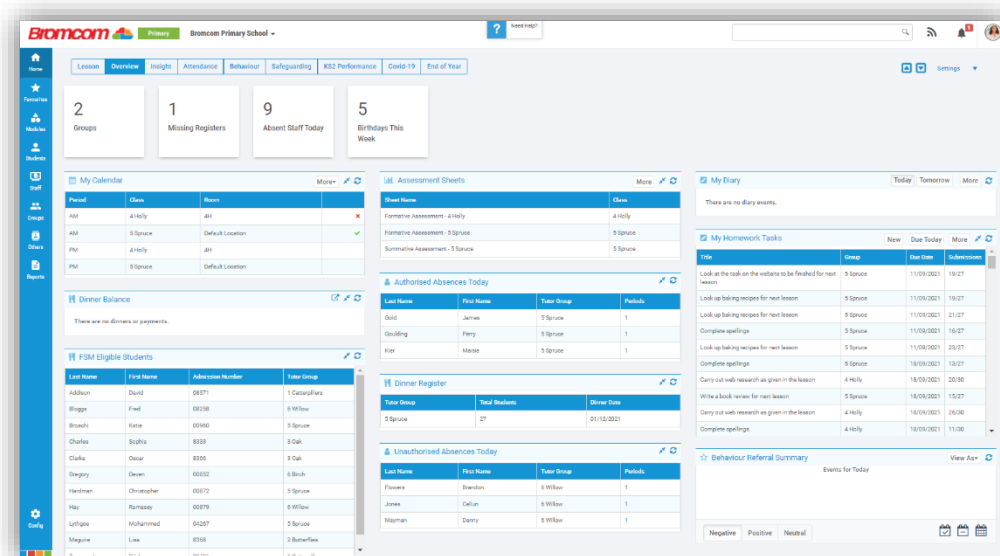


The image shows the Bromcom MIS login page. At the top is the Bromcom logo with the tagline "No.1 Choice for Cloud MIS & Finance". Below the logo are three input fields: "School ID" with a masked value "*****", "Username" with a masked value "*****", and "Password" with a masked value "*****". There is a checkbox labeled "Remember Username and School ID" which is checked. Below these fields is a blue "Login" button. Underneath the login button, it says "Single Sign-On Providers" and there are two buttons: "Login with Google Account" and "Login with Microsoft Account". At the bottom of the page, there are two buttons: "Download on the App Store" and "GET IT ON Google Play". Below these are four browser icons: Chrome, Edge, Safari, and Firefox. At the very bottom, it says "Your IP Address: 62.232.2.130".

If you tick the **Remember Username and School ID** checkbox you will only have to enter the password for future logins.

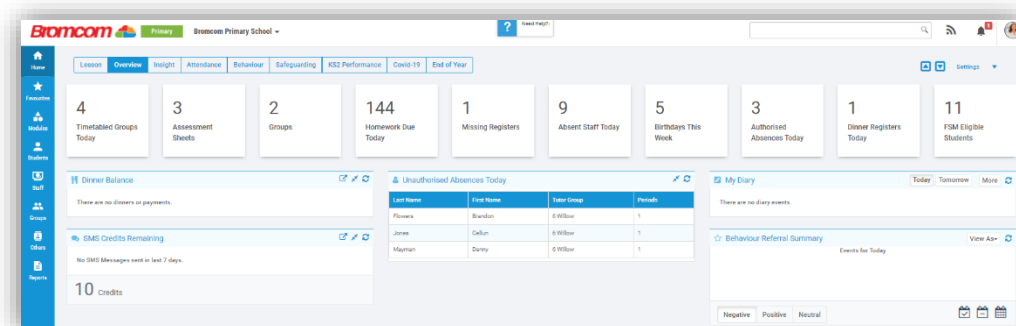
Dashboard Overview

The first page you will see after login is the **Dashboard**, the **Tiles** and **Widgets** displayed here will be slightly different for each **User**, depending on the **User Role** and **Access Rights**.

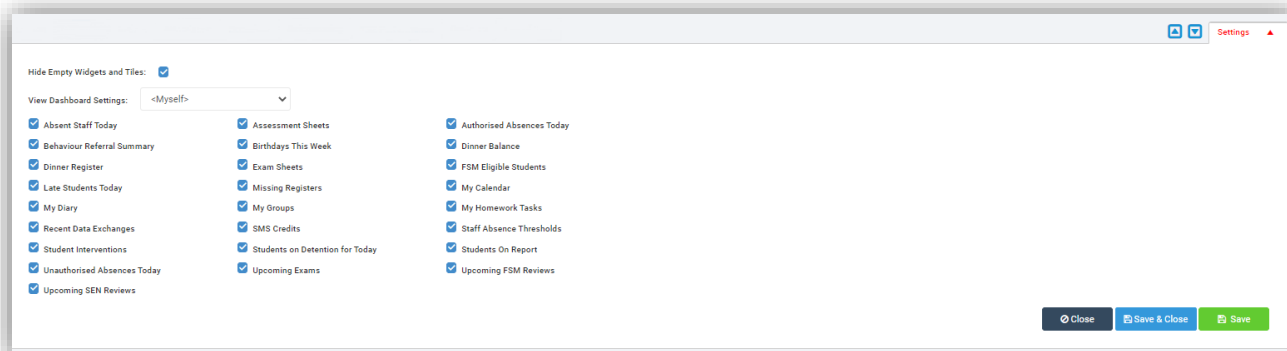


Clicking on a row in a **Widget** or on the **More** button will open a page with more information.

A **Tile** is a minimized **Widget**, clicking on the **Refresh** icon on a **Tile** will open it as a full size **Widget**. Tiles can be minimised and maximised by clicking on the **Expand** or **Collapse** icons.



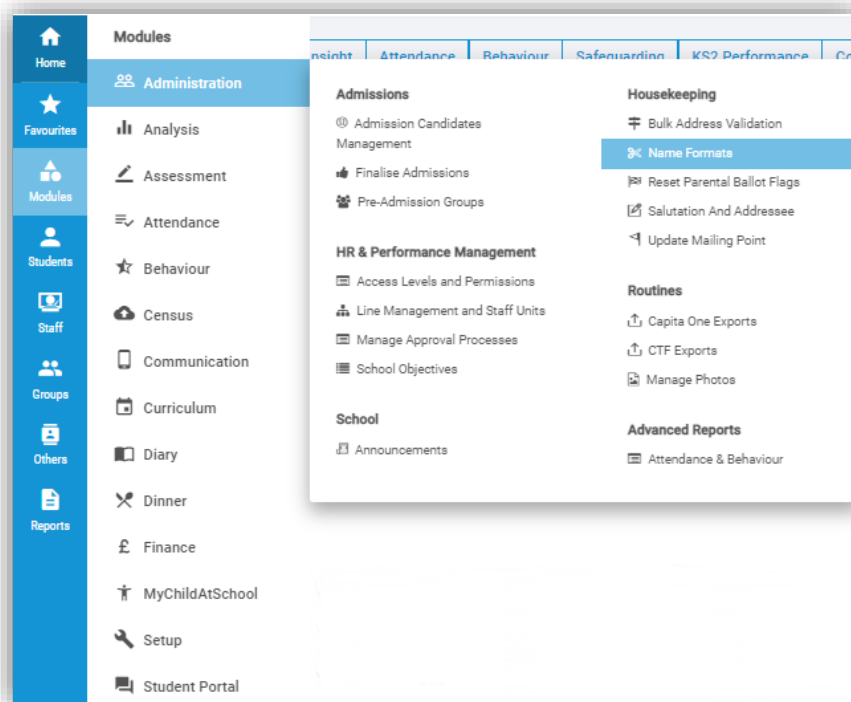
Click on the **Settings** option top right to select which **Widgets** are displayed.




Navigating the MIS

The **Menu** to the left of the page provides access to the **Modules** and **Favourites**.

The **Menu** works as a tree and opens up when you mouse over to select the **Module Item** required.



Whichever **Module** you are in, to return to the **Dashboard** click on the **Home** icon .

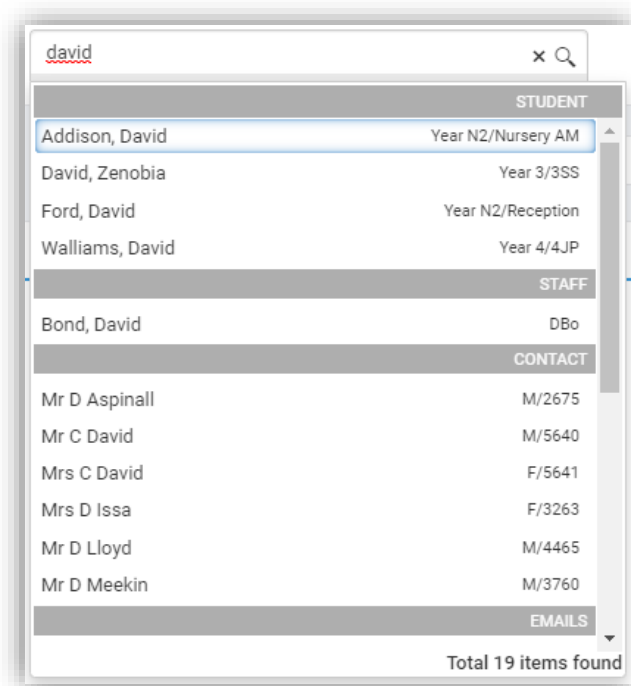
The colour of the **Menu** bar can be changed to any of our **Brand** colours by clicking on the Blue, Red, Yellow or Green squares at the bottom of the **Menu** bar.



Global Search Option

The **Global Search Option** allows a quick search of **ALL** the **Modules** and **Data** for the requested search criteria.

For all searches simply type what you are looking for and the matching criteria will be displayed in a dropdown list, click on the required option to open that page.



The **Global Search** option will search for **Students, Staff, Class, Groups, Telephone, email, Address, Contact, Student Sibling, Student Contact, Admission Number, UPN, Car Registration, Staff Code, Features, Reports, Room Bookings or Equipment Booking.**

Home

Every **Module** in the **Bromcom MIS** has a **Content List**, which has quick links to all the pages within that **Module**, (depending on **User Role** and **Access Rights**).

When a page has been selected from the **Menu**, a list of other pages available in that **Module** are displayed in a **Side Menu** that can be closed and reopened, the selected page will be highlighted, to move to another page simply click on it.

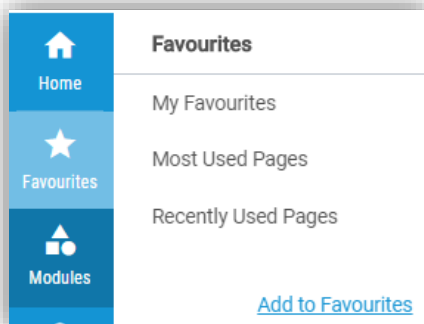
For example **Administration**

The screenshot displays the Bromcom MIS interface for the Administration module. On the left is a vertical navigation menu with icons and labels for Home, Favourites, Modules, Students, Staff, Groups, Others, and Reports. The 'Administration' module is selected, and its sub-items are listed: Admissions (Admission Candidates Management, Finalise Admissions, Pre-Admission Groups), HR & Performance Management (Access Levels And Permissions, Line Management And Staff Units, Manage Approval Processes, School Objectives), Housekeeping (Bulk Address Validation), and Name Formats (highlighted). The main content area shows the 'Name Format' configuration page. It includes an 'Apply' button at the top right. Under 'Apply To', there are checkboxes for 'Students' (checked), 'Staff', and 'Contacts'. Below this, there are two columns of radio buttons: 'UPPERCASE' and 'Title Case'. The 'Title Case' column has all five radio buttons selected. The rows are labeled 'First Name', 'Middle Name', 'Last Name', 'Preferred First Name', and 'Preferred Last Name'.

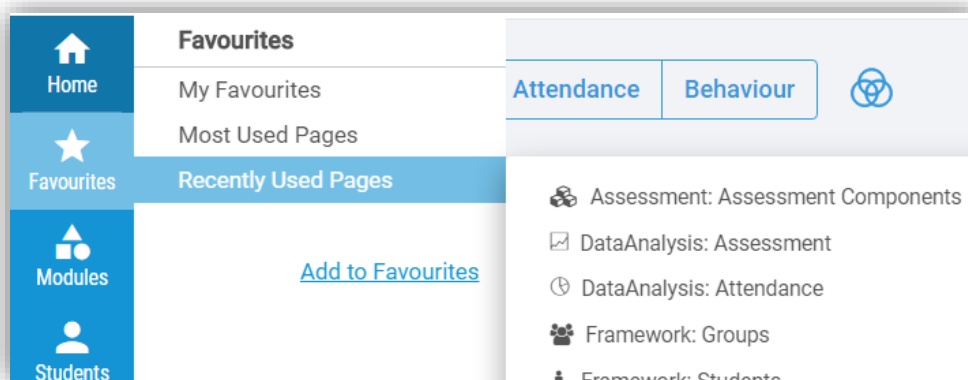
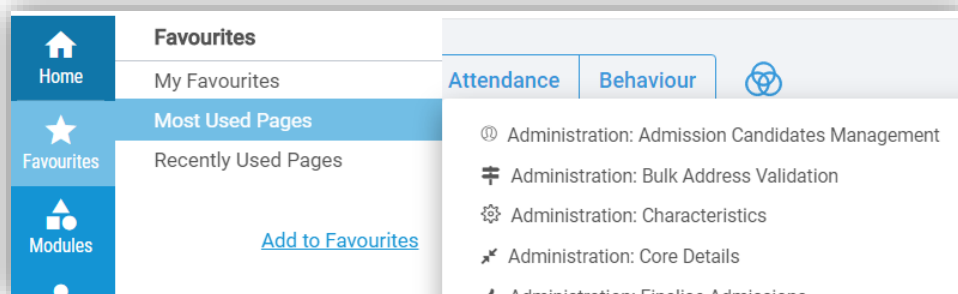
	UPPERCASE	Title Case
First Name	<input type="radio"/>	<input checked="" type="radio"/>
Middle Name	<input type="radio"/>	<input checked="" type="radio"/>
Last Name	<input type="radio"/>	<input checked="" type="radio"/>
Preferred First Name	<input type="radio"/>	<input checked="" type="radio"/>
Preferred Last Name	<input type="radio"/>	<input checked="" type="radio"/>

Favourites

Every page within the **Bromcom MIS** can be saved as a **Favourite**, enabling the **User** to return to the pages they use the most with the click of a button. This is done by clicking on **Favourites** from the **Menu** and then on the **Add Favourites** option when on that page.

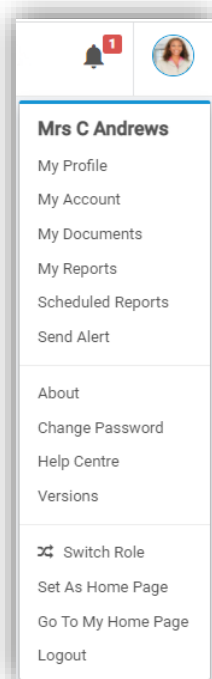


The page will then be added to **My Favourites** your **Most Used Pages** and **Recently Used Pages** are automatically saved and updated as you use them.



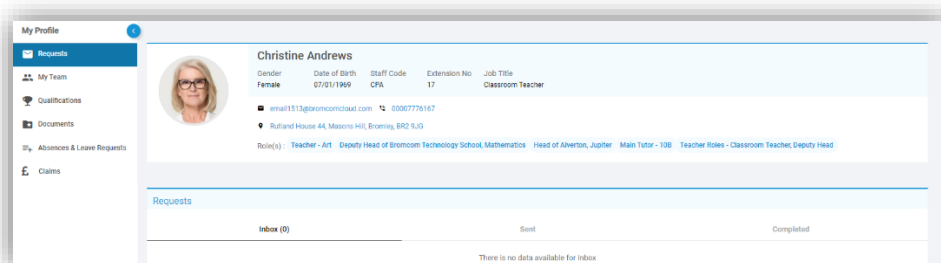
User Panel

The image of the **User** currently logged in is displayed in the top right, clicking on the image will display a dropdown list with links to other pages.



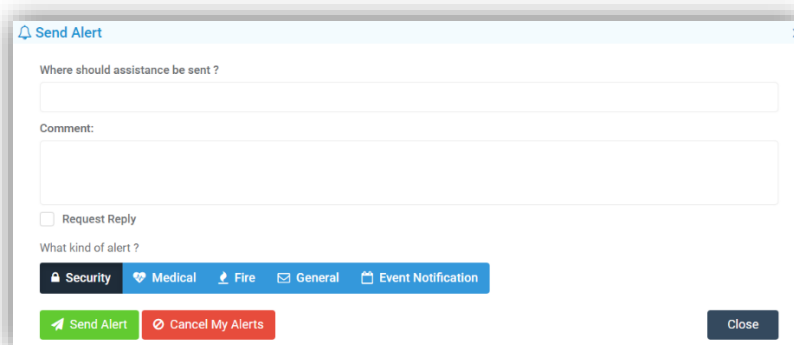
For general help on the modules click on the **Help Centre** link. This will open a new page where there are quick guides and bite sized video links.

The **My Profile** link allows the **User** to **View** their **Profile** information and to make **Requests** for **Leave** and **Claims**.



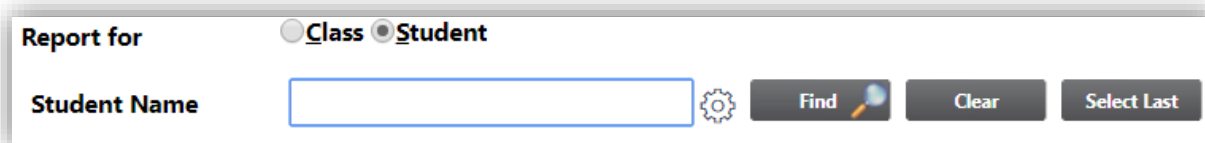
The **My Account** link contains the setup information for some of the pages and the **Teacher Register** defaults.

The **Send Alert** link allows the **User** to send an **Emergency Alert** instantly to let the designated people know the **User** has an issue and where they are.




Using the Selector

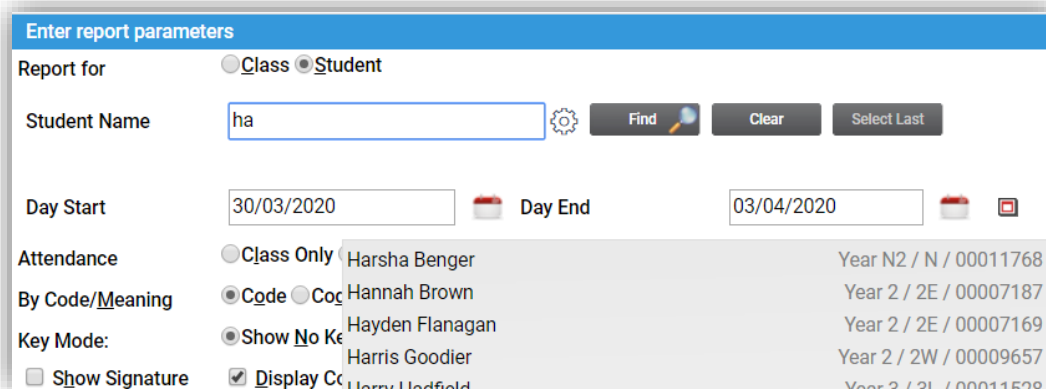
The **Search Selectors** appear throughout the Bromcom MIS and can be used for **Students, Staff, Groups, Classes** etc., most will have a radio button option to select either where relevant.



Report for ☐ Class ☒ Student


Student Name 



Typing in the **Selection Field** will display a dropdown list with the characters used, click on the name when it appears and it will display on the **Selection List**. If the selection is for a single instance just continue with the action.



Enter report parameters

Report for ☐ Class ☒ Student

Student Name 

Day Start  Day End 

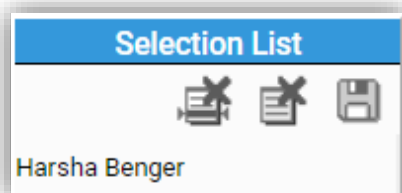
Attendance ☐ Class Only ☒ Code ☐ Code

By Code/Meaning ☒ Show No Ke ☐ Display Co




Key Mode: ☐ Show Signature ☒ Display Co

Harsha Benger	Year N2 / N / 00011768
Hannah Brown	Year 2 / 2E / 00007187
Hayden Flanagan	Year 2 / 2E / 00007169
Harris Goodier	Year 2 / 2W / 00009657
Harry Hadfield	Year 2 / 2L / 00011538

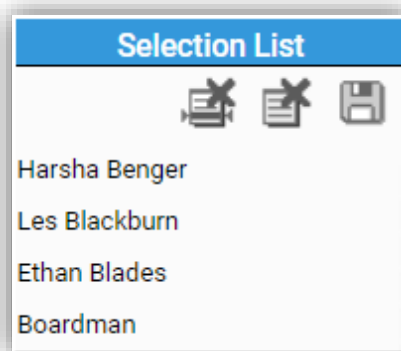
If the selection is for several instances then enter another character and select from the dropdown list again until the list is complete.






Selection List

Harsha Benger



Selection List




  

Harsha Benger

Les Blackburn

Ethan Blades

Boardman

To remove a name from the list click on the name and then on the **Single Delete** icon , to clear the whole list click on the **Delete** icon , to save to the **Favourites Selection List** click on the **Save** icon . The list can also be deleted by clicking on the **Clear** button.

Once a selection has been made it will remain in the system memory for the current session, clicking on the **Select Last** button will auto fill the **Selection List** with that selection, if it is the same criteria, i.e. **Student, Class, Staff** etc.

Clicking on the **Find** button, will open the selection page, this will list **ALL** of the **Students, Staff, Classes** etc., and can be filtered using the options to the left of the page, (these will be different depending on the type of search being made).

Select Student - Use the fields below to filter your selection. Press Find to apply

Find Clear Back Select Page Select All Select Last Done

Last Name
First Name
Class/Group
Year Group
Band
House
Status
☒ Filter
☐ Active On
☐ Active Between
UPN
Address
Previous School
Attribute
Adm. Number
Date of birth
To

03/04/2020
01/09/2019
29/08/2020
Admission Number
<NOT SELECTED>

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...

Last Name	First Name	Admission Number	Year Group	Tutor Group
Barlow	Rachel	00009710	1	1JP
Barnes	Josephine	00007189	2	2E
Bashir	A	00004495	6	
Bates	Simon	00005329	5	5G
Bateson	Kirsty	00009640	2	2W
Bell	Christopher	00009850	1	1JP
Bendik	Lesley	00004764	6	6P
Benger	Harsha	00011768	N2	N
Bentham	Julie	00007101	3	3L
Bethwaite	Linda	00010226	R	RP
Bhikha	Abdurrahman	00010154	1	1G
Binks	Ashley	00005326	5	5P
Blackburn	Les	00009714	1	1AP
blackledge	Jack	00011548	4	4E
Blades	Ethan	00009647	2	2E
Blowden	Leonie	00005273	6	6C
Boardman		00011792	N2	N
Boardman	Soraya	00009726	1	1JP
Booth		00005332	5	5E
Booth	Amelia	00010156	1	1G
Bowker	Keegan	00008461	6	6P
Bowker	Logan	00010157	1	1G
Branchflower	Antony	00006577	4	4E
Bray	Alexander	00005371	5	5G

Selection List
Harsha Benger
Les Blackburn
Leonie Blowden
Soraya Boardman

Viewing Page 4 / 21 Showing 35 item(s) from a total of 716 result(s)

Click on the **Students** to select them, they will show as highlighted and will appear in the **Selection List**.

Change the filter options to the left and click the **Find** button to refresh the page displaying the new selections.

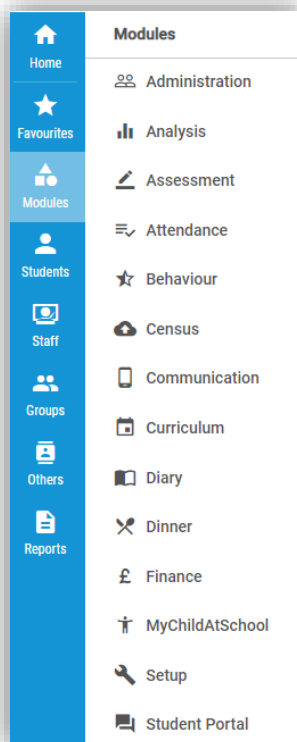
- The **Clear** button will clear the listed pages, click the **Find** Button to display them again
- The **Back** button will return to the original parameter page
- The **Select Page** button will select the current page
- The **Select All** button will select **ALL** the pages
- The **Select Last** button will select the last list, (if there is one)
- The **Done** button will complete the section and return to the parameter page

Using the Toolbar Lists

Lists can also be selected using the **Menu Lists**, these are **Students**, **Staff**, **Groups**, **Others**. Clicking on any of these options will display a **List** page.

Modules

Will list the available page contents for the **Module** selection. The **Reports** for all sections are displayed in the same way when selecting the **Reports** button as is the **Config**.



Students

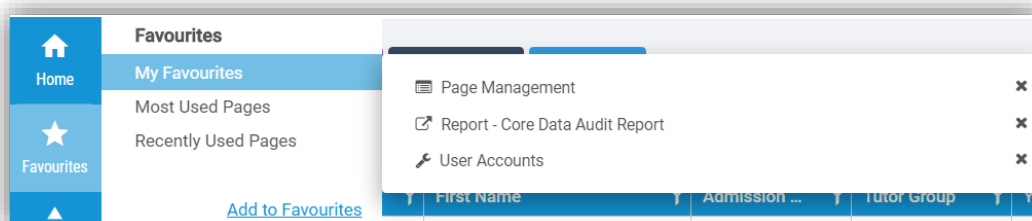
Will display a list of **Students** for selection with button options along the top. The **Action** button gives a dropdown list with **Quick Access** options, the same layout will be displayed for **Staff**, **Groups** and **Others**.

A screenshot of the 'Students' list page. At the top, there are buttons for 'View', 'New', 'Selections', and 'Actions'. Below these is a table with columns: Last Name, First Name, Admission Number, Tutor Group, Year Group, and Gender. The table contains five rows of student data. To the right of the table is a search bar and a dropdown menu for 'Search Filters'.

Last Name	First Name	Admission Number	Tutor Group	Year Group	Gender
Adam	Sarah	08291	6AT	6	Female
Adams	Chole	08253	6CT	6	Female
Adams	Thomas	8467	4JP	4	Male
Addison	David	08371	Nursery AM	N2	Male
Addison	Harry	08372	4JP	4	Male

Favourites

Displays the **Favourites** list and the **Most Used Pages** and **Recently Used Pages**.



Cloud Web based

Cloud/web based with built-in anytime, anywhere, any device.

Bromcom was the first School MIS supplier to move to the Cloud in the UK.

Having no hardware to buy and maintain within the school and the easy anytime, anywhere, any device accessibility made this the No 1 feature with our **Users**.

Imagine taking your register on your smart phone or tablet whilst on a school trip anywhere in the world and the marks being immediately available to the **Admin Staff** back in school in the UK.



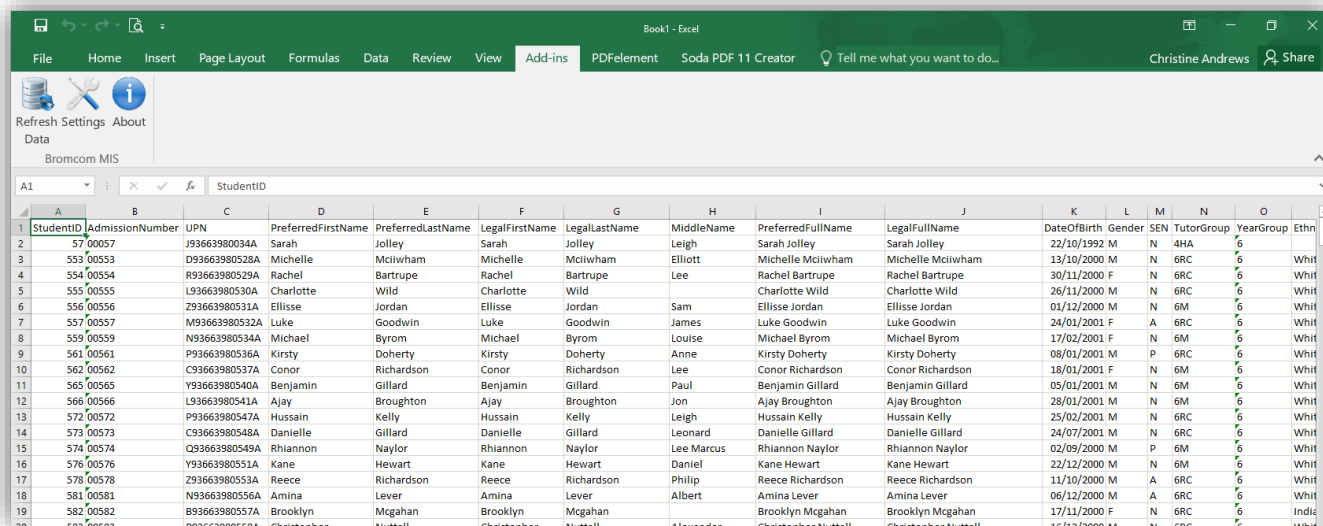
You don't have to imagine with Bromcom you can.

Built-in Excel Add-in

Built-in Excel Add-in for Live Export of Data

It's so simple to export data into **Excel**, then to produce the charts and spreadsheets, that you want.

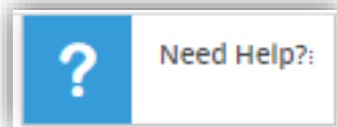
It takes minutes to install the **Add-in** giving access to data for **Assessment Results, Behaviour Events, Exclusions, Finance, Student Actions, Student Groups, Students, Staff** and **Termly Attendance**, which can also be filtered to define the export.



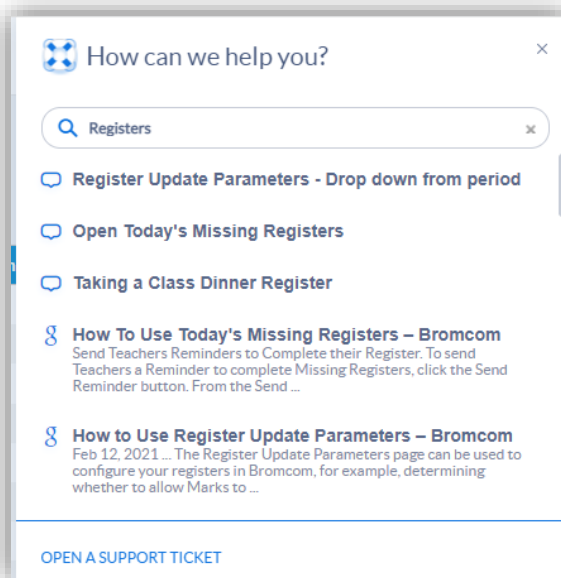
StudentID	AdmissionNumber	UPN	PreferredFirstName	PreferredLastName	LegalFirstName	LegalLastName	MiddleName	PreferredFullName	LegalFullName	DateOfBirth	Gender	SEN	TutorGroup	YearGroup	Ethnicity
57 00057	J93663980034A	Sarah	Jolley	Sarah	Jolley	Leigh	Sarah Jolley	Sarah Jolley	22/10/1992	M	N	4HA	6		
553 00553	D93663980528A	Michelle	Mciwham	Michelle	Mciwham	Elliott	Michelle Mciwham	Michelle Mciwham	13/10/2000	M	N	6RC	6		White
554 00554	R93663980529A	Rachel	Bartrupe	Rachel	Bartrupe	Lee	Rachel Bartrupe	Rachel Bartrupe	30/11/2000	F	N	6RC	6		White
555 00555	L93663980530A	Charlotte	Wild	Charlotte	Wild		Charlotte Wild	Charlotte Wild	26/11/2000	M	N	6RC	6		White
556 00556	Z93663980531A	Ellisse	Jordan	Ellisse	Jordan	Sam	Ellisse Jordan	Ellisse Jordan	01/12/2000	M	N	6M	6		White
557 00557	M93663980532A	Luke	Goodwin	Luke	Goodwin	James	Luke Goodwin	Luke Goodwin	24/01/2001	F	A	6RC	6		White
559 00559	N93663980534A	Michael	Byrom	Michael	Byrom	Louise	Michael Byrom	Michael Byrom	17/02/2001	F	N	6M	6		White
561 00561	P93663980536A	Kirsty	Doherty	Kirsty	Doherty	Anne	Kirsty Doherty	Kirsty Doherty	08/01/2001	M	P	6RC	6		White
562 00562	C93663980537A	Conor	Richardson	Conor	Richardson	Lee	Conor Richardson	Conor Richardson	18/01/2001	F	N	6M	6		White
565 00565	Y93663980540A	Benjamin	Gillard	Benjamin	Gillard	Paul	Benjamin Gillard	Benjamin Gillard	05/01/2001	M	N	6M	6		White
566 00566	L93663980541A	Ajay	Broughton	Ajay	Broughton	Jon	Ajay Broughton	Ajay Broughton	28/01/2001	M	N	6M	6		White
572 00572	P93663980547A	Hussain	Kelly	Hussain	Kelly	Leigh	Hussain Kelly	Hussain Kelly	25/02/2001	M	N	6RC	6		White
573 00573	C93663980548A	Danielle	Gillard	Danielle	Gillard	Leonard	Danielle Gillard	Danielle Gillard	24/07/2001	M	N	6RC	6		White
574 00574	Q93663980549A	Rhiannon	Naylor	Rhiannon	Naylor	Lee Marcus	Rhiannon Naylor	Rhiannon Naylor	02/09/2000	M	P	6M	6		White
576 00576	Y93663980551A	Kane	Hewart	Kane	Hewart	Daniel	Kane Hewart	Kane Hewart	22/12/2000	M	N	6M	6		White
578 00578	Z93663980553A	Reece	Richardson	Reece	Richardson	Philip	Reece Richardson	Reece Richardson	11/10/2000	M	A	6RC	6		White
581 00581	N93663980556A	Amina	Lever	Amina	Lever	Albert	Amina Lever	Amina Lever	06/12/2000	M	A	6RC	6		White
582 00582	B93663980557A	Brooklyn	McGahan	Brooklyn	McGahan		Brooklyn McGahan	Brooklyn McGahan	17/11/2000	F	N	6RC	6		Indi

Need Help?

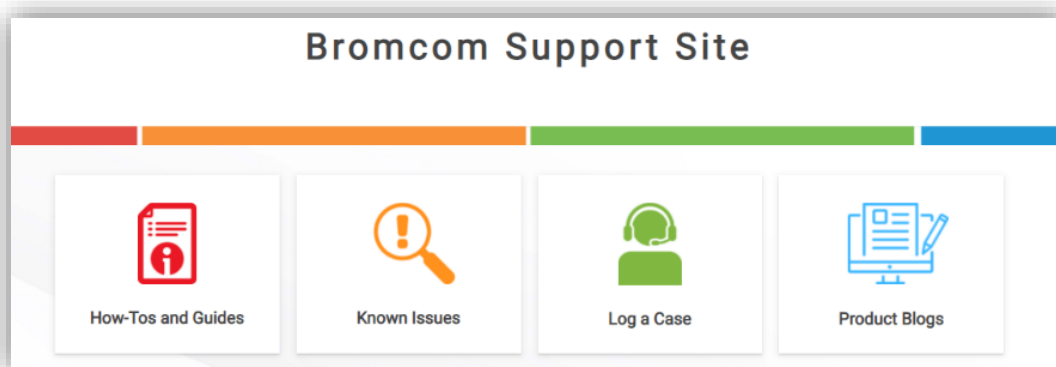
As well as an easily located **Help Centre** and a **Helpdesk** just a phone call away, there is an onscreen **Help** option. The **Need Help?** box will display on the window and can be dragged and dropped to any of the 4 edges of the page.



Click on the up arrow and either look for your question in the list or type your question in the box and any matching options will be displayed. Click anywhere within the box and either look for your question in the list or type your question in the box and any matching options will be displayed. Click on the item of interest and you will be taken through the **How To...** using an interactive page by page walk through or directed to the Help Centre.



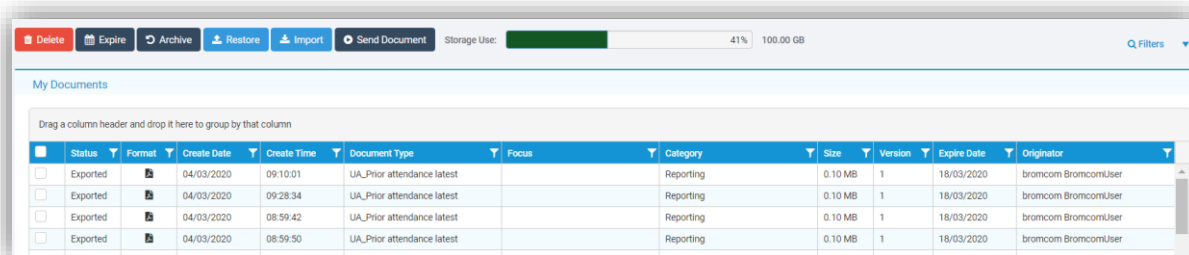
Selecting the **New Release > Release Note Link** will take you to the **Bromcom Support Site**.



The latest updates can also be found by clicking on the **What's New in Bromcom** icon  top right alongside your image.

Built-in Document Management System

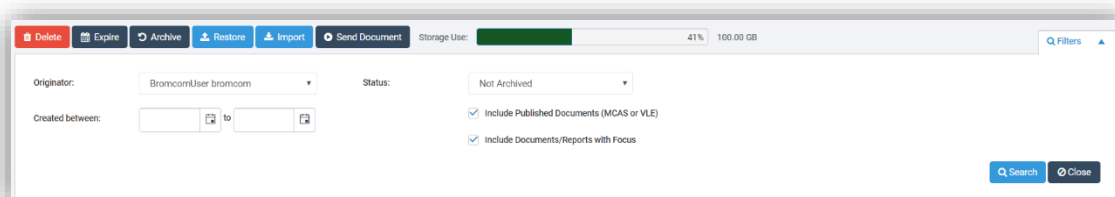
When a document is **Scheduled** or **Previewed** the option to save it to **My Reports** is given, if this is selected that report is saved in the **Document Management System**, where it remains for future viewing.



The screenshot shows the 'My Documents' interface. At the top, there are buttons for 'Delete', 'Expire', 'Archive', 'Restore', 'Import', and 'Send Document'. A storage usage bar indicates 41% used of 100.00 GB. Below the buttons is a table with columns: Status, Format, Create Date, Create Time, Document Type, Focus, Category, Size, Version, Expire Date, and Originator. The table contains four rows of 'Exported' documents, all of type 'UA_Prior attendance latest' and category 'Reporting', each 0.10 MB in size, with an expire date of 18/03/2020.

	Status	Format	Create Date	Create Time	Document Type	Focus	Category	Size	Version	Expire Date	Originator
<input type="checkbox"/>	Exported	PDF	04/03/2020	09:10:01	UA_Prior attendance latest		Reporting	0.10 MB	1	18/03/2020	bromcom BromcomUser
<input type="checkbox"/>	Exported	PDF	04/03/2020	09:28:34	UA_Prior attendance latest		Reporting	0.10 MB	1	18/03/2020	bromcom BromcomUser
<input type="checkbox"/>	Exported	PDF	04/03/2020	08:59:42	UA_Prior attendance latest		Reporting	0.10 MB	1	18/03/2020	bromcom BromcomUser
<input type="checkbox"/>	Exported	PDF	04/03/2020	08:59:50	UA_Prior attendance latest		Reporting	0.10 MB	1	18/03/2020	bromcom BromcomUser

Therefore if a report is produced and then closed and then someone asks for it, it can be instantly opened **without** having to run the report again.



The screenshot shows the search filters section. It includes dropdown menus for 'Originator' (set to 'BromcomUser bromcom') and 'Status' (set to 'Not Archived'). There are also checkboxes for 'Include Published Documents (MCAS or VLE)' and 'Include Documents/Reports with Focus', both of which are checked. A 'Created between' section with two date pickers is also visible. At the bottom right are 'Search' and 'Close' buttons.

Reports can be **Deleted**, given a new **Expiry Date**, **Archived**, **Restored** from the **Archive**, Sent to **Parents/Carers** or **Students** and new documents can be **Imported** or **Published** to the parent portal **MyChildAtSchool** or the **Student Portal**. Each establishment has a 10Gb storage area, the percentage used is displayed on the page. The size of the storage area can be increased.

Making the **DMS** a very useful document repository.

Bromcom's Popular Features

To give you an insight into working with our MIS, we asked our users to provide their favourite features of Bromcom:

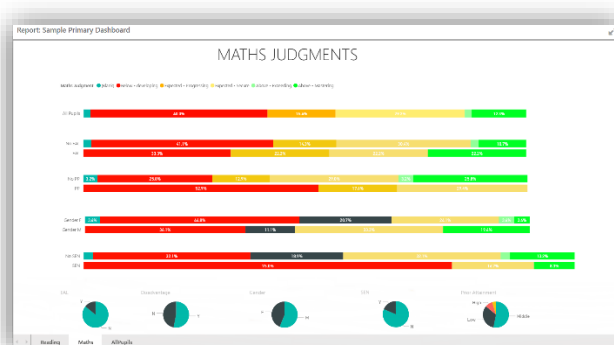
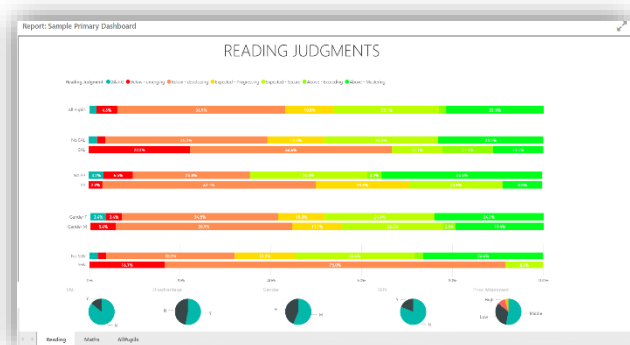
Powerful Analytics

Demographics and pupil KPIs such as attendance, behaviour and attainment are available at school and MAT level. Quickly drill down into the tables and see individual students. Our unique link to Microsoft Power BI (Business Intelligence) allows Schools and MATs to create their own custom dashboards and present them within the MIS.

Microsoft Power BI is a powerful, piece of software for visualising data and monitoring KPIs. Customised dashboards built in BI can be embedded into Bromcom MIS and Bromcom Vision to let you monitor data from your school, LA or MAT.

BI Dashboards are first designed using Power BI Desktop. The software is free and can be downloaded here: <https://powerbi.microsoft.com/en-us/desktop/>

Having designed your Dashboards you can embed them into the Bromcom MIS, using the single Power BI Pro account for all authorised users.



Report: Sample Primary Dashboard

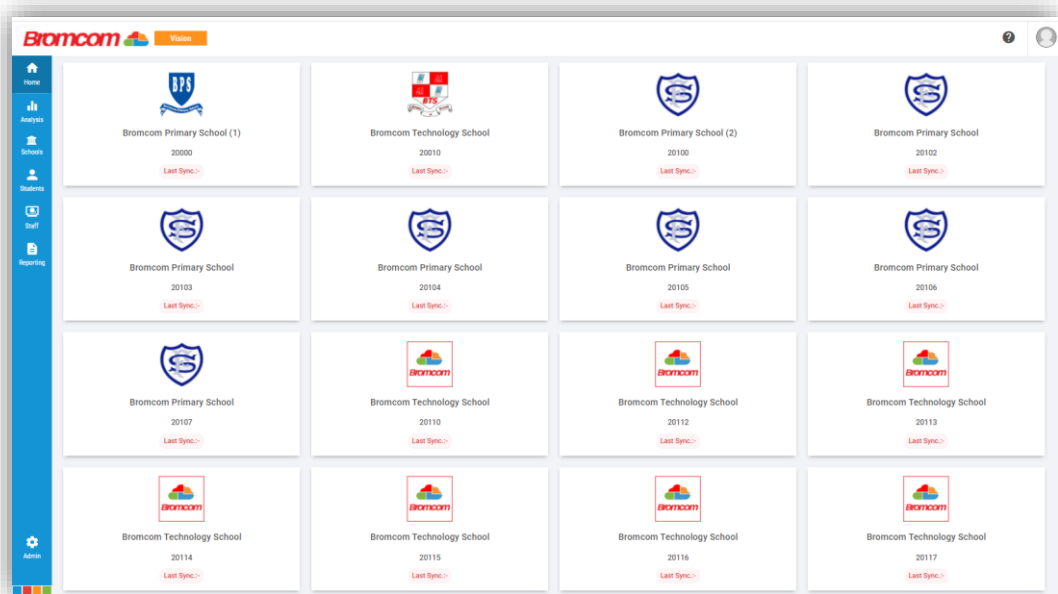
PUPIL FOCUS

Name	Gender	EAL	SEN	PP	Reading Judgment	Reading_Scaled_Score	Maths Judgment	Maths_Scaled_Score
Baldwin Sophie	F	N	N	N	Below - Developing	99	Below - Developing	99
Barnes Charlie	M	N	N	N	Below - Developing	94	Expected - Progressing	104
Beard Aaron	M	N	N	N	Expected - Secure	110	Expected - Secure	104
Bulkeas Danyar	F	N	N	N	Above - Mastering	116	Above - Mastering	117
Buller Lucy	M	Y	Y	N	Below - Developing	85	Above - Mastering	116
Clark Anthony	F	Y	Y	N	Below - Developing	74	Below - Developing	75
Claught Alex	M	N	Y	N	Below - Developing	93	Below - Developing	87
Coleman Morgan	M	Y	N	N	Above - Exceeding	124	Above - Mastering	120
Collier Jack	M	N	N	N	Expected - Secure	102	Expected - Secure	107
Cook Nevian	F	N	N	N	Expected - Secure	107	Below - Developing	92
Day Logan	M	N	N	N	Below - Developing	85	Below - Developing	83
Finch Yia Jade	M	N	N	N	Above - Mastering	119	Above - Mastering	121
Geary Summer	M	N	N	N	Expected - Secure	110	Expected - Secure	109
Griffiths Tristan	F	N	N	N	Above - Mastering	116	Expected - Secure	105
Hadley-Minetti Oscar	F	N	N	N	Above - Mastering	113	Expected - Secure	108
Harison Chlo	M	N	N	N	Below - Developing	94	Expected - Secure	101
Hillward Jessica	F	Y	N	N	Below - Developing	93	Expected - Progressing	100
Hiroshima Tasuku	M	N	N	N	Above - Mastering	115	Above - Mastering	116
Jones Emily	F	N	N	N	Above - Mastering	118	Below - Developing	93
Montgomery William	M	Y	N	N	Above - Mastering	115	Expected - Secure	112
Morris Lakisha	F	N	N	N	Expected - Secure	104	Expected - Progressing	96
Pap Daniel	F	N	N	N	Expected - Secure	102	Expected - Progressing	99
Riley Tiana Leigh	M	N	N	N	Above - Mastering	118	Above - Mastering	117
Schmidt Xenia	M	N	N	N	Below - Developing	86	Below - Developing	91
Sheen Jack	M	N	N	N	Expected - Secure	102	Expected - Secure	103
Smith Hayley	M	N	N	N	Above - Mastering	116	Above - Mastering	117
Stevens Eime	M	N	N	N	Above - Mastering	119	Above - Mastering	120
Total						99		99

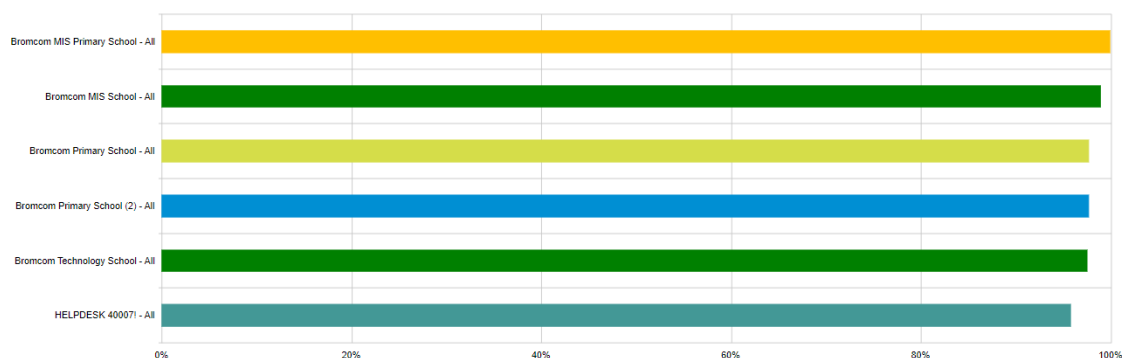
Navigation: Reading Maths AllPupils

Vision

The **Bromcom Multi-Academy Vision** solution has been designed for **Multi-Academy Trusts** and **School Federations** with a role in overseeing the performance in their schools.



Attendance Breakdown



Summary of Attendance breakdown by School

Grid actions Excel

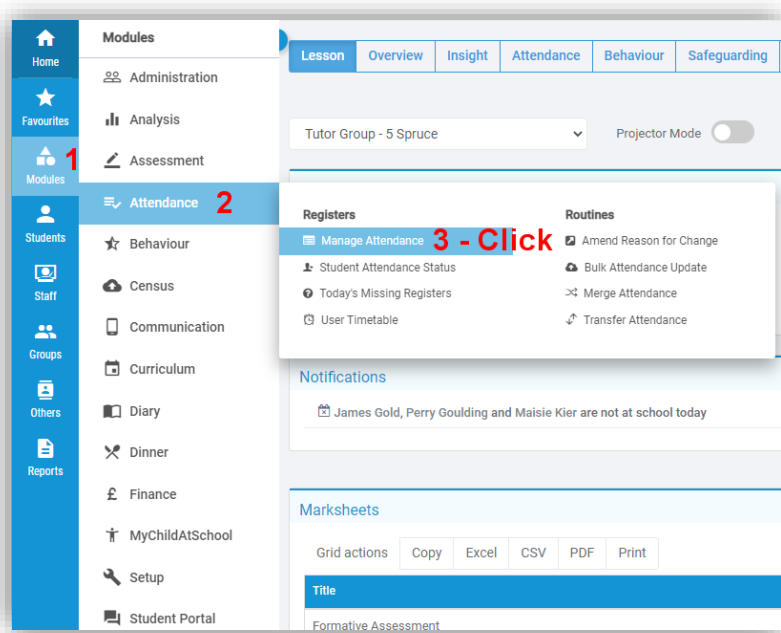
School	All	Students	Rating	PA%	P#	P%	A#	A%	U#	U%	TotalCount
Bromcom Primary School (2)	All	357		3.92%	32912	97.61%	545	1.62%	261	0.77%	33718
Bromcom Primary School	All	357		3.92%	32907	97.62%	545	1.62%	259	0.77%	33711
Bromcom Primary School	All	357		3.92%	32907	97.62%	543	1.61%	259	0.77%	33709
Bromcom Primary School	All	357		3.92%	32907	97.62%	543	1.61%	259	0.77%	33709

Intuitive User Interface

Staff can quickly get up and running with a straightforward approach to tasks.

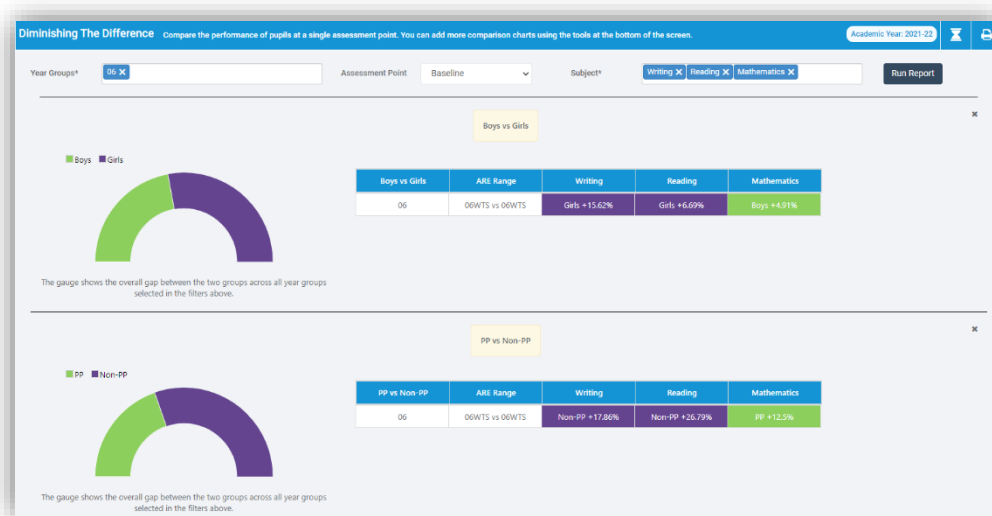
It is so easy to move around the Bromcom MIS and find what you are looking for, with the minimum of clicks, in fact it is as easy as 1, 2, 3 moves 1 click.

1. move mouse to **Modules** on the **Menu**
2. move mouse to the **Module**
3. move mouse to the required page and **Click** and you are there



Pupil Tracker

The **Primary Tracker** is an extension of the **Assessment** and **Analysis** modules and provides a more user-friendly interface for Primary schools. There are Setup Wizards for Early Years and Key Stages 1 & 2, which then generate Marksheetworks for teachers to enter their **Assessments**. All of this data feeds into a suite of reports that allow teachers and senior leaders to monitor **Attainment** and **Progress**.



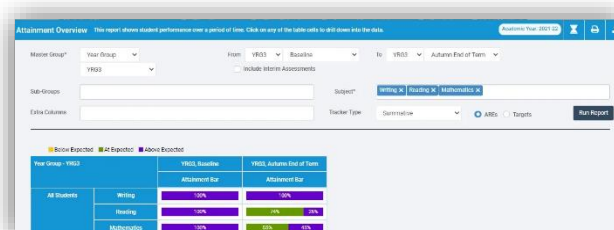
Assessment Overview This report shows student performance over a period of time. Click on any of the table cells to drill down into the data.

Academic Year: 2021-22

Master Group*: Year Group: From: YRS3 To: YRS3 Autumn End of Term

Sub-Groups: Subject*: **Writing X Reading X Mathematics X** Teacher Type: **Classroom** **Run Report**

Year Group	YRS3 Baseline	YRS3 Autumn End of Term
All Students	Writing: 100%	Reading: 100%
	Reading: 100%	Mathematics: 100%
	Mathematics: 100%	



Bromcom also provides school trusts and federations with a private assessment library to manage the models across the group. Working with a centrally managed assessment standard can be invaluable for groups of schools working together.

Scheduled Reports

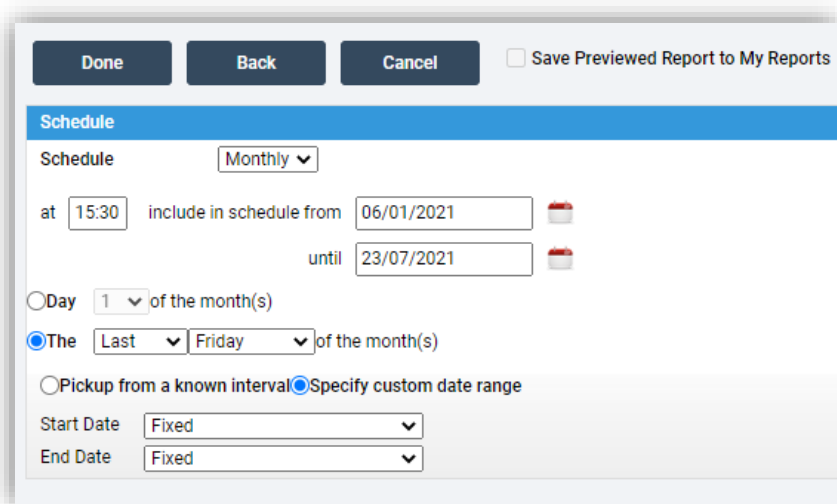
Automate regular tasks to have more time for teaching and learning.

Many years ago our **Users** told us that it was very time consuming running the same reports over and over, at set times, each day, week, month etc.

We looked into this and created our **Scheduled Reports** option, which can be run with all of our reports and is as popular today as it was when first created.

Reports can be set to automatically run at a set time, on a set day, for example every Friday at 15:30, every first or last Monday of the Month, every last day of the Term etc. It is your report, your schedule and your decision when it should be produced. Once scheduled you only have to read it.

Reports can be produced in different formats including **Word**, **Excel** and **PDF**, **Exported to file**, **e-mailed** to other people within the school or saved within your own **Reports** area. It can also be used to send reports directly to the parent portal **MyChildAtSchool** or the **Student Portal** for publishing.



The screenshot shows a 'Schedule' dialog box with the following elements:

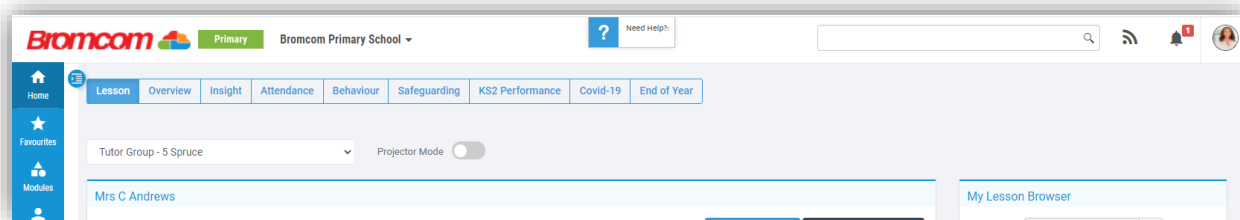
- Buttons: Done, Back, Cancel, and a checkbox 'Save Previewed Report to My Reports'.
- Section: 'Schedule' (highlighted in blue).
- Frequency: 'Monthly' (selected from a dropdown).
- Time: 'at 15:30'.
- Range: 'include in schedule from 06/01/2021' and 'until 23/07/2021'.
- Day Selection: Radio buttons for 'Day 1 of the month(s)' and 'The Last Friday of the month(s)' (selected).
- Options: Radio buttons for 'Pickup from a known interval' and 'Specify custom date range' (selected).
- Start Date: 'Fixed' (selected from a dropdown).
- End Date: 'Fixed' (selected from a dropdown).

A report can be scheduled to run **Once** only, **Daily**, **Weekly**, **Monthly**, **Termly** or **Yearly**, with options to select the day and time when it should be run.

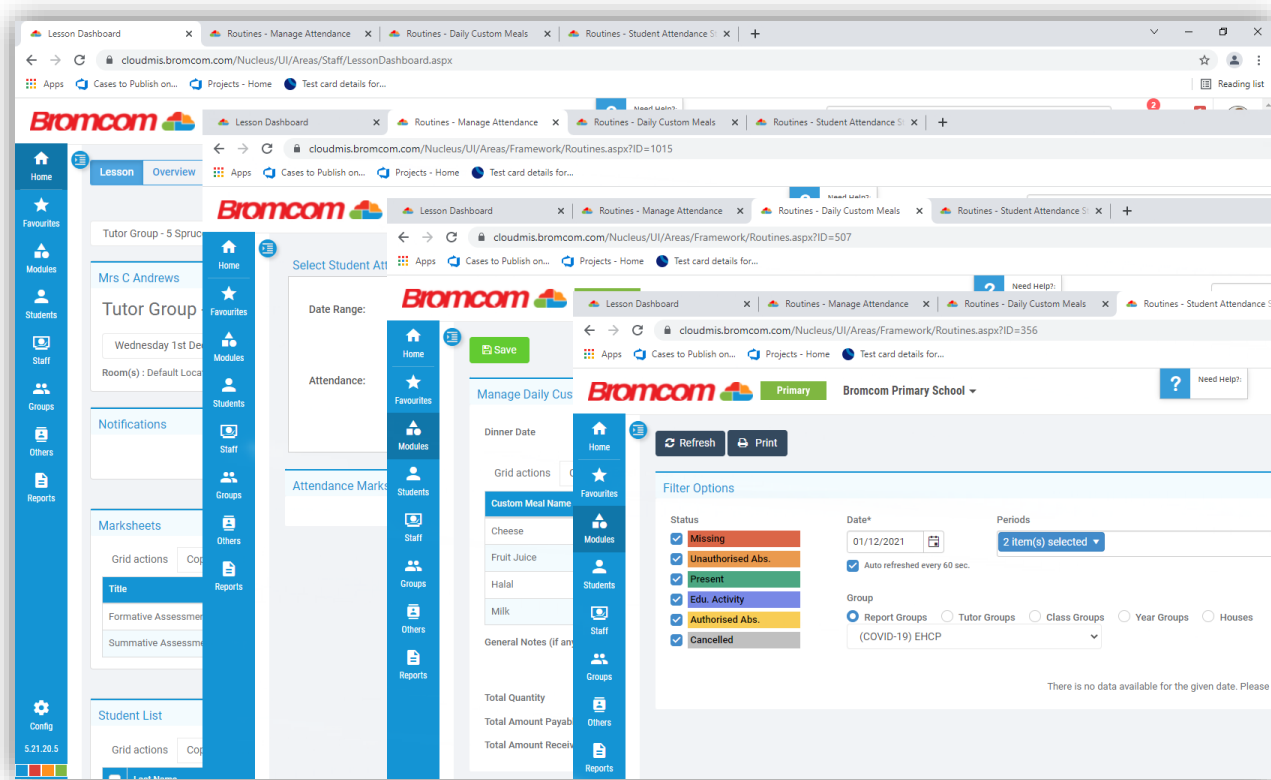
Multitasking with Multiple Tabs

The answer to all those interruptions, open up a module in a new tab then easily return to your original task when you're ready.

Being browser based means you are not restricted to one page, it's just like using your computer at home.





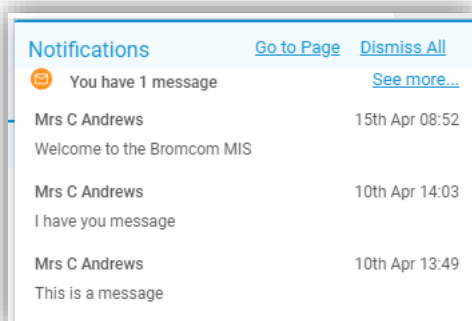
Having several pages open at one time means you can multi-task, for example, you have just started amending **Attendance** for the day and the Deputy Head asks for a report urgently, no problem just open another page and produce the report without interrupting what you were doing.




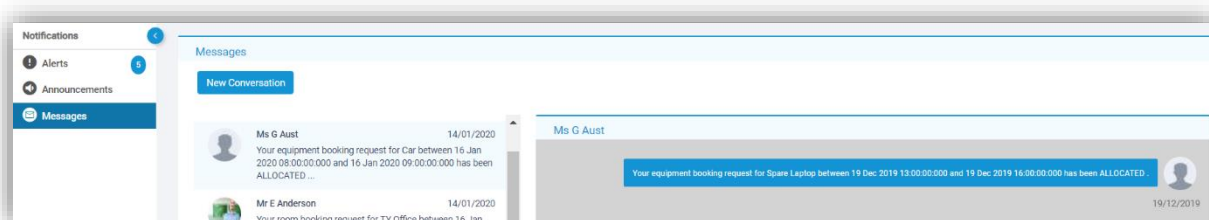
SMS, Email & App Notifications


Communicate with Parents, Students and staff with the click of a button.

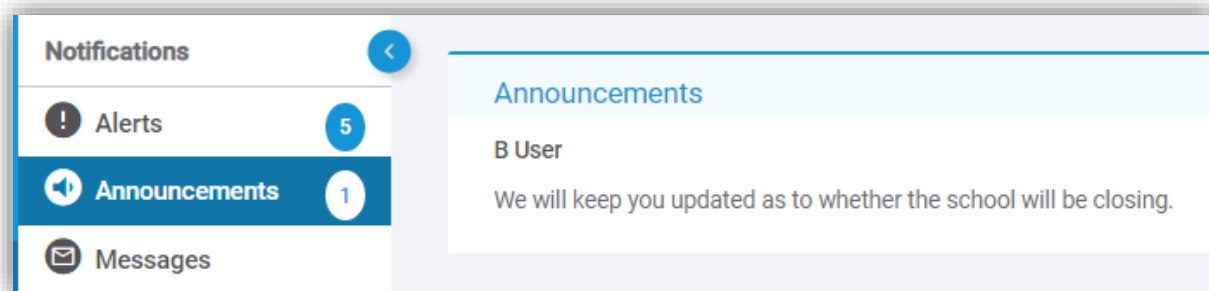
Notifications can be accessed instantly by clicking on the **Notifications** icon . New **Notifications** will show with a red flag  these can be **Alerts**, **Announcements** or **Messages**.



Messages can be read or sent to a **Teacher**, **Student** or **Contact** by clicking on the **Notification** icon  at the top left of the **Dashboard** and selecting the **Go to Page** link.



Announcements can also be read by clicking on the **Notification** icon .



One Stop Shop

Bromcom has a wide array of functionality built in, so you can cancel those 3rd Party Contracts, save money and keep everything in one place.

When we set out our grand plan at Bromcom, we wanted to bring all the functionality a modern school needs into a One-Stop-Shop package. Why should you have to outsource so many tasks that should be included within in the MIS? To us, it made sense that having all your data and functionality in one place means it's entered once and utilised in a hundred different ways.

For example, our schools can effectively analyse using memberships from across the spectrum. How has persistent absence affected my attainment and has the introduction of the breakfast club made a difference to our attendance? They can raise safeguarding concerns directly from the Teacher's Lesson Dashboard or design seating plans for their classes, all within the MIS.

Parents have one login to view all their children across multiple schools. Show them as much or as little information as you wish. Perhaps you'd like to let them see behaviour events as they're logged with a notification popping up on their mobile phone. Pupil attendance history, even down to the individual lesson, can be shared via the app. Assessment results, Homework, Achievements and reports can be published directly with the click of a button. The school shop, trips, clubs, dinner money and parents evenings are all handled inside Bromcom. Parents can even carry out data cleansing and update the office with any changes.

Additionally, there's no data transfers to complicate things and there's always one single point of truth. GDPR turns from a nightmare to a breeze as data access and right to be forgotten requests are a solitary click away. The pile of existing contracts is simplified into one SLA with an annual fee that will slash your costs.

In order to keep ahead of the game, there are times when we do encourage the use of third party tools like Microsoft Power BI, the industry leading Business Intelligence Dashboard tool. However, to adhere to our ethos, we integrated the Power BI viewer into the MIS and provided a method of using the service that's free to schools. In our mind, that's a win-win situation. We provide a starter kit of templates which can be tailored to your needs or created from the ground up. The combination of integrated Power BI and live Excel feeds are hugely powerful for those who wish to take their data a step further. For a Trust, these tools offer the strategic view you've been looking for. No longer is data provided in piecemeal fashion, you'll have one central dataset, providing the detailed analytics to help steer the ship.

As a Trust, any costs for bolt-on software are multiplied for each site. The Harris Federation have publicised how they have saved £2.8m over 3 years across 40-50 schools by switching to Bromcom. This is a huge sum that would have been inconceivable at the start of their journey. We know that every penny counts and strive to provide a solution that offers all the functionality you need, without breaking the bank.

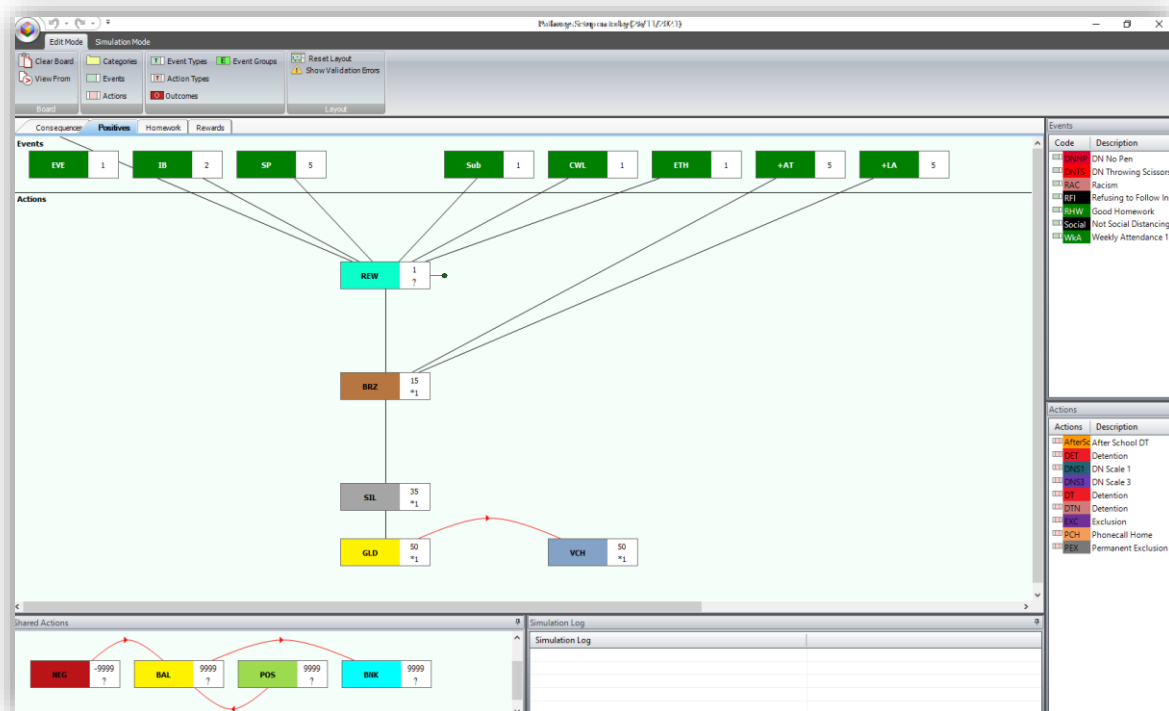
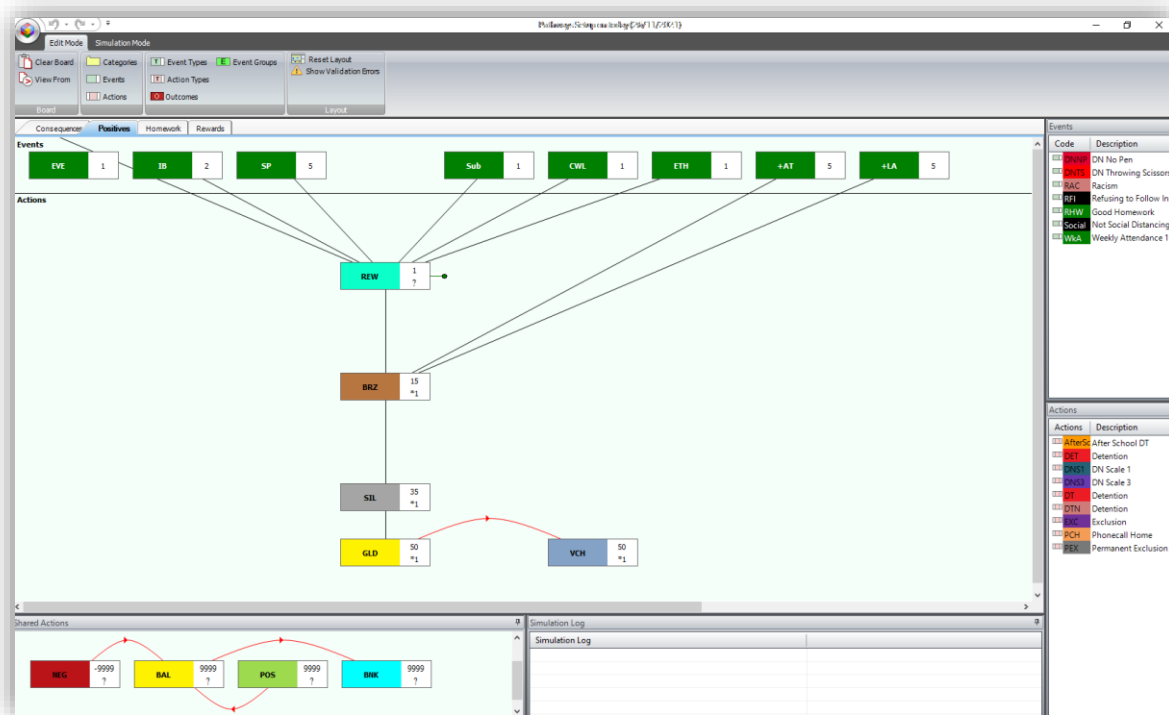
For more information on Third Party Software, please see Appendix.

Behaviour Pathways

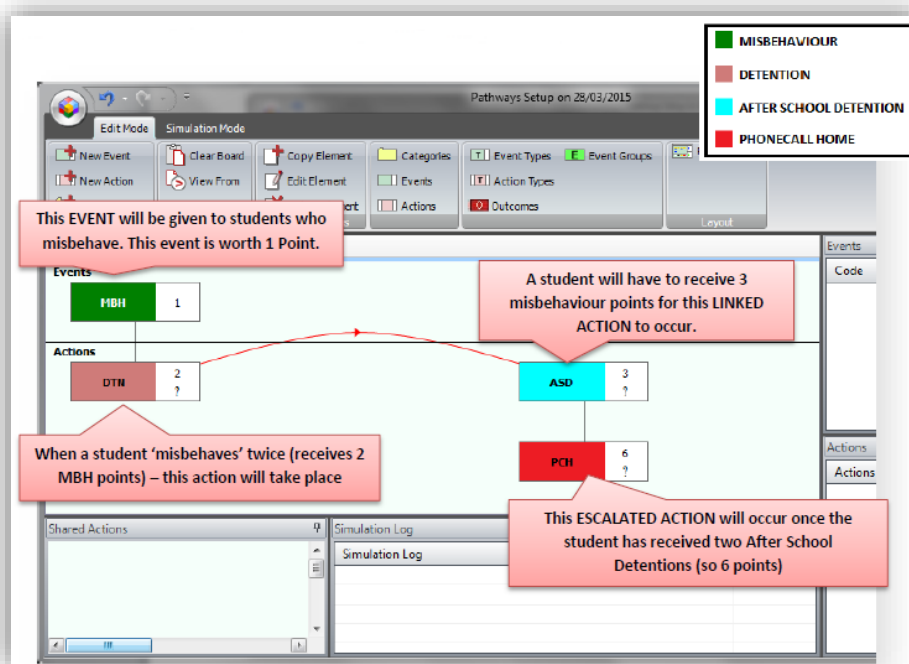
Automate Behaviour outcomes, notify staff/parents and trigger follow up events.

The **Bromcom Behaviour** module was developed to be easy to use and simple to setup. It was so advanced when originally designed that it has had few changes over the years.

The **Behaviour Pathways** are setup for **Positive, Negative** and **Neutral Events**, using simple drop & drag software.



Events can be setup to trigger **Actions** such as an e-mail to a senior staff member or a letter home etc.



Behaviour can be entered for a **Student**, **Group of Students** or **Class** etc., by a **Teacher** or an **Administrator**, by simply selecting them from the **Behaviour** list, a pop-up will then allow the **Event** details to be added.

It is so easy to add both **Positive** and **Negative** Events

Appendix

Third Party Software

As Bromcom includes a huge amount of functionality within the MIS, our customers find that they are able to drop a significant number of **Third Party** add-ons. Here is a list of Bromcom features and associated **Third Party** applications that schools have been able to remove. The cost savings are substantial and bringing everything into one place brings a whole host of usability and security benefits. For example, having built in **Behaviour**, **Dinner Money** and **Assessment** tracking means all of this information can be collated on the **Parent App**, with automatic notifications and a single point of reference.

Bromcom Functionality	3 rd Party Products	Supplier
Seating Plans	EduKey Class Charts MINTclass Mega Seating Plan	EduKey Education Ltd EduKey Education Ltd Tucasi Mega Seating Plan Ltd
Timetabling	Timetabler Timetabler	October Resolutions Ltd Scientia
Primary Assessment Tracking	Insight Classroom Monitor Pupil Asset Target Tracker Otrack iTRACK	Insight Pupil Tracker Pupil Asset Juniper Education Optimum LCP
Communication & Apps	Parent Mail Teachers2Parents	Schoolcomms Eduspot
Dinner Management	Parent Pay Wise Pay School Money Tucasi	ParentPay WisePay Eduspot Tucasi
Behaviour & Detentions	Behaviour Watch Behaviour Watch Behaviour Watch	Eduspot CPOMS Go 4 Schools
Medical Tracking	Medical Tracker	Medical Tracker
Parent Portal	Schools Buddy Firefly Frog	Schools Buddy Firefly Learning Ltd Frog
Student Portal (VLE)	Moodle	Moodle
Clubs/Trips Online Payments	Parent Pay Wise Pay School Money Tucasi	ParentPay WisePay Eduspot Tucasi
Safeguarding	My Concern Safeguard CPOMS Cura	One Team Logic Safeguard Software CPOMS Tasc Software Solutions Ltd
Parents Evening	School Cloud Systems Netmedia	School Cloud Systems Netmedia Ltd
Finance	PS Financials Capita FMS Access Education	PS Financials is part of the Iris Software Group Capita FMS Access Education

	Sage Edukey Blue Hills Provision Map	Sage Blue Hills Software EduKey Education Ltd
Room Booking	Room Booking	School Cloud Systems
CPD	Blue Sky School CPD Tracker CPD Genie	BlueSky Education TT Education Geniesuite