Bromcom
No.1 Choice for Cloud MIS & Finance

Bromcom MIS

Secondary User
Quick Guide & Popular Features

Contents

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.

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 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, but it also 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**.
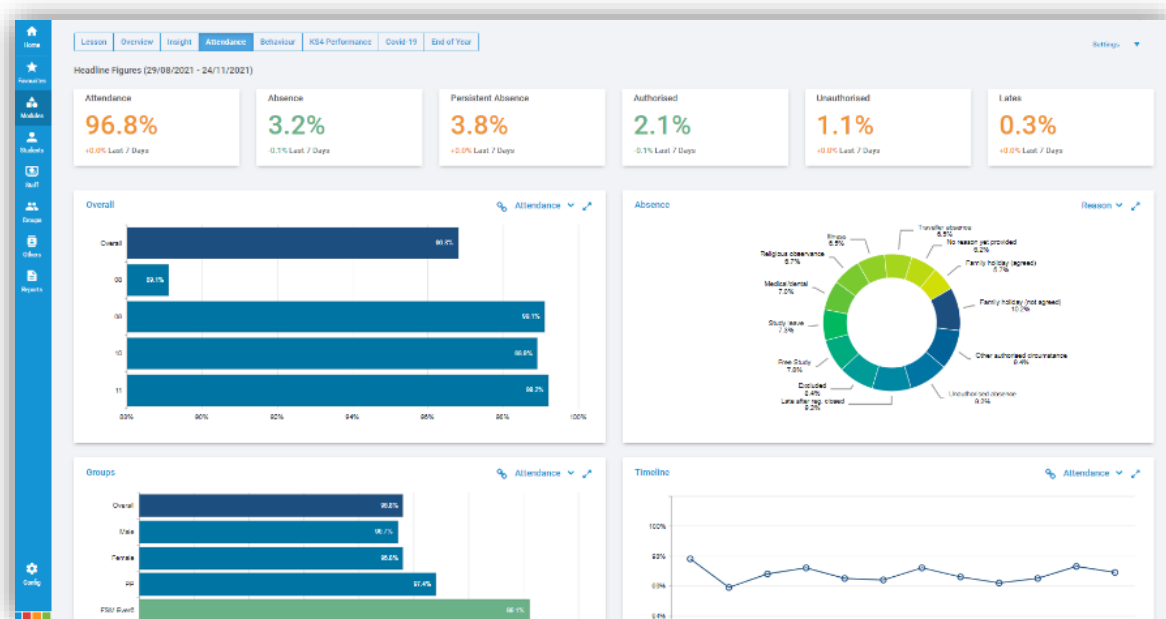

Fully Integrated Calendar System

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.

Secondary User Quick Guide and Popular Features
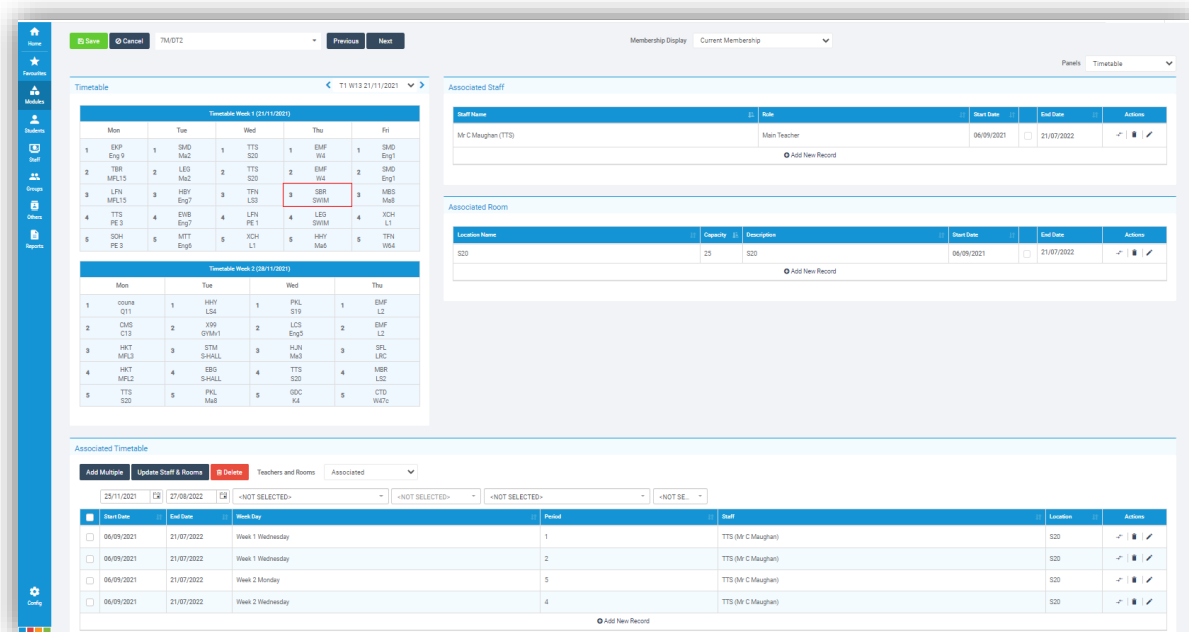
Drill Down Functionality Throughout

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.
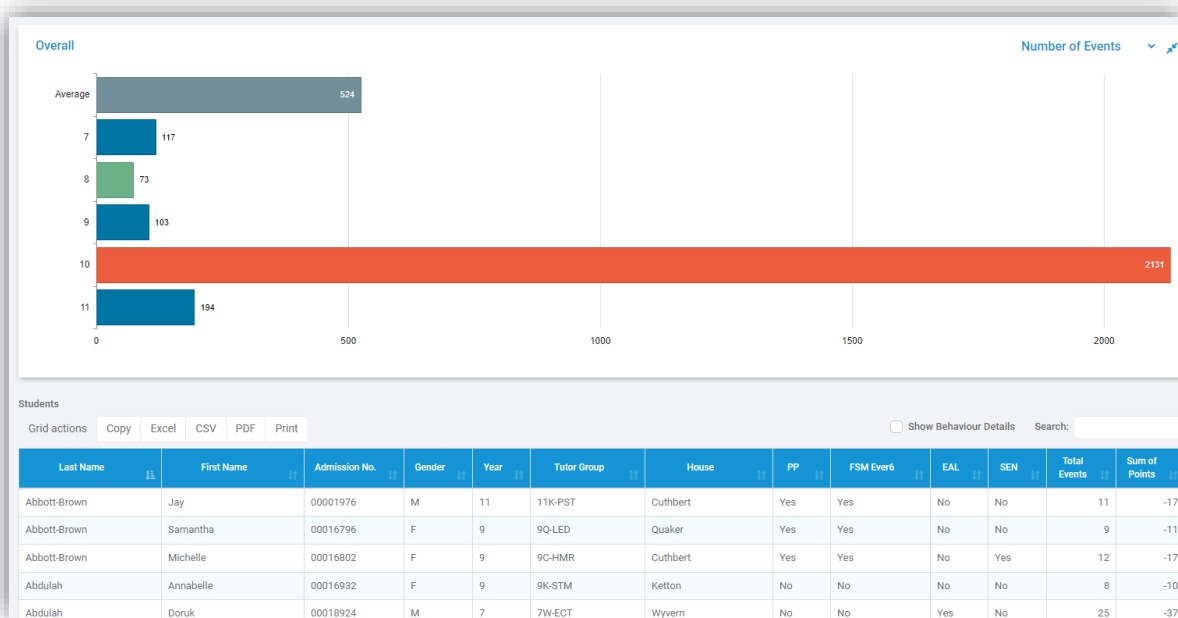
Standardised Approach to Actions:

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 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 modern look and feel.
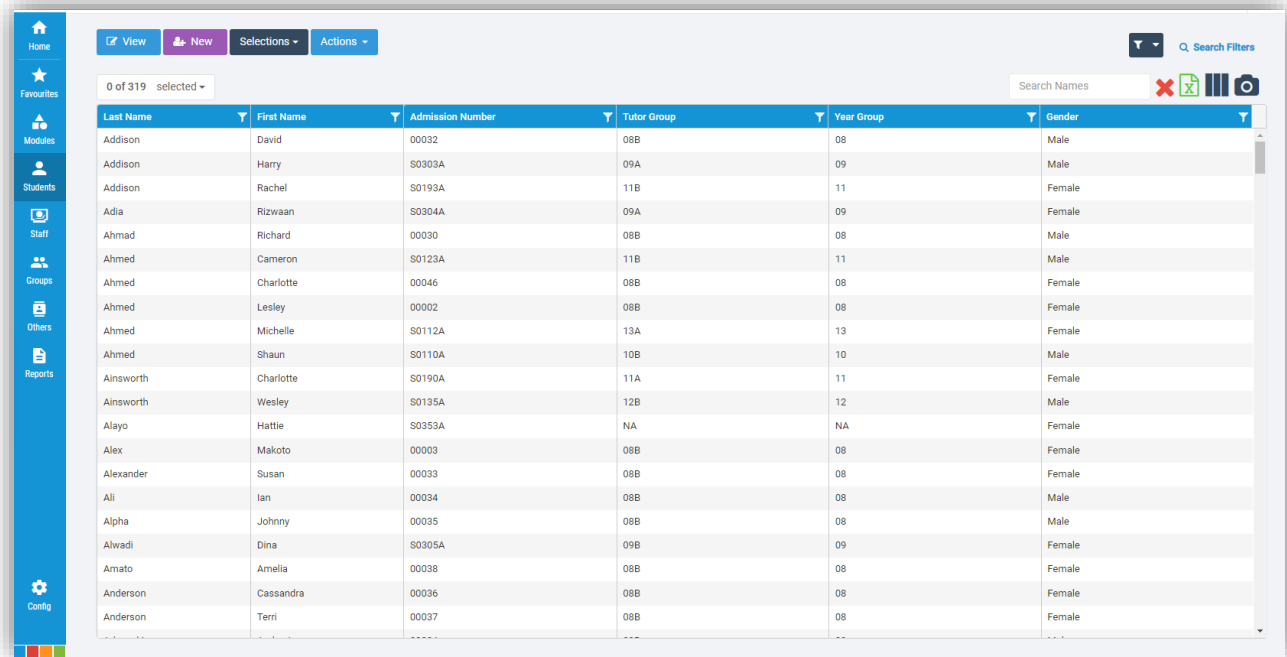
Aesthetic Refresh

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.

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. Clicking on the **Collapse Widget** icon ⚡ will reduce the **Widget** to a **Tile** and move to the top of the page.
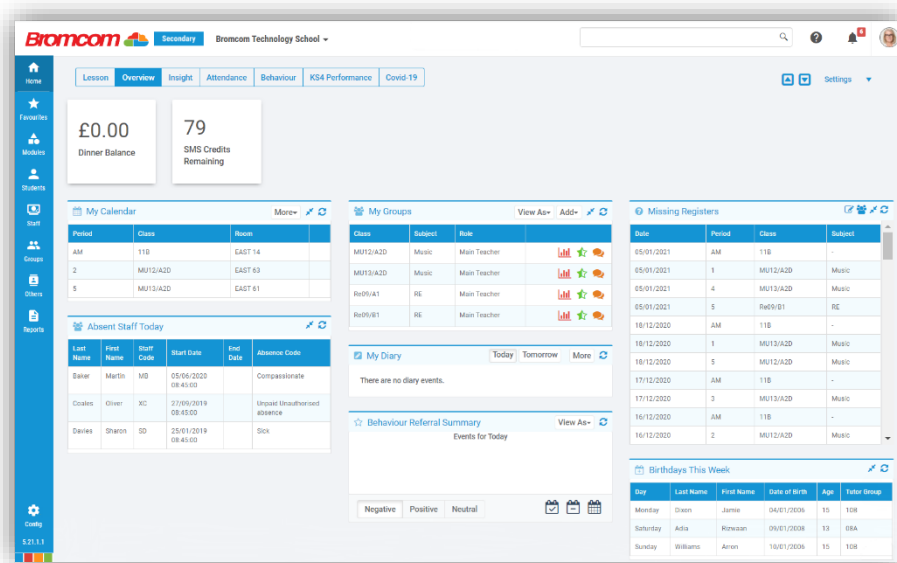
A **Tile** is a minimized **Widget**, clicking on the **Refresh** icon 🔄 will either **Refresh** the **Tile** or if it has been minimised return it to a full-size **Widget**. All the **Tiles** can be minimised and maximised by clicking on the **Expand** or **Collapse** icons 🔼 🔽
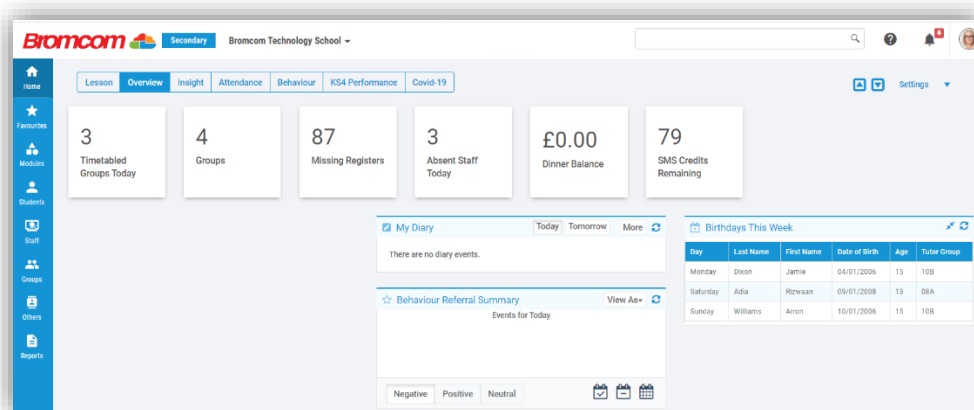
Click on the **Settings** option to select which **Widgets** are displayed.
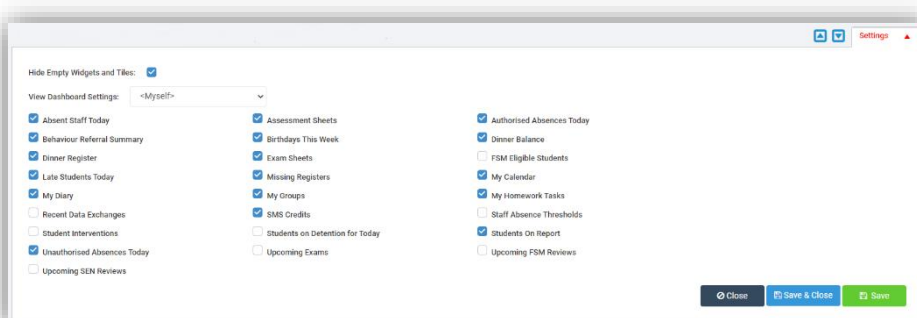
Navigating the MIS

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

The **Menu** works as a tree and opens when you mouse over to select the **Module Item** required.
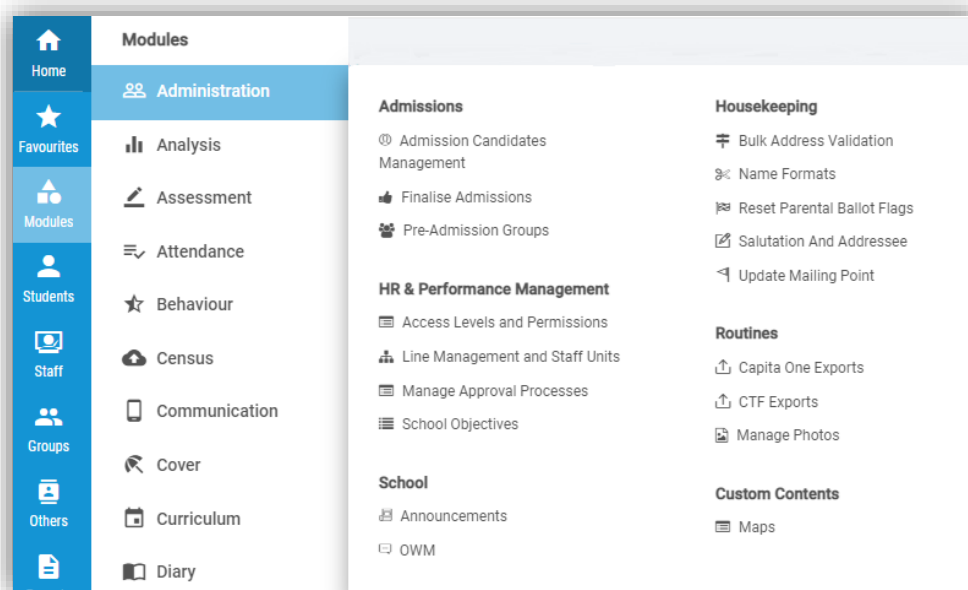
Whichever **Module** you are in, to return to the **Dashboard** click on the **Home** icon.

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.
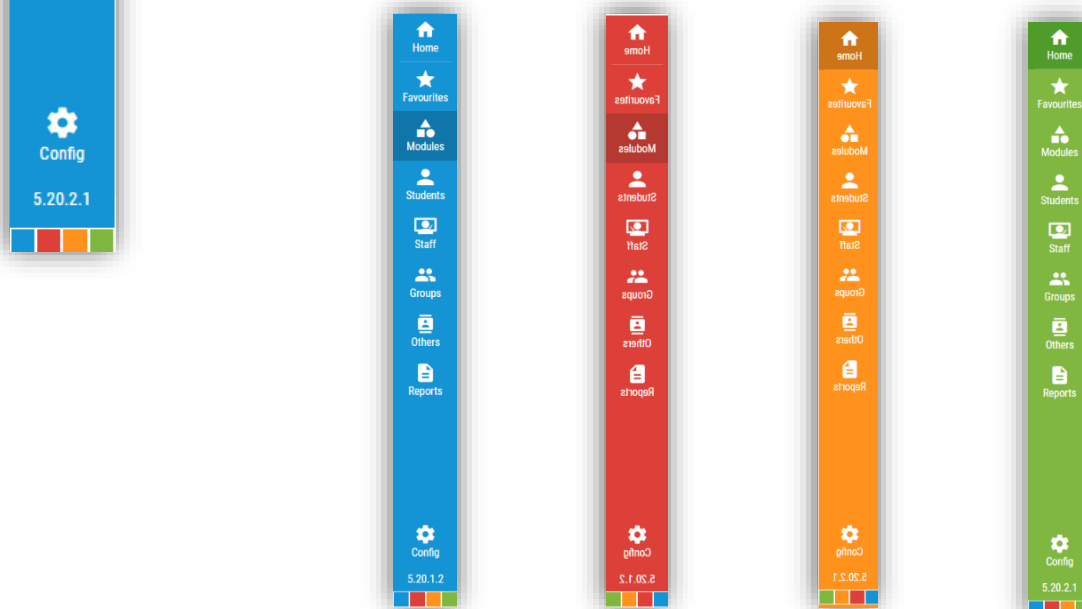
Global Search Option

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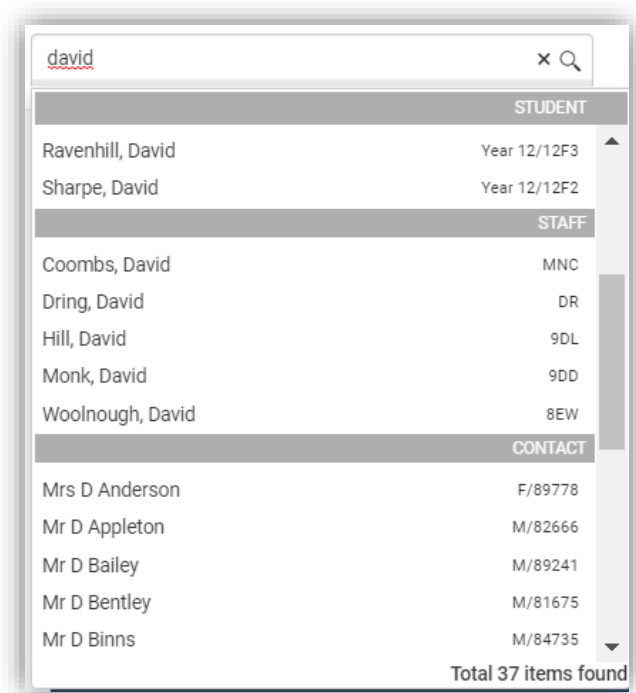
The **Global Search** option will search for **Students**, **Staff**, **Class**, **Groups**, **Telephone**, **email**, **Address**, **Contact**, **Student Sibling**, **Student Contact**, **Admission Number**, **UPN**, **Car Registration**, **Staff Code**, **Features**, **Reports**, **Room Bookings**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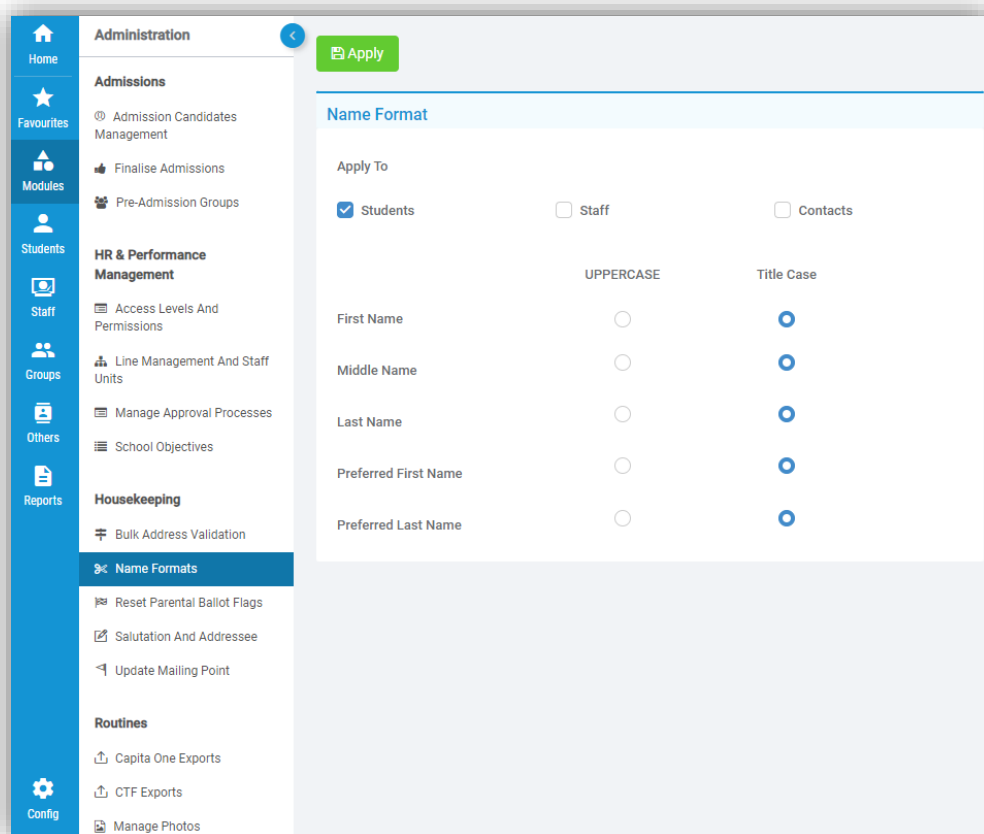
Favourites

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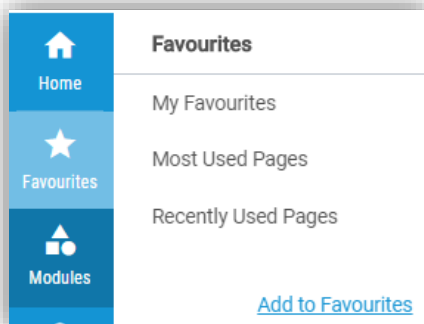
The page will then be added to **My Favourites** your **Most Used Pages** and **Recently Used Pages** are automatically saved and updated as you use them.
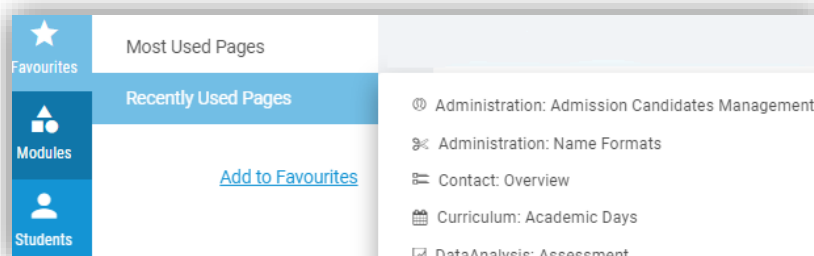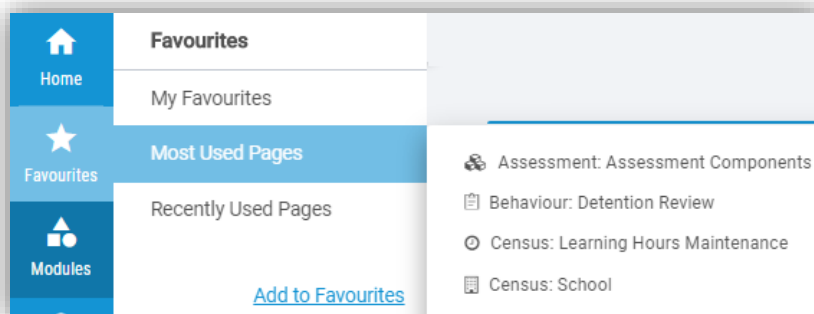
User Panel

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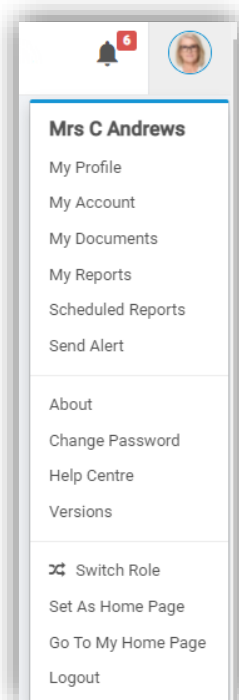
For general help on the modules click on the **Help Centre** link. This will open a new page where there are quick guides and bite sized video links.

The **My Profile** link allows the **User** to **View** their **Profile** information and to make **Requests** for **Leave** and **Claims**.
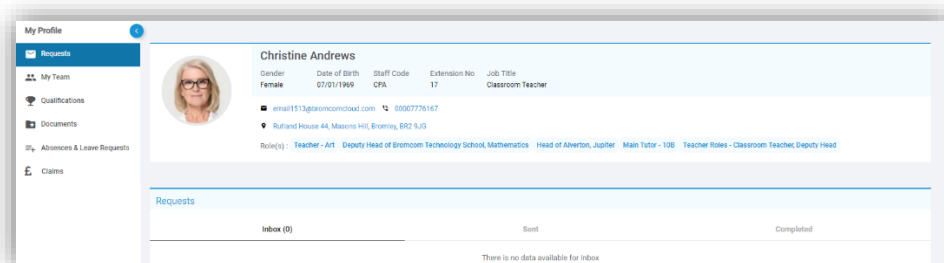
The **My Account** link contains the setup information for some of the pages and the **Teacher Register** defaults.

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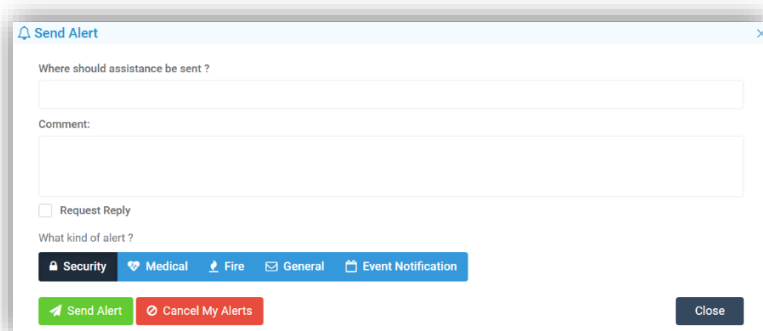
Using the Selector
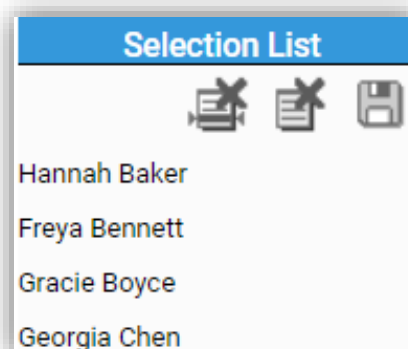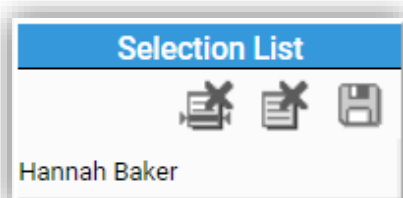
The **Search Selectors** appear throughout the Bromcom MIS and can be used for **Students**, **Staff**, **Groups**, **Classes** etc., most will have a radio button option to select either.

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.

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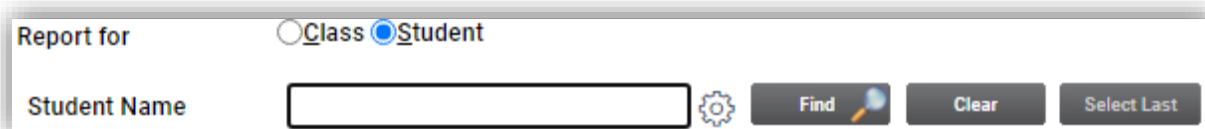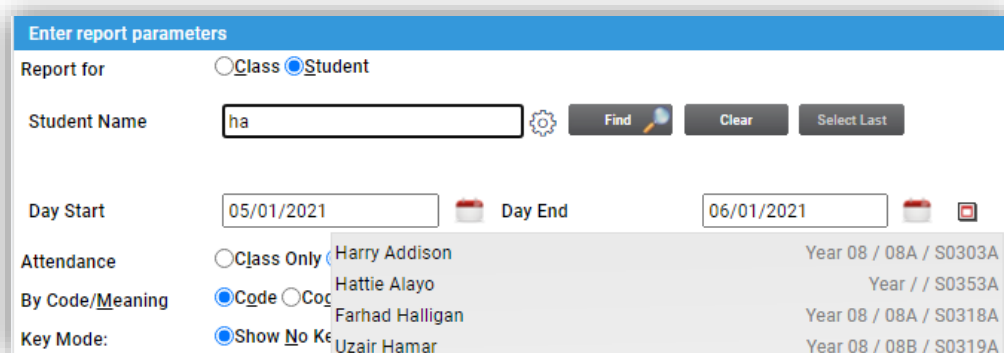

To remove a name from the list, click on the name and then on the **Single Delete** icon , to clear the whole list click on the **Delete** icon , to save to the **Favourites Selection List** click on the **Save** icon . The list can also be deleted by clicking on the **Clear** button.

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** 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).

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

Secondary User Quick Guide and Popular Features

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** as is the **Config**.
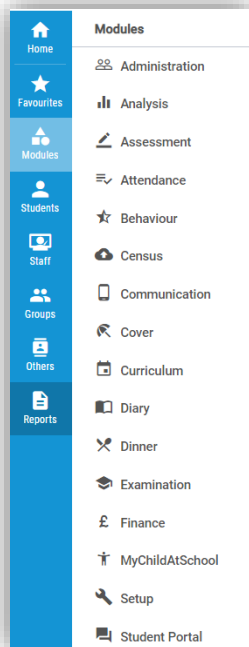
Students

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**.

Favourites

Displays the **Favourites** list, the **Most Used Pages** and **Recently Used Pages**.
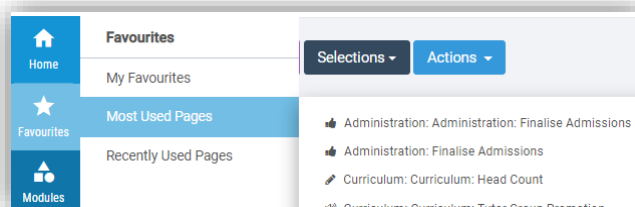
Cloud Web based

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.

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.
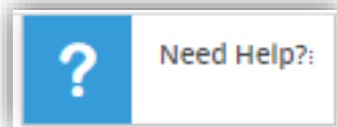
Click anywhere within the box and either look for your question in the list or type your question in the box and any matching options will be displayed. Click on the item of interest and you will be taken through the **How To**... using an interactive page by page walk through or directed to the **Help Centre**.
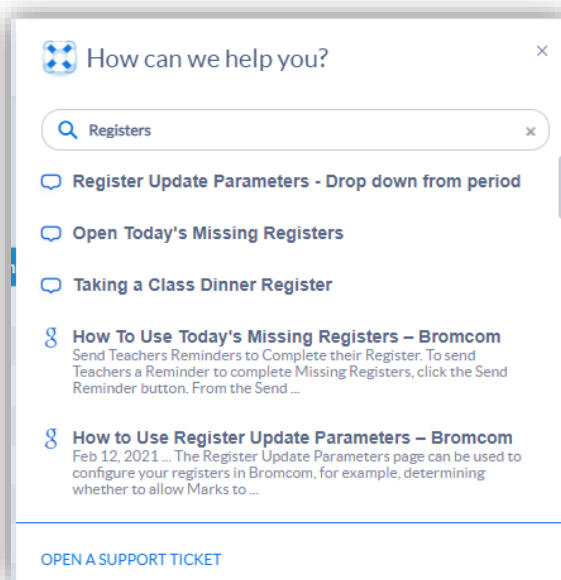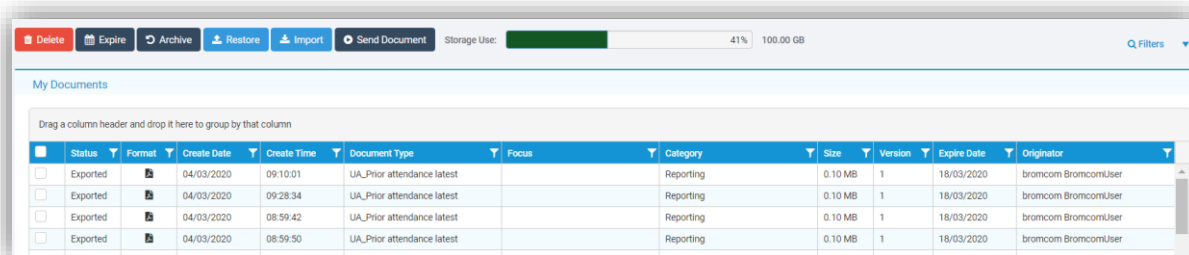
Selecting the **New Release > Release Note Link** will take you to the **Bromcom Support Site**.
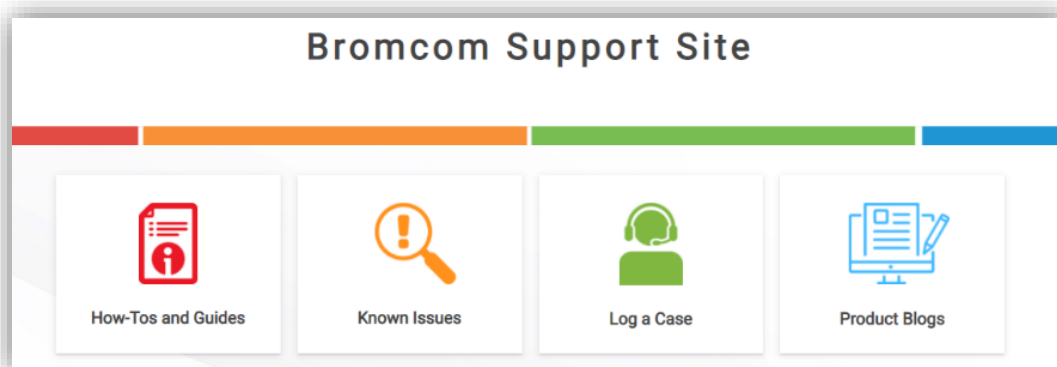
The latest updates can also be found by clicking on the **What's New in Bromcom** icon top right alongside your image.

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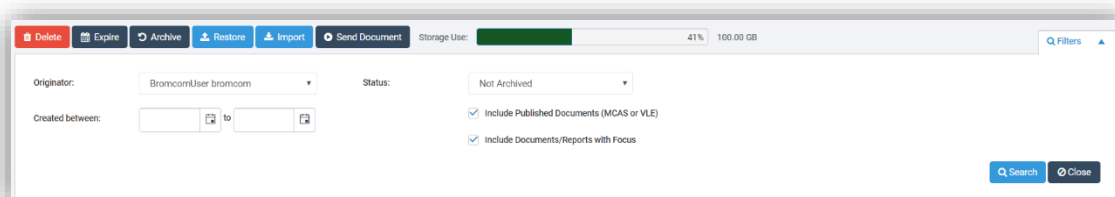
When a document is **Scheduled** or **Previewed** the option to save it to **My Reports** is given, if this is selected that **Report** is saved in the **Document Management System**, where it remains for future viewing.

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.

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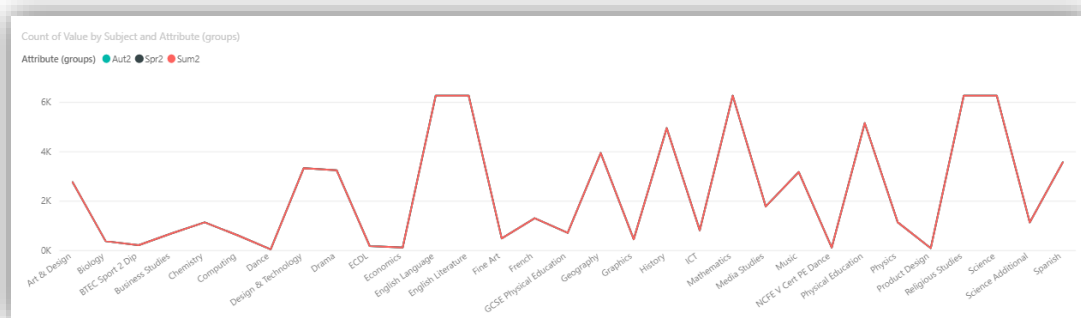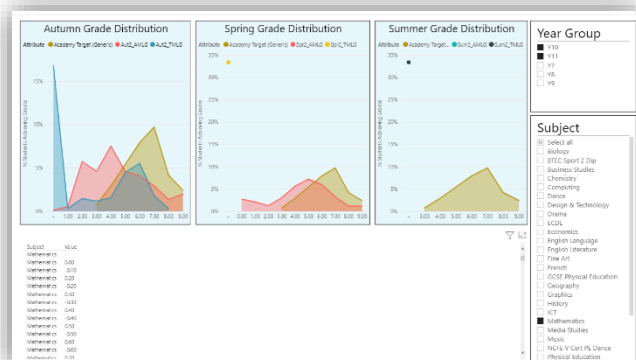
The **Bromcom Multi-Academy Vision** solution has been designed for **Multi**-**Academy Trusts** and **School Federations** with a role in overseeing the performance in their **Schools**.

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

Shared 6th Form Application

Supporting **School Partnerships** and resource sharing.

Host School

Data

Data

School A

School B

The Perfect Shared Solution for 6th Form
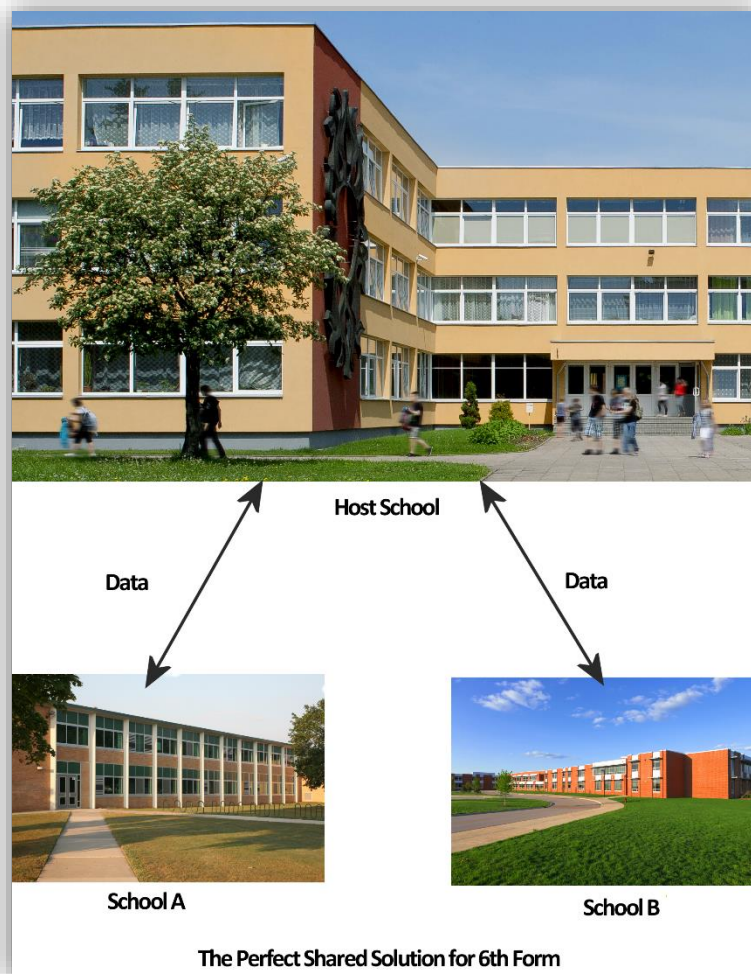
Intuitive User Interface

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
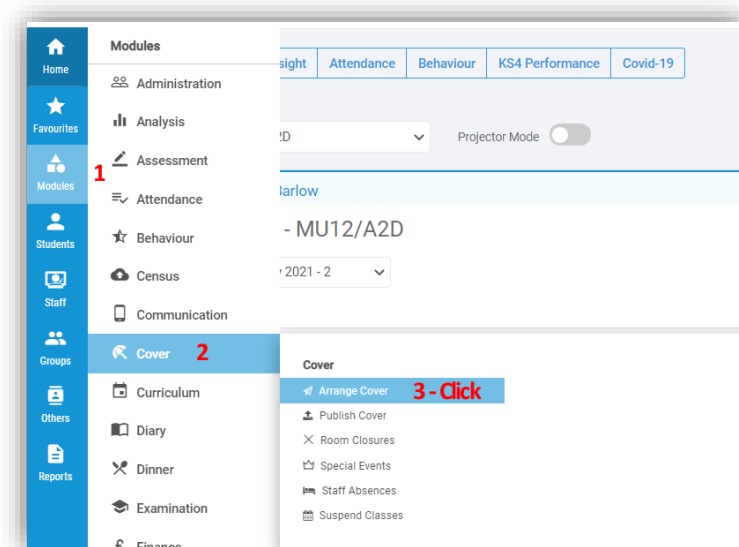
Both the **Cover** and the **Timetable** modules incorporate **Drag & Drop**, saving time using these.
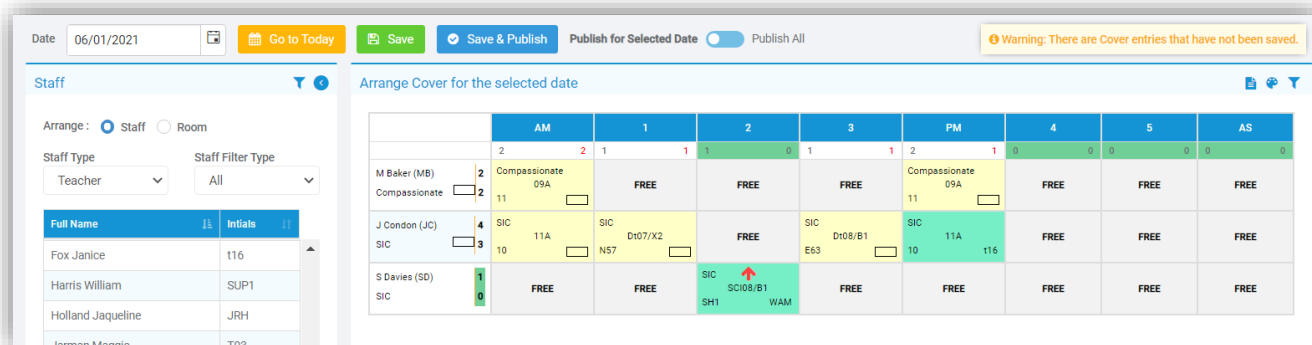
Wherever you are within the system one click on **Home** ⌂ , will return you to the **Dashboard**.

Favourites can be saved with two clicks, for instance most used **Reports** or most used lists of **Students** can be saved and used again with just two clicks, without having to re-select them.

The most Teacher friendly Lesson Dashboard

The **Dashboard** is the first page the **Teacher** will see after login, for **Teaching Staff** there is the **Lesson Dashboard**, which is viewable by **Users** with a **Teacher Role**.

It is a gateway to all the information the **Teacher** needs on one page, they just need to open the door to each section by clicking within it.
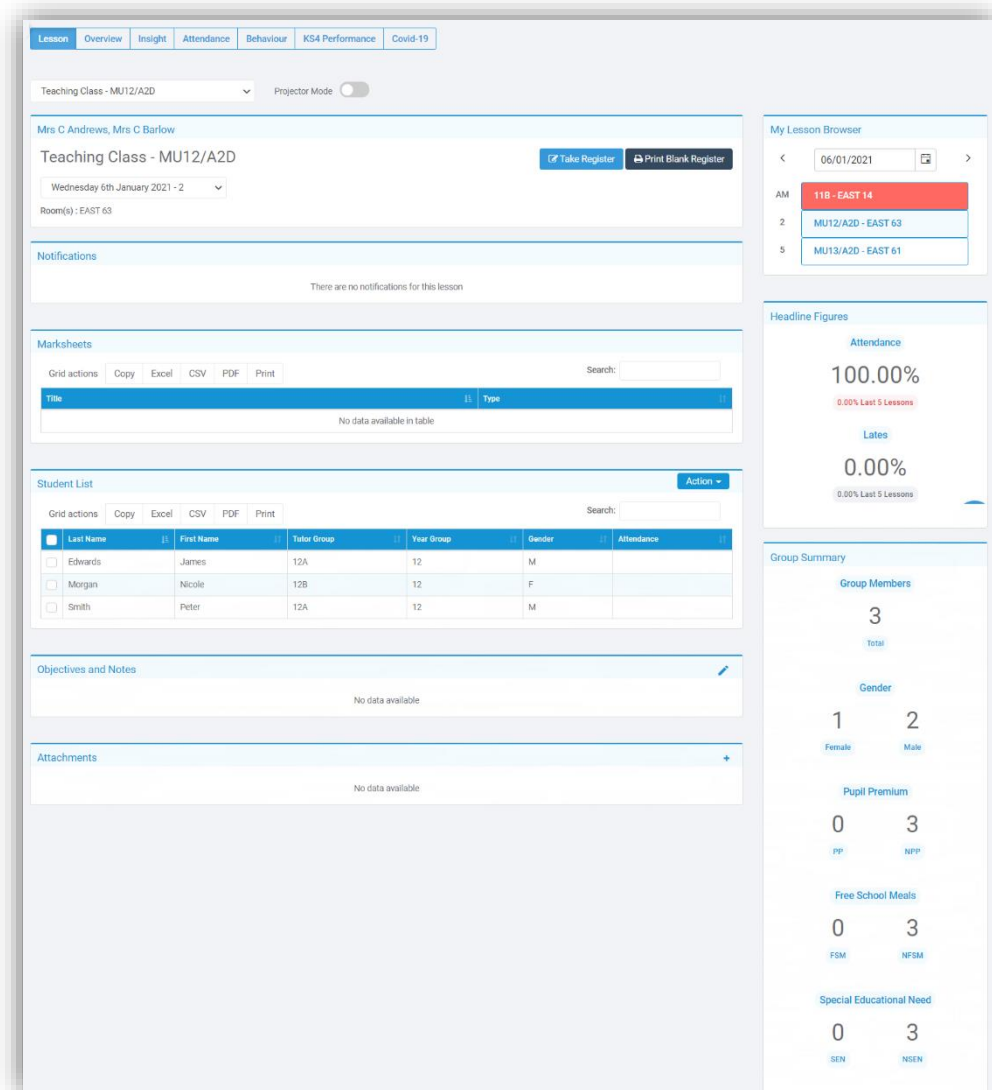
The **Teacher** can move through their **Classes** and **Tutor Group** and see information relating to that **Class/Group**.

Flexible Assessment Tracking

Create an entirely bespoke system for your **School** or use a wizard to set it up for you.

The **Bromcom Assessment** and **Analysis** modules were created with flexibility and ease of use in mind and include access to a comprehensive library of **Assessment Models**.

Example of an available **Assessment Model**.

However, if you are satisfied with your present approach to **Assessment** but would like the information to be available within the **MIS**, then we will help you implement your existing **AWL** solution into the Bromcom MIS.

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 investigated this and created our **Scheduled Reports** option, which can be run with all 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.

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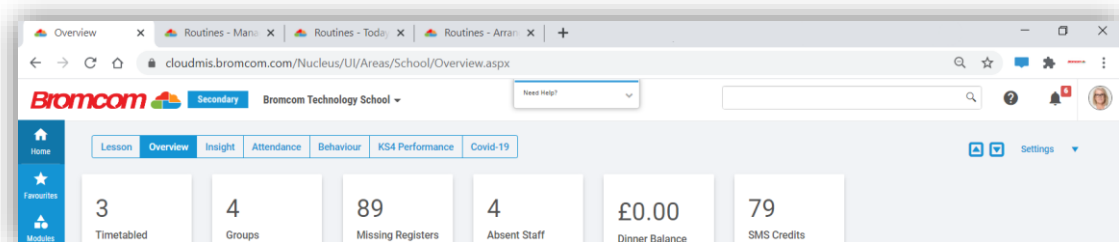
Having several pages open at one time means you can multi-task, for example, you have just started amending **Attendance** for the day and the **Deputy Head** asks for a **Report** urgently, no problem just open another page and produce the **Report** without interrupting what you were doing.
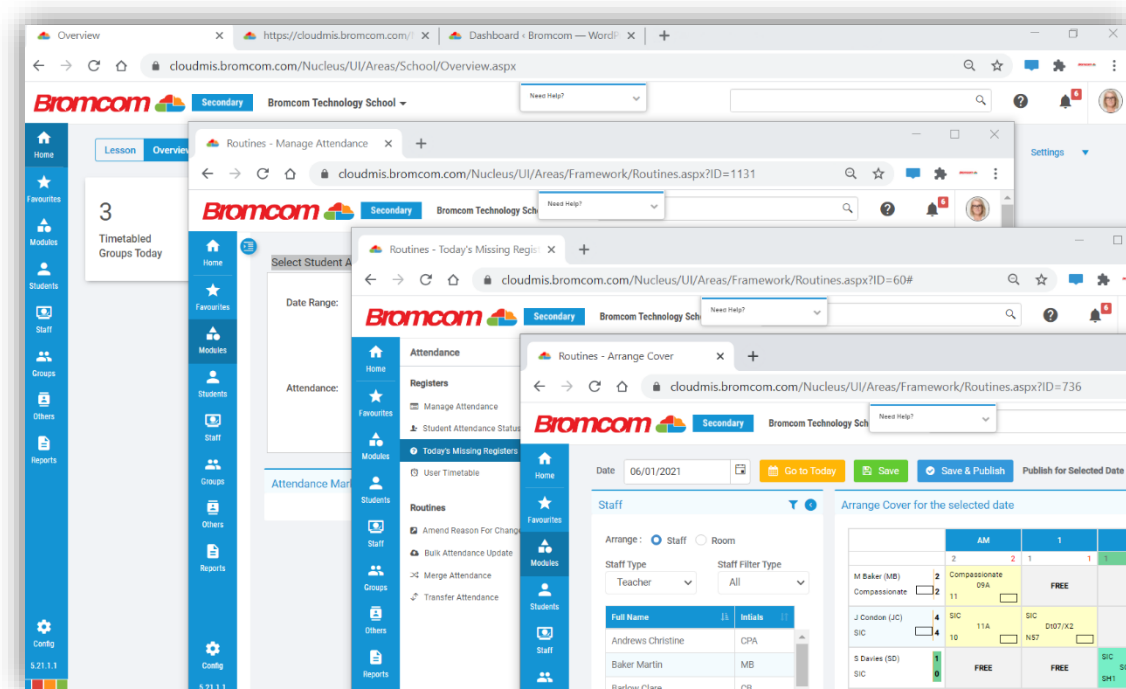
SMS, Email & App Notifications

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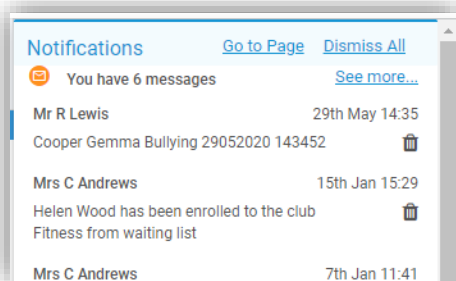
Messages can be read or sent to a **Teacher**, **Student** or **Contact** by clicking on the **Notification** icon 🔔 at the top left of the **Dashboard** and selecting the **Go to Page** link.
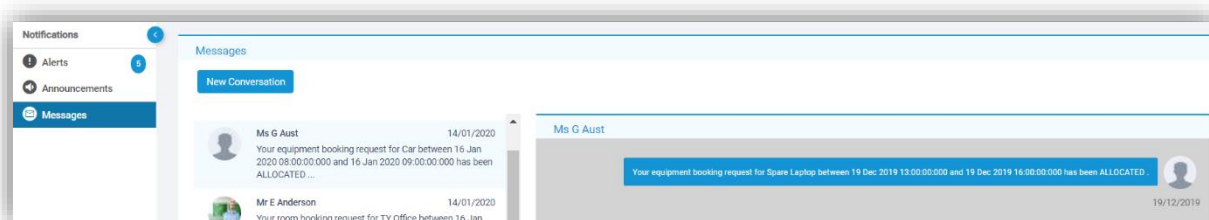
Announcements can also be read by clicking on the **Notification** icon 🔔.
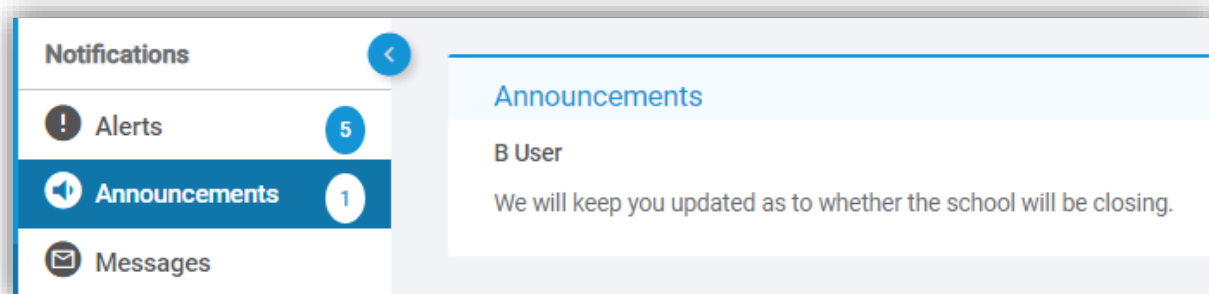
One Stop Shop

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 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 would 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.
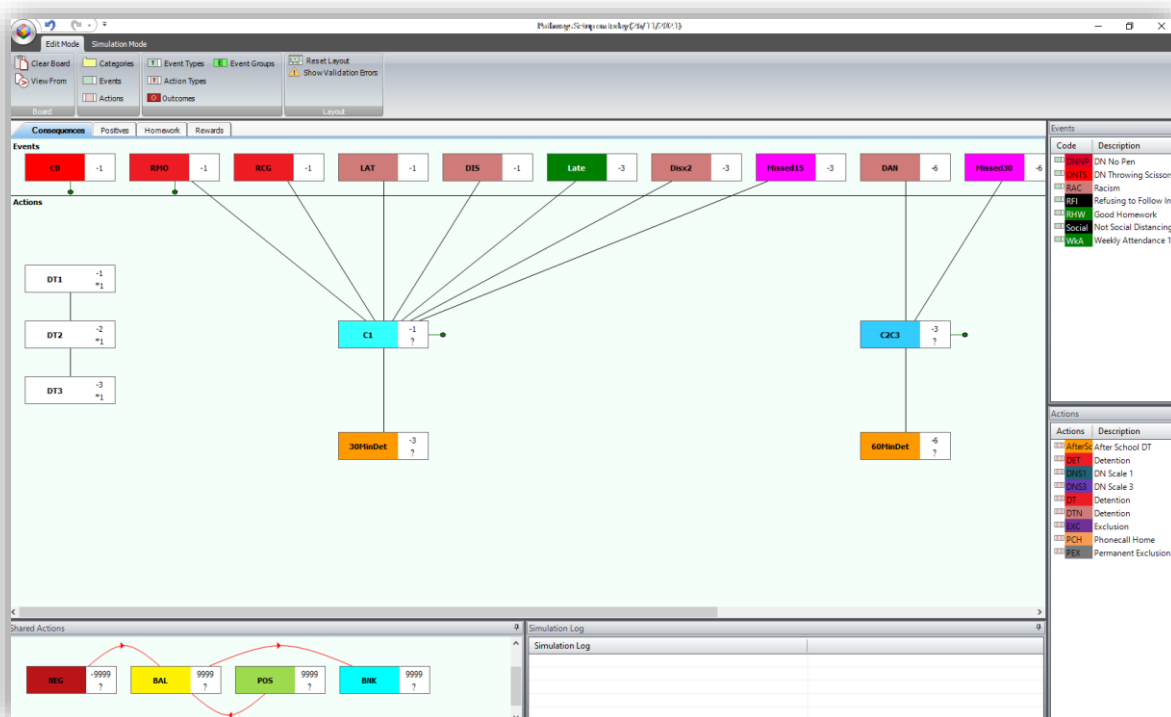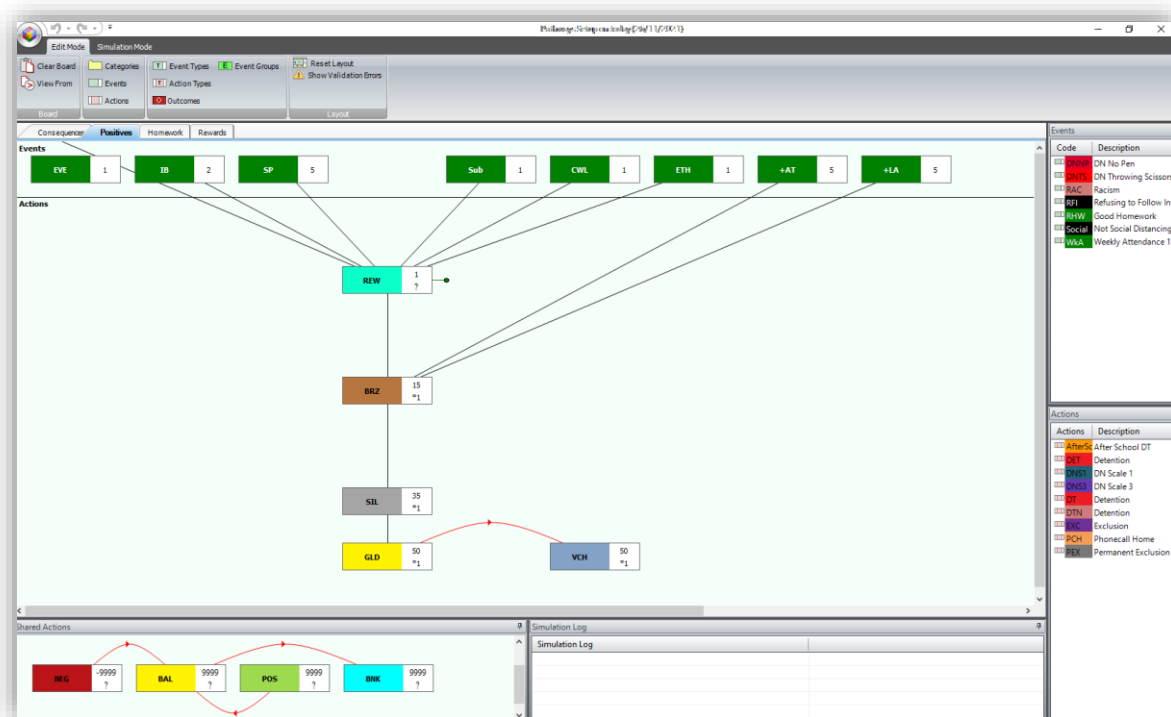
Events can be setup to trigger **Actions** such as an e-mail to a **Senior Staff** member or a letter home etc.
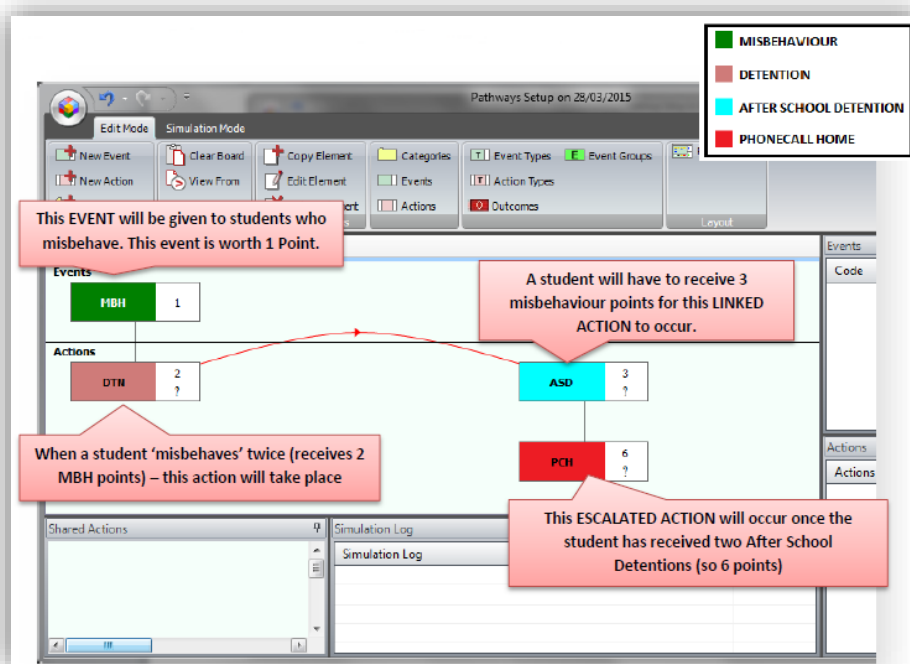
Behaviour can be entered for a **Student**, **Group of Students** or **Class** etc., by a **Teacher** or an **Administrator**, by simply selecting them from the **Behaviour** list, a pop-up will then allow the **Event** details to be added.

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 this information can be collated on the **Parent App**, with automatic notifications and a single point of reference.

Bromcom Functionality	3rd Party Products	Supplier
Lesson by Lesson Registration	Lesson Monitor	Capita
	LiveRegister	Live Register Ltd
	Go4Schools	Hyperspheric Solutions Ltd
	FasTrak	BioStore Ltd
	PARS	TASC Software Solutions Ltd
Seating Plans	EduKey	EduKey Education Ltd
	Class Charts	EduKey Education Ltd
	MINTclass	Tucasi
	Mega Seating Plan	Mega Seating Plan Ltd
Timetabling	Timetabler	October Resolutions Ltd
	Timetabler	Scientia
Options	Keith Johnson's options	October Resolutions Ltd
Secondary Assessment Tracking	Go4Schools	Hyperspheric Solutions Ltd
	Alps	Alps Education
	4C Software	4C Software
Primary Assessment Tracking	Insight	Insight
	Classroom Monitor	Pupil Tracker
	Pupil Asset	Pupil Asset
	Target Tracker	Juniper Education
	Otrack	Optimum
	iTRACK	LCP
Assessment Analysis (Progress 8 & Attainment 8)	4MATRIX	Schoolcomms
	SMID	Eduspot
Communication & Apps	Parent Mail	Schoolcomms
	Teachers2Parents	Eduspot
Dinner Management	Parent Pay	ParentPay
	Wise Pay	WisePay
	School Money	Eduspot
	Tucasi	Tucasi
Behaviour & Detentions	Behaviour Watch	Eduspot
	Behaviour Watch	CPOMS
	Behaviour Watch	Go 4 Schools
Medical Tracking	Medical Tracker	Medical Tracker
Parent Portal	Schools Buddy	Schools Buddy
	Firefly	Firefly Learning Ltd
	Frog	Frog
Student Portal (VLE)	Moodle	Moodle

Clubs/Trips Online Payments	Parent Pay	ParentPay
	Wise Pay	WisePay
	School Money	Eduspot
	Tucasi	Tucasi
Safeguarding	My Concern	One Team Logic
	Safeguard	Safeguard Software
	CPOMS	CPOMS
	Cura	Tasc Software Solutions Ltd
Parents Evening	School Cloud Systems	School Cloud Systems
	Netmedia	Netmedia Ltd
Finance	PS Financials	PS Financials is part of the Iris Software Group
	Capita FMS	Capita FMS
	Access Education	Access Education
	Sage	Sage
	Edukey Blue Hills	Blue Hills Software
	Provision Map	EduKey Education Ltd
Room Booking	Room Booking	School Cloud Systems
CPD	Blue Sky	BlueSky Education
	School CPD Tracker	TT Education
	CPD Genie	Geniesuite
Trust Analytics	Assembly/Groupcall	Groupcall