



# How to Manage Third Party Supplier's API Access Permissions For Bromcom MIS

**Version 2.2**

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This brief document explains how a new user account can be created to give third party supplier's access to data in your MIS system through Bromcom's API interface.

This document assumes that the MIS being given access to is available over the internet for third party suppliers to access the API interface. If you have any concerns that this is not the case please contact [Partner.Support@bromcom.com](mailto:Partner.Support@bromcom.com). Please note the exception to this is if the third party software and the Bromcom Server are located on the same internal network. In this instance the Bromcom Servers internal URL should be supplied to the third party for access.

## How to Add a New User with Third Party Permissions

1. Log in to the MIS with a user account that has access to the e-Setup module.
2. Go to **Menu** → **Setup** → **System Security** → **System Users** (see Fig.1-2)

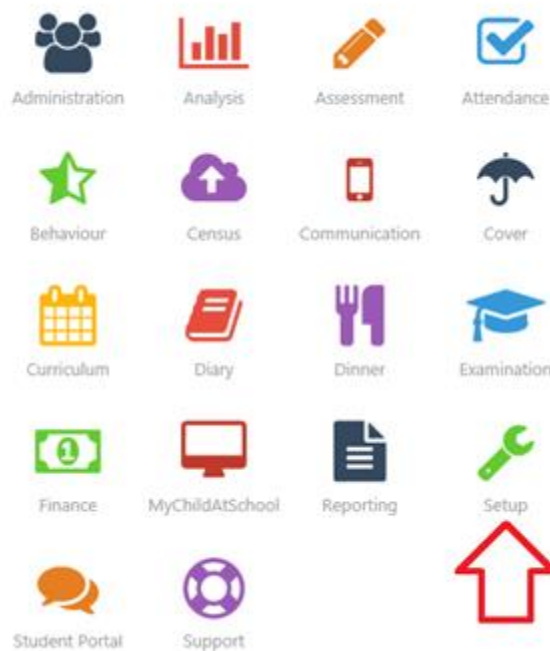


Fig.1

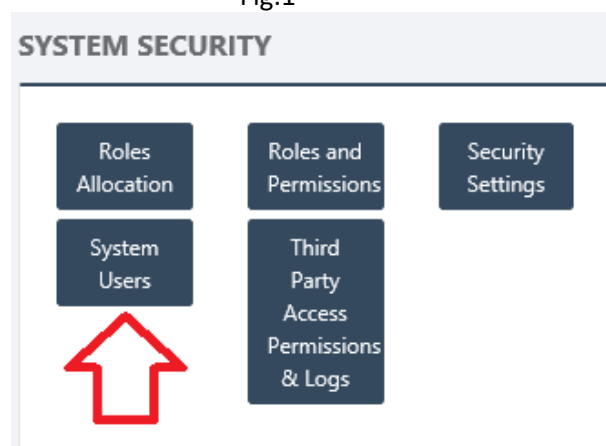


Fig.2

3. Click on “New” to create a new account. See Fig.3

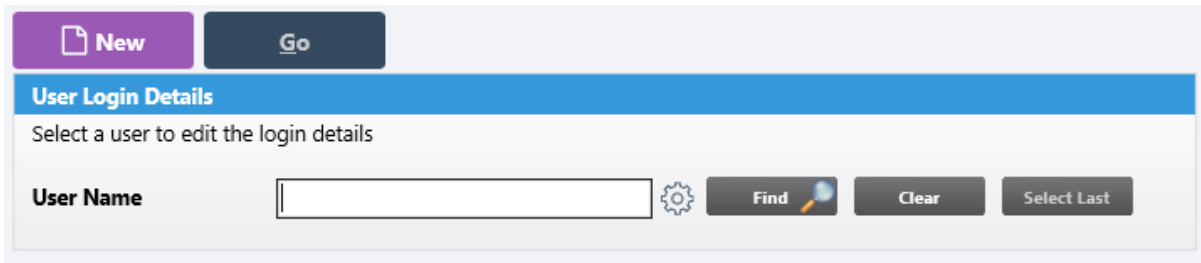


Fig.3

4. Select the “Create a New User” radio button and fill in the **First Name**, **Last Name**, **Username** and **Password** fields. Also, ensure that the **Third Party** tick box is checked. See Fig.4

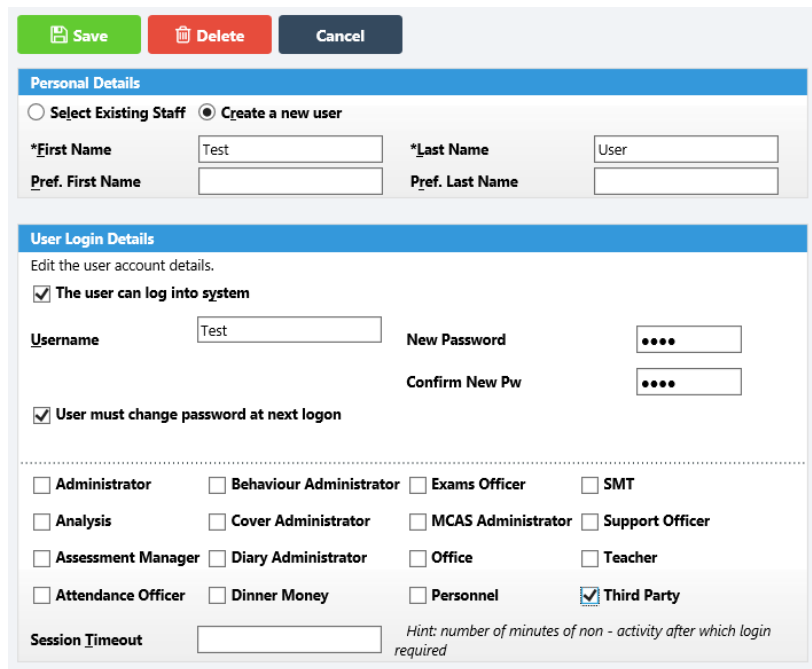


Fig.4

5. Press the **Save** button to create the new user and confirm that the message “**User Details Saved**” is received. See Fig .5

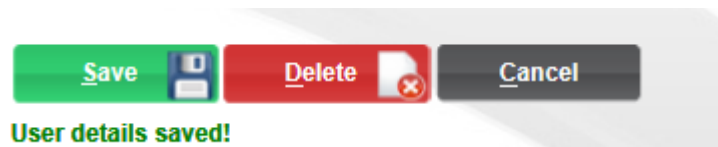


Fig.5

6. Go to “**Third Party Access Permissions & Logs**” page to maintain third party accounts access Read Only permissions for the available entities via APIs. As default, none of the entities will be enabled for access to the third party accounts. See Fig. 6

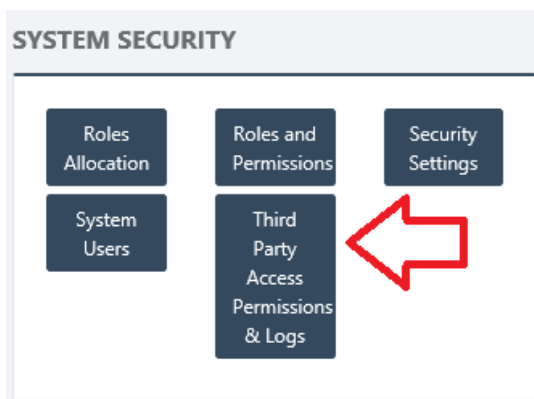


Fig.6

7. Select the Third Party Supplier’s account in the dropdown to see and manage the access to the API entities. Supplier should provide you a list of API entities they need access. See Fig. 7

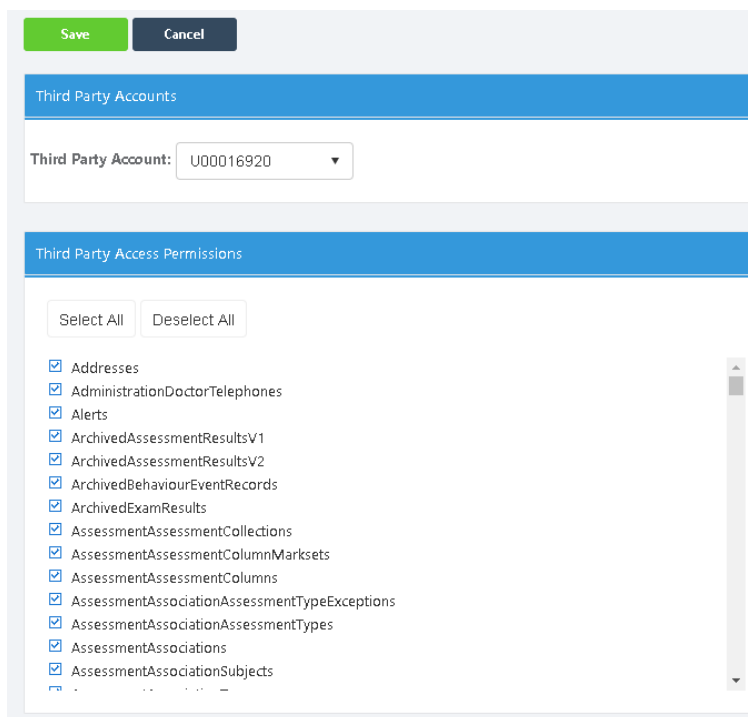


Fig.7

8. On the same page, you can view the access logs of this supplier's account. Logs are kept for 3 months. See Fig. 8

Third Party Access Log ID	Log Date	Access Granted	Read Request Entity Name	Read Request Entity Filter	Read Results	Extra Information
19	09/02/2018 09:25:50	<input type="checkbox"/>	Students1		0	
18	09/02/2018 09:25:21	<input checked="" type="checkbox"/>	Students	StudentID1=5522	0	Error: Invalid column name 'StudentID1'.
17	09/02/2018 09:25:03	<input checked="" type="checkbox"/>	Students	StudentID=5522	0	
16	09/02/2018 09:24:52	<input checked="" type="checkbox"/>	Students	StudentID=100	0	
15	09/02/2018 09:24:10	<input type="checkbox"/>	Students		0	
14	09/02/2018 09:23:35	<input checked="" type="checkbox"/>	Students		1483	

Fig.8

9. If the third party is not performing write back, please skip to step 11

To set up write back permissions; we recommend to create a custom role which only has write-back enabled (note that there is already a role for attendance write-back). Within the Roles & Permissions page create a new role:



Fig.9

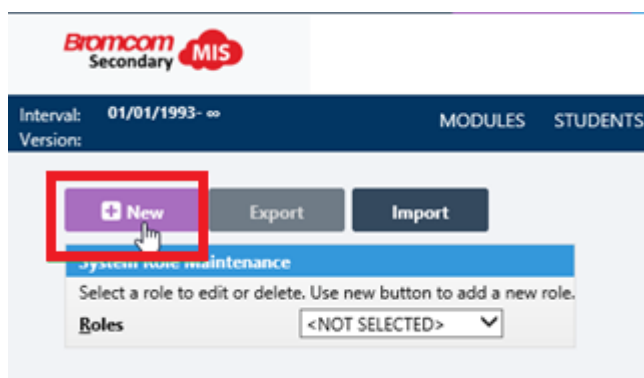


Fig.10

10. Under this screen; the write back permissions can be found by selecting the Module “Setup” and expanding out the tree to System Security -> Security Settings -> “Third Party Write Back - xxxxxx”  
The third party should be able to tell you which APIs they are calling to write-back. Once a name, description and the appropriate write back permissions have been assigned; Click Save.

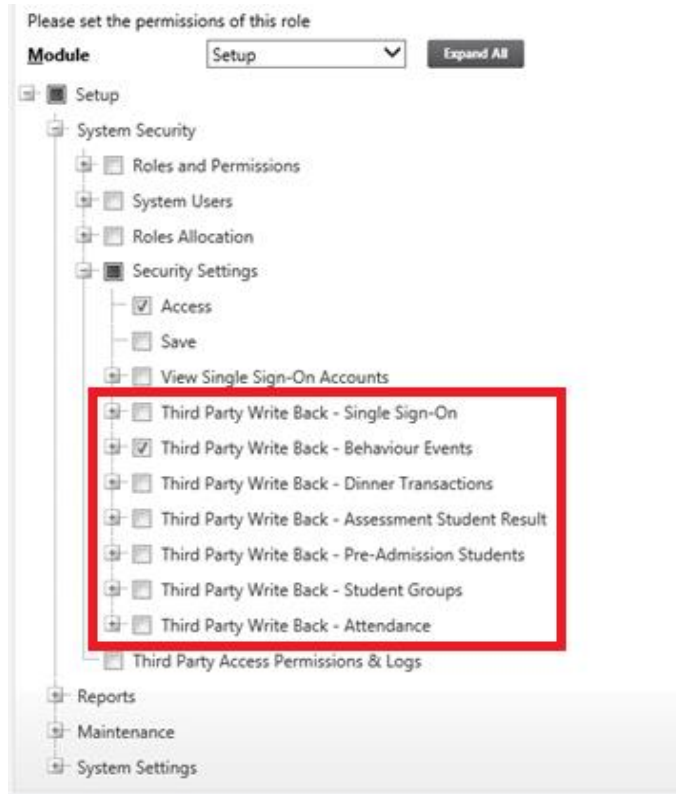


Fig.11

Once this role is saved – the school can assign it to specific users on the system users page.

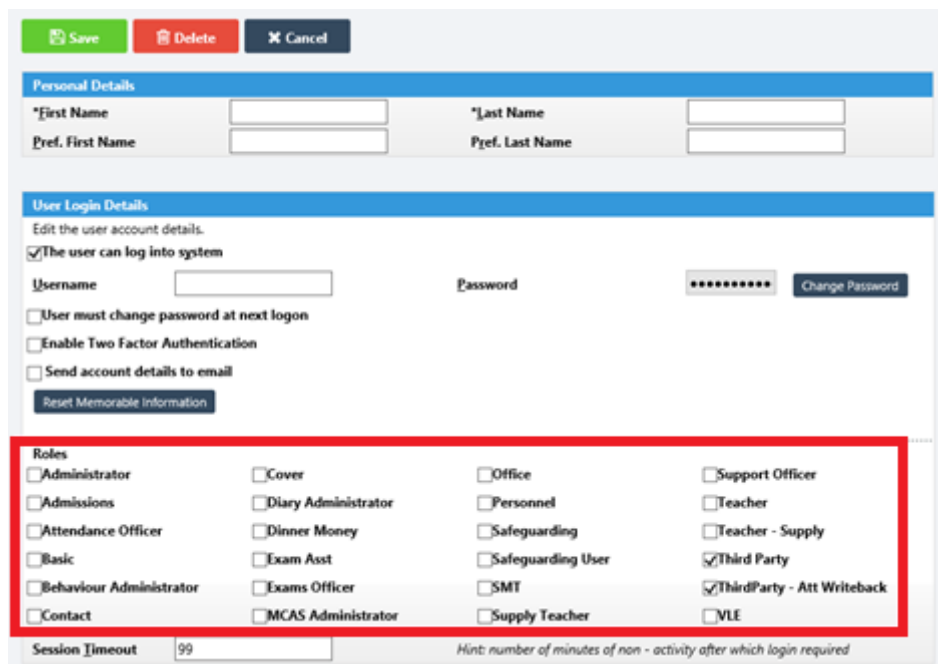


Fig.12

11. At this stage; Third parties should be able to access the APIs; however they may not have access to read all the student or staff records. This is due to GDPR related settings (data processing consent). These are set either at a school level; or at a Student/Staff level.

To set at a school level, browse to the Administration Module:

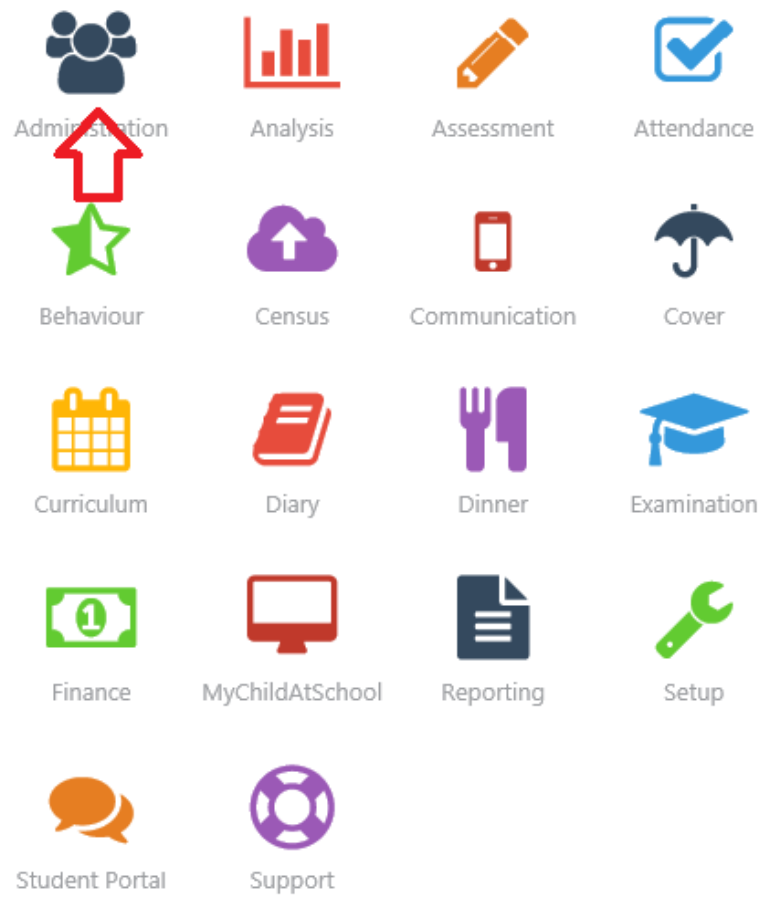


Fig.13

12. Pick the Administration Defaults option:

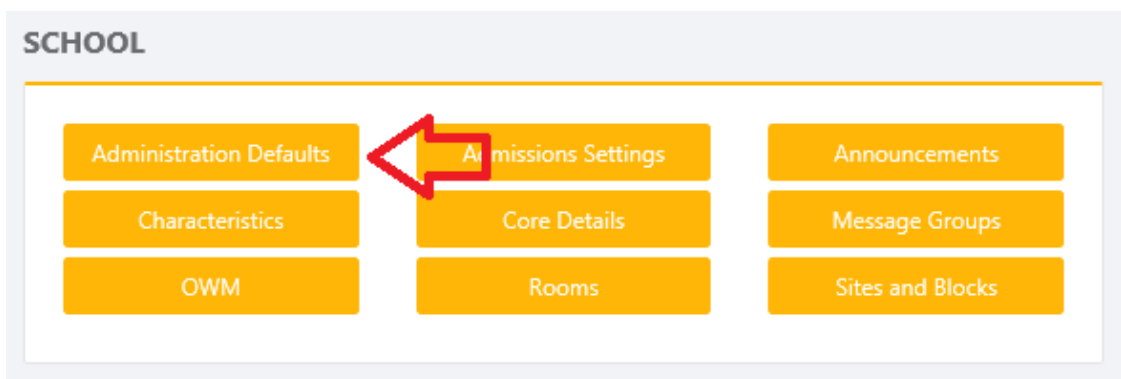


Fig.14

13. Within the Administration Defaults page, there is a drop down box for “Lawful basis for data processing” with multiple options. If you pick any option except Consent, then automatically ALL students and ALL staff will become accessible via the APIs. At this stage; you do not need to do anything else.

Fig.15

14. If you pick the option “Consent”, then you will need to set the Consent for Data Processing at a student/staff level. The Student/Staff pages can be accessed via the menu at the top:



Fig.16



15. From the student page you can select some students, and click “Quick Edit”

302 found    4 selected     Select All

Last Name	First Name	Admission Nu...	Tutor Group	Year Group	Gender
Abbott	Mark	00096	6KA	NA	Male
Abbott	Zoe	S0102A	NA	NA	Female
Addison	David	00032	NA	13	Male
Addison	Harry	00097	NA	13	Male
Addison	Rachel	S0193A	9A	09	Female
Addy	Makoto	00152	NA	13	Male
Adesiyani	Emma	S0129A	NA	10	Female

View Student Details  
 Create New  
 Delete  
 View  
 Analysis Summary  
 Deleted Students  
 Process  
 Confirm Dinner Payments  
 Confirm Dinner Numbers  
 Process Leaver(s)  
**Quick Edit**  
 Re-Admit Student(s)  
 Send SMS/Email  
 Transfer Dinner Funds

Fig.17

16. A popup box should appear, allowing you to pick the Attribute “Data Processing Consent Granted”, and select a value of True/False. At this point you can click the Update button to set the values as needed. (Review will allow you to review the changes before updating them).

*When set to True; the selected students will have their data accessible by third parties.*

*When set to False; the selected students will NOT have their data accessible by third parties.*

NB: This is only needed to be set when the Lawful Basis for Data process field is set to “Consent”, and applies to ALL third parties.

Quick Edit

Select the attribute that you wish to edit and the new property you want to use as default

Attribute: Data Processing Consent Granted

Value: --Not Selected--  
True  
False

Update Review Close

Fig.18

17. The same option can be picked for Staff as well, under the quick edit button.

163 found    2 selected        Select All   

Last Name	First Name	Staff Code	Gender	Staff Type	Subject
Adams	Denver	DAD	Male	N/A	
Andrews	Christine	CPA	Female	Teacher	
Armour	Bruce	BA	Male	N/A	
Austin	Kate	KA	Female	N/A	
Aylward	Michaela	MA	Female	N/A	

**Process**

- Confirm Dinner Payment
- Confirm Dinner Numbers
- Leavers
- Manual Data Export
- Manual Data Import
- Quick Edit**
- Send Email

Fig.19

18. The Data Processing Consent granted field can also be set on a person by person basis within the Key data panel of the student record....

**Overview**    **Basic Details**    **Timetable & Groups**    **Contacts**    **Key Data**    **Previous School**    **Ethnic & Religious**    **Health Background**    **Safeguarding**    **SEN, Gifted & Talented**

Save    < Back    Next >    Cancel    CIF Export    Student List

\* Legal First Name    \* Legal Last Name  
 Middle Name(s)    Former Last Name  
 Pref. First Name    Pref. Last Name  
 \* Gender    \* Date of Birth  
 Birth Certificate     Seen    Age

UPN    Admission No.  
 Former UPN  
 ULN    UCI  
 Boarder Status    Exam Number

Data processing consent has been granted

Fig.20

19. ...or the Personal Details panel of the staff record. (Don't forget to click save once changed!)

The screenshot shows a web interface for editing a staff record. On the left is a vertical menu with icons and labels for different sections: Basic Details, Timetable, Contact Details, Personal Details (highlighted with a red box), Absences, Banking, Background Checks, Contracts, Qualifications, and CPD. The main area contains a form with the following fields:

- \* Full First Name: text input
- Middle Name(s): text input
- Pref. First Name: text input
- Title: dropdown menu
- Name Order: dropdown menu (First Name, Last Name)
- \* Gender: dropdown menu (Female)
- \* Date Of Birth: date picker
- \*Staff Code: text input
- National Ins No.: text input
- Declared Disability: dropdown menu (<NOT SELECTED>)
- Data processing consent has been granted (highlighted with a red box)
- \* Legal Last Name: text input
- Former Last Name: text input
- Pref. Last Name: text input
- Honours: text input
- Salutation: dropdown menu
- \* Ethnicity: dropdown menu
- Age: text input
- School Staff No.: text input
- Payroll Number: text input
- Religious Affiliation: text input

At the top of the form are buttons: Save (green), < Back (grey), Next > (dark blue), and Cancel (dark blue). A 'Staff List:' link is visible in the top right corner.

Fig.21