

# OneFile and PICS

## Overview

Integrate your OneFile account with your Pellcomp PICS MIS for efficient data management. With this integration, you can create learners in OneFile automatically or at the click of a button from Pellcomp PICS MIS. This integration is two-way, and PICS is the master system.

## Creating the integration

- Contact OneFile to request a PICS PortalID creation.
- OneFile will send you the details (you'll need to be a centre manager so we can add them to your restricted resource area).
- OneFile will discuss this with your centre manager during your centre setup with any additional details we need to ensure your qualifications are PICS-ready.

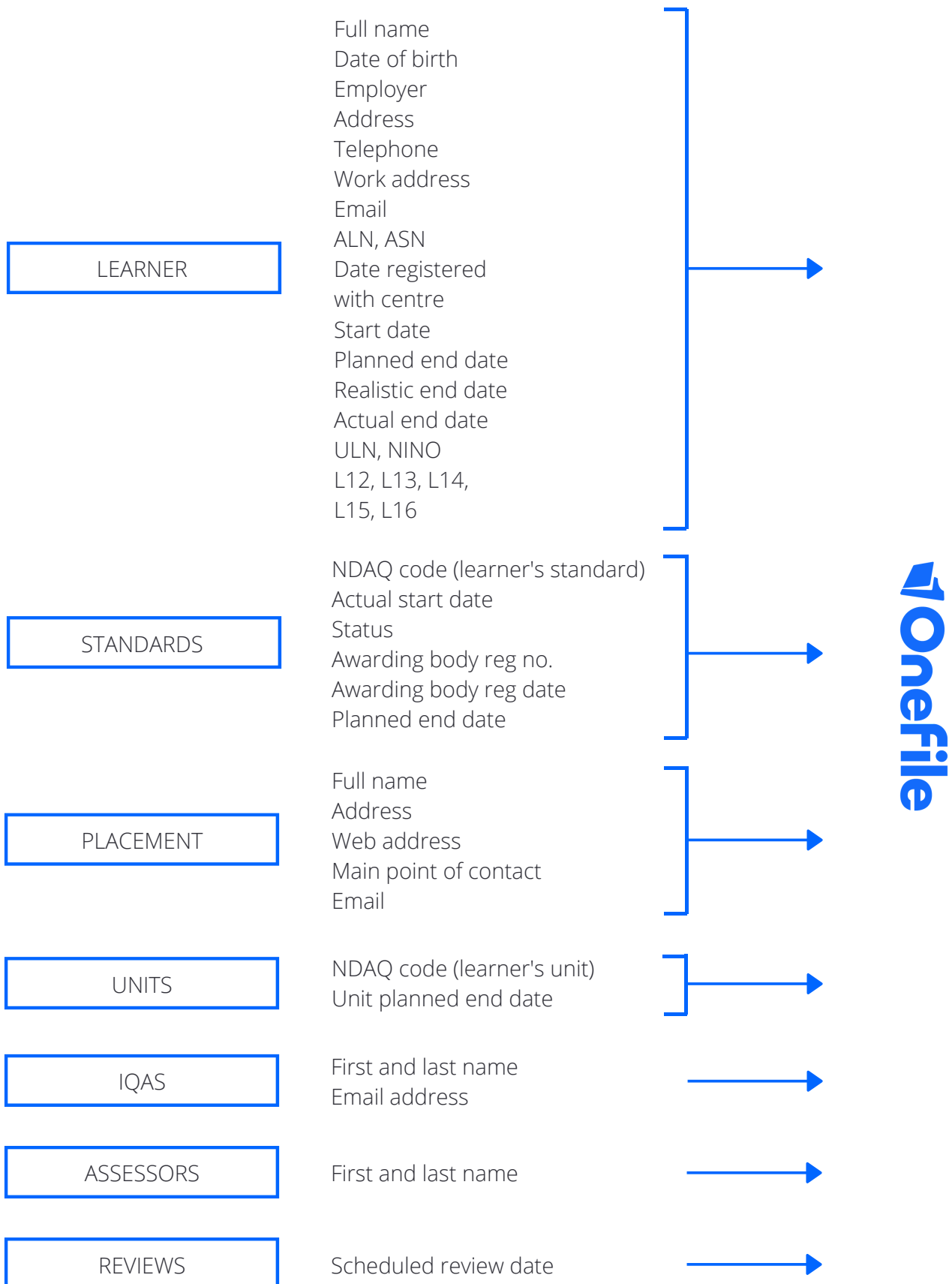
## Enrolling a learner

When a learner has been created on PICS, they need to be enrolled on OneFile. To enrol a learner, click the enrol to OneFile button on the achievement tab.

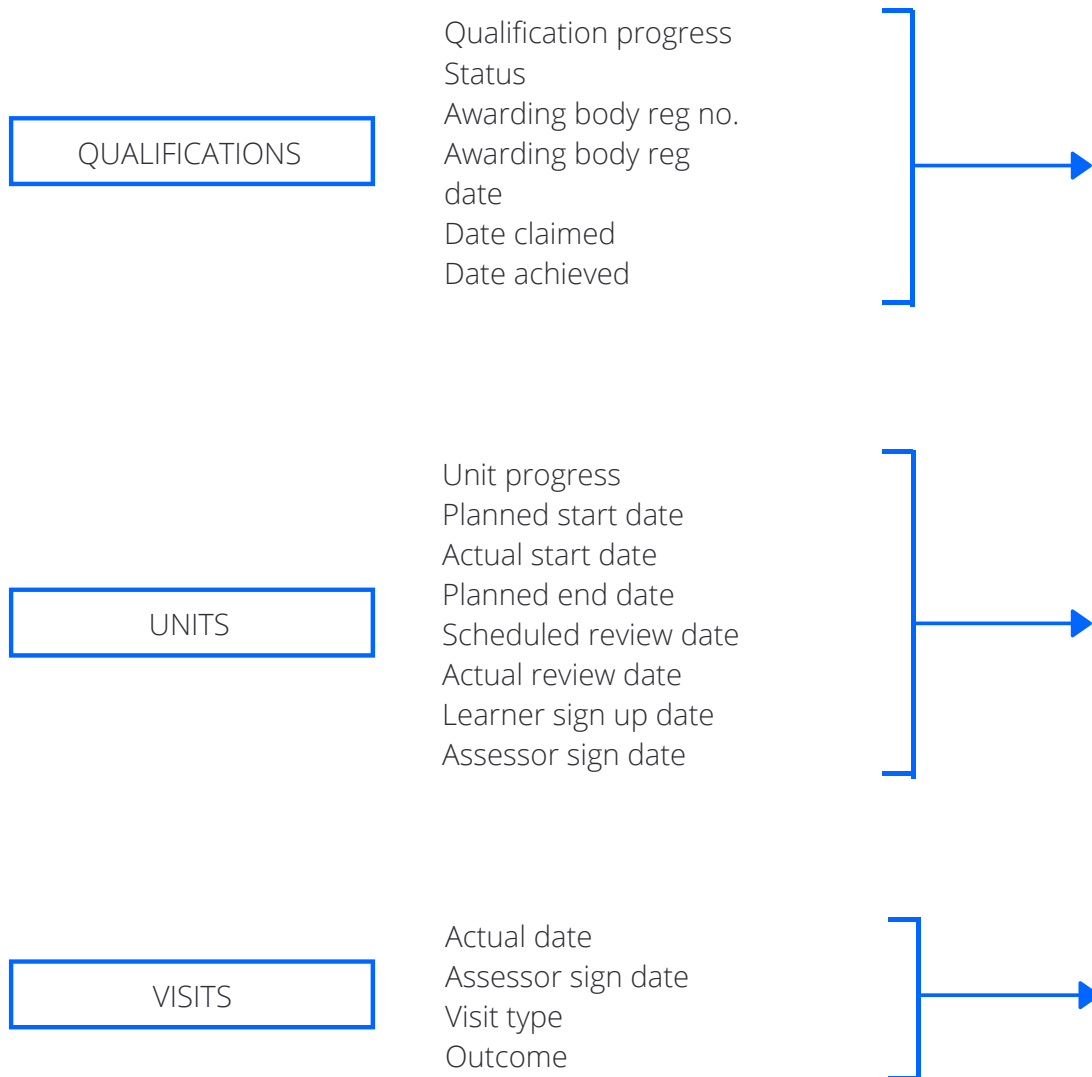
## How the sync works

PICS is the system that contains most of the data about the learner. You can sync from PICS in 2 ways. Click the OneFile update button on the left hand side to sync all learners on the PICS system to OneFile. Alternatively, you can sync learners individually by using the sync button on the achievements tab. When a sync starts, the details of the learner are sent through to OneFile.

## Create and assign from PICS to OneFile



## Update PICS from OneFile





[info.onefile.co.uk/onboarding](https://info.onefile.co.uk/onboarding)