

# Anycomms Plus

## Introductory Guidance Notes for Schools v 1.2

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## Introduction

### What is Anycomms Plus

Anycomms Plus is a new version of the existing Anycomms system that has been used within East Sussex schools for over 10 years.

The main difference is that Anycomms Plus is web based and no longer relies on client-software being installed on your computer.

The system allows files to be sent securely between East Sussex schools, local authority teams and other relevant partner organisations working with children and young people in the county. All connections completely secure over TLS and files encrypted.

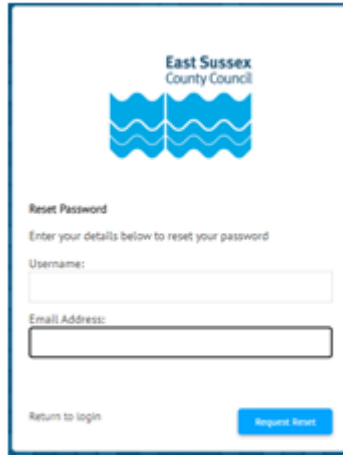
**Anycomms is a file transfer system not a file storage system, so remember to save any files you might need to access at a later date**

## Accessing Anycomms Plus for the 1<sup>st</sup> Time

It is highly recommended you use **Chrome** or **Microsoft Edge**

1. Once your account has been created you will receive an email, click on the link in the body of the email

2. The 'Username' and 'Email Address' fields will be auto-populated. Click 'Request Reset'

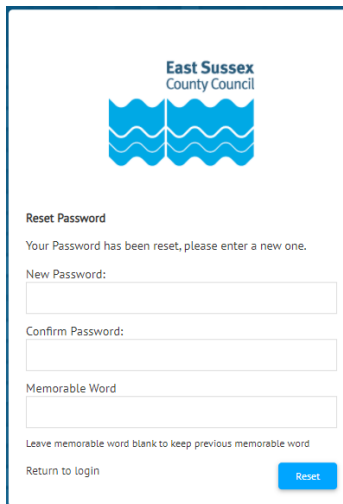


3. You will receive a second email, click on the link, enter your new password and a memorable word and click 'Reset'

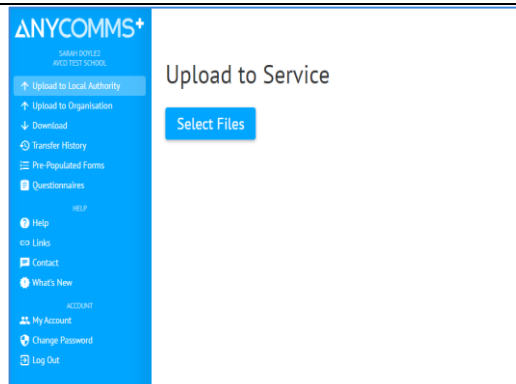
Passwords must be a minimum of 8 characters long and contain at least one each of the following – uppercase letter, lowercase letter, symbol e.g. @, \$, !, £, %, etc

Your login credentials are case sensitive

You have 3 attempts to login after that your account will be locked. You will need to contact Schools ICT to have your account unlocked & password reset  
Allow 20 mins before attempting to reset your password



Once you have logged in successfully you will see the following screen



## Uploading & Downloading Files

### Uploading a file to your local authority

From the main menu on the left, click 'Upload to Local Authority' then 'Select Files'

Locate the file you want to upload then click 'Open'

Select an appropriate 'File Type' and 'Service' from the drop-down lists.

You can also add an optional description

Repeat for any other files you want to upload

When ready, click 'Upload Files'

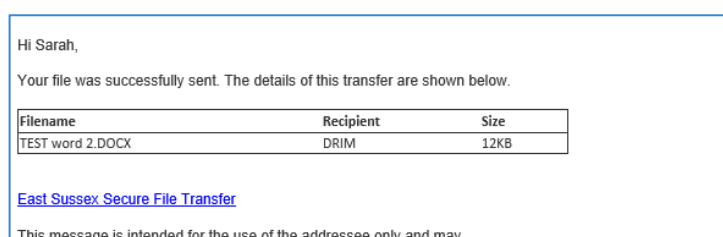
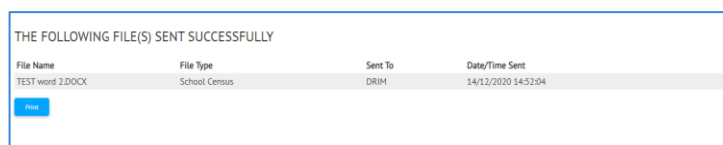
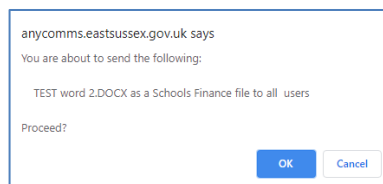
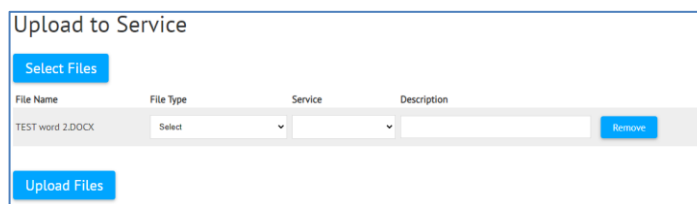
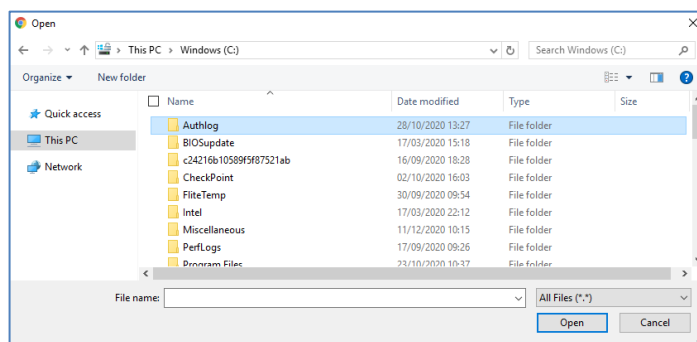
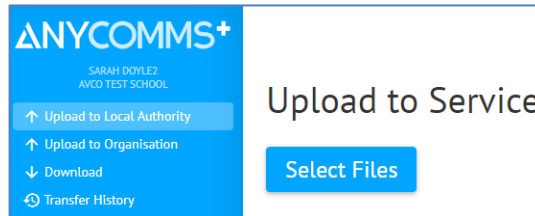
Click 'OK' or 'Cancel' on the prompt

*On page 8 you can find a list of file types and the pre-defined Service(s) associated with it*

Once the file(s) have been sent successfully you will receive the following message

If you wish to print a receipt for you records, click 'Print'

You will receive an email to notify you that the file has been sent



**Uploading a file to another organisation (school)**

From the main menu on the left, click 'Upload to Organisation' then 'Select Files'

Locate the file you want to upload then click 'Open'

Select a 'Recipient Organisation' and appropriate 'Recipient Role' from the drop-down lists. You can also add an optional description Repeat for any other files you want to upload When ready, click 'Upload Files'

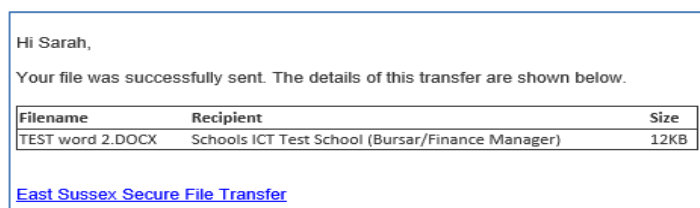
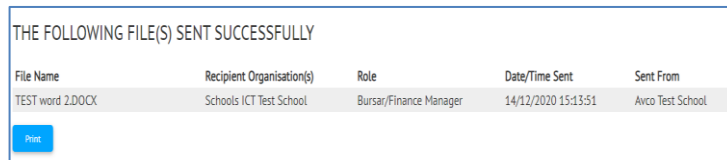
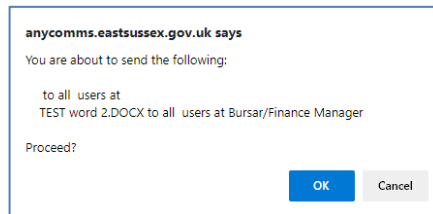
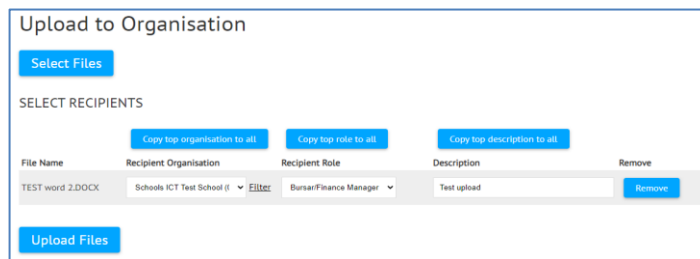
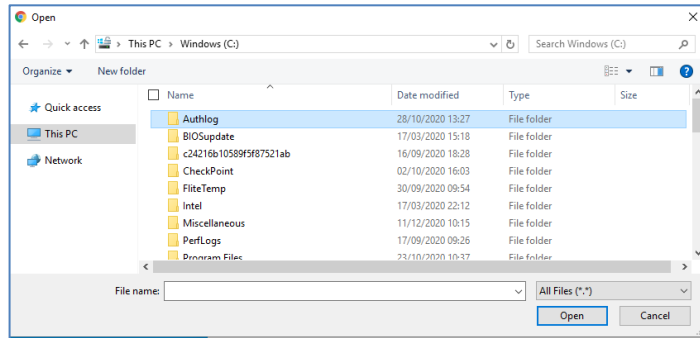
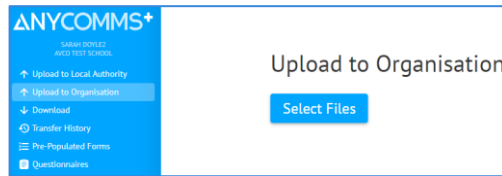
If you have chosen the wrong file, just click 'Remove'

Click 'OK' or 'Cancel' on the prompt

Once the file(s) have been sent successfully you will receive the following message

If you wish to print a receipt for you records, click 'Print'

You will receive an email to notify you that the file has been sent



### Downloading a File

If a file has been sent to you, you will receive an email notification. Click on the login link on the email and login with your login credentials.

Click 'Download', if you have multiple files select the ones you wish to download by ticking the 'Select this file' box. Alternatively click 'Download All'.

Click 'Click here to confirm you wish to download this file'.

The file will automatically download to your 'Downloads' folder. Click 'Show All' then 'Show in folder' then copy and paste the file to a location of your choice.

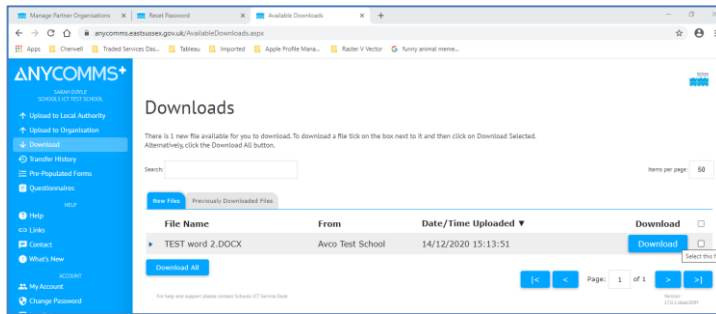
Hi Sarah,

You have 1 new file(s) waiting to be downloaded.

Filename	Size	Date Sent	Recipient Role
TEST word 2.DOCX	12 KB	14/12/2020	Bursar/Finance Manager

Avco Test School recently sent you a file at 15:13 on 14/12/2020. Please login [here](#) to download your files.

[East Sussex Secure File Transfer](#)



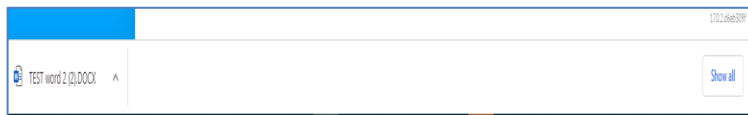
The screenshot shows the ANYCOMMS+ interface for downloading files. A table lists the file 'TEST word 2.DOCX' with a size of 12 KB, sent from 'Avco Test School' on 14/12/2020 at 15:13:51. There are 'Download' and 'Download All' buttons.

### Confirm Download

YOU HAVE CHOSEN TO DOWNLOAD THE FOLLOWING FILE:

File Name	Description	Date / Time	Size KB
TEST word 2.DOCX	Test upload	14/12/2020 15:13:51	12 KB

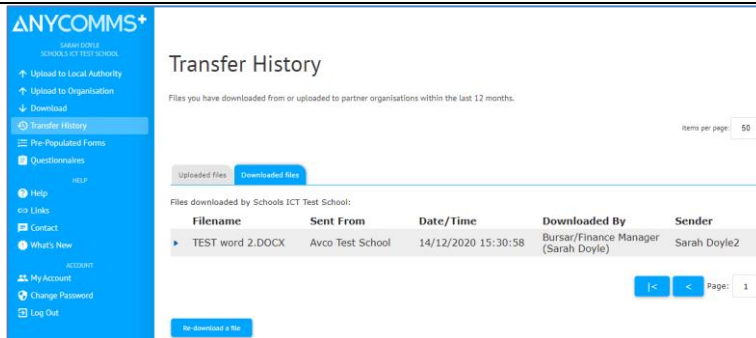
[Click here to confirm you wish to download this file](#)



The screenshot shows a progress bar for the file 'TEST word 2 (2).DOCX'. A 'Show all' button is visible on the right.

### File Transfer History

To view a list of all the files you have uploaded or downloaded within the last 12 months, click 'Transfer History'.



The screenshot shows the ANYCOMMS+ 'Transfer History' page. It displays a table of files downloaded from partner organizations. The file 'TEST word 2.DOCX' is listed as downloaded from 'Avco Test School' on 14/12/2020 at 15:30:58, downloaded by 'Bursar/Finance Manager (Sarah Doyle)' and sent by 'Sarah Doyle2'.

## Upload Errors Checklist

- Please do not encrypt any files you are uploading, encrypted files are blocked
- Check the file is not corrupt – can you open it and view as normal?
- Is the file type allowed – these are the file types currently allowed (.xml, .xlsx, .png, .xls, .xlsm, .txt, .pdf, .csv, .doc, .docx, .txt)

## Pre-defined File Types & Associated Service(s)

File Type Description	Active	Date Made Inactive	Service Association	
Absence Return	x	<input checked="" type="checkbox"/>	Childrens Services, ESBAS	+
Ad-Hoc	x	<input checked="" type="checkbox"/>	Schools Finance	+
Attendance	x	<input checked="" type="checkbox"/>	Information Management Team	+
Automated	x	<input checked="" type="checkbox"/>	DRIM	+
Automated Attendance	x	<input checked="" type="checkbox"/>	Information Management Team	+
Automated Exclusions	x	<input checked="" type="checkbox"/>	Information Management Team	+
Automated Monthly Census	x	<input checked="" type="checkbox"/>	Information Management Team	+
Bank Statements	x	<input checked="" type="checkbox"/>	Schools Finance	+
Behaviour report	x	<input checked="" type="checkbox"/>	Childrens Services, ESBAS	+
Budget Plan	x	<input checked="" type="checkbox"/>	Schools Finance	+
Early Years	x	<input checked="" type="checkbox"/>	Childrens Services, ESBAS	+
Exclusions	x	<input checked="" type="checkbox"/>	Information Management Team, IT & Digital	+
Exclusions notification	x	<input checked="" type="checkbox"/>	Childrens Services, ESBAS	+
Finance	x	<input checked="" type="checkbox"/>	Schools Finance	+
Finance Reports	x	<input checked="" type="checkbox"/>	Schools Finance	+
Free School Meal reports	x	<input checked="" type="checkbox"/>	Childrens Services, Free School Meals	+
Group Analysis report	x	<input checked="" type="checkbox"/>	Childrens Services, ESBAS	+
KS1 Results	x	<input checked="" type="checkbox"/>	Childrens Services, DRIM	+
KS2 Results	x	<input checked="" type="checkbox"/>	Childrens Services, DRIM	+
KS2 Sub Levels	x	<input checked="" type="checkbox"/>	Childrens Services, DRIM	+
Monthly Census	x	<input checked="" type="checkbox"/>	Information Management Team	+
New Starter Details	x	<input checked="" type="checkbox"/>	Human Resources Employee Services	+
Off-Roll Notification	x	<input checked="" type="checkbox"/>	Childrens Services, ESBAS	+
PA Workbook	x	<input checked="" type="checkbox"/>	Childrens Services, ESBAS	+
School Census	x	<input checked="" type="checkbox"/>	Childrens Services, DRIM	+
Schools Absences	x	<input checked="" type="checkbox"/>	Human Resources Employee Services	+
Schools Claims	x	<input checked="" type="checkbox"/>	Human Resources Employee Services	+
Staff Details	x	<input checked="" type="checkbox"/>	Human Resources Employee Services	+
VAT Quarterly return	x	<input checked="" type="checkbox"/>	Schools Finance	+