

Schools Guidance Notes AnyComms Plus Version 17



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1. Description

AnyComms Plus is a web-based system that enables files to be transferred between schools and Birmingham City Council. All that is required is a supported web browser such as Edge, Firefox, Safari or Chrome. Users will require a username, password, and memorable word to log in.

Birmingham City Council's AnyComms Plus address is <u>https://anycomms.birmingham.gov.uk</u>.

An example of the login page for all users.

€ → ୯ û	0 A https://anycommsplus.staging.avcosystems.com/Login.aspx		··· 🛛 🕁	IN (1) (1) (1)
	ANYCC	MMS+		
		SITE INFORMATION Secure file transfer between services at Avco Systems	ystems.	
	Password	! SITE NOTICES This site is for demonstration purposes only.		
	Haiving Login Issues? Login			
	Help	Contact Us		
Avco Systems Demo Site (V17)				Version: 17

The memorable word page.







2.0 Uploading Files

After logging in, school users will land on the "Upload to Service" page. This page can also be reached by selecting "Upload to Local Authority" from the left-hand menu.

ANYCOMMS*	ANYCOMMS*
RITTAHGES ↓ Upload to Local Authority ↓ Upload to Organisation ↓ Download ④ Transfer History ☱ Pre-Populated Forms	Upload to Service Select Files
Questionnaires HELP	
? Help	
👄 Links	
E Contact	
🔮 What's New	
ACCOUNT	
Grange Password	
🔁 Log Out	

Select the required file by clicking on "Select Files" and browse to the appropriate file location.

ANYCOMMS+						ANYCOMMS*
BITTA HIGGS ST ANDREWS ↑ Upload to Local Authority ↑ Upload to Organisation ↓ Download	Upload to Select Files	Service				
+9 Transfer History	C Open				×	
 Pre-ropulated Forms Questionnaires 	← → * ↑	ocal Disk (C:) > Transfers > Birmingh	am > Outbox 🗸 ී	> Search Outbox		
HELP	Organise 🔻 New fold	der		EEE	- 🔳 🔞	
en Linte	This PC	Name	Date modified	Туре	Size	^
	3D Objects	國 2356Anyfile.xls	22/02/2019 12:05	Microsoft Excel 97	497 KB	
Contact	Contraction Desktop	B 5555Apyfile.xls	22/02/2019 12:05	Microsoft Excel 97	497 KB	
💮 What's New	Documents	15643Anyfile.xls	22/02/2019 12:05	Microsoft Excel 97	497 KB	
ACCOUNT	🕹 Downloads	6785Anyfile.xls	22/02/2019 12:05	Microsoft Excel 97	497 KB	
St My Account	👌 Music	7896Anyfile.xls	22/02/2019 12:05	Microsoft Excel 97	497 KB	
Changes Descurred	E Pictures	9997Anyfile.xls	22/02/2019 12:05	Microsoft Excel 97	497 KB	
	Videos	9999Anyfile V15.xls	22/02/2019 12:05	Microsoft Excel 97	497 KB	
Log Out	Local Disk (C:)	9999Anyfile V16.xls	22/02/2019 12:05	Microsoft Excel 97	497 KB	
	A Naturali	🗐 9999Anyfile V17.xls	22/02/2019 12:05	Microsoft Excel 97	497 KB	*
	Vetwork V	<			>	
	File	name:		 ✓ All files (*.*) 	~	
				Open	Cancel	
						<u></u>



Select the "File Type" and "Service" using the dropdown arrows ("Descriptions" are optional) then click on "Upload Files".

ANYCOMMS*		ANYCOMMS*
STANDREWS Upload to Local Authority Upload to Organisation Download Transfer History	Upload to Service Select Files	
Pre-Populated Forms Questionnaires HELP	File Name File Type Service Description 55555Anyfile.xls Adhoc CYPS Test Test 	Remove
 ⑦ Help ⇔ Links ➡ Contact ♥ What's New 	Upload Files	
ACCOUNT Change Password Change Dut		

A window will appear advising that you are about to send the file in question and asking if you wish to proceed. Click "OK" if you wish to proceed.

anycommsplus.stagi	ing.avcosystems.com says	
You are about to send t	the following:	
5555Anyfile.xls as a C	CYPS file to all users	
Proceed?		
	o	K Cancel

Once the file has been successfully transferred, the site will display a screen showing that the file(s) sent successfully.

ANYCOMMS+ RITTA HIGGS ST ANDREWS					ANYCOMMS*
↑ Upload to Local Authority	THE FOLLOWING FIL	E(S) SENT SUCCESSF	ULLY		
↑ Upload to Organisation ↓ Download	File Name 5555Anvfile.xls	File Type	Sent To	Date/Time Sent	
 Transfer History Pre-Populated Forms 	Print				
Questionnaires HELP HELD HELD					
c⊃ Links ■ Contact					
💮 What's New					
My Account					
Orlanger assword ∃ Log Out					
03/21					Page 4 of 11





You will also receive an email acknowledgement.

Cilename	Recipient	Size
5555Anyfile.xls	CYPS	509KB

3.0 Uploading Files to Another Organisation

Select "Upload to Organisation" from the left-hand menu. Click on "Select Files" and browse for the file. Choose the "Recipient Organisation" using the dropdown arrows and then choose a role under the "Recipient Role" dropdown arrows. A description can be added if required. Click on "Upload Files".

ANYCOMMS*				۵N	YCOMMS*
RITTA HIGGS ST ANDREWS ↑ Upload to Local Authority ↑ Upload to Organisation ↓ Download ④ Transfer History	Upload to Or Select Files	ganisation			
) Pre-Populated Forms ・ 型 Questionnaires	SELECT RECIPIENTS	i			
HELP ? Help 🗢 Links		Copy top organisation to all	Copy top role to all	Copy top description to all	
E Contact	File Name	Recipient Organisation	Recipient Role	Description	Remove
What's New ACCOUNT My Account Change Password	8501234_CTF_850LL20_001. xml	St Mary's Catholic School 👻 Filter	Office ~		Remove
ව Log Out	Upload Files				





Once the file has been successfully transferred, the site will display a screen showing that the file(s) sent successfully.

					ANYCOMMS*
Upload to Local Authority Upload to Organisation	THE FOLLOWING FILE(S)	SENT SUCCESSFULLY			
I Developed	File Name	Recipient Organisation(s)	Role	Date/Time Sent	Sent From
◆ Download ④ Transfer History	8501234_CTF_850LL20_001. xmL	St Mary's Catholic School	Office	09/03/2021 16:42:43	St Andrews
; Pre-Populated Forms	Print				
HELP					
? Help					
👄 Links					
🖻 Contact					
💮 What's New					
ACCOUNT					
🕰 My Account					
Change Password					
€ Log Out					

You will also receive an email acknowledgement.

Your file was successfully sent. T	he details of this transfer are shown be	elow.
Filename	Recipient	Size
8501234 CTE 8501120 001 xml	St Mary's Catholic School (Office)	1KB





4.0 Downloading Files from Other Organisations and Birmingham City Council

You will receive an email from either Birmingham City Council or another school informing you of a file or files to download.

Filename	Size	Date Sent	Recipient Role
8501234_CTF_850LL20_001.xml	1 KB	09/03/2021	Office
3318.W10	2 KB	24/02/2021	Office
3318.W07	7 KB	24/02/2021	Office
3318 W04	7 KB	22/02/2021	Office

Select "Download" from the left-hand menu and make sure the "New Files" tab is highlighted.

ANYCOMMS*				ANYCOMM	IS*
Construction Construction Upload to Local Authority Upload to Organisation Download Transfer History Pre-Populated Forms Questionnaires HELP	Downloads There are 16 new files available for you to dow Alternatively, click the Download All button. Search: New Files Previously Downloaded	vnload. To download a file tick on	the box next to it and then click on Download Selecter	l. Items per page:	50
cə Links	File Name	From	Date/Time Uploaded ▼	Download	
Contact	▶ 3316.W11	CYPS	01/03/2021 00:10:55	Download	
What's New ACCOUNT	> 3316.W10	CYPS	01/03/2021 00:10:55	Download	
My Account Change Parcount	▶ 3316.W10	CYPS	24/02/2021 15:14:26	Download	
Deg Out	▶ 2457.W10	CYPS	24/02/2021 15:14:26	Download	
	▶ 3316.W07	CYPS	24/02/2021 14:10:13	Download	





	6677Anyfile.xls	CYPS	11/01/2021 11:03:17	Download	O
•	1234Anyfile.xls	CYPS	11/0 <mark>1/2021 10:59:20</mark>	Download	
•	1234Anyfile.xls	CYPS	11/01/2021 10:58:02	Download	
•	9987Anyfile.xls	Exams Department	03/09/2020 15:13:09	Download	D
•	5643Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download	
•	5555Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download	
	2356Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download	

Tick any "Download" checkboxes for files you're after and use "Download Selected" to download. Alternatively, click on "Download All" to download all files.

ANYCOMMS*				ANYCOMMS*
RITTA HIGGS ST ANDREWS ↑ Upload to Local Authority ↑ Upload to Organisation ↓ Download	Confirm Down	Iload D DOWNLOAD THE F	OLLOWING FILES:	
Transfer History	File Name	Description	Date / Time	Size KB
I≡ Pre-Populated Forms	2356Anyfile.xls		03/09/2020 11:29:22	509 KB
Questionnaires	5555Anyfile.xls		03/09/2020 11:29:22	509 KB
HELP	5643Anyfile.xls		03/09/2020 11:29:22	509 KB
? Help				
⇔ Links	Click here to confirm you wish to downlo	oad these files		
📃 Contact				
💮 What's New	T			
ACCOUNT				
👫 My Account				
Change Password				
🔁 Log Out				

Confirm the download by clicking the "Click here to confirm you wish to download these files" button.





Files are saved to a folder. For the folder location, please see your web browsers settings.

ANYCOMMS*				ANYCOMMS*
RITA HIGGS ST ANDREWS Upload to Local Authority Upload to Ornanisation	Confirm Do	wnload		
↓ Download	YOU HAVE CHOSE	N TO DOWNLOAD THE F	OLLOWING FILES:	
	File Name	Description	Date / Time	Size KB
🖨 Questionnaires	5555Anyfile.xls		03/09/2020 11:29:22	509 KB
HELP ? Help	5643Anyfile.xls		03/09/2020 11:29:22	509 KB
🖘 Links	Click here to confirm you wish t	o download these files Back to Main men	u	
What's New				
ACCOUNT				
Change Password				
∋ Log Out				
	Avco Systems Demo Site (V17)			Version: 17
What do you want to do with AnyCommsPlus_Zipzip?	en Save as ••••			Show all \times

Click on the "Previously Downloaded" tab on the "Downloads" page to re-download files.

			Δ	NYCOMM	IS
ST AUDERNS Upload to Local Authority Upload to Caral Authority Upload to Organisation Upload to Organisation Oransfer History Ere-Populated Forms Questionnaires	Downloads There are 20 new files available for you to do Alternatively, click the Download All button. Search:	wnload. To download a file tick on the box	next to it and then click on Download Selecte	d. Items per page:	50
HELP ? Help 🖙 Links	New Files Previously Downloaded F	Files	Date/Time Uploaded ▼	Download	C
Contact	 7896Anyfile.xls 	CYPS	05/03/2021 11:19:46	Download	C
What's New	 1234 CFR return.pdf 	Exams Department	03/09/2020 Deleted 15:18:28	Download	
My Account	► 5643Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download	
D Log Out	▶ 5555Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download	(
	 2356Anyfile.xls 	Exams Department	03/09/2020 11:29:22	Download	C
	 AnyCommsPlus.txt 	Default Service	11/02/2020 Deleted 12:22:58	Download	1
	 InfoAC(7).txt 	Default Service	11/02/2020 Deleted 12:22:18		
	Re-Download All Avco Systems Demo Site (YL7)		<	f 1 > Version: 17	>

Please note: if a file is marked as deleted, you will not be able to download or re-download that file.





Tick the download box as appropriate then click on "Re-Download Selected".

Automatical Strategies Autom	Downloads There are 20 new files available for you to do Alternatively, click the Download All button. Search: New Files Previously Downloaded	wnload. To download a file tick on the box r	next to it and then click on Download Select	ed. Items per page: 50
🥐 Help 🖙 Links	File Name	From	Date/Time Uploaded ▼	Download
🖻 Contact	► 7896Anyfile.xls	CYPS	05/03/2021 11:19:46	Download 🗹
What's New ACCOUNT	 1234 CFR return.pdf 	Exams Department	03/09/2020 Deleted 15:18:28	Download 🔲
🕰 My Account 🚱 Change Password	► 5643Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download 🖾
➔ Log Out	► 5555Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download 🛛
	► 2356Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download 🗆
	 AnyCommsPlus.txt 	Default Service	11/02/2020 Deleted	Download 🔲
	 InfoAC(7).txt 	Default Service	11/02/2020 Deleted 12:22:18	Download 🔲
	Re-Download All Re-Download : Avco Systems Demo Site (V17)	Selected	< Page: 1	of 1 > >

Click on "Re-Download All" to download all the files on view.





5.0 Reports Page

The Transfer History page informs users of "Uploaded files" and "Downloaded files".

					ΔΝΥ	COMMS*
Vipload to Local Authority Upload to Organisation Upload to Organisation Download	Transfer History Files you have downloaded from or uploaded	t to partner organisation	s within the last 12 month	15.		
 ④ Transfer History ⊟ Pre-Populated Forms ■ Questionnaires 				Items (per page: 50 Sort by:	Date/Time ~
HELP ? Help GD Links	Uploaded files Downloaded files Files uploaded by Ritta Higgs:					
Contact	Filename	Uploaded To	Date/Time	Downloaded By	Uploaded By	Delete
💮 What's New	 AC+_Brochure_3_Digital .pdf 	CYPS	15/01/2021 09:11:25	Service (Ecassidy Ecassidy)	Ritta Higgs	Delete
ACCOUNT My Account Change Password	AC+_Brochure_3_Digital .pdf	Information Technology and Digital Services	15/01/2021 09:09:25		Ritta Higgs	Delete
된 Log Out	 Prepop Time_Response.csv 	CYPS	22/12/2020 09:15:57		Ritta Higgs	Delete
	 878LLLL_ATF_8782345_ 12345.xml 	Exams Department	27/08/2020 10:04:14		Ritta Higgs	Delete
	 878LLLL_ATF_8789999_ 12345.xml 	CYPS	27/08/2020 10:04:14	Admin (neil turner)	Ritta Higgs	Delete
	 878LLLL_ATF_8789999_ 12345.xml 	CYPS	27/08/2020 09:39:25	Admin (neil turner)	Ritta Higgs	Delete
	 878LLLL_ATF_8789999_ 12345.xml 	Information Technology and Digital Services	Deleted 27/08/2020 09:35:33		Ritta Higgs	Delete
					Page: 1 of 1	> >

Files sent in error can be deleted.

						4	NYCOMMS*
Continued St Antiberys Upload to Local Authority Upload to Organisation Download	Tr Files	you have downloaded from	tory	organisations within the last	12 months.		
Transfer History E Pre-Populated Forms Questionnaires HELP Help Help Links	U	ploaded files Downloaded by St Andr	aded files		1	tems per page: 50	Sort by: Date/Time V
🖻 Contact		Filename	Sent From	Date/Time	Downloaded By	Sender	IP Address
🌐 What's New		7896Anyfile.xls	CYPS	05/03/2021 14:16:36	Office (Ritta Higgs)	Ecassidy Ecassidy	86.153.80.218
ACCOUNT My Account Change Password	•	Prepop Time.csv	CYPS	Deleted 22/12/2020 09:14:35	Office (Ritta Higgs)	Ecassidy Ecassidy	86.154.211.221
Ð Log Out	×	5555Anyfile.xls	Exams Department	09/03/2021 17:01:38	Office (Ritta Higgs)	neil turner	86.154.126.38
						< Page: 1	of 1 > >

