



Schools Guidance Notes
AnyComms Plus
Version 17

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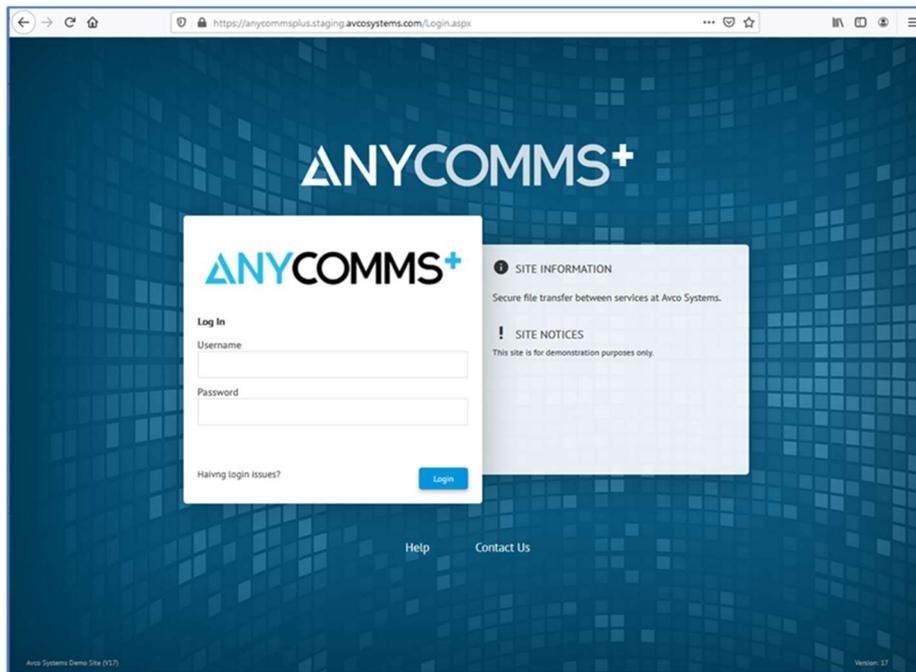
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1. Description

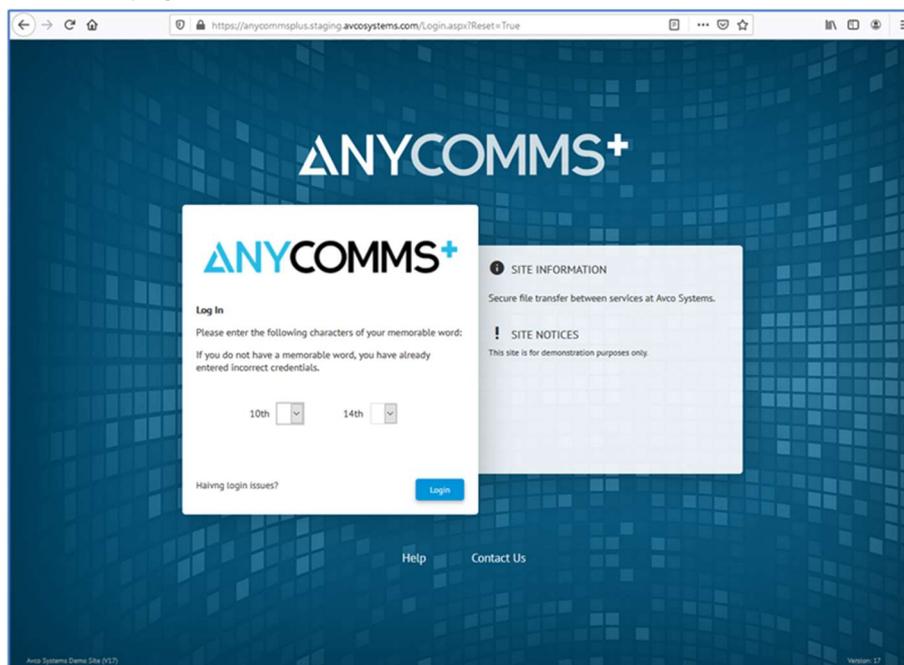
AnyComms Plus is a web-based system that enables files to be transferred between schools and Birmingham City Council. All that is required is a supported web browser such as Edge, Firefox, Safari or Chrome. Users will require a username, password, and memorable word to log in.

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

An example of the login page for all users.

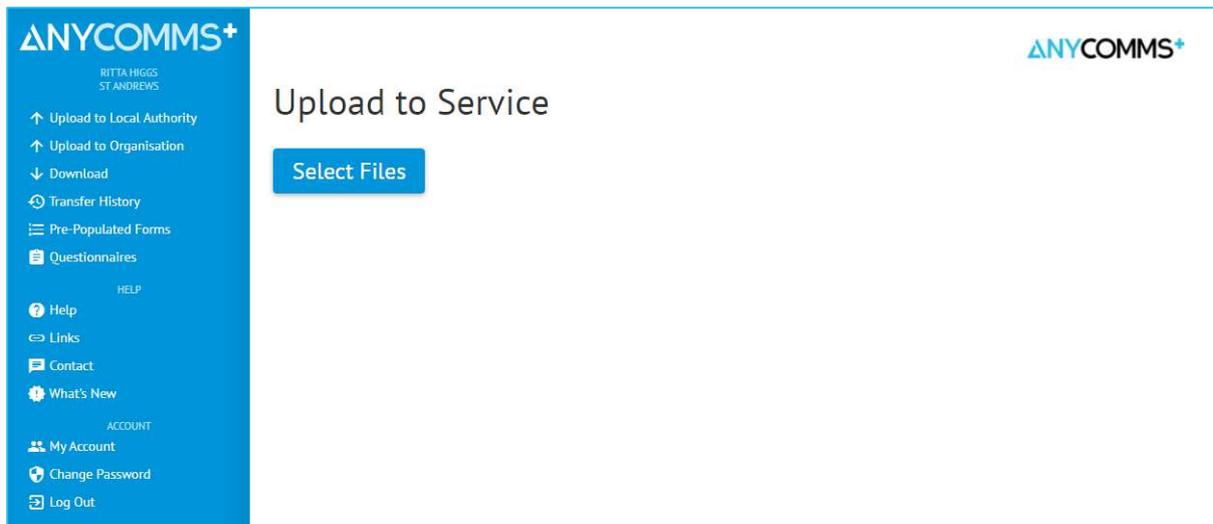


The memorable word page.

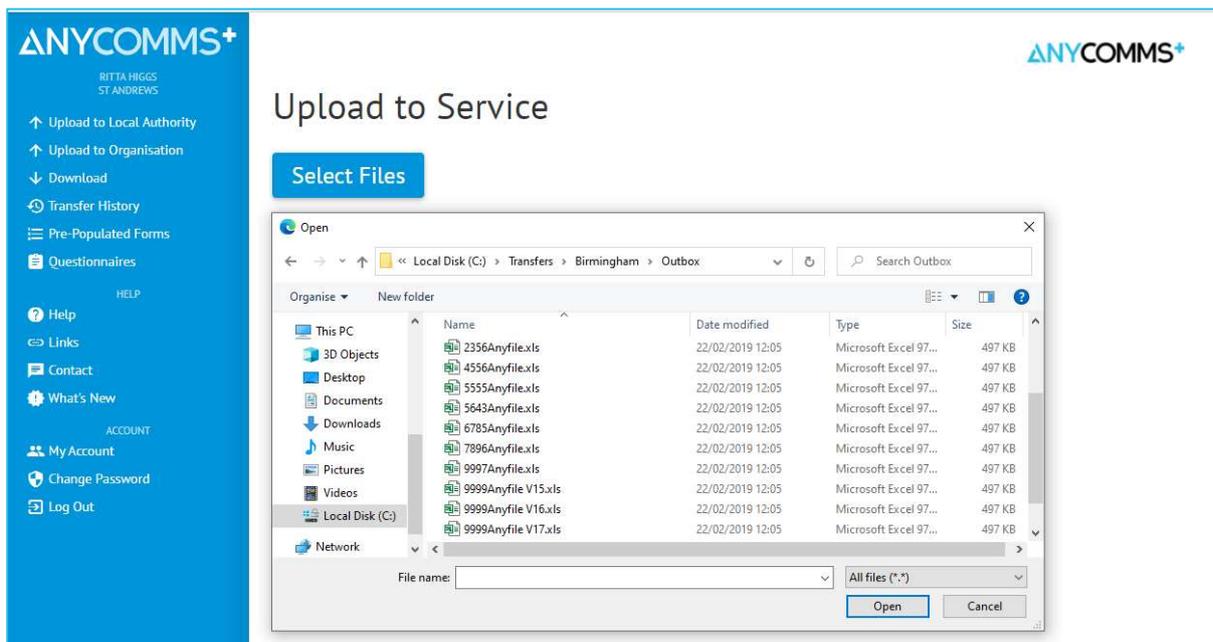


2.0 Uploading Files

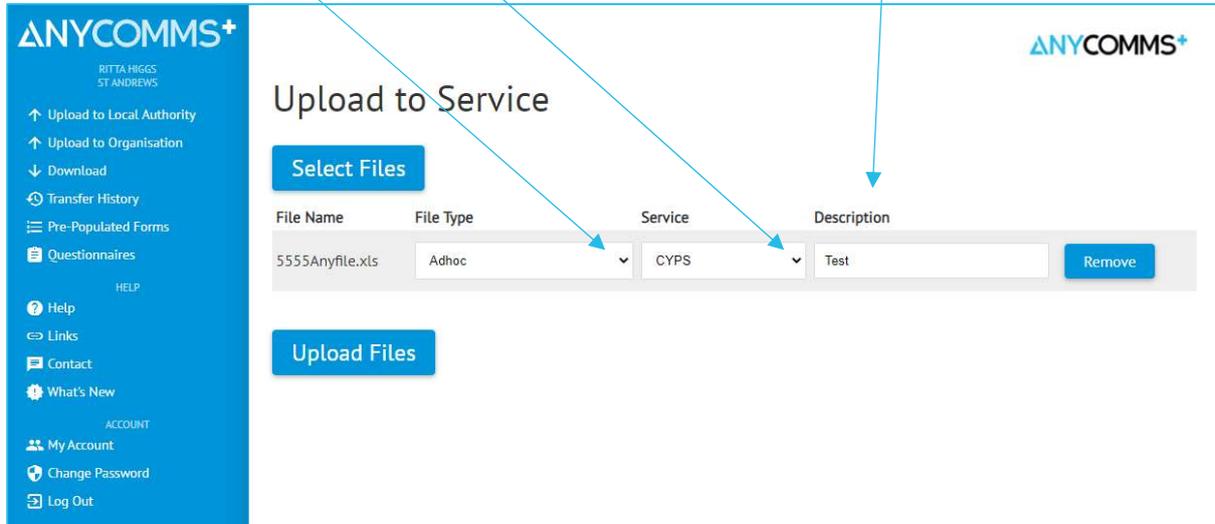
After logging in, school users will land on the “Upload to Service” page. This page can also be reached by selecting “Upload to Local Authority” from the left-hand menu.



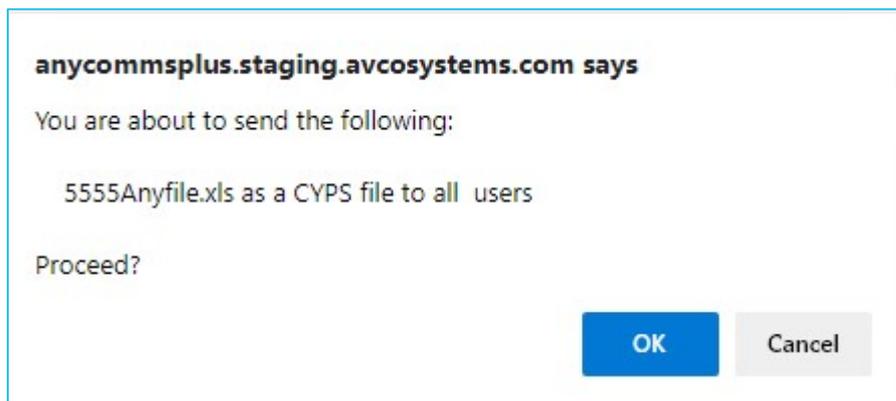
Select the required file by clicking on “Select Files” and browse to the appropriate file location.



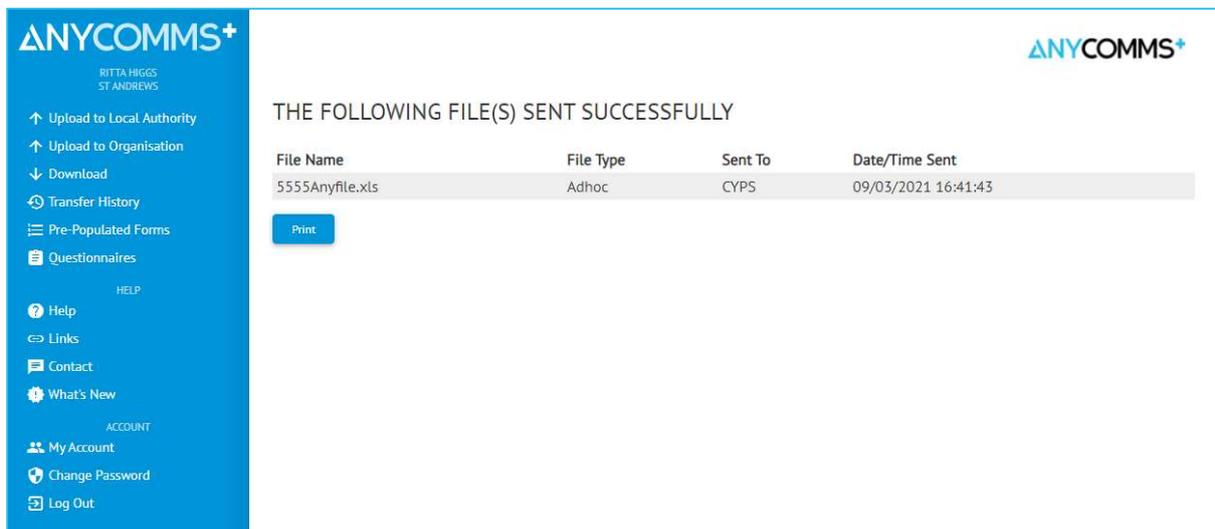
Select the "File Type" and "Service" using the dropdown arrows ("Descriptions" are optional) then click on "Upload Files".



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.



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



You will also receive an email acknowledgement.

Hi Ritta,

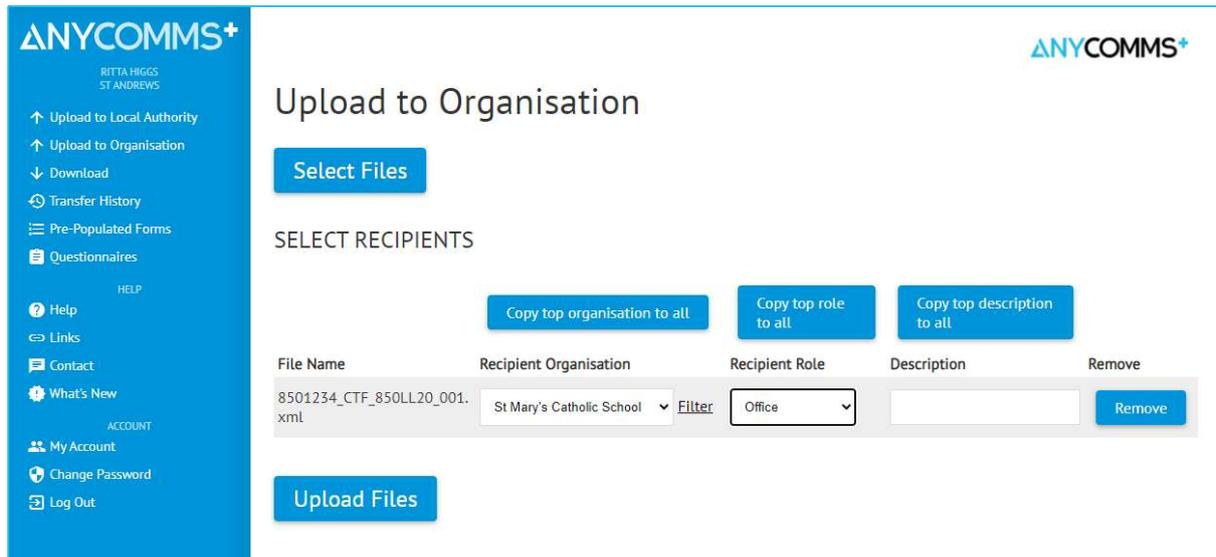
Your file was successfully sent. The details of this transfer are shown below.

Filename	Recipient	Size
5555Anyfile.xls	CYPS	509KB

[Avco Systems Secure File Transfer](#)

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+
RITTA HIGGS
ST ANDREWS

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- 👤 My Account
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- 🚪 Log Out

Upload to Organisation

Select Files

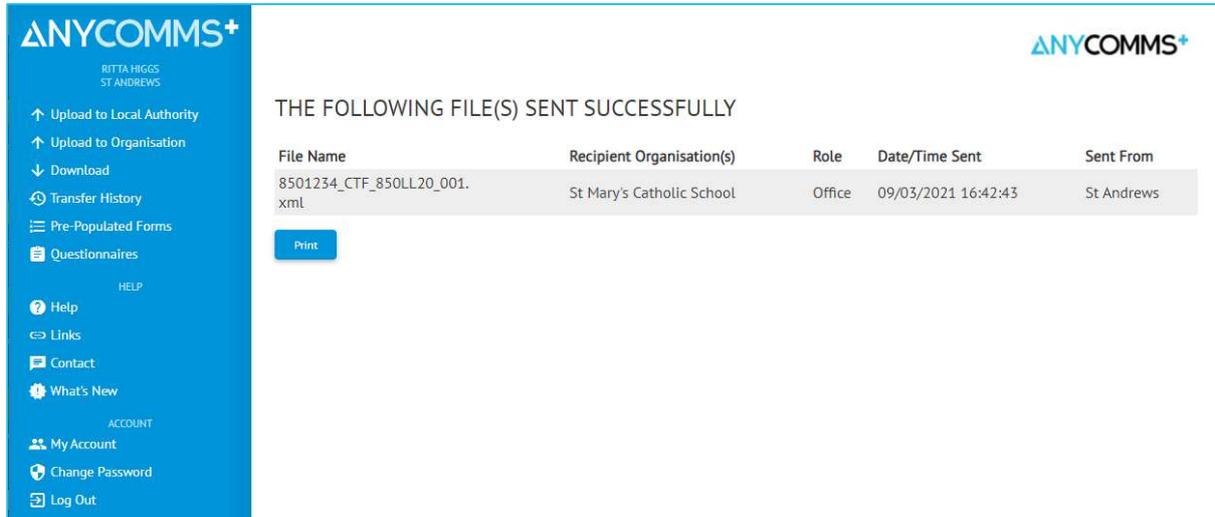
SELECT RECIPIENTS

Copy top organisation to all Copy top role to all Copy top description to all

File Name	Recipient Organisation	Recipient Role	Description	Remove
8501234_CTF_850LL20_001.xml	St Mary's Catholic School <input type="button" value="Filter"/>	Office		<input type="button" value="Remove"/>

Upload Files

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



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ANYCOMMS+

THE FOLLOWING FILE(S) SENT SUCCESSFULLY

File Name	Recipient Organisation(s)	Role	Date/Time Sent	Sent From
8501234_CTF_850LL20_001.xml	St Mary's Catholic School	Office	09/03/2021 16:42:43	St Andrews

[Print](#)

You will also receive an email acknowledgement.

Hi Ritta,

Your file was successfully sent. The details of this transfer are shown below.

Filename	Recipient	Size
8501234_CTF_850LL20_001.xml	St Mary's Catholic School (Office)	1KB

[Avco Systems Secure File Transfer](#)

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.

Hi John,

You have 4 new file(s) waiting to be downloaded.

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

St Andrews recently sent you a file at 16:42 on 09/03/2021.
Please login [here](#) to download your files.

[Avco Systems Secure File Transfer](#)

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

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Downloads

There are 16 new files available for you to download. To download a file tick on the box next to it and then click on Download Selected. Alternatively, click the Download All button.

Search: Items per page: 50

New Files | Previously Downloaded Files

File Name	From	Date/Time Uploaded ▼	Download
▶ 3316.W11	CYPS	01/03/2021 00:10:55	<input type="checkbox"/> Download <input type="checkbox"/>
▶ 3316.W10	CYPS	01/03/2021 00:10:55	<input type="checkbox"/> Download <input type="checkbox"/>
▶ 3316.W10	CYPS	24/02/2021 15:14:26	<input type="checkbox"/> Download <input type="checkbox"/>
▶ 2457.W10	CYPS	24/02/2021 15:14:26	<input type="checkbox"/> Download <input type="checkbox"/>
▶ 3316.W07	CYPS	24/02/2021 14:10:13	<input type="checkbox"/> Download <input type="checkbox"/>

▶ 6677Anyfile.xls	CYPS	11/01/2021 11:03:17	Download	<input type="checkbox"/>
▶ 1234Anyfile.xls	CYPS	11/01/2021 10:59:20	Download	<input type="checkbox"/>
▶ 1234Anyfile.xls	CYPS	11/01/2021 10:58:02	Download	<input type="checkbox"/>
▶ 9987Anyfile.xls	Exams Department	03/09/2020 15:13:09	Download	<input type="checkbox"/>
▶ 5643Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download	<input checked="" type="checkbox"/>
▶ 5555Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download	<input checked="" type="checkbox"/>
▶ 2356Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download	<input checked="" type="checkbox"/>

Download All Download Selected

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

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Confirm Download

YOU HAVE CHOSEN TO DOWNLOAD THE FOLLOWING FILES:

File Name	Description	Date / Time	Size KB
2356Anyfile.xls		03/09/2020 11:29:22	509 KB
5555Anyfile.xls		03/09/2020 11:29:22	509 KB
5643Anyfile.xls		03/09/2020 11:29:22	509 KB

[Click here to confirm you wish to download these files](#)

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.

Confirm Download

YOU HAVE CHOSEN TO DOWNLOAD THE FOLLOWING FILES:

File Name	Description	Date / Time	Size KB
2356Anyfile.xls		03/09/2020 11:29:22	509 KB
5555Anyfile.xls		03/09/2020 11:29:22	509 KB
5643Anyfile.xls		03/09/2020 11:29:22	509 KB

Buttons: [Click here to confirm you wish to download these files](#), [Back to Main menu](#)

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

Downloads

There are 20 new files available for you to download. To download a file tick on the box next to it and then click on Download Selected. Alternatively, click the Download All button.

Search: Items per page: 50

Tabs: [New Files](#), [Previously Downloaded Files](#)

File Name	From	Date/Time Uploaded	Download
▶ 7896Anyfile.xls	CYPS	05/03/2021 11:19:46	Download <input type="checkbox"/>
▶ 1234 CFR return.pdf	Exams Department	03/09/2020 15:18:28 Deleted	Download <input type="checkbox"/>
▶ 5643Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download <input type="checkbox"/>
▶ 5555Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download <input type="checkbox"/>
▶ 2356Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download <input type="checkbox"/>
▶ AnyCommsPlus.txt	Default Service	11/02/2020 12:22:58 Deleted	Download <input type="checkbox"/>
▶ InfoAC(7).txt	Default Service	11/02/2020 12:22:18 Deleted	Download <input type="checkbox"/>

Buttons: [Re-Download All](#), [<](#), [<](#), Page: 1 of 1, [>](#), [>](#)

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".

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Downloads

There are 20 new files available for you to download. To download a file tick on the box next to it and then click on Download Selected. Alternatively, click the Download All button.

Search: Items per page: 50

New Files **Previously Downloaded Files**

File Name	From	Date/Time Uploaded ▼	Download
▶ 7896Anyfile.xls	CYPS	05/03/2021 11:19:46	Download <input checked="" type="checkbox"/>
▶ 1234 CFR return.pdf	Exams Department	03/09/2020 15:18:28 Deleted	Download <input type="checkbox"/>
▶ 5643Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download <input checked="" type="checkbox"/>
▶ 5555Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download <input type="checkbox"/>
▶ 2356Anyfile.xls	Exams Department	03/09/2020 11:29:22	Download <input type="checkbox"/>
▶ AnyCommsPlus.txt	Default Service	11/02/2020 12:22:58 Deleted	Download <input type="checkbox"/>
▶ InfoAC(7).txt	Default Service	11/02/2020 12:22:18 Deleted	Download <input type="checkbox"/>

Re-Download All Re-Download Selected

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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”.

The screenshot shows the ANYCOMMS+ interface with the 'Transfer History' page selected. The page title is 'Transfer History' and it includes a sub-header: 'Files you have downloaded from or uploaded to partner organisations within the last 12 months.' There are controls for 'Items per page: 50' and 'Sort by: Date/Time'. Two tabs are visible: 'Uploaded files' (active) and 'Downloaded files'. Below the tabs, it says 'Files uploaded by Ritta Higgs:'. A table lists the following files:

Filename	Uploaded To	Date/Time	Downloaded By	Uploaded By	Delete
AC+_Brochure_3_Digital.pdf	CYPS	15/01/2021 09:11:25	Service (Ecassidy Ecassidy)	Ritta Higgs	Delete
AC+_Brochure_3_Digital.pdf	Information Technology and Digital Services	15/01/2021 09:09:25		Ritta Higgs	Delete
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	27/08/2020 09:35:33	Deleted	Ritta Higgs	Delete

At the bottom of the table, there are navigation buttons: '<|<', '<', 'Page: 1 of 1', '>', and '>|'.

Files sent in error can be deleted.

The screenshot shows the ANYCOMMS+ interface with the 'Transfer History' page. The 'Downloaded files' tab is active. It says 'Files downloaded by St Andrews:'. A table lists the following files:

Filename	Sent From	Date/Time	Downloaded By	Sender	IP Address
7896Anyfile.xls	CYPS	05/03/2021 14:16:36	Office (Ritta Higgs)	Ecassidy Ecassidy	86.153.80.218
Prepop Time.csv	CYPS	22/12/2020 09:14:35	Office (Ritta Higgs)	Ecassidy Ecassidy	86.154.211.221
5555Anyfile.xls	Exams Department	09/03/2021 17:01:38	Office (Ritta Higgs)	neil turner	86.154.126.38

At the bottom of the table, there are navigation buttons: '<|<', '<', 'Page: 1 of 1', '>', and '>|'. A blue arrow from the text above points to the 'Deleted' status of the second row in this table.