

Intro to AnyComms+



AGENDA

SYSTEM PREREQUISITES
LOGGING IN
UPLOADING FILES
DOWNLOADING FILES
VIEWING TRANSFER RECORD
ACCOUNT MANAGEMENT

SYSTEM PREREQUISITES

Supported Browsers

If your data is Hosted by Scomis, you do not need to worry about the prerequisite browser types.

- **Internet Explorer 10+**
- **Edge**
- **Chrome**
- **Firefox**
- **Safari**

LOGGING IN

New Service

Devon County Council Secure File Transfer

[Home](#) [Help](#) [Links](#) [Contact](#)

Welcome to the Devon County Council Secure File Transfer site

This site is designed for transferring files to and from various services at Devon County Council.
If you have an appropriate username and password, please login below.
Alternatively if you have forgotten your username and/or password or if you are a new user to this site, please select from the options in the menu above.

Want to find out what is **new in this version**?

Username:

Password:

[Login](#)

[Forgotten your password?](#)
[Reset your password](#)

Devon County Council **anycomms+** version: 1.5

For Scomis hosted schools will access this via the Hosted Platform

For non-hosted schools the service will be accessed at: <https://www.devontransfer.co.uk>

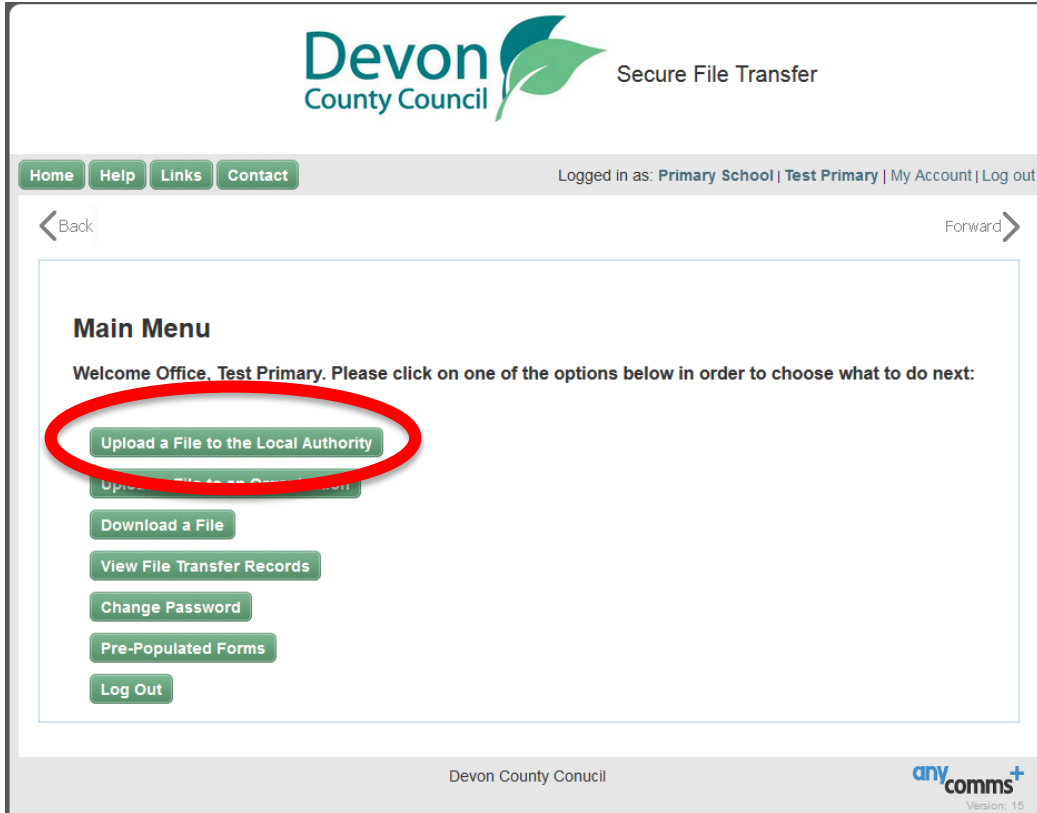
Login Credentials sent via Email

- User Name
- Password
- Memorable word

When logging in for the first time, you will be asked to change your Password and Memorable Word

UPLOADING

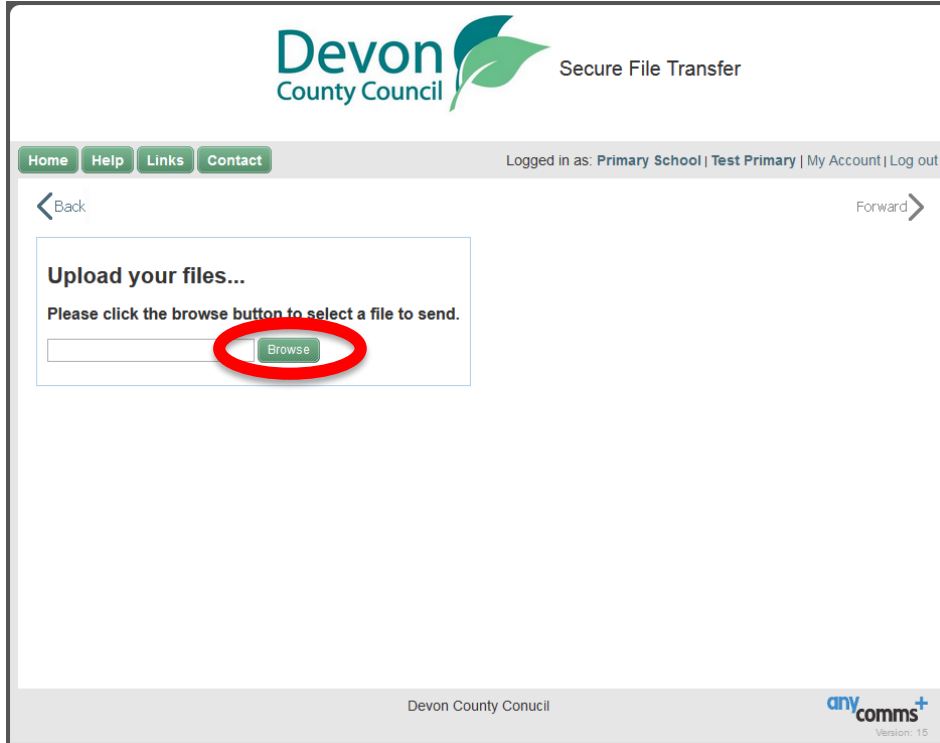
Uploading a File to Local Authority



To send a file to the LA:

1. Click “Upload a File to the Local Authority”

Uploading a File to Local Authority



Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: Primary School | Test Primary | My Account | Log out

< Back Forward >

Upload your files...

Please click the browse button to select a file to send.

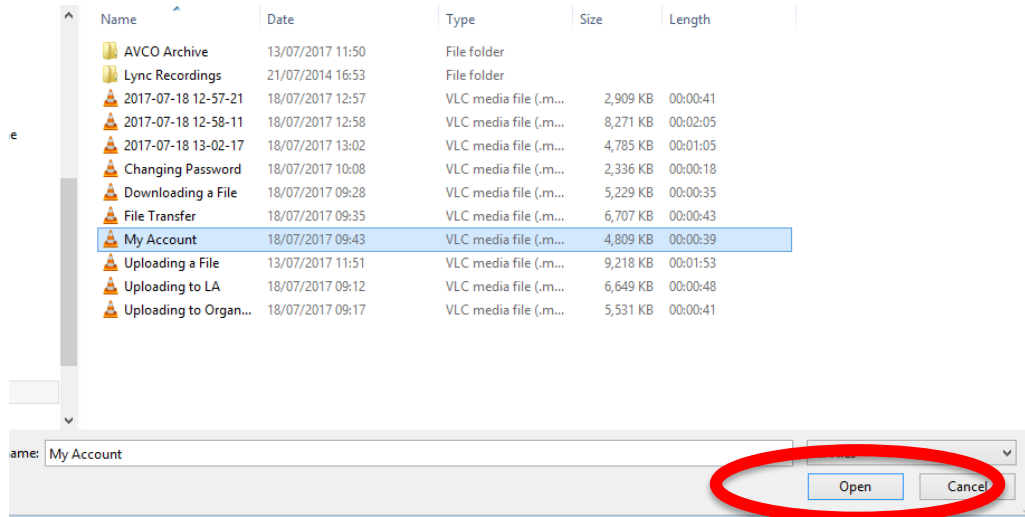
Browse

Devon County Council anycomms+ Version: 1.5

To send a file to the LA:

1. Click “Upload a File to the Local Authority”
2. Click Browse to select the file you wish to upload

Uploading a File to Local Authority



To send a file to the LA:

1. Click "Upload a File to the Local Authority"
2. Click Browse to select the file you wish to upload
3. Select the file and click open

Uploading a File to Local Authority

Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: Primary School | Test Primary | My Account | Log out

Back Forward

Upload your files...

Please click the browse button to select a file to send.

Browse

Upload All Files

Select what type of file you are sending, and select which service you are sending this file to.

[No Title]

File Name	Remove File	File Type	Service	Description
My Account.mp4	Remove	Select		

Upload All Files

Devon County Council anycomms+ Version: 15

To send a file to the LA:

1. Click "Upload a File to the Local Authority"
2. Click Browse to select the file you wish to upload
3. Select the file and click open
4. The File will appear in a table below

Uploading a File to Local Authority

Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: Primary School | Test Primary | My Account | Log out

< Back Forward >

Upload your files...

Please click the browse button to select a file to send.

Select what type of file you are sending, and select which service you are sending this file to.

File Name	Remove File	File Type	Service	Description
My Account.mp4	<input type="button" value="Remove"/>	<div> <div>Select</div> <div> Select Ad-hoc Admission Transfer Files DTCS Files Finance Information Finance Reports Foundation Stage KS1 Phonics Payroll Information School Census School Workforce Census </div> </div>	<input type="text"/>	<input type="text"/>

anycomms+ Version: 1.5

To send a file to the LA:

1. Click "Upload a File to the Local Authority"
2. Click Browse to select the file you wish to upload
3. Select the file and click open
4. The File will appear in a table below
5. Now select the File Type

Uploading a File to Local Authority

Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: Primary School | Test Primary | My Account | Log out

< Back Forward >

Upload your files...

Please click the browse button to select a file to send.

Browse

Upload All Files

Select what type of file you are sending, and select which service you are sending this file to.

File Name	Remove File	File Type	Service	Description
My Account.mp4	Remove	Finance Information	<div> Select Select Finance </div>	

Upload All Files

Devon County Council anycomms+ Version: 15

To send a file to the LA:

1. Click "Upload a File to the Local Authority"
2. Click Browse to select the file you wish to upload
3. Select the file and click open
4. The File will appear in a table below
5. Now select the File Type
6. Then Select the Service you wish to send this to (i.e. Dept at the LA)

Uploading a File to Local Authority

Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: Primary School | Test Primary | My Account | Log out

< Back Forward >

Upload your files...

Please click the browse button to select a file to send.

Browse

Upload All Files

Select what type of file you are sending, and select which service you are sending this file to.

File Name	Remove File	File Type	Service	Description
My Account.mp4	Remove	Finance Information	Finance	

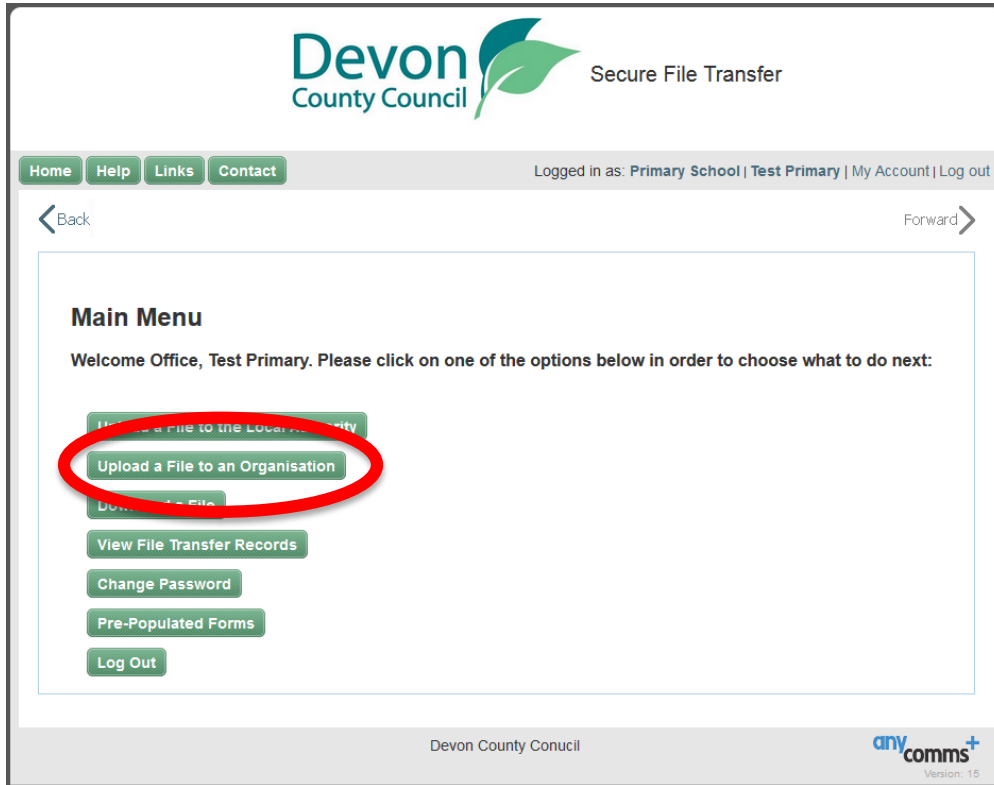
Upload All Files

Devon County Council anycomms+ Version: 15

To send a file to the LA:

1. Click "Upload a File to the Local Authority"
2. Click Browse to select the file you wish to upload
3. Select the file and click open
4. The File will appear in a table below
5. Now select the File Type
6. Then Select the Service you wish to send this to (i.e. Dept at the LA)
7. You can then select another file or just click "Upload All Files"

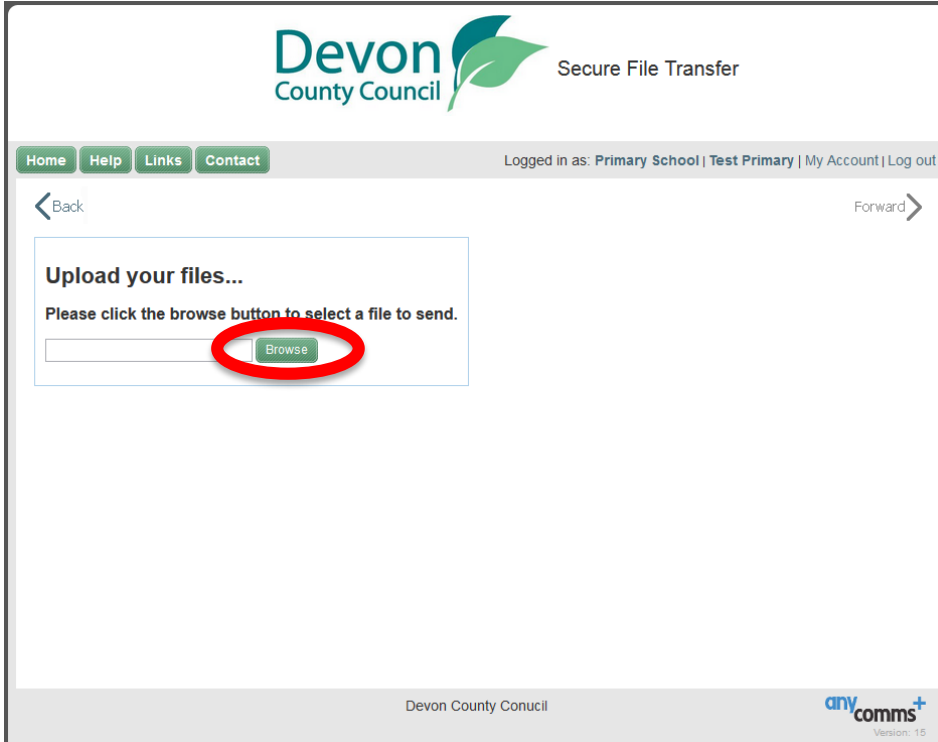
Uploading a File to Organisation



To send a file to another School, Academy:

1. Click “Upload a File to an Organisation”

Uploading a File to an Organisation

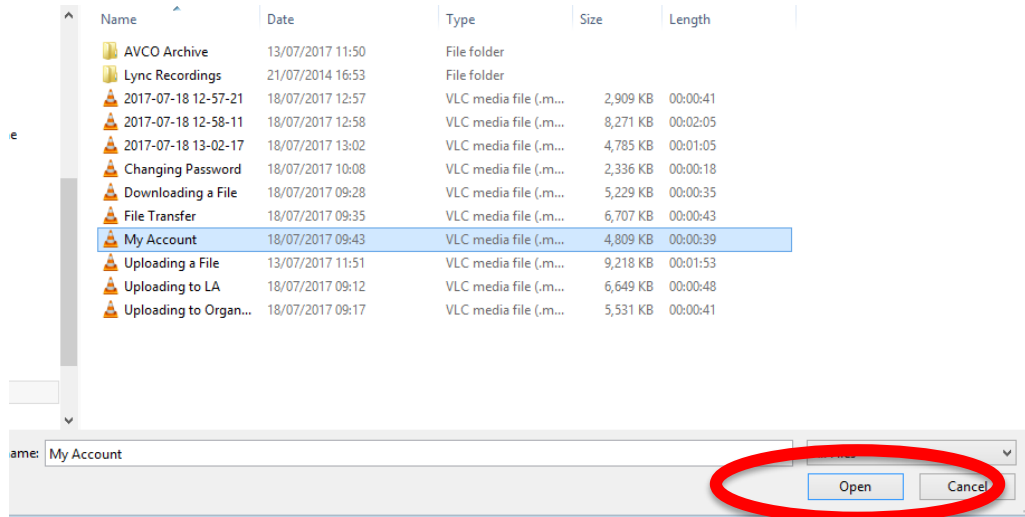


The screenshot shows the Devon County Council Secure File Transfer web interface. At the top, the Devon County Council logo is on the left, and 'Secure File Transfer' is on the right. Below the logo is a navigation bar with links: Home, Help, Links, and Contact. To the right of these links, it says 'Logged in as: Primary School | Test Primary | My Account | Log out'. The main content area has a 'Back' link on the left and a 'Forward' link on the right. In the center, there is a box titled 'Upload your files...' with the instruction 'Please click the browse button to select a file to send.' Below this instruction is a text input field and a green 'Browse' button, which is circled in red. At the bottom of the page, it says 'Devon County Council' on the left and 'anycomms+ Version: 1.5' on the right.

To send a file to another School, Academy:

1. Click "Upload a File to an Organisation"
2. Click Browse to select the file you wish to upload

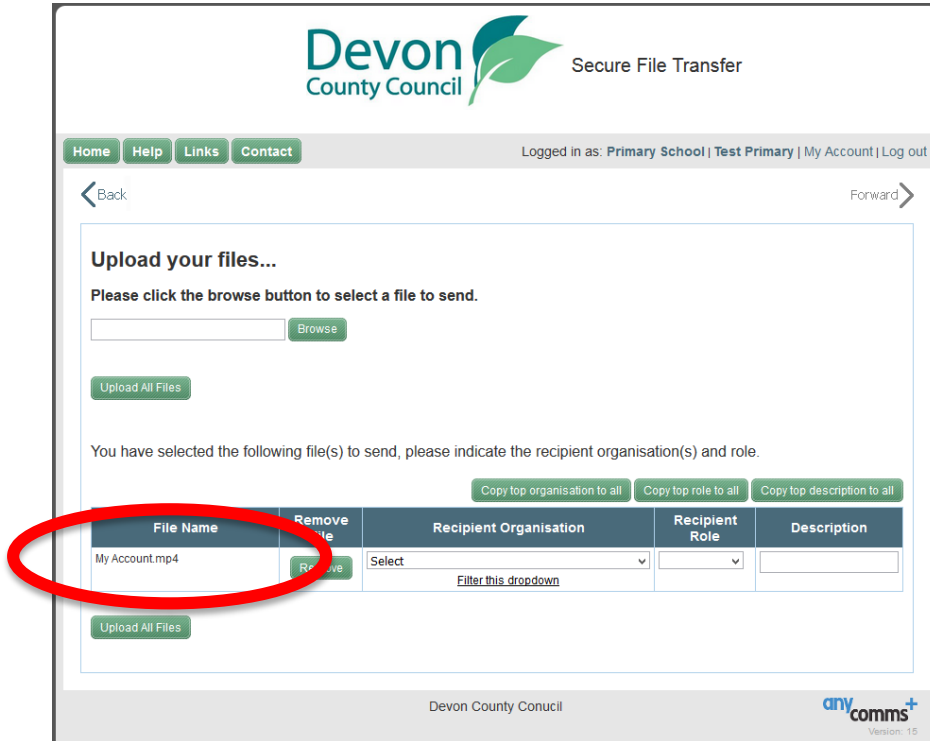
Uploading a File to Local Authority



To send a file to another School, Academy:

1. Click "Upload a File to an Organisation"
2. Click Browse to select the file you wish to upload
3. Select the file and click open

Uploading a File to Organisation



Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: Primary School | Test Primary | My Account | Log out

Back Forward

Upload your files...

Please click the browse button to select a file to send.

Browse

Upload All Files

You have selected the following file(s) to send, please indicate the recipient organisation(s) and role.

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

File Name	Remove	Recipient Organisation	Recipient Role	Description
My Account.mp4	Remove	Select Filter this dropdown		

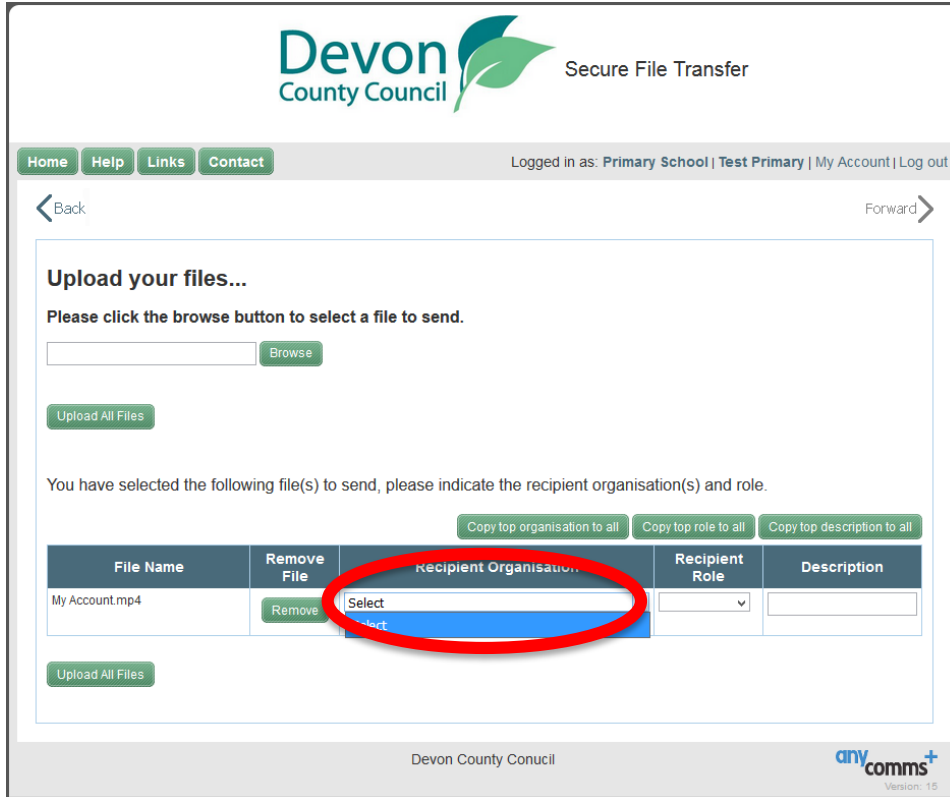
Upload All Files

Devon County Council anycomms+ Version: 15

To send a file to another School, Academy:

1. Click "Upload a File to an Organisation"
2. Click Browse to select the file you wish to upload
3. Select the file and click open
4. The File will appear in a table below

Uploading a File to Organisation



Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: [Primary School](#) | [Test Primary](#) | [My Account](#) | [Log out](#)

Back Forward

Upload your files...

Please click the browse button to select a file to send.

[Browse](#)

[Upload All Files](#)

You have selected the following file(s) to send, please indicate the recipient organisation(s) and role.

[Copy top organisation to all](#) [Copy top role to all](#) [Copy top description to all](#)

File Name	Remove File	Recipient Organisation	Recipient Role	Description
My Account.mp4	Remove	<div> <div>Select</div> <div>Test Primary</div> </div>	<div> <div></div> <div></div> </div>	<input type="text"/>

[Upload All Files](#)

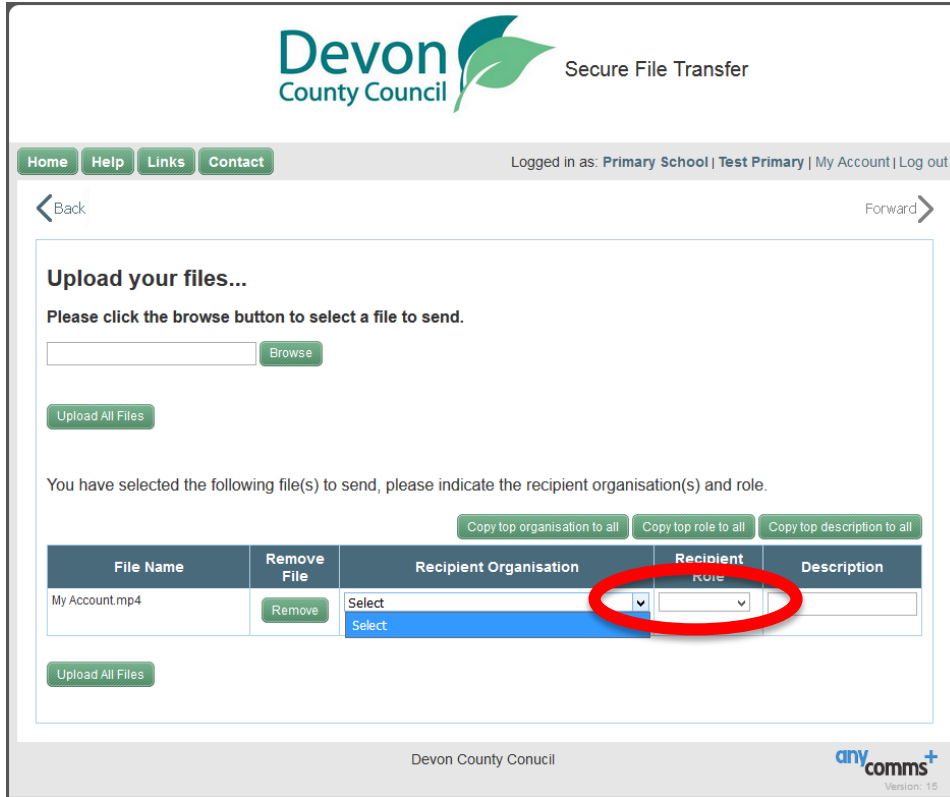
Devon County Council

anycomms+
Version: 15

To send a file to another School, Academy:

1. Click "Upload a File to an Organisation"
2. Click Browse to select the file you wish to upload
3. Select the file and click open
4. The File will appear in a table below
5. Now select the Organisation

Uploading a File to Organisation



Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: [Primary School](#) | [Test Primary](#) | [My Account](#) | [Log out](#)

[Back](#) [Forward](#)

Upload your files...

Please click the browse button to select a file to send.

[Browse](#)

[Upload All Files](#)

You have selected the following file(s) to send, please indicate the recipient organisation(s) and role.

[Copy top organisation to all](#) [Copy top role to all](#) [Copy top description to all](#)

File Name	Remove File	Recipient Organisation	Recipient Role	Description
My Account.mp4	Remove	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>

[Upload All Files](#)

Devon County Council

anycomms+
Version: 15

To send a file to another School, Academy:

1. Click "Upload a File to an Organisation"
2. Click Browse to select the file you wish to upload
3. Select the file and click open
4. The File will appear in a table below
5. Now select the Organisation
6. Then select the Role you wish to send (e.g. Admin)

Uploading a File to Organisation

Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: [Primary School](#) | [Test Primary](#) | [My Account](#) | [Log out](#)

< Back Forward >

Upload your files...

Please click the browse button to select a file to send.

[Browse](#)

[Upload All Files](#)

You have selected the following file(s) to send, please indicate the recipient organisation(s) and role.

[Copy top organisation to all](#) [Copy top role to all](#) [Copy top description to all](#)

File Name	Remove File	Recipient Organisation	Recipient Role	Description
My Account.mp4	Remove	Select Select	<input type="text"/>	<input type="text"/>

[Upload All Files](#)

Devon County Council

anycomms+
Version: 15

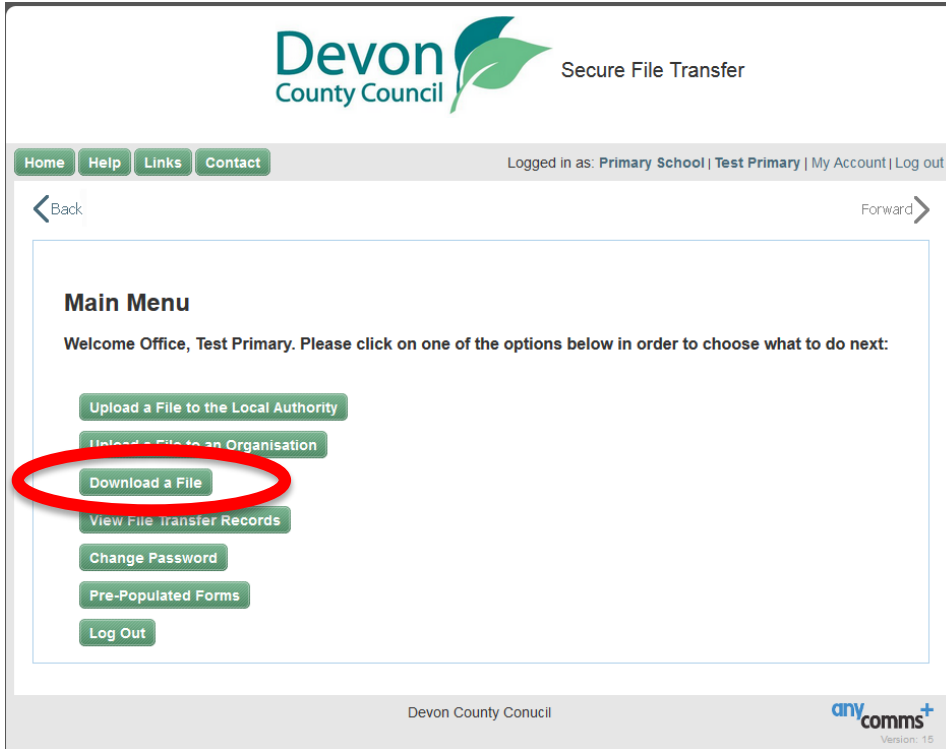
To send a file to another School, Academy:

1. Click "Upload a File to an Organisation"
2. Click Browse to select the file you wish to upload
3. Select the file and click open
4. The File will appear in a table below
5. Now select the Organisation
6. Then select the Role you wish to send (e.g. Admin)
7. You can then select another file or just click Upload

When sending multiple files to the same organisation or role use the "Copy top..." button to automatically set the Organisation or role

DOWNLOADING

Downloading Files



To Download a File:

1. Click “Download a File” in menu

Downloading Files

Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: Primary School | Test Primary | My Account | Log out

< Back Forward >

You have selected the option to download a file

There are no files available for you to download.

Search: Items per page: Sort by:

New Files Previously Downloaded Files

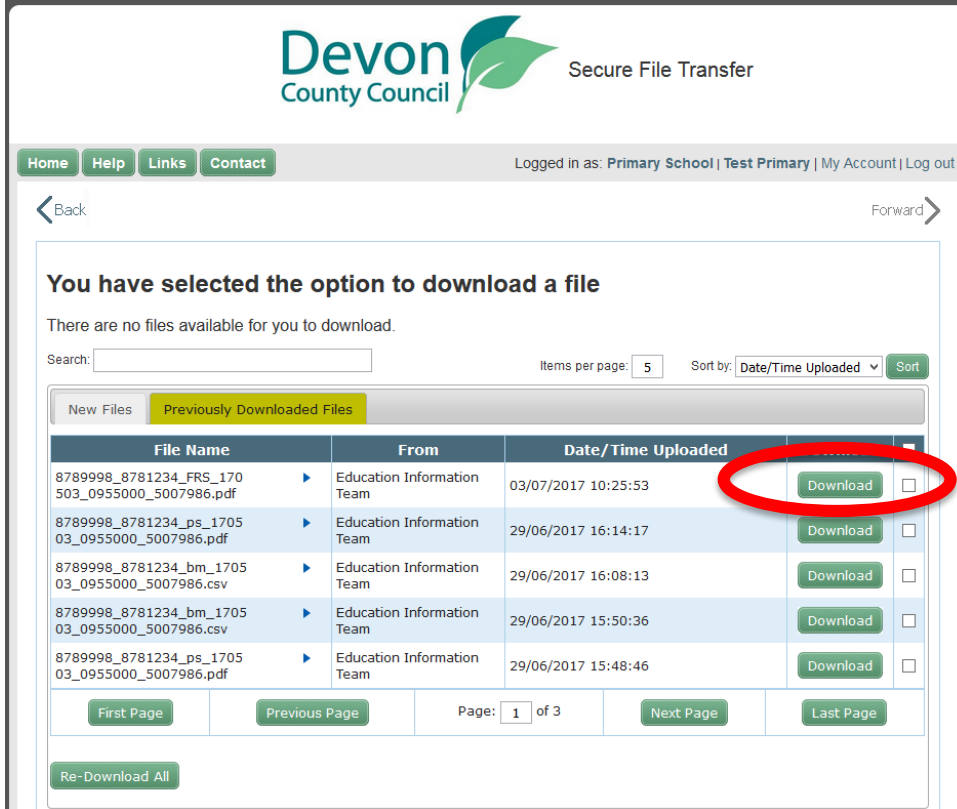
File Name	From	Date/Time Uploaded	Download
<input type="button" value="First Page"/>	<input type="button" value="Previous Page"/>	Page: <input type="text" value="1"/> of 1	<input type="button" value="Next Page"/> <input type="button" value="Last Page"/>

Devon County Council anycomms+ Version: 15

To Download a File:

1. Click “Download a File” in menu
2. You’ll then have a choice to download a New File or Previously Downloaded Files.

Downloading Files



Devon County Council Secure File Transfer

Home Help Links Contact

Logged in as: Primary School | Test Primary | My Account | Log out

< Back Forward >

You have selected the option to download a file

There are no files available for you to download.

Search: Items per page: Sort by:

New Files **Previously Downloaded Files**

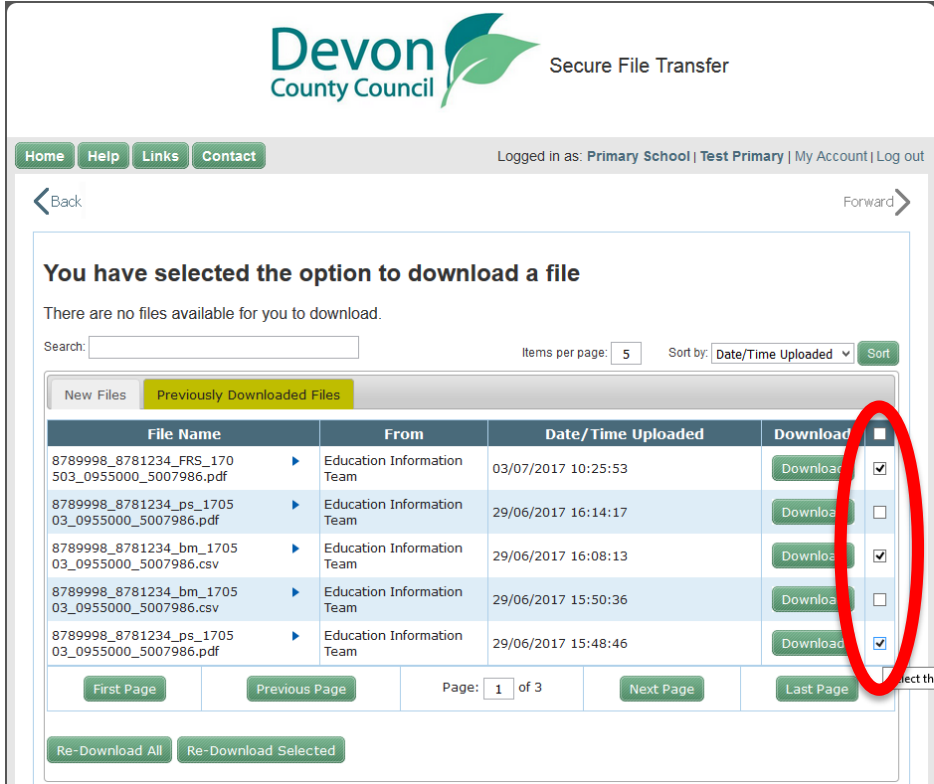
File Name	From	Date/Time Uploaded	Download	
8789998_8781234_FRS_170503_0955000_5007986.pdf	Education Information Team	03/07/2017 10:25:53	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_ps_170503_0955000_5007986.pdf	Education Information Team	29/06/2017 16:14:17	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_bm_170503_0955000_5007986.csv	Education Information Team	29/06/2017 16:08:13	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_bm_170503_0955000_5007986.csv	Education Information Team	29/06/2017 15:50:36	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_ps_170503_0955000_5007986.pdf	Education Information Team	29/06/2017 15:48:46	<input type="button" value="Download"/>	<input type="checkbox"/>

Page: of

To Download a File:

1. Click "Download a File" in menu
2. You'll then have a choice to download a New File or Previously Downloaded Files.
3. You can then have a number of options:
 1. Click Download next to a file to download a single file

Downloading Files



Devon County Council Secure File Transfer

Home Help Links Contact Logged in as: Primary School | Test Primary | My Account | Log out

< Back Forward >

You have selected the option to download a file

There are no files available for you to download.

Search: Items per page: Sort by:

New Files **Previously Downloaded Files**

File Name	From	Date/Time Uploaded	Download	
8789998_8781234_FRS_170503_0955000_5007986.pdf	Education Information Team	03/07/2017 10:25:53	<input type="button" value="Download"/>	<input checked="" type="checkbox"/>
8789998_8781234_ps_170503_0955000_5007986.pdf	Education Information Team	29/06/2017 16:14:17	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_bm_170503_0955000_5007986.csv	Education Information Team	29/06/2017 16:08:13	<input type="button" value="Download"/>	<input checked="" type="checkbox"/>
8789998_8781234_bm_170503_0955000_5007986.csv	Education Information Team	29/06/2017 15:50:36	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_ps_170503_0955000_5007986.pdf	Education Information Team	29/06/2017 15:48:46	<input type="button" value="Download"/>	<input checked="" type="checkbox"/>

First Page Previous Page Page: 1 of 3 Next Page Last Page

Re-Download All Re-Download Selected

To Download a File:

1. Click “Download a File” in menu
2. You’ll then have a choice to download a New File or Previously Downloaded Files.
3. You can then have a number of options:
 1. Click Download next to a file to download a single file
 2. Select the box of files to download

Downloading Files

Devon County Council Secure File Transfer

Home Help Links Contact Logged in as: Primary School | Test Primary | My Account | Log out

< Back Forward >

You have selected the option to download a file

There are no files available for you to download.

Search: Items per page: Sort by:

New Files **Previously Downloaded Files**

File Name	From	Date/Time Uploaded	Download	
8789998_8781234_FRS_170 503_0955000_5007986.pdf	Education Information Team	03/07/2017 10:25:53	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_ps_1705 03_0955000_5007986.pdf	Education Information Team	29/06/2017 16:14:17	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_bm_1705 03_0955000_5007986.csv	Education Information Team	29/06/2017 16:08:13	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_bm_1705 03_0955000_5007986.csv	Education Information Team	29/06/2017 15:50:36	<input type="button" value="Download"/>	<input type="checkbox"/>
8789998_8781234_ps_1705 03_0955000_5007986.pdf	Education Information Team	29/06/2017 15:48:46	<input type="button" value="Download"/>	<input type="checkbox"/>

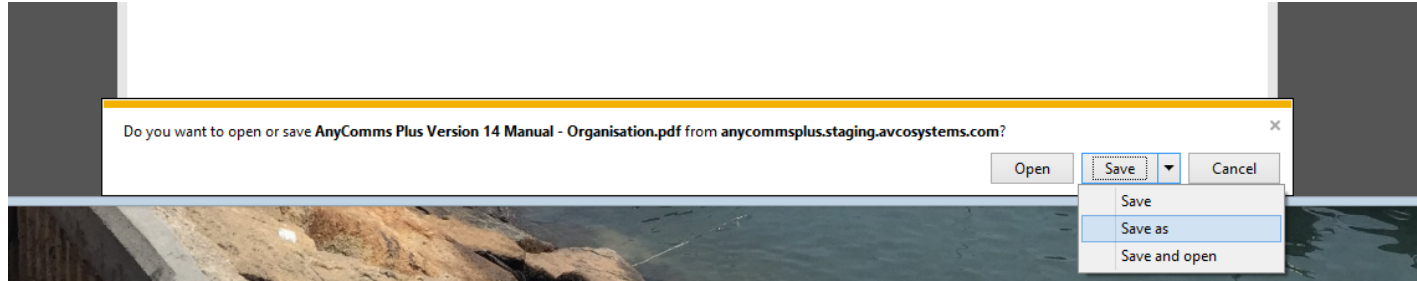
Page: of 3

To Download a File:

1. Click "Download a File" in menu
2. You'll then have a choice to download a New File or Previously Downloaded Files.
3. You can then have a number of options:
 1. Click Download next to a file to download a single file
 2. Select the box of files to download
 3. Download all files

Please note when downloading multiple files, AnyComms will create a Zip file to reduce file size and speed up download

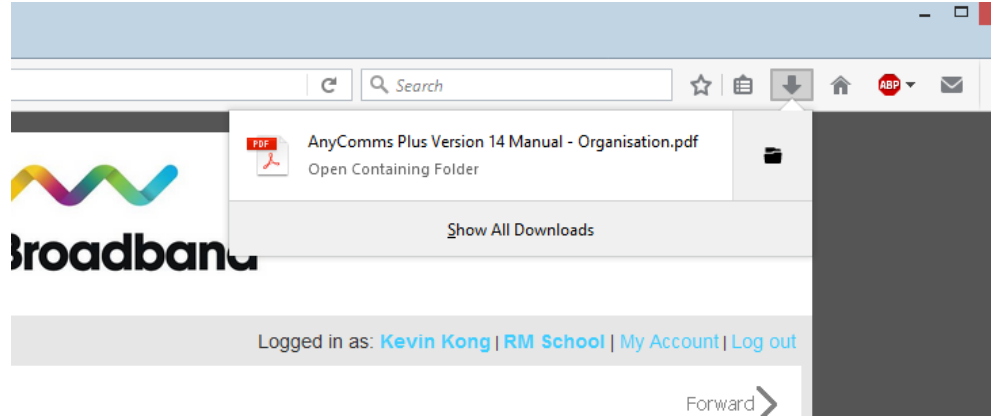
Downloading in Internet Explorer



For those using IE:

- Clicking download a file will open a pop-up as shown on the left
- You now have 3 options:
 1. "Save" to save to you default Download folder
 2. "Save As" to select where you wish to save the file
 3. "Save and Open" to save to the default folder and open the document automatically

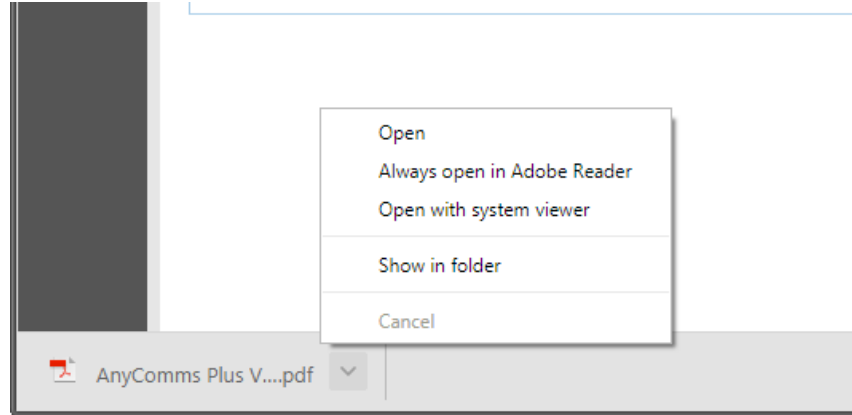
Downloading on Firefox



For those using Firefox:

- Clicking download a file will automatically download the file(s) to the default Download folder
- Clicking the arrow icon will allow you to:
 - Open the document directly
 - Open the Download folder

Downloading on Chrome

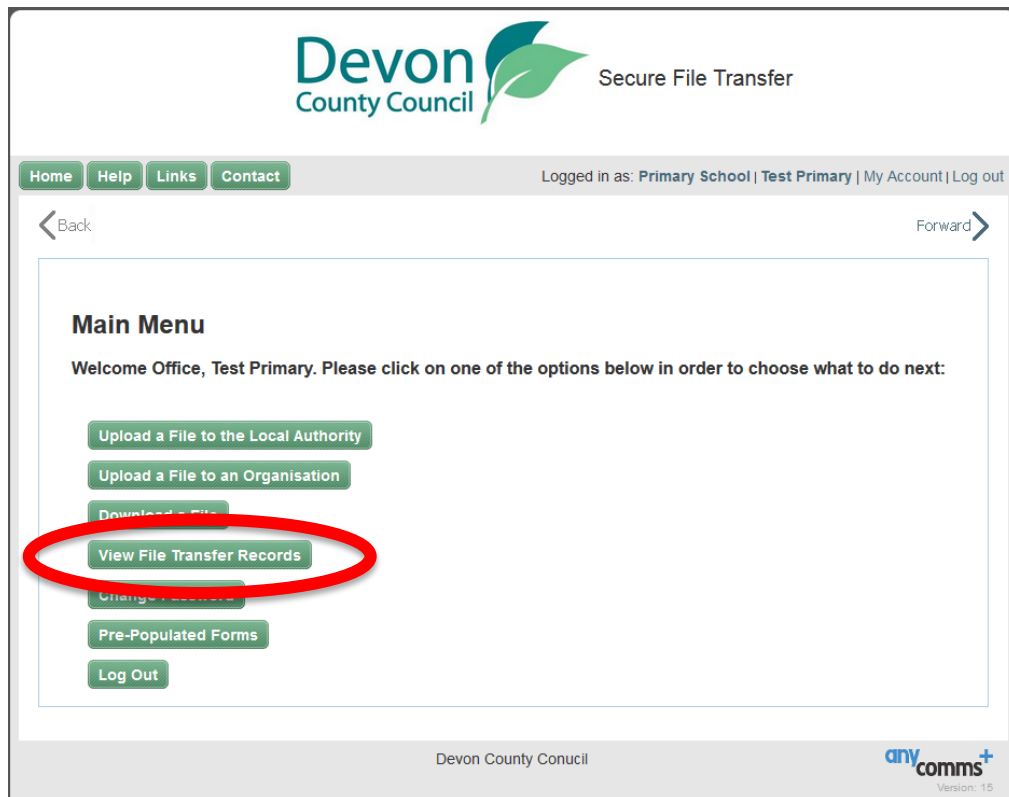


For those using Chrome:

- Clicking download a file will automatically download the file(s) to the default Download folder
- A ribbon will pop up at the bottom of the browser where you can either:
 - Open the document directly
 - Open the Download folder

FILE TRANSFER RECORDS

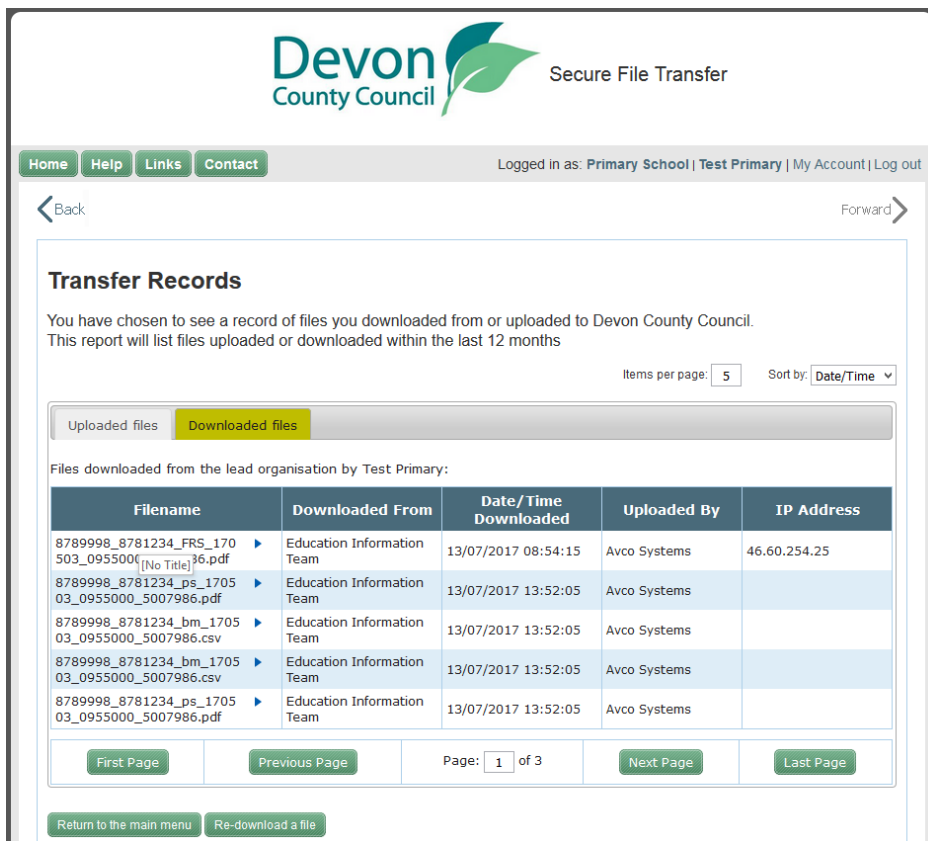
File Transfer Records



To View Upload/Download History

1. Click "View File Transfer Records"

File Transfer Records



Devon County Council Secure File Transfer

Home Help Links Contact Logged in as: Primary School | Test Primary | My Account | Log out

Back Forward

Transfer Records

You have chosen to see a record of files you downloaded from or uploaded to Devon County Council. This report will list files uploaded or downloaded within the last 12 months

Items per page: 5 Sort by: Date/Time

Uploaded files Downloaded files

Files downloaded from the lead organisation by Test Primary:

Filename	Downloaded From	Date/Time Downloaded	Uploaded By	IP Address
8789998_8781234_FRS_170503_0955000([No Title])36.pdf	Education Information Team	13/07/2017 08:54:15	Avco Systems	46.60.254.25
8789998_8781234_ps_170503_0955000_5007986.pdf	Education Information Team	13/07/2017 13:52:05	Avco Systems	
8789998_8781234_bm_170503_0955000_5007986.csv	Education Information Team	13/07/2017 13:52:05	Avco Systems	
8789998_8781234_bm_170503_0955000_5007986.csv	Education Information Team	13/07/2017 13:52:05	Avco Systems	
8789998_8781234_ps_170503_0955000_5007986.pdf	Education Information Team	13/07/2017 13:52:05	Avco Systems	

First Page Previous Page Page: 1 of 3 Next Page Last Page

Return to the main menu Re-download a file

To View Upload/Download History

1. Click "View File Transfer Records"
2. You can then select Uploaded or Downloaded Files to view the history

For Uploaded Files, you'll be able to see:

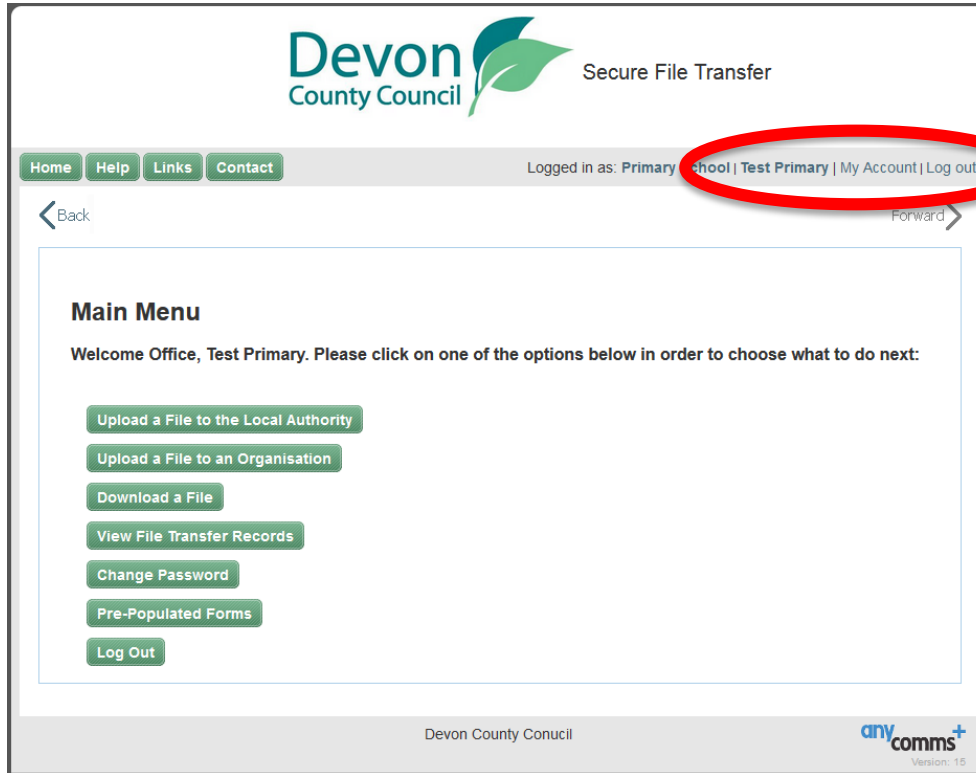
- The File
- Recipient
- Delete File (i.e. Recall file)
- Date/Time of Upload
- Who's Downloaded the file

For Downloaded Files, you'll be able to see:

- The File
- Who's downloaded the file
- Date/Time of Download
- Sender

ACCOUNT MANAGEMENT

My Account



To change Account details:

1. Click “My Account” in the top right of the main menu

My Account

Devon County Council Secure File Transfer

Home Help Links Contact

Back Forward

Test Primary | My Account | Log out

Main Menu

Welcome Office, Test Primary

- Upload a File to the Local Authority
- Upload a File to an Organisation
- Download a File
- View File Transfer Records
- Change Password
- Pre-Populated Forms
- Log Out

My Account

First Name: Primary

Surname: School

Phone:

Email:

Send notifications: ☐

Send receipts: ☐

Password:

Save Close

Choose what to do next:

Devon County Council anycomms+ Version: 1.5

To change Account details:

1. Click “My Account” in the top right of the main menu
2. You’ll now be able to change the following details:
 - Name
 - Phone Number
 - Email Address
 - Sending of Notification or Download Receipts

My Account

Devon County Council Secure File Transfer

Home Help Links Contact

My Account

Back Forward

Test Primary | My Account | Log out

Main Menu

Welcome Office, Test Primary

Upload a File to the Local Authority

Upload a File to an Organisation

Download a File

View File Transfer Records

Change Password

Pre-Populated Forms

Log Out

First Name: Primary

Surname: School

Phone:

Email:

Send notifications: ☐

Send receipts: ☐

Password:

Save Close

Choose what to do next:

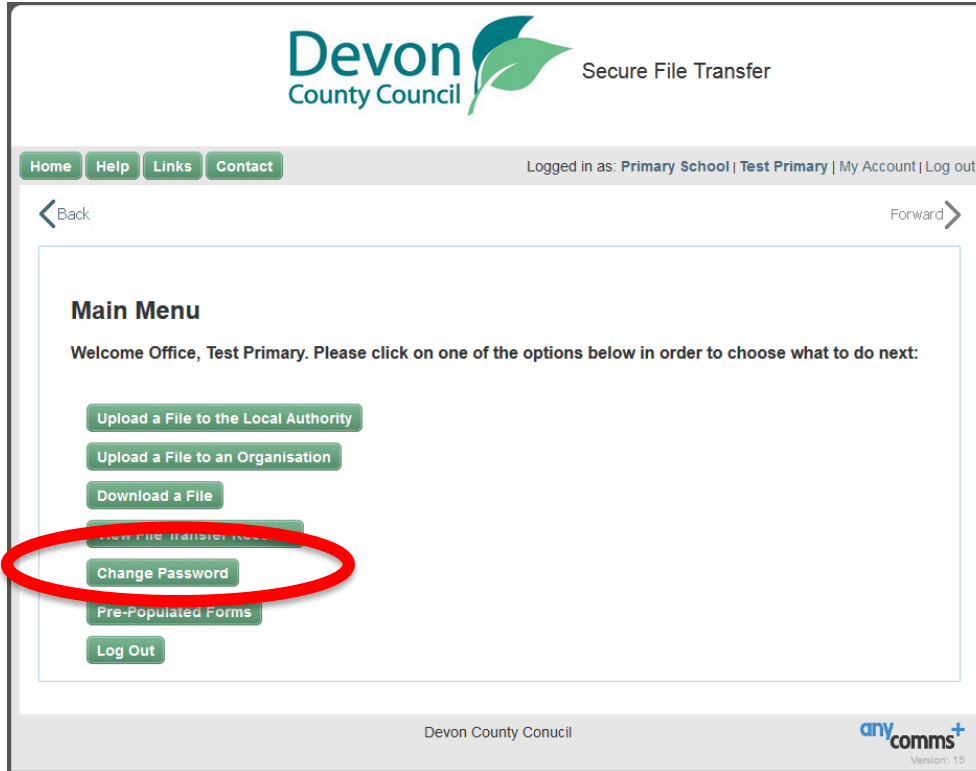
Devon County Council anycomms+ Version: 1.5

To change Account details:

1. Click “My Account” in the top right of the main menu
2. You’ll now be able to change the following details:
 - Name
 - Phone Number
 - Email Address
 - Sending of Notification or Download Receipts
3. Once you’ve made the various changes, you have to enter your password and click save

The main purpose of this to keep your contact details up to date in the event the School becomes an Academy or changes in contact details

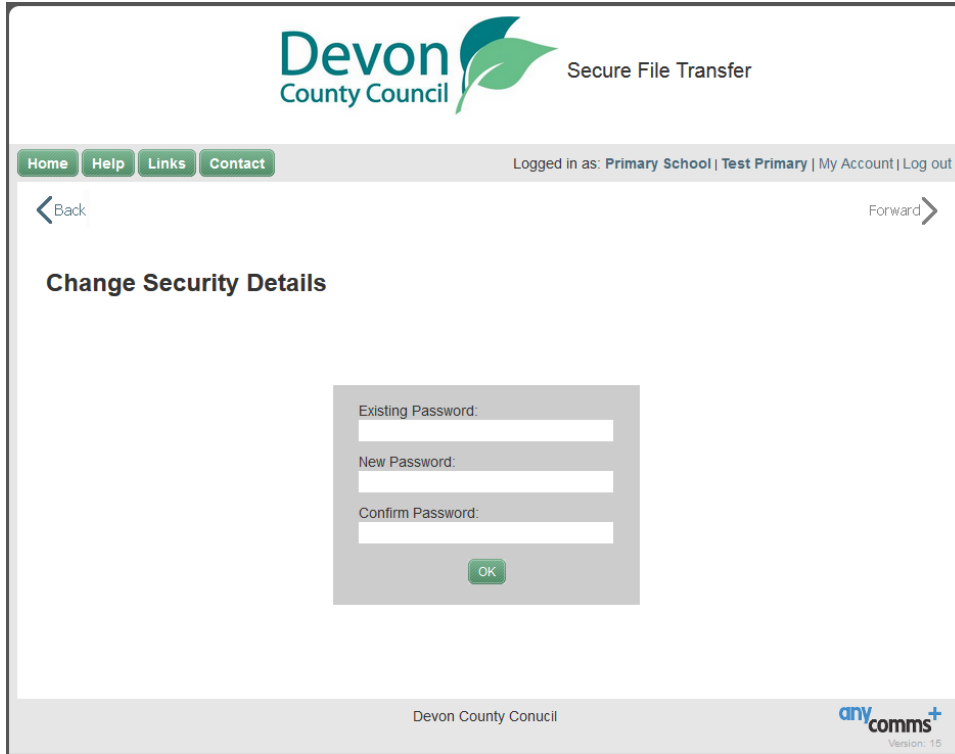
Changing Password



To change your password:

1. Click “Change Password” on the Main Menu
2. Enter your existing Password then your new password and click “Ok”

Changing Password

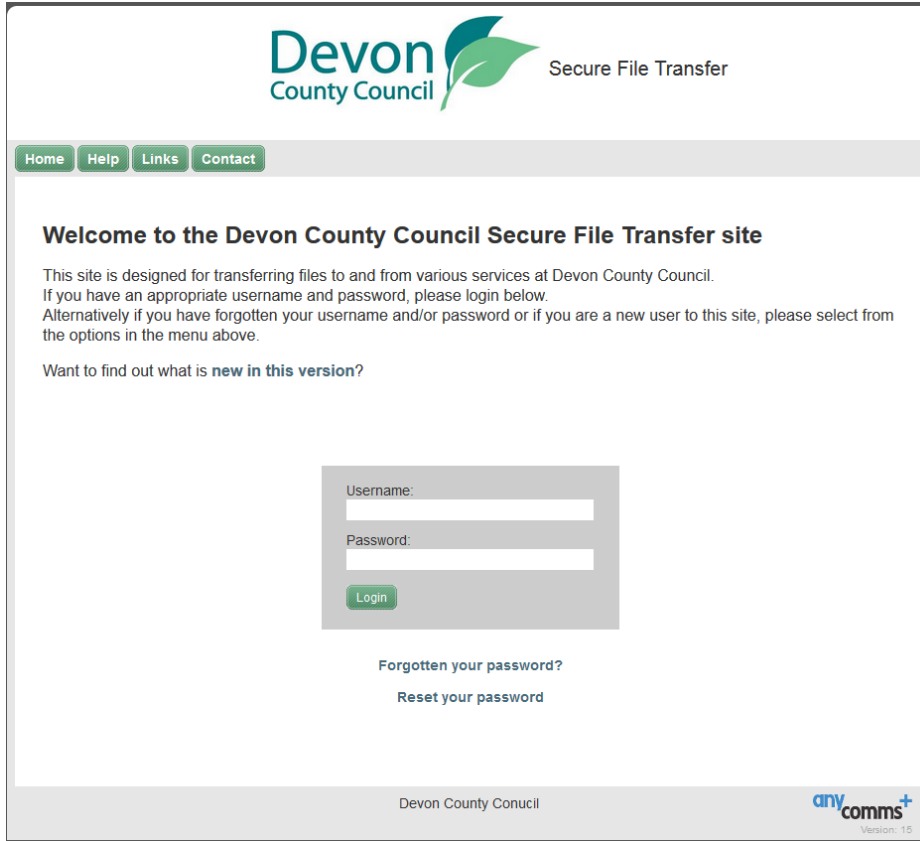


The screenshot shows a web interface for Devon County Council's Secure File Transfer. At the top, the logo for Devon County Council is displayed next to the text 'Secure File Transfer'. Below the logo, there is a navigation bar with buttons for 'Home', 'Help', 'Links', and 'Contact'. To the right of these buttons, it says 'Logged in as: Primary School | Test Primary | My Account | Log out'. Below the navigation bar, there are links for '< Back' and 'Forward >'. The main heading is 'Change Security Details'. In the center, there is a form with three input fields: 'Existing Password:', 'New Password:', and 'Confirm Password:'. Below these fields is a green 'OK' button. At the bottom of the page, it says 'Devon County Council' on the left and 'anycomms+ Version: 15' on the right.

To change your password:

1. Click “Change Password” on the Main Menu
2. Enter your existing Password then your new password and click “Ok”

Resetting Password



The screenshot shows the login page for the Devon County Council Secure File Transfer site. At the top, there is a header with the Devon County Council logo and the text "Secure File Transfer". Below the header is a navigation bar with links: Home, Help, Links, and Contact. The main content area has a welcome message and instructions for logging in. It includes a login form with fields for Username and Password, and a Login button. Below the login form are links for "Forgotten your password?" and "Reset your password". The footer contains the text "Devon County Council" and the AnyComms+ logo with the version number 15.

Devon County Council Secure File Transfer

Home Help Links Contact

Welcome to the Devon County Council Secure File Transfer site

This site is designed for transferring files to and from various services at Devon County Council.
If you have an appropriate username and password, please login below.
Alternatively if you have forgotten your username and/or password or if you are a new user to this site, please select from the options in the menu above.

Want to find out what is **new in this version**?

Username:

Password:

Login

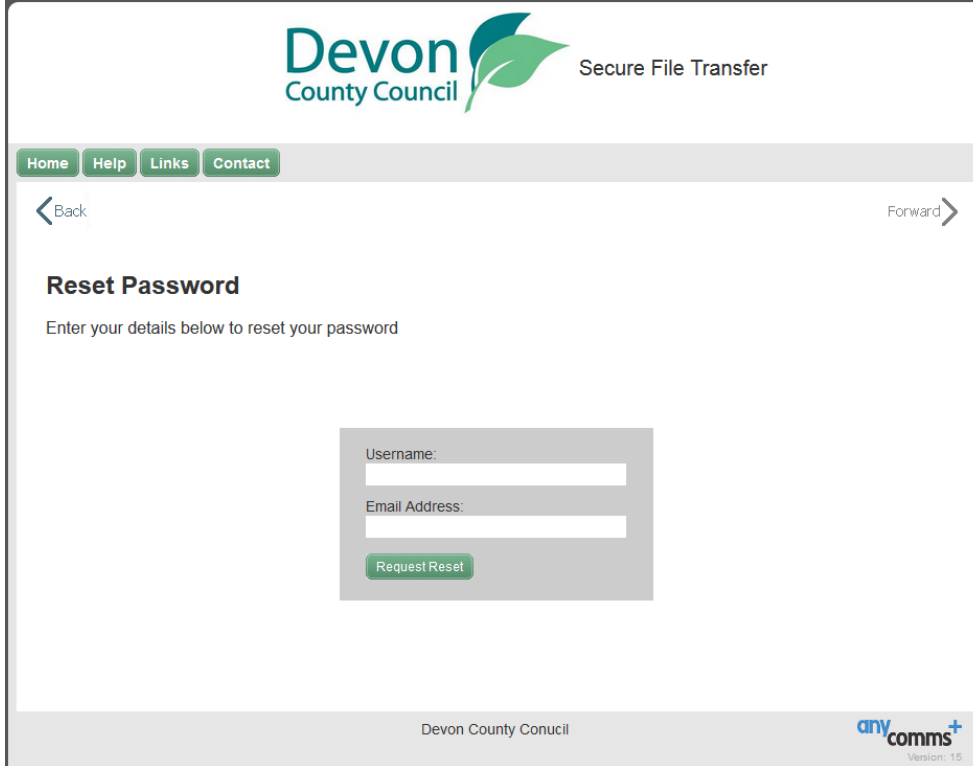
[Forgotten your password?](#)
[Reset your password](#)

Devon County Council anycomms+ Version: 15

To reset your password:

1. Click “Reset Password” on the Login page
2. Enter your existing username and email address and hit “Request Reset”

Resetting Password



The screenshot shows the 'Reset Password' page of the Devon County Council Secure File Transfer system. At the top, the Devon County Council logo is on the left, and 'Secure File Transfer' is on the right. Below the logo is a navigation bar with buttons for 'Home', 'Help', 'Links', and 'Contact'. The main content area has a 'Back' link on the left and a 'Forward' link on the right. The title 'Reset Password' is centered, followed by the instruction 'Enter your details below to reset your password'. Below this is a form with two input fields: 'Username:' and 'Email Address:'. A green 'Request Reset' button is positioned below the email field. The footer contains 'Devon County Council' on the left and the 'anycomms+' logo with 'version: 1.5' on the right.

Devon County Council Secure File Transfer

Home Help Links Contact

< Back Forward >

Reset Password

Enter your details below to reset your password

Username:

Email Address:

Request Reset

Devon County Council anycomms+ version: 1.5

To reset your password:

1. Click “Reset Password” on the Login page
2. Enter your existing username and email address and hit “Request Reset”