



ANYCOMMS USER GUIDE

Version 16

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Instructions for General Transfers (finance reports, key stage files etc)

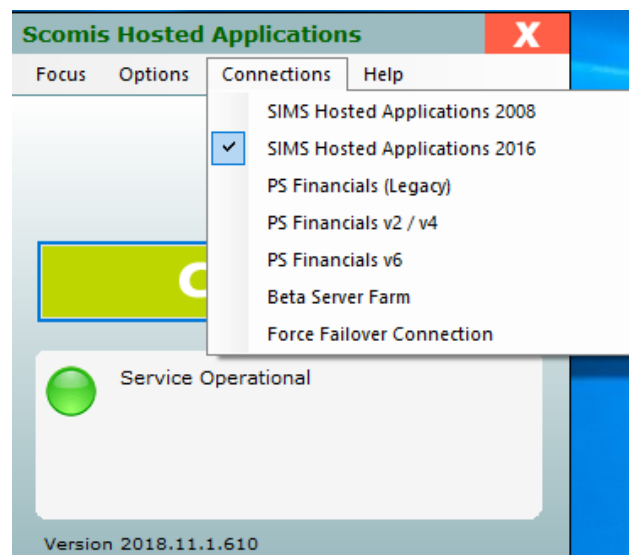
1. Prerequisites

To use Version 16 the following will be required.

- An Internet Connection
- One of the Web Browsers listed below
 - Microsoft Internet Explorer 11
 - Microsoft Edge
 - Mozilla Firefox (*latest version*)
 - Safari (*latest version*)
 - Google Chrome (*latest version*)

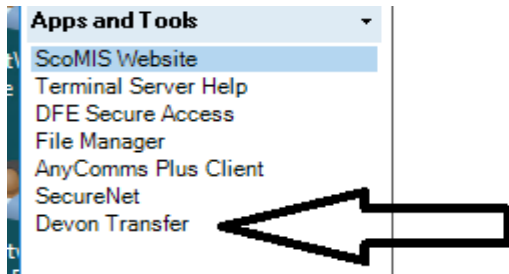
1.1. Prerequisites for Hosted Customers

When you connect to the platform please make sure the Sims Hosted Applications 2016 is ticked. Once selected, it will be the default connection and you will not need to do it again.



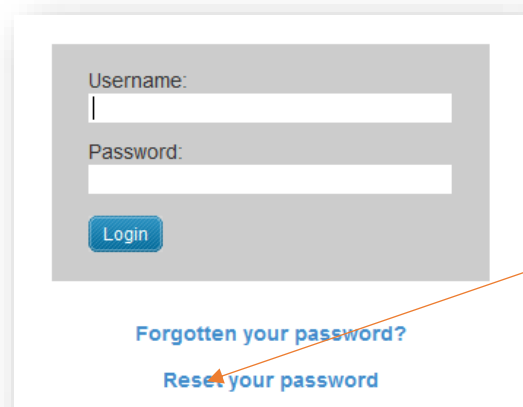
2. Login

Login to the www.devontransfer.co.uk site. **Hosted Customers** click on the “Devon Transfer” shortcut under Apps and Tools – this will direct you to the website.



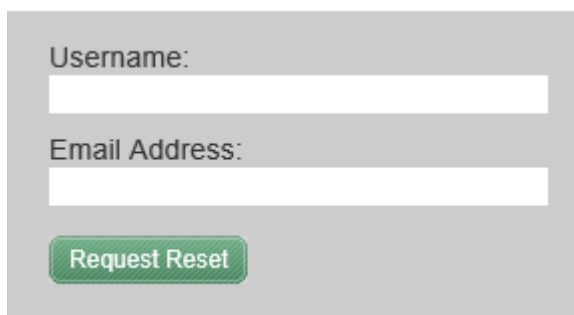
The Login page (*figure 2.1.1*). Users will need to enter a username and password, then click the login button, **they will then be prompted for their memorable word.**

ALL SCHOOLS: the Devon Transfer site replaces the Anycomms client for general file transfers from May 2019. If this is the first time you are logging in here to transfer general files such as finance reports and Key Stage Files, please key in your Anycomms username and press “Reset Your Password”.

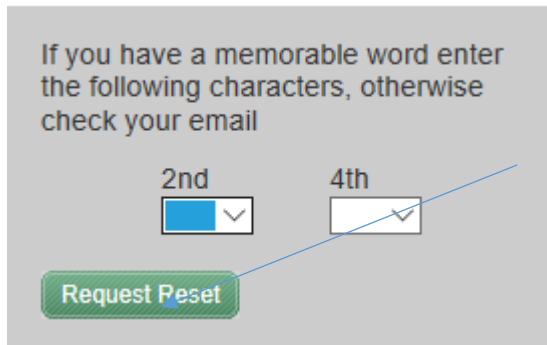
A screenshot of a login form. It has two input fields: "Username:" and "Password:". Below the fields is a blue "Login" button. At the bottom of the form, there is a blue link that says "Forgotten your password?" and below that, a blue link that says "Reset your password".

Click on “Reset your password”

Figure 2.1.1

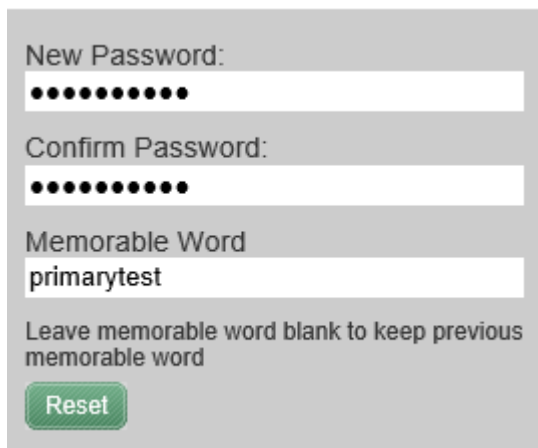
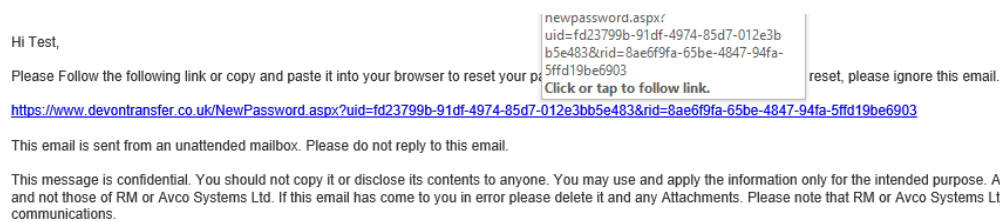
A screenshot of a "Request Reset" form. It has two input fields: "Username:" and "Email Address:". Below the fields is a green button with the text "Request Reset".

Re-enter your Anycomms username and the main admin e-mail address at the school.



At the next screen you will be presented with the memorable word login window please press the reset button here too.

An email will be sent to you similar to the one below



Type in your new password and memorable word here and press reset.

Can't reset the password? Didn't receive an email? All login related enquiries please email educationsystems@devon.gov.uk.

Once you've re-set your password and memorable word , make a note of them. You will need both of these every time the school logs on to the Devon transfer site for general transfers.

NOTE: The **DTSapps shortcut** and the **Download and Reformat** shortcuts should continue to be used for invoice, claims and petty cash and will continue to load the client. Both the DTSapps client and the devontransfer site use the same username and password. Please make sure all relevant staff in the school are aware of the change of login details.

3. Uploading and Downloading Files

3.1 Upload Files

To Upload a File follow the steps below:

Main Menu
Welcome Scomis Admin. Please click on one of th

General options

- Upload File(s) to an Organisation
- Upload File(s) to a Service

1. Go to 'Upload File(s) to a Service'.
2. Click 'Browse', locate the file you wish to send and click 'Open'.

3. Next, select the type of file you are sending.

File Name	Remove File	File Type	Service	Description
	Remove	Select Ad-hoc Admission Transfer Files DTCS Finance Finance Information Finance Reports Foundation Stage KS1 Phonics KS1 TA Payroll Information School Census School Workforce Census		

Upload All Files

4. Finally, select the service, you intend to send the file to.

File Name	Remove File	File Type	Service	Description
	Remove	KS1 Phonics	Select Babcock	

Upload All Files

5. Click **Upload All Files**, to upload the file(s) to the specified organisation.

3.2 Download Files

To Download either a new or previously downloaded file or files perform the following steps.

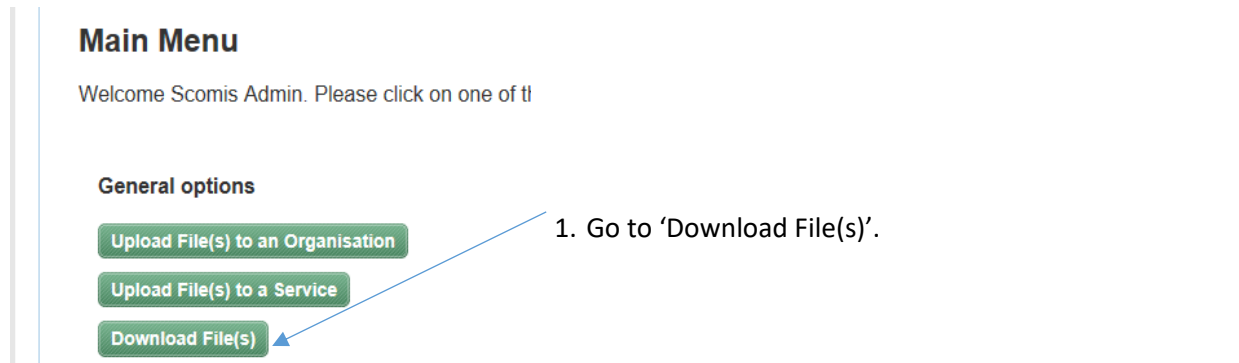
Main Menu

Welcome Scomis Admin. Please click on one of th

General options

- Upload File(s) to an Organisation
- Upload File(s) to a Service
- Download File(s)

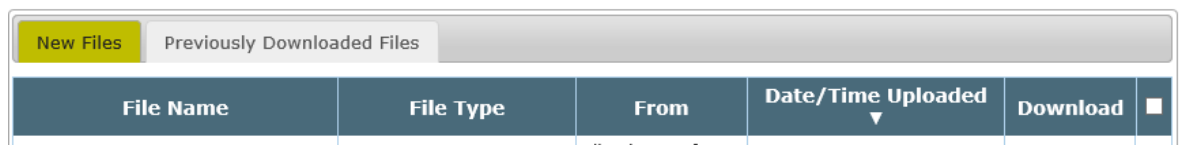
1. Go to 'Download File(s)'.



2. Click on the 'New Files' tab to download any new files.
3. Click on the 'Previously Downloaded Files' to re-download files.

New Files | Previously Downloaded Files

File Name	File Type	From	Date/Time Uploaded	Download
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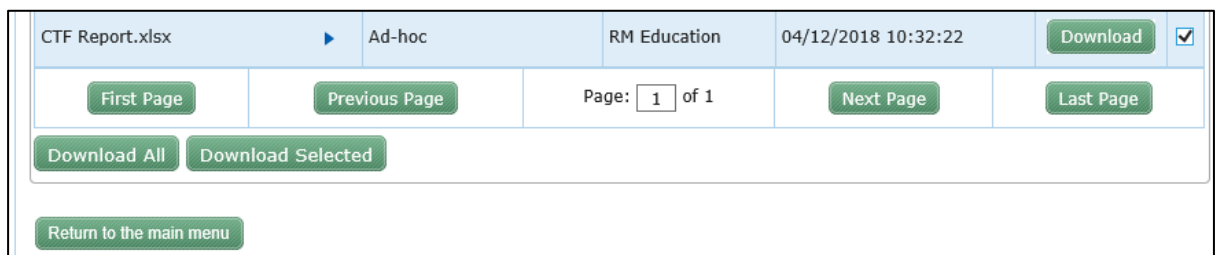
4. To download a single file select the **checkbox** next to the file and click on the [Download](#) button.

CTF Report.xlsx	Ad-hoc	RM Education	04/12/2018 10:32:22	Download	<input checked="" type="checkbox"/>
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[First Page](#) | [Previous Page](#) | Page: 1 of 1 | [Next Page](#) | [Last Page](#)

[Download All](#) | [Download Selected](#)

[Return to the main menu](#)



Download multiple Files

5. If multiple files need to be downloaded, then check the tick box in the row for the specific files (these files are now selected for download) and select "**Download Selected**" or if you wish to download all the files in the list select the "**Download All**" button.
6. This will display a list of all files selected to be confirmed for download.
7. Click [Click here to confirm you wish to download this file](#) , to download the selected files.

Please Note: if you download multiple files – e.g. finance reports they will download as a single zipped file and you will need to go to the folder you saved them into, double click on the zipped file and “extract all”.

3.3 View Transfers of Files

Users can view all their files transfers for uploaded and downloaded Files

Main Menu

Welcome Scomis Admin. Please click on one of th

General options

- [Upload File\(s\) to an Organisation](#)
- [Upload File\(s\) to a Service](#)
- [Download File\(s\)](#)
- [View File Transfer Records](#)

1. Click View Transfer File Records

Transfer Records

You have chosen to see a record of files you have downloaded from or uploaded to partner organisations. This site will list files uploaded or downloaded within the last 12 months.

Items per page: Sort by:

Uploaded files
Downloaded files
Questionnaires

Files uploaded by Scomis ONE Team:

Filename	Uploaded To	Delete	Date/Time Uploaded	Downloaded By	Uploaded By
Copy of Babcock Report.xlsx ▶	Babcock	Delete	27/11/2018 13:52:24	Admin	Scomis Admin

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[Return to the main menu](#)
[Re-download a file](#)

Uploaded Files

The ‘Uploaded Files’ tab in View File Transfers lists the Filename, Uploaded To, Delete, Date/Time Uploaded, Downloaded by and Uploaded by.

Additional Information *Uploaded files list the files uploaded by the associated service, to find out further information on a specific file uploaded click , this will display additional information about the file (i.e. Last Downloaded, Size, Description).*

Number of items *To alter the number of items displayed in the list, change the value in 'Items per page'.*

Sort By *To sort the files select from the dropdown box (e.g. Date/Time or File Name).*

Searching for Files *The Uploaded files table may not display all of the files on a single page, at the bottom of the table is the 'Page' number. This displays how many pages of results/files there are.*

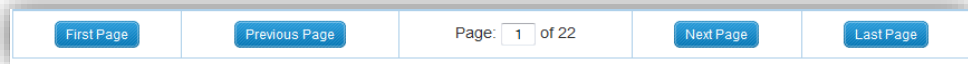


Figure 3.4.1

To browse through the pages, use the buttons at the bottom of the 'Delete Files' table (shown in figure 3.4.1).

Downloaded Files

Items per page: Sort by: ▼

Uploaded files **Downloaded files** Questionnaires

Files downloaded by Scomis ONE Team:

Filename	Downloaded From	Date/Time Downloaded	Uploaded By	IP Address
Babcock Report.xlsx ▶	RM Education	27/11/2018 13:49:37	Neil Turner	159.15.129.66

Page: of

The Downloaded Files tab in View File Transfers displays a list's the Filename, Downloaded From, Date/Time Downloaded, Uploaded By and the IP address of the sender. You can choose to Re-download a file from here.

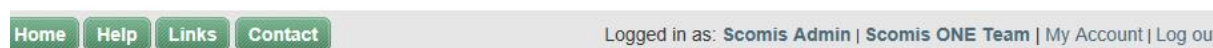
Figure 3.4.2

4. Account Options

4.1 Viewing Account Information

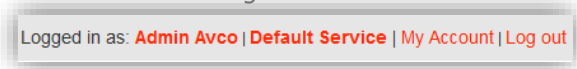
Viewing Account Information shows the user information about their account (i.e. First Name, Surname, Phone, Email, Send emails).

To view the account information, perform the following steps.



1. Once logged into the site, click on 'My Account' located in the top menu bar in the top right of the screen (shown in figure 4.1.1).

Figure 4.1.1



This will display all the account information for the logged in user (shown in figure 4.1.2).

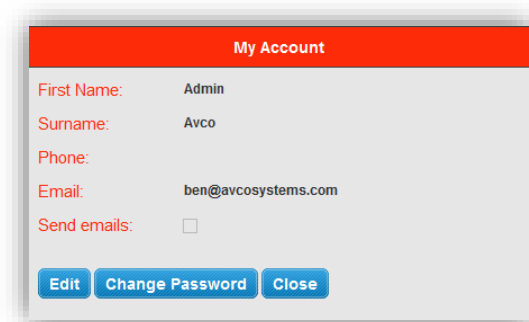



Figure 4.1.2

4.2 Editing Account Information

Editing the Account Information allows a user to change their details, if their details change or are incorrect, without the need to contact an administrator.

To edit the account information, perform the following steps.

1. Repeat steps for 'Viewing Account Information' (shown in section 4.1).
2. Click 
3. Then edit the details in the textboxes (shown in figure 4.2.1).