



ANYCOMMS USER GUIDE

Version 17

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

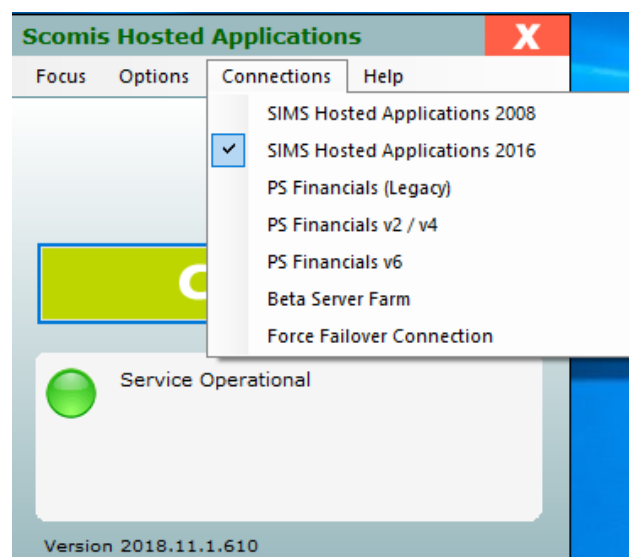
1. Prerequisites

To use Version 17 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*)

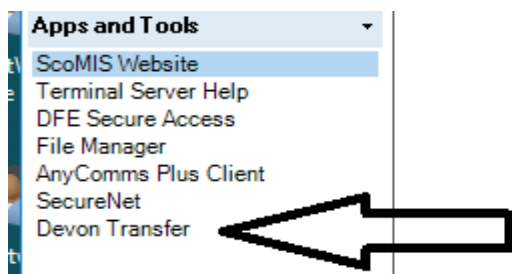
1.1. Prerequisites for Hosted Customers

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. Users will need to enter a username and password, then click the login button, **they will then be prompted for their memorable word.**

NOTE: The **DTSapps shortcut** and the **Download and Reformat** shortcuts should be used for invoice, claims and petty cash files and will continue to load the client. Both the DTSapps client and the devontransfer site use the same username and password.

3. Uploading and Downloading Files

3.1 Upload Files

To Upload a File follow the steps below:

1. Go to ‘**Upload File(s) to a Service**’.

Upload to Service



2. Click ‘**Browse**’, locate the file you wish to send and click ‘Open’.
3. Next, select the type of file you are sending.

4. Select the service, you intend to send the file to.

Upload to Service

Select Files

File Name	File Type	Service	Description	
KS1.docx	KS1 Results	Babcock	KS1 Results	Remove

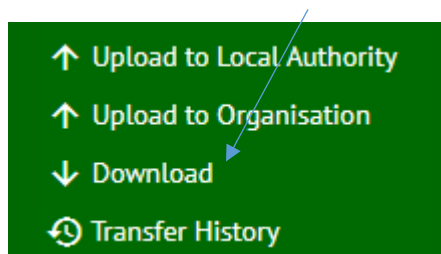
Upload Files

- 5) Finally, click the **Upload Files** to the specified organisation to finish the upload.

3.1 Download Files

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

1. Select Download from menu



2. Click on the 'New Files' tab to download any new files.
3. Click on the 'Previously Downloaded Files' to re-download files.
4. To download a single file select the **checkbox** next to the file and click on the **Download**

Downloads

There are 2 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:

New Files Previously Downloaded Files

File Name	From	Date/Time Uploaded ▼	Download	
▶ 9999Anyfile - Copy.xls	CYPS	24/08/2020 10:05:59	Download	<input type="checkbox"/>
▶ 1234 CFR return.pdf	CYPS	24/08/2020 10:00:18	Download	<input type="checkbox"/>

Download All

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button.

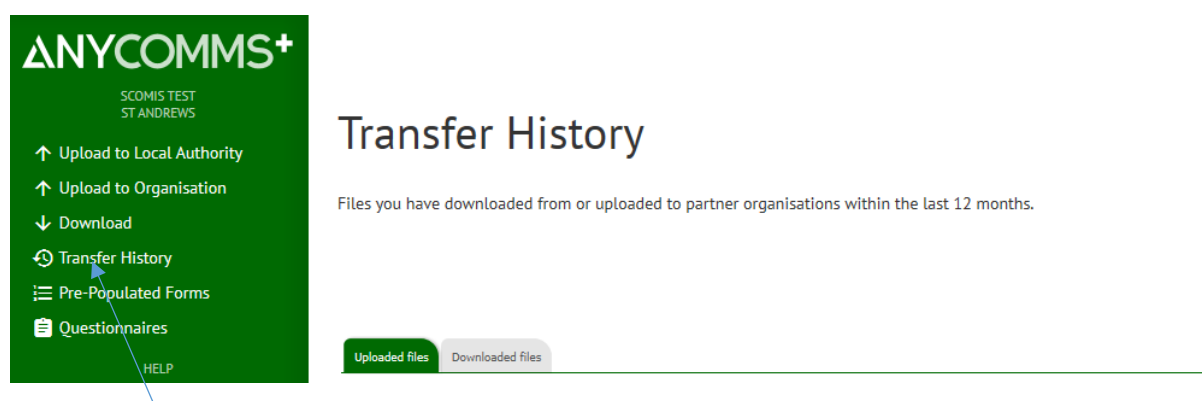
Download multiple Files

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 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”.

3.2 View Transfers of Files

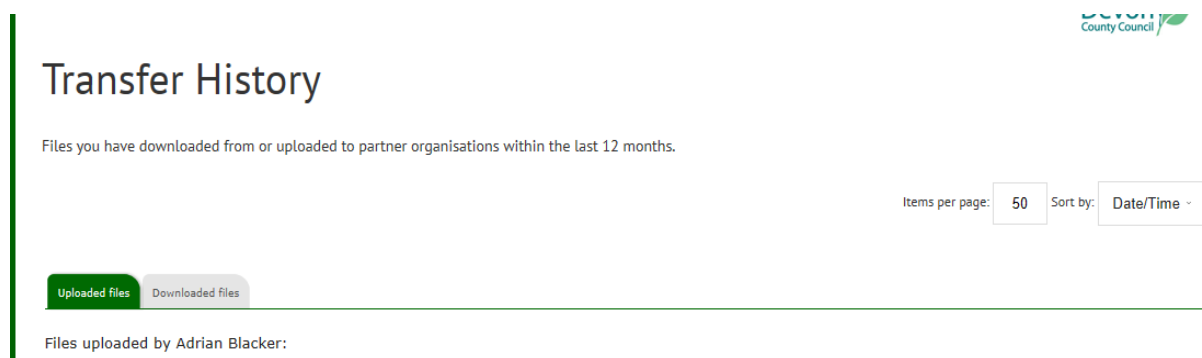
Users can view all their files transfers for uploaded and downloaded Files



1. Click **Transfer History** from the Main Menu

Uploaded Files

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



The Uploaded Files tab in View File Transfers displays a list's the Filename, Sent From, Date/Time Downloaded by and Sender. You can choose to **Re-download a file from here**.

Downloaded Files

Transfer History

Files you have downloaded from or uploaded to partner organisations within the last 12 months.

Items per page: 50

Sort by: Date/Time

Uploaded files

Downloaded files

Files downloaded by St Andrews:

Filename	Sent From	Date/Time	Downloaded By	Sender	IP Address
▶ 9999Anyfile - Copy.xls	CYPS	30/09/2020 12:59:44	Automated (ron Brooks)	Neil Turner	
▶ 1234 CFR return.pdf	CYPS	30/09/2020 12:59:44	Automated (ron Brooks)	Neil Turner	
▶ Anycomms User Guide.pdf	CYPS	10/08/2020 16:27:48	Automated (ron Brooks)	Neil Turner	
▶ AnyCommsPlus Client (V1.2).pdf	SCOMIS ONE TEAM	10/08/2020 16:27:48	Automated (ron Brooks)	Client Client	

The Downloaded Files tab in View File Transfers displays a list's the Filename, Sent From, Date/Time Downloaded by and Sender and IP Address. You can choose to **Re-download a file from here**.

4. Account Options

4.1 Viewing Account Information

Viewing Account Information shows the user information about their account.

To view the account information click on **MyAccount** from the main menu.

