

## **Anycoms+ Secure File Transfer Site – Quick Start Guide for LA Users**

### **How to get to the Secure File Transfer site**

The Secure File Transfer site is available at the following address:

<https://filetransfer.leicester.gov.uk>

### **Obtaining a Login**

Username and Passwords have been issued to all schools and various users in LA Services. If you do not have your password or you have forgotten your password, please contact the support desk by logging a call on the ICT Portal.

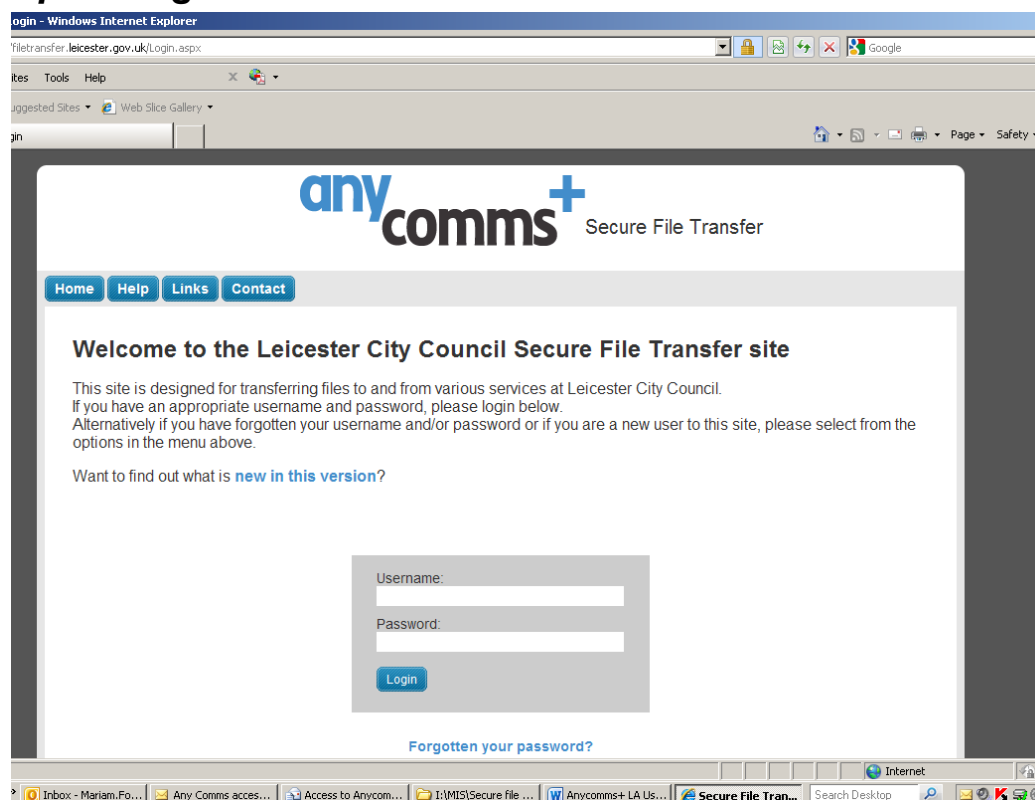
### **Reporting errors**

If you require further assistance or encounter an error when following the instructions, please log a call through the ICT Portal.

### **Contents**

- [upload a file](#)
- [download a file](#)
- [Re-download a file](#)

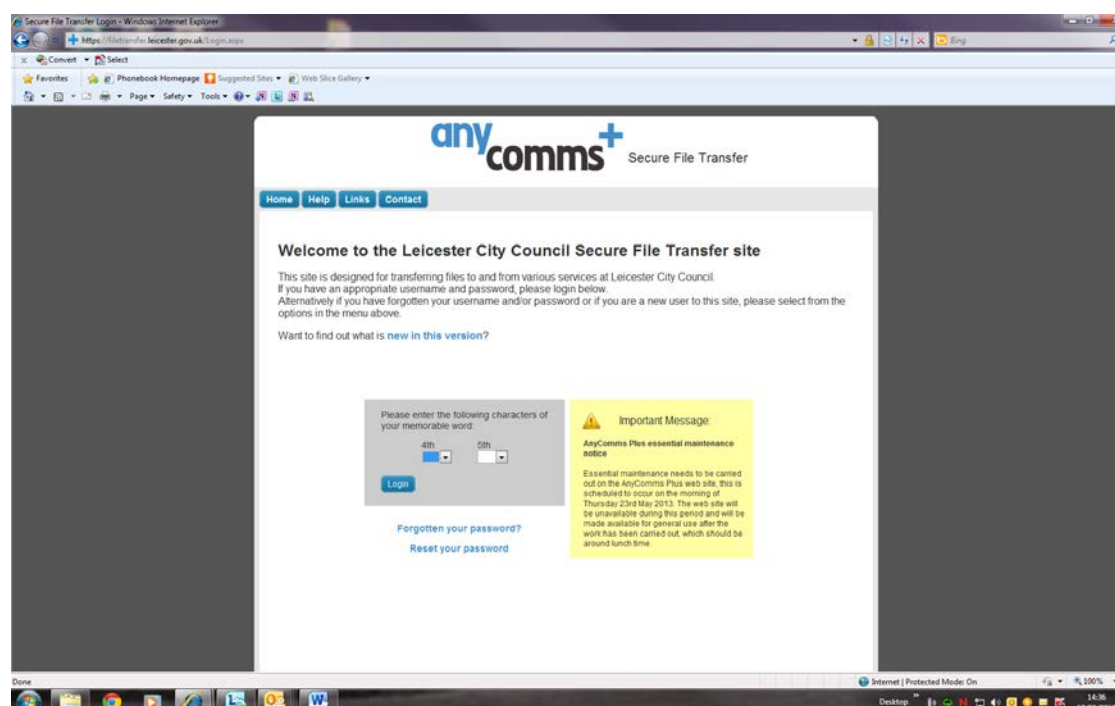
## Uploading a file



### Step 1: Login

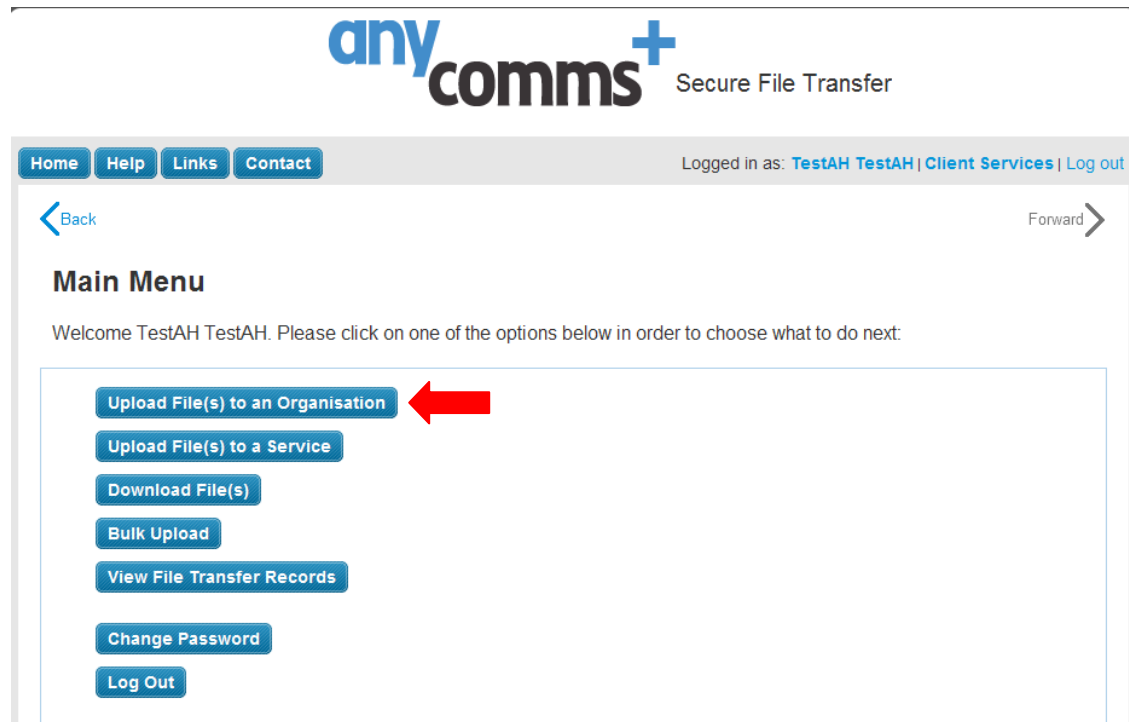
Enter your supplied Username and Password into the relevant boxes and click on the blue Login button

Then enter the requested characters of your memorable word and click on login:



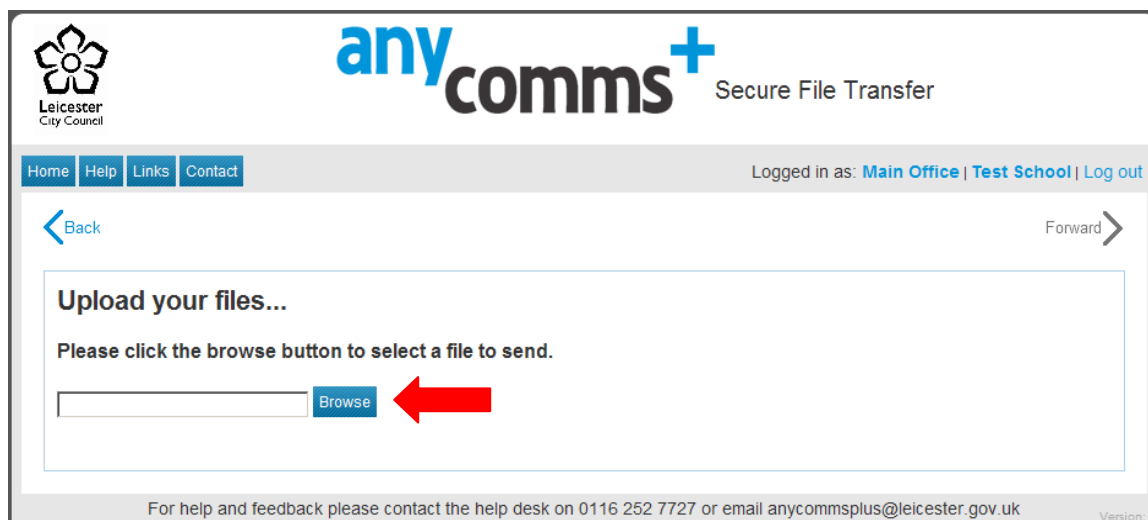
## Step 2: Upload a file to a School

From the main menu, click on the blue button labelled 'Upload a File to an Organisation'



### Step 3: Select the first file you would like to upload

Click on the blue button labelled 'Browse' and a file browser window will appear. Select the file from your computer you wish to upload and finally click the 'Open' Button



## Step 4: Specify the destination details for the file

On completion of Step 2, the following screen will be displayed, listing the first file you have selected in a table.

anycomms+ Secure File Transfer

Home Help Links Contact

Logged in as: Adele Hirst | CYPs Info Management | 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.

File Name	Remove File	Recipient Organisation	Recipient Role	Description
Test_AH_170611.bt	Delete	Dummy School <small>Click <a href="#">here</a> to filter this dropdown</small>	Select Select All Roles Main Office Head Teacher	<input type="text"/>

Within this table are 5 columns which will allow you to carry out the following actions:

**File Name:** Check the file name to make sure you have selected the correct file for upload.

**Remove File:** If you find you have selected the wrong file, don't worry. You can easily delete it by clicking on the blue button labelled 'Delete'. You can then return to Step 3 and choose the file you meant to upload.

**Recipient Organisation:** From the drop down list, select the school/organisation you are uploading the file to.

**Recipient Role:** If uploading to a school the 'Main Office' will usually be selected here, although files can be sent to the 'Head Teacher' or both.

**Description:** Please give your file a short helpful description within this field.

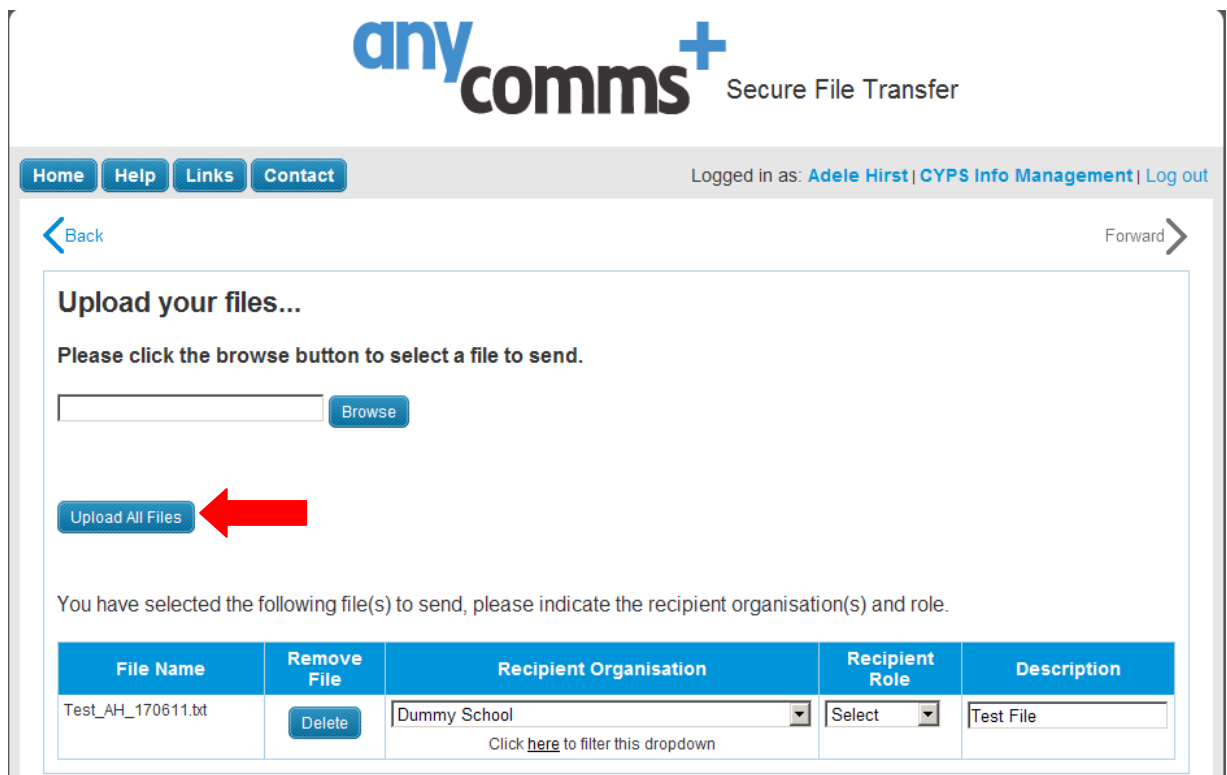
## Step 5: Add further files

If you do not wish to add any further files, go to step 6.

If you wish to add further files, you can now repeat step 3 and 4. Continue to repeat steps 3 and 4 for as many files as you wish to send.

## Step 6: Upload your selection of file(s)

To finally upload your files to the secure area, click on the blue button labelled 'Upload All Files'



The screenshot shows the 'anycomms+' Secure File Transfer interface. At the top, there are navigation links for Home, Help, Links, and Contact. The user is logged in as 'Adele Hirst | CYPs Info Management' and can click 'Log out'. The main content area is titled 'Upload your files...' and includes a 'Please click the browse button to select a file to send.' instruction. Below this is a file selection input field with a 'Browse' button. A prominent blue button labeled 'Upload All Files' is highlighted with a red arrow. Below the button, a message states: 'You have selected the following file(s) to send, please indicate the recipient organisation(s) and role.' This is followed by a table with the following structure:

File Name	Remove File	Recipient Organisation	Recipient Role	Description
Test_AH_170611.bt	Delete	Dummy School <small>Click <a href="#">here</a> to filter this dropdown</small>	Select	Test File

You will briefly see a progress bar indicating that your file is being uploaded and indicating the length of time remaining to wait.

## Step 7: Confirmation

Once your files have successfully transferred over the network, you will see the following confirmation screen:

The screenshot shows the 'anycomms+' Secure File Transfer interface. At the top left is the Leicester City Council logo. The main header features the 'anycomms+' logo and the text 'Secure File Transfer'. Below the header is a navigation bar with 'Home', 'Help', 'Links', and 'Contact' buttons. On the right, it says 'Logged in as: Main Office | Test School | Log out'. The main content area has a 'Back' button on the left and a 'Forward' button on the right. A message reads: 'Thank you, you have sent the following file(s):'. Below this is a table with the following data:

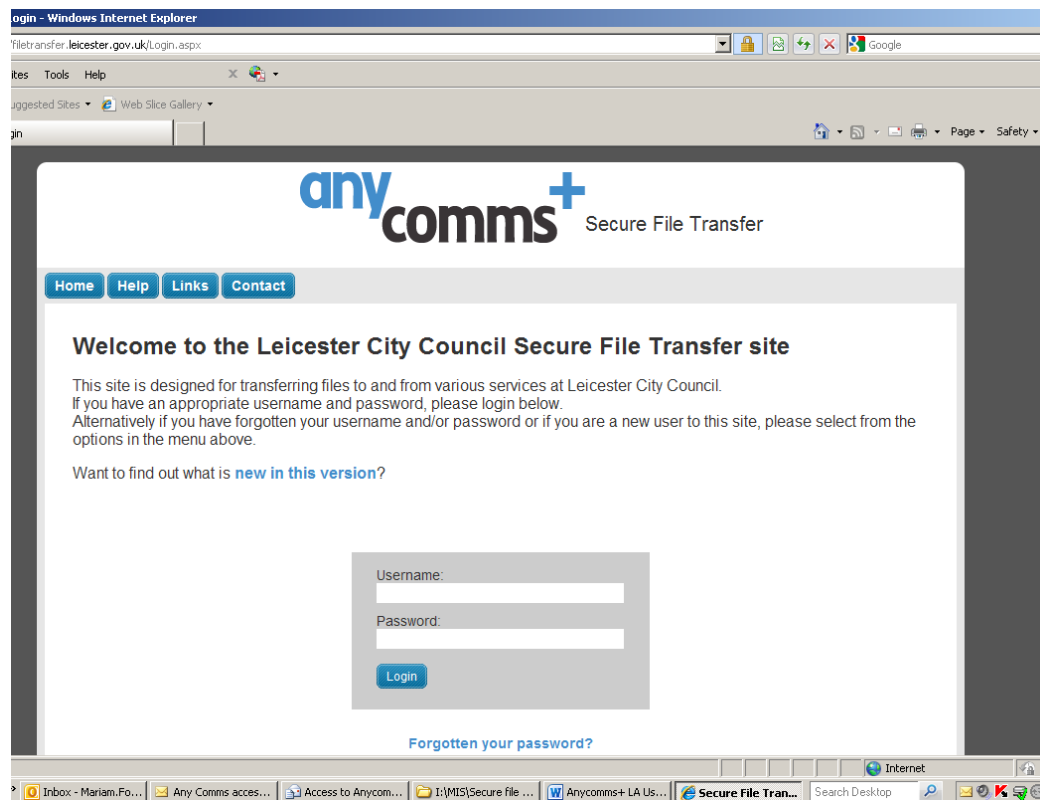
File Name	File Type	Sent To	Date/Time Sent
KS1 Test file.xls	Key Stage 1 Results	CYPS Info Management	20/09/2010 11:06:06

Below the table, it asks 'What would you like to do now?' and provides three buttons: 'Print a record of this transaction', 'Return to the main menu', and 'Log out'. At the bottom, there is a footer with contact information: 'For help and feedback please contact the help desk on 0116 252 7727 or email anycommsplus@leicester.gov.uk' and a version number 'Version: 4'.

## Download a File

### Step 1: Login

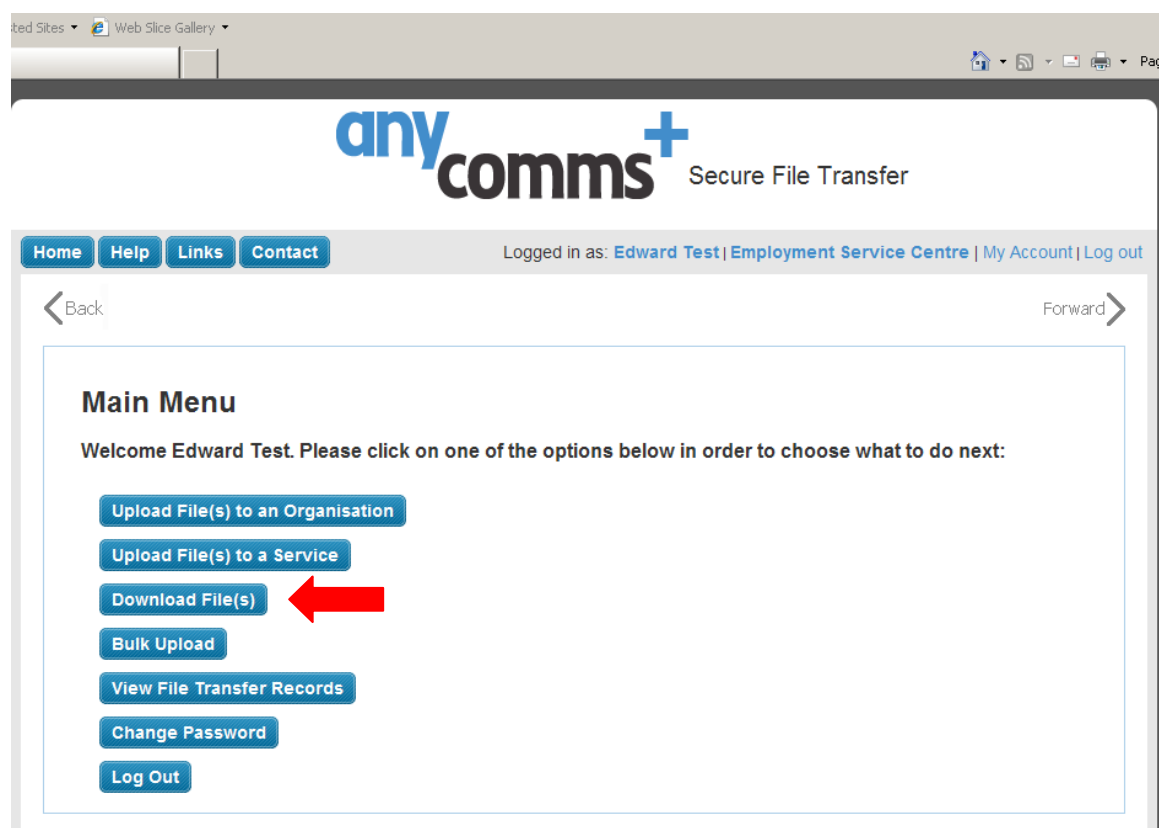
Enter your supplied Username and Password into the relevant boxes and click on the blue Login button





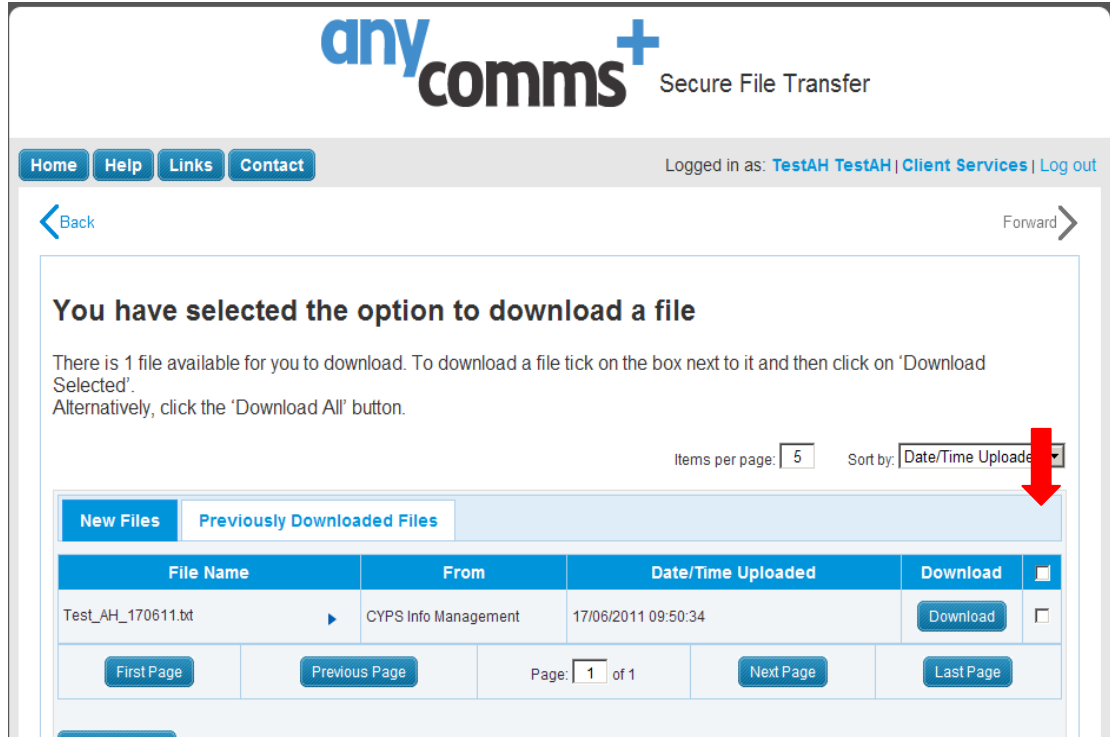
## Step 2: Download a file

From the main menu, click on the blue button labelled 'Download File(s)'



### Step 3: Select file(s) to download

You will now see a screen displaying a list of files that are waiting for you to download as shown below.



Two options are available for downloading the file(s) listed.

#### Option 1: Downloading all the files listed

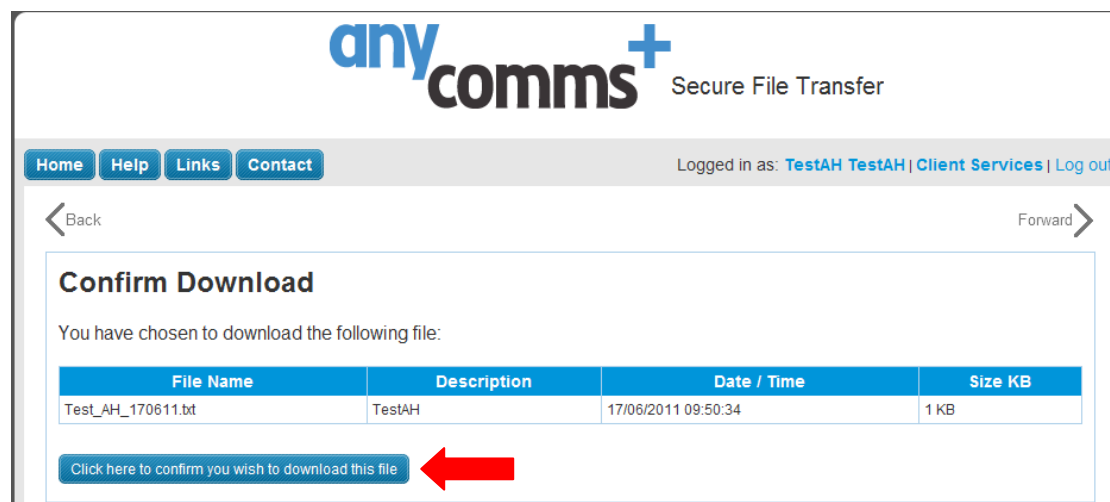
To download all the files listed, click on the blue button labelled 'Download All'

#### Option 2: Selecting particular files to download from the list

Tick the checkboxes for the files you wish to download and then click the blue button labelled 'Download Selected'.

## Step 4: Download Confirmation

You will now see the following confirmation screen which will list the files you have chosen to download from Step 3



The screenshot shows the 'anycomms+' logo and 'Secure File Transfer' text at the top. Below the logo is a navigation bar with buttons for 'Home', 'Help', 'Links', and 'Contact'. To the right of the navigation bar, it says 'Logged in as: TestAH TestAH | Client Services | Log out'. Below the navigation bar, there are 'Back' and 'Forward' navigation arrows. The main content area is titled 'Confirm Download' and contains the text 'You have chosen to download the following file:'. Below this text is a table with the following data:

File Name	Description	Date / Time	Size KB
Test_AH_170611.bt	TestAH	17/06/2011 09:50:34	1 KB

Below the table is a blue button with the text 'Click here to confirm you wish to download this file'. A red arrow points to this button.

## Step 5: Download the file to you computer

Press the blue button labelled 'Click here to confirm you wish to download this file' to begin your download.

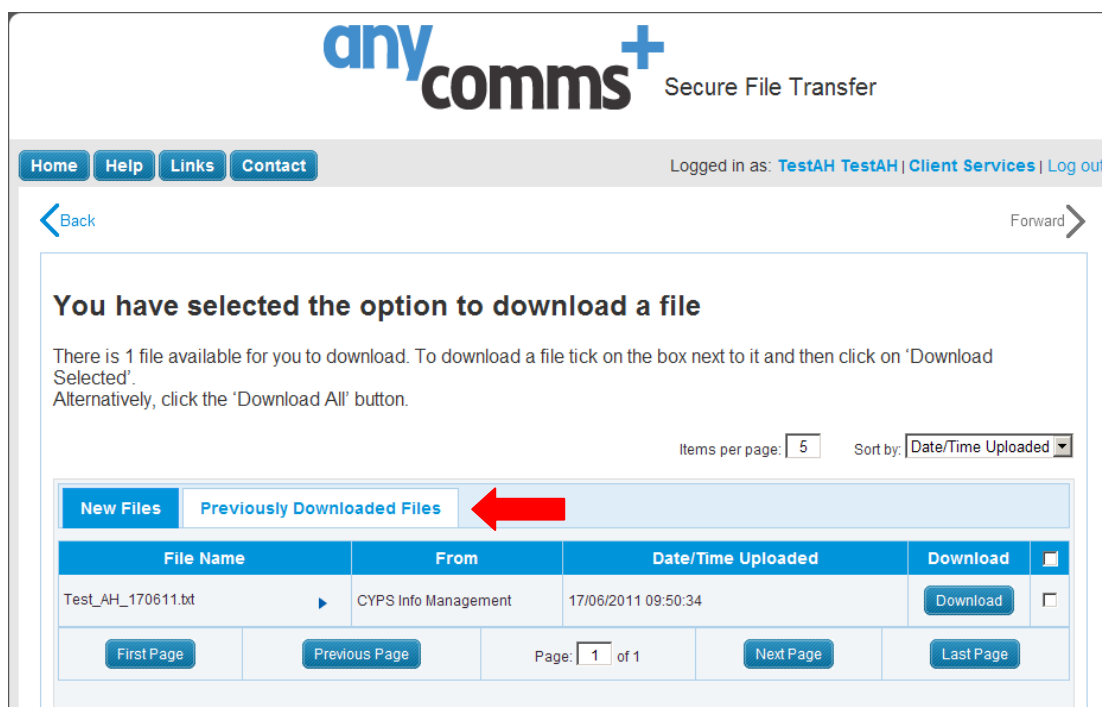
## Re-Download a File

If you download a file and there are any difficulties at all or you need another copy, don't worry. You can re-download a file as many times as you like for up to three months after the file was originally placed on Anycomms+.

**Step 1: From the main menu, click on the blue button labelled 'Download a File from the Local Authority'**



## Step 2: Choose the option 'Previously Downloaded Files'

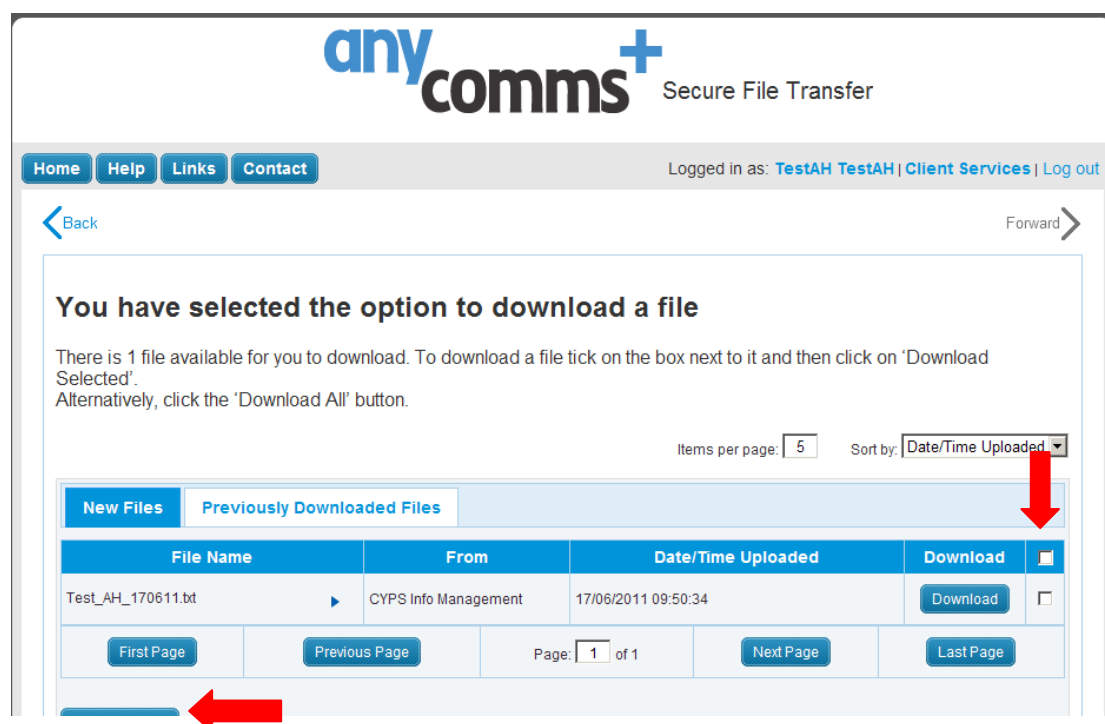


The screenshot shows the anycomms+ Secure File Transfer web interface. At the top, the logo 'anycomms+' is displayed next to the text 'Secure File Transfer'. Below the logo is a navigation bar with buttons for 'Home', 'Help', 'Links', and 'Contact'. On the right side of the navigation bar, it says 'Logged in as: TestAH TestAH | Client Services | Log out'. Below the navigation bar, there are 'Back' and 'Forward' navigation arrows. The main content area has a heading 'You have selected the option to download a file' followed by instructions: 'There is 1 file 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.' Below this text, there are controls for 'Items per page: 5' and 'Sort by: Date/Time Uploaded'. A tabbed interface shows two tabs: 'New Files' and 'Previously Downloaded Files', with a red arrow pointing to the 'Previously Downloaded Files' tab. Below the tabs is a table with the following data:

File Name	From	Date/Time Uploaded	Download	
Test_AH_170611.bt	CYPS Info Management	17/06/2011 09:50:34	Download	<input type="checkbox"/>

At the bottom of the table, there are navigation buttons: 'First Page', 'Previous Page', 'Page: 1 of 1', 'Next Page', and 'Last Page'.

You will now see a screen displaying a list of files that have previously been downloaded.



Two options are available for downloading the file(s) listed.

**Option 1: Downloading all the files listed**

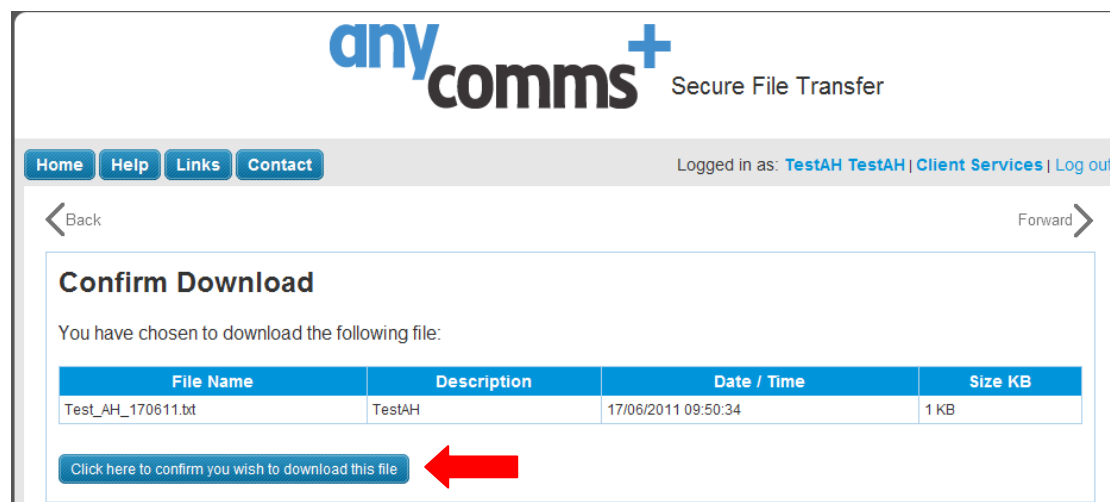
To download all the files listed, click on the blue button labelled 'Re-Download All'

**Option 2: Selecting particular files to download from the list**

Tick the checkboxes for the files you wish to download and then click the blue button labelled 'Re-Download Selected'.

### Step 3: Download Confirmation

You will now see the following confirmation screen which will list the files you have chosen to download from Step 2



The screenshot shows the 'anycomms+' logo and 'Secure File Transfer' text at the top. Below the logo is a navigation bar with buttons for 'Home', 'Help', 'Links', and 'Contact'. To the right of the navigation bar, it says 'Logged in as: TestAH TestAH | Client Services | Log out'. Below the navigation bar is a 'Confirm Download' section. It contains the text 'You have chosen to download the following file:' followed by a table. The table has four columns: 'File Name', 'Description', 'Date / Time', and 'Size KB'. The table contains one row with the following data: 'Test\_AH\_170611.bt', 'TestAH', '17/06/2011 09:50:34', and '1 KB'. Below the table is a blue button with the text 'Click here to confirm you wish to download this file'. A red arrow points to this button.

File Name	Description	Date / Time	Size KB
Test_AH_170611.bt	TestAH	17/06/2011 09:50:34	1 KB

### Step 4: Download the file to you computer

Press the blue button labelled 'Click here to confirm you wish to download this file' to begin your download.