Anycomms+ 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
Usernames 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.
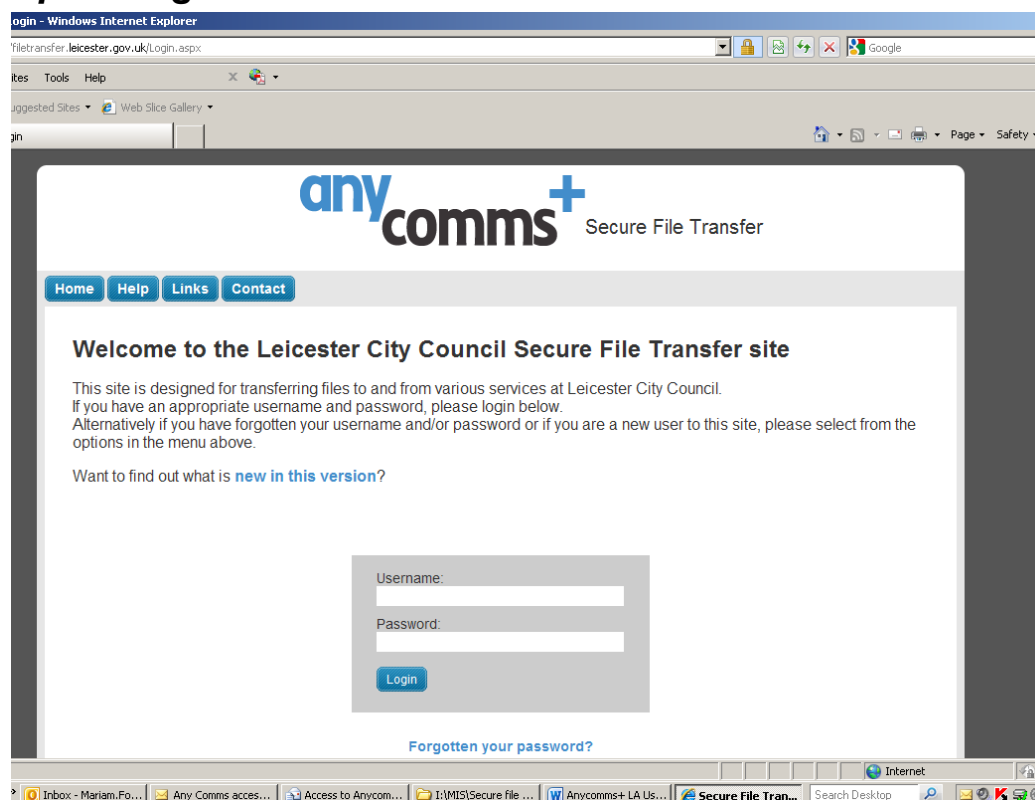
Reporting errors
If you require further assistance or encounter an error when following the instructions, please log a call through the ICT Portal.
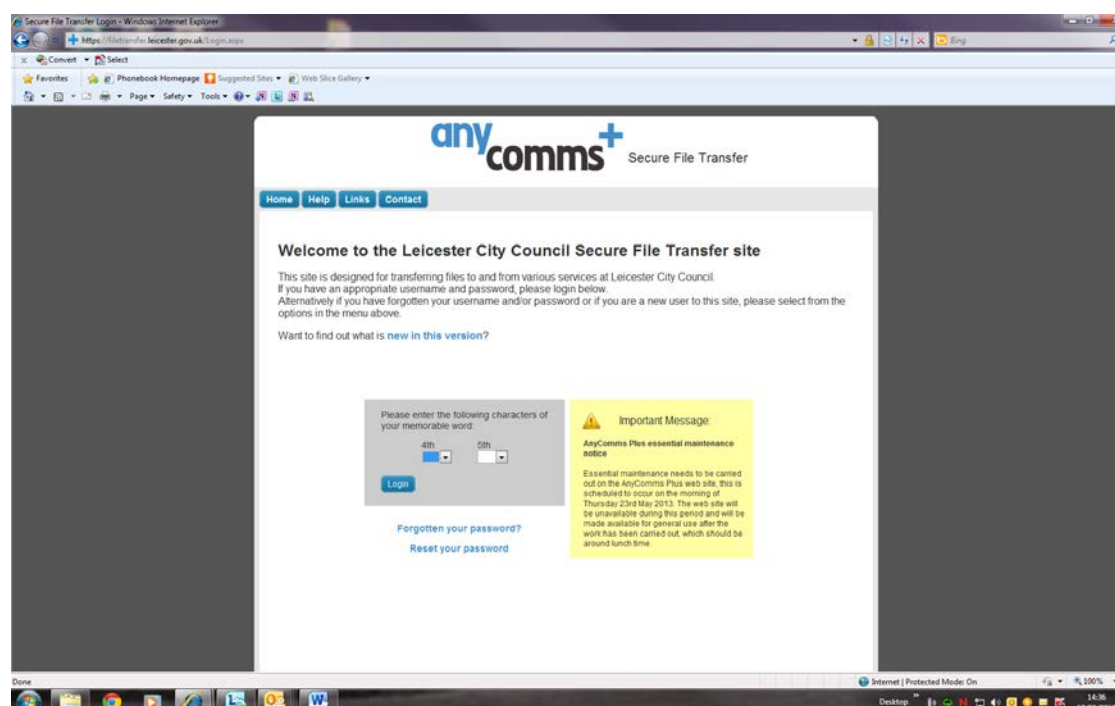
Contents

Uploading a file
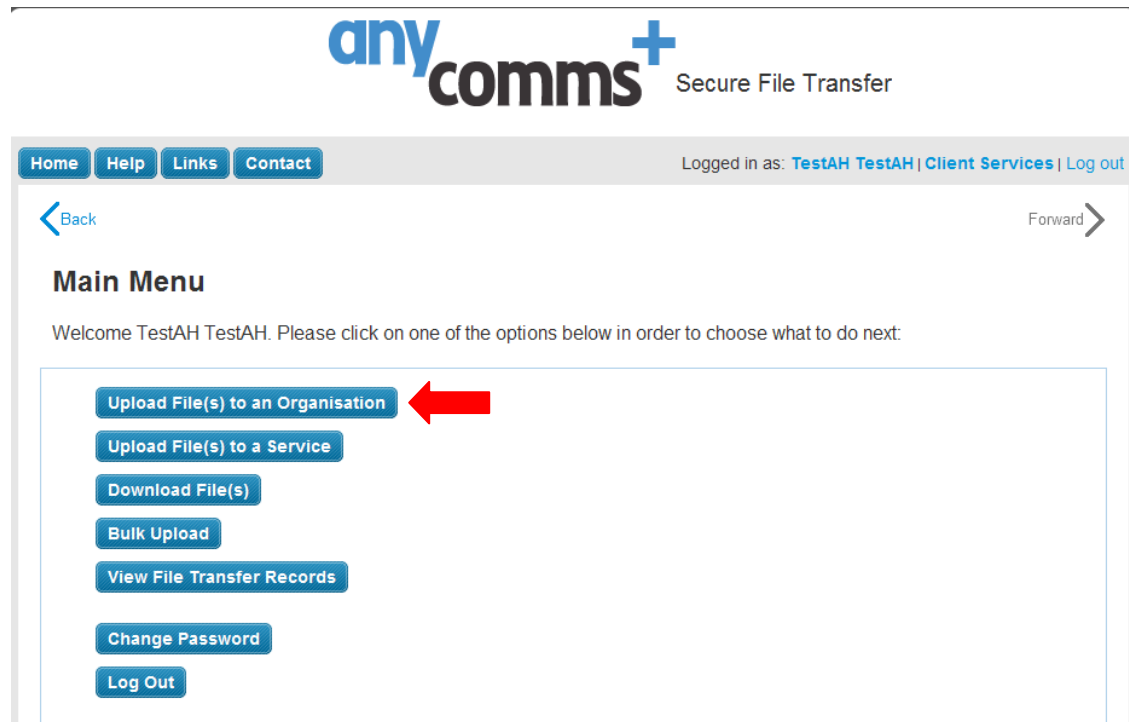

Step 1: Login

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
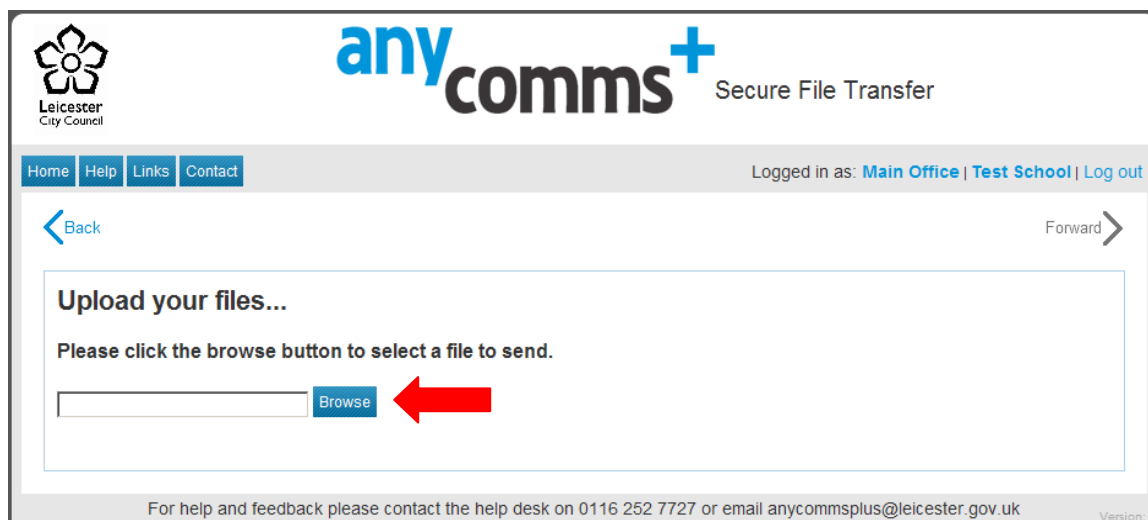
Step 4: Specify the destination details for the file

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

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.

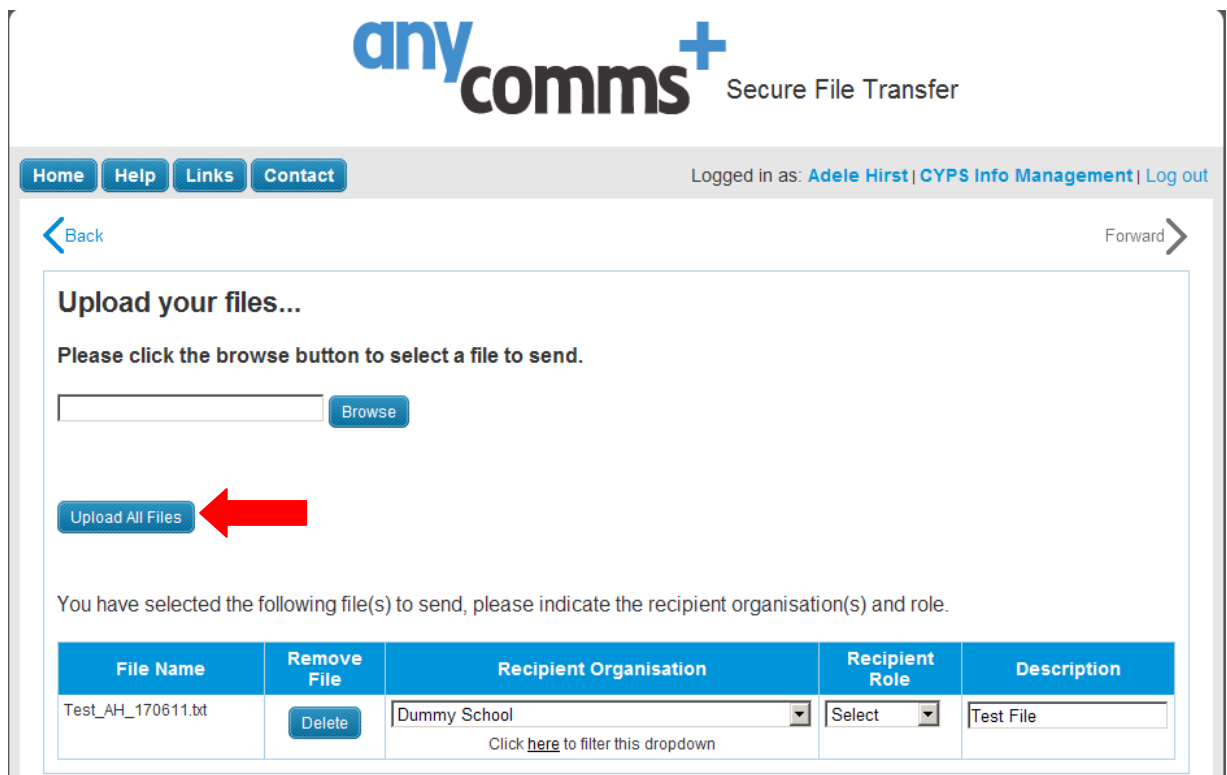**Description:** Please give your file a short helpful description within this field.

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'

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:
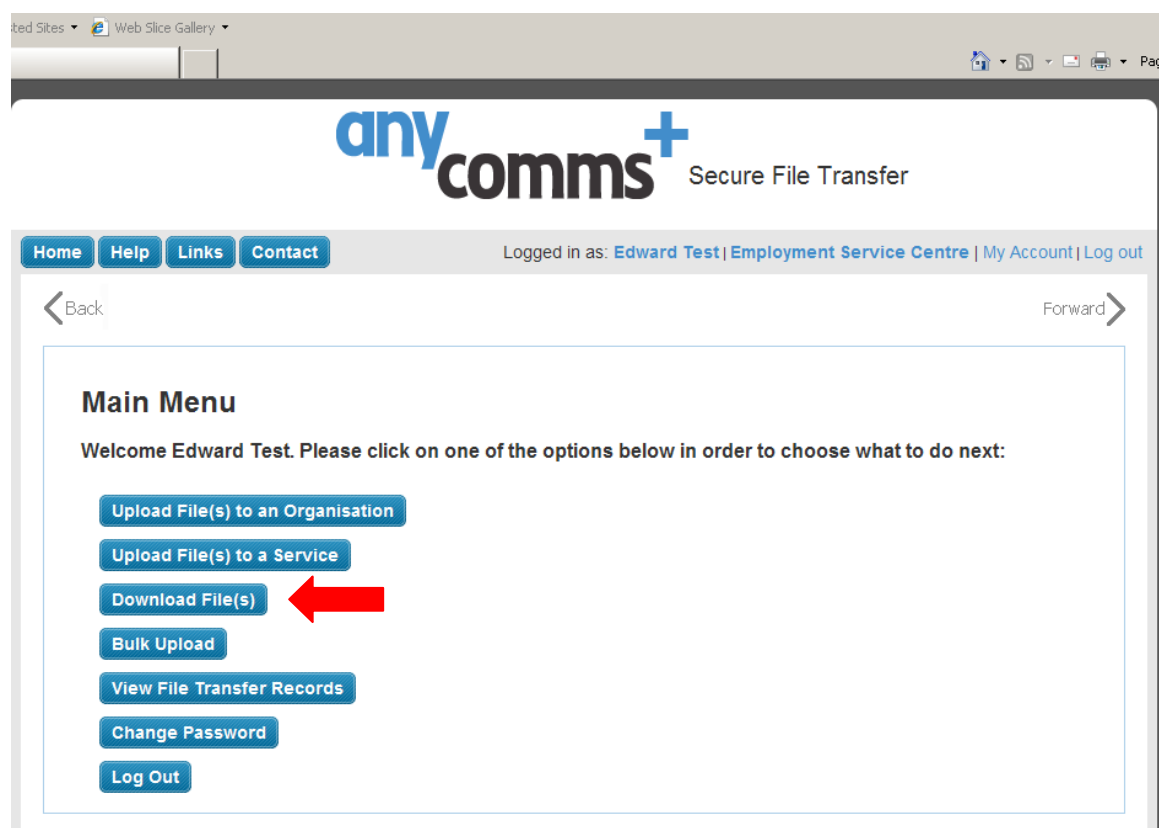
Download a File

Step 1: Login

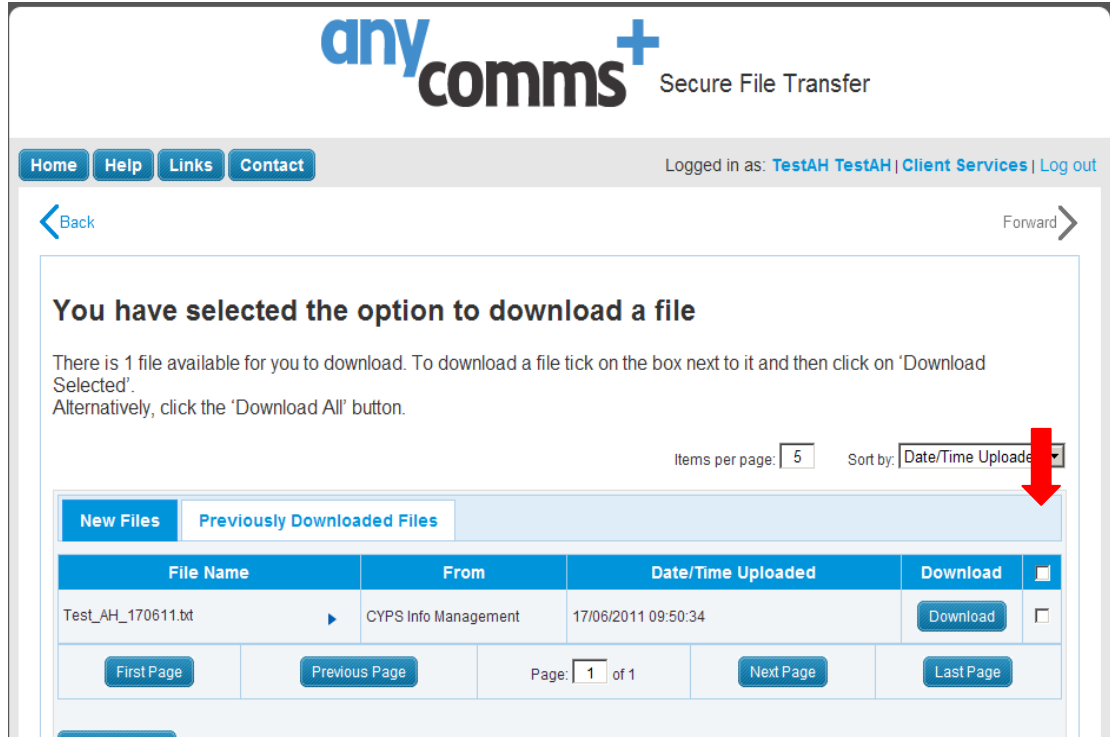Enter your supplied Username and Password into the relevant boxes and click on the blue Login button
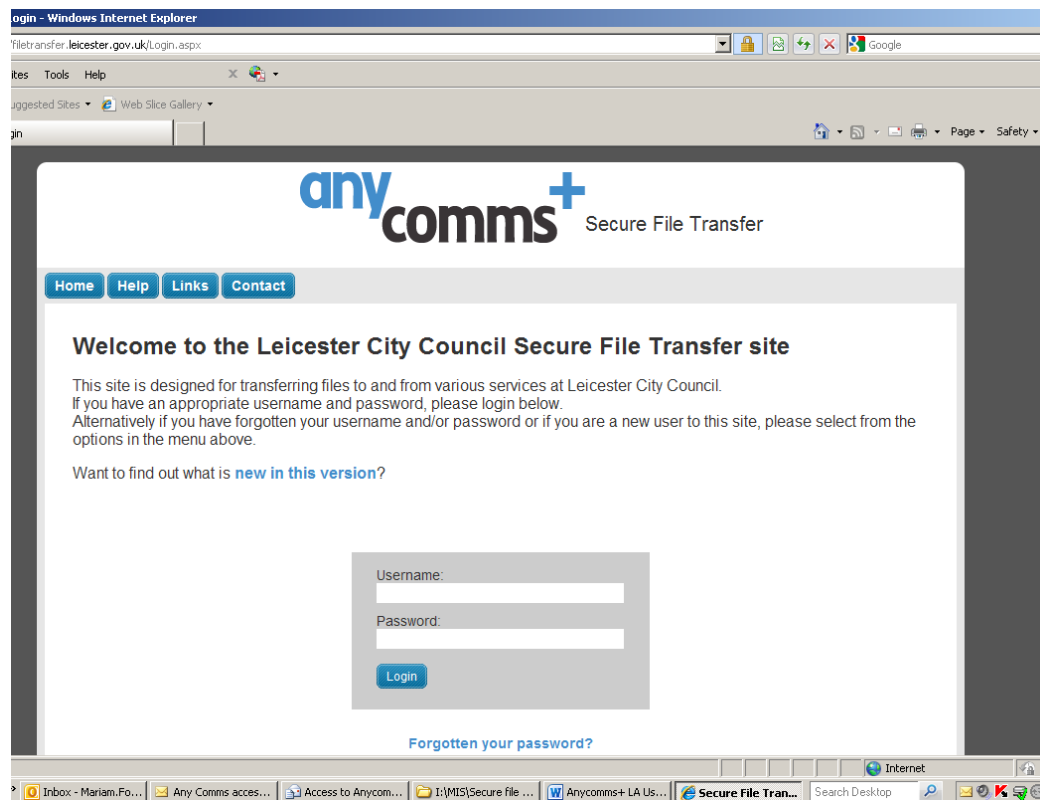
Step 2: Download a file

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.
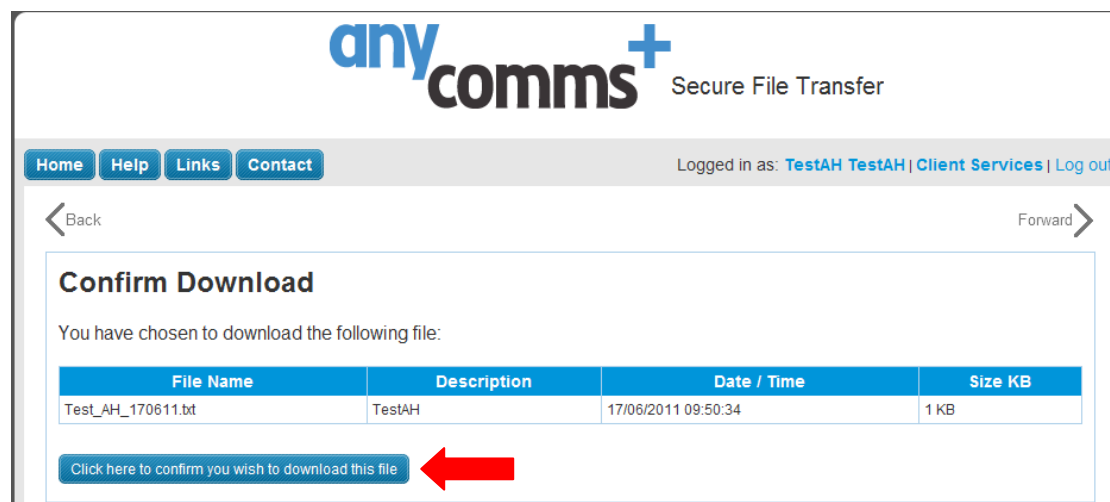
Option 1: Downloading all the files listed
To download all the files listed, click on the blue button labelled 'Download All'

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

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.
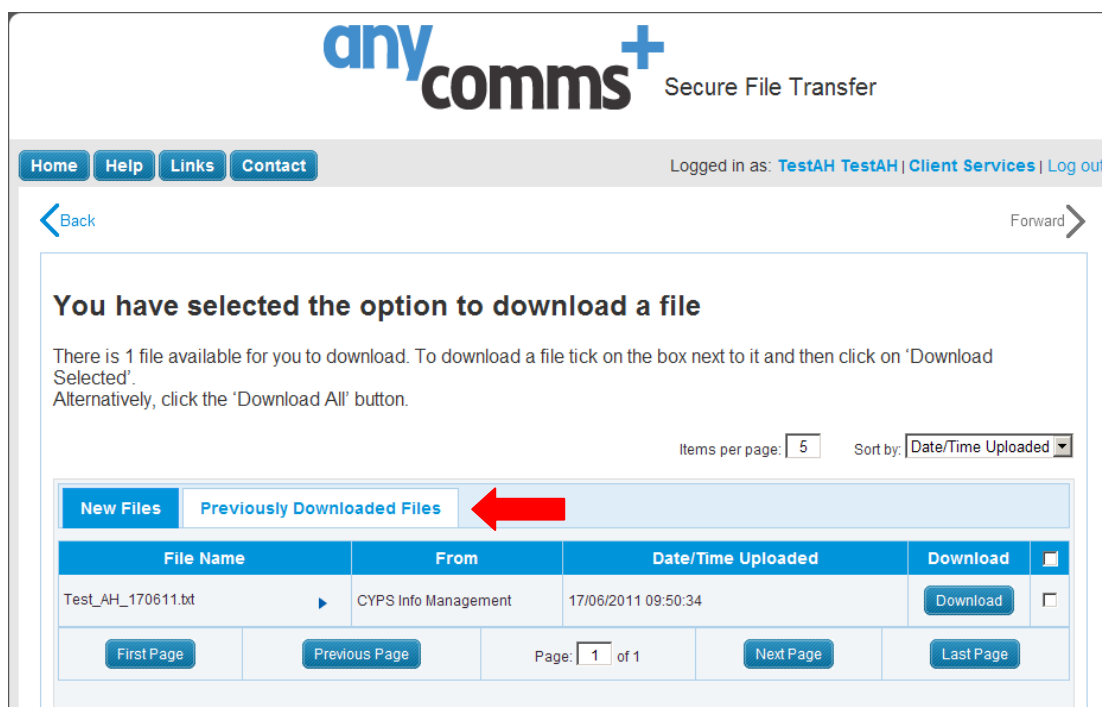
Re-Download a File

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'

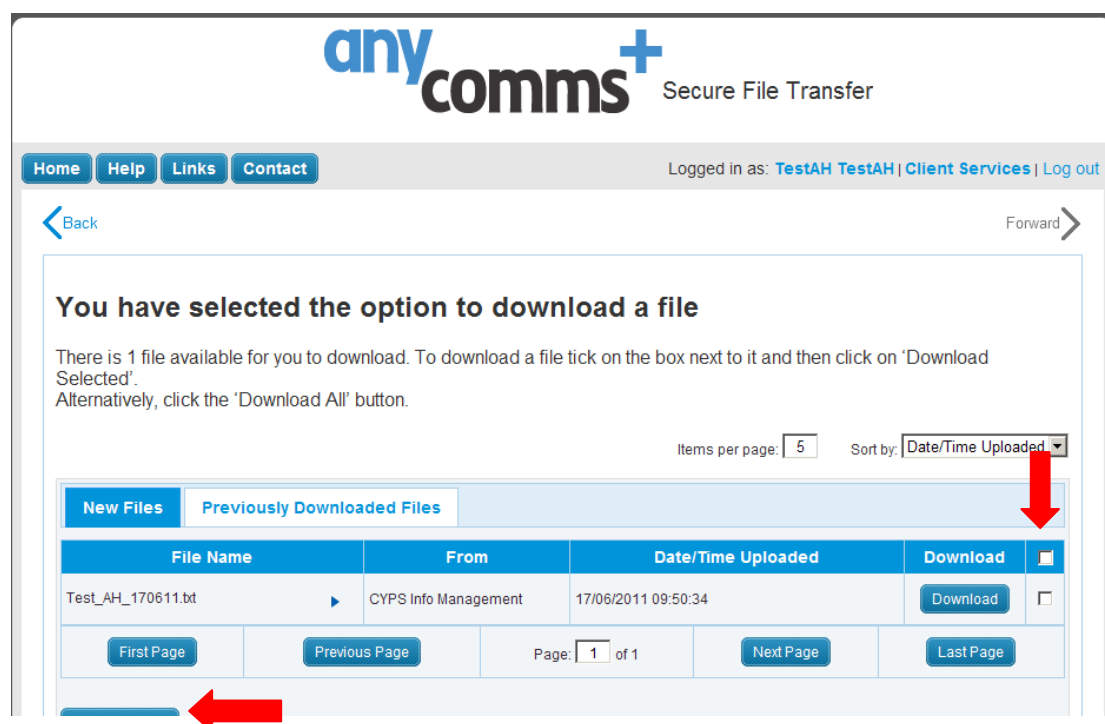### Step 2: Choose the option 'Previously Downloaded Files'

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.

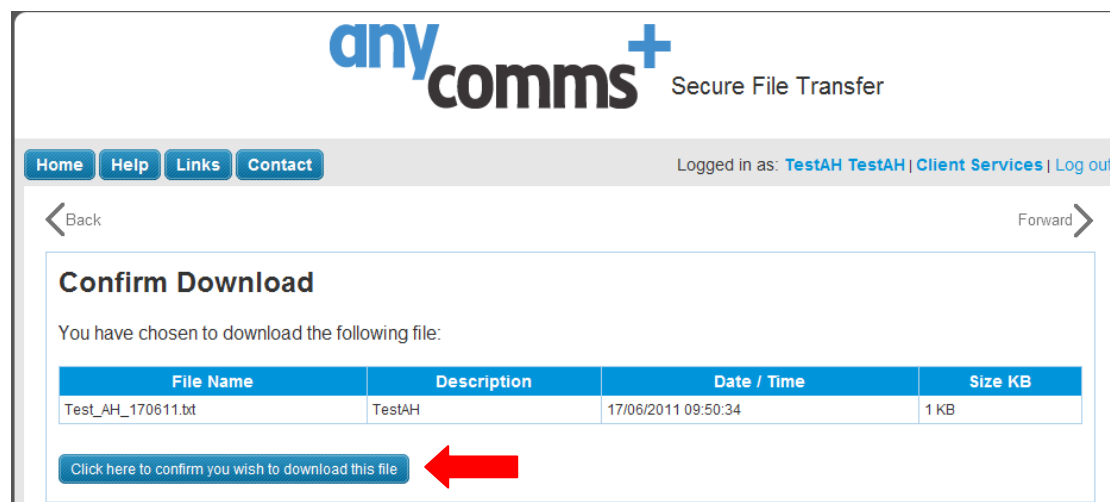### Option 1: Downloading all the files listed
To download all the files listed, click on the blue button labelled 'Re-Download All'

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

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.