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AVCO
SYSTEMS

ORGANISATION MANUAL

Version 14

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1. Prerequisites

To use AnyComms Plus version 14 you will require:

- Internet Connection
- Web Browser
 - Internet Explorer 8
 - Edge
 - Mozilla Firefox 4.0
 - Safari 5
 - Google Chrome

2. Login

The Login page (*figure 2.1.1*) is where all users come to login and gain access to the site. Users will enter a user name and password, then click the login button.

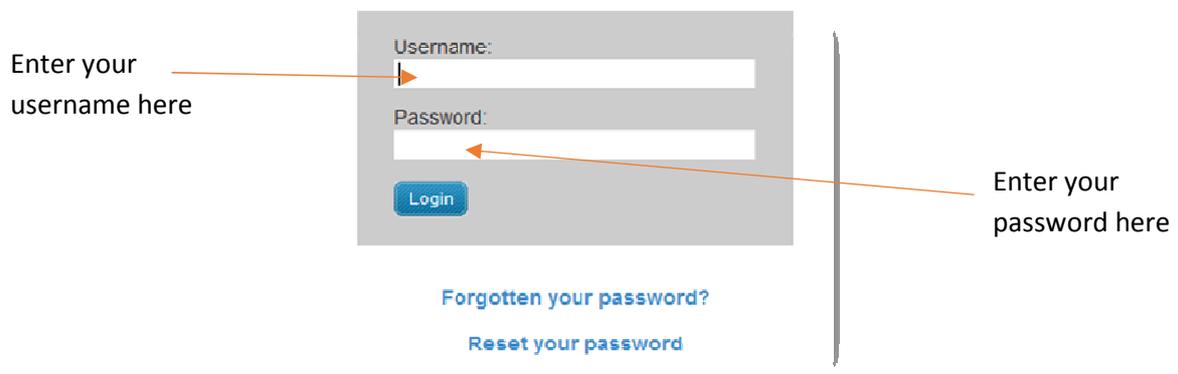


Figure 2.1.1

Upon entering your username and password, memorable credentials will need to be provided. Here you will be asked to enter a specific number of characters from your memorable word (*shown in figure 2.1.2*).

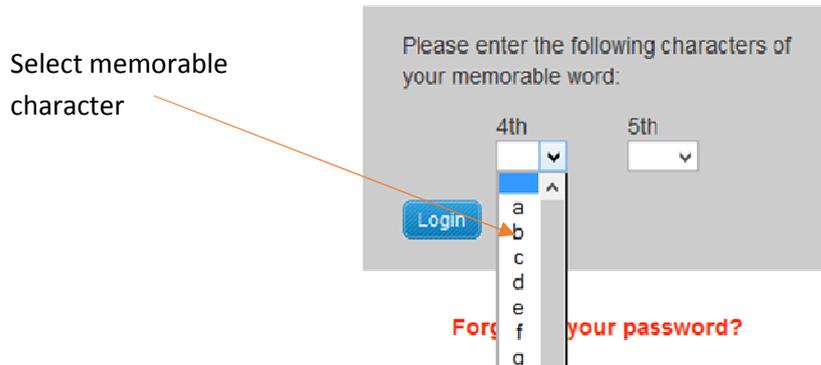


Figure 2.1.2

If a user enters their credentials incorrectly 3 times, the account is locked out. An 'Admin' user will need to reset the password and memorable credentials for the user. Upon entering the reset credentials the application will force the user to reset their password and memorable word.

By default, the lockout is set to 15 minutes, after this lockout period expires, the user can attempt to log back in. Clicking 'Forgotten Password' will take a user to the 'Help' section.

If 'Reset your password?' is enabled, a user has the ability to reset their password, however, only an 'Admin' user has the ability to reset a memorable word.

To reset a password, perform the following steps:-

1. Fill in the details (*shown in figure 2.1.3*).
2. This will send an email to the registered email address if it is part of the site.
3. Inside this the email will be a link to reset the password.

Enter your
username here

The image shows a password reset form with a grey background. It has two input fields: "Username:" and "Email Address:". Below the "Email Address:" field is a blue button labeled "Request Reset". A red arrow points from the text "Enter your username here" to the "Username:" input field. Another red arrow points from the text "Enter your email here" to the "Email Address:" input field.

Enter your
email here

Figure 2.1.3

3. General Options

3.1.Upload a File to the Local Authority

Uploading a File to the Local Authority allows an 'Organisation' user to send a file to the Local Authority, listed in the 'Lead Organisations' service list. This functionality allows an 'Organisation' user to send files to a specific service (e.g. Data Collections).

1. To do this, go to 'Upload File(s) to the Local Authority'.
2. Click 'Browse', locate the file you wish to send.
3. Click 'Open'
4. Select the type of file you are sending.
5. Select the service, you intend to send the file to.
6. Add a description, if any additional information is required.
7. Click , to upload and send the file to the specified organisation.

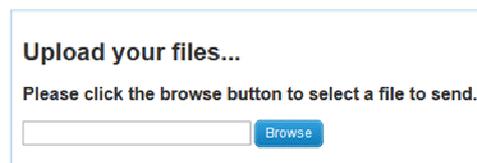


Figure 3.1.1

3.2.Upload a File to an Organisation

Uploading a File to an Organisation allows an 'Organisation' user to send a file to another Organisation, listed in the 'Partner Organisation' list. This functionality allows an 'Organisation' user to send files to another Organisation within the site (e.g. St James > St Francis).

1. To do this, go to 'Upload File(s) to an Organisation'.
2. Click 'Browse', locate the file you wish to send (*shown in figure 3.1.1*).
3. Click 'Open'
4. Select the recipient organisation.
5. Select the recipient's role.
6. Add a description, if any additional information is required.
7. Click , to upload and send the file to the specified service.

3.3.Downloading Files

Download Files is where a user can view and download all the files (new and previous) that have been sent to their role, their associated organisation or service.

To download the files sent to your assigned service perform the following:

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

2. On the 'New Files' tab will be all the files awaiting download for the associated user's service that have not yet been downloaded (if your downloading multiple files skip to 'for multiple downloads', step 4).
3. To download a file click [Download](#), next to the file you wish to download.

For multiple downloads

4. If multiple files need to be downloaded, then check the tick box in the row for the specific file (this file is now selected for download).
5. Once all files selected click [Download Selected](#)
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.

3.4.Viewing Transfers of Files

View File Transfer Records is where a user views the audit trail of all traffic associated with their account (Files Uploaded, Downloaded and Questionnaires). View File Transfer Records contains all the information about all files and questionnaires exchanged (i.e. Date/Time, Downloaded by, Size, Description, etc.).

Uploaded Files

The 'Uploaded Files' tab in View File Transfers displays a list of all the files and their information, which have been uploaded by the user's associated service.

Additional Information	<i>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).</i>
Number of items	<i>To alter the number of items displayed in the list, change the value in 'Items per page'.</i>
Sort By	<i>To sort the files select from the dropdown box (e.g. Date/Time or File Name).</i>
Searching for Files	<i>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.</i>

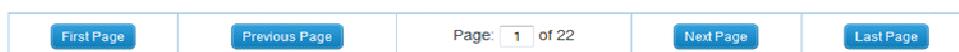


Figure 3.4.1

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

Downloaded Files

The Downloaded Files tab in View File Transfers displays a list of all the files and their information, which have been uploaded by the user's associated service and downloaded by others.

4. Account Options

4.1. Viewing Account Information

Viewing Account Information shows the user all 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 'My Account' located in the top menu bar in the top right of

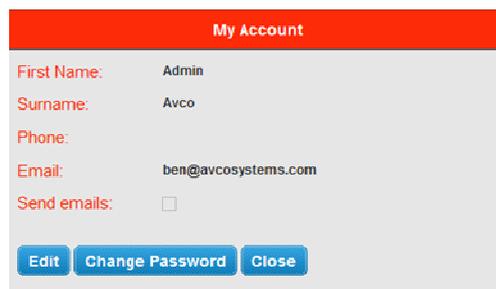
Figure 4.1.1



Logged in as: Admin Avco | Default Service | My Account | Log out

the screen (shown in figure 4.1.1).

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



My Account	
First Name:	Admin
Surname:	Avco
Phone:	
Email:	ben@avcosystems.com
Send emails:	<input type="checkbox"/>
Edit Change Password Close	

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*).

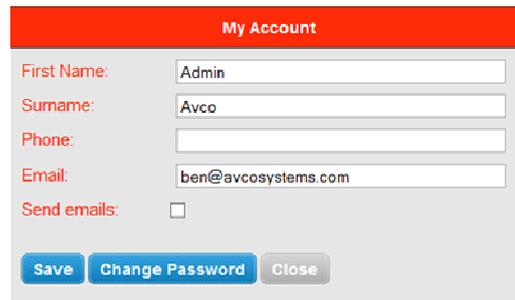


Figure 4.2.1

4.3.Changing Password

Once logged into the site a user has the ability to change the password for their account. Ideally it should contain alpha & numerical characters, although this may not be necessary.

To change an account password, you perform the following steps:

1. Repeat steps for 'Viewing Account Information' (*shown in section 4.1*).
2. Click 
3. Enter the existing Password, a new password and confirm the new password.
4. Click 'OK'

Another way to change the password of an account is to also perform the following steps:

1. On the 'Main Menu' page, click 
2. Repeat previous steps 3 and 4 of Changing Password.