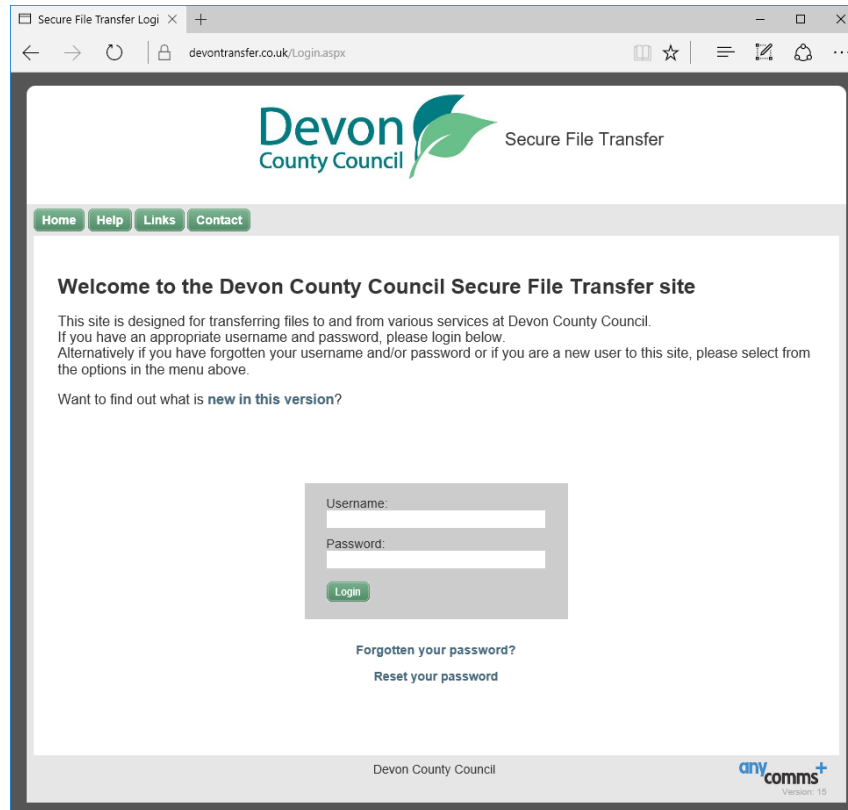


Additional Guidance for Hosted Schools.

Logging into AnyComms for the first time

Following the guidance in the RM PowerPoint you will need to log in to AnyComms through the website (www.devontransfer.co.uk) on your local desktop **not** within a hosted session. On first login you will be required to change your password and memorable word.



Please make a note of the password and memorable word and keep it in a safe place.

There will be a shortcut to AnyComms which will appear under Apps and Tools on your shortcut bar when you logged into SIMS on the hosted platform. When logging into AnyComms using the client within the Hosted Platform you will not be required to enter your memorable word but you will still need to enter your Username and Password.

You will only need to log into the browser on your desktop (outside of hosted) again with the password and memorable word if you want to manage your AnyComms account.

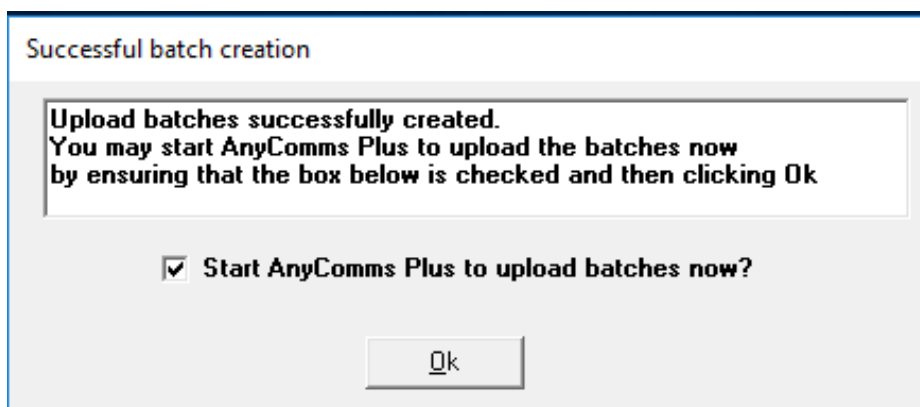
Information about the AnyComms application

- The AnyComms Plus application will store a copy of any transferred files in an archived folder for support purposes, this is typically F:\Public\AnyComms\Archived folder.
- If you do not click the Save button, the AnyComms Application will display every time and you will need to enter your Username and Password for AnyComms.
- When you click Begin Transfer ANY files waiting for download will be automatically downloaded and placed in the AnyComms InBox (F:\Public\AnyComms\InBox). This is a common inbox used for all transfers from AnyComms.
- When run in Interactive Mode, it is important to watch the right-hand side of the window as it will display files that have been downloaded as well as any files that have been uploaded/Downloaded.
- Any downloaded files can be accessed using the File Transfer shortcut within the Apps and Tools shortcut bar to move the files into another folder.

DTSApps Transfers

Use Claims Preparation, Petty Cash and Authorise Payments applications as normal. These applications are not affected by the changes relating to file transfers.

When a batch has been created, a similar prompt will be displayed to the old SecureNet prompt asking if you would like to upload the batches. Note until the switch off date for SecureNet, the application will prompt to continue using AnyComms or to temporarily use SecureNet.



After you click **OK** the AnyComms transfer window will appear

Using AnyComms for the first time

If this is the first transfer that you have used with AnyComms, the AnyComms application will require your schools Username and password. Enter these details and click **Login**

1. Check the settings on the application;
 - File Type is set to **DTCS Finance**
 - Service is set to **Finance**
 - Inbox is set to **F:\PUBLIC\AnyComms\InBox**
 - Outbot is set to **F:\PUBLIC\DTSApps\Outgoing**
2. Click the **Save** button at the bottom of the screen to save the settings so they are remembered for next time.
3. Click **Begin Transfer** and the batches you have created will be transferred. A log is displayed on the right-hand side of the application.
4. Once the Transfer process has been completed, click the **X** in the top right corner to close the application
5. As with SecureNet, the DTS Applications will reformat relevant files and transfer them from the AnyComms Inbox into **F:\Public\Sims\Transfer\In** folder ready for import into FMS. A file name will be displayed when a file is moved into the **Transfer\In** folder.

The next time that AnyComms is accessed after creating a batch, the application will run in auto mode and won't display the application screen or Begin Transfer button.

+ AnyComms Plus Secure File Transfer

anycomms+ Secure File Transfer

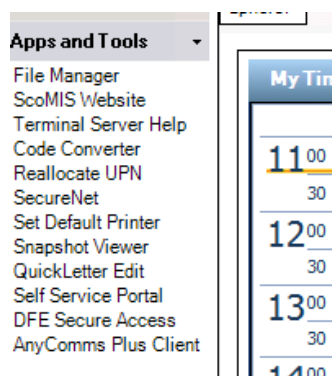
Username: schoolnumber_office
Password: *****
 Login

Recipient: Service Organisation Auto Recipient

File Type: DTCS Finance
Service: Finance
Organisation:
Role:
For auto organisation recipients only:
Auto Recipient Role:
 Disable file downloads
Inbox: C:\PUBLIC\Anycomms\InBox
Outbox: C:\PUBLIC\DTSApps\outgoing
Save About

Loading application config
Username and password loaded from storage
Connection to server <https://www.devontransfer.co.uk/service/v9/client/service.svc> established
Authenticating...
Successfully logged in
Loading services...
Loading services...
Loading services...
Loading services...
Loading services...
Loading services...
Loading services...

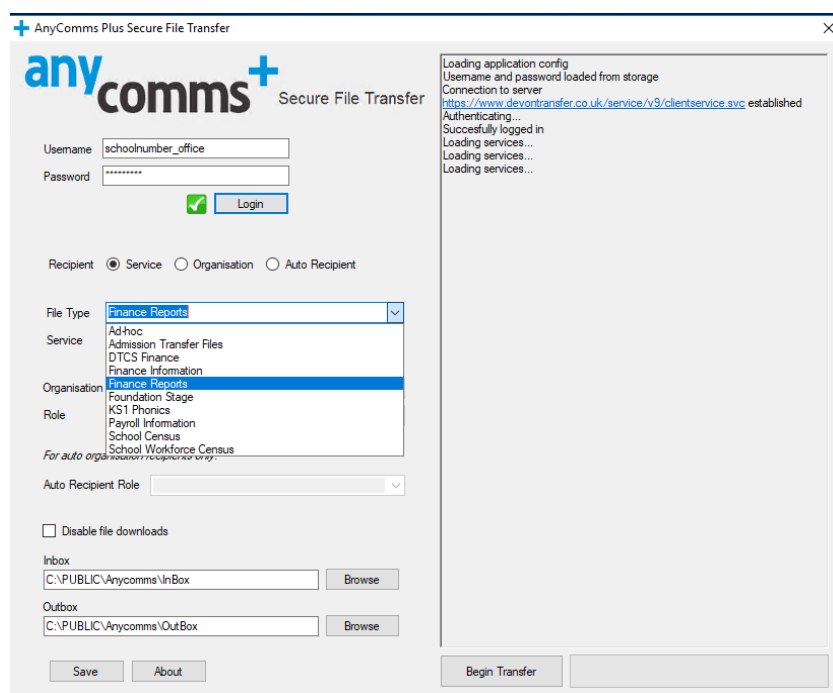
Other Files for Transfer (Payroll, Finance, Key Stage, Phonics etc)



1. First, transfer the files into the **F:\Public\AnyComms\Outbox**
2. Next, click the shortcut to the AnyComms Plus Client

A shortcut to the **AnyComms Plus Client** will be available in the Apps and Tools toolbar on the hosted platform.

When you click on the shortcut it will display the AnyComms Transfer window.



1. **Log in** with your username and password.
2. Use the drop down to select the **File Type** you are transferring. This will automatically populate the **Service**.

All files in the F:\Public\AnyComms\OutBox will then be transferred to the service you have selected.

To avoid files from the school going to the wrong service, it is important that you only put one type of file for transfer into the OutBox at a time.

When you click **Begin Transfer** any files waiting for download will automatically be downloaded into the InBox folder. Use File Transfer to move downloaded files from the F:\Public\AnyComms\InBox into the right folder.