

Introduction

Anycomms+ is a secure web based system used by NYC and funded early years childcare providers with the exception of funded Childminders to upload and download documents. The local authority uses this system to send the monthly remittance advice, the annual indicative budget statements, and Inclusion funding statements when required.

All files in the system are automatically deleted within 90 days of being sent, so please ensure that you download files at your earliest convenience.

- The monthly remittance advice is available for download via Anycomms+, usually by eighth of each month, prior to the monthly payment that is made on or around the 15th of the month.
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- The indicative budget statements are available for PVI early years childcare providers to download in March, prior to the beginning of the new financial year. Early years childcare providers are required to download the documents and pass on to the relevant staff in the provision.

Anycomms+ can also be used by early years childcare providers to upload documents to the local authority, for example a child's Disability Living Allowance award letter and Parental Agreement, as evidence for a Disability Access Funding claim.

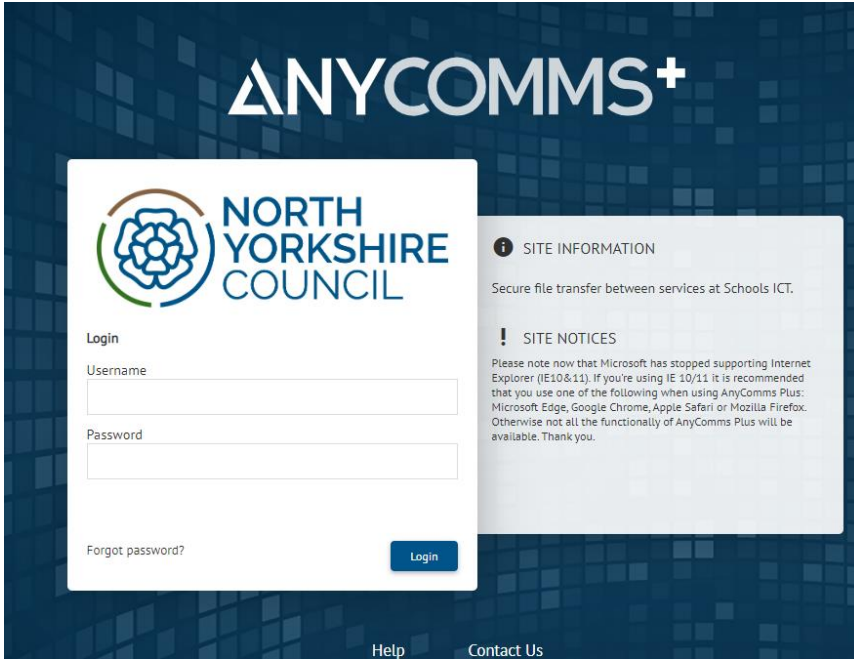
AnyComms+ can be accessed using this link <https://anycomms.northyorks.gov.uk>. Once you are logged in, there is a Help section on the left hand side of the menu for information on using the system, a copy of the help section is included in this document.

To use AnyComms Plus version 17.1.3.645f90ce you will require Internet Connection and a Web Browser, for example Internet Explorer 8 (*or higher*), Mozilla Firefox 4.0 (*or higher*) Safari 5 (*or higher*) Google Chrome

- Use this link to access the login page <https://anycomms.northyorks.gov.uk>

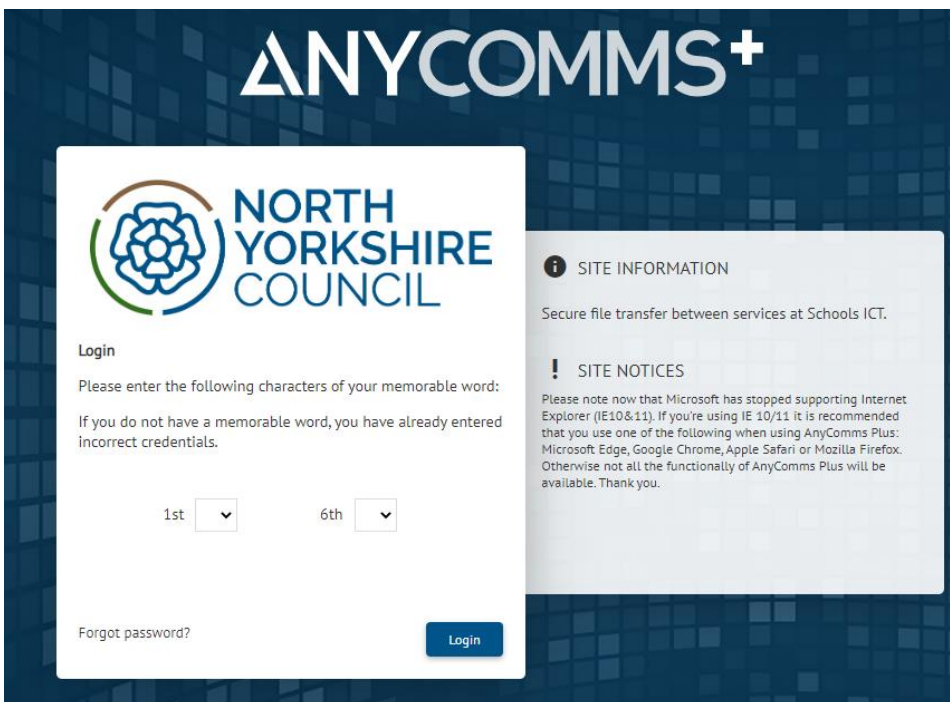
- **Login**

The Login page is where all users come to login and gain access to the site. Users will enter a user name and password that has been allocated to them, then click the login button.



After you have logged in, you will be asked for specific letter of your memorable word.

Here you will be asked to enter a specific number of characters from your memorable word



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 approx 30 minutes, after this lock the user can then attempt to log back in. Clicking 'Forgotten Password' will take a user to the 'Help' section.

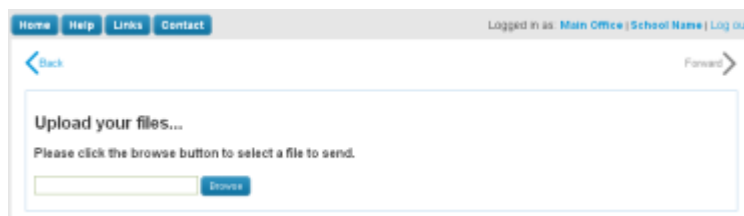
If 'Reset your password?' is enabled, a user has the ability to reset their password, however, only an 'Admin' user has the ability to reset a memorable word.

Anycoms+ is a self service system and password resets should be able to be performed. If you cannot trace a password or memorable word then please contact NYE on 01609 536086 option 1, and they can assist. Select memorable

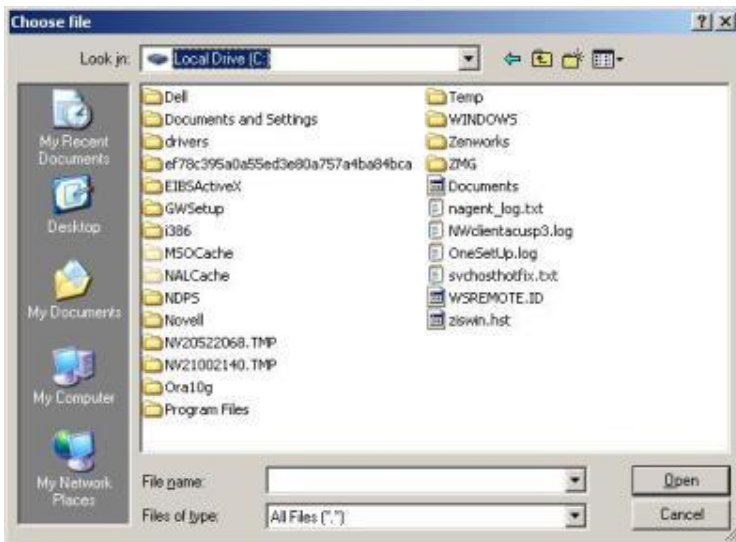
It is the responsibility of the business to manage access of the systems. NYC expect that, where changes in staff occur, the necessary security protocol is followed when accessing all NYC systems to meet with GDPR requirements.

How to Upload a file to the Local Authority

From the Main Menu click the blue 'Upload a File to the Local Authority' button and you will then see the following screen:



You now need to click on the blue 'Browse' button to locate the file on your computer that you need to send to the Local Authority, you will see a screen similar to this one:



Once you have located the file you need to send, click on the 'Open' button. Then you will see the file you want to send in a list.

Upload your files...

Please click the browse button to select a file to send.

Select what type of file you are sending, and select which service you are sending this file to.

File Name	Remove File	File Type	Service	Description
new.txt	<input type="button" value="Delete"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>

Under the heading of 'File Type' there is a drop-down box that will allow you to choose what type of file you are sending, then the drop down box under 'Service' will automatically be completed with the Local Authority Service that deals with that type of file. There is an optional 'Description' box if you wish to add a note to the file. If the File Type you want is not in the list please choose 'Other' and you can then select which Service you want to send it to from the 'Service' drop down. You can repeat these steps to send more than one file. Once you have selected all the files you want to send, click the blue 'Upload All Files' button. After all the files have been sent you will see the following confirmation screen:

Thank you, you have sent the following file(s):

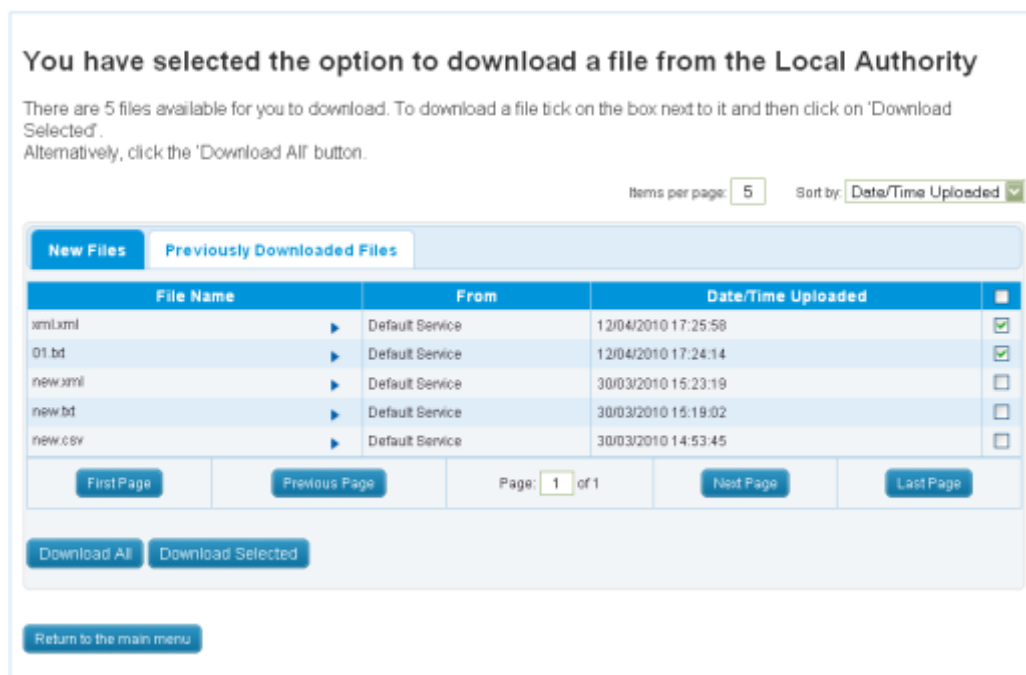
File Name	File Type	Sent To	Date/Time Sent
new.txt	Other	A new service	26/04/2010 15:28:59

What would you like to do now?

You then have the option to print a receipt for your records or Log out if you have finished.

- **How to Download a file from the Local Authority**

From the Main Menu click the blue 'Download a File to the Local Authority' button and you will then see the following screen:



This is a list of all the files available for you to download. **Files are automatically deleted after 90 days.** You can either use the check box, as shown above, to select individual files and then click the 'Download Selected' button. Alternatively, you can click on the 'Download All' button to download all available files. Where there is more than one page, use the 'First' 'Previous' and 'Next' 'Last' page buttons to find the files you need to download. There is a drop down in the top right that will allow you to automatically sort the list of files to help you locate the one you need. If you need to see more information about a file click on either the file name of the small blue arrow, next to the file name, and the screen will expand to show more information, click again to close the details. If you need to download a file for a

second time, then these files will be shown in the 'Previously Downloaded Files' tab, shown in white above. Whenever you select multiple files for download they will be put into a zip file when you save them. Once you have selected your files and clicked on a Download button you will see the following confirmation screen:

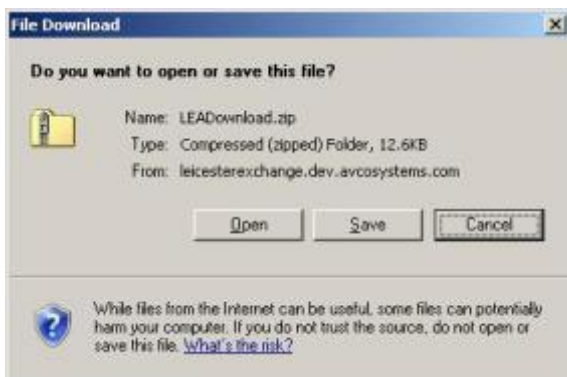
Confirm Download

You have chosen to download the following files:

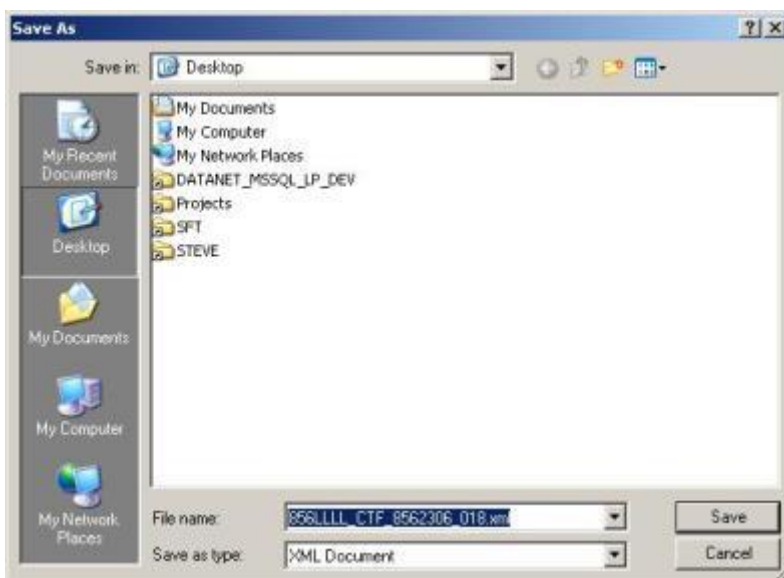
File Name	Description	Date / Time	Size KB
xml.xml	description of this file	12/04/2010 17:25:58	2 KB
01.bt	text file desc	12/04/2010 17:24:14	1553 KB

[Click here to confirm you wish to download these files](#)

If you are happy you have selected the right files use the 'Click here to confirm you wish to download these files' button. You will then see the following pop up asking you to 'Open' or 'Save' the files, we recommend you 'Save' the files to your computer:



The following box will appear allowing you to browse to the location on your computer or network where you wish to save the file:



Once you have selected where you wish to save the file, click 'Save'. After you have done this a 'Return to Main Menu' button will appear on the confirmation screen.

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- **How to check files Uploaded and Downloaded**

From the Main Menu click the blue 'View File Transfer Records' button and you will then see the following screen:

Transfer Records

You have chosen to see a record of files you downloaded or uploaded.
This report will list files uploaded or downloaded within the last 12 months

Items per page: Sort by:

Uploaded files		Downloaded files	
Files uploaded to the lead organisation by School Name:			
Filename	Uploaded To	Date/Time Uploaded	
new 2.bt	Default Service	12/03/2010 15:00:03	
new.bt	A new service	18/03/2010 11:14:25	
copy of new.bt	A new service	18/03/2010 11:44:11	
new.csv	A new service	18/03/2010 11:44:11	
xml.xml	A new service	22/03/2010 10:08:31	

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This screen will show you a list of the files uploaded to the Local Authority. If you need to see the files downloaded then these files will be shown in the 'Downloaded Files' tab, shown in white above. Where there is more than one page, use the 'First' 'Previous' 'Next' and 'Last' page buttons to find the files you are interested in. There is a drop down in the top right that will allow you to automatically sort the list of files to help you locate the one you need. If you need to see more information about a file click on either the file name or the small blue arrow, next to the file name, and the screen will expand to show more information, click again to close the details.

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- **Common file upload errors**

If your file is failing to upload and the following error message is displayed during file upload:

Thank you, you have sent the following file(s):

File Name	File Type	Sent To	Date/Time Sent
Example File.bt	K32 Results	Exams Department	07/04/2011 16:20:46

Unfortunately, the following file(s) failed to send:

- Users.pdf

Please see the Help section [Common file upload errors](#) for further information

What would you like to do now?

[Print a record of this transaction](#) [Return to bulk upload](#) [Return to the main menu](#) [Log out](#)

Please ensure the following:

- The file is not corrupt and you're able to open and view as normal
- When using Automatic recipient generation, the selected role is assigned to the organisation
- The file is not a blocked file type, for details please contact your Administrator