

Leicestershire County Council's 'Secure File Transfer' System

Guide for Early Years Providers

Introduction

anycomms+ is a file transfer system used by Leicestershire County Council for securely moving files both within the County Council and with external partner organisations, such as Health.

Early Learning and Childcare service is now going to start using this system to communicate with childcare providers. Initially we will be rolling this out to our FEEE providers and the new system will be a replacement for the existing Inform system. Other childcare providers will then be added during the second half of 2015.

anycomms+ will allow us to transfer documents securely to childcare providers but it has a big advantage over Inform in that it will also allow you to send files to us! For example, if we require copies of birth certificates to support a FEEE claim, currently you are asked to copy these and then post them to us (as attaching to email wouldn't be secure). With anycomms+ you will be able to scan the birth certificate and send it directly to us, removing postal delays/losses and significantly speeding up the whole process. As we continue to develop the system, it will (in the future) also be possible for childcare providers to send documents to other services with the County Council (e.g. SENA, school admissions, specialist teaching service, etc.), to other external parties (e.g. Health) and also between childcare settings (so, for example, nursery chains could transfer documents between all their settings).

anycomms+ also provides a service called 'pre-populated forms' which will serve as a replacement for the 'questionnaires' you currently use in Inform. This will have a benefit of ensuring that any headcount data requested reflects the most up to date position – including adjustments submitted after the previous headcount, which currently doesn't happen with Inform.

This guide has been prepared to show you how to use the system. Please refer to this guide before raising any questions with Early Learning and Childcare Service.

This guide will cover (ctrl+click on any topic to jump to that section):

[Accessing anycomms+ and logging in](#)

[Transferring a file to the Local Authority](#)

[Downloading a file that has been sent to you](#)

[Viewing File Transfer records](#)

[Pre-Populated forms](#)

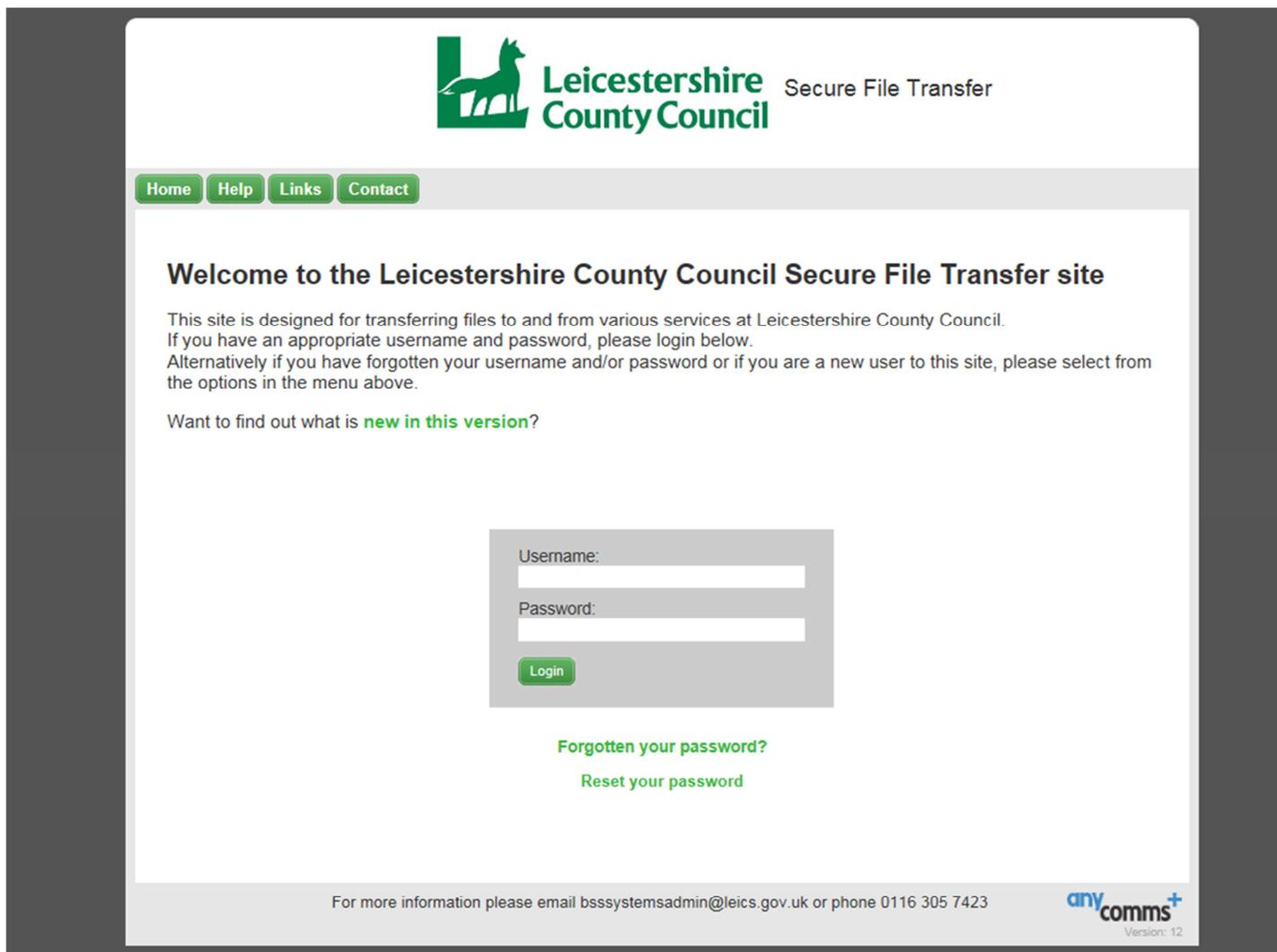
NOTE: Please be aware that some of the screenshots in this guide are taken from the test version of the system. The only differences between live and test are (a) branding - where live is branded Leicestershire County Council and test is branded anycomms+ and (b) button colours - where live is white on green and test is white on blue.

The system sends out confirmation emails at certain points, these will be from anycommsplus@avcosystems.com so please check that these are not going into your 'Spam' folder.

Accessing anycomms+ and logging in

The system is web-based and is accessed here: <https://filetransfer.leics.gov.uk/Login.aspx>

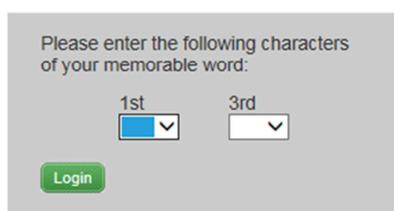
Please note that your login details will be emailed to you by Early Learning and Childcare service. If you haven't received these, please contact us by email childcare@leics.gov.uk.



The screenshot shows the login page for the Leicestershire County Council Secure File Transfer site. At the top left is the council's logo, a green silhouette of a horse and rider, followed by the text "Leicestershire County Council" and "Secure File Transfer". Below the logo is a navigation bar with buttons for "Home", "Help", "Links", and "Contact". The main heading reads "Welcome to the Leicestershire County Council Secure File Transfer site". Below this, a paragraph explains the site's purpose and provides instructions for users who have forgotten their credentials or are new. A link for "new in this version" is also present. The login form consists of two input fields labeled "Username:" and "Password:", with a green "Login" button below them. Below the form are two links: "Forgotten your password?" and "Reset your password". At the bottom, contact information is provided: "For more information please email bssystemsadmin@leics.gov.uk or phone 0116 305 7423". The "anycomms+" logo and "Version: 12" are in the bottom right corner.

The system uses 2-step verification – username and password, followed by a memorable word.

On first screen, enter your username and password in the appropriate boxes and click 'Login'. You will then be asked to enter two specified characters from your memorable word:



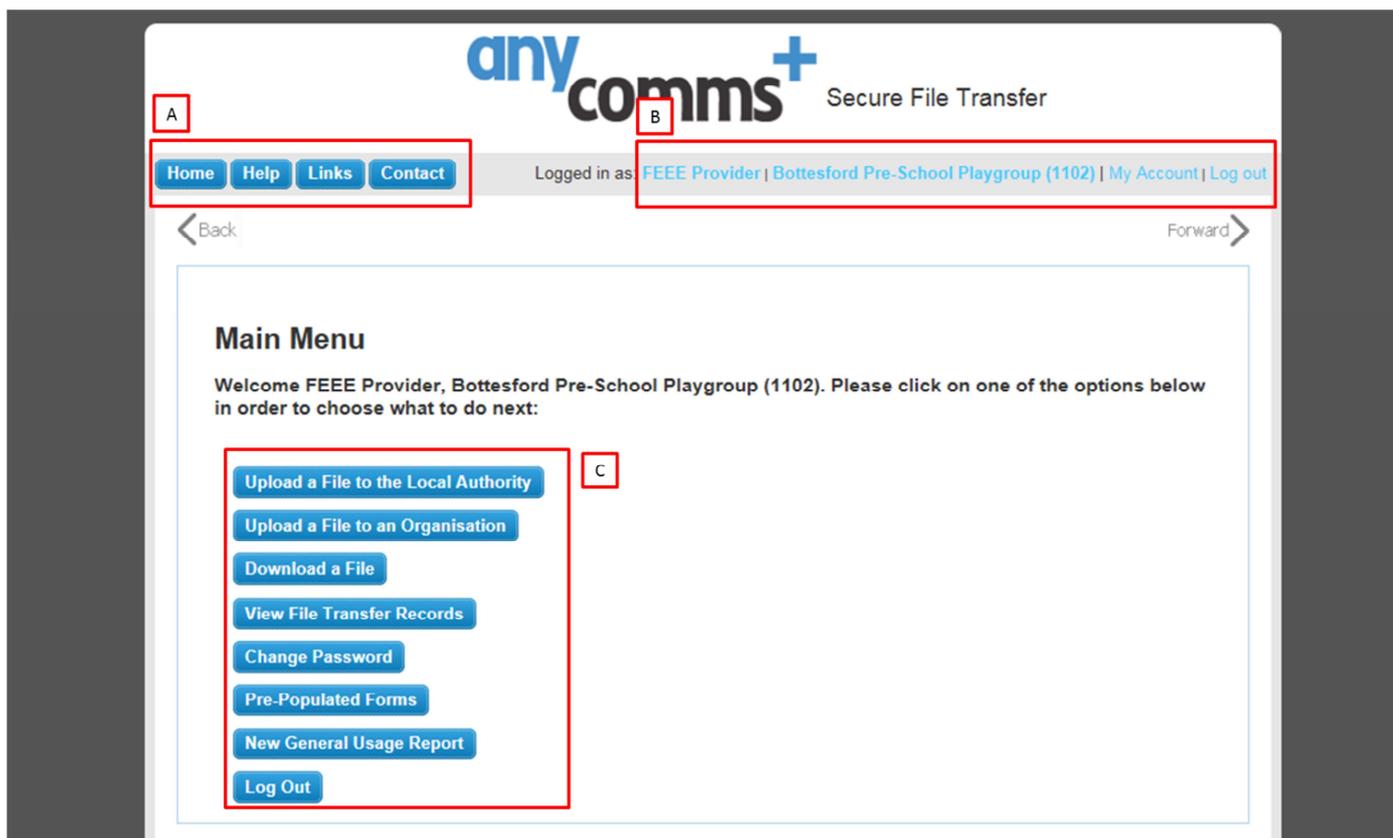
The screenshot shows a 2-step verification form. It asks the user to "Please enter the following characters of your memorable word:". There are two dropdown menus, one labeled "1st" and one labeled "3rd". The "1st" dropdown is currently showing a blue square. Below the dropdowns is a green "Login" button.

In this example, if your memorable word was “remember”, you would select “r” in the first box and “m” from the second. Click ‘Login’ to enter the system.

If you have forgotten your password, or you want to reset your password, these actions can be completed by using the links underneath the login box.

If you have any problems logging in you can contact BSS Systems Admin by email or phone – details are shown on the bottom of the login screen.

After you have logged in you will see the Home page:



A – Left, top navigation

Home – brings you back to this page

Help – opens a Help page but this may not be particularly useful for childcare providers, this guide will be more specific to you.

Links – any useful links (but, as above, these may not be of much use to you)

Contact – shows any contact information regarding the system

B – Right, top navigation

Shows who you are (in this example, a ‘FEEE Provider’ called ‘Bottesford Pre-School Playgroup’ and allows you to view ‘My Account’ (name, phone number and contact email for this provider) and also a link to ‘log out’ of the system

C – Left, bottom navigation

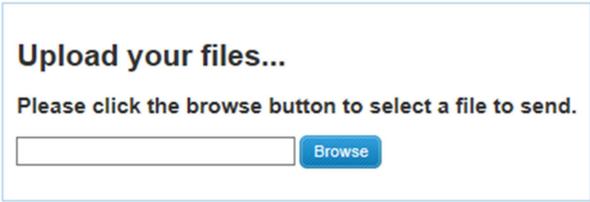
Contains links to the different actions you can complete - Upload/Download/File Transfer Records and Pre-Populated Forms are covered in the rest of this guide. Change Password allows you to change your password, New General Usage Report is something that you will not ever use and Log Out logs you out.

There are also '< Back' and 'Forward >' links underneath the top navigation which simply move back to the previous page or forward again, after you have used back.

Upload a File to the Local Authority

This is the button you will use if you want to send us a file. This can be anything you have saved on your computer – a word document, a spreadsheet, a pdf document, a picture, etc.

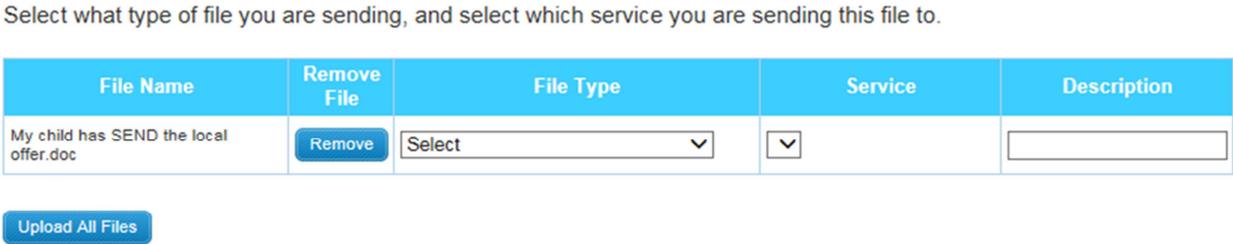
Select the file by pressing the 'Browse' button and then selecting the appropriate file from the browser window that opens (as this varies depending on your computer's operating system, no screenshots have been included in this guide)



Upload your files...

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

After selecting your file, an additional line will show



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
My child has SEND the local offer.doc	<input type="button" value="Remove"/>	Select		

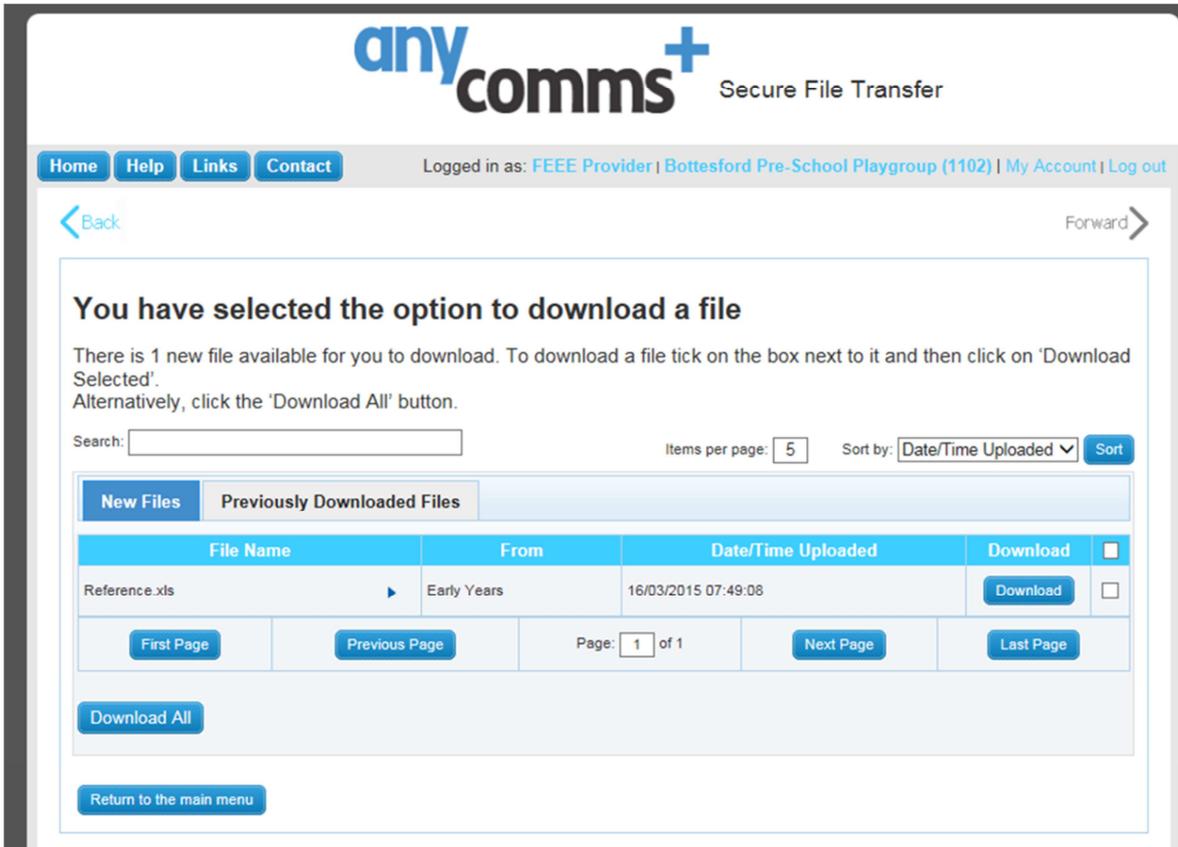
You can see which file you have added under 'File Name' (if you have added incorrectly, you can use 'Remove' to take it out). You should select the option 'Early Years Provider Documents' from the 'File Type' option menu and then 'Early Years' from the 'Service' option menu. 'Description' is optional and allows you to add some text describing the document, if necessary (for example, you might put 'copy of birth certificate for Bobby Smith').

You can add multiple files by pressing the 'Browse' button again.

When you're ready, press 'Upload All Files' to send these to us. You will then see confirmation that the files have been sent and you will also receive an email confirmation of this.

Download a File

This is the button you would use to download a file that we have sent to you.



The screenshot shows the AnyComms+ Secure File Transfer interface. At the top, the logo "anycomms+" is displayed next to "Secure File Transfer". Below the logo, there are navigation links: "Home", "Help", "Links", and "Contact". The user is logged in as "FEEE Provider | Bottesford Pre-School Playgroup (1102) | My Account | Log out".

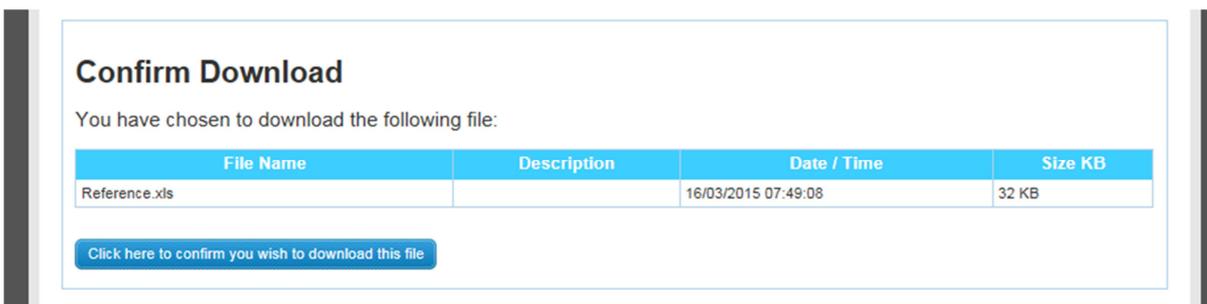
The main content area has a heading "You have selected the option to download a file". Below this, it states: "There is 1 new file available for you to download. To download a file tick on the box next to it and then click on 'Download Selected'. Alternatively, click the 'Download All' button." There is a search box, "Items per page: 5", and "Sort by: Date/Time Uploaded" with a "Sort" button.

There are two tabs: "New Files" (selected) and "Previously Downloaded Files". Below the tabs is a table with the following data:

File Name	From	Date/Time Uploaded	Download	<input type="checkbox"/>
Reference.xls	Early Years	16/03/2015 07:49:08	Download	<input type="checkbox"/>

Below the table are navigation buttons: "First Page", "Previous Page", "Page: 1 of 1", "Next Page", and "Last Page". There is also a "Download All" button and a "Return to the main menu" button at the bottom.

From this screen you can see any 'New Files' that have been uploaded, which you can then download by clicking 'Download' (or by ticking the boxes next to multiple files and selecting 'Download All' you can download more than one at a time) or by clicking 'Previously Downloaded Files' you can see a list of any older uploaded files (that you can then download again if you need to).



The screenshot shows the "Confirm Download" screen. It has a heading "Confirm Download" and a message: "You have chosen to download the following file:". Below this is a table with the following data:

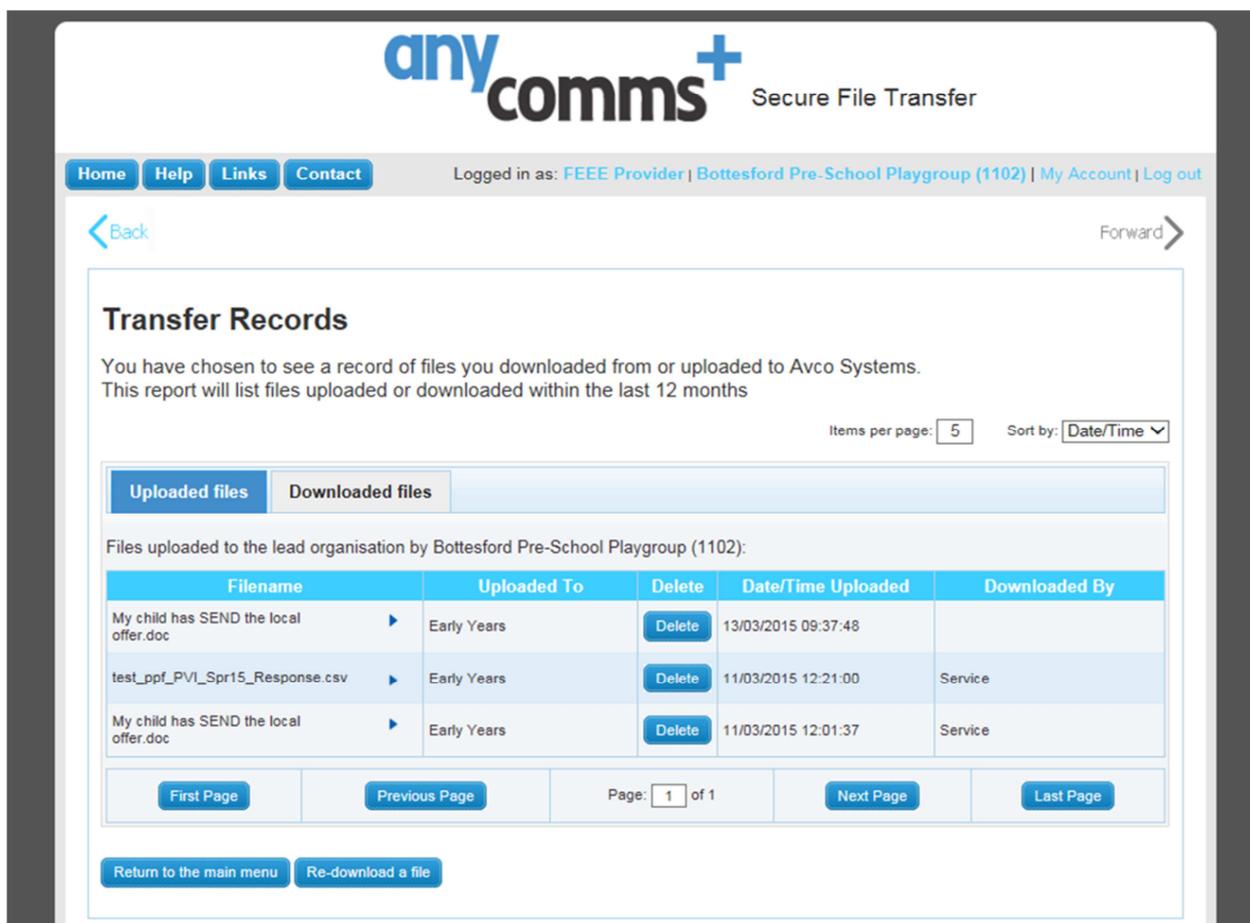
File Name	Description	Date / Time	Size KB
Reference.xls		16/03/2015 07:49:08	32 KB

Below the table is a button: "Click here to confirm you wish to download this file".

You will be shown detail of the file(s) you have selected to download, and be asked to confirm you want to download by 'Click here to confirm you wish to download this file' button. Clicking this will then allow you to save the file to your computer or open the file.

View File Transfer Records

This is where you can view which documents you have uploaded to us or which documents that you have been sent that you have downloaded.



The screenshot shows the 'anycomms+' logo and 'Secure File Transfer' text at the top. Below the logo is a navigation bar with 'Home', 'Help', 'Links', and 'Contact' buttons. A status bar indicates the user is logged in as 'FEEE Provider | Bottesford Pre-School Playgroup (1102) | My Account | Log out'. The main content area is titled 'Transfer Records' and includes a 'Back' button on the left and a 'Forward' button on the right. A sub-header reads: 'You have chosen to see a record of files you downloaded from or uploaded to Avco Systems. This report will list files uploaded or downloaded within the last 12 months'. Below this, there are controls for 'Items per page: 5' and 'Sort by: Date/Time'. Two tabs are visible: 'Uploaded files' (selected) and 'Downloaded files'. A sub-section title reads: 'Files uploaded to the lead organisation by Bottesford Pre-School Playgroup (1102):'. A table follows with columns: 'Filename', 'Uploaded To', 'Delete', 'Date/Time Uploaded', and 'Downloaded By'. The table contains three rows of data. Below the table are pagination buttons: 'First Page', 'Previous Page', 'Page: 1 of 1', 'Next Page', and 'Last Page'. At the bottom, there are two buttons: 'Return to the main menu' and 'Re-download a file'.

Filename	Uploaded To	Delete	Date/Time Uploaded	Downloaded By
My child has SEND the local offer.doc	Early Years	Delete	13/03/2015 09:37:48	
test_ppf_PVI_Spr15_Response.csv	Early Years	Delete	11/03/2015 12:21:00	Service
My child has SEND the local offer.doc	Early Years	Delete	11/03/2015 12:01:37	Service

For 'Uploaded files' you can see the 'Filename', who it was 'Uploaded To', when it was uploaded ('Date/Time Uploaded') and also whether that file has then been downloaded. For example, in the screenshot above you can see that a file called "test_ppf_PVI_Spr15_Response.csv" was sent to "Early Years" on "11/03/2015 12:21:00" and that that file has been downloaded by "Service". You can also see that the document sent 13/03/2015 09:37:48 has not yet been accessed, as "Downloaded By" is blank.

Once you're happy that the document has been sent, and you can see that it has then been downloaded, you have the option of clicking the 'Delete' button to then remove this from the list.

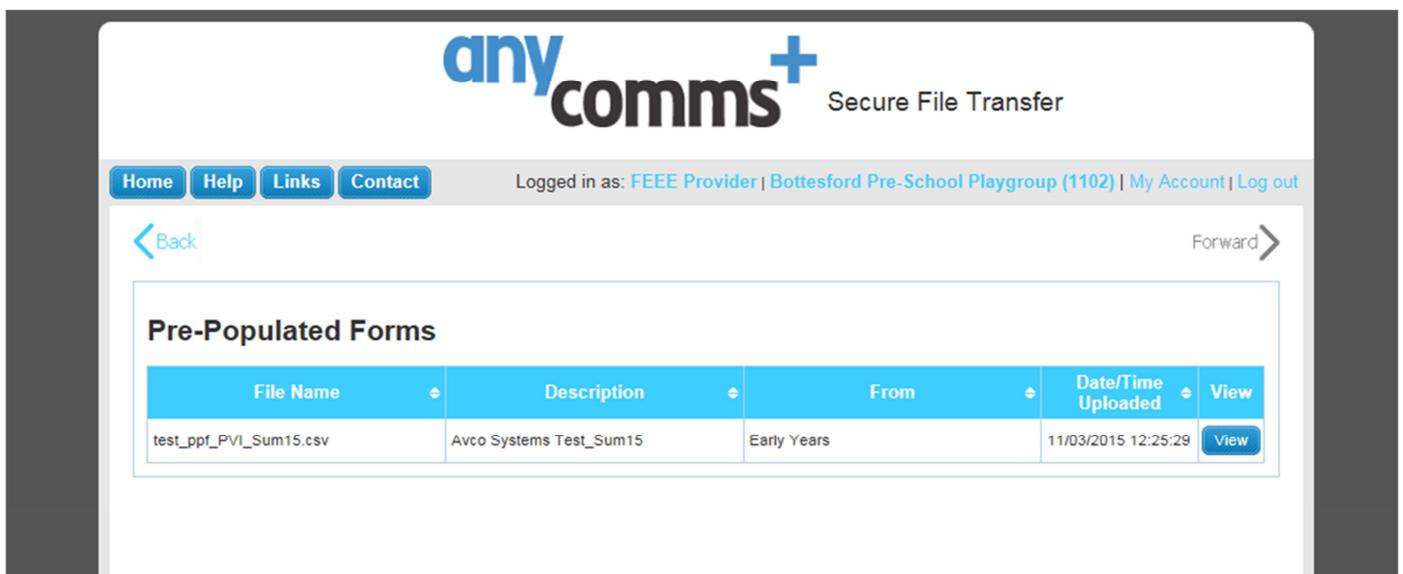
'Downloaded files' shows which files have been sent to you, who sent them and when you downloaded them:

Uploaded files	Downloaded files			
Files downloaded from the lead organisation by Bottesford Pre-School Playgroup (1102):				
Filename	Downloaded From	Date/Time Downloaded	Uploaded By	IP Address
My child has SEND the local offer.doc ▶	Early Years	11/03/2015 08:09:16	Mark Hearfield	82.132.215.211
test_ppf_PVI_Sum15.csv ▶	Early Years	13/03/2015 07:16:16	Mark Hearfield	10.60.62.228
Reference.xls ▶	Early Years	16/03/2015 07:56:07	Mark Hearfield	10.60.62.228

Pre-Populated Forms

Pre-Populated Forms are an online-only document that already contains information, that you then have the opportunity to amend, delete or add additional rows to. For example, a pre-populated form will be provided for each headcount submission – where this will already have details for any children submitted on the previous headcount. You would then be able to delete any children who have left, update the details for any children still at the setting (e.g. you would update to add their hours/weeks attended for the term) or add any new starters.

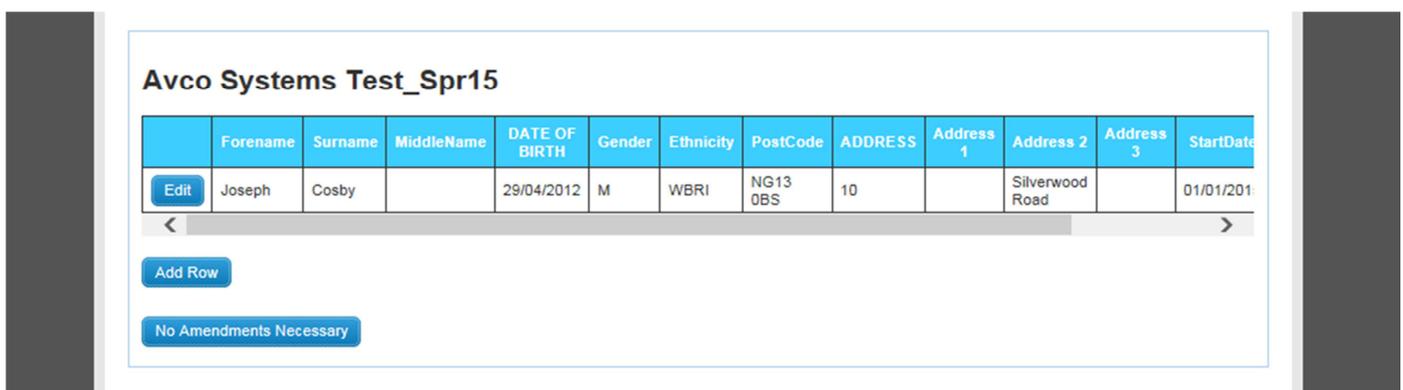
After clicking the button on the home screen you will see a list of pre-populated forms that have been uploaded to you and that you have not completed and sent back to us:



The screenshot shows the 'anycomms+' Secure File Transfer interface. At the top, there is a navigation bar with 'Home', 'Help', 'Links', and 'Contact' buttons. Below this, it indicates the user is logged in as 'FEEE Provider | Bottesford Pre-School Playgroup (1102) | My Account | Log out'. The main content area is titled 'Pre-Populated Forms' and contains a table with the following data:

File Name	Description	From	Date/Time Uploaded	View
test_ppf_PVI_Sum15.csv	Avco Systems Test_Sum15	Early Years	11/03/2015 12:25:29	View

You then open the form by clicking 'View':



The screenshot shows the 'Avco Systems Test_Spr15' form. It features a table with the following columns: Forename, Surname, MiddleName, DATE OF BIRTH, Gender, Ethnicity, PostCode, ADDRESS, Address 1, Address 2, Address 3, and StartDate. The data row shows: Joseph, Cosby, 29/04/2012, M, WBRI, NG13 OBS, 10, Silverwood Road, 01/01/2015. Below the table, there are buttons for 'Add Row' and 'No Amendments Necessary'.

	Forename	Surname	MiddleName	DATE OF BIRTH	Gender	Ethnicity	PostCode	ADDRESS	Address 1	Address 2	Address 3	StartDate
Edit	Joseph	Cosby		29/04/2012	M	WBRI	NG13 OBS	10		Silverwood Road		01/01/2015

Should you review the data in the form and decide that there are no changes, you can click 'No Amendments Necessary' which would then allow you to submit the form back to us.

(a) Updating an existing row:

To update an existing row you should click 'Edit' at the beginning of the row. This will then open up the row to allow you to make any changes:

	Forename	Surname	MiddleName	DATE OF BIRTH	Gender	Eth
Update	Joseph	Cosby		29/04/2012	select... v	select
Cancel						

If you have clicked 'Edit' in error, clicking 'Cancel' will take you back. After making your changes, click 'Update'. To move across the form, use the scroll bar at the bottom (1 above). **Please note** – we have asked for the ability to “freeze” some columns at the start of each row (so, for instance, the child’s name would therefore be visible at all times as you move across the form) and this will be coming as a later development to anycomms+.

After pressing 'Update', if the changes you have made do not violate any in-built validation (e.g. you can't put more than 15 in the hours attended field) then the row will be highlighted in green:

	Forename	Surname	MiddleName	DATE OF BIRTH	Gender	Ethnicity	PostCode	ADDRESS	Address 1	Address 2	Address 3	StartDate
Edit	Joseph	Cosby		29/04/2012	M	WBRI	NG13 OBS	10		Silverwood Road		01/01/201

(b) Adding a new row

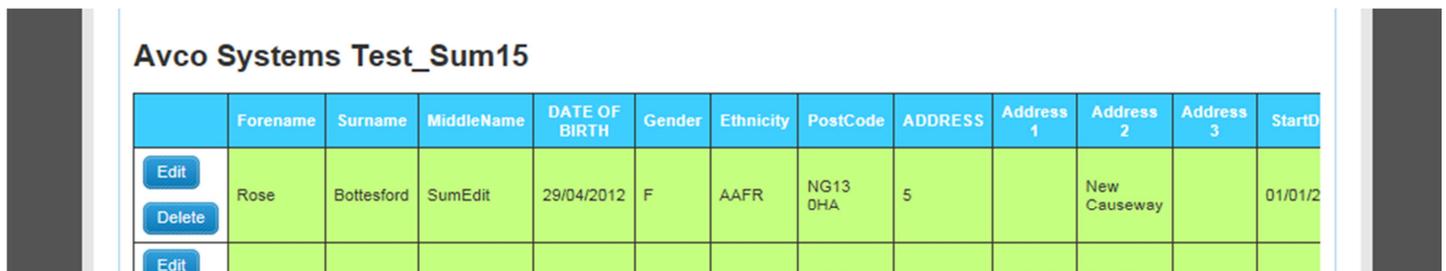
To add a new row to the form, click 'Add Row'

	Forename	Surname	MiddleName	DATE OF BIRTH	Gender	Eth
Edit	Joseph	Cosby		29/04/2012	M	WBRI
Update					select... v	select
Cancel	This field is required.	This field is required.		This field is required.	This field is required.	This field is required.

This will add a new, blank row which you can then complete. As with editing, 'Cancel' will abandon the row and 'Update' will add it (again, ensuring any validation is passed).

(c) Deleting a row

To delete a row (i.e. to completely remove it from the form), click 'Delete':



The screenshot shows a web form titled "Avco Systems Test_Sum15". It contains a table with the following columns: Forename, Surname, MiddleName, DATE OF BIRTH, Gender, Ethnicity, PostCode, ADDRESS, Address 1, Address 2, Address 3, and StartD. The first row of data contains: Rose, Bottesford, SumEdit, 29/04/2012, F, AAFR, NG13 0HA, 5, (blank), New Causeway, (blank), and 01/01/2. To the left of the first row, there are three buttons: "Edit", "Delete", and "Edit".

	Forename	Surname	MiddleName	DATE OF BIRTH	Gender	Ethnicity	PostCode	ADDRESS	Address 1	Address 2	Address 3	StartD
Edit	Rose	Bottesford	SumEdit	29/04/2012	F	AAFR	NG13 0HA	5		New Causeway		01/01/2
Delete												
Edit												

If you have more amendments to make, and you wish to return to the form later, you can then click 'Save Changes For Later'.

If you want to abandon the changes you have made you can click 'Cancel Recent Amendments' – you will then have to confirm this, just in case you click this in error.

If you have finished your amendments you can send the form back to us by clicking 'Submit Returns'. **Please note** – once you click this button the form is sent back to us, you will not be able to access it again after this.

Field types and validation on pre-populated forms

1. 'Required' fields

These are fields that must be completed before submission. You'll see which fields are required when you add a new row (on the left, below) , or if you try to update an existing row and miss them out (on the right, below):

Surname
Cosby
<input type="text"/>

This field is required.

Surname
<input type="text"/>

This field is required.

2. 'Validated' fields

These are fields that have some validation built in to them. For example, you might only be allowed to add a date between two specified values. If you enter invalid data, you will be told why:

DATE OF BIRTH
<input type="text" value="01/01/2011"/>

Please enter a valid date between 01/02/2012 and 28/02/2014.

3. 'Select' boxes

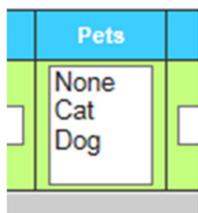
These are dropdown boxes that allow you to select a single value from a pre-defined list. Press the arrow on the right to expand, then select an option from the list:

Gender
<input type="text" value="select..."/>

Gender
<input type="text" value="select..."/> M F

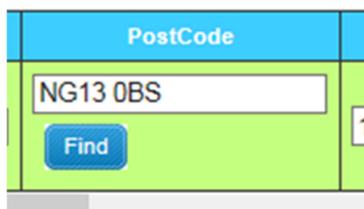
4. 'Multi Select' boxes

These allow you to select multiple items from a pre-defined list. Click an item to select it, or hold down Ctrl and click multiple items to select more than one:



5. Entering addresses

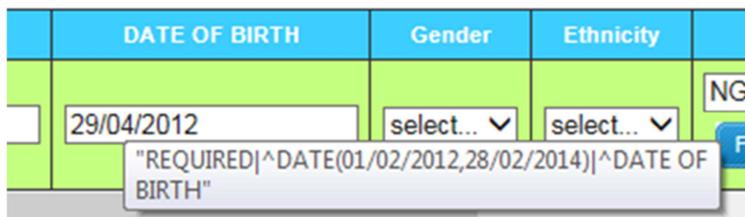
To enter addresses, start by entering a valid postcode and then press 'Find', which will bring up a list of matching addresses. Selecting an entry from this list will then add the address into the remaining address fields.



If the address isn't found (it might be a new one that isn't yet in the address lookup list), you can enter it manually by filling in the address fields.

Tip:

If you hover your mouse over a box in any column, you can see a quick 'tool tip' that will tell you about the column:



So in the example above, the "DATE OF BIRTH" field is 'Required' and expects a date between 01/02/2012 and 28/02/2014.