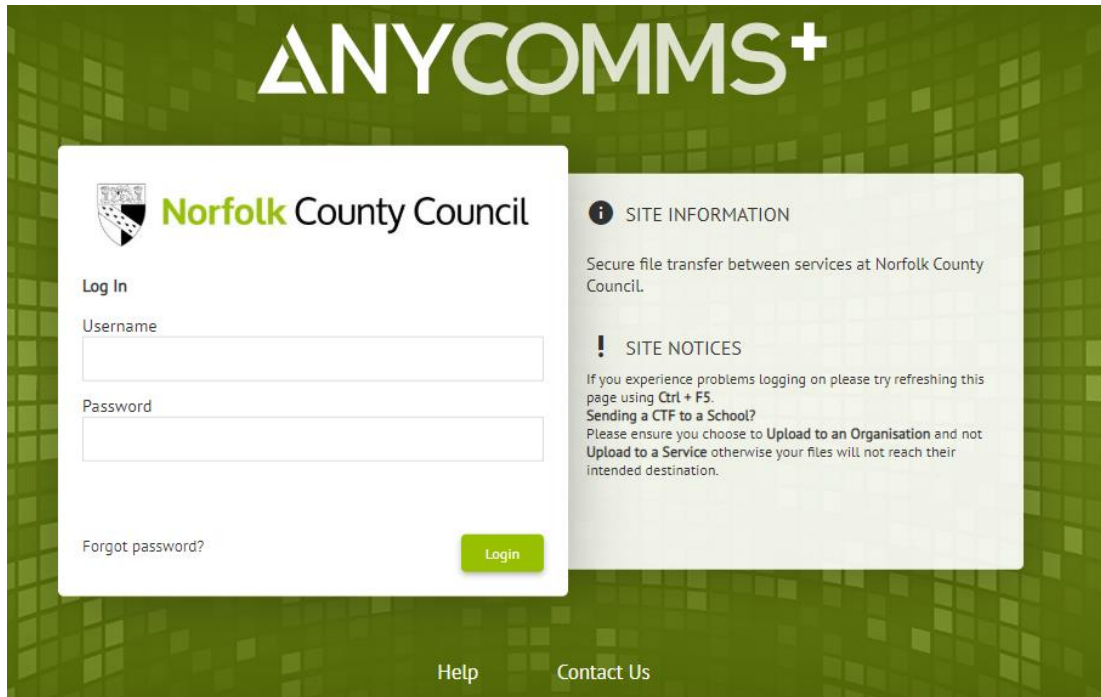


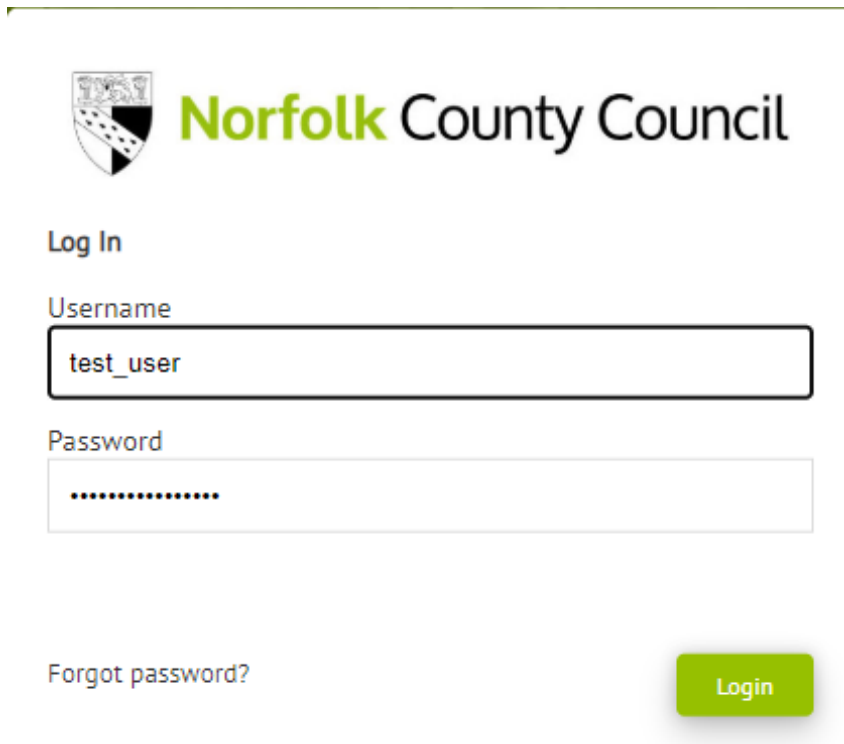
AnyComms User Guide

How to log into the AnyComms Plus website

The finance files downloaded from, or uploaded to, County Hall can be sent and received via the AnyComms Plus website - <https://acplus.nsix.org.uk>



Add your username and password then click on Login

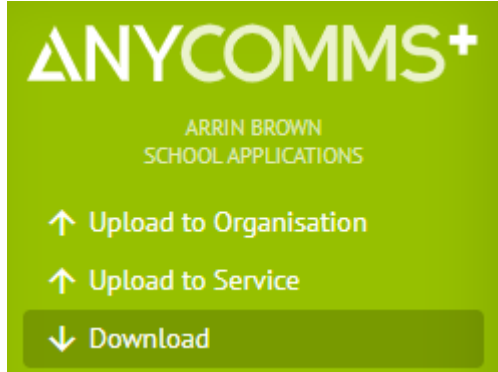


If you do not have a Username and Password please contact the ICT Solutions helpdesk - ict@norfolk.gov.uk to request access to AnyComms Plus.

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How to download a file(s) from County Hall

To download a finance or HR file, the user will receive an email notifying them that a file requires downloading. Once an email is received log in to AnyComms Plus and then click the 'download' button.



This will bring up the Downloads area and will default to New Files

Downloads

There are no files available for you to download.

Search:

Items per page:

New Files | Previously Downloaded Files

There are options to either download all files or to download single files.

New Files | Previously Downloaded Files

File Name	File Type	From	Date/Time Uploaded ▼	Download
▶ End of Year.xlsx	ICT Support Document	School Applications	10/08/2020 11:48:04	Download <input type="checkbox"/>

Download All

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For more information please contact ICT Solutions on 01603 475603 or 0845 303 3003

Version: 17

Click on Download All to download all available files



To download a single file

Click the 'download' button next to the required file

File Name	File Type	From	Date/Time Uploaded ▼	Download
▶ End of Year.xlsx	ICT Support Document	School Applications	10/08/2020 11:48:04	Download

Click on Click here to confirm.....

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File Name	Description
End of Year.xlsx	Test

[Click here to confirm you wish to download this file](#)

This will generate a file and add it to your Downloads folder



To download multiple files

Tick the boxes next to the files you wish to download.

File Name	File Type	From	Date/Time Uploaded ▼	Download
▶ End of Year.xlsx	ICT Support Document	School Applications	10/08/2020 11:48:04	Download <input checked="" type="checkbox"/>

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Click on Download Selected

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This will generate a file and add it to your Downloads folder

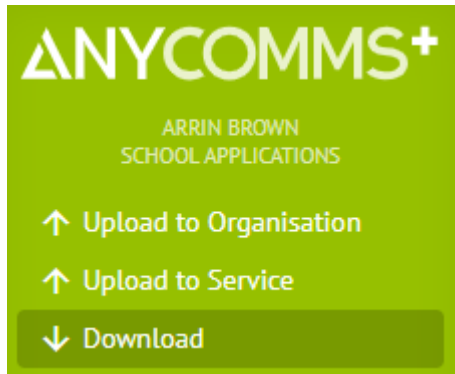


To re-download file(s)

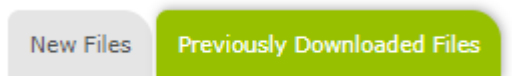
If a file that has previously been downloaded needs to be downloaded again this can only be re-downloaded via the AnyComms Plus website.

Once you have logged into the website click the 'Download' button.

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Click the “Previously Downloaded Files” tab.



Click on the available options to download

