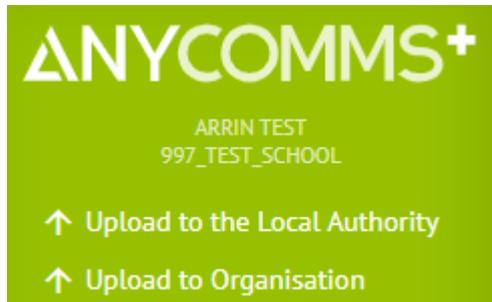


# AnyComms Sending CTF Files

Log onto AnyComms Plus via the website <https://acplus.nsix.org.uk/Login.aspx>

From the main menu select Upload to Organisation

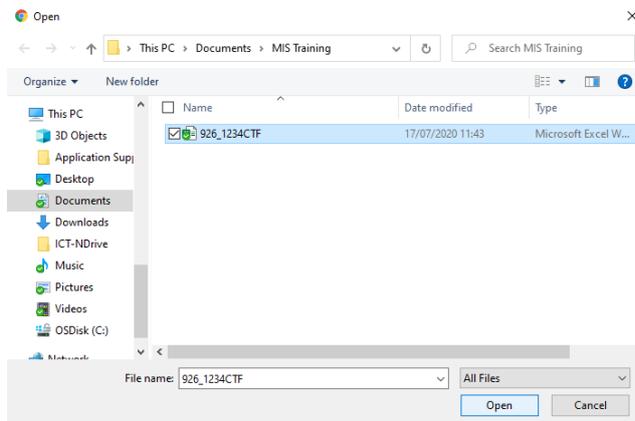


Click on Select Files

## Upload to Organisation

Select Files

Choose the file and click on Open



In the Recipient Organisation drop down select the school you are sending to

In the recipient Role select the relevant role

SELECT RECIPIENTS

Copy top organisation to all Copy top role to all Copy top description to all

File Name	Recipient Organisation	Recipient Role	Description	Remove
926_1234CTF.xlsx	997_test_school Filter	School Administrator		Remove

If you have any more files to upload click on Select Files

Select Files

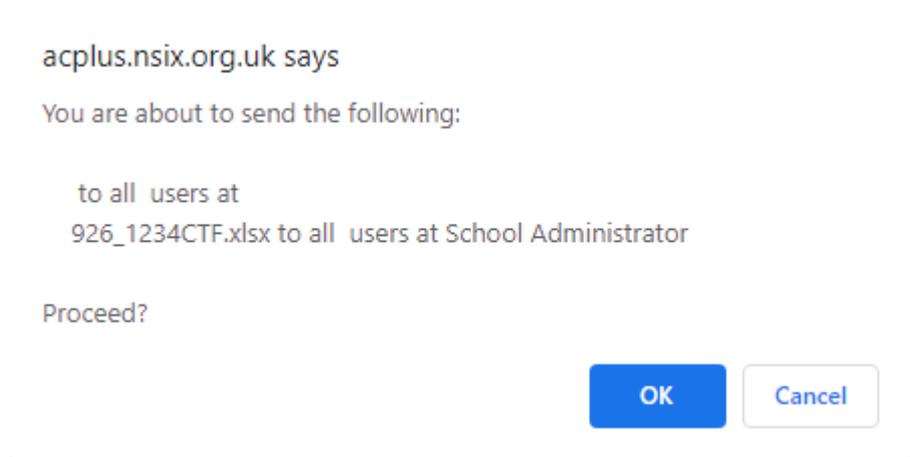
# AnyComms Sending CTF Files

Repeat the process until all additional files have been uploaded to the relevant schools

Click on Upload Files



Click on OK in the confirmation message



You will then see an overview

THE FOLLOWING FILE(S) SENT SUCCESSFULLY

File Name	Recipient Organisation(s)	Role	Date/Time Sent	Sent From
926_1234CTF.xlsx	997_test_school	School Administrator	10/08/2020 13:18:52	997_test_school

