

AnyComms - Step by Step Guide to using the Secure File Transfer

Should you forget your password, you can use the 'Forgotten password' link on the site to reset it. If this does not work or you require additional help, please contact the following in the first instance: stuart.bottomley@hackney.gov.uk

AnyComms is Hackney Education's secure file transfer site. It is web-based and enables all settings within Hackney to securely transfer data to their local health team. It enables all settings to let the local health visiting team know which Hackney resident children currently attending their setting are due their 27 month Integrated Review.

How to use

Step 1.

In your IR Data Sheet (below) please enter the child's details.

***This is document number 11. in the Happy, Healthy and ready to learn webpages ([Integrated 27 Month Review Toolkit](#)) section.*

You need to enter the **Child's last name, Child's First Name and DOB**. The date the child is due their **27month Integrated Review will be automatically updated**. Please also complete the '**Early Year's Setting Name**' column with your setting name. You can then save the file with a date and name before you upload it to ANYCOMMS.

Integrated Review Summary Demographic Data Sheet								
Consent to share Information Form Signed? (Yes) N.B. Do not share childrens details until this has been completed by the parent	Child's Last Name	Child's First Name	Child's DOB e.g. 1/12/2013	Gender (M/F)	Home Postcode	Date the child will be (or was) age 27 mths	EY Setting Cluster: A B C D E F N.B. This will be the same as the cluster you will send the form to	Name of Early Years Setti

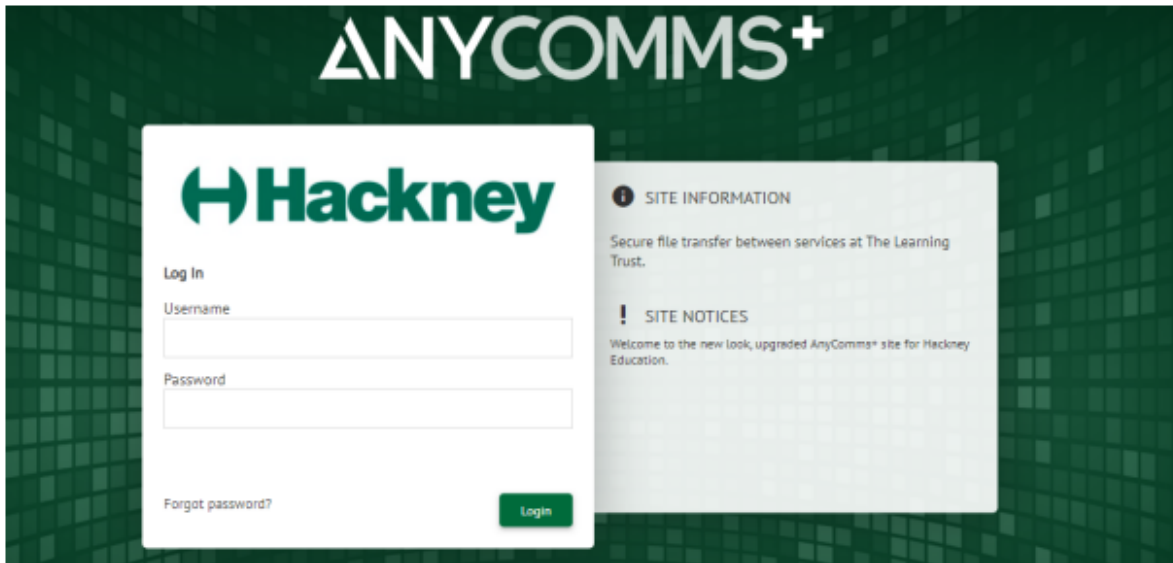
Step 2.

Click on the link at the bottom of the above Data sheet (doc 11 in toolkit) or go to link below to connect to the AnyComms system

<https://anycommsplus.hackney.gov.uk/Login.aspx>

Step 3.

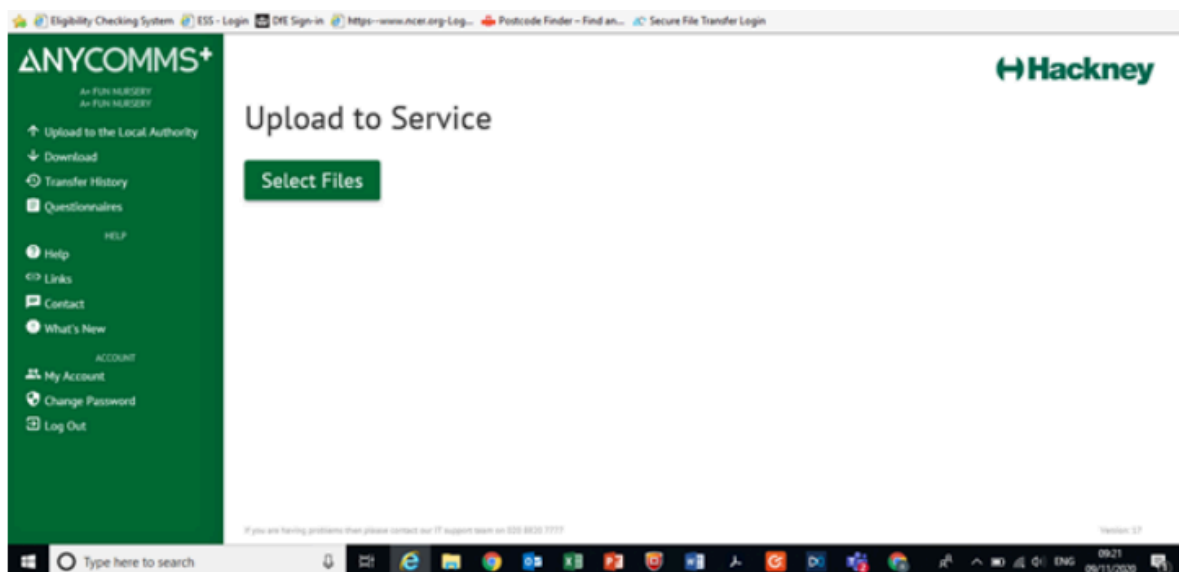
You will then be presented with this page where you can **input your Username and Password**.



**All EY settings in Hackney should have a log on to the system. If you have misplaced your login details or encounter any technical problems please contact Stuart Bottomley (details at beginning of this document).

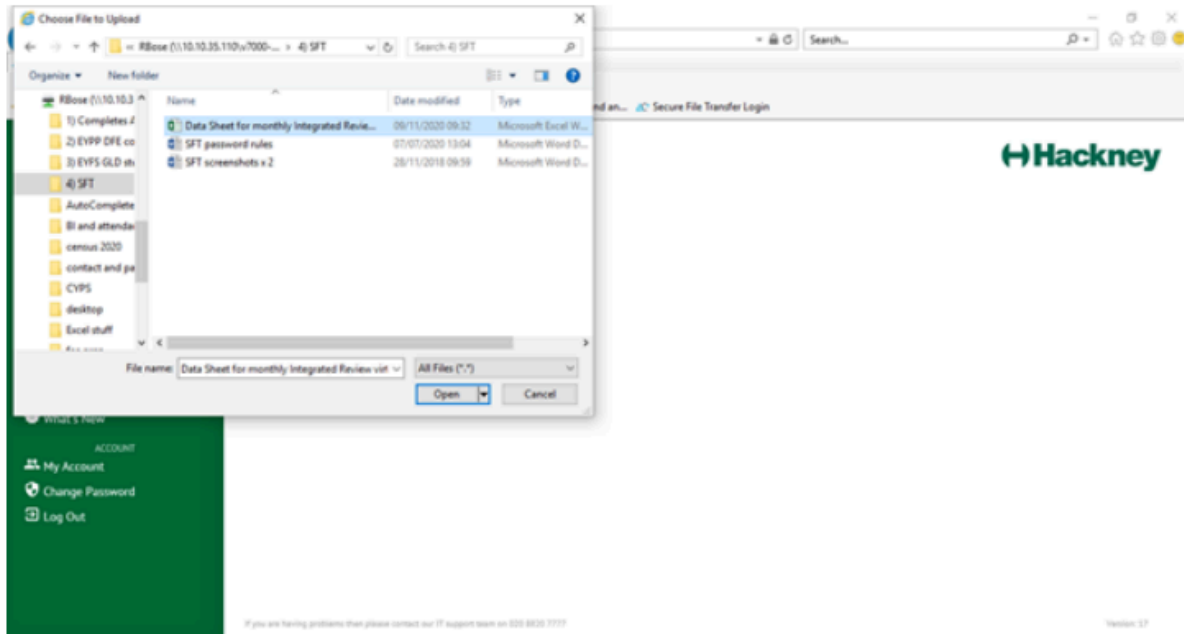
Step 4.

Once logged into the system you will see this page. Please click on **'Select Files'**



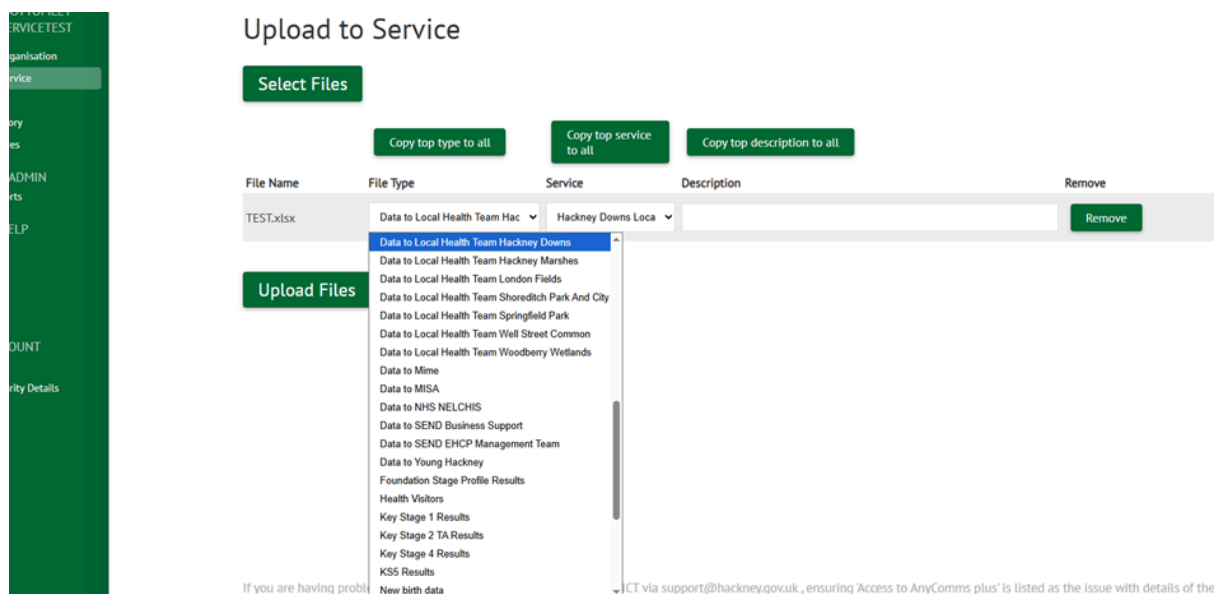
Step 5.

Please search for your 'IR Data Sheet' document where you input all the child's details – (this is the document you need to upload). Then click on 'Open'



Step 6.

Once uploaded your file will appear on the screen. In order to send this to the Health Visiting team you must select the File Type.



Please choose from the drop down selection of 'File Types', selecting your Local Health team for your neighbourhood.

If you are unsure of what neighbourhood your setting is within please type in your setting postcode [here](#)

Please ensure that you upload your documents to the Neighbourhood in which your setting is located. For example, **HV Neighbourhood Team** listed below:

Data to Local Health Team Woodberry Wetlands

Data to Local Health Team Springfield Park

Data to Local Health Team Clissold Park

Data to Local Health Team Hackney Downs

Data to Local Health Team Shoreditch Park And City

Data to Local Health Team Hackney Marshes

Data to Local Health Team Well Street Common

Data to Local Health Team London Fields

Step 7.

You will then need to **select the 'Service'**. The 'Service' will automatically be populated when the 'File Type' is selected and only one service should appear - this should be your Local Health Team for your neighbourhood

Step 8.

You will then need to add a 'Description'. Please enter in this box the name of your setting.

Enter: 'Your setting name'- _____

*If you do not know your named link health professional please email the designated contact for your neighbourhood, which can be found on the Happy Healthy & Ready to Learn website (Early Support Professional Contacts)

<https://www.hackneyservicesforschools.co.uk/extranet/integrated-review-area-contacts>

who should be able to assist you with this.

Alternatively you can contact the Health Visiting team:

c.dessi@nhs.net or abimbola.alabi@nhs.net

Step 9.

Please then click on **'Upload All Files'** – A message will appear on the screen letting you know that you are about to upload this file to the 'main user' at your local 'Health Team' for your neighbourhood.

Step 10.

Click on 'OK' your file has now been sent to the Health visiting admin team.

**Please notify your Link Health Professional and/or administrator via email whenever you submit a file.

Step 11. Congratulations! You have now safely and securely notified your local health visiting team of children in your setting who are due an Integrated 27- month review and they will be in touch to discuss.

All supporting documents relating to the 27 month Integrated Reviews in Hackney can be found on Hackney on the 'Happy Healthy Ready to Learn' web pages.

<https://www.hackneyservicesforschools.co.uk/extranet/happy-healthy-toolkit>

If you need any support or further information or training on the 27 month reviews please contact Sherine Addai - Email: sherine.addai@hackney.gov.uk or contact you link Hackney Education Adviser.