

AnyComms Plus Version 16 Changes

2018

Admin User Accounts

Manage Lead Organisations and Users

- A permissions system has been added to allow a more granular way of restricting or increasing user access (see the screen shot below for an example).

Manage the Lead Organisation and Users

Lead Organisation | **Lead Organisation Users** | Email Templates | Partner Organisation Visibility

Show users for: All

Filter Users:

Users
ServiceQ, ServiceQ
Service1, Test
Service2, Test

First Name:

Surname:

Username:

Main Service:

Other Services:

User role:

Email:

Receive Notifications:

Receive Receipts:

Phone Number:

Manage Partner Organisations and Users

- Selecting an organisation in the 'Partner Organisations' will now result in the same organisation being auto-selected when switching to the 'Partner Organisation Users' tab.
- A 'Make visible to all' option has now been added on the partner organisation visibility pages. So when an Admin adds a new school the new school is visible to all rather than having to go through configuring every school one by one.
- For users who work in more than one school, like MATs. This user can be granted access to multiple school accounts with one logon.
- The user search box on the 'Partner Organisations' page now has an option to search across all schools.

Reports

- A new 'Organisation Type' report has been added, this will include the following columns: "Organisation Name", "Organisation Number", "Organisation Type" and "Deactivation date".
- The 'Users Roles' report has been updated to contain the full name of the user, along with a search box to search by surname.
- A new 'Organisation Services' report has been added, which shows each organisation and which service it's visible to.
- A search box for the 'Login Report' has been included which allows users to filter by username.
- The following 'Download Date' and 'Recipient User' have been added to the 'General Usage' report.
- The 'General Usage' report table is now sortable, by clicking on the table headers.
- A 'Downloaded File(s)' report table has been added and is sortable by clicking on the table headers.

Questionnaires

- Admin users now have the ability to attach a PDF or word doc to a questionnaire.
- The ability to send a questionnaire to specific role within an organisation has now been added.

Partner Organisation User Accounts

- The 'My Account' pop-up now includes the User's Role.

Admin & Help Desk Users

- The reset password option has been changed. Users now create their own Password and Memorable word.
- Please note – Password reset emails will still be dispatch even if the user’s email notifications have been turned off.

Reset password Option

- Adding a New user- Click on the 'Add new User' button as normal, fill out all the required fields and click on the 'SAVE USER' button. An email will be sent to the new user, asking them to finish setting up their account. See the example below.

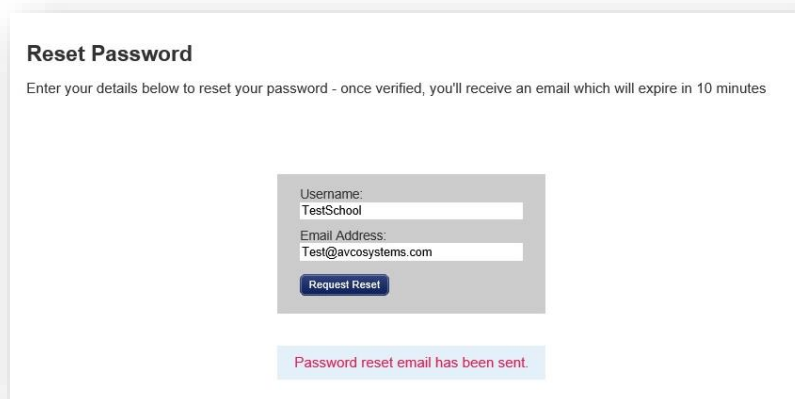
Hi

Please follow the link below to finish setting up your account.

After confirming your email address, you'll receive a further email which will allow your password to be set.

<https://anycommsplus.staging.avcosystems.com/SouthGloucestershireV16/ResetPassword.aspx?uid=1e0525bc-e923-4124-9293-aec551e7e123>

- The user will be guided back to the website where they will be asked to enter their email address.



Reset Password

Enter your details below to reset your password - once verified, you'll receive an email which will expire in 10 minutes

Username:
TestSchool

Email Address:
Test@avcosystems.com

Request Reset

Password reset email has been sent.

- Once the user clicks on 'Request Reset' the user will then receive another email. Please see the email example on page 4.

Reset Users Password

- To reset a Partner Organisations Users password Go to 'Manage Partner Organisations Users' select the User and click on 'Reset Password'. An email will be sent to the user containing a link so they can reset their own password.
- To reset a Lead Organisations Users password Go to 'Lead Organisations Users' select the User and click on 'Reset Password'. An email will be sent to the user containing a link so they can reset their own password.

Name:	Test Organisation5
Username:	ou5
Organisation:	Slough Primary School
Primary Role:	Office
Email:	neil@avcosystems.com
Receive Notifications:	<input checked="" type="checkbox"/>
Receive Receipts:	<input checked="" type="checkbox"/>
Phone Number:	
Deactivation Date:	
<input type="button" value="Edit User"/> <input type="button" value="Reset Password"/> <input type="button" value="Suspend User"/> <input type="button" value="Delete"/>	
Organisations for User	
Slough Primary School x	
<input type="button" value="Add New Organisation"/>	
Roles for User	
Office x	
<input type="button" value="Add New Role"/>	

Hi

Please follow the link below to reset your password. If you did not request a password reset, please ignore this email.

Please note that you only have 10 minutes to change your password. If you fail to change your password in this time, you'll need to make another reset request.

<https://anycommsplus.staging.avcosystems.com/FinalTestv16/NewPassword.aspx?uid=3118d1f5-2284-45fc-8554-5f040c0d5289&rid=94942a0c-d6d4-422c-a399-4d07b665b4f5>

- Once the user has clicked on the link they will be guided to the 'Reset Password' page, where they can enter a new Password and Memorable word.

Reset Password

Your Password has been reset, please enter a new one.

New Password:

Confirm Password:

Memorable Word

Leave memorable word blank to keep previous memorable word