

# MANAGE THE DIGITAL FILE COVER

## UPDATE THE DIGITAL FILE COVER

The Digital File Cover is a place to put a lot of the administrative details of a case, similar to the front cover of a physical case file.

Details of the Digital File Cover which can be searched on are the name of the case and the URN.

## DIGITAL FILE COVER

Details added to the Digital File Cover will affect who has access to and can see a case.


For example, one such detail is the Court House the case is being seen in. It may not be necessary for Judges to be able to see every case currently live in DCS throughout the country, as such they will only see the cases in the court they are assigned to on any given day.

**i** Everyone who has access to a case has access to **view** the Digital Front Page, as some of this information may be useful to the given user.

**i** HMCTS and CPS with access to the case will be able to edit the digital file cover.

To view the Digital Front Cover of a case:

1. Find the case.
2. Click the **Update Front Page** button.



**Case List**

Would you like to [Create a Case?](#)

**Case Filter:**

Location: Southwark

From: 1 January 2015

To: 1 January 2015

Text: T20180001

Show: 200 Filter on 'Previously Viewed' and 'Invited' All Words

Buttons: Today, This Week, This Year, Next Day, This Month, Next Year, Clear Filter, Apply Filter

Name	URN	Crest Case Numbers	Next Hearing Date	Location	Access	Info
* SMITH, Micheal	06PPI234567	T20180001 T20180002	25 December 2017	Southwark	Visible	Keith JONES, male, 01.05.80, 06PPI234568, T20180002, URN: 06PPI234568, Crest Case Numbers: T20180002; Micheal SMITH, male, 01.04.50, 06PPI234567, <b>T20180001</b> , URN: 06PPI234567, Crest Case Numbers: <b>T20180001</b> , Crest: <b>T20180001</b> , URN: 06PPI234567, -

Buttons: Review Evidence, Update Case, Update Front Page

### CHANGE CASE DETAILS

Multiple fields containing details of the case may be changed. These include:

1. Name
2. URN
3. Access
4. Category



*If at any stage you're unsure what a given field refers to, hover over the question mark icon on the right hand side and you will be presented with a short description.*

Back to Case Details

#### Change Case Details

Name: SMITH, John

URN: 06CC1231231 ?

Access: Visible

Category: General

Front Page

Formats - B I [Rich Text Editor Icons]

URN: 06CC1231231 ?

IN THE CROWN COURT AT SOUTHWARK

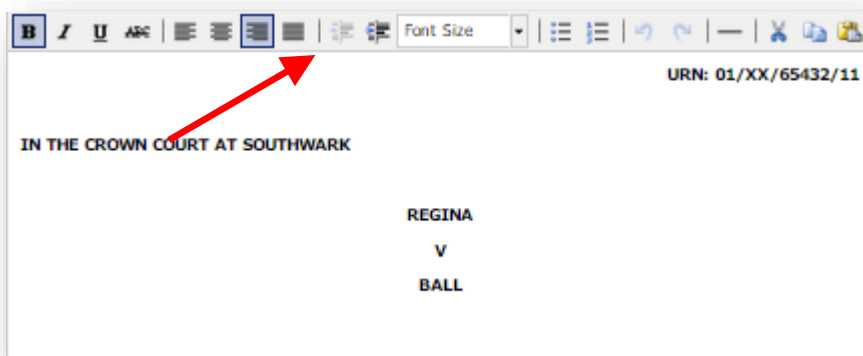
REGINA  
v  
John SMITH

### FRONT PAGE

The Front Page is editable and sits on top of the bundle in the same way as with a physical bundle. If the whole bundle is exported to PDF and printed, this front page will appear on the top of the bundle.

Users have access to basic Word editing tools including:

- Bold
- Italics
- Underline
- Alignment
- Signal font which can be sized
- Bullet points
- Undo
- Redo
- Cut and paste commands



*Please note that when you edit details in the other fields on this webpage, it doesn't automatically update those details in the front page. You need to manually edit this.*

### ADDITIONAL CASE DETAILS

Many additional case details may be defined or changed on the Digital Front Page including:

1. Judges Memoranda
2. Case Complete
3. Court House
4. Case Recused
5. Case Reserved
6. Reporting Restrictions
7. Additional Notes

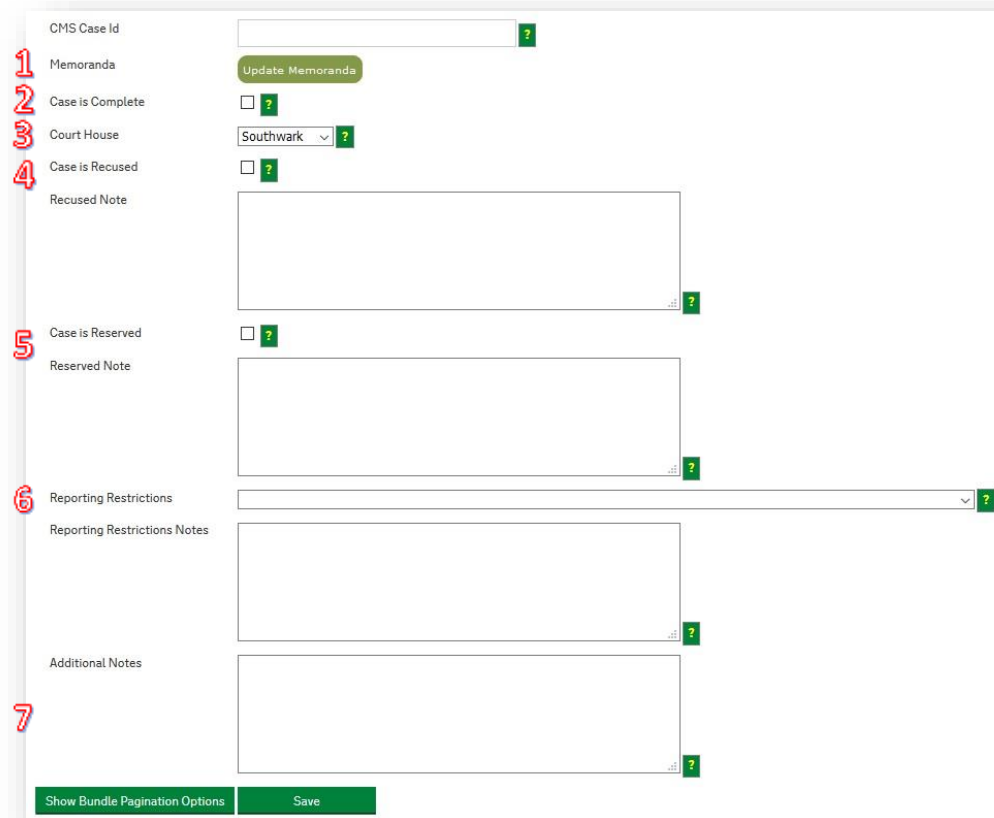
When finished, click **Save**.



*Many fields which are specific to a defendant can now be found under the Defendant Record. This includes the CREST case number allowing for consolidated cases, bail/custody status and CTLs and interpreter requirements.*



*Setting the 'Court House' is very important as many people's access rights will not let them see this case unless it has been assigned to their court.*



### PAGINATION OPTIONS

## QRG: Manage the digital file cover

Click on **Show Bundle Pagination** Options.

Can specify:

- Page number location
- Size of the number
- Page stamping colour

The **Section Numbering Restarts in the Bundle** tick box defines whether the pagination in the bundle is continuous (i.e. from 1 to x) or separated into sections (i.e. page A1-Ax, then starting the next section with B1).

To have the bundle paginated into sections ensure this box is ticked.

For the numbering to be continuous, mark this box as unticked.

Users also have the ability to adjust the look of the Index including:

- having the document dates displayed
- numbers on the sections
- have the Index and Front Page in the bundle
- include the front page and index in each section
- the format of the hyperlinks.

Click **Save** once all changes have been made.

### Pagination Numbering

Page Number Position in the Bundle Right ?

Page Number Size in the Bundle Large ?

Page Stamping Colour Red ?

Section Numbering Restarts in the Bundle  ?

Display Document Numbers in the Bundle  ?

### Index Creation

Display Document Dates in the Index  ?

Display Section Numbers in the Index  ?

Include Front Page and Index in Complete Bundle (not paginated)  ?

Include Front Page and Indexes in each Section (paginated)  ?

Minimum Number of Pages for First Index 1 ?

### Hyperlink Format

Hyperlink Display Format Page Only ?

Hyperlink Page Number Format Section, Tab and Page ?

**Save**