MANAGE THE STRUCTURE OF CASE

MANAGE THE STRUCTURE AND EVIDENCE WITHIN THE DIGITAL CASE FILE (SECTIONS BUTTON)

Managing the Sections within a Digital Case File is straightforward and can be done all from within the 'Sections' area.

Click the 'Sections' button. From here users can:

- Create additional sections
- Re-order sections
- Change section names
- Upload documents
- Update documents

The Standard File Structure sections cannot be edited or deleted (for cases created after the introduction of Multihander). The Standard File Structure can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/708823/BCM_-_DCS_File_Structure_V2.3.docx

CREATE NEW SECTION

Click **Create New Section**.

Fill in the following:

1. **Section Number** relating to where it will be positioned in the bundle and the pagination.
2. **Section Title**. For example: 'New Additional Evidence'.
3. **Section Order** relating to where you want the section to appear in the bundle. For example: type in 'A' for this section to appear first, or 'C' for third.

Order Documents By allows users to choose how to order the documents within the section, either by:

- **Number** (the number that is automatically assigned to a document once it is uploaded) *Default for most sections*
- **Date** (date the document was uploaded) *Default for Indictments section*
- **Title** (alphabetically by the document title)

Level refers to the level of the section. It carries no inherent functionality other than to apply different formatting to the Section name in the downloadable PDF bundle and also on the Section name in the Index.

Restrictions are a key feature that allow for the creation of private areas among role types.

R V BALL

Create New Section

Back to List of Sections

Section Details

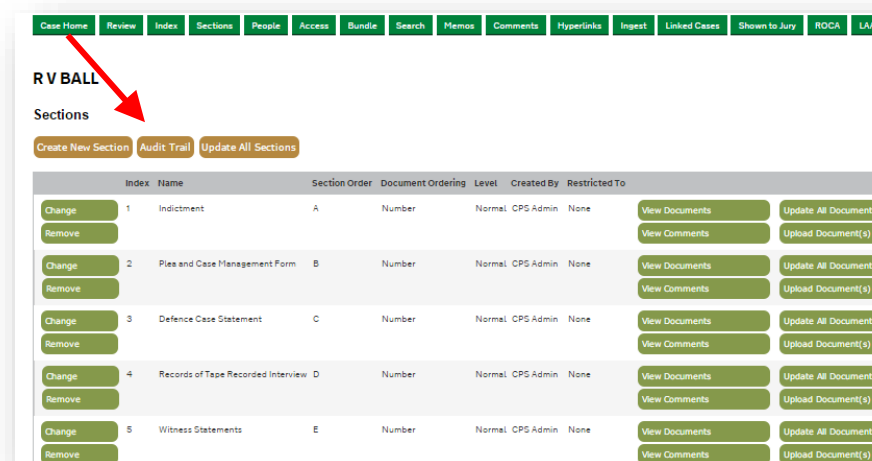|		
Section Number	**1**	
Section Title	**2**	
Section Order	**3**	
Order Documents By	Number ▼	?
Level	Normal ▼	?
Restrictions	☑ None	
	☐ Restricted to HMCTS Admin and ...	
	☐ Judge	
	☐ CPS Admin	
	☐ Prosecution	
	☐ NOMS	
	☐ Defence - Joseph Blogges - 12.02.70	
	☐ Defence - Richard SMITH - 10.02.80	

Create

These private sections can be shared with a user's own role type (community), with specific Defence teams if it is a Multi-Handed case or with any other communities that they choose.

Click **Create**.

The Section is listed alongside all the other Sections.

Audit Trail can be used to track who made changes and when changes have been made to documents within a Section.

Click **Audit Trail** and the word 'Audit Trail' appears in each column. Clicking any 'Audit Trail' will produce the same pop-up listing showing who made changes and when changes were made to this Section.

UPDATE ALL SECTIONS

Update All Sections allows users to edit the names of any additional Sections and re-order them. **Remember sections that make up the Standard File Structure cannot be amended.**

ℹ️ *Please note that by doing so the Sections are re-ordered for everyone who has access to the Digital Case File not just you.*

Edit the letter of the Section in **Index**, the **Name** and/or **Section Order**. Sections appear in alphabetical order.

If two sections have the same 'Section Order' letter, then the sections will appear in the order of their 'Index' letter.

To save changes to a given Section click **Update**.

To remove any changes made to a Section click **Reset**.

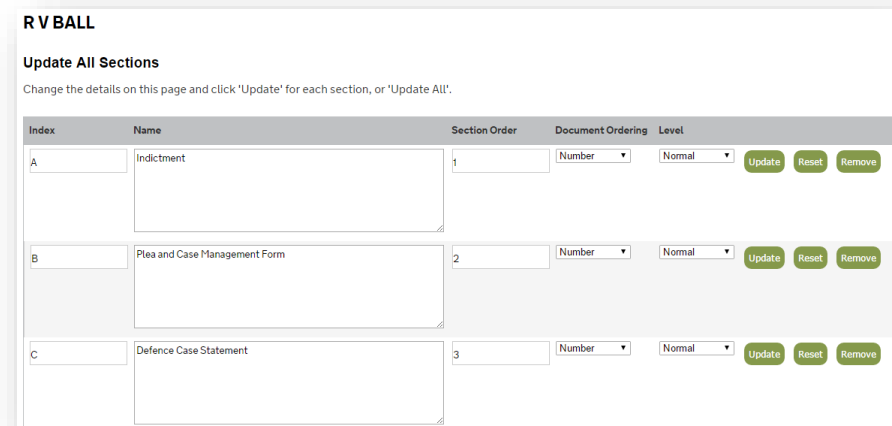To delete the Section and all its content click **Remove**.

ℹ️ *Before deleting, users will receive a pop-up box checking if you want to perform this action, it also warns that all the documents within this Section will also be deleted.*

Save changes:

- Section by Section
- All at once - scroll to the bottom of the page and click **Update All**

To remove all changes, prior to having saved any of them individually, click **Reset All**.

To view changes, click on the **Sections** tab at the top.

EDITING INDIVIDUAL SECTIONS

Within the **Sections** area individual sections can be edited, rather than all the Sections at once, by clicking on the **Change** button.

There are a number of other options available here:

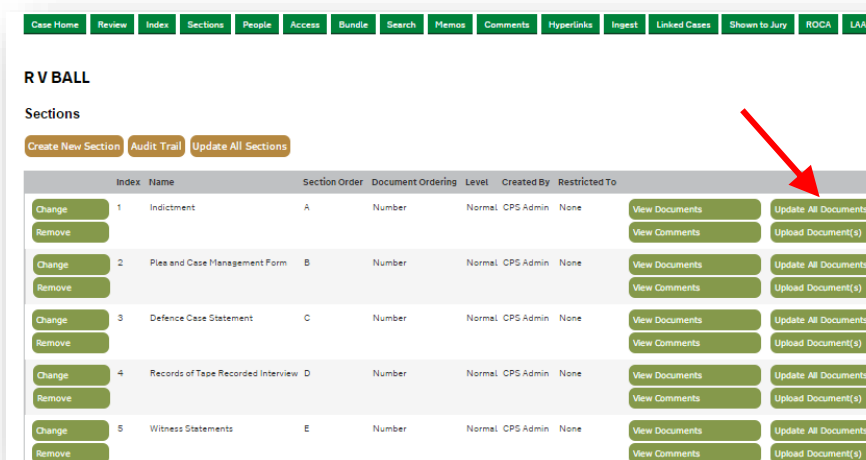**Update All Documents** goes to a page where users can edit:

- Document Numbers
- Document Titles
- Document Dates
- Specify if it appears in the Main bundle and/or the Core bundle, we can also 'View' the document, 'Move' it to another Section, download as a 'PDF' and 'Remove' the document from the Digital Case File.

Click **Upload document(s)** to upload documents into a Section.

View Comments takes you to a page where you can see the viewable comments in this section:

- Including who made the comment
- What the comment is and when it was made.

View Documents is covered in a separate QRG.