

# DOWNLOAD AN OFFLINE COPY OF THE INDEX AND BUNDLE

## DOWNLOAD THE BUNDLE

DCS has the ability to allow users to download an offline copy of the index and bundles found within a case.



*Only the core evidence will be included in the bundle and available to download. Restricted Sections (private sections and section R) and sections with defence access restrictions (C, D, UND1, UND2, M, N, Q, T, U, V & PD) will not be included or available. Documents in these sections should be downloaded individually from the **Review** screen or via **View Documents** (see page 6 for further details).*

## CASE BUNDLE TOOLS

Click the **Bundle** button to go to the **Case Bundle** page which shows a table of the Digital Case File.

The table shows version number and the time and date since it was last paginated.

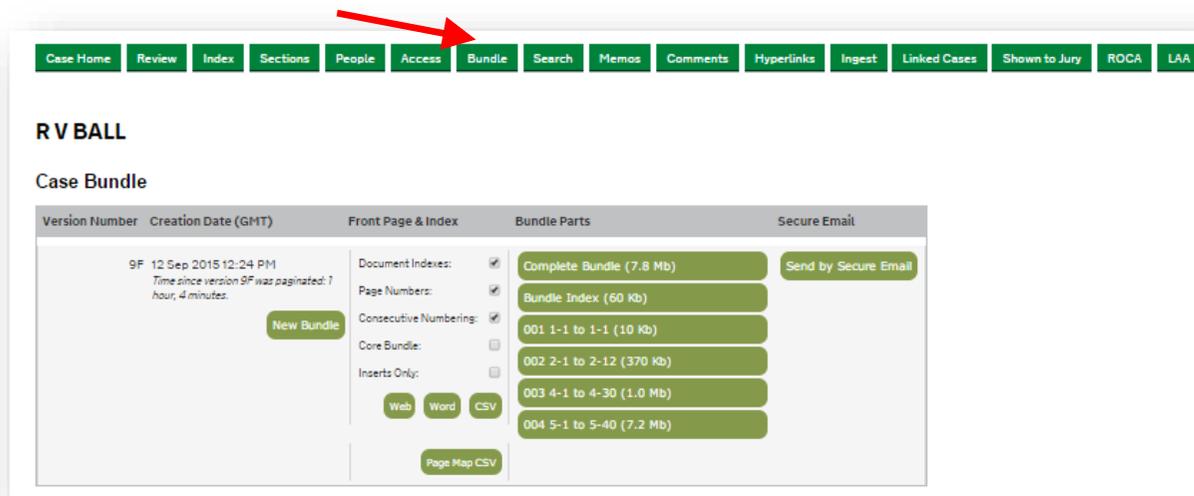
Click the **New Bundle** button to update the pagination and create a new version of the bundle.

Under the **Front Page & Index** column are downloadable elements:

- Document Indexes
- Page Numbers
- Consecutive Numbering



*Consecutive numbering is ticked as standard. To download the documents and sections specified as being within the **Core Bundle** or only the **Inserts** documents that have been manually*



The screenshot shows the 'Case Bundle' page for case 'R V BALL'. A red arrow points to the 'Bundle' tab in the top navigation bar. The page displays a table with columns: Version Number, Creation Date (GMT), Front Page & Index, Bundle Parts, and Secure Email. The 'Front Page & Index' column contains a 'New Bundle' button. The 'Bundle Parts' column lists several bundle options with checkboxes for selection: Complete Bundle (7.8 Mb), Bundle Index (60 Kb), 001 1-1 to 1-1 (10 Kb), 002 2-1 to 2-12 (370 Kb), 003 4-1 to 4-30 (1.0 Mb), and 004 5-1 to 5-40 (7.2 Mb). A 'Send by Secure Email' button is also present.

*uploaded to the bundle then tick the relevant boxes.*

## DOWNLOAD THE BUNDLE INDEX

There are three options to view and download the bundle Index:

1. view as a webpage
2. view as a Word document
3. view as an Excel spreadsheet

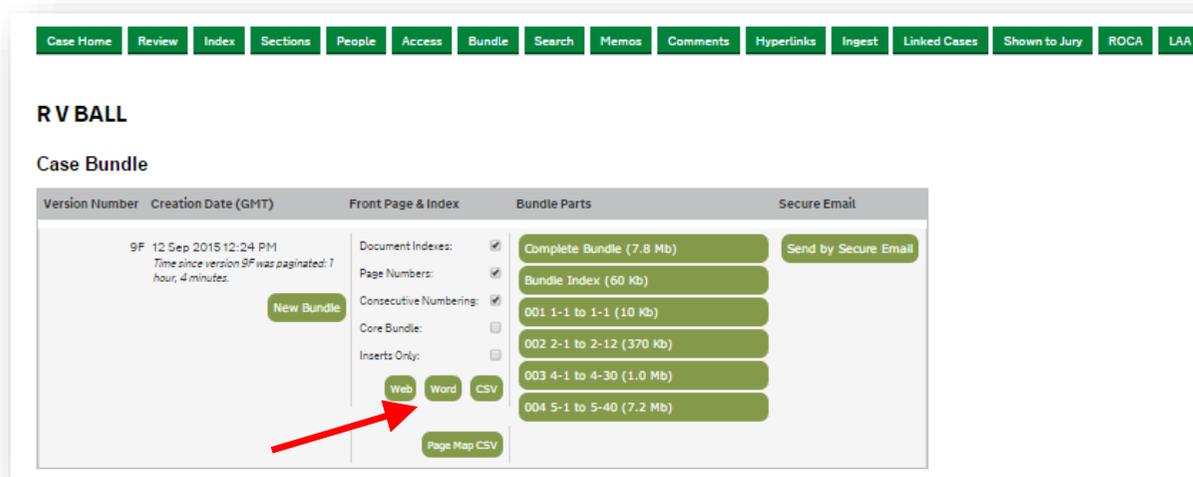
Click the **Web** button to view the Index in a webpage. It opens in a new tab showing the bundle Index and providing details about the documents within each section.

Click the **Word** button to view the Index as a Word Document.

When prompted either 'Open' or 'Save' to open a Word document containing the bundle Index providing details about the documents within each Section.

Click the **CSV** button to open the Index in an Excel spreadsheet.

When prompted either 'Open' or 'Save' to open the Index which will appear in Excel format.



Version Number	Creation Date (GMT)	Front Page & Index	Bundle Parts	Secure Email
9F	12 Sep 2015 12:24 PM <small>Time since version 9F was paginated: 1 hour, 4 minutes.</small>	<input checked="" type="checkbox"/> Document Indexes: <input checked="" type="checkbox"/> Page Numbers: <input checked="" type="checkbox"/> Consecutive Numbering: <input type="checkbox"/> Core Bundle: <input type="checkbox"/> Inserts Only: <input checked="" type="button" value="Web"/> <input type="button" value="Word"/> <input type="button" value="CSV"/>	<input checked="" type="checkbox"/> Complete Bundle (7.8 Mb) <input checked="" type="checkbox"/> Bundle Index (60 Kb) <input type="checkbox"/> 001 1-1 to 1-1 (10 Kb) <input type="checkbox"/> 002 2-1 to 2-12 (370 Kb) <input type="checkbox"/> 003 4-1 to 4-30 (1.0 Mb) <input type="checkbox"/> 004 5-1 to 5-40 (7.2 Mb)	<input type="button" value="Send by Secure Email"/>

## DOWNLOAD PAGE INDEX

A list of all the pages (Page Index), rather than just the Sections, may be downloaded.

This is particularly useful for Defence as they can get an accurate list of each page in the Digital Case File.

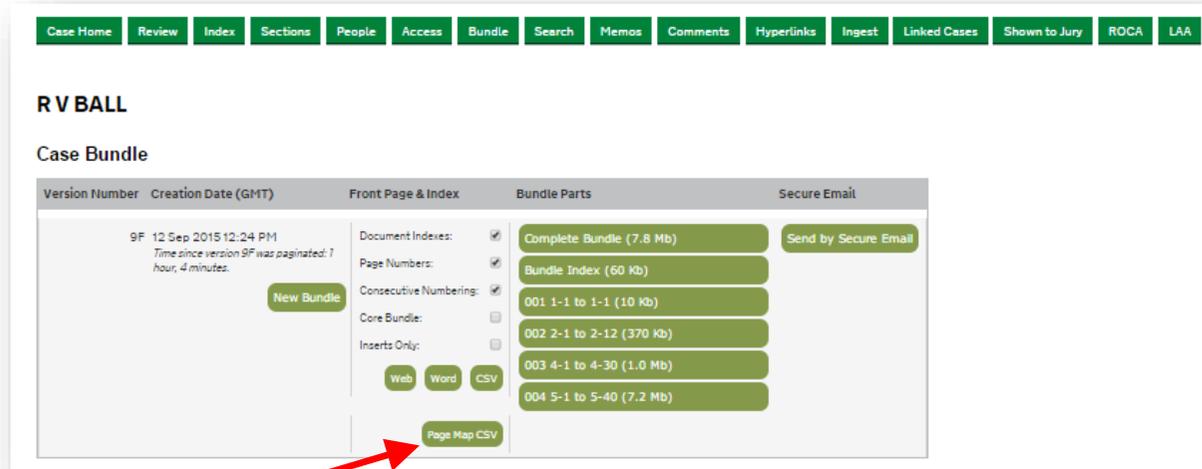
Click the **Page Map CSV** button to open a page list of the bundle.

Then click **Open**.

All pages are listed, along with the URL, section details and document names.



*Any document in a restricted section or a section with defence access restrictions will be excluded from the index.*



Version Number	Creation Date (GMT)	Front Page & Index	Bundle Parts	Secure Email
9F	12 Sep 2015 12:24 PM <small>Time since version 9F was paginated: 7 hour, 4 minutes.</small>	<input checked="" type="checkbox"/> Document Indexes <input checked="" type="checkbox"/> Page Numbers <input checked="" type="checkbox"/> Consecutive Numbering <input type="checkbox"/> Core Bundle <input type="checkbox"/> Inserts Only  Web Word CSV  Page Map CSV	Complete Bundle (7.8 Mb) Bundle Index (60 Kb) 001 1-1 to 1-1 (10 Kb) 002 2-1 to 2-12 (370 Kb) 003 4-1 to 4-30 (1.0 Mb) 004 5-1 to 5-40 (7.2 Mb)	Send by Secure Email

## DOWNLOAD THE BUNDLE

Go to the **Bundle Parts** column to download the content and evidence within the bundle. Within this area users can download:

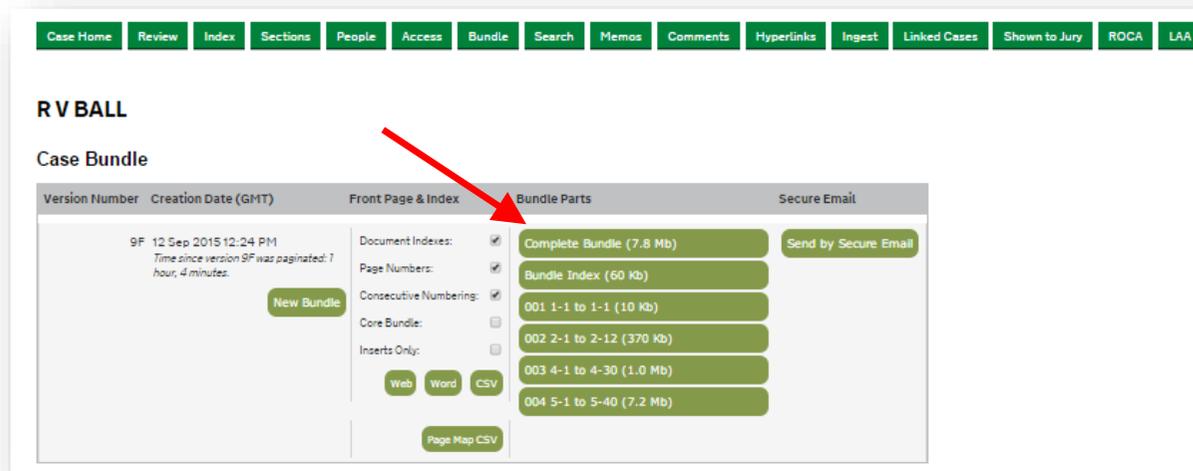
- **Complete Bundle**
- **Bundle Index**
- **Individual Sections in the bundle**

The bundle and sections download as a PDF file and the size of the file is indicated in brackets.

Click on the **Complete Bundle** button to download the PDF bundle.



*Any document in a restricted section or a section with defence access restrictions will be excluded from the index.*



**RV BALL**

Case Bundle

Version Number	Creation Date (GMT)	Front Page & Index	Bundle Parts	Secure Email
9F	12 Sep 2015 12:24 PM Time since version 9F was paginated: 7 hour, 4 minutes.	Document Indexes: <input checked="" type="checkbox"/> Page Numbers: <input checked="" type="checkbox"/> Consecutive Numbering: <input checked="" type="checkbox"/> Core Bundle: <input type="checkbox"/> Inserts Only: <input type="checkbox"/> Web Word CSV Page Map CSV	Complete Bundle (7.8 Mb) Bundle Index (60 Kb) 001 1-1 to 1-1 (10 Kb) 002 2-1 to 2-12 (370 Kb) 003 4-1 to 4-30 (1.0 Mb) 004 5-1 to 5-40 (7.2 Mb)	Send by Secure Email

## SEND THE BUNDLE VIA SECURE EMAIL

DCS offers the option of sending the PDF bundle via **Secure Mail**.

Click the **Send by Secure Mail** button to be taken to a new webpage where it explains how to send the full bundle by secure mail.

1. Enter the recipients email address and add a **Code Word**, if desired, for extra security.



*Please note the user must communicate the code word to the recipient externally to DCS.*

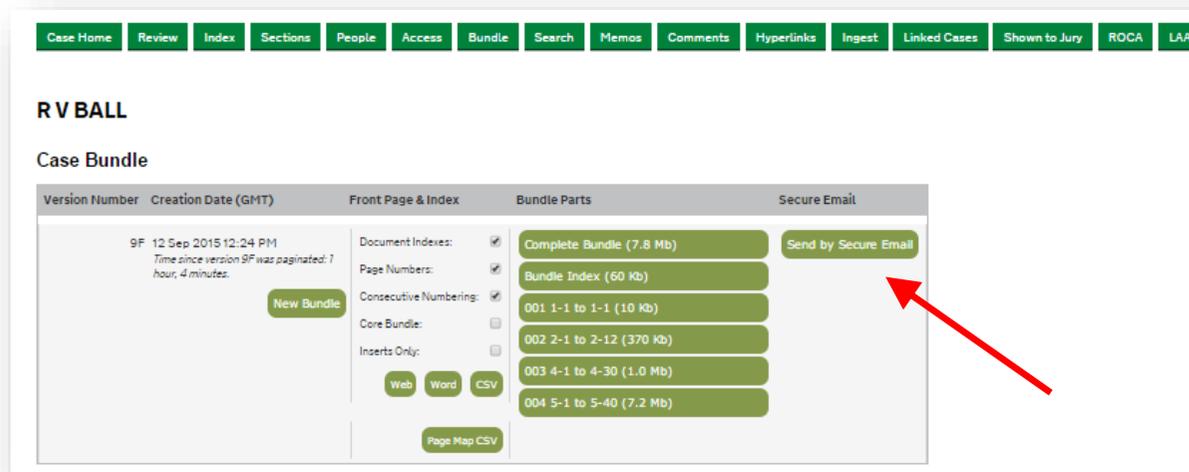
2. Type in email address.
3. Click the 'Send Full Bundle by Secure Email' button to send the bundle to the recipient

The recipient will receive two generated emails, each with instructions and a link. When the recipient has clicked on both links they will be given access to the bundle.

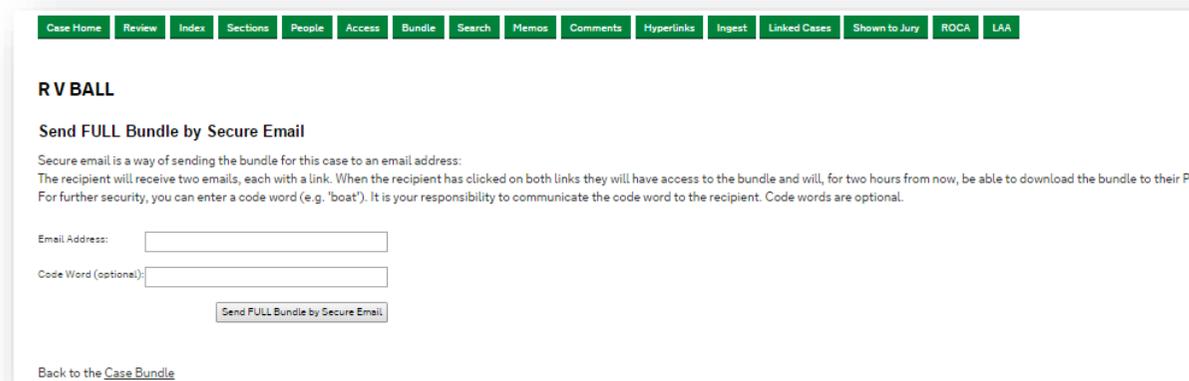


*They will only be granted a 2 hour window in which to access and download the bundle to their PC. The 2 hour window starts from the moment the emails are sent.*

*This 'time limit' feature has been setup for security reasons and to stop people gaining access to Case Files from links in old emails.*



The screenshot shows the 'Case Bundle' interface for 'RV BALL'. It features a navigation menu at the top with options like Case Home, Review, Index, Sections, People, Access, Bundle, Search, Memos, Comments, Hyperlinks, Ingest, Linked Cases, Shown to Jury, ROCA, and LAA. Below the navigation, the 'Case Bundle' section is displayed with a table of bundle parts. The table has columns for Version Number, Creation Date (GMT), Front Page & Index, Bundle Parts, and Secure Email. The 'Secure Email' column contains a 'Send by Secure Email' button, which is highlighted with a red arrow.



The screenshot shows the 'Send FULL Bundle by Secure Email' page. It includes instructions for sending the bundle via secure email, a form for entering the recipient's email address and an optional code word, and a 'Send FULL Bundle by Secure Email' button. The instructions state: 'Secure email is a way of sending the bundle for this case to an email address: The recipient will receive two emails, each with a link. When the recipient has clicked on both links they will have access to the bundle and will, for two hours from now, be able to download the bundle to their PC. For further security, you can enter a code word (e.g. 'boat'). It is your responsibility to communicate the code word to the recipient. Code words are optional.'

## DOWNLOAD SELECTED DOCUMENTS FROM THE VIEW DOCUMENTS SCREEN

Users can download multiple documents from a section, individually or in bulk, by going to **Sections>View Documents** on the corresponding section.

On this screen users can either:-

1. Download a paginated PDF version of an individual document by clicking on the page number button of that document.
2. Download a non-paginated PDF version of an individual document by clicking on the "PDF" button of that document.
- 3a. Selecting multiple individual documents by ticking on the Download Documents tick box or the tick box in the header to select all of the available documents, and
- 3b. Clicking on the "Download Selected Documents" to download a .zip folder with a paginated PDF version all of the selected documents included

**R V BALL**

Q: Applications

3b

[Upload Document\(s\)](#)
[Remove All Documents](#)
[Update All Documents](#)
[Download Selected Documents](#)
[Audit Trail](#)
[View Comments](#)

Q: Applications (Created by HMCTS Admin. 4 documents, 4 pages)

3a

Index	Name	Date	Bundle Number (4F)	Main Bundle Included-Inserted-Tabbed	Core Bundle Included-Inserted-Tabbed	Download Documents <input type="checkbox"/>	Defence Restrictions	
✓	<a href="#">Move</a> <a href="#">Remove</a> 0001: Application for bail - BALL	26 May 21	<a href="#">1: Q1</a> 1	Yes-No-No	No-No-No	<input type="checkbox"/>	<a href="#">Edit Access</a>	<a href="#">View</a> <a href="#">PDF</a>
✓	<a href="#">Move</a> <a href="#">Remove</a> 0002: Application to break fixture	26 May 21	<a href="#">2: Q2</a>	Yes-No-No	No-No-No	<input type="checkbox"/>	<a href="#">Edit Access</a>	<a href="#">View</a> <a href="#">PDF</a>
✓	<a href="#">Move</a> <a href="#">Remove</a> 0003: Application to introduce bad character	26 May 21	<a href="#">3: Q3</a>	Yes-No-No	No-No-No	<input type="checkbox"/>	<a href="#">Edit Access</a>	<a href="#">View</a> <a href="#">PDF</a>
✓	<a href="#">Move</a> <a href="#">Remove</a> 0004: Application to introduce hearsay evidence	26 May 21	<a href="#">4: Q4</a>	Yes-No-No	No-No-No	<input type="checkbox"/>	<a href="#">Edit Access</a>	<a href="#">View</a> <a href="#">PDF</a>

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