

NAVIGATE THE DIGITAL CASE FILE

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There are multiple ways you can navigate through the system.

REVIEW MODE

To navigate around the case in **Review** mode:

At the case home page, click on the **Review Evidence** button.

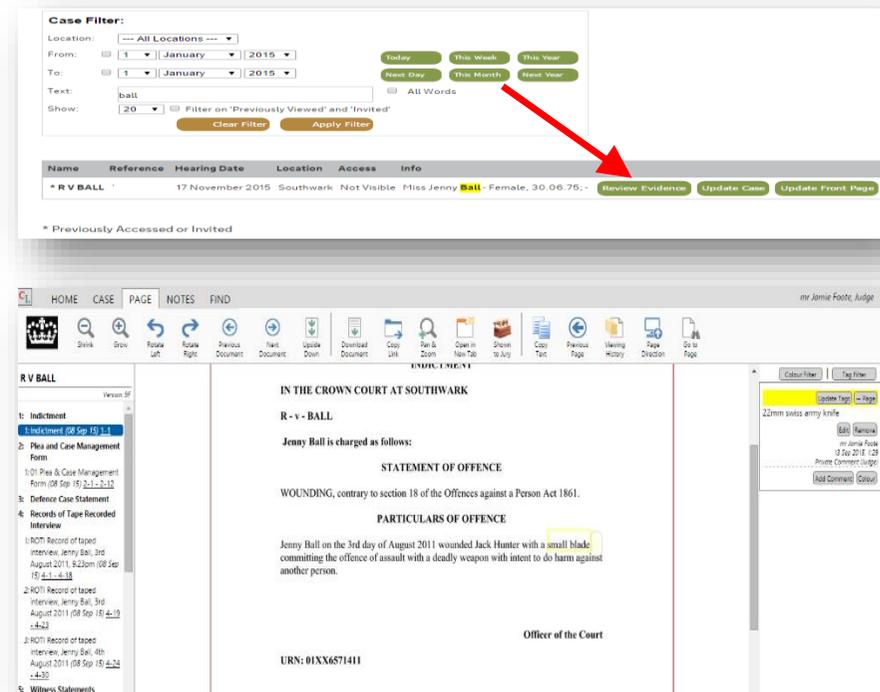
The case will open in a separate tab.

Arguably the main screen of the DCS where users can view evidence within the case.

At the top of the window are a series of tabs on a grey bar which open up the Ribbon containing a number of functions to help interact with the evidence bundle.

In the top right-hand corner is login name and an upwards pointing chevron. Click on the chevron to show or hide the ribbon:

- Showing the ribbon gives easy access to the CDS functions and buttons.
- Hiding the ribbon gives more space on-screen to review the evidence documents.



The screenshot shows the CaseLines interface. At the top, there is a 'Case Filter' section with dropdowns for Location, From, To, Text, and Show. Below this is a table with columns: Name, Reference, Hearing Date, Location, Access, Info. A row for 'R v BALL' is highlighted, with a red arrow pointing to the 'Review Evidence' button in the 'Info' column. Below the table, there is a ribbon with various icons for document management. The main content area shows the case details for 'R v - BALL', including the charge of 'WOUNDING, contrary to section 18 of the Offences against a Person Act 1861' and 'PARTICULARS OF OFFENCE'. The ribbon is visible on the right side of the screen.

NAVIGATE USING THE INDEX

The Index, located on the left hand side of the screen, shows all the different sections and documents within the evidence bundle.

Use the scroll bar to navigate up and down the Index.

Expand or hide documents within a section simply by clicking on the section header.

Shrink or expand the whole Index by going to the **Case** tab and clicking **Shrink Index** and **Expand Index**.

To hide or show the Index, un-tick or tick the **Show Index** box.

The central area of the screen is the viewing pane and allows users to view the content of the documents within the bundle.

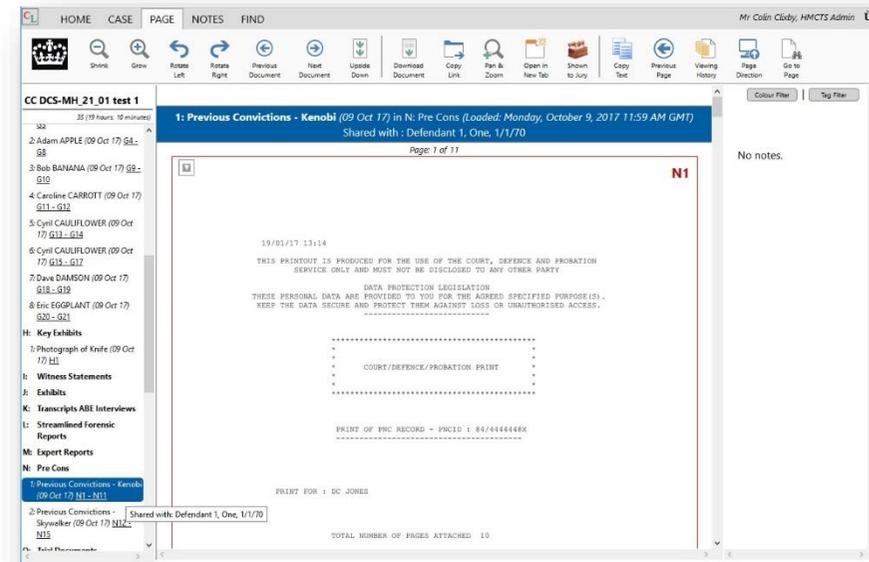
If the page you are viewing has defence access restrictions, these will be listed in the blue banner at the top of the document and in a tooltip when the mouse cursor is held over the index.

Users can scroll up and down a document using the scroll bar on the right-hand side of the pane.

To view another document within the bundle simply navigate to the document in the Index and click on it to view.

To view the previous page that you were viewing, click on the Find tab and then Previous Page.

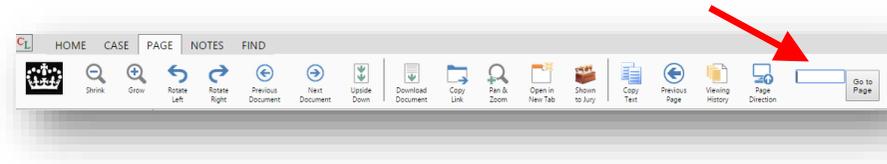
To view the next document or the previous document in the bundle index, go to the Page tab and click the corresponding button.



GO TO PAGE

To navigate directly to a specific page number, use the **Go to Page** button housed in both the **Page** tab and the **Find** tab.

Click on the **Go to Page** button and type in the number of the page you wish to go to.



VIEWING HISTORY

Click on **Viewing History** to access a list of the last twenty pages viewed within the evidence bundle.

A pop-up window appears. Click on any of the pages listed to be taken straight to that page.

