

# ADDITIONAL REVIEW TOOLS

## COPY LINK

You can use 'Copy Link' which takes a URL of the page and allows it to be pasted in a document to create an order of the pages or send to a colleague.



*Your colleague must be registered in DCS in order to be able to click on the link, login and go straight to the page. He or she must also have access to the case and be entitled to view the document under the system rules.*

Click the **Copy Link** button.

When pop-up window appears, select the text and press 'Ctrl+C' on your keyboard to copy the URL.

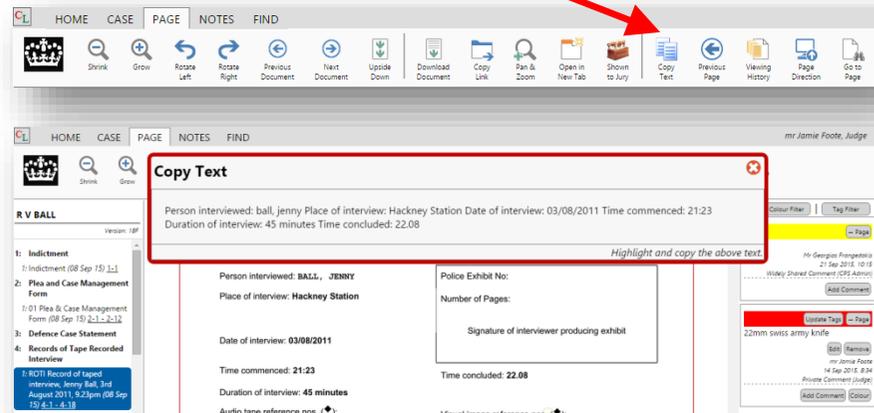


## COPY TEXT

Sometimes all the information on a given page may not be needed.

To copy part of the text and paste to another document or send to a colleague use the **Copy Text** function:

1. Click on a document within the case
2. Click 'Copy Text' button.
3. Drag cursor over the text to be copied.
4. Release the mouse button and a pop-up appears with the selected text.
5. Click 'Copy to Clipboard'.
6. Paste it to the required document (perhaps a Word document).



## SHOWN TO JURY (*REVIEW PANE*)

From the 'Page' tab is the functionality to mark and track whether a page has been shown to the Jury.

Primarily for the Clerk in the court to use.

To mark a page as having been shown to the Jury, click on the **Shown to Jury** button.

The icon will turn into a green tick, showing that the action has been recorded.



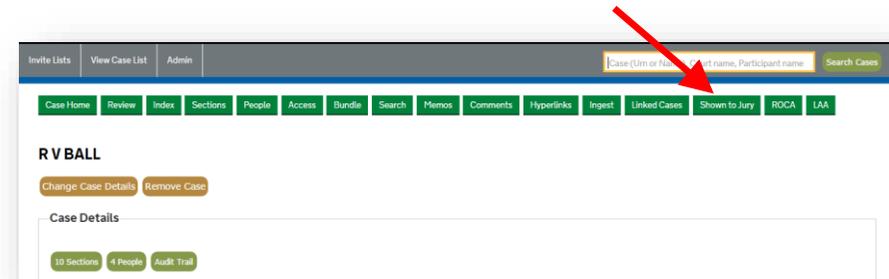
## SHOWN TO JURY (*TOP LEVEL*)

All the pages that have been shown to the Jury, along with the details of who performed the action and when, can be seen by going out of the 'Review' mode and back into the 'Case Home'.

Go to the **Home** tab and click **Case List**.

Find the Case and click **Update Case**.

Click on **Shown to Jury**.



## PLEA STAMP

A type of comment that can be added to a page is the **Plea Stamp**.

Generally used by Clerks in the courts to record case verdicts.



*When the stamp is used it does not automatically trigger any administrative actions to happen, it simply acts as a reminder of the plea, so that after court these details can be added to existing HMCTS systems.*

To use:

1. Go to **Notes** tab
2. Select the 'Plea Stamp' and then click on the page
3. Select one of the options including 'Not guilty' or 'Guilty'
4. The stamp appears on the page and a comment, with the plea, appears in the right-hand pane.



*Tip: Applying the plea stamp on the page directly to the defendant's surname, assists with clarity as to which defendant/count the stamp relates, especially on multi-handed cases.*

