

DIRECT THE COURT TO A PAGE

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DCS has the ability to direct the court to a specific page, so all parties can view the document being referenced.

The **Page Direction** button, once clicked, will send a pop-up message to everyone who has the case open in 'Review' mode and ask them if they wish to go to that page.

It works in real-time and live in the courts.



Users must be able to view the page to receive the page direction. If the page is in a restricted section to which the user does not have access, or in the case of a defence user, is a defence access restricted document to which access has not been granted to the defendant to which the user is associated, they will not receive the page direction.

PAGE DIRECTION

Go to page that is need to be displayed to the court.

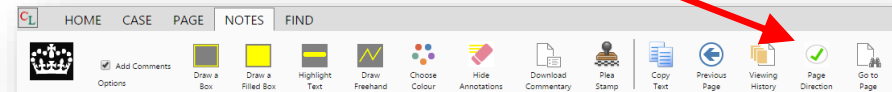
Click the **Page Direction** button.

A green tick will appear showing that the click was actioned.

All other users in the case will be prompted to be directed to a specific page. They can then accept or decline.

If they accept they are taken to that page.

To turn this feature off or be sent to a directed page automatically without receiving the pop-up message, go to the 'Case' tab.



OPEN IN A NEW TAB

Go to the **Page** tab and click **Open in New Tab**.

The case opens in a new tab allowing users to go back to the **Case** tab and change the **Page Direction** options.

The two tabs/windows can be positioned alongside each other, either on the same screen or on an extended desktop on a separate screen.

This allows for more flexibility around the bundle allowing users to search in one window whilst following the page direction in the other.

