

DOWNLOAD & UPLOAD DOCUMENTS FROM THE REVIEW PANE

DOWNLOAD AND UPLOAD DOCUMENTS

From the 'Review' screen you can download and upload documents from/to the Digital Case File.

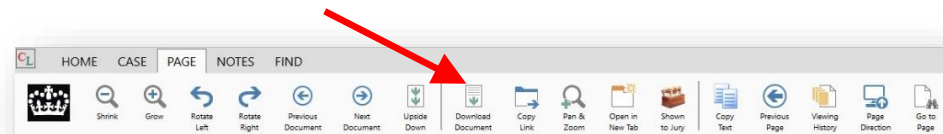
This is similar to downloading and uploading documents from the Digital Case File.

DOWNLOAD A DOCUMENT IN ITS ORIGINAL FORMAT

To download a document from the bundle in its original format:

- Navigate to the document.
- Go to the **Page** tab.
- Click the **Download Document** button.
- Choose either Open or Save

If saved, the document may now be viewed offline.



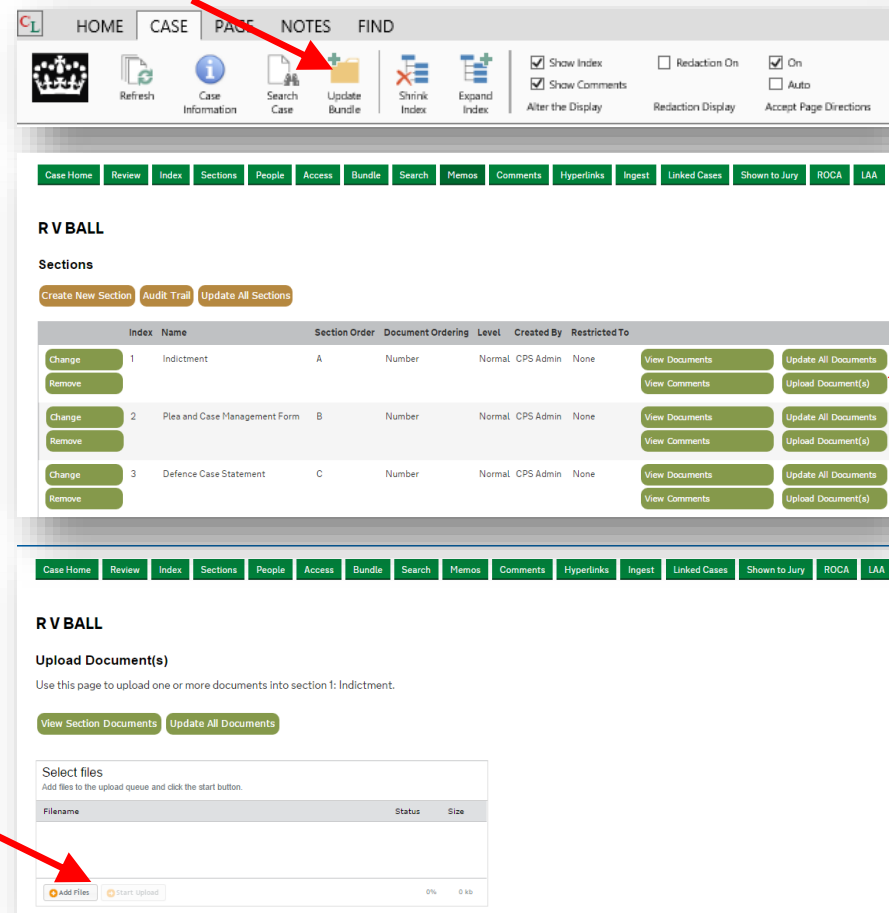
UPLOAD DOCUMENTS

To upload documents to the Digital Case File from the **Review** area:

- Go to the **Case** tab.
- Click **Update Bundle**.
- Choose the Section to add the document to that section.
 - Click on the **Upload Document(s)** button.
 - Find a document to upload and click **Open**.
 - Click **Add Files**.
- Click **Start Upload**.

Once the document has finished uploading, click **View Documents** to see the document you just uploaded.

Documents uploaded to sections with defence access restrictions (sections C, D, M, N, Q, T, U, V & PD) will require you to grant access to at least one defendant at the time of upload.



The screenshot shows the CaseLines interface. At the top, there are navigation tabs: HOME, CASE, PAGE, NOTES, FIND. Below these are icons for Refresh, Case Information, Search Case, Update Bundle, Shrink Index, and Expand Index. There are also checkboxes for Show Index, Show Comments, Redaction On, and Accept Page Directions.

The main content area shows the 'RV BALL' case. Under the 'Sections' heading, there are buttons for 'Create New Section', 'Audit Trail', and 'Update All Sections'. Below this is a table with columns: Index, Name, Section Order, Document Ordering, Level, Created By, and Restricted To. The table has three rows of sections:

Index	Name	Section Order	Document Ordering	Level	Created By	Restricted To
1	Indictment	A	Number	Normal	CPS Admin	None
2	Plea and Case Management Form	B	Number	Normal	CPS Admin	None
3	Defence Case Statement	C	Number	Normal	CPS Admin	None

Each row has 'Change' and 'Remove' buttons on the left, and 'View Documents', 'View Comments', 'Update All Documents', and 'Upload Document(s)' buttons on the right. A red arrow points to the 'Update Bundle' button in the top navigation bar, and another red arrow points to the 'Upload Document(s)' button in the table.

Below the table, there is a section titled 'Upload Document(s)' with the text: 'Use this page to upload one or more documents into section 1: Indictment.' There are buttons for 'View Section Documents' and 'Update All Documents'. Below this is a 'Select files' section with the text: 'Add files to the upload queue and click the start button.' There is a table with columns: Filename, Status, and Size. At the bottom, there are buttons for 'Add Files' and 'Start Upload'. A red arrow points to the 'Add Files' button.