

ROCA - RECORD OF CASE ACTIVITY

THE RECORD OF CASE ACTIVITY (ROCA)

The Record of Case Activity keeps a log of all user and document related activity within cases on the system.

i Only activity pertaining to documents the user is entitled to view is displayed. Document activity in other users' private sections will not be displayed. For defence users, document activity in sections with defence access restrictions (C, D, M, N, Q, T, U, V & PD) will only be displayed if access to those documents has been granted to the defendant to which you are assigned.

The record includes actions around creating, altering and removing documents. This includes uploading or removing documents, changing document details, creating or removing sections and setting access permissions to documents in sections with defence access restrictions (C, D, M, N, Q, T, U, V & PD).

The ROCA is split into 3 parts:

1. The **Record of User Activity**
2. The **Record of Document Activity**
3. The **Record of Document Activity (Restricted Section)**

HOW TO ACCESS THE ROCA

The ROCA can be accessed from the case home page by clicking on the green ROCA button



RECORD OF USER ACTIVITY

The Record of User Activity section records user access to a case.

It records:

- The users who have accessed the case (name and role type).
- The date and time of case access.

For users invited into the case via the People screen, the time listed is the time the invitation was sent.



For users having access by virtue of their role or defence solicitor email domain, the time listed is the time the user first accessed the case.

Record of Case Activity

CC DCS-MH_21_01 test 1

Record of User Activity

User	Usual Role	Case Role	Date	Time (GMT)
Mrs Sue Trainer19	Associate Prosecutor		Wednesday, October 25, 2017	2:31 PM
Mr Colin Trainer41	Outside Prosecuting Advocate	Outside Prosecuting Advocate	Wednesday, October 25, 2017	2:30 PM
Mr William Dyer	HMCTS Admin		Tuesday, October 24, 2017	9:05 AM
Mr Adam Trainer38	Probation Staff		Monday, October 9, 2017	10:45 AM
Mr Peter Trainer16	CPS Prosecutor		Monday, October 9, 2017	10:29 AM
Miss Kim Trainer11	CPS Administrator		Monday, October 9, 2017	10:24 AM
HHJ Alma Trainer27	Full Time Judge		Monday, October 9, 2017	10:18 AM
Mr Vincent Trainer22	Defence Advocate	Defence Advocate	Monday, October 9, 2017	9:49 AM
Miss Una Trainer21	Defence Advocate	Defence Advocate	Monday, October 9, 2017	9:49 AM
Mr Colin Clixby	HMCTS Admin		Monday, October 9, 2017	9:45 AM

RECORD OF DOCUMENT ACTIVITY

The Record of Document Activity section includes all activity in relation to documents in sections other than those sections with defence access restrictions (C, D, M, N, Q, T, U, V & PD).

It includes:

- New documents uploaded into the case
- Documents renamed
- Documents deleted
- Bundles sent from CMS

Only documents within sections that a user has access to will be shown



Any documents uploaded to DCS by the CPS using the CMS/DCS Two Way Interface will appear as being uploaded by "The Crown Prosecution Service" rather than a named individual.

Record of Document Activity

User	Action	Document	Date	Time (GMT)	Deleted
Mr Dan Hodges	Create	Section:PJ3 Index: PJ3 Name: Private Section - NG Appeals Date: 28 September 2017	Thursday, September 28, 2017	2:08 PM	No
Mr Dan Hodges	Create	Section:R Index: R Name: Witness Information Date: 28 September 2017	Thursday, September 28, 2017	2:08 PM	No
Mr Dan Hodges	Create	Section:Y Index: Y Name: Transcripts (Court Rulings) Date: 28 September 2017	Thursday, September 28, 2017	2:08 PM	No

RECORD OF DOCUMENT ACTIVITY (RESTRICTED SECTION)

Activity within one of the sections with defence access restrictions (C, D, M, N, Q, T, U, V & PD) will now be shown separately, with the section and related defendant highlighted in red.

Document activity will only be displayed for a particular document if access to that document has been granted to the defendant to which you are assigned.

User	Action	Document	Date	Defendants	Time (GMT)	Deleted
Mr Dan Hodges	Update	Section:N Index: 0001 Name: HODGES PRECONS Date: 28 September 2017	Friday, September 29, 2017	Hodges Dan	10:37 AM	No
Mr Dan Hodges	Create	Section:N Index: 0002 Name: PARKER PRECONS Date: 28 September 2017	Thursday, September 28, 2017	Parker Cornelia	2:12 PM	No
Mr Dan Hodges	Create	Section:N Index: 0001 Name: HODGES PRECONS Date: 28 September 2017	Thursday, September 28, 2017	Hodges Dan	2:11 PM	No
Mr Dan Hodges	Create	Section:PD Index: PD Name: Private Section - Defence Date: 28 September 2017	Thursday, September 28, 2017	Defence	2:08 PM	No