


LINK CASES

LINK CASES

DCS can link cases together. This allows for quick navigation between multiple cases using the **Linked Cases** screen. It also provides an option in the **Search** screen to search across the entire chain of linked cases in addition to the current case.

-  *The link function was previously used to chain together the various DCS cases required to set up a multi-handed case.*
With the Multi-Hander release of DCS, only one file is required making the link function redundant. It is still available for backwards compatibility.

LINKING CASES

Click on the **Linked Cases** button at the top to link another case.

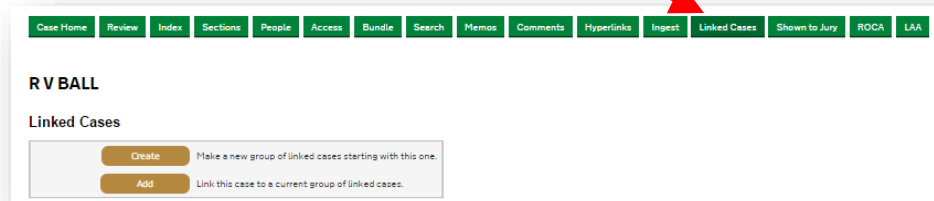
If the case has already been linked to other cases, they will also be listed.

If the case is not linked, either create a group of linked cases or link the case to an existing group of linked cases.

To create a new group of linked cases:

1. Click **Create**
2. Give the group an appropriate name.
3. Click 'Go'

The group has now been created.



To link a Case to a group:

1. Click **View Case List**
2. Click **Update Case** on one of the other cases in the list
3. Click **Linked Cases**
4. Click **Add**
5. When presented with a list of all **Linked Cases Groups**, choose the group to add the case to and click **Add to Group**.

To move from one linked case to another, go to the **Linked Cases** area and click **Go To Case**.

A Chris GORDON

Linked Cases

Create

Make a new group of linked cases starting with this one.

AW HMCTS Example	Add to Group	Add this case to AW HMCTS Example.
DGT HMCTS EXAMPLE	Add to Group	Add this case to DGT HMCTS EXAMPLE.
EFM Mock Group	Add to Group	Add this case to EFM Mock Group.
Fictional character	Add to Group	Add this case to Fictional character.
GH Group Example	Add to Group	Add this case to GH Group Example.
hmcts group a	Add to Group	Add this case to hmcts group a.
JW Example Group	Add to Group	Add this case to JW Example Group.
linked	Add to Group	Add this case to linked.
NM HMCTS Example Grp	Add to Group	Add this case to NM HMCTS Example Grp.
NMHMCTSexampleGroup	Add to Group	Add this case to NMHMCTSexampleGroup.
Operation Twix	Add to Group	Add this case to Operation Twix.
Redacted	Add to Group	Add this case to Redacted.
T20150001	Add to Group	Add this case to T20150001.
YMS HMCTS Example Gr	Add to Group	Add this case to YMS HMCTS Example Gr.

UNLINKING CASES

Click the **Unlink Case** button to unlink a case and remove from the group.

Once clicked, the case disappears from the group.

R V BALL

Linked Cases

This case is in the 'test' group of linked cases.

Name	Reference
R V BALL	Unlink Case Go To Case