SEARCH WITHIN A CASE

SEARCH WITHIN A CASE (TOP LEVEL)

When documents are ingested or uploaded into DCS all text within the documents is identified and captured allowing it to be searched on.

Typed text within scanned documents can be searched on too, as the system uses optical character recognition (OCR) to identify the text.

Please note that it is not possible to capture text within scanned hand written documents, and therefore these will be excluded from the search.
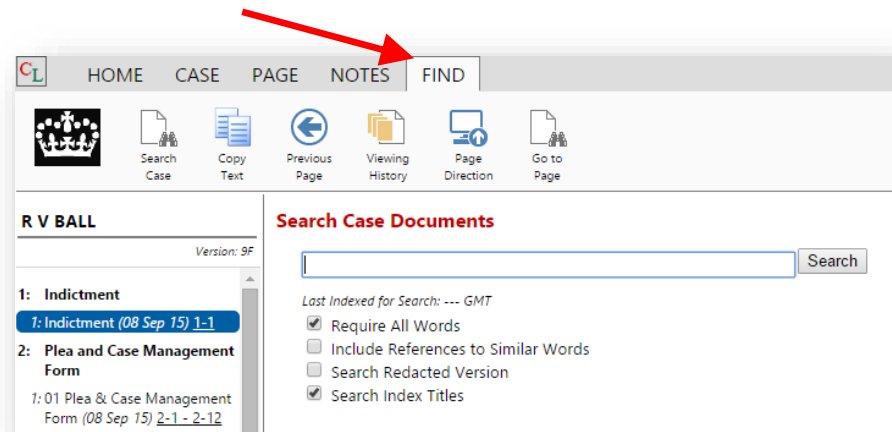
To perform a search within a Digital Case File, click on the **Find** button at the top.

Only documents that you are entitled to view will be returned in the search results.

Documents in restricted (private) sections to which you do not have access will not be returned.

In the case of defence users, documents in sections with defence access restrictions (C, D, M, N, Q, T, U, V & PD) will only be returned if access to those documents has been granted to the defendant to which you are assigned.

SEARCHING

To perform a search within a Digital Case File, click on the **Search** button at the top.

There are a series of tick boxes to help refine and expand your search.

Require All Words will search on all of the words, including the order they appear. This is the equivalent of adding speech marks around a group of words when searching for an exact phrase.

Include References to Similar Words is very useful if you wish to search for text within scanned documents, as sometimes if the quality of the scanned document is not very good, the optical character recognition may read the text inaccurately.

Search Redacted Version allows users to limit a search to text that has not been redacted (in case they are searching in front of people who should not see certain sensitive information).

Search Index Titles means the search will also extend to the index titles and document titles within the sections.

Search results are split into **Index Titles** and **Bundle Text**. To view the document, click on the underlined hyperlinked text.

The document opens in the **View Document** page.