





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.



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.

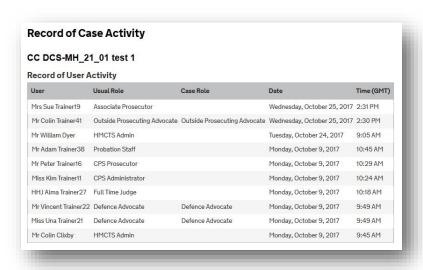
It records:

- 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 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.

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.

