

Crown Office and
Procurator Fiscal Service



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Secure Disclosure System

User Guide for Windows (Internet Explorer)

Version 2.0

Prepared for Crown Office and
Procurator Fiscal Service

by



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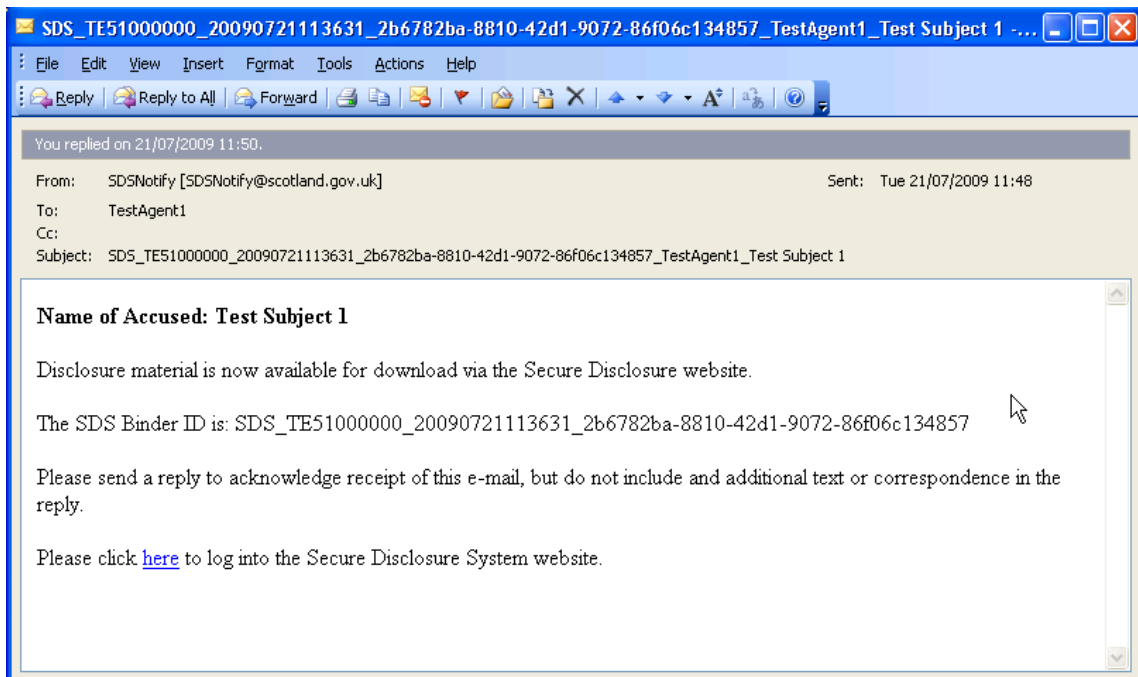
Contents

1	OPERATIONS	
1.1	Respond to Binder Availability Notification	3
1.2	Respond to Binder Availability Notification Reminder	4
1.3	Disclosure Website Operations	6
1.4	Login to Disclosure Website	6
1.5	Navigate Website	7
1.6	Home Page	7
1.7	View Announcement	8
1.8	View Event	8
1.8.1	View Events (Calendar Mode)	8
1.9	Download Binder	9
1.10	Help Page	10
1.11	Change User Password	10
1.12	Log out of Disclosure Website	11
2	TROUBLESHOOTING	
2.1	Error Messages and Description	

1.1 Respond to Binder Availability Notification

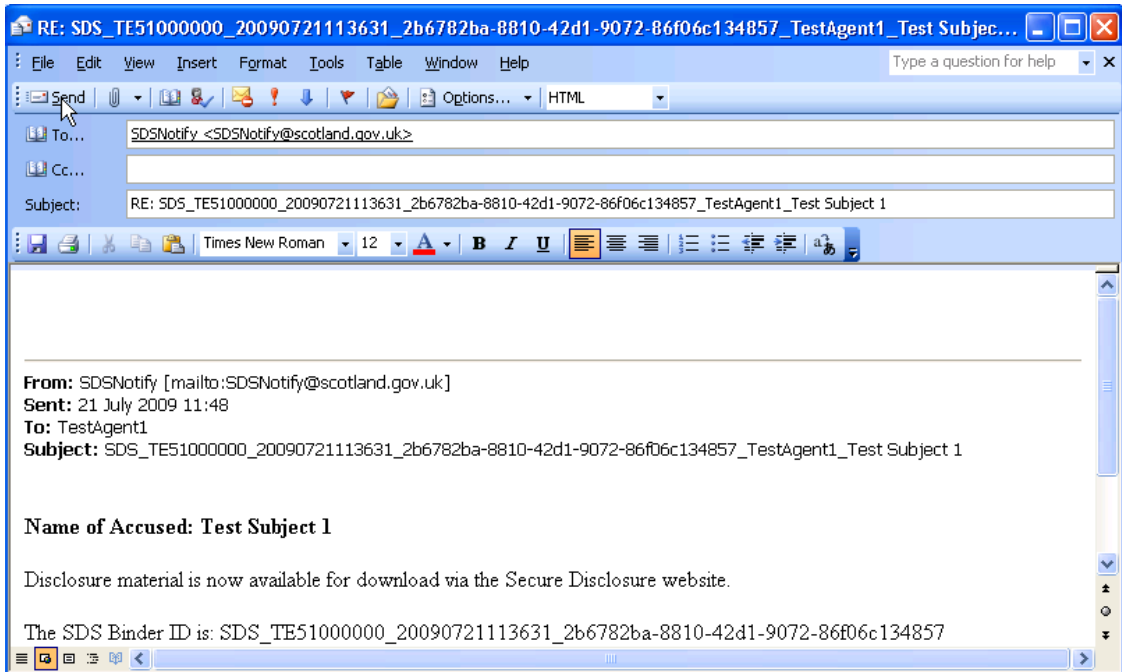
It is advised at this point to create a folder on your desk top to save all downloads from the website.

When a binder is available for download, a Binder Availability Notification email is sent to each Legal Agent associated with the Binder. The email format is shown below.



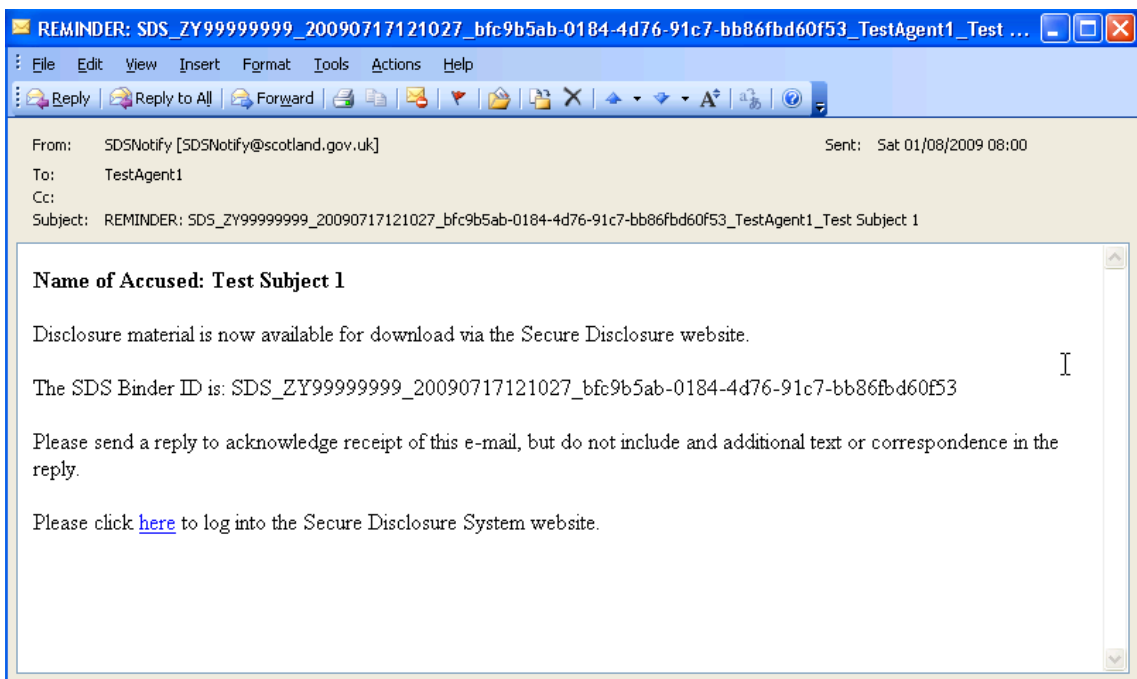
To acknowledge the notification email, you should simply reply to the email. There is no requirement to change any of the detail within the email, and the email subject should not be edited at all, as this may cause the system to reject the acknowledgement.

At this point you should copy the SDS Binder ID, this is required to access the binder.

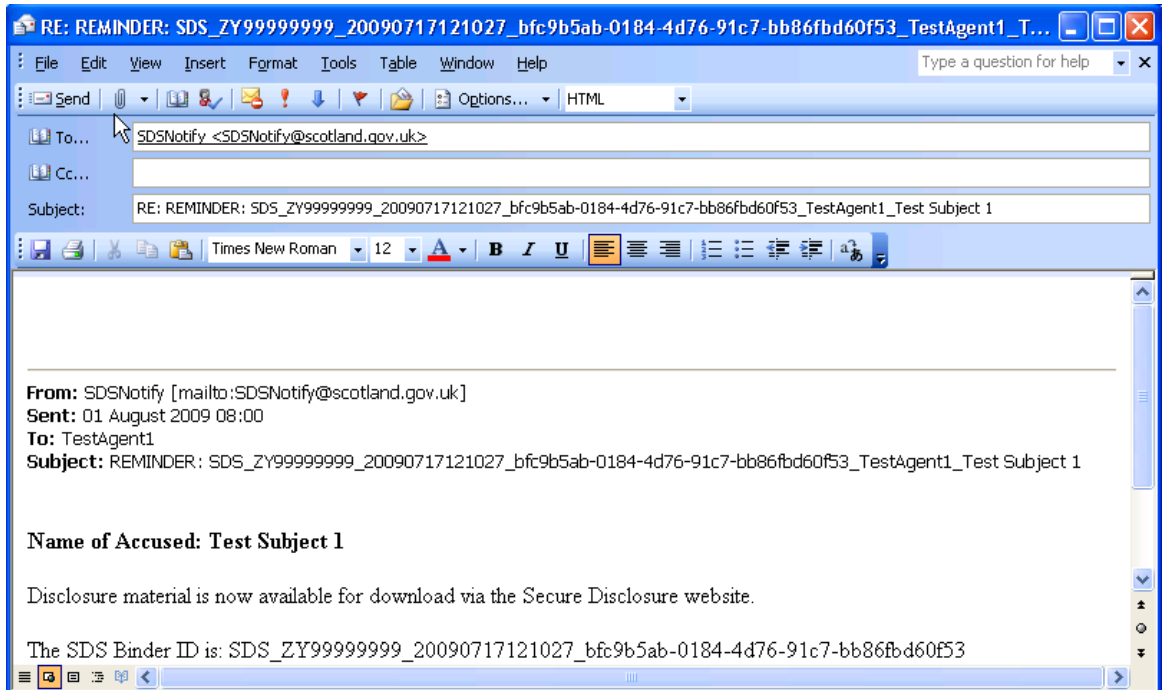


1.2 Respond to Binder Availability Notification Reminder

The Binder Availability Notification Reminder is sent to any Legal Agent who was previously sent a Notification email, but has not yet acknowledged this email or downloaded the Binder. The reminder is in a similar format to the original Notification email, and the process to acknowledge the email is identical.



To acknowledge the notification email, you should simply reply to the email. There is no need to change any of the detail within the email, and the email subject should not be edited at all, as this may cause the system to reject the acknowledgement.

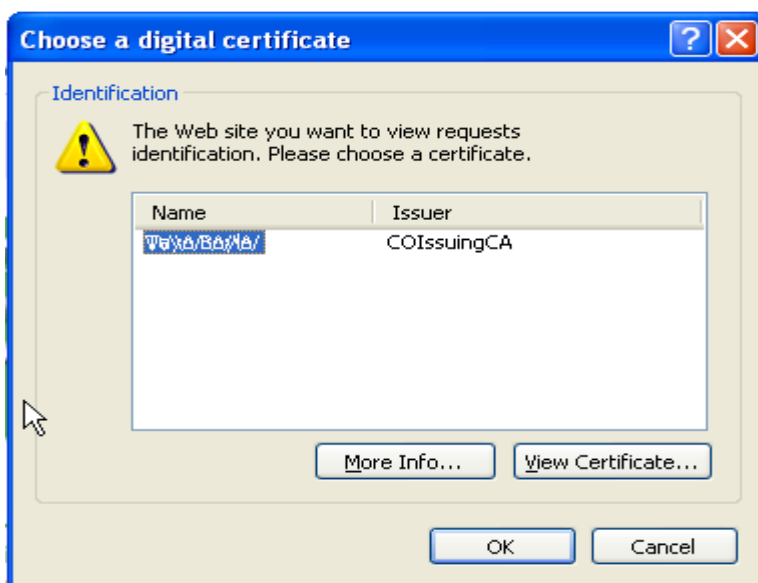


Disclosure Website Operations

1.3 Login to Disclosure Website

From your desktop system, open the local browser and enter <https://disclosure.copfs.gov.uk>. Alternatively, you can click on the [here](#) link within the Binder Availability notification e-mail.

You may be prompted to select a digital certificate. If so, on the **Choose a digital certificate** window, highlight the digital certificate that is assigned to you and click OK. If no digital certificate with your name appears in the list then your certificate has not been installed properly. Contact the COPFS Service Desk for assistance.



Enter the username and password of the account allocated to you by COPFS and click **Sign In**.

(The User name is the Law Society of Scotland ID and the Password is issued by COPFS and is saved on a spreadsheet on the installation pen drive.)

Sign In

User name: 0000012345

Password: ●●●●●●

Sign me in automatically

Sign In

1.5 Navigate Website

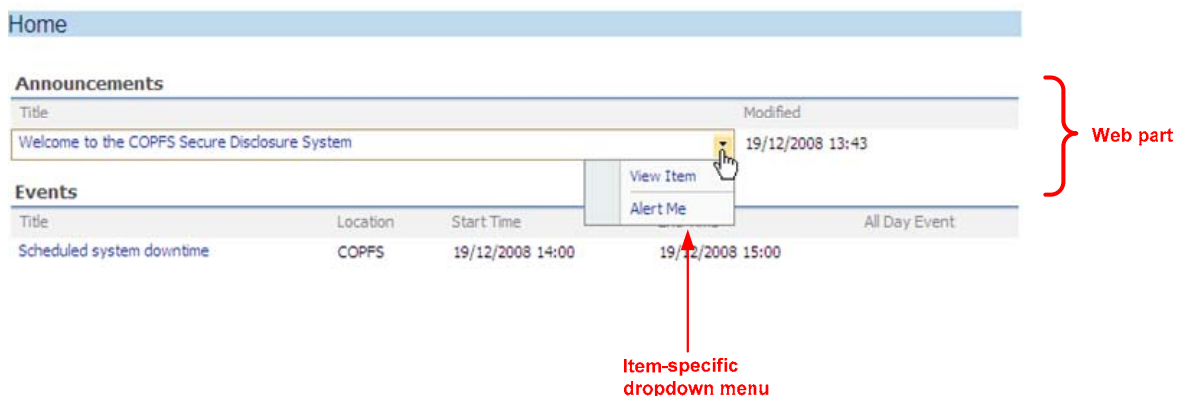
Use the top and left navigation menus to navigate through the various sections of the site.



1.6 Home Page

The Home page is presented when you log into the website. It can also be accessed by clicking on the **Home** link in the top and left navigation menus.

The Home page contains an **Announcements** list and an **Events** list (presented using *web parts*) – see below. These lists are used to provide information about important announcements or events regarding the disclosure website.



1.7 View Announcement

Click on the title and view the body of the announcement (where defined).

Click **Close** or the back button to return to the previous page.

1.8 View Event

Click on the title and view the event details.

Click **Close** or the back button to return to the previous page.

1.8.1 View Events (Calendar Mode)

- Click on the **Events** link to access the underlying list.

Select **Calendar** from *View* dropdown (top right).

Use the left and right arrow keys to navigate the calendar and use the on-screen icons to change the view to show days, weeks or months.

Click the appropriate hyperlink within the calendar to view the details of a particular event.

Use the navigation menus to return to the home page.

Events

New ▾ Actions ▾ Settings ▾ View: **Calendar** ▾

← → June 2008 Expand All Collapse All | Day Week **Month**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30 18:00 This is an event for test purposes	31 19:00 This is an event for test purposes	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

1.9 Download Binder

At this stage it would be advised to set up a folder for all downloads to be saved.

1. Click the **Download** link on the navigation menu to access the Download page. This page is used to download case binders that are associated with your unique website credentials.

2. Enter your **Password** and the **SDS Binder ID** identified in the original notification e-mail received from COPFS. To avoid typing errors, it is advisable to use the Windows *cut and paste* facility to enter the SDS Binder ID. Once this is complete, click the **Download** button.

(The User name is the Law Society of Scotland ID and the Password is issued by COPFS and is saved on the installation pen drive.)

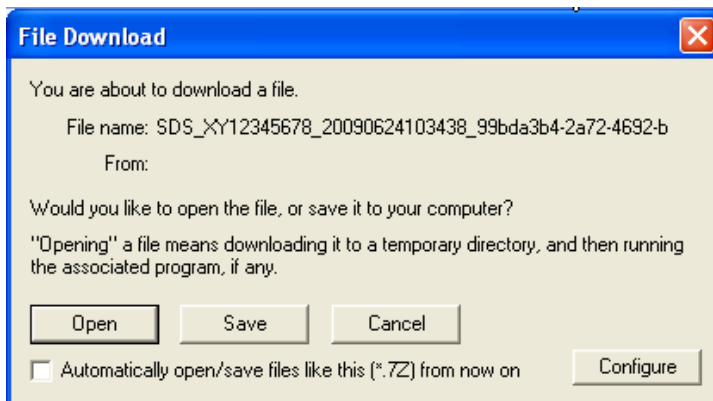
Download Case Binder

Username

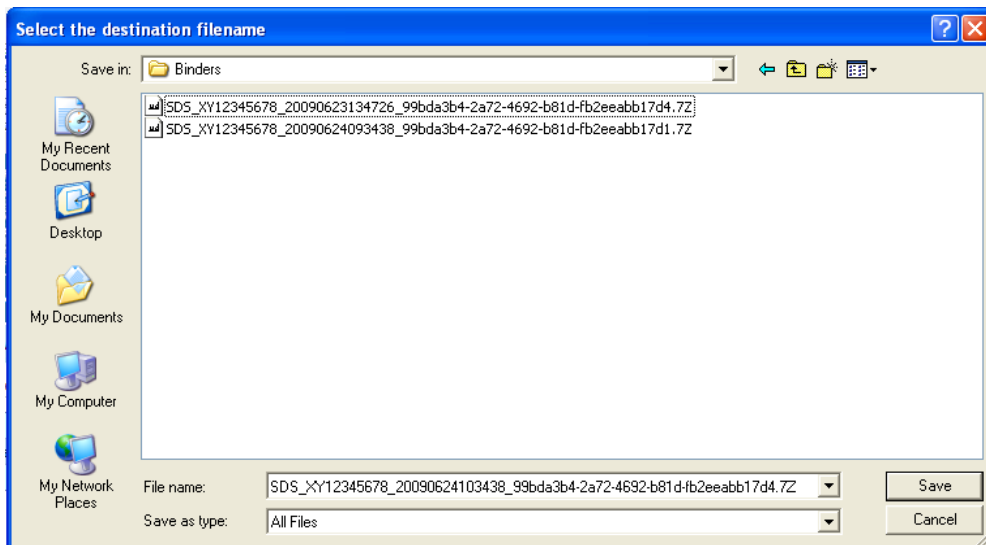
Password

SDS Binder ID

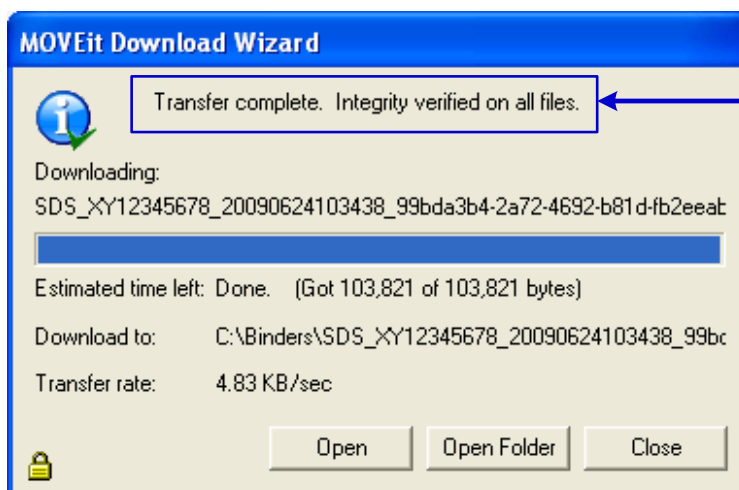
3. Wait for the **File Download** window to appear then click **Save** (and not Open).



4. Specify the directory in which you would like to save the binder and click **Save**.



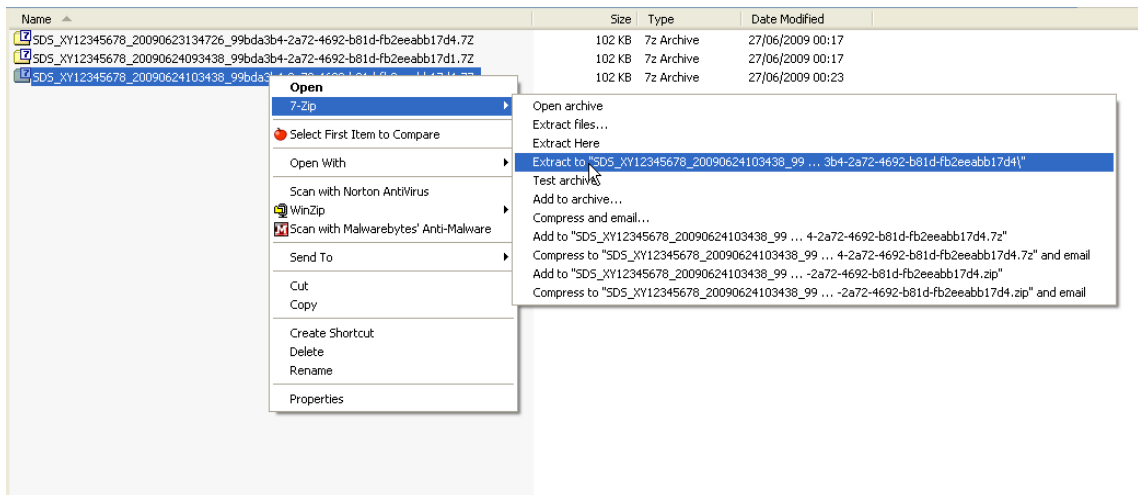
5. Wait for the download operation to complete. Note, if a previous download operation did not complete successfully (or aborted during the download) then the download facility may resume the original transfer.



This status indicates that the download operation has completed successfully

6. Click **Open** to open the binder archive file and access the contents. From this point, you can open the files directly or selectively extract one or more files.

7. To extract all files within the binder, click Open Folder. Locate the binder file, right click and select **7-zip** -> **Extract to** named folder created for disclosure website documents. This process will extract the content of binder archive to the folder created for the disclosure website documents.



1.10 Help Page

Click the **Help** link on the navigation menu to access the Help page. This page provides help and guidance for the SDS website. The Help page also uses a 3rd party web part that allows any user to change their website password.

1.11 Change User Password

Click **Help** then **Change Password** to access the password change facility.

Type in your current password in the **Old Password** field.

Type in your new password in the **New Password** field. The password must conform to the password policy.

Click **Change Password**.

The success or failure of the password change operation is displayed near the top of the web part (see below).

Password change status text
(green = success, red = error)

Password Reset

Your password has been changed successfully. Please close your browser and login with the new credentials.

Domain:

Account: 

Old Password:

New Password:

Retype New Password:

Password Policy

Your password must meet the following minimum requirements:
Not contain your account name or parts of your full name that exceed two consecutive characters.

- Be at least eight characters in length
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

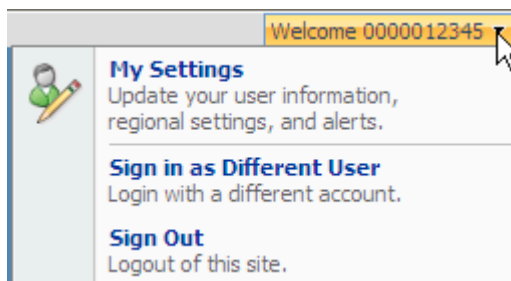
0000012345's password never expires

Indication of when your password will expire

Password must comply with these rules which are mandated by COPFS ISD

1.12 Log out of Disclosure Website

Click the dropdown box (which displays your username) in the top-right hand corner of the display and select **Sign Out**.



2 TROUBLESHOOTING

2.1 Error Messages and Description

The following error messages may be displayed during binder download operations.

Error Message	Description
The Binder ID is not the correct format.	You have entered an invalid Binder ID
A Password and Binder ID must be entered.	You have not entered a password and/or a Binder ID
Access to the specified Binder is denied. If you have already successfully downloaded this Binder, then this operation may not be repeated. If the Binder has not already been downloaded, then you may not have permissions, or it has expired. If you feel this is a genuine error, please contact the COPFS Service Desk.	<p>This error is displayed when one of the following conditions occur:</p> <ul style="list-style-type: none"> • You have already downloaded the binder, and download permissions have been revoked • The binder has expired • You have not been granted access to the binder • You have entered a correctly formatted, but invalid BinderID
The specified Binder cannot be downloaded. Binder content is missing. Please contact the COPFS Service Desk.	This error occurs if the folder in the secure SDS File Vault does not contain a file for download.
The specified Binder cannot be downloaded. Binder repository contains multiple files. Please contact the COPFS Service Desk.	This error occurs if the folder in the secure SDS File Vault contains multiple files (it should only contain a single file in the 7-zip format).
The Legal Rep ID and / or Password are not recognised”.	This is displayed in the situation where you have entered an SDS Binder ID and a Password in the correct format, but either your current username (Legal Rep ID) or password is incorrect or invalid
The specified Binder cannot be downloaded due to an unexpected error. Please contact the COPFS Service Desk.	This is a catch-all condition for any other exception that may occur. This should be escalated to COPFS Service Desk.