
Crown Office and
Procurator Fiscal Service



Crown Office and Procurator Fiscal Service
Secure Disclosure System
Installation Guide for Windows (Internet Explorer)

Version 3.0

Prepared for Crown Office and
Procurator Fiscal Service

by



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INTRODUCTION

1.1 Purpose

This document is the installation and user guide for the Secure Disclosure System (SDS) on a PC equipped with Microsoft Windows.

1.2 Audience

This document is for the attention of all legal representatives who require to use the system from a PC equipped with Microsoft Windows.

1.3 Abbreviations and Acronyms

The following table lists the abbreviations and acronyms used within this document.

Acronym	Definition
COPFS	Crown Office and Procurator Fiscal Service
DA	Defence Agent
HTTPS	Hypertext Transfer Protocol over Secure Sockets Layer
SDS	Secure Disclosure System
URL	Uniform Resource Locator
PDF	Portable Document Format

2 INSTALLATION PROCEDURE

2.1. Overview

This section describes the steps required to install and configure access to the Secure Disclosure System.

2.2. Prerequisites

a) A standard Windows PC with:

- Windows XP SP2+
- Internet Explorer v6.0+
- A PDF reader such as Adobe Acrobat Reader
- Internet access

b) The COPFS SDS installation media and a client digital certificate (with associated username and password) issued by COPFS.

2.3. Setup Instructions

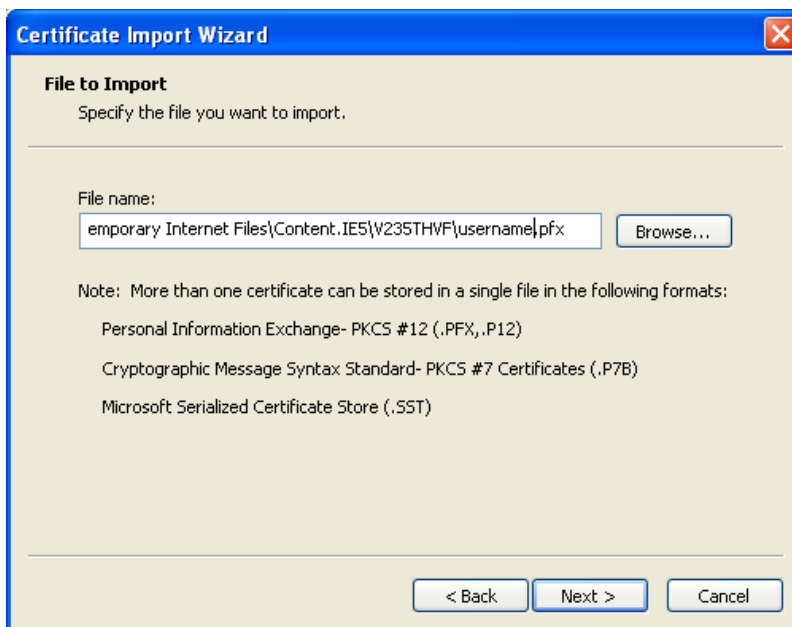
2.3.1. Register Client Certificate

To **connect** to the SDS website, you must be issued with a valid client digital certificate from COPFS and the certificate must be installed on your local PC. Once the certificate has been received, observe the following procedure/

- Double click the certificate file (<username>.pfx) and, if prompted, select **Open** to open the file.
- Wait for the **Certificate Import Wizard** to appear and click Next.



- On the **File To Import** screen, leave the default value and click Next.



- On the **Password** screen, enter the Password provided by COPFS (this is enclosed in a word documents on the pendrive), or leave blank if no password has been provided. (In Windows Vista and Windows 7 leave the option "Include all extended properties" ticked.)



- On the **Certificate Store** screen, select the option **Automatically select the certificate store based on the type of certificate** and click Next.
- On the summary screen, click **Finish**.
- The Import Wizard should report that the import was successful.

2.3.2. Install 7-Zip (Pen drive)

Double Click on My Computer

Double Click the Removable Disk E (or whichever drive the pendrive is dependant on your PC)

Open the SDS Installation Files folder by double clicking it

Double Click on the 7zip folder

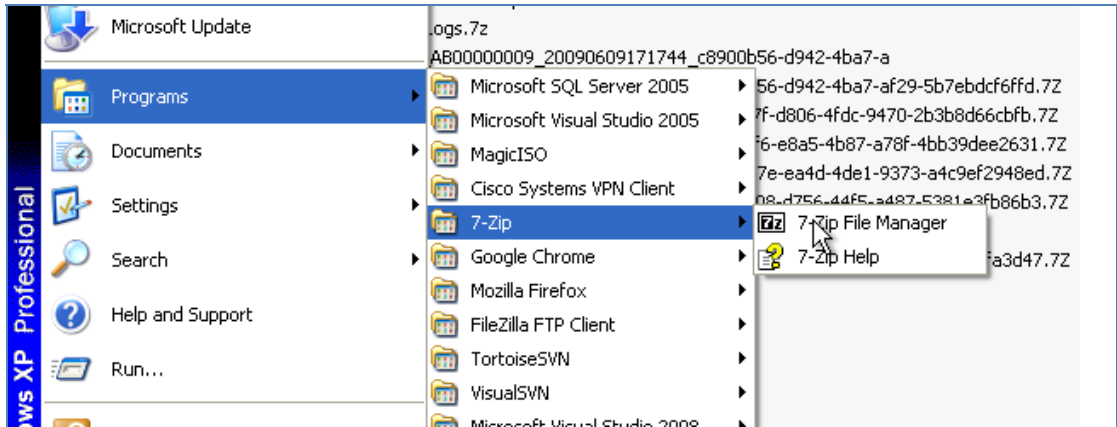
Double click the **7z.exe** file

Now click Install.

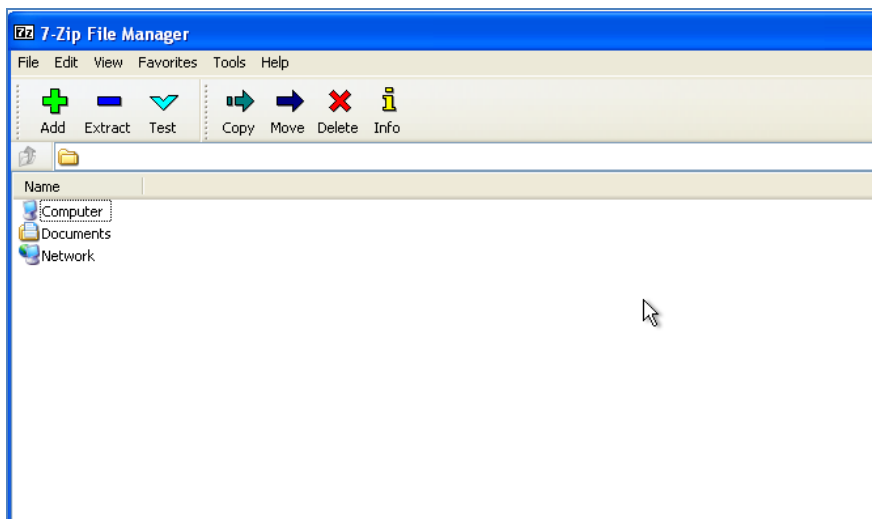
Click Finish to close the wizard.

2.3.3. Associate 7z files with 7-Zip File Manager

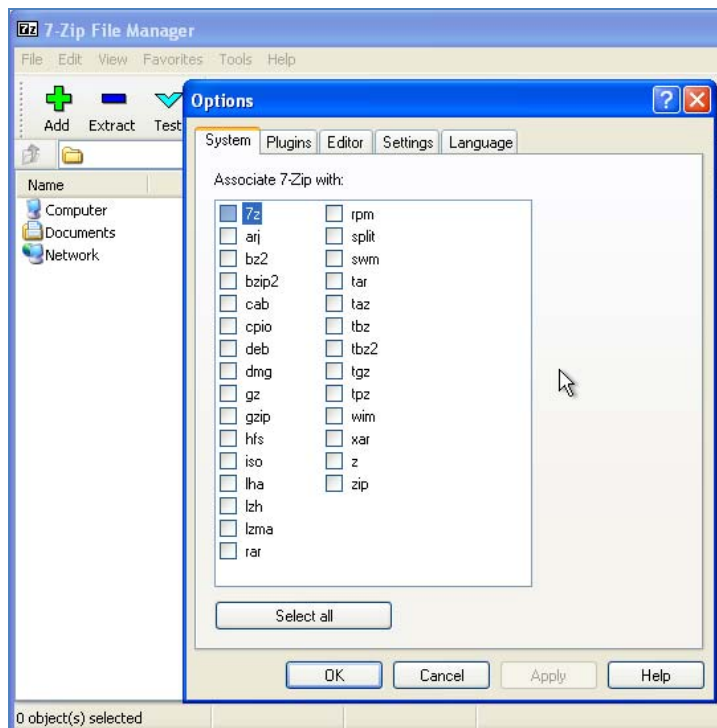
From the Start Menu, select Programs -> 7-Zip -> 7-Zip File Manager



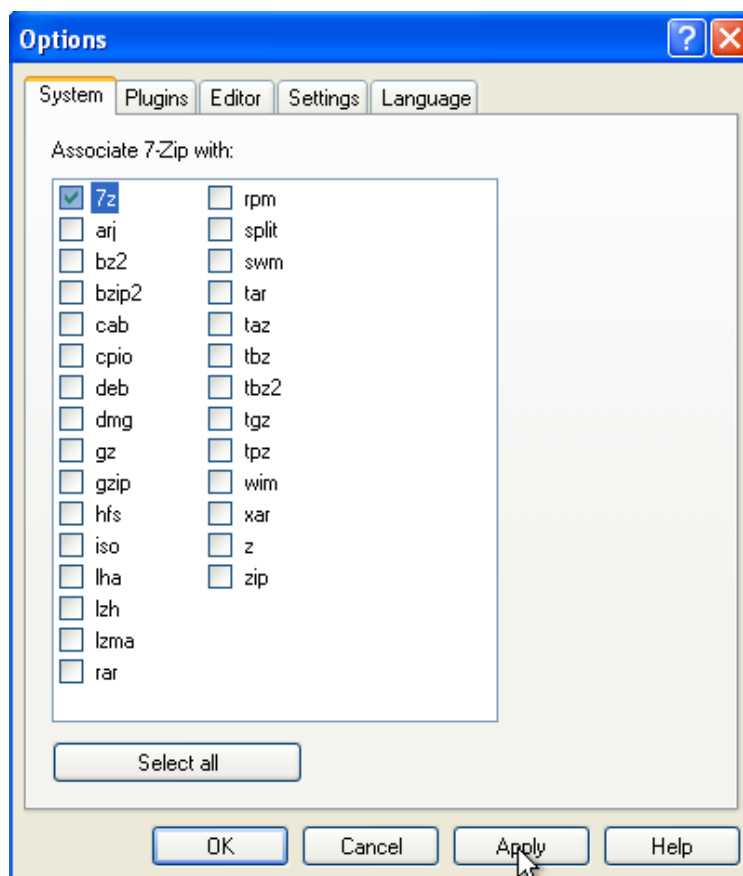
The File Manager will open, as shown below.



Select Tools -> Options.



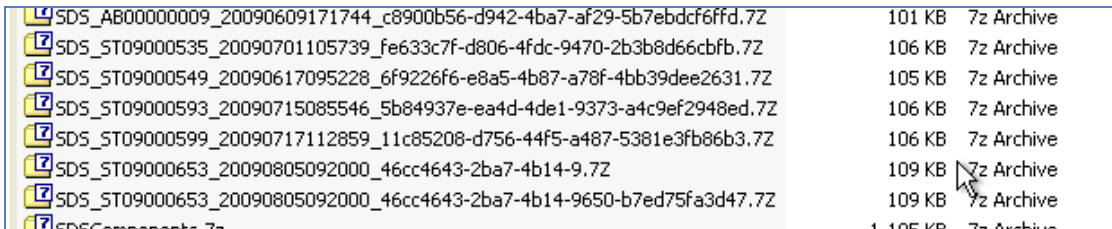
In the System tab, select the 7z checkbox and press Apply, then OK.



Select File->Exit to close the 7-Zip File Manager.

Please note that any existing zip files should now have changed to the new programme and you should see the following screen.

In Windows Explorer, the icon for 7Z files should have now changed. This shows that the 7Z files are now associated with the 7-Zip File Manager.



SDS_AB00000009_20090609171744_c8900b56-d942-4ba7-af29-5b7ebdcf6ffd.7Z	101 KB	7z Archive
SDS_ST09000535_20090701105739_fe633c7f-d806-4fdc-9470-2b3b8d66cbfb.7Z	106 KB	7z Archive
SDS_ST09000549_20090617095228_6f9226f6-e8a5-4b87-a78f-4bb39dee2631.7Z	105 KB	7z Archive
SDS_ST09000593_20090715085546_5b84937e-ea4d-4de1-9373-a4c9ef2948ed.7Z	106 KB	7z Archive
SDS_ST09000599_20090717112859_11c85208-d756-44f5-a487-5381e3fb86b3.7Z	106 KB	7z Archive
SDS_ST09000653_20090805092000_46cc4643-2ba7-4b14-9.7Z	109 KB	7z Archive
SDS_ST09000653_20090805092000_46cc4643-2ba7-4b14-9650-b7ed75fa3d47.7Z	109 KB	7z Archive
SDSComponents.7z	1.185 KB	7z Archive

2.3.4. Install MOVEit Wizard Client (Pen drive)

Return to the open pendrive folder

Select 'up' or 'back' to return to SDS Installation Files folder on the pendrive

Double click on ActiveX folder

Double-click **DMZWiz_ActiveX_65.msi**

If prompted, click Run

On the Welcome screen, click Next

Select the "Everyone" option and click Next

Click Next to begin the installation

Wait for the installation to complete and click Close

2.3.5. Configure Internet Explorer

Activate Internet Explorer.

1. Enable SSL and TLS

Select Tools -> Internet Options -> Advanced and tick **Use SSL 3.0** and **Use TLS 1.0** in the Settings list. Click Apply. Click OK.

2. Add COPFS website as trusted site in the Internet zone.

Select Tools -> Internet Options -> Security -> Trusted Sites and click the Site button.

In the “Add this website to the zone” field, type in <https://disclosure.copfs.gov.uk> and click Add. Ensure that the “Require server verification (https:) for all sites in the zone” is ticked. Click on close.

Click OK to close the Trusted Sites window.

Click OK to close the Internet Options window.

2.3.6. Install a PDF Reader

If not already available on the local PC, download and install a suitable PDF reader. Note, the PDF outputs from SDS have been tested against Adobe Acrobat Reader which can be obtained from <http://get.adobe.com/reader>

2.3.7. Log into SDS Website and Perform a Test Download

Open the browser and navigate to <https://disclosure.copfs.gov.uk>

If prompted, select the COPFS certificate that was issued to you.

Log in to the website using your pre-supplied username and password and follow the procedure to download and open the following test SDS Binder ID. For reference, see the *Download Binder* section later in this document. To avoid typing errors, it is advisable to use a *cut and paste* operation to enter the SDS Binder ID shown above.

[SDS_XX12345678_20100123456789_abcd1234-1234-4567-a1b2-abcde0123456](#)

Note, when the first download is initiated, the browser may prompt about the execution of the MOVEit Wizard Active X control. If prompted, allow the Active X control to run.