Scottish Courts and Tribunals Service

Process for Lodging Productions using Objective Connect

within ASSPIC

Contents

1. Introduction

Objective Connect is a collaboration tool used by SCTS to help external users share digital productions with other parties. This document is a guide for parties in a case on how to use Objective Connect, covering joining a Workspace, navigation, and managing documents.

2. Workspaces

Once defences have been processed through ICMS, a Workspace shall be created in Objective Connect by Sheriff Court staff to allow parties in the process to lodge productions in a digital format.

Parties will receive an e-mail inviting them to join the Workspace:
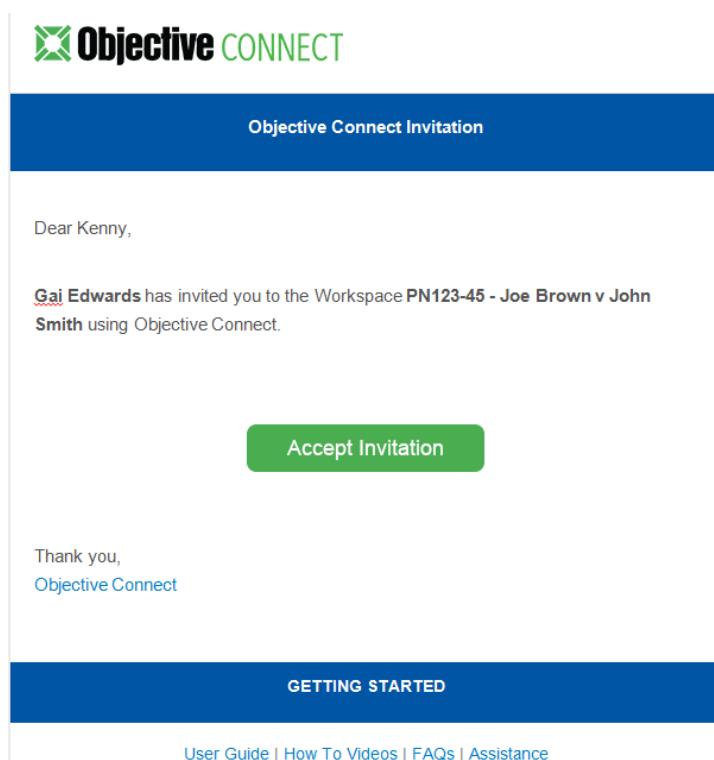

3. Navigation

On accepting the invitation, if you do not already have an Objective Connect account you must set a password. If you already have an account, you can log in directly. You will then see all the Workspaces in which you are a participant, and can search for specific cases using the case name or reference number.

Getting Started

Once you have logged into Objective Connect, you will see the list of secure Workspaces, you have access to.

On this initial page you can:

1. **View all of the secure Workspaces**, that you have created or been invited to.

2. Click on the Workspace name to **view the contents** of that Workspace.

3. Click the filter icon to **filter and search** the Workspaces that you have been invited to.
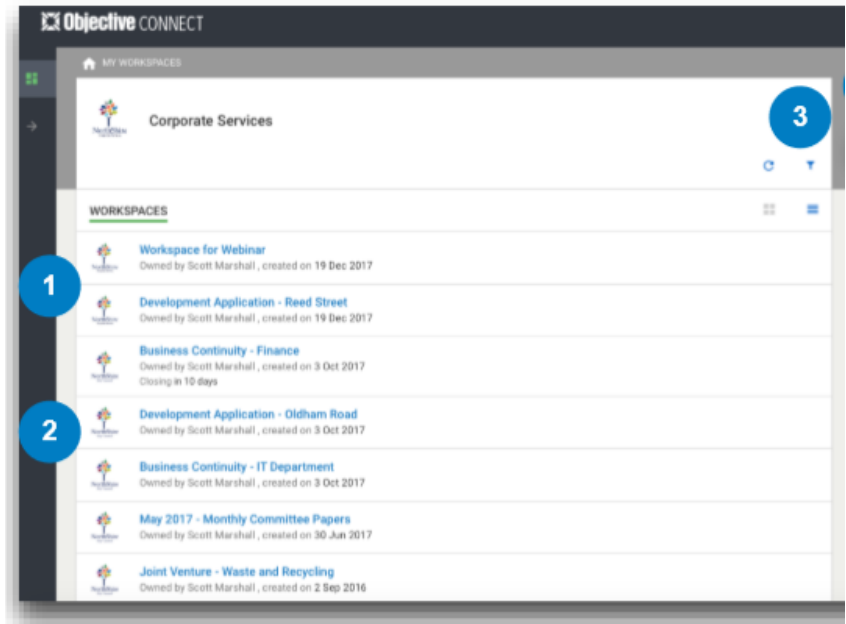
3.1 Two-step Verification

Two-step verification is enabled on all workspaces. When you select a Workspace, the following dialogue box will appear, and a secure access code is emailed to you. Submit the code to continue.
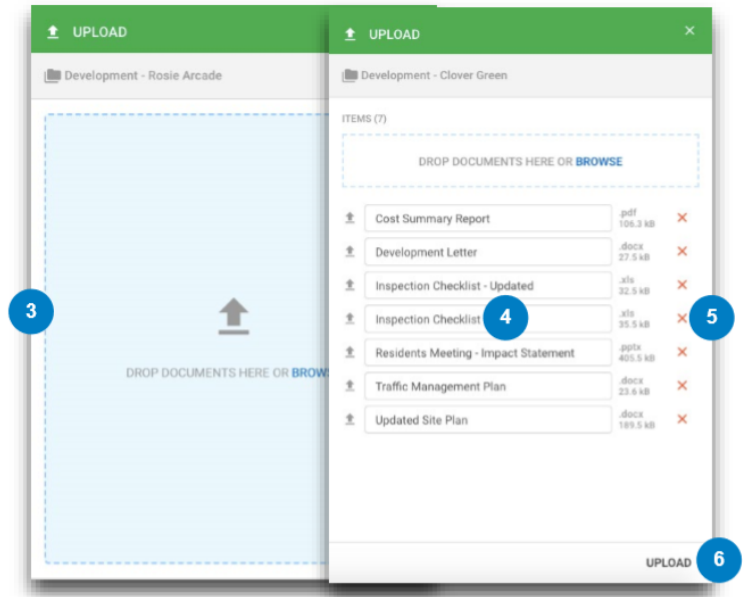

4. Managing Documents

Participants in a workspace may (depending on their individual permissions) add, preview, download and search documents.

Adding Documents

To add documents to a workspace:

1. Click the green **+ icon**.

2. Select the '**Add Document**' document icon.

3. Either **drag and drop** your document into the space provided or use the document picker to add a document.

4. The files you have selected will be listed in the blade. Files can be **renamed** before uploading to Connect

5. Use the 'X' icon to **remove** any documents that you do not wish to upload.

6. Click **upload**.

You will now see the upload progress of each document in the blade. For large files that take longer to upload, you can leave the blade open and navigate away to other locations in Connect.

Documents that have been added can be previewed on screen, without first being downloaded:
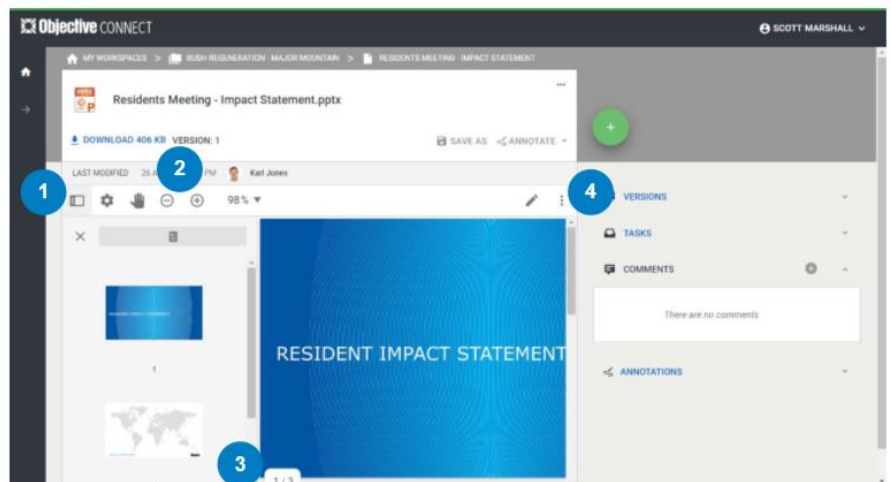
Previewing Documents

Certain file types can be previewed without the need to download the file. File types that can be previewed include:

- PDF
- Microsoft Office files including .dcc, .docx, .xls, .xlsx, .ppt and .pptx
- Images files including .jpg, .png and .bmp
- Audio files including .mp3 and .m4a
- Video files including mov and .wmv.

To preview a document, click the name of the document. A new page will be launched with document preview:

1. View thumbnails of pages.
2. **Zoom** in and out.
3. Skip to specific page numbers.
4. View **full screen** mode.

Parties also have the option to download each set of productions by following the 'Downloading Documents' guidance below.

Downloading Documents

To download a document, click on the Workspace name containing the document you wish to download:

1. Locate the document.
2. Click the **... menu** and select **Download**.

The document will be available in the downloads section of your computer downloads.
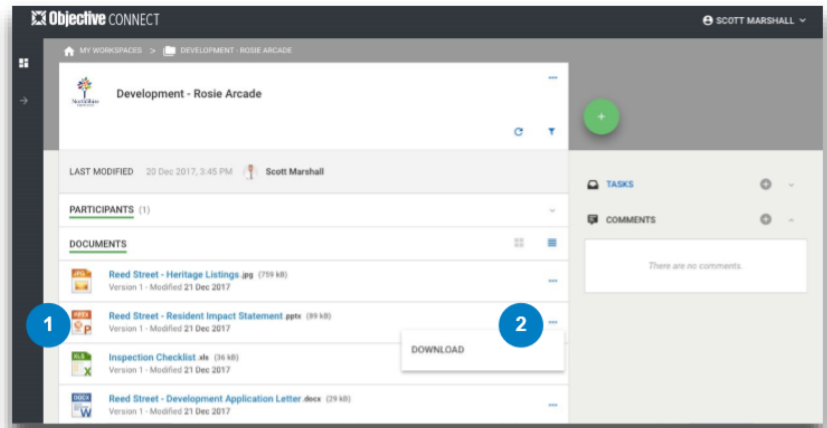
Searching Documents

To search for a document, use the Filter option:

3. Click on the Filter icon.
4. To **filter by name**, insert the name in the Filter by Name box.
5. Select the criteria to **sort documents** by: Name, Modified Date and Size.
6. Click on **Apply Changes**.
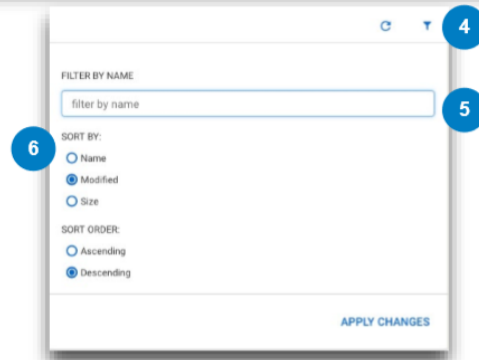
5. Workspace Closure

Following completion of a case, the relevant Workspace will be closed – this will permanently and automatically delete all documents in the Workspace. Agents will be notified of the closure ahead of time, allowing time to access and download files contained in the Workspace if required.

6. Document History

Version	Date	Author	Comments
2.0	23/11/2020	Camilla Thoresen	Updated version of a document prepared ahead of pilot commencement in 2018. Information on two-step verification added. Screenshots updated where required. Section 5. Workspace Closure added. Reviewed and approved by Elaine Wilson and Fiona Pryke.