

Scottish Courts and Tribunals Service



Process for Submitting Large Files Using Objective Connect

Within the Court of Session General Department

Contents

| | |
|---------------------------------|---|
| 1. Introduction | 2 |
| 2. Joining a Workspace | 2 |
| 3. Navigation | 3 |
| 3.1 Two-step Verification | 4 |
| 4. Managing Documents | 4 |
| 5. Workspace Closure | 6 |

1. Introduction

Objective Connect is a collaboration tool used by Scottish Courts and Tribunals Service (SCTS) to help external users share digital documents with other parties. Information on Objective Connect is available here: <https://www.objective.co.uk/products/objective-connect>

SCTS is not able to accept emails the total size of which exceeds 20MB. Therefore documents which would result in the total size of an email exceeding 20MB should be lodged in digital format via Objective Connect. Court users can access Objective Connect via a web browser so no additional software is required.

This is a guide for parties in Court of Session cases on how to use Objective Connect. This guidance covers joining a Workspace, navigation and managing documents.

2. Joining a Workspace

Parties shall intimate by email to the appropriate department that they wish to use Objective Connect to lodge documents in excess of the 20MB email size limit. A Workspace shall then be created in Objective Connect to allow parties to lodge the documents in a digital format.

Where large productions are lodged on Objective Connect all parties who have entered process in the action can be added to the Workspace on request to enable them to access the productions. Once an inventory of productions has been intimated parties wishing to access the productions should email a request to the appropriate department.

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

Objective Connect Invitation

Dear Kenny,

Gai Edwards has invited you to the Workspace **PN123-45 - Joe Brown v John Smith** using Objective Connect.

Accept Invitation

Thank you,
Objective Connect

GETTING STARTED

[User Guide](#) | [How To Videos](#) | [FAQs](#) | [Assistance](#)

3. Navigation

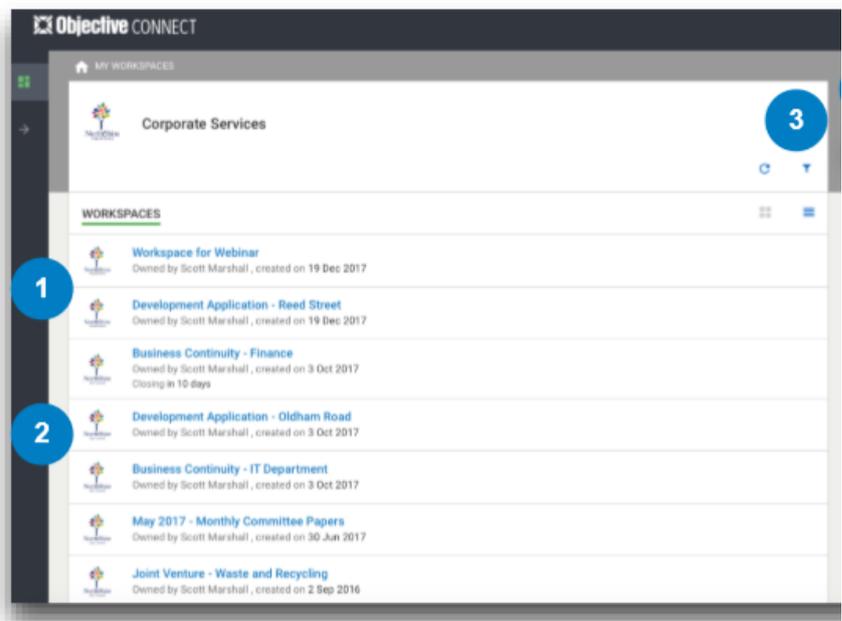
On accepting the invitation, if you do not already have an Objective Connect account you must set a password. If you already have an account, you can log in directly. You will then see all the Workspaces in which you are a participant, and can search for specific cases using the case name or reference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

Getting Started

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

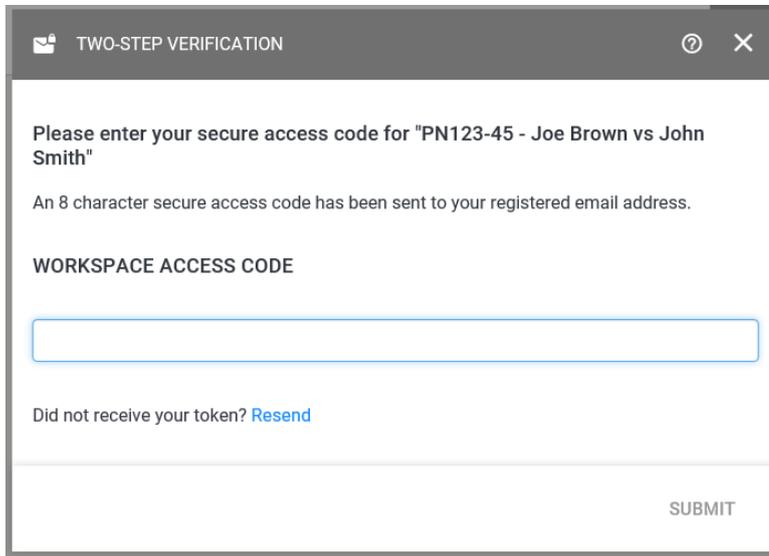
On this initial page you can:

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

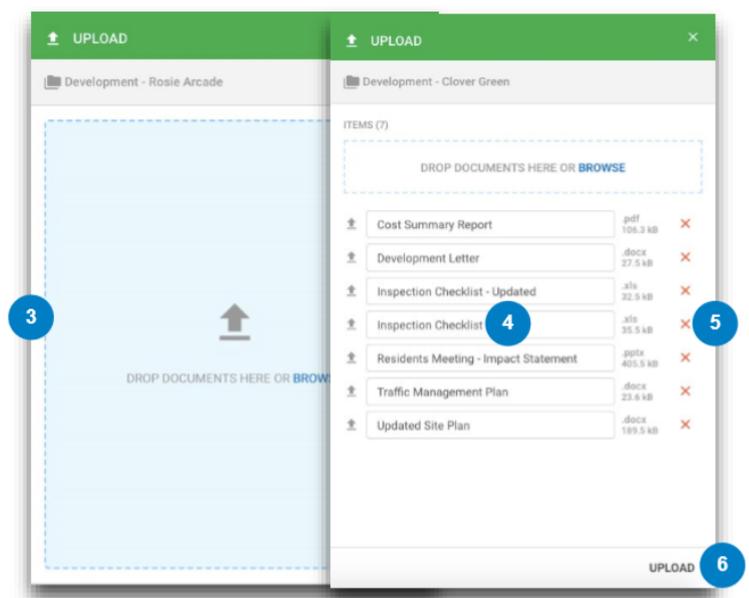
Participants in a Workspace may (depending on their individual permissions) add, preview, download and search documents.

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:

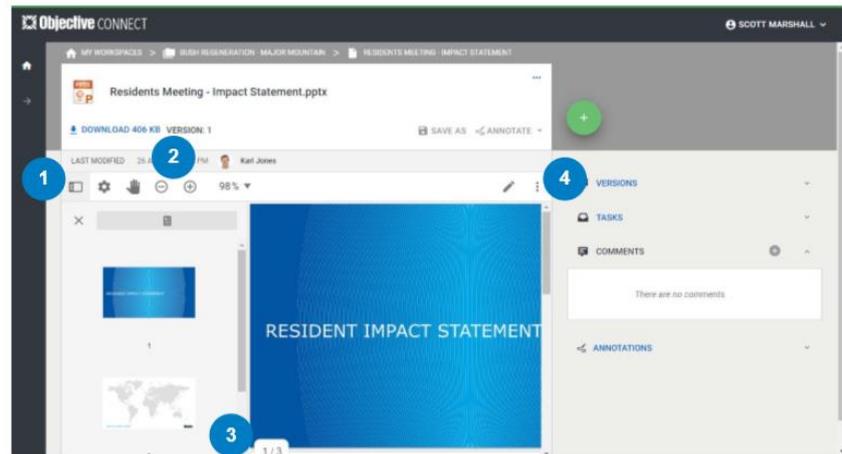
Previewing Documents

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 .doc, .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.



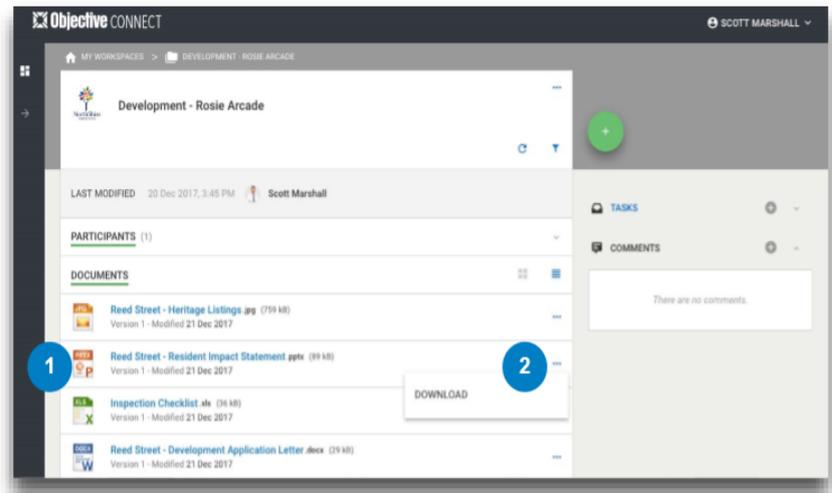
Parties also have the option to download each set of productions by following the 'Downloading Documents' guidance below.

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**.

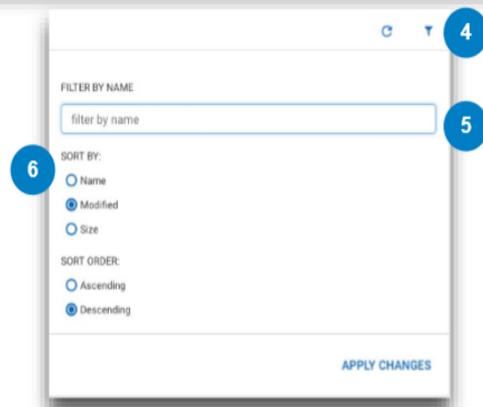
The document will be available in the downloads section of your computer downloads.



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

Where productions are being lodged with the court the relevant Workspace will be closed 6 months from the date of disposal of the action. Closure of the Workspace will permanently and automatically delete all documents in the Workspace.

Where a reclaiming print has been lodged, the relevant Workspace will be closed when the documents have been downloaded into the electronic case folder.