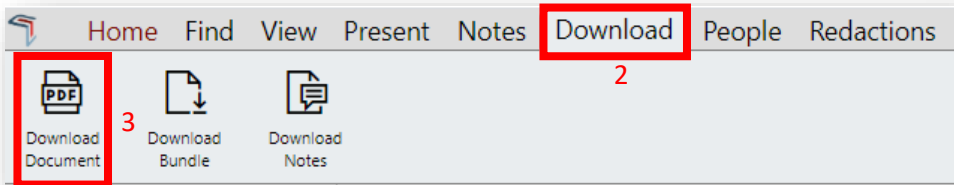


DOWNLOAD AND UPLOAD DOCUMENTS FROM THE REVIEW SCREEN

The Review screen is normally used to review evidence, but you can download documents directly from this screen too. It is also possible to navigate quickly from the Review screen to where you can upload documents.

i You will only be able to download and upload documents if you have been granted the relevant 'Download Documents' or 'Add Documents' permission on the case.

DOWNLOAD A DOCUMENT AS A PDF



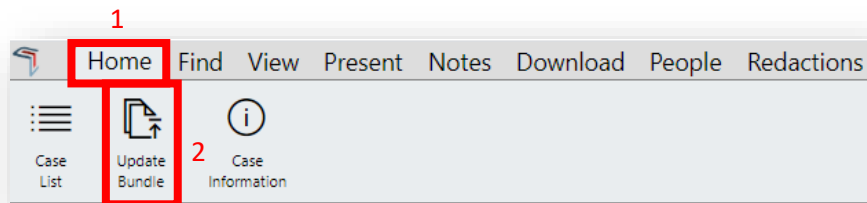
To download a document from the Review screen:

1. Navigate to the document you want to download.
2. Open the **Download** tab.
3. Click the **Download Document** button.
4. Choose either Open or Save.

If saved, the document may now be viewed offline as a PDF.

i Depending on your browser set up, the resultant document might open in a tab on your browser, in your default pdf reader application, or be saved to your download folder.

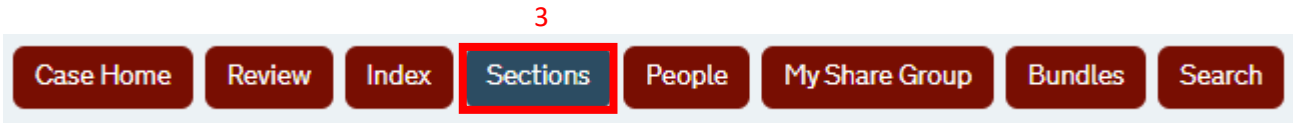
UPLOAD DOCUMENTS



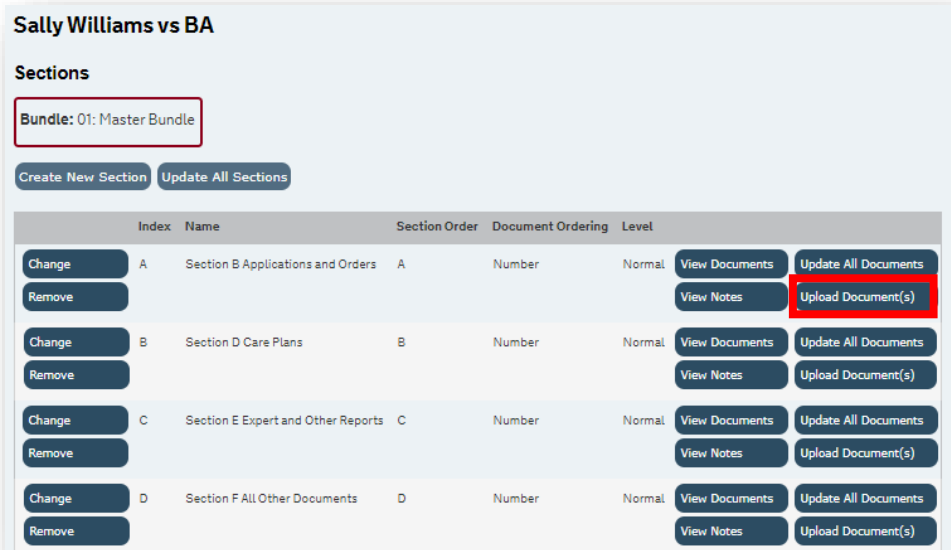
To upload documents to the Digital Case File from the **Review** area:

1. Open the **Home** tab.
2. Click **Update Bundle**.

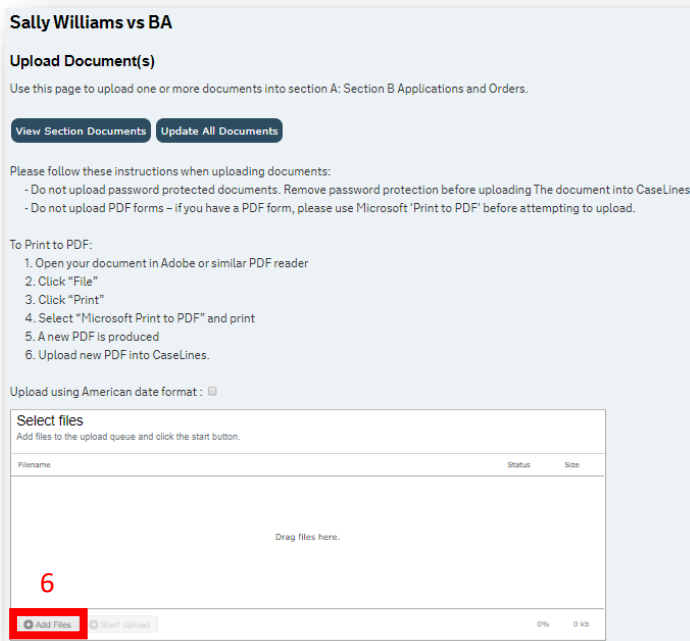
Your case will now open in the **Update Case** view



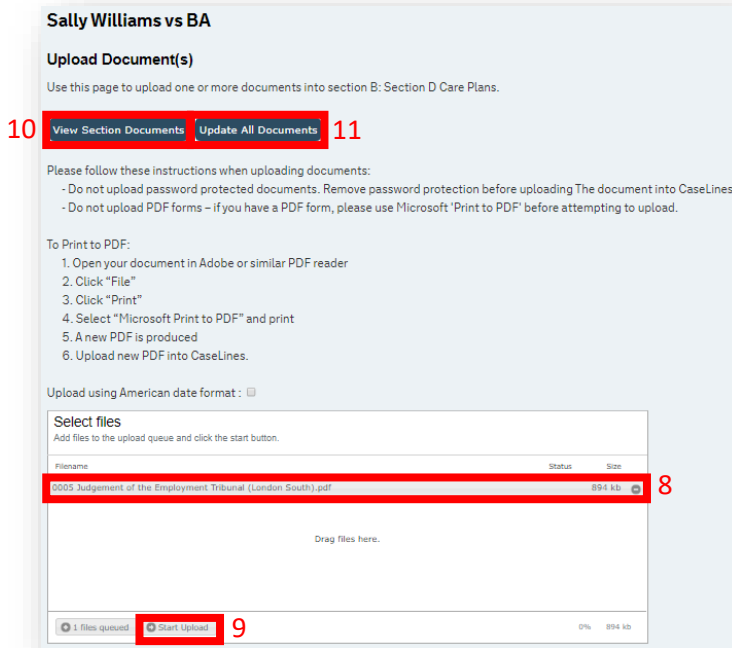
3. Click on the **Sections** button.



4. Find the Section you want to add document(s) to.
5. Click **Upload Document(s)** next to the section.



6. Click **Add Files**.
7. Your file explorer will open. Select the document(s) you want to upload.



Sally Williams vs BA

Upload Document(s)

Use this page to upload one or more documents into section B: Section D Care Plans.

10 [View Section Documents](#) [Update All Documents](#) **11**

Please follow these instructions when uploading documents:

- Do not upload password protected documents. Remove password protection before uploading The document into CaseLines.
- Do not upload PDF forms – if you have a PDF form, please use Microsoft 'Print to PDF' before attempting to upload.

To Print to PDF:

1. Open your document in Adobe or similar PDF reader
2. Click "File"
3. Click "Print"
4. Select "Microsoft Print to PDF" and print
5. A new PDF is produced
6. Upload new PDF into CaseLines.

Upload using American date format :

Select files
Add files to the upload queue and click the start button.

Filename	Status	Size
2005 Judgement of the Employment Tribunal (London South).pdf		894 kb

Drag files here.

1 files queued **9** Start Upload 0% 894 kb

8. Your documents will appear in the upload window.
9. Click **Start Upload**.
10. Once the document has finished uploading, click **View Section Documents** to see the document(s) you just uploaded.
11. Click **Update All Documents** if you want to change information about your document(s) including the name or date.

HELP & SUPPORT



- Helpdesk:** Click the **Support** button from within CaseLines to submit a ticket
- Email:** support@caselines.com
- Telephone:** +44 (0)20 3922 0835