



Tricostar Court/Document Bundling (TDB)
G-Cloud Service Definition Document
Secure, Court/Document Bundling Web Application

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1 Introduction

Tricostar have specialised in public sector case management, time recording and court bundling for over 30 years.

We pride ourselves on applications that provide a proven low cost of ownership, which is vital in today's fast-paced and competitive landscape. Something which is becoming increasingly important, with a focus on productivity and efficiency.

Tricostar's court bundling application is designed to work in all environments, with no client installation or plugins required.

2 An Overview

Tricostar Document Bundling (TDB) is a 100% web-based application designed for the cloud.

TDB will collate, sort and auto-index thousands of documents in minutes, reducing workloads and improving efficiency.

TDB works stand-alone or is included as part of Tricostar Case Management. It integrates with SharePoint Online for easy document retrieval, or 3rd party case management systems and document management systems on request.

Tricostar Document Bundling is the most secure electronic bundling application on the market with the assistance of Microsoft Windows Azure hosting platforms and hosted by Microsoft in its UK Data Centres.

3 Key Benefits

- **Fast, effortless bundle creation**
TDB compiles thousands of pages in minutes, freeing staff from hours of manual bundling.
- **Automatic reindexing at the touch of a button**
Bundles update instantly so you can continue working without repetitive admin.
- **Secure access from anywhere**
A fully web-based security model keeps bundles protected without the need to move physical files.
- **Simple, installation free access**
Runs entirely in your browser with no plugins, making it easy for teams to work from any location.
- **Seamless integration with your systems**
Pull documents directly from SharePoint, case management systems or your device for quick assembly.
- **Powerful search across cases and documents**
Find text or filenames instantly across all your cases and bundles.
- **Easy viewing and navigation**
Move through pages effortlessly and jump straight to the sections you need.
- **Smart handling of late inserts**
Add late documents without disrupting numbering or structure.
- **Automatic metadata reading**
Titles, dates and document details are captured for you, saving time on manual entry.
- **Efficient file optimisation**
PDFs are compressed significantly without losing quality, making bundles lighter and easier to share.

TDB frees staff time by automating the manual task of collation, pagination and indexing of bundles. In load testing Tricostar have compiled three 5000-page bundles in under 5 minutes.

TDB will automatically perform the re-indexing, re-sectioning and re-pagination of your bundles at the touch of a button. In turn allowing you to carry on with other tasks.

TDB's 100% web-based security model ensures safe and secure access to bundles. In turn bundles can be distributed over the web in a more secure environment than physically transporting them down the street.

4 Key Features

4.1 Cases

- Create cases manually or pull them directly from your case or document management system.
- Create an unlimited number of bundles against each case.
- Create bundle templates to use time and time again.

4.2 Documents

- Upload documents straight from your device.
- Upload documents straight from Microsoft SharePoint.
- Upload multiple documents at once.
- Accepts multiple document types, including Word DOC, DOCX, Excel XLS, XLSX, Outlook MSG, PDFs, and JPG.
- Search across cases, documents and bundles for specific text or the filename
 - View the document.
 - Navigate straight to the document within the location found e.g. straight to the section in the bundle.
- Quickly flick through the documents in an electronic bundle.
- Easily add late inserts.
- Add notes and specific dates on uploaded documents.
- Redact PDFs, Rotate Pages, Remove Images and Pages.

4.3 Bundles

- Quickly convert multiple documents into one indexed PDF, at the click of a button.
- Organise documents into sections and subsections.
- Drag and drop sections.
- Drag and drop documents between sections.
- Sort documents manually or based on date, or name.
- Create mini bundles based on date, manual selections or late inserts only.
- Index – printable and electronic with thumbnails and bookmarks.
- Index numbering – court and or natural page numbering to locate within PDF.
- Rotate scanned PDFs.
- Versioned bundles.
- PDF splitting - select bundle size based on number of pages, or electronic size in MB.
- Late insert numbering / bespoke literal on section.

- Include production numbering.
- Turn your bundles into templates for future use.
- Change the layout, formatting and styling of specific bundles or all bundles and their indexes based on differing case and court requirements.

4.4 Further Features

- Reading of document metadata means you do not need to manually enter a title/description or date every time you upload a document or email.
- PDFs are compressed, without loss of quality (depending on content within them).
- Complex Word and PDF document reading allows you to search the contents of documents for specific information.
- Team security ensures that only those with the correct permissions see permitted bundles and cases.

4.5 Configurable Document Library Options

Documents can be taken from the following locations:

- Tricostar Case Management.
- Microsoft SharePoint.
- Documents which already reside inside a bundle.
- Local or networked drive.
- Can be further configured to connect to other document management or case management systems.

4.6 Exclusively Browser Based

TDB is 100% Web-based (NOT Web-enabled). This means it is designed to work entirely within your browser, with no installation and no plugins required, from anywhere in the world, at any time.