






## Viewing documents in temporary 'Add to BOPS' folder

- 1) Access the Add to BOPS folder within the the R-drive (copy and paste the following link in your file explorer <R:\applications\intake\Add to BOPS>)

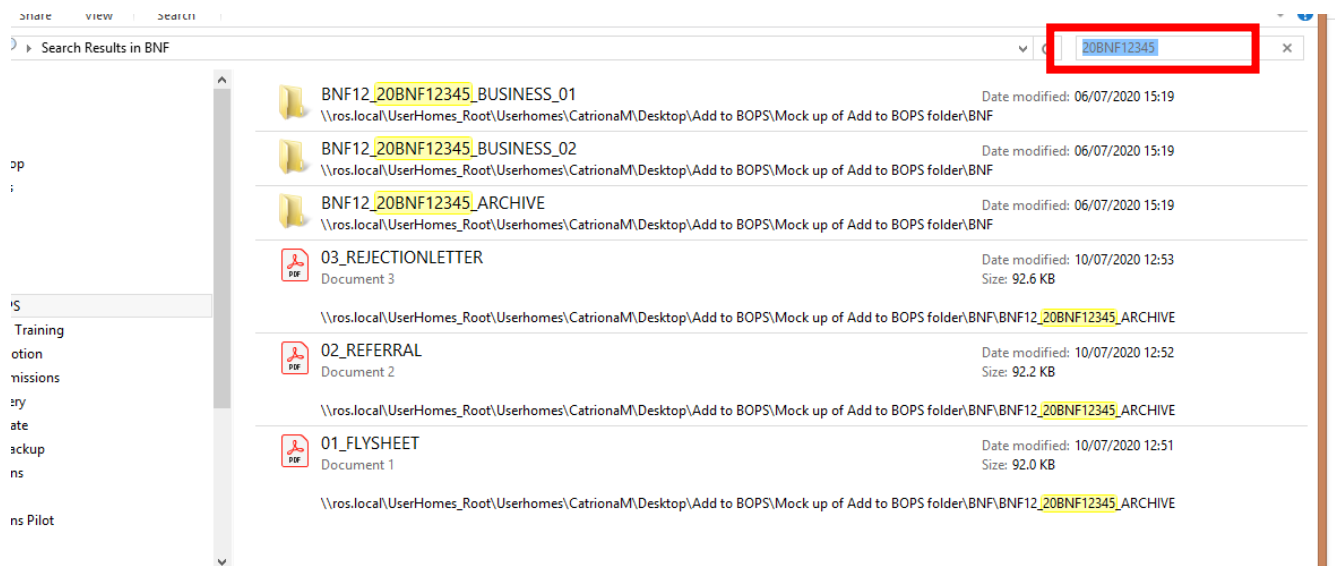
If you're unable to access the folder, please contact your TL to request READ-ONLY access through RoSNow. Requests should be raised at department or directorate level rather than an individual basis (eg raise a request for everyone in Customer Services to have access).

- 2) Select the relevant county folder:


<input type="checkbox"/> Name	Date modified
 ABN	10/07/2020 15:18
 ANG	10/07/2020 15:21
 ARG	10/07/2020 15:21
 AYR	10/07/2020 15:22
 BNF	10/07/2020 12:56

**Note: If you try to search from the R-drive folder rather than going into the county folder the search may take a significant time to complete**


- 3) Scroll down to find the documents or enter the title number or application number in the search field to narrow the results displayed:




- 4) Select the appropriate document folder to view the documents.
- 5) Each folder is named with the title number and the application number. It will also be appended with ARCHIVE or BUSINESS depending on the type of documents.

 GLA567\_20GLA12345\_ARCHIVE


There may be two folders if there are both archive and business documents:

 MID1234\_20MID56789\_ARCHIVE

 MID1234\_20MID56789\_BUSINESS

[Archive/Business record guidance](#)




If it is a 99 application then the folder will also be appended with the date the flysheet was generated in the format YYYYMMDD.

 GLA567\_99GLA99999\_BUSINESS\_20200701

- 6) When you view the documents in the folder they will either be presented with a single PDF in which all the documents are merged or you will see individually numbered documents.

<input type="checkbox"/> Name	Date modified
 01	10/07/2020 12:51
 02	10/07/2020 12:52
 03	10/07/2020 12:53

You may also see some where the document name is appended

<input type="checkbox"/> Name	Date modified
 01_FLYSHEET	10/07/2020 12:51
 02_REFERRAL	10/07/2020 12:52
 03_REJECTIONLETTER	10/07/2020 12:53

## Where to find documents

- FR or DW CMS Case (Digital or Paper Submission) – whilst the case is in progress all the documents will be viewable from CMS. After the CMS case is resolved the existing documents will continue to be viewable in CMS, but any subsequent documents that need archived will be added to the new R-drive folder
- Rectifications (Digital or Paper Submission) – will all be added to the new R-drive folder
- TP (Paper Submission) – existing documents will be visible on BOPS and any subsequent documents that need archived will be added to the new R-drive folder
- TP (Digital Submission) – all documents will be viewable from R:/applications/intake/TP

If you're unable to find the documents you require, please contact the appropriate registration area.