



CROWN OFFICE  
& PROCURATOR  
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE



COPFS  
INFORMATION  
SERVICES  
DIVISION

# PRE-INTERMEDIATE DIET

Defence Agents Booking Application User Guide

(Bookings Report)

First Published:

Last Updated: 24/11/2021

Version: 1.1

---

## INTRODUCTION

The Crown has created an electronic booking app to facilitate PIDMs. Agents and their staff will be able to book and manage slots for their cases.

The information that follows provides further details and comprehensive Guidance Notes for access to the app for defence agents and their staff.

## BACKGROUND

[The Scottish Courts and Tribunal Service has published full background information on the changes in Practice Note 4 of 2020](#)

From 1 December 2020, when a plea of not guilty is recorded, the court, in addition to fixing dates for the intermediate and trial diet, will record in the minute of proceedings the date on which the parties are expected to engage with each other in advance of the intermediate diet by way of a Pre Intermediate Diet Meeting (“PIDM”).

This date will ordinarily be **14 days before the date of the intermediate diet**.

The PIDM between Crown and defence can take whatever form is most convenient to the parties, but it should take place on the scheduled date unless, exceptionally, an earlier date is agreed.

The defence agent should be fully instructed for the PIDM. The Crown will usually be available to engage in person at the court location but the PIDM may also take place by video call or telephone.

---

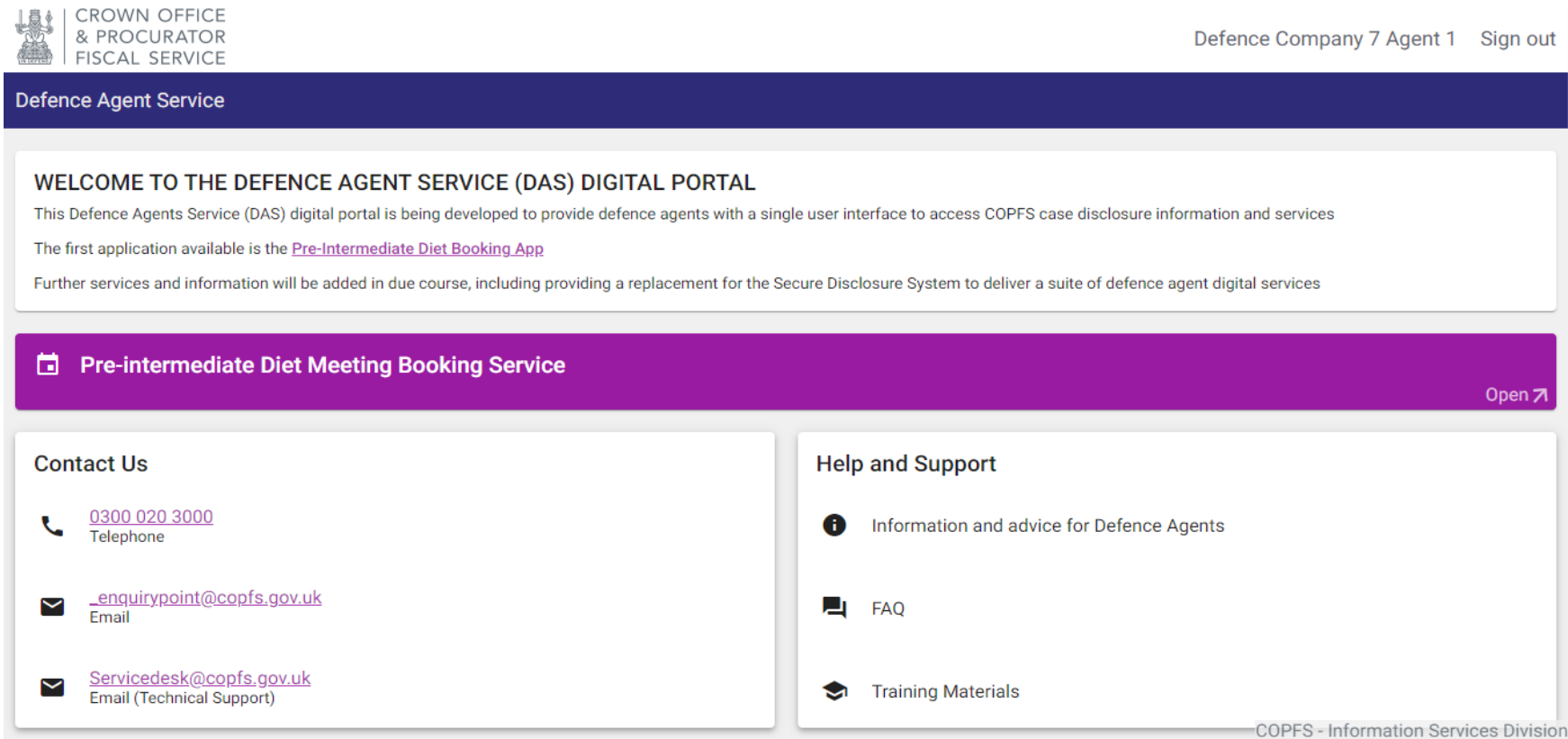
## Contents

Introduction	2
Background	2
Bookings Report	4
Search Facility	7
Save to Excel	10
Further Assistance	11

## Bookings Report

The Bookings Report function of the application can be used to view all bookings made, past and present. This allows you to keep accurate records of PIDM's booked.

After logging into the application, you will be directed to the main page of the Defence Agent Service:



The screenshot shows the main page of the Defence Agent Service (DAS) Digital Portal. At the top left is the Crown Office & Procurator Fiscal Service logo. At the top right, it says "Defence Company 7 Agent 1" and "Sign out". Below the header is a dark blue bar with "Defence Agent Service" in white. The main content area has a white background with a purple header for "Pre-intermediate Diet Meeting Booking Service" and an "Open" link with an external icon. Below this are two columns: "Contact Us" with phone, email, and technical support links, and "Help and Support" with links for information, FAQ, and training materials. The footer of the screenshot says "COPFS - Information Services Division".

CROWN OFFICE  
& PROCURATOR  
FISCAL SERVICE

Defence Company 7 Agent 1 Sign out

Defence Agent Service

**WELCOME TO THE DEFENCE AGENT SERVICE (DAS) DIGITAL PORTAL**

This Defence Agents Service (DAS) digital portal is being developed to provide defence agents with a single user interface to access COPFS case disclosure information and services

The first application available is the [Pre-Intermediate Diet Booking App](#)

Further services and information will be added in due course, including providing a replacement for the Secure Disclosure System to deliver a suite of defence agent digital services

**Pre-intermediate Diet Meeting Booking Service** [Open](#)

**Contact Us**


- [0300 020 3000](tel:03000203000)  
Telephone
- [\\_enquirypoint@copfs.gov.uk](mailto:_enquirypoint@copfs.gov.uk)  
Email
- [ServiceDesk@copfs.gov.uk](mailto:ServiceDesk@copfs.gov.uk)  
Email (Technical Support)

**Help and Support**

- [Information and advice for Defence Agents](#)
- [FAQ](#)
- [Training Materials](#)

COPFS - Information Services Division

From here, select Pre-Intermediate Diet Booking Service to take you to the PIDM home page:

 COPFS  
DEFENCE AGENT  
SERVICE

Defence Company 7 Agent 1 | Sign out

[Defence Agent Service](#) > **Booking Menu**

### Booking Menu

- [Book PIDM](#)
- [Manage Bookings](#)
- [Bookings Report](#)

### Contact Us

- Telephone: 0300 020 3000
- Email: [enquirypoint@copfs.gov.uk](mailto:enquirypoint@copfs.gov.uk)
- Email (Technical Support): [ServiceDesk@copfs.gov.uk](mailto:ServiceDesk@copfs.gov.uk)

### Help and Support

- [Information and advice for Defence Agents](#)

Select Bookings Report option to view all Bookings made:

Defence Agent Service > Booking Menu > Bookings Report

### Bookings Report

<u>Booking Date</u>	<u>Created by User</u>	<u>Defence Agent</u>	<u>Sheriffdom</u>	<u>Court</u>	<u>PIDM</u>	<u>PIDM Date ↓</u>	<u>ID Date</u>	<u>PIDM Time Slot</u>	<u>PF Case Reference Number</u>	<u>Additional Information</u>	<u>Meeting Method</u>	<u>Status Reason</u>
23/11/21	Defence Company 7 Agent 1	Defence Company 7 Agent 1	Lothian & Borders	Edinburgh Sheriff Court	PIDM 25-11-2021 for ID 29-11-2021	25/11/21	29/11/21	13:00	ED12345678		Telephone Call	Cancelled
23/11/21	Defence Company 7 Agent 1	Defence Company 7 Agent 1	Lothian & Borders	Edinburgh Sheriff Court	PIDM 25-11-2021 for ID 29-11-2021	25/11/21	29/11/21	13:00	ED12345678		Telephone Call	Cancelled
23/11/21	Defence Company 7 Agent 1	Defence Company 7 Agent 1	Lothian & Borders	Edinburgh Sheriff Court	PIDM 25-11-2021 for ID 29-11-2021	25/11/21	29/11/21	13:45	ED87654321		At PF Office	Booked

## Search Facility

There is a search facility to identify a Booking. Enter the criteria in the Search Box:

and click on the icon to search:



You can search on any of the columns, for example, PF Case Reference Number for a particular case, date to identify all PIDM's on a particular date, on Defence Agent to identify all PIDM's by individual Defence Agent.

All of the columns can be sorted, providing the ability to display bookings in a desired order, for example click on the Booking Date Column Header:

<u>Booking</u> <u>Date</u> ↑	<u>Created</u> <u>by User</u>	<u>Defence</u> <u>Agent</u>	<u>Sheriffdom</u>	<u>Court</u>	<u>PIDM</u>	<u>PIDM</u> <u>Date</u>	<u>ID Date</u>	<u>PIDM</u> <u>Time</u> <u>Slot</u>	<u>PF Case</u> <u>Reference</u> <u>Number</u>	<u>Additional</u> <u>Information</u>	<u>Meeting</u> <u>Method</u>	<u>Status</u> <u>Reason</u>
---------------------------------	----------------------------------	--------------------------------	-------------------	--------------	-------------	----------------------------	----------------	---	---	---	---------------------------------	--------------------------------

And they will display in date order of the booking being made. Up arrow will show earliest first:

### Bookings Report

<input type="text" value="Search"/> <input type="button" value="Q"/> <input type="button" value="Export to excel"/>												
Booking Date ↑	Created by User	Defence Agent	Sheriffdom	Court	PIDM	PIDM Date	ID Date	PIDM Time Slot	PF Case Reference Number	Additional Information	Meeting Method	Status Reason
01/07/21	Lynne Seymour	Lynne Seymour	Hitachi UAT Test Sheriffdom	Hitachi UAT Test Court	PIDM 05-07-2021 for ID 19-07-2021	05/07/21		10:15	GE12345678	Test	Video Call (MS Teams)	Passed
01/07/21	Lynne Seymour	Lynne Seymour	UAT PIDM Sheriffdom	UAT PIDM Court	PIDM 03-08-2021 for ID 17-08-2021	03/08/21		09:15	GE12345678	Test Test	Video Call (MS Teams)	Cancelled
01/07/21	Lynne Seymour	Lynne Seymour	UAT PIDM Sheriffdom	UAT PIDM Court	PIDM 03-08-2021 for ID 17-08-2021	03/08/21	17/08/21	09:45	GE12345678	Test	Video Call (MS Teams)	Cancelled
01/07/21	Lynne Seymour	Lynne Seymour	UAT PIDM Sheriffdom	UAT PIDM Court	PIDM 04-08-2021 for ID 18-08-2021	04/08/21	18/08/21	11:00	GE12345678	Test Test	At PF Office	Cancelled
01/07/21	Lynne Seymour	Lynne Seymour	UAT PIDM Sheriffdom	UAT PIDM Court	PIDM 04-08-2021 for ID 18-08-2021	04/08/21	18/08/21	11:30	GE12345678	test test	Telephone Call	Cancelled
01/07/21	Lynne Seymour	Lynne Seymour	UAT PIDM Sheriffdom	UAT PIDM Court	PIDM 15-08-2021 for ID	15/08/21	23/08/21	11:00	GE12345678	Test	Telephone Call	Cancelled



Down arrow will show latest first:

### Bookings Report

Search <input type="text"/> <input type="button" value="Q"/> <input type="button" value="Export to excel"/>												
Booking Date ↓	Created by User	Defence Agent	Sheriffdom	Court	PIDM	PIDM Date	ID Date	PIDM Time Slot	PF Case Reference Number	Additional Information	Meeting Method	Status Reason
13/10/21	Lynne Seymour	Lynne Seymour	UAT PIDM Sheriffdom	UAT PIDM Court	PIDM 13-10-2021 for ID 20-10-2021	13/10/21	20/10/21	14:45	GE12345678		At PF Office	Booked
13/10/21	Lynne Seymour	Lynne Seymour	UAT PIDM Sheriffdom	UAT PIDM Court	PIDM 24-10-2021 for ID 31-10-2021	24/10/21		10:45	GE12345678		Telephone Call	Booked
13/10/21	Lynne Seymour	Lynne Seymour	ISD Test PIDM Sheriffdom	ISD Test PIDM Court	PIDM 26-10-2021 for ID 10-11-2021	26/10/21		11:30	ED15678900		At PF Office	Cancelled
13/10/21	Lynne Seymour	Lynne Seymour	ISD Test PIDM Sheriffdom	ISD Test PIDM Court	PIDM 26-10-2021 for ID 10-11-2021	26/10/21		11:15	ED14567890		At Court	Booked
13/10/21	Lynne Seymour	Lynne Seymour	ISD Test PIDM Sheriffdom	ISD Test PIDM Court	PIDM 26-10-2021 for ID 10-11-2021	26/10/21		10:45	ED13456789		Telephone Call	Booked

You can use this on all headings, so could sort on PIDM, ID date, PIDM Time Slot, Court, Defence Agent, etc

---

## Save to Excel

There is also an option to export the information into an excel spreadsheet by selecting the export to excel function:

Export to excel

You can export all the details or use the sort to filter certain columns then export.

To export the information into an Excel spreadsheet for a second time you should refresh the screen and select export to Excel.

---

## Further Assistance

For further assistance please e-mail the COPFS Service Desk or call for urgent technical queries:

[servicedesk@copfs.gov.uk](mailto:servicedesk@copfs.gov.uk)

0300 020 3330



[www.copfs.gov.uk](http://www.copfs.gov.uk)