

QRG – Sharing Exhibits in the Minnesota Digital Exhibit System (MNDES) Portal

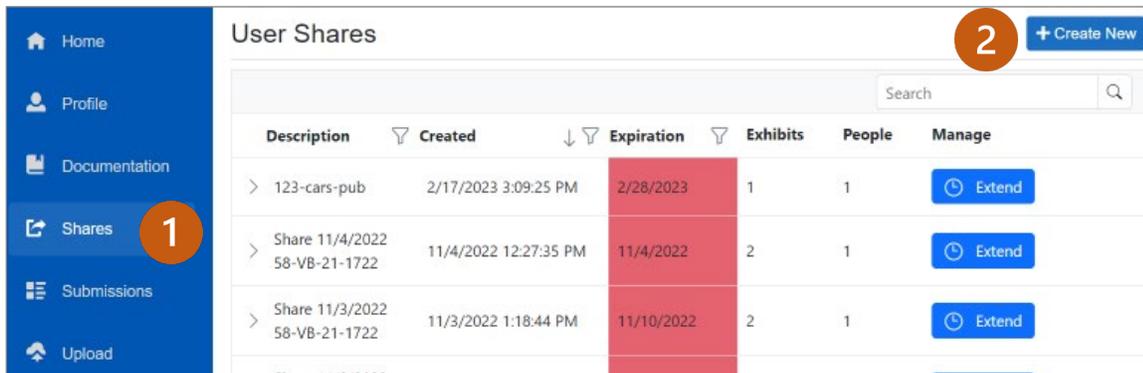
Overview

You can only share exhibits that you have uploaded, and a share can only contain exhibits from one case. Sort exhibits by case number using the Case column header to make it easier to select exhibits from a specific case. Sealed exhibits should not be uploaded and cannot be shared.

There are two ways to share exhibits: from the navigation bar and from the Recent Submissions page. They both perform the same way and produce the same result. Instructions for each method are provided below.

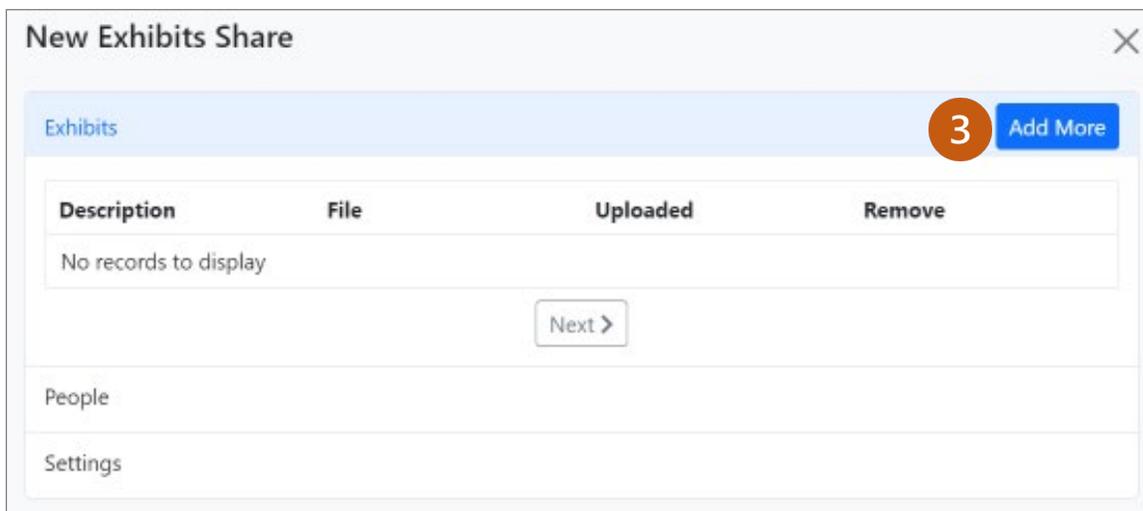
Share exhibits from navigation bar

1. Click **Shares** in the blue navigation bar.
2. Click **Create New**.



Description	Created	Expiration	Exhibits	People	Manage
> 123-cars-pub	2/17/2023 3:09:25 PM	2/28/2023	1	1	Extend
> Share 11/4/2022 58-VB-21-1722	11/4/2022 12:27:35 PM	11/4/2022	2	1	Extend
> Share 11/3/2022 58-VB-21-1722	11/3/2022 1:18:44 PM	11/10/2022	2	1	Extend

3. Click **Add More**.



Description	File	Uploaded	Remove
No records to display			

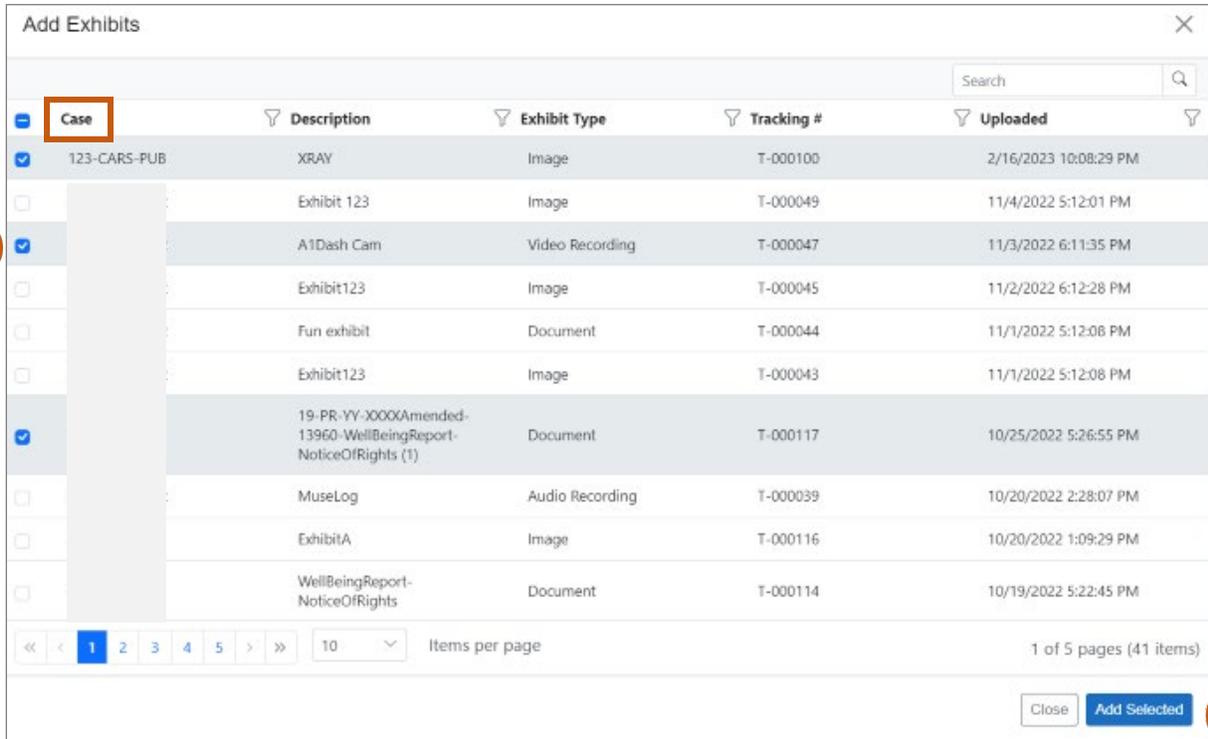
[Next >](#)

People

Settings

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- Sort by the Case column and check the exhibit(s) you would like to share.
- Click **Add Selected**.



<input checked="" type="checkbox"/>	Case	Description	Exhibit Type	Tracking #	Uploaded
<input checked="" type="checkbox"/>	123-CARS-PUB	XRAY	Image	T-000100	2/16/2023 10:08:29 PM
<input type="checkbox"/>		Exhibit 123	Image	T-000049	11/4/2022 5:12:01 PM
<input checked="" type="checkbox"/>		A1Dash Cam	Video Recording	T-000047	11/3/2022 6:11:35 PM
<input type="checkbox"/>		Exhibit123	Image	T-000045	11/2/2022 6:12:28 PM
<input type="checkbox"/>		Fun exhibit	Document	T-000044	11/1/2022 5:12:06 PM
<input type="checkbox"/>		Exhibit123	Image	T-000043	11/1/2022 5:12:08 PM
<input checked="" type="checkbox"/>		19-PR-YY-XXXXAmended-13960-WellBeingReport-NoticeOfRights (1)	Document	T-000117	10/25/2022 5:26:55 PM
<input type="checkbox"/>		MuseLog	Audio Recording	T-000039	10/20/2022 2:28:07 PM
<input type="checkbox"/>		ExhibitA	Image	T-000116	10/20/2022 1:09:29 PM
<input type="checkbox"/>		WellBeingReport-NoticeOfRights	Document	T-000114	10/19/2022 5:22:45 PM

« < 1 2 3 4 5 > » 10 Items per page 1 of 5 pages (41 items)

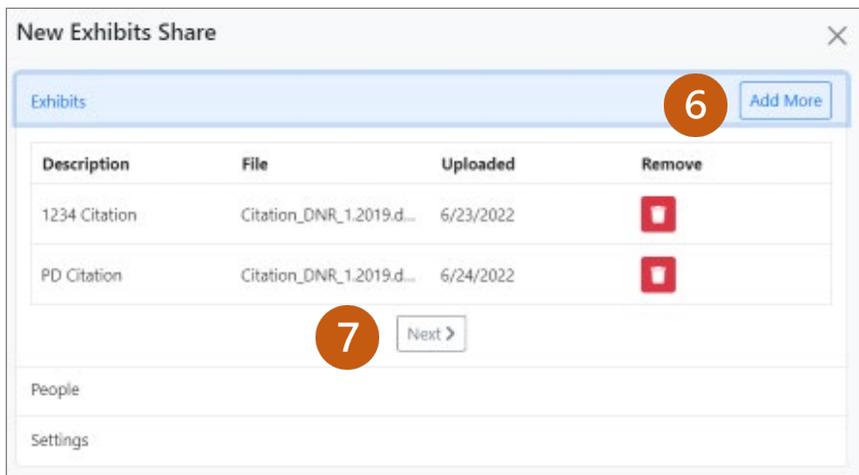
Close **Add Selected**

- Click **Add More** to add additional exhibits to the share.



Under Remove, click the trash can icon to remove an exhibit from the share.

- Click **Next**.



Description	File	Uploaded	Remove
1234 Citation	Citation_DNR_1.2019.d...	6/23/2022	
PD Citation	Citation_DNR_1.2019.d...	6/24/2022	

People

Settings

Next >

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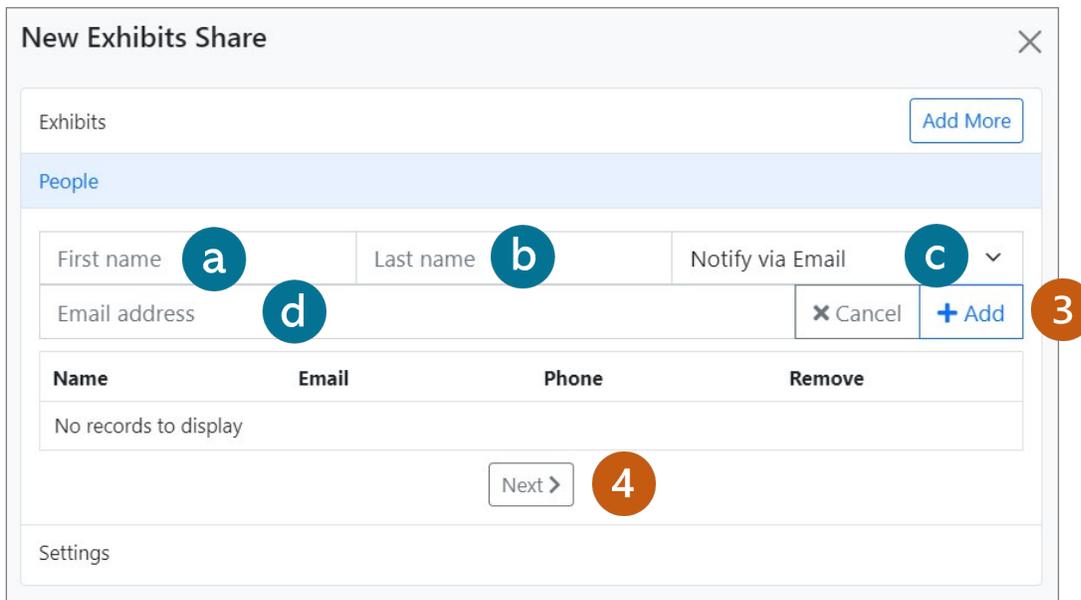
Complete the share recipient details

1. Click the **Search for a contact** dropdown to choose a share recipient from an existing contact.



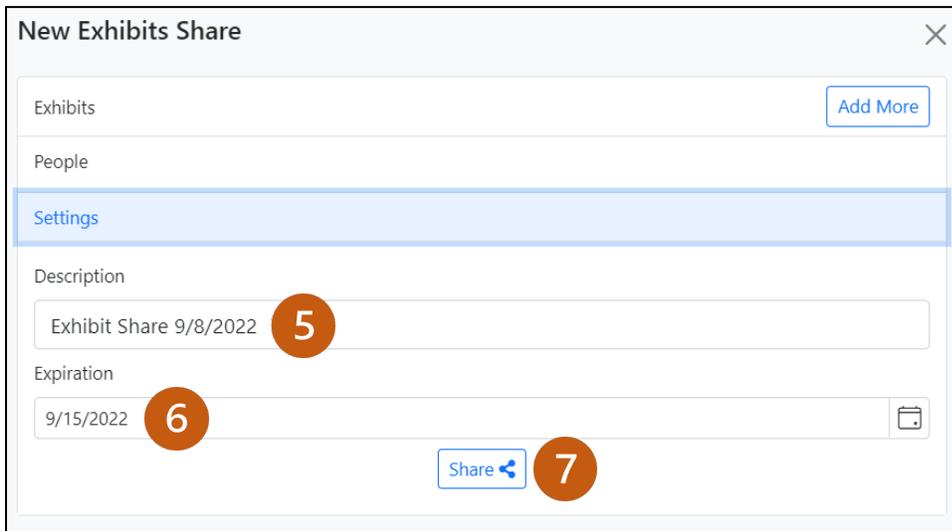
OR

2. Click **New Contact** and enter the share contact information:
 - a. **First Name**
 - b. **Last Name**
 - c. **Notify via Email** or **Notify via Text**
 - d. **Email address** or **Cell phone number**
3. Click **Add** to add the individual as a contact. Repeat step 1 – 2 for each share recipient.
4. Click **Next**.



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5. The **Description** appears as the subject line of the email the share recipients receive and should not be changed.
6. The **Expiration** date defaults to the maximum date in the future – one year from the date the share is created. Update the expiration date as needed.
7. Click **Share**.
8. A success message appears. Click **Close**.



New Exhibits Share

Exhibits Add More

People

Settings

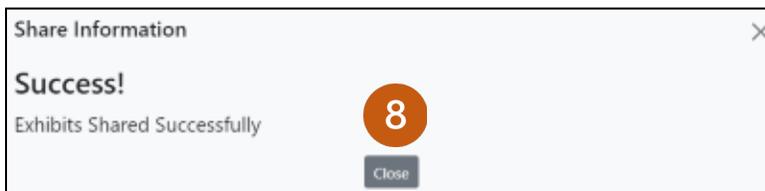
Description

Exhibit Share 9/8/2022 **5**

Expiration

9/15/2022 **6** 📅

Share **7**



Share Information

Success!

Exhibits Shared Successfully **8**

Close

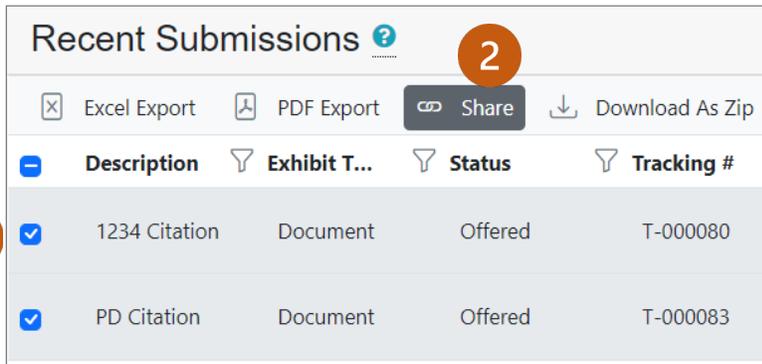


Share recipients will receive an email or text with a link to view shared exhibits in the portal.

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Share exhibits from Recent Submissions page

1. Check the box next to the exhibit(s) from the list that you would like to share.
2. Click **Share**.

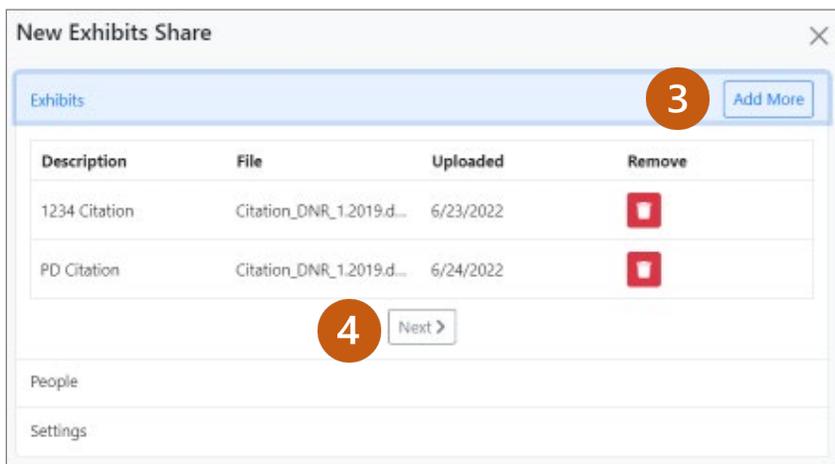


Recent Submissions ?

Excel Export
 PDF Export
 Share
 Download As Zip

Description	Exhibit T...	Status	Tracking #
<input checked="" type="checkbox"/> 1234 Citation	Document	Offered	T-000080
<input checked="" type="checkbox"/> PD Citation	Document	Offered	T-000083

3. Click **Add More** to add additional exhibits to the share or click the trash can icon to remove an exhibit from the share.
4. Click **Next**.



New Exhibits Share ×

Exhibits 3 Add More

Description	File	Uploaded	Remove
1234 Citation	Citation_DNR_1.2019.d...	6/23/2022	
PD Citation	Citation_DNR_1.2019.d...	6/24/2022	

4 Next >

People

Settings

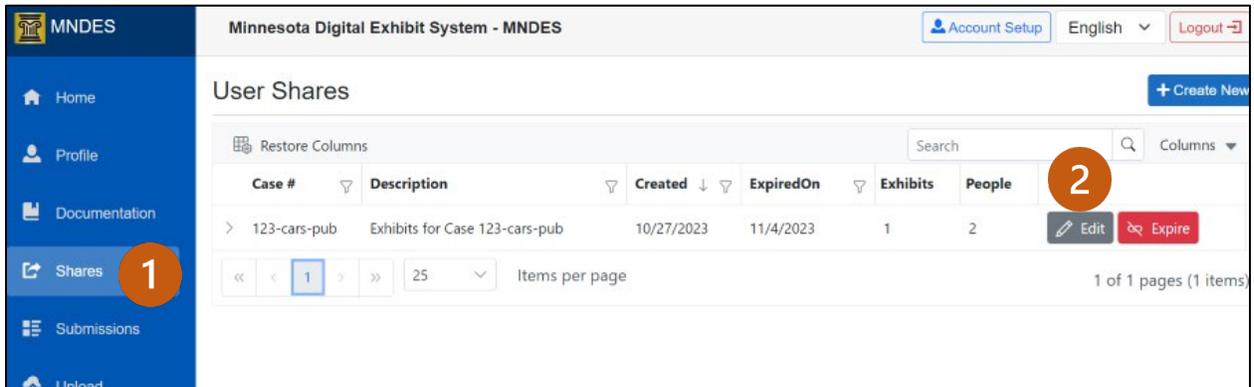


Refer to the section [Complete recipient details](#) to finish the share.

QRG – Sharing Exhibits in the Minnesota Digital Exhibit System (MNDES) Portal

Manually update a share from the User Shares page

1. Click **Shares** in the blue navigation pane.
2. Find the share you want to edit and click **Edit**.

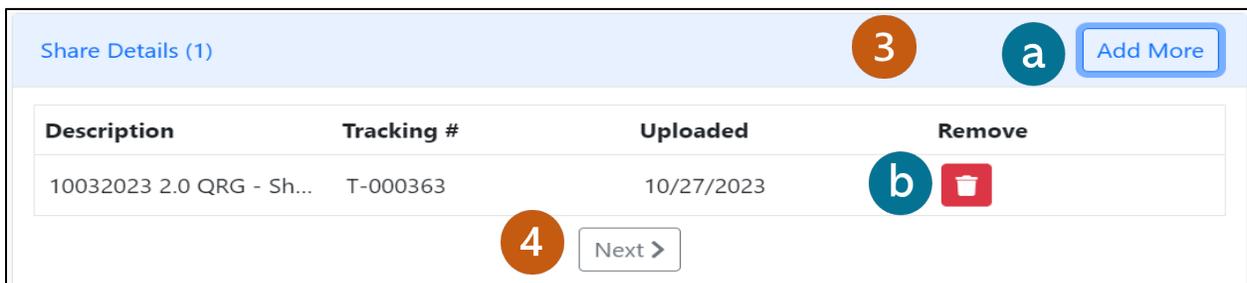


Minnesota Digital Exhibit System - MNDES

User Shares

Case #	Description	Created	ExpiredOn	Exhibits	People
> 123-cars-pub	Exhibits for Case 123-cars-pub	10/27/2023	11/4/2023	1	2

3. Add or remove exhibits to the share:
 - a. Click **Add More** to add additional exhibits to the share.
 - b. Click the trash can to remove exhibits from the share.
4. Click **Next**.



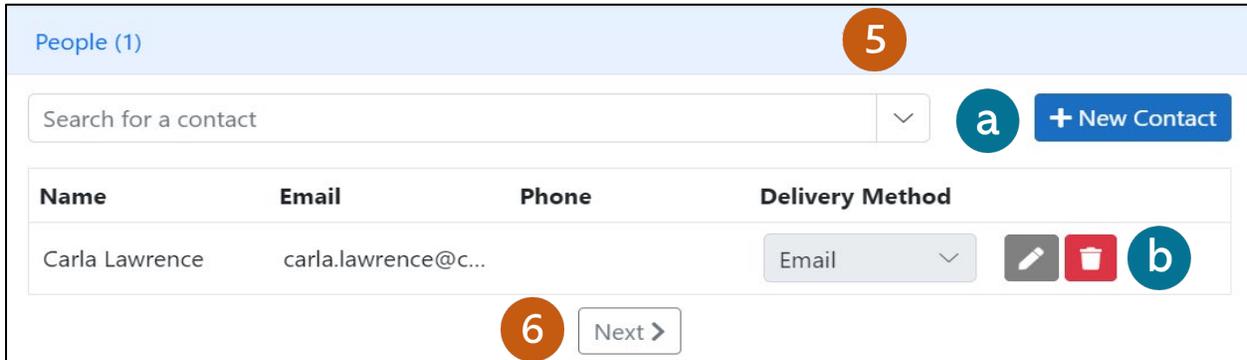
Share Details (1)

Description	Tracking #	Uploaded	Remove
10032023 2.0 QRG - Sh...	T-000363	10/27/2023	

Next >

5. Add or remove contacts:
 - a. Click **New Contact** to add additional recipients to the share.
 - b. Click the trash can icon to remove recipients from the share.
6. Click **Next**.

QRG – Sharing Exhibits in the Minnesota Digital Exhibit System (MNDES) Portal



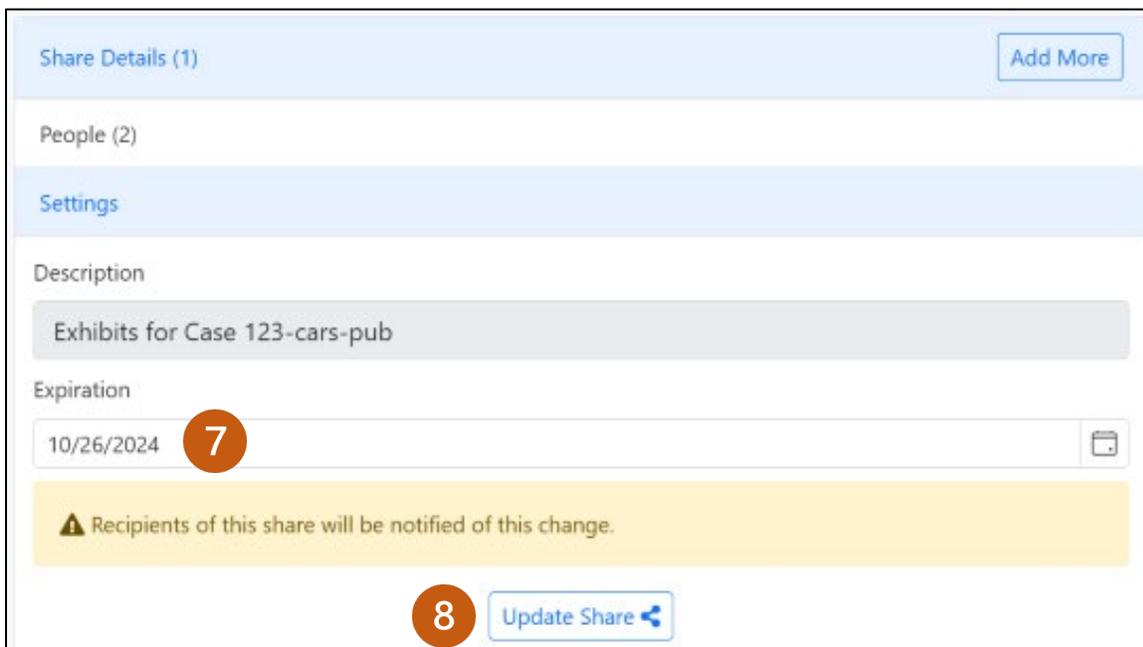
People (1) 5

Search for a contact a + New Contact

Name	Email	Phone	Delivery Method
Carla Lawrence	carla.lawrence@c...		Email <input type="text"/> b

6 Next >

7. Change the **Expiration Date** as needed.
8. Click **Update Share**.
9. A success message appears. Click **Close**.



Share Details (1) Add More

People (2)

Settings

Description

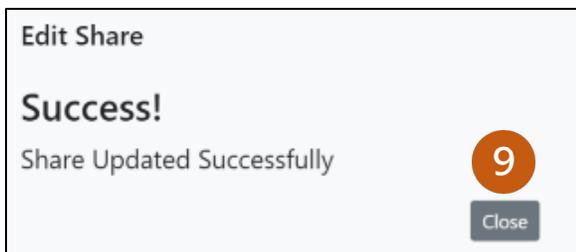
Exhibits for Case 123-cars-pub

Expiration

10/26/2024 7

⚠ Recipients of this share will be notified of this change.

8 Update Share ↩



Edit Share

Success!

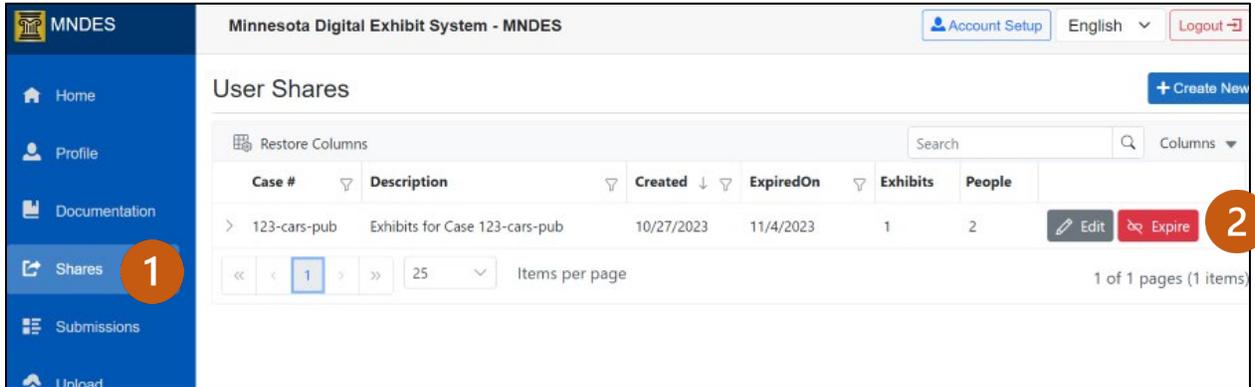
Share Updated Successfully 9

Close

QRG – Sharing Exhibits in the Minnesota Digital Exhibit System (MNDES) Portal

Manually expire a share from the User Shares page

1. Click **Shares** in the blue navigation pane.
2. Find the share you are wanting to expire and click **Expire**.



Minnesota Digital Exhibit System - MNDES

User Shares

Case #	Description	Created	ExpiredOn	Exhibits	People	
> 123-cars-pub	Exhibits for Case 123-cars-pub	10/27/2023	11/4/2023	1	2	Edit Expire

3. The Expired On field updates and is highlighted in red.

Case #	Description	Created	ExpiredOn	Exhibits	People	
> 123-cars-pub	Exhibits for Case 123-cars-pub	10/27/2023	10/27/2023	1	2	Extend

3



You may extend any expired share to reactivate the share.