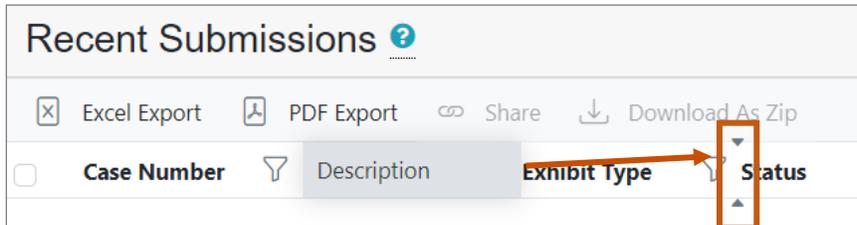


## QRG – Customizing the Exhibits List

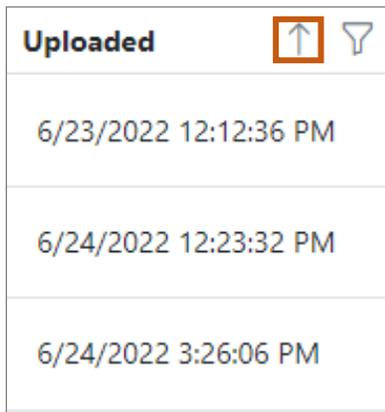
### Move columns

Click the column header and drag it until you see the up and down blue arrows where you want to place the column.



### Sort columns

Click the header until you see the up and down arrow. Click the arrow to sort a column by ascending or descending order, alphabetically, or numerically.



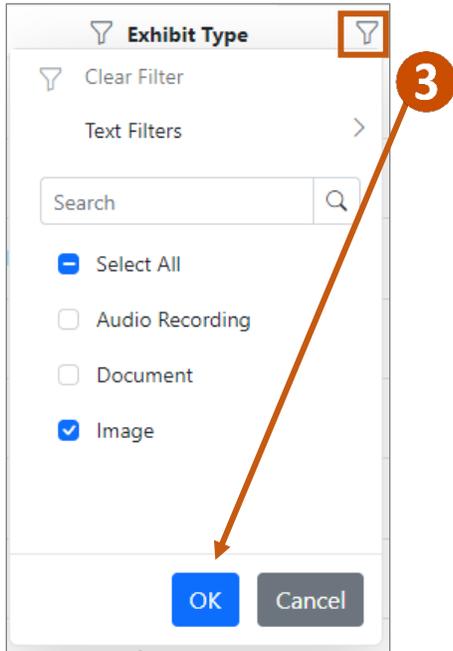
The screenshot shows a table with a header row containing the word "Uploaded" and two icons: an up arrow and a filter icon. The up arrow icon is highlighted with a red box. Below the header are three rows of data, each containing a date and time stamp.

Uploaded  
6/23/2022 12:12:36 PM
6/24/2022 12:23:32 PM
6/24/2022 3:26:06 PM

## QRG – Customizing the Exhibits List

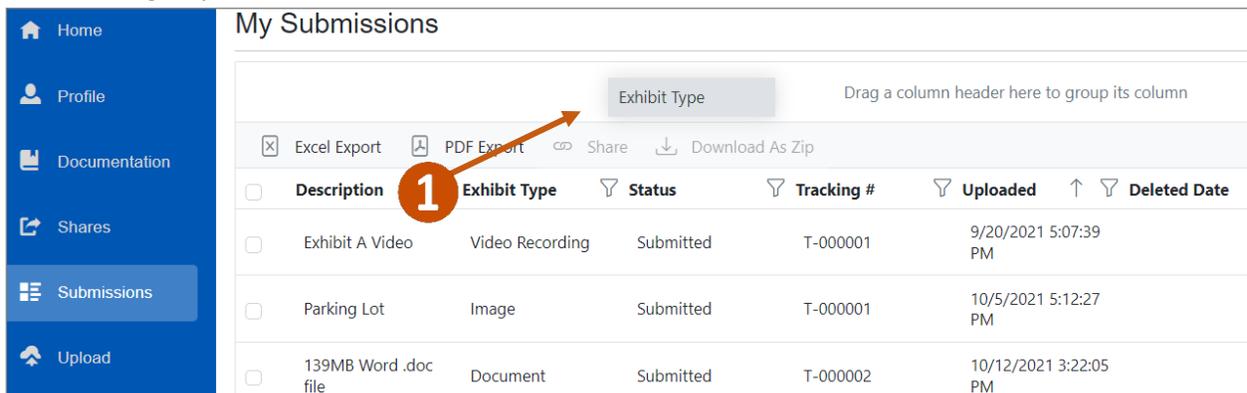
### Set a filter

Click the filter icon and enter a keyword or check criteria and click **OK**.



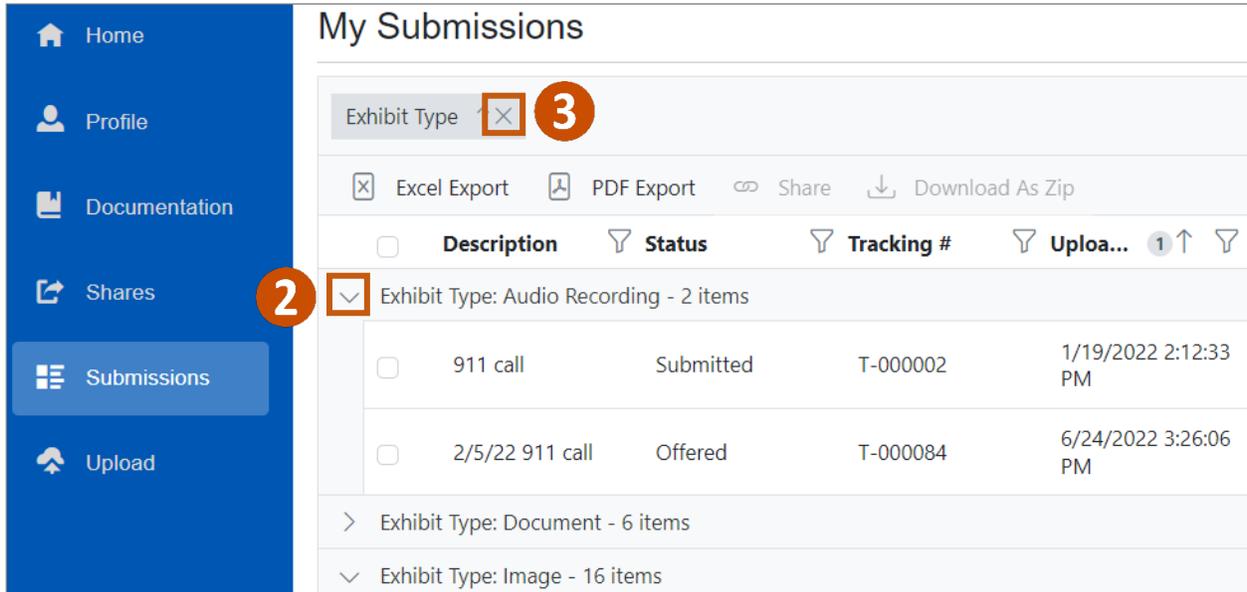
### Group submissions

1. From the Submission page, drag and drop a column heading where it says, “Drag a column header here to group its column.”



## QRG – Customizing the Exhibits List

2. Click an arrow to expand or collapse a group.
3. To ungroup submissions, click the 'x' in the group header.



The screenshot shows the 'My Submissions' interface. On the left is a blue sidebar with navigation options: Home, Profile, Documentation, Shares, Submissions (highlighted), and Upload. The main content area is titled 'My Submissions' and features a table of submissions. The table has columns for Description, Status, Tracking #, and Upload Date. A group header 'Exhibit Type: Audio Recording - 2 items' is expanded, showing two rows of submissions. A red callout '2' points to the expand/collapse arrow in the group header, and a red callout '3' points to the 'x' icon in the group header. Below the table are two collapsed group headers: 'Exhibit Type: Document - 6 items' and 'Exhibit Type: Image - 16 items'. Above the table, there are options for 'Excel Export', 'PDF Export', 'Share', and 'Download As Zip'.

<input type="checkbox"/>	Description	Status	Tracking #	Uploa... <span>1</span> ↑
<input checked="" type="checkbox"/>	Exhibit Type: Audio Recording - 2 items			
<input type="checkbox"/>	911 call	Submitted	T-000002	1/19/2022 2:12:33 PM
<input type="checkbox"/>	2/5/22 911 call	Offered	T-000084	6/24/2022 3:26:06 PM
>	Exhibit Type: Document - 6 items			
∨	Exhibit Type: Image - 16 items			