

## **QRG - Updating Exhibits Details**

## **Update exhibit information**

- 1. From the Recent Submission screen, click Actions.
  - **a. Exhibit Details:** Shows system-generated information, details you entered when the exhibit was uploaded, and processing history.
  - b. **Correct Exhibit**: Allows you to update exhibit details, provided the exhibit has not been offered.
  - If an exhibit is changed from non-public to public, the portal will show this change; however, the document will not be available to download or view.
  - c. **Download Exhibit:** Allows you to download a copy of the exhibit and save to a local or shared network drive.
  - Exhibits for confidential cases or those that are marked as Non-Public will not be available to download or view from the MNDES portal.
  - d. **View Exhibit:** Allows you to view audio, video, PDF, text, and image file formats directly from the portal without needing to download the exhibit. If an exhibit has been uploaded with an unsupported file format, the MNDES portal will direct them to download the exhibit to view it.
  - e. Case Exhibits: Allows you to filter exhibits by a single case.

