

Application Overview: Minnesota Digital Exhibit System (MNDES) Portal

Home Page

See the Training Resources on the <u>MNDES website</u> for specific instructions to use the features described on each screen.

- 1. Navigate to different screens in MNDES.
- 2. Click New Submission to upload exhibits in MNDES to the court.
- 3. Click Update Profile to change your account information.
- 4. Click Contact Us to find user support contact information.
- 5. Enter a case number in the Search field to find a case.

- 6. The Favorite Cases section displays all selected favorited cases. Click the Remove button to remove a case from the favorites list.
- 7. The Recent Cases section displays the last 10 cases in which you have submitted exhibits.
- 8. Click to logout of MNDES.

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My Profile Page

- 1. Update your name and mobile phone number, if necessary.
- 2. Click to logout of MNDES.
- 3. Click Save Changes to save any updates on this screen.
- 4. Select the preferred method to receive the status of a submission.

- 5. Enter and save contacts you've set up to share exhibits.
- 6. View a list of activities you've performed within the portal.
- 7. Export activity listing to Excel or PDF.
- 8. Enter any identifying information to search activity history.

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Documentation Page

- 1. View and search for helpful information organized by category about the features and functionality available within the MNDES portal.
- 2. Click Next to navigate through documents listed in the left-side menu.



User Shares Page

- 1. The **Shared By Me** tab allows you to share exhibits with others and the **Shared With Me** tab allows you to view exhibits others have shared with you.
- 2. Click Create New to create a new exhibit share.
- 3. Click to restore hidden columns.
- 4. Enter any identifying information, such as case number or description to find an exhibit share.

- 5. Click the Columns dropdown to customize the exhibit share view.
- 6. Click the arrow to expand or collapse exhibit share details: Exhibits, People, and History.
- 7. Click to edit exhibit share details.
- 8. Click to stop an exhibit share.
- 9. Click to view an exhibit.

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My Submissions Page

- 1. View all your exhibit submissions and relevant information.
- 2. Click Restore Columns to revert to original settings.
- 3. Click the Filter icon in any column to narrow the results list and find the exhibit(s) you are looking for.
- 4. Click New Submission to open the Upload page and submit exhibit(s).
- 5. Click the Columns dropdown to change what information is displayed on the table.
- 6. Click Actions to view options for working with submitted exhibits.



Upload Page

- 1. Enter the case number and click Search to find a case and upload exhibits.
- 2. Click to logout of MNDES.

