

## Quick Reference Guide – Updating Exhibit Details

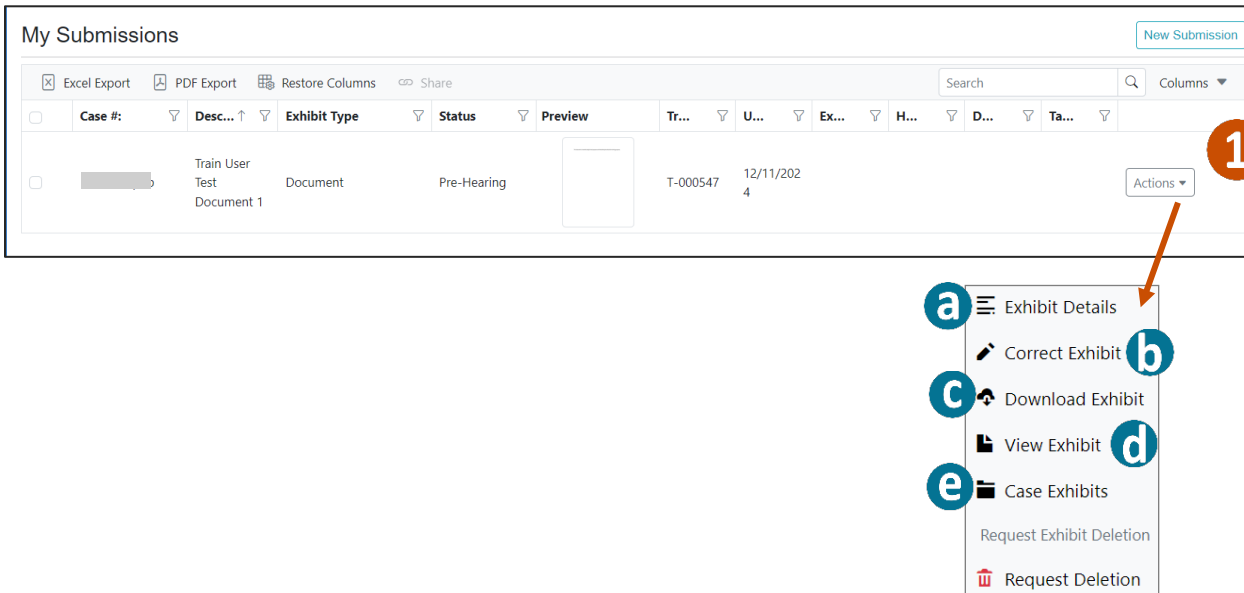
Last Revised: 12/31/2024

### Update exhibit information

1. From the My 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.
  - c. **Download Exhibit:** Allows you to download a copy of the exhibit and save to a local or shared network drive.
  - d. **View Exhibit:** Allows you to view audio, video, document, 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.



Refer to QRG – Requesting Exhibit Deletion for detailed instructions.



The screenshot shows the 'My Submissions' interface. At the top right is a 'New Submission' button. Below it is a toolbar with 'Excel Export', 'PDF Export', 'Restore Columns', and 'Share'. A search bar and 'Columns' dropdown are on the right. The table has columns: Case #, Desc..., Exhibit Type, Status, Preview, Tr..., U..., Ex..., H..., D..., Ta..., and Actions. A row is highlighted with a red circle '1' next to the 'Actions' dropdown. The dropdown menu is open, showing options: Exhibit Details (a), Correct Exhibit (b), Download Exhibit (c), View Exhibit (d), Case Exhibits (e), Request Exhibit Deletion, and Request Deletion.

Case #	Desc...	Exhibit Type	Status	Preview	Tr...	U...	Ex...	H...	D...	Ta...	Actions
	Train User Test Document 1	Document	Pre-Hearing		T-000547	12/11/2024					Actions