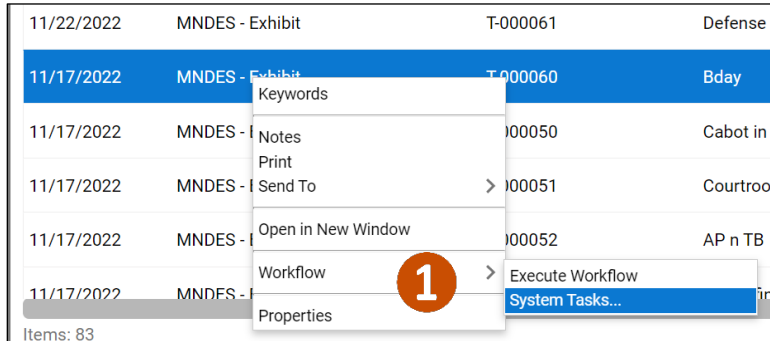


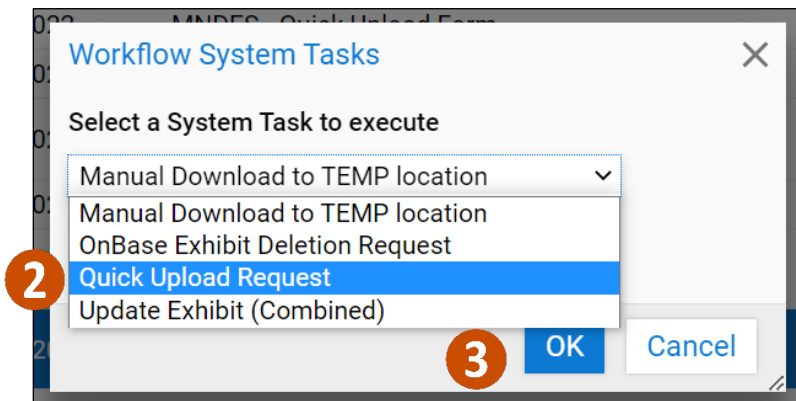
## QRG – Creating a Quick Upload Request in the MN Digital Exhibit System (MNDES) for Non-Branch Employees

### Create a Quick Upload Request

1. Right-click an exhibit, point to **Workflow**, and click **System Tasks**.



2. Click **Quick Upload Request**.
3. Click **Ok**.






## QRG – Creating a Quick Upload Request in the MN Digital Exhibit System (MNDES) for Non-Branch Employees

4. Enter the **First** and **Last Name** of the quick upload form recipient.
5. Enter the **Email** or **Mobile Phone** number of the recipient.
6. Enter the recipient’s **Case Number**.
7. Click **Submit**.

### Minnesota Digital Exhibit System: Quick Upload Form



Either an email or mobile number are required, not both. However, collect an email whenever possible so that the party can be contacted for exhibit retention purposes.

First Name*	<input type="text" value="Justin"/>	4	Last Name*	<input type="text" value="Case"/>
Email	<input type="text" value="justin.case@gmail.com"/>	5	Mobile Phone	<input type="text"/>
Case Number*	<input type="text" value="123-CARS-PUB"/>	6	County	<input type="text" value="DAKOTA, APPLE VALLEY"/>

7



Reach out to your local court contact with any support needs or questions.