

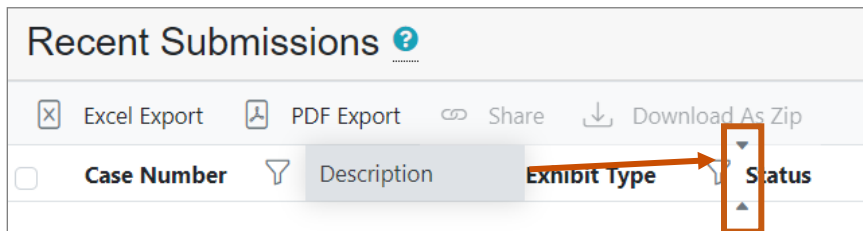
## QRG – Customizing the Submissions Page and Printing Exhibits List

### Overview

After logging in, the Recent Submissions page opens with all the exhibits you have uploaded to the portal. The following information explains the ways you can customize and print the exhibit submissions list.

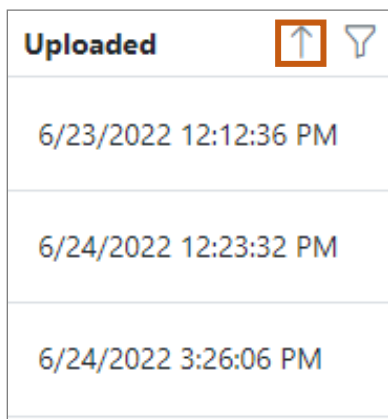
### Move columns

Click the column header and drag it until you see the up and down 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.



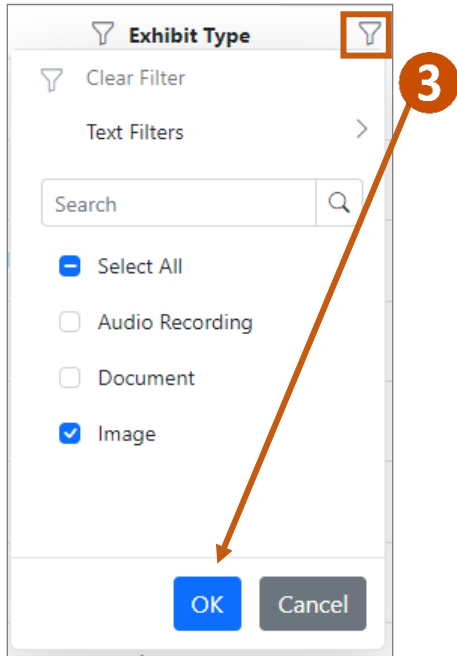
The screenshot shows the 'Uploaded' column header and its data rows. The header 'Uploaded' has an orange box around the up arrow icon. The data rows show dates and times: 6/23/2022 12:12:36 PM, 6/24/2022 12:23:32 PM, and 6/24/2022 3:26:06 PM.

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

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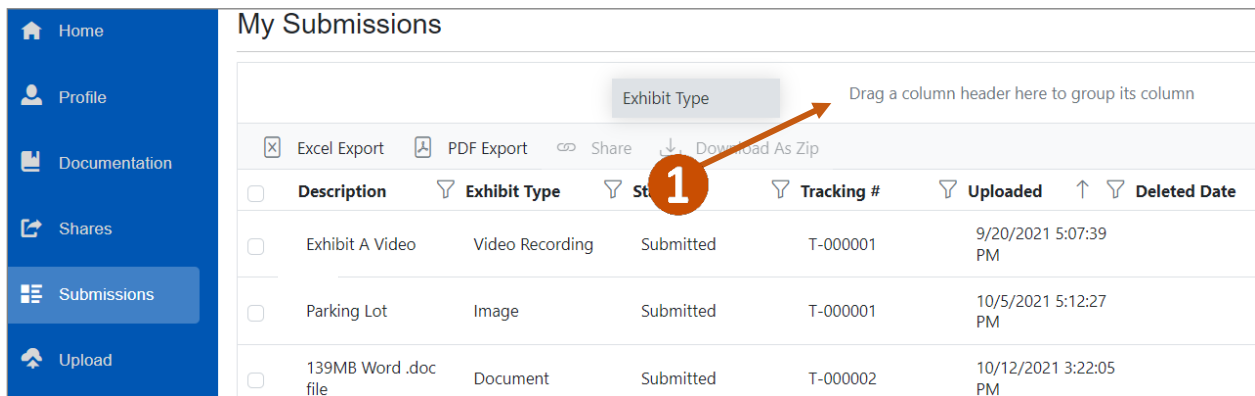
### Set a filter

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



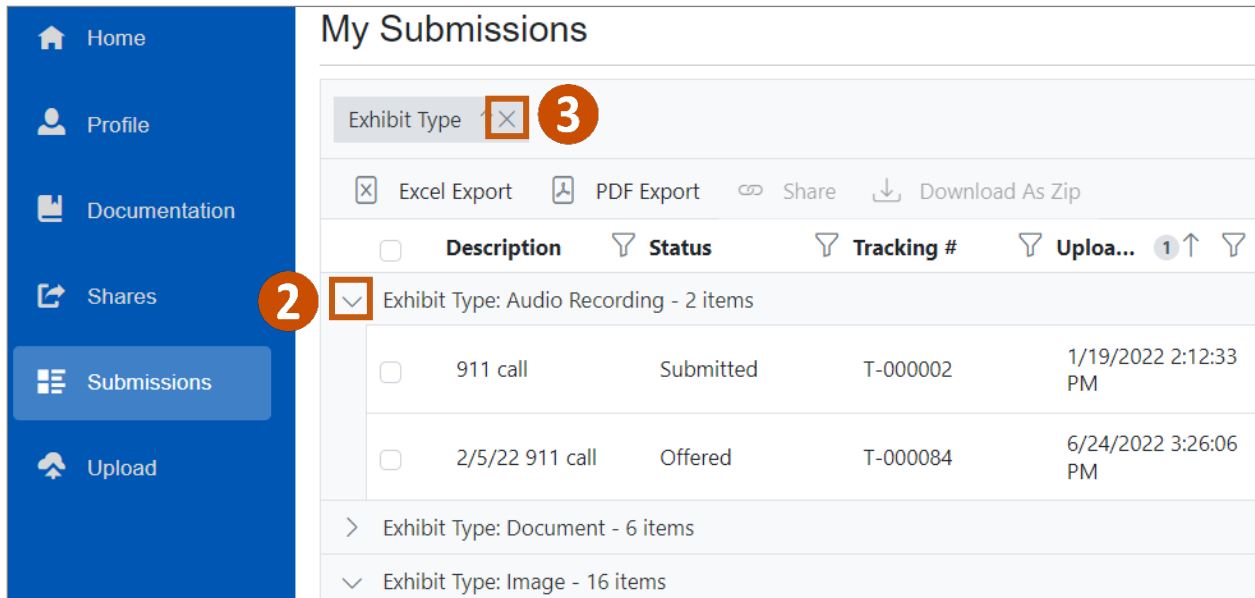
### Group submissions

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



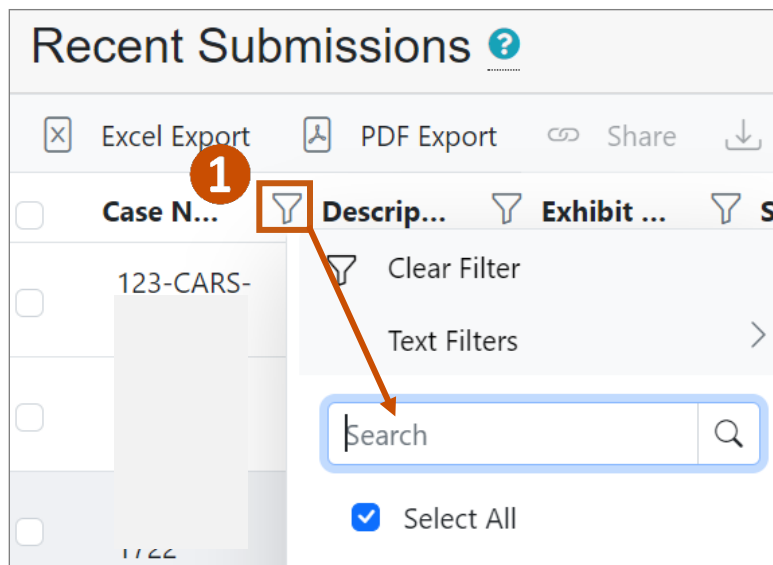
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2. Click an arrow to expand or collapse a group.
3. To ungroup submissions, click the 'x' in the group header.



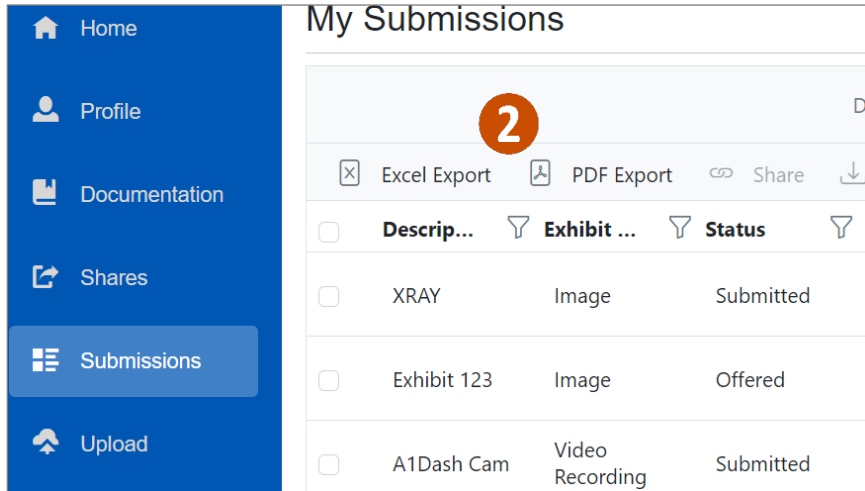
### Print list of submitted exhibits

1. If you need to print an exhibits list for a specific case, click the filter icon and select the case.



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2. Click **Excel Export** or **PDF Export**, open the exhibit list, and print.



<input type="checkbox"/>	Descrip...	Exhibit ...	Status
<input type="checkbox"/>	XRAY	Image	Submitted
<input type="checkbox"/>	Exhibit 123	Image	Offered
<input type="checkbox"/>	A1Dash Cam	Video Recording	Submitted