

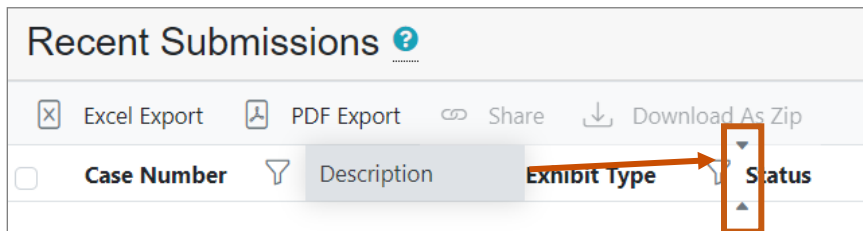
## QRG – Customizing the Submissions Page and Printing Exhibits List

### 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.

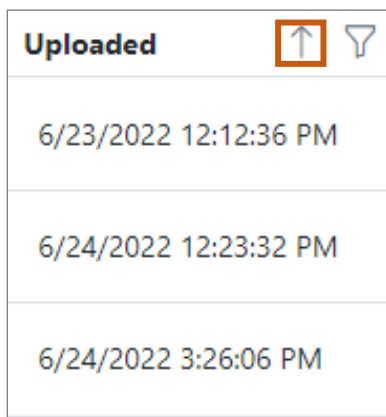
### Move columns



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.

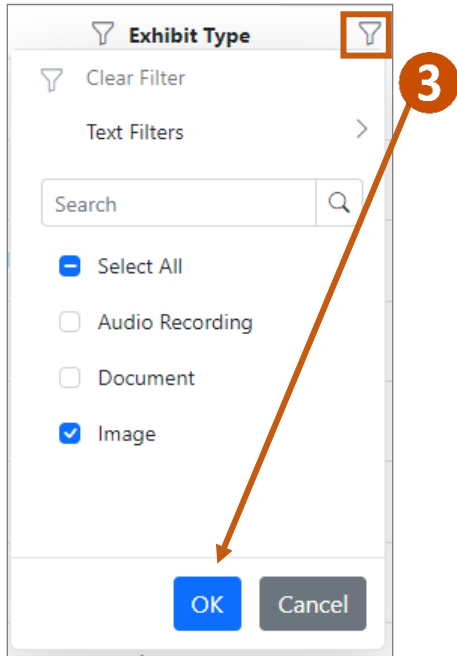


Uploaded  
6/23/2022 12:12:36 PM
6/24/2022 12:23:32 PM
6/24/2022 3:26:06 PM

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

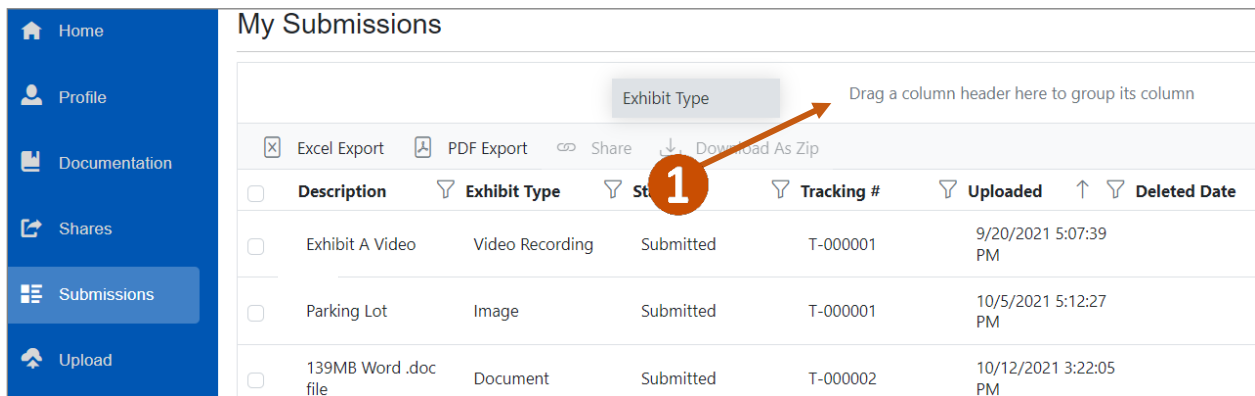
### Set a filter

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



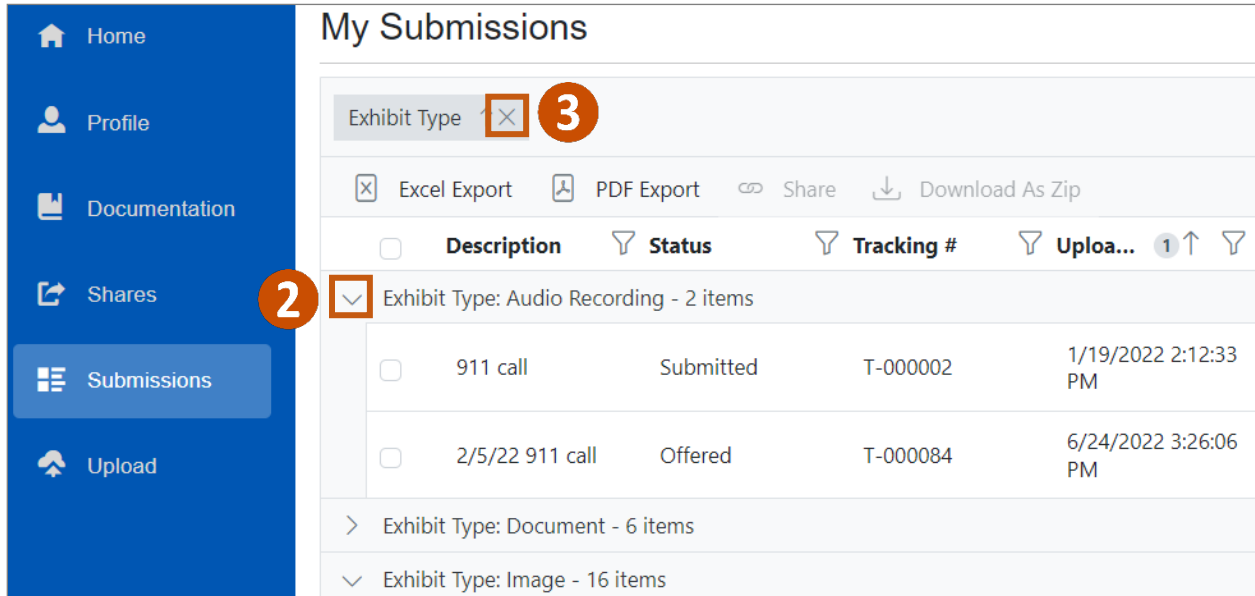
### Group submissions

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



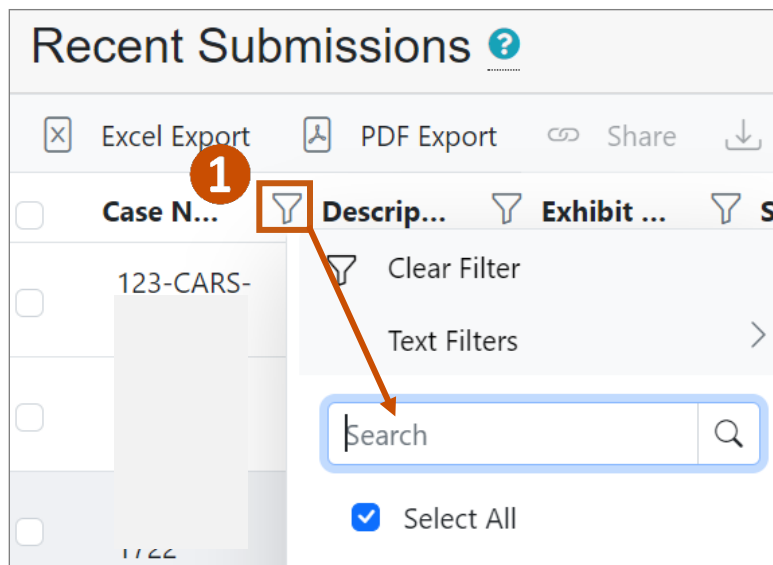
## QRG – Customizing the Submissions Page and Printing Exhibits List

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



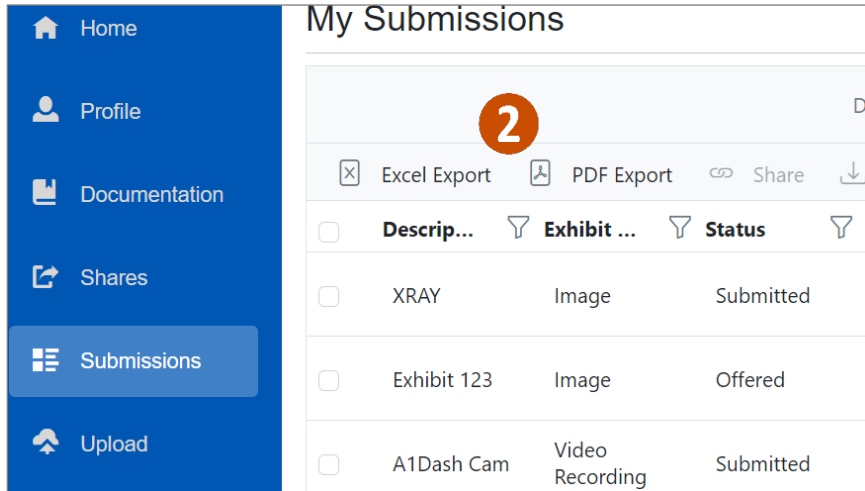
### Print list of submitted exhibits

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



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

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