

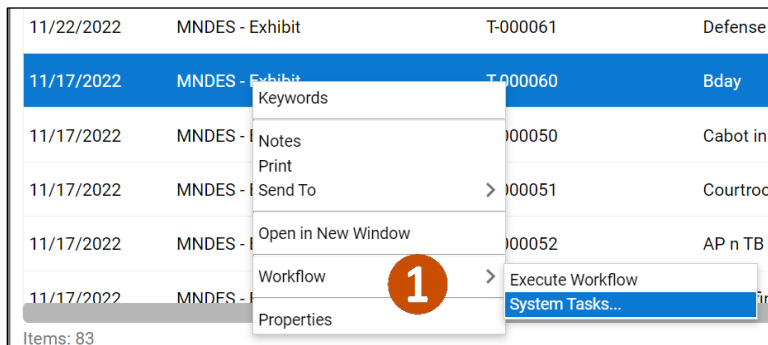
## QRG – Editing Exhibits in the MN Digital Exhibit System (MNDES) for Non-Branch Employees

### Edit exhibit details

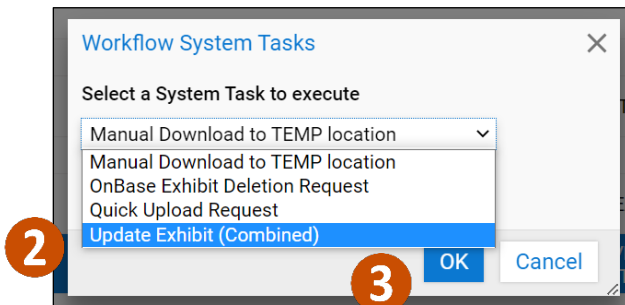


These steps are only applicable in counties where referees, or other non-court employees, typically update exhibit details.

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



2. From the dropdown, click **Update Exhibit (Combined)**.
3. Click **OK**.



4. Update exhibit details, as necessary.
  - a. Exhibit Description
  - b. Exhibit Status
  - c. Hearing Type
  - d. Non-Public = True, Public = False
  - e. Exhibit Number
5. Click **Submit**.



## QRG – Editing Exhibits in the MN Digital Exhibit System (MNDES) for Non-Branch Employees

**4** Exhibit Description:

Bday **a**

Exhibit Status: RECEIVED WITHOUT OBJECTION **b**

Hearing Type: JURY TRIAL **c**

Non-Public: FALSE **d**

Exhibit Number: 001 **e**

Type "clear" to remove the exhibit number keyword

**5** Submit Cancel



If more than one exhibit has been selected from the results list, you will be prompted with a form for each exhibit. Additionally, the MNDES portal will be updated to show that the updated exhibit status and/or hearing type.