

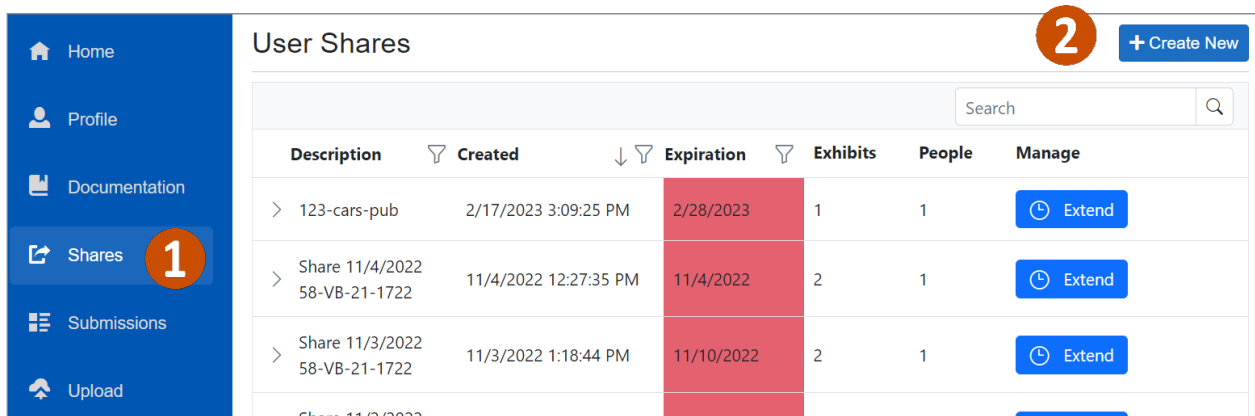
## QRG – Sharing Exhibits

### Overview

There are two ways to share exhibits: from the navigation bar and from the Recent Submissions page. They both perform the same way and produce the same result. Instructions for each method are provided below.

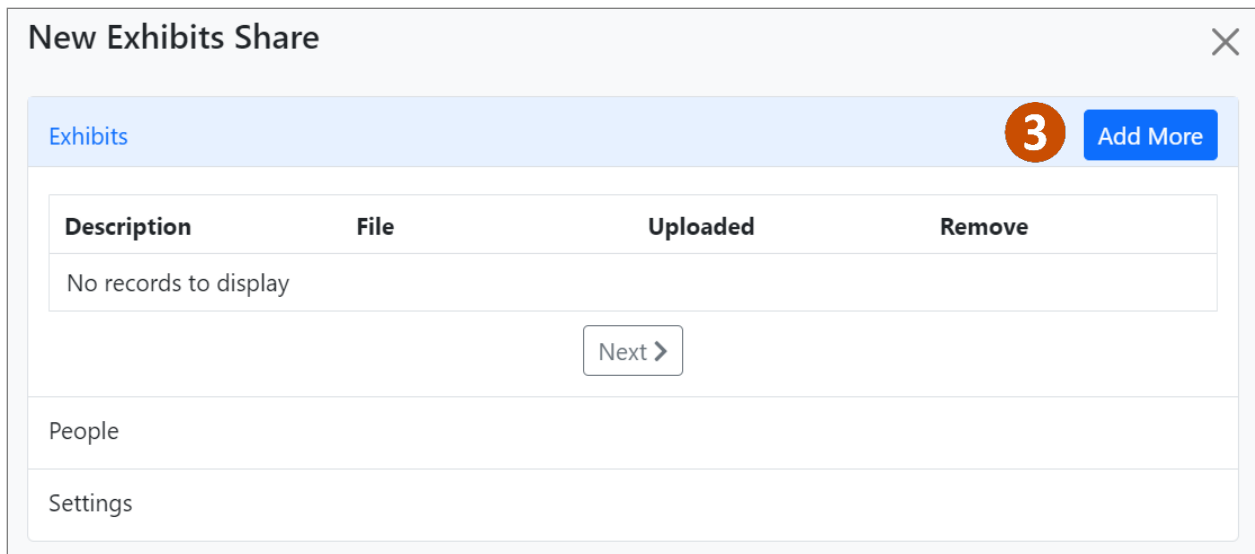
### Share exhibits from navigation bar

1. Click **Shares** in the blue navigation bar.
2. Click **Create New**.



Description	Created	Expiration	Exhibits	People	Manage
> 123-cars-pub	2/17/2023 3:09:25 PM	2/28/2023	1	1	<a href="#">Extend</a>
> Share 11/4/2022 58-VB-21-1722	11/4/2022 12:27:35 PM	11/4/2022	2	1	<a href="#">Extend</a>
> Share 11/3/2022 58-VB-21-1722	11/3/2022 1:18:44 PM	11/10/2022	2	1	<a href="#">Extend</a>

3. Click **Add More**.



Description	File	Uploaded	Remove
No records to display			

[Next >](#)

## QRG – Sharing Exhibits

4. Check the exhibit(s) you would like to share.



Click on the Case column header to sort by case and make it easier to select exhibits from a specific case.

5. Click **Add Selected**.

Add Exhibits ✕

🔍

<input type="checkbox"/>	<b>Case</b>	Description	Exhibit Type	Tracking #	Uploaded
<input checked="" type="checkbox"/>	123-CARS-PUB	XRAY	Image	T-000100	2/16/2023 10:08:29 PM
<input type="checkbox"/>	58-VB-21-1722	Exhibit 123	Image	T-000049	11/4/2022 5:12:01 PM
<input checked="" type="checkbox"/>	58-VB-21-1722	A1Dash Cam	Video Recording	T-000047	11/3/2022 6:11:35 PM
<input type="checkbox"/>	58-VB-21-1722	Exhibit123	Image	T-000045	11/2/2022 6:12:28 PM
<input type="checkbox"/>	58-VB-21-1722	Fun exhibit	Document	T-000044	11/1/2022 5:12:08 PM
<input type="checkbox"/>	58-VB-21-1722	Exhibit123	Image	T-000043	11/1/2022 5:12:08 PM
<input checked="" type="checkbox"/>	58-CR-21-718	19-PR-YY-XXXXAmended-13960-WellBeingReport-NoticeOfRights (1)	Document	T-000117	10/25/2022 5:26:55 PM
<input type="checkbox"/>	58-VB-21-1722	MuseLog	Audio Recording	T-000039	10/20/2022 2:28:07 PM
<input type="checkbox"/>	58-CR-21-718	ExhibitA	Image	T-000116	10/20/2022 1:09:29 PM
<input type="checkbox"/>	58-CR-21-718	WellBeingReport-NoticeOfRights	Document	T-000114	10/19/2022 5:22:45 PM

« < 1 2 3 4 5 > »
10 ▾ Items per page
1 of 5 pages (41 items)

Close Add Selected

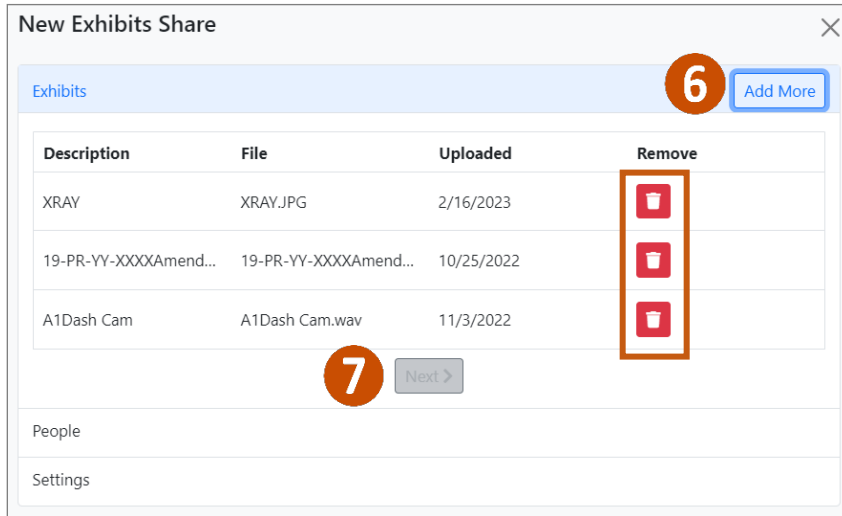
## QRG – Sharing Exhibits

6. Click **Add More** to add additional exhibits to the share.






Under Remove, click the trash can icon to remove an exhibit from the share.

7. Click **Next**.



New Exhibits Share

Exhibits 6 [Add More](#)

Description	File	Uploaded	Remove
XRAY	XRAY.JPG	2/16/2023	
19-PR-YY-XXXXAmend...	19-PR-YY-XXXXAmend...	10/25/2022	
A1Dash Cam	A1Dash Cam.wav	11/3/2022	

7 [Next >](#)

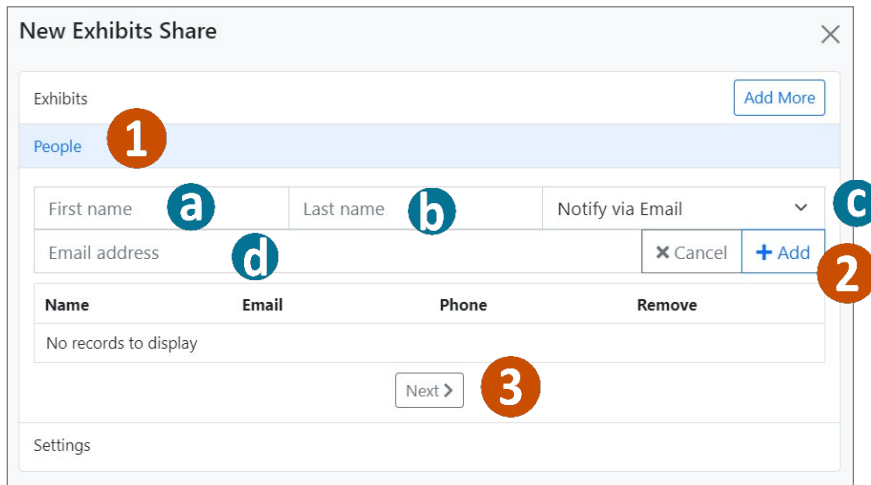
People

Settings

## QRG – Sharing Exhibits

### Complete the share recipient details

1. Enter the share contact information
  - a. **First Name**
  - b. **Last Name**
  - c. **Notify via Email** or **Notify via SMS**
  - d. **Email address** or **Cell phone number**.
2. Click **Add** to add the individual as a contact. Repeat step 1– 2 for each share recipient.
3. Click **Next**.



The screenshot shows a 'New Exhibits Share' dialog box. At the top, there is a search bar for 'Exhibits' with an 'Add More' button. Below this is a 'People' section, which is highlighted with a blue bar and a red circle containing the number '1'. Under 'People', there are input fields for 'First name' (with a blue circle 'a'), 'Last name' (with a blue circle 'b'), and 'Notify via Email' (with a blue circle 'c'). Below these is an 'Email address' field (with a blue circle 'd') and two buttons: 'Cancel' and '+ Add' (with a red circle '2'). Below the input fields is a table with columns for 'Name', 'Email', 'Phone', and 'Remove'. The table currently shows 'No records to display'. At the bottom of the dialog, there is a 'Next >' button (with a red circle '3') and a 'Settings' link.

## QRG – Sharing Exhibits

4. Update the **Description** (optional).
5. Enter an **Expiration** date for the share.
6. Click **Share**.

**New Exhibits Share** ✕

Exhibits Add More


People

Settings

Description Exhibit Share 9/8/2022 4

Expiration 9/15/2022 5 📅

Share 6

 Recipients will receive an email or text with a link to view shared exhibits in the portal.

### Share exhibits from Recent Submissions page.

1. Check the box next to the exhibit(s) from the list that you would like to share.
2. Click **Share**.

**Recent Submissions** 2

Excel Export  
  PDF Export  
 Share  
  Download As Zip



	Description	Exhibit T...	Status	Tracking #	
<span style="border: 1px solid #007bff; border-radius: 50%; width: 20px; height: 20px; display: inline-block; text-align: center; line-height: 20px;">1</span>	<input checked="" type="checkbox"/>	1234 Citation	Document	Offered	T-000080
	<input checked="" type="checkbox"/>	PD Citation	Document	Offered	T-000083

3. Click **Add More** to add additional exhibits to the share or click the trash can icon to remove an exhibit from the share.
4. Click **Next**.

## QRG – Sharing Exhibits

New Exhibits Share ×

Exhibits 3 Add More

Description	File	Uploaded	Remove
1234 Citation	Citation_DNR_1.2019.d...	6/23/2022	
PD Citation	Citation_DNR_1.2019.d...	6/24/2022	

4 Next >

People

Settings



Refer to the section **Complete recipient details** to finish the share.