

## Quick Reference Guide – Sharing Exhibits

Last Revised: 12/31/2024

### Overview

You can share exhibits that you have uploaded with others, and others can share exhibits with you. An Exhibit Share can only contain exhibits from one case. Sort exhibits by case number using the **Case** column header to make it easier to select exhibits from a specific case. You can also access a specific case using the Search for Case Number field on the Home screen. Sealed exhibits cannot be uploaded or shared.

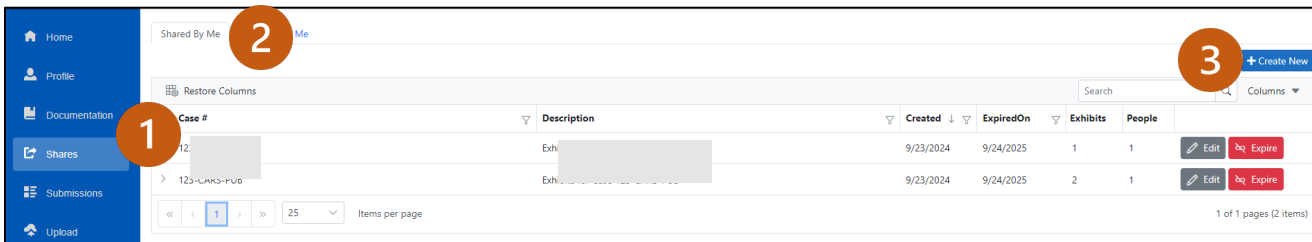
There are several ways to share exhibits with others. Each method of sharing produces the same result. Instructions for each method are provided below.

Exhibits shared with you can be viewed in your portal account if you have one set up.

### Share exhibits from navigation bar

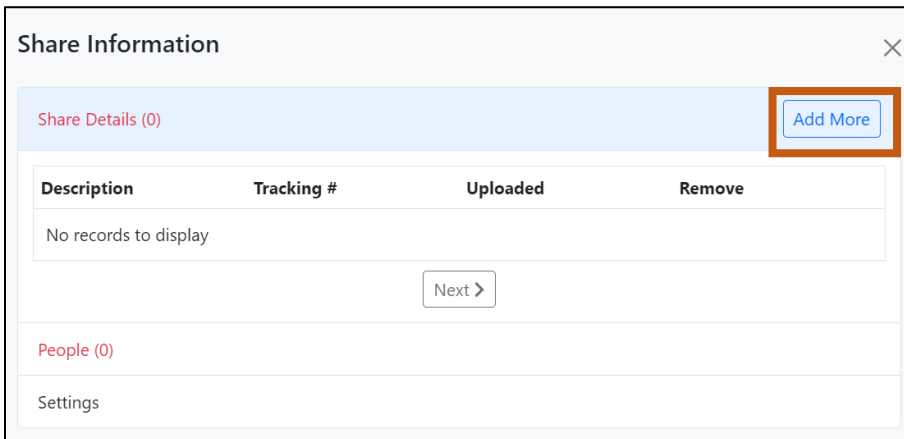
**!** If you have already shared exhibits in a case, please refer to [QRG – Modifying an Exhibit Share](#).

1. Click **Shares** in the blue navigation bar.
2. Click the **Share By Me** tab.
3. Click **Create New**.



Case #	Description	Created	ExpiredOn	Exhibits	People	
123-456-789	Exhibit 1	9/23/2024	9/24/2025	1	1	Edit Expire
123-456-789	Exhibit 2	9/23/2024	9/24/2025	2	1	Edit Expire

4. On the **Share Information** window, click **Add More**.



Share Information

Share Details (0) **Add More**

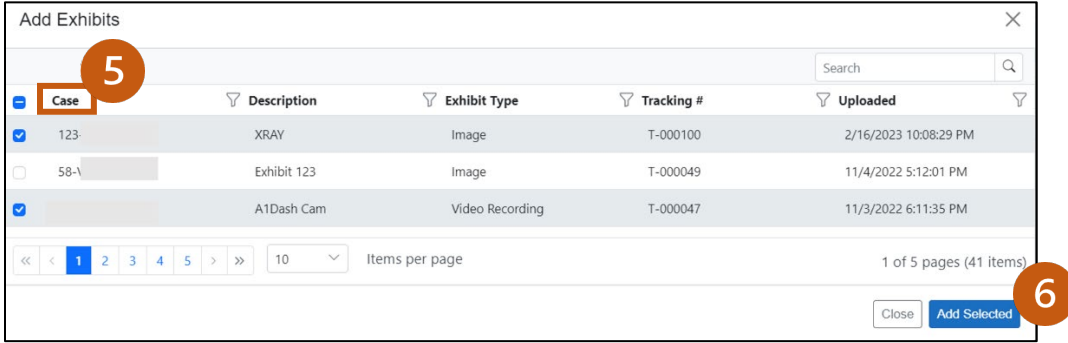
Description	Tracking #	Uploaded	Remove
No records to display			
Next >			

People (0)

Settings

5. Sort by the Case column and check the exhibits you would like to share.

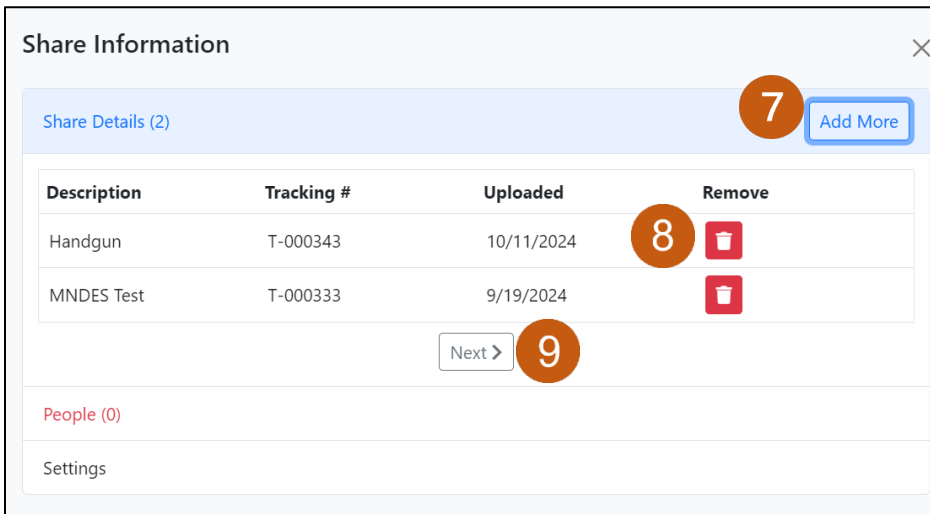
6. Click **Add Selected**.



7. Click **Add More** to add additional exhibits to the Exhibit Share.

8. To remove an exhibit from the share, click the red trashcan icon under **Remove**.

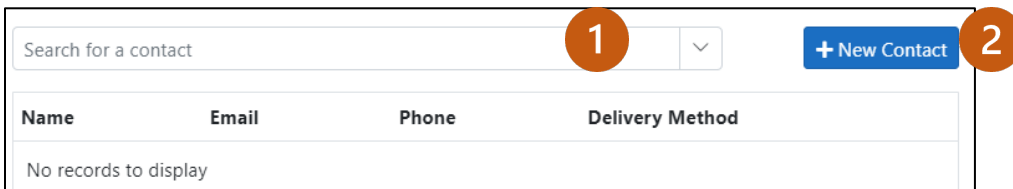
9. Click **Next**.



## Complete the share recipient details

1. Click the **Search for a contact** dropdown to choose a share recipient from an existing contact; or

2. Click **New Contact**.



3. Enter the contact’s information and whether they prefer to receive the Exhibit Share link via text or email.
4. Click **Add** to add the individual as a contact. Repeat step 1 – 3 for each share recipient.
5. Click **Next**.

**New Exhibits Share**

Exhibits Add More

People

3

First name Last name Notify via Email

Email address Cancel Add 4

Name	Email	Phone	Remove
No records to display			

Next > 5

Settings

6. Update the **Expiration** date as needed. The date defaults to one year from the date the Exhibit Share is created.
7. Click **Share**.

**Auto Add Content to Share** toggle: When enabled, any content you upload for this case will be automatically added to the share, and the person with access to the share will be notified.

**Share Information**

Share Details (1) Add More

People (1)

Settings

Description

Exhibits for Case 1

Expiration

6 11/16/2025

Auto Add Content to Share ?

Share 7

8. A success message appears. Click **Close**.


**Share Information**

**Success!**

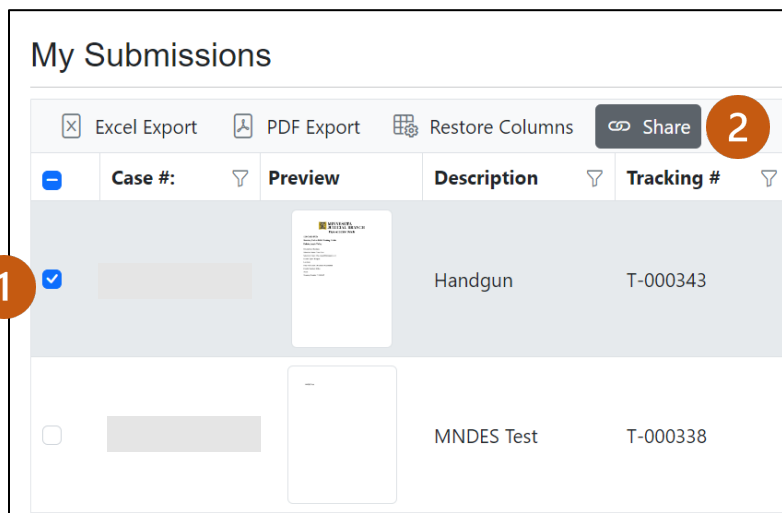
Exhibits Shared Successfully

Close

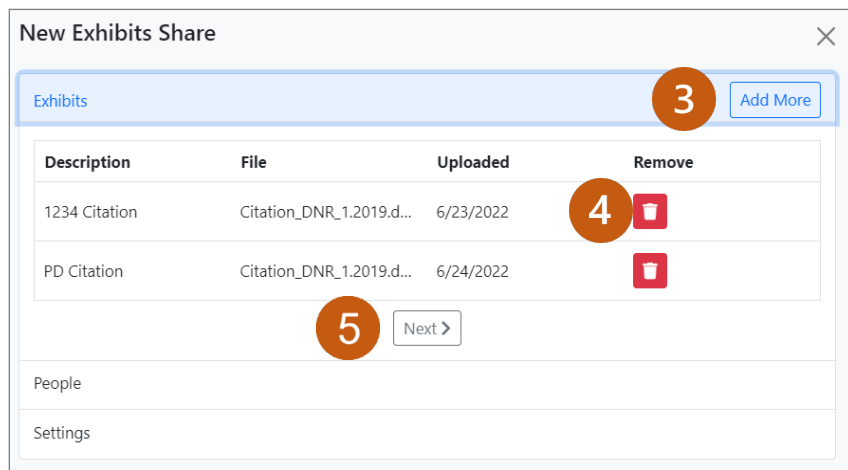
## Share exhibits from Recent Submissions page

 If you have already created a share for a case please refer to the [QRG for Modifying an Exhibit Share](#).

1. Check the box next to the exhibits that you would like to share.
2. Click **Share**.



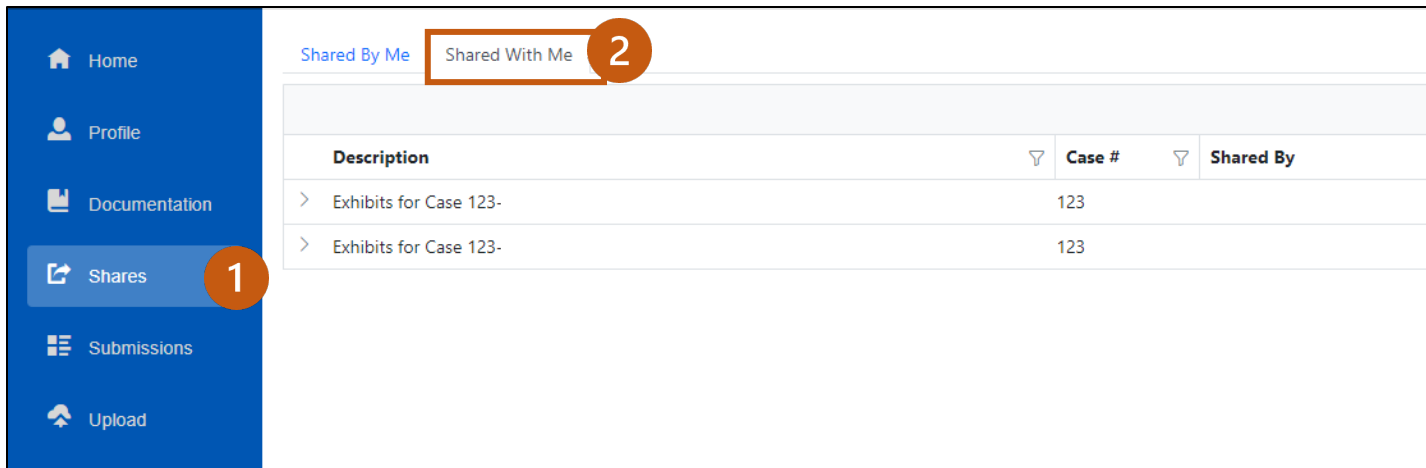
3. Click **Add More** to add additional exhibits to the Exhibit Share.
4. To remove an exhibit from the share, click the red trashcan icon under **Remove**.
5. Click **Next**.



 Refer to the section [Complete recipient details](#) to finish the share.

## View exhibits shared by others with you

1. Click **Shares** in the blue navigation pane.
2. Click the **Shared With Me** tab.



3. Click the arrow to expand an exhibit share.
4. To view or download the exhibit:
  - a. Click **View** to open the viewer window and review the exhibit.
  - b. Click **Download** to download and save the exhibit.

