

# **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 <u>QRG – Modifying an Exhibit Share</u>.

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

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

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	People (0)				
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5. Sort by the Case column and check the exhibits you would like to share.

#### 6. Click Add Selected.

	5				Search	Q
•	Case			√ Tracking #	√ Uploaded	8
	123	XRAY	Image	T-000100	2/16/2023 10:08:29	PM
	58-\	Exhibit 123	Image	T-000049	11/4/2022 5:12:01	PM
		A1Dash Cam	Video Recording	T-000047	11/3/2022 6:11:35	PM
~	< 1 2 3	4 5 > ≫ 10 ~ Ite	ms per page		1 of 5 page	es (41 items)
					Close	ld 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.

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Share Details (2)			7 Add More
Description	Tracking #	Uploaded	Remove
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		Next > 9	
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Settings			

## 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.

Search for a c	ontact		1 ~	+ New Contact
Name	Email	Phone	Delivery Method	
No records to	display			

- 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.

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xhibits			[	Add More
People				
First name		Last name	Notify via Email	~
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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
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Description	
Exhibits for Case 1	
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6 11/16/2025	
Auto Add Content to Share 3	
Share < 7	

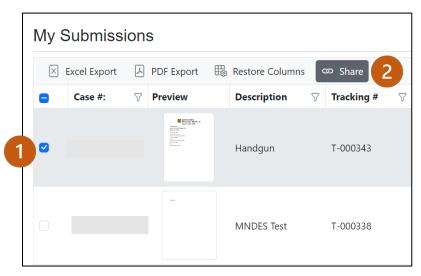
8. A success message appears. Click Close.

Share Information		×
Success!		
Exhibits Shared Successfully		
	Close	

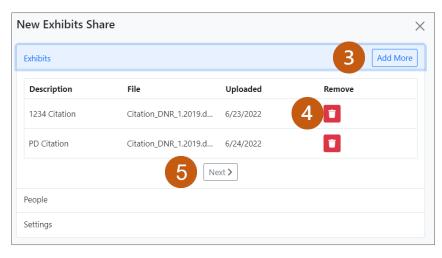
## Share exhibits from Recent Submissions page

If you have already created a share for a case please refer to the <u>QRG for Modifying an Exhibit Share</u>.

- 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.



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Refer to the section **<u>Complete recipient details</u>** 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.

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💄 Profile	Description	∀ Case #  ∀ Shared By
	> Exhibits for Case 123-	123
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Submissions		
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- 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.

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