

Quick Reference Guide – Entering Physical Exhibits

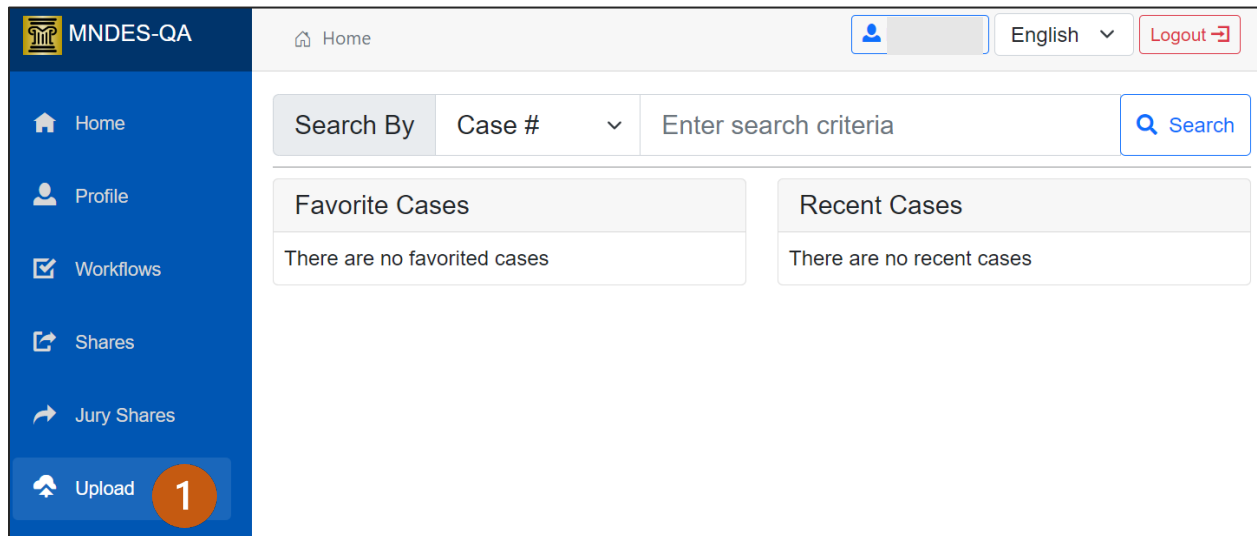
Last Revised: 11/20/2024

To enter a physical exhibit, you can choose one of two methods. Choose only one of the following methods to enter a physical exhibit:

- From the Upload menu, or
- From the Case Exhibit tab.

From the Upload Menu

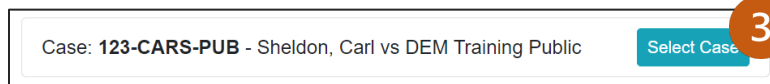
1. Click **Upload**.



2. Enter the **Case Number** in the case number field and click **Search**.



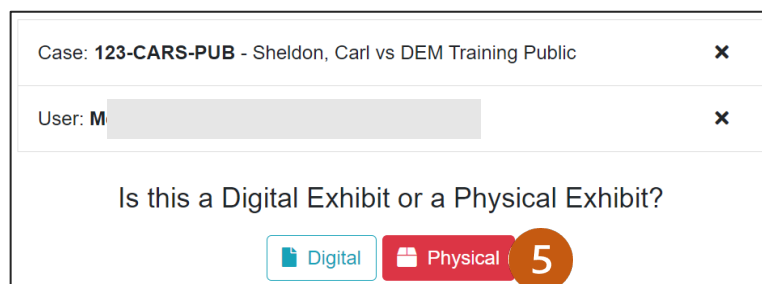
3. If the correct case appears, click **Select Case**.



4. Search for the MNDES user submitting the physical exhibit or click **New** if it is a new submitter.



5. Click **Physical**.



6. On the resulting Add Physical Exhibit window, complete the following **required** fields:
 - a. Enter a clear **Description** for the physical exhibit.
 - b. Select the **Exhibit Type**.


The screenshot shows the 'Add Physical Exhibit' form for case 123-CARS-PUB. The form is titled 'Add the physical file(s) information you want to submit for case 123-CARS-PUB:'. It contains several fields:

- Description ***: A text input field with a 'Delete' button.
- Exhibit Type ***: A dropdown menu with the placeholder text 'select an evidence type'.
- Location**: A text input field.
- Party Affiliation**: A dropdown menu.
- Exhibit #**: A text input field.
- Notes**: A text area with a 'Submit' button at the bottom right.

 Callouts are placed as follows:

- 6**: A blue circle around the 'Description' and 'Exhibit Type' fields.
- a**: A blue circle pointing to the 'Description' field.
- b**: A blue circle pointing to the 'Exhibit Type' dropdown.
- 7**: A blue circle around the 'Location', 'Party Affiliation', 'Exhibit #', and 'Notes' fields.
- c**: A blue circle pointing to the 'Location' field.
- d**: A blue circle pointing to the 'Party Affiliation' dropdown.
- e**: A blue circle pointing to the 'Exhibit #' field.
- f**: A blue circle pointing to the 'Notes' field.
- 8**: A blue circle around the 'Add Physical Exhibit' button in the top right corner.
- 9**: A blue circle around the 'Submit' button at the bottom center.

7. If applicable, fill in the optional fields as follows:
 - c. Enter the specific **Location** where the physical exhibit is stored, *e.g.*, Exhibit Room Shelf B.
 - d. in the **Party Affiliation** dropdown, select which party the exhibit was submitted on behalf of.
 - e. Type the **Exhibit #** with leading zeroes (00), if an exhibit number has been assigned already.
 - f. Enter any notes necessary to identify the exhibit.
8. Click **Add Physical Exhibit** to enter details for another physical exhibit.

 **Helpful tip:** when adding multiple physical exhibits with the same information (e.g., **Party Affiliation**) enter all duplicative details and then click **Apply to All** before filling out the unique information for each exhibit.

The screenshot shows the 'Add Physical Exhibit' form with two columns of fields. The title is 'Add the physical file(s) information you want to submit for case 123-CARS-PUB:'. At the top left, there is a blue button labeled 'Apply to All' with a question mark icon. The form is divided into two columns:

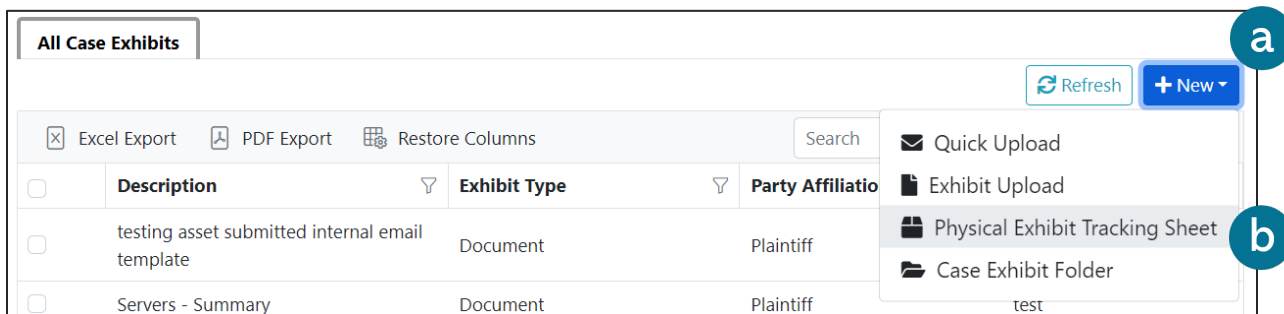
- Left Column:**
 - Description ***: Input field containing 'gun'.
 - Exhibit Type ***: Dropdown menu with 'Weapon' selected.
 - Location**: Input field containing 'exhibit shelf b'.
- Right Column:**
 - Description ***: Input field containing 'knife'.
 - Exhibit Type ***: Dropdown menu with 'Weapon' selected.
 - Location**: Input field containing 'exhibit shelf b'.

9. Click **Submit**.

The physical exhibit will be assigned a system-generated Tracking # and will become a part of the case’s exhibit file.

From the Case Exhibits Tab.

1. Within the **All Case Exhibits** tab:
 - a. click **New**, and
 - b. click **Physical Exhibit Tracking Sheet**.



2. Follow steps [6 – 9 from above](#) for entering physical file information.

Add the physical file(s) information you want to submit for case **123-CARS-PUB**: + Add Physical Exhibit

Description * Delete

Exhibit Type *

Select an evidence type x

Location

Party Affiliation

v

Exhibit #

Notes

✎

Submit ↗