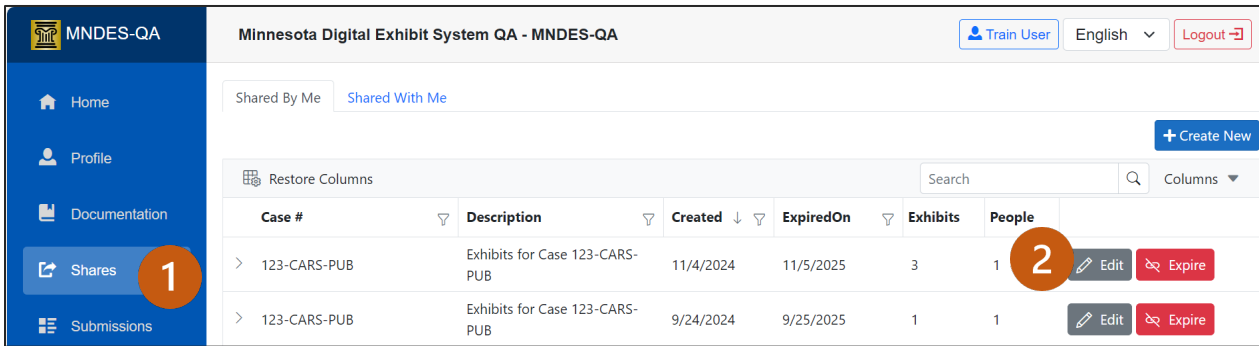


Quick Reference Guide – Modifying a Shared Exhibit

Last Revised: 11/20/2024

Share exhibits by manually updating an existing share

1. Click **Shares** in the blue navigation bar.
2. Click **Edit** next to the share you want to edit.



Minnesota Digital Exhibit System QA - MNDES-QA

Shared By Me: [Shared With Me](#)

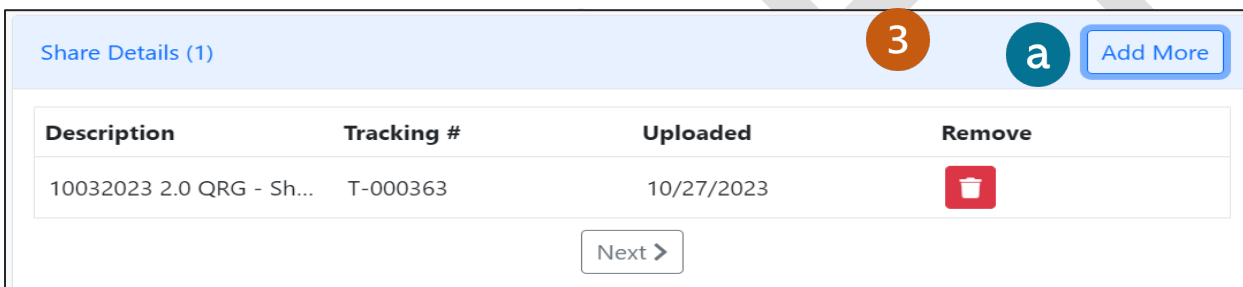
Train User | English | Logout

Home | Profile | Documentation | **Shares** | Submissions

Restore Columns | Search | Columns

Case #	Description	Created	ExpiredOn	Exhibits	People	
> 123-CARS-PUB	Exhibits for Case 123-CARS-PUB	11/4/2024	11/5/2025	3	1	Edit Expire
> 123-CARS-PUB	Exhibits for Case 123-CARS-PUB	9/24/2024	9/25/2025	1	1	Edit Expire

3. Add exhibits to the share:
 - a. Click **Add More**.



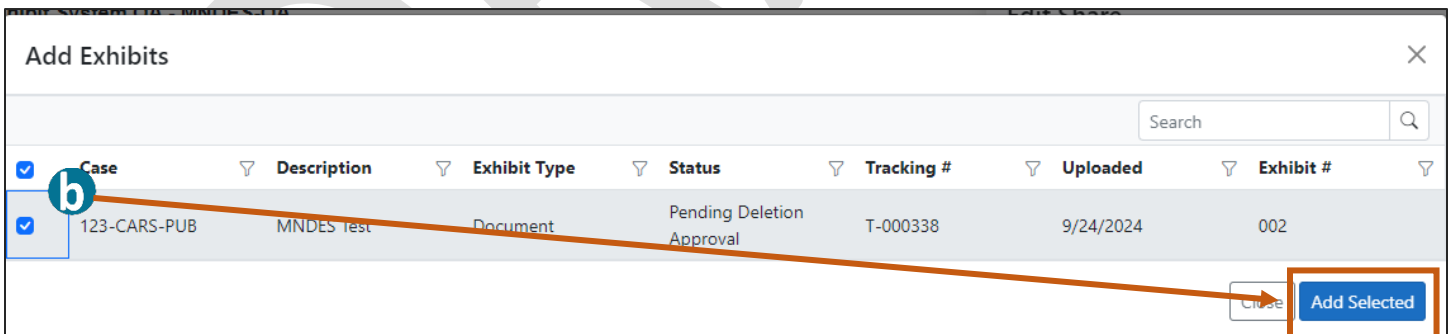
Share Details (1)

[Add More](#)

Description	Tracking #	Uploaded	Remove
10032023 2.0 QRG - Sh...	T-000363	10/27/2023	

[Next >](#)

- b. Select the exhibit and then click **Add Selected**.



Add Exhibits

Search





<input checked="" type="checkbox"/>	Case	Description	Exhibit Type	Status	Tracking #	Uploaded	Exhibit #
<input checked="" type="checkbox"/>	123-CARS-PUB	MNDES Test	Document	Pending Deletion Approval	T-000338	9/24/2024	002

[Add Selected](#)


4. To remove a shared exhibit, click the red trashcan icon under **Remove**.
5. Click **Next**.

Edit Share Unsaved Changes ✕

Share Details (4)
4 Add More

Description	Tracking #	Uploaded	Remove
Handgun	T-000343	10/11/2024	
MNDES Test	T-000333	9/19/2024	
MNDES Test	T-000332	9/17/2024	
MNDES Test	T-000338	9/24/2024	


5 Next >

 You will see Unsaved Changes pop up in red on the top. This is informational, only to say that until the share process is completed, the additional exhibit share will not yet be saved.

6. Add or remove contacts:
 - a. Click **New Contact** to add additional recipients to the share.
 - b. Click the red trashcan icon to remove recipients from the share.
7. Click **Next**.

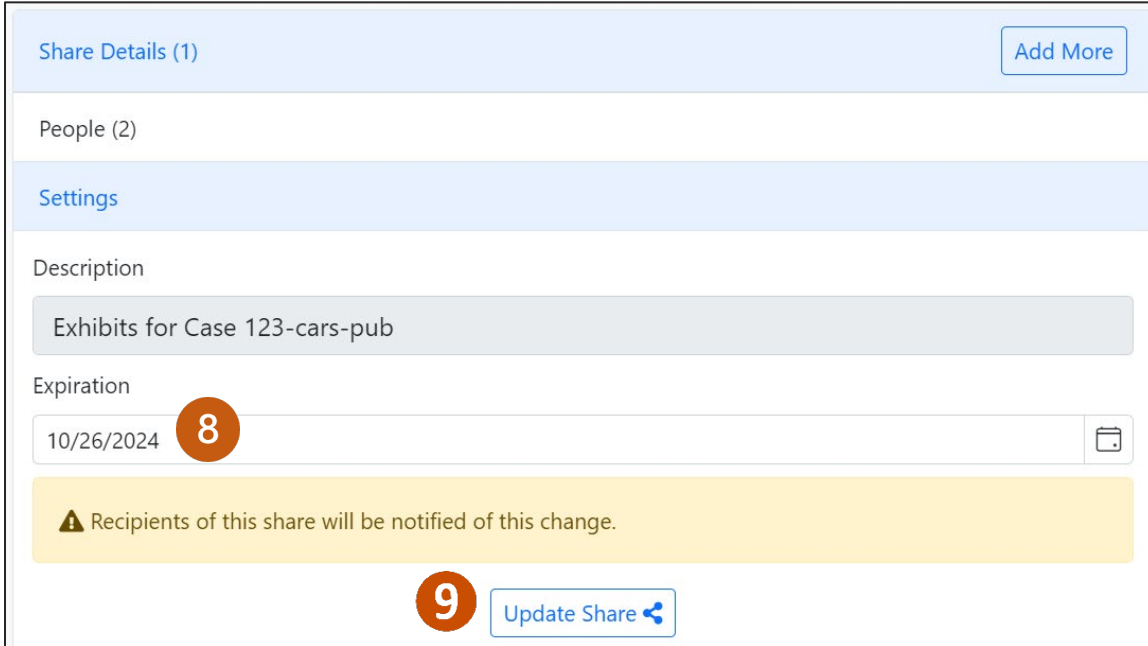
People (1)

6
a + New Contact

Name	Email	Phone	Delivery Method	
Carla Lawrence	carla.lawrence@c...		Email v	7 b 

7 Next >

- Change the **Expiration Date** as needed.
- Click **Update Share**.



Share Details (1) Add More

People (2)

Settings

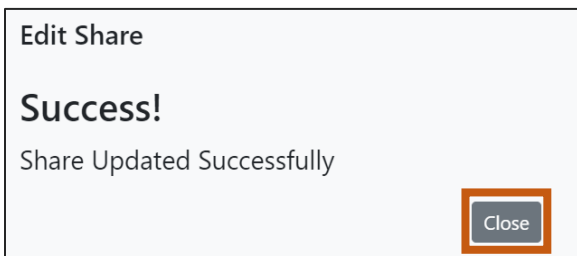
Description
Exhibits for Case 123-cars-pub

Expiration
10/26/2024 8

⚠ Recipients of this share will be notified of this change.

9 Update Share

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



Edit Share

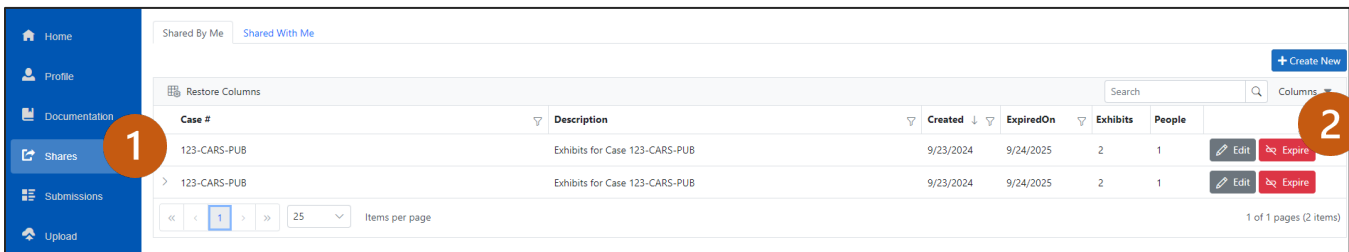
Success!

Share Updated Successfully


Close

Manually expire a Share from the User Shares page

- Click **Shares** in the blue navigation bar.
- Find the Share and click the red **Expire** button.



Case #	Description	Created	ExpiredOn	Exhibits	People	
123-CARS-PUB	Exhibits for Case 123-CARS-PUB	9/23/2024	9/24/2025	2	1	Edit Expire
123-CARS-PUB	Exhibits for Case 123-CARS-PUB	9/23/2024	9/24/2025	2	1	Edit Expire

 The **ExpiredOn** field updates and is highlighted in red. *You may extend any expired Share to reactivate the Share.*

Case #	Description	Created	ExpiredOn	Exhibits	People	
> 123-cars-pub	Exhibits for Case 123-cars-pub	10/27/2023	10/27/2023	1	2	Extend