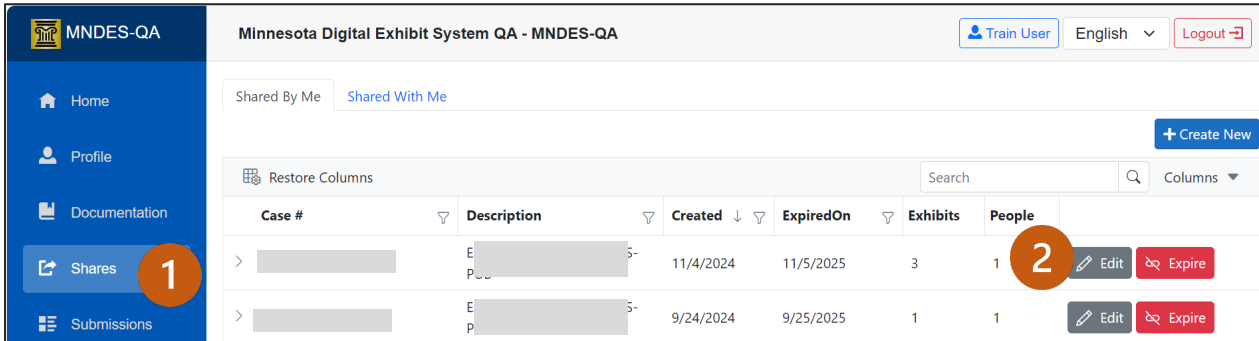


# Quick Reference Guide – Modifying an Exhibit Share

Last Revised: 12/31/2024

## Edit exhibit share details

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

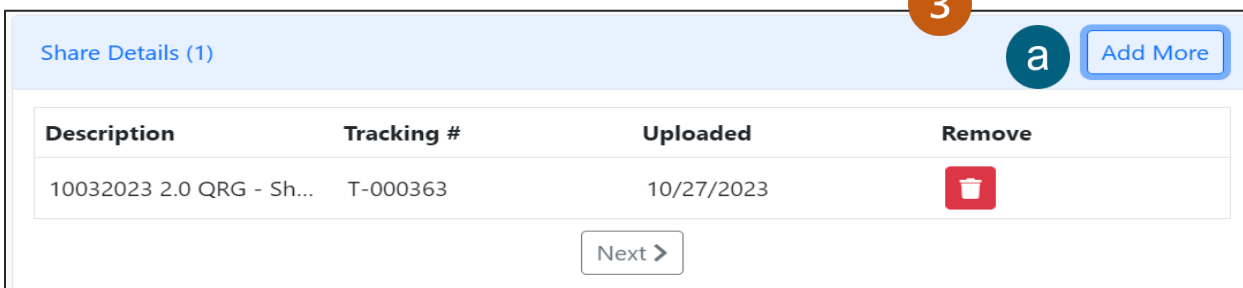
Shared By Me | Shared With Me

+ Create New

Case #	Description	Created	ExpiredOn	Exhibits	People	
>	E P...	11/4/2024	11/5/2025	3	1	<b>2</b> Edit Expire
>	E P...	9/24/2024	9/25/2025	1	1	Edit Expire

3. Add exhibits to the share:

- a. Click **Add More**.



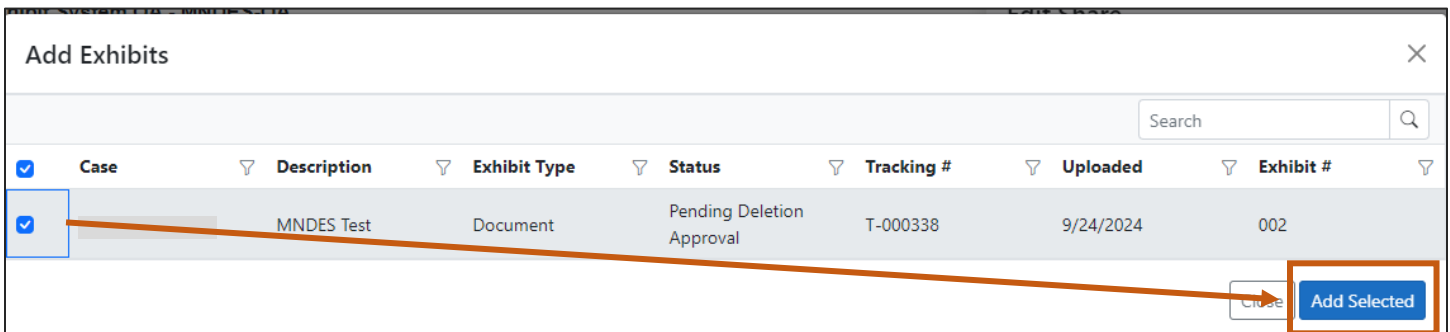
Share Details (1)

**3** **a** 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"/>		MNDES Test	Document	Pending Deletion Approval	T-000338	9/24/2024	002

**b** 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)
Add More

Description	Tracking #	Uploaded	Remove
Handgun	T-000343	10/11/2024	<span style="font-size: 24px; color: #c00000; border-radius: 50%; padding: 2px 6px; margin-left: 5px;">4</span>
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 be saved.

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

People (1)
6

▼
a
+ New Contact

Name	Email	Phone	Delivery Method
[Redacted]	[Redacted]@c...		<span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; display: inline-block;">Email</span> <span style="margin-left: 5px;">▼</span> <span style="margin-left: 5px;"></span> <span style="margin-left: 5px;"></span> <span style="font-size: 24px; color: #007bff; border-radius: 50%; padding: 2px 6px; margin-left: 5px;">b</span>

7
Next >

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

Share Details (1) Add More

People (2)

Settings

Description  
Exhibits for Case 1 [redacted]

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 **10**

### Expire an exhibit share

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

Case #	Description	Created	ExpiredOn	Exhibits	People	
1	Exhibits for Case 1 [redacted]	9/23/2024	9/24/2025	2	1	<span style="border: 1px solid #0070c0; padding: 2px 5px;">Edit</span> <span style="background-color: #c00000; color: white; padding: 2px 5px;">Expire</span>
>	Exhibits for Case 1 [redacted]	9/23/2024	9/24/2025	2	1	<span style="border: 1px solid #0070c0; padding: 2px 5px;">Edit</span> <span style="background-color: #c00000; color: white; padding: 2px 5px;">Expire</span>



The Expired On field is updated and highlighted in red. You may extend any expired share to reactivate it.

Case #	Description	Created	ExpiredOn	Exhibits	People	
>	Exhibits for Ca [redacted]	10/27/2023	10/27/2023	1	2	<span style="background-color: #0070c0; color: white; padding: 2px 5px;">🕒 Extend</span>