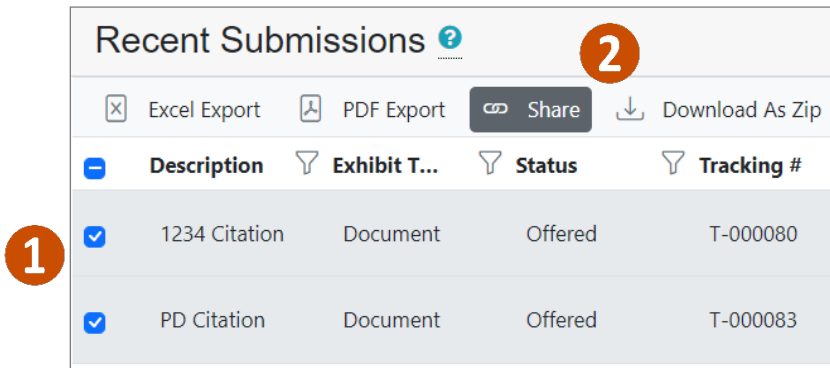


## QRG – Sharing Exhibits

### Share exhibits

1. Check the box next to the exhibit(s) from the list that you would like to share.
2. Click **Share**.

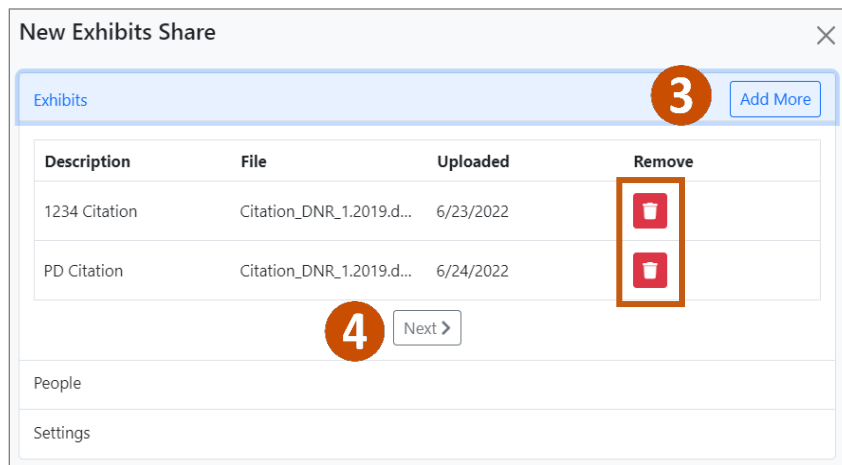


Recent Submissions ?

Excel Export  PDF Export  **Share**  Download As Zip

Description	Exhibit T...	Status	Tracking #
<input checked="" type="checkbox"/> 1234 Citation	Document	Offered	T-000080
<input checked="" type="checkbox"/> PD Citation	Document	Offered	T-000083

3. Click **Add More** to add additional exhibits to the share or click the trash can icon to remove an exhibit from the share.
4. Click **Next**.



New Exhibits Share ×

Exhibits 3 [Add More](#)

Description	File	Uploaded	Remove
1234 Citation	Citation_DNR_1.2019.d...	6/23/2022	<input type="checkbox"/>
PD Citation	Citation_DNR_1.2019.d...	6/24/2022	<input type="checkbox"/>

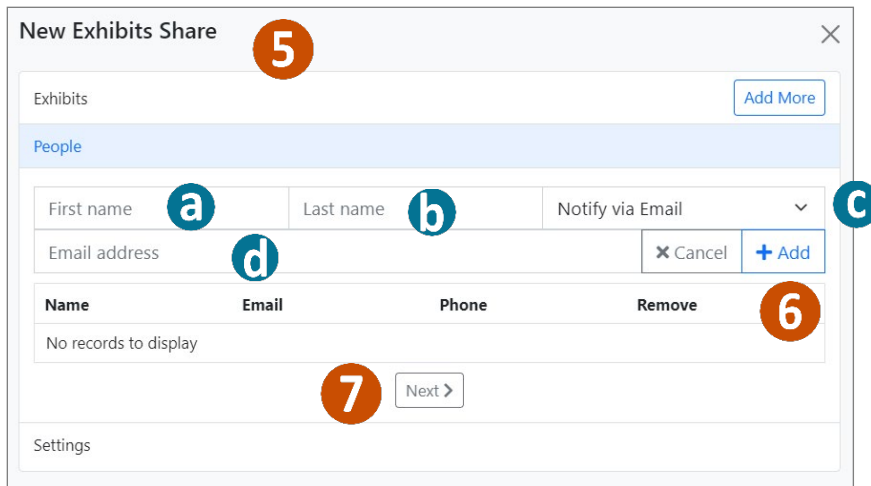
4 [Next >](#)

People

Settings

## QRG – Sharing Exhibits

5. Complete the share recipient details:
  - a. **First Name**
  - b. **Last Name**
  - c. **Notify via Email** or **Notify via SMS**
  - d. **Email address** or **Cell phone number**.
6. Click **Add** to add the individual as a contact. Repeat step 5 – 6 for each share recipient.
7. Click **Next**.

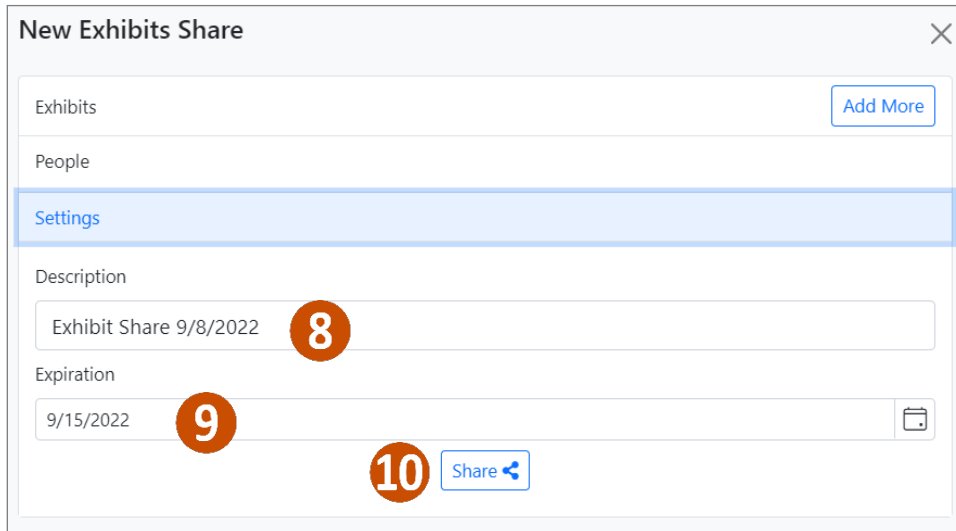


The screenshot shows a 'New Exhibits Share' dialog box with the following elements and callouts:

- 5**: Title bar of the dialog box.
- Exhibits**: Section header with an **Add More** button.
- People**: Section header for the recipient list.
- a**: First name input field.
- b**: Last name input field.
- c**: Notify via Email dropdown menu.
- d**: Email address input field.
- Cancel** and **+ Add** buttons.
- 6**: Remove button in the table header.
- Table**: A table with columns: **Name**, **Email**, **Phone**, and **Remove**. The content area shows 'No records to display'.
- 7**: Next button.
- Settings**: Section header at the bottom.

## QRG – Sharing Exhibits

8. Update the **Description** (optional).
9. Enter an **Expiration** date for the share.
10. Click **Share**.



The screenshot shows a web form titled "New Exhibits Share" with a close button (X) in the top right corner. The form has several sections: "Exhibits" with an "Add More" button; "People"; "Settings" (highlighted in blue); "Description" with a text input field containing "Exhibit Share 9/8/2022" and a red circle with the number "8" next to it; "Expiration" with a date input field containing "9/15/2022" and a red circle with the number "9" next to it; and a "Share" button with a red circle and the number "10" next to it.



Recipients will receive an email or text with a link to view shared exhibits in the portal.