

# **Quick Reference Guide – Working with Folders**

Last Revised: 12/18/2024

### **Create a folder**

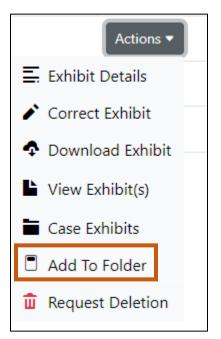
1. Search for a case by the case number.

MNDES-QA	Minnesota Digital Exhibit & DES-QA		Logout -2
1 Home			
💄 Profile	*		
Documentation	New Submission	Update Profile	Contact Us
C Shares	Search for Case Number Search		× Q Search Button

### 2. From the exhibits list, click Actions.

Sub	missions	for 123	☆						
Cas	e Exhibits								
								=	Submission Actions •
×	Excel Export	PDF Export	Restore Columns	🕁 Bulk Download	ා Share			Search	Q Columns 💌
	Preview	Description		Tracking #	7 Status	$\heartsuit$ Uploaded $\downarrow$ $\heartsuit$ Exhi	ibit # 🛛 🏹 Deleted	I 🏹 Tags	$\nabla$
0		Test 5	Document	T-000552	Pre-Hearing	12/13/2024			Actions 🕶

### 3. Click Add To Folder.



#### 4. Click New Folder.

Add to Folder	×
No folders found	d
	Cancel New Folder

- 5. In the Create Folder window, fill in the following:
  - a. Name;
  - b. Description; then
  - c. Click Save.

Create Folder	×
Name:	
a 0/20 characters max.	
Description:	
0/255 characters max.	
	Cancel Save

### Add an exhibit to a folder

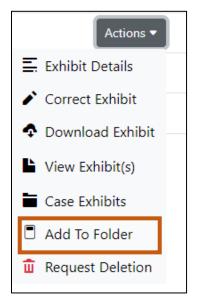
1. Search for a case by the case number.

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1 Home				п	
🚨 Profile		*		•	
Documentation		New Submission	Update Profile	Contact Us	
C Shares	Search for Case Number	Search			× Q Search Button

2. From the exhibits list, click Actions.

Sub	missions f	or 123	☆							
Case	Exhibits									
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×	Excel Export	시 PDF Export 🛛 🖽	Restore Columns	Julk Download	ග Share			Search		Q Columns 🔻
$\Box$	Preview	<b>Description</b>	<b>Exhibit T</b>	7 Tracking # 🖓	Status	$\heartsuit$ Uploaded $\downarrow$ $\heartsuit$ Exhi	ibit # 🛛 🏹	Deleted 7	Tags	$\nabla$
		Test 5	Document	T-000552	Pre-Hearing	12/13/2024				Actions -

3. Click Add To Folder.



4. Click **Select** for the folder in which you want to put exhibits.

Add to Folder	×
Test 1 - Images Test 2 - Documents	Select Select
	Cancel New Folder

# Share a folder

1. Search for a case by the case number.

MNDES-QA	Minnesota Digital Exhibit System	sh 🗸 Logout 🖃
1 Home		
Profile		
Documentation	New Submission Update Profile Contact Us	
🖆 Shares	Search for Case Number Search X (	Q Search Button
	Search to case vulner Search	Gearch Button

2. Once the exhibits list appears, click the tab for the folder you wish to share.

Submissio	ns for 123	☆
Case Exhibits	Test Folder	

### 3. Click Folder Actions.

Submissions for '	🚢 Party Act	cess Button
Case Exhibits 🖿 Test Folder		
Description: Test Folder Only	😑 🖽 🎜 Refresh 🛛 Fold	der Actions 🔻

### 4. Click Share Folder.

C Refre	esh	Folder Actions 🔻
	ľ	Edit
gs	Ċ	Share folder
	Û	Delete

## **Delete a folder**

1. Search for a case by the case number.

MNDES-QA	Minnesota Digital Exhibit System		Train User English V Logout -
1 Home			
🚨 Profile	*		
Documentation	New Submission	Update Profile	Contact Us
C Shares	Search for Case Number Search		× Q Search Button

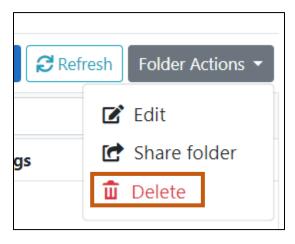
2. Once the exhibits list appears, click the tab for the folder you wish to delete.

Submissions for 123		☆
Case Exhibits	Test Folder	

### 3. Click Folder Actions.

Submissions for 1	😂 Party Access Button
Case Exhibits Test Folder	
Description: Test Folder Only	🗮 🖽 🔀 Refres 📔 Folder Actions 🔻

### 4. Click Delete.



5. Click **Delete** in the popup window to confirm deletion.

Delete Folder	×			
Are you sure you want to delete this folder "Test Folder"?				
Cancel	Delete			