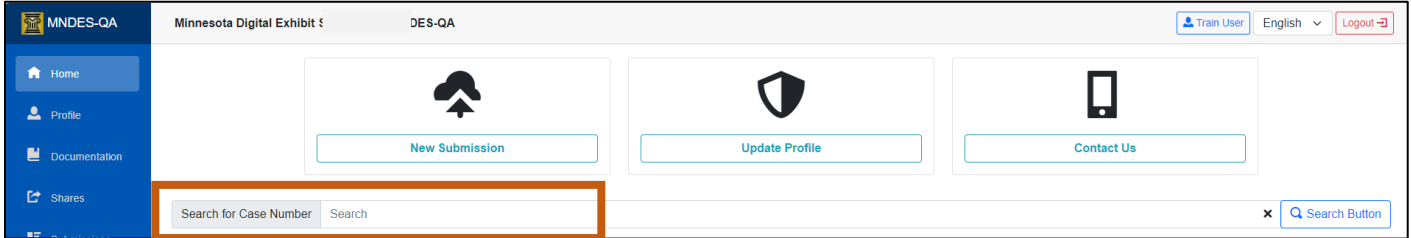


Quick Reference Guide – Working with Folders

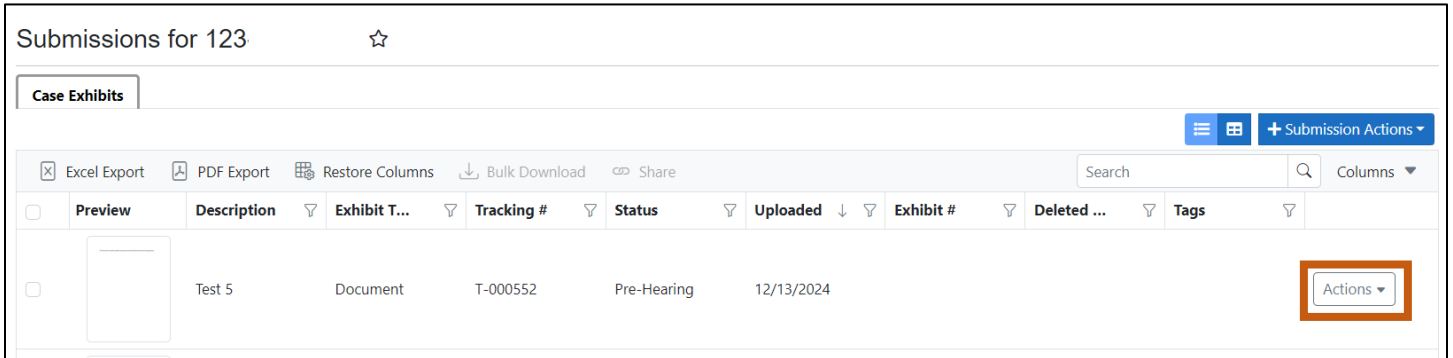
Last Revised: 12/18/2024

Create a folder

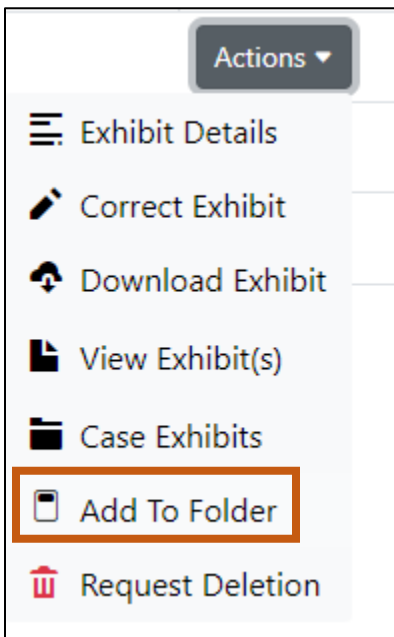
1. Search for a case by the case number.



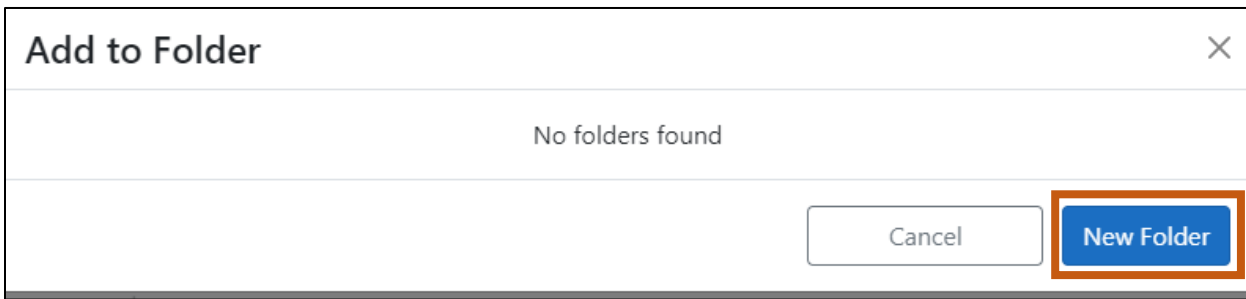
2. From the exhibits list, click **Actions**.



3. Click **Add To Folder**.

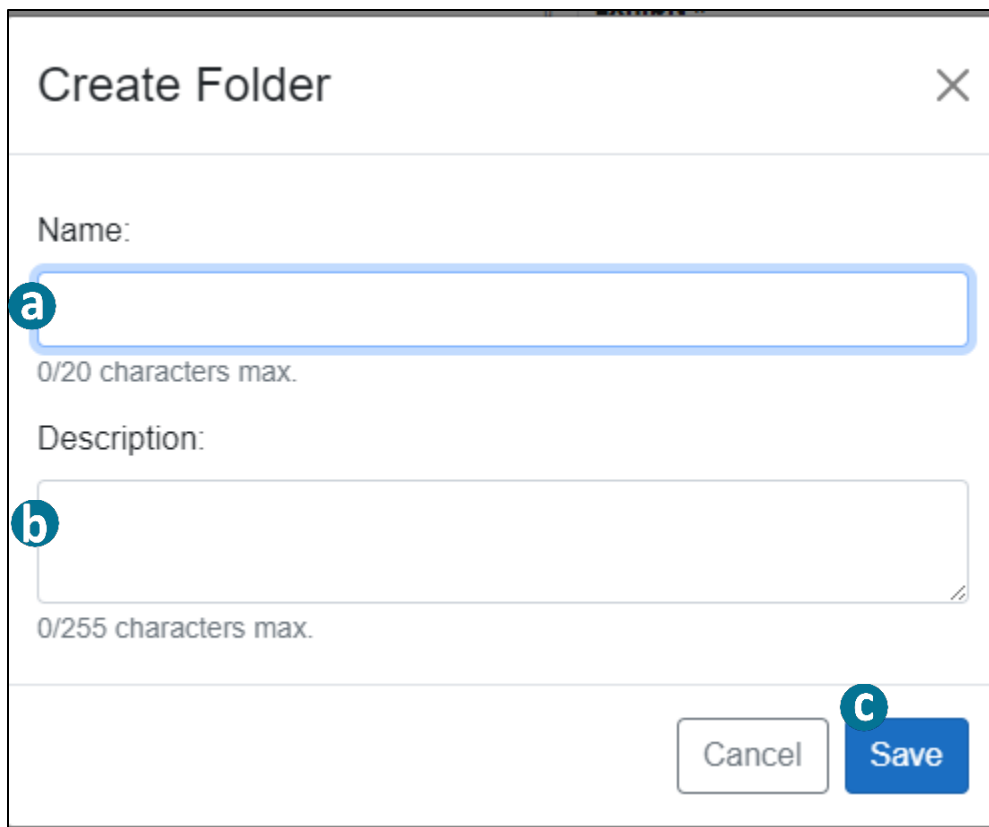


4. Click **New Folder**.



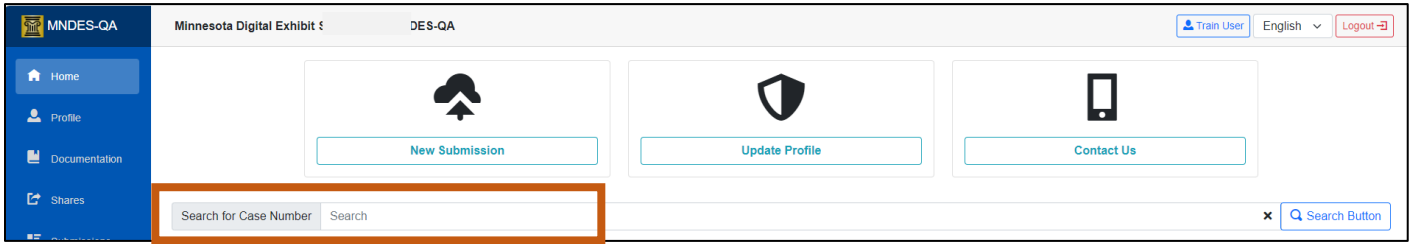
5. In the **Create Folder** window, fill in the following:

- a. **Name**;
- b. **Description**; then
- c. Click **Save**.

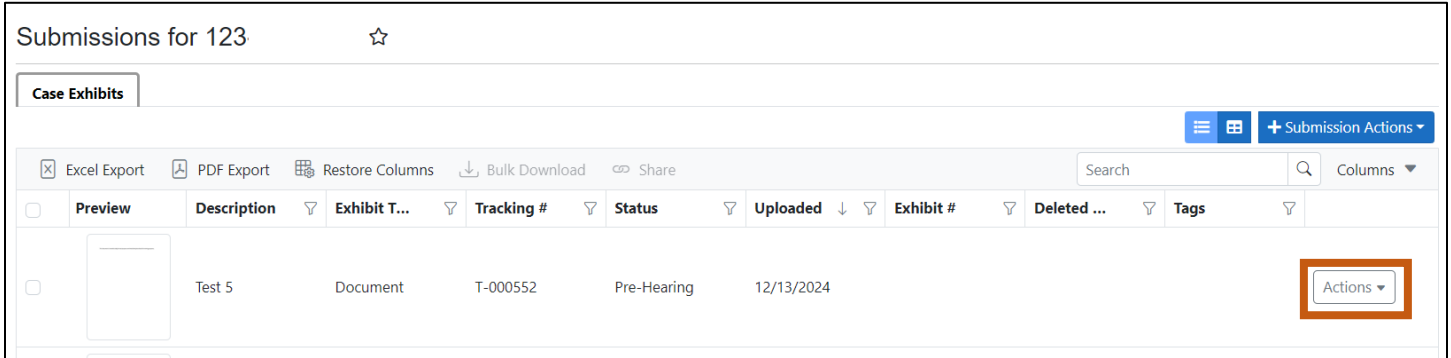


Add an exhibit to a folder

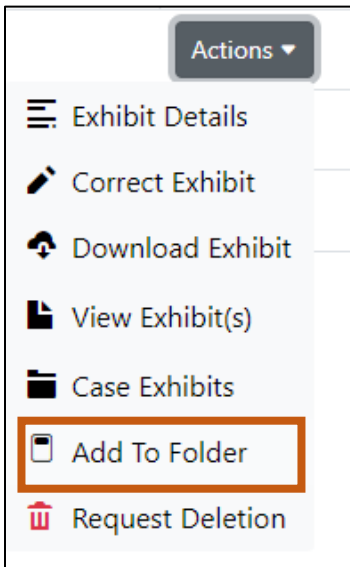
1. Search for a case by the case number.



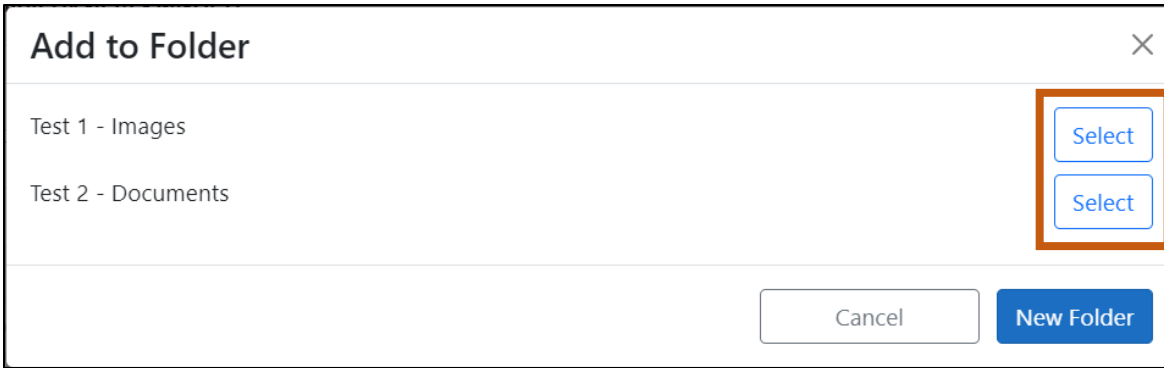
2. From the exhibits list, click **Actions**.



3. Click **Add To Folder**.

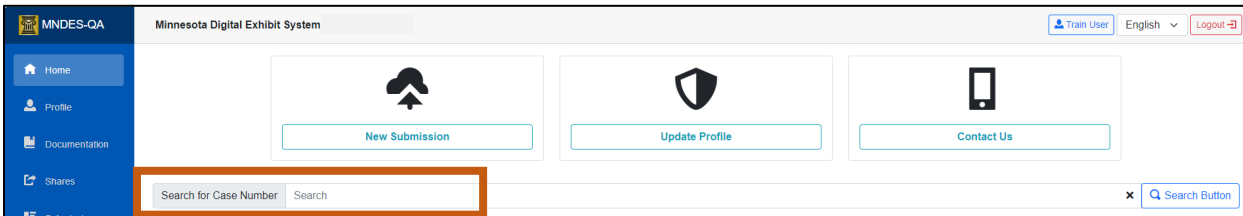


4. Click **Select** for the folder in which you want to put exhibits.

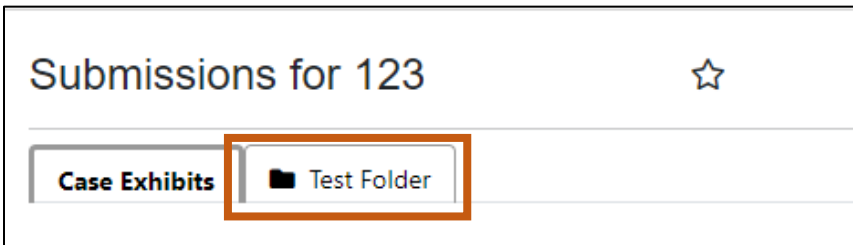


Share a folder

1. Search for a case by the case number.



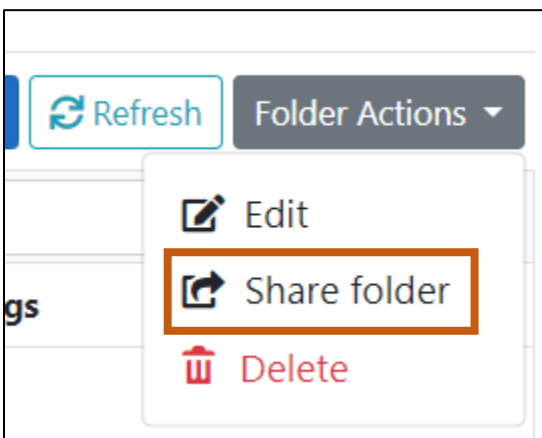
2. Once the exhibits list appears, click the tab for the folder you wish to share.



3. Click **Folder Actions**.

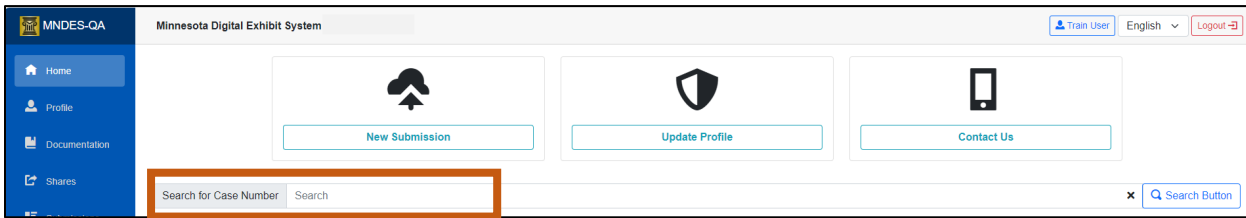


4. Click **Share Folder**.

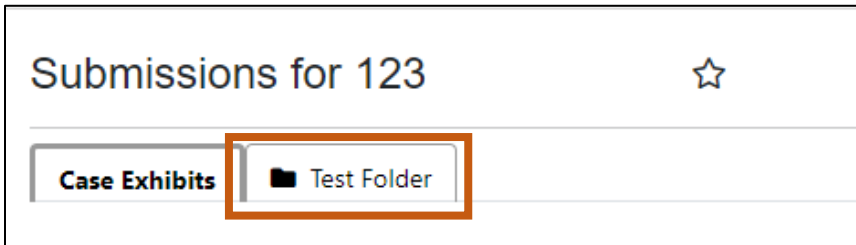


Delete a folder

1. Search for a case by the case number.



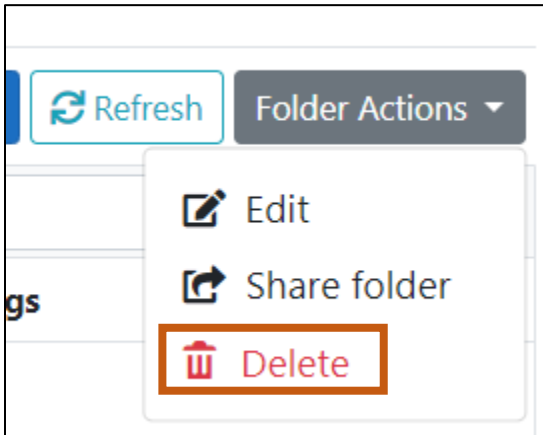
2. Once the exhibits list appears, click the tab for the folder you wish to delete.



3. Click **Folder Actions**.



4. Click **Delete**.



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

