

## Quick Reference Guide – Customizing the Submissions Page and Printing Exhibits List

Last Revised: 12/31/2024

#### **Overview**

The Submissions page displays all the exhibits you have uploaded to the portal. The following information explains the ways you can customize and print the exhibit submissions list.

#### **Move columns**

Click the column header and drag it until you see the up and down arrows where you want to place the column.

| My Submissions |              |                                     |  |  |  |  |  |  |  |
|----------------|--------------|-------------------------------------|--|--|--|--|--|--|--|
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### Sort columns

Click the header until you see the up and down arrow. Click the arrow to sort a column by ascending or descending order, alphabetically, or numerically.



## Set a filter

Click the filter icon and enter a keyword or check criteria and click OK.



# Print list of submitted exhibits

1. If you need to print an exhibits list for a specific case, click the filter icon and select the case.

| My Submissions |                              |  |  |  |  |  |  |  |
|----------------|------------------------------|--|--|--|--|--|--|--|
| 🗵 Excel Expor  | PDF Export 🔀 Restore Columns |  |  |  |  |  |  |  |
| Case #:        | ⑦ De↑ ♡ Exhibit Type ♡       |  |  |  |  |  |  |  |
|                | Clear Filter                 |  |  |  |  |  |  |  |
| 123            | Text Filters                 |  |  |  |  |  |  |  |
|                | Search Q                     |  |  |  |  |  |  |  |
| •              | Select All                   |  |  |  |  |  |  |  |

2. Click Excel Export or PDF Export, open the exhibit list, and print.

| f Home      | My       | My Submissions |                    |            |              |  |
|-------------|----------|----------------|--------------------|------------|--------------|--|
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|             | $\times$ | Excel Export   | PDF Expo           | rt 🖙 Share | $\downarrow$ |  |
|             |          | Descrip 🍸      | Exhibit            | √ Status   | 7            |  |
| C Shares    |          | XRAY           | Image              | Submitted  |              |  |
| Submissions |          | Exhibit 123    | Image              | Offered    |              |  |
| < Upload    |          | A1Dash Cam     | Video<br>Recording | Submitted  |              |  |