

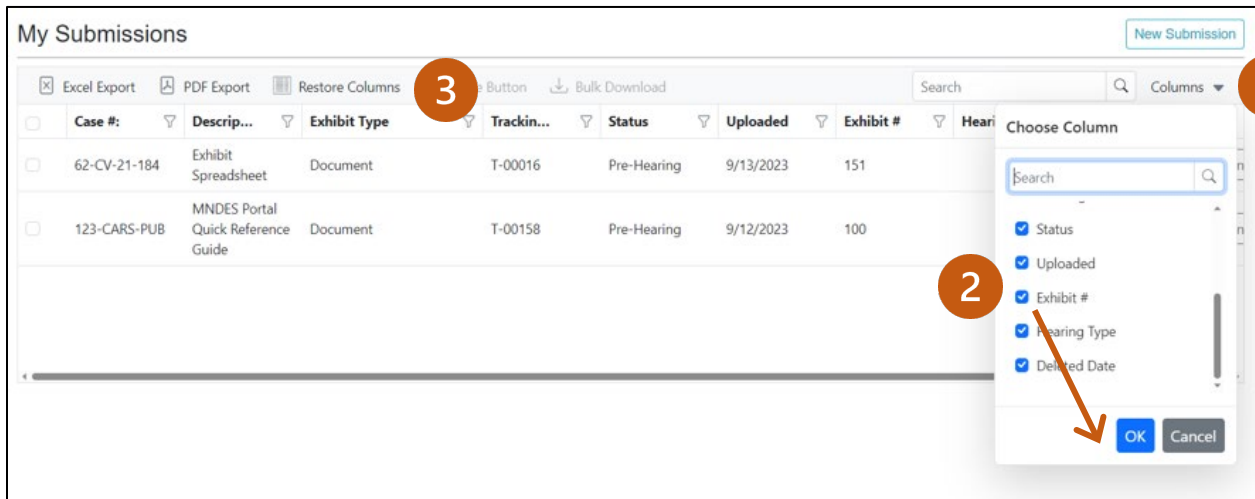
QRG – Customizing the Submissions Page and Printing Exhibits List

Overview

After logging in, the Submissions page opens with all the exhibits you have uploaded to MNDES. The following information explains the ways you can customize and print the exhibit submissions list.

Remove columns

1. From the Submissions page, click the **Columns** dropdown.
2. Uncheck any columns you would like to remove from your view, click **Ok**.
3. To return to full column view, click **Restore Columns**.



My Submissions

Excel Export PDF Export Restore Columns Button Bulk Download Search Columns

Case #:	Descrip...	Exhibit Type	Trackin...	Status	Uploaded	Exhibit #	Heari
62-CV-21-184	Exhibit Spreadsheet	Document	T-00016	Pre-Hearing	9/13/2023	151	
123-CARS-PUB	MNDES Portal Quick Reference Guide	Document	T-00158	Pre-Hearing	9/12/2023	100	

Choose Column

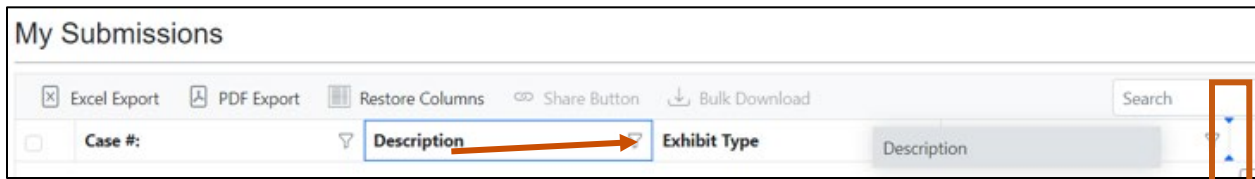
Search

- Status
- Uploaded
- Exhibit #
- Hearing Type
- Deleted Date

OK Cancel

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


Excel Export PDF Export Restore Columns Share Button Bulk Download Search


Case #:	Description	Exhibit Type	Description
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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.

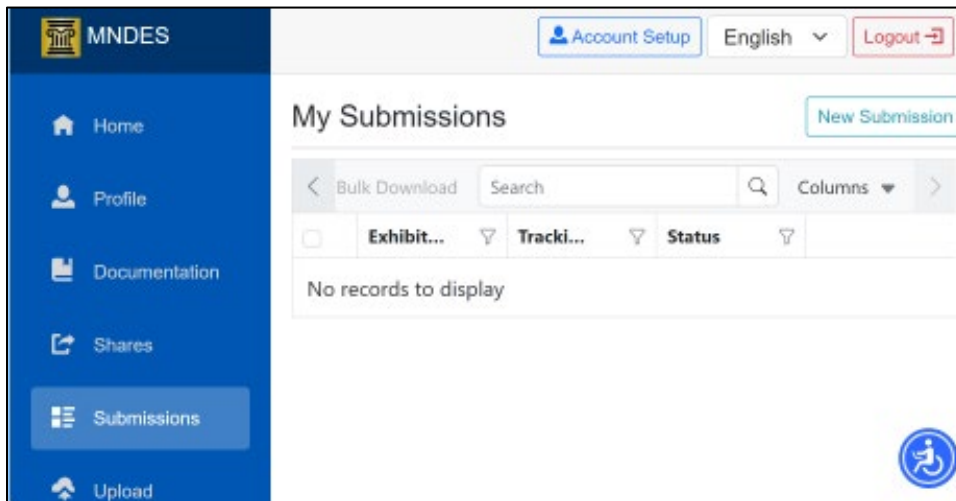
 Use leading zeroes for exhibits numbered 1-99 (e.g., 001, 094) so that numerically, the list will sort correctly.

Uploaded 
6/23/2022 12:12:36 PM
6/24/2022 12:23:32 PM
6/24/2022 3:26:06 PM

Resize a column

Move your cursor in between the columns you wish to resize until the double arrow symbol appears.

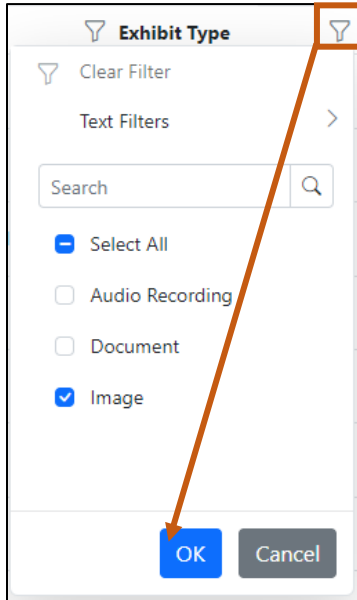
Left click and hold, moving the double arrows until you have the desired column width.

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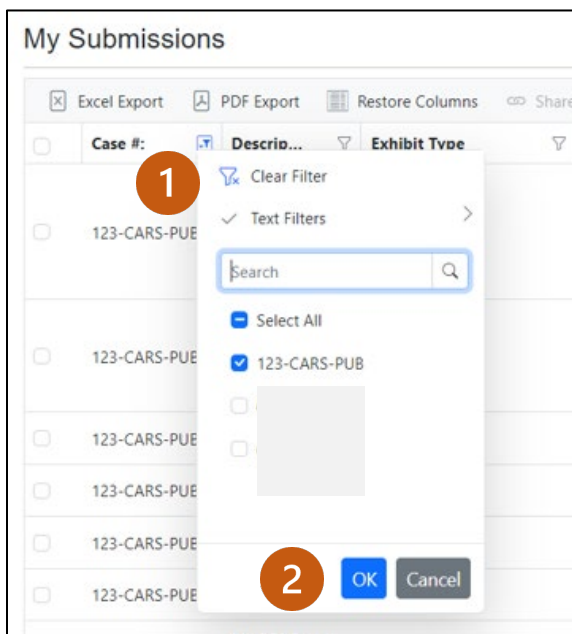
Set a filter

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



Print list of submitted exhibits

1. To print an exhibit list for a specific case, click the filter icon in the Case # field, and select the case.
2. Click **Ok**.



QRG – Customizing the Submissions Page and Printing Exhibits List

3. Click **Excel Export** or **PDF Export** to create a downloadable exhibit list. Open the document and print.

