

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

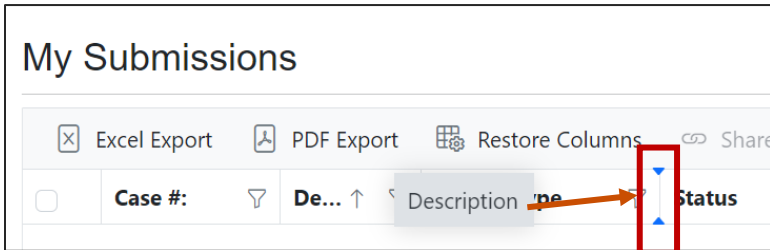
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Overview

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.

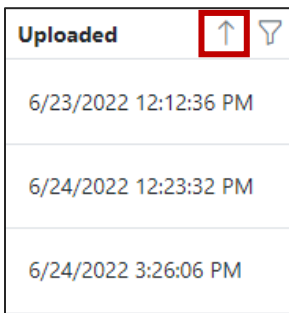
Move columns

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



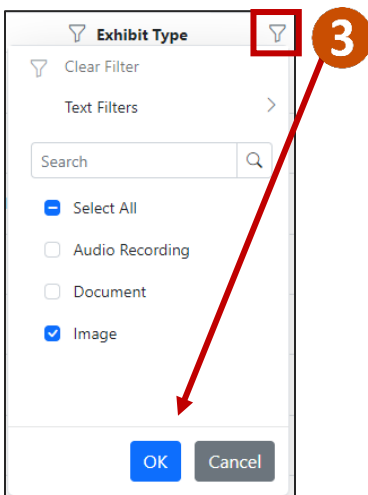
Sort columns

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.



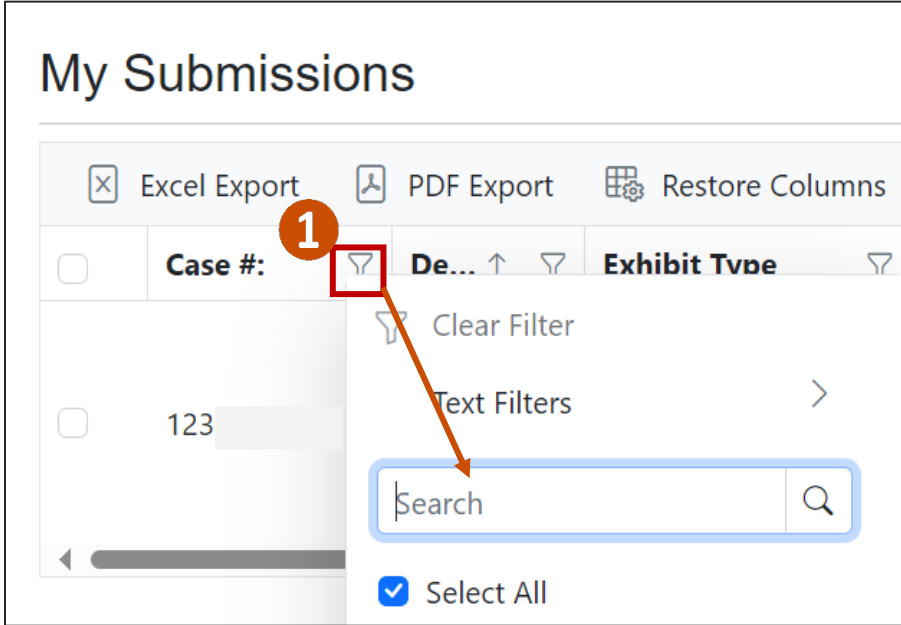
Set a filter

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.



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

