



# HusebyConnect Simple Exhibit Tool

Our Simple Exhibit Tool is an alternative to dropping files in Zoom chat — giving you more security, a better viewing experience, numbering capabilities, and (unlike Zoom Chat) the files are still available after the event ends.

## 3 Easy Steps!

### 1. Drag-n-Drop to Preload Exhibits

Before your event, upload exhibits into your private exhibits folder via Manage Exhibits, including PDFs, videos, Excel spreadsheets, images, and more.

### 2. Click Publish & Add a Number to Mark

Clicking the Quick Publish button allows you to preview the file, number the exhibit, and publish to the Final Exhibits folder.

### 3. Immediate Access to Final Exhibits

The witness and all parties have access to exhibits in the Final Exhibits folder, to either download or view on-screen with scrolling and zooming capabilities.

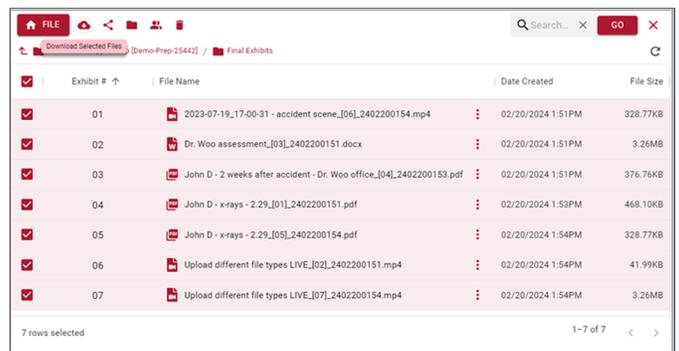
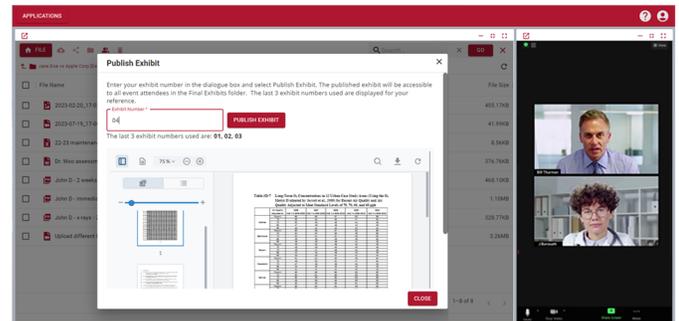


Exhibit #	File Name	Date Created	File Size
01	2023-07-19_17-00-31 - accident scene_[06]_2402200154.mp4	02/20/2024 1:51PM	328.77KB
02	Dr. Woo assessment_[03]_2402200151.docx	02/20/2024 1:51PM	3.26MB
03	John D - 2 weeks after accident - Dr. Woo office_[04]_2402200153.pdf	02/20/2024 1:51PM	376.76KB
04	John D - x-rays - 2.29_[01]_2402200151.pdf	02/20/2024 1:53PM	468.10KB
05	John D - x-rays - 2.29_[05]_2402200154.pdf	02/20/2024 1:54PM	328.77KB
06	Upload different file types LIVE_[02]_2402200151.mp4	02/20/2024 1:54PM	41.99KB
07	Upload different file types LIVE_[07]_2402200154.mp4	02/20/2024 1:54PM	3.26MB

Let's take a look at those steps...

## DRAG-N-DROP TO PRELOAD EXHIBITS

Before your event, log-in to the **HusebyConnect** portal and click the blue event box on your calendar.

The screenshot shows the HusebyConnect portal interface. At the top, there is a navigation bar with 'SCHEDULE', 'CASE MANAGEMENT', and 'ADMINISTRATION'. The main content area displays a calendar for February 2024. A red arrow points to a blue event box for 'John Doe vs ABC Corp' on February 12th, 2024, which has a 'JOIN' button. Other events include 'Jane Doe vs Apple Co' on February 5th and 27th, and 'John Doe vs ABC Corp' on February 15th. The calendar also shows a 'JOIN' button for the event on February 12th.

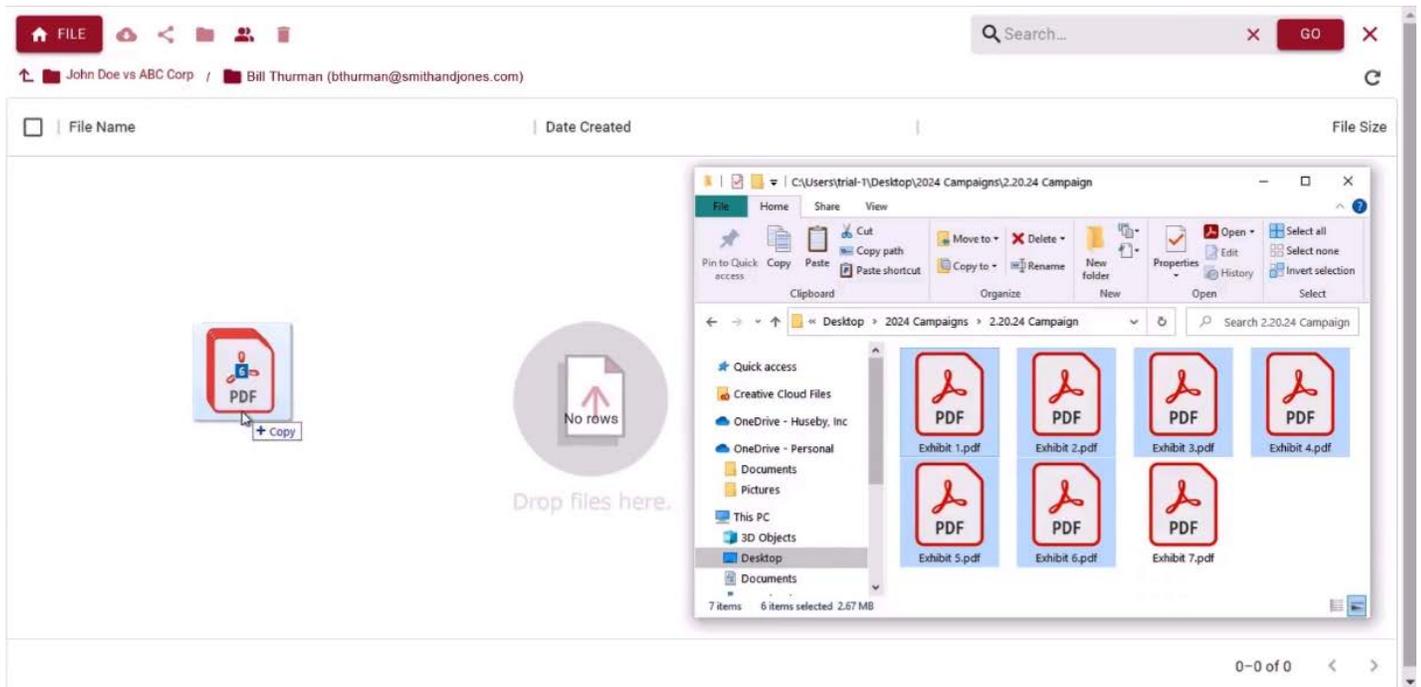
In the pop-up, click the **Manage Exhibits** button.

The screenshot shows a pop-up window titled 'John Doe vs ABC Corp'. The window contains the following details:

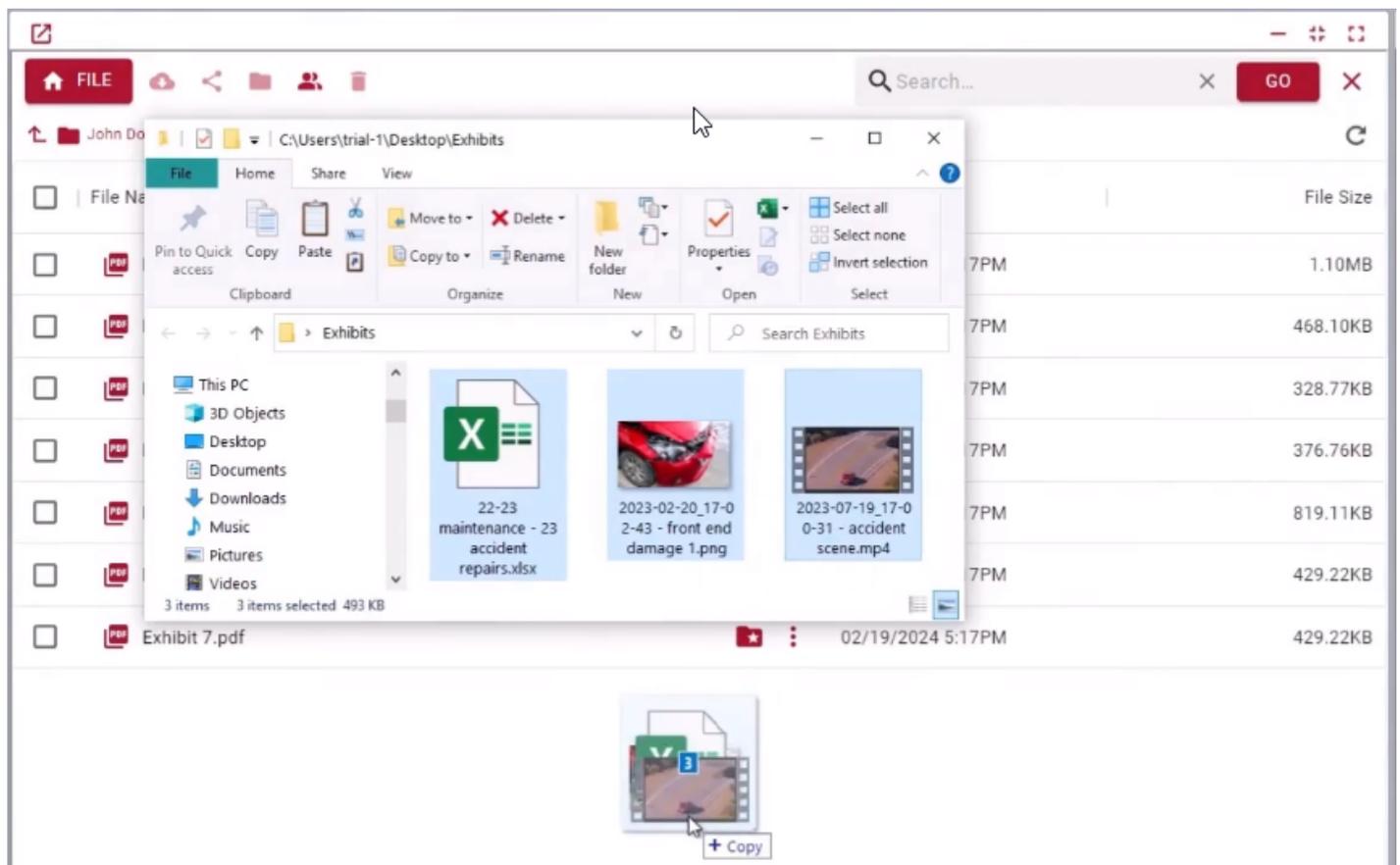
- Witness: John Doe
- Start Date: February 12th 2024
- Start Time: 09:15AM, (GMT-05:00) Eastern Time (US and Canada)
- Details: (Section header)

At the bottom of the window, there are four buttons: 'JOIN', 'DOWNLOAD VCAL', 'INVITE PARTICIPANT', and 'MANAGE EXHIBITS'. A red arrow points to the 'MANAGE EXHIBITS' button. There is also a 'CLOSE' button in the bottom right corner.

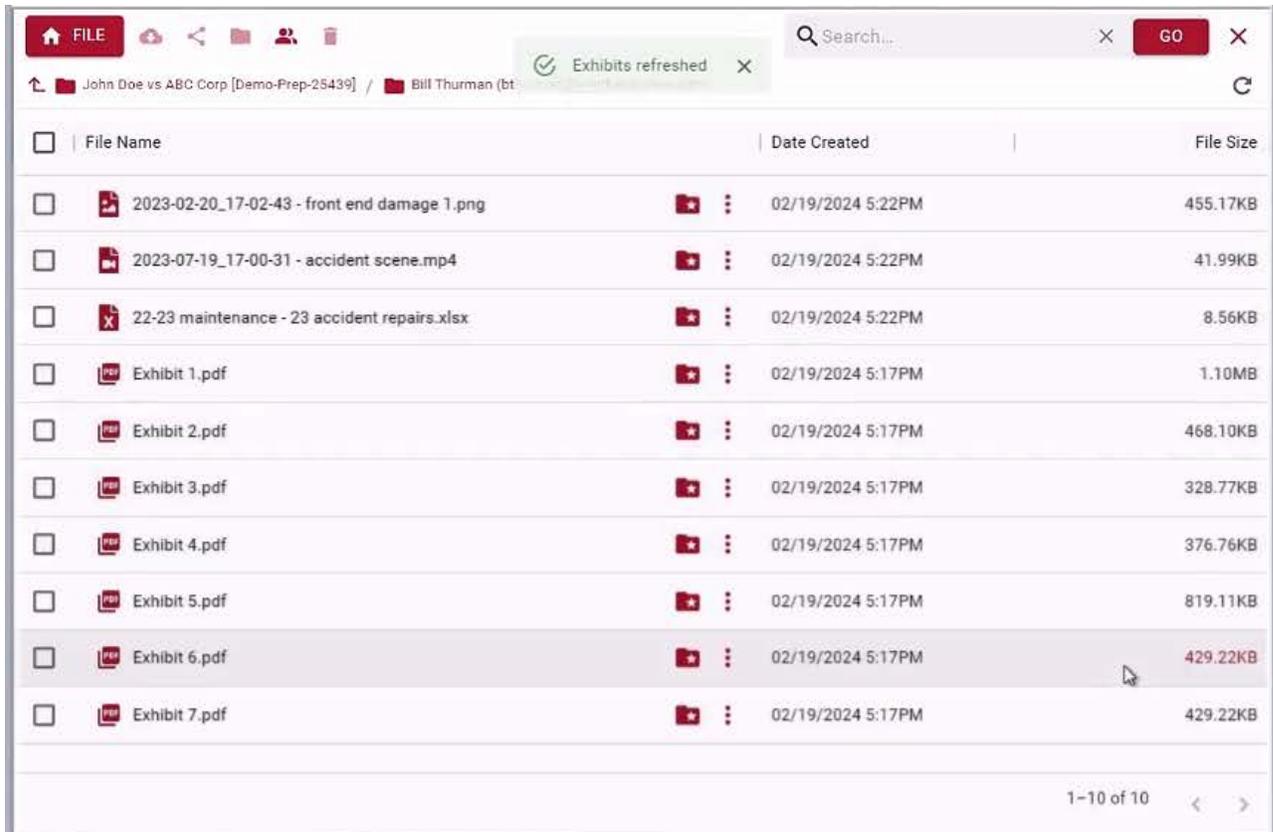
Your personal exhibits folder will open. Simply **DRAG-N-DROP** files from your computer.



Repeat as many times as you need to. You can upload most file types, including video, images, Excel files, PDFs, and more.

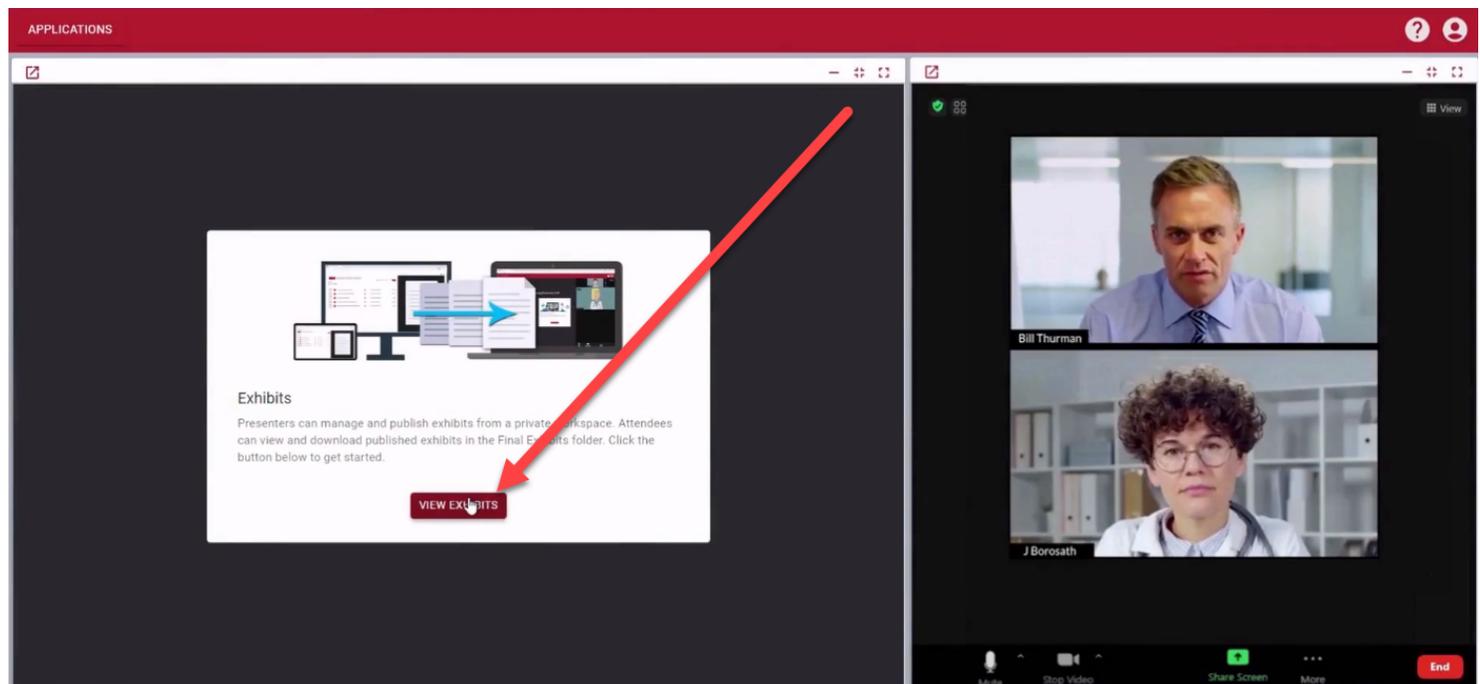


Your files are now in your personal exhibit folder.



<input type="checkbox"/>	File Name	Date Created	File Size
<input type="checkbox"/>	2023-02-20_17-02-43 - front end damage 1.png	02/19/2024 5:22PM	455.17KB
<input type="checkbox"/>	2023-07-19_17-00-31 - accident scene.mp4	02/19/2024 5:22PM	41.99KB
<input type="checkbox"/>	22-23 maintenance - 23 accident repairs.xlsx	02/19/2024 5:22PM	8.56KB
<input type="checkbox"/>	Exhibit 1.pdf	02/19/2024 5:17PM	1.10MB
<input type="checkbox"/>	Exhibit 2.pdf	02/19/2024 5:17PM	468.10KB
<input type="checkbox"/>	Exhibit 3.pdf	02/19/2024 5:17PM	328.77KB
<input type="checkbox"/>	Exhibit 4.pdf	02/19/2024 5:17PM	376.76KB
<input type="checkbox"/>	Exhibit 5.pdf	02/19/2024 5:17PM	819.11KB
<input type="checkbox"/>	Exhibit 6.pdf	02/19/2024 5:17PM	429.22KB
<input type="checkbox"/>	Exhibit 7.pdf	02/19/2024 5:17PM	429.22KB

In your **LIVE EVENT**, click the **VIEW EXHIBITS** button in the **EXHIBITS PANEL** - to get to your personal exhibits folder.



**APPLICATIONS**

**Exhibits**

Presenters can manage and publish exhibits from a private workspace. Attendees can view and download published exhibits in the Final Exhibits folder. Click the button below to get started.

**VIEW EXHIBITS**

Bill Thurman

J Borosath

Mute Stop Video Share Screen More End

From here you can:

- Preview exhibits
- Assign a number to exhibits
- Publish exhibits to the FINAL EXHIBITS, that all parties can access, view exhibits, and download

The screenshot shows the 'APPLICATIONS' interface. On the left, there is a file list with columns for File Name, Date Created, and File Size. The files listed are:

File Name	Date Created	File Size
2023-02-20_17-02-43 - front end damage 1.png	02/20/2024 1:47PM	455.17KB
2023-07-19_17-00-31 - accident scene.mp4	02/20/2024 1:47PM	41.99KB
22-23 maintenance - 23 accident repairs.xlsx	02/20/2024 1:47PM	8.56KB
Dr. Woo assessment.docx	02/20/2024 1:47PM	376.76KB
John D - 2 weeks after accident - Dr. Woo office.pdf	02/20/2024 1:47PM	468.10KB
John D - immediately following accident on scene.pdf	02/20/2024 1:47PM	1.10MB
John D - x-rays - 2.29.pdf	02/20/2024 1:47PM	328.77KB

On the right, there is a video call window showing two participants: Bill Thurman and a woman with glasses.

## Previewing Exhibits

Click a file/exhibit name to preview.

The screenshot shows a close-up of the file list. A red arrow points to the file name 'Exhibit 6.pdf'.

File Name	Date Created	File Size
Exhibit 6.pdf	02/12/2024 11:47AM	429.22KB
2023-02-20_17-02-43 - front end damage 1.png	02/19/2024 5:22PM	455.17KB
2023-07-19_17-00-31 - accident scene.mp4	02/19/2024 5:22PM	41.99KB

In the preview window, click the **PANEL** icon to view thumbnails of the pages.

Click a page thumbnail to jump directly to it.

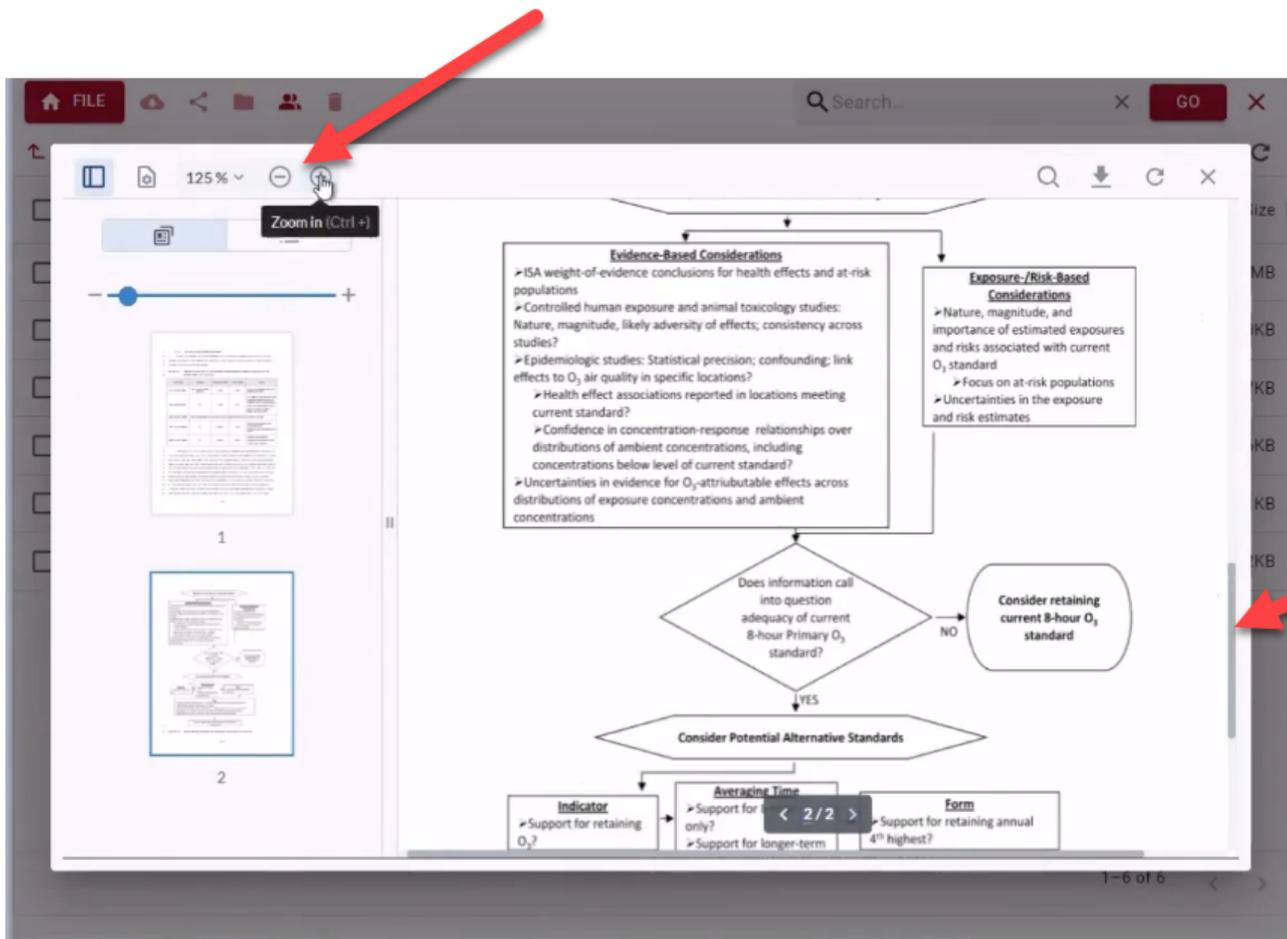
Click the panel icon again to close the panel.

The screenshot shows the exhibit preview window. A red arrow points to the 'Panel' icon in the top left corner. The document content includes a table with the following data:

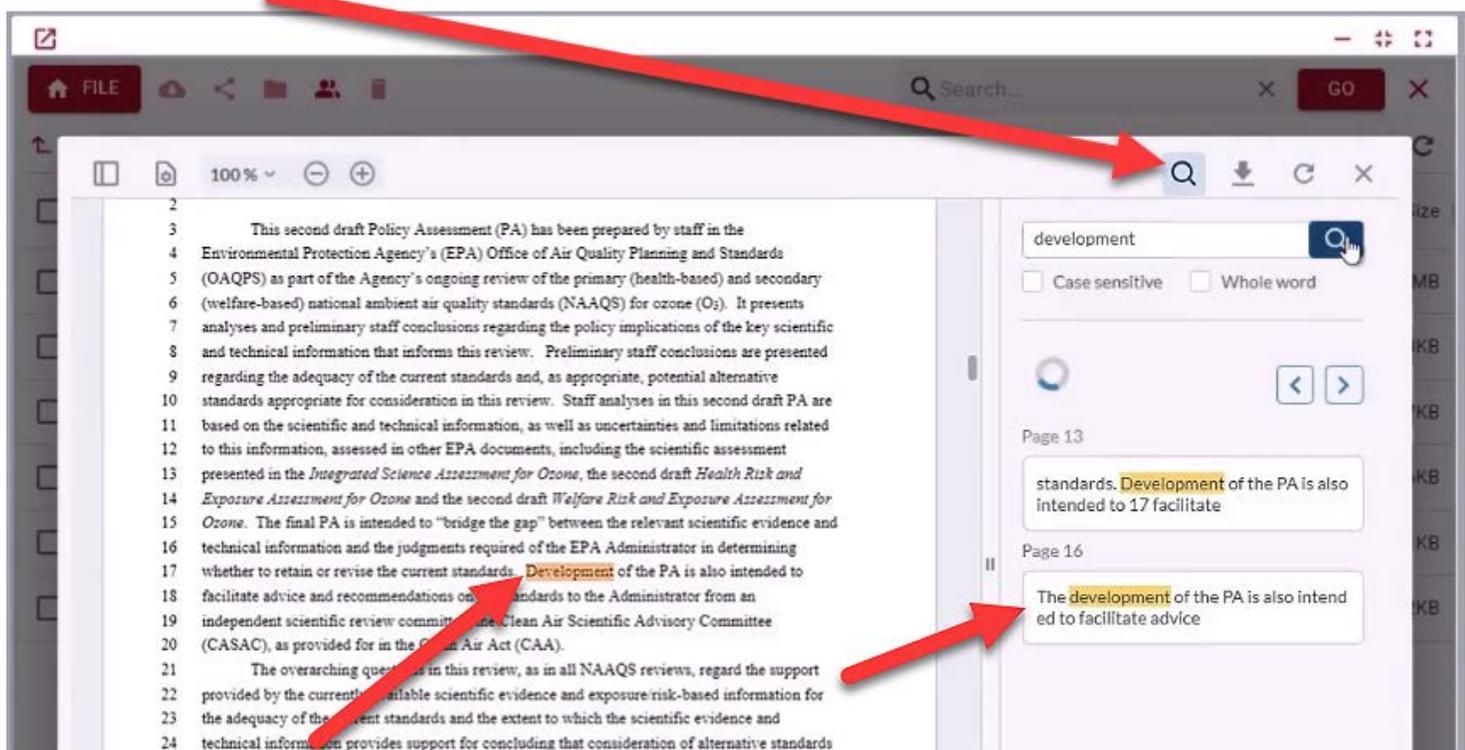
Final Rule	Indicator	Averaging Time	Level (ppm)	Form
1971 (36 FR 8186)	Total photochemical oxidants	1 hour	0.08	Not to be exceeded more than one hour per year
1979 (44 FR 8202)	O <sub>3</sub>	1 hour	0.12	Attainment is defined when the expected number of days per calendar year, with maximum hourly average concentration greater than 0.12 ppm, is equal to or less than 1
1993 (58 FR 13008)	The EPA decided that revisions to the standards were not warranted at the time.			
1997 (62 FR 38856)	O <sub>3</sub>	8 hours	0.08	Annual fourth-highest daily maximum 8-hour concentration, averaged over 3 years
2008 (73 FR 16403)	O <sub>3</sub>	8 hours	0.075	Form of the standards remained unchanged relative to the 1997 standard

The document also includes a section titled '1.2.2 History of O<sub>3</sub> NAAQS Reviews' and a table caption: 'Table 1-1. Summary of primary and secondary O<sub>3</sub> NAAQS promulgated during the period from 1971 to 2008.'

Also in the preview window, use **ZOOM** and **SCROLL** features to navigate the exhibit.

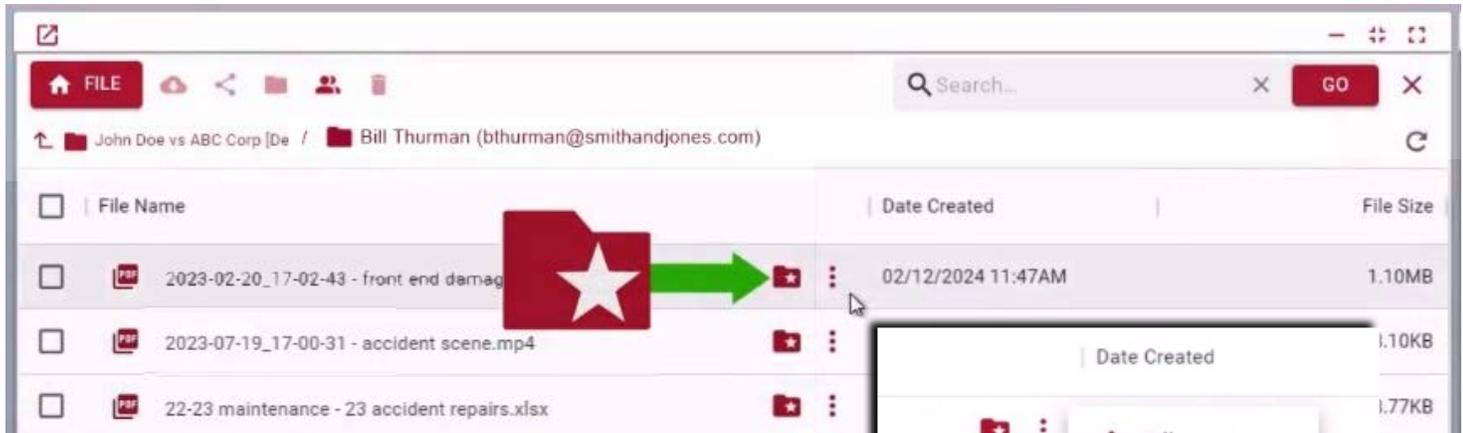


Click the **SEARCH** icon to type a search term. Then click an instance to jump to it in the exhibit.



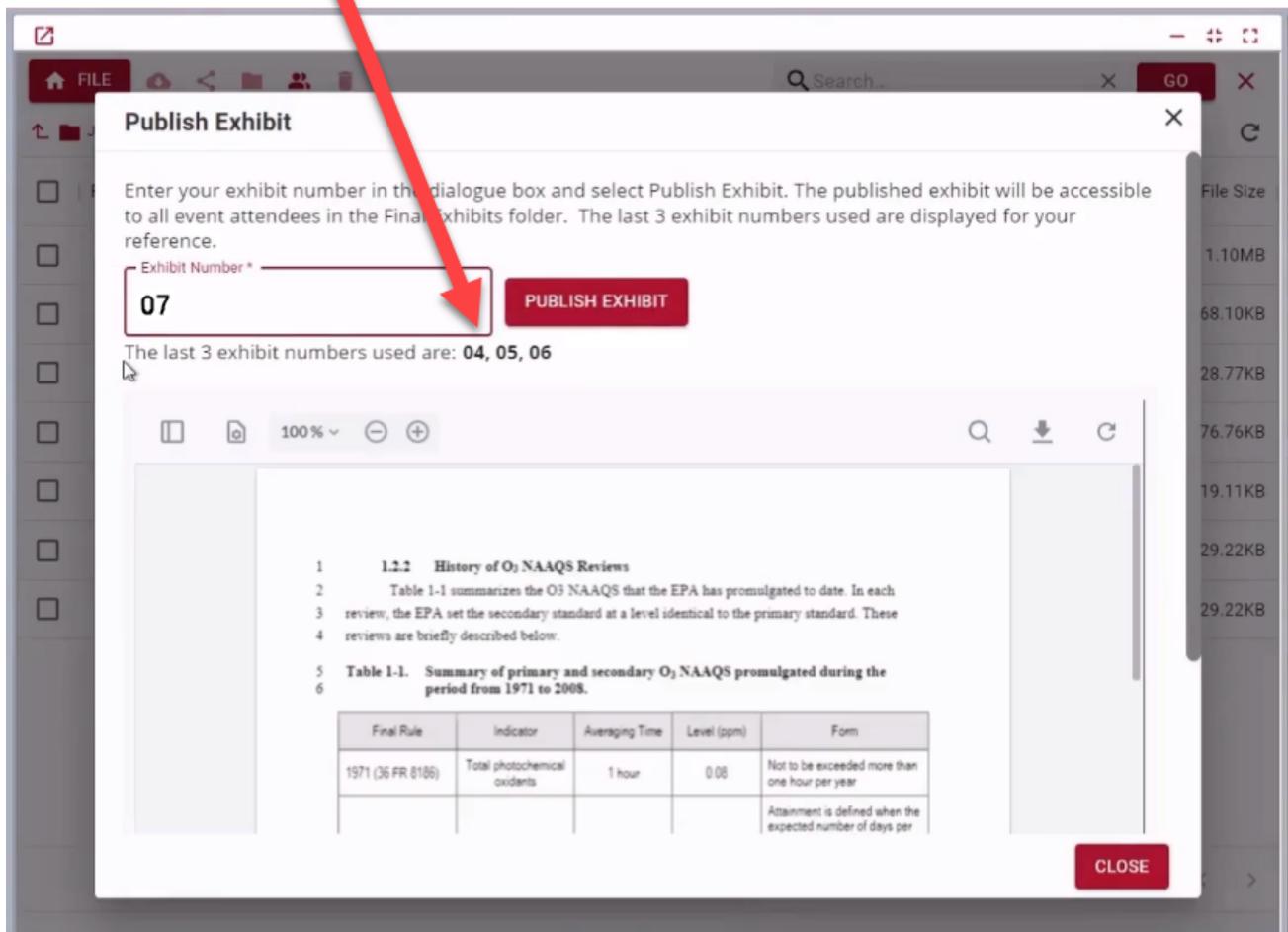
## CLICK PUBLISH and ADD a NUMBER to MARK

Click the **PUBLISH** icon, or click the drop-down adjacent (⋮) and choose **PUBLISH EXHIBIT**.



Type your exhibit number, then click **PUBLISH EXHIBIT**.

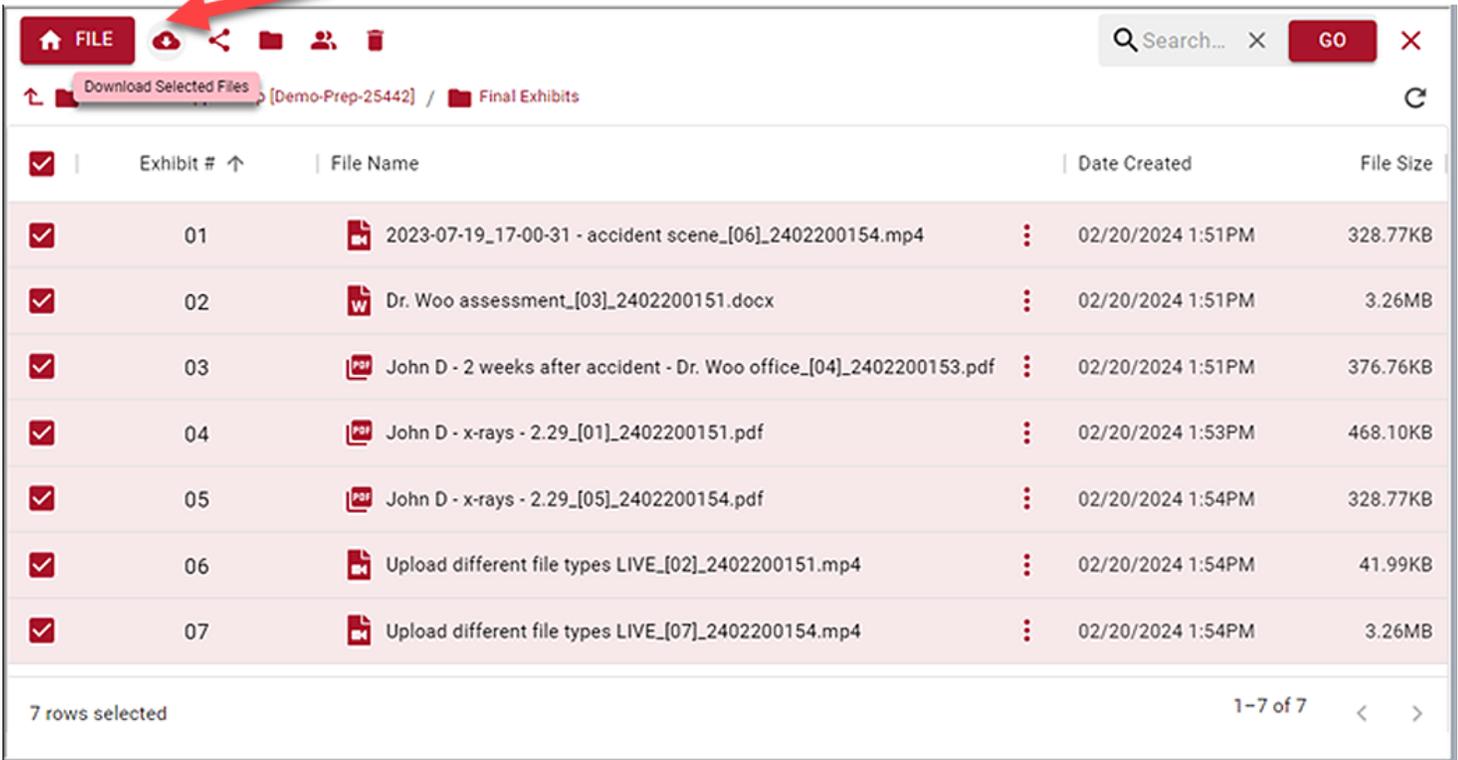
**Note:** The most recent exhibit numbers assigned are displayed below the exhibit number box, in order to avoid



## IMMEDIATE ACCESS to FINAL EXHIBITS

Published exhibits go directly into the event **FINAL EXHIBITS folder**, to which all parties have access during and after the event.

Checkmark to choose one or more exhibits, then click the **DOWNLOAD icon** to download.



The screenshot shows a web interface for managing exhibits. At the top, there is a toolbar with a 'FILE' button, a 'Download Selected Files' button (highlighted by a red arrow), and other icons. Below the toolbar is a search bar with a 'GO' button. The main area displays a table of exhibits with columns for 'Exhibit #', 'File Name', 'Date Created', and 'File Size'. All exhibits are selected, as indicated by checkmarks in the first column.

Exhibit #	File Name	Date Created	File Size
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07	Upload different file types LIVE_[07]_2402200154.mp4	02/20/2024 1:54PM	3.26MB

7 rows selected 1-7 of 7

## WITNESS and REPORTER EXHIBITS ACCESS

Your witness(es) and the court reporter see only the exhibits published to the **FINAL EXHIBITS** folder. From the folder they can:

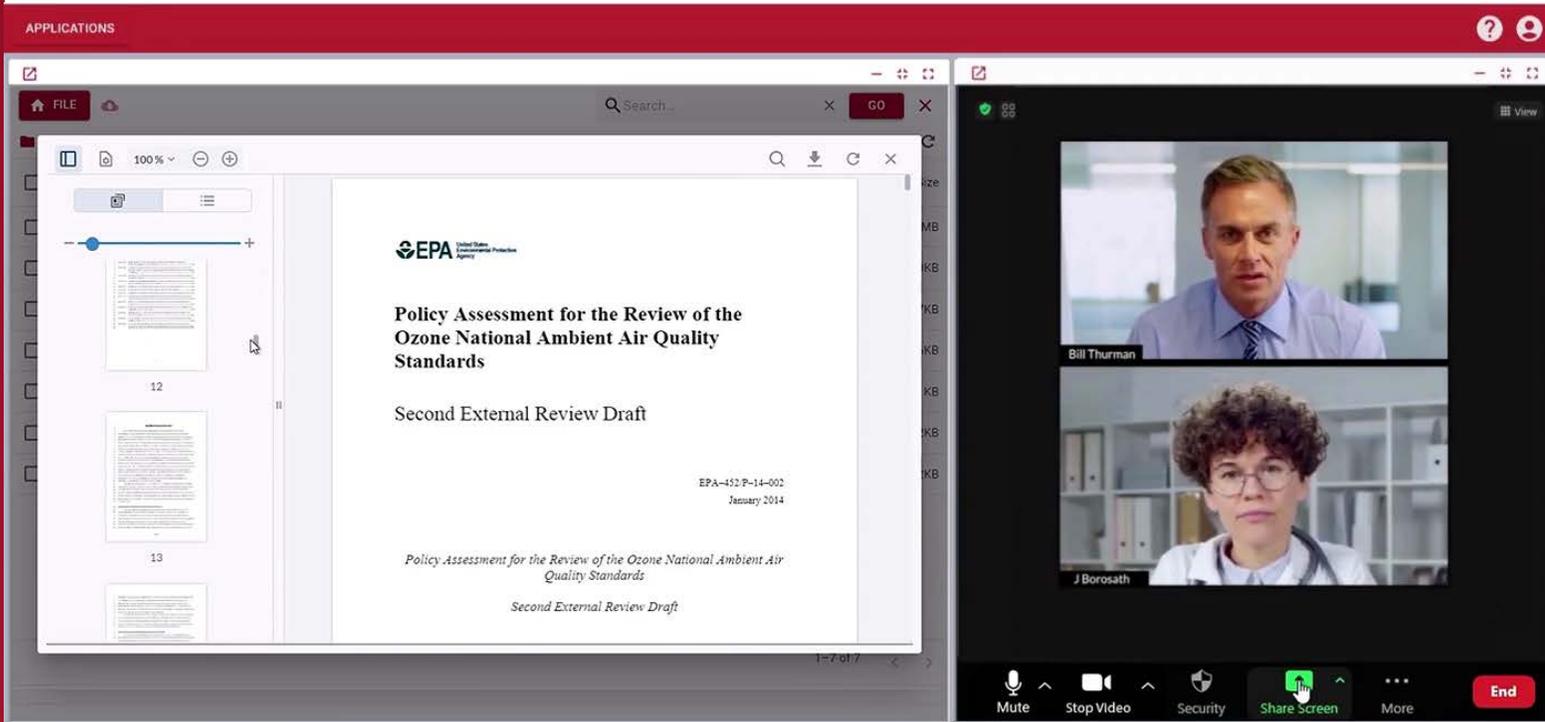
- Preview exhibits
- While viewing, utilize the Zoom, Scroll, Keyword Search, and Thumbnail View features.
- Download exhibits to view locally on their device.
- Counsel can choose to Screen Share via internal Zoom features

ZOOM Screen Share Capabilities

## SCREEN SHARING with ZOOM SHARE SCREEN FEATURE



With the **HusebyConnect Simple Exhibit Tool**, you always have the option to share your screen with witness and other attendees using **HusebyConnect's** integrated ZOOM **Share Screen** feature.



## USING MULTIPLE MONITORS

Want to view your **EXHIBITS PANEL** on a different screen? Just click the '**Extend application into separate browser tab**' icon in the top left corner of the panel, then drag the window to a second monitor.

