It is best to think ahead when you share cases. You can choose between Quick shares for occasional sharing or set up a Group Share Workflow if you share often and work with a team of reviewers for dedicated indications.

In any case start with a logical naming convention and structure you image files in a folder. We recommend to use this approach:

- Create a folder for each case
- Give the folder the case name
- upload your slide images to this folder and name them with this syntax 'Case name - stain name' or 'case name - indication - stain name'

Follow steps 1-3 to create a folder

You can work according to your own preferences, but we have found that this approach is convenient and easy.

Next upload all your slides to the newly created empty case folder, in the example below this is CaseP6
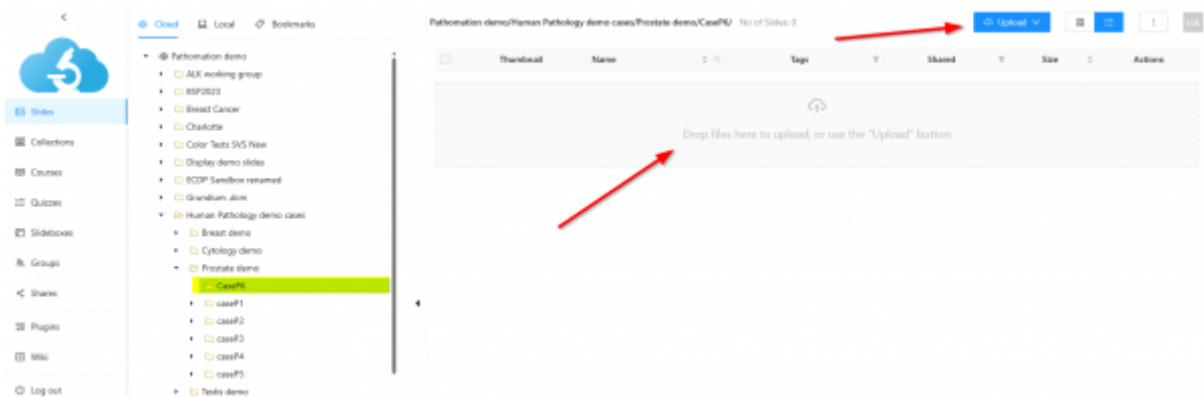
To save on clicks and keep a logical workflow add your case immediately to your sharing collection after upload of the images. From the folder of the case you just created, now follow these steps.

First select all the slides you want to add to the sharing collection
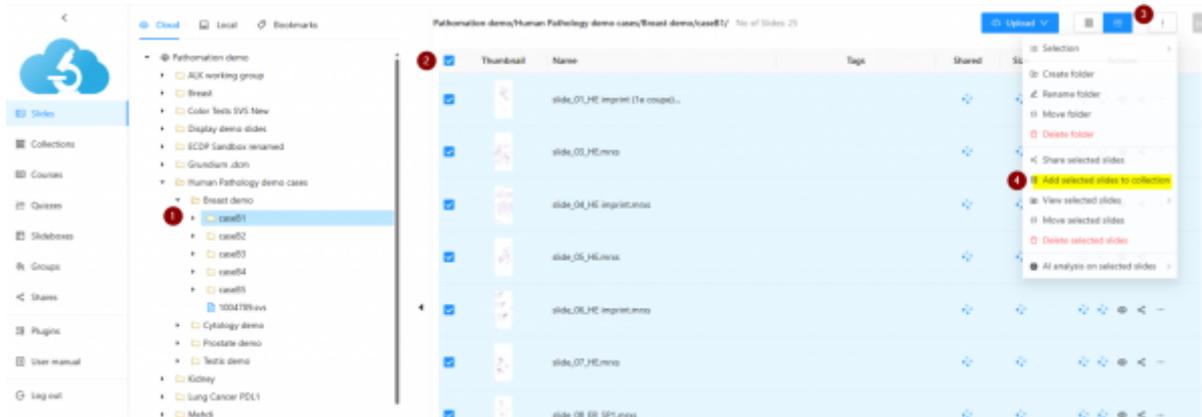
After clicking add to collection a new menu opens showing all collections you have made, you can now choose the collection to where the case with slides has to go and create a new case.