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.