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## MuniMetriX News & Technical Tips

## ... Silo has an easier way to upload? Yes Please!!

Silo indexing got you down? So many fields, so little time, right? Well here's some good news!!

EZ Silo Upload (formerly Directory Manager), is a one-step drag and drop method of getting your documents into Silo. MuniMetrix has revamped and renewed our previous Directory Manager upload by giving it a face lift, along with a new name, and now it's easier than ever to use! Our Silo users have spoken, and we have listened.

## It's simple.

- 1. **WE** (the incredible customer service team) install the EZ Silo Upload folder to your desktop, set it up with some basic indexing fields, and set a time for any files within it to be AUTOMATICALLY uploaded to Silo.
- 2. **YOU** (our fun and friendly customers) simply name your document using a predetermined naming convention, drag and drop it into the EZ Silo Upload desktop folder under a customer name, and once it auto-runs, BAM! DONE!

Sound too good to be true? Need more information? Watch Joe's fun and instructive video below:

https://www.munimetrix.com/TrainingVideos/14 EZ Silo Upload.mp4

Exciting, right? If you're interested, EZ Silo Upload installations will need to be scheduled, so contact any of our support techs 800-457-3733 for assistance.

We want to encourage you, as a valued customer, to reach out to us should you have any suggestions or ideas you feel would be a benefit in your use of Silo. Call us at 800-457-3733 or e-mail us at <a href="mailto:support@munimetrix.com">support@munimetrix.com</a> any time! We appreciate your loyalty!