Did You Know - New ImageSilo Interface Tips

MuniMetriX News & Technical Tips

... there are many new options available with the latest release of ImageSilo?

1. Column Layout and View

Not only does ImageSilo have a completely new look that is much more mobile friendly, you can also manipulate the view to suit your needs no matter what device you're on. For example, you can **MOVE** columns around, or just **HIDE** them completely! Simply click on the three dots in any column to display the view options, or just drag/drop columns in whatever order you'd like them.

***2. When hovering over any project, hidden icons will appear (like magic) that
enable you to Search, Upload, or Scan.***
The **SEARCH** feature (a magnifying glass) gives multiple criteria options to help you narrow
down your search results within that project.
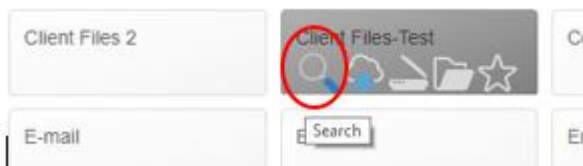
The **UPLOAD** feature (previously called ADD) is for files already on your computer, such as emails, Microsoft office documents, and PDFs.
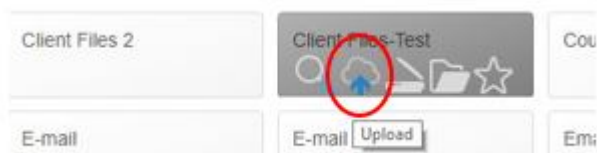

The **SCAN** feature is for dedicated scanners connected to your computer that can scan paper documents directly in to ImageSilo.

3. Quick Search

This is a feature that enables you to do a search through **ALL PROJECTS** at a time by entering a single criteria in the box at the upper right corner of the screen (next to your username). This "quick" search does not allow for filtering through multiple fields (unlike the 'magnifying glass' search mentioned above). **Note**: When using this feature to search all projects, you have to view the drop-down list (as indicated below) to see the various other projects the files may be found, as the search results will only show one project at a time.
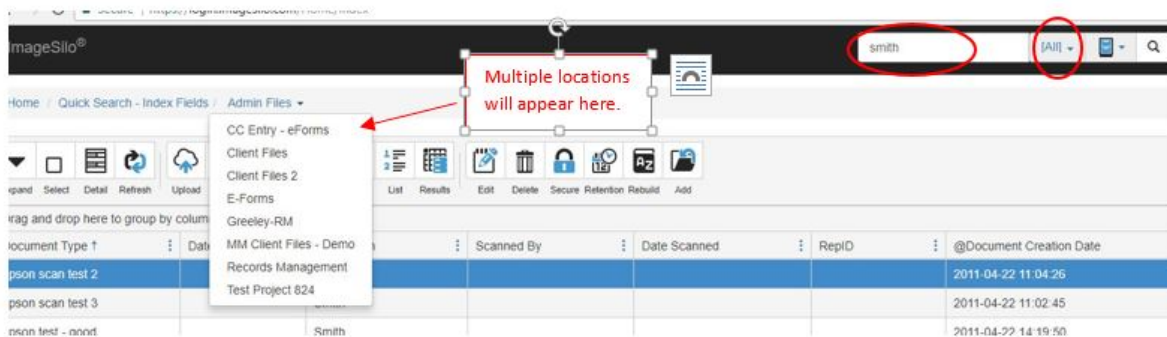
As always, you may call our support team at 800-457-3733 for assistance. We'll be happy to help!

*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
ImageSilo. Call us at 800-457-3733 or e-mail us at
support@munimetrix.com any time! We appreciate your loyalty!*