

SETTING UP SILO ON A WINDOWS PC

1. Access the appropriate SILO website

Open your preferred web browser:

Google Chrome



Firefox



Microsoft Edge



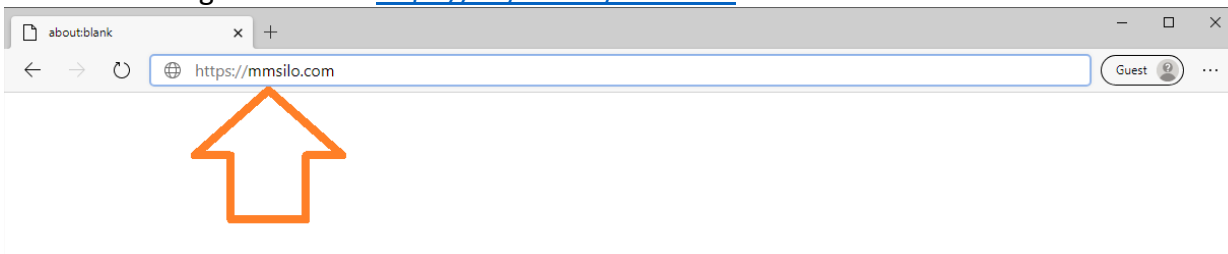
Internet Explorer



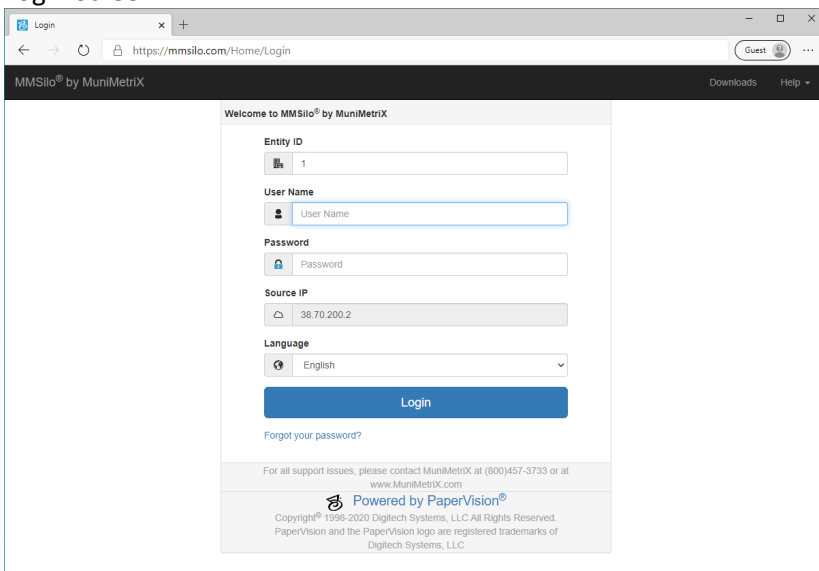
In the address bar, type the address for the interface you are currently using. (MMSilo used in screenshots for the purpose of illustration)

For MMSilo users: <https://mmsilo.com>

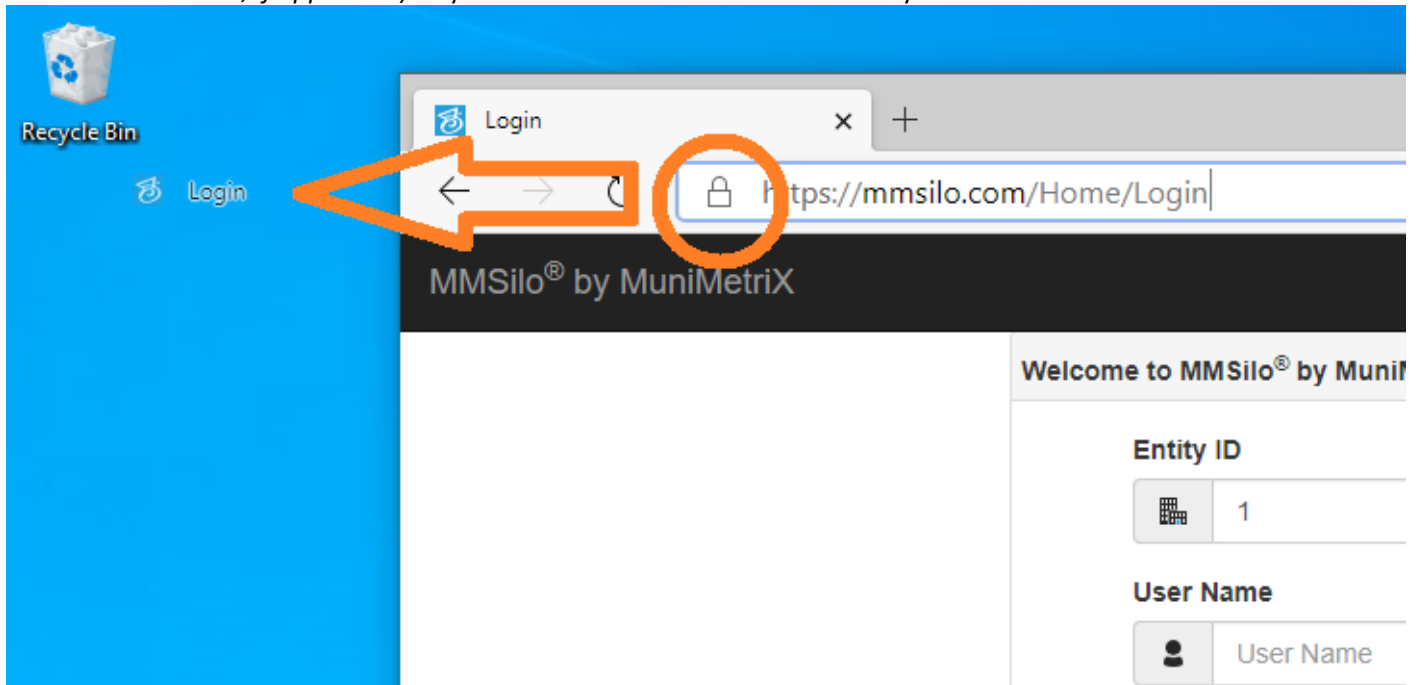
For ImageSilo users: <https://login.imagesilo.com>.



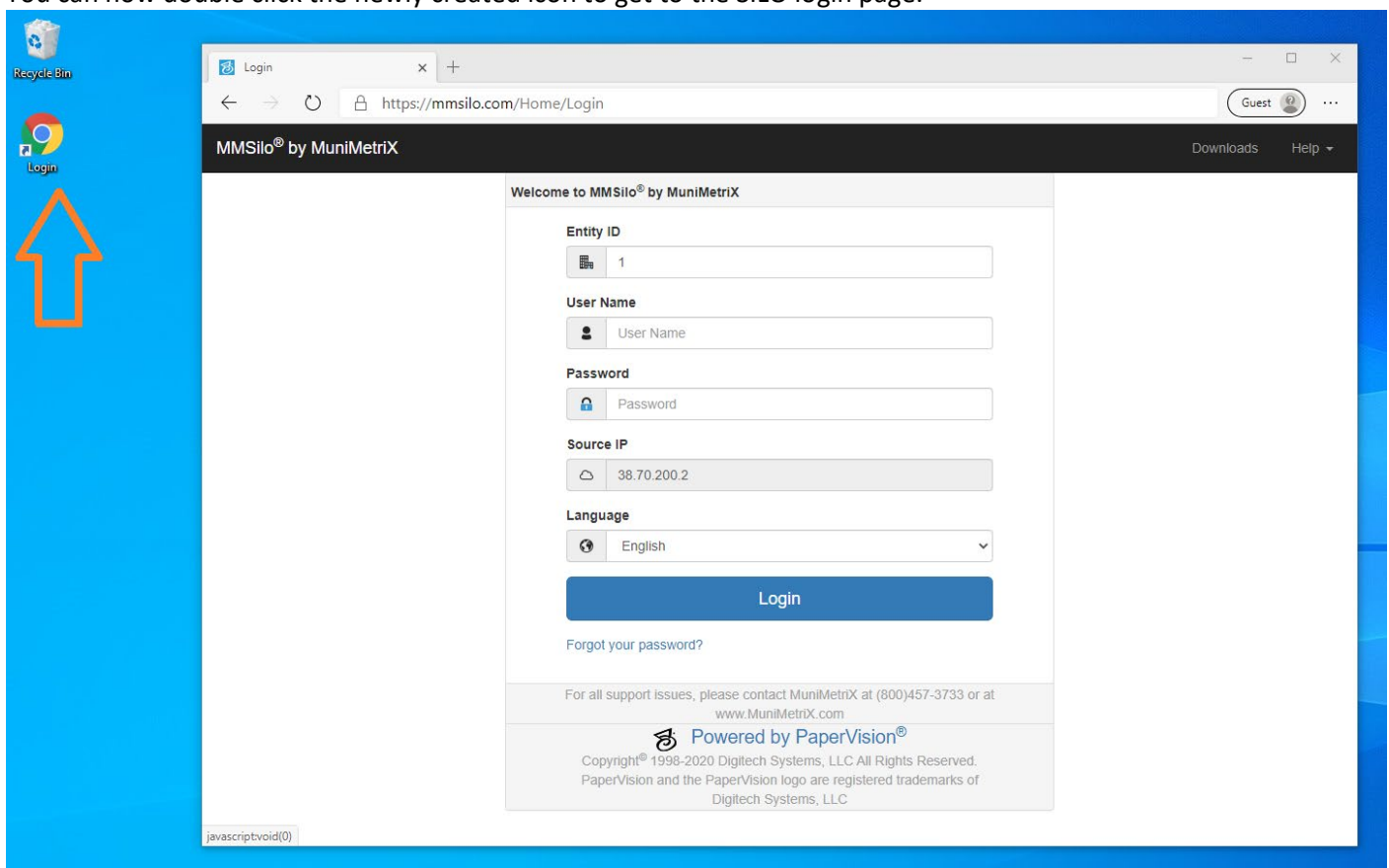
Login Screen:



To make a desktop shortcut to the website, click and drag the icon to the left of the address to the desktop (use right click to rename icon, if applicable) or you can choose to add the website to your Favorites in the taskbar.

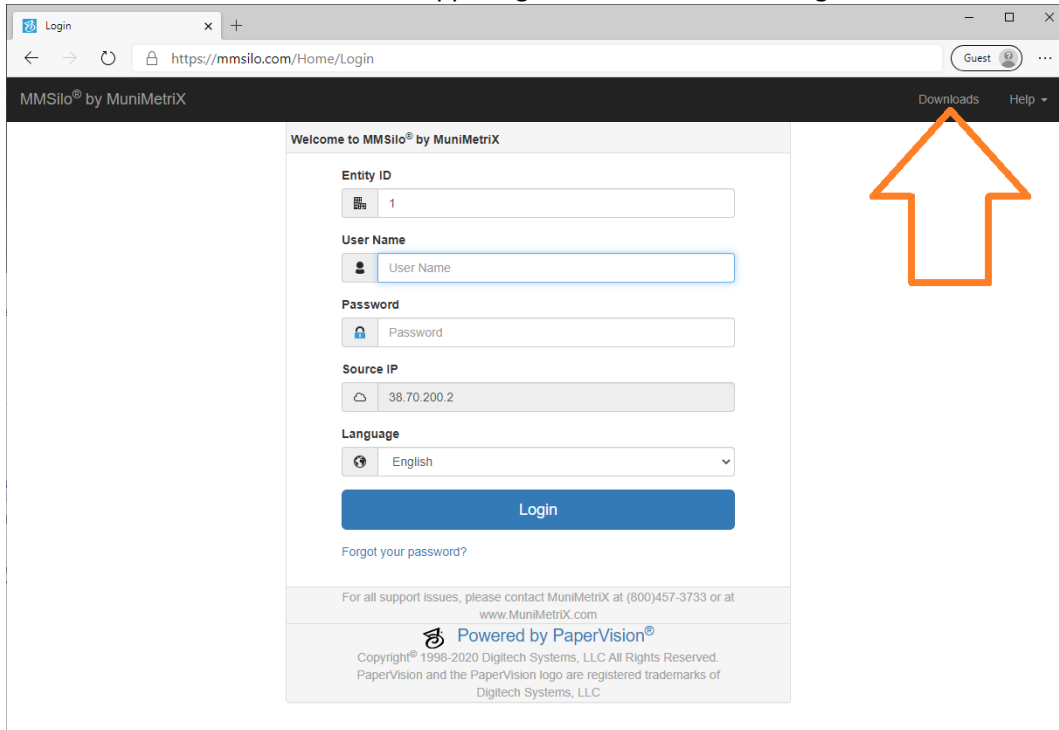


You can now double click the newly created icon to get to the SILO login page.



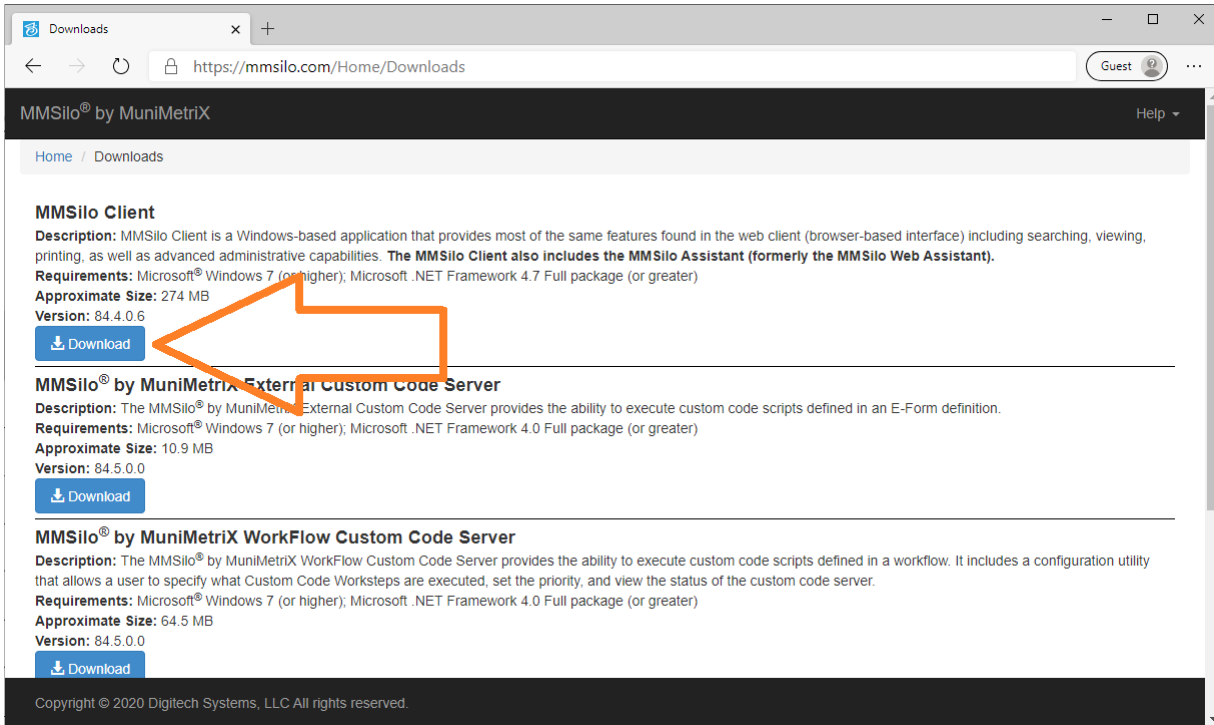
2. Download the SILO Client program *(not applicable for MAC users)*

Click on **Downloads** located at the upper right-hand corner of the login screen.

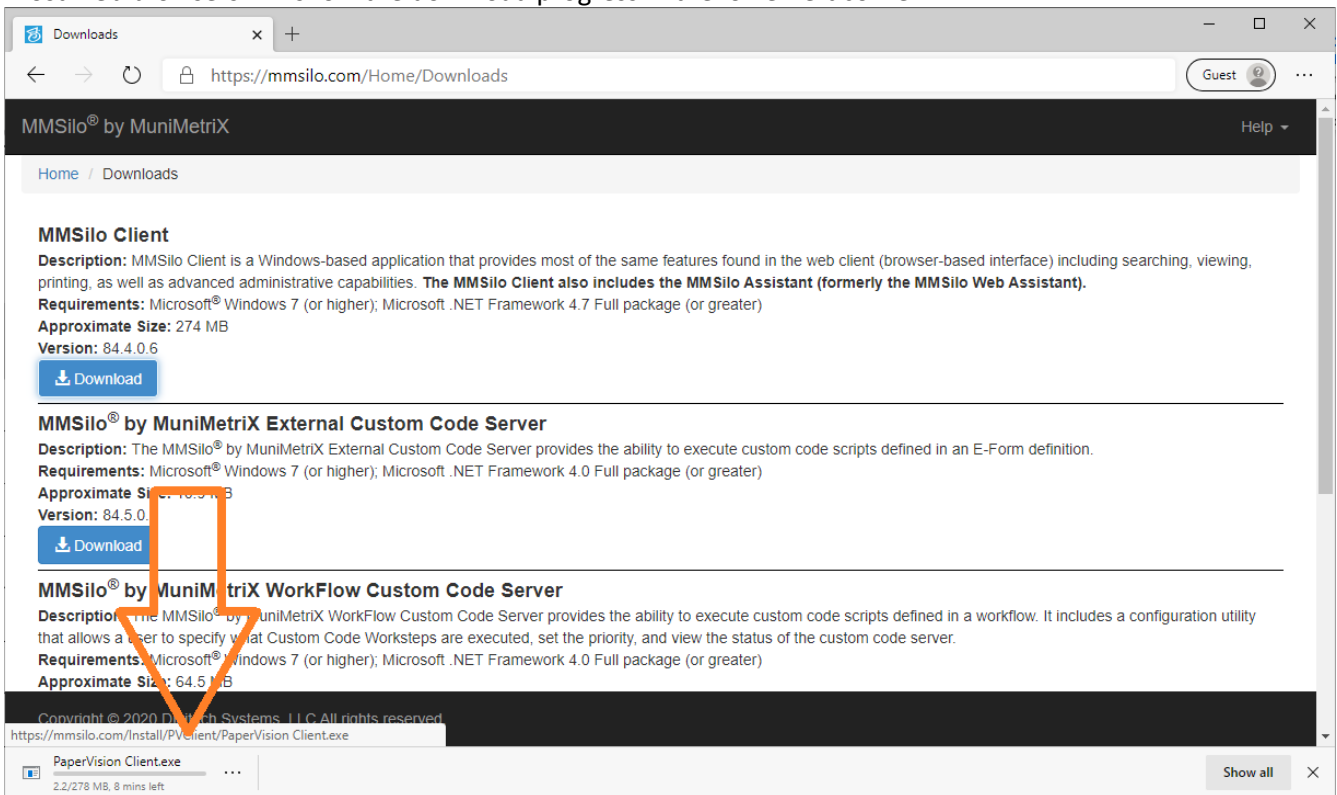


The screenshot shows a web browser window with the URL <https://mmsilo.com/Home/Login>. The page title is "MMSilo® by MuniMetriX". In the top right corner, there are links for "Downloads" and "Help". A large orange arrow points to the "Downloads" link. The main content area is a login form titled "Welcome to MMSilo® by MuniMetriX". The form includes fields for "Entity ID" (with a dropdown menu showing "1"), "User Name" (with a text input field containing "User Name"), "Password" (with a text input field containing "Password"), "Source IP" (with a text input field containing "38.70.200.2"), and "Language" (with a dropdown menu showing "English"). Below the form is a blue "Login" button. At the bottom of the form, there is a link for "Forgot your password?". The footer of the page contains contact information for MuniMetriX and a logo for "Powered by PaperVision®".

You need the **MMSilo/ImageSilo Client** which is the first Download on this page. Click **Download** and save it to your computer.



Most web browsers will show the download progress in the lower left corner:



When the download is completed, click on the file on the bottom left to start installation, or you may need to click a prompt for a menu to find the downloaded file (as shown):

Downloads

https://mmsilo.com/Home/Downloads

MMSilo® by MuniMetriX

[Home](#) / [Downloads](#)

MMSilo Client

Description: MMSilo Client is a Windows-based application that provides most of the same features found in the web client (browsable and advanced administrative capabilities). **The MMSilo Client also includes the MMSilo Assistant (formerly the MMSilo Web Assistant).**

Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.7 Full package (or greater)

Approximate Size: 274 MB

Version: 84.4.0.6

Download

MMSilo® by MuniMetriX External Custom Code Server

Description: The MMSilo® by MuniMetriX External Custom Code Server provides the ability to execute custom code scripts defined in the MMSilo Client.

Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.0 Full package (or greater)

Approximate Size: 10.9 MB

Version: 84.5.0.0

Download

MMSilo® by MuniMetriX WorkFlow Custom Code Server

Description: The MMSilo® by MuniMetriX WorkFlow Custom Code Server provides the ability to execute custom code scripts defined in the MMSilo Client. You can specify what Custom Code Worksteps are executed, set the priority, and view the status of the custom code server.

Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.0 Full package (or greater)

Approximate Size: 64.1 MB

Version: 84.5.0.0

Download

MMSilo Tools

Copyright © 2020 Digital Vision, Inc. All rights reserved.
<https://mmsilo.com/Install/PVClient.exe>

PaperVision Client.exe

Open file

Open

Always open files of this type

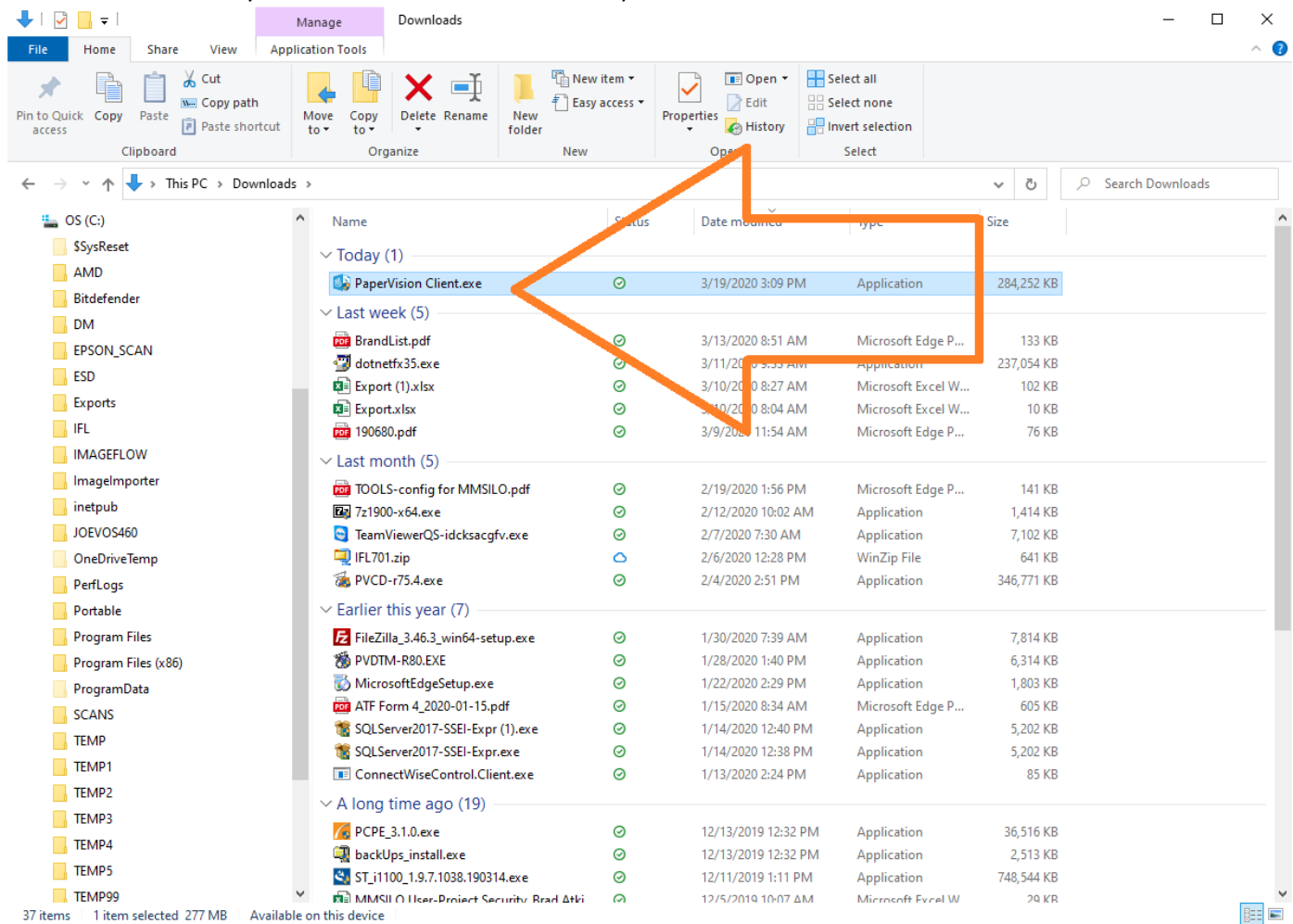
Show in folder

Copy download link

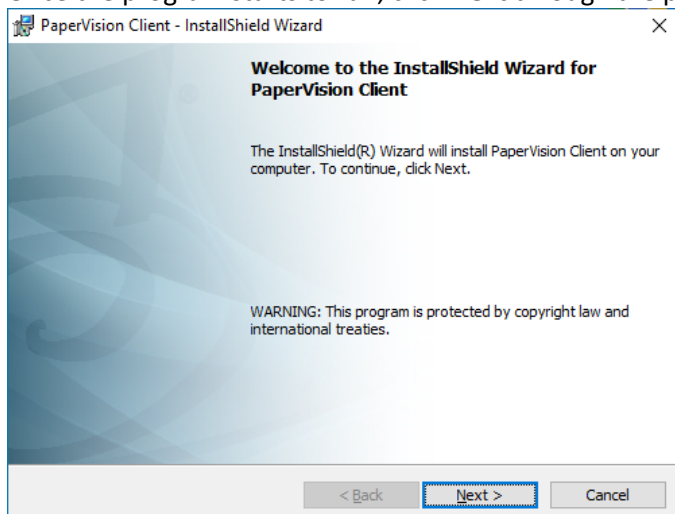
Cancel

3. Install the SILO Client program

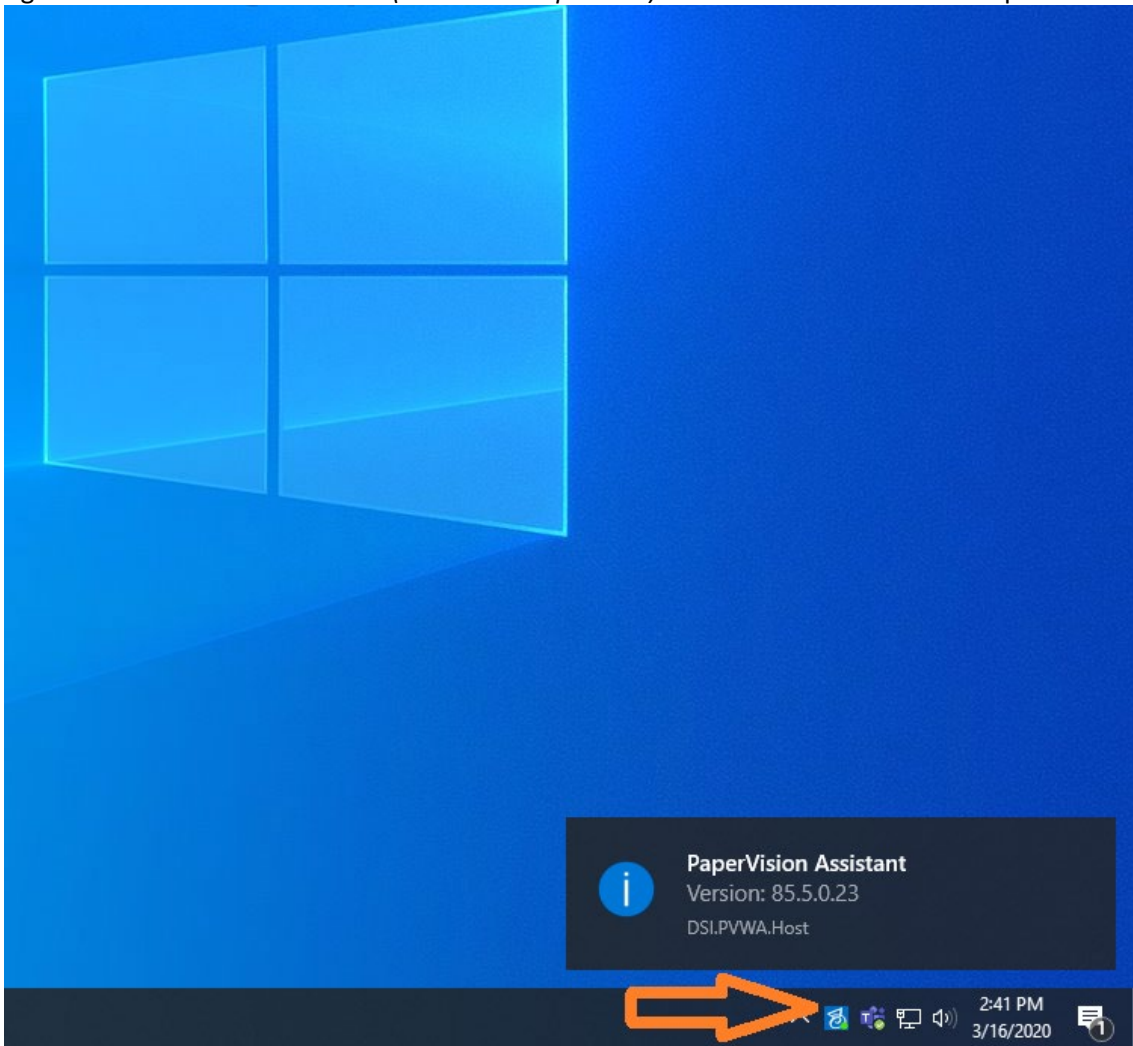
Note: If the downloaded file is no longer shown in the bottom left of your screen, open the folder where the installed file was saved - usually *Downloads* - and Double click *PaperVision Client.exe*



Once the program starts to run, click **Next** through the prompts until completed and you click **Finish**



After installation, the viewer will always run in the background in your system tray. You can find this icon at the bottom right in the hidden icons section (*click on the up arrow*) near the date and time stamp.



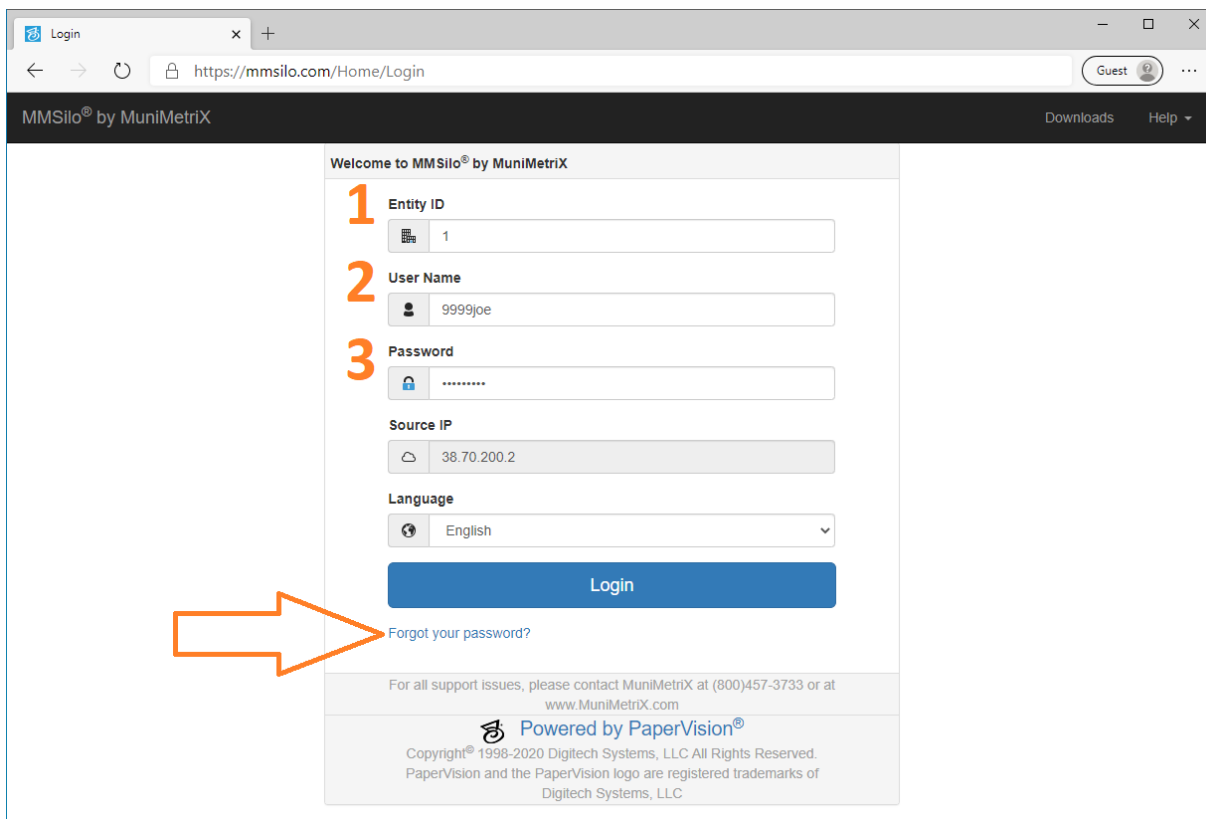
4. Log in to SILO

To log in, you will need three pieces of information:

- Your Entity ID
- Your username
- Your password

If you use MMSilo and have forgotten your password, you can use the [Forgot your password?](#) link at the bottom to have MMSilo email you a password reset link. If you do not receive the MMSilo password reset email within 5 minutes or encounter other difficulty, **e-mail** MuniMetriX at support@muniemetrix.com to have it reset manually.

If you use ImageSilo, please **e-mail** MuniMetriX directly at support@muniemetrix.com to have your forgotten password reset manually.



The screenshot shows a web browser window with the URL <https://mmsilo.com/Home/Login>. The page title is "MMSilo® by MuniMetriX". The login form is titled "Welcome to MMSilo® by MuniMetriX" and contains the following fields:

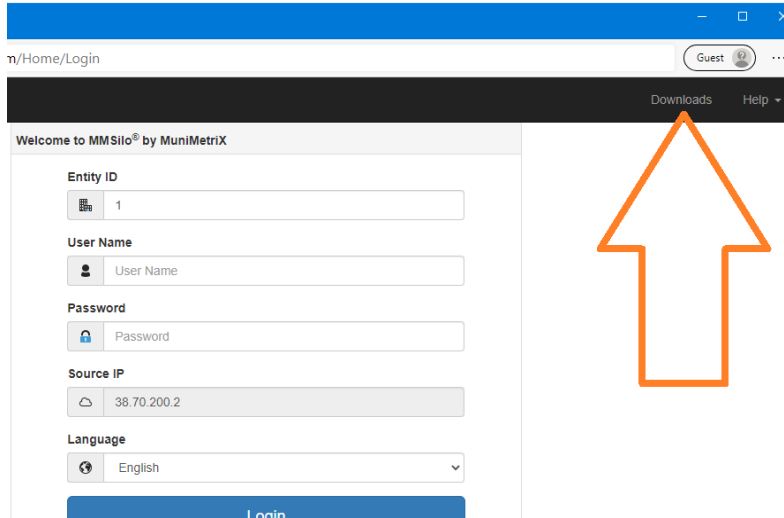
- 1 Entity ID**: A text input field with the value "1".
- 2 User Name**: A text input field with the value "9999joe".
- 3 Password**: A password input field with masked characters "*****".
- Source IP**: A text input field with the value "38.70.200.2".
- Language**: A dropdown menu set to "English".

Below the fields is a blue "Login" button. An orange arrow points to the link "Forgot your password?" located below the "Login" button. At the bottom of the page, there is a footer with contact information and a logo for "Powered by PaperVision®".

Optional Feature:

Install SILO Tools - *Send to PaperVision* desktop icon (drag/drop feature)

From the Downloads menu, click **Download** to save the MMSilo/ImageSilo Tools installer file. It is recommended that you close out of all programs running on your PC, especially any Microsoft Office programs like Outlook, Word or Excel.



tn/Home/Login

Guest

Downloads Help

Welcome to MMSilo® by MuniMetriX

Entity ID
1

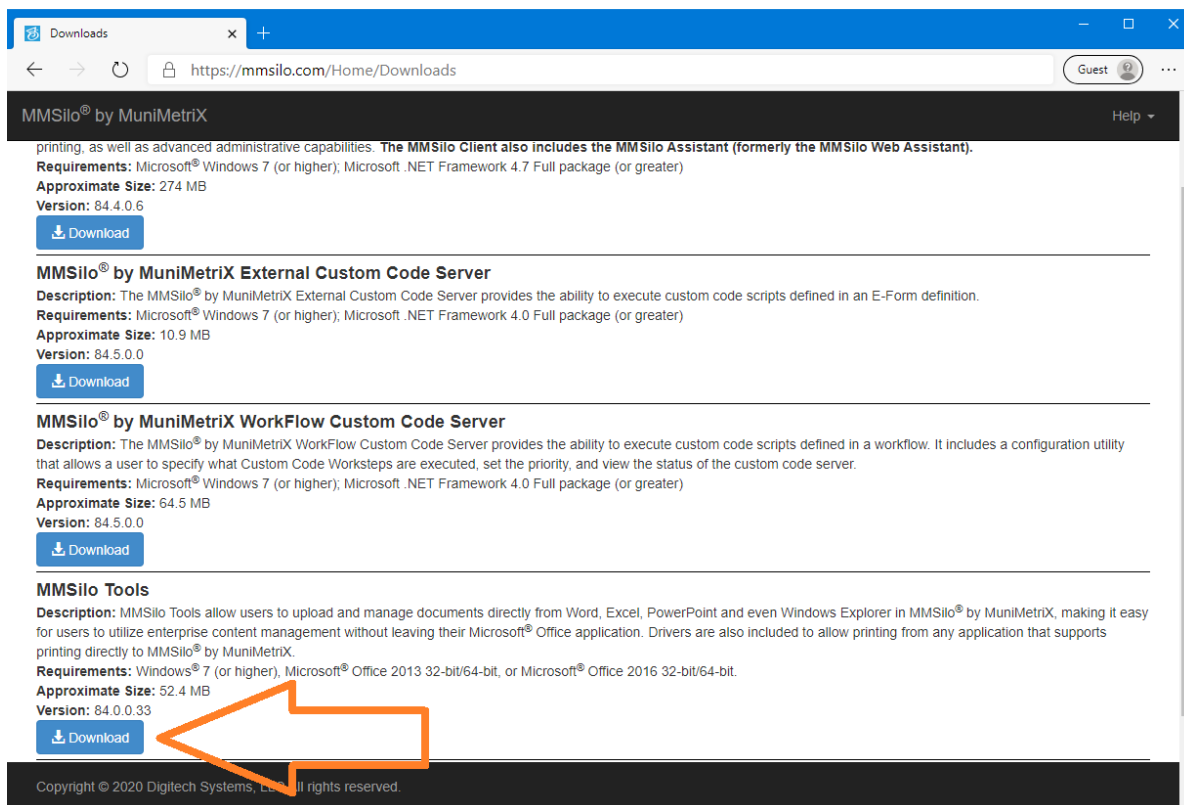
User Name
User Name

Password
Password

Source IP
38.70.200.2

Language
English

Login



Downloads

https://mmsilo.com/Home/Downloads

Guest

MMSilo® by MuniMetriX

printing, as well as advanced administrative capabilities. The MMSilo Client also includes the MMSilo Assistant (formerly the MMSilo Web Assistant).

Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.7 Full package (or greater)

Approximate Size: 274 MB

Version: 84.4.0.6

Download

MMSilo® by MuniMetriX External Custom Code Server

Description: The MMSilo® by MuniMetriX External Custom Code Server provides the ability to execute custom code scripts defined in an E-Form definition.

Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.0 Full package (or greater)

Approximate Size: 10.9 MB

Version: 84.5.0.0

Download

MMSilo® by MuniMetriX WorkFlow Custom Code Server

Description: The MMSilo® by MuniMetriX WorkFlow Custom Code Server provides the ability to execute custom code scripts defined in a workflow. It includes a configuration utility that allows a user to specify what Custom Code Worksteps are executed, set the priority, and view the status of the custom code server.

Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.0 Full package (or greater)

Approximate Size: 64.5 MB

Version: 84.5.0.0

Download

MMSilo Tools

Description: MMSilo Tools allow users to upload and manage documents directly from Word, Excel, PowerPoint and even Windows Explorer in MMSilo® by MuniMetriX, making it easy for users to utilize enterprise content management without leaving their Microsoft® Office application. Drivers are also included to allow printing from any application that supports printing directly to MMSilo® by MuniMetriX.

Requirements: Windows® 7 (or higher), Microsoft® Office 2013 32-bit/64-bit, or Microsoft® Office 2016 32-bit/64-bit.

Approximate Size: 52.4 MB

Version: 84.0.0.33

Download

Copyright © 2020 Digitech Systems, LLC. All rights reserved.

After download is complete, click on the file on the bottom left to install it

The screenshot shows the MMSilo by MuniMetriX website. It lists several components for download:

- Requirements:** Microsoft® Windows 7 (or higher), Microsoft .NET Framework 4.0 Full package (or greater)
Approximate Size: 10.9 MB
Version: 84.5.0.0
[Download](#)
- MMSilo® by MuniMetriX WorkFlow Custom Code Server**
Description: The MMSilo® by MuniMetriX WorkFlow Custom Code Server provides the ability to execute custom code scripts defined in a workflow. It includes a configuration utility that allows a user to specify what Custom Code Worksteps are executed, set the priority, and view the status of the custom code server.
Requirements: Microsoft® Windows 7 (or higher), Microsoft .NET Framework 4.0 Full package (or greater)
Approximate Size: 64.5 MB
Version: 84.5.0.0
[Download](#)
- MMSilo Tools**
Description: MMSilo Tools allow users to upload and manage documents directly from Word, Excel, PowerPoint and even Windows Explorer in MMSilo® by MuniMetriX, making it easy for users to utilize enterprise content management without leaving their Microsoft® Office application. Drivers are also included to allow printing from any application that supports printing directly to MMSilo® by MuniMetriX.
Requirements: Windows® 7 (or higher), Microsoft® Office 2013 32-bit/64-bit, or Microsoft® Office 2016 32-bit/64-bit.
Approximate Size: 52.4 MB
Version: 84.0.0.33
[Download](#)
- MMSilo® by MuniMetriX User Guide**
Description: MMSilo® by MuniMetriX User Guide in Adobe® PDF format.
Requirements: Adobe Acrobat® or Adobe Reader® 7.0 or higher
Approximate Size: 1.3 MB
Version: 84.0.0.0
[Download](#)

Copyright © 2010 Digitech Systems, LLC All rights reserved.

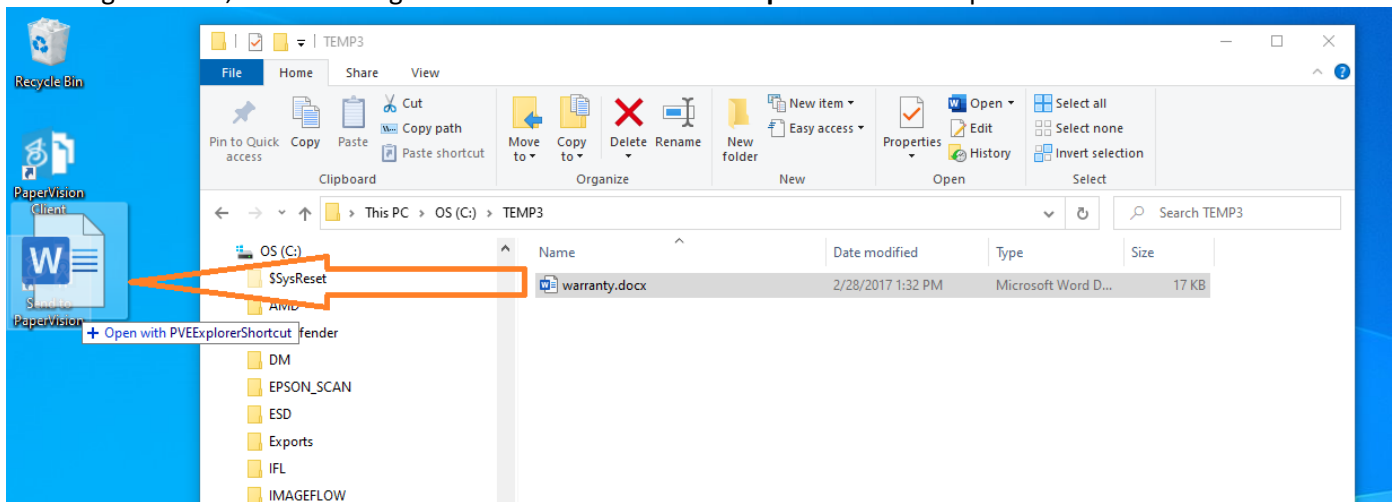
Note: If the downloaded file is no longer shown in the bottom left of your screen, open the folder where the installed file was saved - usually *Downloads* - and Double click *PaperVision Tools.exe*

The screenshot shows a Windows File Explorer window with the 'Downloads' folder selected. The file list includes:

Name	Status	Date modified	Type	Size
Today (2)				
PaperVision Tools.exe	✓	3/19/2020 3:18 PM	Application	54,156 KB
PaperVision Client.exe	✓	3/19/2020 3:09 PM	Application	284,253 KB
Last week (5)				
BrandList.pdf	✓	3/13/2020 8:51 AM	Microsoft Edge P...	133 KB
dotnetfx35.exe	✓	3/11/2020 9:05 AM	Application	237,034 KB
Export (1).xlsx	✓	3/10/2020 8:07 AM	Microsoft Excel W...	102 KB
Export.xlsx	✓	3/10/2020 8:04 AM	Microsoft Excel W...	10 KB
190680.pdf	✓	3/9/2020 11:04 AM	Microsoft Edge P...	76 KB
Last month (5)				
TOOLS-config for MMSILO.pdf	✓	2/19/2020 1:56 PM	Microsoft Edge P...	141 KB
7z1900-x64.exe	✓	2/12/2020 10:02 AM	Application	1,414 KB
TeamViewerQS-idcsacgfv.exe	✓	2/7/2020 7:30 AM	Application	7,102 KB
IFL701.zip	✓	2/6/2020 12:28 PM	WinZip File	641 KB
PVCD-r75.4.exe	✓	2/4/2020 2:51 PM	Application	346,771 KB
Earlier this year (7)				
FileZilla_3.46.3_win64-setup.exe	✓	1/30/2020 7:39 AM	Application	7,814 KB
PVDTM-R80.EXE	✓	1/28/2020 1:40 PM	Application	6,314 KB
MicrosoftEdgeSetup.exe	✓	1/22/2020 2:29 PM	Application	1,803 KB
ATF Form 4_2020-01-15.pdf	✓	1/15/2020 8:34 AM	Microsoft Edge P...	605 KB
SQLServer2017-SSEI-Expr (1).exe	✓	1/14/2020 12:40 PM	Application	5,202 KB
SQLServer2017-SSEI-Expr.exe	✓	1/14/2020 12:38 PM	Application	5,202 KB
ConnectWiseControl.Client.exe	✓	1/13/2020 2:24 PM	Application	85 KB
A long time ago (19)				
PCPE_3.1.0.exe	✓	12/13/2019 12:32 PM	Application	36,516 KB
backUps_install.exe	✓	12/13/2019 12:32 PM	Application	2,513 KB
ST-1100 1-0 7 1038 100314.exe	✓	12/11/2019 1:11 PM	Application	748,544 KB

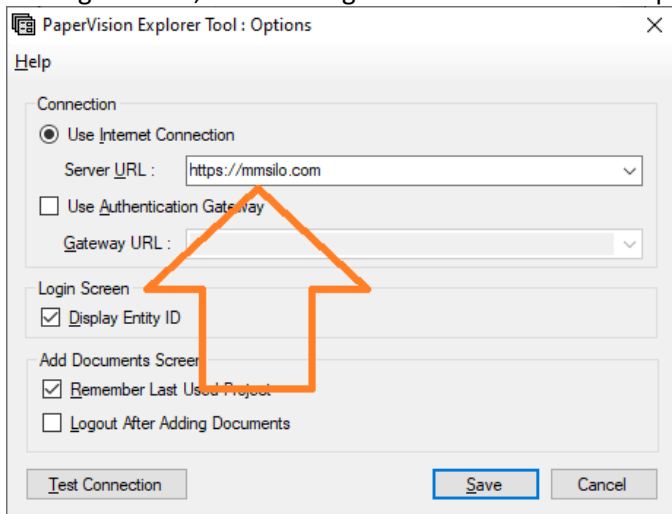
Once it starts to install, click **Next** through the prompts, doing a 'Complete' Install and click **Finish** when done.

To configure Tools, click and drag a document to the **Send to PaperVision** desktop shortcut:

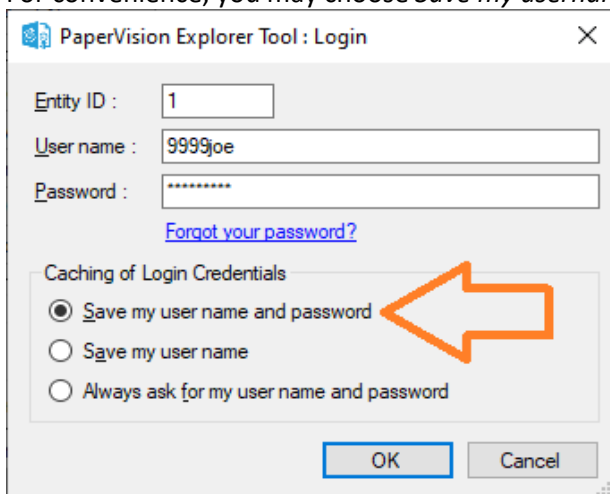


If using **ImageSilo**, leave the URL as is.

If using **MMSilo**, in the configuration window under 'Options', set the *Server URL* to <https://mmsilo.com> and click **Save**.



For convenience, you may choose *Save my username and password* to automatically log in when adding a file:



If you have any further questions or have any difficulty with these instructions, contact MuniMetriX Technical Support at 1-800-457-3733 or support@munimetrix.com.