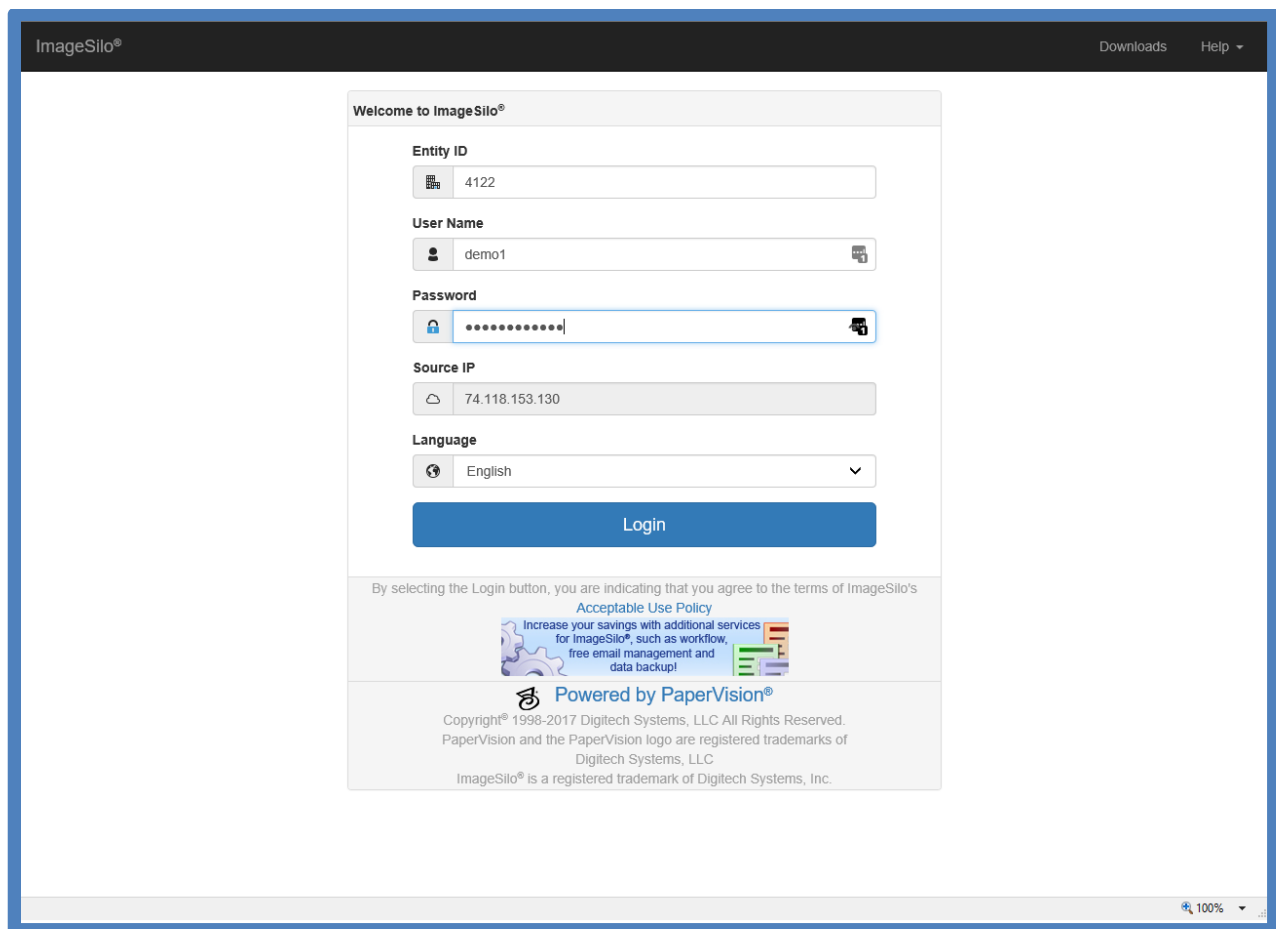


Welcome to the future! It's a whole new look and feel to ImageSilo, with new flexible screen layouts that can be adjusted by the individual users. The new interface is more geared to suit smaller screen sizes for tablets, phones and PCs.

LOGGING IN

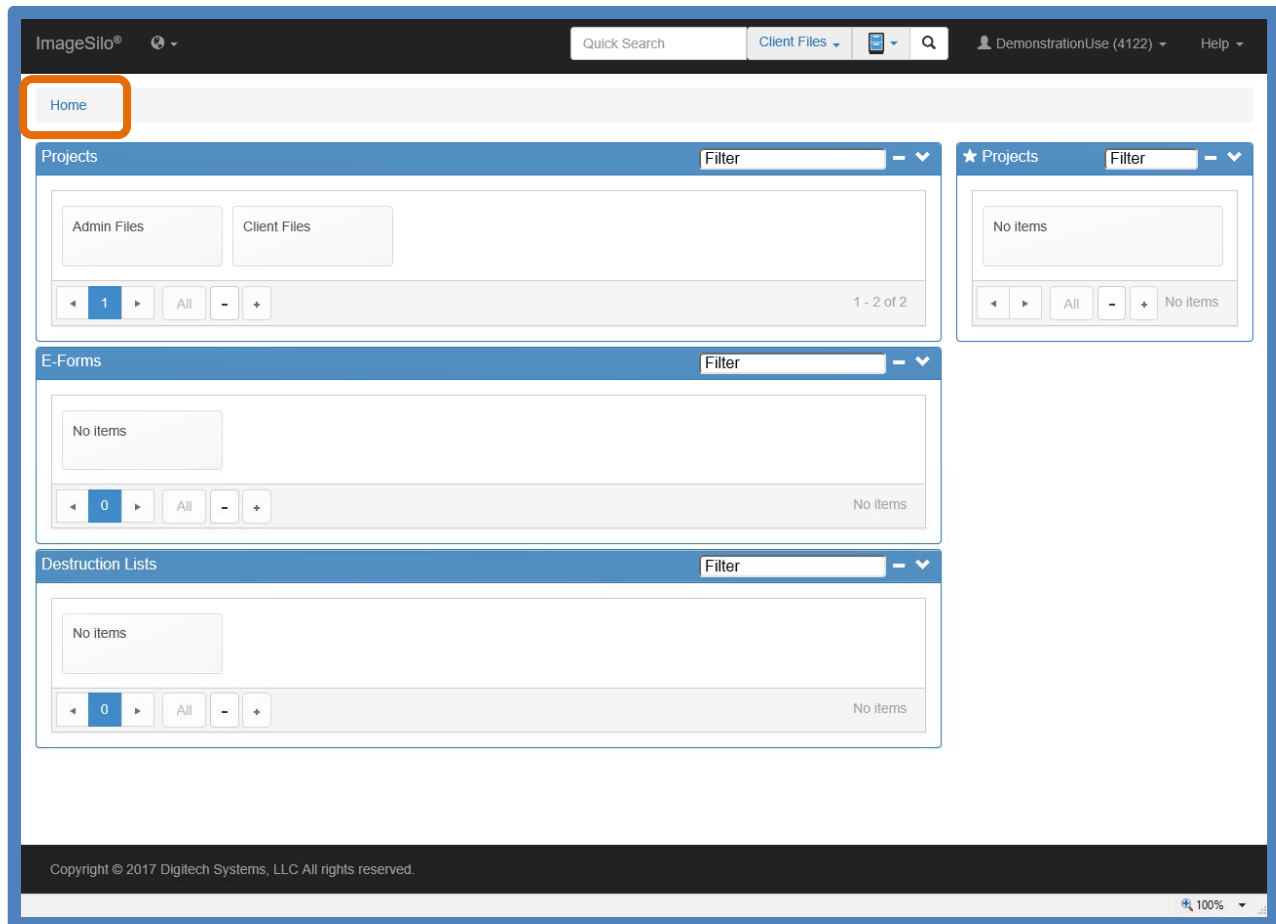
Go to <https://login.imagesilo.com> to log in to ImageSilo. Below is the LOGIN SCREEN for the latest version of ImageSilo R84.



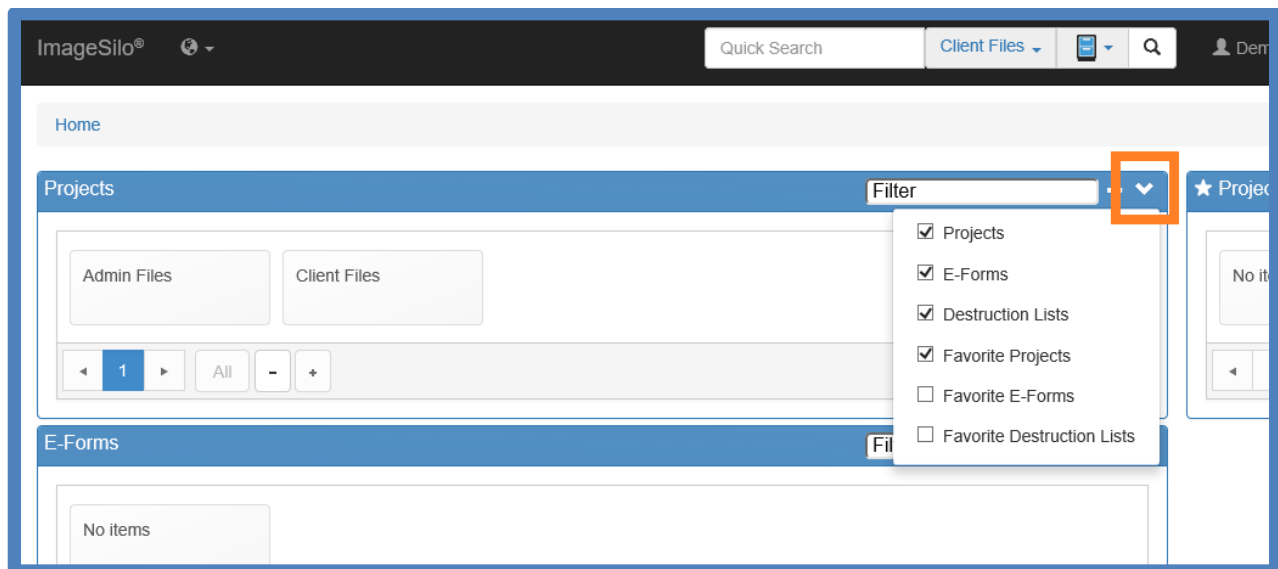
The screenshot shows the ImageSilo login interface within a browser window. The browser's address bar displays "Imagesilo®" and the top right corner contains links for "Downloads" and "Help". The main content area features a "Welcome to ImageSilo®" header above a login form. The form includes fields for "Entity ID" (containing "4122"), "User Name" (containing "demo1"), "Password" (masked with dots), "Source IP" (containing "74.118.153.130"), and a "Language" dropdown menu set to "English". A blue "Login" button is positioned below these fields. A disclaimer states: "By selecting the Login button, you are indicating that you agree to the terms of ImageSilo's Acceptable Use Policy". Below this is a promotional banner for PaperVision, which includes the text "Increase your savings with additional services for ImageSilo®, such as workflow, free email management and data backup!". The footer section is titled "Powered by PaperVision®" and contains copyright information: "Copyright® 1998-2017 Digitech Systems, LLC All Rights Reserved. PaperVision and the PaperVision logo are registered trademarks of Digitech Systems, LLC. ImageSilo® is a registered trademark of Digitech Systems, Inc." The browser's status bar at the bottom right shows a zoom level of "100%".

HOME SCREEN

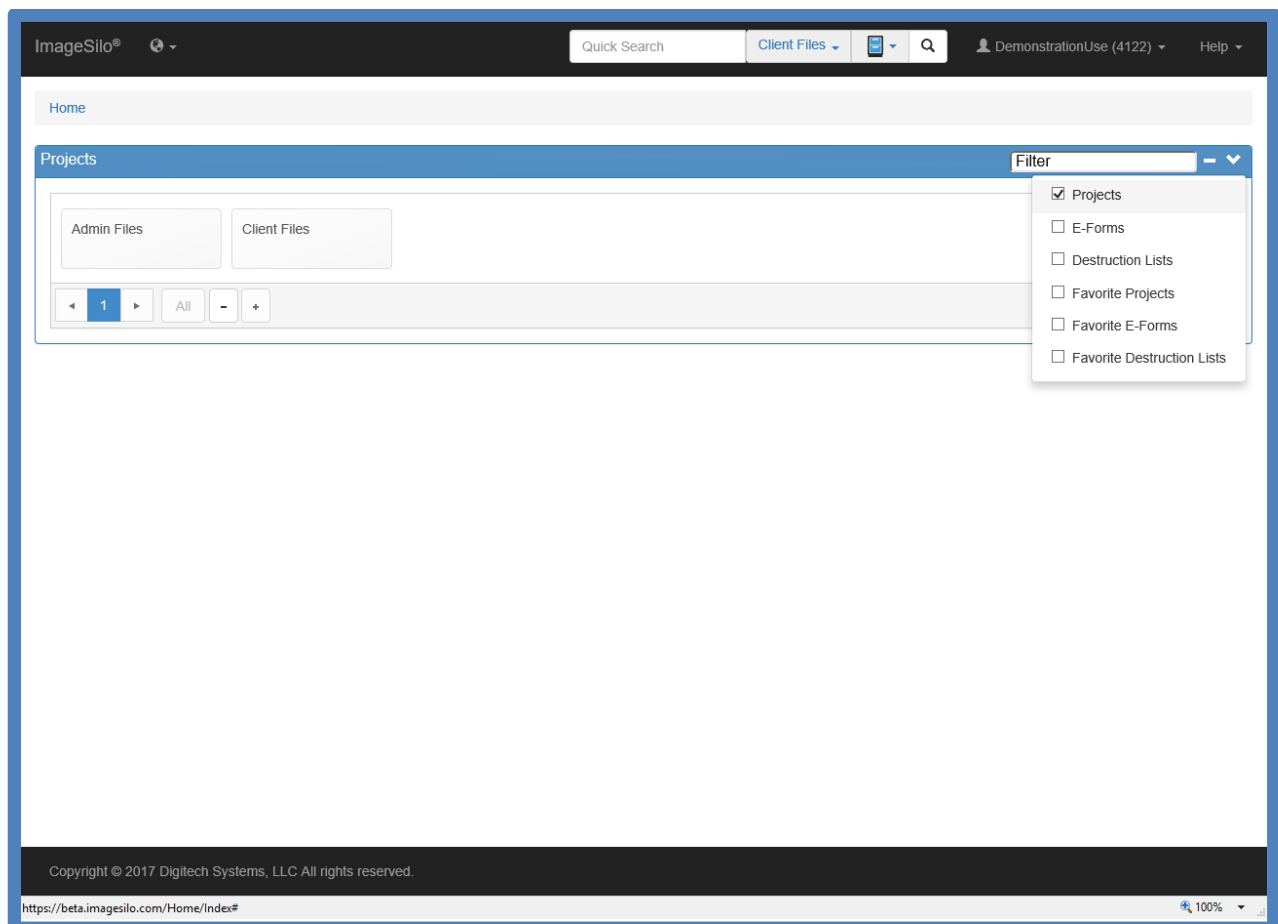
Once logged into ImageSilo, you will be on the **Home** screen.



The **Home** screen can be customized. Click the down arrow to show or hide individual components. We would suggest hiding the components that are generally not used by our customers, such as E-Forms, Destruction Lists and Favorite Projects.

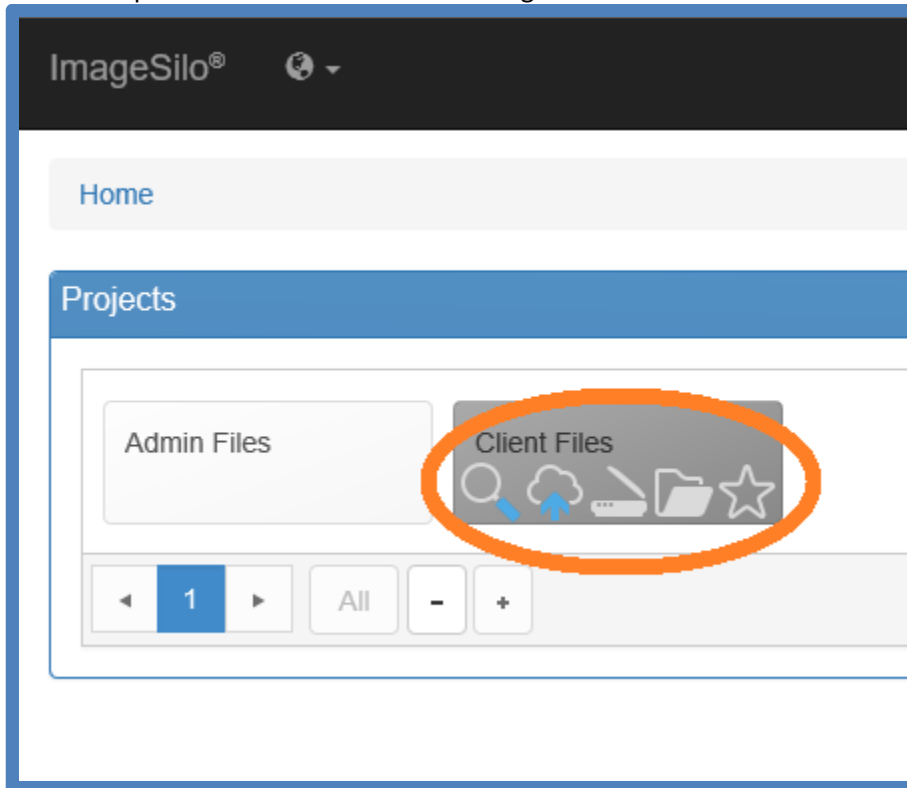


Below, the HOME screen has been customized to hide all components but Projects. As you can see, the HOME screen now looks much cleaner.



PROJECTS

When hovering the mouse on a project, the following action options appear:
Search – Upload – Scan – Folders View – Tag as Favorite



SEARCH: opens the screen to perform a search



UPLOAD: opens the window to send a file from your PC to ImageSilo



SCAN: opens the scanning window




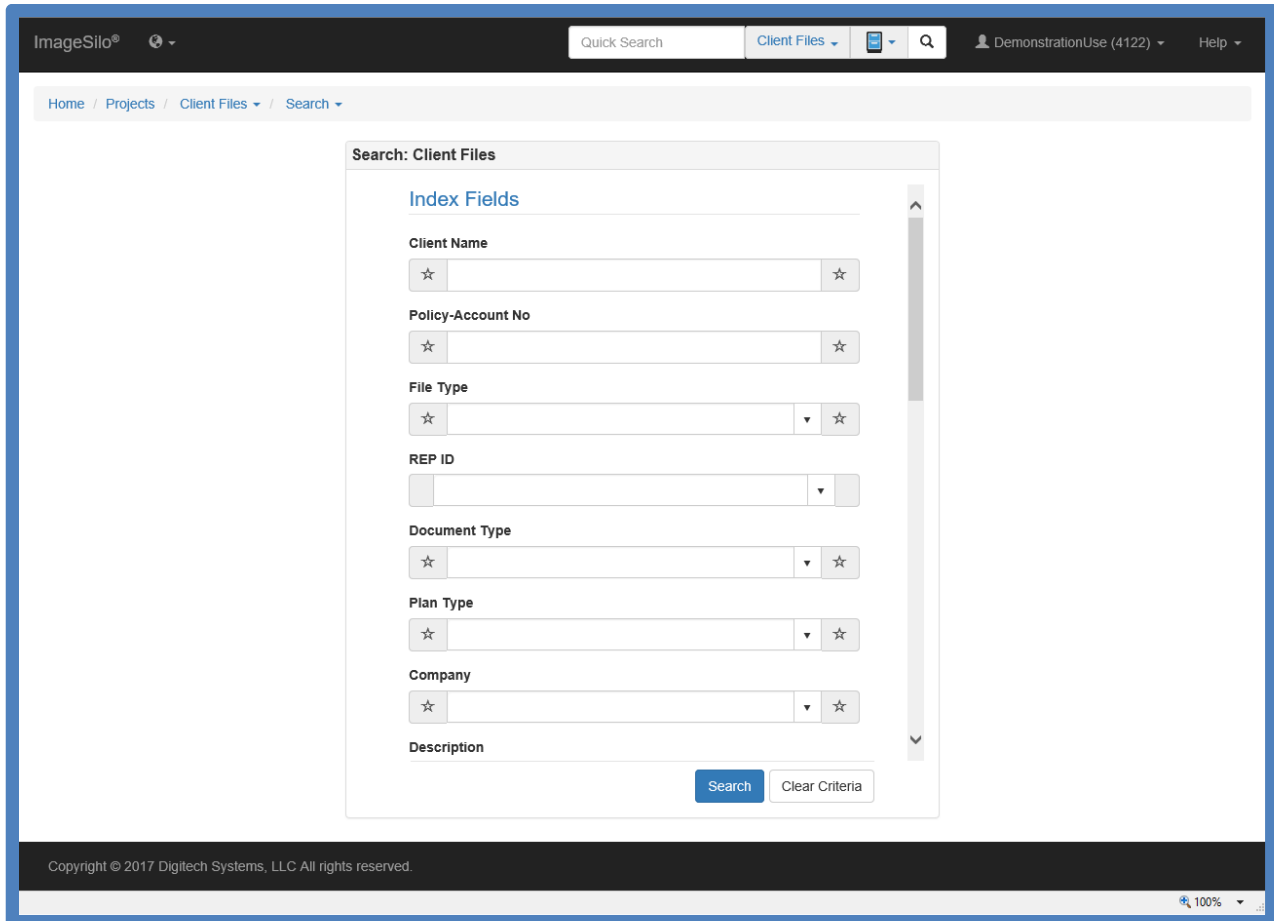
FOLDERS: opens the FOLDERS view



FAVORITE: mark a project to appear in the Favorite Projects list

SEARCHING

Clicking on SEARCH  to bring up the SEARCH CRITERIA Screen:



ImageSilo®

Quick Search Client Files

DemonstrationUse (4122) Help

Home / Projects / Client Files / Search

Search: Client Files

Index Fields

Client Name

Policy-Account No

File Type

REP ID

Document Type

Plan Type

Company

Description

Search Clear Criteria

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100%

Enter your search criteria and click SEARCH or press ENTER on your keyboard.

After a search, the SEARCH RESULTS screen is displayed:

ImageSilo® Quick Search Client Files DemonstrationUse (4122) Help

Home / Projects / Client Files Search Results

Expand Select Detail Show Refresh Upload Scan Save Email Print List Results Edit Recycle Copy

Drag and drop here to group by columns

Client Name ▲	Policy-Account No	Plan Type	Document Type	Company	Description	Document Date	Compliant Date	DF_Admin_
Smith, John	123456	10 Year Term	Anydoc	New York Life	[Blank]	02/23/2017	09/26/2017	790650b0-a
Smith, John	123456	10 Year Term	Anydoc2	New York Life	[Blank]	02/23/2017	09/26/2017	11262529-f
Smith, John	123456	10 Year Term	Anydoc3	ABC Company	[Blank]	02/23/2017	09/26/2017	6fe40a89-c

1 500 per page 1 - 3 of 3


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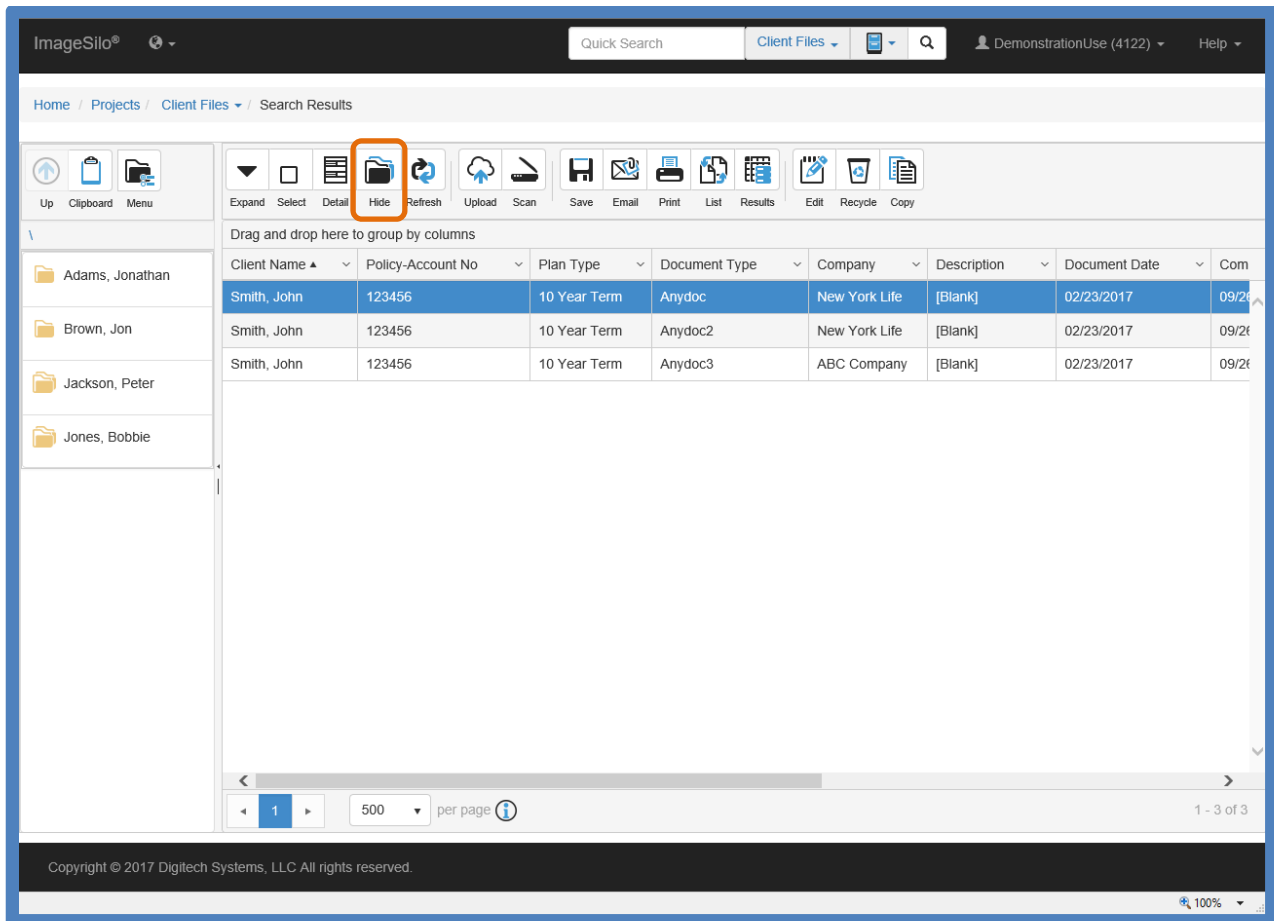
Each line item is a different document. Double-click to open a document.

The Document Viewer (ImageSilo Web Assistant) is the same as the previous web interface.



Viewing a Document – Folder View

If you clicked FOLDERS  from the HOME screen, you will see the FOLDER VIEW. To hide the left-hand folders section, click the toolbar button “Hide” from the top toolbar.



ImageSilo® Quick Search Client Files DemonstrationUse (4122) Help

Home / Projects / Client Files / Search Results

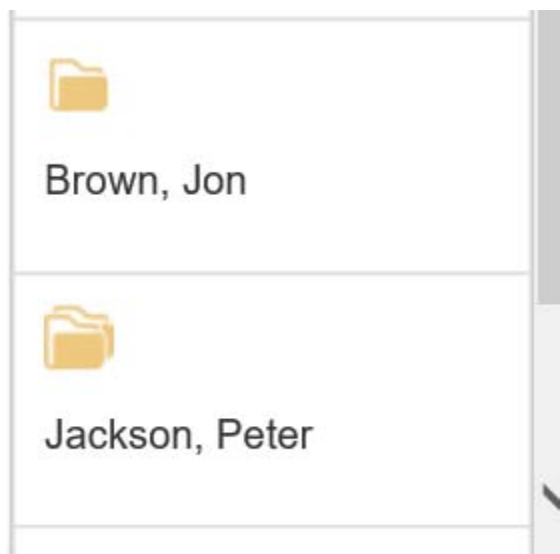
Up Clipboard Menu Expand Select Detail **Hide** Refresh Upload Scan Save Email Print List Results Edit Recycle Copy

Drag and drop here to group by columns

Client Name ▲	Policy-Account No	Plan Type	Document Type	Company	Description	Document Date	Com
Smith, John	123456	10 Year Term	Anydoc	New York Life	[Blank]	02/23/2017	09/20
Smith, John	123456	10 Year Term	Anydoc2	New York Life	[Blank]	02/23/2017	09/20
Smith, John	123456	10 Year Term	Anydoc3	ABC Company	[Blank]	02/23/2017	09/20

1 500 per page 1 - 3 of 3


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The single folder icon (as seen for Brown, Jon) is a folder with no subfolders.


The double folder icon (as seen for Jackson, Peter) denotes a folder with subfolders.


Click the Menu button for Folder functions



Up



Clipboard



Menu



Expand



Select



Detail



Hide



Refresh



Cut



Copy



Paste



Delete



Rename


Create


Refresh


Adams, Jonathan


Brown, Jon


Jackson, Peter

Application	Adams, J
Application	Adams, J
Application	Adams, J
Application	Adams, J

Viewing a Document – Browser Based Viewer

For users on the Browser Based Viewer, below is the new version of the Browser Based Viewer. It is a new look with all of the same features.

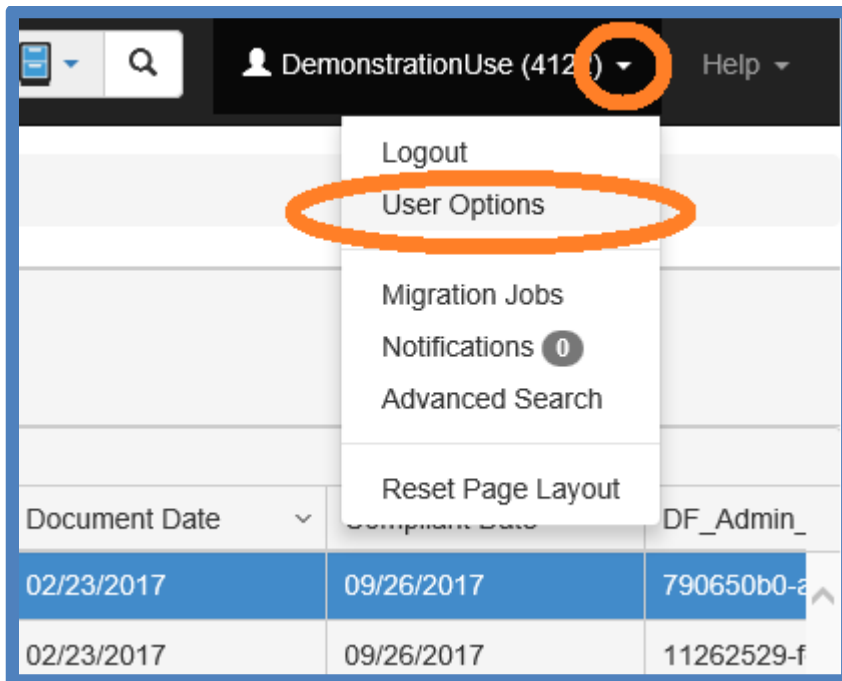
The screenshot shows a web browser window titled "ImageSilo - View Document - Win1 - Internet Explorer". The address bar displays a URL: <https://beta.imagesilo.com/Home/DocViewer?EntID=4122&SessionID=B1CE546415693E85046A46F8D90E739684702338CD372039172F6183984C8F66EE98D3D4751B388AC93F584C2F4ABDDA90F49EDE8A96A48FED5C987F831596EF&ProjID>. The browser's toolbar includes icons for Print, Add, Open, First, Previous, Next, Last, Jump, Rotate, Reset, Width, Height, Window, Check Out, Undo, Status, History, Manage, Annotate, Sign, and Options.

The document content is titled "NRS: CHAPTER 322 - USE OF STATE LANDS" and is sourced from <http://www.leg.state.nv.us/NRS/NRS-322.html>. The text includes sections on fees for leases of land for grazing livestock, minimum grazing fees, and other lawful uses. The document is 5 of 8 pages, and the current page is dated 03-05-2010 2:10 PM.

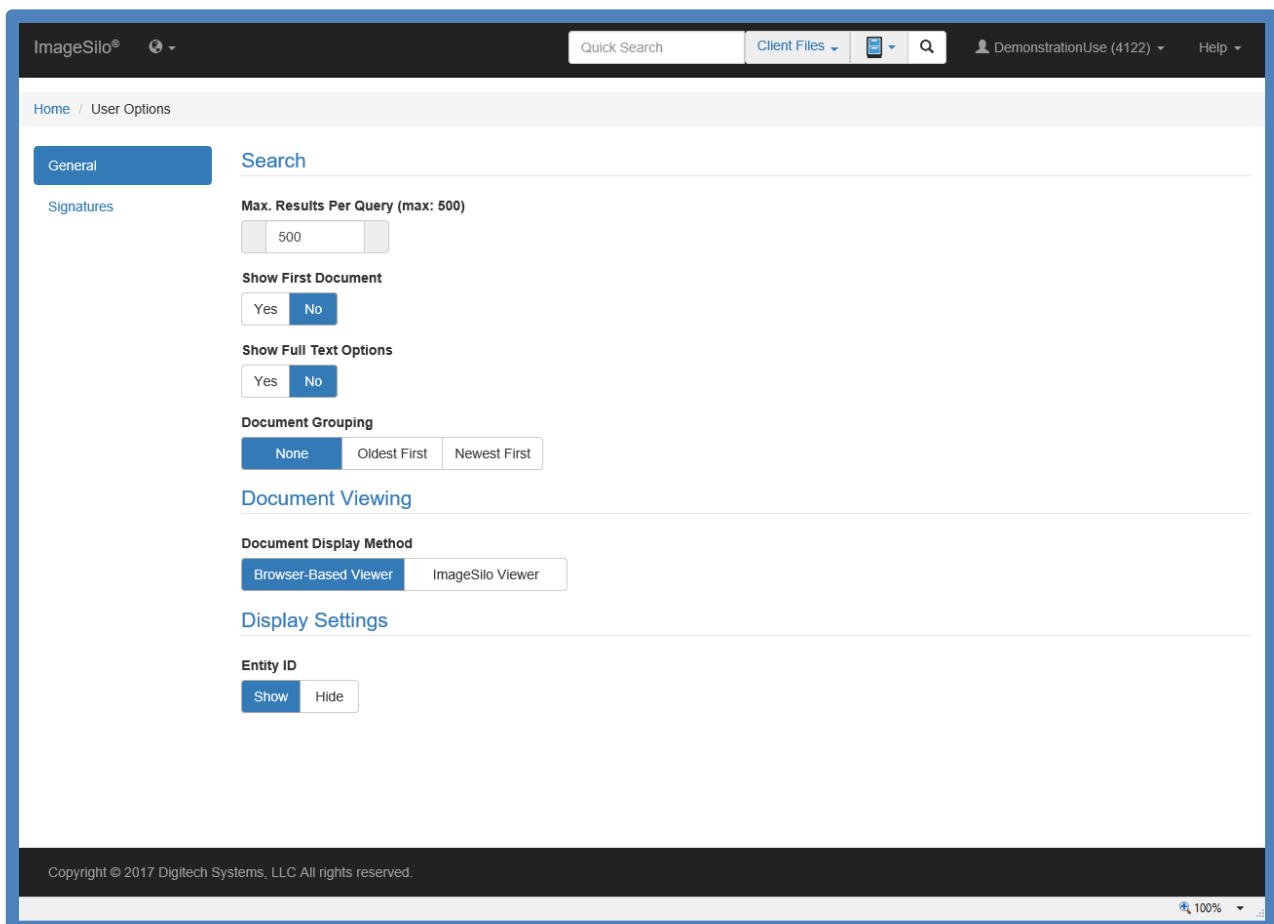
Page 1 of 1 | Smith, John, 123456, 1-NYL Associated, 123456, Anydoc, 10 Year Term, New York Life, [Blank], No, 02/23/2017, MMX, 02/23/2017 00:00:00, 09/26/2017, 790650b0-af9c-451d-930f-272d09ff32c3.PDF

User Options

User Options are located in the top left where the username is displayed, click the down arrow.

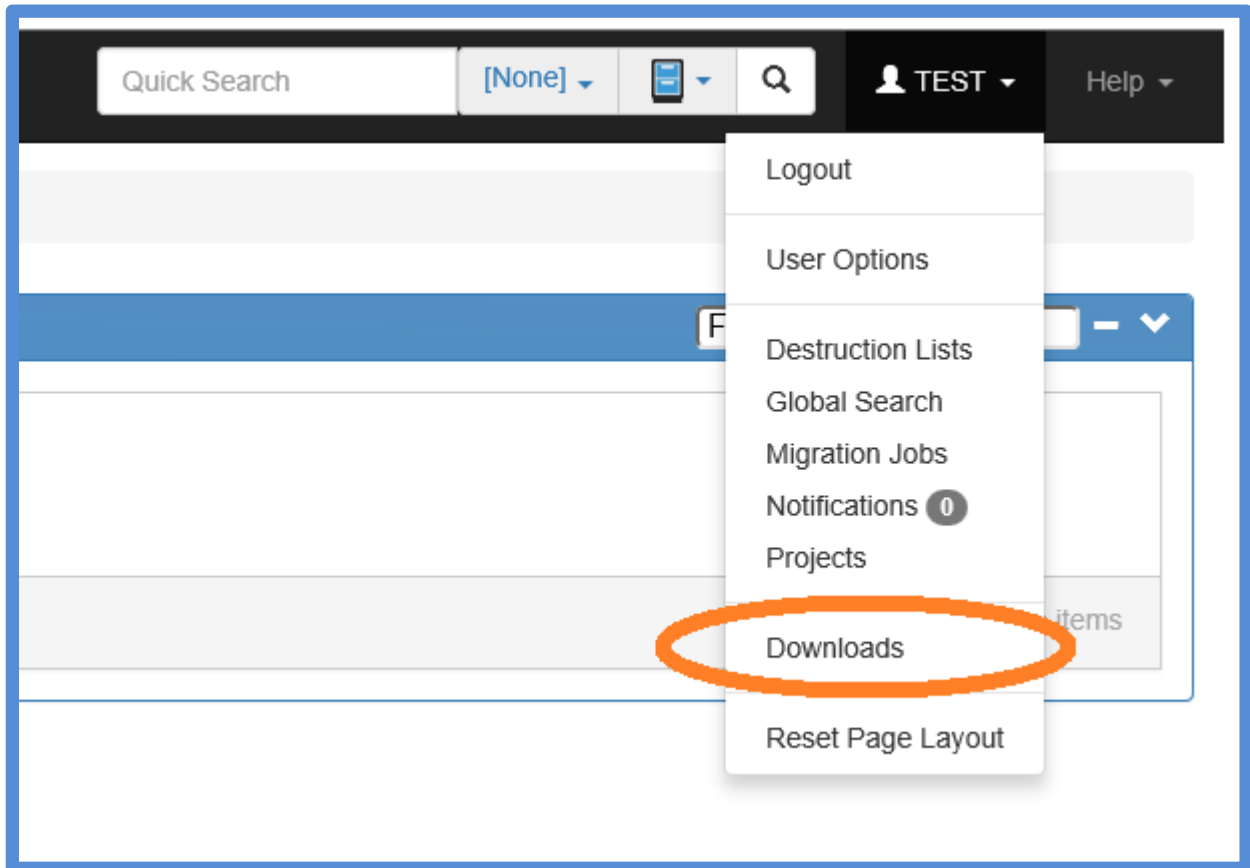


User Options Changes made in the User Settings are saved automatically.



Downloads

To view the Downloads available for ImageSilo, click the down arrow next as shown below:



Download the ImageSilo Web Assistant and the ImageSilo Tools (you do not need the other downloads)

The screenshot shows a web page titled "Downloads" with a breadcrumb "Home / Downloads". It lists four software products, each with a description, requirements, approximate size, version, and a "Download" button. Two items are highlighted with orange boxes: "PaperVision® Client" and "PaperVision® Tools".

PaperVision® Client
Description: PaperVision® Client provides document viewing and printing capabilities for numerous file types (including images, Microsoft Office, and PDF's), advanced administrative capabilities for the management of Integration Definitions, Message Capture Policy Sets, Report Management Job Definitions, and Workflow Definitions.
Requirements: Microsoft® Windows 7 (or higher); Microsoft .NET Framework 4.7 Full package (or greater)
Approximate Size: 274 MB
Version: 84.0.0.328
[Download](#)

PaperVision® Enterprise External Custom Code Server
Description: The PaperVision® Enterprise 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: 84.0.0.0
[Download](#)

PaperVision® Enterprise WorkFlow Custom Code Server
Description: The PaperVision® Enterprise 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: 84.0.0.0
[Download](#)

PaperVision® Tools
Description: PaperVision® Tools allow users to upload and manage documents directly from Word, Excel, PowerPoint and even Windows Explorer in PaperVision® Enterprise, 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 PaperVision® Enterprise.
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](#)

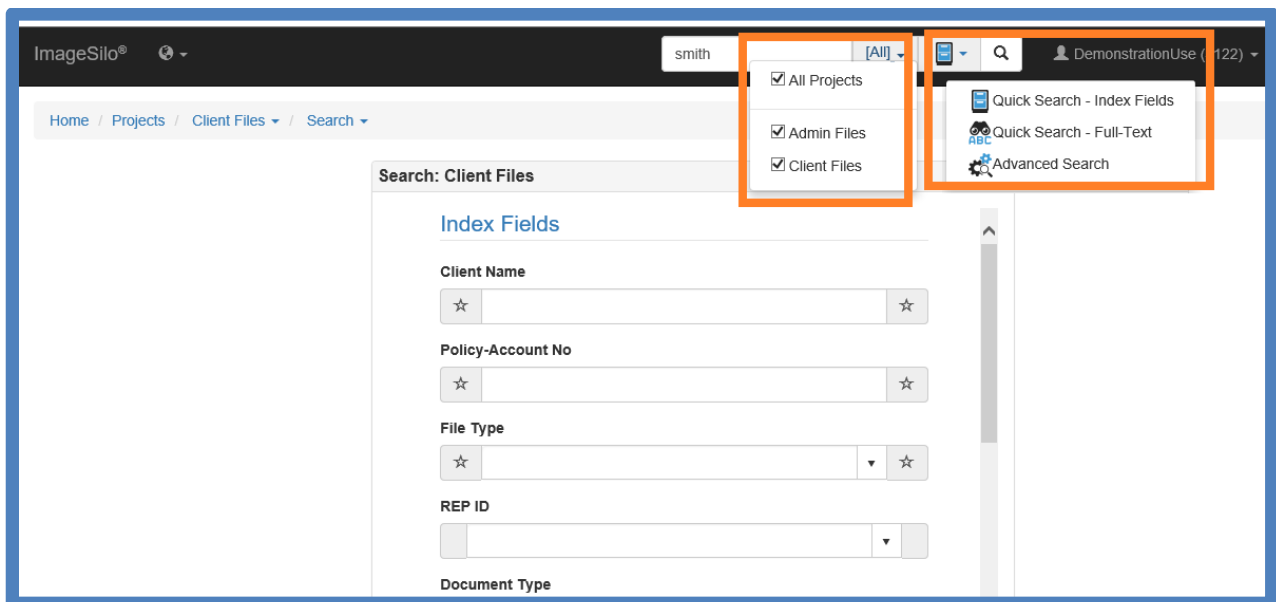
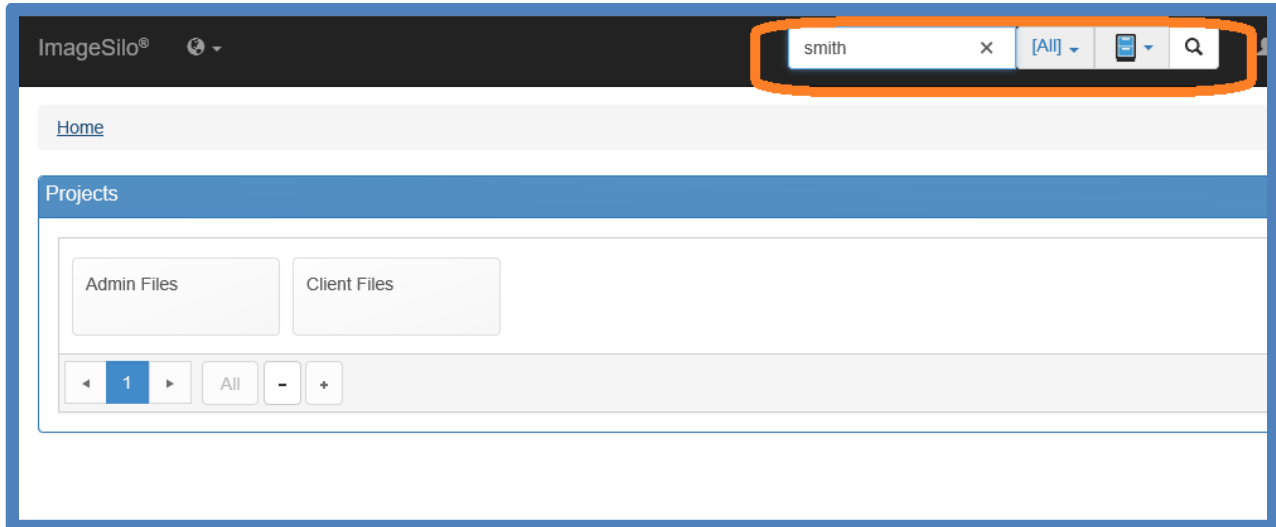
PaperVision® Enterprise User Guide

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100%

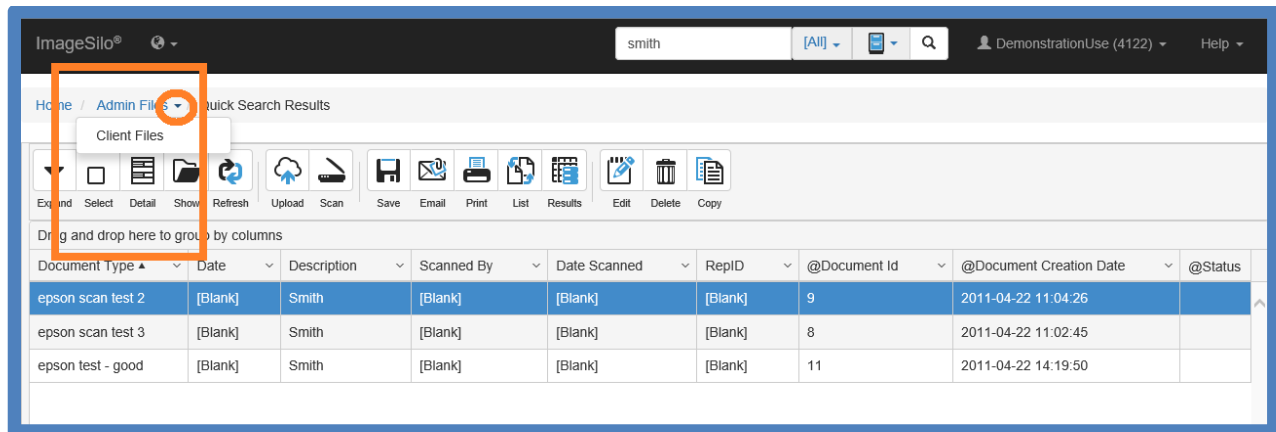
QUICK SEARCH

With Quick Search (previously Global Search) you can search through multiple projects and indexes at one time.



Quick Search Results

Select which project search results you wish to see



This is a basic tutorial on how to navigate through the new web interface for ImageSilo.

For additional questions, please contact MuniMetrix tech support at 1-800-457-3733.