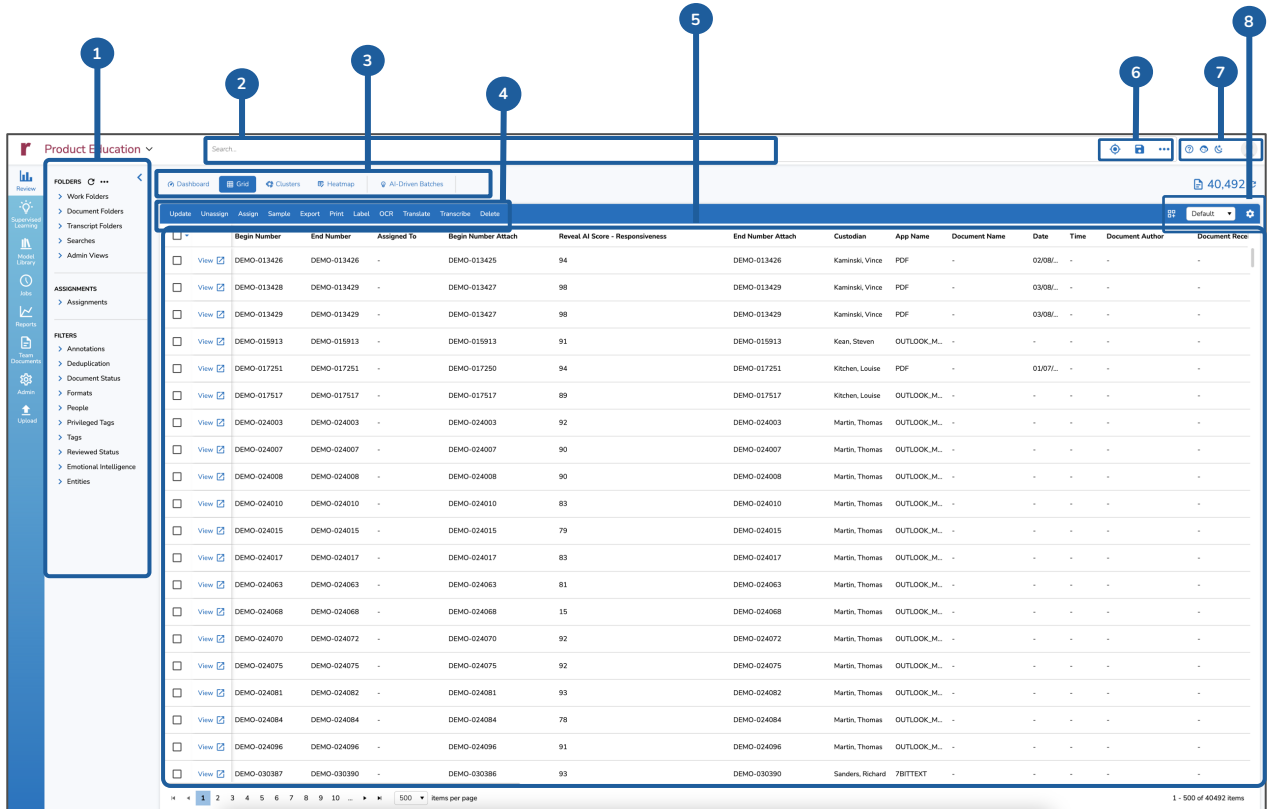


Quick Reference Card

Grid Interface



Interface Layout

1	Sidebar	Provides quick access to Work Folders, Batch Assignments, & Out-of-the-Box metadata filters
2	Search Bar	Allows you to quickly run Keyword or Concept Searches
3	Visuals Panel	Provides quick access to specific interactive data visualizations and AI Batch modal
4	Bulk Action Toolbar	Execute various bulk actions against a set of documents
5	Document Grid	Displays list of documents in tabular format with pre-selected metadata fields presented in columns
6	Search Options	Access search history, saved searches, and advanced search and filtering options
7	Settings & Support	Provides access to user interface settings, Support, and user documentation
8	Field Profile Settings	Specify which fields are visible in the Grid, select Field Profile, or modify selected Field Profile

Navigation

	1 2 3	Navigate between document list pages
500 items per page		Specify how many docs to display per page
Product Education		Select a project from your list of available projects
FOLDERS		Click the blue arrow to collapse the Sidebar
FOLDERS 40,492		Click the circular arrows to refresh either the folder counts or total docs