

# MULTILINE

## Filters and Preferences

### New Filter Infocomptes :

The screenshot shows the MULTILINE interface with the 'Account Info' tab selected. A dropdown menu for the 'Filter' field is open, showing 'No filter' as the current selection and 'Not yet consulted' as the selected option, highlighted with a red box. Below the dropdown, a table lists several accounts with their respective account numbers and names. The account 'Not yet consulted' is displayed in bold text, indicating it is the only account shown under this filter. Other accounts listed include 'Compte 1', 'Compte 4', 'cpt 1', 'Compte 2', and 'Compte 3'.

The filter "No consultation" shows the accounts that you didn't access yet (accounts displayed in bold)

### New Filters Transactions :

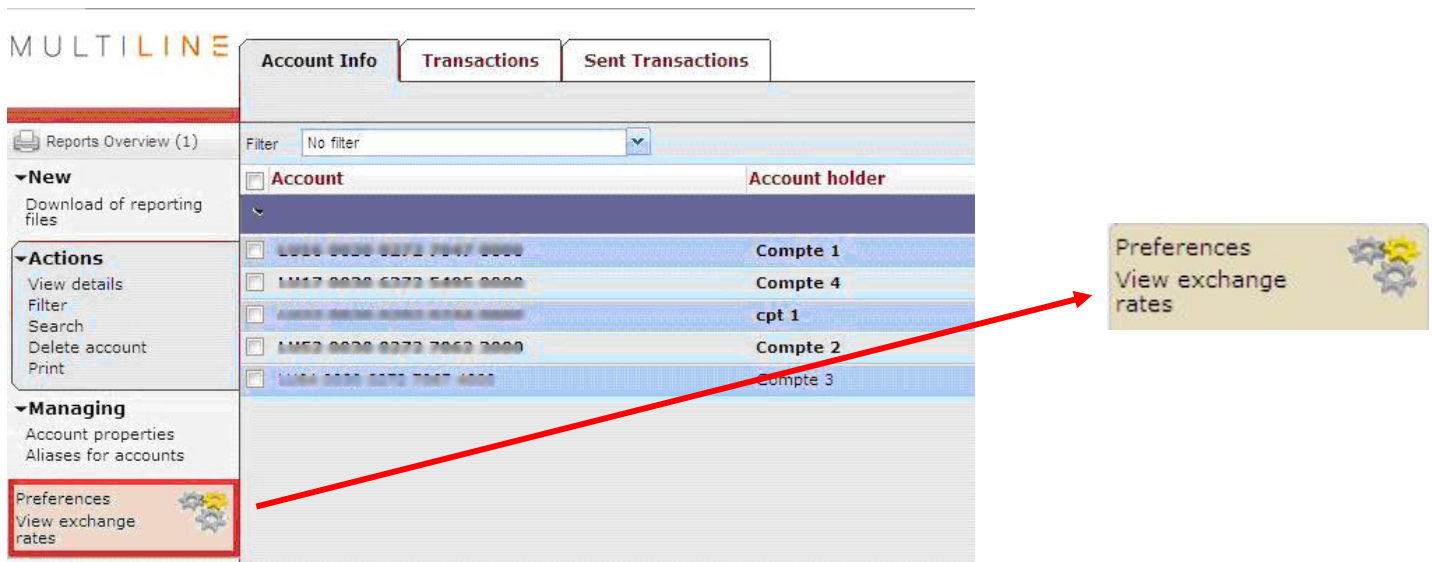
New filters relating to the feature for managing envelopes are available in the tab "Transactions".

The screenshot shows the MULTILINE interface with the 'Transactions' tab selected. A dropdown menu for the 'Filter' field is open, showing 'All transactions' as the current selection and 'Transactions not assigned to an envelope' as the selected option, highlighted with a red box. Other options in the dropdown include 'All transactions', 'My transactions', 'Transactions assigned to an envelope', '--', 'Transactions to be signed', 'Transactions ready to send', 'Files requiring special user interactions', and 'Uploaded file(s) currently being processed'.

## Setting of default filters

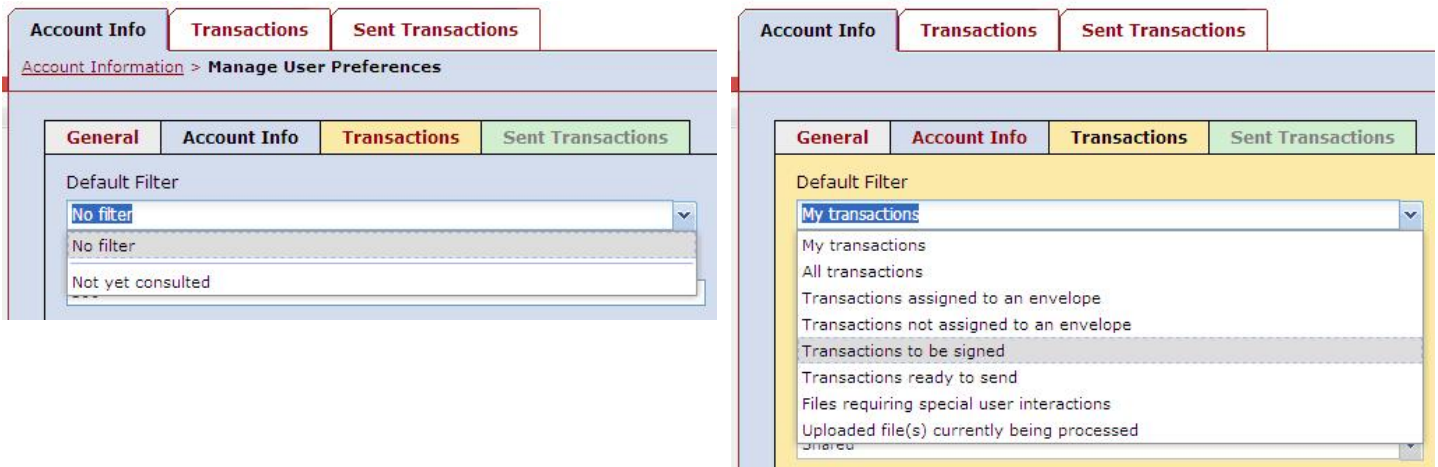
Now, you can save a default filter applicable to the tabs « *Accountinfo* » and « *Transactions* ».

On the main screen, select **Preferences**.



Now click on the tab « *Accountinfo* » or « *Transactions* ».

Select the filter you want to enable as default filter.



More information is available in the online help, by clicking the icon

