

reMARK

Visual dictionary

0.0 | Welcome

To create the best possible user experience in reMARK the interface has been organized different than MARK5 and the rhetoric has been simplified.

This guide covers the functions that has been moved around and the functions that has been renamed.

First chapter will go through some of the general differences in the interface. The next chapters will go through changes specific to email, contacts and mailing list. In the back you find an alphabetic list of the renaming. You can also use the index to see the renaming.

Please notice that all shortkeys are the same in reMARK as in MARK5.

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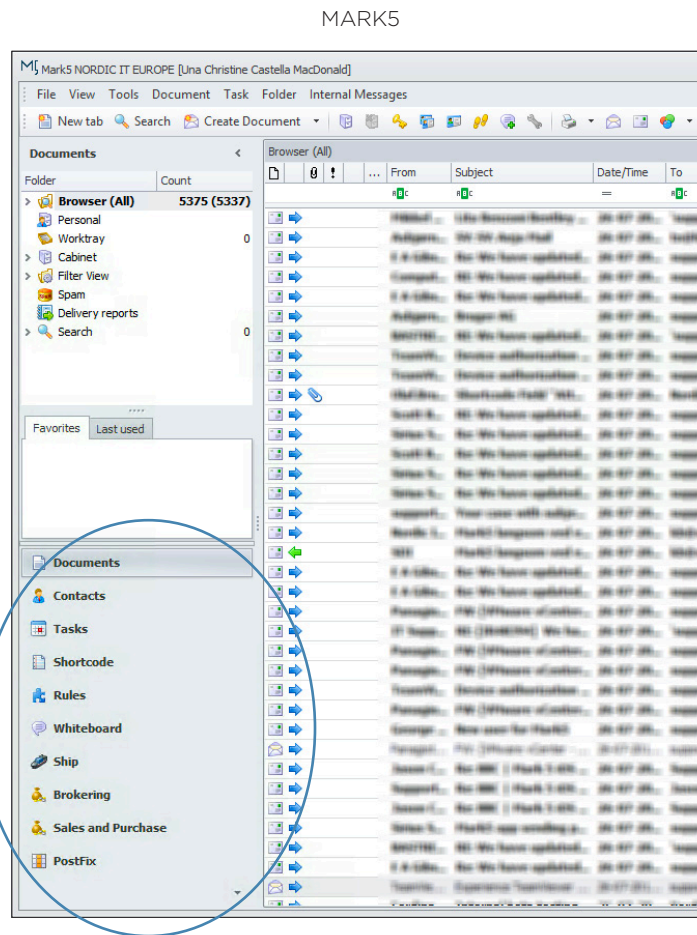
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0.0 | *General changes*

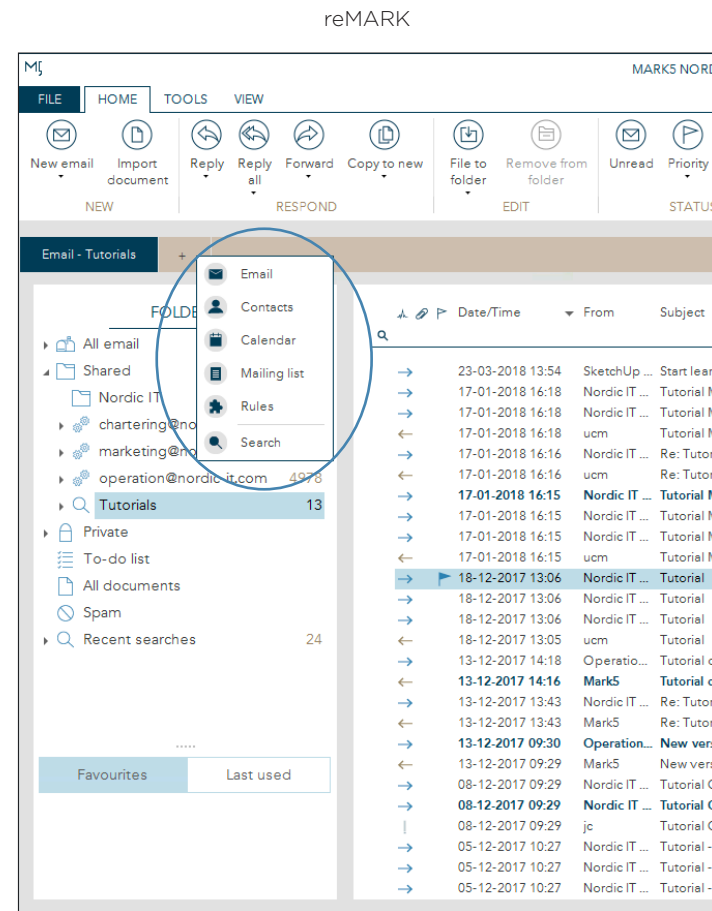
In this chapter we will go through the differences between MARK5 and reMARK.



0.1 | Navigation of modules = Tab menu



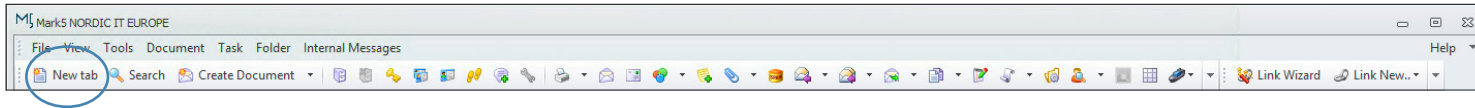
Navigation of modules has been moved and renamed **Tab menu**. It is still in this menu you choose between emails (documents), contacts, mailing list (shortcode), calendar (tasks), rules and search.



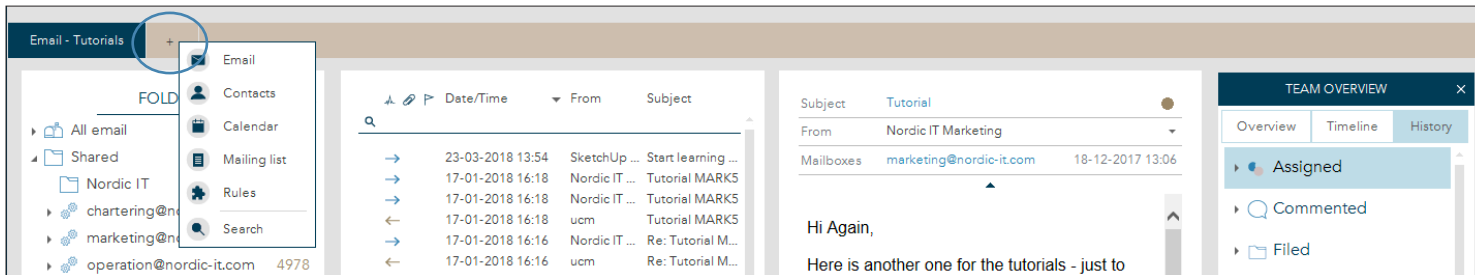
Now, you find the **Tab menu** in the top of your interface just below the toolbar. Click on the plus (+) and select from the drop-down menu to create new tabs of content.

0.2 | New tab

MARK5



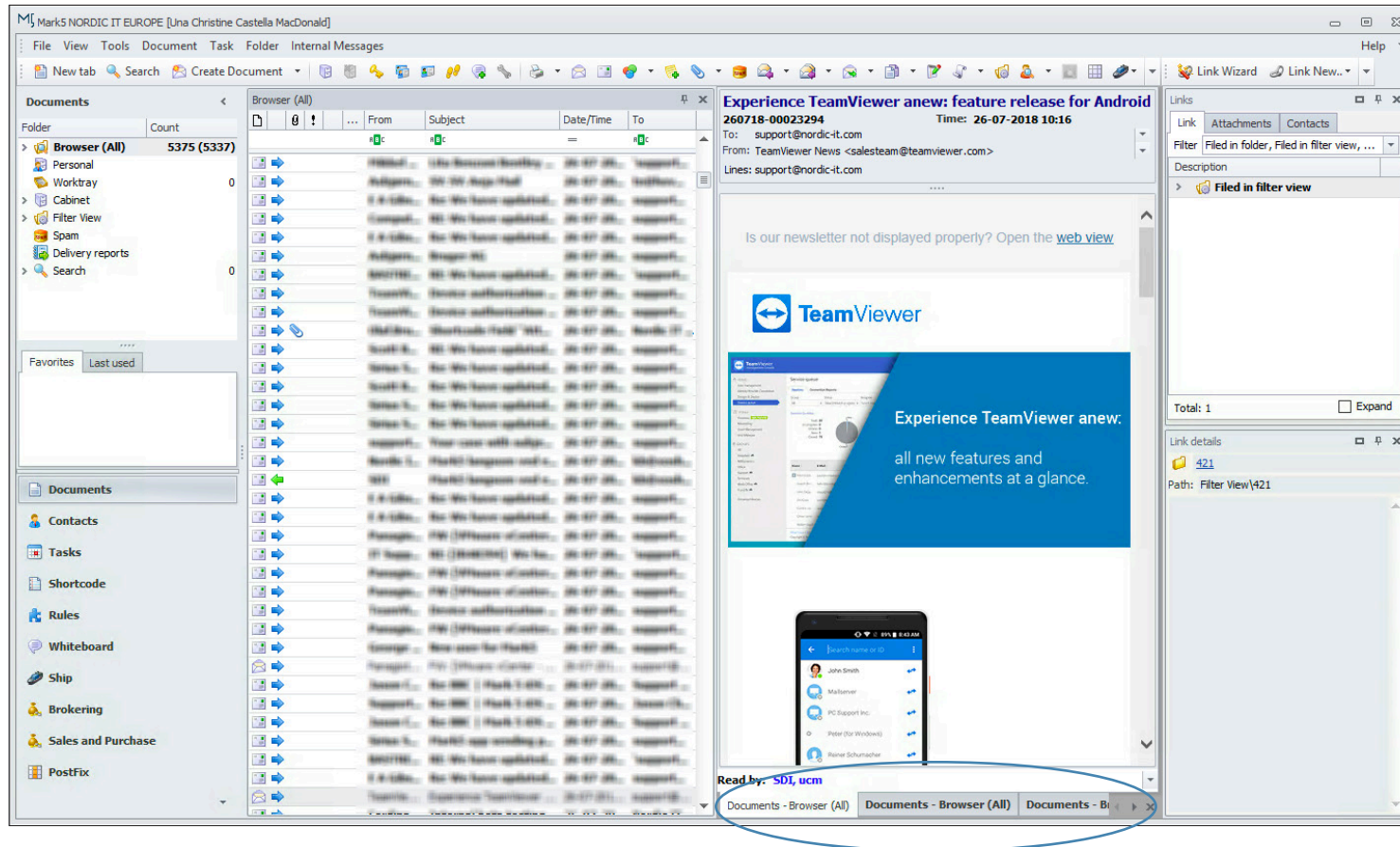
reMARK



New tab has been moved to the Tab Menu. Click on the plus (+) to create new tabs of content.

0.3 | Already open tabs

MARK5



The navigation between **open tabs** has been moved (see opposite page).

0.3 | Already open tabs

reMARK

The screenshot displays the reMARK email client interface. At the top, there is a tab menu with several open tabs: 'Email - Tutorials', 'Contacts - All persons', 'Mailing list - All mailing lists', 'Calendar - My calendar', 'Search - Email (66)', 'Rules - All rules', and a plus sign for more tabs. The 'Email - Tutorials' tab is highlighted in dark blue, indicating it is the active tab. A blue oval highlights the tab menu area. Below the tab menu, the interface is divided into three main sections: a left sidebar for folders, a central list of emails, and a right pane for the selected email. The 'Tutorials' folder is selected in the sidebar, showing 13 items. The central list shows a list of emails with columns for Date/Time, From, and Subject. The right pane displays the content of the selected email, which is a tutorial about the new interface. The email body contains the following text:

Hi Again,

Here is another one for the tutorials - just to illustrate that MARK5 is pretty awesome!

Perhaps you are noticing that the new interface looks pretty slick compared to the old one. It has taken quite some time to clean it up while keeping the all the great functionality. You might say that we have taken our task of sorting your workload to the next level ;-). Or maybe you just notice our preference for blue and brown...

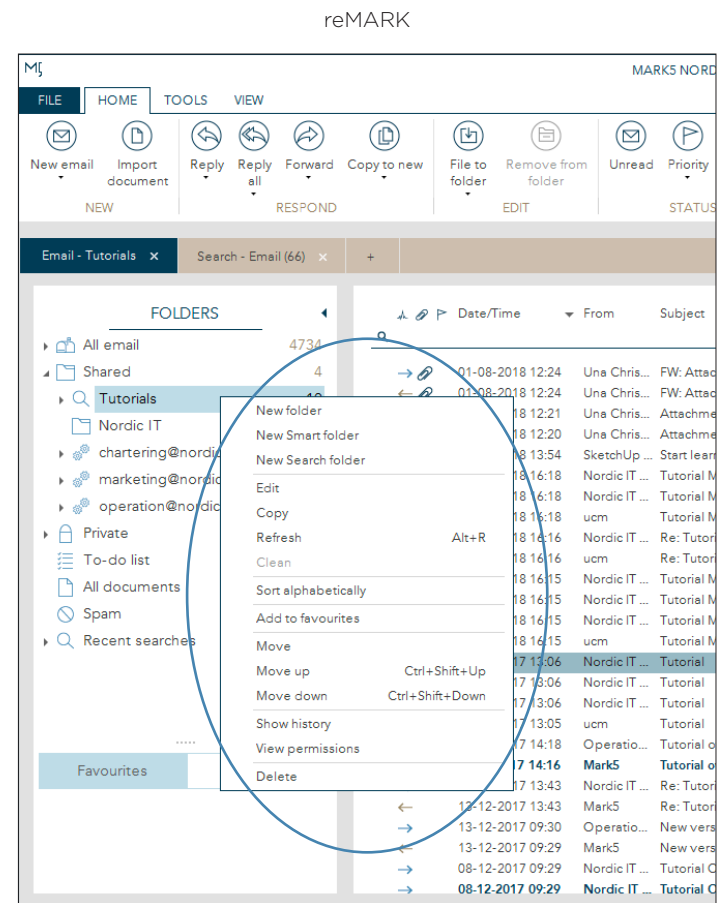
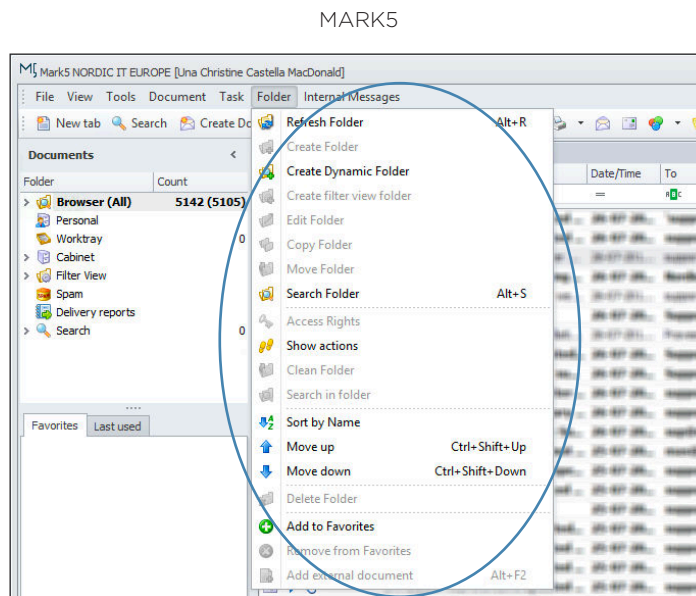
As mentioned before, there is a lot of nice things to say about MARK5's new interface! For instance, it is designed to fit the future. However, that is just a simple way to wrap up the enormous amount of thought that has gone into it. When you go through the tutorials you will noticed that is the same functionality as before but that it is way easier to get an overview of the program and perhaps you will

Read by: Mark5, ucm, jc, sd, emh Ref: 181217-00018100

On the right side, there is a 'TEAM OVERVIEW' panel with tabs for 'Overview', 'Timeline', and 'History'. The 'Assigned' section is expanded, showing a list of tasks with columns for assignee and date. A comment is visible from 'jc' dated '17-01-2018 11:21' with the text 'Testing MARK5 today!'. Below the comment is a text input field with the placeholder 'Type a comment here (Ctrl-O)'.

It is now located next to the tab menu. The dark blue tab indicates that the tab is active. Go to an [open tab](#) by clicking it. If you want to close any open tabs click on the small exit (x) next to the title.

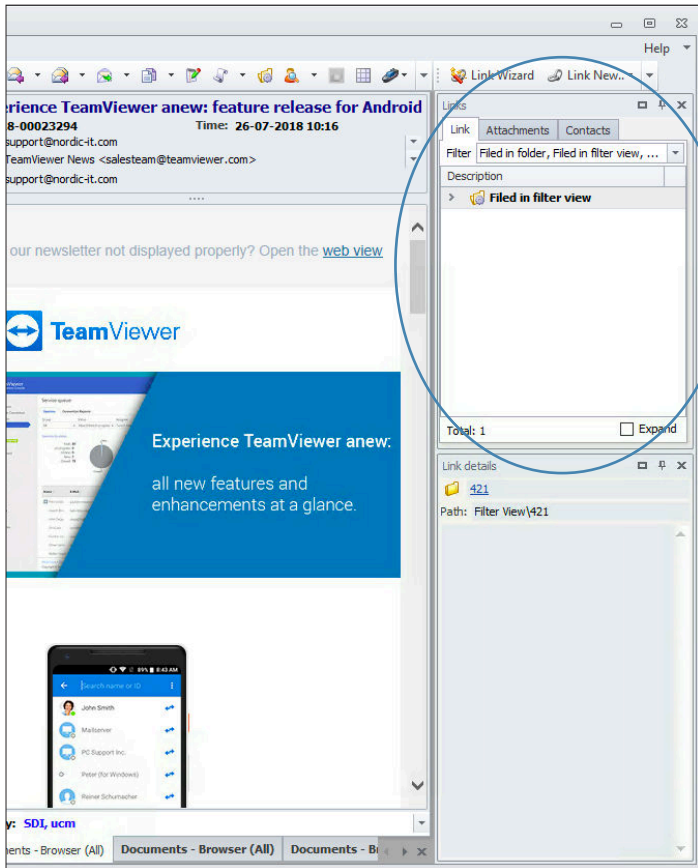
0.4 | Folder menu



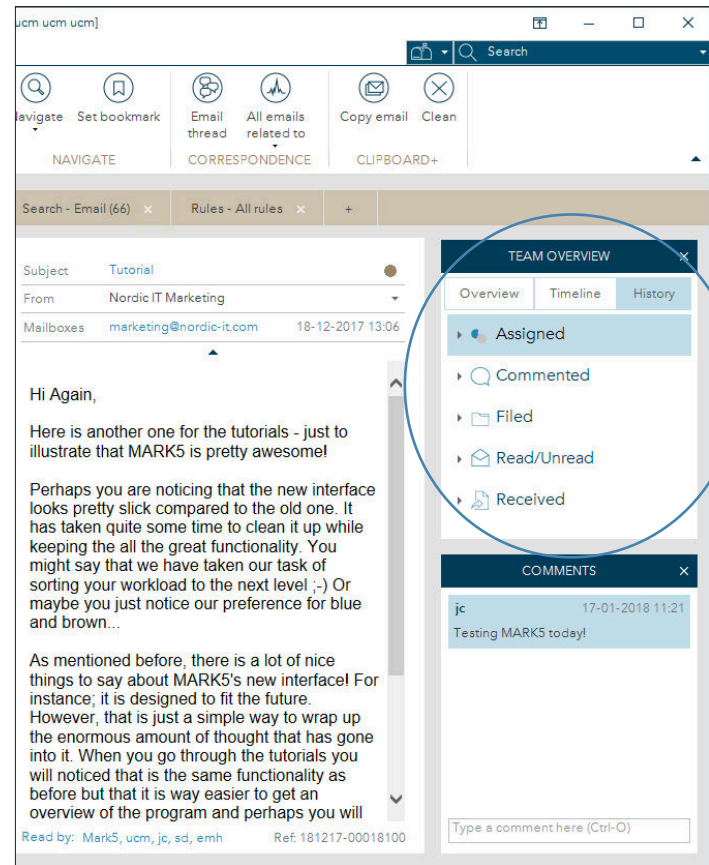
The **Folder menu** has been moved. You find the **Folder menu** by right clicking on any folder.

0.5 | Links = Team Overview

MARK5



reMARK

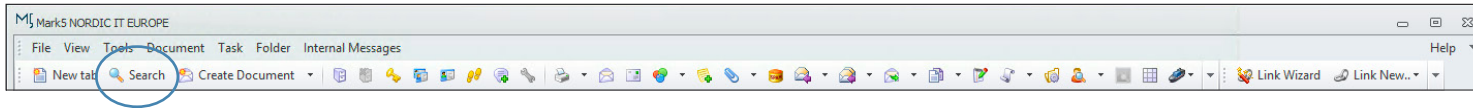


Links has been renamed **Team overview**. **Team overview** consists of three different tabs: Overview, Timeline and History. Overview is a quick summary of actions related to the chosen email. Timeline is a

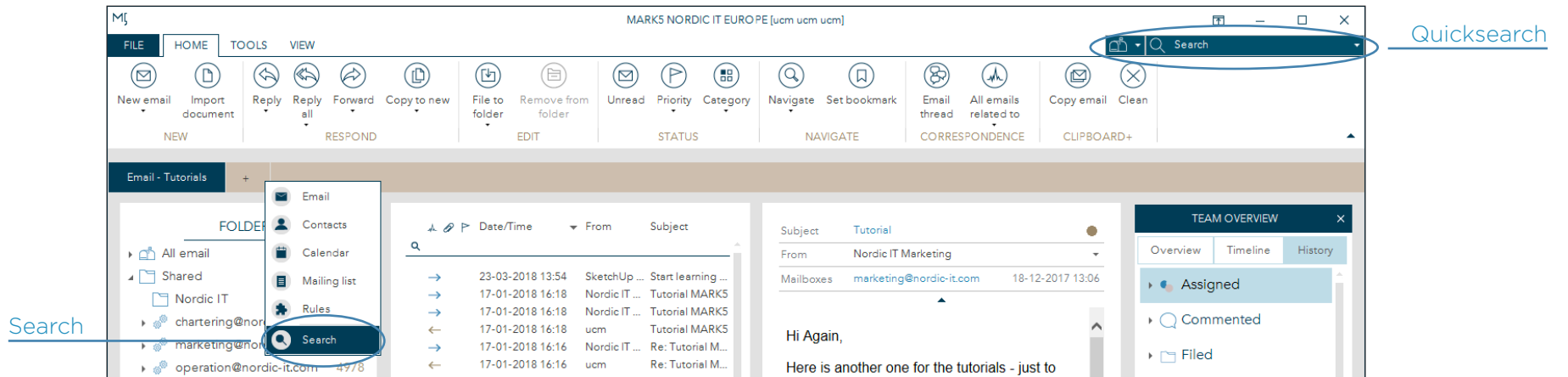
chronological overview of the actions that are relevant to the email right now. History keeps a full overview of all actions carried out on the selected email, including those that are no longer valid for the email.

0.6 | Search

MARK5



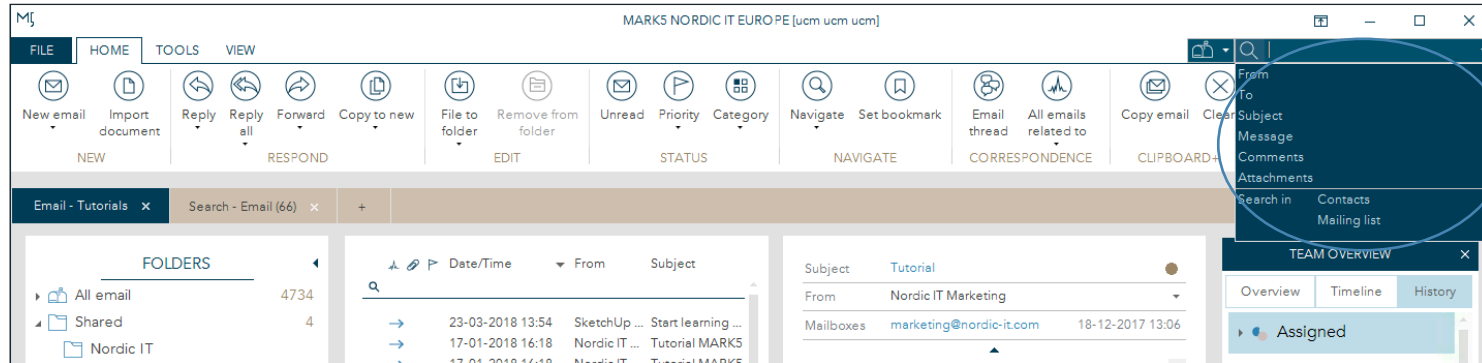
reMARK



Search has been divided in two; [Quick search](#) and [Search](#). [Quick search](#) is located in the top right corner. [Search](#) is located in the tab menu. To open [search](#) click on the plus (+) and open a new [search](#) tab.

0.6.1 | Quick search

reMARK - Quick search



Quick search is always visible in the top right corner. It can handle simple searches without opening a pop-up window.

0.6.2 | *Advanced search*

reMARK - Search tab

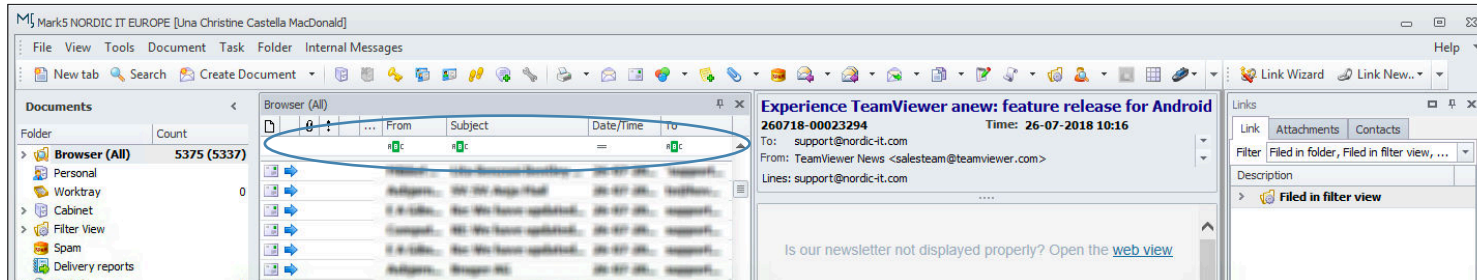
The screenshot shows the reMARK Search tab interface. The top navigation bar includes 'FILE', 'HOME', 'TOOLS', and 'VIEW'. Below this is a ribbon with various icons for actions like 'Highlight search results', 'Auto highlight', 'Reply', 'Forward', 'Copy to new', 'File to folder', 'Remove from folder', 'Unread', 'Priority', 'Category', 'Navigate', 'Set bookmark', 'Email thread', 'All emails related to', 'Copy email', and 'Clean'. The main area is titled 'Search - Email (66)'. On the left, the 'Search criteria' pane is active, showing filters for 'Email', 'Contacts', 'Calendar', and 'Mailing list'. Below these are sections for 'Subject or Message:', 'From or To: Enter address', and a table for filtering by 'Mailbox', 'Priority', 'Reference no.', 'Direction', 'Creator', 'Comments', 'Categories', and 'Folders'. At the bottom of this pane are 'RESET', 'SEARCH', and 'SAVE AS NEW' buttons. On the right, the 'Search results' pane displays a list of search results with columns for 'Date/Time', 'From', and 'Subject'. The results are sorted by date, with the most recent at the top. Below the list, a preview of an email is shown, starting with 'Hi Again,' and containing text about the new interface.

Search allows users to make advanced searches with various criteria. The first pane is where you enter your search criteria. Choose between searching through

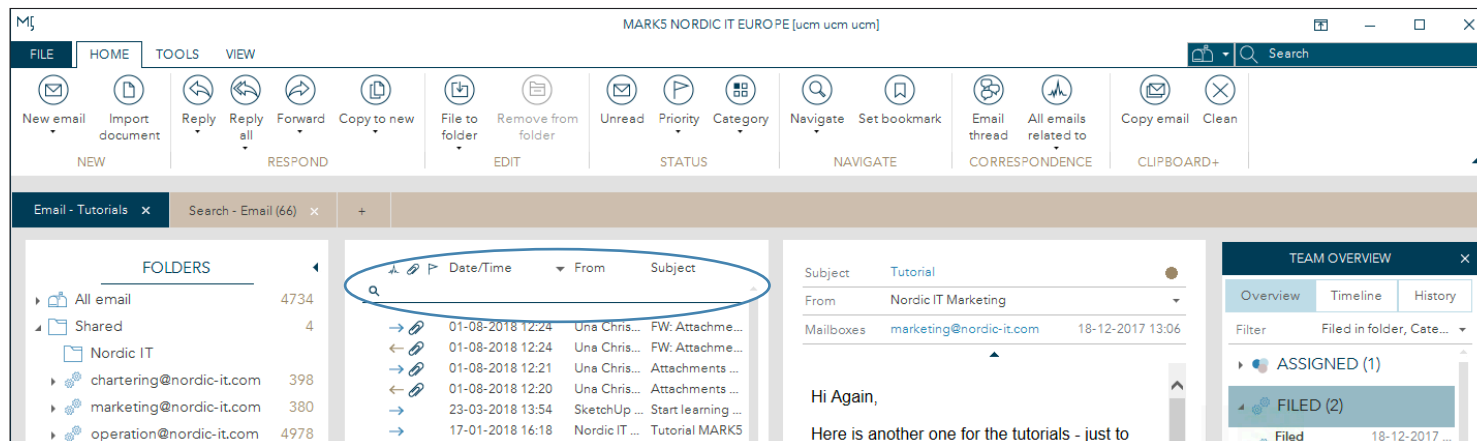
Email, Contacts, Calendar or Mailing list in the top of the first pane. In the next panes the search results appears.

0.7 | Auto filter row = Filter row

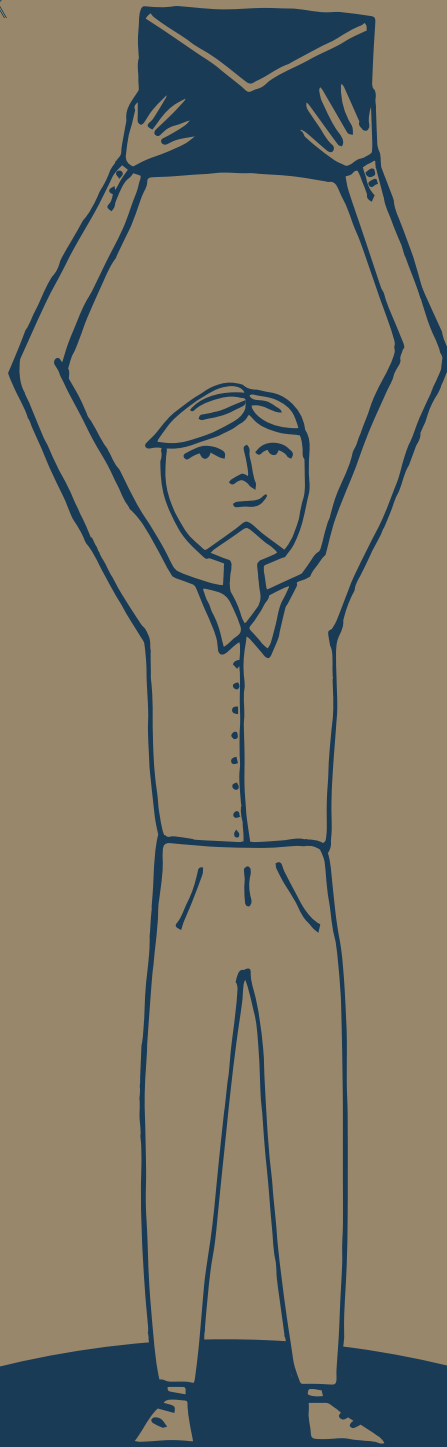
MARK5



reMARK



Auto filter row has been renamed **Filter row**. You find **Filter row** various places in MARK5, where it gives you the ability to search through lists according to the columns in the top of your lists. Click underneath the column you wish to search in and write a search word.



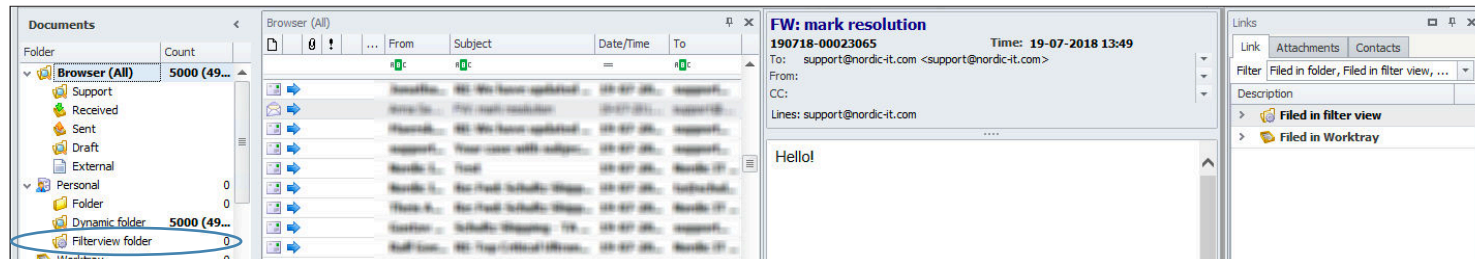
1.0 | Documents = Email

Documents has been renamed Email.
In this chapter we mainly dig into
changes that are specific to Email.

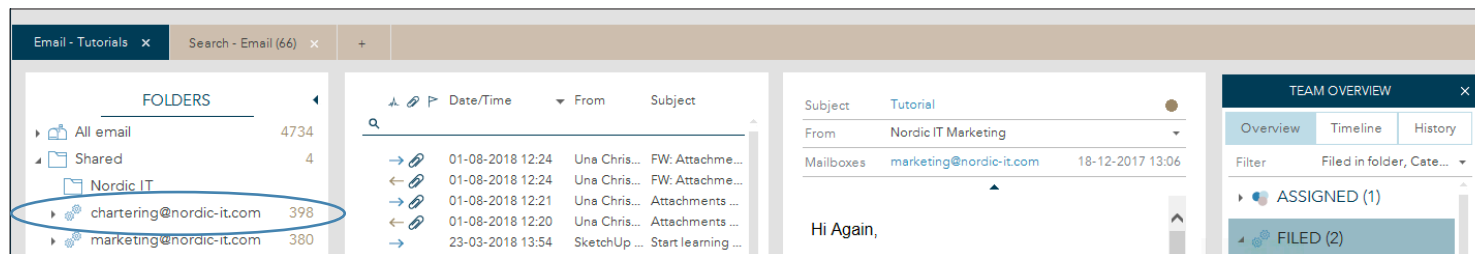
Some functions can be accessed in both
Email, Contacts, Calender and Search.
These functions will be explained in this
chapter and they will not be repeated in
the next chapters.

1.1 | Filter view folder = Smart folder

MARK5



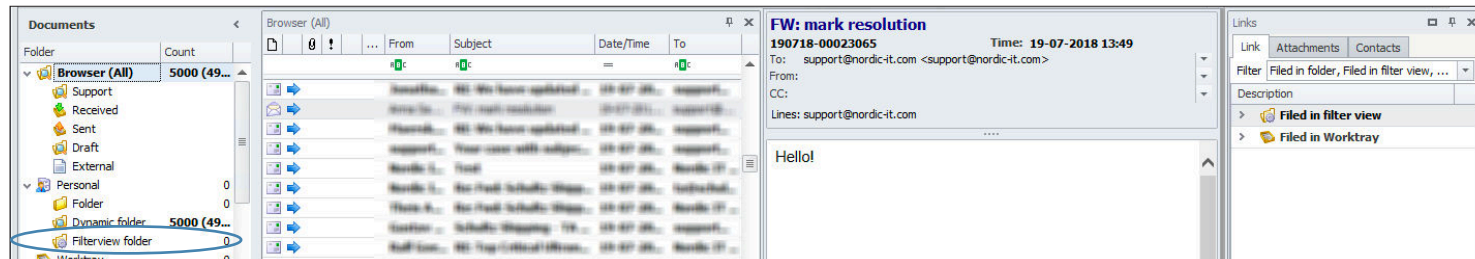
reMARK



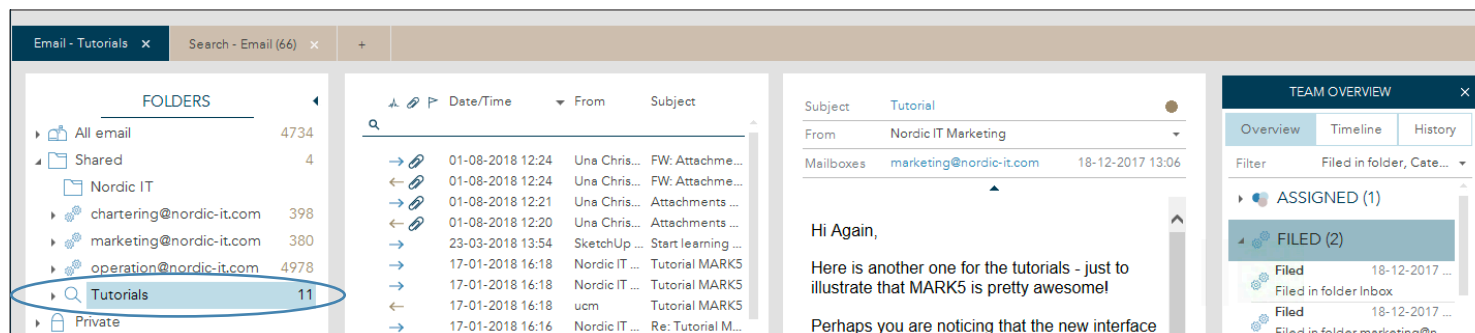
Filter view folder has been renamed **Smart folder**. You can recognize a **Smart folder** by the gears icon before the folder name.

1.2 | Dynamic folder = Search folder

MARK5



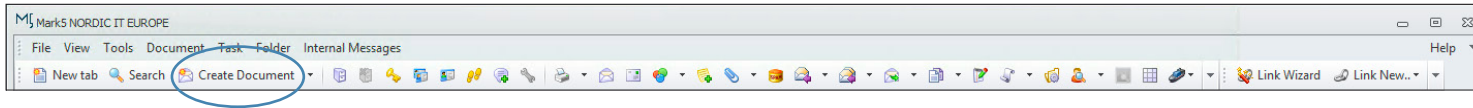
reMARK



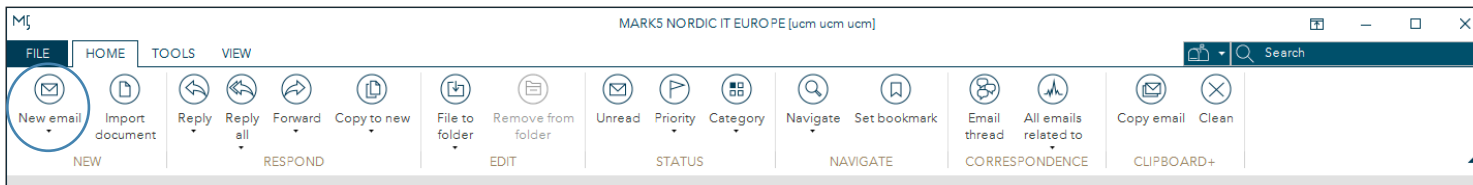
Dynamic folder has been renamed **Search folder**. You can recognize a **Search folder** by the search icon before the folder name. 🔍

1.3 | *Create document = New email*

MARK5



reMARK

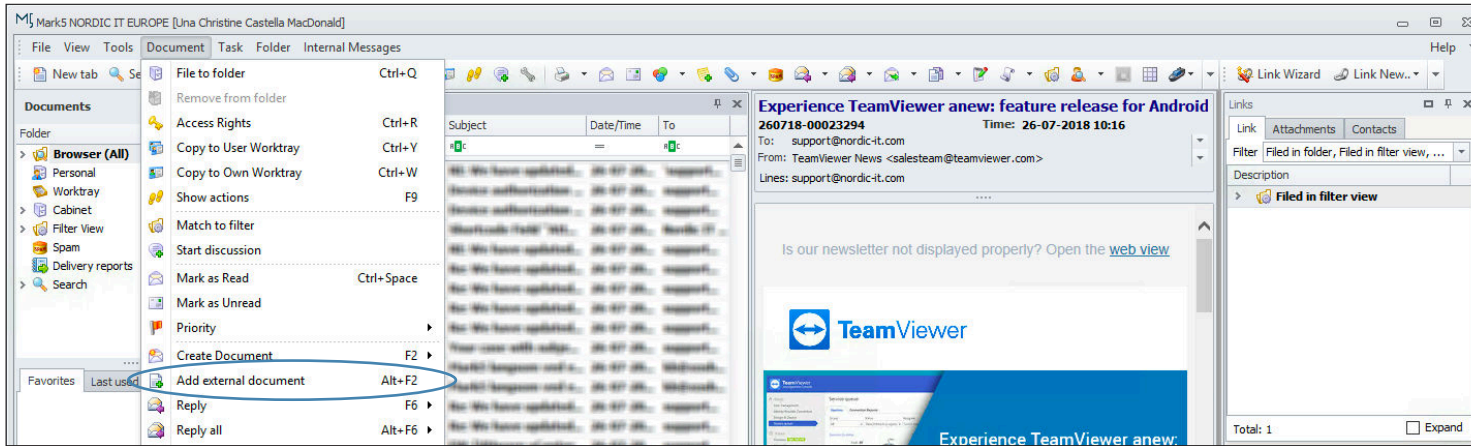


[Create document](#) has been renamed [New email](#). It is placed in the top left corner as the first icon in the toolbar. Press [New email](#) to start writing an email. If you wish to use a template click on the small arrow below the icon and get direct access.

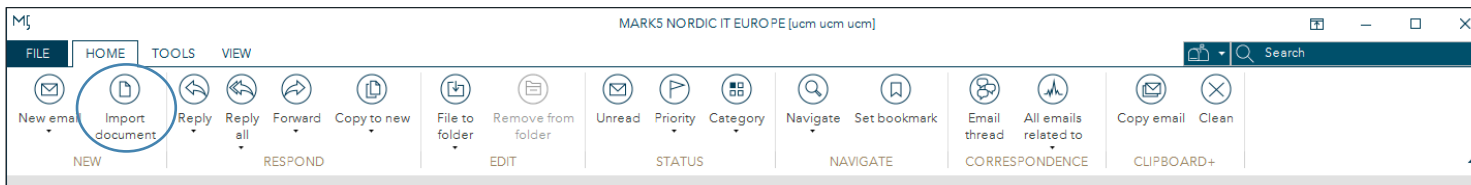
Please notice that the [New email](#) button does not work across tabs of content. To create a new contact, mailing list, appointment, task or rule open up a new tab and select the tab of content you wish to work in. You will find the option to make a new contact, mailing list, appointment, task or rule the same place in the toolbar sectioned under [new](#).

1.4 | Add external document = Import document

MARK5



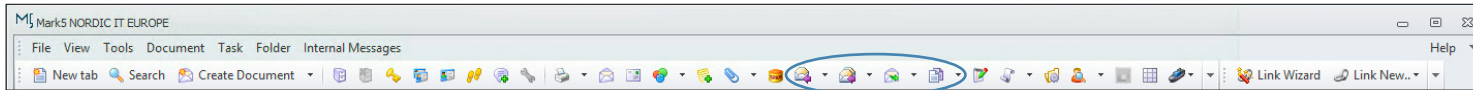
reMARK



Add external document has been renamed **Import document**. You can select it from the toolbar where it is the second icon under the home tab.

1.5 | Reply, Reply all, Forward and Copy to new

MARK5



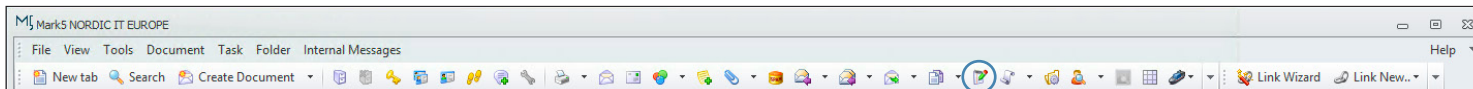
reMARK



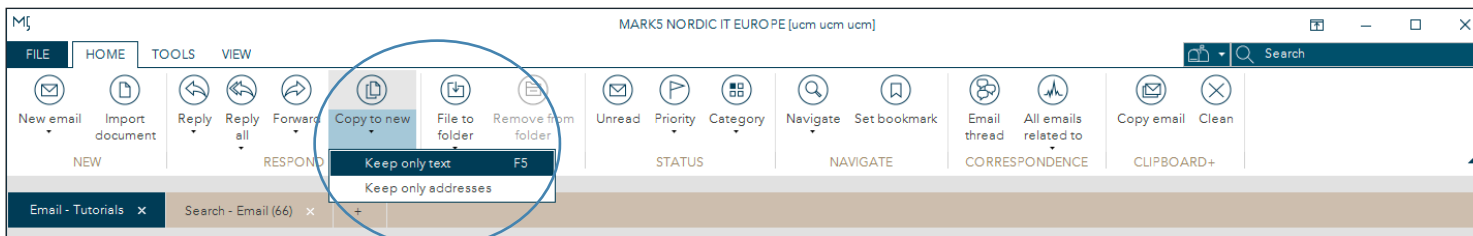
Reply, Reply all, Forward and Copy to new all goes by the same name as before. They are marked in the screenshot above.

1.6 | Edit = Copy to new > keep only text

MARK5



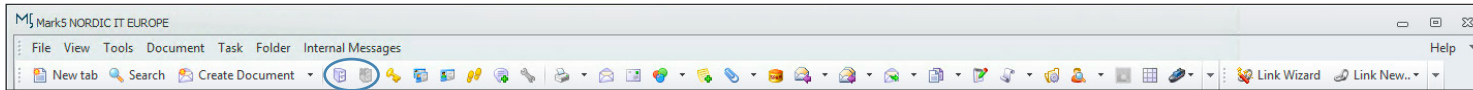
reMARK



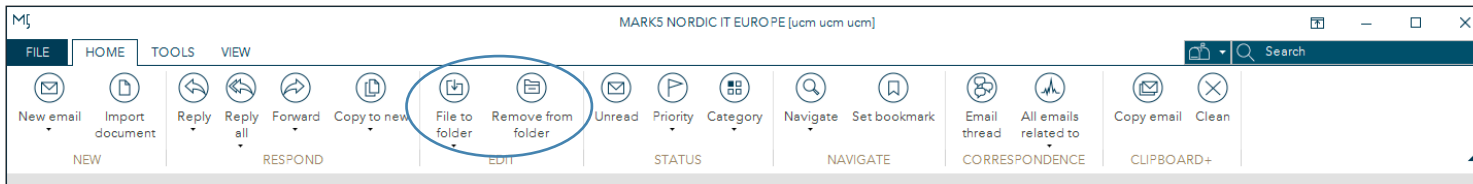
Edit is now called Copy to new > Keep only text. It is located in the toolbar under the home tab. You find it by clicking the small arrow below the Copy to new icon.

1.7 | File to folder and Remove from folder

MARK5



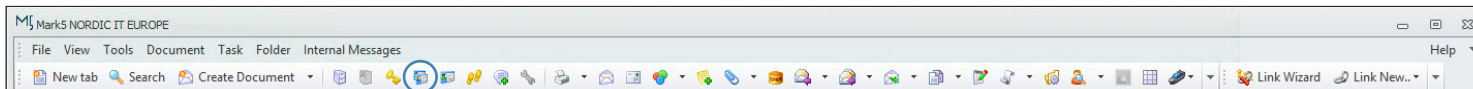
reMARK



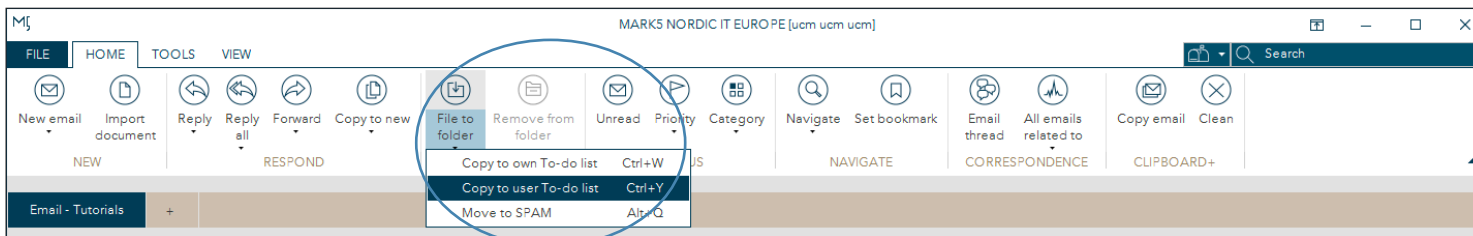
File to folder and Remove from folder has been placed in the toolbar, under the home tab. It goes by the same name as before.

1.8 | Copy to user worktray = Copy to user To-do list

MARK5



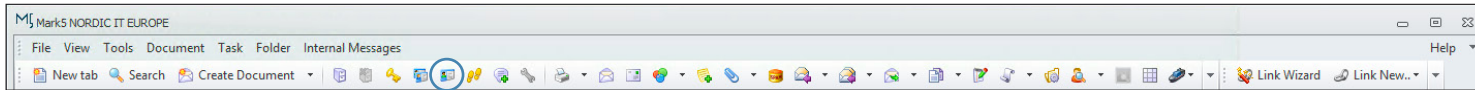
reMARK



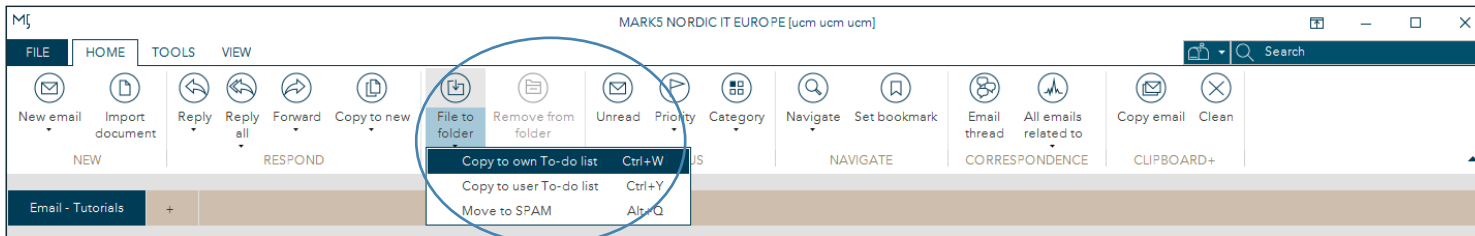
Worktray has been renamed To-do list, therefore Copy to user worktray has been renamed Copy to user To-do list. You find it by clicking on the small arrow under the File to folder icon.

1.9 | Copy to own worktray = copy to own To-do list

MARK5



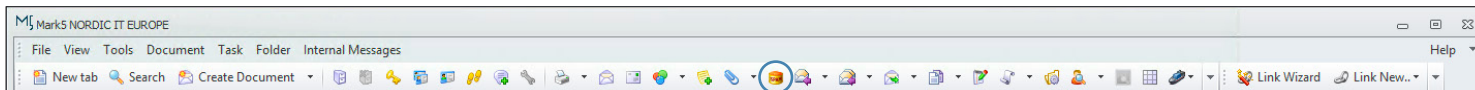
reMARK



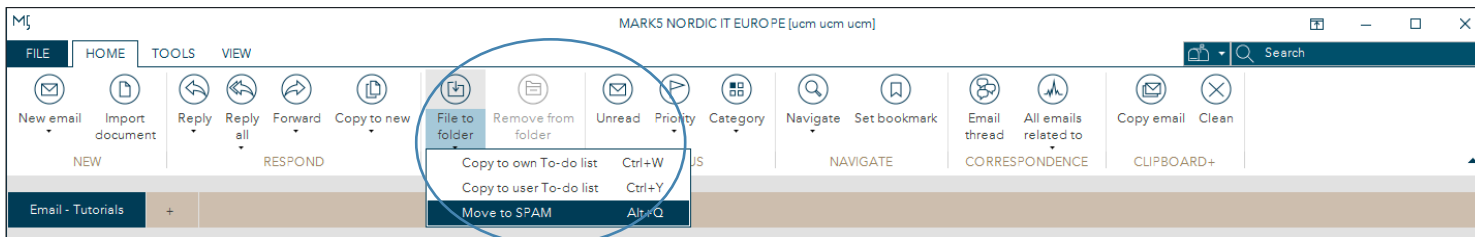
Copy to own worktray has been renamed **Copy to own To-do list**. You find it by clicking on the small arrow under the **File to folder** icon.

1.10 | Move to spam

MARK5



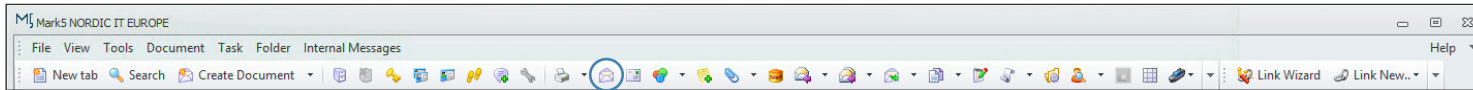
reMARK



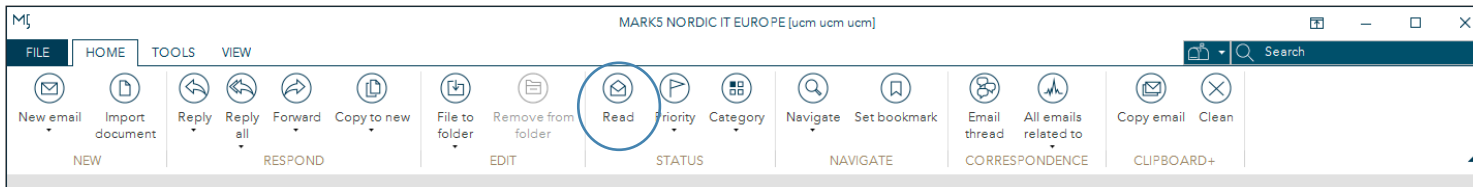
Move to spam is now located in the toolbar under the home tab. To find **Move to spam** click on the arrow below the icon **File to folder**.

1.11 | Mark as read = Read

MARK5



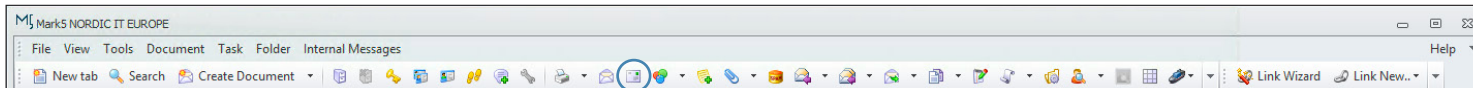
reMARK



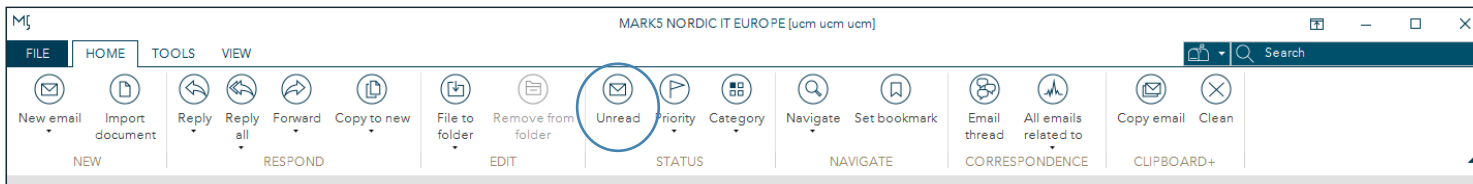
Mark as read has been renamed **Read**. You find it in the toolbar under the home tab. The button changes according to the status of the email, and read is therefore visible only if the email you have selected is currently unread. .

1.12 | Mark as unread = Unread

MARK5



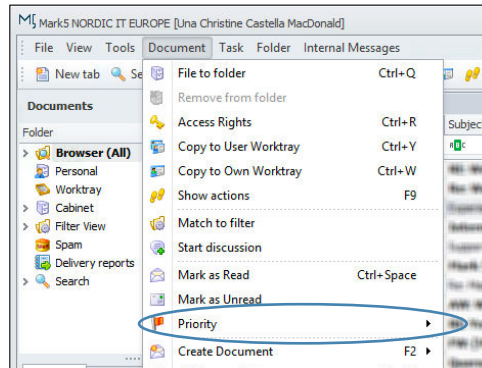
reMARK



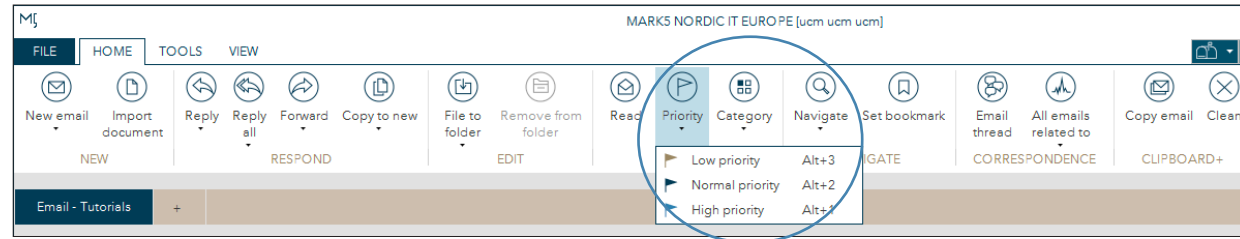
Mark as unread has been renamed **Unread**. You find it in the toolbar under the home tab. It is only visible if the email you have selected is currently read.

1.13 | Priority

Old MARK5



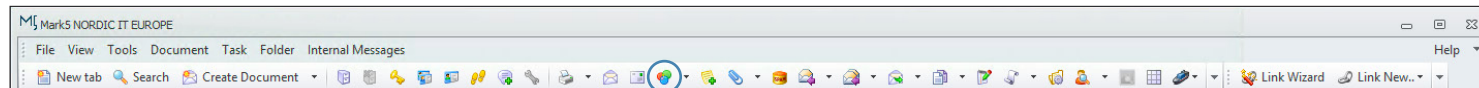
reMARK



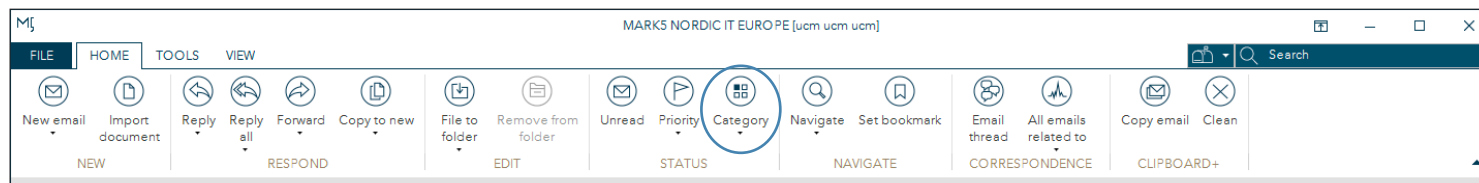
[Priority](#) is now located in the toolbar under the home tab. Click the small arrow under the icon to add a priority to the email you have selected.

1.14 | Add category = Category

Old MARK5



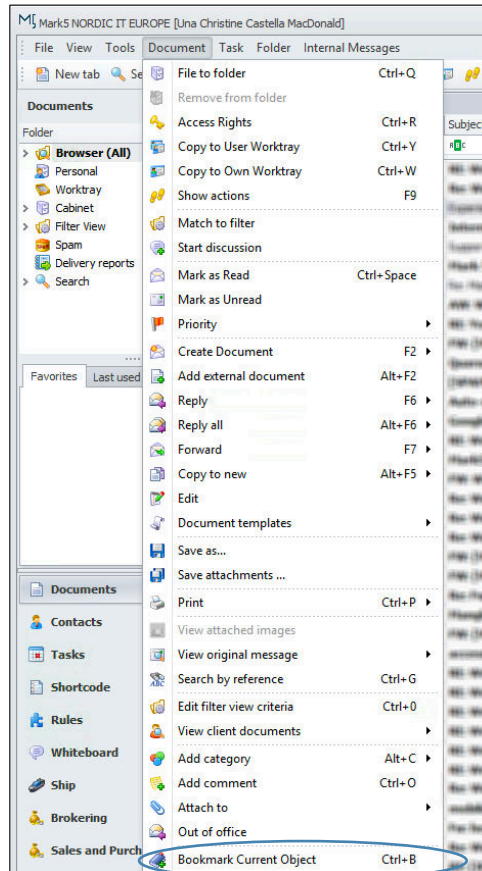
MARK



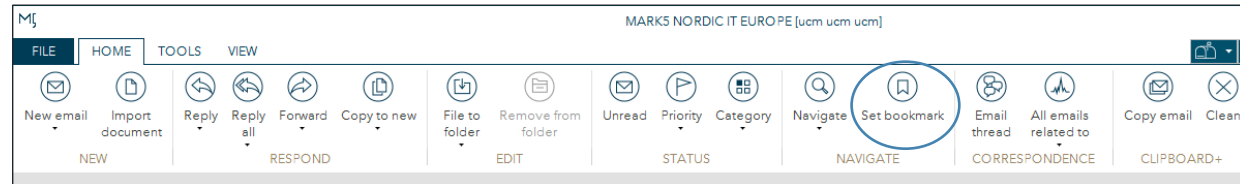
[Add category](#) has been renamed [Category](#). You find [Category](#) in the toolbar under the home tab. Click on the icon to open the [Category window](#). Click on the small arrow below the icon to quickly add a category to the email, contact or mailing list you have selected.

1.15 | Bookmark current object = Set bookmark

Old MARK5



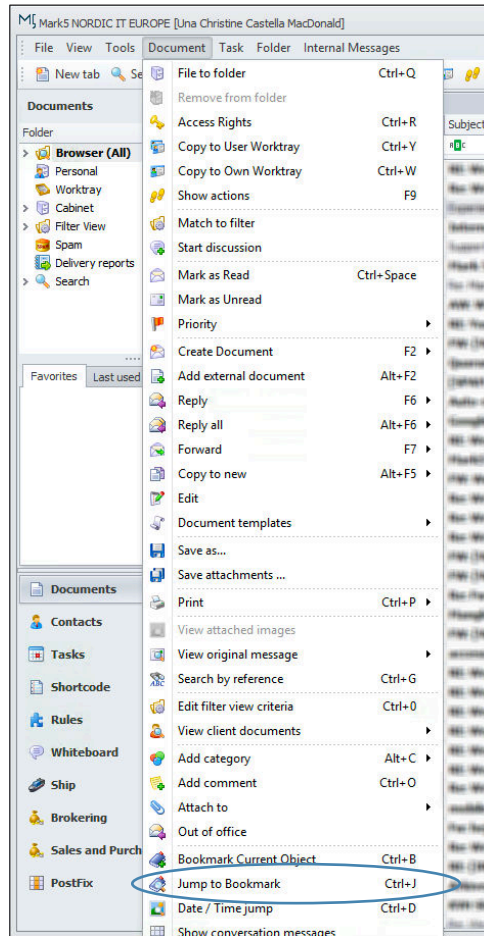
reMARK



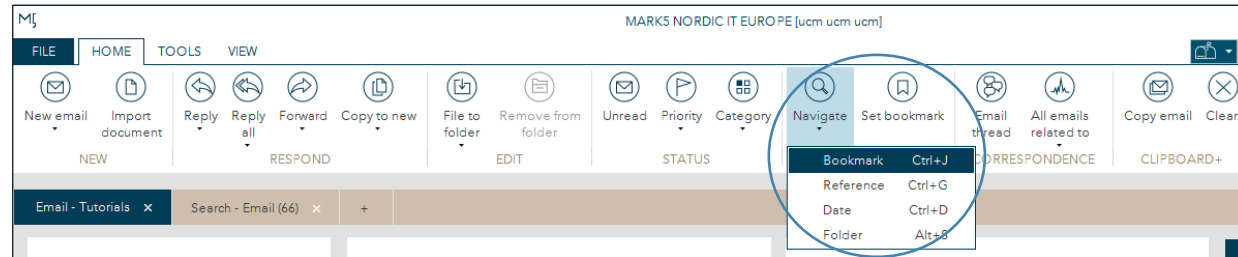
Bookmark current object has been renamed **Set bookmark**. You find **Set bookmark** in the toolbar under the home tab. Tab it to bookmark the email you have selected.

1.16 | Jump to bookmark = Navigate > Bookmark

Old MARK5



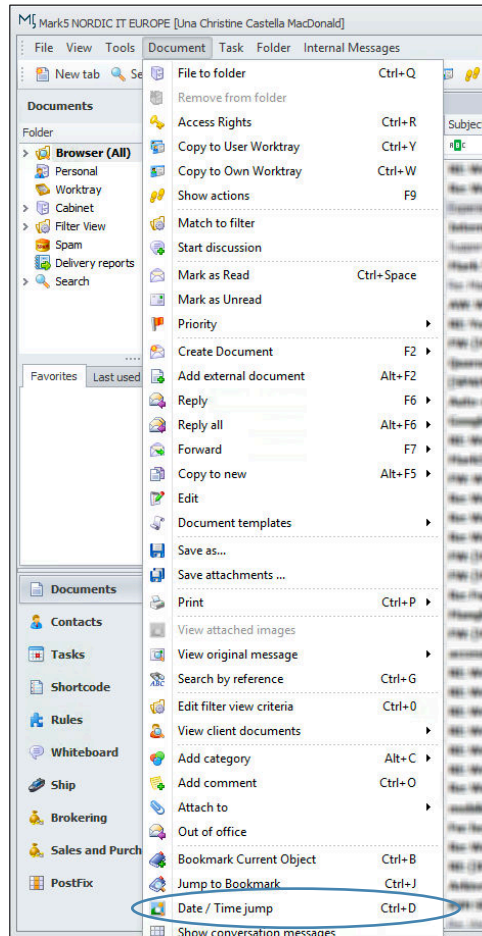
reMARK



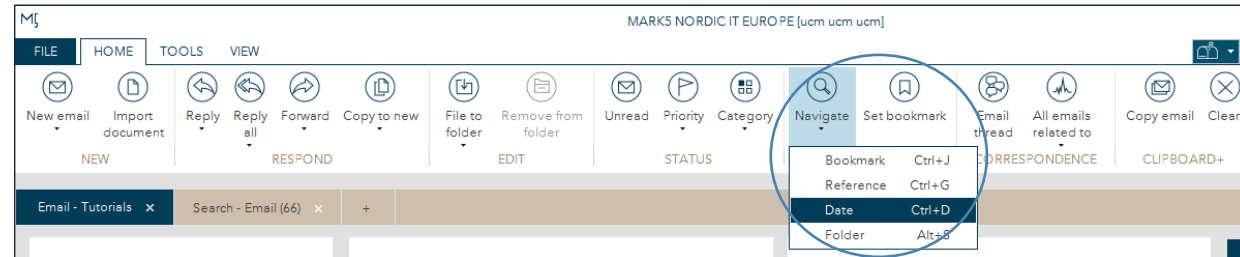
Jump to bookmark has been renamed **Bookmark** and is located under **Navigate**. Click on the **Navigate** icon and select **Bookmark** to jump to a **bookmark**.

1.17 | Date / Time jump = Navigate > Date

Old MARK5



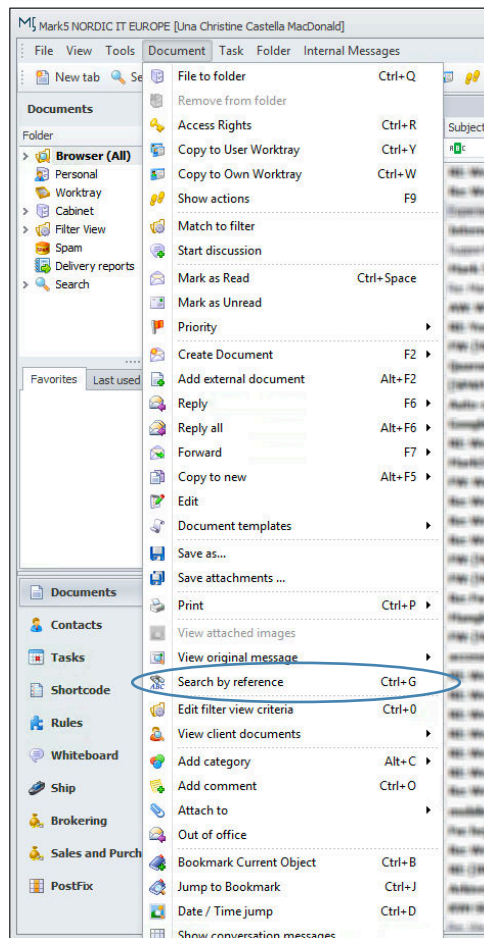
reMARK



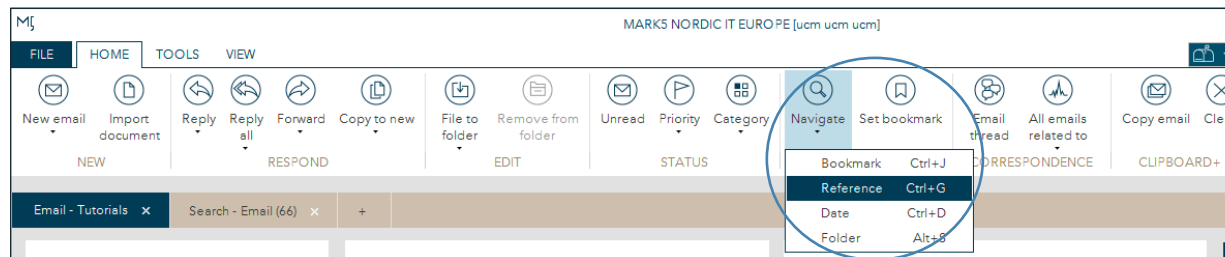
Date/Time jump has been renamed **Date** and is located under **Navigate**. Click on the **Navigate** icon and select **Date** to navigate to a specific **date** or **time**.

1.18 | Search by reference = Navigate > Reference

Old MARK5



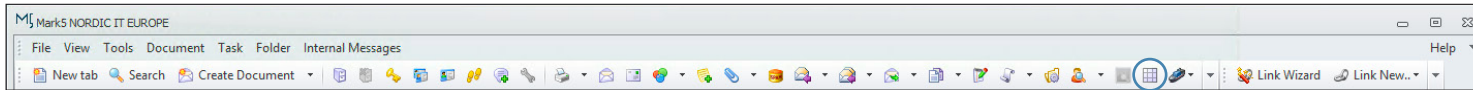
reMARK



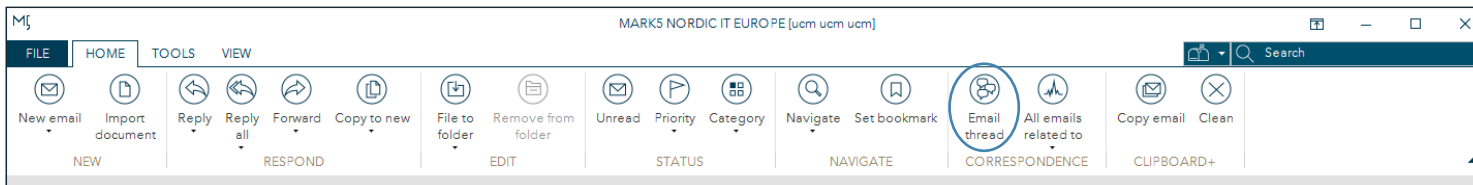
Search by reference has been renamed **Reference** and is located under **Navigate**. Click on the **Navigate** icon and select **Reference** to jump to a specific **reference number**.

1.19 | Show conversation messages = Email thread

MARK5



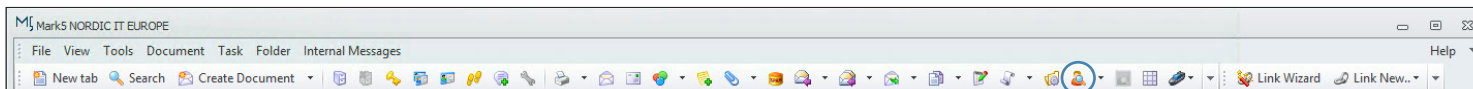
reMARK



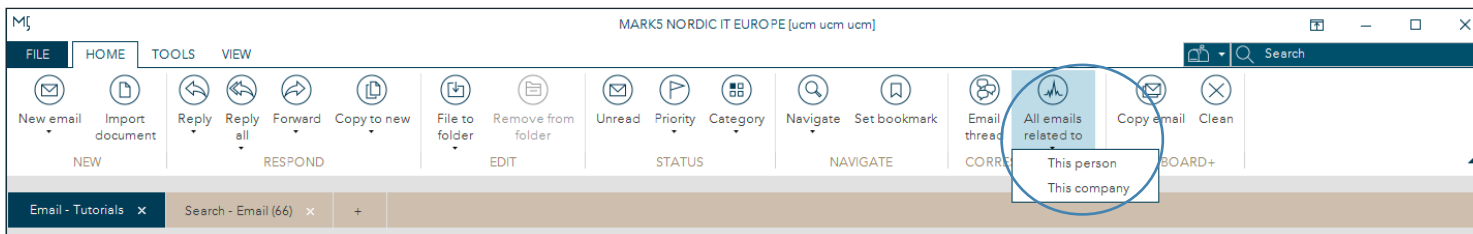
Show conversation messages has been renamed Email thread. You find Email thread in the toolbar under the home tab.

1.20 | View client documents = All emails related to

MARK5



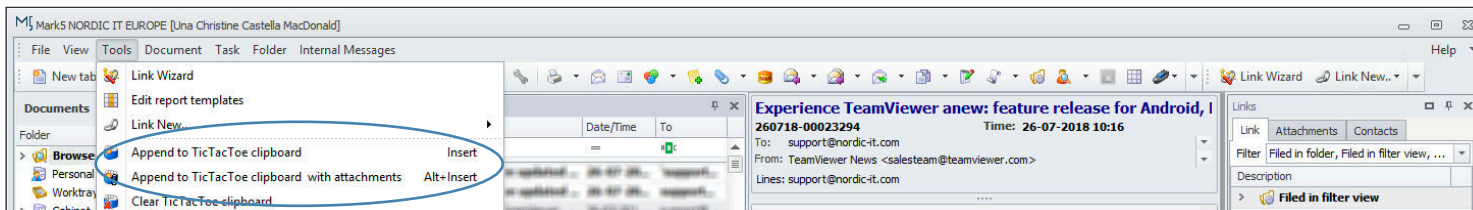
reMARK



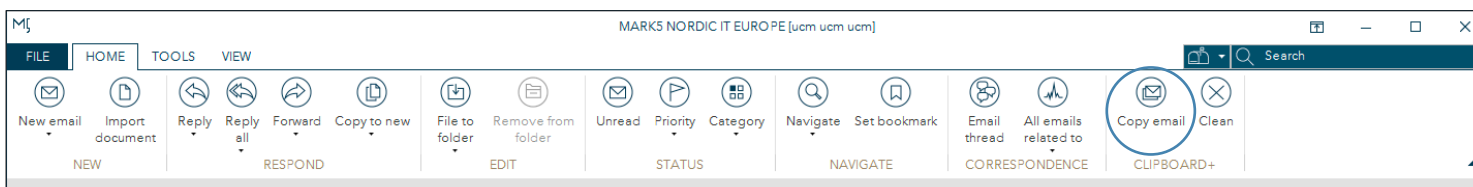
View client documents has been renamed All emails related to. You find the function in the toolbar under the home tab. Click on the icon and choose between emails related to the person or to the company.

1.21 | TicTacToe clipboard = Clipboard+

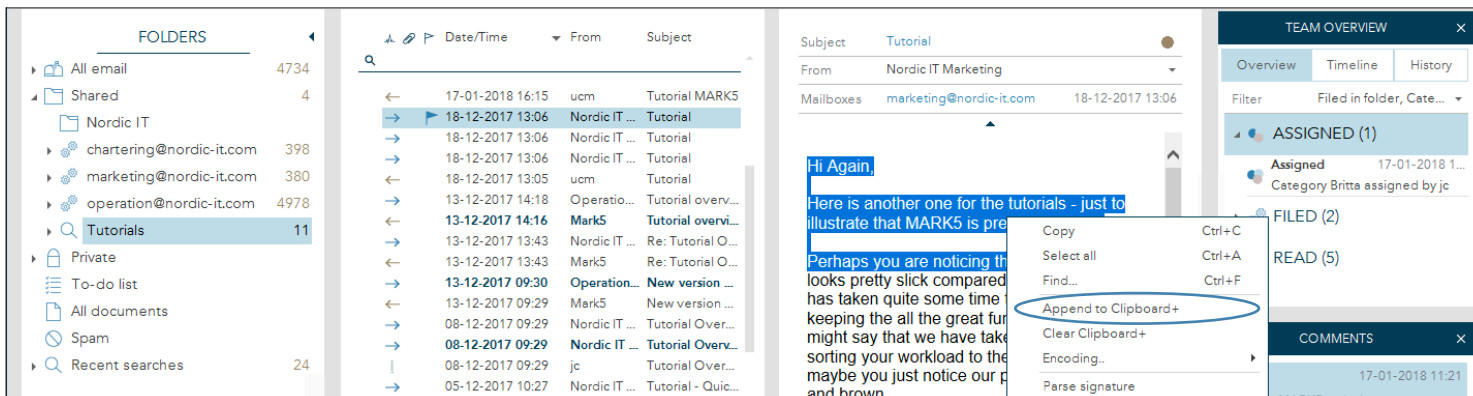
MARK5



reMARK
Copy a whole email



reMARK
Copy part of an email



TicTacToe clipboard has been renamed **Clipboard +** and is an advanced copy paste function. To copy an entire email click on the icon **Copy email** in the toolbar. To copy part of an email, mark the part you wish to copy with the cursor, right click and select **Append to**

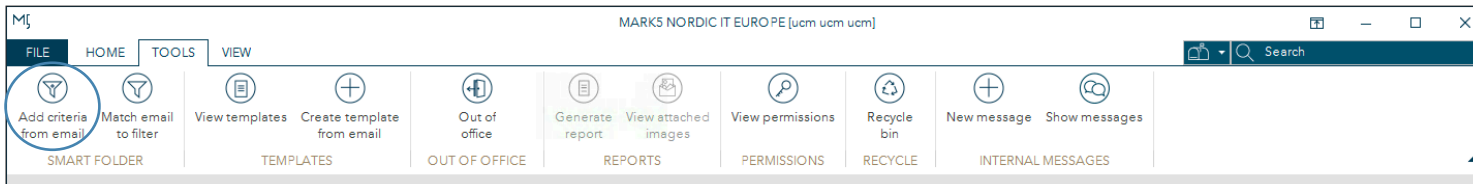
Clipboard +. If you select **Copy email** it automatically copies any attachments in the email. Select from the clipboard in the email compose view whether you want to insert the attachment or not.

1.22 | *Edit filterview criteria = Add criteria from email*

MARK5



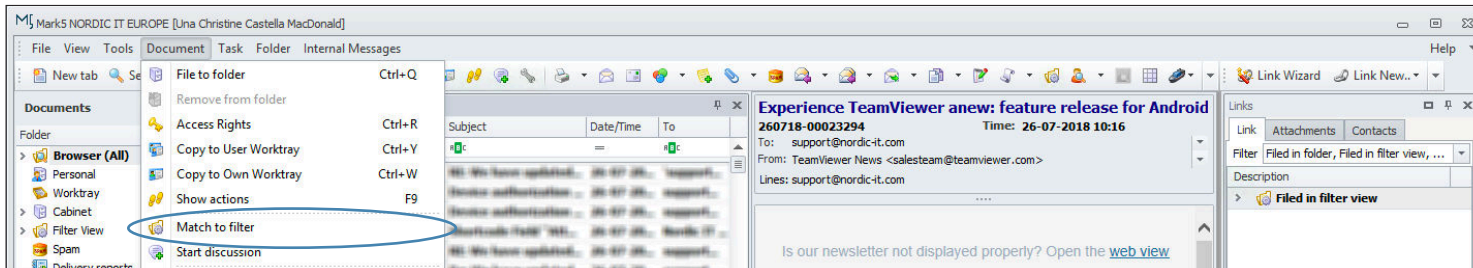
reMARK



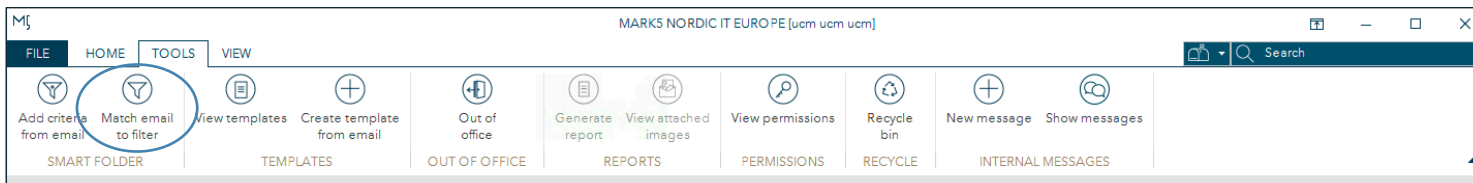
Edit filterview criteria has been renamed **Add criteria from email**. You find it as the first icon in the toolbar under the tools tab

1.23 | *Match to filter = Match email to filter*

MARK5



reMARK

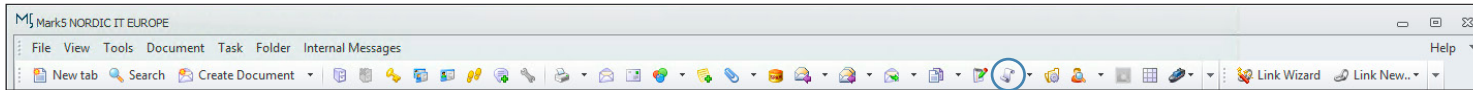


Match to filter has been renamed **Match email to filter**. You can now choose **Match email to filter** directly from the toolbar under the tools tab.

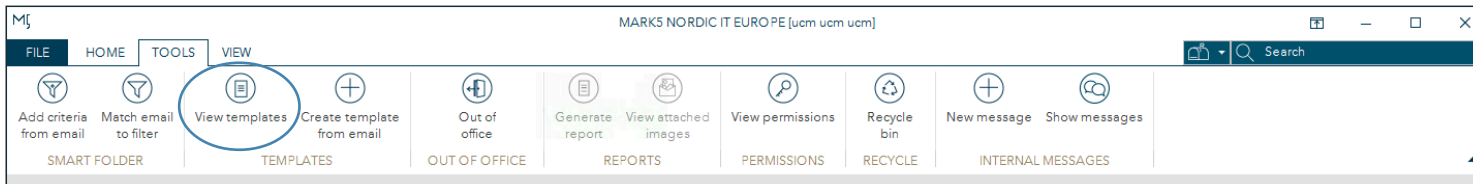
NORDIC IT

1.24 | Document templates = View templates

MARK5



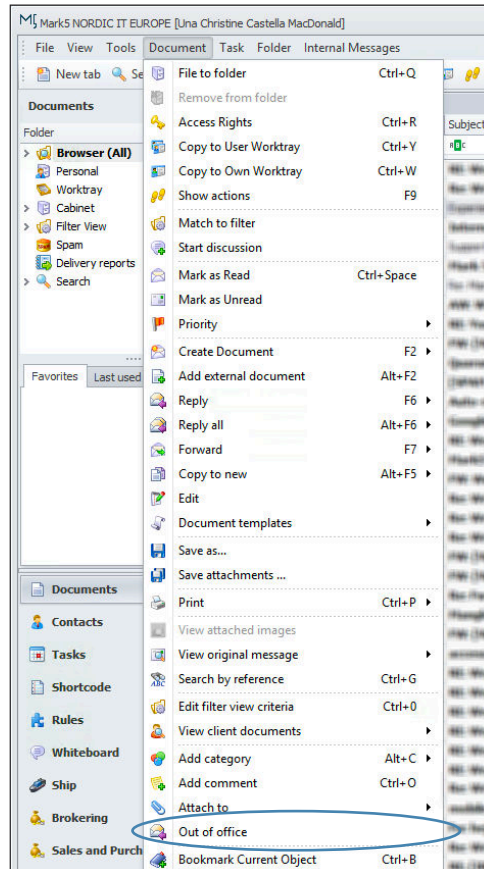
reMARK



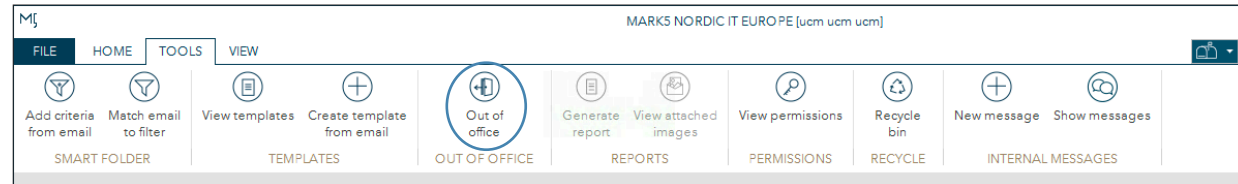
Document templates has been renamed [View templates](#). You find [View templates](#) in the toolbar under the tools tab.

1.25 | *Out of office*

MARK5



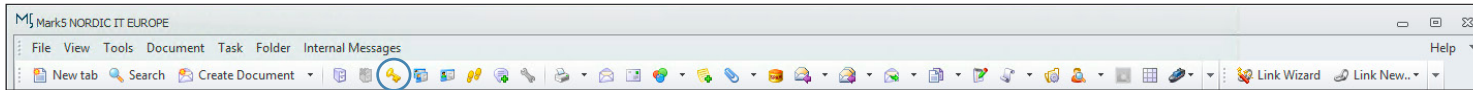
reMARK



Out of office has been placed in the toolbar under the tools tab. It has not been renamed.

1.26 | Access rights = View permissions

MARK5



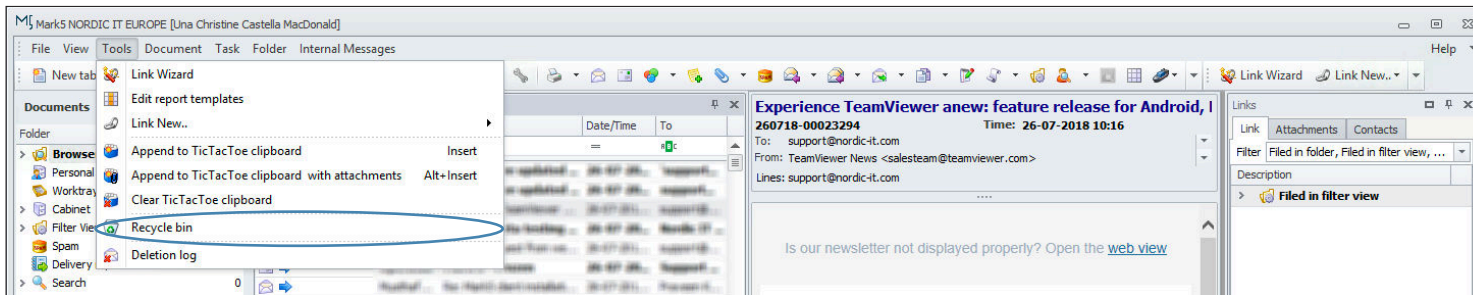
reMARK



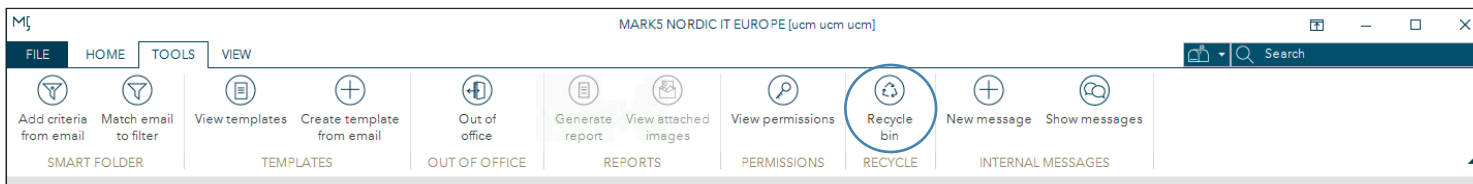
Access rights has been renamed View permissions. It is located in the toolbar under tools.

1.27 | Recycle bin

MARK5



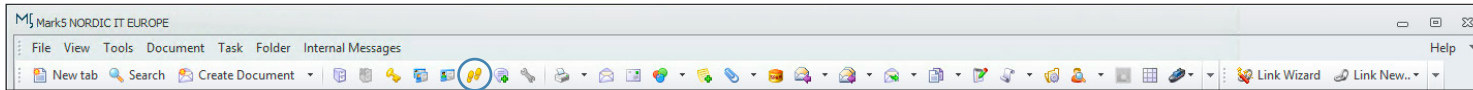
reMARK



Recycle bin is now located in the toolbar under the tools tab.

1.28 | Show actions = Team overview > History

MARK5



reMARK

A screenshot of the reMARK application interface. The top bar shows 'MARK5 NORDIC IT EUROPE [ucm ucm ucm]'. Below it is a ribbon with tabs: FILE, HOME, TOOLS, VIEW. The ribbon contains various icons for actions like 'New email', 'Import document', 'Reply', 'Forward', 'Copy to new', etc. The main area is divided into three panes: 'FOLDERS' on the left, a message list in the center, and a message preview on the right. The 'TEAM OVERVIEW' panel is open on the right side, with the 'History' tab selected. The 'Assigned' section is circled in blue. The message preview shows a subject 'Tutorial' and a body of text starting with 'Hi Again, Here is another one for the tutorials...'.

Show actions has been renamed [History](#). You find [History](#) in [Team overview](#) by clicking the [History](#) tab.

If you cannot find [Team overview](#) go to the view tab in the toolbar and click on [Team overview](#).

1.29 | Add comment

MARK5



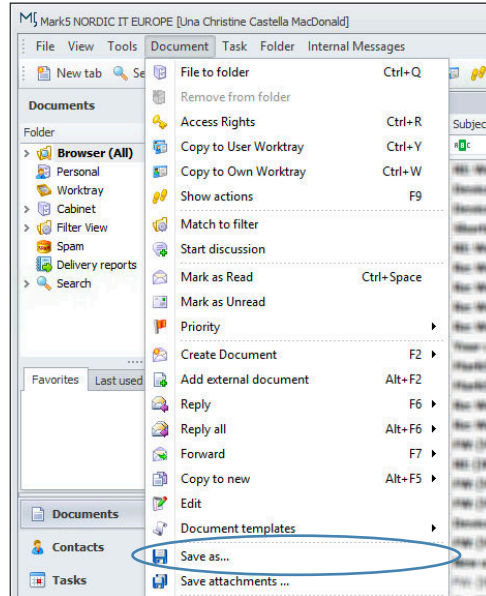
reMARK

A screenshot of the reMARK application interface. The top navigation bar includes 'FILE', 'HOME', 'TOOLS', and 'VIEW'. The 'VIEW' tab is active, showing icons for 'Horizontal view', 'Team overview', 'Comments', and 'Find panel'. The 'Comments' icon is circled in blue. Below the navigation bar, there are sections for 'FOLDERS' (listing 'All email', 'Shared', 'Nordic IT', etc.), a list of emails, and a 'TEAM OVERVIEW' pane. The 'COMMENTS' pane is open on the right, showing a list of comments with a text input field at the bottom. The email content in the center shows a tutorial about the new interface in MARK5.

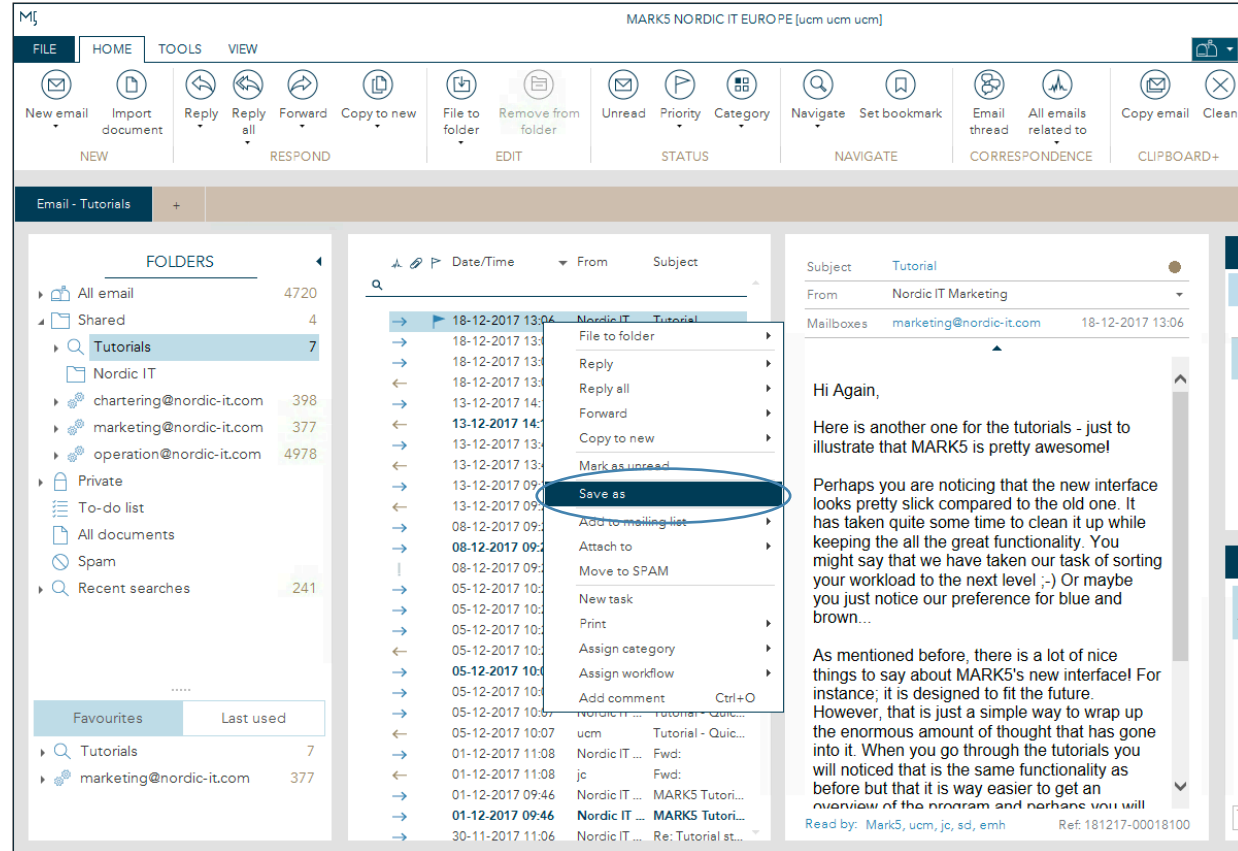
Add comment has been renamed **Comments**. It now has a pane of its own in the right side of the interface. Go to the view tab in the toolbar and click on the icon **Comments** to hide it or to see it in the interface.

1.30 | Save as

MARK5

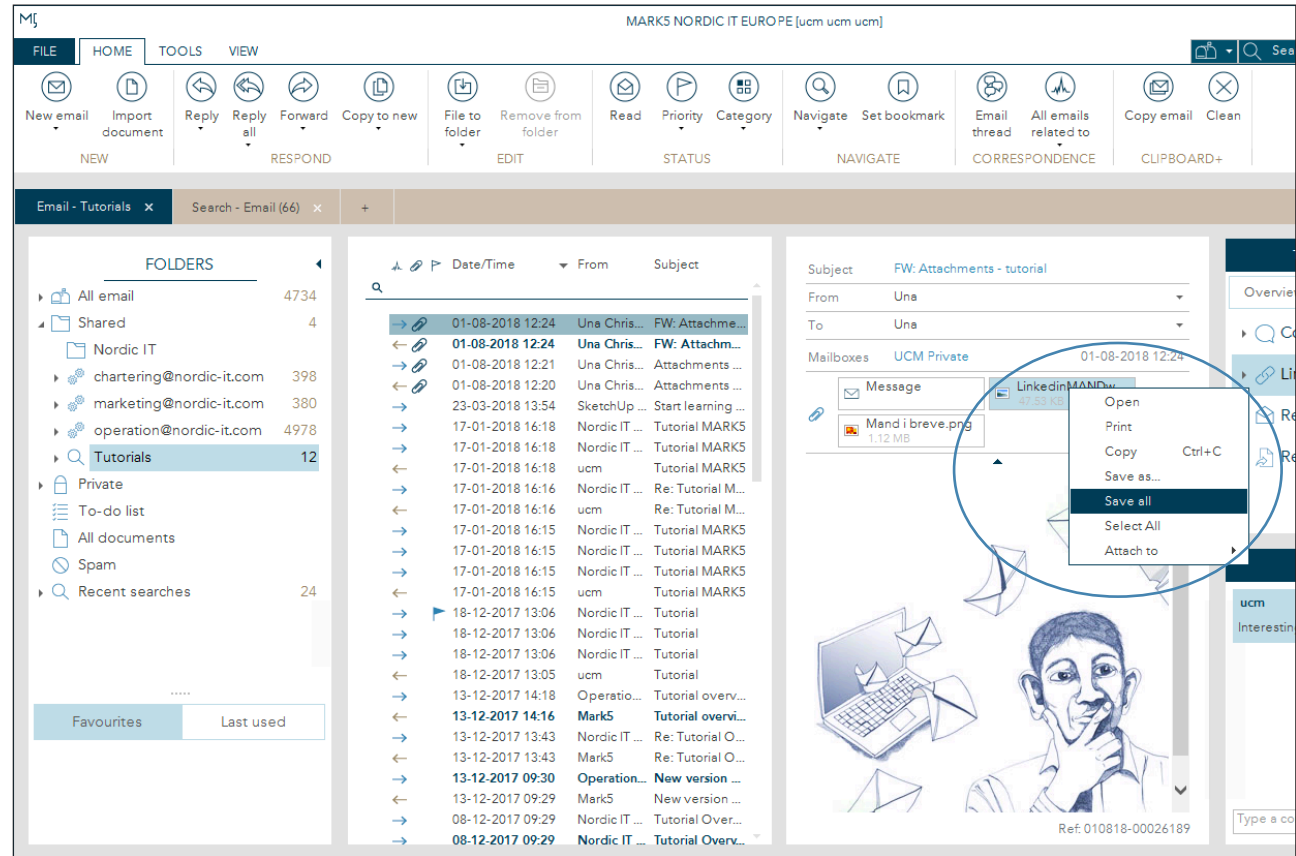
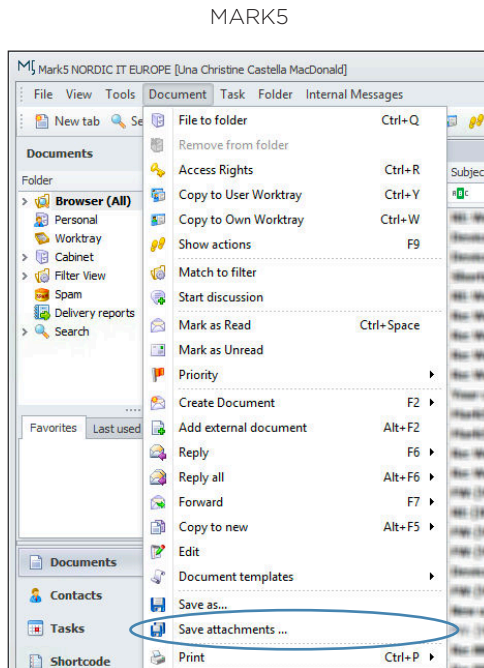


reMARK



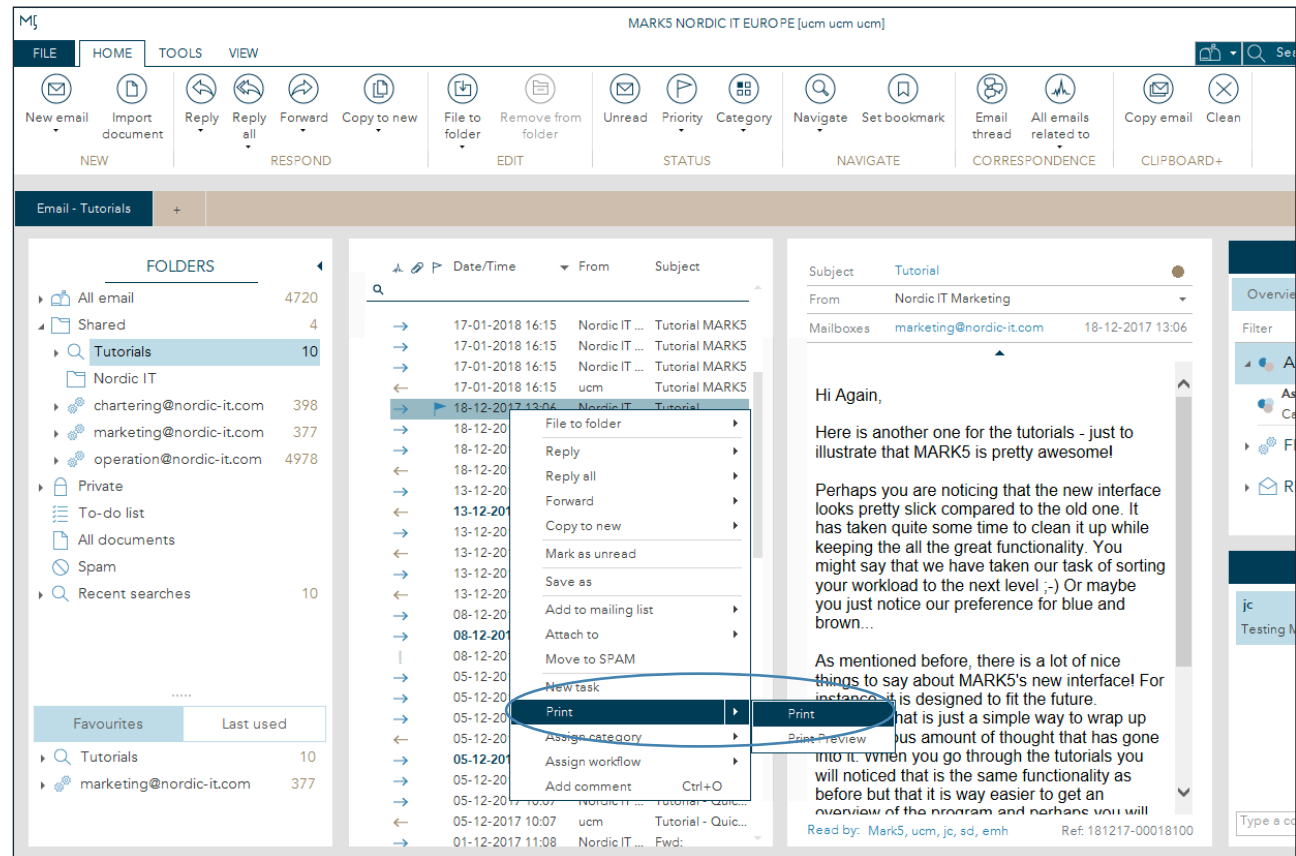
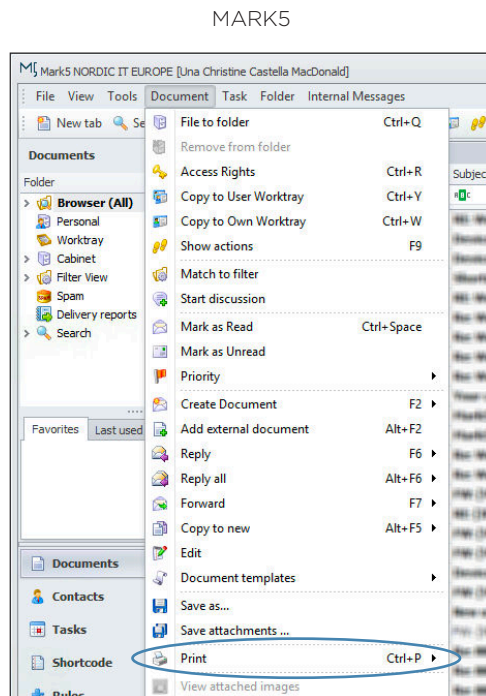
Save as is located in a right click menu. To Save as right click on an email in the email list and select Save as from the right click menu.

1.31 | Save attachments



Save attachments has been moved and renamed. It is now called **Save all** and you find the function by right clicking on an attachment in an email.

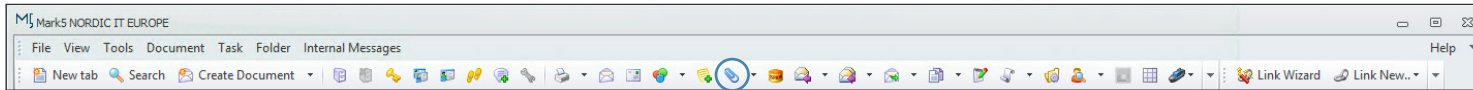
1.32 | Print



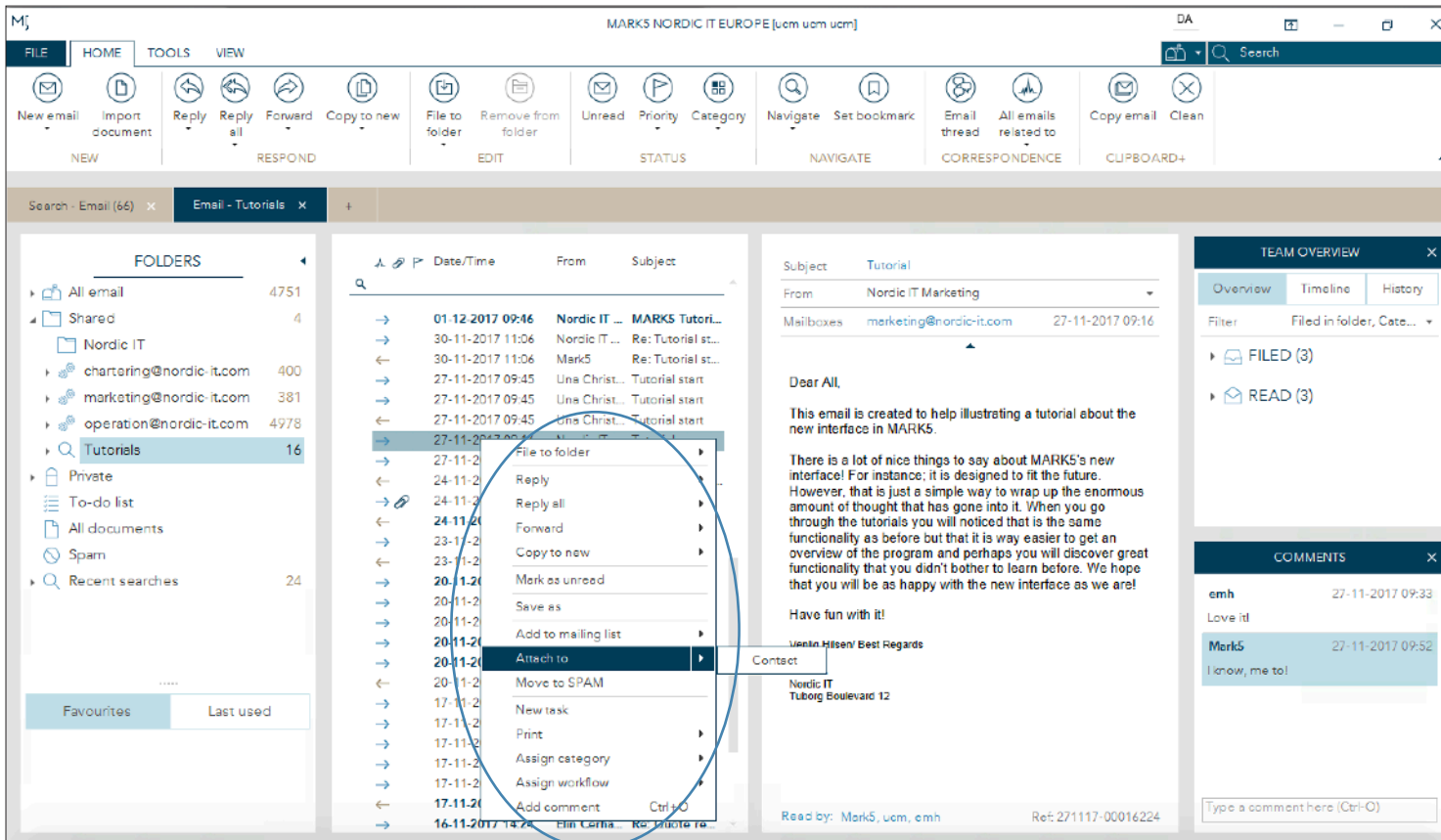
Print is located in a right click menu. To Print right click on an email in the email list and select Print from the right click menu.

1.33 | Attach to

MARK5



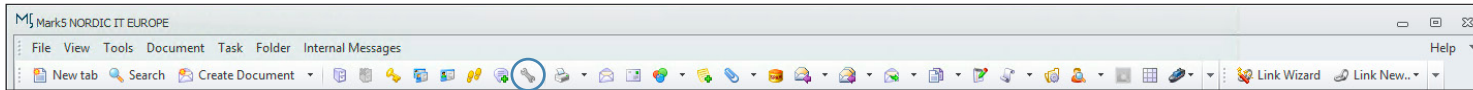
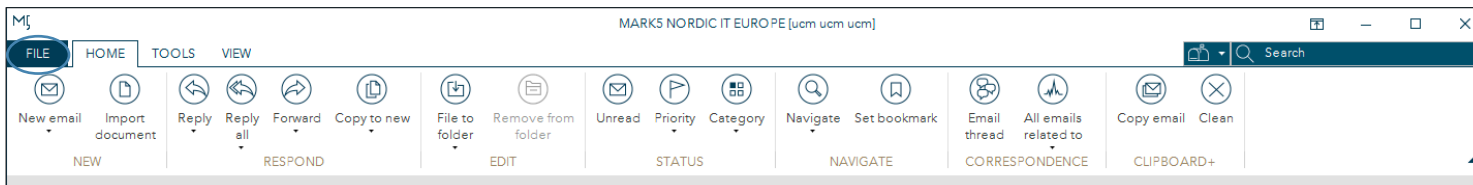
reMARK



You find [Attach to](#) in the new interface by right clicking on an email in the [Email list](#).

1.34 | Show settings = Settings

MARK5

reMARK
Step 1

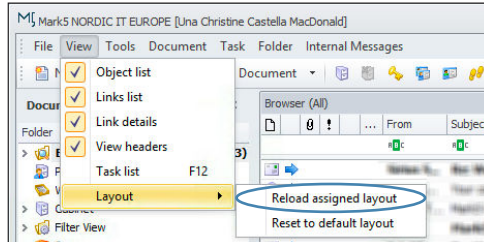
Step 2



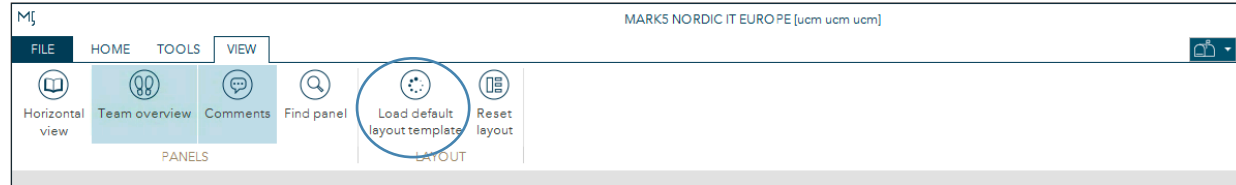
Show settings has been renamed **Settings** and is now placed under the file tab. Click on file and a menu will open. Click on **Settings** and choose where you want to edit the current settings.

1.35 | Reload assigned layout = Load default layout template

MARK5



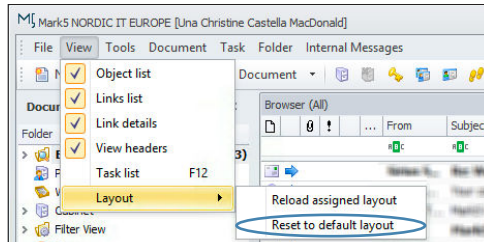
reMARK



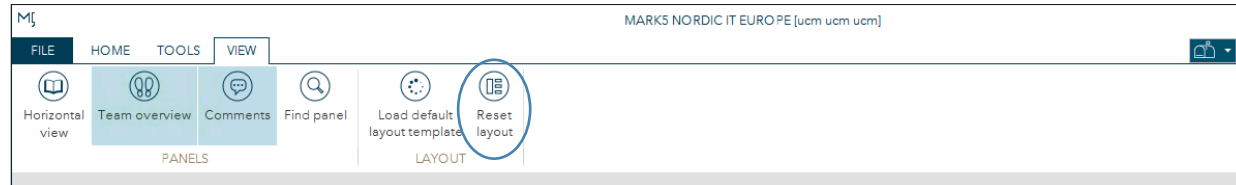
Reload assigned layout has been renamed Load default layout template. You find Load default layout template in the toolbar under the view tab.

1.36 | Reset to default layout = Reset layout

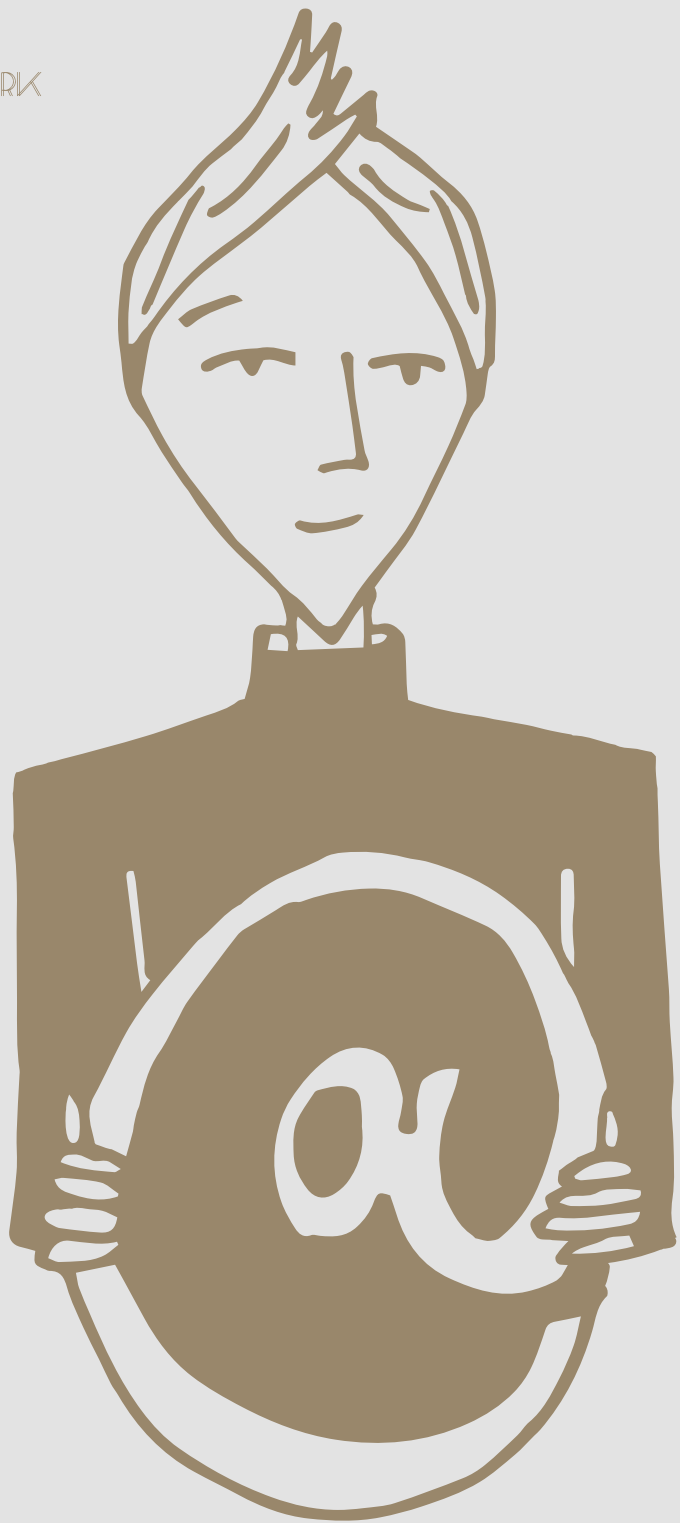
MARK5



reMARK



Reset to default layout has been renamed Reset layout. You find Reset layout in the toolbar under the view tab.

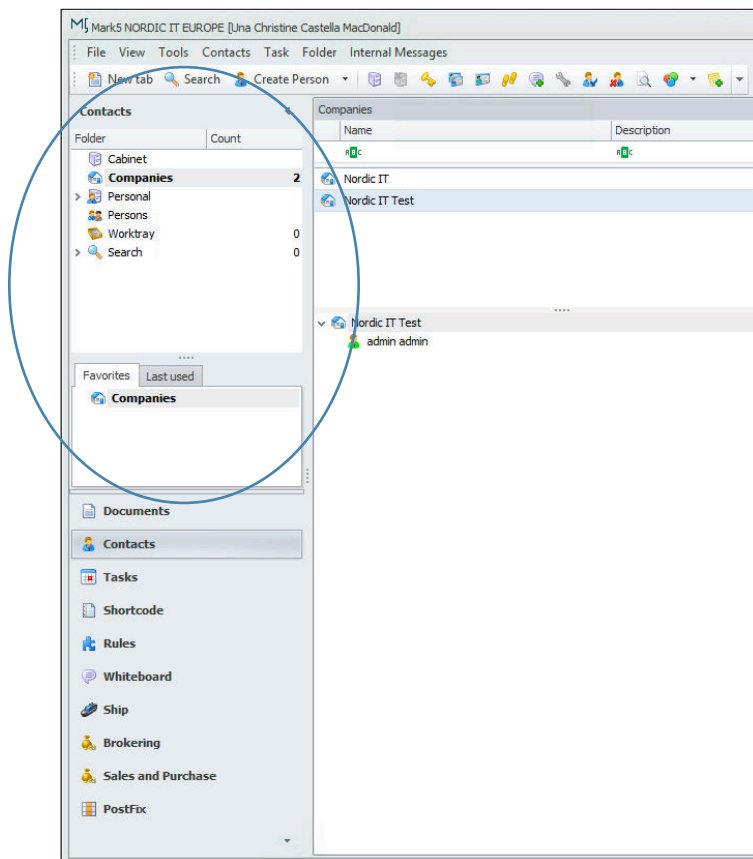


2.0 | *Contacts*

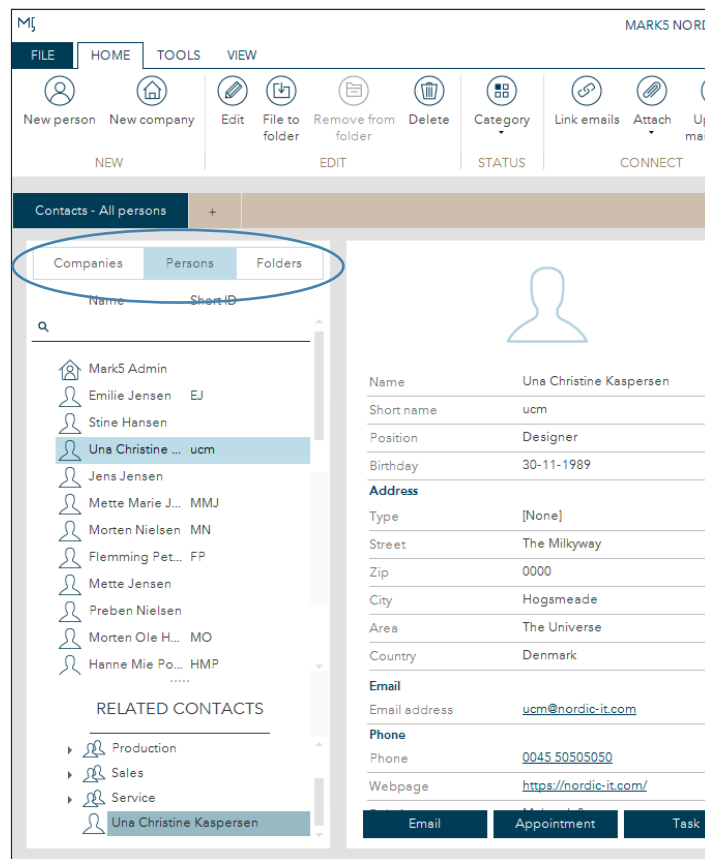
In this chapter we dig into changes that are specific to Contacts.

2.1 | Folders = Contact List

MARK5



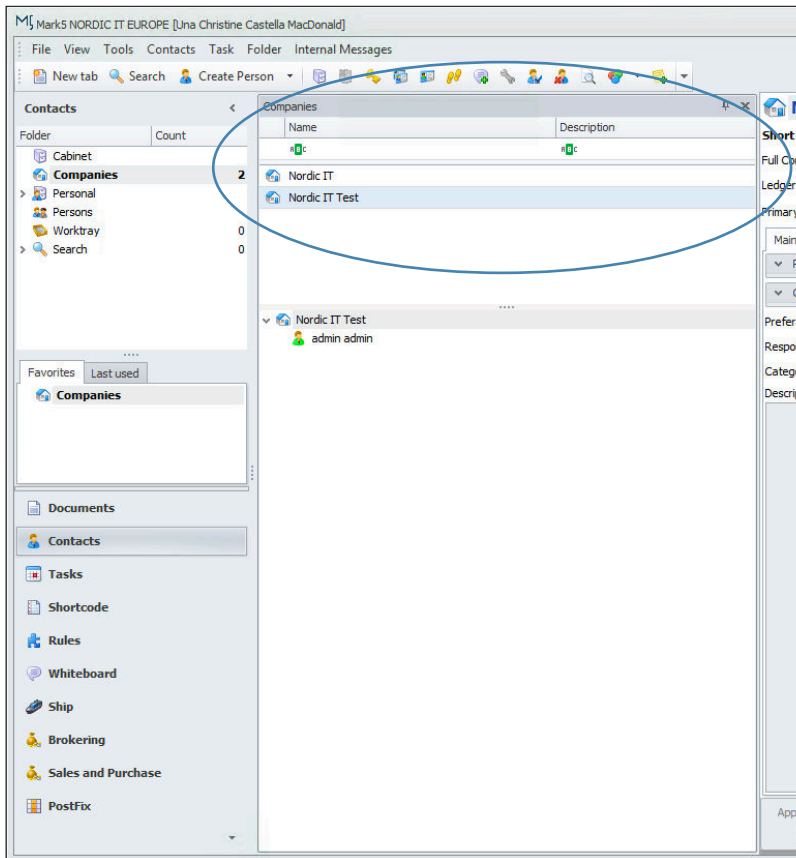
reMARK



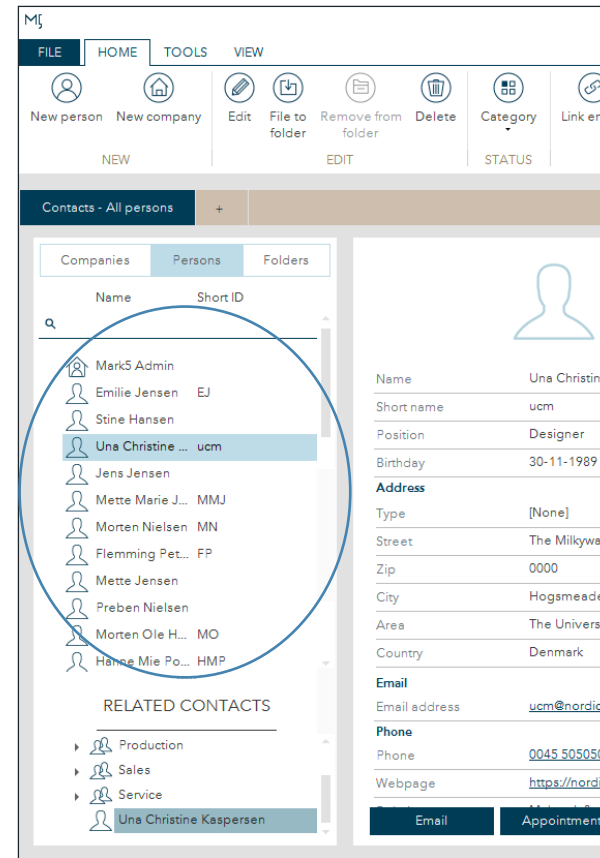
Folders has been integrated into the Contact list. You find it in the first pane. It is divided in three tabs: Companies, Persons and Folders. The tab Folders contain the content of the old folder structure from MARK5.

2.2 | Contact List

MARK5



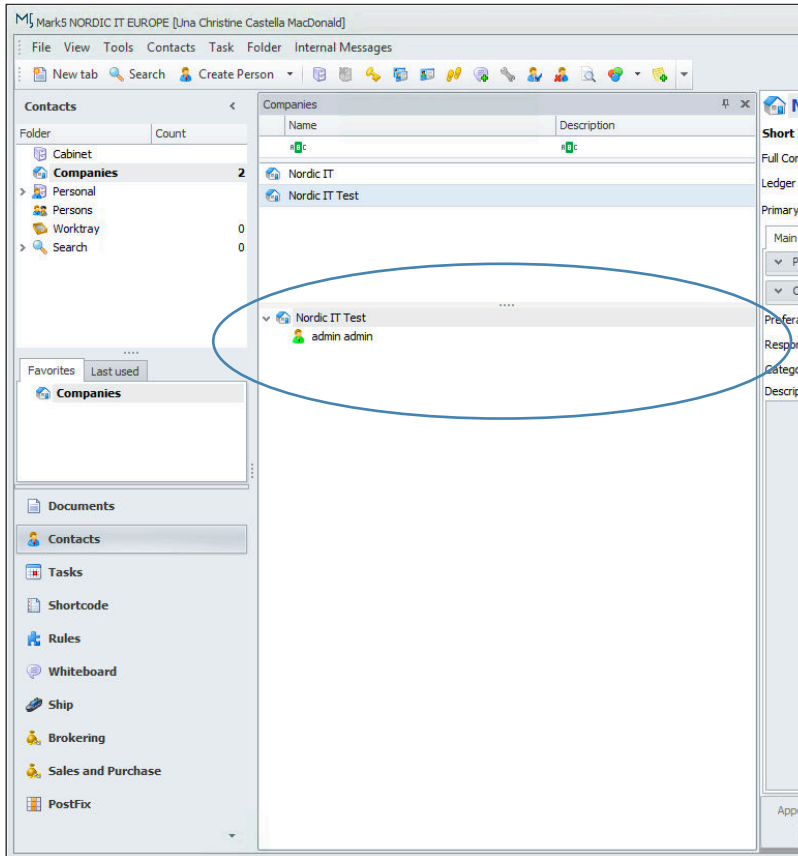
reMARK



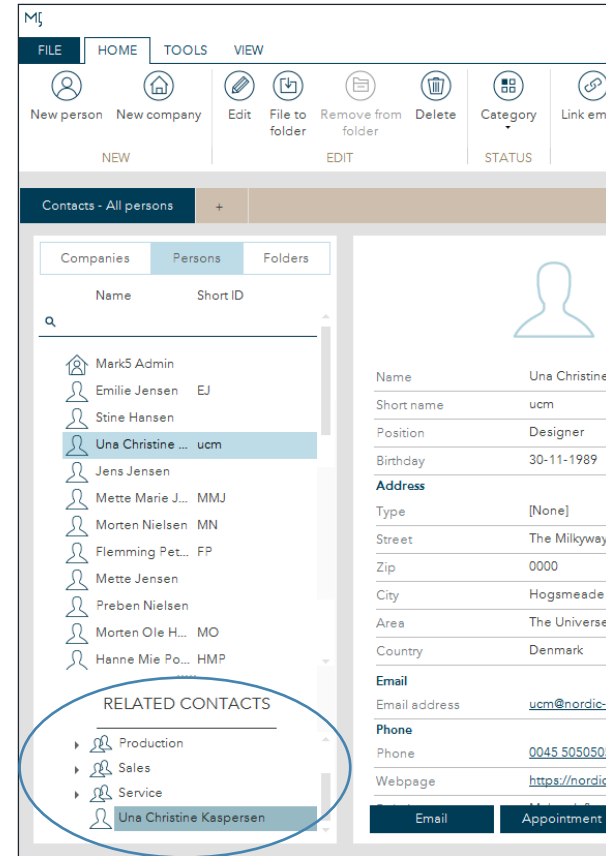
The [Contact List](#) has been moved, it is now located in the first pane and has been divided into three tabs: [Companies](#), [Persons](#) and [Folders](#) as explained in the previous page as well.

2.3 | Related Contacts

MARK5



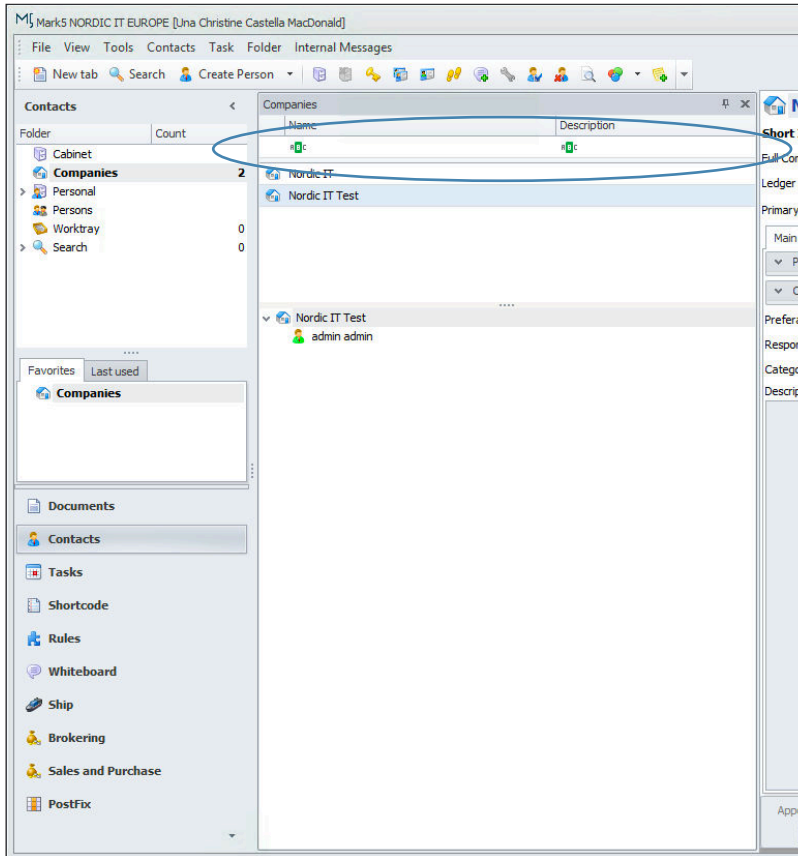
reMARK



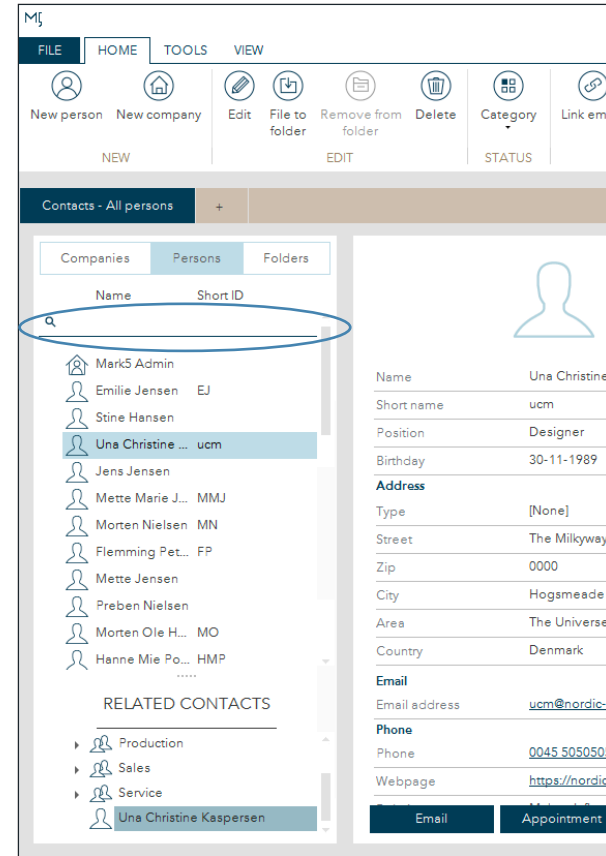
Related contacts has been moved to the bottom of the [Contact List](#). It shows you how the contact you have chosen from the [Contact list](#) is related to other contacts. If you select a company you can choose a department or a specific person from [Related contacts](#) afterwards.

2.4 | Autofilterrow - Filter row

MARK5



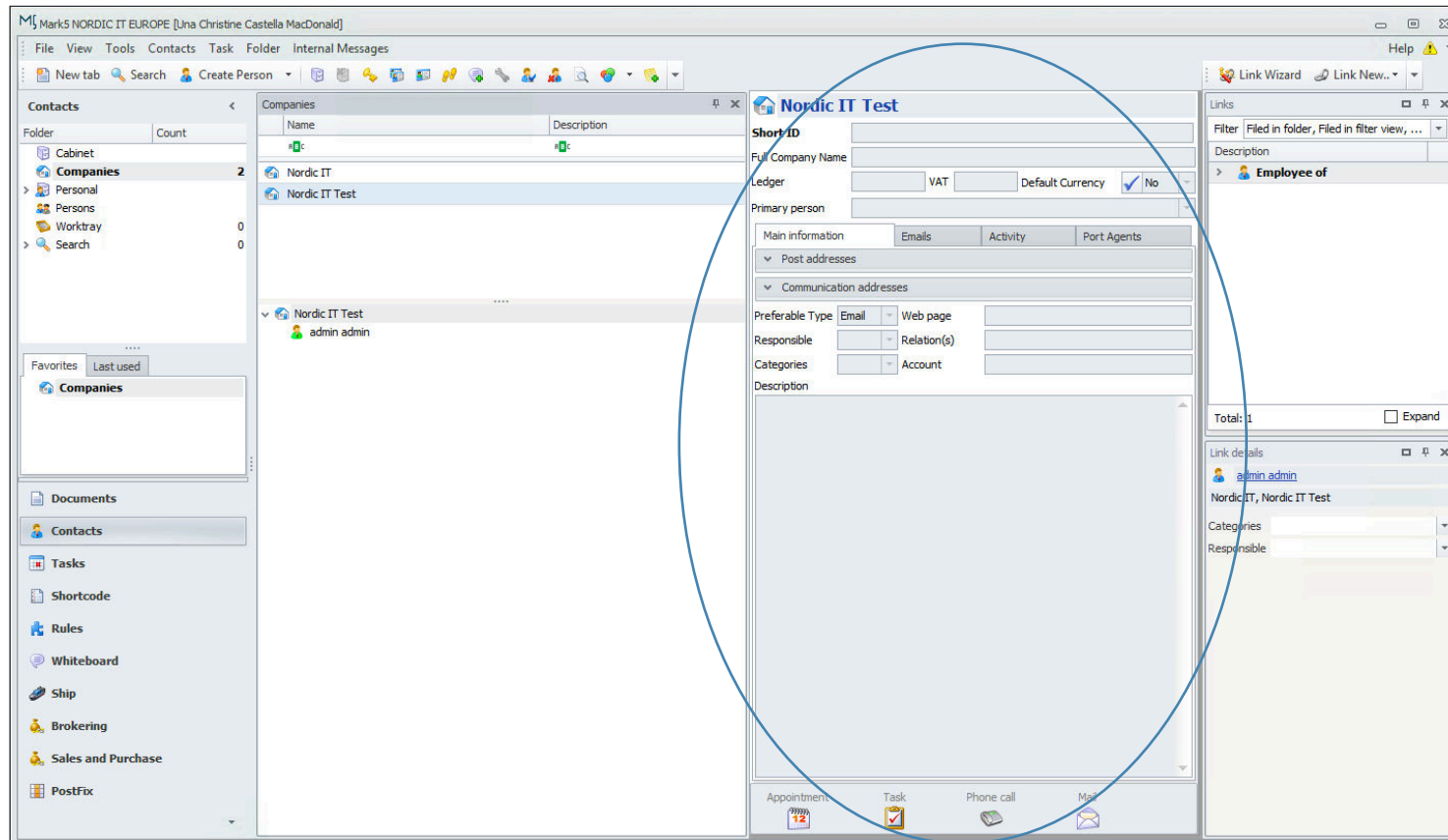
reMARK



Auto filter row has been renamed **Filter row**. You find **Filter row** various places in MARK5, where it gives you the ability to search through lists according to the columns in the top of your lists. In this case you can search through your **Contact List**.

2.5 | Contact view

MARK5



Contact view has been moved (see opposite page).

2.5 | Contact view

reMARK

The screenshot displays the reMARK software interface. At the top, there is a navigation bar with 'FILE', 'HOME', 'TOOLS', and 'VIEW' tabs. Below this is a toolbar with icons for 'New person', 'New company', 'Edit', 'File to folder', 'Remove from folder', 'Delete', 'Category', 'Link emails', 'Attach', and 'Update mailing list'. The main area is divided into several panes:

- Left Pane:** 'Contacts - All persons' with sub-tabs for 'Companies', 'Persons', and 'Folders'. A list of contacts is shown, with 'Una Christine ... ucm' selected.
- Central Pane:** 'Contact view' for 'Una Christine Kaspersen'. It shows fields for Name, Short name, Position, Birthday, Address, Email, and Phone. At the bottom, there are three dark blue buttons: 'Email', 'Appointment', and 'Task'.
- Right Pane:** 'Email' list showing a table of messages with columns for Date/Time, From, and Subject.
- Bottom Right Pane:** 'TEAM OVERVIEW' and 'COMMENTS' sections.

Contact view is now located in the second pane. It shows you all the details of the contact you have selected in your Contact List. Please notice the three dark blue buttons in the bottom that enable you to send emails, make appointments and create task directly from Contacts.

2.6 | Activity

reMARK

The screenshot displays the reMARK software interface. The top navigation bar includes 'FILE', 'HOME', 'TOOLS', and 'VIEW'. Below this is a ribbon with icons for 'New person', 'New company', 'Edit', 'File to folder', 'Remove from folder', 'Delete', 'Category', 'Link emails', 'Attach', and 'Update mailing list'. The main content area is divided into several sections:

- Left Panel:** 'Contacts - All persons' with tabs for 'Companies', 'Persons', and 'Folders'. A list of contacts is shown, with 'Una Christine ... ucm' selected.
- Center Panel:** Contact profile for 'Una Christine Kaspersen', including fields for Name, Short name, Position, Birthday, Address, Email, and Phone.
- Right Panel:** 'Activity' section showing a list of events related to the contact, including emails, appointments, and tasks. A blue circle highlights this section.
- Far Right Panel:** 'TEAM OVERVIEW' and 'COMMENTS' sections.

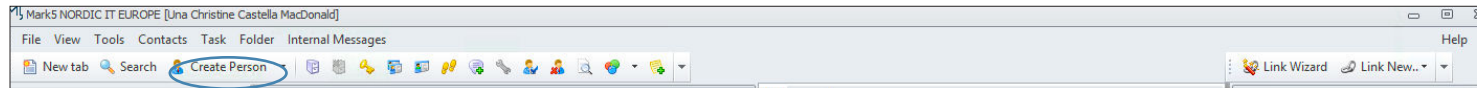
The 'Activity' section shows a list of events with columns for Date/Time, From, and Subject. The events include:

Date/Time	From	Subject
06-08-2018 15:19	Una Chr...	Awardsshow
06-08-2018 14:48	Una Chr...	Onboarding
06-08-2018 14:27	Una Chr...	Re: Questio...
06-08-2018 12:51	Una Chr...	Questions
01-08-2018 12:24	Una Chr...	FW: Attach...
01-08-2018 12:24	Una Chr...	FW: Attach...
01-08-2018 12:21	Una Chr...	Attachment...
01-08-2018 12:20	Una Chr...	Attachment...
01-08-2018 09:17	Una Chr...	LinkedIn
27-07-2018 12:26	Una Chr...	Re: Arbejd...
27-07-2018 12:08	Una Chr...	Arbejder hj...
24-07-2018 08:03	ucm@n...	Syg
19-07-2018 09:16	Una Chr...	Mock-Up link
18-07-2018 15:26	Una Chr...	Re: Testing ...
18-07-2018 14:42	Una Chr...	Testing the ...
18-07-2018 13:41	Una Chr...	xx
18-07-2018 13:41	Una Chr...	xx
18-07-2018 13:35	Una Chr...	test

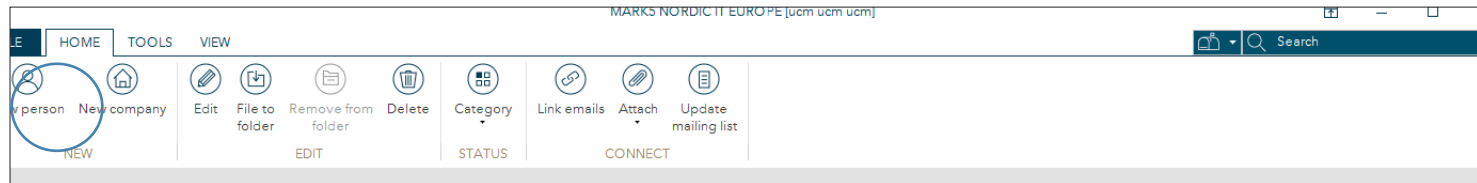
Activity is a new feature in MARK5. **Activity** gives you an overview all emails, appointments and tasks related to the contact you have selected.

2.7 | Create Person = New person

MARK5



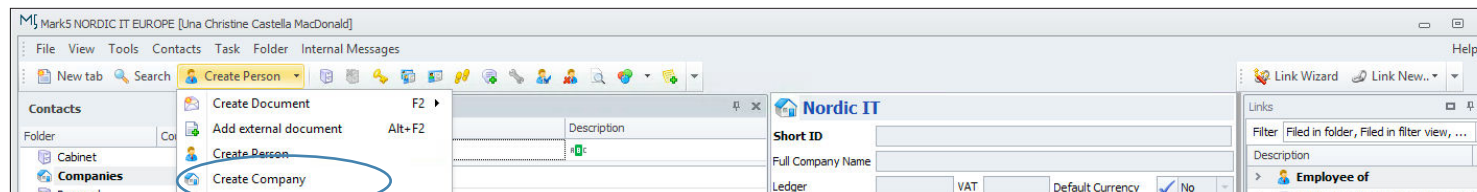
reMARK



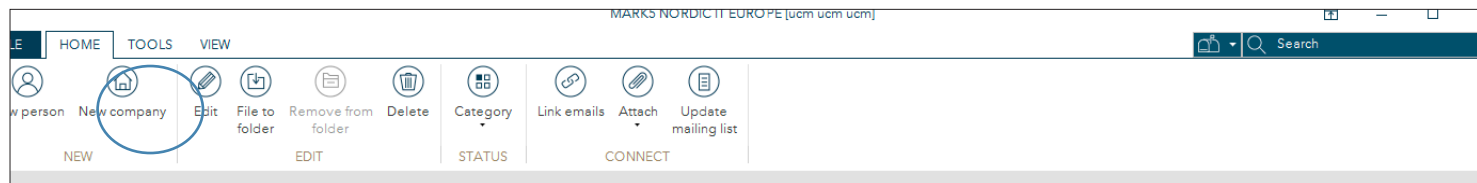
Create person has been renamed **New person**. It is the first icon in the toolbar under the home tab.

2.8 | Create Company = New company

Old MARK5



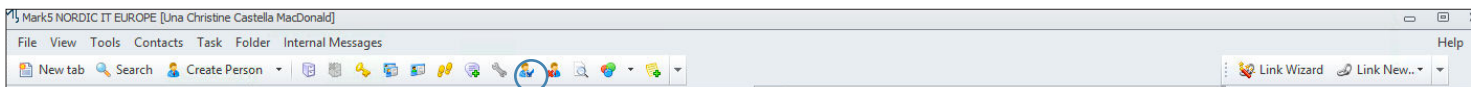
New MARK5



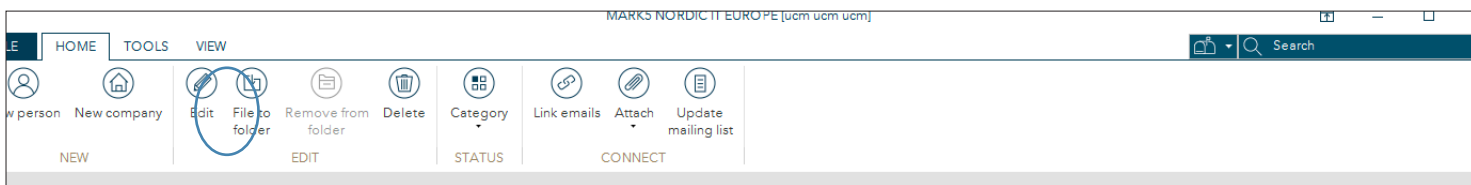
Create company has been renamed **New company**. It is the second icon in the toolbar under the home tab.

2.9 | *Edit contact = Edit*

MARK5



reMARK



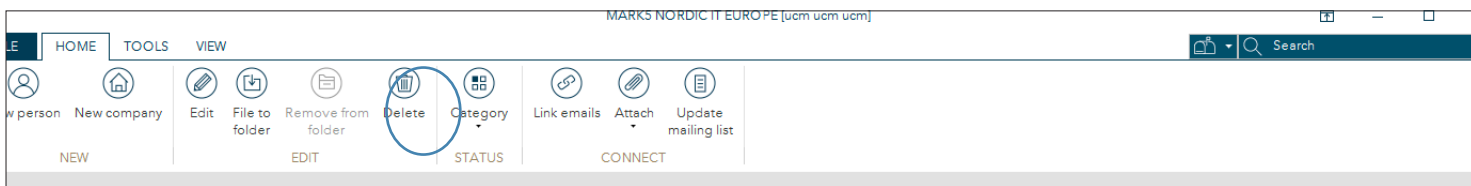
Edit contact has been renamed Edit. You find it in the toolbar under the home tab.

2.10 | *Delete contact = Delete*

MARK5



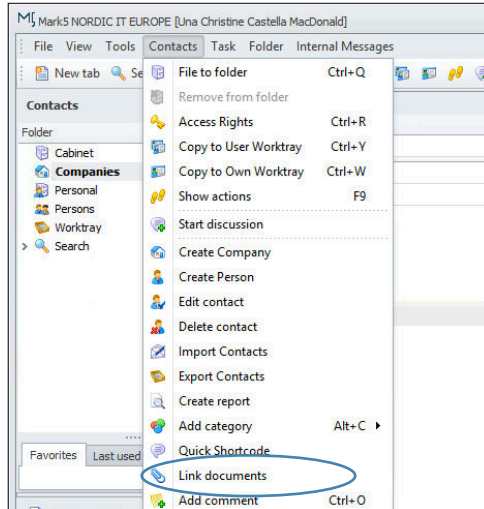
reMARK



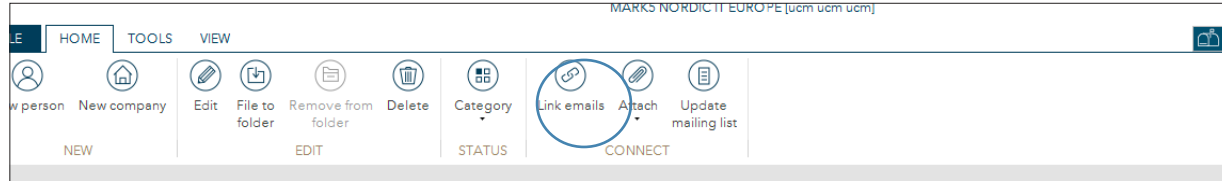
Delete contact has been renamed Delete. You find it in the toolbar under the home tab.

2.11 | Link documents = Link emails

MARK5



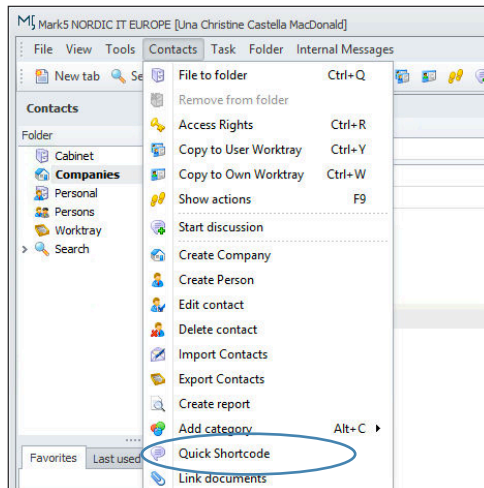
reMARK



Link documents has been renamed Link emails. You find it in the toolbar under home

2.12 | Quick shortcode = Update mailing list

MARK5



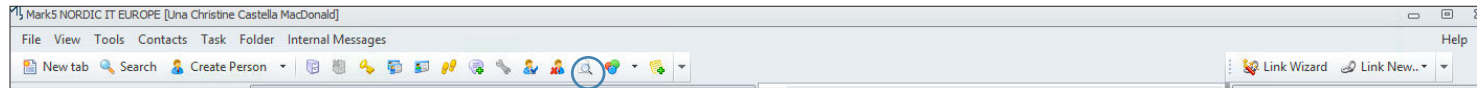
reMARK



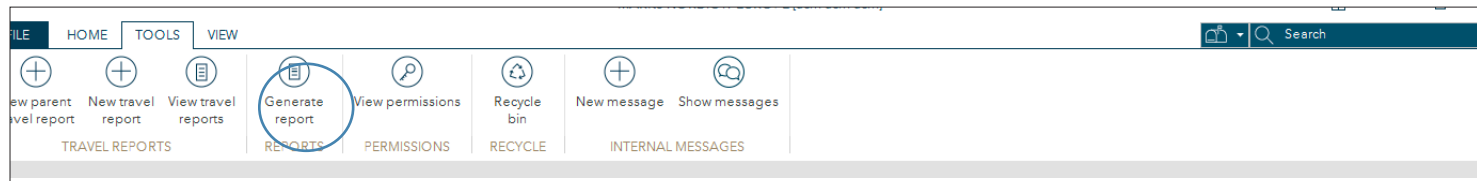
Quick shortcode has been renamed Update mailing list. You find it in the toolbar under home

2.13 | *Create report = Generate report*

MARK5

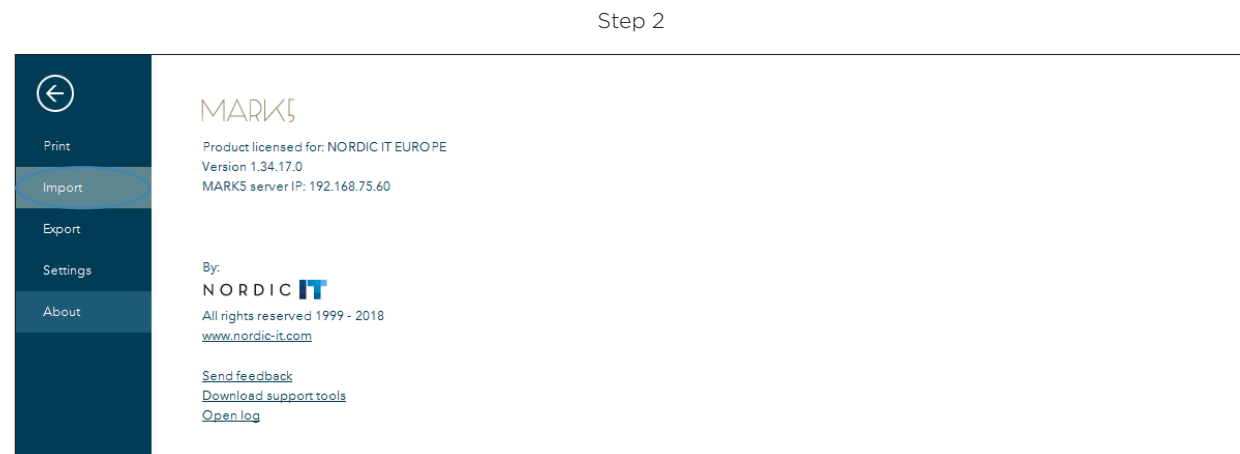
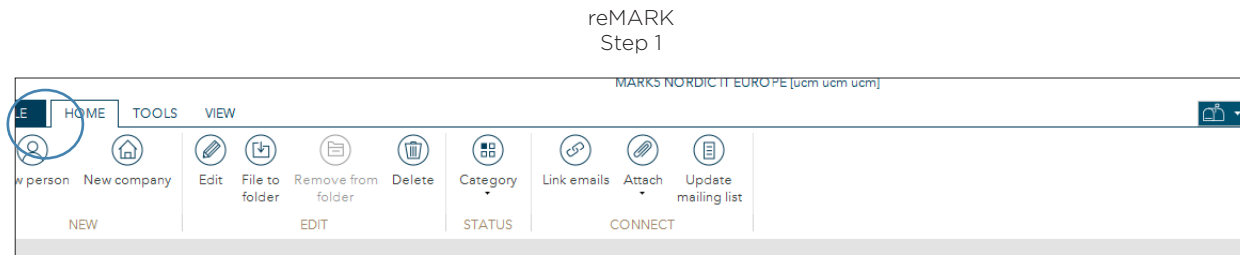
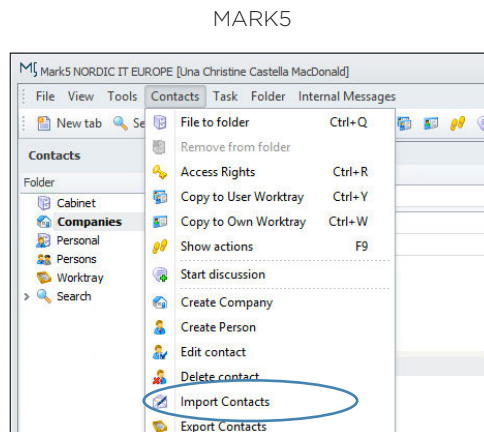


reMARK



Create report has been renamed **Generate report**. You find it in the tool bar under the tools tab.

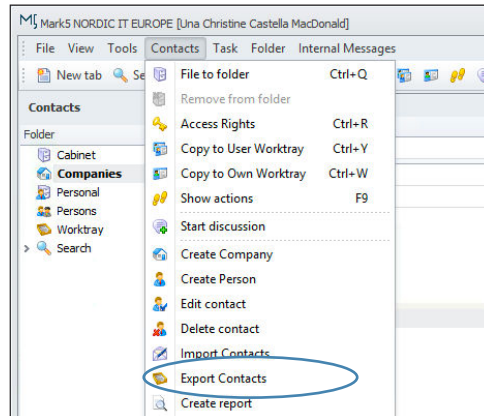
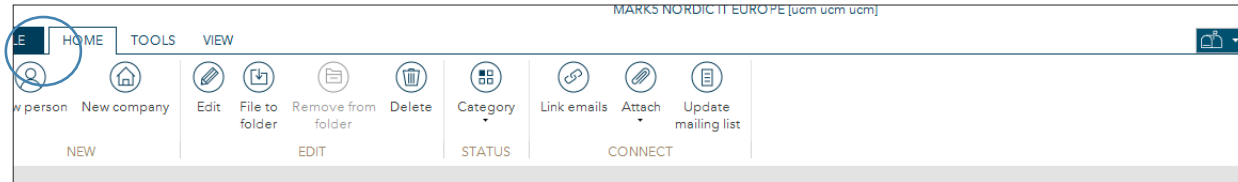
2.14 | Import contact = File > Import



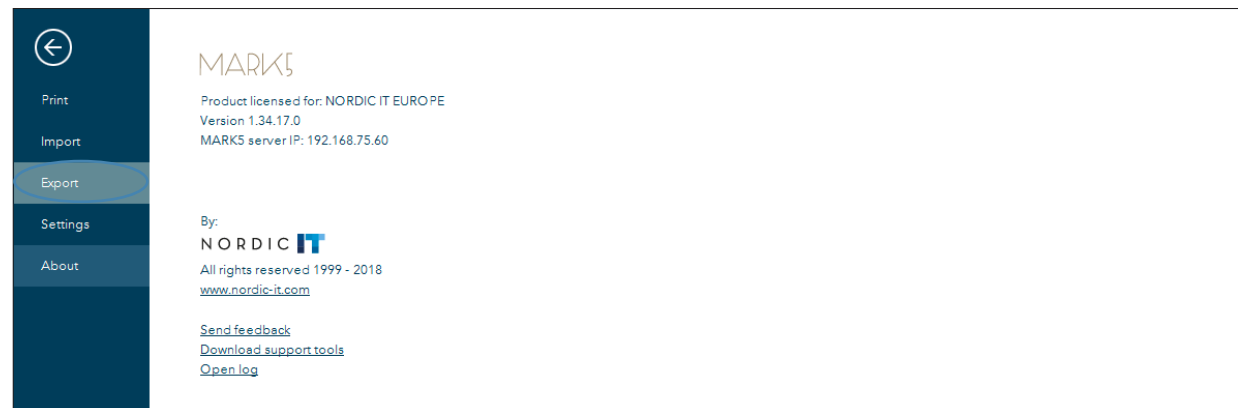
Import contact has been renamed Import. To find it click on file and select Import.

2.15 | Export contact = File > Export

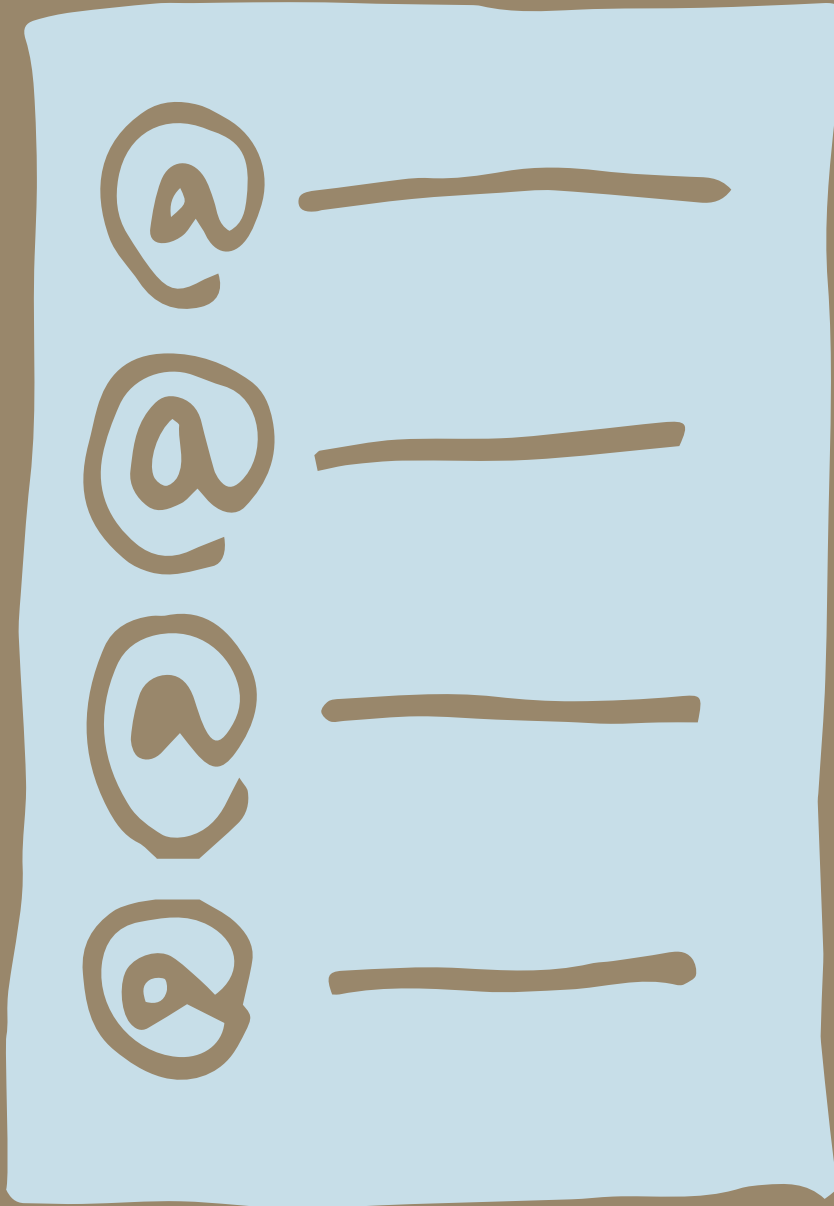
MARK5

reMARK
Step 1

Step 2



Export contact has been renamed **Export**. To find it click on file and select **Export**.

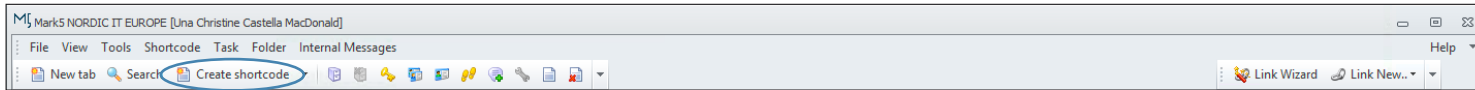


3.0 | *Shortcode = Mailing list*

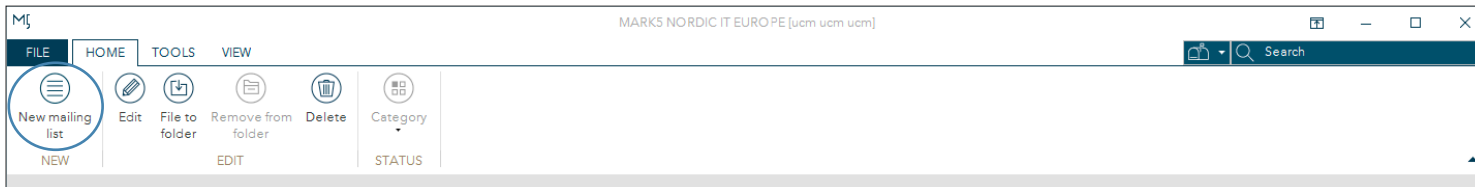
Shortcode has been renamed Mailing List. In this chapter we dig into changes that are specific to Mailing List.

3.1 | Create shortcode = New mailing list

MARK5



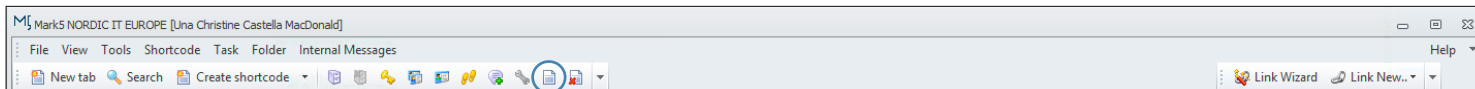
reMARK



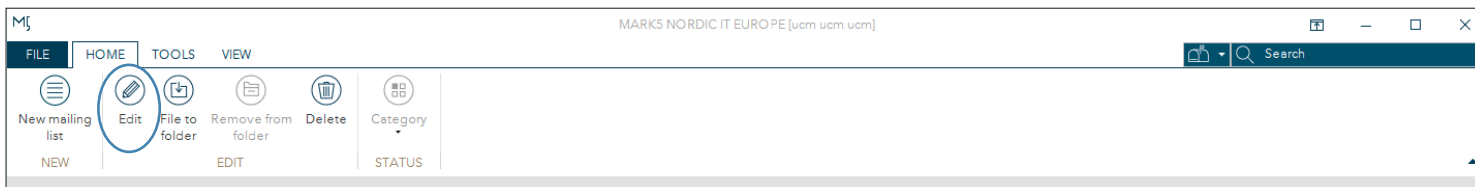
Create shortcode has been renamed **New mailing list**. You find **New mailing list** in the toolbar under the home tab.

3.2 | Edit shortcode = Edit

MARK5



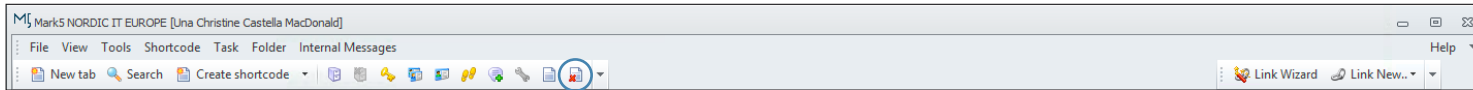
reMARK



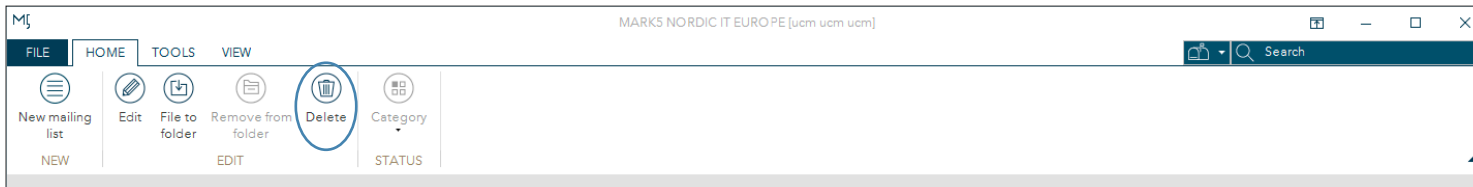
Edit shortcode has been renamed **Edit**. You find **Edit** in the toolbar under the home tab.

3.3 | Delete shortcode = Delete

MARK5



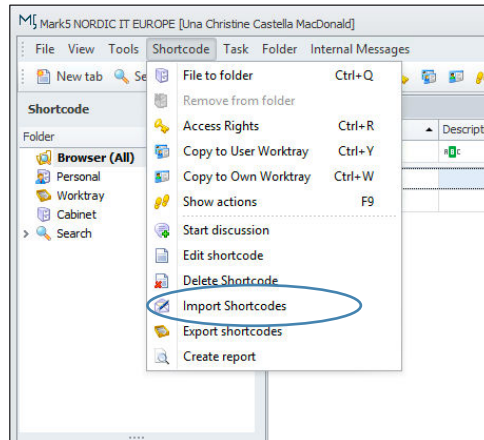
reMARK



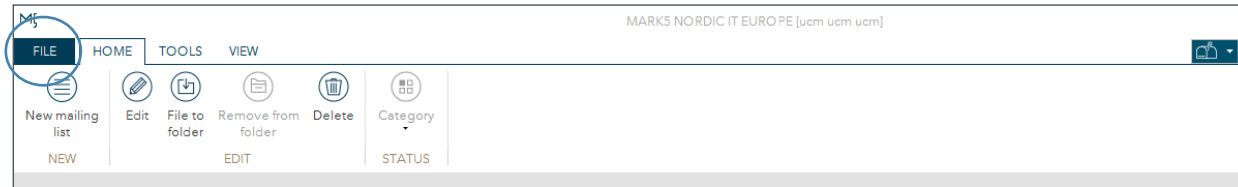
Delete shortcode has been renamed **Delete**. You find **Delete** in the toolbar under the home tab.

3.4 | Import shortcode = Import

MARK5



reMARK
Step 1

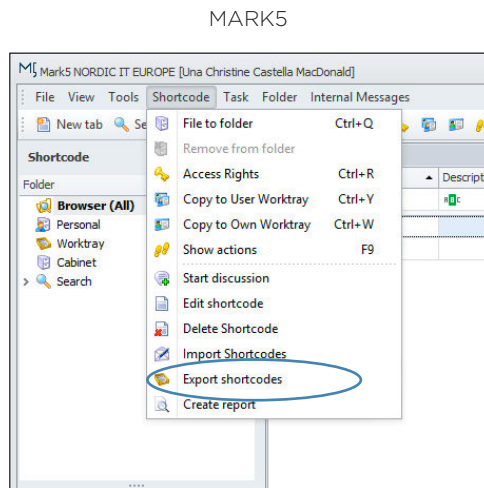


Step 2

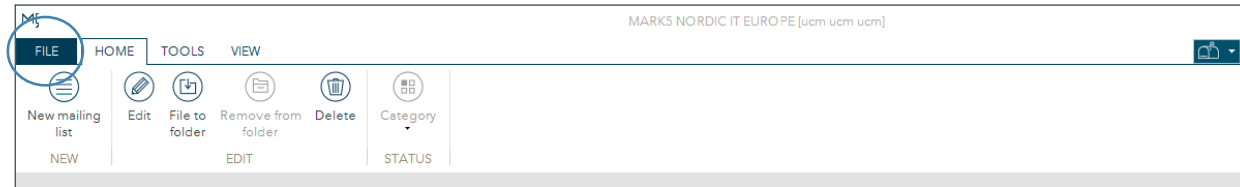


Import contact has been renamed Import. To find it click on file and select Import.

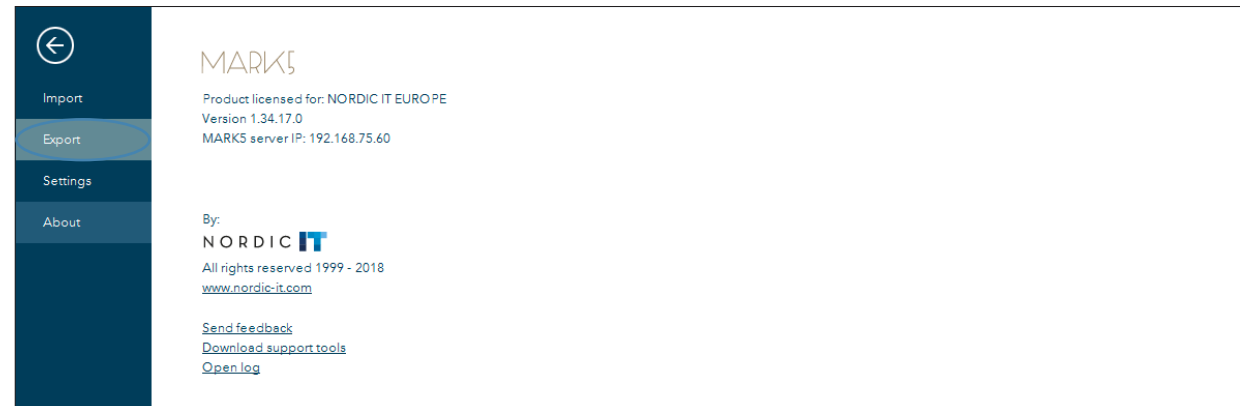
3.5 | *Export shortcode = Export*



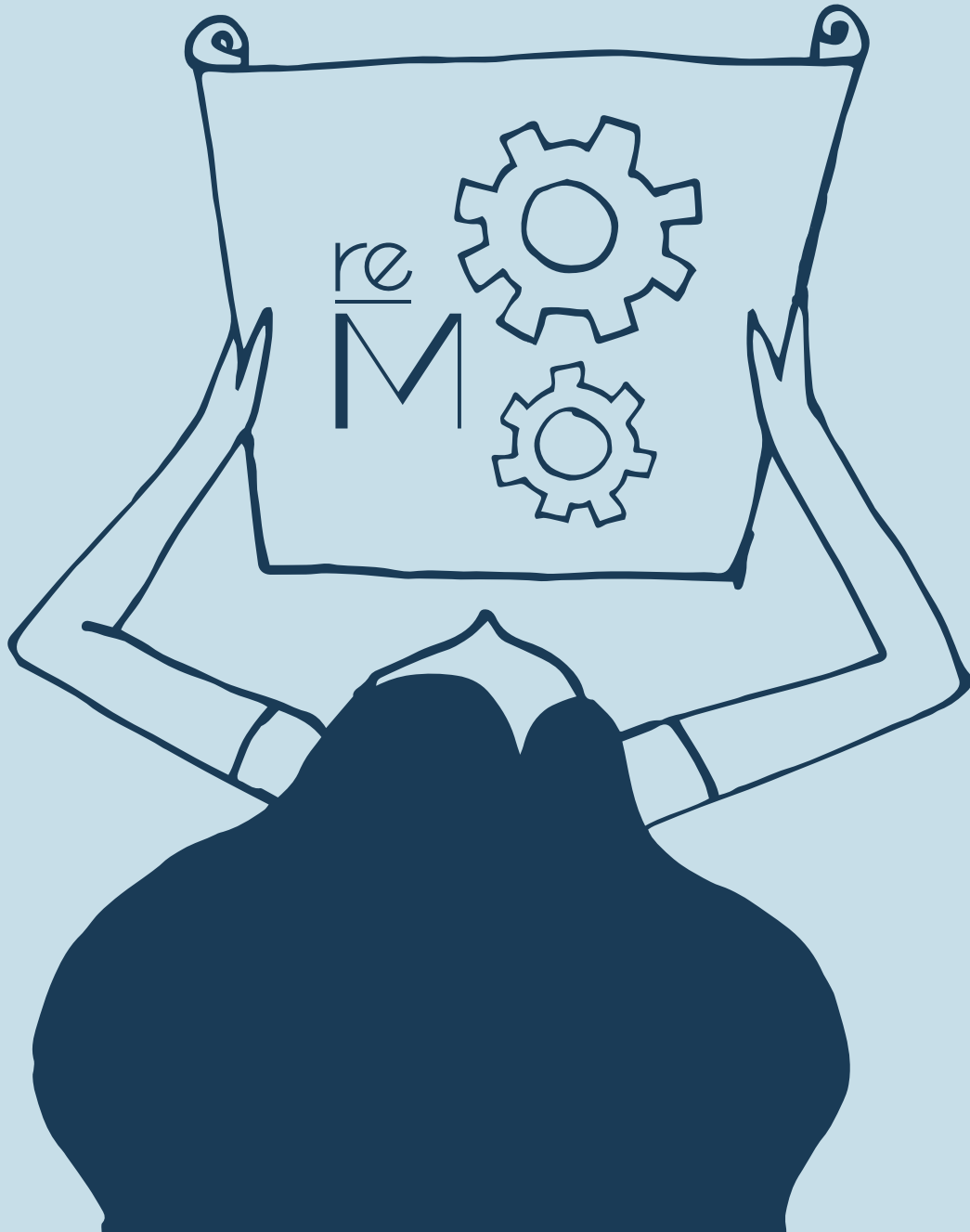
reMARK
Step 1



Step 2



Export contact has been renamed **Export**. To find it click on file and select **Export**.



4.0 | *Alphabetic list of renaming*

A Access rights = View permissions
Add category = Category
Add comment = Comment
Add external document = Import document
Auto filter row = Filter row

C Copy to own worktray = Copy to own To-do List
Copy to user worktray = Copy to user To-do List
Create Company = New company
Create document = New email
Create Person = New person
Create report = Generate report
Create shortcode = New mailing list

D Date/Time jump = Navigate > Date
Delete contact = Delete
Delete shortcode = Delete
Document = Email
Document templates = View templates
Dynamic folder = Search folder

E Edit = Copy to New > Keep only text
Edit contact = Edit
Edit filterview criteria = Add criteria from email

Edit shortcode = New mailing list
Export contact = File > Export
Export shortcode = Export

F Filter view folder = Smart folder
Folder (in Contacts) = Contact list

I Import contact = File > Import
Import shortcode = Import

J Jump to bookmark = Navigate > Bookmark

L Links = Team Overview
Link details = Team Overview > Timeline
Link documents = Link email

M Match to filter = Match email to filter
Mark as read = Read
Mark as unread = Unread

N Navigation of modules = Tab menu

Q Quick shortcode = Update mailing list

R Reload assigned layout = Load default layout template
Reset to default layout = Reset layout

S Search by reference = Navigate > Reference
Shortcode = Mailing list
Show actions = Team overview > History
Show conversation messages = Email thread
Show settings = Settings

T TicTacToe clipboard = Clipboard+

V View client documents = All emails related to

W Worktray = To-do list

