



MARK5 ANDROID APP | User guide

www.nordic-it.com - All rights reserved

1.0 Getting started	04
1.1 Login	05
1.2 Recommended setup	06
1.3 Main menu	08
1.4 Folder view	09
1.5 Basic navigation	10
1.6 Notification view	11
2.0 Emails	12
2.0 Emails2.1 Filter in emails	12 14
 2.0 Emails 2.1 Filter in emails 2.2 Open emails 	12 14 15
 2.0 Emails 2.1 Filter in emails 2.2 Open emails 2.3 Access email features 	12 14 15 16
 2.0 Emails 2.1 Filter in emails 2.2 Open emails 2.3 Access email features 2.3.1 Email features 	12 14 15 16 17
 2.0 Emails 2.1 Filter in emails 2.2 Open emails 2.3 Access email features 2.3.1 Email features 2.3.2 Quick access email features 	12 14 15 16 17 20

Welcome

This user guide will teach you how to use the MARK5 Android app.

The app gives you the opportunity to do business at any time and from anywhere you like. It helps you to keep your workload sorted and available by customizing folders with important emails.

2.4.1 Save email as draft	24
3.0 Contact	25
3.4 Open contact	26
3.5 Access contact features	27
3.5.1 Contact features	28
3.5.2 Quick access contact features	30
4.0 Shortcodes	31
4.3 Access shortcode features	32
4.3 Access shortcode features4.3.1 Shortcode features	32 33
 4.3 Access shortcode features 4.3.1 Shortcode features 4.3.2 Quick access shortcode features 	32 33 35
 4.3 Access shortcode features 4.3.1 Shortcode features 4.3.2 Quick access shortcode features 5.0 Offline mode 	32 33 35 36

7.0 Settings	40
7.1 Email settings	42
7.2 Contact and Shortcodes settings	44
7.3 Composing emails settings	45
7.4 Search settings	46
7.5 Notifications settings	47
7.6 Cache and Advanced settings	48
7.7 Account and About settings	49

Search for mark5.

MARK5

Nordic IT Europe ApS

Carista OBD2

Prizmos, LLC

Calc-FDI-2

Gun Builder ELITE

Lifebelt Games Pte. Ltd.

SCAH Productions

VW Golf Photos

Fairport

4.0 ★

3.9 *

Plain Zero

4.0 ★

3.9 *

🌤 🖬 🖄 .

← mark5

 \odot

CALC-F.D.I. 2

-FARRO



1.0 | Getting started

The following chapter will teach you about the setup and basics of the app.

To get started go to Play Store. Click on the Apps button, and type in: MARK5 in the search bar. Once you see the app icon, tap it and tap Install.

Download the app and open.



1.1 | Login

Now, login. Start by tapping the MARK5 icon. This will automatically lead you to the login page.

To login use the same username and password as when you login to MARK5 on your PC. In hostname and port you need to use the information provided by Nordic IT.

Once you have filled out the information in the right columns, tap login to enter the app.

☞ ⊉ @	¥ 🔋 🕯 89% 🖬 15:0
MARK5	:
Username	
Password	0
Hostname	
Port	
SSL Enabled	$\overline{\mathbf{v}}$
L	DG IN

OG | MARKS



When you enter the app the first time, you will be navigated to the **folder view** in email (screenshot 1).

You can skip this (1.2), but we highly recommend you start customizing MARK5 by adding the folders you use the most to your favorites for faster access.

We recommend you add most used folders as favorites. By doing so, your most used folders will be shown on top of your screen everytime you enter the MARK5 app.

To add a folder to favorites, hold your finger on the folder you wish to choose (screenshot 2). Tap the three dots on the top right corner to open features as shown (add to favorites, enable notifications and enable offline mode). Tap on add to favorites as shown in screenshot 3. The procedure is the same in all the functions.

At any time, you can remove the folders from favorites, by holding your finger on the folder you wish and choose remove from favorites, on the top left bar.

Now you can access the folder under favorites on top of your screen.

This action is also applicable to set up **contacts** and **shortcodes** as favorites.

Tap on three dots to open features. 1.2 | Recommended setup 3. 2. 1. NI 2 al 95% 12:46 📲 🖀 📶 93% 🗖 10:44 ₩M.@.. NI 🖀 📶 95% 🖬 12:46 MM . ≡ Emails Add to favourites Enable notifications Folders Folders Folders LKB Privat Enable offline mode Favorites Favorites /Personal/LKB milver LKB Privat LKB Privat Marketing > /Personal/LKB Privat /Personal/LKB Privat /Browser (All)/Marketing Marketing Marketing > /Browser (All)/Marketing /Browser (All)/Marketing /Browser (All)/Sales > Folders /Browser (All)/Sales /Browser (All)/Sales Folders Browser (All) Folders Browser (All) > Cabinet Browser (All) Notifications On Notifications on the Cabinet Smart folder > chosen folder are now on. Notifications On Smart fo Smart folder Personal > Personal Persona := Worktray

We also recommend you to set up notification subscriptions and offline mode on the folders you use the most.

07 | MARKS

Caching is a data storage mechanism which means that if you enable this, you can access the data in the folder when you have no connection. You should enable caching on the folders you wish to access when having no connection.

You enable these functions by tapping the three dots in the right side of the top bar (screenshot 1). The folders with enabled notifications will say notification on (screenshot 3).

This is important because you want to receive notifications so you do not miss out on anything important.

You access your notifications by switching between tabs.



1.3 | Main menu

To open the main menu, tap the icon with the three lines in the top bar left corner.

Below the MARK5 logo, you are able to access the different modules of the app, as well as the settings (3). When clicking on the wheel icon, you will be able to change your settings. These will be explained under "Settings".

The three modules you can access on the main menu are **emails** (contains your emails), **contacts** (your address book) and **shortcodes** (your mailing lists).

The module you want to view will appear in light blue when clicking on it, as shown in the screenshot.



1.4 | Folder view

This page will teach you how to access your folders.

First, tap the icon with the three lines in the top left corner, and choose **emails** as shown on the screenshot.

When tapping **emails**, you will enter the **folder view**. Here you can see your folders categorised between **favorite** folders, **all** folders or **local** folders.

If you tap the **expand icon** you will see more folders to choose from. You choose a folder by tapping the name of the folder. 🖬 MJ 🖻 ...

MARKS

Emails

Contacts

Shortcodes

Linnea Birk

 \geq

B

 \equiv

1.5 | Basic navigation inside folders

When you have tapped the folder you wish to view, you will be navigated to the email list view. As you can see in the screenshot, the app is build up by 4 areas:

1 | In the top bar of the screen you can see that you are in emails, and the name of the chosen folder on the top bar.
Here you also have the option of going back to the previous page, by tapping the arrow in the top bar left corner.

2 | In the top bar you see filter and search where you can search or filter for specific emails you want to find.
 These two features will be explained under "Filter in emails" and "Search".

3 | The middle section of the page is your content view, your chosen folder.

4 | You also have the option to compose a new email, won clicking on the round blue icon . Note that composing a new email is only possible when you are viewing the email function.





📲 🖀 📶 75% 🖹 16:21

12:00

06:44

01:21

01.06

Notifications

1.6 | Notifications view

This page will teach you how to access your notifications.

First, tap the icon with the three lines in the top left corner, and choose emails, similar to when you open folder view.

When tapping the email function, you will automatically be active on the folder view. You can then tap on **notifications**, to open the notifications view.

Here you can scroll down, to view all your email notifications.

You can always tap on **folders**, to get back to the folders view.

2.0 | *Emails*

This chapter will teach you about emails.

Make sure that you view **emails** by tapping the icon that says email from the three-line icon on the left corner of the top bar. Once you are viewing your emails, choose the wished folder as descriped under "Folder view".





2.0 | *Emails*

Now, take a look at your **email content view**. In the right corner of every emails you are able to see the date the email has been received.

In the left side you will, on some emails, see several icons.

The arrow pointing to the right indicates that the email is incoming.

The same arrow pointing to the left indicates that the email is outgoing.

The dark blue dot indicates that the email is unread. If you read or mark the email as read, the dot will disappear.

The paper clip indicates that the email has an attachment.

The colors indicate that the email has been assigned categories.

The speech buble indicates that there is comments to the email.

2.1 | Filter in emails

1 | On the right top of the front page you have the option of filtering for specific emails.

Note that you can only filter emails in the specific folder that you are in. When filtering another folder, go back to **emails** and choose the folder you want to filter in.

2 | Tap the filter icon and enter the word you need to filter for. Hit the **search icon** on the keyboard and the results will appear.

The exact same procedure is applicable to the modules **contacts** and **shortcodes**.



Tap here when you want to filter.

2.2 | Open emails







Make sure that you view emails.

To open an email, tap the one you wish to view.

You will now be navigated to view the content. If you scroll down, you will see the entire content of the email.

Navigate from the bottom bar to reply, reply to all or forward.

If you wish to see further email details, click on show details.

When clicking on show details, you can view the reference number, which mailboxes the email has been sent to and where the reply will be sent to. Simply tap hide details, to show less email information.

By tapping the icon with the three dots in an open email you can access different features. These will be explained in the next pages.

N O R D I C **M** www.nordic-it.com - All rights reserved

2.3 | Access email features

1 | To access the **email features** tap the icon with the three dots in the top bar right corner.

2 | You will now see the options from the dropdown menu as shown in the screenshot.

To return to the email, tap at any point outside the dropdown menu.



2.3.1 | Email features







⊑M; ≌	*1	🤋 .al 88% 🖿	11.05
Nordic	T Insights		
From:	Nordic IT <newsletter@nordic-it.< th=""><th>com></th><th></th></newsletter@nordic-it.<>	com>	
Set	priority		
s 💿	Urgent		I
0	Normal		I
0	Low		I
	CANCEL	ок	I
	Android app releas	e	

Starting from the top, you have the option to mark an email as read/mark as unread. If you click, the action will be carried out right away.

If you tap copy to worktray, the email will get copied to the worktray folder right away. If you tap copy to folder or move to folder you will be navigated to the folder view. Here you pick the folder you wish to copy the email to, and confirm that you wish to move the email to the specific folder. The next function is set priority, where you can choose between urgent, normal or low.

18 | MARKS







If you tap categories, you will be navigated to the **categories feature**. Here you tap Edit in the right corner of the top bar.

Choose your categories by scrolling down, select a category, and tap save when you have finished.

You will now see your selection in the **categories feature**. Click on the left top arrow to return to email. You can view and write comments if you hit comment from the dropdown menu.

You will be navigated to the **comments feature** as shown above. Here you can see comments that have been written to the email and you can also add comments yourself.

To add a comment, tap the bottom bar, write your comment and hit the right arrow when you are done.

Click on the left top arrow to return to email.

You can view everything that has happened on an email as well. Tap **actions** from the dropdown menu.

You will be navigated to the **actions feature**.

Here you can see all actions other users have carried out to the specific email, such as who have read, replied and commented.

Swipe down to see all the action information.

Click on the left top arrow to return to email.

The last function you can access is links.

📲 😤 📶 86% 🖹 11.25

If you tap links from the dropdown menu, you will see how the email is linked.

Click on the left top arrow to return to email.

2.3.2 | Quick access to email features

You have the option to access the email features without opening the email first. Here you just hold you finger on the choosen email, until the topbar changes. 1 | The topbar will change to look similar to screenshot 1. The option mark as read/unread will be carried out immediately after tapping this

2 | If you tap the icon with the three dots, you will be able to access the features **copy** to worktray, copy to folder, set priority, categories or delete from folder as explained in the previous pages.

You also have the option to access the following email features: categories and copy to worktray without opening the email first.

To do so, swipe you finger on the chosen email, either from left to right or right to left. The following actions will be explained in the next pages.



NE 3 al 92% 14:18

04/04/2017

29/11/2016

Copy to worktray

Copy to folder

Move to folder

Set priority

Press long time with finger to make topbar change.

2.3.3 | Quick access to email feature: Categories

When swiping your finger on a chosen email from left to right, a brown box saying categories will appear.

Swipe all the way through to the right.

After swiping, you will be redirected to the category page, where you can use the same method as described under "Email features".



21 | MARKS

2.3.4 | Quick access to email features : Copy to worktray







When swiping your finger on a chosen email from right to left, a dark blue box saying copy to worktray will appear.

Swipe all the way to the left.

Your email will then be copied to your worktray. To access your worktray, click back to the email folder view with the arrow on the right top bar. When tapping worktray, you will then be able to view your copied email.

2.4 | Write email

1 | This chapter will teach you how yo compose a **new email**.

To write a new email, you need to view emails. In the bottom right corner, click on the circle icon. This will navigate you to write an email.

2 | When clicking on the circle icon you will be redirected to a new email page, where you can choose which **template** you want to use: **default**, **local** or **another template**.





2.4 | Write email

To add recipient or receivers to Cc or Bcc, simply tap on the bar and type the email adresses.

The mail box tells you which email you are sending from.

Now, type in an email subject by tapping the subject bar.

Write your email message by typing in the blank space beneath the subject line. Once you have filled out the necessary information and you have written your message, send your email by clicking on the circle icon in the right bottom corner.

If you have enabled priority views in your setting, a line above mailbox will appear, where you can choose to set the composing emails' priority to normal, urgent or low.

2.4.1 | Save as draft





If you have written an email, but are not ready to send it, you can tap back on your Android phone.

Now you get the ability to save the email as a draft by clicking yes in the box similar to the one shown above. You access your drafts by opening the **emails** with the three line menu on the top left bar.

When clicking on one of your folders expand icon, you will be able to access your draft folder.

Tap the draft folder, and you will be able to view your drafts. Tap the draft you wish to continue working on, and hit send once you are done.



3.0 | Contacts

This chapter will teach you how to set up your **contact folders** and how to navigate around in **contacts**.

When you hit **contacts** from the main menu, you will be nagivated to contacts **folder view**.

To add contacts to **favorites** use the same method as described under "Recommended setup".

3.1 | Open contact



On the screenshot above you see a contact information page.

If you tap the email icon \boxtimes you will get straight to composing an email with the contact you have selected as the receiver.

Some contacts will have a phone icon &. If you tap this icon, you will call the selected contact directly by phone.

Some contacts will have a text message icon \checkmark . Tap this icon and you will be sent to text messages to write a message to the selected contact.

Some contacts will have a maps icon \bigcirc . Tap this icon and you will be sent to maps to view the contacts' address in your Maps app.

3.2 | Access contact features

There are different actions that can be carried out to any contact. The following chapter will teach you how to access and use these features.

To acces them, click on the icon with the three dots in the right corner of the top bar as shown in screenshot 1.

Now you will see a dropdown menu (screenshot 2). The different features will be explained on the following pages.



3.2.1 | Contact features



÷	Contacts		Y	¢
Folder	s			
	Persons			2
	Сору			
ſ	Do you want to cop Personal folder?	y the con	tact to	
		NO	YES	
h				



The first feature from the dropdown menu is copy to worktray. When you tap this feature, the contact will be copied to your worktray immediately.

The same is applicable to copy a contact to a designated folder. Simply tap copy to folder and then chose a folder. If you tap either copy to worktray or copy to folder, you will be navigated to select the folder you wish to move or copy the contact to.

Once you have found the wished folder, tap it and your contact will be copied or moved. If you tap actions from the dropdown menu you will be navigated to view all the actions carried out to the specific contact.

Tap on the arrow in the left corner of the top bar to return to the contact.

3.2.1 | Contact features





To assign a contact to a category, click on edit in the right corner top bar.

Once you have clicked on edit, choose the categories by clicking the ones you wish to add. When you are finish choosing the categories, tap save on the bottom bar.

SAVE

💐 😤 📶 76% 🖹 14.22

The last feature from the dropdown menu is delete from folder, where you can delete the contact from the specific folder. When you tap this, you will see the question box as shown in the screenshot.

If you click yes to delete the contact from the folder, the action will be carried out right away.

3.2.2 | Quick access contact features

You can access the different contact features from the **content view**. You do this by holding your finger on the contact in question. Now you will see the top bar changing (screenshot 1). If you tap the icon with the three dots, a dropdown will appear. When you click on the different features from the dropdown, the procedures will be similar to the ones described in the previous pages.





4.0 | Shortcodes

This chapter will teach you how to set up your **shortcode folders** and how to navigate around in **shortcodes**.

Through shortscodes you can find your predefined mailings lists.

When you hit **shortcode** from the main menu, you will be nagivated to **shortcode view**.

To add shortcodes to **favorites** use the same method as described under "Recommended setup".

4.1 | Access shortcode features

To access features in shortcodes, tap the icon with the three dots in the right corner of the top bar in any open mailing list. Now you will see a dropdown menu (screenshot 2).

The different features will be explained in the following pages.



4.1.2 | Shortcode features







If you tap the first feature from the dropdown, create new email, you will be navigated to compose a new email with the shortcode in Bcc.

Here you choose your template, before you can fill out the rest of the information of the email and hit send.

If you tap copy to worktray the action will be carried out right away. The next features in the dropdown is copy to folder or move to folder. If you click here you will be navigated to select the folder you wish to copy or move the shortlist to.

4.1.2 | Shortcode features





If you tap actions from the dropdown menu you will be navigated to view all the actions carried out to the specific **shortcode**.

Tap on the arrow in the left corner of the top bar to return to the contact.

If you tap links from the dropdown menu, you will be navigated to the **links feature**.

Here you can trace in which folder or tray your document is located. The last feature is delete from folder. If you tap that, you will see a question box, as above. Here you click either yes or no.

4.3 | Quick access shortcode features

You can access the different **shortcode features** from the content view. You do this by holding your finger on the wished shortcode folder. Now you will see the top bar changing (screenshot 1). If you tap the three dots a dropdown will appear. The features work the same as described in the previous page.





5.0 | Offline mode



This chapter will teach you about the MARK5 app offline mode.

If you wish to work with MARK5 while being offline, make sure you have enabled caching on the folders you want to work in (follow instructions from "Recommended setup"). This is important because with MARK5 you are only able to access emails from folders where offline mode is enabled (see "Recommended setup" to set up offline mode) and recently opened emails while being offline to make sure the app performs well. You will not be able to view attachments. To work offline, choose a folder and start working as usual.

When you are working in offline mode, you can prepare new emails and save them to be sent out when you are online again. To do this, prepare an email and tap send. Your email will be sorted in the outgoing folder and sent when you get online.

The app automatically shows you status of the connection. If your connection gets unstable it will notify you and you will see a connection status bar similar to the one in the screenshot above. If you tap the bar you will force the app to connect.



you want to search for.

Tap here when you are ready to search.

N O R D I C www.nordic-it.com - All rights reserved

6.0 | Search

search function.

shortcodes).

This chapter will teach you about the

1 On the right top of the front page you

have the option of **searching** for specific

2 | The search tool page will open.

explained on the next page.

The following search procedure will be

The search procedure is applicable for all

of the three modules (emails, contacts and

6.1 | Search









First, choose where to search. The enabled boxes will be highlighted in light blue.

If you wish to disable one of these search options, simply tap the one you wish not to search for.

You can always reset your research by tapping reset on the top right bar.

On some fields, you will notice a small white arrow, where you can specify your search, as shown in screenshot above. After your selection, tap the blank field to type in specific search words.

A keyboard will appear on your screen.

Now type in your search word and tap Return in the right corner of your keyboard.

The same method applies to search addresses in, reference number, comments and attachments.

6.1 | Search









To search for a specific category, tap categories.

When this happens, simply select the folder or category you wish.

Once you finish tap Done in the right corner of the top bar. You can also choose none, and the search function will search for any of the concerning field.

Use the same procedure in both categories, mailboxes and priority.

Once your search is ready, tap the round button with the search icon in the bottom of the screen Q.

You will automatically be redirected to a result page, where your search results can be viewed. To adjust your search, tap back and correct.

The same search procedure is applicable for the modules **contacts** and **shortcodes**.



7.0 | Settings

This chapter will teach you about settings.

 2 | As you can see, the MARK5 app can be highly customized to suit your personal needs.
 The settings are structured under different headings as seen on screenshot 2.

7.0 | Settings

To change or adjust your settings, you will have to tick off the cases you want to activate or not.

Once a tick is on, the function is activated. You can always remove a function, by ticking the box off.

The different settings and how to adjust them will be explained in the following chapter.

🖬 MJ ピ ... N 🕅 📶 64% 🖬 16.23 Settings 4 Emails Emails to download 250 emails will be downloaded when a folder is opened. Unread indicator Blue dot will be shown on the list if I didn't read the email m Compact list Preview of the email will be shown on the list Mark as read delay Delay before automatically setting email as read when viewing. Currently: Immediately Large attachment warning Do not show warning before downloading large attachment over metered connections View emails in plain text Email content will be downloaded in HTML format.

7.1 | Email settings





עאנש לי נ	Settings Emails	T
Emails to 250 email opened.	o download s will be downloaded when a folder i	s
Unread in Blue dot w read the e	ndicator ill be shown on the list if noone mall	
Compact Preview of list	t list f the email will not be shown on the	
Mark as Delay befor when view Currently:	read delay ore automatically setting email as re ing. Immediately	ad
Large att Do not shi large attai	achment warning ow warning before downloading chment over metered connections	
View em Email con format.	ails in plain text tent will be downloaded in HTML	

In documents to download you choose how many emails should be downloaded in the app. Turn this function on if you wish to have a blue dot showing an indicator that you have not read an email.

Turn this function off if you wish to remove this indicator.

Turn this function on if you wish to show a preview of the email on your mailing list.

Turn this function off if you wish to remove a preview of the email.

7.1 | Email settings







In the setting for mark as read you can adjust how many seconds the email could be open before being marked as read. Turn this function on if you wish to receive a warning about the size of the attachement.

Turn this function off if you wish to remove the warning.

Turn this function on if you wish to view email in HTML format.

Turn this function off if you wish to remove HTML view.

7.2 | Contact and shortcodes settings



Choose whether you want to <u>synchronise</u> contacts. Whenever a folder is opened, all contacts will automatically be downloaded and available to view offline.

You can also turn on or off visibility of contact fields as shown on screenshot.

Choose whether you want to synchronise shortcodes. Whenever folder is opened all shortcodes will automatically be downloaded and available to view offline.

7.3 | Composing emails settings









Turn this function on, by ticking the box, if you wish to remove the mailbox address from recipients when doing reply to all.

Turn this function off, by ticking the box, if you wish to keep the mailing box from recipients when doing reply to all. You can adjust which type of template you wish to use in the app. Either you can use the template you always use in MARK5 (not the app) or you can define your own that will only be used in the app. You also have the options of choosing everytime or you can choose not to use a template. You can define a local template to use only in the app. The text you write here will appear everytime you compose, reply and forward an email. You can chose wheither you want to have the function set priority when composing a new email or not. When enabling this function, you can set the priority of the email you are composing.

(See: Write emails).

7.4 | Search settings



Choose the amount of email results you wish shown when using search.

Choose the amount of contact results you wish shown when using search. Choose the amount of shortcode results you wish shown when using search.

7.5 | Notifications settings



MS	≝ 👫 😤 .al 62% 🖬 16.41	1
<	NOTIFICATION SOUND	
۲	Click	
0	Dew Drops	
0	Ding-Dong	I
0	Future	
0	Good News	
0	Hangouts Message	
0	Harpsichord	l
0	Hello	
0	Hint	
۲	Jazzy	
0	Jump	
0	Knock	



You can choose to show notifications on MARK5 app and the system drawer.

Turn this function on by ticking the box. You can remove this by ticking the box again. Select your notification sound by scrolling down the different options. Simply press on one sound, and a blue dot will show your selection, on the sound you have chosen.

You can change it, simply by pressing another notification sound.

You can choose to have a vibration on your phone when you receive a notification on your MARK5 app.

Turn this function on by ticking the box. You can remove this option by ticking the box again.

7.6 | Cache and advanced settings









In cache limit you choose how long to keep cached stuff. Note that the longer period

of caching you choose, the more space it will use your phone. In clear cache you choose whether cache should be reset everytime the app is started. In advanced,, you choose if you want to share usage statistics data and diagnotic informations with Nordic IT to improve MARK5 app.

Turn it on by ticking the box or remove it by ticking it off.

You can update the MARK5 app by clicking on update configuration.

A box will appear and the download will automatically start (screenshot 2).

49 | MARKS

7.7 | Account and About settings



In settings you can access
your account information.

The only action you can carry out on this page is logging out of your MARK5 app by tapping on this section. You will then be logged out and redirected to the login page .

The last thing you can access in settings is information about MARK5.

¥i 😤 "al 98% 🖿 09.08

Settings

About

Here you can send feedback, read MARK5's private policy or see further information about the downloaded version of your MARK5 app.

(See: Login).