



**MARK5** | *Shortcode module guide*

## 0.0 | *Welcome*

In this guide we will go through the shortcode module in MARK5. This module will help you distribute mails much faster. Shortcodes are your mailing lists that you predefine, so you can distribute mails to many recipients in just a second.

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# 1.0 | Short-keys

Combine with nothing

Combine with Alt

EDITOR SHORT KEYS: Combine with Ctrl

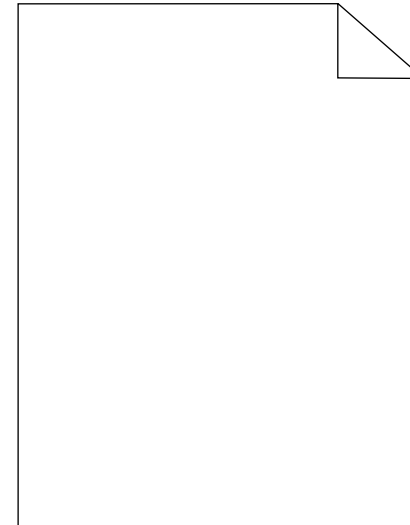
Combine with Ctrl

Combine with Ctrl + Shift

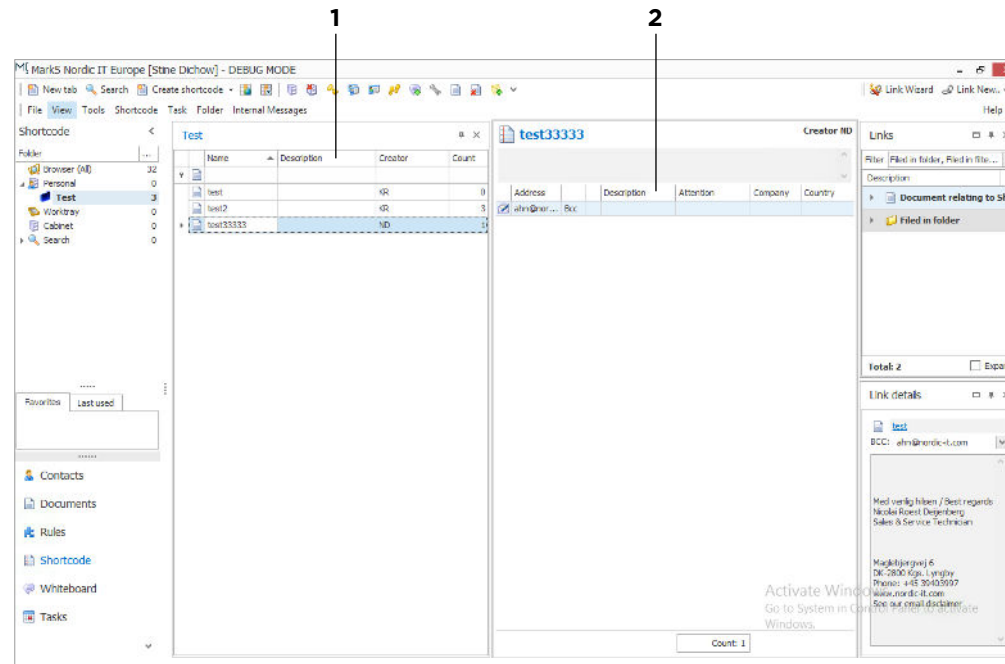
Esc	F1	F2 ADD EXTERNAL DOCUMENT CREATE NEW EMAIL	F3 SCROLL BETWEEN EMAILS	F4 SCROLL BETWEEN EMAILS	F5 EDIT/SEND DOCUMENT	F6 REPLY ALL REPLY EMAIL	F7 FORWARD EMAIL	F8 SEARCH	F9 SHOW ACTIONS	F10	F11	F12	Print Screen	Scroll Lock	Pause Break	
.	1 ASSIGN TO CATEGORY	2 ASSIGN TO CATEGORY	3 ASSIGN TO CATEGORY	4 ASSIGN TO CATEGORY	5 ASSIGN TO CATEGORY	6 ASSIGN TO CATEGORY	7 ASSIGN TO CATEGORY	8 ASSIGN TO CATEGORY	9 ASSIGN TO CATEGORY	0 QUICK EDIT FILTER	-	=	\	Insert	Home VIEW LATEST RECEIVED DOCUMENT	Page Up JUMP BETWEEN DOCUMENTS
Tab ↹	Q FILE TO FOLDER	W COPY TO PERSONAL WORKTRAY	E CENTER	R ACCESS RIGHTS ALIGN LEFT	T EDIT TEMPLATE INSERT TEMPLATE	Y COPY TO USER WORKTRAY	U UNDERLINE	I INTERNAL MESSAGE ITALIC	O ADD COMMENT OPEN FILE	P PRINT	{	}	Enter ↵ SEND EMAIL	Delete	End VIEW FIRST RECEIVED DOCUMENT	Page Down JUMP BETWEEN DOCUMENTS
Caps Lock	A SELECT ALL	S SEARCH FOR FOLDER DOCUMENT TRANSMIT STATUS SAVE	D	F FIND WORD	G	H REPLACE	J	K	L ALIGN LEFT	:	"					
Shift	Z UNDO	X CUT	C OPEN CATEGORY WINDOW COPY	V PASTE	B BOLD	N	M NEW INTERNAL MESSAGE	<	>	?	Shift	Turbo			↑ SCROLL WITHIN EMAIL MOVE FOLDER UP	
Ctrl		Alt	MARK DOCUMENT AS READ				Alt			Ctrl			←	↓ SCROLL WITHIN EMAIL MOVE FOLDER DOWN	→	

## 2.0 | *Shortcode module*

In this chapter, we will first go through the **shortcode work area**. Then, we will learn how to **create shortcodes**. We will learn how to send an email using a shortcode as well as learn to create a shortcode while sending an email.



## 2.1 | Shortcode work area



Lets take a look at the [shortcode work area](#). To access the module, choose from the lower left corner: [Shortcode](#). Now, you will experience your work area changing so it looks similar to the screenshot above.

What changes is the [object list](#) in the centre of the screen. Everything else remains unchanged and will still view folders, links, menu and so on, the only change here is that the different areas now refer to the [shortcode module](#) (Links informs of the shortcodes details, menu centres around shortcodes and so on). But lets quickly take a peek at the changed object list.

**1 | Shortcode preview:** Here you can see every available [shortcode](#).

**2 | Shortcode details:** This is where you can see details of the shortcode in question. You are able to see every [email address](#) that is on the [shortcode mailing list](#).

## 2.2 | Create shortcode

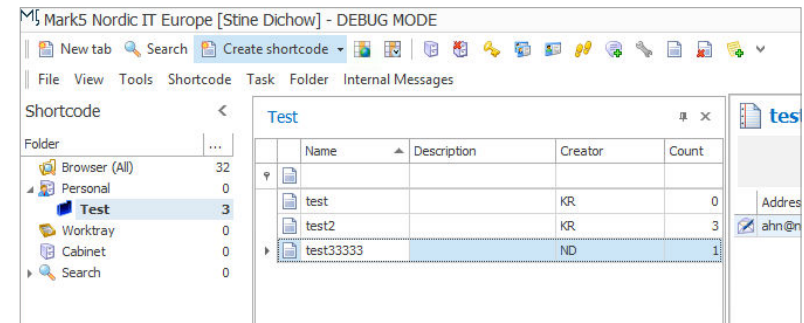
Now, let us get into how you can create your own shortcode mailing lists.

**1** | To [create a shortcode](#), go to the [menu](#). If you are in the [shortcode module](#), you will see [create shortcode](#) in the [menu-bar](#).

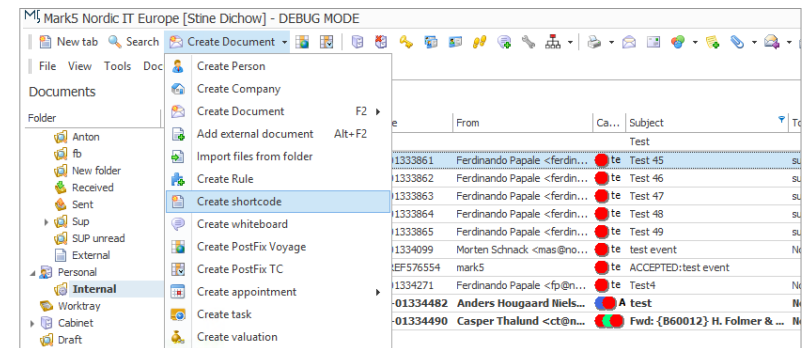
**2** | However, if you are in documents, contacts or other modules you have to click the [drop-down](#) in the menu, beside the [create bottom](#) and [choose create shortcode](#).

Both approaches will open your [Create shortcode window](#).

**1.**



**2.**



## 2.2 | *Create shortcode*

This is your **Create shortcode window**. Here, name the shortcode: In this example we type in: Shortcode Test. To continue you have to press **edit**. This will open a new window, shown in the next page.

Mj Create shortcode

Main Links

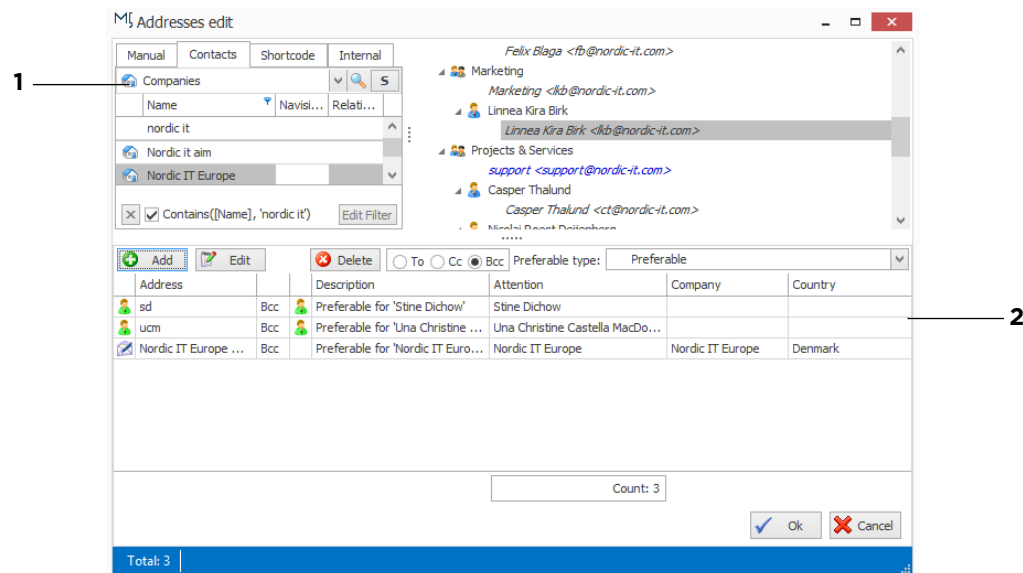
Name Shortcode test Creator sd

Address	Description	Attention	Company	Country
---------	-------------	-----------	---------	---------

Count: 0

Edit Delete Ok Cancel

## 2.2 | Create shortcode



This is where you [add addresses](#). Lets start by getting to know this window. The window consists of two areas.

**1** | In the top of the window, you can navigate between [manual](#), [contacts](#), [shortcode](#) and [internal](#). In [manual](#) you type the addresses you want to add manually. Here, you can also search directly through contacts. In [contacts](#), you can search through the address-book for persons, departments and companies. In [shortcode](#) you can choose existing mailing-lists and in [internal](#) you can choose from internal users. Below the navigation options you see everything, you can choose from, which change accordingly, when you navigate between the tabs.

**2** | The lower part views [added addresses](#), and just above you see your choices: [add](#), [edit](#), [delete](#), [to](#), [cc](#) and [bcc](#).

To enter addresses to the mailing-list use the top part of the window. Choose if you want to [enter emails manually](#), choose from [contacts](#), [existing lists](#) or [internal](#). Mark the address you want and press add. The added address will then be visual just below. You can remove by clicking [delete](#). Furthermore, you can set an address to either [to](#), [cc](#) or [bcc](#). This can be set individually for each address. You also have the option of editing each contact individually. To do so, mark the address and click edit. Here, a small window opens, that allows you to customise the name to be used before the address as well as adding a personal attention line. When you finish, press ok.

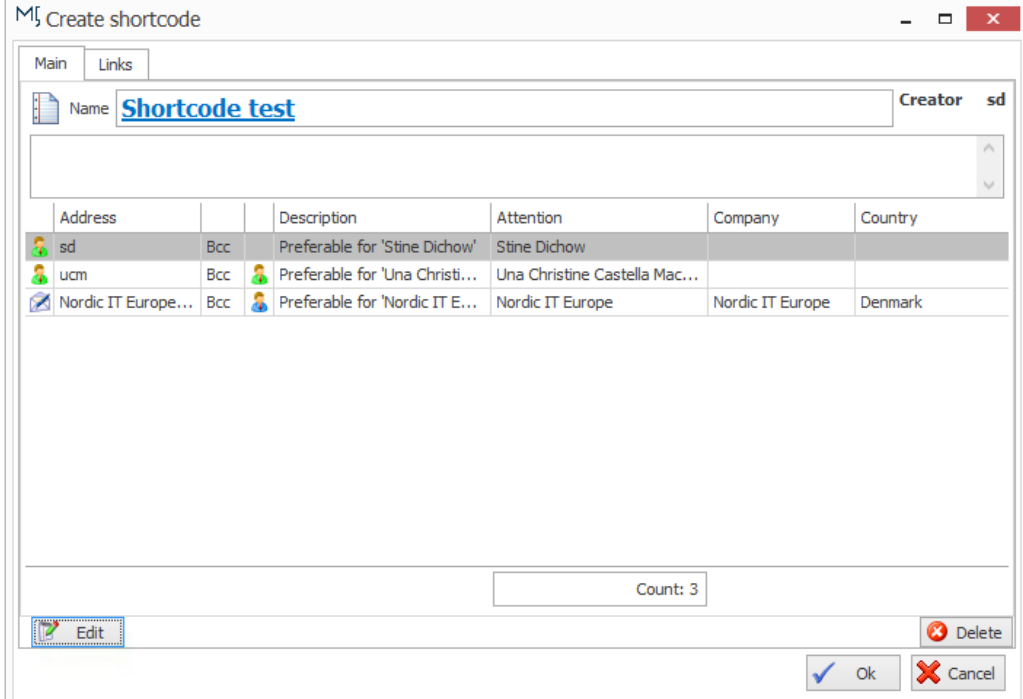
**NOTE** | We recommend that users add addresses from [contacts](#) as described above. If you make changes to a contact, it auto changes in all lists. Using contacts ensures that changes transfer to the lists.



## 2.2 | Create shortcode

When you press [ok](#), you return to the [create shortcode window](#), where the list now appears on screen. To finish, press [ok](#). You will now be able to find the new shortcode from the [shortcode module window](#).

**NOTE** | If you want to remove an existing shortcode from the system, you can [delete](#) from the [shortcode module](#). Just mark the shortcode in question, right click and press [delete](#).



The screenshot shows a window titled "M Create shortcode" with a "Main" tab selected. The "Name" field contains "Shortcode test" and the "Creator" is "sd". Below the form is a table with the following data:

Address		Description	Attention	Company	Country
sd	Bcc	Preferable for 'Stine Dichow'	Stine Dichow		
ucm	Bcc	Preferable for 'Una Christi...	Una Christine Castella Mac...		
Nordic IT Europe...	Bcc	Preferable for 'Nordic IT E...	Nordic IT Europe	Nordic IT Europe	Denmark

At the bottom of the window, there is a "Count: 3" label, an "Edit" button, a "Delete" button, and "Ok" and "Cancel" buttons.

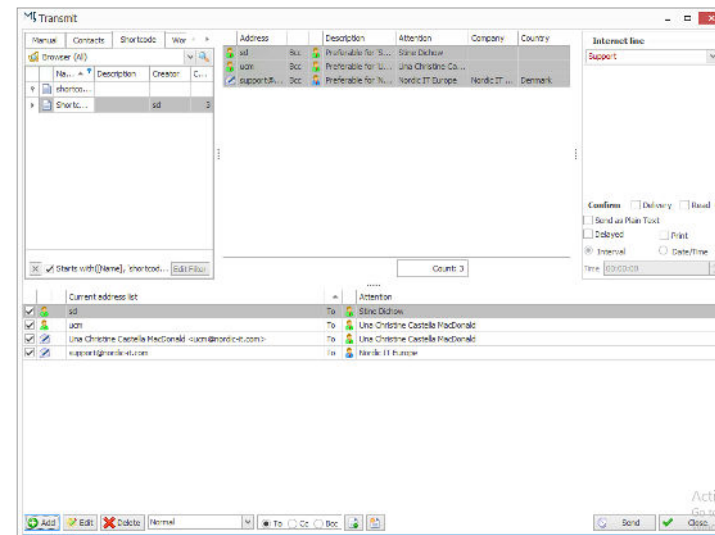
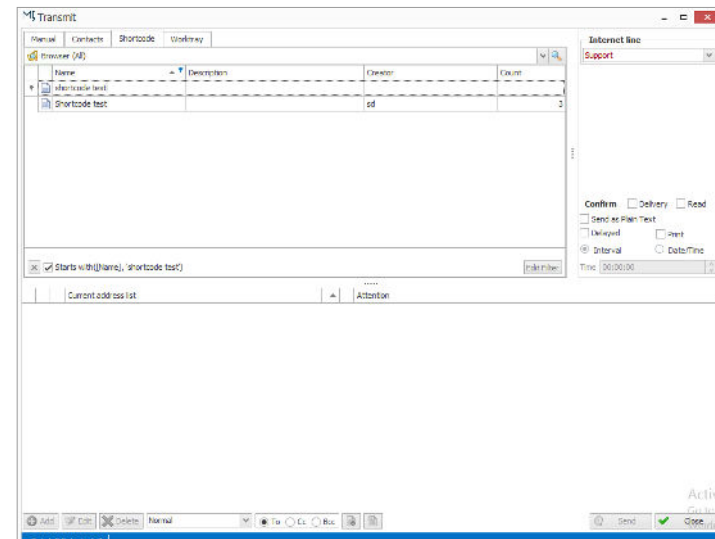
## 2.3 | Send an email using a shortcode

Now, let's try to use the shortcode when we send an email. Create document and compose the mail as usual. Hit the **send** button as usual and the **transmit window appears**.

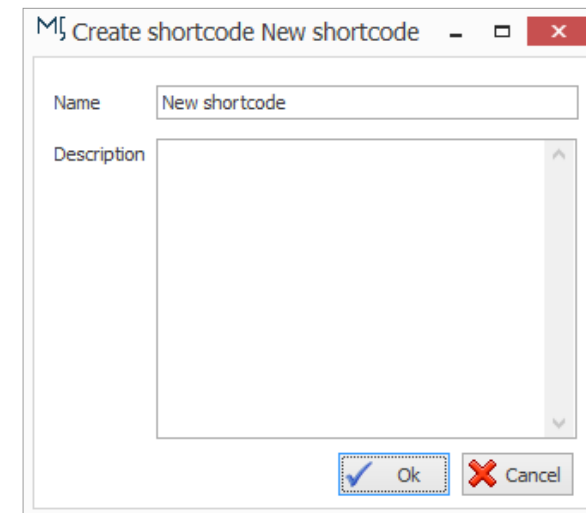
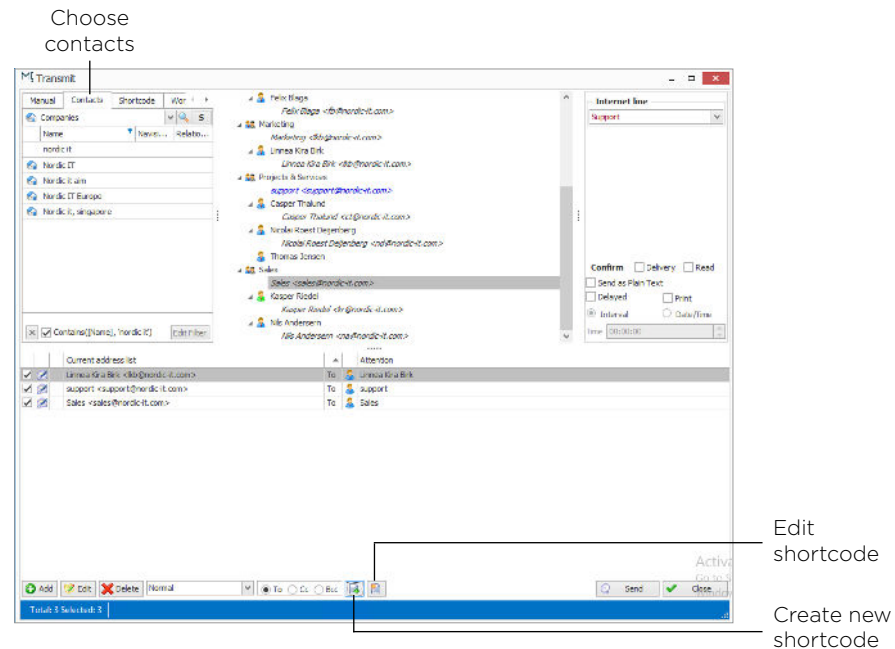
To use shortcode, just tab to **shortcode** in the top of the window and you will see all shortcodes just below. You can search through them in the marked line. Search and choose the shortcode you want.

When you have found a shortcode, you will see the address details as viewed above. **Mark them** and use the **add** button in the lower left corner to choose them. They will then appear in the current address list as well. You can edit details related to the emails individually by using the edit button.

When you finish, press **send**.



## 2.4 | Create shortcode while sending an email



You also have the option of creating and editing shortcodes during the process of sending an email. To do so, create document as usual and press **send**. This opens your **transmit window**.

Above you see the transmit window you know from every time you create a document. In the right top corner of the window tab to **contacts** and choose addresses that you wish to send the document to. The chosen addresses are shown under current address list. In relation to shortcodes there are two icons to pay attention to here: **create new shortcode** and **edit shortcode**. The blue circle highlights the icons. **Create new shortcode** allows you to create a shortcode on the spot from the current address list and **edit shortcode** allows you to edit shortcodes from the transmit window.

Now, lets try to **create a shortcode** from here. Start by **adding contacts** to the current address list. When you finish, press **create new shortcode** by clicking the icon. This opens the **create new shortcode window**.

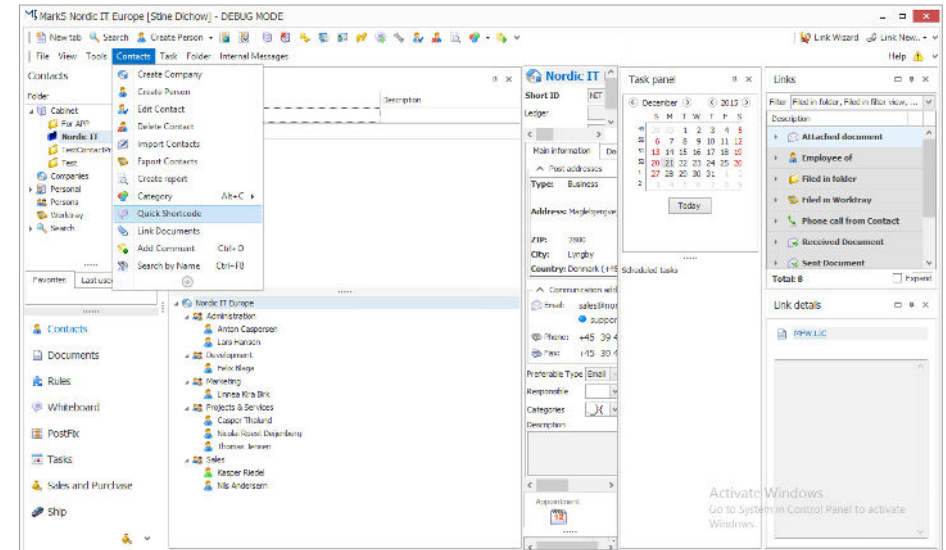
Here, enter **name** and **description**, press **ok** and your new shortcode is done.

## 2.5 | Use quick shortcode

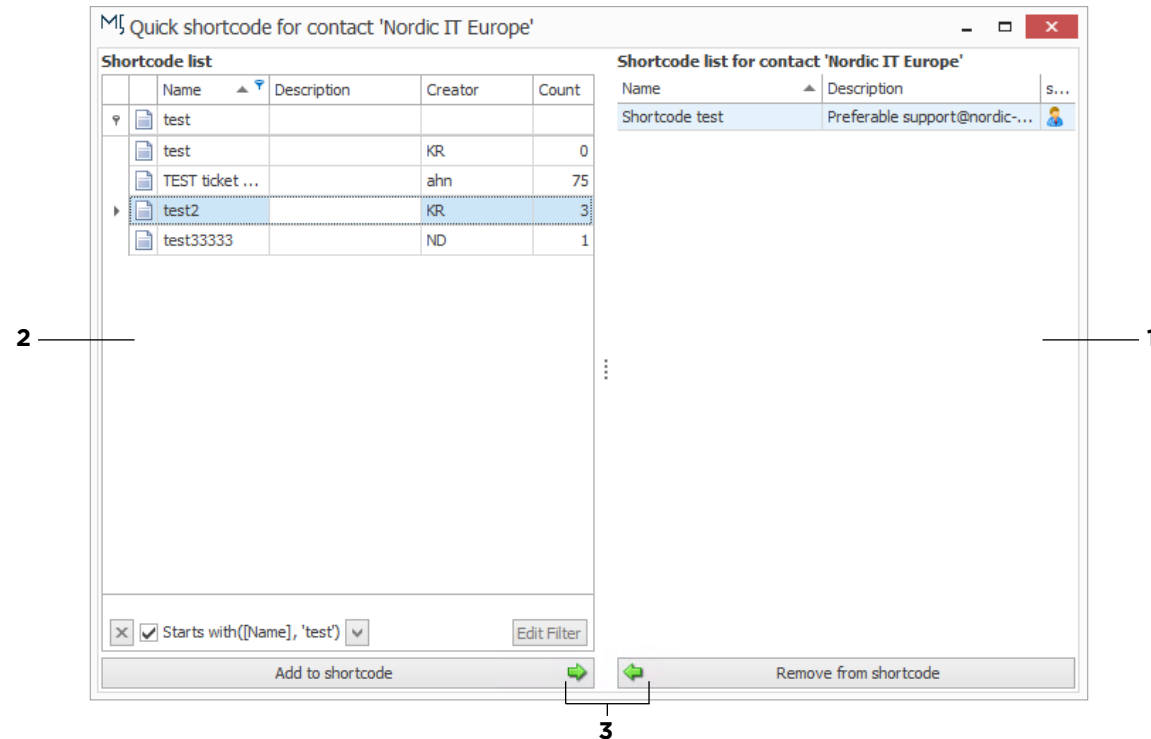
In the contacts module you are provided with a function called **quick shortcode**. Quick shortcode has two functions: **1** | It provides you with quick access to **add** and **remove persons** and **companies** to and from shortcodes, and **2** | it allows you to quickly see and manage every shortcode a person or a company appears on.

We will now learn to use quick shortcode.

From the contacts module, mark the company or person you want to view or edit, go the menu, choose **contacts** and click **quick shortcode** as showed in the screenshot. This will open the window shown on the next page of this guide.



## 2.5 | Use quick shortcode



This is your quick access to editing which persons and companies appear on which shortcodes. What you see in this window is a left and a right column.

**1** | This column provides you a [quick view](#) into which lists the person or the company appears on.

**2** | On your left you find all [shortcode lists](#) that are saved in the system. In the top column you can search through all shortcodes.

**3** | This is where you [add](#) or [remove from a shortcode](#), choose a shortcode and add to shortcode or remove from shortcode in the bottom window. When you click [add to shortcode](#), your chosen company or person is [added](#) to the shortcode, you have highlighted on your left. By clicking [remove from shortcode](#) you [remove](#).

**EXERCISE** | Create a shortcode where you add your colleagues to the mailing list.  
Send an email using the shortcode.  
Create a shortcode while sending an email.