0.0 | Welcome

To create the best user experience possible, the MARK5 interface has been updated, simplified, and rebranded as reMARK.

This guide covers the functions that have been changed, moved around and renamed.

The first chapter will provide insight into the general differences in the interface. The following chapters will go through changes that are specific to email, contacts, and mailing lists. At the very end, you can find an alphabetic list of the renaming. You can also use the index to see the renaming.

Please note, all shortkeys are the same in reMARK as they are in MARK5.
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), calender (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**

![MARK5 Diagram](image1)

**reMARK**

![reMARK Diagram](image2)

*New tab* has been moved to the Tab Menu. Click on the plus (+) to create new tabs of content.
0.3 | Already Open Tabs

The navigation between open tabs has been moved (see opposite page).
0.3 | Already Open Tabs

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

Links has been renamed Team Overview. Team overview consists of three different tabs: Overview, Timeline and History. Overview is a quick summery 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 History keeps a full overview of all actions carried out on the selected email, including those that are no longer valid for the email.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

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

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

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 appear.
0.7 | Auto Filter Row = Filter Row

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 enter 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

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

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

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

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

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

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

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

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

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

Move to spam is now located in the toolbar under the home tab. To find Move to spam click on the arrow bellow the icon File to folder.
1.11 | Mark As Read = Read

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 only visible if the email you have selected is currently unread.

1.12 | Mark As Unread = Unread

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

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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

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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

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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**

- Jump to bookmark has been renamed **Bookmark** and is located under **Navigate**. Click the small arrow under the icon and select **Bookmark** to jump to a bookmarked email.
1.17 | Date / Time Jump = Navigate > Date

Old MARK5

Date/Time jump has been renamed Date and is located under Navigate. Click the small arrow under the icon and select Date to navigate to a specific date or time.
1.18 | Search By Reference = Navigate > Reference

Search by reference has been renamed *Reference* and is located under *Navigate*. Click the small arrow under the icon and select *Reference* to jump to a specific reference number.
1.19 | Show Conversation Messages = Email Thread

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

View client documents has been renamed All emails related to. You find the function in the toolbar under the home tab. Click the small arrow under the icon to 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 and 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.

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**

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Add criteria from email.

You find it as the first icon in the toolbar under the tools tab.

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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.
**1.24 | Document Templates = View Templates**

Document templates has been renamed View templates. You find View templates in the toolbar under the tools tab.
1.25 | Out Of Office

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Out of office has been placed in the toolbar under the tools tab. It has not been renamed.
1.26 | Access Rights = View Permissions

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

1.27 | Recycle Bin

Recycle bin is now located in the toolbar under the tools tab.
1.28 | Show Actions = Team Overview > History

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

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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.
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.
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**

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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

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You find **Attach to** in the new interface by right clicking on an email in the **Email list**.
1.34 | Show Settings = Settings

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**

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

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Reload assigned layout has been renamed Load default layout template. You find Load default layout template in the toolbar under the view tab.
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1.36 | **Reset to default layout = Reset layout**

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

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

In this chapter we dig into changes that are specific to Contacts.
2.1 | Folders = Contact List

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

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.
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 | Auto Filter Row = Filter Row

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

Contact view has been moved (see opposite page).
2.5 | Contact View

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 at the bottom that enable you to send emails, make appointments and create tasks directly from Contacts.
2.6 | Activity

Activity is a new feature in reMARK. Activity gives you an overview of emails, appointments and tasks related to the contact you have selected.
2.7 | Create Person = New Person

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

Create company has been renamed New company. It is the second icon in the toolbar under the home tab.
2.9 | Edit Contact = Edit

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

2.10 | Delete Contact = Delete

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Delete contact has been renamed Delete. You find it in the toolbar under the home tab.
2.11 | Link Documents = Link Emails

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

2.12 | Quick Shortcode = Update Mailing List

Quick shortcode has been renamed Update mailing list. You find it in the toolbar under home.
2.13 | Create Report = Generate Report

Create report has been renamed Generate report. You find it in the tool bar under the tools tab.
### 2.14 | Import Contact = File > Import

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**Step 1**

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

**Step 2**
2.15 | Export Contact = File > Export

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

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

Edit shortcode has been renamed Edit. You find Edit in the toolbar under the home tab.
3.3 | Delete Shortcode = Delete

Delete shortcode has been renamed Delete. You find Delete in the toolbar under the home tab.
3.4 | Import Shortcode = Import

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**Step 1**

**Step 2**

Import contact has been renamed Import. To find it click on file and select Import.
3.5 | Export Shortcode = Export

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**Step 1**

**Step 2**

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Export shortcode has been renamed Export. To find it click on file and select Export.
4.0 | Alphabetic List Of Renaming

Mark 5 = reMARK phrase updates
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

F  Edit Shortcode = New Mailing List
  Export Contact = File > Export
  Export Shortcode = Export

G  Filter View Folder = Smart Folder
  Folder (In Contacts) = Contact List

H  Import Contact = File > Import
  Import Shortcode = Import

J  Jump To Bookmark = Navigate > Bookmark

K  Links = Team Overview
  Link Details = Team Overview > Timeline
  Link Documents = Link Email

L  Match To Filter = Match Email To Filter
  Mark As Read = Read
  Mark As Unread = Unread

M  Navigation Of Modules = Tab Menu

Q  Quick Shortcode = Update Mailing List
Reload Assigned Layout = Load Default Layout
Template
Reset To Default Layout = Reset Layout

Search By Reference = Navigate > Reference
Shortcode = Mailing List
Show Actions = Team Overview > History
Show Conversation Messages = Email Thread
Show Settings = Settings

Tictactoe Clipboard = Clipboard+

View Client Documents = All Emails Related To

Worktray = To-Do List