



VISUAL DICTIONARY



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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.

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0.0 | General Changes

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



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0.1 | Navigation Of Modules = Tab Menu

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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.

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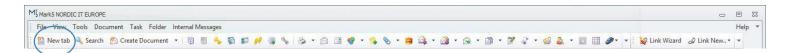
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Now, you find the Tab menu in the top of your interface just below the toolbar. Click on the plus (+) and select from the drop-down menu to create new tabs of content.

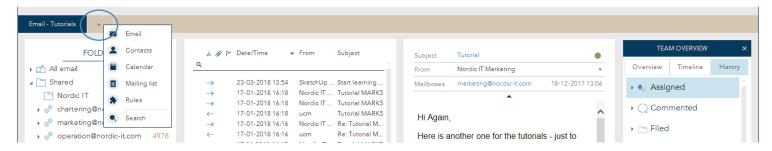
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0.2 | New Tab

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



0.3 | Already Open Tabs

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

0.3 | Already Open Tabs

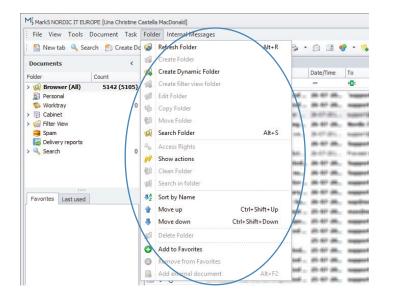
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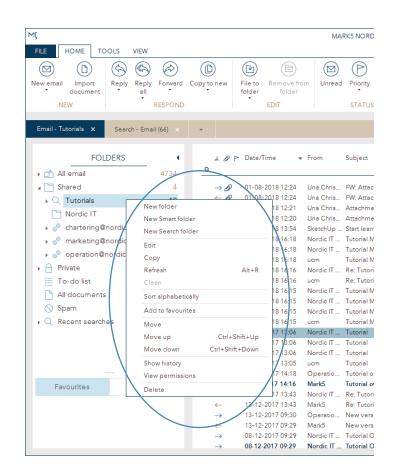
It is now located next to the tab menu. The dark blue tab indicates that the tab is active. Go to an open tab by clicking it. If you want to close any open tabs, click on the small exit (x) next to the title.

0.4 | Folder Menu

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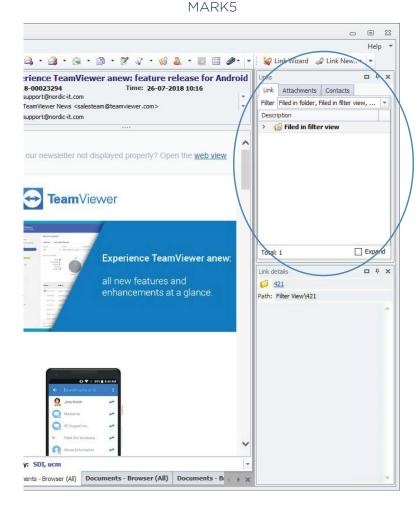


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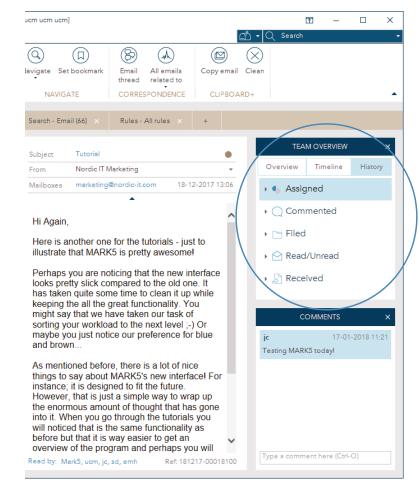
The Folder menu has been moved. You find the Folder menu by right clicking on any folder.

0.5 | Links = Team Overview



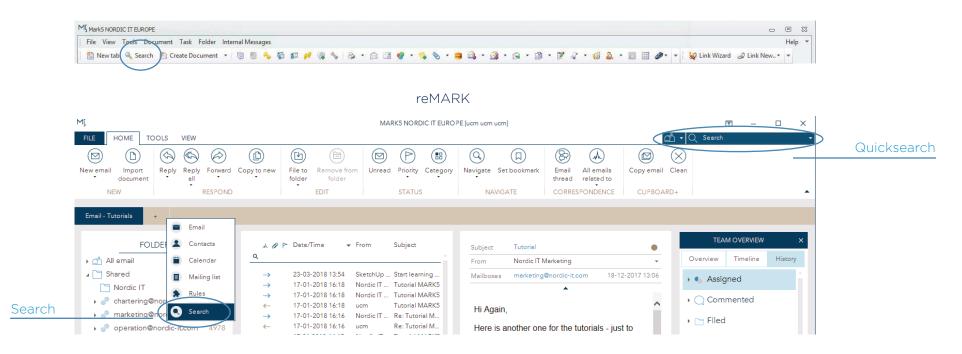
Links has been renamed Team Overview. Team overview consists of three different tabs: Overview, Timeline and History. Overview is a quick summery of actions related to the chosen email. Timeline is a chronological overview

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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



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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

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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

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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,

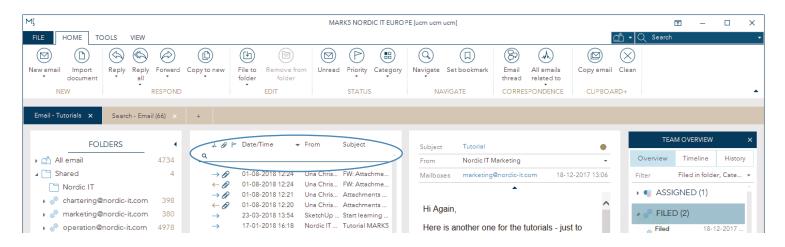
Contacts, Calender or Mailing list in the top of the first pane. In the next panes the search results appear.

0.7 | Auto Filter Row = Filter Row

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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.

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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

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Personal	0	🔝 🔿	Analis i	the Hadi Schulle Wess-	10.47 28.	interaction.				
6 Folder	0	📑 🔿	These P	Re fiel black that.	10.07.05.	Handle (F)				
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) 📩 All email	4734	۹				From	Nordic IT Marketing	*	Overview	Timeline	History
🖌 🛅 Shared	4	$\rightarrow O$	01-08-2018 12:24		FW: Attachme	Mailboxes	marketing@nordic-it.com	18-12-2017 13:06	Filter	Filed in folde	er, Cate 🔻
Nordic IT		$\begin{array}{c} \leftarrow \\ \Theta \\ \rightarrow \\ \end{array}$	01-08-2018 12:24 01-08-2018 12:21		. FW: Attachme Attachments		•		🕨 🌒 ASSI	GNED (1)	
chartering@nordic-it.com s marketing@nordic-it.com		$ \begin{array}{c} \leftarrow \\ \Theta \\ \rightarrow \end{array} $	01-08-2018 12:20 23-03-2018 13:54		Attachments Start learning	Hi Again,			🔺 🧬 FILE	D (2)	

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

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Documents	<	Browser (All)				ņ	×	FW: mark resolution		Links 🗖 🗜 🗙
Folder	Count	D 0 !	From	Subject	Date/Time	То		190718-00023065 Time: 19-07-2018 13:49	100	Link Attachments Contacts
v 😡 Browser (All)	5000 (49 🔺		RBC	RBC	1.77	8 8 C	-	To: support@nordic-it.com <support@nordic-it.com> From:</support@nordic-it.com>	÷	Filter Filed in folder, Filed in filter view, 🔻
😥 Support		iii ⇒	institut.	HI. We have splitted .	10.07 24.	manufi_		CC:	-	Description
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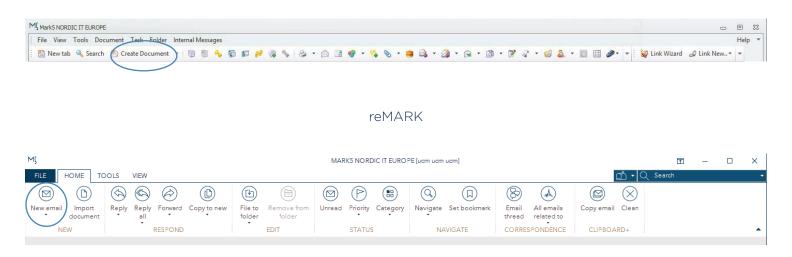
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▶ 🗂 All email	4734	۹			î	From	Nordic IT Marketing	*	Overview	Timeline	History
🔺 🛅 Shared	4	$\rightarrow \Theta$	01-08-2018 12:24	Una Chris	FW: Attachme	Mailboxes	marketing@nordic-it.com	18-12-2017 13:06	Filter	Filed in folde	er, Cate 🔻
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🖌 🧬 chartering@nordic-it.com	398	$\rightarrow \partial$ $\leftarrow \partial$	01-08-2018 12:21 01-08-2018 12:20		Attachments Attachments	11. 4		~	I I ASS	GNED (I)	
🕨 🧬 marketing@nordic-it.com	380	\rightarrow	23-03-2018 13:54		Start learning	Hi Again	3		🔺 🧬 FILE	D (2)	
▶ 🧬 operation@nordic-it.com	4978	\rightarrow	17-01-2018 16:18	Nordic IT	Tutorial MARK5	Here is a	nother one for the tutoria	ls - just to	Filed	18-1	2-2017
Q Tutorials	11	→ →	17-01-2018 16:18	Nordic IT	Tutorial MARK5	illustrate	that MARK5 is pretty awa	esomel	Filed	n folder Inbox	
A Private		~	17-01-2018 16:18	ucm	Tutorial MARK5					18-1	2-2017
Frivate		\rightarrow	17-01-2018 16:16	Nordic IT	Re: Tutorial M	Perhaps	you are noticing that the	new interface	🔍 🦉 Filed	n folder marke	tina@n

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.



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1.4 | Add External Document = Import Document

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File View Tools	Document Task Folder Inter	nal Messages							Help 🔻
🗄 🎦 New tab 🔍 S	e 🔞 File to folder	Ctrl+Q	P 🖋 🗟 🗞 😓	• 🖾 🖬	🛷 = 🐝	0	- 🥶 🚉 - 🏩 - 🙉 - 🗊 - 🖻 🕼 - 🎯 🏯 - 🛅 🖽 🥔 -	👔 🙀 Link Wizard 🛛 🥥 Link New 🕶	-
Documents	Remove from folder	0 L B		1		×	Experience TeamViewer anew: feature release for Android		- + ×
Folder	Access Rights	Ctrl+R	Subject	Date/Time	То		260718-00023294 Time: 26-07-2018 10:16 To: support@nordic-it.com	Link Attachments Contacts	
> 😥 Browser (All)	🚳 Copy to User Worktray	Ctrl+Y	A B C	=	R B C		From: TeamViewer News <salesteam@teamviewer.com> *</salesteam@teamviewer.com>	Filter Filed in folder, Filed in filter view,	, T
Personal	😰 Copy to Own Worktray	Ctrl+W	MI We have applicated.	H 49 H.	Internet		Lines: support@nordic-it.com	Description	
S Worktray	🔗 Show actions	F9	denotes addressed an -	18 87 IR.	augusta fi			> 🇔 Filed in filter view	
> 🔞 Cabinet > 🅼 Filter View 👼 Spam	Match to filter		Bestively authorization - Bestively fails 'Mil Hi We have applieded.	808. 808.	Bords II .		Is our newsletter not displayed properly? Open the web view		
Delivery reports	Mark as Read Mark as Unread	Ctrl+Space	for We have applied. for We have applied. for We have applied.	18.47 (8. 18.47 (8. 18.47 (8.	namet. namet.				
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Favorites Last use	Add external document	Alt+F2	Thatle? bargeon and a	8 47 M.	Mit County		C Restore		
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Newem	document	Reply	Reply all	Forward	Copy to new	File to folder	Remove from folder	Unread	Priority	Category	Navigate	Set bookmark	Email thread	All emails related to	Copy email	Clean				
	NEW		1	RESPOND			EDIT		STATUS	5	NA	VIGATE	CORRE	SPONDENCE	CLIPBOA	ARD+				•

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

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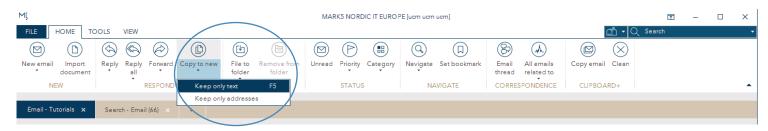
Reply, Reply all, Forward and Copy to new all goes by the same name as before. They are marked in the screenshot above.

1.6 | Edit = Copy To New > Keep Only Text

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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.

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1.7 | File To Folder And Remove From Folder

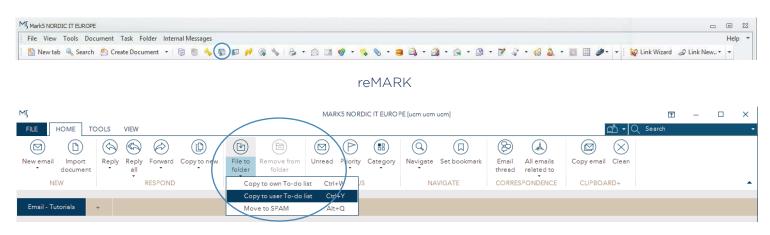


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File to folder and Remove from folder has been placed in the toolbar, under the home tab. It goes by the same name as before.

1.8 | Copy To User Worktray = Copy To User To-Do List

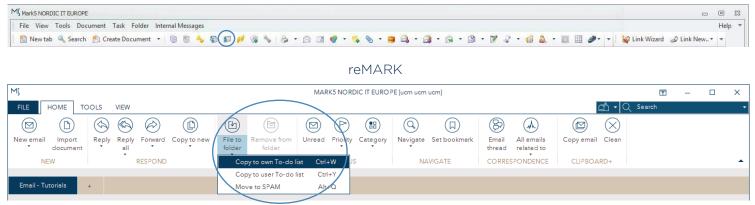
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Worktray has been renamed To-do list, therefore Copy to user worktray has been renamed Copy to user To- do list. You find it by clicking on the small arrow under the File to folder icon.

1.9 | Copy To Own Worktray = Copy To Own To-Do List

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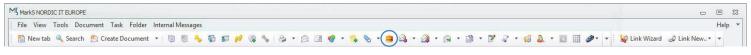


the File to folder icon.



1.10 | Move To Spam

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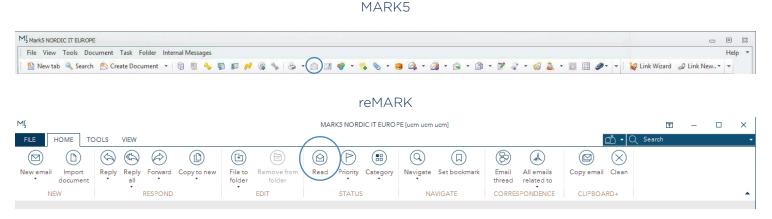
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FILE HOME TOOLS VIEW			🖆 🗸 🔍 Search	-
$\square \square \square \square \square \square \square \square \square \square $				
New email Import Reply Reply Forward document all	Copy to new File to Remove from Unread Priolity Category folder	Navigate Set bookmark Email All emails thread related to	Copy email Clean	
NEW RESPOND	Copy to own To-do list Ctrl+W	NAVIGATE CORRESPONDENCE	CLIPBOARD+	•
Email - Tutorials +	Copy to user To-do list Ctrl+Y Move to SPAM Altx*Q			

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.



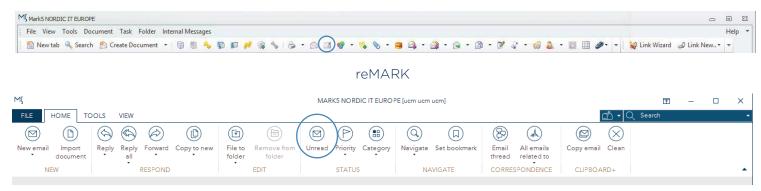
1.11 | Mark As Read = Read



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

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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.

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1.13 | Priority

Old MARK5

File View Tools	Document	Task Folder Inter	nal Messages	
B New tab Se	Rem	o folder ove from folder	Ctrl+Q	B 89
Folder	Acce	ss Rights	Ctrl+R	Subject
> 🗐 Browser (All)	🗑 Сору	r to User Worktray	Ctrl+Y	8 8 C
Personal	🛐 Сору	to Own Worktray	Ctrl+W	101-101
Souther Worktray Republic Cabinet	88 Shov	/ actions	F9	Harristen
> 👩 Filter View	🔞 Mato	h to filter		(Indication)
🥃 Spam	😱 Start	discussion		hammer
Delivery reports Search	🖄 Mark	as Read	Ctrl+Space	Phate in
	Mark	as Unread		-
<	Prior	ity	•	26 Hun
	🖄 Crea	te Document	F2 •	1144-344

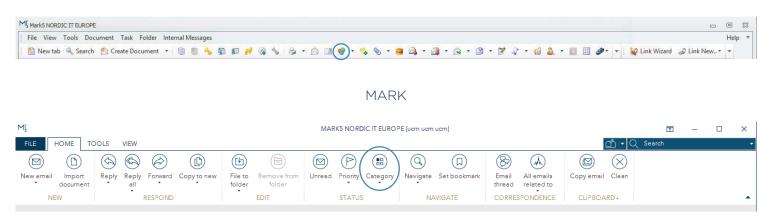


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Priority is now located in the toolbar under the home tab. Click the small arrow under the icon to add a priority to the email you have selected.

1.14 | Add Category = Category

Old MARK5



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.

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1.15 | Bookmark Current Object = Set Bookmark

Old MARK5

File View Tools	Doc	ument Task Folder Interr	ial Messages	
📔 New tab 🔍 Se		File to folder	Ctrl+Q	88
Documents	8	Remove from folder		
Folder	00	Access Rights	Ctrl+R	Subject
> 😥 Browser (All)	1	Copy to User Worktray	Ctrl+Y	REC
Personal		Copy to Own Worktray	Ctrl+W	185-1844
> Worktray	88	Show actions	F9	1845-1860
> 🕼 Cabinet	1	Match to filter		(Bellevin
🥪 Spam		Start discussion		August 1
Delivery reports Search		Mark as Read	Ctrl+Space	(Field)
search		Mark as Unread		100.000
	P	Priority)	185.76
	1	Create Document	F2 🕨	1786 (34
Favorites Last used		Add external document	Alt+F2	(Bearing
		Reply	F6 🕨	(Taking a
		Reply all	Alt+F6 ►	timate
		Forward	F7 🕨	182-194
	B	Copy to new	Alt+F5 >	1764162
	2	Edit		-
	5	Document templates	э.	-
	H	Save as		the We
		Save attachments		1000 (34
Documents	2	Print	Ctrl+P ▶	the rise
🔓 Contacts		View attached images	curre	Hangh
Tasks		View original message		1996-199
-		Search by reference	Ctrl+G	-
Shortcode		Edit filter view criteria		-
🔥 Rules	6	Edit filter view criteria View client documents	Ctrl+0	10.40
Whiteboard	2			185. 1944
		Add category	Alt+C ►	-
🥔 Ship	4	Add comment	Ctrl+O	100-100
🚴 Brokering		Attach to	•	readings.
Sales and Purch		Out of office		ALC: NO

MÇ MARK5 NORDIC IT EUROPE [ucm ucm ucm] _____ HOME TOOLS VIEW \bigcirc B $\langle \! \diamond \! \rangle$ **\$** \bigotimes Þ P (h) (\mathbf{D}) (X)New email Reply Reply Forward Copytonew File to Remove from Unread Priority Category Navigate Set bookmar Email All emails Copy email Clean Import folder folder thread related to document all NEW RESPOND EDIT STATUS NAVIGATE CORRESPONDENCE CLIPBOARD+

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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

File View Tools	Doc	ument Task Folder Intern	al Messages	
🖺 New tab 🔍 Se	F	File to folder	Ctrl+Q	88 🖬
Documents	19	Remove from folder		
Folder	00	Access Rights	Ctrl+R	Subject
Browser (All)	5	Copy to User Worktray	Ctrl+Y	RBC
Personal		Copy to Own Worktray	Ctrl+W	-
S Worktray	88	Show actions	F9	1850-1894
Filter View	1	Match to filter		(Addressed)
🥶 Spam		Start discussion		Thursday 1
Delivery reports	8	Mark as Read	Ctrl+Space	(That is 1)
search	1.2	Mark as Unread		the Heat
	1	Priority	,	181-1100
	2	Create Document	F2 •	1144 (344
Favorites Last used		Add external document	Alt+F2	(passion)
		Reply	F6 •	(Indiana) Autor o
		Reply all	Alt+F6	timuth
		Forward	F7 •	-
		Copy to new	Alt+F5	(Factor)
	12	Edit		the We
	1	Document templates		-
		Save as		165-149
		Save attachments		1144 (344
Documents				1944-1944
S Contacts	8	Print	Ctrl+P ►	Hangh
G CONCLES	10	View attached images		17994 (314
Tasks		View original message	•	-
Shortcode	ABC	Search by reference	Ctrl+G	181-191
Rules	10	Edit filter view criteria	Ctrl+0	-
R Rules	2	View client documents	•	-
Whiteboard	1	Add category	Alt+C +	100-100
🥔 Ship	-	Add comment	Ctrl+0	181. 1911
- Puplication	0	Attach to	•	multitle
💑 Brokering		Out of office		(free /bes)
🚴 Sales and Purch		Bookmark Current Object	Ctrl+B	100.000
PostFix	à	Jump to Bookmark	Ctrl+J	Automatic State
		Date / Time jump	Ctrl+D	-
	-	Show conversation messages		ALC: NO.

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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

File View Tools	Document Task Folder I	nternal Messages
🔠 New tab 🔍 Se	File to folder	Ctrl+Q 📮 🤗
Documents	Remove from folder	
Folder	Access Rights	Ctrl+R Subject
Browser (All)	😨 Copy to User Worktray	Ctrl+Y Roc
Personal	😰 Copy to Own Worktray	Ctrl+W ##
S Worktray	Show actions	F9 100
> 🔃 Cabinet	Match to filter	il per te between
3 Spam	Start discussion	Transmitter in the second
Delivery reports	Mark as Read	Ctrl+Space
> 🔍 Search	Mark as Unread	These of the
	Priority	10000-00
	Create Document	F2 •
Favorites Last used	Add external document	15.00.000
	🐊 Reply	F6 Multis
	Reply all	Alt+F6 >
	😪 Forward	F7 • Haadiba
	Copy to new	Alt+F5 +
	📝 Edit	Re- 199
	Document templates	· · · · · · · · · · · · · · · · · · ·
	Save as	100 H
	Save attachments	1996-154
Documents	Print	Ctrl+P >
🔱 Contacts	View attached images	
Tasks	-	10 Mar - 2 M
I dSKS	-	Ctrl+G
Shortcode	Search by reference	C(II+0
Rules	Edit filter view criteria	Ctrl+0
	View client documents	• • •
Whiteboard	Add category	Alt+C 🕨
🥔 Ship	💊 Add comment	Ctrl+O
Srokering	Note: Attach to	· multida
-	Out of office	they like
🚴 Sales and Purch	Bookmark Current Object	ct Ctrl+B
PostFix	Jump to Bookmark	Ctrl+J
	Date / Time jump	Ctrl+D
	Show conversation mes	CONTRACTOR OF THE OWNER

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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.

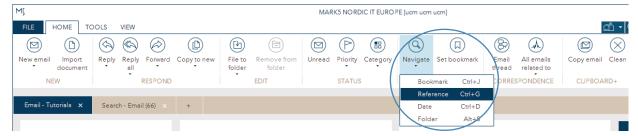


1.18 | Search By Reference = Navigate > Reference

Old MARK5

File View Tools	Docu	ument Task Folder Intern	al Messages	
🖺 New tab 🔍 Se	e	File to folder	Ctrl+Q	3 88
Documents	10	Remove from folder		-
Folder	0	Access Rights	Ctrl+R	Subject
> 🔬 Browser (All)	5	Copy to User Worktray	Ctrl+Y	RBC
Personal		Copy to Own Worktray	Ctrl+W	181-1911
S Worktray	88	Show actions	F9	115-199
> 🔃 Cabinet	0	Match to filter		(Independent)
Spam		Start discussion		Transa (
Delivery reports	8	Mark as Read	Ctrl+Space	(Figh)
> 🛶 search		Mark as Unread		1000 (1000
	P	Priority		1000-100
		Create Document	F2 🕨	other clear
Favorites Last used		Add external document	Alt+F2	discount of
Last used		Reply	F6 +	(Introduction)
		Reply all	Alt+F6 >	famile of
		Forward	F7 F	-
		Copy to new	Alt+F5	(fish)
	2	Edit	Alt+F3	1144-144
				10-100
	4	Document templates		-
	-	Save as		1999 (34
Documents	a	Save attachments		1744 (34
	8	Print	Ctrl+P ►	the first
Contacts		View attached images		1000
Tasks		View original message		-
Shortcode	ABC	Search by reference	Ctrl+G	>*
	10	Edit filter view criteria	Ctrl+0	101-101
Rules	3	View client documents	•	
Whiteboard	-	Add category	Alt+C ▶	10.44
🥔 Ship		Add comment	Ctrl+O	101-101
and the second	6	Attach to	,	- mailings
💑 Brokering		Out of office		(francibus)
🚴 Sales and Purch		Bookmark Current Object	Ctrl+B	the He
PostFix		Jump to Bookmark	Ctrl+J	100.000
		Date / Time jump	Ctrl+D	10100
	1.5	Show conversation messages		Her Mar

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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

If Marks Nordic IT Europe	-	• *
File View Tools Document Task Folder Internal Messages	1	Help
🖺 New tab 🔍 Search 🖄 Create Document 🔹 📴 🐘 🍫 🗊 🗊 🤌 🤹 🛸 😓 🔹 🖄 🤹 😒 🐨 🌒 🔹 🖏 😒 😒 🔹 🖓 🔹 🖓 🔹 🖓 🔹 👘 👘	🙀 Link Wizard 🛛 🥔 Link New •	-

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New email Import docume		Forward (Copy to new •	File to folder	Remove from folder	Unread	Priority	Category	Navigate •	Set bookmark		All emails related to	Copy emai	l Clean			
NEW		RESPOND		·	EDIT		STATUS		NA	VIGATE	CORRE	SPONDENCE	CLIPBO.	ARD+			•

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

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1.20 | View Client Documents = All Emails Related To

MI MarkS NORDIC IT EUROPE . . . File View Tools Document Task Folder Internal Messages Help 🖹 New tab 🔍 Search 🖄 Create Document 🔹 📴 🖉 🐁 💀 🕫 🕼 😵 🎭 🎭 🛸 🖾 🐨 🤣 🔹 🦠 🗣 🛸 🖏 🔹 🚳 🗸 🎭 🖓 🔹 🖓 🔹 🚱 🖓 😵 🖓 👘 reMARK M MARK5 NORDIC IT EUROPE [ucm ucm ucm] Ť - 0 × FILE HOME TOOLS VIEW 🖧 🗸 📿 Search $\langle\!\!\langle \!\!\langle \!\!\rangle \rangle$ (\mathbb{P}) 8 (\mathbf{D}) (A)Ø (\mathbf{D}) (\square) P Q (\times) (m) New email Import Reply Reply Forward Copytonew File to Remove from Unread Priority Category Navigate Set bookmark Email All emails Copy email Clean document folder folder thread related to all NEW RESPOND EDIT NAVIGATE CORF OARD+ This person This compar Email - Tutorials X Search - Email (66)

> 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.

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1

1.21 | TicTacToe clipboard = Clipboard+

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MJ Mark5 NORDIC IT EUROPE [Una Christine Castella MacDonald]				- 9 %
File View Tools Document Task Folder Internal Messages				Help 🔻
🔛 New tab 😻 Link Wizard	🌭 i 🕹 🔹 🙆 🔹 🌍 🔸	💊 📎 •	😼 😂 • 🎯 • 🕞 • 🗊 • 🖉 🖓 • 🎯 🕹 • 📃 🖽 🥔 • 🕴	🥪 Link Wizard 🥔 Link New 👻 👻
Documents Edit report templates		ů ×	Experience TeamViewer anew: feature release for Android, I	Links 🗖 म 🗙
Folder	Date/Time To		260718-00023294 Time: 26-07-2018 10:16 To: support@nordic-it.com *	Link Attachments Contacts
> 😡 Browse a Append to TicTacToe clipboard Insert	= 8 <mark>8</mark> C		From: TeamViewer News <salesteam@teamviewer.com></salesteam@teamviewer.com>	Filter Filed in folder, Filed in filter view, 💌
Personal Append to TicTacToe clipboard with attachments Alt+Insert	a splitted _ 20.07 (8. 100	pot.	Lines: support@nordic-it.com	Description
S Worktray	ter application all 677 all augus	and a		> 🌾 Filed in filter view

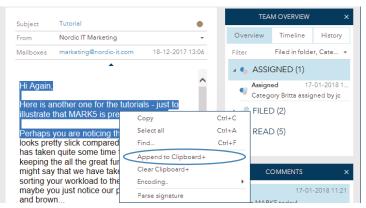
reMARK Copy a whole email

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FILE HOME T	OOLS VIEW		🖧 🗸 🔍 Search 🗸
New email Import document NEW	Reply Reply Forward Copy to new all RESPOND	Image: File to folder Image: File to folder	Copy email Clean CLIPBOARD+

reMARK Copy part of an email

FOLDERS	•		* Ø P	Date/Time 🔻	From	Subject
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🕨 🛷 operation@nordic-it.com	4978		\rightarrow	13-12-2017 14:18	Operatio	Tutorial overv
▶ Q Tutorials	11		\leftarrow	13-12-2017 14:16	Mark5	Tutorial overvi
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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

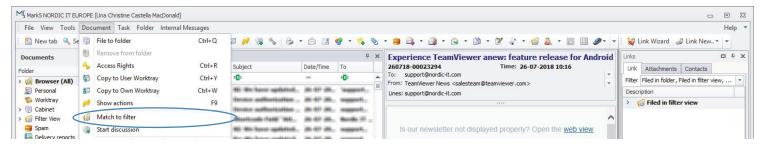
MARK5



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

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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.

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1.24 | Document Templates = View Templates



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Document templates has been renamed View templates. You find View templates in the toolbar under the tools tab.



1.25 | Out Of Office

MARK5

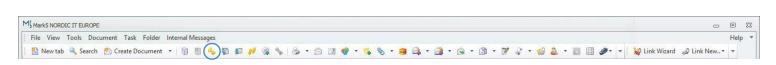
File View Tools	Doc	ument Task Folder Inter	nal Messages				
🖺 New tab 🔍 Se	F	File to folder	Ctrl+Q	3 88			
Documents	8	Remove from folder					
Folder	00	Access Rights	Ctrl+R	Subject			
Browser (All)	5	Copy to User Worktray	Ctrl+Y	RBC			
Personal		Copy to Own Worktray	Ctrl+W	182-180			
S Worktray	88	Show actions	F9	100 100			
> 😸 Cabinet	1	Match to filter		(Independent)			
😼 Spam		Start discussion					
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		View attached images		1000			
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Shortcode	XBC .	Search by reference	Ctrl+G	-			
Rules	10	Edit filter view criteria	Ctrl+0	161.160			
Whiteboard	2	View client documents	•	101-101			
whiteboard	•	Add category	Alt+C ►	411-1414			
🥔 Ship	5	Add comment	Ctrl+O	-			
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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



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Add criteria from email	Match email to filter	View templates	Create template from email	Out of office	Generate report	(A) View attached images	(P) View permissions	Recycle bin	Hew message	Show messages			
SMART	FOLDER	TEM	PLATES	OUT OF OFFICE	RI	EPORTS	PERMISSIONS	RECYCLE	INTERNAL	MESSAGES			-

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

1.27 | Recycle Bin

MARK5

File View Tools Document Task Folder Internal Messages								Help
🖺 New tab 😻 Link Wizard		s & .	🖄 🖬 🍕	9 - 👒 🤇	0 -	😕 🚑 • 🎯 • 🖄 • 🖹 • 🖻 • 🖓 🥡 • 🍪 🏝 • 📰 🖽 🥔 • 🔹	🙀 Link Wizard 🥥 Link New 👻 👻	
Documents Image: Edit report templates Folder Junk New	•		Date/Time	То	×	Experience TeamViewer anew: feature release for Android, I 260718-00023294 Time: 26-07-2018 10:16 To: support@nordic-ti.com	Link Attachments Contacts	□ ₽
BPersonal Append to TicTacToe clipboard with attachments Alt+1 Worktra Clear TicTacToe clipboard	Insert Insert	n spikini . n spikini .	847 M. 847 M.	Terranett.		From: TeamViewer News <salesteam@teamviewer.com> Uines: support@nordic-it.com</salesteam@teamviewer.com>	Filter Filed in folder, Filed in filter view Description > 6 Filed in filter view	N, 💌
> ○ Cabinet Clean inclusive employing > ○ Filter Vec Recycle bin > Spam Paleetion log > ○ Search 0		Insertificant () Its (Inserting) () and (Itserting) () Inserting	10-07-001. 10-07-001. 10-07-001. 10-07-001.	Reader (1) - Reader (1) - Reagent (1)		Is our newsletter not displayed property? Open the web view		



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FILE H		S VIEW									di · Q	Search		
Add criteria from email	Match email to filter	View templates	Create template from email	Out of office	Generate report	View attached images	(P) View permissions	Recycle bin	New message	CO Show messages				
SMART	FOLDER	TEMP	LATES	OUT OF OFFICE	RE	PORTS	PERMISSIONS	RECYCLE	INTERNAL	MESSAGES				-

Recycle bin is now located in the toolbar under the

tools tab.



1.28 | Show Actions = Team Overview > History

Help
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TEAM OVERVIEW >
Overview Timeline History
Assigned
Assigned
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🕨 🛅 Filed
Priority set
Read/Unread
Read/Unread
COMMENTS
jc 17-01-2018 11:21
Testing MARK5 today!
Type a comment here (Ctrl-O)

MARK5

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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File View Tools Document Task Folder Internal Messages

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• 🔗 operation@nordic-it.com	4978	←	27-11-2017 09:45	Una Christ	Tutorial start		is created to help illustrating ace in MARK5.	a tutorial about the			
, Q Tutorials	16	\rightarrow	27-11-2017 09:16	Nordic IT							
	10	\rightarrow	27-11-2017 09:16	Nordic IT		There is a	lot of nice things to say about	MARK5's new			
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All documents		+	24-11-2017 09:33		. Re: Quote re		e tutorials you will noticed tha ty as before but that it is way			\frown	
🚫 Spam		\rightarrow	23-11-2017 13:28		Re: Quote re		fy as before but that it is way of the program and perhaps y		5	DMMENTS	
	24	÷	23-11-2017 12:15		Re: Quote re	functionali	ty that you didn't bother to lea	rn before. We hope			
Q Recent searches	24		20-11-2017 11:31 20-11-2017 10:23		Re: Quote re	that you w	ill be as happy with the new in	iterface as we are!	emh	27-11-	2017 09:33
		->	20-11-2017 10:23	Nordie IT		Have fun v	vith it!		Love it!		
		\rightarrow \rightarrow	20-11-2017 10:23		Tutorial - sam	Martin I.	Part Departs		In the second second		
		~	20-11-2017 09:07		Tutorial - sam		/ Best Regards		Mark5		2017 09:52
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		->	16-11-2017 14:24		Re: Quote re	Read by: M	ark5, ucm, emh	Ref: 271117-00016224	13ba a country	envireire (ettim	

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. 36

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Help 🔻

1.30 | Save As

MARK5

File View Tools	Doc	ument Task Folder Interna	l Messages	
Documents	8	File to folder Remove from folder	Ctrl+Q	0 09
Folder	2	Access Rights	Ctrl+R	Subject
> 😥 Browser (All)	5	Copy to User Worktray	Ctrl+Y	RBC
Personal	1	Copy to Own Worktray	Ctrl+W	111-141
S Worktray	88	Show actions	F9	
> 🕞 Cabinet > 🅼 Filter View	6	Match to filter		(Bear)
Spam Delivery reports		Start discussion		100.00
Search		Mark as Read	Ctrl+Space	100.00
	1	Mark as Unread		ALC: N
	P	Priority	÷	-
		Create Document	F2 🕨	free of
Favorites Last used		Add external document	Alt+F2	(The St.
		Reply	F6 🕨	-
		Reply all	Alt+F6 +	the M
		Forward	F7 ▶	1996-(3)
		Copy to new	Alt+F5 +	1000-131
	2	Edit		1000 (34
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🔏 Contacts <	H	Save as		anappe (3)
Tasks		Save attachments		1044

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FILE HOME TOOLS VIEW								ഫ്
New email Import document document	Forward		File to Remove from folder	Unread Priority C	ategory	Navigate Set bookmark	Email All emails thread related to	Copy email Clea
NEW	RESPOND		EDIT	STATUS		NAVIGATE	CORRESPONDENCE	CLIPBOARD+
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▶ 🗂 All email	4720	۹			^	From Nordic IT I	Marketing	
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▶ Q Tutorials	7	\rightarrow	18-12-2017 13:0	File to folder	+			
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chartering@nordic-it.com	398	← →	18-12-2017 13:0 13-12-2017 14:0	Reply all	Þ	Hi Again,		
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		→		Copy to new	+		K5 is pretty awesome	
• 🧬 operation@nordic-it.com	4978	~	13-12-2017 13:	Mark as unread			to is protty unosoni	51
Private		\rightarrow	13-12-2017 09:	Save as			oticing that the new i	
📒 To-do list		←	13-12-2017 09:	Add to mailing list			ompared to the old o	
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	241	→ →	05-12-2017 10:	New task			preference for blue a	and
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🕨 🖉 marketing@nordic-it.com	377	← →		ja Fwd: Nordia IT MARK5 Tut			way easier to get an	
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		→ →		Nordic IT Re: Tutorial		Read by: Mark5, ucm, jo	, sd, emh Ref: 18	1217-00018100

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

MARK5

File View Tools	Doc	ument	Task	Folder	Internal Messages	
New tab S			folder ve from	n folder	Ctrl+Q	3
Folder	0	Acces	s Right:	5	Ctrl+R	Sub
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Personal	1	Сору	to Own	Worktra	y Ctrl+W	1985
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> 🔞 Filter View	1	Match	to filte	er		1000
🥶 Spam	•	Start discussion				1885
Delivery reports	8	🖄 Mark as Read		Ctrl+Space	1860	
•	1 de	Mark	as Unre	ad		in the second
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		Reply			F6	F Ba
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Documents	P	Edit				17.96
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New email Import Reply Reply F document all	onward Copy to new	File to folder Folder EDIT	Read Priority Category STATUS	Navigate Set bookmark	Email All emails thread related to CORRESPONDENCE	Copy email Clean
Email - Tutorials × Search - Email (é	6) × +					
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Shared	4 → 6 ← 6	01-08-2018 12:24	Una Chris FW: Attachme Una Chris FW: Attachm	To Una Christin Mailboxes UCM Privat	ne Castella MacDonald	• Q C
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Private To-do list All documents Spam	$\begin{array}{c} \uparrow \\ \leftarrow \\ \uparrow \\ \uparrow \\ \uparrow \\ \uparrow \end{array}$	17-01-2018 16:16 17-01-2018 16:15 17-01-2018 16:15	Nordic IT Re: Tutorial M ucm Re: Tutorial M Nordic IT Tutorial MARK5 Nordic IT Tutorial MARK5 Nordic IT Tutorial MARK5			ave as ave all elect All Attach to
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	\rightarrow		Nordic IT Tutorial Over Nordic IT Tutorial Overv		Ref: 0108	18-00026189

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

🚹 New tab 🔍 Se 🔞 File to folder

Documents

> 😡 Browser (All) Personal

🐞 Worktray

> 🕞 Cabinet

🥽 Spam

> 🔍 Search

Documents

🔏 Contacts

Shortcode

Tasks

Rules

> 🌀 Filter View

Delivery reports

Folder

MARK5

Ctrl+Q

Ctrl+R

Ctrl+Y

Ctrl+W

Ctrl+Space

F9

F2

F6

F7

Alt+F2

Alt+F6

Alt+F5

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Subject

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BARREN

Shareful .

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REC

Mark5 NORDIC IT EUROPE [Una Christine Castella MacDonald] File View Tools Document Task Folder Internal Messages

🕅 Remove from folder

👘 Copy to User Worktray

😰 Copy to Own Worktray

Access Rights

88 Show actions

Match to filter

🔗 Mark as Read

Favorites Last used 🔒 Add external document

🙈 Reply

Reply all

S Forward

Save as...

📝 Edit

Print

Copy to new

Document templates

Save attachments ..

View attached images

Mark as Unread Priority 🖄 Create Document

Start discussion

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🕨 🖉 operation@nordic-it.com	n 4978	\rightarrow	18-12-20 Repl	/	• •	illustra	te that MAR	K5 is prett	y awesome	1	+
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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.

-	Rec 1996	▶ 📩 All email	4720	۹			^	From	Nordic IT Marketing		0
F	ALC: 181	🖌 🛅 Shared	4	\rightarrow	17-01-2018 16:15	Nordic IT Tuto	rial MARK5	Mailboxes	marketing@nordic-it.com	18-12-2017 13:06	Filt
	Wester Law	▶ Q. Tutorials	10	\rightarrow	17-01-2018 16:15	Nordic IT Tuto					
,	(Fig. 62)	Nordic IT		\rightarrow	17-01-2018 16:15	Nordic IT Tuto				•	4
	(Figster)	📕 🥜 chartering@nordic-it.com	398	←	17-01-2018 16:15 18-12-2017 13-04	ucm Tuto	rial MARK5	Hi Again,		~	
	the life	 marketing@nordic-it.com 	377	→		e to folder	+	Horo is ar	nother one for the tutorial	le just to	
	Inter (See		4978	\rightarrow	18-12-20 Re	ply	•		hat MARK5 is pretty awe		- F :
	1861-(288)		47/0	←	18-12-20 Re	ply all					
	1744-1344	Private		\rightarrow	13-12-20 Fo	ward	•		you are noticing that the		
	(Income)	To-do list		\rightarrow	13-12-201 13-12-20 Co	py to new	•		ty slick compared to the guite some time to clear		
	10940 (348	All documents		÷		rk as unread		keeping th	ne all the great functional	lity. You	
	8010 M	🚫 Spam		\rightarrow	13-12-20	/e as			that we have taken our t		
	10.96 (3.86	▶ Q Recent searches	10	←	13-12-20				load to the next level ;-) otice our preference for I		jc
••	the same			\rightarrow	00-12-20	d to mailing list	•	brown		side and	Tes
	Acc. 1888			→		ach to	•				101
				! →	05-12-20	ve to SPAM			ned before, there is a lot say about MARK5's new		
				→	05-12-20	wtask			is designed to fit the fu		
		Favourites Last us	ed	\rightarrow	05-12-20			Print	hat is just a simple way		
		Q Tutorials	10	~		ign category		Print Preview	us amount of thought t ten you go through the tu		
				\rightarrow	05 12 20	sign workflow	•		d that is the same function		
		🕨 🧬 marketing@nordic-it.com	377	\rightarrow	05-12-20 Ad	d comment	Ctrl+O	before bu	t that it is way easier to g	jet an 🗸 🗸	
				←	05-12-2017 10:07	ucm Tuto	rial - Quic		of the program and perh rk5, ucm, jc, sd, emh	ane vou will Ref: 181217-00018100	Тур
				\rightarrow	01-12-2017 11:08	Nordic IT Fwd:		Nead by. Ma	rko, ucm, je, so, emn i	tel. 161217-00018100	·

reMARK

1.33 | Attach To

MS MarkS NORDIC IT EUROPE -• ** File View Tools Document Task Folder Internal Messages Help 🖺 New tab 🔍 Search 🖄 Create Document 🔹 🗟 🖉 🤞 🦣 🗊 🌮 🥔 🧔 🔹 🤌 🧔 🔹 🎯 🔹 👒 🚱 🔹 🚳 🗣 🎭 🖘 🚳 🔹 🚳 🔹 🖓 🔹 🖓 🔹 🖓 🔹 🖓 😵 👘 😵 👘 😵 😵 🖉 reMARK DA M MARKS NORDIC IT EUROPE [ucm ucm ucm] × Ŧ -0 nt • Q Search HOME TOOLS VIEW 8 (D)(3) Ø (1) P (==) (Q) (Ah) (X)New email Import Reply Reply Forward Copytonew File to Remove from Unread Priority Category Navigate Set bookmark Email All emails Copy email Clean document all folder thread related to CORRESPONDENCE NEW RESPOND FDIT NAVIGATE CUPROARD+ Email-Tutorials X Search - Email (66) TEAM OVERVIEW FOLDERS 4 A @ P Date/Time From Subject Subject Tutorial Q Overview Timeline History 🕨 📩 All email 4751 Nordic IT Marketing From ÷ . Shared 4 01-12-2017 09:46 Nordic IT ... MARK5 Tutori Mailboxes marketing@nordic-it.com 27-11-2017 09:16 Filter Filed in folder, Cate ... + 30-11-2017 11:06 Nordic IT ... Re: Tutorial st. -> Nordic IT • - FILED (3) 30-11-2017 11:06 Mark5 Re: Tutorial st 4 chartering@nordic-it.com 400 27-11-2017 09:45 Une Christ., Tutorial start -> Dear All • C READ (3) 🖡 🧬 marketing@nordic-it.com 381 27-11-2017 09:45 Una Christ., Tutorial start \rightarrow This email is created to help illustrating a tutorial about the 4.00 27-11-2017 09:45 Una Christ torial start ▶ 🧬 operation@nordic-it.com 4978 new interface in MARK5. 27-11-2 -> , Q Tutorials 16 ile to folder There is a lot of nice things to say about MARK5's new -> 27-11-2 Interface! For Instance; It is designed to fit the future. ▶ A Private 4-24-11-Reply However, that is just a simple way to wrap up the enormous 🗮 To-do list 24-11-10 Replyall amount of thought that has gone into it. When you go 6 24-11through the tutorials you will noticed that is the same All documents Forward functionality as before but that it is way easier to get an 23-1 -> overview of the program and perhaps you will discover great functionality that you didn't bother to learn before. We hope 🚫 Spam Copy to new COMMENTS 23-1 4 ▶ Q Recent searches 24 20-1-2 Mark as unread \rightarrow that you will be as happy with the new interface as we are! emh 27-11-2017 09:33 20- \rightarrow Save as Have fun with it! Love it! 20-11--> Add to mailing list 20.11--> anlin Hilsen/ Best Regards Mark5 27-11-2017 09:52 Attach to 20-11-Contact -> I know, me to! -20-Move to SPAM Nordic IT Tuborg Boulevard 12 \rightarrow 17-1 New task Favourites Last used 17-1 -> Print 17-1 -> Assign category -> 17-11- \rightarrow 17-11-2 Assign workflow 17-11-2 + Ctrl+ dd comment Read by: Mark5, ucm, emh Ref: 271117-00016224 16-11-2017 14:24 Elin Corna Ro: Duoto ro ->

You find Attach to in the new interface by right clicking on an email in the Email list.

MARK5

NORDIC www.nordic-it.com - All rights reserved

1.34 | Show Settings = Settings



reMARK



Step 2

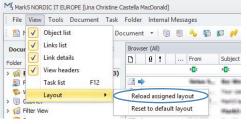


Show settings has been renamed Settings and is now placed under the file tab. Click on file and a menu will open. Click on Settings and choose where you want to edit the current settings.



1.35 | Reload Assigned Layout = Load Default Layout Template

MARK5



reMARK



layout template. You find Load default layout template in the toolbar under the view tab.

1.36 | Reset to default layout = Reset layout

MARK5

MJ, Mark5 NORDIC IT EUROPE [Una Christine Castella MacDonald]	MJ MARK5 NORDIC IT EURO PE [ucm ucm	n ucm]
File View Tools Document Task Folder Intra Intre Intra Intre Intre Intre Intra Intra Intre Intra Intra Intre Int	FILE HOME TOOLS VIEW Horizontal view Image: Comments of the section of the	
F Task list F12 Layout Reload assigned layout Filter View Reset to default layout	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

ΜÇ MARK5 NORD MS Mark5 NORDIC IT EUROPE [Una Christine Castella MacDonald] File View Tools Contacts Task Folder Internal Messages FILE HOME TOOLS VIEW 🖺 New tab 🔍 Search 💲 Create Person 🔹 📴 🐘 🔦 👘 🗊 🍠 🥘 🐁 🍰 🗟 🧐 🝷 🛸 (I) (\aleph) (命) Contacts Companie New person New company Edit File to Remove from Delete Category Link emails Attach Up Name Description Folder Count folder mail 880 явс Cabinet NEW EDIT STATUS Nordic IT Companies Personal Nordic IT Test Contacts - All persons SE Persons S Worktrav 0 Search Companies Persons Folders 🗸 🚱 Nordic IT Test Q admin admin Mark5 Admin Favorites Last used Name Una Christine Kaspersen ∫ Emilie Jensen EJ 🚱 Companies Short name ucm ∫ Stine Hansen Position Designer ∫ Una Christine ... ucm 30-11-1989 Birthday ∫ Jens Jensen Address Documents Туре [None] ∫ Morten Nielsen MN 🔓 Contacts The Milkyway Street 0000 Zip Tasks City Hogsmeade Shortcode Area The Universe ∫ Morten Ole H... MO Rules Denmark Country Λ Hanne Mie Po... HMP (Whiteboard Email 🏉 Ship **RELATED CONTACTS** Email address ucm@nordic-it.com Phone 🚴 Brokering • R Production Phone 0045 50505050 , R Sales Sales and Purchase Webpage https://nordic-it.com/ Service PostFix 𝕂 Una Christine Kaspersen Email

> 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.

MARK5

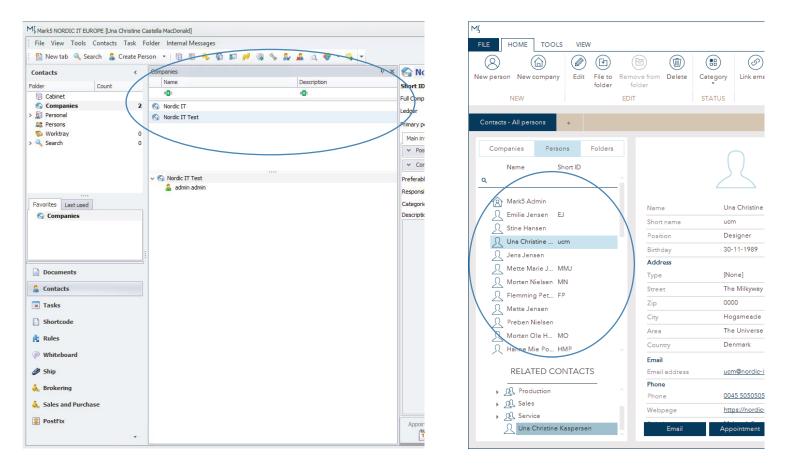


reMARK

reMARK

2.2 | Contact List

MARK5

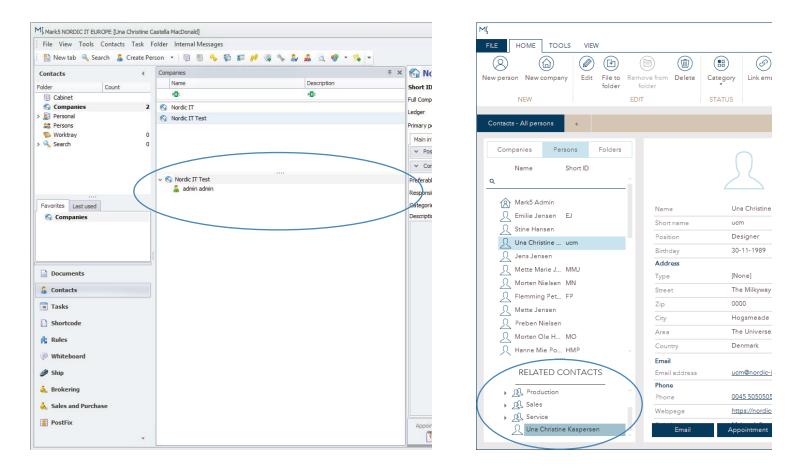


The Contact List has been moved, it is now located in the first pane and has been divided into three tabs: Companies, Persons and Folders as explained in the previous page as well.



2.3 | Related Contacts

MARK5



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.

reMARK

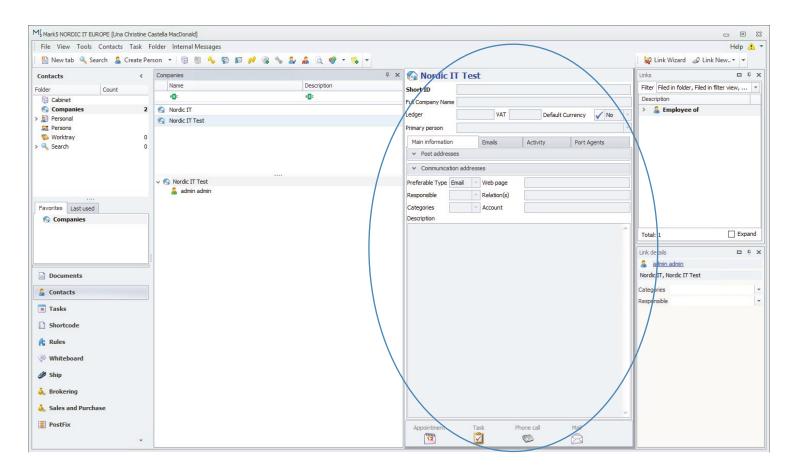
2.4 | Auto Filter Row = Filter Row

Old MARK5

MJ Mark5 NORDIC IT EUROPE [Una Christine 0	Castella MacDonald]			MÇ		
File View Tools Contacts Task	Folder Internal Messages			FILE HOME TOOLS VIEW		
👔 🎦 New tab 🔍 Search 🚨 Create Pe	erson 🔹 📴 🐌 🔧 🐻 🗊 🔑 🁒	N & & & Q + N -				
Contacts <	Companies		× 🏠 Nc		6	
Folder Count	Name	Description	Short ID	New person New company Edit File to folder	Remove from Delete folder	Category Link em
Count Count	R B C	R C	Eul Comp	NEW	EDIT	STATUS
🙆 Companies 🛛 2	IN Nordie IT			INEVV	EDIT	STATUS
> 🔝 Personal	🚳 Nordic IT Test		Ledger			
Se Persons			Primary p	Contacts - All persons +		
Search 0			Main in			
Journa 1			v Pos	Companies Persons Folders		\bigcirc
			✓ Cor	Name Short ID		
	🗸 🚱 Nordic IT Test			Name Short ib		$\sum_{i=1}^{n}$
	admin admin		Preferabl	Q	\supset	
	And a second sec		Responsi	Mark5 Admin		
Favorites Last used	8		Categorie		Name	Una Christine
G Companies			Descriptio	Emilie Jensen EJ	Short name	ucm
				<u>∫</u> Stine Hansen	Position	Designer
				🕺 Una Christine ucm		
	1			∫ Jens Jensen	Birthday	30-11-1989
	3			∫Ω Mette Marie J MMJ	Address	
Documents					Туре	[None]
🔓 Contacts					Street	The Milkyway
Tasks				Elemming Pet FP	Zip	0000
III Idaka				<u>∫</u> Mette Jensen	City	Hogsmeade
Shortcode				Preben Nielsen		-
Rules				Morten Ole H MO	Area	The Universe
				A Hanne Mie Po HMP	Country	Denmark
Whiteboard					Email	
🥔 Ship				RELATED CONTACTS	Email address	ucm@nordic-i
Bushavian					Phone	
🚴 Brokering				<u>R</u> Production	Phone	0045 5050505
🚴 Sales and Purchase				▶ <u>A</u> Sales	Webpage	https://nordic-
PostFix				 <u>A</u> Service 	Troppaga	
			Appoin	👤 Una Christine Kaspersen	Email	Appointment
•						

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. reMARK

2.5 | Contact View



MARK5

Contact view has been moved (see opposite page).

2.5 | Contact View

reMARK

MI,	MARK5 N	ORDIC IT EUROPE [ucm ucm]	표 —
New person New company Edit File to Rem	Image: Status Image: Status Image: Status Image: Status	Update mailing list	E T C sealon
Contacts - All persons +			
Companies Persons Folders		Email Activity	TEAM OVERVIEW X
Name Short ID	$\left \right\rangle$. A Date/Time From Subject	Overview Timeline History Filter Filed in folder, Category, +
Mark5 Admin	Vame Una Christine Kaspersen	← 06-08-2018 15:19 Una Chr Awardsshow	🕨 🌜 ASSIGNED (1)
Ω Emilie Jensen EJ Ω Stine Hansen	Short name ucm	← Ø 06-08-2018 14:48 Una Chr Onboarding ← Ø 06-08-2018 14:27 Una Chr Re: Questio	▶ 🔽 LINKED (2)
 ∫ Una Christine ucm	Position Designer Birthday 30-11-1989	← 06-08-2018 12:51 Una Chr Questions → 201-08-2018 12:24 Una Chr FW: Attach	▶ ⇒ RECEIVED (196)
∫ Jens Jensen ∫ Mette Marie J MMJ	Address	← ⊘ 01-08-2018 12:24 Una Chr FW: Attach	▶ 📣 SENT (9)
S Morten Nielsen MN	Type [None]	→ Ø 01-08-2018 12:21 Una Chr Attachment	
E Flemming Pet FP	Street The Milkyway Zip 0000	← Ø 01-08-2018 12:20 Una Chr Attachment ← Ø 01-08-2018 09:17 Una Chr LinkedIn	COMMENTS ×
S Mette Jensen S Preben Nielsen	City Hogsmeade	← 27-07-2018 12:26 Una Chr Re: Arbejd ← 27-07-2018 12:08 Una Chr Arbejder hj	ucm 01-02-2018 12:19
Morten Ole H MO	Area The Universe	← 24-07-2018 08:03 ucm@n Syg	She is so nice! ;-)
R Hanne Mie Po HMP	Country Denmark	← 19-07-2018 09:16 Una Chr Mock-Up link ← 18-07-2018 15:26 Una Chr Re: Testing	ucm 19-03-2018 11:22 Yes !!!
RELATED CONTACTS	Email address <u>ucm@nordic-it.com</u>	← 18-07-2018 13:28 Una Chr Testing the	
Production	Phone 0045 50505050	→ 18-07-2018 13:41 Una Chr xx	
 <u>A</u> Sales <u>A</u> Service 	Webpage <u>https://nordic-it.com/</u>	← 18-07-2018 13:41 Una Chr xx → 18-07-2018 13:35 Una Chr test	
Una Christine Kaspersen	Email Appointment T	ask	Type a comment here (Ctrl-O)

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 task directly from Contacts.

2.6 | Activity

reMARK

M	MARK5 NORDIC	IT EUROPE [ucm ucm ucm]	
FILE HOME TOOLS VIEW			▼ Q Search •
New person New company Edit File to Rem	Image: Status Image: Status Image: Status Image: Status	ate	
Contacts - All persons +			
Companies Persons Folders Name Short ID Q Mark5 Admin	Name Una Christine Kaspersen	A Date/Time From Subject ← 06-08-2018 15:19 Una Chr Awardsshow	TEAM OVERVIEW X Overview Timeline History Filter Filed in folder, Category, • • • ASSIGNED (1)
Ω Emilie Jensen EJ Ω Stine Hansen Ω Una Christine ucm Ω Jens Jensen	Short name ucm Position Designer Birthday 30-11-1989	 ← Ø 06-08-2018 14:48 Una Chr Onboarding ← Ø 06-08-2018 14:27 Una Chr Re: Questio ← 06-08-2018 12:51 Una Chr Questions → Ø 01-08-2018 12:24 Una Chr FW: Attach 	 → □ LINKED (2) → ⇒ RECEIVED (196)
Mette Marie J MMJ Morten Nielsen MN Flemming Pet FP Mette Jensen	Address Type [None] Street The Milkyway Zip 0000	 ← Ø 01-08-2018 12:24 Una Chr FW: Attach → Ø 01-08-2018 12:21 Una Chr Attachment ← Ø 01-08-2018 12:20 Una Chr Attachment ← Ø 01-08-2018 09:17 Una Chr Linkedin ← 27-07-2018 12:26 Una Chr Re: Arbeid 	COMMENTS X
Image: Preben Nielsen Image: Preben Nielsen	City Hogsmeade Area The Universe Country Denmark Email	← 27-07-2018 12:08 Una Chr Arbejder hj ← 24-07-2018 08:03 ucm@n Syg ← 19-07-2018 09:16 Una Chr Mode-Up link	ucm 01-02-2018 12:19 She is so nicel ;-) ucm ucm 19-03-2018 11:22 Yes III
RELATED CONTACTS	Email address <u>ucm@nordic-it.com</u> Phone Phone <u>0045 50505050</u> Webpage <u>https://nordic-it.com/</u> Email Appointment Task	 ← 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 	Type a comment here (Ctrl-O)

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

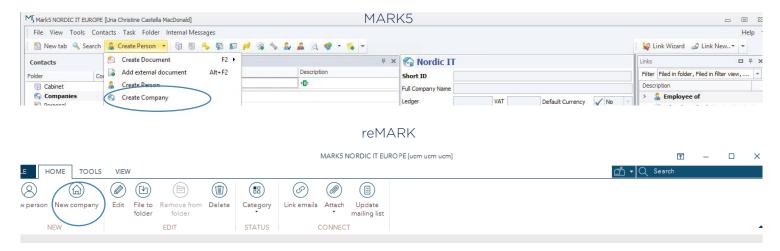
2.7 | Create Person = New Person

MJ Mark5 NORDIC IT EUROPE [Una Christine Castella MacDonald] File View Tools Contacts Task Folder Internal Messages		⊂ ® X Help ▼
New tab 🔍 Search 🔏 Create Person 🔹 🔞 👋 😭 🛛	■ // @ % & A Q ♥ * % ▼	Eink Wizard 🥔 Link New* 🔻
	reMARK	
	MARK5 NORDIC IT EUROPE [ucm ucm]	⊡ – □ ×
LE HOME TOOLS VIEW		🖞 🗕 📿 Search
w person lew company Edit File to Remove from Delet folder folder	e Category Link emails Attach Update mailing list	
NEW EDIT	STATUS CONNECT	

MARK5

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.

NORDIC

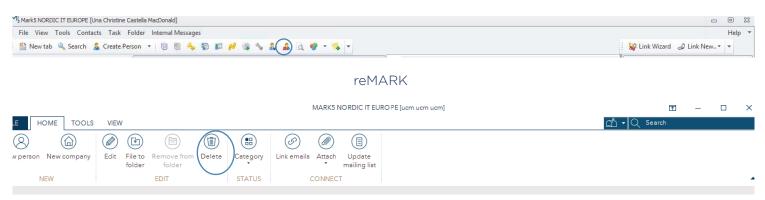
2.9 | Edit Contact = Edit



toolbar under the home tab.

2.10 | Delete Contact = Delete

MARK5



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



2.11 | Link Documents = Link Emails

	MARK5		reMARK	
	JROPE [Una Christine Castella Mac		MARK5 NORDIC IT EUROPE [ucm ucm ucm]	ഫ്
	Contacts Task Folder Image: State of the state of t	Ctrl+Q 😰 🗊 📌 🤿 Ctrl+R Ctrl+Y	Nome Nom Nome Nome Nome	
Personal Services Persons Vorktray Search Favorites Last user	Move actions Show actions Start discussion Create Company Create Person Edit contact Delete contact Import Contacts Export Contacts Create report Add category	F9 Alt+C >	Link documents has been renamed Link emails. You find it in the toolbar under home	

2.12 | Quick Shortcode = Update Mailing List

Ctrl+O

MARK5

💊 Add comment

Image: Serie Contacts File to folder Curture Curture Q Image: Serie Curture Q Folder Remove from folder Image: Serie Curture Q Image: Serie Curture Q Folder Access Rights Ctrl+R Image: Companies Copy to User Worktray Ctrl+Q Image: Persons Copy to Own Worktray Ctrl+W Image: Persons Start discussion F9 Image: Vorktray Create Company Create Person Image: Edit contact Image: Edit contacts Image: Export Contacts Image: Create report Add category Alt+C +	File View Tools	Contacts Task Folder Internal Messages	
·····	Contacts Folder Cabinet Cabinet Cabinet Cabinet Cabinet Cabinet Personal Personal Vorktray	Remove from folder Access Rights Ctrl+R Copy to User Worktray Ctrl+Y Copy to Own Worktray Ctrl+W Show actions F9 Start discussion F9 Create Company Create Person Edit contact Import Contacts Export Contacts Export Contacts Create report Create report	<u>,</u>
Favorites Last used Quick Shortcode	Favorites Lastused		

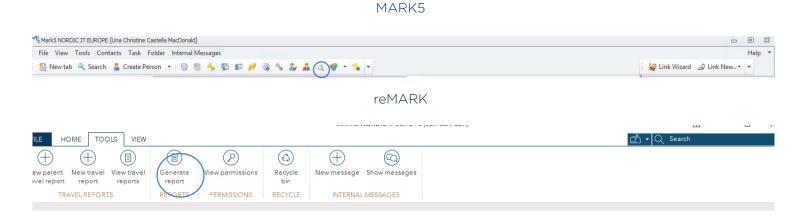


reMARK

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



2.13 | Create Report = Generate Report

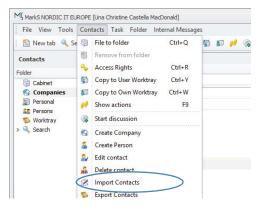


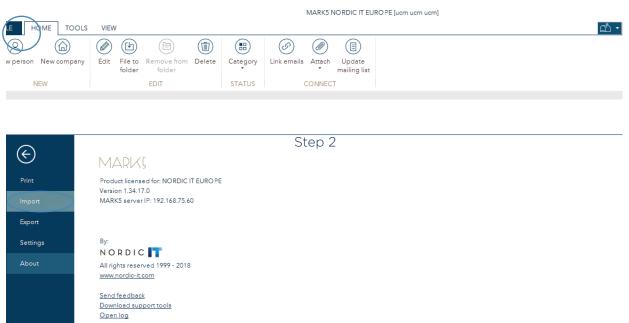
Create report has been renamed Generate report. You find it in the tool bar under the tools tab.



2.14 | Import Contact = File > Import

MARK5





reMARK Step 1

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



2.15 | Export Contact = File > Export

MARK5

			Step 1	
	ROPE [Una Christine Castella Mac			ార్
File View Tools	Contacts Task Folder Int	ernal Messages	LE HOME TOOLS VIEW	<u> </u>
Folder	 File to folder Remove from folder Access Rights Copy to User Worktray Copy to Own Worktray 	Ctrl+Q	Image: Weight of the second	
 Personal Persons Worktray 	Image: Show actions Image: Start discussion	F9	Step 2	
	 Create Company Create Person Edit contact Delete contact Import Contacts Export Contacts Create report 		Print Product licensed for: NORDIC IT EUROPE Import Wark5 server IP: 192.168.75.60	
			Settings By: NORDIC About All rights reserved 1999 - 2018 www.nordic-it.com Send feedback Download support tools Open log	

reMARK

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

м	MJ MarkS NORDIC IT EUROPE [Una Christine Castella MacDonald]	
	File View Tools Shortcode Task Folder Internal Messages	Help 🔻
	🖺 New tab 🔍 Search 🖺 Create shortcode 🛛 😼 🦓 🦃 🗊 🖋 🌸 🛸 📄 🙀 👻	rd 🥔 Link New 🔻 👻

reMARK

Mļ	MARK5 NORDIC IT EURO PE [ucm ucm ucm]	₫ -	
FILE HOME TOOLS VIEW		🖆 🕶 🔍 Search	-
	(H)		
New mailing Edit File to Remove from Delete list folder folder	Category		
NEW EDIT	STATUS		

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

MJ Mark5 NORDIC IT EUROPE [Una Christine Caste	a MacDonald] MARK5	- 8 2
File View Tools Shortcode Task Fold	er Internal Messages	Help 🔻
🔋 🖺 New tab 🔍 Search 🎦 Create shortco	de 🕶 😼 🦓 🌆 🗊 🏓 🧝 🗞 📄 💭 🕶	🤤 🐼 Link Wizard 🖉 Link New 👻

reMARK



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



3.3 | Delete Shortcode = Delete

MARK5

M[, MarkS NORDIC IT EUROPE [Una Christine Castella MacDonald]		
File View Tools Shortcode Task Folder Internal Messages	Help 🔻	
🗄 New tab 🔍 Search 🖺 Create shortcode 🔹 📴 🧌 🔦 🖗 🗊 🖋 🌾 🗟 🔊		

reMARK



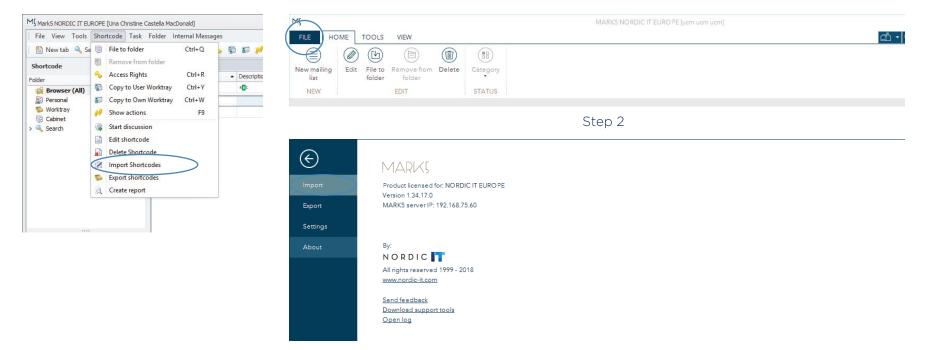
Delete shortcode has been renamed Delete. You find Delete in the toolbar under the home tab.



3.4 | Import Shortcode = Import

MARK5

reMARK Step 1



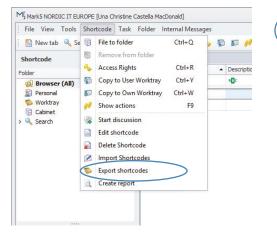
Import contact has been renamed Import. To find it click on file and select Import.



3.5 | Export Shortcode = Export

MARK5

reMARK Step 1



ME		MARK5 NORDIC IT EURO PE [uam uam uam]	
FILE HOME	TOOLS VIEW		
New mailing Ed			
NEW	EDIT STATUS		
		Step 2	
\bigcirc			
\bigotimes	MARKS		
Import	Product licensed for: NORDIC IT EUROPE		
Export	Version 1.34.17.0 MARK5 server IP: 192.168.75.60		
Settings			
About	By:		
	NORDIC		
	All rights reserved 1999 - 2018 www.nordic-it.com		
	<u>Send feedback</u> Download support tools		
	<u>Open log</u>		

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





- 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
- 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

- E Edit Shortcode = New Mailing List Export Contact = File > Export Export Shortcode = Export
- **F** Filter View Folder = Smart Folder Folder (In Contacts) = Contact List
- 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

- 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+
- V View Client Documents = All Emails Related To
- Worktray = To-Do List

