PinkNotes

Quick user tips to help when migrating from PinkNotes Plus v4 to PinkNotes 5

The main difference between PNP v4 and PinkNotes 5 is that version 5 is now cloud hosted. Basically what that means is, you can now use PinkNotes from any location you have internet access. You can use PinkNotes from your office PC (the same way you have done in the past), plus you can now easily access your PinkNotes when working outside your office, from your home, and even from your smart phones and tablets.

There are a number of different ways you can access PinkNotes now:

- You can use PinkNotes from any Windows PC, just like you have always done with v4.
- You can use PinkNotes from a web browser. From the PinkNotes.com website just click on the "User Login" link in the upper right corner of the site.
- You can use PinkNotes from a Mac with our OS X version of PinkNotes.
- You can use PinkNotes from an iPhone/iPad or Android phone with our mobile apps.

No matter which one of these ways you use PinkNotes all of your data will be automatically synced and **all of your communication is fully encrypted**. With your username you can login from as many locations as you would like. You can use your login from your office workstation, your home PC, and your smart phone. To get any versions of PinkNotes just go to: **PinkNotes.com/get**

PinkNotes Login

No matter what location you are logging in from, you will be asked for three pieces of information; a username, password, and account. The username and password are most likely the same as you used with version 4 (if your data from v4 was imported into v5). Passwords are now required in PinkNotes 5. The account name is the same for all of your users. The account name is what links your users together.

The Windows version of PinkNotes 5 has a layout that is very similar to PNP v4 with some visual changes to improve productivity.

When sending a new PinkNote you will see all your users in the left column and the status colors are the same as they were in v4. You will also see photos for each user (if they have uploaded a picture for themselves) and you will see a relative date under the status circle indicating when the status last changed. For example, a green circle indicates a user is logged in and active and the relative date shown under that green circle is when they last logged in. Plus, above the user list there is now a filter box to easily find a user.
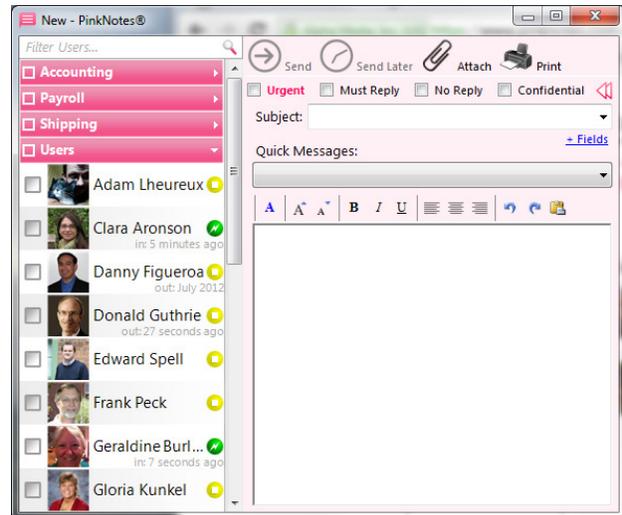
To keep the sending screen a little less cluttered the additional fields (name, company, phone, ext., etc.) are hidden by default and can be used by clicking on the blue "+ Fields" text link. There is also a new check box called "No Reply". This allows you to send a PinkNote that cannot be replied to. Spell checking is now done on the fly when you are typing a message. If an incorrect word is noticed it will be underlined in red.

In PinkNotes 5, **the received messages screen, the reply screen and the logs screen have all been combined into one screen**. If the PinkNotes screen is not open, click the right-mouse button on the PinkNotes icon in the Windows System Tray (next to the Windows Clock) and select "View PinkNotes…". All of your newly received PinkNotes go into the "Open" folder. If you would like to view any other folders all you need to do is click the folder button at the top of that screen and then select the folder you would like to view.

The list of PinkNotes for the selected folder is displayed in the right column. This list now includes who the PinkNotes is from, the last send date, the subject, and the first couple of lines of text in the message. Above this list there is a filter to easily find a PinkNote in the selected folder. The list also shows icons for indicating if you replied to that PinkNotes, an urgent flag, a must reply flag, and a paper clip icon if there are file attachments. Any unread PinkNotes will be marked in the list with a pink background. Whenever you have unread PinkNotes in the "Open" folder, the PinkNotes icon in the Windows System Tray will flash. Once all PinkNotes have been read the icon will stop flashing.
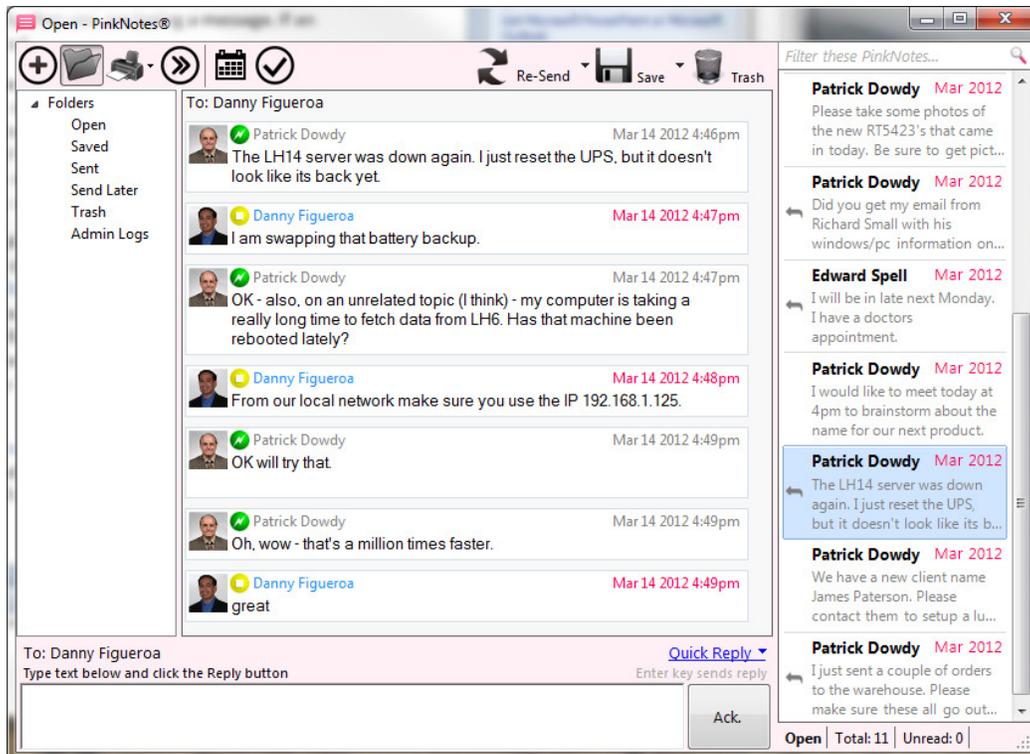
When a PinkNote is selected it will show the "thread" for that PinkNote. The thread is the entire conversation shown in one PinkNote instead of multiple PinkNotes like it did in version 4. When any replies are made to a PinkNote you will see it displayed in the same thread to easily view a whole conversation.

To reply to a PinkNote all you need to do is type in the reply box and click the Reply button. You can also either click the Enter key or Shift+Enter to send a reply (depending on how you have replies configured in your settings). If you just want to acknowledge a PinkNote all you need to do is click the "Ack." button. Once any text is typed in the reply box that buttons' caption will change to "Reply". Just above the Reply/Ack. button is your Quick Replies. Just click the "Quick Reply" text link to select from any of your quick replies.

When replying to a PinkNote that was sent to multiple users the reply can either just go to the original sender, or you can do a reply all, or select specific users you want the reply to go to. This can be configured by clicking the text link just above the reply text box showing who the reply is going to.

Some other new features included in PinkNotes 5 are shared Calendars, To-Do lists, and automatic upgrades to the latest version.

Please feel free to contact us with any questions you may have at: **PinkNotes.com/support**