

Sage Contact Manger (ACT!) Advanced - 1 Day

About the course

Course aims: This course is designed to for existing users of Sage Contact Manager. Users will learn advanced features of contact management using Sage Contact Manager.

Who Should Attend?: This course is aimed at existing users of Sage Contact Manager who have attended the Sage Contact Manager Foundation course or who have a basic knowledge of Contact Management.

In this course the following areas will be covered:

Creating and Using Queries

- Creating Queries
- Creating Advanced Queries
- Adding Queries to the Lookup Menu

Creating Macros

- Creating a Macro
- Adding Macros to the Toolbar

Importing, Exporting and Synchronising Data

- Importing Data
- Exporting Data
- Exchanging Data using Hand Helds
- Synchronising Data

Working with Templates and Mail Merge

- Creating a Mail Merge Template
- Generating Form Letters
- Adding Templates to the Write Menu

Customising Report Templates

- Modifying Report Templates
- Using Custom Report Templates

Administrating your Database

- Managing Data Security
 - Performing System Maintenance
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Customising Sage Contact Manager

- Specifying Startup Settings
- Modifying Fields in a Database
- Modifying Layouts
- Modifying Menus and Keyboard Shortcuts



For information and support

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