ACT! by Sage Software Training Class – Administering ACT!

Guaranteed or the next class is FREE. Come & learn how to do more in less time.
User Guide and lunch included with class.
Newly updated ACT! Standard and ACT! Premium Software

Sage Premier Training Center Course Outline

Basic Administration
- Opening Databases
- Configuring Workstations
- Installing On Workstations
- ACT! Preferences

Queries
- Lookup By Example
- Advanced Queries
- Creating and Populating Groups/Companies
- Adding Multiple Contacts Groups/Companies

Database Administration
- Backup & Restore
- Check & Repair
- Scheduling D/B
- Maintenance and Repair
- Dealing With Duplicates
- Remove Old Data
- Events

Database Security
- Security Roles
- Password Management
- Team Management
- Field Security

Synchronization Maintenances
- Synchronizing Concepts
- Administrator Tools
- Setting Up Synchronization
- Remote Database User Tasks
- When Things Change

Converting an Old ACT! Database

Questions and Answers

Welcome to Administering ACT! Software training classes – This specialized one day course is designed to help you master some of the advanced features of your ACT! Software. Students are required to have a basic working knowledge of Windows and ACT!. Guarantee applies to the same next class for the attending student within 60 days of original attendance.

This class is taught by a SAGE Certified ACT! Premier Trainer. There will be a maximum of 4 students per class and are hands on 1 person per PC. All classes are CPE accredited. Students will receive a certificate of completion. Cancellation policy: must be received 5 days prior to course date to be eligible for refund and are subject to a $50 administrative fee. The class may be rescheduled with no administrative fee.

Fee: 1 day session $449.00
ACT! Premier Training Center

View dates or sign up www.jcscomputer.com
"*Helping you do more in less time!*"

Call Now Toll Free 800-475-1047

Payment Method:

Class Date: _____

□ *VISA*	□ *Master Card*	□ *American Express*	□ *Discover*	□***Please fax or e-mail paid invoice.***
Credit Card Number		Company Name		Credit Card Expiration
Cardholder Name		Phone		Cardholder Signature
Billing Address		*Billing City, State*		*Billing Zip Code*

Payment is required at time services are rendered. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested. Credit card or check accepted for On-sites & classes.

Fax to 866-666-9932

P.S. Get your unlimited annual ACT! Software Technical support & you get 3 online classes for free!