ACT! by Sage Software Training Class – Customizing 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

Data Base Design and Layout
- Customizing Fields
- Field Attributes
- Manage Drop Down Lists
- Defining and Modifying Layouts
- Testing your Layouts

Feature Customizations
- Customizing Menus and Toolbars
- Creating New Activity Types
- Activity Series
- Creating a Custom Document Template
- Merging the Template with a lookup

Questions and Answers
- Envelopes and Mailing Labels
- ACT! Word Processor
- Formatting E-Mail Templates
- Mapping ACT! Fields into Microsoft Excel
- Opportunity Customizations

Running & Designing Reports
- ACT! Reports
- Report Templates
- Adding Report Objects
- Report Filters
- Scrunching Fields
- Using Custom Fields

Welcome to ACT! Advanced Software training classes – Customizing ACT!. 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 $399.00
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!