

ACT! 6 Maintenance Manual

ACT! Problem Solving

ACT! Database Maintenance
Compress and Reindex
ACTDiag
Scan & Repair for Disaster Recovery
Backing Up Your ACT! Database...
To restore a backup...
ACT! Error Logging
ACT! Error Log
ACT! Maintenance Log

Adding New ACT! Users

To Add Logon Users to ACT! Database:
To Install ACT! on a New PC
To Add an Item to the Write or Report Menu
To Add Icons to Toolbar

ACT! General Information

To Add Contacts to ACT!
To Add Groups to ACT!
To Add a Person to a Group
Data Entry Rules for ACT!
Scheduling Pointers
Suggestions for Scheduling in a Multi-User Database
To Schedule an Appointment for Someone Else:
To Import an Excel Spreadsheet
To Create a New Mail Merge Template
To Perform a Mail Merge
To Sync by Shared Folder
To Sync by E-Mail

ACT! Database Setup

ACT! Company Database & Info Setup
Desired Outcome...
How should ACT! support the sales or business process?
What other processes would you like to consider implementing?
Databases for combining...
Need Samples of...
Design Plan
Preparing Master
Server Checklist
ACT! Workstation Setup
ACT! Master Sync Setup
Master Sync Setup...
Setup the Master...
For each remote database...
Sync...
Open each remote database...
Cleanup after all syncs have been successfully received...
ACT! Sync User Setup
Prepare Existing "Remote" Database for Importing to Master
After setting up the master ACT! database, prepare new database...
After the Master has sent first sync packets...
Remote Sync Setup...
On Remote workstation...
Sync Troubleshooter
ACT! Import Log
Prepare Existing "Remote" Database for Importing to Master
ACT! User Information Log