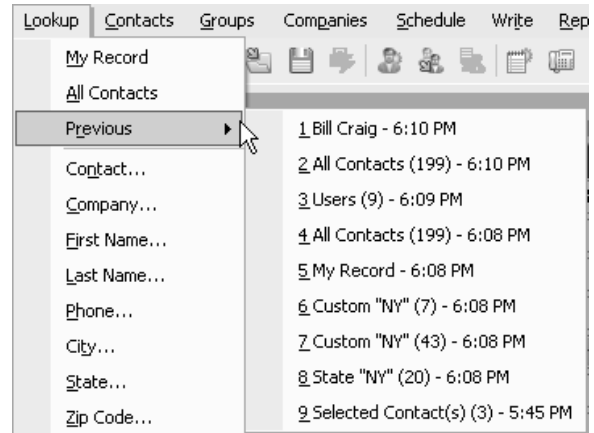


Previous Lookups

What if you are compiling a list using **Add to Lookup** and **Narrow Lookup** when the phone rings and you have to look up some information in ACT!.

No problem! You can quickly return to any of the past nine lookups you have completed since you logged into your database. Any time you perform a Lookup or click Go To, the query is remembered and added to the top of the previous lookup list.



The Previous list displays chronologically with the most recent listed first. Each lookup is preceded by a number for keyboard access. A brief description of the lookup displays to the right of the number and may include the lookup type and/or value, the number of contacts (#) returned by the lookup, and a date/time stamp. (Well it usually only displays a time stamp, but if you are working late into the night or you never exit ACT!, you will start to see the dates as well.)

Procedure: *To return to a previous lookup*

1. Click **L**ookup, **P**revious, select a lookup from the list. The lookup runs immediately without displaying any lookup dialog.

Selecting a previous lookup item will copy that lookup to the top of the list, update the count if it needs to, and update the date/time stamp.

Mini-Exercise: Lookup Previous

Step	What to do	How to do it/Comments
1.	If you've been performing the lookups we've been doing in our practice sessions, you should have several that you can return to.	Click L ookup, P revious Notice how the previous lookups have been named.
2.	Select a previous lookup from the list.	Select a previous lookup from the list.

Keyword Searches

The pre-set fields in the Lookup menu work well as long as you know how the data in the field begins. If, however, you want to look for a word, number, or phrase that is "inside" the text in a field, the pre-set fields don't help. So ACT! provides an option called **Keyword Search**.

Example: When you spoke with someone last year about the "Greenway" project, who was it? Where did you put the information? Was it in a field or a note or an appointment?