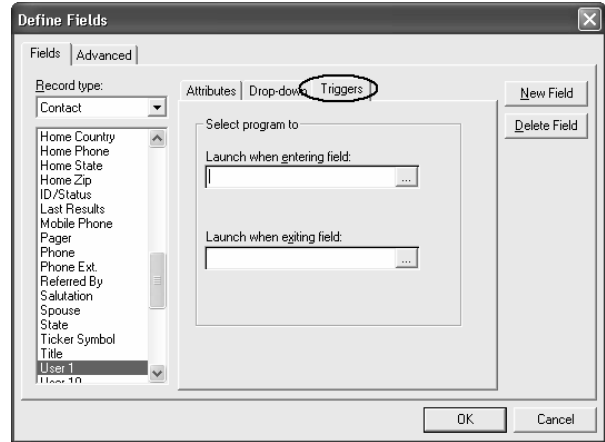


The Triggers Tab

The **Triggers** tab lets ACT! run a macro script or other commands when the field is entered or exited.

Example: The contents of a particular field are determined by a rate sheet stored in an Excel workbook. When you enter the field, you would like to display the rate sheet automatically. Or perhaps you would like to enter the data you just placed in an ACT! field into a worksheet.




Procedure: *To create a trigger for a field...*

1. Display the **Define Fields** dialog box for the desired field. See page 66.

2. Click the **Triggers** tab.

3. Click either the **Launch when entering field:**, or the **Launch when exiting field:** option. Depending on whether you want the event to occur before or after you enter your ACT! data.

4. Enter the path and name of the program's executable file, or specify the macro or script you wish to run. You may use the Browse button  to locate the executable file or macro. Script filenames must be entered manually.

5. If you wish to run a program and then open a specific file, follow the path and name of the program with a space and the path and name of the file. You must type this path and name. It is probably a good idea to have it written down before you start this process.

6. Click **OK**. The database is updated and your program now runs when you enter (or exit) the field.

Say you wish to launch Excel and open a worksheet file called **Your Invoices.xls**. Your command might look like this:

C:\Microsoft Office\office\Excel.exe c:\My Documents\Invoices.xls

You could use the Browse button to locate **Excel.exe**, but you would have to type the path to the **Invoices.xls** workbook file. Of course, your file locations may vary.

Mini-Exercise: Adding a Trigger

Step	What to do	How to do it/Comments
1.	Remember how awkward it was adding the Social Security # which had been created with a Field format? Let's add a trigger that automatically moves the insertion point to the beginning of the field.	Click in the Social Security # field that you created and then click Edit, Define Fields
	Let's edit the Social Security # field.	
2.	Add the macro "Home.mpr" as an entry trigger to the Social Security # field. The macro has already been created for you and placed in the \Macro folder (we'll learn how to create our own macros later).	Verify that the "Social Security #" field is selected. Click on the Triggers tab. Click on the Browse button in the Launch when entering field: Change the Look in: folder to the \Macro folder if necessary. Change the Files of type: to Macro Files (*.mpr) , then click on "Home.mpr" and click Open .
3.	Save your definition changes.	OK
4.	Now try entering a few Social Security #s	Cool!