

Course overview:

Act! 2005 Administration

(S621eng)



www.courseware.co.uk
sales@courseware.co.uk

Overview and objectives

This 1-day course is aimed at system administrators who support ACT! 2005 users. Students will learn how to install ACT! 2005, convert a database from a previous version, create and delete a database, import contacts from another data source, manage users and teams, and restrict contact access. They'll also create and manage database fields and drop-down lists, and use a Layout Designer to modify data input screens. In addition, they'll set general system preferences, such as scheduling and communication preferences, and create a custom command and add it to the menu and toolbar for easy user access. Finally, they'll backup and restore a database, perform routine maintenance, use the ACT! Diagnostic Tool, configure a network synchronization service, manage Sync Sets, and create and deploy a remote database.

On completing this course, students will be able to:

- Install ACT! 2005, convert an ACT! 6.0 database to an ACT! 2005 database, and open a database and examine its PAD file.
- Create and delete a database, import contacts from another data source, manage users, manage teams, and restrict contact access.
- Add, edit, and remove database fields, and create and manage drop-down lists.
- Use the Layout Designer to add tabs, fields, and objects to a layout, fine-tune a layout, and set field entry order.
- Set general system preferences, calendar and scheduling preferences, and communication preferences.
- Create a custom command, add and remove menu and toolbar commands, and customize the navigation bar.
- Back up and restore a database, perform routine maintenance, and use the ACT! Diagnostic Tool.
- Configure a network synchronization service, create and manage Sync Sets, and create and deploy a remote database.

Who should attend?

Before taking this course, students should have knowledge of installing and maintaining software. Attendance on the Basic and Advanced courses is also recommended.

Course overview:

Act! 2005 Administration

(S621eng)



**the courseware
company**

www.courseware.co.uk
sales@courseware.co.uk

Installation and conversion

- Installing ACT! 2005 • Upgrading from ACT! 6.0 • Opening a database

Database creation

- Creating and deleting databases • Importing and exporting contacts • Managing user accounts • Managing teams

Defining fields

- Adding new fields • Editing and removing fields • Managing drop-down lists

Designing layouts

- Working with layouts • Adding tabs and fields • Adding objects to a layout • Fine-tuning a layout • Setting field entry order

Setting preferences

- Setting general preferences • Setting calendar and scheduling preferences • Setting communication preferences

Menu and toolbar customization

- Creating custom commands • Adding and removing menu and toolbar commands • Customizing the navigation bar

Database maintenance

- Backing up and restoring a database • Performing routine maintenance • Using the ACT! Diagnostic Tool (ACTDIAG)

Synchronization

- Managing the sync server • Managing the Sync Set • Creating and deploying a remote database

gtslearning, 1998-2005. All rights reserved. All trademarks are the property of their respective owners
