

Course overview:

Act! 2006 Administration

(S652eng)



the courseware
company

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

Overview and objectives

This 1-day course teaches students how to create and manage ACT! databases, and how to administer a multi-user database environment.

On completing this course, students will be able to:

- Install ACT! 2006, convert an ACT! 6.0 database to an ACT! 2006 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?

The target student for this course should be comfortable supporting other users in a database environment. You should be familiar with the concepts of creating user accounts for a database, granting permissions, and so on. You should also be familiar with ACT!. You will get the most out of this course if your goal is to learn how to perform database administration tasks in ACT! 2006 Premium.

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the ACT! 2006 Advanced course or have equivalent experience.

Course overview:

Act! 2006 Administration

(S652eng)



**the courseware
company**

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

Installation and conversion

- Installation • Upgrading from ACT! 6.0 • Opening a database

Building a database

- Creating and deleting databases • Importing and exporting contacts • User accounts • Teams

Defining fields

- Adding fields • Editing and removing fields • Working with drop-down lists

Layout designs

- Layouts • Adding tabs and fields • Adding objects to a layout • Layout adjustments • Field entry order

Preferences

- General preferences • Calendar and scheduling preferences • Communication preferences

Menu and toolbar customization

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

Database maintenance

- Backup and restoration • Routine maintenance • The ACT! Diagnostic Tool (ACTDIAG)

Synchronization

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

gtslearning, 1998-2006. All rights reserved. All trademarks are the property of their respective owners