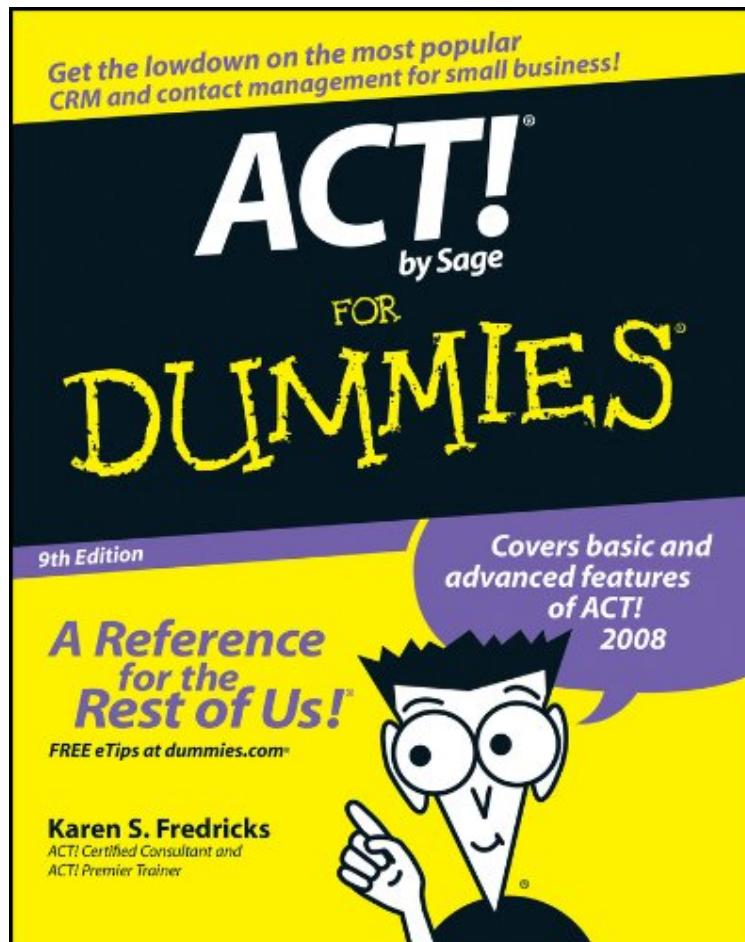


ACT! by Sage For Dummies

Karen S. Fredricks

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Are you ready to reap the benefits of the bestselling contact relationship manager (CRM) software on the market today? Well, then get into the act with ACT! 2008 and find out how the latest version of this exciting software enables you to set up a database that's right for you so that you can focus on your business and career growth

while also saving time and money. With this fun and friendly guide in hand, you'll discover how ACT! organizes customer information in one place, safely shares customer info between workgroups, and provides you with forecast tools, reports, and a contact database. Whether you're new to the features of ACT! or you are familiar with the basics but have not yet put to use ACT!'s more advanced abilities, this nuts-and-bolts reference has been updated and revised to make sure that you are up to speed on the most efficient way to organize your customer relationships and activities. Author and full-time ACT! Certified Consultant and ACT! Premier Trainer Karen Fredricks walks you through tasks such as: Setting up the contact database Adding multiple contacts to a group and adding contacts to a company Changing contact-level security access Scheduling activities Using the basic ACT! Reports Designing new reports Automating the backup process Integrating with Outlook Creating groups ACT! by Sage For Dummies, 9th Edition also boasts a companion Web site that includes all the updates for the 2008 version of ACT! You'll be amazed by just how quickly you'll be able to set up a database and get it to act for you.

From the Back Cover Web site covers ACT! 2008 and beyond Schedule appointments, print reports, and manage your business better It's easy to see why ACT! is the leading contact management /customer relationship management (CRM) software. Now it has even more cool features, and this guide covers them all. There's even a new chapter on ACT! Dashboards. Here's how to choose the right version of ACT!, get set up, and put your database to work making your life easier. Customize ACT! menus Create custom Dashboards to gain business insight Use the task list and calendar Print address books, labels, and envelopes Manage incoming e-mail Keep your data secure About the Author Karen S. Fredricks has implemented ACT! for businesses ranging from sole practitioners to Fortune 500 companies and has written software manuals on ACT!. She established and runs a large ACT! user group.