

ACT 2006 Features Looking Inward

New features highlighted in blue

Lookups

- Used to locate individual or 'lists' of contacts.
- All variations of 'lookup's are listed in the Lookup menu
- **Lookup by 'Contact' or 'recent activity'**
- Can be fine tuned to get exactly what you're looking for
- Tagging, narrowing, adding, by example are powerful features to aid the lookup.

Groups

- Groups - A way of subdividing your contacts - eg Holiday card list.
- a complex lookup can be saved to a Group
- **(new) Multi-level sub groups allowed. (15)**

Database Design & Layouts

- Highly customizable database design. Many additional fields can be added.
- **Enhanced field attributes ie memo field, Yes/No fields**
- Layout design feature gives client a desired and unique ACT appearance.
- Drop down lists can be imported from other sources.

Security

- **5 levels of security in Act 2006**
- Administrator has control of many features when assigning a user's security level. **Restricted user cannot delete records!**

Other Features

- Documents tab allows specific documents to be attached to a contact. Fields can be mapped to Excel
- Full Internet browser icon on the sidebar.
- Advanced Queries assist in many ways - lookup by example, groups etc.
- **Enhanced Secondary contacts**
- **Rich Text Format for notes and e-mail**

Companies

- Companies are like groups with subtle differences.
- Can be linked to contacts
- Companies can be created from contacts and vice versus
- Linking permits automatic address changes of linked contacts from Company change
- **Multi-level Divisions can be created within a Company**

**Central ACT 2006
Sequel Database
System**