

**ACT!**<sup>TM</sup>  
PREMIER TRAINER

**ACT!**<sup>TM</sup>  
CERTIFIED  
CONSULTANT

**INCLUDED**

- User Guide
- Lunch
- Power User Certificate

**COST: \$399**  
**One Day Session**  
**9am - 4pm**

**Small Hands-On**  
**classes**

**GUARANTEED or**  
**Return for Free**  
**within 90 days**



# ACT! SOFTWARE TRAINING CLASS ADMINISTERING ACT!

## SAGE PREMIER TRAINING CENTER COURSE OUTLINE

Basic Administration	Queries
Opening Databases	Lookup By Example
Configuring Workstations	Advanced Queries
Installing On Workstations	Creating and Populating
ACT! Preferences	Groups/Companies
	Adding Multiple Contacts
Database Security	Groups/Companies
Security Roles	Synchronization Maintenances
Password Management	Synchronizing Concepts
Team Management	Administrator Tools
Field Security	Setting Up Synchronization
Database Administration	Remote Database User Tasks
Backup & Restore	When Things Change
Check & Repair	
Scheduling D/B	Converting an Old ACT! Database
Maintenance and Repair	
Dealing With Duplicates	Questions and Answers
Remove Old Data	
Events	

Are you interested in taking advantage of ACT!'s most powerful features? Taught by a SAGE Certified ACT Premier Trainer and hands on so you can learn about data base security, administration and synchronization. This class is designed to fill you in on the most powerful features and cutting-edge capabilities for ACT! by SAGE.

**View dates or sign up [www.jcscomputer.com](http://www.jcscomputer.com)**  
**ACT! Now Call Toll Free 800/475-1047**

Class Date: \_\_\_\_\_

Payment Method:

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State, Zip Code

Payment in full is required for registration. You will receive confirmation for your requested class date once available space has been confirmed. Please wait on confirmation prior to making travel arrangements as classes do fill up. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested. Credit card or check accepted for On-sites & classes.

Fax to 800/467-7672 or call now Toll Free 800/475-1047 to register for class  
P.S. Guaranteed or the next class is FREE! – ACT! Technical Support available