# ACT! by Sage Software for
# Sage MAS 90 ERP and Sage MAS 200 ERP Training Class

**Guaranteed or the next class is FREE. Come & learn how to do more in less time.**

**User Guide and lunch included with class.**

New ACT! link to Sage MAS 90 includes inventory status and more information

## Sage Premier Training Center Course Outline

*The Basics*
- Starting Contact Manager
- Menu Overview
- Basic Help

*Working with Contacts*
- Viewing Contacts
- Adding and Modifying Contacts
- Sorting Contacts
- Manipulating the Contact List
- Defining Fields
- Groups

*Questions & Answers*

*Working your schedule*
- Viewing Activities
- Scheduling Activities

*Working with Paper*
- Creating Letters & Faxes
- Custom Templates

*Working with Groups and Companies*
- Groups
- Companies

*Linking with Sage MAS 90 and Sage MAS 200*

Welcome to ACT! Software training classes. This specialized one day course is designed to help you become acquainted with the basics of working in ACT!. Students are required to have a basic working knowledge of Windows. This course will cover setting up a new database, working with contacts & activities, groups and companies. Guarantee applies to the same next class for the attending student within 60 days of original attendance.

This class is taught by a SAGE Certified ACT! Premier Trainer. There will be a maximum of 4 students per class and are hands on 1 person per PC. All classes are CPE accredited. Students will receive a certificate of completion. Cancellation policy: must be received 5 days prior to course date to be eligible for refund and are subject to a $50 administrative fee. The class may be rescheduled with no administrative fee.

Fee: 1 day session $399.00
**ACT! Premier Training Center**

View dates or sign up www.jcscomputer.com
"*Helping you do more in less time!*"

***Call Now Toll Free 800-475-1047*** ***Payment Method:*** ***Class Date:*** _____

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Payment is required at time services are rendered. 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 866-666-9932

***P.S. Get your unlimited annual ACT! Software Technical Support & you get 3 online classes for free!***