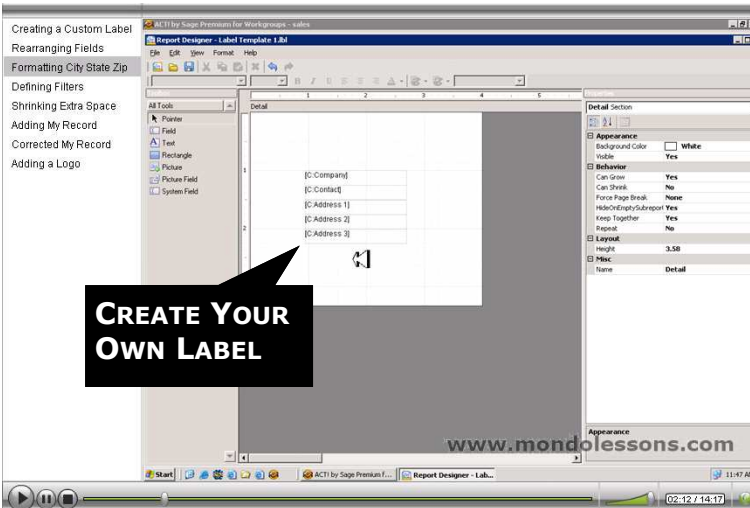




ACT! TRAINING VIDEOS BY MONDO MEDIA
V: 312-527-3133 * WWW.MONDOLESSONS.COM

ACT! BY SAGE DATABASE DESIGN TRAINING VIDEOS

EASY TO ACCESS. EASY TO VIEW. EASY TO LEARN.



THESE TRAINING VIDEOS TEACH YOU DATABASE DESIGN TECHNIQUES ON A TYPICAL ACT! CUSTOMIZATION PROJECT. OUR TRAINING VIDEOS COVER THIRTEEN CHAPTERS AND 220 MINUTES. THESE LESSONS APPLY TO ACT! 2007+ THESE VIDEOS COMPLY WITH THE PREMIUM FOR WORKGROUPS EDITION AS WELL AS STANDARD EDITION.

CONTENTS:

TOTAL NUMBER OF CHAPTERS: 13

TOTAL TIME: 3 HOURS AND 40 MINUTES

HOW IT WORKS



MondoLessons

WE USE SCREEN RECORDING TECHNOLOGY THAT ALLOWS US TO PLAY BACK THE LESSONS LIKE A VCR, AND WE ADD NARRATION AND POP-UP GRAPHICS TO MAKE IT EASY TO FOLLOW THE LESSON.

BENEFITS

- WATCH THE LESSONS AS OFTEN AS NECESSARY FROM YOUR DESKTOP.
- LEARN ACT! WITHOUT READING A USER'S GUIDE.
- CONTROL YOUR ACT! DEPLOYMENT COSTS.
- ACQUIRE THE KNOWLEDGE OF ACT! CERTIFIED CONSULTANT ON-DEMAND

WHAT OUR CLIENTS SAY

YOU ARE AMAZING. YOUR LESSONS GET A FIVE-STAR RATING, YOU'RE AN EXPERT AT THIS. JUST STARTED VIEWING THE LESSONS, YOU SPOILED ME ALREADY. THE SITE MAP, SUPPORT PAGE, LESSONS ARE EASY TO VIEW AND UNDERSTAND YET POWERFUL. I CAN SEE YOU'VE TAKEN GREAT PAINS WITH THIS. WHEN I EMAIL YOU WITH QUESTIONS, YOUR RESPONSE TIME HAS BEEN EXTREMELY PROMPT AND YOUR ANSWERS EASY TO UNDERSTAND. I WILL BE BACK FOR ADDITIONAL LESSONS WITH OTHER PRODUCTS.

THANK YOU,
HELGA LEAH (CURRY) TOMAINO

ABOUT THE AUTHOR

AFTER SIXTEEN YEARS OF USING ACT! AND OWNING A CONSULTING PRACTICE SINCE 1997, WE DECIDED TO MAKE A LIBRARY OF VIDEOS TO HELP CLIENTS LEARN AT THEIR OWN PACE AND MAKE AN AFFORDABLE TRAINING OPTION. THE FOUNDER, MARK R. MONDO, HAS BEEN AN ACT! CERTIFIED CONSULTANT SINCE 1998 AND AN ACT! PREMIER TRAINER SINCE 2005. MARK CURRENTLY RUNS THE CHICAGO OFFICE OF THE CRM CONNECTION, CO-FOUNDED THE CRM ALLIANCE AND CREATED THE FIRST ONLINE TRAINING VIDEO SERVICE IN 2003.



ACT! DATABASE DESIGN CONTENTS — 13 CHAPTERS 220 MINUTES

ACT! DATABASE DESIGN PART I

- CREATE NEW DATABASE
- ID/STATUS PRIMARY FIELD TIP
- ADDING USERS
- DEFINING FIELDS
- DEFINE DROP-DOWNS & FIELDS
- DEFINE NUMERIC FIELD
- CREATING MEMO (NOTES) FIELD
- CREATE PICTURE FIELDS
- CHECKBOX FIELDS
- BEST PRACTICES ON REFERRED BY & ID/STATUS FIELDS
- DEFINING LAYOUTS
- DEFINING MOST IMPORTANT FIELDS
- ADDING CUSTOM FIELDS

ACT! DATABASE DESIGN PART II

- ADDING CUSTOM FIELDS
- ALIGNING FIELDS & LABELS
- CHANGING FIELD LABELS
- CHANGING LAYOUT BACKGROUND
- CHANGING MULTIPLE LABELS
- LINING UP FIELDS
- MAKING LABEL & FIELD HEIGHTS EQUAL
- ADDING CUSTOM FIELDS TO LAYOUT
- ADDING MEMO FIELDS
- RESIZING FIELDS
- ADDING CHECKBOX FIELDS
- ADDING A FIELD IN LAYOUT DESIGNER
- MODIFYING TABS
- INSERTING PICTURE FIELDS
- CHANGING DEFAULT TABS
- STACKING TABS
- USING THE ACCESS FIELD
- PLACING THE RECORD MANAGER FIELD
- SEARCHING FOR A FIELD IN THE LAYOUT
- ORDERING TAB STOPS
- WHERE IS MY NEW LAYOUT
- SHOW ENTER STOPS

CUSTOMIZING COMPANY FIELDS

- ADDING FIELDS TO COMPANY LAYOUTS
- CHANGING COMPANY TAB STOP ORDER

ADDING GRAPHICS TO LAYOUTS

MODIFYING GROUP FIELDS

DESIGNING A CONTACT REPORT

CUSTOMIZING ACTIVITIES

CUSTOMIZING OPPORTUNITY FIELDS

- DEFINE PROCESSES AND PRODUCTS

EXECUTE MAIL-MERGE

- SETTING UP WORD
- SHOWING GENERIC LETTER/FAX COVER/MEMO
- MODIFYING TEMPLATES
- CONVERTING TEMPLATES FROM WORD
- SENDING TO ONE OR MANY CONTACTS
- RUNNING LABELS
- PRINTING ENVELOPES
- PRINT ADDRESS BOOK

OPPORTUNITIES

- ADD, MODIFY AND CLOSE OPPORTUNITY
- USING THE OPPORTUNITY LIST
- EXPORT TO EXCEL
- CREATING A SALES FUNNEL GRAPH
- CREATING A OPPORTUNITY PIPELINE GRAPH

DATABASE ADMINISTRATION

- CUSTOMIZE CONTACT FIELD DROP-DOWNS
- CUSTOMIZE OPPORTUNITY FIELDS
- CUSTOMIZE SALUTATION PREFERENCES
- CUSTOMIZE SIDE BAR
- CUSTOMIZE TOOL BAR
- DATABASE BACKUP/RESTORATION
- USING ACT! SCHEDULER

RUNNING REPORTS

- RUNNING CONTACT GROUP AND OPPORTUNITY REPORTS
- EXPORT TO EXCEL VS. CONTACT REPORTS