

# Copy System Field

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## Installation and Usage

Copy System Field ® provides the capability to copy the contents of an ACT! “system” field to a non-“system” field on an contacts records, allowing the user to perform searches and sorts on that field’s values.

There are a few operations that users may wish to perform on all fields in their ACT! database, such as a search/lookup or sort. For example, you may want to locate all the contacts with George Washington as the Record Manager, or put your contacts in order, newest to oldest, based on Create Date. However, these fields (and some others, such as Edit Date and Email Address) are ACT! “system” fields, and are not available for use in lookups and sorts.

With ACT! v5.0.2 or higher (ACT! 2000, ACT! 6 and ACT! 6 for 2004), you can use the Edit menu Replace option to copy the contents of a field into another field, for all the contacts in an ACT! lookup. However, you cannot access “system” fields when performing an Edit > Replace function in ACT!.

Copy System Field ® offers the ability to select one of these “system” fields as the “source” for a copy operation, and allows you to copy the contents of a “system” field to any non-system field. Once the copy is complete, you can then do all your normal operations, such as Lookup and Sort, on these non-system fields.

## Installation

1. Shut down all running programs
2. Run **Install\_CopySystemField.exe**
3. Follow the instructions on the screen. Restart your computer if prompted to do so.

This will install **c:\program files\tnhg\COPYSystemField.exe** on your hard-drive, and add the CopySystemField.exe program as an ACT! custom command. It will

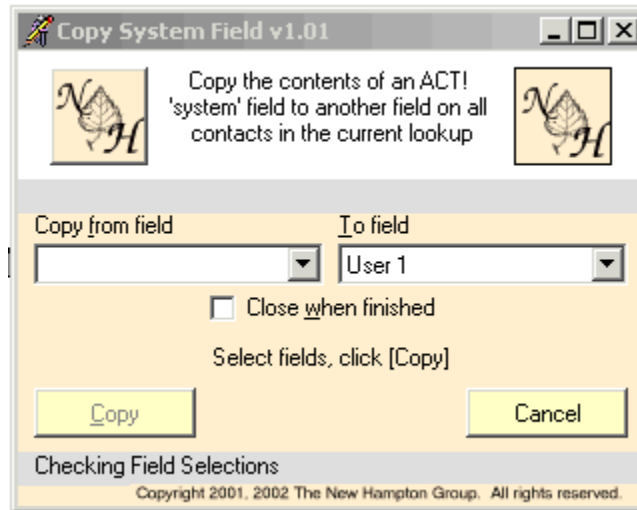
also put the CopySystemField icon  on the Contacts View toolbar, and add CopySystemField to the Contacts View Edit menu.

# Usage

Perform the Lookup in ACT! that contains the contacts on which you want to copy the system field values to a non-system field.



Click the CopySystemField icon on the Contacts View toolbar to open the CopySystemField application window:



Select the “source” field by choosing a field in the “Copy from field” dropdown list. This is the field whose values you wish to copy to a non-system field.

Next, select the “target” field by choosing a field in the “To field” dropdown list. This is the field that will hold the copied values when you are done.

If you will only copy one field’s contents, you can select the “Close when finished” option, so that the Copy System Field application window will close automatically when the copy operation is complete. Or, if you need to copy the contents of another field, you can leave the option “un-checked”, and the application will notify you upon completion and remain open, so that you can select another pair of fields.

Finally, click the [Copy] button to start the copy operation.