

Delete Company Lookup

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Installation and Usage

Delete Company Lookup® provides the capability to quickly and easily delete all the companies in the current lookup of an ACT! 2005 database.

Once a lookup of Companies has been accomplished, simply select the Delete Company Lookup option from Groups > Companies menu. Select either “Divisions Only” or “Companies and Divisions”, then click [Delete] to remove those designated Company records from the ACT! database.

Delete Company Lookup® removes the Company (and optionally, the Division and sub-division) records only – its does NOT remove or delete the contacts who “belong to” or are “linked to” the companies that are deleted. The Contact records remain intact – only their “associations” with the companies are removed.

Installation

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

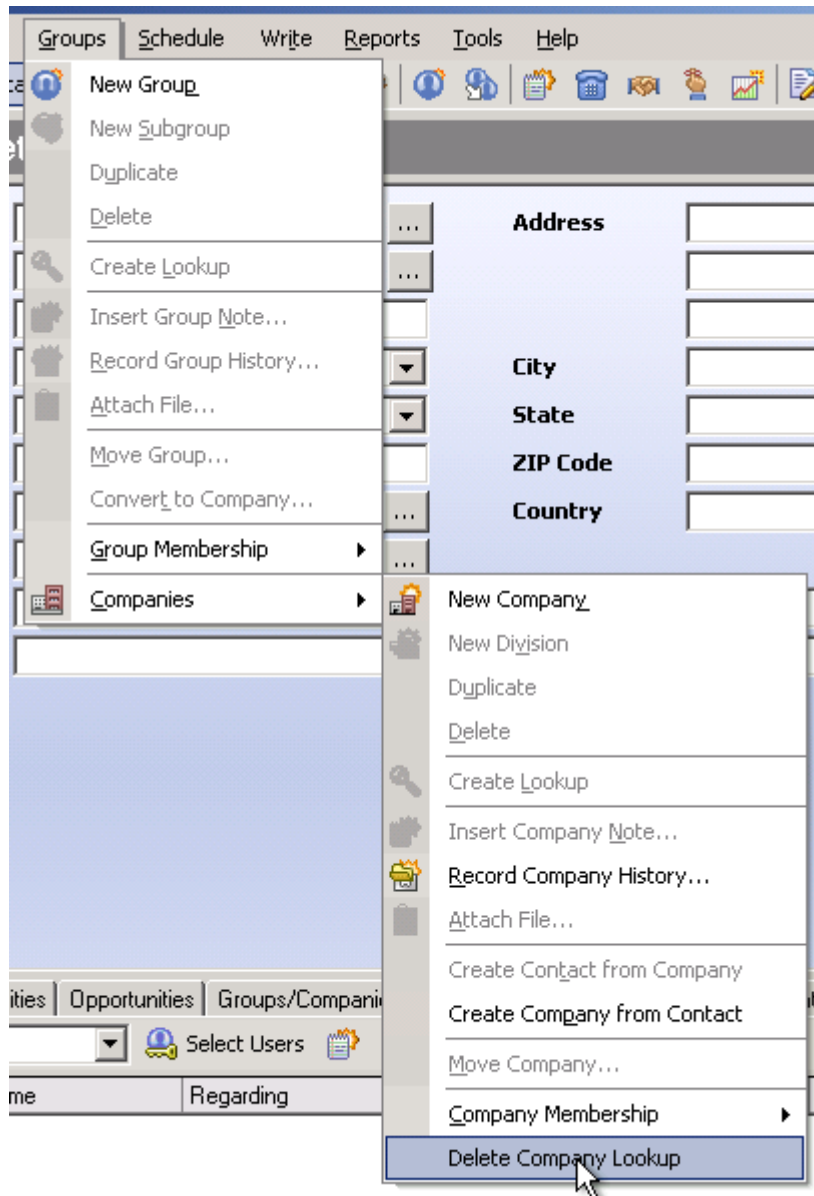
This will install **c:\program files\ACT\ACT for Win 7\DeleteContacts.dll** on your hard-drive (along with supporting files), and add the Delete Company Lookup option to the Group > Companies menu.

Usage

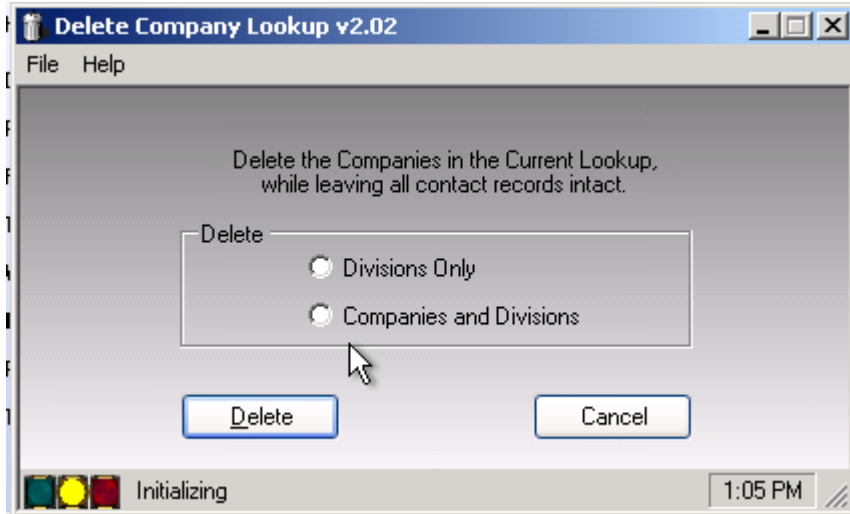
Perform the Lookup in ACT! that contains the companies that you want to delete from the database. Since the ACT! lookup function does not distinguish between Companies and Divisions and sub-divisions, your lookup results may contain both types of records.

Use the Companies List view to review the results of your lookup, and to confirm that those are indeed the companies that you wish to delete from the database.

When you are sure you want to delete the Company records in the Current Lookup, select the Group menu, Companies option. Select the Delete Company Lookup option.



This will display the Delete Companies window:



Select the option you desire, directing the program to delete ONLY the Division (and all levels of sub-division) records but leave the “high-level, parent” Company records intact, or to delete ALL the Company records, at ALL levels, that are included in the Current Lookup.

When your option selection is correct, click the [Delete] button. You get one last chance to decide you don't really want to delete those company records! Click [Yes] to continue and delete the Company records of the level(s) you selected, or [No] to cancel the request and retain your records.

(When the companies are deleted, you may need to use the View > Refresh menu to force ACT! to refresh the Company List).