

# Delete Group Lookup

© 2008 The New Hampton Group

## Installation and Usage

*Delete Group Lookup*® provides the capability to quickly and easily delete all the groups in the current lookup of an ACT! 2007 database (or later).

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

*Delete Group Lookup*® removes the Group (and optionally, the sub-group) records only – its does NOT remove or delete the contacts who are “members” of the groups that are deleted. The Contact records remain intact – only their “associations” with the groups are removed.

## Installation

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

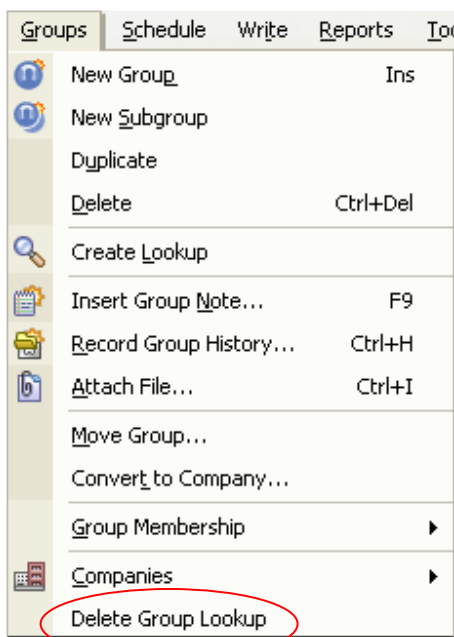
This will create (if necessary) the \TNHG subfolder within the folder that Windows “knows” as the “Program Files” folder – usually c:\Program Files. It will create the \TNHG\DeleteGroupLookup subfolder, and install **LogToggle.exe**, and other supporting files, into that folder.

The installation process will also copy into the \ACT\Act for Windows\Plugins subfolder (within that same “Program Files” folder) the supporting files necessary to operate within ACT!2007 (or later), and add the Delete Group Lookup option to the Groups menu.

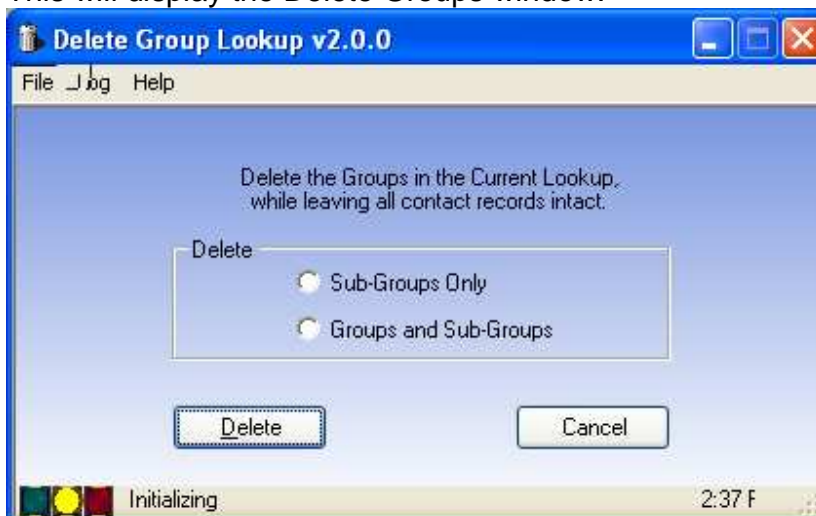
## Usage

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

Use the Groups List view to review the results of your lookup, and to confirm that those are indeed the groups that you wish to delete from the database. When you are sure you want to delete the Group records in the Current Lookup, select the Group menu, Groups option. Select the Delete Group Lookup option.



This will display the Delete Groups window:



Select the option you desire, directing the program to delete ONLY the Sub-Groups (and all levels of sub-group) records but leave the “high-level, parent” Group records intact, or to delete ALL the Group 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 Group records! Click [Yes] to continue and delete the Group records of the level(s) you selected, or [No] to cancel the request and retain your records.

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