

ACT!2000 EnhancedF2

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Installation and Usage

ACT!2000 EnhancedF2 provides the capability to more easily modify multiple selections from a “F2 PickList” in an ACT!2000 database

With ACT!2000, if you define a field with a Dropdown list, then you can use the F2 key to open the window that allows you to edit the list. While in the Edit List window, you can also use the Windows-standard Control-Click and Shift-Click key-mouse combinations to select multiple entries from the list to be entered into the field, automatically separated by commas.


However, if you re-enter the field and again use the F2 key to open the Edit List window, the previously selected values are NOT highlighted – you will need to re-select ALL desired values for the field. This can be quite error prone and tedious for the user.

EnhancedF2 provides a replacement for the Edit List window. In the EnhancedF2 window, the previously selected entries are already highlighted, so you can deselect items or select additional items. Values already in the field but not on the PickList are also displayed, so you can add them to the PickList with a single mouse click.

Installation

1. Shut down all running programs
2. Run **Install_EnhancedF2.exe**
3. Follow the instructions on the screen. Restart your computer if prompted to do so.

This will install **c:\program files\tnhg\enhancedF2.exe** on your hard-drive, and add the EnhancedF2.exe program as an ACT! custom command. It will also put

the EnhancedF2 icon  on the Contacts View toolbar and the Groups View toolbar. EnhancedF2 is also added to the Edit menu in both of these views.

Adding the Alt-F2 Keyboard Command

If you would like to be able to use the Alt-F2 key combination to activate the EnhancedF2 window (instead of clicking the EnhancedF2 icon on the toolbar), you will need to do so manually. (Due to restrictions in ACT!, you must first add EnhancedF2 as a User Defined/Custom Command, then add the keyboard shortcut.) See the ACT! manual for instructions on adding custom commands and keyboard shortcuts, or contact your local ACT! Certified Consultant.

Usage

Position the cursor into any field that has a dropdown list – it will show a small box at the right end of the field with a small down-pointing triangle in it. Click the EnhancedF2 icon on the toolbar, or, if you have assigned the Alt+F2 key combination, use that to activate the EnhancedF2 window for the field.

Notice that all the entries currently selected in the field are displayed in the list as “highlighted” – they are already selected! Hold the Ctrl key down while you click on another list item, and it will be highlighted, too. Hold the Ctrl key down while clicking on a highlighted item and it will no longer be highlighted. When all the items you want the field to have are highlighted, click the OK button.

Notice that in the box near the bottom of the window, any values currently in the field but not on the list are displayed. If you want to add any of them to the PickList, simply “cut” the value from the display, click the Add button, and paste the entry into the Item field. It will appear in the list, and be highlighted/selected. Items that remain in the box when you click the OK button will remain in the field value – if you want to remove one or more of these entries from the field, simply delete it from the box (without adding it to and selecting it on the PickList) before you click OK.