

ACT!2000 HistoryCleanUp

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Installation and Usage

ACT!2000 HistoryCleanUp selectively removes History records from an ACT!2000 database.

ACT!2000 allows you to select a “Before Date” to control the removal of History records from a database – ALL notes and history before that date are removed from the database.

However, sometimes the requirement is to remove only history of a certain type or types, or only related to certain contacts or group, or both.


HistoryCleanUp lets you choose, in addition to the “Before Date”, which type or types of history to remove. It lets you choose whether to remove them for the entire database, or only the current contact or contact lookup, or only the current group or group lookup.

Installation


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


(NB: Near the end of the installation process, you MAY see a window informing you that the MSVCRT.DLL failed to self-register. This message can safely be ignored - it should not effect the performance or operation of History Cleanup. We are working on eliminating this inconvenience.)

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

also put the HistoryCleanUp icon  on the Contact View toolbar and the Group View toolbar, and adds HistoryCleanUp to the Contact View and Group View Lookup menus.

Usage

While on the Contact view in an ACT!2000 database, start HistoryCleanUp by clicking on the HistoryCleanUp  icon on the toolbar, or by selecting HistoryCleanUp from the Lookup menu. When you start HistoryCleanUp this way, the currently active contact and the currently active contact lookup can be selected to limit which contact's or contacts' history are to be removed.

While on the Group view in an ACT!2000 database, start HistoryCleanUp by clicking on the HistoryCleanUp  icon on the toolbar, or by selecting HistoryCleanUp from the Lookup menu. When you start HistoryCleanUp this way, the currently active group and the currently active group lookup can be selected to limit which group's or groups' history are to be removed. Please note that this removes the history associated with the group, NOT with the contacts in the group.

Select the type(s) of history to be deleted. Click the [Select All] button to select all types of notes, history, attachments, etc. Click the [Unselect All] button to deselect all types, so that you can select just a few.

Select the date of interest. All entries of the types you selected, associated with the contacts or groups you selected will be removed IF they are dated before the date you select. You may either type in the exact date you want for each, or you can click the small button with a down-pointing triangle in it at the right end of the date field. Clicking this button opens a Calendar window. You can select a different month using the arrows, or by clicking on the month name and then selecting a date from the list. You can select a different year by using the arrows, or by clicking on the year and then scrolling up or down using the arrows. Once you see the month and year of interest, click on the day of interest to close the calendar window and load the selected date into the date field

When you have made your choices for types and date, click the [Cleanup] button to remove the records from the database.