

Lookup Contacts In Companies

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Installation and Usage

Lookup Contacts In Companies provides a quick and easy way to create a lookup of all the contacts that belong to any of the companies in the current company lookup, or any of the groups in the current group lookup.

In ACT! by Sage®, you can lookup all the companies that meet your criteria, or all the groups that meet your criteria. But there is no facility to create the lookup of all the contacts that “belong” to those companies or groups. **Lookup Contacts In Companies** provides that capability.

Installation

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

This will create the \tnhg folder and \tnhg\LookupContactsInCompanies folder within the Windows “Program Files” folder (usually c:\program files) and add the Lookup Contacts In Companies supporting files.

It will also add the LookupContactsInCompanies.dll (and supporting files) to the \ACT\ACT for Win 7\Plugins folder and the \ACT\ACT for Windows\Plugins folder in the Windows “Program Files” folder (usually c:\program files), and add “Lookup Contacts In Companies” and “Lookup Contacts in Groups” to the ACT! Lookup menu.

Usage

Create a lookup of all the companies or groups whose contacts you want to identify.

From the Lookup menu, select the “Lookup Contacts In Companies” or “Lookup Contacts in Groups” option. If only a single contact is found all the currently selected companies or groups, that contact will be displayed in the Contact Detail view. If multiple contacts are found in the currently selected companies or groups, the list of those contacts will be displayed in the Contact List view.