

FOLDER VIEW FOR ACT! Ver. 1.0

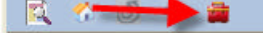
FEATURES:

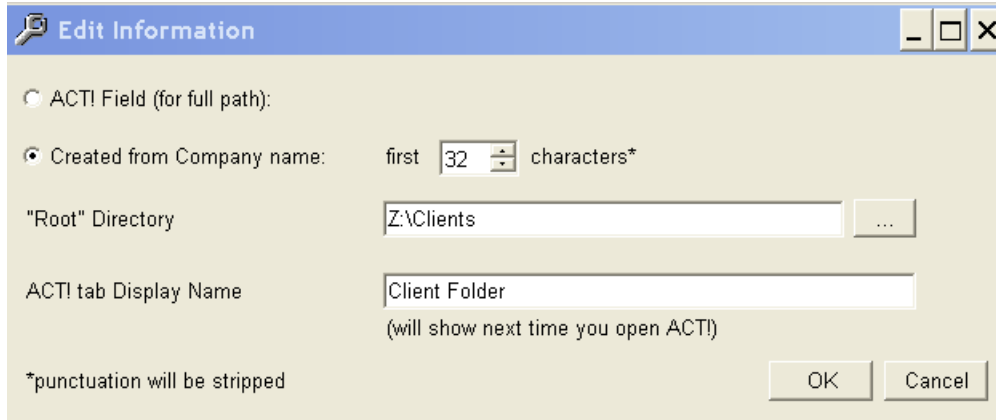
1. Allows viewing a Windows folder path within a tab for an ACT! Contact.
2. Allows drag and drop functionality for folders and files.
3. Allows you to open files in their associated program by double-clicking.
4. Allow you to set folder from an ACT! Contact field, or automatically from the contact COMPANY name.


To Install:

1. Close the ACT! Application
2. Double-click on the **Setup.exe** file and follow prompts to install
3. Once installed, Open ACT!
4. You should see a new tab called "Folder View" in the Contact Detail View.

To Setup:

1. On the tab, click on the Tools icon 
2. Either select ACT! Field and then Select the ACT! Contact field that has the full file path. OR
3. Select to use the Contact COMPANY name with the option of how many characters to use in creating the folder. With this option you can also select a "Root" directory (such as "Z:\Clients")



- 4.
5. If you are using the “Created from Company Name” method and the folder does not yet exist, you will see a new menu item to create the folder from the company name.
6. 
7. You can also modify the Tab display name. This customized name will show the next time you open ACT!
8. If you wish to copy settings from one workstation to another, simply setup the first workstation, run the installation on the other workstations, and then copy the file “C:\Program Files\FCLLC\FolderView\Config.XML” from the first workstation to any others.