



ACT! TRAINING INFORMATION

Platinum CRM Consulting offers One-on-One and Group Training at your location or at one of our training facilities. Classes can be tailored so that training will cover the topics and experience level of your business and users. Standard classes are listed below and the topics are applicable to ACT! by Sage and ACT! Premium Products. *Select any topics from the standard classes and create a custom training session for your business.*

ACT! 2009 NEW USER (8 Topics)

Identifying ACT! Window Components	Notes, Histories and Attaching Files
Create and Modify Your Contacts	Working with Your Calendar
Viewing the Contact List	Write Letters, E-mails and Mail Merges
Performing Lookups	Generating Reports & Dashboards

ACT! 2009 ADVANCED USER (8 Topics)

Manage Opportunities	Design Activity Series
Create Advanced Queries	Customize Document/E-mail Templates
Create and Work with Groups	Customize Reports
Create and Work with Companies	Modify Menus

ACT! 2009 ADMINISTRATOR (8 Topics)

Data Import and Export	Customize Fields
Add/Modify/Delete Users	Customize Layouts & Dashboards
Setting Preferences	Database Maintenance
Synchronization	ACT! Diagnostic Tool

TRAINING COURSE LENGTH

Standard Course or Any 8 Topics
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STYLE

Presentation
Hands-On

TIME

2 Hours
4 Hours

TRAINING PRICING

NUMBER OF STUDENTS	PRESENTATION AT OUR FACILITY	PRESENTATION AT YOUR FACILITY	HANDS-ON AT YOUR FACILITY	HANDS-ON AT YOUR FACILITY WITH OUR DELL LAPTOP RENTALS	HANDS-ON AT OUR FACILITY (INCLUDES DELL LATOPS)
1-2	\$300	\$350	\$650	\$750	\$700
3-4	\$350	\$400	\$750	\$950	\$850
5-6	\$400	\$450	\$850	\$1,150	\$1,000
7-8	\$450	\$500	\$950	\$1,350	\$1,150
9-10	n/a	\$550	\$1,050	n/a	n/a
11-12	n/a	\$600	\$1,150	n/a	n/a

NOTE: MAXIMUM CLASS SIZE AT OUR FACILITY OR WITH OUR LAPTOPS IS 8 STUDENTS

Price includes training materials, pens & highlighters, the instructor's laptop and projector. 10 days of phone or e-mail support for training follow-up questions on topics covered for one point of contact, at no additional charge.

FOR MORE INFO CONTACT
1-877-ACT-PLATINUM
 1-877-228-7528

ACT!
 PREMIER TRAINER