ACT! by Sage

Make contacts.
Build relationships.
Get results.

ACT! by Sage 2006 enables individuals and organizations to instantly access complete contact and customer information, manage and prioritize activities, and track all contact-related communications to help build productive business relationships. Renowned for its ease of use and intuitive interface, ACT! offers advanced high-impact functionality and best-in-class levels of quality and performance for a low total cost of ownership.

Key Benefits

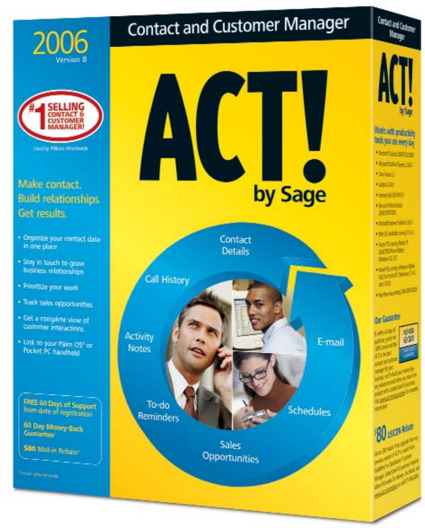
- Organize your contact data in one place
- Stay in touch to grow business relationships
- Prioritize your work
- Forecast and track sales opportunities
- Get a complete view of customer interactions
- Take critical information on the go

sage software

Your business in mind.

ACT! by Sage 2006

#1 Selling Contact and Customer Manager



With more than 2 million users and 30,000 corporate customers, ACT! continues to be the market leader in contact and customer management for individuals, small businesses, and small workgroups within an organization. Specifically designed to maximize user experience, ACT! gives you instant access to key customer information and can be tailored to meet your specific business requirements. ACT! is an easy-to-use solution that offers a low total cost of ownership.

Centralize Customer Information

ACT! is a single, central repository for critical contact and customer information captured across your entire organization. ACT! works for up to 10 users[1] in a network environment, and enables you to access detailed contact and customer information, manage calendars and activities, capture all customer communications, track opportunities throughout the sales process, and report on overall effectiveness. And because ACT! allows you to link to Palm OS and Pocket PC, you can download the data you need for instant access when you're on the go.

Stay on Top of Your Day

ACT! helps you manage your daily responsibilities – whether it's a task you must complete, a call with a critical customer, a meeting with a co-worker, or an e-mail to a prospect. And everything you do in ACT! is related to a contact record so you can track all your interactions with that contact for a complete view of your relationship.

You can organize your contacts into Groups or associate related contacts to a Company Record. Track virtually unlimited Notes and History, including calls, meetings and to-dos on a contact record and view a roll-up for all contacts on the Group or Company Record.

Calendar pop-ups make it easy to view activity details instantly by mousing over any activity for an "at-a-glance" view. And Activity Alarms will help you stay on top of deliverables while incomplete activities roll over to the next day so nothing slips through the cracks.

1 You must purchase one license of ACT! per user.

Tailor ACT! to Suit Your Business

ACT! delivers productivity tools that you can use out of the box or tailor to meet your business requirements. For example, you can populate more than 60 pre-defined fields including Name, Company, Phone, Address, Web Sites, E-mail, Last Meeting Date, and Status/ID. Or add new field types and designate them as Date, Currency, Yes/No, Expansive Memo or Picture fields.

For better tracking of critical data, you can create your own activity, history or priority types. For example, you can define "Billable Hours" as an activity type instead of using the standard "Meeting," "Call," or "To-Do." And, when it comes time to report on all of your hard work, ACT! includes 40 standard reports. Or take advantage of the built-in Report Designer to create custom reports.

Increase Productivity and Opportunities

ACT! enables sales professionals to track sales opportunities from initial inquiry through close using either a standard or customized sales process. When working an opportunity, sales professionals can simply click "Follow-up" and a new activity will automatically be created with the prospect's details, ensuring the prospect is properly managed throughout the sales process. View all sales opportunities at once or filter using selected criteria.

Get Up and Running Quickly

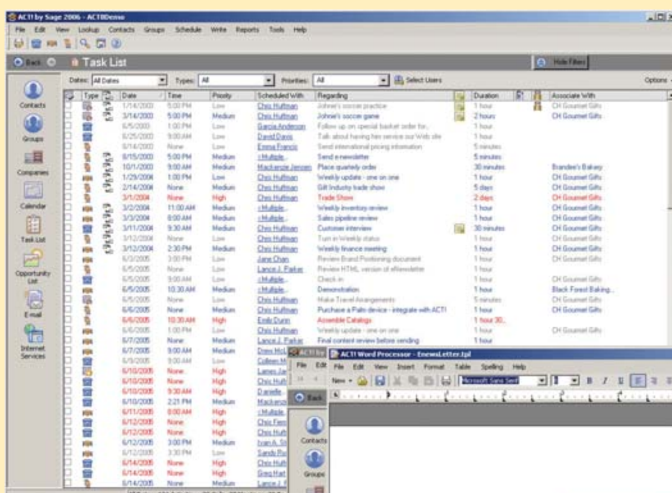
ACT! is easy to install. With a Start Here Guide, an easy step-by-step Installation Wizard, a Getting Started Wizard to help configure common preferences and settings, and Product Features Tours, you can get up and running quickly. Using a personal information manager or PDA software to manage contacts? No problem. Data can be imported from popular formats including .csv, Outlook and Palm Desktop, eliminating the work involved in re-entering data.

Should you be considering ACT! by Sage Premium for Workgroups 2006?

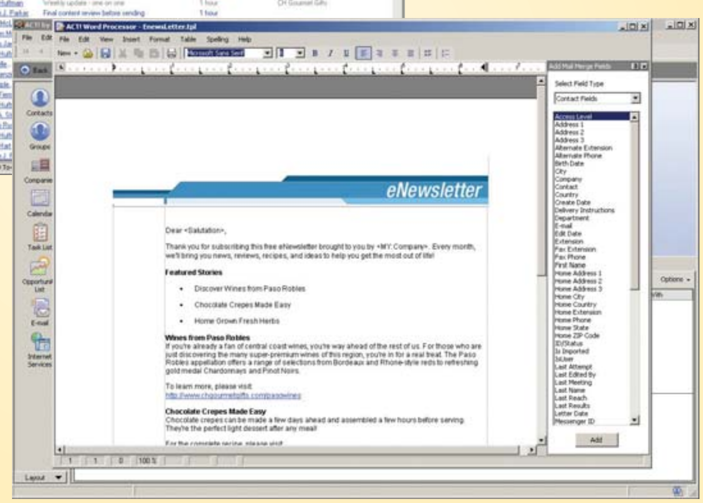
It provides:

- Scalability for larger workgroups and teams, accommodating up to 50 networked users.[2]
- Automatic database synchronization and backup to ensure up-to-date customer information.
- Custom user permissions to maintain database security.
- Group Scheduling for your entire workgroup to increase team efficiency.
- Ability to grant contact access to multiple users at once to get users up and running quickly.
- Customizable Opportunity fields to tailor ACT! to your unique business.

2 Actual number of users and contacts supported will vary based on hardware and size and usage of your database. The 50 user limit is based on performance tests using minimum hardware requirements and is a recommendation. You must purchase one license of ACT! per user.



Get a fast look at your priorities, then speed through tasks as you sort by date, level, user and more. Customize activity types and priority levels to check to-dos off even faster.



Perform mail merges and track a history of the communication on each contact record.

Key Capabilities

Organize your contact data in one place

- Track complete customer data: contact details, notes and history, appointments and to-do items, documents and new opportunities.
- Populate 60+ pre-defined fields including Name, Company, Phone, Address, Web site, E-mail, Last Meeting Date and ID/Status, or add your own.
- Create Company Records and view a roll-up of notes, history and opportunities tied to contacts at those companies.
- Enter virtually unlimited date- and time-stamped notes and history.
- Use the Groups feature to easily communicate and schedule with related contacts.
- Attach documents to Activities and History items so it's easy to quickly locate presentations, proposals and more.
- Create notes, history, activity and opportunity details using Rich Text Formatting that supports colors, bullets, graphics, URLs.
- Customize your layouts, including changing colors, adding logos and moving relevant field displays for greater visibility so ACT! is unique to your business.

Stay in touch to grow business relationships

- Track customer correspondence on the relevant contact record for a history of all communications with that contact and organization.
- Write letters in ACT! using Microsoft® Word or the ACT! built-in Word Processor which supports tables, graphics, HTML, and spell checking.
- Select a group of contacts and perform a mail merge to a letter or e-mail. A history is automatically generated on each contact record.
- Use pre-formatted templates to save time on e-mails, letters, memos and faxes. Easily customize the HTML graphical templates to e-mail customers.
- Create, send and track e-mail to/from contacts using ACT! E-mail Client.
- Send e-mail through Outlook®, Outlook Express or Lotus Notes® e-mail[3].

Prioritize your work

- Schedule calls, meetings and to-dos quickly and easily.
- Filter calls, meetings and to-do items by priority, date range or user.
- Access Daily, Weekly and Monthly calendar views.
- Calendar pop-ups make it easy to view activity details instantly by mousing over any activity for an "at-a-glance" view.
- Use Activity Alarms to stay on top of deliverables. Incomplete activities roll over to the next day.
- Schedule related activities at once for routine tasks. Activities are linked to one another so a date change in one can push out other activities.
- Synchronize your ACT! and Outlook calendars to facilitate appointment scheduling with company employees not using ACT!.

Forecast and track sales opportunities

- Use the built-in Sales Process or customize it to suit your specific needs.
- View all sales opportunities at once or filter by Users, Estimated Close Date, Status, Sales Stage, Amount or Probability of Close.
- Use the built-in Product List to track product or service name, item number, cost and price.
- Generate instant quotes[4] for any opportunity without having to re-key information.
- View graphical Sales Pipeline and drill down to see opportunity details.
- Choose from 20+ pre-formatted Sales Reports or export to Microsoft Excel[5] with one click for further analysis.

Get a complete view of customer interactions

- Perform a lookup on most fields or use Keyword Search.
- Perform numeric lookups such as greater than or less than queries.
- Access 40 standard reports including Phone Lists, Activity Reports, Referral Source and Sales Summaries.
- Use the Report Designer to create custom reports and send most reports to Excel, HTML, PDF, or e-mail.
- Customize priority, activity and history types for better tracking and analysis.

Take critical information on the go

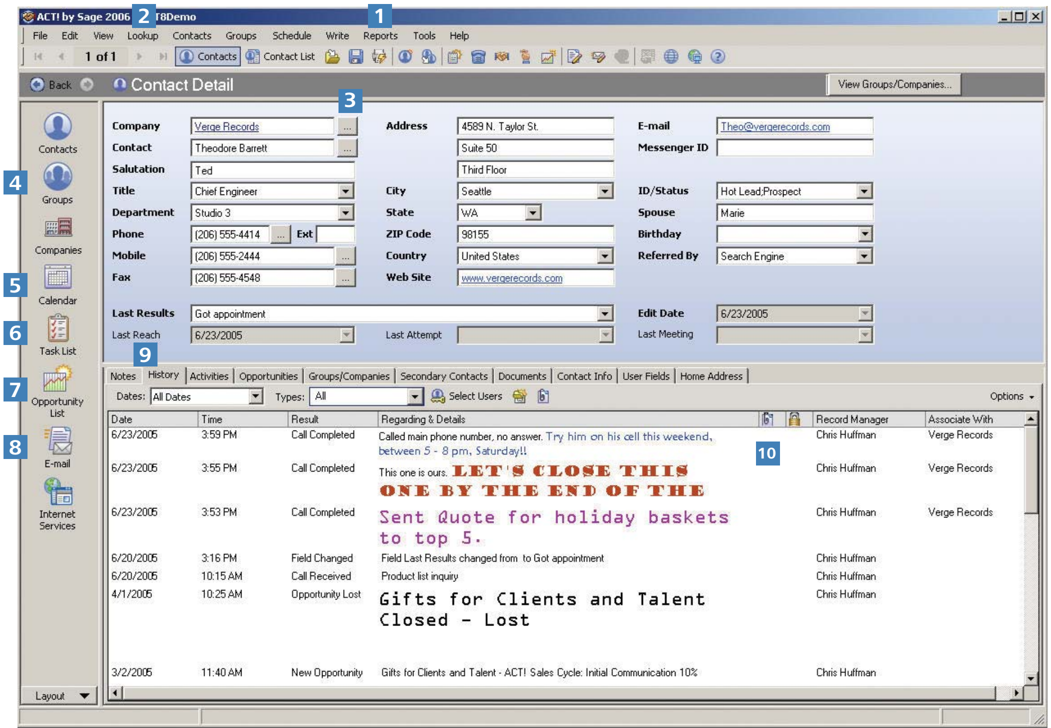
- Synchronize your ACT! Calendar, Contact and To-Do information, Notes, and History items to Palm OS or Pocket PC devices.
- Print to over 20 popular paper organizers so you always have your schedule with you.
- Print from any ACT! calendar template and the contact phone number for any scheduled call is automatically printed on the calendar.
- Access critical contact and customer details through Citrix or Terminal Services when out of the office.[6]

3 Requires Microsoft Outlook 2000, 2002 or 2003. Requires Lotus Notes 6.5. Requires Outlook Express 5.5 or 6.0.
4 Requires Microsoft Excel and Word 2000, 2002, or 2003.
5 Requires Microsoft Excel 2000, 2002 or 2003.
6 Citrix and Terminal Services require specific configurations. Citrix supported using Presentation Server V3.0 and V4.0.

ACT!
by Sage

For more information about ACT! 2006:

- Call 1-888-ACT-2006
- 5 users or more?
  Call 1-888-855-5222
  for Corporate Licensing
- Contact your ACT! Certified Consultant
- Visit www.act.com



1. **Reports:** Gain critical insight into your business using up to 40 standard reports.
2. **Lookups:** Instantly access any important contact or detail with robust look-up capabilities.
3. **Companies:** Associate contacts with a company record and view a roll-up of all notes, histories and opportunities.
4. **Groups:** Track collections of related contacts using the Groups feature for an at-a-glance view.
5. **Calendar:** Get daily and work week views with pop-up details on each event as you mouse over them. Schedule activities individually or for the entire workgroup using free/busy displays.
6. **Task List:** Sort by priority to stay on top of important tasks.
7. **Opportunity List:** View all sales opportunities at once or filter by Users, Estimated Close Date, Status, Sales Stage, Amount or Probability of Close.
8. **E-mail:** Communicate to your customers by e-mail and track a history on each contact record.
9. **Notes and History Tabs:** View virtually unlimited date- and time-stamped Notes and History.
10. **Rich-text formatting:** Use Rich Text formatting, including changing colors and fonts, in Notes, History, Activity, and Opportunity details.

About ACT!

ACT! is the #1 selling contact and customer manager that enables individuals and organizations involved in selling or other contact-related functions to Make contact, Build relationships and Get results. ACT! has an 18-year track record for delivering products that are easy to use, customizable and affordable for small businesses.

ACT! helps you instantly access key contact and customer details, manage and prioritize activities, and track all contact-related communications so you can build productive business relationships.

About Sage Software
(formerly Best Software)

Sage Software offers leading business management software and services that support the needs, challenges and dreams of more than 2.4 million small and mid-sized business customers in North America. Its parent company, The Sage Group plc (London: SGE.L), supports 4.5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable and customizable software for accounting, customer relationship management, human resources, time tracking and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit and real estate industries. For more information, please visit the Web site at www.sagesoftware.com/moreinfo or call (866) 308-2378.

sage software
Your business in mind.

8800 N.Gainey Center Drive
Suite 200
Scottsdale, Arizona 85258
Corporate Sales: 888-855-5222
www.act.com

0705 Part No. B50066