

ACT!®



Instantly access customer information.

- Store complete contact information including e-mail, notes, history, attachments and more.
- Import data from Microsoft Outlook, Palm™ Desktop and other sources.
- Choose from 60 standard contact fields—or create your own.
- Customize your database to access and manage information the way you want.
- **IMPROVED!** Add new field types—including Yes/No, picture and memo fields.
- **IMPROVED!** Find anyone or any detail instantly with Lookups or Keyword Searches.
- Access information on the go with Palm OS or Pocket PC handheld devices.¹



Manage and grow business relationships.

- **NEW!** Create Company records to see the entire business relationship.
- **IMPROVED!** Organize data into Groups and 15 levels of Subgroups for individual treatment.
- **IMPROVED!** Add virtually unlimited date- and time-stamped Notes and Histories to easily recall important details.
- **NEW!** Use rich text formatting to change colors, fonts and more.
- **NEW!** Attach presentations, proposals and more to Activities, Notes and History items.
- **NEW!** Share Notes and Histories between contacts—then change a note, and it's automatically updated in all places.
- Track completed Activities for each relationship so you know what happened and when.
- **IMPROVED!** Add searchable Secondary Contacts to easily find assistants, family members and more.
- **IMPROVED!** Create, send and track e-mail using the built-in ACT! e-mail.
- Link correspondence to contacts for a record of what was sent and received.
- **IMPROVED!** Write letters using the built-in word processor or Microsoft Word.
- **IMPROVED!** Send letters, e-mail and more with mail merges.
- Save time with standard letter, e-mail and memo templates.
- **NEW!** Consolidate and eliminate duplicate records for the cleanest data.



Stay on top of your schedule 24/7.

- Schedule calls, meetings and to-do items quickly and easily.
- **IMPROVED!** View daily, weekly, monthly, work week—even mini-month calendars.
- Set alarms so you never miss important meetings or events.
- **NEW!** Track and sort five different Activity Types—or customize and create your own.
- **NEW!** Create custom History Types and Priority Levels to help you manage your time.
- Get immediate notification of any scheduling conflicts.
- Schedule recurring activities in one easy step.
- **IMPROVED!** Schedule multiple activities around a single event and automatically add those activities to users' calendars.
- **NEW!** Set Global Events—like holidays and company events—to appear on everyone's calendars.
- Share calendars between users to help see where everyone is at any given time.
- Manage tasks easily—incomplete activities roll over to the next day so nothing falls through the cracks.
- **IMPROVED!** Update your calendar with Microsoft Outlook.



Help improve your bottom line.

- **IMPROVED!** Forecast sales with confidence using built-in sales and forecasting tools.
- **NEW!** View and filter all opportunities in one place with Opportunity List.
- **IMPROVED!** Choose from the built-in sales process—or create your own.
- **NEW!** Create or import your product list with item number, cost and price—so everyone has the same data.
- **NEW!** Generate instant quotes² for any opportunity without re-entering data.
- **IMPROVED!** Use the built-in sales reports—or create your own using the improved Report Designer.
- **IMPROVED!** Track opportunities through the sales cycle with interactive pipeline graphs.
- **NEW!** Export your opportunity list to Microsoft Excel³ for easy data analysis and reporting.



Be more efficient with secure, shared data.

- Get up and running in minutes—with up to 10 users sharing data.⁴
- **IMPROVED!** Synchronize in the background so all users have the most up-to-date data.
- **IMPROVED!** Assign up to five security levels to allow different access to information.
- Link ACT! with popular accounting programs like Peachtree® and other leading accounting programs.
- **NEW!** Print any view without having to specify a template.
- **IMPROVED!** Make records private to keep confidential information to yourself.
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Works with Microsoft Outlook.⁵

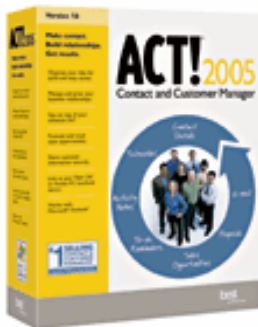
¹ ACT! handheld links provide one-way updates from the desktop to the device.

² Requires Microsoft Word 2000, 2002 or 2003 and Excel 2000, 2002 or 2003.

³ Requires Microsoft Excel 2000, 2002 or 2003.

⁴ You must purchase one license per user.

⁵ Requires Microsoft Outlook 2000, 2002 or 2003.



For More Information...

... about ACT! and reaching a higher level of productivity and profitability, please contact us at :

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