

## ListView Setup

### Installation

1. Download the plug-in at  
<https://www.keystroke.ca/en/apps/keystroke-downloads/download/21-keystroke-products/153-listview4actsetup-1-0-7.html>
2. Run the installer
3. Press Next
4. Chose a location to Install the plug-in
5. Press Next
6. Press Next to install
7. Press Close
8. Installation is now complete

### Registration

1. Start up Act!
2. You will be greeted with a Registration screen for the plug-in
  - a. Note: The program starts as a 30 day free trial, if you press cancel button the registration window will close and you will continue to ACT! with the plug-in in trial mode
3. Press Register
4. Fill in the Serial and the rest of the registration information
5. Press Register
  - a. Note: you must be online to register, it may take a few minutes while your computer contacts our server
6. Press Close
7. Registration is complete

### Functionality

1. Navigate to contact list
2. Either view → Customize Columns...  
OR  
Right click on white part of contact list and select customize columns...

### Add new column list

1. Once in customize columns dialogue
2. Click the "Customize..." button in the lower middle part of the dialogue box
3. Click the Add button in the lower right corner
4. Change the Name to what you'd like your list to be called.

5. Select the fields you want in the Available fields box
6. Press the right arrow to move your selected columns into your list.
7. You can change the order of the columns displayed on your list by selecting the column you wish to move and pressing the up or down arrow at the top of the selected field's box.
8. Press the "OK" button to exit the dialogue and save your list.
  - a. Note: once list is created you can edit it from the normal customize columns screen.

#### Remove column list

1. Once in dialogue
2. Click the "Customize..." button in the lower middle part of the dialogue box
3. Select the list you wish to delete
4. Press the "Delete" button
5. Press the "Ok" button

#### **ListView 4Act!**

Do you wish you could switch between several different sets of fields on the List views in Act!? Well now you can! With List View Field Sets installed, you'll see a dropdown on the "Customize Columns":

- Simply click the dropdown and select an option to have your selected fields instantly changed to those defined in your field set! To create and edit field sets, the feature is accessed through the "Customize..." button on the "Customize Columns" dialog.
- You can also create as many field sets as you want, select the fields each set should display, and set the order that the fields will appear in the contact list from left to right. Once you've set up your sets, they'll appear in the dropdown list
- Upon clicking on a set, the selected fields on the right will change to the fields defined by the set