

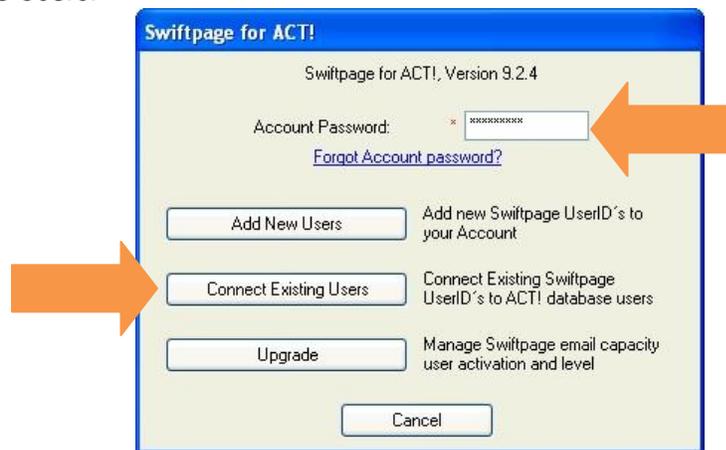
Quick Start Guide To:

The Manage Users Function in ACT!

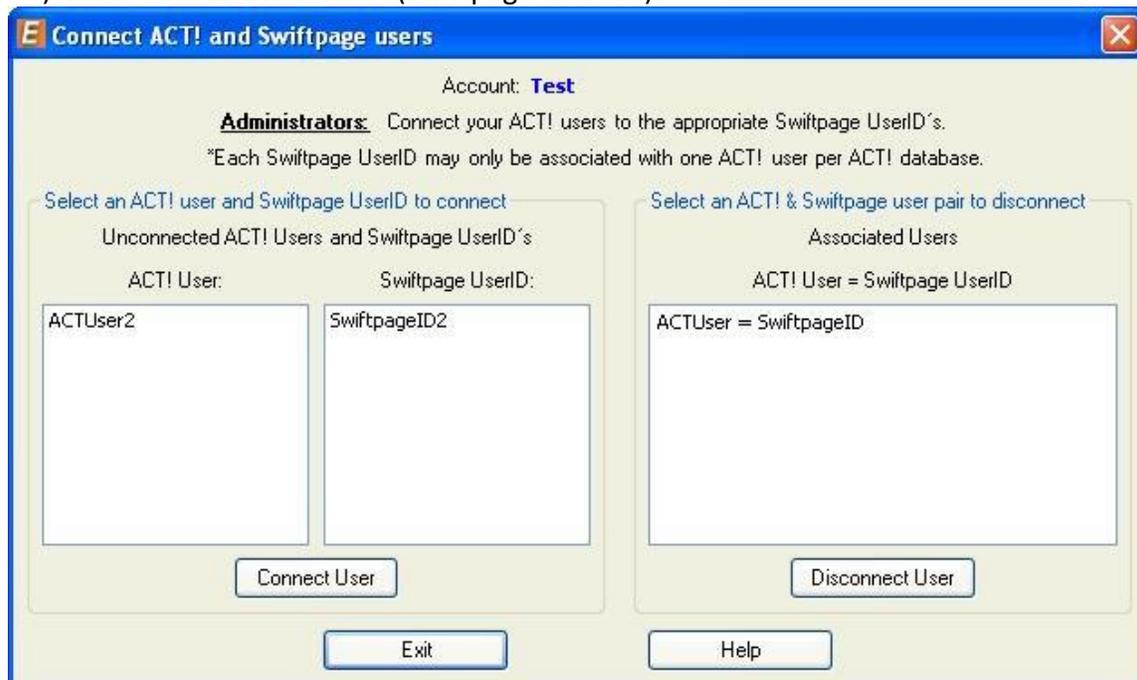
This Quick Start Guide explains how to use the Manage Users function in Swiftpage for ACT!. The first thing to understand regarding this function is that only one ACT! user can be associated with any one Swiftpage User ID. In other words, two ACT! users cannot access the same Swiftpage user ID.

To connect or disconnect ACT! users and Swiftpage user IDs, follow these steps:

1. Click on the Swiftpage E icon in ACT!.
2. Click on the Account button.
3. Click on Manage Users.



4. You will be prompted to put in your account (not user) password. Input that, and then click on Connect Existing Users.
5. The following screen will appear. Any connected ACT! users and Swiftpage user IDs already connected will appear on the right hand side, any waiting to be connected will appear on the far left (ACT! user names) and in the middle column (Swiftpage user IDs):



6. If you wish to connect users, highlight the ACT! user you need in the left-hand column and the Swiftpage user ID you wish to connect it to in the center column, and then click on "Connect User." The combined pair will then move to the right-hand column, where you will now see them connected. To disconnect users, simply highlight the connected ACT! user name and Swiftpage user ID, and click on Disconnect User, and the users will return (disconnected) to the left columns.
7. When you are finished, click on Exit, then click Cancel on the Manage Users screen.