

Allied Financial Software Knowledgebase

Act4Advisors Support - How to Delete a Contact or Lookup

CAUTION: Deleting records in ACT! removes the permanently. You can only retrieve them from a backup.

To Delete a Contact in ACT! choose the menu Contact > Delete Contact

Alternately, you can hold down the Ctrl+Del keys.

Last, you can right click and choose Delete Contact

When deleting, you will be given a choice to delete 1. the current contact or 2. the current lookup.

To delete a lookup, you can create a lookup using the Lookup menu, choose a group or tag contacts you want to lookup in the Contact List View.

After creating the lookup, follow the steps above.

www.software4advisors.com

www.act4advisors.com

<http://kb.actforadvisors.com/questions.php?questionid=167>