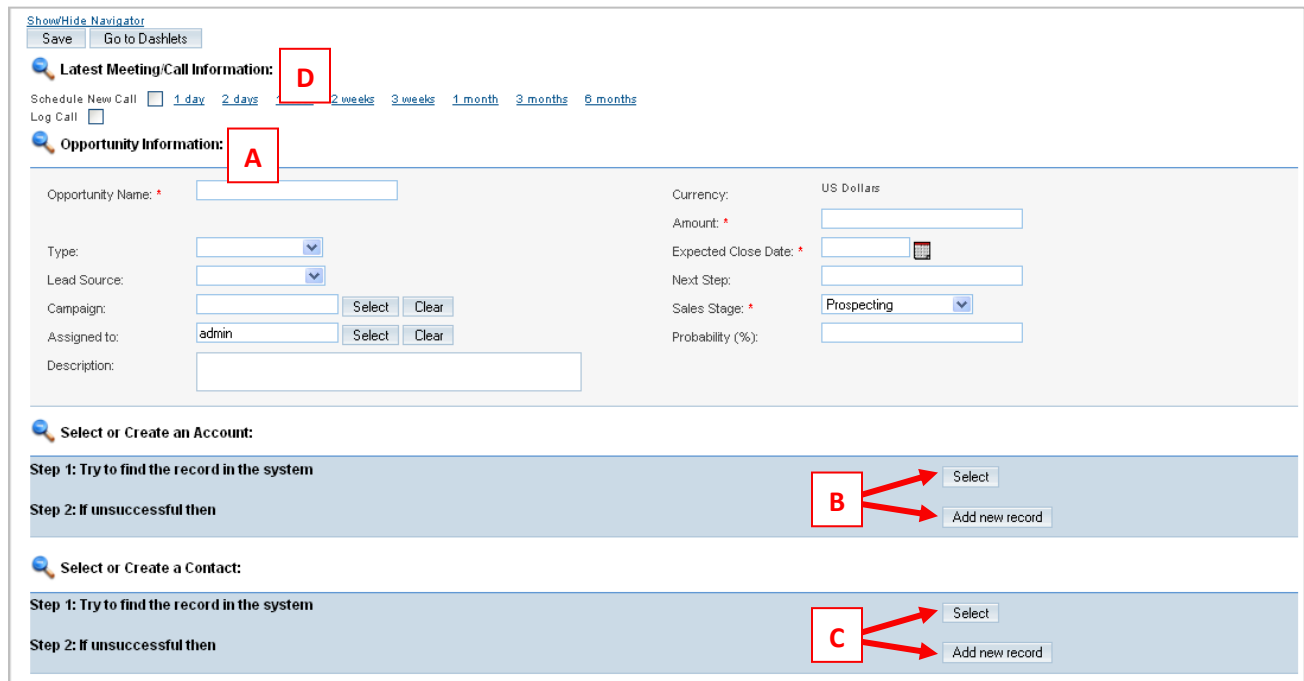


The SuperFast Screen is a collection of different modules, where you can easily create/edit new records all in one edit view. This saves a lot of time when entering new data into the system.

[1] You can create new all new records by using the Create options in the Shortcuts panel. EX: Click on 'Create New Opportunity'.



- [A]: A new screen will appear with the Opportunity view expanded so you can immediately begin typing in the details of a new Opportunity record
- [B]: To attach this Opportunity to an existing Account record, click the 'Select' button in the Account Panel. This will open up a Search panel where you can search for and select an existing Account. If this is a new Account, you can instead click the 'Add New Record' button to create a new Account. This will open up the Account panel to display the account fields for you to populate.
- [C]: You can additional search for and attach an existing Contact record or create a new one.



- [D]: You also have the option to Create a future Meeting/Call¹ record or log a past one:

¹ The SuperFast Screen can either display Meetings or Calls. This is determined by the system Administrator



- [E]: Checking off 'Log Call' will open up a Meeting/Call panel with a closed Status of 'Held'².
- [F]: Selecting 'Schedule New Call' will open up a Meeting/Call panel with an open status of 'Planned'²
- [G]: For new Meetings/Calls, clicking on any of the listing date periods (1 day, 1 week, 3 months etc) will automatically populate the Meeting/Call Start Date field xx days from today.
- When you are done, click the Save Button. This will bring you back to the main SuperFast Screen.
- [H]: To View to the Main system Navigation, click on the 'Show/Hide Navigator' Link

[2] SuperFast screen can also be used as a second Home Page. To add Dashlets, click the 'Add Dashlets' button.



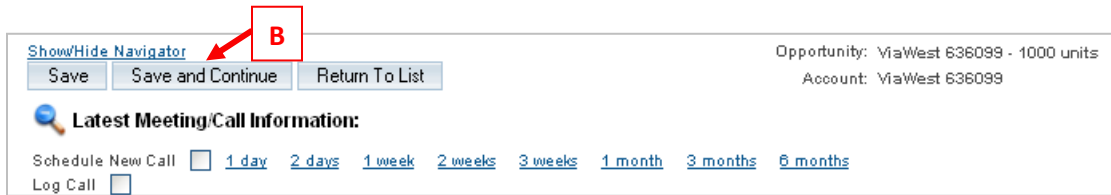
- EX: Add the 'My Top Open Opportunities' dashlet
- Clicking on a record name will open up all related modules

My Top Open Opportunities

Opportunity Name	Ad Size (\$)	Actual Closed Date
Career Training Concepts 772811 - 1000 units	\$25,000.00	04/26/2009
Access Computer Products 172634 - 1000 units	\$25,000.00	04/28/2009
TrainingPro 106273 - 1000 units	\$25,000.00	04/30/2009
ViaWest 636099 - 1000 units	\$50,000.00	05/07/2009
International Rubber Products 922133 - 1000 units	\$25,000.00	05/19/2009
DeLaCruz Enterprises 295721 - 1000 units	\$10,000.00	05/21/2009
GlobalFit 831077 - 1000 units	\$50,000.00	06/09/2009
CTI 59893 - 1000 units	\$50,000.00	06/12/2009


- [A]: Ex: Clicking on the 'ViaWest636099 – 1000 units' Opportunity will bring you to the SuperFast screen where you can modify this Opportunity. You will also see the edit views of all related modules: Accounts, Contacts, Activities. Details from these modules can be updated as well, or new items created as detailed in the previous section.

² Meeting/Call default values for Status and Duration fields are determined by the Administrator and may differ on your instance



- [B]: The main difference between the SuperFast entry screen accessed from a dashlet vs accessed from the Shortcuts panel is the 'Save and Continue' button. Clicking this button will save any changes made to the 'ViaWest 636099 – 1000 units' Opportunity, as well as any changes/new records created for its related modules. You will then be redirected to the SuperFast entry screen for the next opportunity in the dashlet list ('International Rubber Products 922133 – 1000 units').

.....

Any records that can be modified in the SuperFast screen will appear throughout the system with the following SuperFast icon: . Clicking on the icon will bring you to the SuperFast Screen.