



Movement Arts Sponsor Disk Help Desk

If you have any questions or comments regarding our company or products, please e-mail us at info@movement-art.com, or call our Customer Service Department at 1-401-667-4961. We will gladly help you in any way we can.

Printing

Most printing problems can be solved by making sure that your page orientation is in Landscape rather than Portrait.

Sorting

Alphabetical sorting can be accomplished by clicking heading words such as "Company" "State" "Contact" and the like in the "List View" only.

Exporting

Exporting information from the SponsorDisk, can be done, as follows:

- Click on the section (Sponsors) of the disk that you want to export data from. This will take you to the "List View" of that section.
- In the List View go to "Detail View" by clicking "View Sponsor" button. Once in Detail View click on Decision Maker/Contact button, this will take you to the Decision Maker/Contact List View.
- Click on a name from that list, this will take you to the Decision Maker/Contact Detail View.
- Perform search for data that you want exported, by clicking "Search" button.

- Once the search is completed you can sort the data by clicking the "Search List View" button, and then clicking on the headings (Contact or Company), this will sort the data alphabetically.
- Once sorted, click on "Detail View" button to return to "Detail View" for exporting.
- To export the sorted found data, click on "Export Search Results" and you will be able to save a tab-delimited file of the found data-set.
- To export all data in a section follow steps 1 through 3, click the "Search List View" button, and then click "Show All" button..
- To sort the data click on the headings (Contact or Company), this will sort the data alphabetically.
- Once sorted, click on "Detail View" button to return to "Detail View" for exporting.
- To export the all the sorted data, click on "Export Search Results" and you will be able to save a tab-delimited file of the found data-set.

SPONSOR-DISK
www.sponsordisk.com