



GoldMine Training Classes  
Please call for Pricing and Schedules  
(503) 345-9176

**Introduction to GoldMine - (GM101) 6hrs \$395.00**

**1. Introduction to GoldMine**

Launching GoldMine  
Desktop Look & Feel  
The Toolbars  
The Tab Bar

**2. Finding Contacts**

Finding contacts

**3. Creating Contact Records**

Creating A New Contact Record  
Creating a Duplicate Record  
The Organization Tree  
Creating a Record in the Contacts Tab  
Referrals Tab

**4. Details**

Using the Detail Tab  
Searching Details  
General Detail Query  
Search For Contacts That Share Details

**5. Time Management**

Scheduling a Call  
Scheduling an Appointment  
Alarms  
Viewing User Calendar  
Viewing Activity List  
Viewing Activity History

**6. Sales**

Forecasting a Sale  
View Forecasted Sales  
Completing a Sale

**7. Filters**

Using a Filter  
Previewing a Filter  
Creating a New Filter

**8. Mail Merge**

Using Merge Forms  
Letter Templates  
Saving A Merged Document  
Linking an Existing Document

**9. E-mail**

E-mail with GoldMine  
Sending GoldMine E-mail  
Retrieving and Reading GoldMine E-mail  
Internet E-mail  
Attachments  
Reading Internet E-mail

**10. Print Reports**

Printing a Report  
Printing a Report