



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

GoldMine Advanced- (GM301) 6hrs \$495.00

1. Setting Up New Users and Security

- User Master File
- Creating a New User
- Creating a User Group
- Controlling User Access
- Menu Commands
- Cloning to Create New Users
- Assigning Record Ownership by Default
- Contact Database Access

2. Field Customization

- Modifying Field Labels
- Pick List Settings
- Field Level Security
- Creating Custom Fields & Views
- Create New User Defined Fields.
- Create a new Custom View
- Screen View Labels
- Expanded Details Tab

3. Importing / Exporting Data

- Creating a New Database
- Import Wizard
- Transferring between Contact Sets
- Export Wizard

4. Administrative Tools

- Merge/Purge Wizard
- Delete Records Wizard
- Globally Replace a Field
- Update a Field using Advanced Options
- Exchanging the Value of two fields
- Territory Realignment
- Macros
- Creating a new Lookup.ini
- Data Maintenance
- GoldMine Net-Update
- Help Information