GoldMine System Administration

GOLDMINE
AUTHORIZED
TRAINING CENTER

What our customers had to say:

"I have learnt a great deal today. I look forward to going back to the office tomorrow to use the Software " **Haynes Publishing**

"Very good Training course and presentation" **Securicor Wireless Technology**

"This was a very good course and met my objectives" **Renishaw Plc**

"Very informative and well run" **Lloyds TSB Autolease**

- **On line training**
- **Classroom training**
- **On site training**
- **Real time training**

Aim
Aimed at users who support GoldMine systems within their organisation.

Pre-requisites
Students should already have a working knowledge of Windows and/or Windows applications like Word Processing or Databases, networks and knowledge of GoldMine up to the 'Advanced' level, or have attended the Wizard Systems Advanced GoldMine Training Course.

Why choose Wizard Systems?
- Training providers since 1993
- Courses are friendly, informal and run in small groups
- Plenty of hands on experience and exercises
- In training surveys 100% of attendees said they would recommend our training to others

Agenda

Agenda can be tailored to your requirements and can include any or all of the following...

- Setting Up Users and Access Rights & Preferences
- Installing GoldMine and Setting up Workstations on a Network
- Setting up E-mail, Internet preferences and Templates. E-mail Rules
- User Preferences and .INI settings
- Setting up the Link to Word
- Configuring the GM-View Tab
- Creating Fields and Screens, Advanced Field Formatting
- Using expanded Details & Customisation
- Lookup Tables and Options
- Importing & Exporting Data
- Analysis Options
- Advanced Filters and Groups
- Global Replace Functions
- Using the Merge Purge Tool to keep your Database clean
- Expressions, Dbase and SQL
- Error messages and Housekeeping

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GoldMine

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