

Course Information

Duration: Courses commence at 10.00am and aim to finish by 16.00. An hour has been set aside for lunch with further time allowed for refreshment breaks.

Target Audience: This course has been designed to introduce new users to GoldMine. It is presumed that delegates will be familiar with using Windows and Microsoft Office Suite to a competent level.

Course Objectives: To provide a high degree of hands-on, intensive training on GoldMine. When delegates return to the workplace they will be able to efficiently utilise the basic features of GoldMine.

Course Details

- Overview of GoldMine.
- GoldMine Tool Bars and Screen Layout
- Contact Records and what information GoldMine can store
- Creating Contact Records
- Searching for a Contact Record
- Scheduling Activities
- Viewing Your Own Activities
- Viewing Other People's Activities
- Completing Activities
- Effectively Using your Calendar and Activity List
- Sending and Receiving E-mail
- Creating Word templates using GoldMine Link
- Creating and sending Email Templates
- Reports

This is the standard content covered on a Scheduled Course at our Worcester Offices. You can also have bespoke training delivered on your premises. This means you can choose your own bespoke agenda and decide the schedule for the day.

MAS offer a variety of flexible training options. To discuss your company's training requirements and get advice on the most cost effective training for you, please call the MAS Team who will do their best to help 0844 7454588.