

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 for those who will be responsible for administering the GoldMine System. It is presumed that delegates will already have attended the GoldMine Advanced course and will possess a reasonable degree of computer literacy.

Course Objectives: To provide a high degree of intensive, hands-on GoldMine training to system administrator level. When delegates return to the workplace they will be able to manage and maintain the GoldMine system to a reasonable level.

Course Details

- The GoldMine Database Structure
- Review of Advanced Filters and Groups
- Global Replace Tool
- Field Setup
- Exporting Files
- Importing Files
- Merging and Purging Records
- Territory Realignment
- Creating Custom Screens
- Creating User Defined Fields
- Maintenance and Backup
- Creating New Users
- Assigning Users' Access Rights
- GoldMine 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..