

System Administration GoldMine Version 6

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.

Duration

Course is normally One Full Day - start time is 10.00am and we aim to finish around 4.30pm. Refreshments, provided throughout the day, and buffet lunch are included (If the course is held at Wizard Systems Training Centre).

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, covering BDE settings
- ◆ 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 Profiles & 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
- ◆ Error messages and Housekeeping



"Good informative course, subjects covered and speed of course was excellent." Pearce Seeds

"Very informative, Very helpful, and Knowledgeable" Julian Hodge Bank

"Well presented training session" Sungard

"Another very informative day" Countrywide Farmers