
















Managing Databases

-  Import data with the Import Wizard
-  **Export** data with the Export Wizard
-  **Replace** or update fields with the Global Replace Wizard
-  Merge/purge duplicate records
-  Delete the current Contact Record
-  Globally delete records






Customizing GoldMine

-  Add, edit and delete users
-  Create user groups; add and delete members
-  Create resources and view resource schedules
-  Create custom screens
-  Create, edit or delete a custom field
-  Place a **field on a screen**
-  Rebuild the **database** to include new fields placed on **screen**
-  Delete field from screen
-  Exit screen designer
-  Field properties
-  Create and edit branching scripts
-  Create macro
-  Edit macro








Maintaining GoldMine

-  Create and rehost database files
-  Perform data indexing maintenance











Synchronizing

-  Open the GoldSync Admin Center
-  Sync between GoldMine sites
-  Sync with Outlook
-  Sync with Palm/Visor
-  Sync with Pocket PC

Miscellaneous

-  Set personal preferences in GoldMine
-  Open another Contact Set
-  Log in another user
-  Log Away
-  Display program information
-  List Help topics
-  Exit GoldMine

E-mail Center Toolbar

-  Create a new e-mail message
-  Open selected message
-  Delete selected message
-  Mark message as read
-  Fast file
-  File it
-  Redirect the message
-  Set up e-mail rules
-  Set up distribution lists
-  Customize e-mail templates

F1

ALT+F4