



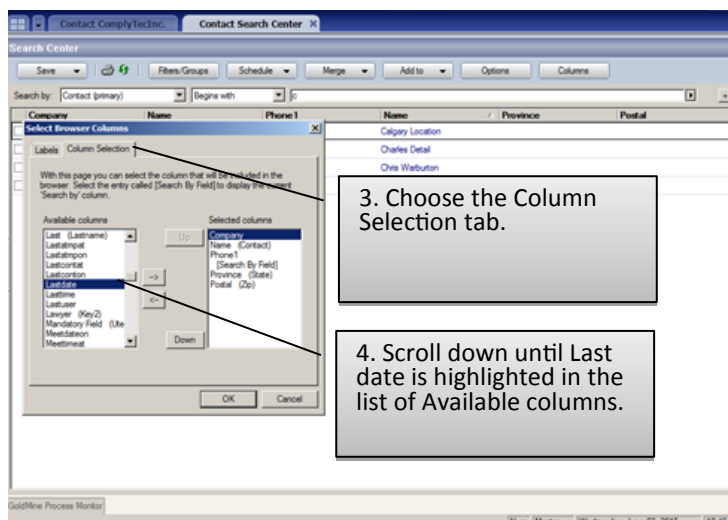
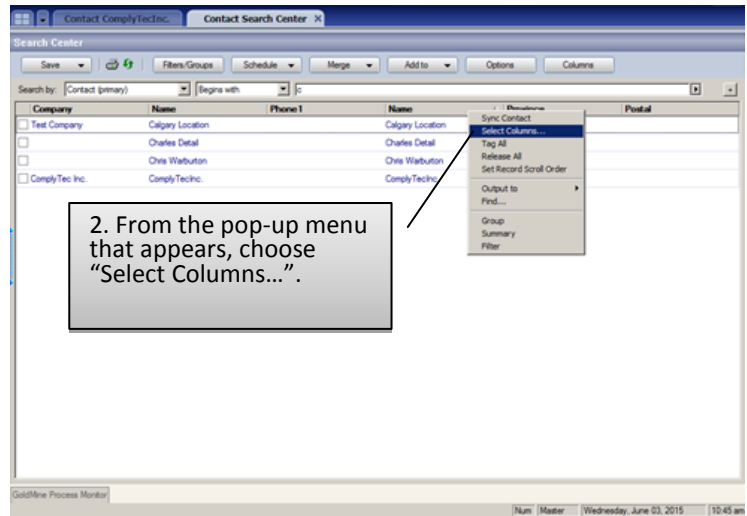
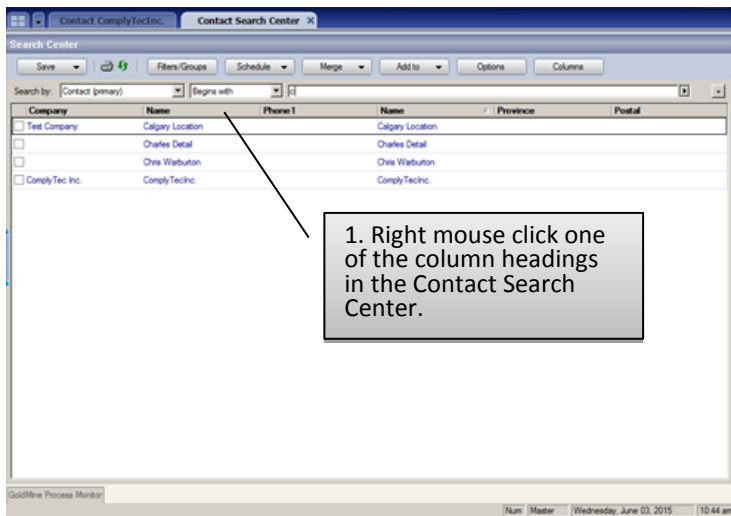
Tech Tip

GoldMine: Efficient Searches

When I search for a contact in GoldMine, I prefer that the contacts that have been worked on recently appear at the top of the list. It reduces the amount of typing required to find a contact.

For example, I may have 30 contacts with the first name of John. When I start typing "John" in the Contact Search Center, the most active records appear at the top of the list. 90% of the time, the John I want is at, or near, the top. Often, I will have only typed "Jo" and the record I want is there.

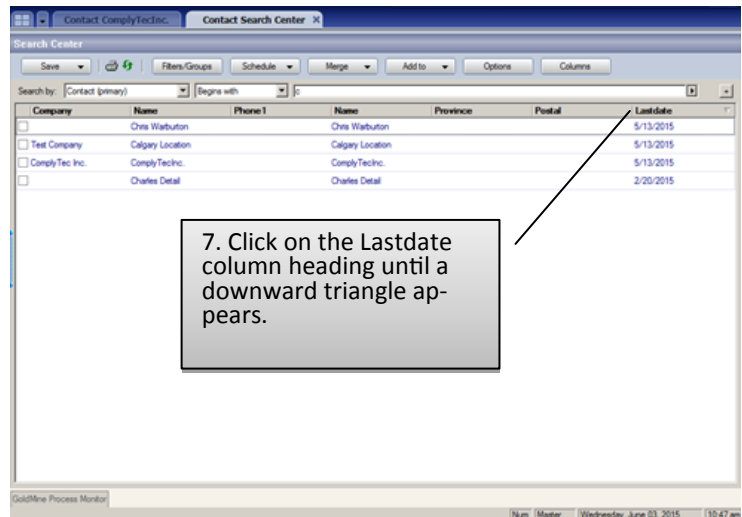
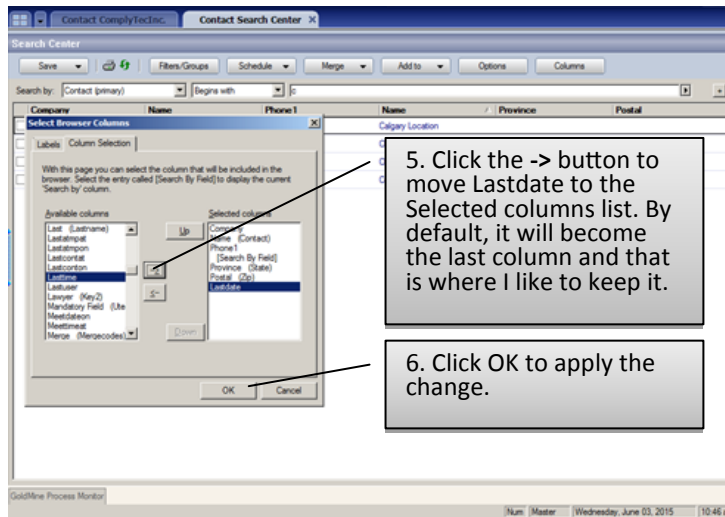
Over the course of a day, I find that this simple trick saves me a ton of time. Here's how I set up my Contact Search Center to accomplish this:





Tech Tip

GoldMine: Efficient Searches



When you log out of GoldMine, it will remember your settings so that your Contact Search Center will stay configured this way.

My experience is that by following these simple steps, my searches have become much more efficient.