

How to: Ensure Important Fields Are Filled (1 of 3)

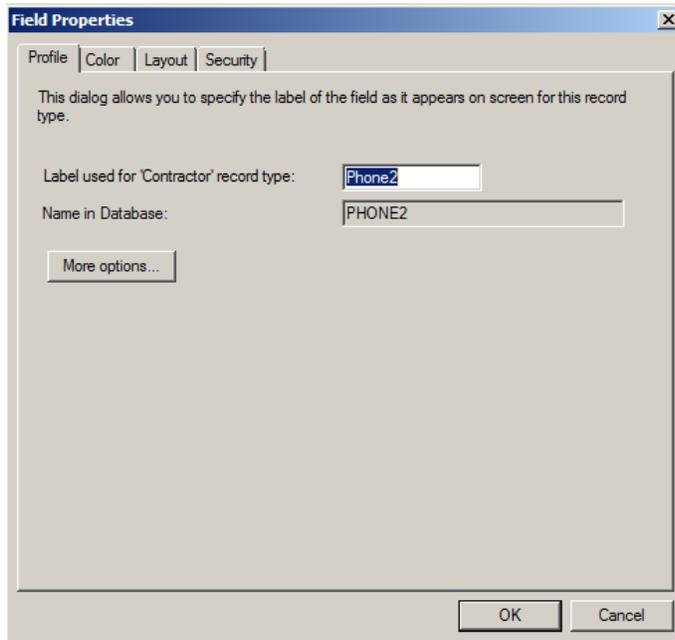
Often important contact information goes unkept in GoldMine. There are a few ways (varying in obstructiveness) that you can encourage (or force) your team to fill in these fields. This edition of TechTips explores the least obtrusive method; changing the colour of an important empty field to red.

Adjusting the color of an empty field takes some basic scripting (don't worry we have included it) and understanding of how GoldMine stores its fields. GoldMine stores all fields in two **tables** (Lists). They are called **contact1** and **contact2**. The table below shows all the fields (and their database name) contained in contact1, any field not on this list (including all custom fields) is held in contact2.

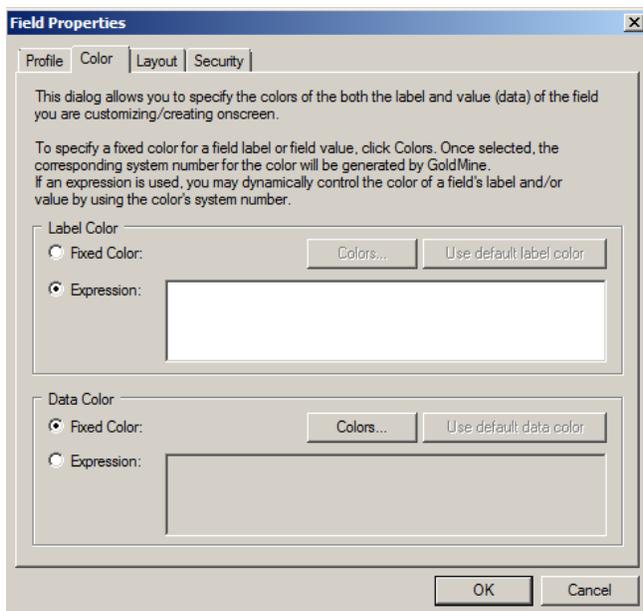
Database Name	Display
COMPANY	Company Name
CONTACT	Contact Name
LASTNAME	Contact's Last Name
DEPARTMENT	Department
TITLE	Contact Title
SECR	Secretary
PHONE1	Phone 1
PHONE2	Phone 2
PHONE3	Phone 3
FAX	Fax
EXT1	Phone Extension 1
EXT2	Phone Extension 2
EXT3	Fax Extension (used as EXT3 to maintain compatability with previous versions)
EXT4	Phone Extension 3
ADDRESS1	Address 1
ADDRESS2	Address 2
ADDRESS3	Address 3
CITY	City
STATE	State
ZIP	Zip Code (Post Code)
COUNTRY	Country
DEAR	Salutation
SOURCE	Source (Lead)
KEY1	Key 1
KEY2	Key 2
KEY3	Key 3
KEY4	Key 4
KEY5	Key 5
MERGECODES	Merge codes for primary contact

Note: You are unable to apply this change to email address and website, this is because they are not actually fields but rather detail records.

Step 1: In order to find the name of the field you intend to highlight when empty (if it is not listed above), right click the field and select properties. **Note: Some users may be locked out of this functionality by their administrator.** Take note of 'name in database' as this will be your Database field name.



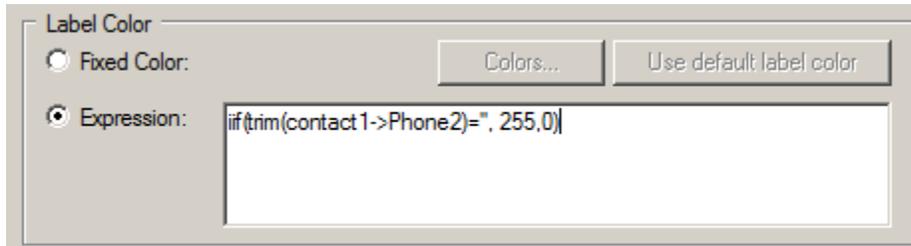
Step 2: Select 'color', and then select the second bullet point changing label color from fixed to expression



Step 3: Copy and paste this line of code into the text box. Change table name and field name to the appropriate names.

```
iif(trim(table name->field name)="", 255,0)
```

In this case I am changing Phone2 (held in contact1) to red if it is left empty.



Okay, so I know that was a little confusing so I've included some examples and extra descriptions below:

The script for this change is:

```
iif(trim(table name->database field name)="", 255,0)
```

where **table name** is either contact1 or contact2 and **database field name** is the name by which GoldMine stores the field (shown in step 1).

For example if I wanted to change contact name to red if left blank I would write:

```
iif(trim(contact1->CONTACT)="", 255,0)
```

Contact name is in the list above so we know it's held in **contact1** and the database field name is **CONTACT**

Changing the Contact Name field (held in table contact1)	Changing a custom field (held in table contact2)
<code>iif(trim(contact1->CONTACT)="", 255,0)</code>	<code>iif(trim(contact2->userdef01)="", 255,0)</code>