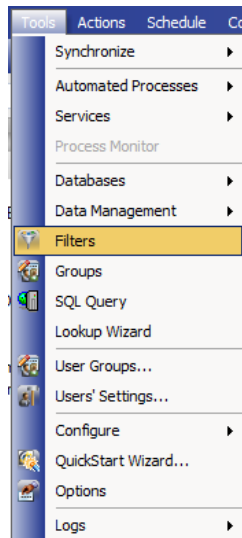


How to: Required Fields Part 2

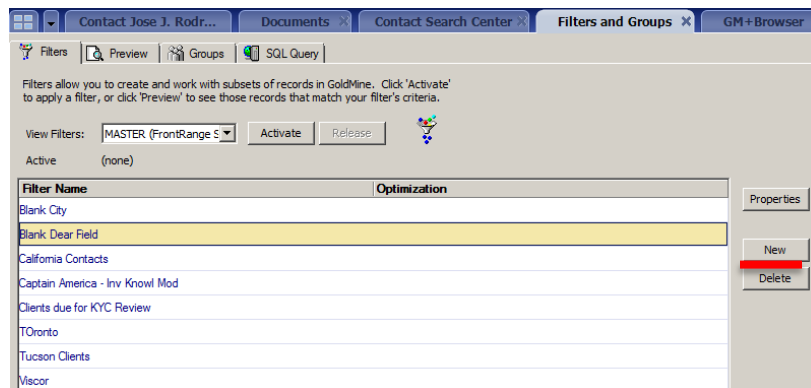
Your GoldMine is only as powerful as your database, which is why it is so crucial to maintain the integrity of your data. Identifying records which do not have the necessary information is a good way to help the integrity of your database. By searching on required fields which are empty you are able to ensure that all the crucial operational information for each contact is in your database. The following steps will show you how to create a filter which will identify records lacking crucial required fields.

Step 1: Create your filter

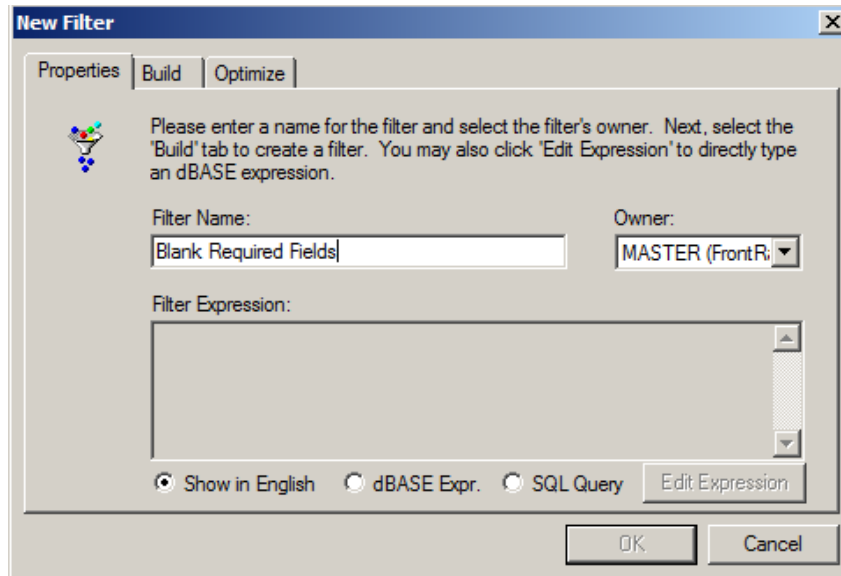
In the top tool bar, select **Tools -> Filters**



Step 2: Select New



Step 3: Name the filter something that you will be able to recognize, best practice is to name it Blank (field name) or Blank Required Fields, for this example we are using Company and Last Name



New Filter

Properties | Build | Optimize

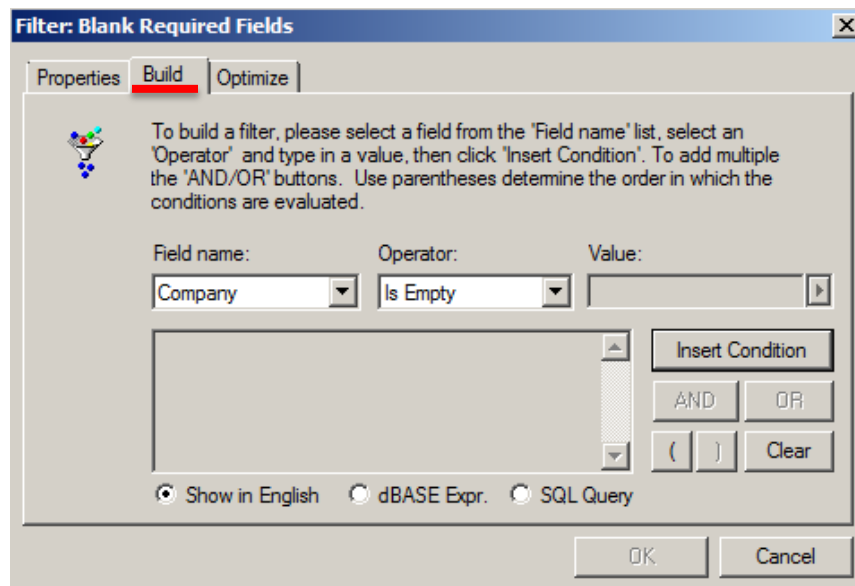
Please enter a name for the filter and select the filter's owner. Next, select the 'Build' tab to create a filter. You may also click 'Edit Expression' to directly type an dBASE expression.

Filter Name: Owner:

Filter Expression:

Show in English dBASE Expr. SQL Query

Step 4: Select the **build tab**, In the Field Name drop down, select the required field and under the Operator dropdown select Is Empty and then Insert Condition



Filter: Blank Required Fields

Properties | **Build** | Optimize

To build a filter, please select a field from the 'Field name' list, select an 'Operator' and type in a value, then click 'Insert Condition'. To add multiple the 'AND/OR' buttons. Use parentheses determine the order in which the conditions are evaluated.

Field name: Operator: Value:

Show in English dBASE Expr. SQL Query

Step 5: Now you can add other required fields using the **OR** function, repeating step four

Filter: Blank Required Fields

Properties Build Optimize

To build a filter, please select a field from the 'Field name' list, select an 'Operator' and type in a value, then click 'Insert Condition'. To add multiple the 'AND/OR' buttons. Use parentheses determine the order in which the conditions are evaluated.

Field name: Last (Lastname) Operator: Is Empty Value:

Company Is Empty OR
Last (Lastname) Is Empty

Insert Condition AND OR () Clear

Show in English dBASE Expr. SQL Query

OK Cancel

Step 6: Click the Activate Button beside *View Filters*

Filters Preview Groups SQL Query

Filters allow you to create and work with subsets of records in GoldMine. Click 'Activate' to apply a filter, or click 'Preview' to see those records that match your filter's criteria.

View Filters: MASTER (FrontRange S... Activate Release

Active (none)

Filter Name	Optimization
Blank City	
Blank Dear Field	
Blank Required Fields	
California Contacts	
Captain America - Inv Knowl Mod	
Clients due for KYC Review	
TOronto	
Tucson Clients	
Viscor	

This will populate your contact search center with all the contacts that do not have one of the required fields filled in.