



Feature Focus: Fast Find All Documents

Did you know that GoldVisionPro can **display ALL the file links in your GoldMine system**, which allows users to rapidly find a specific document ***even without knowing the individual contact record?*** Using consistent Document Title names when creating file links supercharges users' search capabilities. And GoldVisionPro helps do it!

Remember BOTH the Document Title and Notes fields are displayed alongside the file link in the GoldVisionPro Viewer, and all the displayed fields are sort able for quickly finding a desired link. GoldVisionPro provides two features to assist users in quickly adding consistent naming to their file links:

The first option is also useful for GoldMine resellers to customize a client's system. In the setup Options for GoldVisionPro, a user-defined field can be designated for use in providing *customized drop-down lists* (F2 lists). This drop-down list then appears to the user in the Document Title box in GoldVisionPro when creating a file link. The list makes it easy for users to select a standardized name, and then add more specific numbers, versions, dates, etc., to the Document Title. Different department locations can use different customize lists that pertain to their activities.

The second (default) option automatically displays a drop-down list of all the *existing* Document Titles within the selected GoldMine Contact Record. This is particularly useful when repeatedly naming similar files for a contact, with minor changes such as a new version, date, etc..

In both options, the user is initially prompted with the original file name for the Document Title, to expedite processing when that is an adequate description.

Keep in mind that GoldVisionPro can provide users with access to their files without GoldMine running.