

## Duration: Half Day

### Forms & Fields Introduction

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- Editing Forms
- Option Sets
- Changing Screen Layouts
- Properties
- Removing Objects

### Dealing with Duplicates

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- Enabling Duplicate Detection
- Duplicate Detection Rules

### Import and Export

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- Importing
- Mapping / Lookups / Option Sets
- Mapping Summary
- Exporting to Excel Online
- Exporting to Reimport
- Merging Records
- Change Multiple Records
- Bulk Record Deletion

### Goals and Metrics

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- Goal Metrics
- Global Settings
- Child Goals
- Roll Up Queries

## Auditing

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- Global Audit Settings
- Entity & Field Auditing
- Audit Summary View
- Log Management