Now that you’ve got a good start in using the Gorilla® software, we will continue the learning process by adding to your existing skill base. The following classes and instructional information will help you get an even deeper knowledge of using the tools in the software, as well as refining the material you’ve already learned. When you’ve completed these classes you’ll be ready for the Bachelor’s Level Test.

- **Getting Started**
  - Web Resources

- **Finder**
  - Selection Rules

- **Info Sheet**
  - ScratchPad: Vital Information Management
  - ScratchPad: Managing Vital Information with Tables

- **Messaging**
  - Creating and Editing Messages

- **Campaigns and Worksheets**
  - The Selection Rule Manager

- **Forms and Reports**
  - The 90-Day No-Contact Strategy
  - Tracking Pending Business

- **Maintenance and Utilities**
  - Database Maintenance
    - * Networking Gorilla
    - * Docking and Undocking Gorilla

- **Import/Export**
  - Importing Lists
  - Exporting Data
  - Handling Duplicate Contact Groups

- **Synchronization**
  - * Satellite Synchronization
  - * Synchronizing Gorilla with Outlook
  - * List Order Update Utility

These are courses you may want to review from the Associate’s Training Guide:

- **Info Sheet**
  - Info Sheet–Orientation and the History Tab
  - Info Sheet–Individuals, Campaigns, Worksheets, and Opportunities
  - Info Sheet–Keywords, Important Dates, Sales Profile, and Accounts Tabs

- **Contact Management**
  - The Rules of Contact Management

- **Messaging**
  - Sending Messages

- **Maintenance and Utilities**
  - Backing Up Your Gorilla System®
    - Gorilla Configuration
  * These tutorials may not apply to all offices.

**System Implementation**

- Importing Lists