

HP RM 8 Level 2



Harness the power of HP RM to improve efficiency

OVERVIEW

Use the features of HP RM to improve the flow of documents and information for your business processes. Gain control of access to documents, streamline workflow, and provide context to information through record relationships. Become an expert end user.

Working with Locations

- Location Types
- Navigation Locations
- Finding a Location
- Creating External Locations

Security Management

- About Security
- Adding Custom Security
- Viewing and Printing the Audit Log
- Searching the Audit Log
- Tracking Mail Communication Information

Creating Workflow with Actions

- Actions and Records
- Assigning Actions
- Manually Alerting to Actions via E-mail
- Reassigning Actions
- Change Due Date of an Action
- Completing Actions
- Adding Additional Actions
- Searching by Actions

Advanced Searching

- Using the String Search Editor
- Searching by Dates
- Searching by Record Items
- Searching by Actions
- Finding Records by Additional Fields

Record Relationships

- Relating Records -Related To
- Related Records - Alternatively Contains / Within
- Navigating to Related Records

HP TRIM Reports

- Creating a Custom Report
- Modifying Metadata in Custom Reports
- Printing Reports
- Printing Record Labels

Understanding More About HP TRIM

- Browsing via Classification
- Searching by Record Classification
- Change the Classification on an Existing Record
- Using Multiple Datasets

DURATION

1 day

→ [Click Here for Scheduled Dates](#)

DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

PRE-REQUISITES

HP TRIM 7 Level 1 or equivalent experience

CORE COMPETENCIES

- ✓ Locations
- ✓ Security
- ✓ Actions
- ✓ Relationships
- ✓ Reports

BOOK NOW

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Or call **02 8824 4677**
for more information



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