

HP RM 8 Locations Expert

Harness Locations to manage information effectively



OVERVIEW

Establishment of a quality Location structure is integral to effective and efficient record and information management. Develop comprehensive knowledge of the behaviour of Locations and the linkages with other record items, and be able to maintain metadata quality efficiently.

Understanding Locations

- What is a Location?
- Purpose of Locations
- The use of Location searches

Developing an Appropriate Structure

- Understanding Location structure
- The contribution to risk management
- The behaviour of Location Types
- Internal and External Locations
- Navigation of Locations
- Owner Location inheritance
- Position vs. Person
- Choosing your Location structure

Creating Locations

- The Locations Profile Form
- Creating new Locations
- Copy Locations Correctly

Maintenance & Quality Assurance

- Establishing regular process
- QA on Unknown Locations
- Managing Inactive Positions
- Organisation restructures

DURATION

1 day

→ [Click Here for Scheduled Dates](#)

DELIVERY MODES

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

PRE-REQUISITES

RM8 Administration

CORE COMPETENCIES

- ✓ Planning
- ✓ Decision making
- ✓ Setting up Locations
- ✓ Regular Maintenance

BOOK NOW

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



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