

# HP RM 8 Search Expert

Construct searches efficiently that return quality results

## OVERVIEW

Managing records and information effectively requires skilful use of the search capabilities of RM8. Learn the principles of how RM8 searches operate, and develop skills in structuring searches that return the specific results you and your users require.



### The Principles of Searching

- The new RM search environment
- Object vs. Item searching
- Using the Search For option

### Basic Search Functions

- RM Search Editors
- The Multi-Field Editor
- The Boolean Editor
- The String Editor
- Creating a Saved Search
- Managing a Search Group

### Search Methods

- About Search Methods
- Date based Search Methods
- List based Search Methods

### Advanced Search Techniques

- The More Search Options Feature
- The Recursive Option
- Using the Search Style
- Wildcard Techniques

### DURATION

1 day

→ [Click Here for Scheduled Dates](#)

### DELIVERY MODES

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

### PRE-REQUISITES

Basic searching skills

### CORE COMPETENCIES

- ✓ Logical thinking
- ✓ Search building skill

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