

## **HPE RM Frequently Used Terms**

Addressee – the equivalent of an outlook recipient.

Author – the equivalent of and outlook sender.

Container – The folder in which a document is contained.

Date Created – the date the record was created.

Document Content – the equivalent of an outlook keyword (searches content of e-mail and attachments, not title).

Kwikselect – the button with a folder icon which appears next to a search field.

Location – a person, position, or organization entered into HPE RM.

Title Word – the equivalent of an outlook subject (only searches within title).

Other Contacts – the equivalent of an outlook cc or bcc.

Owner – the location assigned as the individual responsible for the record.

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