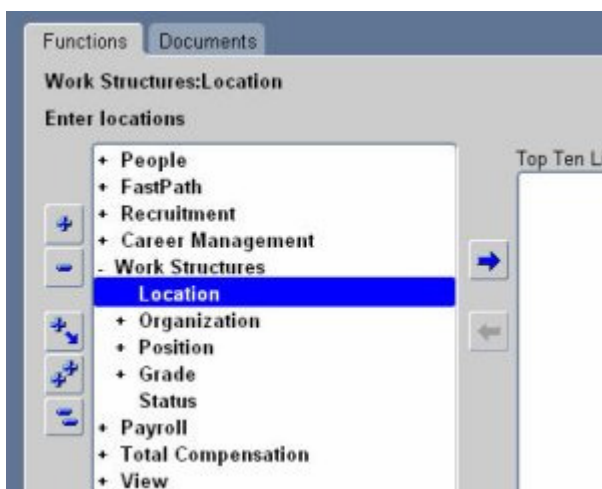


Q33. How to create a new Location data in CAP HRM system?

This email acts as a further elaboration on the working steps of creating new Location in CAP HRM system.

When user opened the Location form, user has to define whether the new Location data is "Global" or "Local". The difference between these two options is :

- "Global", this Location data will be visible to **ALL** NGOs;
- "Local", this Location data will only be visible to the NGO create that Location data..



(Fig. 1 Navigate Work Structure -> Location)

A screenshot of the CAP HRM system's 'Location' form. The 'Scope' section at the top has 'Global' and 'Local' radio buttons, with 'Local' selected. Below this are input fields for 'Name', 'Description', and 'Inactive Date'. The 'Address Details' tab is active, showing 'Address Style' set to 'Hong Kong (International)' and an empty 'Address' field. An 'Extra Inform...' button is at the bottom left.

(Fig. 2 Set Location as "Local" means this record is visible to the belonged NGO.)

The screenshot shows a 'Location' form with the following elements:

- Scope:** Radio buttons for 'Global' (selected) and 'Local'.
- Form Fields:** 'Name', 'Description', and 'Inactive Date'.
- Tabs:** 'Address Details', 'Shipping Details', and 'Other Details'.
- Address Details Tab:** 'Address Style' (set to 'Hong Kong (International)') and 'Address'.
- Buttons:** 'Extra Inform...' at the bottom left.

(Fig. 3 Set Location as "Global" will make record visible to all NGOs.)

In practice, we suggest user to select "Local" when defining a new Location.

If user decided to select "Global", HKCSS assume that there is no sensitive data could be recorded in the Location form and should NOT incur any security issue if user select "Global" for a Location.

Currently, we found that there are some Locations defined by difference NGOs were set as "Global". Please be aware of this issue and if you still have any concern or enquiry, please do not hesitate to contact our Support Team at 21103565 for assistance.