# Department & Location Metadata – Implementation Tips

* Standardize naming conventions early to avoid duplicate reporting artifacts (e.g., 'HR' and 'Human Resources').
* Use Locations to define SLAs and regional business hours—especially useful for global teams.
* Leverage metadata for conditional visibility in the service catalog.
* Tag all users during import or directory sync to enable intelligent routing.
* Use department/location-based filters in reporting to surface trends and support continual improvement.