



Enterprise Computing Solutions - Education Services

## TRAINING OFFERING

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# IBM Enterprise Records 5.1 - System Administration

<b>CODE:</b>	<b>LENGTH:</b>	<b>PRICE:</b>
F175G	32 Hours (4 days)	€3,120.00

## Description

This course is for those who administer and maintain an IBM Enterprise Records system. You work with a fully functioning IBM Enterprise Records system to practice the skills required for system configuration, administration, and system maintenance.

## Objectives

- Acquire the knowledge and skills necessary to administer, configure, and maintain an IBM Enterprise Records system.

## Audience

This intermediate course is for anyone who is planning to configure, maintain, or administer an IBM Enterprise Records system.

## Prerequisites

None

## Programme

- Identify the capabilities of IBM Enterprise Records.
- Identify the role of IBM Enterprise Records in an enterprise compliance solution.
- Identify and search for records that are ready for disposition
- Initiate disposition.
- Declare electronic records.
- Create a disposition schedule.
- Add alternate retentions.
- Work with file plan containers.
- Work with holds.
- Configure an object store for record declaration.
- Create a record class that allows property mapping from document to record.
- Enable editable link classes.
- Create and use a new link class.
- Modify security on a category.
- Control access to IBM Enterprise Records assets and functionality from IBM FileNet Workplace.
- Create and use a new marking set.
- Export and import a file plan.
- Configure multiple instances of Disposition Sweep.
- Configure an instance of Hold Sweep.
- Configure automatic destruction of records.
- Enable and configure auditing.
- View and export audit logs.
- Enable metadata retention on the file plan.
- Export and delete retained metadata from the production system.
- Automate record declaration

## **Session Dates**

On request. Please [Contact Us](#)

## **Additional Information**

This training is also available as onsite training. Please contact us to find out more.