



Arrow ECS Finland Oy - Education Services

TRAINING OFFERING

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IBM Enterprise Records 5.1 - Core Skills

CODE:	LENGTH:	PRICE:
F178G	1 day(s)	€780.00

Description

This course is for those who either administer IBM Enterprise Records or use it to maintain the retention, disposition, and security of records.

You work with a fully functioning IBM Enterprise Records system to practice the skills required for both records managers and system administrators.

By completing this course, you acquire knowledge and skills that are needed in more advanced IBM Enterprise Records courses.

If you are enrolling in a Self Paced Virtual Classroom or Web Based Training course, before you enroll, please review the **Self-Paced Virtual Classes and Web-Based Training Classes** on our Terms and Conditions page, as well as the system requirements, to ensure that your system meets the minimum requirements for this course.

<http://www.ibm.com/training/terms>

Objectives

- Declare and manage records using basic configurations

Audience

This course is for anyone who manages records using IBM Enterprise Records or administers 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
- Declare electronic records
- Create and apply disposition schedules
- Apply alternate retentions
- Work with file plan containers
- Place and remove holds

Further Information

Prior to enrolling, IBM Employees must follow their Division/Department processes to obtain approval to attend this public training class. Failure to follow Division/Department approval processes may result in the IBM Employee being personally responsible for the class charges.

GBS practitioners that use the EViTA system for requesting external training should use that same process for this course. Go to the EViTA site to start this process: <http://w3.ibm.com/services/gbs/evita/BCSVTEnr1.nsf>

Once you enroll in a GTP class, you will receive a confirmation letter that should show:

- The current GTP list price

- The 20% discounted price available to IBMers. This is the price you will be invoiced for the class.

Session Dates

Date	Location	Time Zone	Language	Type	Guaranteed	PRICE
15 Aug 2022			English	Self Paced Training		€710.00

Additional Information

[This training is also available as onsite training. Please contact us to find out more.](#)