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Enterprise Computing Solutions - Education Services

TRAINING OFFERING

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IBM Enterprise Records 5.1 - System Administration

CODE:	LENGTH:	PRICE:
F175G	4 day(s)	£2,600.00

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

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/BCSVTEnrl.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

On request. Please contact us

Additional Information

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