

## IBM Enterprise Records 5.1 - System Administration Information

- Length:** 4.0 Days
- Ref:** F175G
- Delivery method:** Classroom
- Price:** EUR

### Overview

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.

### Public

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

### Prerequisites

You should complete:

- IBM FileNet P8 5.0: Prerequisite Skills using Workplace XT (F141G)
- IBM FileNet P8 Administration 4.5 (F0420)

### Objective

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

### Topics

- 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