



Offering Summary

F178 – IBM Enterprise Records 5.1: Core Skills

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.

What you will learn

- 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

Who should take this course

- Anyone who manages records using IBM Enterprise Records or administers an IBM Enterprise Records system.

Prerequisites

Either one of the following courses or equivalent experience:

F040 - IBM FileNet P8 Prerequisite Skills 4.5.

F141 - IBM FileNet P8 5.0 Prerequisite Skills using Workplace XT.

Objectives

- Declare and manage records using basic configurations.

Course length

1 day