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| IBM Enterprise Records 5.1: Core Skills | F178  Course Abstract |

For more info: <https://www-03.ibm.com/services/learning/ites.wss/zz-en?pageType=page&c=a0011023>

# Course 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

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

# Duration

1 Day

# Delivery Method

ILT, ILO, and SPVC

# Audience

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

# Prerequisites

* F141 - IBM FileNet P8 5.0 Prerequisite Skills using Workplace XT or equivalent experience

# Course Objectives

Upon completion of this course, participants will be able to:

* Declare and manage records using basic configurations

# Topics

**IBM Enterprise Records 5.1: Core Skills**

Introduction to IBM Enterprise Records

Identify the records management capabilities of IBM Enterprise Records

Describe the role of IBM Enterprise Records in the context of an enterprise compliance solution Explore a file plan

Initiate disposition

Locate the disposition schedule that applies to a record Identify the status of an entity

Search for entities that are ready for disposition Initiate disposition

Declare electronic records

Declare an electronic record without a template Create a declare template

Create a document entry template with record declaration Create a disposition schedule

Create and test a disposition schedule Use a transfer action

Add alternate retentions Add alternate retentions

Work with file plan containers Work with holds

Place and remove holds

Place and remove conditional holds Make holds inactive and delete holds