



# IBM: Enterprise Records 5.1: System Administration (F175G)

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Course ID#: 0370-530-51-W

28 Hrs

## Course Content

### Course 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.

### Audience:

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

### Prerequisites:

- IBM FileNet P8 Prerequisite Skills 4.5 (F040)
- IBM FileNet P8 Administration 4.5 (F0420)

### Objectives:

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.**



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**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**