IBM Enterprise Records 5.1 - System Administration

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