
IBM Enterprise Records 5.1 - Records Management

Varighed: 2 Days Kursus Kode: F174G Leveringsmetode: Virtuel deltagelse

Beskrivelse:

This course is for those whose job includes responsibility for designing the file plan for an IBM Enterprise Records system and making decisions regarding record retention, disposition, and security. You use the IBM Enterprise Records web application to learn core skills, such as declaring and managing records. Then, you learn to design and create a file plan that meets specific records management goals. You work with a records administrator, an installer, a database administrator, and a programmer. You must be able to organize and communicate records management system requirements to the other roles.

You work with a fully functioning IBM Enterprise Records system to practice the skills required for managing records and designing file plans for records management.

Virtuel deltagelse

Et V&C Select kursus indholder nøjagtig det samme som et almindeligt kursus. Før kursusstart modtager man kursusmaterialet. Dernæst logger man på kurset via internettet og ser via sin pc den selvsamme præsentation som de øvrige deltagere, man kommunikerer via chat med underviseren og de øvrige deltagere på kurset. Denne uddannelsesmodel er både tids-og omkostningsbesparende og kan være et oplagt alternativ til almindelig klasseundervisning, hvis man f.eks. har et begrænset rejsebudget.

Målgruppe:

This intermediate course is for anyone who manages records and who is responsible for planning the records management strategy for their organization that uses IBM Enterprise Records.

Agenda:

- Declare and manage records using basic configurations
- Design a functional and efficient records management file plan and coordinate its development and deployment

Forudsætninger:

You should have completed:

- IBM FileNet P8 Prerequisite Skills 4.5 (F0400GB)
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- Core file plan design concepts
- Create a functional classification file plan
- Create a retention model file plan
- Create a case model file plan

- Apply alternate retentions
- Work with file plan containers
- Place and remove holds
- Coordinate file plan development
- Core file plan design concepts
- Create a functional classification file plan
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Flere Informationer:

For yderligere informationer eller booking af kursus, kontakt os på tf.nr.: 44 88 18 00

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