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| IBM Enterprise Records 5.1: System Maintenance | F180Course 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 the administrator who maintains an IBM Enterprise Records system.

You monitor the IBM Enterprise Records system and the IBM FileNet P8 system with which it runs.

You configure and run the sweep processes, as well as configure and run automatic destruction processes and automatic volume creation. You also configure auditing, export audit logs and retain, archive, and purge metadata.

# Duration

1 Day

# Delivery Method

ILT, ILO and SPVC

# Audience

* Anyone who is going to maintain an IBM Enterprise Records system.

# Prerequisites

* F140 - IBM FileNet P8 5.0 Prerequisite Skills using Workplace
* F178 - IBM Enterprise Records 5.1: Core Skills
* F179 - IBM Enterprise Records 5.1: System Configuration
* F142— IBM FileNet P8 Platform 5.0: System Implementation and Administration

# Course Objectives

* Acquire the knowledge and skills necessary to configure and run the sweep processes, configure and run automatic destruction processes, configure automatic volume creation, configure auditing, and retain, archive, and purge metadata.

# Topics

**IBM Enterprise Records 5.1: System Maintenance**

Configure sweep processes About Sweep profiles About Disposition Sweep

Configure Disposition Sweep profiles Configuration settings for Disposition Sweep Run Disposition Sweep profiles

About Hold Sweep

Get the GUID for a container Get the GUID for a Hold Configure automatic destruction Features of automatic destruction

Set up automatic destruction

Auto Destroy configuration interface Run an Auto Destroy process

Disposition Sweep for an Auto Destroy action Auto Destroy report

Auto Destroy transcript

Configure automatic volume creation Auto Volume Creation workflow

Install Auto Volume Creation workflow Set properties for auto volume creation

Parameter validation error - troubleshooting Auto Volume Creation - troubleshooting

Pause, restart, or terminate the auto volume creation Configure auditing

Auditing in IBM Enterprise Records Objects and actions that can be audited Information provided by audits

RM Audit events Auditing features

Enable audits for record objects Enable audits for documents

Hold and Remove Hold auditing on entities View and export audit logs

View audit history

View audit logs for destroyed records View audit event properties

Metadata filtering Export audit logs Manage record metadata

What is retained metadata? Reasons to retain metadata Enable metadata retention

View retained metadata of a deleted entity Export retained metadata

Formats for the exported retained metadata Delete retained metadata