Vendor: CompTIA

Exam Code: 225-030

Exam Name: CDIA+ Certification

Version: Demo

QUESTION NO: 1

A business requires its employees to have access to internal documents via the Internet. Which of the following technologies will allow access to those documents and maintain security of the connection?

A. Public Key Infrastructure (PKI)
B. Virtual Private Network (VPN)
C. Watermarking
D. Checksumming

Answer: B

QUESTION NO: 2

What key roles are performed by the Project Manager?

A. Manage goals, company expectations, staffing and equipment needs, and costs
B. Secure funding, write proposals, and manage departmental priorities
C. Manage and maintain image quality control and production goals
D. Manage and ensure that the imaging process is documented and that costs are contained

Answer: A

QUESTION NO: 3

A Request For Proposal (RFP) includes a workflow requirement for reassigning work. What feature ensures that work can be or has been reassigned?

A. Tracking capability
B. Records management
C. Scan-to-folder
D. Error handling

Answer: A

QUESTION NO: 4

A customers current document security model provides access to paper documents based upon job definition. Employees change jobs periodically based upon skills and business needs. An electronic system would need to implement:

A. role-based security.

B. user privilege sets.

C. modifiable document classification models.

D. user group security.

Answer: A

QUESTION NO: 5

What items need to be evaluated when choosing a scanner?

A. Resolution, compression, and memory

B. Workflow, ease of use, and productivity

C. Documents, images, and storage medium

D. Interface, resolution, and paper handling

Answer: D

QUESTION NO: 6

A customer is performing incremental backups nightly. At the end of the month they review a list of documents that have reached their end of life and determine if they can be destroyed. Which of the following BEST describes the records storage management process?

A. The customer has a formal records storage management process. B.

The customer has an informal records management process.

C. The customer has a document capture process.

D. The customer does not have a records management process.

Answer: A

QUESTION NO: 7

Which of the following would be the BEST way to obtain customer commitment for a document imaging project?

A. A series of white papers on the solution

B. Executive briefing with only senior management

C. Onsite demonstration with customers documents

D. Onsite demonstration with the consultants prepared documents

Answer: C

QUESTION NO: 8

Currently, corporate headquarters maintains a central document repository with a Records Manager that maintains custody of these confidential documents. There are 18 branch locations connected via intranet with six new additional locations opening within the year. If a branch office needs confidential documents, an e-mail request is sent to the Records Manager who will then fax or overnight the documents to the branch locations. What would be the impact of implementing a web-based solution for end-users?

A. It would require extensive training on use and operation.
B. End-user productivity would dramatically increase.
C. The new system would be slower to receive desired information than the current system.
D. Most end-user computers would need to be upgraded to support a web-based solution.

Answer: B

QUESTION NO: 9

A customer is printing large TIFF images. The method with the LEAST impact on network load is to decompress the image at the:

A. printer.
B. jukebox.
C. client workstation.
D. network server.

Answer: A

QUESTION NO: 10

In order to allow for the encrypted access of documents over the web, the web server should support:

A. Trivial File Transfer Protocol (TFTP).
B. Secure Sockets Layer (SSL).
C. FTP.
D. XML.

Answer: B

QUESTION NO: 11

The scanned file size of an A4 (8.3 inches x 11.7 inches or 210 mm x 279 mm) page with a 200 dpi (8 dots per mm) resolution and a bit depth of one using TIFF Group 4 compression is approximately:

A. 50 KB.
B. 100 KB.
C. 75 KB.
D. 25 KB.

Answer: D

QUESTION NO: 12

A company would like to scan documents for disaster recovery purposes. Which system would be most appropriate?

A. Knowledge Management System (KMS)
B. Storage Area Network (SAN)
C. Electronic Document Management System (EDMS)
D. Image Management System (IMS)

Answer: D

QUESTION NO: 13

Which security feature will black-out or white-out certain portions of a document?

A. Redaction
B.   Retention
C. Reduction
D. Retraction

Answer: A

QUESTION NO: 14

A Project Manager has been informed that some operational users are reluctant to use the new Document Management System (DMS). What is the MOST appropriate method to address this

situation?

A. Allow the users time to become familiar with the system

B. Assemble the managers and let them know of the changes to the system

C. Provide additional training and communicate the benefits of the system

D. Immediately outsource the operation

Answer: C

QUESTION NO: 15

In a Request For Proposal (RFP) for an Electronic Document Management (EDM) solution, the customer is requiring a total cost for all goods and services. This model is known as:

A. time and materials with travel expenses.

B. time and materials.

C. mixed mode pricing.

D. fixed price.

Answer: D

QUESTION NO: 16

An insurance company must completely eliminate paper as a result of government legislation. Which of the following BEST describes the rationale for doing so?

A. Cost reduction

B. Better customer service

C. Revenue increase

D. Risk management

Answer: D

QUESTION NO: 17

Many of the documents to be scanned by a customer are sales invoices with a yellow background. A feature of the proposed scanning solution should include:

A. deskew.

B. color enhancement. C.

image enhancement.

D. color dropout.

Answer: D

QUESTION NO: 18

A client is an executive recruiter and is utilizing a Document Management System (DMS) to manage applicant rsums. Rsums are searched by applicants last names, social security numbers, education level, and industry. Which of the following methods would allow such searches to be performed?

A. ICR
B. OCR
C. Magnetic Ink Character Recognition (MICR)
D. Optical Mark Recognition (OMR)

Answer: B

QUESTION NO: 19

Business requirements state a need to search across four existing archives, as well as database sources from a single interface with a single query. What technology is being requested?

A. Data warehouse
B. Web crawling
C. Repository consolidation
D. Federated search

Answer: D

QUESTION NO: 20

Analysis of customer requirements shows that 55 million new documents need to be scanned each day from worldwide locations. These documents must be in the corporate archive by the beginning of the next business day. Which option describes the MOST reliable solution?

A. Overnight shipping of all documents to the central site which has many high-speed scanners
B. A distributed Internet-based scan subsystem feeding the corporate archive
C. Volume courier contracts from outlying locations to regional centers with high-speed scanners connected to the corporate archive
D. Multiple scan sites feeding regional centers with high-speed dedicated connections to the corporate archive

Answer: D

QUESTION NO: 21

A client sets up a customer file for each new customer. The information is collected from the finance department, compliance department, sales department, and accounting department. Each file will consist of 50-65 preprinted forms that are completed in each department. Once all the required forms are received from each department, the records department creates a file folder and stores all the account information in a mobile filing system. As each department completes their process of filling out the forms, the forms are either faxed or copied (original remains in each department so they always have a convenient copy of departmental actions) and hand delivered to the records department. All of the following are an advantage of making these documents available online in a public folder EXCEPT:

A. the text is searchable by word, index, or date.
B. the files are located on a public drive behind a firewall.
C. the documents are no longer only available in a hard copy format.
D. there is corporate wide access with appropriate rights.

Answer: A

QUESTION NO: 22

The accounting department produces 175 documents per day. 20% of those documents are faxes with the rest being printed single page orders. Faxes do not require scanning. How many scanned images will the accounting department produce per a five day work week?

A. 700 images
B. 875 images
C. 175 images
D. 140 images

Answer: A

QUESTION NO: 23

When determining security requirements for documents, one should consider the:

A. network infrastructure.
B. size of the document.
C. existing compliance regulations.

D. retention requirements.

Answer: C

QUESTION NO: 24

A company has requested a system to capture faxes for storage after they arrive and are printed. An alternate scalable solution would include a(n):

A. fax server capture solution.
B. Internet fax solution.
C. high speed document scanner.
D. e-mail server capture solution.

Answer: A

QUESTION NO: 25

Several large corporate acquisitions are being planned. The IT staff has been asked to identify potential trouble spots as it relates to imaging systems. All of the following apply EXCEPT:

A. scanner availability.
B. indexing methods.
C. integration and migration.
D. object formats.

Answer: A

QUESTION NO: 26

A legal firm with three locations must be able to print, scan, distribute, and OCR black and white typed documents among all locations. The network is a Windows 2003 Active Directory domain with Windows XP clients. Each locations LAN is running at 100 Mbps. The locations are connected via three Mbps Digital Subscriber Lines (DSL). Each location will need to scan and print approximately 500-1000 sheets daily. What is the minimum recommended resolution for black and white scanned images used in OCR?

A. 75 dpi (3 dots per mm)
B. 600 dpi (24 dots per mm)
C. 400 dpi (16 dots per mm)
D. 300 dpi (12 dots per mm)

Answer: D

QUESTION NO: 27

The proposed project plan requires that documents must have a file plan and track all access attempts. What MUST be part of this solution?

A. A storage management system
B. A records management system
C. Annotation and redaction capabilities
D. A scan subsystem

Answer: B

QUESTION NO: 28

A company is generating 10,000 documents a month and is considering if they should go forward with an Electronic Document Management (EDM) solution or continue with the existing paper-based storage strategy. Considering the cost of both strategies the customer should:

A. stay with the current solution because it is considerably less expensive in the long term.
B. select the EDM solution because it is more expensive in the long term.
C. select the EDM solution because it is more expensive but easier to implement and has greater long term benefits.
D. select the EDM solution because it is more expensive in the near term but becomes less expensive in the long term.

Answer: D

QUESTION NO: 29

A customer has decided to use a Multi-functional Device (MFD) to scan to their file server via FTP. Each department will have its own folder to scan to. What integration details should be documented?

A. Server OS, FTP server type, and hard disk array type
B. FTP server system used, protocol used, and document color space
C. Resolution, file type, and FTP server folder hierarchy
D. Back up system used, server OS, and client PC type

Answer: C

QUESTION NO: 30

A procedure that allows for the control of the project scope with respect to proposed changes to the plan is known as a:

A. project charter.
B. change control procedure.
C. cultural change management procedure.
D. procurement control plan.

Answer: B

QUESTION NO: 31

If the Document Management System (DMS) will need to retrieve user information from the servers, which protocol would MOST likely need to be supported?

A. SMTP
B. Simple Network Management Protocol (SNMP)
C. FTP
D. LDAP

Answer: D

QUESTION NO: 32

A company needs to store 500 two-page documents every day. Each document is 50 KB. What storage capacity is required for one month, assuming 21.5 days per month?

A. 5.25 GB
B. 1.05 GB
C. 651 MB
D. 525 MB

Answer: D

QUESTION NO: 33

A company would like to capture incoming invoices and process them through their Accounts Payable (AP) system. Which system would BEST accomplish this?

A. Records management system

B. SQL database system

C. Image enabled workflow oriented system

D. Intranet based form processing system

Answer: C

QUESTION NO: 34

Which of the following technologies is used for data migration?

A. Workflow management software

B. Hierarchical Storage Management (HSM)

C. Storage Area Network (SAN)

D. Small Computer Systems Interface (SCSI) RAID

Answer: B

QUESTION NO: 35

Accuracy is essential for which of the following functional roles?

A. Scan operator

B. Document preparers

C. Internal auditor

D. Index coder

Answer: D

QUESTION NO: 36

During Document Management System (DMS) implementation, a scope change occurs:

A. when a defined task has been completed.

B. when the project has been completed.

C. immediately after signing off on the project.

D. when a modification to the agreed project plan has occurred.

Answer: D

QUESTION NO: 37

When determining access permissions for documents, which of the following should be considered?

A. Network infrastructure
B. Firewall setup
C. Network file shares
D. Departmental role

Answer: D

QUESTION NO: 38

During discovery phase interviews with key personnel, a previously unknown critical document type is identified. What should the next step be?

A. Ignore the document type in order to avoid scope creep
B. Include the document type in the project scope
C. Discuss alternatives to including the document type
D. Document the discovery and complete a change order request form

Answer: B

QUESTION NO: 39

In order to create a document management solution, what would be the BEST information to capture in an initial meeting?

A. Current organizational processes
B. Companys organizational chart
C. Network topography map
D. Organizations sales figures

Answer: A

QUESTION NO: 40

A member of the implementation team discovers that the software vendor is issuing a new version. Which one of the following should be done?

A. Research the new product to understand its features

B. Notify the Project Manager

C. Inform the business sponsors

D. Upgrade after the project completion date

Answer: B

QUESTION NO: 41

The technician is required to implement a proof-of-concept for a proposed solution. Which of the following would absolutely be included on the proof-of-concept document?

A. Final purchase price for the software

B. Required items to be tested and proved

C. Purchase order terms and conditions

D. Software escrow agreement

Answer: B

QUESTION NO: 42

A client wishes to give the advertising department access to the imaging system. The advertising department has Internet access and produces PDF files. The imaging system uses TIFF as its file format. What will MOST likely have to be done?

A. Add terminal emulation

B. Install a desktop client

C. Remove PDF viewing capability

D. Add a TIFF plug-in to the browser

Answer: D

QUESTION NO: 43

A company needs to scan 5,000 three-page documents every Monday. Each document is 65 KB in size. What is the annual storage requirement?

A. 8.2 MB

B. 16.1 GB

C. 16.5 MB

D. 32.5 GB

Answer: B

QUESTION NO: 44

Which of the following attributes can be used to define users within a workflow environment?

A. Role
B. Check-In
C. Pend
D. Work reassignment

Answer: A

QUESTION NO: 45

A company has requested an unstructured forms recognition solution to process received invoices. The company receives invoices from ten different vendors and processes five invoices per week. The company budgeted $3,500 for this project. The next step would be to:

A. install a pilot Magnetic Ink Character Recognition (MICR) solution.
B. abandon the project.
C. review the current costs of invoice processing with the client.
D. inform the client that their request is realistic.

Answer: C

QUESTION NO: 46

When developing the timeline for a workflow integration project, which is the MOST important consideration?

A. Number of document types
B. Training for the graphical design tool
C. Availability of resources
D. Cost of the workflow project

Answer: C

QUESTION NO: 47

A company has a single call center. It will introduce new products that will increase customer service calls. The company wants to handle an increasing number of calls without adding personnel or decreasing customer service levels. Which aspect of workflow technology should it consider?

A. Sorting of documents in a work queue
B. Work monitoring
C. Pre-retrieval of customer folders
D. Load balancing

Answer: C

QUESTION NO: 48

Assuming a person tasked with indexing can work with approximately two documents per minute, what is the minimum number of index operators needed to process 20,000 documents in a seven hour work day?

A. 36
B. 24
C. 41
D. 12

Answer: B

QUESTION NO: 49

When selecting a scanner, all of the following criteria need to be considered EXCEPT:

A. simplex or duplex.
B. monthly duty cycle.
C. OCR throughput.
D. paper size.

Answer: C

QUESTION NO: 50

Assuming an average image size of 105 KB, a 700 MB CD -R contains how many images?

A. 15,020

B. 10,826

C. 7,580

D. 6,826

Answer: D

QUESTION NO: 51

A customer has a mixed OS environment and they wish to consolidate all their documents onto a server running one OS. Which of the following solutions would be the most cost effective, and allow all the users to access the documents on the server?

A. Provide dialup access to the server from all clients

B. A browser-based client

C. Migrate to the same OS that runs on the server

D. Install dual boot clients

Answer: B

QUESTION NO: 52

A company hires a consultant to document and automate existing operational processes. The project sponsor indicates that the company intends to keep staffing levels constant as a result of the effort and to promote the best people from operations and train them to be internal auditors. During requirements gathering, most employees decline to help the consultant. Which of the following should the consultant do?

A. Request that the project sponsor require the employees to assist

B. Write a memorandum and distribute it to the employees

C. Meet with the employees to address their concerns

D. Work with the project sponsor to address their concerns

Answer: D

QUESTION NO: 53

While validating requirements, it becomes apparent that multiple solutions could fit the customers needs. The consultant should:

A. present the alternatives to the customer for discussion.

B. pick the most feature rich solution.

C. choose the least expensive option in terms of price to help win the business. D. pick the solution they feel is best suited.

Answer: A

QUESTION NO: 54

During the implementation phase of an Electronic Document Management System (EDMS) project, the Project Manager discovers that the storage system will not arrive by its targeted installation date. What is the next step?

A. Create a project change request and submit it to the project committee
B. Change the project Gantt chart to reflect the new expected date
C. Order a storage system from another vendor
D. Proceed as normal because the project schedule will resolve itself

Answer: A

QUESTION NO: 55

In an attempt to ease cultural change anxiety, the Project Manager speaks to end-users and managers. All of the following should be addressed EXCEPT the:

A. integration of the Document Management System (DMS) with existing applications.
B. benefits that the new system will have on the end-users job.
C. training that will make the end-user more valuable.
D. number of jobs that will be reduced through the efficient use of technology.

Answer: D

QUESTION NO: 56

A company states that they must keep accounting documents for seven years. This information is MOST relevant when:

A. determining scanned image resolutions.
B. selecting scanner throughput.
C. determining Document Management System (DMS) retention policies.
D. determining DMS security roles.

Answer: C

QUESTION NO: 57

The customer is seeking a document management solution strategy. They have been scanning to a file server with RAID5. The chief search criteria are filename attributes. Each of the end-user desktops has a search engine installed. What is the recommended solution?

A. The customer maintains their current approach and uses a web browser with the search engine to find documents.
B. The customer purchases an outsourced EDM solution that provides full-text retrieval.
C. The customer purchases a SQL-based Electronic Document Management (EDM) solution.
D. The customer implements an EDM solution using OCR and a dual track indexing with full-text capabilities.

Answer: A

QUESTION NO: 58

A CDIA+ professional is proposing a solution to a client who currently utilizes a service bureau to scan thousands of documents a month. What role should the service bureau play in the proposed solution?

A. A service bureau should never be a factor in determining scope of a proposed solution.
B. The service bureau should own the proposed solution.
C. The service bureaus role should be minimized in order to avoid scope creep in the proposed solution.
D. The service bureaus offerings have an impact on the customers business process and thus must be factored in the proposed solution.

Answer: D

QUESTION NO: 59

The Human Resources department receives applications: 10% by fax, 30% by e-mail, and 60% by mail. All applications are two-sided forms. Applications received by mail must be scanned into the Document Management System (DMS). If 300 applications are received by the Human Resources department per week, how many images will be scanned per week?

A. 300
B. 600
C. 360

D. 400

Answer: C

QUESTION NO: 60

When reviewing potential software choices to propose to a client, the MOST important aspect to consider from the following is:

A. how robust the software is.
B. the price of the potential software solution.
C. the cost of the annual maintenance agreement of the software.
D. how well the software meets the clients needs.

Answer: D

QUESTION NO: 61

A company accepts a proposal from a software vendor. The implementation plan objectives should be determined by the:

A. Chief Information Officer (CIO) and steering committee.
B. vendor and customer Project Managers.
C. software selection team and purchasing department.
D. IT department.

Answer: B

QUESTION NO: 62

When gathering client documents for consideration, which individual or group will provide the MOST critical information?

A. End-users
B. Network administrator
C. Project Manager
D. Chief Information Officer (CIO)

Answer: A

QUESTION NO: 63

A company needs to capture 2,000 outgoing e-mails per month. The e-mails are 30 KB each in size. What is the annual storage space required?

A. 590 MB
B. 354 MB
C. 59 MB
D. 703 MB

Answer: D

QUESTION NO: 64

A customer wants a comprehensive quote / budget from vendors in response to a Request For Proposal (RFP). The customer wants all elements of the project factored in the quote. What kind of budget model is the customer seeking?

A. Fixed cost
B. Mixed cost
C. Time and materials
D. Time and materials with cost cap

Answer: A

QUESTION NO: 65

A mainframe-based company would like to make bills available online while continuing to mail them to the customer. Customers, as well as customer service personnel, will view these bills. What type of solution is MOST appropriate?

A. Web Content Management System (WCMS)
B. High volume scan subsystem
C. COLD/Enterprise Report Management (ERM)
D. Document Management System (DMS)

Answer: C

QUESTION NO: 66

Which method of indexing would be the MOST labor intensive?

A. Heads-down indexing

B. Bar Coding

C. Optical Mark Recognition (OMR)

D. Zonal OCR

Answer: A

QUESTION NO: 67

After presenting a solution, feedback regarding the solution needs to be obtained. This feedback can be BEST obtained through:

A. asking for a written response to the solution.

B. interactive sessions with all of the key stakeholders.

C. creating an online web survey.

D. meeting with only senior management to discuss the proposal.

Answer: B

QUESTION NO: 68

Two alternatives exist for storage technology on a given solution. If they both meet the customers needs, the consultant should FIRST:

A. talk with the end-users to see which they prefer.

B. choose the storage option the consultant is most familiar with. C.
    talk with the customers IT staff about which option they prefer.

D. talk to the Chief Financial Officer (CFO) about options.

Answer: C

QUESTION NO: 69

A client wishes to establish a Document Management System (DMS) for handling a large volume of standard documents to be scanned. The client wants to enable search capabilities for certain information on the documents. Which of the following is the MOST appropriate solution?

A. Zonal OCR and entire document search

B. Form recognition and entire document search

C. Zonal OCR and index search

D. Form recognition and index search

Answer: C

QUESTION NO: 70

An end-user wants a user interface that is easy to personalize, will allow for new applications to be added, and will allow for inter-application communication. Which of the following interfaces will meet these requirements?

A. A browser
B. A Java client written with JavaServer Pages (JSP)
C. A customer Windows client
D. A portal

Answer: D

QUESTION NO: 71

A government entity must make certain documents available to the public on a regular basis. These documents contain private information. What technology could be implemented to resolve this situation?

A. Redaction
B. Forms recognition
C. PDF conversion
D. Records management

Answer: A

QUESTION NO: 72

While reviewing a projects proposed timeline, it is found that the Document Management System (DMS) rollout schedule is unrealistic. A discussion should be held FIRST with the:

A. system storage managers.
B. Chief Executive Officer (CEO).
C. end-users.
D. project sponsor.

Answer: D

QUESTION NO: 73

User interfaces for a Document Management System (DMS) can include which of the following?

A. Fax driver software
B. Scan, search, and retrieval software
C. Printer and driver software
D. Storage and backup software

Answer: B

QUESTION NO: 74

A client has requested that proof of OCR accuracy of the proposed solution be provided. The client is convinced that since the OCR engine has 99% accuracy, indexing is not necessary. To provide justification for including indexing in the solution, seven pages (with each page having 5,000 characters) have been scanned. How many characters will NOT be accurately recognized?

A. 300
B. 35
C. 30
D. 350

Answer: D

QUESTION NO: 75

A client receives over 2,000 laser printed purchase orders daily from 1,188 customers. The scanning staff will scan, index, and perform quality assurance of the documents. Which of the following is the LEAST labor intensive method to perform indexing?

A. Heads-down indexing
B. OCR software
C. Optical Mark Recognition (OMR) software
D. ICR software

Answer: B

QUESTION NO: 76

Which of the following activities would provide the greatest detail for identifying project scope?

Trying our product !

★ **100%** Guaranteed Success

★ **100%** Money Back Guarantee

★ **365 Days** Free Update

★ **Instant Download** After Purchase

★ **24x7** Customer Support

★ Average **99.9%** Success Rate

★ More than **69,000** Satisfied Customers Worldwide

★ Multi-Platform capabilities - **Windows, Mac, Android, iPhone, iPod, iPad, Kindle**

Need Help

Please provide as much detail as possible so we can best assist you.
To update a previously submitted ticket: