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QUESTION 1

Accuracy is essential for which of the following functional roles?

A. Scan operator

B. ndex coder

C. Internal auditor

D. Document preparers

Correct Answer: B

QUESTION 2

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

A. The consultant spends a day in each department observing employees processes and activities.

B. The consultant interviews family members of employees to identify challenges the employee is encountering in their role.

C. The consultant uses the Internet to research and get more information about the company.

D. The consultant reviews expenses in the accounting department to identify the most costly areas of expense.

Correct Answer: A

QUESTION 3

A Document Management System (DMS) will be MOST effective for which of the following tasks?

A. Increasing document retrieval times

B. Allowing for shared document access

C. Performing website management

D. Providing document image rescaling capability

Correct Answer: B

QUESTION 4

The imaging consultant has been tasked with implementing document imaging. When examining the clients hardware assets, the consultant discovers the client already has some scan-to-file enabled Multi-functional Devices (MFD). How shall the consultant proceed?

A. Investigate specifications for networked scanners based upon client needs

B. Investigate the copy / printing capability of the MFDs

C. Investigate upgrading the MFDs

D. Determine what scanning capability is embedded in the MFDs

Correct Answer: D

QUESTION 5

A company currently prints documents that require a signature by managers for audit purposes. The customer wishes to store these signed documents electronically. Which of the following is the BEST solution?

A. Print the document for physical signature and then scan into the Document Management System (DMS).

B. Attach document to e-mail and route to appropriate manager for approval, then import into the DMS.

C. Create a workflow process that automatically routes the document to the correct manager for digital signature, and eventual storage in the Electronic Document Management System (EDMS).

D. Post the document on the intranet for retrieval by the appropriate manager to print, sign and return to records department for scanning.

Correct Answer: C

QUESTION 6

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

A. Chief Information Officer (CIO)

B. Project Manager

C. End-users

D. Network administrator

Correct Answer: C

QUESTION 7

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. select the EDM solution because it is more expensive in the long term.

B. stay with the current solution because it is considerably less expensive in the long term.

C. select the EDM solution because it is more expensive in the near term but becomes less expensive in the long term.

D. select the EDM solution because it is more expensive but easier to implement and has greater long term benefits.

Correct Answer: C

QUESTION 8

Which of the following is responsible for providing estimates on timeframes, resources and related issues when an implementation plan is created?

A. The customer.

B. The project team.

C. The sales consultant.

D. The manager of the imaging department

Correct Answer: B

QUESTION 9

Certkiller has requested a document imaging solution, and a consultant has completed interviews with the

project leader and key personnel during the analysis of the Certkiller \\'s document imaging requirements.

Which of the following is the next logical step for the consultant to take?

A. Recommend a solution.

B. Create a summary report

C. Identify possible solutions

D. Map the final document flow.

Correct Answer: C

QUESTION 10

What is a disadvantage of scanning all images at the highest resolution possible?

A. Higher expense

B. Lower quality

C. Small file size

D. Compatibility issues

Correct Answer: A

QUESTION 11

The customer will add 8,000 documents a day to their Document Management System (DMS) store. During weekday off-hours, all newly added images are required to be backed up. The whole system is backed up on weekends. Which method should be used to limit backup time on weekdays?

A. Full backup

B. Imprinting

C. Incremental backup

D. Bates coding

Correct Answer: C

QUESTION 12

All of the following are inputs to project schedule development EXCEPT:All of the following are inputs to project schedule development EXCEPT:

A. change requests

B. lead- and lag-times.

C. resource requirements.

D. resource availability.

Correct Answer: A

QUESTION 13

In order to scope out the document workflow of a prospective hotel client, the imaging consultant would perform which of the following actions?

A. Interview C-level management and a sampling of division heads to get their input on what the imaging solution needs to incorporate

B. Conduct a written survey only of all employees, mix-up the responses, and select random responses to represent the client needs

C. Consult with purchasing to determine what specification they would recommend given the project budget

D. Perform a dual track approach by conducting focus group interviews of decision makers and users, also follow up with direct observation of sample users in their work areas

Correct Answer: D

QUESTION 14

Certkiller accesses a host-based line-of-business application using a standard telnet session and terminal emulator, as well as accessing other electronic documents from their mixed network environment. Documents are typically scanned, routed between departments, and captured from the host print queues.

Which of the following is the most cost-effective solution to implement?

A. An RDBMS integrated into the system using EDI.

B. A host-based workflow system with imaging and COLD capabilities.

C. A custom developed mainframe-based system, including multiple high-speed scanners and printers.

D. A network-based document management system that will use screen-scraping to image-enable the host system.

Correct Answer: B

QUESTION 15

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 records management system

B. A storage management system

C. A scan subsystem

D. Annotation and redaction capabilities

Correct Answer: A

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