QUESTION 1

A content management solution has been designed for a company. In order to complete the implementation it will be necessary to remove user access to the content management database for several hours a day for several weeks.
How should this requirement be addressed?

A. Solicit the vendors' input for the best times to conduct implementation tasks.
B. Solicit the solution owner's input for the best times to conduct implementation tasks.
C. Redesign the solution so that all of the implementation can be handles in one 24-hour period.
D. Indicate to the solution owner that the best time for implementation tasks is 10 pm

Answer: B

QUESTION 2

An Implementation Plan for a new imaging application should contain which activities?

A. Forms design, create the document retention strategy document and layout the workflow rules and roles.
B. Integrate the production imaging system into the existing IT network, connect it with the legacy systems; upgrade all of the desktop computers.
C. Verify that images are delivered to the desktop, that the records are written in the database, and check that the images are stored on optical disks.
D. Define production procedures; create user and technical documentation; plan and execute user and system administration and plan the roll-out in the organization.

Answer: D

QUESTION 3

Who is most likely to determine the origin of the bottlenecks if the productivity of a new workflow system is less than expected?

A. End-user
B. Help Desk
C. IT Department
D. System Integrator

Answer: D

QUESTION 4

A company, Certkiller Inc, is using 90% of its network capacity. They plan to scan 5,000 images per day to a network file server. In order to meet the increased demands on the system, which of the following should be increased?

A. The network bandwidth.
B. The number of scanners.
C. The number of network servers.
D. The number of users on the network.

Answer: A

QUESTION 5
A customer is implementing a workflow system with electronic dossiers. During the design of the workflow it has been discovered that there are many exceptions to the process.
What is the first step in handling the exceptions?

A. Validate exceptions through a third party.
B. Get a commitment on the number of exceptions.
C. Redesign the workflow system to handle every exception.
D. Recommend to the client that business processed be redesigned.

Answer: D

QUESTION 6
An organization is migrating from an older document imaging system to a new system.
What is the most important risk to consider first?

A. Barcode compatibility.
B. Lack of documentation.
C. Reliable and accurate retrieval.
D. Database capacity and transfer rate.

Answer: C

QUESTION 7
An organization currently microfilms all source documents. While filming, the source document is unavailable for a minimum of three days. A document imaging system has been proposed where documents will now be scanned.
What is the best advantage of the proposed system?

A. Scanned images are higher quality.
B. Documents are available immediately.
C. Scanners are more reliable than cameras.
D. Microfilm can be created from the scanned documents.

Answer: B

QUESTION 8
An imaging consultant has just finished a presentation showing document retrieval over the Web. The client has specified that this is a requirement of the project. However, after the demonstration the IT group is expressing concerns about opening their system up to the Internet.
How should the consultant respond to the IT group?

A. Tell them that the project team is satisfied.
B. Ignore them, as the project requirements are met.
C. Demonstrate the retrieval of the documents again.
D. Explain to them the security components of the solution.

Answer: D

QUESTION 9
A sales consultant has proposed two different storage solutions: a network-attached RAID array or a network-attached jukebox.
What is the major difference between these two solutions?

A. Jukebox storage capacity is higher.
B. RAID array storage capacity is higher.
C. The jukebox allows for faster retrieval.
D. The RAID array allows for faster retrieval.

Answer: A

QUESTION 10
Which of the following parties would most benefit from producing a structured training document?

A. IT
B. CIO
C. Vendor
D. Help Desk

Answer: D

QUESTION 11
A legal customer wants to place identifying marks on each document as it is scanned.
What is the procedure commonly called?

A. Barcoding
B. Imprinting
C. Prefetching
D. Thresholding

Answer: B

QUESTION 12
Hospital management is implementing a document management system. Research
has indicated that nursing staff who will be using the system feel that they are
understaffed and will not have time to enter the data. However, when questioned it
was found that the nursed did not really know what the system was about.
What key factor has been overlooked?

A. A proper public relations exercise was not carried out.
B. Access to a demonstration system has not been provided.
C. Management has not explained that the system must be used.
D. The end-uses have not been engaged in the entire process.

Answer: D

QUESTION 13
Companies have always taken precautions with the physical security of their
records.
Which of the following security precautions is the most important when
transmitting electronic documents over the Internet?

A. Digitally sign and watermark all documents before publication.
B. Limit access to the documents using encryption and authentication.
C. Limit access to the documents by implementing a firewall and HTTPS.
D. Require users to enter password and date of birth in order to access documents.

Answer: B

QUESTION 14
During the presentation of a prototype, a customer realizes that it has left out a
critical security component. The customer has already approved the software
requirements.
What is the appropriate next step for the consultant?

A. Ask the customer for a change request form.
B. Agree to make the changes needed at no cost.
C. Ask the development team to make the changes.
D. Inform the customer that no changes can be made.

Answer: A

QUESTION 15
Certkiller revises several procedure documents every year. Multiple individuals
review and revise these documents before final approval.

Which would be the best solution?

A. EDI
B. COLD/EDM
C. E-mail
D. Workflow

Answer: A

QUESTION 16
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.

Answer: B

QUESTION 17
A company has contracted with a system integrator to implement a document management system that includes custom development and integration with its legacy systems.
What is the best way to confirm that the proposed system will meet customer expectations?

A. Review the company's business process.
B. Conduct a software review based upon proof of concept.
C. Confirm the system's capability during the training process.
D. Provide the customer with complete system technical documentation.

Answer: A

QUESTION 18
A medical laboratory has implemented a document management solution in which saved reports need to be faxed to medical practitioners. With the current system, reports are printed from a PC to an inkjet printer and then the document is faxed manually to the practitioners.
How can this system be altered to produce the best return on investment?

A. The system used is the most effective available.
B. Replace the inkjet printers with laser printers.
C. Add a fax modem and fax the documents to practitioners.
D. Use dot-matrix printers because they are less expensive to own and operate.

Answer: C

QUESTION 19
Certkiller processes a very large number of invoices daily that are of non-standard sized and different thickness.
Which of the following is the most important criterion for selecting a scanner for Certkiller ?

A. ADF
B. Lamps
C. High Speed
D. Despeckling

Answer: A

QUESTION 20
Certkiller is capturing index-size cards with a document management system. Each document is approximately 5KB. The retention requirement is six months. The document retrieval rates are highest during the first 90 days of the document life cycle.
Which document storage type would best fit Certkiller 's requirements?

A. DVD
B. DLT
C. RAID
D. WORM

Answer: C
Because of document size and only keeping six months.

QUESTION 21
A Purchasing Department is using terminal emulation software as a part of an enterprise accounting system in a mainframe environment. They are planning to deploy an imaging subsystem that will allow them to scan all invoices and bills of materials.
Which of the following is the best integration technique that facilitates the use of information from a mainframe database as indexing data?

A. Screen Scarping
B. Forms Processing
C. VTAM communications

D. LU6.2 communications

Answer: A

Which user interface feature would best serve a user that needs to quickly review a
10-page document to locate a drawing in the document?

A. Zoom
B. Redaction
C. Thumbnail
D. Full-text search

Answer: C
The answer should be "C" because thumbnails show small versions of the images so you
that you can select the one you need.

QUESTION 23
Which documents should the Project Manager for a system integrator review with
the customer to manage long-term expectations approximately?

A. Issues Log and Training Plan.
B. Service Level Agreement and Change Order Procedures.
C. Business Process Analysis Document and Gap Analysis.
D. User Technical Documentation and Implementation Schedule.

Answer: C

QUESTION 24
Which of the following standards allows typical office applications to have access to
document management systems?

A. SQL
B. JAVA
C. ODMA
D. ActiveX

Answer: C
ODMA is short for Open Document Management API, an open industry standard that
enables desktop applications to interface with a document management system (DMS).

QUESTION 25
A system implementation is complete when which of the following has occurred?

A. All users have been trained and are able to use the system.
B. All system components have been installed and the system runs well.

C. The system administrators have reviewed the system and accepted responsibility for it.
D. The completion standards defined in the agreement have been met and the system performs as described.

Answer: D

QUESTION 26
Which of the following best reduces risk in a capture sub-system?

A. Use RAID5 SCSI devices.
B. Work two shifts per day.
C. Produce a back-up scanner.
D. Invest in a single high-quality scanner.

Answer: C

QUESTION 27
The accounting department has 400,000 images in a jukebox located in the computer room. They expect the volume to increase by 50% next month. So far, image retrieval response is fair.
Which of the following changes will improve performance with a minimal investment?

A. Physically move the jukebox to the accounting department.
B. Move the bridge inside the network segment of the accounting department.
C. Move the jukebox inside the network segment of the accounting department.
D. Move the database inside the network segment of the accounting department.

Answer: C

QUESTION 28
What are common levels of security when accessing a document in a Document Management System?

A. Read-only, write access and full access.
B. A hidden document and an unhidden document.
C. A protected document and an unprotected document.
D. No access, read access, write access and delete access.

Answer: D

QUESTION 29
A large volume of surveys are distributed, returned, and scanned. These surveys have text boxes and check boxes.
Which is the best technology for capturing these documents, indexing them, and

extracting the data?

A. OCR/ICR
B. Workflow
C. Forms processing
D. Document Imaging

Answer: C

QUESTION 30
Certkiller has determined that it should make use of a high-volume, enterpriseoriented
SQL compliant database solution.
Which of the following is the LEAST appropriate choice for the company?

A. DB2
B. Oracle
C. Sybase
D. Microsoft Access

Answer: D

QUESTION 31
A client has to output documents and their associated metadata to many disparate
systems, most of which are not controlled by the client.
Which of the following technologies would best facilitate this output?

A. XML
B. API
C. DDE
D. BLOBs

Answer: A

QUESTION 32
When a disaster recover plan is designed, a company should do which of the
following?

A. Hire a records manager.
B. Move all of the records off site.
C. Consider the cost implementation.
D. Identify the vital records within the organization.

Answer: D

QUESTION 33
When a workflow system is designed, what technique can be used to speed up

approval cycles for documents when multiple people are involved?

A. Parallel routing
B. Multiple servers
C. Sequential routing
D. Automatic recognition

Answer: A

QUESTION 34
A software modification is being implemented on an existing document management system.
Which information is the LEAST important to communicate to the solution owner?

A. List of software fixes and patches.
B. Scheduled maintenance window.
C. Full description of system changes.
D. Roll back strategy if software modification fails.

Answer: B

QUESTION 35
When a consultant recommends a scanner to a client, what percentage of the scanned pages need to be two-sided in order to cost justify a duplex scanner?

A. 10-20%
B. 30-40%
C. 50-60%
D. 70-80%

Answer: A

QUESTION 36
Certkiller had designed a new system for processing and then viewing the student records from the Web. Each student has one image(81/2" x 11") that was scanned at 300 dpi and when compressed takes up approximate 52KB of space.
Which of the following methods has been used to store the image?

A. DjVu
B. LDF LuraDoc
C. ITU (CCITT) Group IV
D. ITU (CCITT) Group III

Answer: D
Group 3 is 10% compression.

Group 4 is 20% compression.
This is the right size for Group 4 image - 50k for 300 dpi, and 20k for 200 dpi.

QUESTION 37
What is one advantage of using a "group" to secure access to a type document or folder rather than assigning permissions to individual system users?

A. Group security provides stronger security than individual security on documents.
B. It is easier to see who has access to a document by group name than by user's names.
C. Imaging systems only provide security at group levels and it is impossible to secure documents by user.
D. As conditions change it is easier to remove or add users to a group than to track individual permissions.

Answer: D

QUESTION 38
When library services are assigned for a document management system, what elements should be discussed with the customer?

A. Integration aspects, user interface
B. Versioning, document life cycle, attributes
C. Scanning, image enhancement, display of image
D. View and edit applications, on-line content conversion

Answer: B

QUESTION 39
When a meeting is planned to obtain design approval for a legacy system interface, a representative of which of the following parties must be in attendance?

A. End-users
B. Project Manager
C. Project sponsor
D. Information systems

Answer: B, C, D
Note: If only one then the answer would be "C."

QUESTION 40
A client wants to capture images of documents in a warehouse at the point of shipping. The application must facilitate the scanning of the documents in a completely automated manner (hands-free after placing images on scanner). Which of the following technologies should be employed to facilitate this?

A. OCR, ADF, and XML
B. Barcodes, ADF, and DDE
C. Screen Scraping, XML, and Barcodes
D. Scanner Polling (API), Barcodes, and ADF

Answer: D

QUESTION 41
Certkiller is currently digitizing forms and documents in an imaging system and has
identified the requirement to forward these documents in a pre-defined and
controlled way from one worker to another worker for processing.
What kind of solution should the company consider?

A. E-mail routing
B. Ad hoc workflow
C. Production workflow
D. Intranet distribution

Answer: C

QUESTION 42
Once the customer has signed off on the formal requirements documentation, what
happens when new requirements are added to the solution if there are no controls in
place?

A. Requirements creep
B. Requirements renewal
C. Requirements expansion
D. Requirements re-gathering

Answer: A
Requirements creep is a tendency for product or project requirements to increase during
development beyond those originally foreseen, leading to features that weren't originally
planned and resulting risk to product quality or schedule.

QUESTION 43
If a group of users has difficulty accessing backfile documents on a near-line device,
then which of the following devices would most likely be the cause?

A. Jukebox
B. RAID Unit
C. Image Server
D. Application Server

Answer: A
Online = RAID Unit

Near-line = Jukebox
Far-line = Bookshelf
Off-line = Not in system
The answer, therefore, should be "A," as it is the only near-line device listed.

QUESTION 44
Which of the following would NOT be a part of the requirements document that
would be presented to a client?

A. Project timeframe
B. Total cost of ownership
C. Implementation objectives
D. Characteristics of paper to be scanned

Answer: D

QUESTION 45
The technical manager in an imaging/document management company is
responsible for all aspects of the client's system installation.
What are three things that will ensure all installations are completed in a consistent
manner?

A. A written budget, written scope of work, workflow diagrams.
B. A project plan, the system integrator's reputation, detailed budget.
C. A written implementation plan, design reviews, post-implementation review.
D. Phone consultations, contract vendor and customer, approved by the customer's
CEO.

Answer: C

QUESTION 46
A customer's solution requirements can be addressed by implementing either a
client/server or a Web-based system.
What factors other than cost should be considered?

A. The hardware and software required to run the product.
B. What the system integrator feels more comfortable implementing.
C. The amount of client side functionality and the degree of local administration
required.
D. Stability, location, number of dedicated resources, and overall flexibility of the
solution provider's management and staff.

Answer: D

QUESTION 47
In order to determine the tasks internal departments perform and to evaluate the

skill levels associated with these tasks, projects are best implemented from:

A. The top down
B. The bottom up
C. Parallel levels
D. The corporate level

Answer: A

QUESTION 48
Certkiller plans to implement a new document management solution and move from optical storage to RAID5 storage. When they convert the document images from the optical platters to RAID5, how many pages will there be from a jukebox with ten 2.6GB platters, each of which 90% is full, assuming that average image size is 50KB?

A. 468,000 pages
B. 520,000 pages
C. 4,680,000 pages
D. 5,200,000 pages

Answer: A
2.6*1000000*10*0.9/50

QUESTION 49
A city has determined that it will provide access to City Council minutes and upcoming agenda items.
Which is the best solution that will allow for the broadcast access for all interested parties?

A. Use of an FTP site.
B. Web-based Internet access.
C. Publication on CD-ROM for distribution.
D. Public Kiosk availability at various sites, including libraries.

Answer: B

QUESTION 50
In relation to a Records Retentions Plan, which of the following statements most appropriately reflects the best practice procedure in industry for document destruction?

A. Records can be destroyed as soon as they are committed to WORM or read-only media.
B. Records can be destroyed only in the regular course of business under a formalized program.

C. For every image a corresponding paper document must always be kept offsite to be amissible in court if necessary.
D. The consultant can determine when a record can be destroyed from a Hierarchical Storage Management (HSM) Plan.

Answer: B
The answer should be "B" because the handling of anything to do with records must be a part of a regular course of business to be admitted in a court of law.

QUESTION 51
A customer wished to integrate a custom-built third-party image viewing and manipulation application into their current office software package. They want to keep integration to a minimum and be able to launch the imaging application by a Toolbar icon.
Which of the following would be the best tool to use in this situation?

A. Dynamic Data Exchange
B. Object Linking and Embedding
C. Structured Query Language
D. Application Programming Interface

Answer: A
the answer should be "A" because the API cannot be used to make a Toolbar in office software. Another technician says that you can use API for both office and the imaging software. To do this, therefore, "D" would be correct. In accordance with the CBT, it is both "A" and "D" working together.

QUESTION 52
Certkiller is considering integrating its imaging system with its accounting application.
Which two items may be used to assist in the smoothes integration?

A. API and DDE
B. EDI and XML
C. SMTP and MAPI
D. CCITT and IEEE

Answer: A

QUESTION 53
A bank assesses its current imaging needs and determines that it must install a more robust imaging system to be fully functional three months before the end of its financial year. The main requirement is to ensure that all data is collected prior to its yearly audit.
Which of the following situations will LEAST threaten the bank's objective?

A. Quality problems causing reworking of data.
B. Cost escalation due to increased labor to meet the deadline.
C. Under-resourcing causing time slippage and missed milestones.
D. Scope creep resulting from inadequate determination of requirements.

Answer: B
The answer should be "B" because if it is "A" then you would have to spend more time
and more money. If the answer was "B," it is only money, and time is the critical issue.

QUESTION 54
Certkiller adds 5,000 documents per week to its CD jukebox and indicates that
response times for image retrieval are increasing dramatically.
Which of the following will provide the greatest improvement in response times?

A. Move the images to a RAID5 array.
B. Move the images to an optical jukebox.
C. Add a second scanning workstation.
D. Add a second CD jukebox to the network.

Answer: A

QUESTION 55
What is the technology that places computer-generated documents directly onto
storage media?

A. OLE
B. MICR
C. COLD/ERM
D. Microfiche

Answer: C

QUESTION 56
A bank has implemented a new image-based signature verification system. Their
clients are complaining because the process now takes longer then the previous
manual system. After investigation by the project team, the system is found to be
functioning correctly.
What would be the first action to take to resolve the perceived problem?

A. Revise the imaging system.
B. Evaluate the users' skill level.
C. Suggest that the manual system be used.
D. Place the responsibility on the network manager to improve performance.

Answer: B

QUESTION 57
Color images are scanned but on review of the resulting bitonal images there are
empty spaces where there are red letters on the original pages.
What is the most likely cause of this problem?

A. Red is the drop-in color.
B. Red is the drop-out color.
C. Red is the threshold color.
D. Red cannot be seen in a bitonal image.

Answer: B
The answer should be "B" as drop-out is used to drop background colors of shaded paper.

QUESTION 58
Certkiller scans 500 8,5" x 11" two-page, duplex documents every day as 300 dpi
Group 4 TIFF images. If each imaged page is an average of 50KB, approximately
how many days can they operate before they run out of storage space on their 60GB
hard drive?

A. 300 days
B. 600 days
C. 950 days
D. 1,200 days

Answer: D
60*1000000/(500*2*50)

QUESTION 59
Certkiller has several departments that operate independently but are on the same
LAN, causing excessive network traffic. Each department has its own scanning
stations and servers.
Which of the following actions would be the most appropriate in addressing the
problems caused by the excessive network traffic?

A. Segment the network.
B. Change the networking protocol.
C. Install a modem to isolate the servers.
D. Change to a cable with a higher bandwidth.

Answer: A

QUESTION 60
A court is tasked by statue with providing public access to civil and criminal
records.
Which of the following would provide the court with the best balance of security for
protection from hacker attacks and openness that would allow for public access to

public records?

A. Establishment of a VPN.
B. Subscription-based Internet access.
C. Dial-up remote access to the court's records.
D. Replicated information outside the court's firewall.

Answer: D

QUESTION 61
Certkiller will have 185,000 three-page documents to scan into a new document imaging system each year. Additionally, the company wishes to convert the same volume of documents for each of the five prior years.
Based on the Certkiller 's goal of having a system that will provide sufficient storage for images for both the backlog information and for five years on a go-forward basis, what is the minimum amount of storage space required if the average image size is 50KB per page?

A. 92.5GB
B. 113.75GB
C. 277.5GB
D. 300GB

Answer: C
185,000 * 3* 10 * 50 /1,000,000

QUESTION 62
The process of scanning historical paper based documents is known as:

A. Pre Fetching
B. Backfile Conversion
C. Day Forward Scanning
D. Hierarchical Storage Management (HSM)

Answer: B

QUESTION 63
Certkiller is scanning images over the network.
What effect would increasing the scan resolution have?

A. A decrease in document quality.
B. An increase in image size.
C. An increase in scanning speed.
D. An increase in network performance.

Answer: B

QUESTION 64
What do "Star", "Bus", and "Ring" refer to?

A. Network protocols
B. Network topologies
C. Storage configurations
D. Document transport methods

Answer: B

QUESTION 65
Certkiller needs to send scanned forms to various remote offices. They receive and scan 100 forms a day. Approximately how long would it take to transmit 100 50KB images using a 56Kbps modem assuming a 10% throughput reduction for overhead?

A. 8 minutes
B. 13 minutes
C. 18 minutes
D. 26 minutes

Answer: B
100 * 50 *8 / (56*0.9) seconds

QUESTION 66
Which of the following capabilities of a document management system can be used to ensure that other users can access documents in progress but cannot make any changes to them?

A. Hidden rights to all users.
B. Read-only rights to all users.
C. Full rights for the author and read-only rights to other users.
D. Read-only rights to the author and hidden rights to other users.

Answer: C

QUESTION 67
Which of the following is the most effective way of assessing employees' skill levels?

A. Evaluate job performance.
B. Consider the length of time with the company.
C. Review results of job-specific test scenarios.
D. Assess results of examinations with true/false questions.

Answer: A

QUESTION 68
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.

Answer: C

QUESTION 69
A consultant analyzing Certkiller 's document imaging requirement discover that there appears to be a number of concerns from users about changing to a new system.
Which of the following is the best way to address such concerns?

A. Ask the project leader or company management to deal with the situation.
B. Emphasize that it has been a management decision to change to the newer system.
C. Consider end-users' concerns and determine whether they can be met through education or changes in the solution.
D. Implement the changes provided that the management/project leader agrees with the recommendation for the newer system.

Answer: C

QUESTION 70
Certkiller is implementing a document imaging system and making the images available via the Internet.
Which of the following issues is the most important security consideration?

A. User profiling
B. Virus protection
C. Firewall configuration
D. Disaster recover and data restoration

Answer: C

QUESTION 71
A bank needs to capture checks to support its customer service function. They need to scan, index and route them.
Which of the following would help them automate this process?

A. Barcodes
B. MICR coded
C. Patch codes
D. Uniform check color

Answer: B
The answer should be "B" because the (M)ICR is magnetic. It reads the number at the bottom of a check.

QUESTION 72
Certkiller plans to use an EDM system to capture and manage the invoices it generates from its financial system.
Which of the following solutions would require the LEAST storage volume?

A. Print invoices to fax and import.
B. Print invoices to printer and batch scan.
C. Print invoices to file and import via COLD/ERM.
D. Print invoices to digital copier and batch scan.

Answer: C
The answer should be "C" because you're using a text file for import that is a lot smaller.

QUESTION 73
A large corporation, Certkiller .com, is planning to implement an electronic document management solution as part of its knowledge management initiative.
What aspect of the corporate environment is most likely to be affected?

A. Employee diversity and hiring.
B. Cost of hardware and software.
C. Employee access to information.
D. Staffing and overtime requirements.

Answer: C
The answer should be "C" as employees will then have fast access from their desks.

QUESTION 74
Certkiller wants to implement a scanning solution to scan double-sided documents at the most efficient cost. They expect to scan in excess of 800 sheets per day.
Which of the following solutions will provide the best return on investment?

A. A 20 ppm duplex scanner with ADF.
B. A 20 ppm simplex scanner with ADF.
C. A 40 ppm simplex scanner with ADF
D. A 40 ppm duplex scanner with hand-feed

Answer: A

QUESTION 75
Certkiller is currently experiencing extreme network slow downs during peak
periods of network traffic which occur during peak images times.
To solve this problem the network administrator should be advised to do which of
the following?

A. Upgrade imaging workstations.
B. Schedule user disconnects from the network.
C. Schedule release of images for off-peak hours.
D. Limit network rights of those running imaging equipment.

Answer: C

QUESTION 76
Certkiller needs an EDM solution for their invoice.
Which of the following should be considered first when Certkiller 's requirements are
assessed?

A. Retention period for invoices.
B. Peak volume of invoice processing.
C. The quantity of invoices they process.
D. Document source of invoices such as paper or electronic.

Answer: C

QUESTION 77
A consultant analyzing a company's backfile conversion requirement discovers that
the backfile documents in question are in poor condition and will not be recalled
very often. The company agrees that these documents will only be added to the
system when they are requested.
Which of the following best describes this method of document conversion?

A. Scan-on-demand
B. Temporary conversion
C. Transition conversion
D. Day-forward conversion

Answer: A

QUESTION 78
Who should retain the project documentation and archive after the implementation
has been completed?

A. IT Manager
B. Project owner

C. Consultant
D. Technical project leader

Answer: B

QUESTION 79
A business receives a total of 2,000 forms a day via fax and standard mail. Each
form consist of two single-sided pages. 60% of the forms are received via standard
mail. The faxed forms are directly captured electronically for the document
management.
How many pages will pass through the scanner a day?

A. 1,200
B. 2,000
C. 2,400
D. 4,800

Answer: C
2000*2*0.6

QUESTION 80
After analyzing a department's business process, the consultant notices several
redundant steps in data entry that impede efficiency. He recommends significant
changes.
Which of the following should the consultant provide to communicate these
changes?

A. User manuals
B. A white paper
C. Proof of concept
D. Technical manuals

Answer: C

QUESTION 81
During the design phase, the client learns what OCR is and suggest that all new
business applications be processed using this technology.
How does this affect the capital budget?

A. Decrease, as the OCR process creates a small text file.
B. Decrease, as no human intervention is required in the index fields.
C. Increase, as more hardware and software will be required.
D. Increase, as approximately five times the storage is required.

Answer: C

QUESTION 82
Several employees working on a project need to download documents from the
document management system and upload the amended documents later.
Which of the following best describes the feature of a document management system
required to ensure that no one else changes the document until it is uploaded?

A. File hiding
B. File replication
C. Checkout and Checkin
D. Assign read-only right to the document

Answer: C

QUESTION 83
HSM offers which of the following capabilities in an EDM system?

A. Transfers data between media based on usage.
B. Manages content based on semantic relations.
C. Manages users rights and inheritance relations.
D. Manages server security in a distributed system.

Answer: A
HSM =Hierarchical Storage Management

QUESTION 84
A trusted third party that issues digital certificates for documents containing digital
signatures would be referred to as:

A. INTERNIC
B. A Certificate Authority
C. A Certificate Standards Committee
D. An Organization Registration Authority

Answer: B

QUESTION 85
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.

Answer: B