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Question: 1
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. Better customer service
B. Risk management
C. Cost reduction
D. Revenue increase

Answer: B

Question: 2
A client sets up Company.com 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. What would be the MOST cost effective option for making these static paper-based documents available for browser-based access?

A. An Electronic Document Management System (EDMS) solution should be purchased that can search, store, and retrieve these static documents.
B. Departmental scanners pointed at a hot folder that the Records Manager can then combine each departments scans for a particular client into one file published on the corporate intranet.
C. No change is needed as the current system is superior to the proposed solution.
D. Departmental scanners would create a file for each department to access.

Answer: B

Question: 3
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. 140 images
D. 175 images

Answer: A

Question: 4
Rules of thumb exist for estimated number of pages in all of the following EXCEPT a:

A. TIFF 6.0 file.
B. roll of microfilm.
C. linear measure.
D. box.

Answer: A

Question: 5

A change control plan is concerned with all of the following EXCEPT:

A. documenting baseline project plan assumptions.
B. determining that a scope change has occurred.
C. responding to the factors that create scope change.
D. managing the actual modifications when and if any occur.

Answer: A

Question: 6
A client wants to scan cancelled checks and store them on the Document Management System (DMS). The index they want to use is the check number and account information. Which of the following would be the BEST method to index the checks?

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

Answer: A

Question: 7
Company.com accepts a proposal from a software vendor. The implementation plan objectives should be determined by the:

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

Answer: D

Question: 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. The new system would be slower to receive desired information than the current system.
C. End-user productivity would dramatically increase.
D. Most end-user computers would need to be upgraded to support a web-based solution.

Answer: C

Question: 9
In reviewing the requirements section of a Request For Information (RFI) the consultant notes that the customer is seeking a Computer Output to Laser Disk (COLD) solution. The consultants Electronic Document Management System (EDMS) does not output to COLD but rather to RAID. Which option is the BEST solution for the consultant?

A. Do not respond to the RFI. It is not worth the effort given the incompatibility of the technology.

B. Respond to the RFI noting that although COLD has many benefits, most of the benefits can be achieved through RAID with much less cost.
C. Respond to the RFI by stating that COLD can be implemented using microfilm. Develop the justification in a detailed implementation plan.
D. Respond to the RFI stating that COLD can be implemented via RAID. Develop the justification in a detailed implementation plan.

Answer: B

Question: 10
What items need to be evaluated when choosing a scanner?

A. Documents, images, and storage medium
B. Resolution, compression, and memory
C. Workflow, ease of use, and productivity
D. Interface, resolution, and paper handling

Answer: D

Question: 11
When designing the input environment for the proposed Document Management System (DMS), which of the following MUST be considered?

A. Index fields
B. Storage media
C. Type of printers
D. Postscript (PS)

Answer: A

Question: 12
Company.com needs to deliver objects over the web and ensure that only the authorized user can view them even if disconnected from the system. What technology would apply?

A. Storage management
B. Digital Rights Management (DRM)
C. Watermarking
D. Web control management

Answer: B

Question: 13
Company.com would like to capture incoming invoices and process them through their Accounts Payable (AP) system. Which system would BEST accomplish this?

A. Image enabled workflow oriented system
B. SQL database system
C. Intranet based form processing system
D. Records management system

Answer: A

Question: 14
An accounting firm stores electronic images of its clients tax returns in the Electronic Document Management System (EDMS). The company should be MOST concerned with:

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and many others.. See complete list Here