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QUESTION 1

A company would like to capture and manage paper-based documents as well as electronic documents. Which system would BEST allow them to accomplish this?

A. Web-based forms capture system

B. XML-based forms capture system

C. Electronic Document Management System (EDMS)

D. Peer-to-Peer network system

Correct Answer: C

QUESTION 2

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%

Correct Answer: A

QUESTION 3

A client receives a minimum of 1,000 daily incoming documents. All daily incoming documents must be in the system by close of business on the day received. Presently, there is no imaging solution. In the discovery phase of this project the consultant determines that the client has two staff members that will be scanning these incoming documents. The client is considering including eleven indexes on each document. Which of the following is the BEST method?

A. No index is needed. The OCR text search will allow the documents to be searched and retrieved.

B. Have the imaging staff apply the eleven indexes on each document so client may be assured of successful searches. However, daily incoming will be limited to 700 completed images daily.

C. Recommend that the client use two to four index fields on each document to keep labor costs down, scan all daily incoming documents, and still be able to retrieve any document.

D. Include eleven index fields and hire one additional staff member to assist in scanning and indexing. Daily incoming documents will be completed by the end of the work day.

Correct Answer: C

QUESTION 4

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

A. Index fields

B. Postscript (PS)

C. Type of printers

D. Storage media

Correct Answer: A

QUESTION 5

During the project planning phase, it is essential for the consultant to obtain which one of the following?

A. A Gantt chart with all of the correct resources on the project

B. A work breakdown structure with all of the tasks required

C. A cultural change document with steps to ensure a smooth transition

D. Documentation of the clients acceptance for each part of the project

Correct Answer: D