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QUESTION 1

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.

Correct Answer: B

QUESTION 2

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 3

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

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

Correct Answer: B

QUESTION 4

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

Correct Answer: B

QUESTION 5

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

Correct Answer: A

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