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QUESTION 1

A process to open account relationships between businesses includes mailing forms to be filled out, returned, and entered into the accounting system. This occurs 100 times per day. This process will benefit MOST from which one of the following?

A. An online forms solution

B. A new e-mail server

C. A courier service

D. An FTP

Correct Answer: A

QUESTION 2

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

Correct Answer: A

QUESTION 3

A client bills customers with invoices generated on a laser printer. The invoice includes a payment stub that is mailed back to the client with payment. Currently, the client scans the payment stub and check by utilizing heads-up indexing to apply the index information. Which of the following methods would be the easiest and LEAST expensive to index the scanned images?

A. Continue with current method of heads-up indexing of scanned payments

B. Create Optical Mark Recognition (OMR) or bar coded coversheets that are placed at the beginning of each payment when scanned with index information

C. Continue printing invoices on a laser printer but include a bar code with index information on the submission stub

D. Purchase indexing software and hardware to automate this process

Correct Answer: C

QUESTION 4

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

Correct Answer: B

QUESTION 5

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

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