



225-030

(CDIA+)

Total Questions: 255

Last Updated: Dec 23, 2008

Document version: 8.27.11

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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 determining the appropriate resolution for a given application EXCEPT a:

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

g EXCEPT a:

Answer: A

Question: 5

A change control plan should include all of the following EXCEPT:

- A. documenting baseline
- B. determining the scope of the project
- C. responding to the change
- D. managing the change

Answer: A

Question: 6

A client wants to scan their documents into a Document Management System (DMS). The client has a large volume of documents. Which of the following is the best method for scanning the documents?

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

Document Management System (DMS). The client has a large volume of documents. Which of the following is the best method for scanning the documents?

Answer: A

Question: 7

Company.com accepts a new project. The project manager should determine the project objectives should be determined by:

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

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Answer: D

Question: 8

Currently, corporate Records Manager has 18 branch locations across the country. If a branch Records Manager wants to migrate their data to a new system, what would be the best approach?

- A. It would require a custom solution.
- B. The new system would be a cloud-based solution.
- C. End-user products would be used.
- D. Most end-user products would be used.

territory with a population of 100,000. There are 18 branch locations opening within the next 12 months. A request is sent to the Records Manager to migrate their data to a new system. What would be the best approach?

- A. It would require a custom solution.
- B. The new system would be a cloud-based solution.
- C. End-user products would be used.
- D. Most end-user products would be used.

Answer: C

Question: 9

In reviewing the records management plan, the consultant notes that the customer has selected RAID 5 for storage but rather to RAID 10.

- A. Do not respond to the customer's request.
- B. Respond to the customer's request and explain that RAID 5 is the best option.
- C. Respond to the customer's request and explain that RAID 10 is the best option.
- D. Respond to the customer's request and explain that RAID 10 is the best option in a detailed implementation plan.

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Question: 10

What items need to be considered when selecting a records management system?

- A. Documents, images, and audio files
- B. Resolution, compression, and storage capacity
- C. Workflow, ease of use, and product support
- D. Interface, resolution, and paper handling

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Answer: D

Question: 11

When designing the architecture of a Document Management System (DMS), which of the following is not a consideration?

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

Management System

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Answer: A

Question: 12

Company.com needs to ensure that only the authorized user can view their documents. Which technology would apply?

- A. Storage management
- B. Digital Rights Management
- C. Watermarking
- D. Web control management

only the authorized
technology would apply?

Answer: B

Question: 13

Company.com would like to implement Accounts Payable (AP) through their Intranet. Which of the following is not a consideration?

- A. Image enabled
- B. SQL database support
- C. Intranet-based

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his?

Answer: A