

CompTIA 225-030

CompTIA 225-030 CDIA+ Certification Exam

Practice Test

Version 1.1

QUESTION NO: 1

A business requires its employees to have access to internal documents via the Internet. Which of the following technologies will allow access to those documents and maintain security of the connection?

- A. Public Key Infrastructure (PKI)
- B. Virtual Private Network (VPN)
- C. Watermarking
- D. Checksumming

Answer: B

QUESTION NO: 2

What key roles are performed by the Project Manager?

- A. Manage goals, company expectations, staffing and equipment needs, and costs
- B. Secure funding, write proposals, and manage departmental priorities
- C. Manage and maintain image quality control and production goals
- D. Manage and ensure that the imaging process is documented and that costs are contained

Answer: A

QUESTION NO: 3

A Request For Proposal (RFP) includes a workflow requirement for reassigning work. What feature ensures that work can be or has been reassigned?

- A. Tracking capability
- B. Records management
- C. Scan-to-folder
- D. Error handling

Answer: A

QUESTION NO: 4

A customer's current document security model provides access to paper documents based upon job definition. Employees change jobs periodically based upon skills and business needs. An electronic system would need to implement:

- A. role-based security.
- B. user privilege sets.
- C. modifiable document classification models.
- D. user group security.

Answer: A

QUESTION NO: 5

What items need to be evaluated when choosing a scanner?

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

Answer: D

QUESTION NO: 6

A customer is performing incremental backups nightly. At the end of the month they review a list of documents that have reached their end of life and determine if they can be destroyed. Which of the following BEST describes the records storage management process?

- A. The customer has a formal records storage management process.
- B. The customer has an informal records management process.
- C. The customer has a document capture process.
- D. The customer does not have a records management process.

Answer: A

QUESTION NO: 7

Which of the following would be the BEST way to obtain customer commitment for a document imaging project?

- A. A series of white papers on the solution
- B. Executive briefing with only senior management
- C. Onsite demonstration with customers documents
- D. Onsite demonstration with the consultants prepared documents

Answer: C

QUESTION NO: 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. End-user productivity would dramatically increase.
- C. The new system would be slower to receive desired information than the current system.
- D. Most end-user computers would need to be upgraded to support a web-based solution.

Answer: B

QUESTION NO: 9

A customer is printing large TIFF images. The method with the LEAST impact on network load is to decompress the image at the:

- A. printer.
- B. jukebox.
- C. client workstation.
- D. network server.

Answer: A

QUESTION NO: 10

In order to allow for the encrypted access of documents over the web, the web server should support:

- A. Trivial File Transfer Protocol (TFTP).
- B. Secure Sockets Layer (SSL).
- C. FTP.
- D. XML.

Answer: B

QUESTION NO: 11

The scanned file size of an A4 (8.3 inches x 11.7 inches or 210 mm x 279 mm) page with a 200 dpi (8 dots per mm) resolution and a bit depth of one using TIFF Group 4 compression is approximately:

- A. 50 KB.
- B. 100 KB.
- C. 75 KB.
- D. 25 KB.

Answer: D

QUESTION NO: 12

A company would like to scan documents for disaster recovery purposes. Which system would be most appropriate?

- A. Knowledge Management System (KMS)
- B. Storage Area Network (SAN)
- C. Electronic Document Management System (EDMS)
- D. Image Management System (IMS)

Answer: D

QUESTION NO: 13

Which security feature will black-out or white-out certain portions of a document?

- A. Redaction
- B. Retention
- C. Reduction
- D. Retraction

Answer: A

QUESTION NO: 14

A Project Manager has been informed that some operational users are reluctant to use the new Document Management System (DMS). What is the MOST appropriate method to address this

situation?

- A. Allow the users time to become familiar with the system
- B. Assemble the managers and let them know of the changes to the system
- C. Provide additional training and communicate the benefits of the system
- D. Immediately outsource the operation

Answer: C

QUESTION NO: 15

In a Request For Proposal (RFP) for an Electronic Document Management (EDM) solution, the customer is requiring a total cost for all goods and services. This model is known as:

- A. time and materials with travel expenses.
- B. time and materials.
- C. mixed mode pricing.
- D. fixed price.

Answer: D

QUESTION NO: 16

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. Cost reduction
- B. Better customer service
- C. Revenue increase
- D. Risk management

Answer: D

QUESTION NO: 17

Many of the documents to be scanned by a customer are sales invoices with a yellow background. A feature of the proposed scanning solution should include:

- A. deskew.
- B. color enhancement.
- C. image enhancement.

D. color dropout.

Answer: D

QUESTION NO: 18

A client is an executive recruiter and is utilizing a Document Management System (DMS) to manage applicant rsums. Rsums are searched by applicants last names, social security numbers, education level, and industry. Which of the following methods would allow such searches to be performed?

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

Answer: B

QUESTION NO: 19

Business requirements state a need to search across four existing archives, as well as database sources from a single interface with a single query. What technology is being requested?

- A. Data warehouse
- B. Web crawling
- C. Repository consolidation
- D. Federated search

Answer: D

QUESTION NO: 20

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

Answer: D

QUESTION NO: 21

A client sets up a customer 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. All of the following are an advantage of making these documents available online in a public folder EXCEPT:

- A. the text is searchable by word, index, or date.
- B. the files are located on a public drive behind a firewall.
- C. the documents are no longer only available in a hard copy format.
- D. there is corporate wide access with appropriate rights.

Answer: A

QUESTION NO: 22

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. 175 images
- D. 140 images

Answer: A

QUESTION NO: 23

When determining security requirements for documents, one should consider the:

- A. network infrastructure.
- B. size of the document.
- C. existing compliance regulations.

D. retention requirements.

Answer: C

QUESTION NO: 24

A company has requested a system to capture faxes for storage after they arrive and are printed. An alternate scalable solution would include a(n):

- A. faxserver capture solution.
- B. Internet fax solution.
- C. high speed document scanner.
- D. e-mailserver capture solution.

Answer: A

QUESTION NO: 25

Several large corporate acquisitions are being planned. The IT staff has been asked to identify potential trouble spots as it relates to imaging systems. All of the following apply EXCEPT:

- A. scanner availability.
- B. indexing methods.
- C. integration and migration.
- D. object formats.

Answer: A

QUESTION NO: 26

A legal firm with three locations must be able to print, scan, distribute, and OCR black and white typed documents among all locations. The network is a Windows 2003 Active Directory domain with Windows XP clients. Each locations LAN is running at 100 Mbps. The locations are connected via three Mbps Digital Subscriber Lines (DSL). Each location will need to scan and print approximately 500-1000 sheets daily. What is the minimum recommended resolution for black and white scanned images used in OCR?

- A. 75 dpi (3 dots per mm)
- B. 600 dpi (24 dots per mm)
- C. 400 dpi (16 dots per mm)
- D. 300 dpi (12 dots per mm)

Answer: D

QUESTION NO: 27

The proposed project plan requires that documents must have a file plan and track all access attempts. What **MUST** be part of this solution?

- A. A storage management system
- B. A records management system
- C. Annotation and redaction capabilities
- D. A scan subsystem

Answer: B

QUESTION NO: 28

A company is generating 10,000 documents a month and is considering if they should go forward with an Electronic Document Management (EDM) solution or continue with the existing paper-based storage strategy. Considering the cost of both strategies the customer should:

- A. stay with the current solution because it is considerably less expensive in the long term.
- B. select the EDM solution because it is more expensive in the long term.
- C. select the EDM solution because it is more expensive but easier to implement and has greater long term benefits.
- D. select the EDM solution because it is more expensive in the near term but becomes less expensive in the long term.

Answer: D

QUESTION NO: 29

A customer has decided to use a Multi-functional Device (MFD) to scan to their file server via FTP. Each department will have its own folder to scan to. What integration details should be documented?

- A. Server OS, FTP server type, and hard disk array type
- B. FTP server system used, protocol used, and document color space
- C. Resolution, file type, and FTP server folder hierarchy
- D. Back up system used, server OS, and client PC type

Answer: C