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**ANSWERS ALL QUESTIONS**

**Question 1: Identify which statement is True and which is False. (10 Marks, 1 for each)**

1. \_\_\_\_\_ Scanning all historic documents is an expensive process to be impractical to undertake.
2. \_\_\_\_\_ Outsourcing scanning and classification allow the organization to complete scanning of paper document and records in a short time.
3. \_\_\_\_\_ In on-site documents and records scanning and indexing, individual within organization should require access to their files in the process of being scanning and indexing.
4. \_\_\_\_\_ Boolean search is searching for a partial term by putting asterisk (\*), question mark (?), or Percentage sign (%).
5. \_\_\_\_\_ Tangible benefits include centralized storage of information and records compliance with record-keeping laws and compliance with standards.
6. \_\_\_\_\_ Color and grayscale scanning result in images that are significantly larger than black-and-white images.
7. \_\_\_\_\_ Off-line storage is a library of media in storage.
8. \_\_\_\_\_ The EDRMS should allow a system administrator to setup and maintain a folder structure.
9. \_\_\_\_\_ Web Applications don't require the software to be installed on each individual PC within organization.
10. \_\_\_\_\_ Web application consume more resources in terms of memory and hard disk space than Desktop application.

**Question 2: List 5 Tangible benefits of EDRMS and 5 Intangible benefits. (5 Marks, 1/2 for each)**

**Question 3: Choose the correct answer. (10 Marks, 1 for each)**

1. \_\_\_\_\_ is a process for document scanning involves deciding which document to scan and which document to discard.
  - ① Quality assurance
  - ② Scanning
  - ③ Preparation
  - ④ Indexing
2. \_\_\_\_\_ is used to identify and interpret marks as checkboxes.
  - ① Barcodes
  - ② OMR
  - ③ OCR
  - ④ None of above
3. \_\_\_\_\_ is searching for a partial term by putting Asterisk (\*), Question mark (?) or other sign to allow variability in case of misspelling.
  - ① Boolean search
  - ② Wildcard search
  - ③ Proximity search
  - ④ Fuzzy logic
4. All of the following are intangible benefits except \_\_\_\_\_.
  - ① Encouraging team working
  - ② Improved customer services
  - ③ Saving floor space
  - ④ Management of information
5. \_\_\_\_\_ Enabling the organization's staff and allowing them to access the organization's information in an electronic format while seated at their desks in front of their PC's.
  - ① Centralized storage of information
  - ② Competitive advantage
  - ③ Management of information
  - ④ None of above
6. Two images are created for every page of the document, this can be done using \_\_\_\_\_.
  - ① ADF
  - ② Bitonal
  - ③ Duplex
  - ④ Connection
7. \_\_\_\_\_ is an application program interface that facilitates image capture from a variety of sources.
  - ① SCSI
  - ② ADF
  - ③ TWAIN
  - ④ USB
8. \_\_\_\_\_ is a technology that allows the media to be automatically loaded for use when queried.
  - ① On-line storage
  - ② Near-line storage
  - ③ Far-line storage
  - ④ None of above

9. Saving costs is a/an \_\_\_\_\_.

① Tangible

② Intangible

③ Answer 1 & 2

④ None of above

10. Full disaster recovery is a/an \_\_\_\_\_.

① Tangible

② Intangible

③ Answer 1 & 2

④ None of above

**Question 4: Describe the following Terms of indexing: (4 Marks, 2 for each)**

a) Forms Processing

b) Automated Indexing

**Question 5: Describe by example the following types of search: (8 Marks, 2 for each)**

a) Proximity Searches

b) Wildcard Search

c) Boolean Search?

d) Fuzzy logic?

**Question 6: Describe the following terms: (8 Marks, 2 for each)**

**a) OCR Accuracy**

**b) Image Quality**

**c) Zonal OCR**

**d) reCAPTCHA**

**Question 7: Write the full state (full name) for the given abbreviations: (5 Marks, ½ for each)**

**GUI:**

**ICR:**

**WORM:**

**PDF:**

**CMS:**

**OCR:**

**RMS:**

**ADF:**

**DPI:**

**PDA:**

**Question 8: Draw a sketch of workflow for submitting job application at Public Relation company based on EDRMS.. (5 Marks)**

**Question 9: A company called PalGaza has 12 years of documents which around 60,000 different papers and documents such as applications, invoices, and letters. Explain how could you manage your EDRMS to allow authenticated employees to access the historical documents in their daily work. (5 Marks)**

===== **BEST WISHES** =====