



ANSWARE ALL QUESTIONS

Question 1: Choose (*Shade*) the correct answer. (4 Marks, 1 for each)

1. EDRMS is seen for _____ usage.

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|----------------|-----------------|
| ① Long-term | ② Short-term |
| ③ Answers 1, 2 | ④ None of above |

2. Nearly all the software vendors offering _____.

- | | |
|------------------|------------------------|
| ① Separate EDMRS | ② Combined EDMS & RDMS |
| ③ Answers 1, 2 | ④ None of above |

3. _____ is a feature of EDRM systems that controls who is editing a document and when it is being edited, and also ensures that not more than one person edits a document at any one time.

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|------------|----------------------|
| ① Auditing | ② Check-in/Check-out |
| ③ Security | ④ Answers 1, 2, & 3 |

4. Completing all jobs in-house staff is an _____ Scanning, Classification, and Indexing .

- | | |
|----------------|-----------------|
| ① On-Site | ② Off-Site |
| ③ Answers 1, 2 | ④ None of above |

Question 2: Identify True or False then correct the False, if any. (6 Marks, 1 for each)

1. _____ Document image processing systems are equivalent to a filing cabinet with more facilities.
2. _____ Repository is a container of data.
3. _____ EDRMS is a viable part of e-governments.
4. _____ There are several standards relating to EDRMS, but normally you have to follow one.
5. _____ Under Freedom of Information Act citizens have a right to request any type of information from any organization.
6. _____ The complete EDRMS need not include the Workflow.

Question 3: List 5 benefits of EDRMS. (5 marks, 1 for each)

Question 4: List 5 basic components of EDRMS. (5 marks, 1 for each)

Question 5: Differentiate between Documents and Records, give an example. (4 marks)

Question 6: What are the meaning of each concept (6 marks, 3 for each)

1. Retention Schedules.

2. Electronic Document and Record Management System..

===== BEST WISHES =====