Course No: **ITMS4203** Course Title: **Electronic Document Management** Date: **17/08/2011** No. of Questions: **(7)** Time: **2 Hours**	**University of Palestine** (UP) **Final Exam** **3rd Semester 2010/2011**	Instructor: **Dr. Naji Shukri Alzaza** Student No.: _____ Student Name: _____ College Name: _____ Dept. / Specialist: _____ **Total Grade: (20) Marks**

ANSWER ALL QUESTIONS

Q1: Identify which statement is True and which is False, then correct the wrong statements. <u>Underline</u> the incorrect words. *(20 Marks, 1 for each)*

1. _____ EDMS allows for upload and management of application files, such as Microsoft Office documents.

2. _____ Converters are used to reformat file types for cross (independent) platform display.

3. _____ Each EDM system must comprise an electronic workflow.

4. _____ On-line character recognition is also referred to an Intelligent Character Recognition.

5. _____ Some common document management features include check-in/check-out and version control.

6. _____ Annotation is the adding of information like highlighting, notes, or comments to an image.

7. _____ The most basic search option is to perform an index search.

8. _____ Proximity searches are designed for full-text indexing.

9. _____ Off-line storage refers to a repository that is immediately and directly accessible for retrieval.

10. _____ Off-line/Far-line storage is suitable for a long-term archive only.

Course No: **ITMS4203**   **University of Palestine**   Instructor: **Dr. Naji Shukri Alzaza**
Course Title: **Electronic**   Student No.: _____
Document Management   Student Name: _____
Date: **17/08/2011**   **Final Exam**   College Name: _____
No. of Questions: **(7)**   **3rd Semester 2010/2011**   Dept. / Specialist: _____
Time: **2 Hours**   **Total Grade: (20) Marks**

11. _____ WORM writes the files temporary to disc restricting deletion or modification.

12. _____ RAID is a set of two or more ordinary hard disks and a specialized disk controller that contains the RAID functionality.

13. _____ All EDM systems are records management applications.

14. _____ Using barcodes is another method for automated indexing.

15. _____ Check in/check out is EDM software functionality.

16. _____ EDM's workflow allows for the automation of repeatable business activities.

17. _____ On-line Storage refers to a repository that is immediately and directly accessible for retrieval.

18. _____ A jukebox is an example of a near-line device.

19. _____ A drawback for magnetic storage is that it can be altered or erased.

20. _____ Flat-bed scanners are loaded automatically and are limited by how fast the operator can load the documents.

Course No: **ITMS4203**	**University of Palestine**	Instructor: **Dr. Naji Shukri Alzaza**
Course Title: **Electronic Document Management**	(UP)	Student No.: _____
Date: **17/08/2011**	**Final Exam**	Student Name: _____
No. of Questions: **(7)**	**3rd Semester 2010/2011**	College Name: _____
Time: **2 Hours**		Dept. / Specialist: _____
		Total Grade: (20) Marks

Q2: Fill up the following blanks with proper words. *(9 Marks, 1 for each)*

1. _____ allow a modifiable document to be checked out and then back into a document repository, keeping security and document integrity intact together.

2. In EDMS if a user alters the document, the system automatically assigns a new version number, ensuring that the original is still intact. The previous process is called _____.

3. _____ is an advanced EDM feature that offers incredible efficiency gains.

4. _____ allows EDM to move data from storage to another based on specific criteria.

5. _____ It is vital for the acceptance and adoption of an EDM system that the users are comfortable with the look and feel of the EDM software.

6. It is inexpensive storage; and can accommodate very large storage capacities, but it does not permit random access of data. That refers to _____ hardware storage.

7. A _____ is any information created, received, or stored that serves as evidence of business or organizational activities.

8. A _____ is a client-side (desktop) application, that allows for display of various file types.

9. _____ DPI is recommended for OCR processing.

Q3: describe the following Terms of indexing: *(4 Marks, 2 for each)*

a. Forms Processing

b. **Automated Indexing**

Q4: Describe the following types of serch: *(6 Marks, 2 for each)*

   a) Wildcard Search?

   b) Boolean Search?

Course No: **ITMS4203**	**University of Palestine**	Instructor: **Dr. Naji Shukri Alzaza**
Course Title: **Electronic Document Management**	(UP)	Student No.: _____
Date: **17/08/2011**		Student Name: _____
No. of Questions: **(7)**	**Final Exam**	College Name: _____
Time: **2 Hours**	**3rd Semester 2010/2011**	Dept. / Specialist: _____
		Total Grade: (20) Marks

c) **Fuzzy logic?**

Q5: Describe the following terms: *(6 Marks, 2 for each)*

a. **Compression**

b. **Image Quality**

c. **Disaster Recovery**

Course No: **ITMS4203**	**University of Palestine**	Instructor: **Dr. Naji Shukri Alzaza**
Course Title: **Electronic Document Management**		Student No.: _____
	UP	Student Name: _____
Date: **17/08/2011**	**Final Exam**	College Name: _____
No. of Questions: **(7)**	**3rd Semester 2010/2011**	Dept. / Specialist: _____
Time: **2 Hours**		**Total Grade: (20) Marks**

Q6: Write the full state (full name) for the given abbreviations: *(9 Marks, 1 for each)*

1. **GUI:**

2. **WORM:**

3. **CMS:**

4. **RMS:**

5. **ICR:**

6. **OMR:**

7. **PDF:**

8. **OCR:**

9. **ADF:**

Q7: List two softwares of EDMS. *(2 Marks, 1 for each)*

==================== *Ended Questions*====================

Best Wishes