Course No: **ITMS 4203**	**University of Palestine**	**Dr. Naji Shukri Alzaza**
Course Title: **Electronic Document Management**		**Faculty of IT**
Date: **Tuesday 14/8/2012**	**Final Exam**	Student Name: _____
No. of Questions: **(9)**	**Summer Semester 2011/2012**	Student No.: _____
Time: **2 Hours**		**Total Grade: (60) Marks**

ANSWARE 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 inexpensive process to be impractical to undertake. <u>Very costly</u>

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 standard bitonal images.

7. _____ Off-line storage is a library of media in storage.

8. _____ The EDMS should allow a system administrator to setup and maintain a folder structure.

9. _____ Web Application requires 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 Four (4) befits of Tangible. *(4 Marks, 1 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. 2

   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. Tow 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. 2

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

　a) Compression

　b) Image Quality

　c) Disaster Recovery

　d) reCAPTCHA

Question 6: Write the full state (full name) for the given abbreviations: *(4 Marks, ½ for each)*

1. GUI:

3. ICR:

4. WORM:

6. PDF:

7. CMS:

9. OCR:

10. RMS:

12. ADF:

Question 8: Draw a sketch form for proceess of submitting an incomplete application by a university student based on EDRM. *(5 Marks)*

Question 9: Describe how could tangible and intangible are interlinked. *(7 Marks)*