

Course Title: ادارة الوثائق و السجلات الكترونية

University of Palestine

Instructor Name: Dr. Mohammed Shbier

Date: _____



Student No: _____

No. of Questions: **7**

Student Name: _____

Time: **1 hour**

College Name: _____

Using Calculator : **No**

2nd Sem. 2017/2018 Med
Exam 2

Dep. / Specialist: _____

Dear students,

First of all you should to read carefully through all the exam questions, and then you have to attempt the questions that you think you can answer completely.

This exam contains **Seven (7)** questions in **Four (4)** printed pages include the cover page.

Answer all question in the space provided.

Good luck & best wishes

FOR INSTRUCTOR USE ONLY

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Total

Notes:

Signature: _____

Q1: Specify whether the following statements are True or False**(5 Marks)**

- 1. Retention schedules are concerned with the length of time an organization will retain records within the system’s document repository
- 2. Archiving, security, and retention schedules are all tightly coupled and integrated together
- 3. Once this time has expired from the date the record has been first archived, then it can’t be deleted from the system nor moved to an offline storage media
- 4. Off-line storage media such as CD-ROM, DVD-ROM, or tape
- 5. With regards to the relationship between archiving and security, whenever a record is archived no security settings will need to be applied to the record.
- 6. Security needs to be applied for specific groups of users and individual users at the document and records level of the system
- 7. an accurate audit trail, an EDRMS solution needs to keep last versions of documents within the document repository
- 8. Security access permissions also need to be defined so that individual users or groups of users have different access rights to the same records
- 9. Users of EDRMS are able to access and view the changes that have been made to documents over the course of time.
- 10.If records are moved to off-line storage, then they would be available for users future reference, hence the records have still been retained

Section 2

The design of the user interface of an EDRMS solution is one of the most important factors in the success of the system. User interfaces generally come in two different styles for Desktop Application and Web Application.

Q2) Define both of desktop application and web application?**(2 Marks)**

Q3) List advantages of the desktop application?

(1 Marks)

Q4) List disadvantages of the desktop application?

(2 Marks)

Q5) List advantages of the web application?

(1 Marks)
