

## Administering Sametime 2.0

**Exam Number/Type: 532 - Multiple Choice**

### **Description:**

Covers system administration using Sametime 2.0 as it relates to these competency areas

- ✍ **Designing/Planning**
- ✍ **Maintaining/Troubleshooting**
- ✍ **Setting up/Enabling/Installing**

### ✍ **Designing/Planning**

- ✍ Control Update Time Intervals
- ✍ Determine Install requirements
- ✍ Know basic concepts of Discussion Groups
- ✍ Know basic concepts of User Administration
- ✍ Understand and Control for Sametime Server Components
- ✍ Understand and Control for Server Resource needs
- ✍ Understand and Control for Server Resource Usage
- ✍ Understand and Design for Sametime Bandwidth issues
- ✍ Understand Application Sharing Host terminology
- ✍ Understand Basic Notes/Domino Concepts
- ✍ Understand Bitmap Distribution
- ✍ Understand Broadcasts
- ✍ Understand differences between Maintaining a SameTime server vs. Domino Server
- ✍ Understand differences between Upgrading a SameTime server vs. Domino Server
- ✍ Understand Expanding Search Capabilities
- ✍ Understand INI settings
- ✍ Understand Notes/Domino Multi-server Domains
- ✍ Understand Notes/Domino Multiple Cross Certificates
- ✍ Understand Notes/Domino Replication
- ✍ Understand Pre-install tasks
- ✍ Understand Sametime Architecture
- ✍ Understand Sametime Services

### ✍ **Maintaining/Troubleshooting**

- ✍ Access Log Information
- ✍ Identify ALC changes
- ✍ Identify Application problems
- ✍ Identify Authentication problems
- ✍ Identify Replication problems
- ✍ Identify Scheduling problems
- ✍ Identify Setting problems
- ✍ Identify Web Usage problems
- ✍ Initiate Sametime tasks
- ✍ Shutdown Sametime
- ✍ Troubleshoot Basic Sametime related Networking problems

- ✎ Troubleshoot Port problems
- ✎ Troubleshoot Security problems
- ✎ Troubleshoot Session problems
- ✎ Troubleshoot Set Up problems
- ✎ Troubleshoot Socket problems
- ✎ Troubleshoot Startup problems
- ✎ Troubleshoot Whiteboard problems

#### ✎ **Setting up/Enabling/Installing**

- ✎ Configure Extranet
- ✎ Configure Intranet
- ✎ Control Connectivity Ports
- ✎ Enable agents
- ✎ Enable Protocols
- ✎ Enable Sametime server administration
- ✎ Enable Secrets and Tokens
- ✎ Enable Versioning
- ✎ Enable Web logging
- ✎ Install Clients
- ✎ Install Sametime for the Web
- ✎ Set INI settings
- ✎ Set Protocol settings
- ✎ Set up ACLs
- ✎ Set up Anonymous access
- ✎ Set up Authentication
- ✎ Set up Encryption
- ✎ Set up Firewall
- ✎ Set up for the Web
- ✎ Set up Internet Password Address Book Replication
- ✎ Set up Log files
- ✎ Set up Password Identification
- ✎ Set up Person Documents
- ✎ Set up Ports
- ✎ Set up Proxies
- ✎ Set up Replication
- ✎ Set up Sametime Connection documents
- ✎ Set up Sametime Server Administration
- ✎ Set up Security
- ✎ Set up Self Registration

### Sample Questions

#### 1. Competency Area: Designing/Planning

Specific Objective: Understand and Design for Sametime Bandwidth issues

Question: Jennifer received a capacity warning regarding the number of people attending a meeting. Which one of the following best describes the purpose of a capacity warning?

- A. To warn the administrator about server usage
- B. To prevent people from attending meetings when a meeting limit is reached
- C. To warn people attending meetings that the meeting limit is about to be reached
- D. All of the above

Correct Answer = A

## 2. Competency Area: Maintaining/Troubleshooting

Specific Objective: Identify Setting problems

Question: Chris has set the Number of entries on each page setting in the Community Services settings. Which one of the following is true regarding how the use of this setting?

- A. When users browse the directory to add users or groups to their Sametime Connect lists.
- B. When users browse the directory to add users or groups to the privacy list in the Sametime Connect client.
- C. When users browser the directory to restrict meeting attendance when creating a meeting in the Sametime Meeting Center.
- D. All of the above

Correct Answer = D

## 3. Competency Area: Setting up/Enabling/Installing

Specific Objective: Set up Password Identification

Question: Linda is registering Sametime users and assigning them passwords. How many characters must these passwords have?

- A. At least eight characters
- B. At least eight and no more than sixteen
- C. There are no restrictions on password length
- D. At least eight and no more than twelve characters

Correct answer = C

## ***Domino.Doc System Administration 3.0***

**Exam Number/Type: 533 - Multiple Choice**

### **Description:**

Covers system administration in Domino.Doc 3.0 as it relates to these competency areas

 **Insatllation/Set Up/ Confuguration**

- ✍ **Maintaining**
- ✍ **Planning and Designing**

- ✍ **Installation/Setup/Configuration**

- ✍ Configure Binder Types
- ✍ Configure Document Importing
- ✍ Configure Document Types
- ✍ Configure ODMA Applications
- ✍ Configure ODMA file types
- ✍ Configure Operational Management
- ✍ Configure required server tasks
- ✍ Configure server access
- ✍ Create full-text indexes
- ✍ Customize a Domino.Doc install
- ✍ Determine ID needs
- ✍ Determine TCP/IP needs
- ✍ Install a Dom.Doc Server
- ✍ Install Clients
- ✍ Install Domino.Doc for multiple sites
- ✍ Install Dom.doc messaging
- ✍ Install proper server based on needs
- ✍ Install the Public Address Book/Directory
- ✍ Modifying Server Documents
- ✍ Set up ACL Security
- ✍ Set up Binder Security
- ✍ Set up Domino.Doc groups
- ✍ Set up File Cabinet Security
- ✍ Set up File Cabinets
- ✍ Set up Group Security
- ✍ Set Up Replication
- ✍ Set up Role Security
- ✍ Set up Security
- ✍ Understand differences between Domino.Doc and Domino server setup

- ✍ **Maintaining**

- ✍ Administer agents
- ✍ Administer Domino.Doc server
- ✍ Administer replication add-in tasks
- ✍ Administer signing
- ✍ Effectively manage document storage profiles
- ✍ Maintain Binder Types
- ✍ Maintain Document Types
- ✍ Maintain documents
- ✍ Maintain ODMA Applications
- ✍ Maintain Operational Management
- ✍ Manage distributed Domino.Doc libraries
- ✍ Manage document status

- ✍ Managing full-text indexing
- ✍ Monitor Domino.Doc logs
- ✍ Monitor Notes/Domino logs
- ✍ Monitor required server tasks
- ✍ Monitor transaction logs
- ✍ Troubleshoot Replication Problems
- ✍ Troubleshoot Workflow systems problems

✍ **Planning and Designing**

- ✍ Define Life Cycles
- ✍ Determine System Requirements
- ✍ Map a new server install into an existing non-Notes environment
- ✍ Map a new server install into an existing Notes environment
- ✍ Plan Address Book/Directory Security
- ✍ Plan for Design Document life cycle
- ✍ Plan Security for users
- ✍ Plan Security
- ✍ Understand differences between Dom.Doc and Domino Server
- ✍ Understand Domino.Doc Architecture
- ✍ Understand File Cabinets
- ✍ Understand Notes/Domino Architecture

Sample Questions

1. Competency Area: Installation/Set Up/Configuration

Specific Objective: Configure Binder Types

Question: Richard wishes to create a Custom view for the new binder type she is creating. Which one of the following views in the File Cabinet template should she copy as the basis for her view design?

- A. (BinderTOCView)
- B. (BinderTOCIndex)
- C. (BinderTOCTemplate)
- D. (BinderTemplateView)

Correct Answer = C

2. Competency Area: Maintaining

Specific Objective: Monitor Domino.Doc logs

Question: Jennifer, the Domino.Doc System Administrator is trying to run Log Activity, however the transaction failed. Which of the following should she do to fix the problem?

- A. Immediately retry the transaction.
- B. Wait five minutes and the transaction.
- C. He should do nothing as the transaction will automatically retry after failure.
- D. Retry the transaction after ensuring that no one is editing the target document or binder.

Correct Answer = D

### 3. Competency Area: Planning and Designing

Specific Objective: Define Life Cycles

Question: Which one of the following best describes when Margie, a Domino.Doc user, would start the review cycle for a new document in a replicating file cabinet?

- A. After the document is checked in as a draft
- B. During document replication
- C. After the document was checked in as a version
- D. Before the document is checked in as a version

Correct Answer = A

### **Implementing Lotus Discovery Server 1.0**

**Exam Number/Type: 534 - Multiple Choice**

#### **Description:**

Covers system administration in Lotus Discovery Server 1.0 as it relates to these competency areas

- Architecture**
- Component Knowledge and Skills**
- Names/Portals/Groups**
- Setting Up/Maintaining/Troubleshooting**

#### **Architecture**

- Understand differences between Notes/Domino and Discovery Server architecture for troubleshooting comparability issues.
- Understand Notes/Domino concepts related to Discovery Server
- Understand the Discovery Server Architecture for purposes of Troubleshooting problems

#### **Component Knowledge and Skills**

- Comprehension of Metrics concepts
- Comprehension of KMap editor concepts
- Comprehension of KMap editor terms

- ✍ Comprehension of Metrics terms
- ✍ Comprehension of Spider concepts
- ✍ Comprehension of Spider terms
- ✍ Comprehension of User Profilling concepts
- ✍ Comprehension of User Profilling terms
- ✍ Knowledge of Metrics
- ✍ Knowledge of KMap editor
- ✍ Knowledge of Spiders
- ✍ Knowledge of User Profiling
- ✍ Profile Users
- ✍ Understand Profile User Privacy Issues
- ✍ Understanding Affinity Editor Logic

✍ **Other**

- ✍ Alternate names
- ✍ Design a Portal
- ✍ Nested Groups

✍ **Setting Up/Maintaining/Troubleshooting**

- ✍ Build a Taxonomy
- ✍ Design KMAP Taxonomy
- ✍ Maintain Spiders
- ✍ Negotiate with Content Spiders
- ✍ Set up Metrics
- ✍ Set up Spiders
- ✍ Set up User profiling
- ✍ Troubleshoot Spider Problems
- ✍ Weigh Information

Sample Questions

1. Competency Area: Architecture

Specific Objective: Understand differences between Notes/Domino and Discovery Server architecture for troubleshooting comparability issues

Question: Which one of the following server tasks controls the Discovery Server Data Store?

- A. Metrics
- B. Lotus Discovery Server
- C. Discovery Server scheduler
- D. Automatic Taxonomy Generator

Correct Answer = B

## 2. Competency Area: Component Knowledge and Skills

Specific Objective: Comprehension of Metrics concepts

Question: Which one of the following does NOT define how metrics uses constants?

- A. Raw ratios
- B. Ranked ratios
- C. Weighted averages
- D. Summation of actions on documents

Correct Answer = A

## 3. Competency Area: Other

Specific Objective: Design a Portal

Question: Which one of the following allows a user to do a search on content in Lotus Discovery Server?

- A. HTML Portlet
- B. Place Name Portlet
- C. K-map mini search portlet
- D. K-map search results portlet

Correct Answer = C

## 4. Competency Area: Setting Up/Maintaining/Troubleshooting

Specific Objective: Design KMAP Taxonomy

Question: Dan, a Lotus Discovery Server administrator has spidered a new repository. The repository has been spidered. Which one of the following should be done to make the content more relevant to the user community he supports?

- A. Profiles should be updated.
- B. A taxonomy should be built.
- C. KmapEditors should verify categories.
- D. Users should start searching for content.

Correct Answer = C

## *Developing Web Applications in Sametime 2*

**Exam Number/Type: 562 - Multiple Choice**

### **Description:**

Covers developing applications using Sametime as it relates to these competency areas:

- ✍ **API, Libraries, and Components**
- ✍ **Creating/Interpreting Code**
- ✍ **Understanding Methods**
- ✍ **Understanding Meetings**

- ✍ **API, Libraries, and Components**
  - ✍ API Packages
  - ✍ Community API Java package
  - ✍ Community API Services
  - ✍ Community Services agents
  - ✍ Creating a Service instance
  - ✍ Java API
  - ✍ Java Class files
  - ✍ Logon
  - ✍ Required fields
  - ✍ SameTime get host agent
  - ✍ SameTimeApplet applet
  - ✍ Sametime\_Token field
  - ✍ Script libraries
  - ✍ Semantic components
  - ✍ Token database
  - ✍ WebQueryOpen event
  - ✍ Who Is Here awareness
  - ✍ WhoIsHereService class
  - ✍ WhoIsOnLineServiceListener Interface

- ✍ **Creating/Interpreting Code**
  - ✍ Applet code
  - ✍ ChatUI method
  - ✍ Create Community Service
  - ✍ Creating Instances
  - ✍ Field Types
  - ✍ Java code
  - ✍ Online status display
  - ✍ resolveNamesFailed method
  - ✍ Whiteboard viewer
  - ✍ Who Is Here
  - ✍ Who Is Online applet
  - ✍ Who Is Online lists

- ✍ **Understanding Methods**
  - ✍ Add groups
  - ✍ Chat methods
  - ✍ Create Chat methods
  - ✍ Create Message methods
  - ✍ Enable Java applets
  - ✍ Hide Viewer methods

- ✍ Online status method
- ✍ Register/Unregister methods
- ✍ Resolve name methods
- ✍ User logon methods
- ✍ User status control
- ✍ User status methods

✍ **Understanding Meetings**

- ✍ Add meeting viewers
- ✍ Create a meeting object agent
- ✍ Create Meeting method
- ✍ Embedding agents on a form
- ✍ Join a meeting
- ✍ Meeting handle method
- ✍ Meeting identifiers
- ✍ Meeting Services API
- ✍ Meeting Services destroy method
- ✍ NodeController
- ✍ Sametime meeting applet

Sample Questions

1. Competency Area: API, Libraries, and Components

Specific Objective:Community API Java package

Question: Which of one the following can NOT be done using the Java API?

- A. Schedule a meeting to start in the future.
- B. Disconnect the meeting applet from a meeting on the server.
- C. Float the meeting applet in a separate window outside the browser.
- D. Hide a viewer in the meeting applet without disconnecting it from the meeting.

Answer = A

2. Competency Area: Creating Interpreting Code

Specific Objective: ChatUI method

Question: Look at the following code segment:

```
public final void create1On1Chat(String _____)
```

Which one of the following parameters is missing from this ChatUI method?

- A. chatid
- B. session
- C. listener

D. userName

Answer = D

3. Competency Area: Understanding Methods

Specific Objective: Enable Java applets

Question: Which one of the following methods can be used to add a Java applet to a form to Sametime-enable it?

- A. Macros
- B. Pass-Thru HTML
- C. Embedded fields
- D. Computed-for-display text fields

Answer = B

4. Competency Area: Understanding Meetings

Specific Objective: Join a meeting

Question: Which one of the following must a client provide to join a meeting?

- A. user name
- B. server name
- C. port number
- D. meeting handle

Answer = D

**Domino.Doc 3.0 Customization**

**Exam Number/Type: 563 - Multiple Choice**

**Description:**

Covers customizing applications using Domino.Doc as it relates to these competency areas

- ✍ **Code**
- ✍ **Customization**
- ✍ **Domino.doc Architecture**
- ✍ **Planning and Designing**
- ✍ **Security**

## ✍ **Code**

- ✍ Access Domino backend objects from Domino.Doc API
- ✍ Access the Library
- ✍ Create Fields
- ✍ Create forms which will work with ODMA clients
- ✍ Create forms which work with Notes Clients
- ✍ Create forms which work with Web clients
- ✍ Find & Retrieve Documents
- ✍ Handle Errors
- ✍ Importing into Domino.Doc
- ✍ Lifecycle management
- ✍ Lifecycle Management: create a document management system which allows for renditions (Acrobat)
- ✍ Lifecycle Management: creating a publishing event/agent
- ✍ Lifecycle Management: setting up approvers
- ✍ Lifecycle Management: setting up reviewers
- ✍ Lifecycle Management: specifying archival rules
- ✍ Understand the API Reference Model
- ✍ Use Collections
- ✍ Use the API Object
- ✍ Work with Binders
- ✍ Work with Documents

## ✍ **Customization**

- ✍ Customize Administration Events
- ✍ Customize Binder Types
- ✍ Customize Binder Views
- ✍ Customize Document and Library Events
- ✍ Customize Document Events
- ✍ Customize Document Types
- ✍ Customize Global Profiles
- ✍ Customize Profiles
- ✍ Customize Search Forms
- ✍ Customize Searching
- ✍ Customize Security
- ✍ Customize the User Interface
- ✍ Customize TOC Views
- ✍ Customize using the Domino.Doc API
- ✍ Customize Vehicles
- ✍ Customize Views
- ✍ Determining appropriate customization tools

## ✍ **Domino.doc Architecture**

- ✍ Understand ramifications of update Domino.Doc Version vs. Notes/Domino Server Version
- ✍ Understand the DOC - Master/Replica Architecture + Working Provisional Copy
- ✍ Understand the Domino Database and Distribution architecture
- ✍ Understand the Domino.Doc architecture (Object Model)

## ✍ **Planning and Designing**

- ✍ Define a document organization scheme
- ✍ Identify appropriate roles for users in the organization
- ✍ Plan a document management system for a centralized architecture
- ✍ Plan a document management system for a distributed architecture
- ✍ Plan a document management system for a seldom connected architecture
- ✍ Plan a document management system given an organization's hardware infrastructure
- ✍ Plan and Define document management security: access rights
- ✍ Plan and Define document management security: binder
- ✍ Plan and Define document management security: cabinets
- ✍ Plan and Define document management security: of documents
- ✍ Plan and design organization of binder types
- ✍ Plan and design organization of document types
- ✍ Plan and design organization of file cabinets
- ✍ Plan and design organization of file rooms
- ✍ Plan/Design a document management system based on a Web-based system
- ✍ Plan/Design a document management system based on customer business needs mapped to Domino.Doc
- ✍ Plan/Design a document management system based on Domino.Doc out-of-the-box functionality
- ✍ Plan/Design a document management system based on Domino.Doc
- ✍ Plan/Design a document management system for capacity (scalability)
- ✍ Plan/Design a document management system for client capabilities: Custom clients
- ✍ Plan/Design a document management system for client capabilities: Notes clients
- ✍ Plan/Design a document management system for client capabilities: ODMA clients-- imaging
- ✍ Plan/Design a document management system for client capabilities: ODMA clients
- ✍ Plan/Design a document management system for client capabilities: Web clients
- ✍ Plan/Design a document management system for platform
- ✍ Plan/Design a document management system for system requirements

## ✍ **Security**

- ✍ Set up Security: ACL
- ✍ Set up Security: Roles
- ✍ Set up Security:Groups
- ✍ Understand group authentication
- ✍ Understand group rights
- ✍ Understand how nesting groups work in the ACL
- ✍ Understand how to sign a database
- ✍ Understand what happens when you place security on a document

## Sample Questions

### 1. Competency Area: Code

Specific Objective: Access the Library

Question: How would Jerry, a Domino.Doc developer, obtain the Domino.Doc enabler?

- A. It is an attachment in the File Cabinet Database.
- B. It is an attachment in the Domino Doc Administrator Database.
- C. It is an attachment in the DominoDoc API database.
- D. It is an attachment in the Domino.Doc Library.

Correct Answer = D

## 2. Competency Area: Customization

Specific Objective: Customize Document Types

Question: Nancy has designed a new document type subform and wants field labels to be displayed on the Desktop Enabler Profile tab. Doing which one of the following actions would allow her to accomplish this?

- A. Enter field labels as text on the Document Type subform.
- B. Fields displayed by the Desktop Enabler are not labelled.
- C. Use a suitable field name, since this is used by the Desktop Enabler as the field label.
- D. Enter field labels as text on the Document Type subform and set the text attribute Pass-thru HTML.

Correct Answer = C

## 3. Competency Area: Domino.doc Architecture

Specific Objective: Understand the Domino.Doc architecture (Object Model)

Question: Jim wants to create a new DocDocument using the API. Which one of the following methods should he use to accomplish this?

- A. The New method of the DocDocument Object
- B. The OpenDocDocument method of the Library Object
- C. The AddDocument method of the Cabinets collection Object
- D. Manually, DocDocuments cannot be created using the API.

Correct Answer = A

## 4. Competency Area: Planning and Designing

Specific Objective: Plan and Define document management security: cabinets

Question: Margie wants to create a new File Cabinet using the API. Which one of the following methods should she use to accomplish this?

- A. The New method of the Cabinet object class.
- B. The AddCabinet method of the Library object class.
- C. The Add method of the Cabinets collection object class.
- D. File Cabinets cannot be created using the API. They must be created manually.

Correct Answer = D

5. Competency Area: Security

Specific Objective: Set up Security:Groups

Question: Which one of the following Domino.Doc groups permits the members to create Domino.Doc file Cabinets and Change the File Cabinet template?

- A. Domino.Doc Administrators
- B. Domino.Doc File Cabinet Creators
- C. Domino.Doc Address Book Editors
- D. Domino.Doc Servers

Correct Answer = B

*Developing Applications Using Lotus Workflow 3*

Exam Number/Type: 565 - Multiple Choice

**Description:**

Covers developing applications using Lotus Workflow as it relates to these competency areas

- ✍ **Advanced Processing**
- ✍ **Installing/Setting Up/Enabling**
- ✍ **Maintaining/Testing**
- ✍ **Terminology**
- ✍ **WorkFlow Basics**

- ✍ **Advanced Processing**
  - ✍ Automate activities
  - ✍ Automate e-mailing activities
  - ✍ Calculate due dates
  - ✍ Change processes
  - ✍ Code applications for incident reporting
  - ✍ Code event driven Workflow processes
  - ✍ Code form formulas
  - ✍ Code parallel Workflow
  - ✍ Code sequential Workflow
  - ✍ Code using workflow @Functions
  - ✍ Code/Use Binder elements appropriately
  - ✍ Create and run LotusScript® Agents
  - ✍ Create child post back response agents

- ✎ Create child spawning agents
- ✎ Create distributed workflow processing using replication
- ✎ Create distributed Workflow processing
- ✎ Create Mail-in document
- ✎ Create Parent-Child Workflow processes
- ✎ Create Resource document in the organization database
- ✎ Customize Binder element attributes
- ✎ Debug outside Lotus Workflow Backgrounder
- ✎ Design exclusive choices
- ✎ Design for replication
- ✎ Design workflow forms
- ✎ Display binder elements in application documents
- ✎ Enable for archive confirmation before deleting
- ✎ Enable for unclaimed activities
- ✎ Enable/Schedule process cache task
- ✎ Enhance web Workflow functionality using the Lotus Workflow API
- ✎ Enhance Workflow using the Lotus Workflow API
- ✎ Identify binder unification items
- ✎ Initiate form-based Workflows
- ✎ Initiate mail-based jobs
- ✎ Initiate multi-database routing
- ✎ Initiate server-based routing
- ✎ Join binder documents
- ✎ Launch jobs using form
- ✎ Link documents
- ✎ Maintain forms
- ✎ Maintain Workflow forms
- ✎ Maintain Workflow
- ✎ Notify about overdue jobs activities
- ✎ Perform field level joins
- ✎ Perform Process design analysis
- ✎ Recognize Lotus Workflow API functions
- ✎ Register users
- ✎ Route binders to subprocesses
- ✎ Run archiving procedure
- ✎ Send notifications
- ✎ Set up control fields for parent-child Workflow processing
- ✎ Set up distributed Workflow processing
- ✎ Set up Parent-Child processing
- ✎ Set up/Configure/Schedule for overdue processes or activities
- ✎ Set up/Schedule Backgrounder
- ✎ Share process definitions
- ✎ Spawn child processes from parent processes
- ✎ Speed up process
- ✎ Synchronize processes
- ✎ Use Binder
- ✎ Write agents based on Lotus Workflow automation template

## ✎ **Installing/Setting Up/Enabling**

- ✎ Create calendar document
- ✎ Create configuration document
- ✎ Create iterative process flows
- ✎ Create person document
- ✎ Create Setup document
- ✎ Domino Directory Usage
- ✎ Launch the architect
- ✎ Model Organization for membership rules
- ✎ Out of Office Profile
- ✎ Set up Organization Directory
- ✎ Set up Security

## ✎ **Maintaining/Testing**

- ✎ Archive
- ✎ Diagnose Organization Directory database problems
- ✎ Diagnose web problems
- ✎ Diagnose Workflow delivery problems
- ✎ Process Changes
- ✎ Reactivate
- ✎ Reroute
- ✎ Troubleshoot using unsend notifications
- ✎ Troubleshoot Workflow problems
- ✎ Use OSDomino Workflow Backgrounder to test code

## ✎ **Terminology**

- ✎ Activity Owners
- ✎ Activity
- ✎ Automated activity
- ✎ Binder
- ✎ Build Time
- ✎ Decisions
- ✎ Document ID
- ✎ Interactive activity
- ✎ Job Owner
- ✎ Jobnames
- ✎ Jobs
- ✎ Joins
- ✎ Potential activity owner
- ✎ Process
- ✎ Reassignment
- ✎ Routing relations
- ✎ Run Time
- ✎ Team workflow features
- ✎ Team

## ✎ **WorkFlow Basics**

- ✎ Add Workflow to a Notes Application

- ✍ Change Process and Organizational Structure
- ✍ Create Ad Hoc exception Workflow
- ✍ Create Ad Hoc Workflow
- ✍ Create Chained Activity Workflow
- ✍ Create cooperative team process Workflow
- ✍ Create Integrated Team Activity Workflow
- ✍ Create Standard Workflow
- ✍ Create Workflow application independence
- ✍ Understand Workflow components

## Sample Questions

### 1. Competency Area: Advanced Processing

Specific Objective: Perform Process design analysis

Question: Hannah is designing a process. She wants the Activity Owner of the first Activity to determine the Potential Activity Owners of the second Activity. Which one of the following works?

- A. Create @JobProperty([OwnerOfNextActivity]).
- B. Use the decision feature on the first Activity.
- C. Store the person's full name in a field on the Main document. In the Architect create a formula that references this field.
- D. Store the person's canonicalized name in a field on the Main document. In the Architect create a formula that references this field.

Answer : D

### 2. Competency Area: Installing/Setting Up/Enabling

Specific Objective: Create person document

Question: Terry imported Acme's groups from the Domino Directory into the Organization database. Which one of the following is the name Lotus Workflow uses for groups?

- A. Teams
- B. Workgroups
- C. Organizations
- D. Project Groups

Answer: B

### 3. Competency Area: Maintaining/Testing

Specific Objective: Troubleshoot Workflow Problems

Question: Nancy wants to ensure that only one person at a time can edit a document. Which one of the following should she do?

- A. Set Anonymous access to Author access.
- B. Set the default database access to Author.
- C. Select Yes in the Enable Locking field of the Setup document.
- D. Select Yes in the Enable Locking field of the Organization Setup document.

Answer: D

#### 4. Competency Area: Terminology

Specific Objective: Activity

Question: Jennifer wants to have users notified BEFORE an Activity is due. Which one of the following should she do?

- A. Enter a negative number in the Overdue box of the Activity.
- B. Enter a negative number in the First Notification box of the unclaimed Activity.
- C. Enter a positive number in the First Notification box of the Activity Properties dialogue box.
- D. Enter a negative number in the First Notification box in the Basic Activities Properties dialogue box.

Answer: A

#### 5. Competency Area: WorkFlow Basics

Specific Objective: Create Ad Hoc Workflow

Question: Which one of the following best describes an ad hoc exception workflow process?

- A. A structured, predefined process
- B. People work individually on documents
- C. A deviation from a process is allowed during run time
- D. Teams of people work on documents in structured groups

Answer: A