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Appian Certified Analyst Sample Questions (Q49-Q54):

NEW QUESTION # 49

A team of employees manages invoice processing and payments for their organization.

Each day, the team receives invoices via email. The team reviews the invoices, sends payments, and logs the payments manually in a shared spreadsheet.

Where is the best opportunity for automation in this manual process?

- A. Create a process that sends the team a task to input the information upon receipt of the initial invoice
- **B. Leverage Optical Character Recognition and workflow tools to intake and review the invoices for accuracy upon receipt, then process payments or prompt employees to research**
- C. Create a macro that reduces the number of clicks required to enter payment information, and embed the macro into the shared spreadsheet
- D. Leverage Robotic Process Automation (RPA) to help the employees send thank you messages to the originating organizations as soon as the invoices are received

Answer: B

Explanation:

The best opportunity for automation in the manual process described is to leverage Optical Character Recognition (OCR) and workflow tools. OCR can automatically extract data from the invoices received via email, and the workflow tools can automate the review process, checking the data for accuracy, processing payments, and prompting employees only when exceptions are found.

OCR and Workflow Tools Overview:

OCR technology converts the text in scanned documents or images into machine-readable data, which can be automatically processed.

Workflow tools in Appian can then route the extracted data through a series of steps, automating tasks like data entry, validation, and payment processing.

Automating these steps reduces manual effort, minimizes errors, and ensures that invoices are processed more efficiently.

Why Not Other Options?:

A . Robotic Process Automation (RPA) for thank you messages: This is a less critical part of the process and does not significantly reduce manual work.

B . Creating a task for manual input: This still involves manual data entry, which does not fully utilize automation potential.

C . Macro in the shared spreadsheet: This provides minimal automation and doesn't address the root of the problem, which is manual data entry.

References:

Appian Documentation on OCR Integration: OCR in Appian

Appian Workflow Automation Guide: Automating Processes in Appian

By using OCR and workflow tools, the organization can significantly reduce manual processing time and increase the accuracy of invoice handling.

NEW QUESTION # 50

As an Appian Analyst, which two activities are you responsible for during the "Initiate" phase of a project?

- **A. Define personas**
- **B. Plan a requirement gathering approach**
- C. Conduct sprint reviews
- D. Build the deployment pipeline

Answer: A,B

Explanation:

Define Personas (C): During the "Initiate" phase, one of the key activities is defining personas. This involves identifying and detailing the different types of users who will interact with the application. Understanding these personas helps ensure that the application meets the needs of all user groups and informs the design and functionality of the system. Appian Documentation - User Personas

Plan a Requirement Gathering Approach (D): Planning the requirement gathering approach is another crucial activity in the "Initiate" phase. This step involves determining how requirements will be collected, documented, and validated throughout the project. A well-defined approach ensures that all necessary information is captured early, setting a strong foundation for the development process. Appian Documentation - Requirements Gathering Note: Building the deployment pipeline (A) and conducting sprint reviews (B) are activities typically associated with later phases in the project lifecycle, such as development and delivery.

NEW QUESTION # 51

The order management team receives orders via different channels, including email. Emails are accompanied by attachments containing the details of the order information. The team reviews the emails and attachments for clarity. Then, they extract the order specifics to create a customer record in their Customer Relationship Management (CRM) platform and an order in their Order Management System (OMS).

What is the most effective form of automation to help increase fulfillment efficiency in this process?

- A. Provide a task after the order email was received asking the team to check the order status and select the next step option
- **B. Review the emails and attachments using trained artificial intelligence to extract order data information**
- C. Prompt the order management team members with a task to create an order in the CRM platform
- D. Have an auto-reply "Thank You" email sent back thanking the customer for sending in their order request

Answer: B

Explanation:

The most effective form of automation to increase fulfillment efficiency in this process is using trained artificial intelligence (AI) to extract order data information from the emails and attachments. AI can be trained to recognize and extract key details such as customer names, order numbers, and product information directly from the content of the emails and attachments. This automation significantly reduces the manual effort required to review and input data, thereby speeding up the order processing time and reducing the chance of errors. Appian Documentation - AI and Automation Capabilities Note: The other options (B, C, D) provide minimal automation and would still require significant manual intervention, which does not effectively enhance fulfillment efficiency.

NEW QUESTION # 52

During the development phase, a feature was identified that was not initially part of the project scope but is now considered crucial. What should the Appian Analyst do?

- A. Reject the feature as it was not part of the original scope
- **B. Escalate the feature request to the Product Owner for re-prioritization**
- C. Wait until the next project phase to include the feature
- D. Immediately add the feature to the current sprint

Answer: B

NEW QUESTION # 53

You are designing a user interface that requires a confirmation message when the user attempts to delete a row.

Review the image with the confirmation message:

"Are you sure you want to delete the item?"

According to best practices, which button labels should you choose?

- **A. Cancel, Delete**
- B. Reject, Approve
- C. Back, Next
- D. False, True

Answer: A

Explanation:

According to UI/UX best practices, the button labels in a confirmation dialog should be clear and directly related to the action the user is about to take. "Cancel" allows the user to abort the action, while "Delete" confirms the action to delete the item. This approach ensures that the user understands exactly what will happen when they click either button, reducing the risk of accidental deletion or confusion.

NEW QUESTION # 54

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