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Appian Certified Analyst Sample Questions (Q22-Q27):

NEW QUESTION # 22

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. Leverage Robotic Process Automation (RPA) to help the employees send thank you messages to the originating

- organizations as soon as the invoices are received
- B. Create a process that sends the team a task to input the information upon receipt of the initial invoice
- 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 Optical Character Recognition and workflow tools to intake and review the invoices for accuracy upon receipt, then process payments or prompt employees to research**

Answer: D

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 # 23

You are trying to decide between using a side-by-side layout or a column layout.

Which resource should be referred to in order to make sure that best practices are followed?

- **A. Appian UX Design Guide**
- B. Appian Tutorials
- C. Appian SAIL Recipes
- D. Appian Discussion Board

Answer: A

Explanation:

The Appian UX Design Guide is the appropriate resource to consult when making decisions about layout choices like side-by-side versus column layouts. This guide provides best practices for designing user interfaces in Appian applications, ensuring that the UI is intuitive, responsive, and consistent with Appian's design principles. Referring to the UX Design Guide helps in making informed design decisions that enhance user experience. Appian UX Design Guide Note: While other resources like Appian Tutorials, Discussion Boards, and SAIL Recipes are useful for specific cases, the UX Design Guide is the primary reference for best practices in UI design.

NEW QUESTION # 24

What are the two best uses for a "Staging" or "Parallel to Prod" environment (separate from Dev, Test, and Prod environments)?

- A. Unit testing development stories
- B. Sprint acceptance testing
- **C. Testing a new release for compatibility with existing Production code/settings**
- **D. Practicing complex production deployments**

Answer: C,D

Explanation:

A "Staging" or "Parallel to Prod" environment is a crucial part of the software deployment lifecycle. It is used to mirror the Production environment as closely as possible, allowing teams to test new releases and practice deployments without affecting live users.

Testing Compatibility (B):

Staging is the ideal environment to ensure that new code releases are compatible with the existing production settings and configurations.

This helps in identifying any potential issues that could disrupt the live environment before the actual deployment.

Practicing Deployments (C):

Staging is also used to rehearse complex production deployments. This practice helps ensure that the deployment process is smooth and that all steps are properly executed without errors.

It reduces the risk of downtime or issues during the actual production deployment.

Why Not Other Options?:

A . Unit Testing Development Stories: Unit testing is typically done in the Dev or Test environments, not in Staging.

D . Sprint Acceptance Testing: This testing is generally conducted in the Test environment as part of the sprint cycle, not in Staging.

References:

Appian Environment Management Guide: Best Practices for Staging Environments Using the Staging environment for compatibility testing and deployment practice ensures a smoother and more reliable transition to Production.

NEW QUESTION # 25

In Appian, what is the purpose of a process model?

- A. To automate business workflows by defining sequences of tasks
- B. To define the look and feel of the user interface
- C. To manage user permissions within the application
- D. To create a database schema

Answer: A

NEW QUESTION # 26

As an Appian Analyst, which activity are you responsible for during the "optimize" phase of a project?

- A. Build the deployment pipeline
- B. Structure an application support team
- C. Measure the impact of application release
- D. Conduct release planning

Answer: C

Explanation:

During the "optimize" phase of an Appian project, the focus is on evaluating and improving the performance and impact of the application after its release. As an Appian Analyst, your role in this phase involves measuring the impact of the application release, which includes gathering and analyzing data on user adoption, performance metrics, and overall business impact. This data-driven approach helps in identifying areas for improvement and optimization to ensure the application continues to meet business objectives effectively. Appian Documentation - Application Lifecycle Management Note: The other options (A, B, C) are typically the responsibilities of other roles in different phases of the project, such as developers or project managers, and not specific to the "optimize" phase for an Appian Analyst.

NEW QUESTION # 27

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Knowledge is important at any time. In our whole life, we need to absorb in lots of knowledge in different stages of life. It's knowledge that makes us wise and intelligent. Perhaps our ACA-100 practice material may become your new motivation to continue learning. Successful people are never stopping learning new things. If you have great ambition and looking forward to becoming wealthy, our ACA-100 Study Guide is ready to help you. All of us need to cherish the moments now. Let's do some meaningful things to enrich our life. Our ACA-100 study guide will be always your good helper.

