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## Appian ACA-100 Brain Exam - ACA-100 Latest Practice Questions

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## Appian Certified Analyst Sample Questions (Q18-Q23):

### NEW QUESTION # 18

You are an Appian Analyst.

According to best practices, which other role should you work with to create process models as a part of requirements gathering?

- A. Scrum Master
- B. Product Manager
- C. Architect
- **D. Product Owner**

**Answer: D**

Explanation:

As an Appian Analyst, collaborating with a Product Owner during the creation of process models is considered best practice. The Product Owner is responsible for defining the requirements and ensuring that the process models align with the business goals and needs. The Product Owner has a deep understanding of the product vision and user stories, which are crucial during the requirements gathering phase.

Role of Product Owner:

The Product Owner provides detailed requirements and prioritizes them based on business needs.

They ensure that the process models being developed accurately reflect the intended business processes and user stories.

Close collaboration with the Product Owner ensures that the process models are aligned with both the technical and business aspects of the project.

Why Not Other Options?:

A . Product Manager: Typically focuses on the overall product strategy and market alignment rather than detailed process modeling.

C . Architect: While architects provide valuable input on the system's design and architecture, they are not primarily responsible for requirements gathering.

D . Scrum Master: The Scrum Master facilitates the Agile process but does not directly contribute to defining or modeling business processes.

References:

Appian Community Success Guide: The Role of Product Owner in Appian Projects

### NEW QUESTION # 19

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 macro that reduces the number of clicks required to enter payment information, and embed the macro into the shared spreadsheet
- **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. Leverage Robotic Process Automation (RPA) to help the employees send thank you messages to the originating organizations as soon as the invoices are received
- D. Create a process that sends the team a task to input the information upon receipt of the initial invoice

**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 # 20

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. Immediately add the feature to the current sprint
- C. Escalate the feature request to the Product Owner for re-prioritization
- D. Wait until the next project phase to include the feature

**Answer: C**

#### NEW QUESTION # 21

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 # 22

A case management tool needs intelligent and automated routing of many different complex case types, based on free text descriptions from external users.

What is the best way to implement this requirement?

- A. Integrate with a natural language processing system to categorize the user's needs and route accordingly
- B. Use the find functions to search for certain keywords in the text body and route accordingly
- C. Build in a review task for a user to evaluate and route accordingly
- D. Integrate with a translation service to route accordingly

**Answer: A**

Explanation:

For intelligent and automated routing of complex case types based on free text descriptions, integrating with a Natural Language Processing (NLP) system is the most effective solution. NLP can analyze the free text, understand the context, and categorize the

cases based on the content, enabling automated and accurate routing.

NLP System Integration Overview:

NLP systems can process and understand human language in text form, identifying key phrases, sentiments, and categories.

By integrating with an NLP service, Appian can automatically route cases to the appropriate department or user based on the analysis of the text provided by external users.

This approach reduces the need for manual review and ensures that cases are handled efficiently and accurately.

Why Not Other Options?:

A . Manual Review Task: This does not automate the process and relies on human intervention, which can be time-consuming and prone to error.

B . Find Functions for Keyword Search: This approach is limited to exact matches and lacks the sophistication needed to understand complex language and context.

C . Translation Service Integration: While useful for language translation, it does not offer the categorization and routing capabilities needed for this use case.

References:

Appian Documentation on NLP Integration: NLP in Appian

Integrating an NLP system with Appian ensures that complex cases are categorized and routed with high accuracy, improving the efficiency and effectiveness of case management.

## NEW QUESTION # 23

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