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Archer Archer-Expert Exam Syllabus Topics:

Section	Objectives
Topic 1: Archer Platform Architecture and Advanced Deployment	- Review System Requirements and Installation Best Practices - Understand the Archer Platform Architecture and Components - Advanced Deployment and Configuration Considerations - Configure Global and Application-Specific Advanced Settings - Implement Advanced Security Management (ACLs, Record Permissions, Security Parameters)
Topic 2: Advanced System Administration and Security	- Utilize Advanced Data Governance Features (e.g., Archiving, Data Retention, Global Fields) - Manage Complex User and Group Structures, including Directory Integration (LDAP/AD) - Understand and Leverage Archer API and Web Services for Custom Integrations
Topic 3: Integration, Data Management, and Migration	- Perform Solution Packaging, Migration, and Version Management - Implement Advanced Data Import/Export Strategies - Configure and Troubleshoot Advanced Data Feeds (e.g., API integrations, custom data sources) - Design and Implement Multi-Stage Workflows and Advanced Data-Driven Events
Topic 4: Complex Application Configuration and Design	- Configure Sophisticated Layouts, Views, Dashboards, and Reports - Develop Advanced Calculated Fields and Dynamic Notifications - Master Advanced Functionality of Questionnaires and Assessments - Manage Advanced Relationships and Data Modeling - Troubleshoot Common and Advanced Archer Issues
Topic 5: Troubleshooting, Performance Optimization, and Best Practices	- Implement Performance Tuning Strategies for Archer Applications and Database - Apply Archer Best Practices for System Design, Maintenance, and Scalability - Analyze System Logs and Monitor Health for Issue Resolution

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Archer Certified Administrator-Expert Sample Questions (Q70-Q75):

NEW QUESTION # 70

What is the main difference between an environment and an instance in Archer?

- A. An instance can host multiple environments.
- B. An environment and an instance are the same.
- C. An environment is a single system, and an instance is a collection of systems.
- **D. An environment can host multiple instances, and each instance has its own database and file repository.**

Answer: D

Explanation:

Understanding the Archer hierarchy is fundamental to system administration. As detailed in the Archer Administration II curriculum and the Archer Control Panel (ACP) guides, an Environment refers to the overall installation of the Archer software on a set of servers (Web, Services, and Database).

Within a single environment, an administrator can host multiple Instances . Each instance represents a logically isolated "tenant" with its own unique Instance Database , File Repository (for attachments), and set of users. For example, an organization might have one environment that hosts a "Production" instance, a "UAT" instance, and a "Training" instance. This architecture allows organizations to share the same server hardware and software binaries while keeping the data and configurations of different business units or development stages completely separate and secure from one another.

NEW QUESTION # 71

In preparation for this quarter's scheduled questionnaire campaign, you are asked to delete a question and add another to the questionnaire. How do these changes impact new and existing questionnaire records?

- A. Deleting a question will impact new and existing questionnaire records. Adding a question will impact only new questionnaire records.
- B. Deleting a question will impact only new questionnaire records. Adding a question will impact new and existing questionnaire records.
- **C. Both changes will impact new and existing questionnaire records.**
- D. Both changes will impact only new questionnaire records, but existing ones will remain the same.

Answer: C

Explanation:

In the Archer Questionnaire platform, "Target" records (the actual assessments sent to users) are dynamically linked to the Questionnaire Template . Unlike standard applications where record data is "frozen" in the database structure, Questionnaires are highly sensitive to template changes.

According to the Questionnaires and Assessment Maintenance curriculum, if you delete a question from a template, that question (and any responses previously provided) will disappear from all records currently using that template, including existing ones. Conversely, if you add a new question, it will immediately appear on all active assessments that have not yet been "submitted" or "locked." This is why Archer administrators are strictly cautioned to version their questionnaires or "retire" old templates rather than modifying an active one mid-campaign. Making direct changes to an active template causes immediate, global updates across the entire record set, potentially leading to data loss for the deleted items and unexpected work for users seeing the new items.

NEW QUESTION # 72

When a new Question Library record is added, there are several fields required. Information such as question type and display format are needed for which of the following reasons?

- A. These details tell the Archer platform what type of field needs to be built for each question when a Questionnaire is created.
- B. These details are used to ensure an organization does not go beyond the record number limit included with their chosen support level.
- C. These details will impact the display of each Question Library record in View status.
- D. These details are used as a baseline to determine how much space will be required on the server to support Questionnaires that leverage these records.

Answer: A

Explanation:

In the Questionnaires and Assessment Maintenance curriculum, the Question Library acts as a "blueprint" for the final assessment. When you add a record to the Library, you aren't just adding text; you are defining the metadata for a future field.

The Question Type (e.g., Numeric, Values List, Text) and Display Format (e.g., Radio Buttons vs.

Dropdown) are mandatory because they tell the Archer platform how to dynamically generate the user interface when a Questionnaire is launched. When a target record is created from a template, Archer looks at these library fields to determine which database column types to use and how the web browser should render the interaction. Without this information, the system would not know whether to provide a text box for a comment or a list of "Yes/No" options for the respondent.

NEW QUESTION # 73

Which of the following allows you to export record data to a preconfigured Microsoft Word document?

- A. Mail Merge Templates
- B. Scheduled Report Distributions
- C. On Demand Notification Templates
- D. Subscription Notifications

Answer: A

Explanation:

Mail Merge Templates are the specific feature in Archer designed to bridge the gap between Archer record data and Microsoft Office documents. According to the Archer Administration II curriculum, these templates allow administrators to upload a Word .docx file containing "mail merge tags" that correspond to Archer field aliases.

When a user triggers the mail merge (via the Export button on a record), Archer dynamically replaces those tags with the actual data from the record and generates a finished document. This is the standard method for producing formal reports, certificates, or letters that require specific corporate branding and formatting that cannot be achieved with a standard CSV or PDF export. On Demand Notification Templates (Option C) are for emails, and Scheduled Report Distributions (Option B) are for sending saved Archer reports on a timer, not for creating formatted Word documents based on a single record's context.

NEW QUESTION # 74

Which of the following are automatically assigned by Archer when a new user is created?

- A. Default Security Parameter and Default Access Role
- B. Default Access Role, Default Email Address
- C. One time password, Default Email Address
- D. Username, default Security Parameter, and default Access Role

Answer: A

Explanation:

In the Manage Users section of Archer, the platform uses global defaults to ensure that new accounts are created with a baseline security posture. According to the Archer Administration II security module, every new user record is automatically assigned the Default Security Parameter and the Default Access Role defined in the instance settings.

The Security Parameter (Option D) governs password complexity, expiration, and session timeouts. The Default Access Role typically provides very limited "Read" access to ensure the user can at least log in to the workspace, but usually requires further

administrative adjustment to grant functional permissions. A Username (Option A) must be manually entered or mapped from LDAP; Archer cannot guess a unique username. Similarly, email addresses and passwords require specific input or integration triggers. By automatically assigning the default Security Parameter and Access Role, Archer ensures that no user is created without essential security governance already in place.

NEW QUESTION # 75

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