

# Appian ACA100 Reliable Practice Questions & ACA100 Exam Sample Online



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### Appian ACA100 Exam Syllabus Topics:

Topic	Details

Topic 1	<ul style="list-style-type: none"> <li>• <b>Introduction to the Appian Platform:</b> This topic assesses the understanding of analysts about the key components and capabilities of the Appian Platform. Aspiring Appian analysts will need to demonstrate knowledge of Appian objects, resources, and role-based security. Additionally, the grasp of Appian use cases and user experiences, as well as the ability to differentiate among Appian Designer, Process Modeler, and Cloud Database, will be tested.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• <b>User Story Creation:</b> This topic examines your ability to create and manage user stories in an Appian context. To become Appian analyst, you will need to demonstrate how to illustrate standard user story formats, categorize them, and collaborate with Product Owners on managing product backlogs. Additionally, the exam will test skills about identifying story status and understanding the various components of a user story, such as description and acceptance criteria.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Business Process Modeling:</b> Your skills in business process modeling within Appian will be assessed here. You need to be familiar with different integration types, BPMN elements, and the best practices for defining user roles in process model diagrams. Your ability to specify correct nodes for scenarios, understand gateway types in the Process Modeler, and identify automation opportunities within a process will be critical to become an Appian analyst.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Requirements Gathering:</b> In this part of the Appian ACA100 Exam, your ability to effectively gather and interpret business requirements is evaluated. You will be tested on your understanding of the requirement gathering process, how Appian features can meet business needs, and how to translate requirements into user stories and development plans. Additionally, you will need to address common challenges in this area and know when to apply specific UI components within Appian interfaces.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Appian Software Development Lifecycle (SDLC):</b> The topic tests your expertise in navigating the Appian SDLC and your role as an analyst in each phase, from initial build to optimization. You will need to distinguish between different SDLC stages, understand scrum lifecycle elements like DoD and DoR. Your ability to recognize team roles and responsibilities is essential to become certified Appian analyst.</li> </ul>

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

### NEW QUESTION # 18

Which Appian component would you use to display a large amount of data in a user-friendly, interactive way?

- **A. Record Grid Component**
- B. Pie Chart Component
- C. Milestone Component
- D. Dropdown Component

**Answer: A**

Explanation:

Explanation:

### 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. 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.

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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**

You need to draft user stories.

What are the three most important requirements to collect?

- A. Report Filters
- **B. User Experience**
- C. Branding
- **D. Process Workflow steps**
- **E. Security**

**Answer: B,D,E**

**Explanation:**

When drafting user stories, the most important requirements to collect are those that directly impact the functionality, security, and user experience of the application. These elements ensure that the application not only meets the user's needs but also adheres to best practices in development.

\* Security (A) :

\* Ensuring that the application is secure is paramount. Security requirements define how user data is protected and how access is controlled within the system.

\* This includes authentication, authorization, data encryption, and compliance with relevant regulations.

\* Process Workflow Steps (B) :

\* Understanding the specific steps involved in the process is crucial for accurately capturing how the application should function.

\* Detailed workflow steps ensure that the application automates and supports the business process as intended.

\* User Experience (E) :

\* The user experience (UX) defines how users interact with the application, including the interface design, ease of use, and overall satisfaction.

\* Capturing UX requirements ensures that the application is intuitive and meets the users' needs.

\* Why Not Other Options? :

\* C. Report Filters : While important, they are more specific to reporting functionality and not always a core component of every user story.

\* D. Branding : Branding requirements are typically considered during the design phase, but they are less critical in the functional drafting of user stories.

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Appian Documentation on Gathering Requirements: Requirements Gathering in Appian Focusing on security, process workflow, and user experience ensures that the application is robust, effective, and user-friendly.

### NEW QUESTION # 21

A customer wants to automate a workflow for completing customer service cases. The high-level workflow involves multiple rounds of recording investigation results, uploading related documents, sending communications, and approving. Activities may need to be done at any time or out of order.

Which recommendation best utilizes the strengths of Appian out-of-the-box features to address this use case?

- A. A report showing the user ' s cases with associated actions.
- B. A dashboard showing the user ' s cases with associated actions.
- C. A sequential workflow of process tasks.
- **D. A records-centric design using related actions for the various activities.**

**Answer: D**

Explanation:

A records-centric design is the best approach to address this use case in Appian. This design allows users to interact with data through a central record type, with related actions enabling them to perform tasks like uploading documents, sending communications, and approving cases at any time or out of order.

\* Records-Centric Design :

\* This approach centralizes all related data and actions around a specific record type.

\* Users can trigger related actions such as document uploads or approvals directly from the record, ensuring flexibility and a user-friendly interface.

\* Why Not Other Options? :

\* A and B. Reports and dashboards are useful for visualizing data but are not as flexible for handling the ad-hoc and out-of-order activities described.

\* C. A sequential workflow is too rigid for a process where tasks need to be done out of order.

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Appian Documentation on Records: Records in Appian

Appian Community Success Guide: Designing Record-Centric Applications

A records-centric approach leverages Appian ' s strengths, providing a flexible and intuitive solution for complex workflows.

### NEW QUESTION # 22

You are part of an Agile team, and your responsibilities and attributes include:

A keen understanding of the business, the customer, and the market

The ability to clearly express product backlog items

The ability to prioritize the backlog to optimize the value of what the team will deliver The ability to order the items in the product backlog to best achieve goals and missions.

What is your role name?

- A. Scrum Master
- B. Sponsor
- **C. Product Owner**
- D. Appian Analyst

**Answer: C**

Explanation:

The responsibilities and attributes described are aligned with the role of a Product Owner in an Agile team.

The Product Owner is responsible for maximizing the value of the product resulting from the work of the development team. They have a deep understanding of the business, customer needs, and market trends, and they use this knowledge to manage and prioritize the product backlog.

\* Role of Product Owner:

\* Understanding the Business: The Product Owner must understand the business context to prioritize work that delivers the most value.

\* Expressing Product Backlog Items: The Product Owner is responsible for defining and clearly expressing the items in the product backlog.

\* Prioritizing and Ordering the Backlog: The Product Owner prioritizes and orders the backlog items to optimize the team's output and ensure alignment with business goals.

\* Why Not Other Options?:

\* A. Appian Analyst: While an Appian Analyst may have some similar responsibilities, the specific role of managing the product

