Administrator Certification
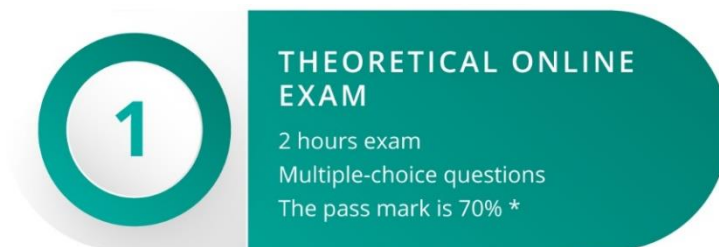## Guide

Table of contents

Introduction

This guide will help you to understand the scope of the Administrator certification, which areas and topics are assessed, and the resources we offer to enlarge your knowledge and obtain the certification.

The Bizagi Administrator Certification

The Bizagi Administrator certification will increase your market value and enable you to excel as a Bizagi expert and turn any process model into a running application. Moreover, you can gain visibility and credibility with clients and employers and execute digital transformation strategies.

The exam consists of one individual exam:

THEORETICAL ONLINE EXAM
2 hours exam
Multiple-choice questions
The pass mark is 70% *

Note: If you fail the certification, you can re-try it after three months. After that, you can buy the rights to start the process again.

The certification process comprises the following steps:

1. Start the certification process by making payment.
2. After the payment confirmation is received, you will have 4 weeks to take the theoretical exam. You can start at any time during this period.

STEP 01 — Payment confirmation

STEP 02 — Start online theoretical exam — Duration: 4 weeks

Preparing the Exam

Prerequisites

Before enrolling for the Bizagi certification, make sure that you have completed the following courses:

- **Administration and Operation**

Preparation questions

The following panels, which are most likely to be part of either the theoretical exam or the practical exercise, will help you assess your knowledge to review basic and advanced topics about process automation.

Each panel contains a set of questions that will guide you through the topics you need to review. The questions DO NOT ENCOMPASS all the topics assessed in the certification, but they will give you an idea of the minimum knowledge required to complete the theory exam and practical exercise successfully.

For each question, you have two links, one from self-paced courses on the **e-learning** site and another to our product documentation on the Help page.

Basic Knowledge

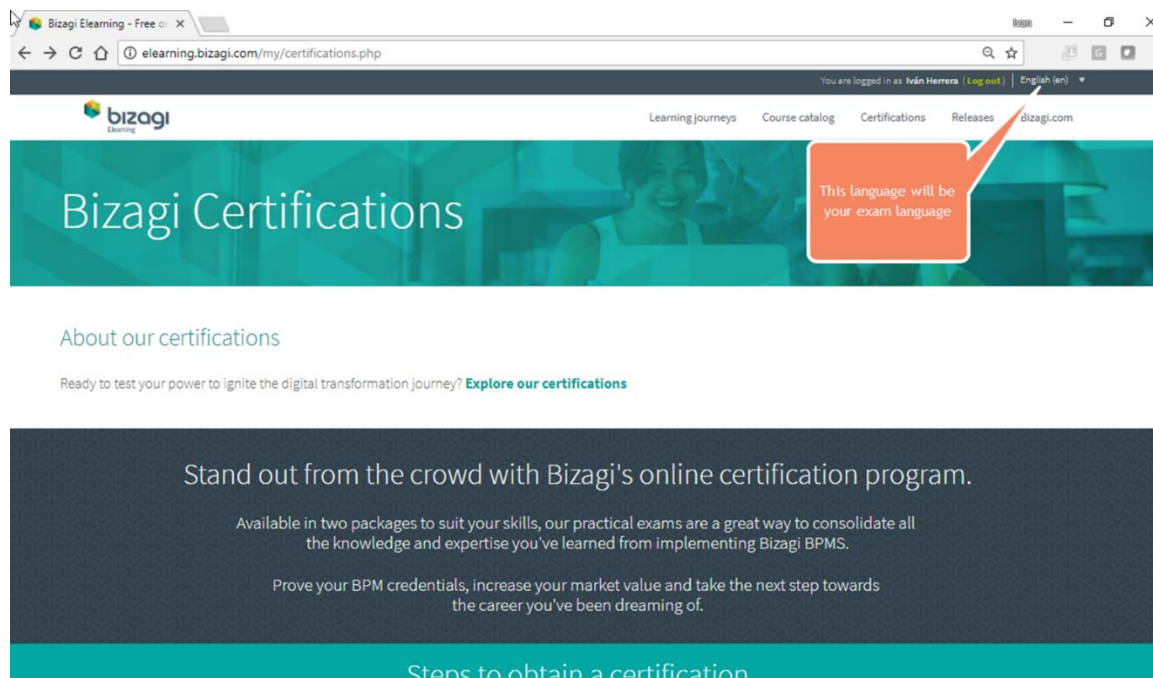|		
What are the basic concepts of Bizagi Cloud	**Go to video**	**Go to user guide**
What is the Bizagi Management Console?	**Go to video**	**Go to user guide**
What is the Bizagi Customer Portal?	**Go to video**	**Go to user guide**

Taking the Theoretical Online Exam

Requirements

The theoretical exam is web-based. The minimum system requirements are:

- Chrome browser at least version 32
- Port 80 opened
- Fast and stable internet connection. We recommend turning off any bandwidth consumption service (file sync, video streaming, or sharing apps) and having at least 4MB bandwidth.

Verify the language of your exam on the elearning.bizagi.com site before starting the exam:

Test Structure

The theoretical exam has three types of questions. Following is a description of each type:

1. True or False question

   A statement is given, and you have to decide whether it is true or false. Only one option is valid.

For example:

Question 1
Not yet
answered

Marked out of
1.00

When a user has a pending task, this is going to be displayed in the Work Portal's inbox.

Select one:

○ True

○ False

2. Multiple choice – single statement question

A question is asked, or a business scenario is mentioned. Possible Statements are displayed with letters (a,b,c,d,e), giving possible answers to the question or solutions to the business scenario.

The **None** option implies that none of the statements given is true. On the other hand, the **All** option must be selected if all the statements are true. Only one option is valid.

For example:

Question 1
Not yet
answered

Marked out of
1.00

To configure a data-based gateway in a process, you have to:

Select one:

○ a. Define a business condition using an extended attribute in the process flow

○ b. Go to the step number four in the wizard, select the Define Expressions option, and define an expression for each outcoming sequence flow

○ c. Create a script expression in the previous task to the gateway
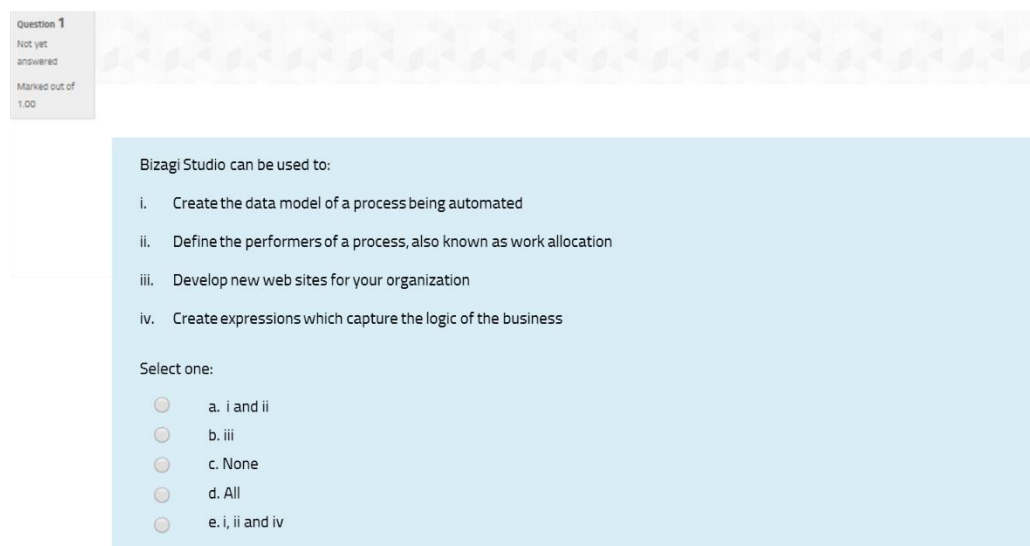
○ d. All

○ e. None

3. Multiple choice – multiple statements

A question is asked, or a business scenario is mentioned. Multiple statements are displayed in Roman numerals (i, ii, iii, iv, v) giving possible answers to the question or solutions to the business scenario.

Subsequently, possible options are displayed with letters (a,b,c,d,e). Each option contains a Roman numeral (a statement) or a combination of them, showing which statements are true.

The **None** option implies that none of the statements is true. On the other hand, the **All** option must be selected if all the statements are true. Only one option is valid.

For example:

Question **1**
Not yet
answered
Marked out of
1.00

Bizagi Studio can be used to:

i.   Create the data model of a process being automated

ii.   Define the performers of a process, also known as work allocation

iii.   Develop new web sites for your organization

iv.   Create expressions which capture the logic of the business

Select one:

○   a. i and ii
○   b. iii
○   c. None
○   d. All
○   e. i, ii and iv

At the end of this document there is a **Practice Test**.

Conclusion

The Bizagi Certification is an achievement that gives you a competitive advantage in the field of digital transformation and BPM strategies. We hope you find all the resources we provide useful to achieve your goal. If you have any questions you can consult the **FAQ** page or email us at **elearning@bizagi.com**.

Resources

- [E-learning](#)
- [Help](#)
- [Bizagi Community](#)

Practice test

Question 1

Where can you reset the Work Portal?

1. Customer Portal.

2. Bizagi Studio.

3. Management Console.

4. It is not possible.

Options:

    a.   1 and 3
    b.   2 and 4
    c.   2 and 3
    d.   1, 2, 3, and 4

Question 2

A client cannot use its own SMTP server.

Select one:

    a.   True
    b.   False

Question 3

The VPN is an additional service without extra cost that is requested per environment by the client.

Select one:

    a.   True
    b.   False

Question 4

An integration to an external web service has failed in the production environment. After validating the error, everything points out that the password configured for the authentication to the external service expired. To solve this, as an Automation Service administrator, you can:

    a.   Update the password configured for the interface using the Customer Portal.
    b.   Update the password configured for the interface using Bizagi Studio and then execute a deployment.

c. Update the password stored on the web.config file of the Work Portal.
d. Update the password configured for the interface using the Management Console.

Question 5

To be able to add users into an Automation Service project, a subscription user must be at least a

a. Automation Service project contributor
b. Automation Service project owner
c. Only by being a subscription viewer
d. A subscription owner

Answers

1. a
2. b
3. b
4. d
5. b

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