

# **Bizagi Professional**

# **Advanced Certification**

## **Guide**

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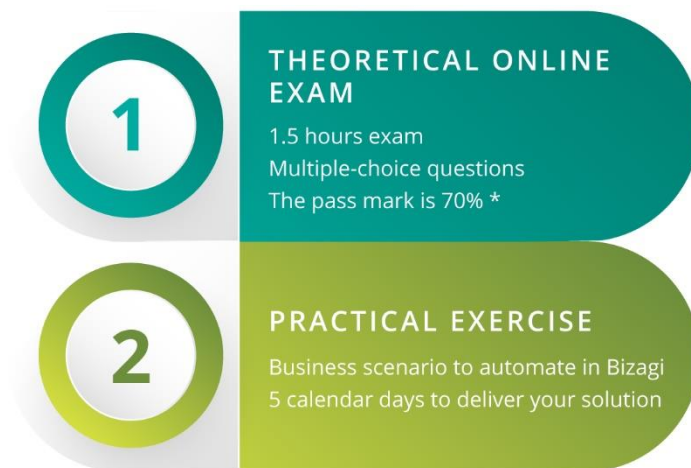
# Introduction

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

## The Bizagi Professional Advanced Certification

The Bizagi Professional Advanced 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 two individual exams:



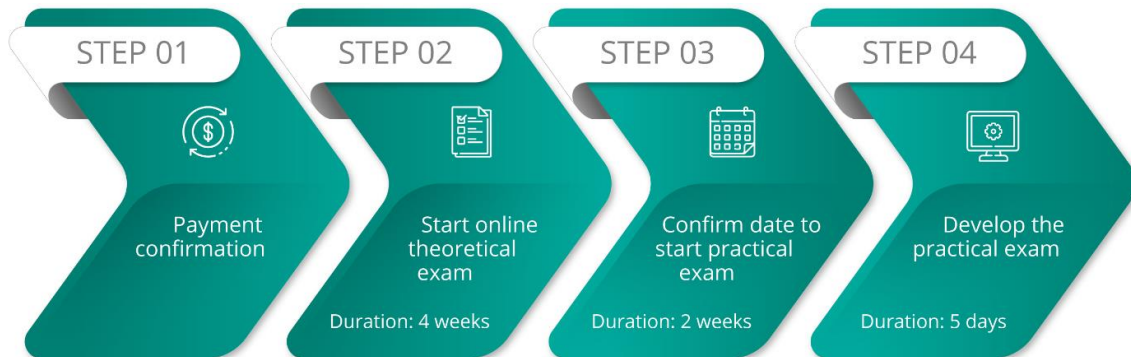
\*Only if you pass the online exam will you be assigned a practical exercise.

Note: If you fail the Theoretical online exam, you can re-try it after one month. 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.
3. Once you have taken and passed the theoretical exam, you have 2 weeks to decide on and schedule a date to start the practical exercise. The starting date should be within these 2 weeks.

4. Finally, starting from the date you choose, you will have 5 calendar days to deliver your solution.



# Preparing the Exam

## Prerequisites

Before enrolling for the Bizagi Professional Advanced Certification, make sure that you have completed the following self-paced or instructor-led courses:

- [Process Modeling](#)
- [Essentials of Process Automation](#)
- [Process Automation 1](#)
- [Process Automation 2](#)
- [Process Application for Knowledge Workers](#) (Highly recommended)

We highly recommend taking our workshops to reinforce the concepts learned in the courses. These workshops have a series of hands-on labs related to the different concepts and functionalities. These labs review concepts, understand better practices, and highlight significant common errors. The workshops recommended to the Professional Certification are:

- [Workshop of Process Modelling](#)
- [Workshop of Process Automation 1](#)
- [Workshop of Process Automation 2](#)

Experience implementing Bizagi Projects is highly recommended.

## 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.

# 1 MODEL PROCESS

## Basic Knowledge

Which are the basic elements of BPMN?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
What are the types of gateways?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you enable the cancellation of a process?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

## Advanced topics

How can you create multiple instances?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you disable the cancellation of a process?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you select the correct gateway?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

# 2 MODEL DATA

## Basic Knowledge

How can you create an entity?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create attributes?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create relationships?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

## Advanced topics

How can you use the parent process information in multiple subprocesses?		<a href="#">Go to user guide</a>
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What is a Multiple to multiple relationship?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you design a data model for good performance?		<a href="#">Go to user guide</a>

## 3 DEFINE FORMS

### Basic Knowledge

How can you create forms?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create tables?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create global and summary forms?		<a href="#">Go to user guide</a>

### Advanced topics

How can you create query forms?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you filter information in controls such as Combos and Searches?		<a href="#">Go to user guide</a>
How can you create dynamic interfaces with business rules?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

## 4 BUSINESS RULES

### Basic Knowledge

How can you assign values to a collection?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
When can you use XPath functions?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

How can you iterate over a collection?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
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### Advanced topics

When can you see other advanced functions?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create table validations?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you access information not related to de data model?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

## 5 PERFORMERS

### Basic Knowledge

Which are the organization components?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
What are the allocation components?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you allocate tasks?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>

### Advanced topics

How can you create user properties?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you use preconditions in an assignment?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>
How can you create a custom expression to allocate a task?	<a href="#">Go to video</a>	<a href="#">Go to user guide</a>



# 6 EXPERIENCE

## Basic Knowledge

What is a stakeholder?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>
What is an action?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>
How can you configure actions?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>

## Advanced topics

What is a data template?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>
How can you create stakeholders?	<a href="#"><u>Go to video</u></a>	<a href="#"><u>Go to user guide</u></a>
How can you create actions to execute rules?	<a href="#"><u>Go to video</u></a>	

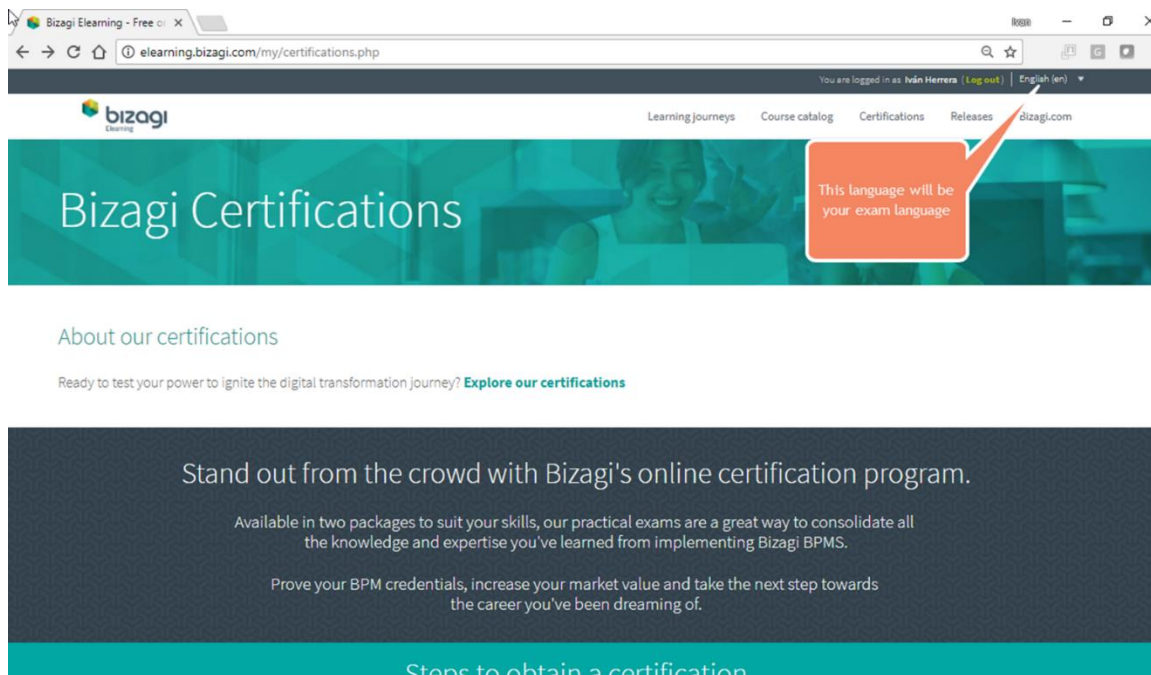
# Taking the Theoretical Online Exam

## 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](http://elearning.bizagi.com) site before starting the exam:



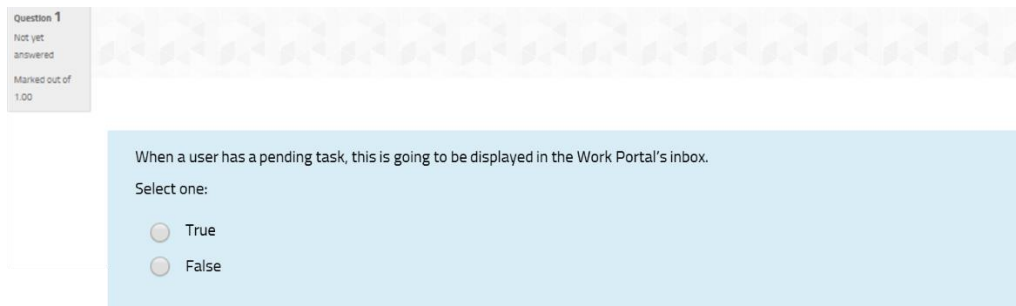
## Test Structure

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:

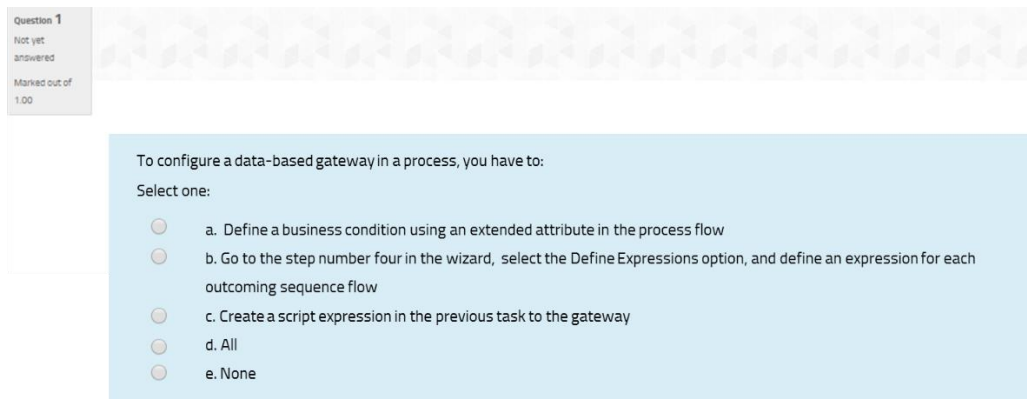


## 2. Multiple choice – single statement question

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:



## 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**.

# Taking the Practical Exercise

## Requirements

In the practical exercise, you need to automate a business scenario in Bizagi Studio using the last version available on our site; therefore, you need to install it considering the following requirements:

### Bizagi Studio Requirements

We recommend following the installation guide on the Help page:

### Quick Start Installation Setup

## Backup and Deliverables

At the end of the practical exercise, you need to send us the backup of your project (a file with .bak extension). We recommend reviewing the backup guide before you back up your project:

### SQL Server Backup and Restore

## 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](mailto:elearning@bizagi.com).

## Resources

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

# Practice test

## Question 1

Which statement(s) holds true for a Message task:

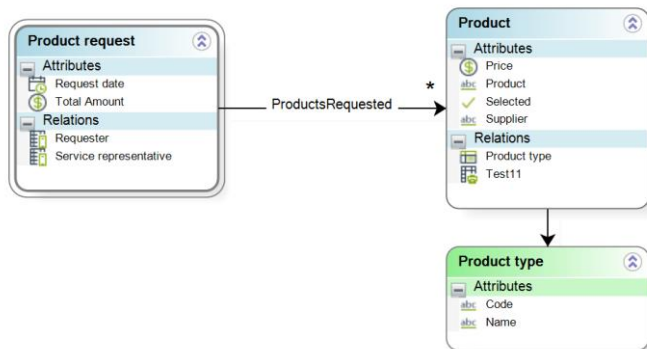
- i. Is used to send automatic emails
- ii. Is used to communicate independent processes
- iii. Has a sender and receiver that cannot be in the same pool
- iv. Is performed by users

Select one:

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

## Question 2

With reference to the following data model diagram:



Are these two expressions equivalent to calculate the total amount of all the products selected?

Expression 1

<sum(Productrequest.ProductsRequested[Selected = true].Price)>

Expression 2

<sum(Productrequest.ProductsRequested[Selected].Price)>

Select one:



- a. True
- b. False

### Question 3

Related to Stakeholders, which of the following statement(s) holds true:

- i. Is an entity Professionald with a group of knowledge workers
- ii. The Work Portal of this Stakeholder can be customized through Actions, Searches, My Stuff or Contexts
- iii. Is an entity whose relationship with the WFUSER entity is called ProfessionaldUser
- iv. Can be managed from the Work Portal: define the users who belong to this Stakeholder, and administer their properties

Select one:

- a. i and ii
- b. ii and iii
- c. ii
- d. None of the options
- e. All of the options

### Question 4

In the Work Portal, you can define Stakeholders' contexts and include actions within them.

Select one:

- a. True
- b. False

### Question 5

In a process, the amount of a request must be greater than zero (0) and less than a limit established by the company. How would you achieve this requirement?

Select one:

- a. Create an On Exit expression of the task where the amount requested is registered to validate if the amount is between zero and a vocabulary that retrieves the limit established by the company

- b. Create an On Save expression that assigns the amount of the request as the limit established by the company
- c. Define the default value of the control ProfessionalId with the amount requested using a constant vocabulary
- d. Create an On Enter expression of the task where the amount requested is registered to validate if the amount is between zero and a vocabulary that retrieves the limit established by the company

#### Answers

- 1. b
- 2. a
- 3. e
- 4. b
- 5. a