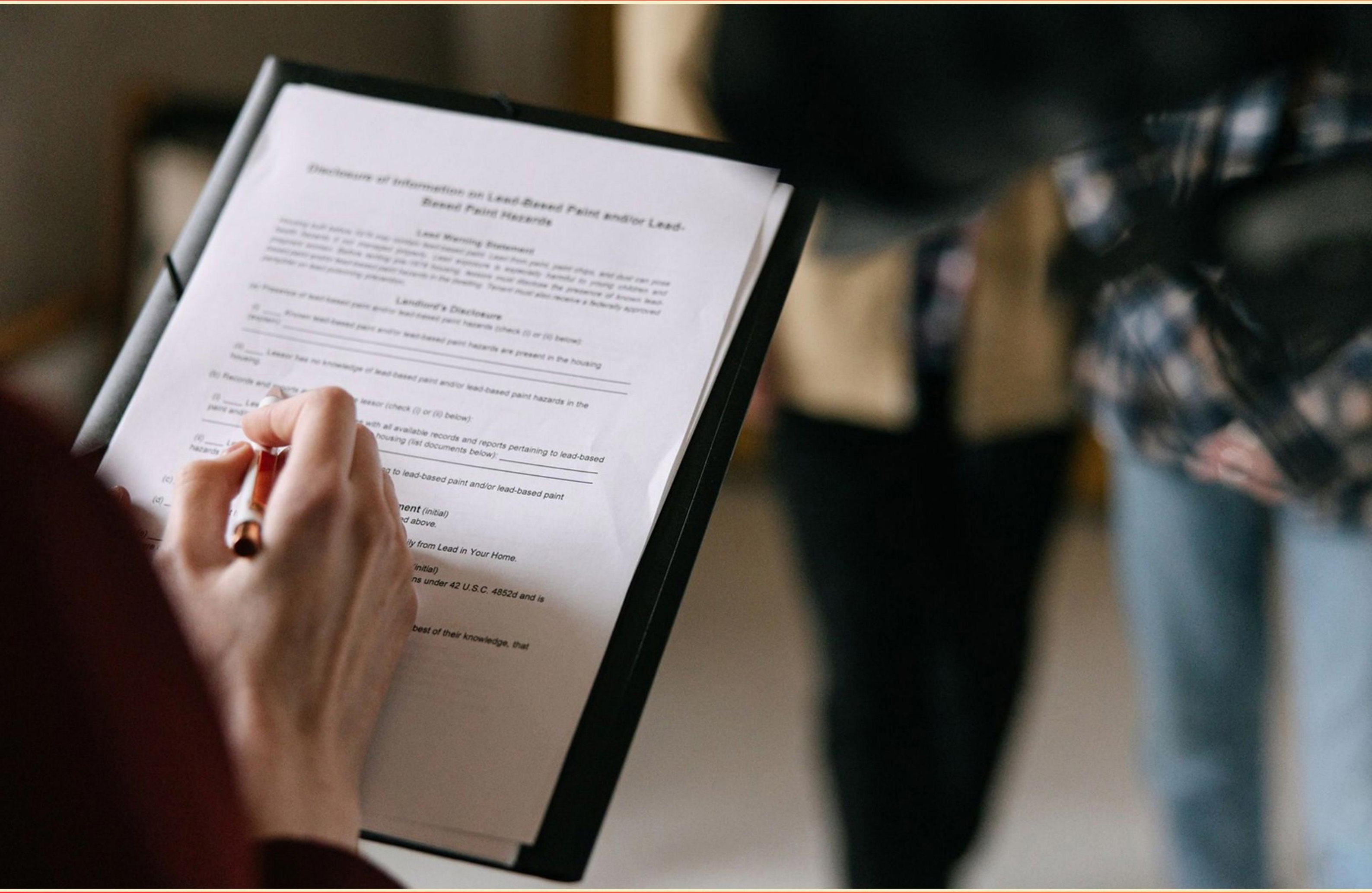
DOCUSIGN ORGANIZATION MANAGEMENT SPECIALIST PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

1. What happens when email notifications are enabled in DocuSign?

A. Users are informed about document statuses
B. Users receive weekly newsletters
C. Users are prompted to return documents
D. Users are automatically signed out

2. Which action can be completed by a DocuSign Settings administrator?

A. Link accounts to an organization
B. Add a new user
C. Edit a non-administrator user membership
D. Export user lists

3. How many accounts can be compared side-by-side at the same time?

A. One
B. Two
C. Three
D. Four

4. What should be done if an administrator cannot log in due to a change in their unique identifier?

A. Reset their password
B. Clear the Federated ID
C. Re-invite the user
D. Update the user profile manually

5. How can organizations manage document version control in DocuSign?

A. By deleting older versions permanently
B. By uploading new versions while maintaining records of previous versions
C. By manually tracking changes in a separate document
D. By using an external software for tracking

6. What is one action you can take on a pending invitation as another administrator?

A. Finalize the invitation

B. Delete the invitation

C. Share the invitation link

D. Activate the account

7. How do you create a new user in DocuSign?

A. By navigating to the Admin panel and accessing the billing section

B. By selecting Users in the Admin panel and adding a new user

C. By importing a list of users via emails

D. By contacting customer support

8. Can you reserve multiple sub-domains within a domain you already reserved without affecting DNS verification?

A. No, each sub-domain requires DNS verification

B. Yes, sub-domains can be claimed without additional DNS verification

C. You can reserve some sub-domains but not all

D. Only the main domain can be claimed without verification

9. What type of files are used to bulk update users in the organization?

A. Excel files

B. PPT files

C. Comma-separated values files

D. Text files

10. How can you find out how many envelopes were processed and how many were actually transferred to a target user?

A. Check the user settings page.

B. View the details of the transfer in the Envelope Transfer Logs.

C. Consult the account dashboard.

D. Review the activity notifications.

Answers

1. A
2. A
3. B
4. B
5. B
6. B
7. B
8. B
9. C
10. B

Explanations

1. What happens when email notifications are enabled in DocuSign?

A. Users are informed about document statuses

B. Users receive weekly newsletters

C. Users are prompted to return documents

D. Users are automatically signed out

When email notifications are enabled in DocuSign, users are informed about document statuses. This feature is crucial as it keeps all parties updated on the progression of documents throughout the signing process. For instance, whenever a document is viewed, signed, or completed by any participant, the system sends out notifications to ensure that everyone involved is aware of the current state of the document. This transparency helps streamline the workflow and enhances communication among users by providing timely updates without the need for manual follow-ups. The other options do not accurately reflect the functionality of email notifications in DocuSign. The platform does not send out weekly newsletters, prompt users to return documents, or automatically sign users out as a part of its notification system. The primary aim of email notifications is to notify users of actions taken on documents, thereby enhancing their ability to manage and track their engagements effectively.

2. Which action can be completed by a DocuSign Settings administrator?

A. Link accounts to an organization

B. Add a new user

C. Edit a non-administrator user membership

D. Export user lists

A DocuSign Settings administrator has a range of responsibilities that extend beyond basic user management. One of the primary actions they can take is linking accounts to an organization. This capability is crucial because it allows the administrator to associate individual DocuSign accounts with the broader organizational structure. By linking accounts, the administrator ensures that all users are tied to the organization, allowing for streamlined management of settings, compliance measures, and reporting features across the organization. This function also plays a significant role in enforcing governance policies, managing compliance, and maintaining a unified approach to document transactions within the organization. When accounts are linked correctly, it enhances overarching security within the organization by allowing the administrator to manage features and user permissions across all linked accounts efficiently. The other tasks mentioned, while important, pertain primarily to user management and individual settings that might not fall strictly within the higher-level organizational frameworks the administrator oversees, which are fundamental tasks for non-administrative roles rather than overarching administrative responsibilities.

3. How many accounts can be compared side-by-side at the same time?

A. One

B. Two

C. Three

D. Four

The correct answer is that you can compare two accounts side-by-side at the same time. This functionality is particularly beneficial for organizations that want to perform a detailed analysis of the differences and similarities between two accounts. By allowing the side-by-side comparison of two accounts, users can easily evaluate aspects such as permission settings, user roles, and other administrative configurations. The ability to visualize these elements together helps organizations streamline decision-making processes and optimize management strategies by providing a clear perspective on how the accounts differ and what changes may need to be implemented for consistency. In contrast, options like one account or three or four accounts do not provide the same level of comparative analysis, as they either limit the scope of the evaluation or exceed the capabilities of the system designed for this function. Therefore, the choice of comparing two accounts strikes the perfect balance for thorough analysis while maintaining simplicity.

4. What should be done if an administrator cannot log in due to a change in their unique identifier?

A. Reset their password

B. Clear the Federated ID

C. Re-invite the user

D. Update the user profile manually

If an administrator cannot log in due to a change in their unique identifier, the appropriate response is to clear the Federated ID. When a user's unique identifier changes, particularly in a federated login system, their existing login credentials tied to the old identifier may no longer function. Clearing the Federated ID allows the system to potentially recognize the updated unique identifier and enable the administrator to log in successfully. In this situation, updating the user profile manually or resetting the password might not resolve the issue if the account's structure fundamentally relies on the unique identifier for authentication. Re-inviting the user is also not necessary as it might not address the core issue related to the change in the unique identifier. Therefore, clearing the Federated ID directly addresses the login issue by re-establishing the connection between the administrator's identity and their access permissions.

5. How can organizations manage document version control in DocuSign?

A. By deleting older versions permanently

B. By uploading new versions while maintaining records of previous versions

C. By manually tracking changes in a separate document

D. By using an external software for tracking

Organizations can effectively manage document version control in DocuSign by uploading new versions of documents while maintaining records of previous versions. This method allows users to keep track of all changes made over time, ensuring that the history of document edits is preserved and easily accessible. By retaining previous versions, users can reference earlier content, compare changes, or revert to a previous version if necessary. This functionality is crucial for maintaining compliance and accuracy, particularly in environments where contracts and agreements may require revisions and audit trails. In contrast, permanently deleting older versions could lead to loss of important information, making it difficult to track the evolution of a document. Manually tracking changes in a separate document is less efficient and increases the possibility of human error, as changes may not be accurately recorded. Relying on external software for tracking introduces additional complexity and could lead to integration issues, potentially complicating the workflow. Thus, uploading new versions while keeping records of previous versions stands out as the most effective and efficient strategy for document version control in DocuSign.

6. What is one action you can take on a pending invitation as another administrator?

A. Finalize the invitation

B. Delete the invitation

C. Share the invitation link

D. Activate the account

One action you can take on a pending invitation as another administrator is to delete the invitation. When an invitation is pending, it typically means that the recipient has not yet acted on it. As another administrator, you have the ability to manage these invitations, including the option to remove them entirely. This can be useful in situations where there is a change in plans, the wrong person was invited, or the invitation is no longer necessary. Deleting the invitation can help maintain organizational clarity and ensure that only relevant users are being invited to join the platform. The other options represent actions that are not typically available to administrators for managing pending invitations. For instance, finalizing the invitation, sharing the invitation link, or activating the account are generally not permitted until the invitation has been accepted by the recipient.

7. How do you create a new user in DocuSign?

A. By navigating to the Admin panel and accessing the billing section

B. By selecting Users in the Admin panel and adding a new user

C. By importing a list of users via emails

D. By contacting customer support

To create a new user in DocuSign, the correct approach involves navigating to the Admin panel and selecting the Users section, where you can add a new user. This process allows for the direct management of user accounts within the DocuSign environment. When you access the Users section in the Admin panel, you are presented with options to create new user profiles, assign roles, and manage permissions effectively. This is an essential step in ensuring that your organization can securely manage its documents and workflow, as each user needs to have their own credentials and settings tailored to their responsibilities. The other options do not effectively lead to the creation of a new user. The billing section is focused on financial management, importing emails might pertain to bulk actions but does not directly allow for the addition of individual users through a guided interface, and contacting customer support typically addresses issues rather than facilitating user creation.

8. Can you reserve multiple sub-domains within a domain you already reserved without affecting DNS verification?

A. No, each sub-domain requires DNS verification

B. Yes, sub-domains can be claimed without additional DNS verification

C. You can reserve some sub-domains but not all

D. Only the main domain can be claimed without verification

The ability to reserve multiple sub-domains within a domain without requiring additional DNS verification is a feature designed to streamline the management of domains and their associated sub-domains. When you reserve a main domain, the initial DNS verification process establishes the ownership and control over that domain. This ownership extends to its sub-domains, allowing you to reserve them under the main domain without needing to go through the DNS verification process for each one individually. This means that after you have verified ownership of the primary domain, you can confidently reserve and manage as many sub-domains as needed without additional steps in terms of DNS verification. This setup is beneficial for organizations that may need to create several sub-domains quickly while ensuring that their verification process remains efficient. Other options suggest various limitations or requirements, which are not applicable when managing sub-domains under a verified main domain.

9. What type of files are used to bulk update users in the organization?

A. Excel files

B. PPT files

C. Comma-separated values files

D. Text files

The correct choice is the use of comma-separated values files (CSV files) for bulk updating users in the organization. CSV files are widely used because they offer a simple and effective way to manage large sets of data. They store tabular data in plain text, allowing for easy editing in spreadsheet applications like Excel or Google Sheets. When updating user information in bulk, organizations often utilize CSV files as they can accommodate multiple rows and columns of data, each representing different user attributes such as email addresses, user names, roles within the organization, and more. This format allows for efficient data manipulation and ensures that the information can be imported into systems without losing structural integrity. The other file types mentioned, such as Excel files, PowerPoint files, and text files, do not provide the same ease of integration for bulk operations. While Excel files can indeed contain similar data, they are not always compatible with the bulk upload processes used in many systems, as they may include additional formatting that a system cannot parse. PowerPoint files are designed for presentations and do not support data manipulation relevant to user management, and text files, though they can hold data, typically lack the structured format that CSV files offer, making them less ideal for bulk updates.

10. How can you find out how many envelopes were processed and how many were actually transferred to a target user?

A. Check the user settings page.

B. View the details of the transfer in the Envelope Transfer Logs.

C. Consult the account dashboard.

D. Review the activity notifications.

The best way to find out how many envelopes were processed and how many were actually transferred to a target user is to view the details of the transfer in the Envelope Transfer Logs. These logs provide a comprehensive record of all envelope transfers, including essential details such as the total number of envelopes processed and the specific envelopes that were successfully transferred. This information allows users to track the status of the envelopes accurately and ensures that they have a clear understanding of the transfer process. The other methods do not provide the same level of detailed insight into transfer specifics. User settings may offer some information about the configuration but lack the transactional details. The account dashboard presents an overview of account activity but is not focused on the specifics of envelope transfers. Lastly, activity notifications may alert users to changes but do not consolidate the comprehensive data regarding processed and transferred envelopes. Thus, the Envelope Transfer Logs are the designated source for detailed insights into envelope transfer activities.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://docusignorgmgmtspecialist.examzify.com

We wish you the very best on your exam journey. You've got this!