Free Questions for AD0-E908 by vceexamstest

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Question 1

Question Type: **MultipleChoice**

What is one of the primary benefits to setting up an automated proofing workflow instead of a basic workflow?

Options:

A- Read-only and Reviewer roles are automatically granted View access on the document if they had none previously

B- A series of review stages can be created with dependencies between stages

C- All required reviewers can access the proof immediately upon creation.

Answer:

B

Explanation:

One of the primary benefits of setting up an automated proofing workflow in Workfront, as opposed to a basic workflow, is the ability to create a series of review stages with dependencies between stages. This feature enhances the review process by:

Organizing Reviews: Multiple stages can be defined, ensuring that each stage is completed before the next begins, which helps maintain a structured and sequential review process.

Dependencies: Dependencies between stages ensure that proofs move through the review process in an orderly manner, with specific actions required at each stage.

Automation and Efficiency: Automating this process reduces the manual intervention needed, speeding up the overall proofing process and ensuring consistency across reviews.

This approach is highlighted in various user guides and advanced workflow setup training sessions for Workfront, emphasizing its efficiency and effectiveness in managing complex review processes.

Question 2

Question Type: **MultipleChoice**

Which Workfront objects can date effective billing rates be used with?

Options:

A- Job roles. Users. Groups.

B- Companies. Users. Job Roles

C- Users. Teams. Job Roles

Answer:

B

Explanation:

Date-effective billing rates in Workfront are applicable to the following objects:

Companies: Allows setting specific billing rates for different companies.

Users: Enables individual billing rates based on the user.

Job Roles: Provides the ability to define billing rates based on job roles, ensuring accurate billing for various roles within the organization.

These settings ensure that billing rates can be adjusted and applied accurately across various entities within Workfront, allowing for flexible and precise financial management. This information is confirmed in Workfront's advanced training documentation and usage guidelines for billing rates.

Question 3

Question Type: **MultipleChoice**

A project manager wants to track specific types of issues on a project along with additional custom fields for each type. What is one way to accomplish this requirement?

Options:

A- Create a custom Issue Type field and add display logic to the Issue View

B- Enable default issue types for Bug Reports. Change Requests. Issues, and Requests and add display logic for each type

C- Create a queue on the project and use queue topics to define the issue types and assign custom forms.

Answer:

C

Explanation:

Identify the Requirement: The project manager wants to track specific types of issues with additional custom fields for each type within a project.

Understanding Queues and Custom Forms in Workfront: Workfront allows the creation of queues to manage different types of requests or issues. Queue topics can be used to categorize these issues, and custom forms can be applied to capture additional information specific to each issue type.

Steps to Create a Queue with Custom Forms:

Navigate to the Project: Go to the project where you want to track specific issues.

Create a Queue: In the project settings, create a queue.

Define Queue Topics: Set up queue topics to represent the different types of issues (e.g., Bug Reports, Change Requests, etc.).

Assign Custom Forms: Create custom forms with the necessary fields for each issue type and assign them to the corresponding queue topics.

Implementation:

Setup Custom Fields: Ensure the custom fields on the forms are configured correctly to capture all required information.

Test the Queue: Test the queue by creating sample issues to ensure that the custom forms are working as expected for each issue type.

Question 4

Question Type: MultipleChoice

A project team has configured a Kanban board with columns for backlog, in progress, on hold, and completed statuses. The project manager wishes to automatically archive cards that have been closed for longer than two weeks.

What should the project manager change in order to make this happen?

Options:

A- Select Configure > select Cards and enable a two week Card Falloff for the Closed column.

B- Select the Closed column > select Edit and set Archive Limit to two weeks

C- Select the three ellipses next to the board name > select Archive and set for two weeks.

Answer:

A

Explanation:

Identify the Requirement: The project manager wishes to automatically archive cards that have been closed for longer than two weeks on a Kanban board.

Understanding Card Falloff in Workfront: Workfront allows for the configuration of automatic archiving (card falloff) based on the time a card has been in a specific column. This is useful for maintaining a clean and organized Kanban board.

Steps to Configure Card Falloff:

Navigate to the Board: Go to the Kanban board where the columns for backlog, in progress, on hold, and completed statuses are set up.

Access Configuration: Click on 'Configure' to access the board settings.

Select Cards: In the configuration settings, go to the 'Cards' section.

Enable Card Falloff: Enable the option for card falloff and set it specifically for the 'Closed' column. Set the falloff duration to two weeks.

Implementation:

Apply Settings: Save the configuration changes to ensure that cards in the Closed column will automatically archive after two weeks.

Monitor: Regularly check to ensure that the card falloff is functioning as expected and that closed cards are being archived after the specified time.

Question 5

Question Type: MultipleChoice

An admin-level user has created a group status for tasks in projects. The admin notices in testing that the custom task status is only available in some of the projects with assigned Marketing team members.

Why is the group status missing in some projects?

Options:

A- Projects with the missing group statuses have team members assigned that are not associated with the Marketing group

B- Settings in the project details have not been toggled on to allow the use of custom statuses on tasks within the project.

C- Group statuses are only available in projects associated with that group in the project details.

Answer:

C

Explanation:

Identify the Requirement: The admin notices that the custom task status is only available in some projects with assigned Marketing team members.

Understanding Group Statuses: Group statuses in Workfront are linked to specific groups and are only available in projects that are associated with those groups.

Review Project Details:

Check Project Association: Ensure that the projects where the status is missing are correctly associated with the Marketing group.

Update Project Details: If necessary, update the project details to associate them with the Marketing group. This will ensure that the custom group statuses are available.

Implementation:

Verify Group Settings: Confirm that the custom statuses are correctly set up for the Marketing group in the group settings.

Communicate with Users: Inform project managers and team members about the association requirements for using custom group statuses.

Question 6

Question Type: MultipleChoice

A customer wants to use custom statuses to move a project's tasks through different process stages. Not every user in the system needs to use these custom statuses.

What must an admin-level user do to support this customer requirement?

Options:

A- Create custom statuses associated with the users' Status Settings in their profile.

B- Create custom statuses in the Setup area for the Group associated with the projects.

C- Create a Group utilizing Agile functionality and custom statuses on the Storyboard

Answer:

B

Explanation:

Identify the Requirement: The customer wants to use custom statuses for project tasks, but not all users need to use these statuses.

Creating Custom Statuses:

Navigate to Setup: Go to the Setup area in Workfront.

Custom Statuses: Within the Setup area, select 'Statuses'.

Create New Status: Add new custom statuses that are relevant to the project's workflow stages.

Associating Custom Statuses with Groups:

Select Group: Identify the group associated with the projects that need these custom statuses.

Assign Statuses to Group: In the Group settings, assign the newly created custom statuses. This ensures that only users within this group will have access to and can use these statuses.

Implementation and Training:

Communicate with Users: Inform the relevant users about the new custom statuses and how they will be used within their projects.

Provide Training: Offer training to ensure users understand how and when to use the custom statuses appropriately.

Question 7

Question Type: MultipleChoice

What are two differences between an issue and a task? (Choose two.)

Options:

A- Tasks can only be created on projects; issues can be created on projects and tasks.

B- Tasks can be created by anyone assigned to the project; issues can only be created by the Project Owner

C- Tasks represent planned work; issues represent unplanned work.

D- Tasks can have associated constraints; issues can have associated predecessors.

Answer:

A, C

Explanation:

Identify the Requirement: The differences between tasks and issues need to be clarified.

Understanding Tasks and Issues in Workfront:

Tasks: Represent planned work and are created within projects. They have specific start and end dates, assigned resources, and dependencies.

Issues: Represent unplanned work that arises and needs to be addressed. Issues can be created within projects or as standalone items and often require immediate attention.

Key Differences:

Creation:

Tasks: Can only be created within the context of a project. They are part of the project's planned workflow and structure.

Issues: Can be created within projects or attached to tasks. They provide a way to log unplanned work or problems that need resolution.

Nature of Work:

Tasks: Represent planned, scheduled work that follows the project timeline and milestones.

Issues: Represent unplanned, often urgent work that needs to be addressed outside of the planned workflow.

Question 8

Question Type: MultipleChoice

A Workfront Admin has a request to set up an Automated Workflow Template. How can they ensure the design team can view the new templates?

Options:

A- Do nothing, the new Automated Workflow template is shared by default

B- Share the new Automated Workflow template with the Group

C- Share the new Automated Workflow template with the Design Team

Answer:

C

Explanation:

Identify the Requirement: The admin needs to set up an Automated Workflow Template and ensure that the design team can view the new templates.

Understanding Sharing Mechanisms in Workfront: Workfront allows administrators to share templates, projects, and reports with specific users or groups to ensure visibility and collaboration.

Creating the Automated Workflow Template:

Navigate to Templates: In Workfront, go to the Templates section.

Create New Template: Select the option to create a new workflow template.

Define Workflow: Set up the workflow steps, including tasks, approvals, and dependencies, as required for the design team's processes.

Save the Template: Ensure the workflow template is saved correctly in the system.

Sharing the Workflow Template:

Select the Template: Go to the created workflow template in the Templates section.

Share with Design Team: Use the sharing options to specifically share the template with the Design Team group. This ensures that only the design team has access to the new workflow template.

Set Permissions: Define the level of access the design team will have, such as view, edit, or manage permissions.

Communication and Training:

Notify the Design Team: Inform the design team about the new workflow template and how they can access and use it.

Provide Training: Offer training sessions or materials to help the design team understand how to use the new automated workflow template effectively.

Question 9

Question Type: MultipleChoice

A client requires that employees account for any "breaks" during their day in order to report on utilization. How would a System Administrator configure this requirement?

Options:

A- Create an option for Users to comment on their weekly Timesheet for total 'Break* time.

B- Create a 'Break' General Hour Type to the User's Timesheet Profile.

C- Create a 'Break' Timesheet Profile and assign all Users.

Answer:

B

Explanation:

Identify the Requirement: The client needs to track 'breaks' during the employees' workday to report on utilization. This requires a way for employees to log their break times accurately.

Understand Workfront's Time Tracking Capabilities: Workfront allows the creation of different hour types which can be assigned to timesheets. This flexibility helps in categorizing time entries for various activities, such as work, meetings, training, and breaks.

Creating a 'Break' General Hour Type:

Navigate to Setup: As a system administrator, go to the Setup area in Workfront.

Access Hour Types: Under the 'Timesheets & Hours' section, select 'Hour Types'.

Add New Hour Type: Click on the option to add a new hour type.

Define Hour Type: Name the new hour type as 'Break'. You can provide a description for clarity. This will help users understand that this category is specifically for logging break times.

Save the Hour Type: Ensure to save the new hour type so that it becomes available for timesheet entries.

Assigning the 'Break' Hour Type to User's Timesheet Profile:

Navigate to User's Profile: Go to the user's profile settings.

Edit Timesheet Profile: Within the profile, locate the section for timesheet settings.

Add Hour Type: Include the newly created 'Break' hour type to the list of available hour types that users can select when logging their hours.

Save Changes: Ensure that all changes are saved so users can start using the 'Break' hour type in their timesheets.

Implementation and Training:

Communicate with Users: Inform users about the new 'Break' hour type and provide instructions on how to log their break times in their timesheets.

Monitor Utilization: Track the usage of the new hour type to ensure that it is being utilized correctly and effectively for reporting purposes.