Adobe AD0-E908 Practice Questions

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Question 1

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 2

Question Type: MultipleChoice

A project manager is reviewing an issue with a document attached The manager notices that the issue is connected to the wrong project What will happen to the document when the issue is moved to the correct project?

Options:

A- The document is copied to the new issue, leaving the original on the project.
B- The document and any approvals associated with the document will move along with the new issue.
C- The document will not move to the new issue.

Answer:

B

Explanation:

When an issue with a document attached is moved to a different project in Adobe Workfront, the document and any approvals associated with it will also move to the new project along with the issue. This ensures that all related information and approvals are retained and correctly associated with the issue in its new context.

Move the Issue:

Navigate to the issue that needs to be moved.

Select the option to move the issue to another project.

Verify Document Movement:

After moving the issue, check the new project to ensure the document is correctly associated with the issue.

Verify that any approvals linked to the document are also moved and remain intact.

This behavior is confirmed in the Workfront documentation and issue management training guides, which explain how documents and approvals are handled when moving issues (Workfront Training Deck - Worker 2.15.23).

Question 3

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 4

Question Type: MultipleChoice

A system administrator is asked to share a financial report with internal users in the system.

The system also has external vendors within it who should not see the financial report.

What should the system admin do?

Options:

A- Check the 'Share System-wide' checkbox on the report with limitations to the primary company.
B- Give view access to the report to the people within the primary company in Adobe Workfront
C- Check the 'Share System-wide' checkbox on the report and remove the external users

Answer:

B

Explanation:

Objective: Share a financial report with internal users while preventing external vendors from viewing it.

Steps:

Step 1: Open the financial report settings in Workfront.

Step 2: Configure sharing settings to give view access only to users within the primary company.

Question 5

Question Type: MultipleChoice

What is a requirement when creating a chart in a report?

Options:

A- At least one grouping must be defined.
B- The Advanced Options on a column must be set to aggregate
C- Charts can be created without any prerequisites.

Answer:

A

Explanation:

When creating a chart in an Adobe Workfront report, a key requirement is that at least one grouping must be defined. This is necessary because the chart needs a way to organize and display the data visually, and groupings provide the categories or series that the chart will use to aggregate and represent the data.

Open Report Builder:

Navigate to the Reports area and create a new report or edit an existing one.

Define Grouping:

Go to the 'Grouping' tab within the report builder.

Add at least one grouping to categorize the data. This could be based on any field relevant to the data you are reporting on, such as project status, task owner, etc.

Create Chart:

After defining the grouping, switch to the 'Chart' tab.

Select the type of chart you want to create (e.g., bar chart, pie chart).

Configure the chart settings, ensuring that the defined grouping is used for the chart's series or categories.

Save the Report:

Save the report to ensure that the chart is correctly configured and displayed based on the defined grouping.

This requirement is covered in the Workfront documentation and training materials that explain the prerequisites for creating charts in reports (Webinar - Admin Essentials - User Experience - Apr 27, 2022).

Question 6

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 7

Question Type: MultipleChoice

On which types of objects can time be recorded in Workfront?

Options:

A- Tasks. Timesheets and Documents
B- Portfolios, Tasks and Issues
C- Projects. Tasks and Issues

Answer:

C

Explanation:

In Adobe Workfront, time can be recorded on Projects, Tasks, and Issues. This flexibility allows users to track time spent on various types of work items, providing comprehensive time management and reporting capabilities.

Record Time on Projects:

Navigate to a project.

Click on the 'Hours' tab.

Enter the time spent on the project.

Record Time on Tasks:

Navigate to a task within a project.

Click on the 'Hours' tab.

Enter the time spent on the task.

Record Time on Issues:

Navigate to an issue within a project.

Click on the 'Hours' tab.

Enter the time spent on the issue.

The processes for recording time on various objects are detailed in the Workfront time-tracking documentation and training materials (Advanced Reporting - Monique Evans - Code Snippet - June 2, 2020).

Question 8

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 9

Question Type: MultipleChoice

The creative services team often completes continuing education courses or specific certifications to expand their skillset. These hours are not linked to a specific project. They have asked the system administrator to create an hour type that will appear on their timesheet.

What are two steps the system administrator would take to create a new hour type named Training and Certifications? (Choose two.)

Options:

A- Set the hour type as 'General*

B- Associate the hour type with the creative services team

C- Create a non-billable project to capture logged time

D- Uncheck the box 'Count as Revenue'

Answer:

A, D

Explanation:

To create a new hour type named 'Training and Certifications' for the creative services team, the system administrator would need to take the following steps:

Navigate to Hour Types:

Log into Adobe Workfront as an administrator.

Go to the Setup area by clicking on the Setup link in the upper-right corner.

Under the 'Timesheets & Hours' section, click on 'Hour Types'.

Create a New Hour Type:

Click the 'New Hour Type' button to create a new hour type.

In the Name field, enter 'Training and Certifications'.

Set the Hour Type as General:

In the Hour Type settings, ensure that the 'General' option is selected. This ensures that the hour type is general and not tied to specific billing or project-related activities.

Select ''General'' from the available options. This categorizes the hours as non-specific to a particular project or client work.

Uncheck the 'Count as Revenue' Box:

There is an option labeled 'Count as Revenue' which, if checked, considers the hours logged under this type as billable revenue. Since training and certifications are not revenue-generating activities, this box should be unchecked.

Ensure that the 'Count as Revenue' box is unchecked to prevent these hours from being considered billable.

Save the New Hour Type:

After configuring these settings, click 'Save' to create the new hour type.

Ensure all necessary details are correct and then save the new hour type.

These steps will create a new hour type named 'Training and Certifications' that appears on timesheets, allowing the creative services team to log hours for their training and certification activities.

The steps for creating and configuring hour types can be found in the 'System Admin Essentials' section of Workfront documentation and training materials, which cover detailed administrative tasks (Webinar - Admin Essentials - User Experience - Apr 27, 2022).

Question 10

Question Type: MultipleChoice

Which two objects can an issue be converted to? (Choose two.)

Options:

A- Task
B- Update
C- Project
D- Request

Answer:

A, C

Explanation:

Converting an issue to a task:

Issues can be converted into tasks within a project. This allows for better tracking and management of the work required to resolve the issue.

Converting an issue to a project:

Issues can also be converted into standalone projects. This is useful when an issue requires a series of tasks and resources that warrant its own project structure.

Question 11

Question Type: MultipleChoice

A project manager wants to use Portfolios and Programs to organize projects. What two considerations would apply when using these objects? (Choose two.)

Options:

A- Projects can be associated with a multiple Programs and Portfolios
B- Programs are containers for Portfolios
C- Portfolios are containers for Programs
D- Projects must be assigned to a Program before they can be associated with a Portfolio
E- Projects can be associated with only one Program or Portfolio

Answer:

C, E

Explanation:

When organizing projects using Portfolios and Programs in Adobe Workfront, two key considerations apply:

Portfolios are containers for Programs: This means that programs are organized within portfolios, and a portfolio can contain multiple programs. This hierarchical structure helps in managing and aligning various programs under broader strategic initiatives represented by portfolios.

Projects can be associated with only one Program or Portfolio: A project can be linked to a single program and, by extension, to the portfolio containing that program. This ensures clarity in project alignment and reporting within the organizational structure.

Reference

These considerations are discussed in the Workfront training materials and documentation, which explain the hierarchical relationships and constraints for using portfolios and programs to organize projects.

Question 12

Question Type: MultipleChoice

A client wants a Triage team to review requests as they are submitted to a request queue and convert the requests into projects using a template. Which would ensure a successful conversion of a Request to a Project creation?

Options:

A- Triage team is part of the routing rule on the request queue They have 'view' access on the applicable Templates
B- Triage team has 'view' access to the request queue and the Portfolio for the applicable Templates.
C- Triage team is part of the routing rule on the request queue They have 'view' access for project sharing on the applicable Templates.

Answer:

A

Explanation:

For the successful conversion of requests to projects using a template, it is essential that the Triage team is properly set up in Workfront. Specifically:

Part of the Routing Rule: The Triage team must be included in the routing rule on the request queue. This ensures that the requests are directed to them for review.

View Access on Templates: The Triage team needs to have 'view' access to the applicable templates. This access allows them to utilize the templates when converting requests into projects.

Reference

Workfront documentation on setting up request queues and routing rules highlights the importance of including the correct teams and assigning appropriate access rights.

Question 13

Question Type: MultipleChoice

Several team managers within an organization have complained to the system administrator that they have no visibility of what their team's are working on in Workfront. They regularly have to ask for projects to be shared with them to gain visibility of their teams workload which is creating a barrier to collaboration

What action would the administrator take to address this?

Options:

A- Team Managers should be given System Administrator access so that they can view all items in Workfront for their team.

B- The access level for project owners should be updated to automatically grant their team manager view access when a project is created

C- Team Managers across the organization should be given view access to all Project Templates in the system.

Answer:

B

Explanation:

To address the visibility issue for team managers:

Update Access Levels: The system administrator should configure the access level settings for project owners to automatically grant view access to their team managers upon project creation. This ensures that team managers have immediate visibility into all projects their teams are working on without the need for manual sharing.

Streamline Collaboration: By automating this process, it eliminates the need for team managers to request access manually, thereby improving collaboration and reducing administrative overhead.

Reference

Workfront's best practices on managing access levels and permissions provide guidelines for configuring automatic access to enhance collaboration.