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Question 1

Question Type: MultipleChoice

In which scenario would an administrator use a request queue to resolve a business need?

Options:

A- Reviewers need a way to accept changes to work in progress.

B- A larger team needs a way to approve timesheet requests.

C- A team needs to control the flow of work requests into the department.

Answer:

C

Explanation:

Request queues in Adobe Workfront are particularly useful for managing the intake of work requests into a department. By setting up a request queue, a team can standardize the process for receiving, evaluating, and assigning incoming requests. This helps in ensuring that all requests are handled consistently and efficiently, prioritizing and delegating work based on the team's capacity and current workload.

Reference

The usage of request queues for managing work intake is a common practice outlined in Workfront training materials and is emphasized in several case studies and user guides provided by Adobe.

Question 2

Question Type: MultipleChoice

Dashboards are a quick way to access information in reports, calendars, and from external pages. Which constraints apply to the creation of dashboards?

Options:

A- Dashboard layouts cannot be customized when multiple object types are present

B- Before creating the dashboard, at least one of the report objects of the destination dashboard must already be created.
C- When creating reports for use in dashboarding, ensure that the reports are shared with the intended audience.

Answer:

C

Explanation:

Create the report:

Ensure that the reports intended for use in dashboards are created beforehand and contain the necessary data.

Share with intended audience:

It is crucial to share these reports with the relevant users or groups to ensure that they can access the information within the dashboards.

Question 3

Question Type: MultipleChoice

A system administrator is using Dashboards to streamline how teams see and complete their work. What are two best practices to accomplish this in Workfront? (Choose two.)

Options:

A- Add a dashboard as a widget in Home
B- Make a dashboard the landing page for users
C- Add dashboards to tasks and issues
D- Add dashboards to a layout template
E- Embed a dashboard into a request queue

Answer:

B, D

Explanation:

Make a dashboard the landing page for users:

This practice ensures that users are immediately presented with the most relevant information when they log in to Workfront. It enhances user engagement by providing quick access to important metrics and tasks.

Add dashboards to a layout template:

Including dashboards in layout templates customizes the user interface for different roles or teams, ensuring that users see the most relevant information. This approach helps in driving user adoption by simplifying navigation and focusing on key metrics.

Question 4

Question Type: MultipleChoice

A team has just created a new project template. Before making the template active, the team needs to ensure that users have access to use the template and the projects created from the template.

Which two items must be configured to achieve this requirement? (Choose two.)

Options:

A- Project Sharing
B- Template Sharing
C- Template Group
D- Team Sharing

Answer:

A, B

Explanation:

Objective: Ensure users have access to use a new project template and the projects created from it.

Configuration Steps:

Step 1: Configure Project Sharing

Step 2: Configure Template Sharing

Question 5

Question Type: MultipleChoice

Which reporting element has an option of conditional formatting?

Options:

A- Grouping

B- View

C- Filter

Answer:

B

Explanation:

Conditional formatting in Workfront reports is an option available primarily in Views. This feature allows users to apply formatting rules to report data based on certain conditions.

Navigate to Report Builder:

Go to the Reports area and open or create a report.

Click on the 'View' tab in the report builder.

Apply Conditional Formatting:

In the View tab, you can add columns and set up conditional formatting rules.

Use the 'Add a Rule' option to specify conditions under which the formatting should be applied.

Set Conditions:

Define the conditions (e.g., if the value in a column is greater than a certain number, apply a specific color or style).

Save the View:

Save the view with the applied conditional formatting.

Detailed instructions on applying conditional formatting in views can be found in the Workfront documentation and advanced reporting presentations (Advanced Reporting - Monique Evans - Code Snippet - June 2, 2020).

Question 6

Question Type: MultipleChoice

A customer has a set of users who need to review and approve proof assets associated with projects. The approvals always need to route to the users' team for feedback before being sent to their manager.

What needs to be set up in the system to support this consistent review and approval process?

Options:

A- Create an automated workflow template with two stages for the team and manager to be used with uploaded assets

B- Create a global two-stage approval process with the team and manager added in separate stages

C- Create a proof approval associated to a task in the project template assigned to the team and manager

Answer:

A

Explanation:

Objective: Set up a consistent review and approval process where the approvals are first routed to the users' team and then to their manager.

Workflow Setup:

Step 1: Create an automated workflow template within Workfront.

Step 2: Define two stages in the workflow template:

Stage 1: Approval by the team members.

Stage 2: Approval by the manager.

Step 3: Apply this workflow template to the uploaded proof assets.

Question 7

Question Type: MultipleChoice

A marketing agency uses Workfront to plan and execute projects for their clients. Each project is associated with a Portfolio to represent the client and a Program to represent the year that the work was completed. A team leader has asked for a list report that shows the actual revenue for each Project and the total actual revenue for each client.

How would a Workfront Developer achieve this?

Options:

A- Create a project report and add actual revenue as a column to the report review, set to summarize by sum. Apply a grouping to the report to group by portfolio name

B- Create a project report and add actual revenue as a column to the report review and set to summarize by count. Apply a grouping to the report to group by portfolio name

C- Create a project report and add actual revenue as a column to the report review. Apply a grouping to the report to group by portfolio name.

Answer:

A

Explanation:

Create a project report:

Navigate to the Reports area in Workfront and select the option to create a new project report.

Add actual revenue as a column:

In the report configuration, add a new column and select the field for actual revenue.

Set this column to summarize by sum to calculate the total revenue for each project.

Apply grouping by portfolio name:

To aggregate the revenue by client, group the report by the portfolio name. This ensures that all projects under the same client are summarized together.

Question 8

Question Type: MultipleChoice

A project manager has left the company.

What should the system administrator do to free up their license type while maintaining historical information in Workfront?

Options:

A- Delete the user and select option to retain their work

B- Deactivate the user to avoid loss of data

C- Reassign the license from their access level

Answer:

B

Explanation:

Deactivate the user to avoid loss of data:

Deactivating the user keeps all historical data intact while freeing up their license for reassignment. This method ensures that the user's contributions and project histories remain accessible for reporting and auditing purposes.

Question 9

Question Type: MultipleChoice

A system administrator has been asked to onboard several external agencies into Workfront. Each agency should have the ability to interact and collaborate with users from the core organization and their own, however they should not be able to view or interact with users from other agencies.

What configuration should be applied to meet this requirement?

External Agencies should be set up under their own Groups and Teams.

Options:

A- Objects within Workfront should be shared with the relevant agency Group or Team only when required.
B- External Agencies should be set up under their own Companies and Groups O A new access level should be created with additional restrictions set to view only Companies they belong to and never inherit document access from projects, tasks, requests, etc.
C- External Agencies should be set up under their own Companies and Groups. 9 A new access level should be created with additional restrictions set to only view users from the primary Company, their Company and view only Companies and Groups they belong to.

Answer:

C

Explanation:

Objective: Configure Workfront to allow external agencies to collaborate with the core organization while restricting interaction between different external agencies.

Configuration Steps:

Step 1: Set up each external agency under their own Companies and Groups.

Step 2: Create a new access level with additional restrictions:

Restrict view: Configure the access level so users can only view other users from their primary Company and Group.

No inherited document access: Ensure they do not inherit document access from projects, tasks, or requests they are not directly involved in.

Question 10

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.