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QUESTIONS & ANSWERS
DEMO VERSION
(LIMITED CONTENT)

Question 1

A manager needs to create a Request queue that tracks requests for Creative assets and Website changes, and assigns the requests to different teams for follow-up.

Which steps must be completed to meet this need?

Options:

A- Create two Routing Rules Create two Topic Groups Assign Routing Rules to respective Topic Groups
B- Create two Routing Rules m Create two Queue Topics
Assign Routing Rules to respective Queue Topics
C- Create two Topic Groups Create two Queue Topics Assign Queue Topics to respective Topic Groups

Answer:

B

Explanation:

Objective: Track requests for creative assets and website changes and assign them to different teams.

Steps:

Step 1: Create two separate routing rules, one for creative assets and one for website changes.

Step 2: Create two queue topics corresponding to the types of requests.

Step 3: Assign each routing rule to the respective queue topic.

Question 2

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 3

Question Type: MultipleChoice

An Adobe Workfront System Administrator has been asked to configure timesheet profiles that generate automatically and are sent to managers for approval.

Which two elements of timesheet profiles need to be configured to accomplish this accurately? (Choose two.)

Options:

A- Specify time interval of automatic timesheet generation (i.e., weekly)
B- Set approver field to Their Manager'
C- Provide detailed description of the timesheet profile
D- Specify projects to appear on the timesheet

Answer:

A, B

To configure timesheet profiles that generate automatically and are sent to managers for approval, the system administrator needs to:

Specify Time Interval: Define the time interval for automatic timesheet generation, such as weekly. This setting ensures that timesheets are created at regular intervals without manual intervention.

Set Approver: Set the approver field to 'Their Manager.' This configuration ensures that the timesheets are automatically routed to the respective managers for approval.

Reference

Workfront's timesheet profile setup documentation provides detailed steps for configuring automatic timesheet generation and approval workflows.

Question 4

Question Type: MultipleChoice

Which two actions are necessary for a request queue to be visible in the system? (Choose two.)

Options:

A- Check the box to publish as a help request queue
B- Add a routing rule to the queue details
C- Indicate the default fields to be shown on all requests
D- Ensure that the queue project is within a status that equates to Current

Answer:

A, D

Explanation:

Objective: Make a request queue visible in the system.

Necessary Actions:

Action 1: Check the box to publish as a help request queue. This action makes the queue available for users to submit help requests.

Action 2: Ensure that the queue project is within a status that equates to Current. This ensures the project is active and visible to users.

Question 5

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 6

Question Type: MultipleChoice

Aside from predecessors, resource manager assignments, and system administrator settings, what are three prerequisites for using the Resource Planner and Workload Balancer? (Choose three.)

Options:

A- Job Roles assigned to Tasks

B- Task Planned Hours greater than zero

C- Task Durations greater than zero

D- Schedules added to templates

E- Time off logged in User Schedules

Answer:

A, B, C

Explanation:

Objective: Identify prerequisites for using the Resource Planner and Workload Balancer.

Prerequisites:

Prerequisite 1: Job Roles assigned to Tasks

Prerequisite 2: Task Planned Hours greater than zero

Prerequisite 3: Task Durations greater than zero

Question 7

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.

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