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Question: 1

Which strategies can help reduce user resistance during a Workfront implementation?
(Select two.)

Response:

- A. Involving key stakeholders early in the process
- B. Forcing all users to adopt the system immediately without training
- C. Communicating the benefits of the new system clearly
- D. Disabling advanced features for all users

Answer: A,C

Question: 2

How can a user quickly identify the latest version of a document in Workfront?

Response:

- A. By filtering documents by upload date.
- B. By checking the "Latest Version" label in the document view.
- C. By reviewing the document proofing history.
- D. By accessing the archived folder.

Answer: B

Question: 3

What feature allows a project manager to track changes in project scope effectively?

Response:

- A. Issue logs
- B. Change request forms
- C. Resource planner
- D. Baseline snapshots

Answer: D

Question: 4

How can an administrator ensure certain fields in a custom form are only visible to specific users?

Response:

- A. Apply sharing permissions
- B. Use calculated fields
- C. Modify task constraints
- D. Set conditional visibility rules

Answer: D

Question: 5

What factors should be considered when managing access permissions?

(Select two.)

Response:

- A. User's group and team assignments
- B. Workfront system status hierarchy
- C. Active projects in the portfolio
- D. External storage configurations

Answer: A,B

Question: 6

Which elements can be configured to customize task dependencies in project initiation?

(Select two.)

Response:

- A. Role-based assignments
- B. Task predecessors
- C. Task constraints
- D. Group-level sharing permissions

Answer: B,C

Question: 7

Which features help manage dependencies in a custom form?
(Select two.)

Response:

- A. Task constraints
- B. Predecessors
- C. Conditional logic
- D. Calculated fields

Answer: C,D

Question: 8

What data can be tracked using the resource planner?
(Select two.)

Response:

- A. Actual hours worked
- B. Planned hours
- C. Risk scores
- D. Allocation percentages

Answer: B,D

Question: 9

A client requests a setup where only specific team members can access financial data on a custom form.
How can this be achieved?

Response:

- A. Create a separate project template with restricted permissions
- B. Use calculated fields to display financial data only when certain criteria are met
- C. Set conditional visibility rules for the financial fields
- D. Apply user-level permissions to individual tasks

Answer: C

Question: 10

A business analyst is tasked with implementing a financial workflow for a Workfront instance. They must ensure accuracy and streamline approvals. What steps should they prioritize?

Response:

- A. Configure custom forms with financial fields and set up approval workflows
- B. Use prebuilt templates without modifications
- C. Disable user access to financial data
- D. Export financial data to spreadsheets for manual approval

Answer: A



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