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Adobe Workfront Core Developer Professional

Adobe AD0-E908

Version Demo

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Topic Break Down

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Topic 1, Workfront Setup	62
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QUESTION NO: 1

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?

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:

Share the new Automated Workflow template with the Design Team. Automated Workflow templates are reusable proof-review workflow configurations, but creating one does not automatically make it available to every person who might need it. The administrator must explicitly grant access to the relevant Workfront audience. Sharing the template with the Design Team gives the members of that team visibility to select and use the template when applying an automated workflow to a proof, while retaining control over who can access the workflow configuration.

This approach also supports maintainable administration: a team is a suitable sharing target when the intended users perform a common function, such as design review. Administrators can manage membership in the Design Team over time rather than repeatedly sharing the template with each individual user. Adobe's documentation describes sharing an automated workflow template with users, groups, teams, or companies, and teams are therefore an appropriate mechanism for making a template available to the designated design users. See Create an automated workflow template and Share an automated workflow template.

QUESTION NO: 2

A system administrator is using layout templates to optimize the user experience in Workfront. What two best practices should be considered to help drive adoption? (Choose two.)

A. Include all possible menu options to promote additional functionality

B. Create a different layout template specific to each job role and schedule in Workfront

C. Create layout templates for sets of users, not individuals

D. Keep layout templates as simple as possible by managing menu options

E. Create as many layout templates as possible to set up for growth and expansion

ANSWER: C D

Explanation:

Creating layout templates for sets of users, not individuals, is a scalable way to provide a consistent and relevant Workfront experience. Administrators can associate a layout template with users who share a role, team, group, or common work needs, rather than maintaining separate configurations for every person. This reduces administrative overhead and ensures that changes to navigation, visible areas, and interface settings can be delivered consistently to the appropriate audience. It also supports adoption because users with similar responsibilities encounter the same streamlined workspace and can more easily follow shared processes and training.

Keeping layout templates as simple as possible by managing menu options helps users focus on the Workfront capabilities they actually need. Layout templates allow administrators to customize which areas and menu items are available for particular users. Reducing unnecessary navigation choices makes the interface less overwhelming, shortens the path to common tasks, and reinforces role-appropriate workflows. A deliberately focused layout is easier for users to learn and supports a clearer, more efficient daily experience. Adobe documents layout templates as the mechanism for customizing the Workfront interface and applying those settings to users: Create and manage layout templates and Customize layout templates.

QUESTION NO: 3

The Adobe Workfront plugin for Creative Cloud allows creatives to collaborate with teams in Workfront without leaving their creative tool of choice. Creatives can find their tasks, view project information, mark work complete, upload documents and manage notifications.

What two other Workfront functions can creatives perform through the plugin? (Choose two.)

A. Delegate approvals

B. Convert tasks to projects

C. Log time on work

D. Upload basic and automated proofs

E. Log personal time off

ANSWER: C D

Explanation:

Log time on work is available in the Adobe Workfront plug-in for Creative Cloud, enabling a creative to record hours against the Workfront task while working in a supported Creative Cloud application. The recorded hours are associated with the task in Workfront, supporting project tracking, time reporting, and visibility into the effort spent on assigned work without requiring the user to leave the creative application.

Upload basic and automated proofs is also supported through the plug-in's document-upload and proofing workflow. A creative can upload the asset being produced from within the Creative Cloud application and use Workfront proofing capabilities to initiate review. This allows review participants to access the uploaded creative asset in Workfront, provide comments and decisions, and follow the configured proofing process. Basic proofs support straightforward review needs, while automated proofs can apply a defined workflow to route review and approval activity appropriately.

These capabilities extend the plug-in beyond task status updates and document storage: they connect in-application creative production to Workfront's time-management and review-and-approval processes. Adobe's Workfront documentation for the Creative Cloud integration and proofing features is available at Adobe Experience League and Workfront proofing overview.

QUESTION NO: 4

When someone who is named as the Default Assignee in a routing rule has their account deactivated, how does Adobe Workfront route requests?

A. Requests will be routed to the default assignee's manager.

B. Requests will continue to be routed to the deactivated account.

C. Requests will be routed to another user with the same role.

ANSWER: B

Explanation:

Requests will continue to be routed to the deactivated account. In Workfront, a routing rule stores the configured Default Assignee as part of the rule definition. Deactivating a user does not automatically revise routing-rule configuration or substitute another person, team, role, or manager. Consequently, when the rule's conditions are met, Workfront continues to apply that stored default-assignee setting to newly submitted requests until an administrator or queue manager updates the routing rule.

This behavior is important during offboarding: deactivating a user prevents normal user access, but it is not a replacement for reviewing ownership and assignment-related configuration. Administrators should identify request queues and routing rules that name the departing user, then explicitly select an appropriate active default assignee or other supported assignment target. That deliberate update ensures incoming requests reach the intended operational owner and are visible in the appropriate workload process. Adobe's routing-rule documentation describes the Default Assignee as a configurable routing-rule setting, while its user-deactivation guidance explains that deactivation is an account-status action requiring administrators to manage the user's associated work and configuration as needed. See Adobe's routing-rule documentation and Adobe's user deactivation documentation.

QUESTION NO: 5

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

A. Job roles. Users. Groups.

B. Companies. Users. Job Roles

C. Users. Teams. Job Roles

ANSWER: B

Explanation:

Companies. Users. Job Roles is correct because Adobe Workfront supports date-effective billing rates at each of these levels. Date-effective rates let an organization retain rate history and schedule a new rate to begin on a specified effective date, rather than replacing historical financial information. Company-specific billing rates support client or company arrangements, user billing rates accommodate an individual's billable value, and job-role billing rates establish standard rates for work performed in a particular role. When Workfront calculates revenue for applicable work, these settings enable the system to use the rate that was in effect for the relevant date. This is important when rates change over time, because project financial reporting and billing calculations can reflect the correct historical and current values. Adobe's documentation describes managing billing rates for companies, job roles, and users, including the use of effective dates for rate changes. See Set up billing rates and Override billing rates.

QUESTION NO: 6

How can a project manager ensure that progress on the board is also tracked in a project?

A. Through ad hoc cards

B. Through enabling agile tracking

C. Through connected cards

ANSWER: C

Explanation:

Through connected cards is correct because Workfront connected cards establish a live relationship between a card on a Workfront board and a work item in Workfront, such as a task or issue in a project. This lets a team use the board's visual workflow while keeping the associated project work visible and measurable in the project. When users update progress-related information on the connected card, Workfront synchronizes the relevant information with the linked work item according to the supported connected-card behavior. As a result, project managers can monitor project execution and reporting without requiring people to maintain separate, disconnected representations of the same work.

Connected cards are particularly valuable when a team manages daily work in Boards but the organization needs project-level tracking, ownership, dates, status, and reporting to remain centered on the project. The connection preserves one underlying work record rather than relying on manual updates between a board card and a project task. Adobe's Boards documentation describes connected cards and their connection to Workfront work items, while the project-management documentation explains how tasks and issues support project tracking. See Adobe Workfront connected cards documentation and Adobe Workfront project management documentation.

QUESTION NO: 7

A marketing team has created a new project template for a Print Deliverable workflow. They need to ensure that new projects that use the new template are shared with marketing team only upon project creation.

How would they meet these requirements?

A. Add the marketing team to the project sharing menu

B. Add the members of the marketing team in the people tab

C. Add the marketing team to the template sharing menu

ANSWER: C

Explanation:

Add the marketing team to the template sharing menu. In Adobe Workfront, a template's sharing settings define who receives access when a project is created from that template. Sharing the template's resulting projects with the Marketing team ensures that each newly created Print Deliverable project is automatically shared with that team at creation time, without requiring someone to manually configure project-level sharing afterward. Template sharing is therefore the appropriate place to establish repeatable access for all projects that use this workflow. The team should be granted the intended project permission level in the template's sharing configuration so its members can perform the required work as soon as the project is generated. This approach applies the access setting consistently to future projects created from the template while keeping the configuration associated with the reusable workflow definition. Adobe describes template sharing and the ability to share projects created from a template in its template-management documentation: Share templates and Create a project template.

QUESTION NO: 8

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

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:

A request queue is implemented through a project, so both its publishing configuration and its project status determine whether users can find and use it. Selecting **Check the box to publish as a help request queue** designates the project as a request queue that can be made available to people submitting requests. This setting is what exposes the project in the request-queue experience rather than leaving it as an ordinary project.

The underlying queue project must also have a status that equates to **Current**. Workfront uses status equivalency to identify whether a project is active. A request queue whose project is active can be displayed to requesters and can accept new submissions. Administrators can use a custom project status, provided that its status-equivalency value is Current; the project does not need to use the literal default status name "Current." Together, publication as a help request queue and an active Current-equivalent project status make the queue visible and available in the system.

Adobe's request-queue setup guidance is available in the Create a request queue documentation. For status equivalency behavior, see Create or edit a status.

QUESTION NO: 9

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.)

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:

"Set the hour type as "General"" is correct because General hour types are designed for time that is not associated with a particular project, task, or issue. Training and certification activities are internal, continuing-education work rather than work performed for a specific project, so configuring the new Training and Certifications hour type as General makes it available for users to select when recording general time on a timesheet. The administrator can create and manage these hour types in the Timesheets & Hours area of Setup, as described in Adobe's hour type configuration documentation.

"Uncheck the box "Count as Revenue"" is also correct. This setting controls whether hours recorded with the hour type contribute to revenue calculations. Training and certification time is ordinarily an internal investment in employee skills, not client-deliverable or revenue-producing work. Leaving Count as Revenue unselected ensures that logged Training and Certifications hours remain available for accurate time reporting without being treated as revenue hours. The distinction between general time and project-related time is also reflected in Adobe's guidance on logging hours in Workfront, where users can record hours using the applicable hour type on their timesheets.