

HP

Exam HP0-M35

Implementing HP TRIM 7.x Software

Version: 6.1

[Total Questions: 72]

Question No : 1

Which HP TRIM function allows you to select the fields to "export" record metadata to a Word, Word Perfect, or tab-delimited file?

- A. TRIMPort
- B. Print Merge
- C. SuperCopy
- D. Copy

Answer: B

Question No : 2

The Export function supports many different elements of information. Which objects can be exported? (Select three.)

- A. locations
- B. record types
- C. electronic documents
- D. shortcut keys
- E. metadata
- F. document queues

Answer: A,C,E

Question No : 3

Which action should you perform before importing data?

- A. update locations
- B. validate index
- C. back up datasets and document stores
- D. take dataset offline

Answer: C

Question No : 4

What is the difference between the Check Out and Edit functions in HP TRIM?

- A. Check Out shows that a document is checked out to a user and shows the check out in the Assignee field; Edit allows you to edit an electronic document.
- B. Check Out provides document revision/replacement option during Check In; Edit automatically creates a revision with no user interaction.
- C. Check Out acts as a placeholder for a document and prevents other users from viewing it if it is checked out; Edit allows you to select the application that will be used to make changes in the document.
- D. Check Out cannot be used on a document; Edit allows you to change the metadata properties of a HP TRIM record.

Answer: B

Question No : 5

How do you add activities to the Workflow template?

- A. Select Tools > Add Activity.
- B. Right-click, then select Add Activity.
- C. Select Edit > New Activity.
- D. Select File > New > Activity.

Answer: B

Question No : 6

For what purpose would you use the Print Report function?

- A. to produce electronic documents
- B. to generate barcode labels
- C. to print workflows
- D. to create HTML documents

Answer: B

Question No : 7

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When creating a new document record for HP TRIM via Windows Explorer, the user should highlight the document, right-click and select what?

- A. Send to HP TRIM
- B. New to HP TRIM
- C. Open with HP TRIM
- D. Properties for HP TRIM

Answer: A

Question No : 8

Once a record is authorized for destruction, how should you change the status from Active to Destroyed in HP TRIM?

- A. Locate the record, right-click and select Properties. In the Title field, add the word Destroyed before the title.
- B. Locate the record, right-click and select Administrative Tools > Retention. Click the Disposition tab and select the options to change disposition to Destroyed.
- C. Locate the record and change the Home Assignee Locations to Destroyed for the record container.
- D. Locate the record, right-click and select Record Type. Click on the record type that holds Destroyed records, and then click OK.

Answer: B

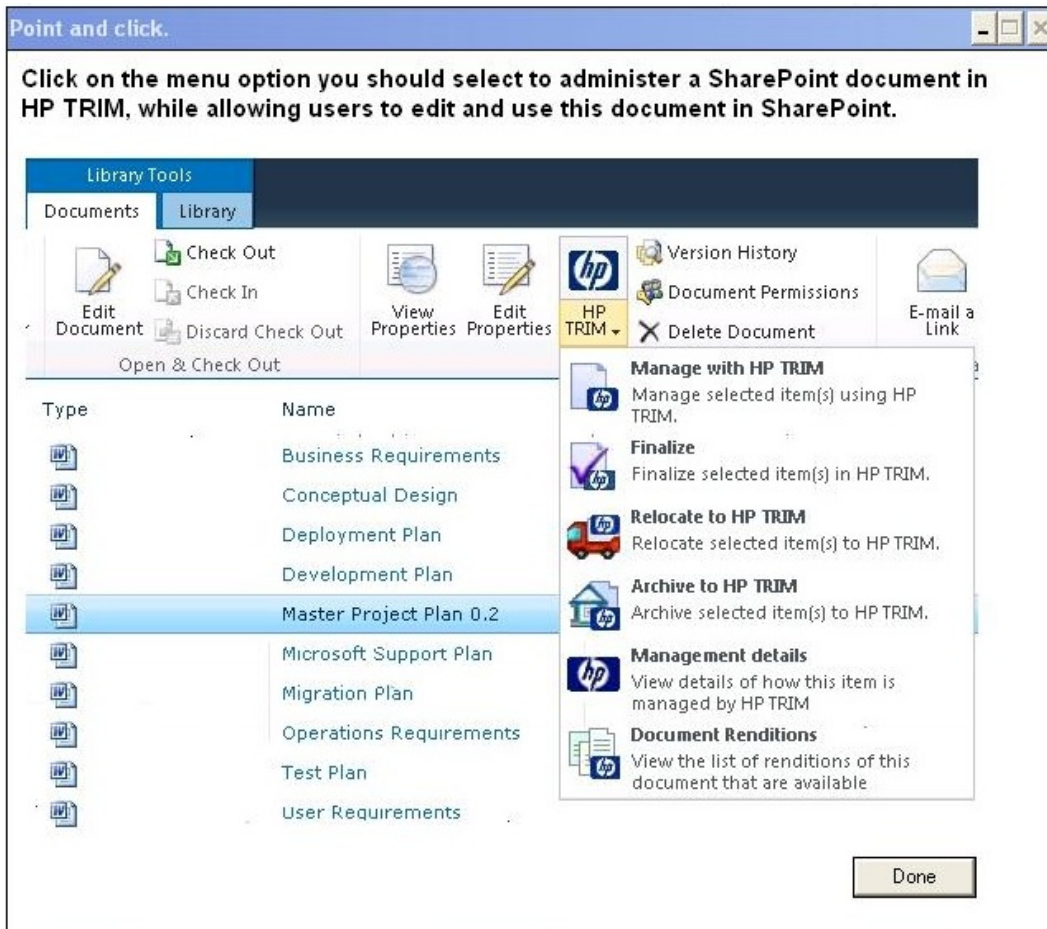
Question No : 9 HOTSPOT

Click the Task button. Click on the menu option you should select to administer a SharePoint document in HP TRIM, while allowing users to edit and use this document within SharePoint.

HP HP0-M35 : Practice Test

Point and click.

Click on the menu option you should select to administer a SharePoint document in HP TRIM, while allowing users to edit and use this document in SharePoint.



The screenshot shows the SharePoint Library Tools interface. The 'Library' tab is selected. The 'HP TRIM' dropdown menu is open, and the 'Manage with HP TRIM' option is highlighted with a green box. The menu options are:

- Manage with HP TRIM: Manage selected item(s) using HP TRIM.
- Finalize: Finalize selected item(s) in HP TRIM.
- Relocate to HP TRIM: Relocate selected item(s) to HP TRIM.
- Archive to HP TRIM: Archive selected item(s) to HP TRIM.
- Management details: View details of how this item is managed by HP TRIM.
- Document Renditions: View the list of renditions of this document that are available.

Other options in the Library Tools ribbon include: Edit Document, Check Out, Check In, Discard Check Out, View Properties, Edit Properties, Version History, Document Permissions, Delete Document, and E-mail a Link.

Table of document items:

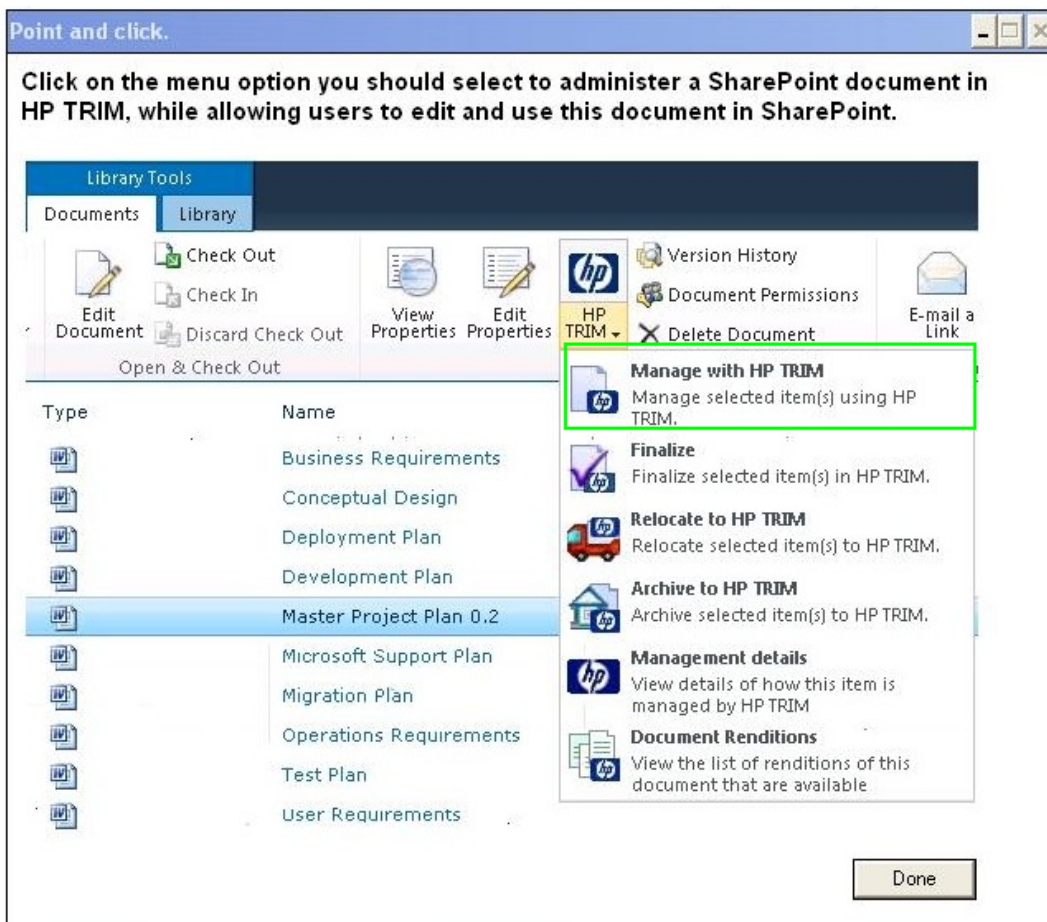
Type	Name
Document	Business Requirements
Document	Conceptual Design
Document	Deployment Plan
Document	Development Plan
Document	Master Project Plan 0.2
Document	Microsoft Support Plan
Document	Migration Plan
Document	Operations Requirements
Document	Test Plan
Document	User Requirements

Done

Answer:

Point and click.

Click on the menu option you should select to administer a SharePoint document in HP TRIM, while allowing users to edit and use this document in SharePoint.



The screenshot is identical to the one above, but the 'Manage with HP TRIM' option in the dropdown menu is highlighted with a green box, indicating the correct answer to the question.

Table of document items:

Type	Name
Document	Business Requirements
Document	Conceptual Design
Document	Deployment Plan
Document	Development Plan
Document	Master Project Plan 0.2
Document	Microsoft Support Plan
Document	Migration Plan
Document	Operations Requirements
Document	Test Plan
Document	User Requirements

Done

Question No : 10

Users have the ability to perform a Record Request in HP TRIM, which places an electronic request in the Record Request screen, accessed by Tools > Record > Record Request. Other than manually deleting the Record Request, how is the Record Request removed from the Record Request screen?

- A. by double clicking on the Record Request to fulfill the Request
- B. by changing the record's assignee to the requestor's name
- C. by right-clicking on the record and selecting Locations > Request
- D. by changing the record's home location to the requestor's name

Answer: B

Question No : 11

How is the Print Report function accessed?

- A. by selecting File > Print Report
- B. by selecting Tools > Print Report
- C. by selecting Print Report from the right-click menu
- D. by selecting Search > Print Report

Answer: A

Question No : 12

What is searched when performing an Any Word search? (Select two.)

- A. title
- B. text within electronic documents
- C. all active text fields of metadata
- D. notes metadata
- E. pre-selected additional fields of metadata

Answer: A,D

Question No : 13

In Space Management, a record container is officially and physically destroyed and no longer physically exists. What must you do to free up the space allocation for this record container?

- A.** In HP TRIM, you locate the record and change the Home Assignee Locations to Destroyed for the record container.
- B.** In HP TRIM, you locate the record, right-click and select Properties. In the Title field, you add the word Destroyed before the title.
- C.** In HP TRIM, you click on Tools > Physical Tracking > Space Management. You then right-click on the warehouse top level and select Recalculate.
- D.** In HP TRIM, you locate the record, right-click and select Record Type. Click on the record type that holds Destroyed records and click OK.

Answer: C

Question No : 14

The Supercopy function allows you to create a new record, based on another. Which options are valid Supercopy Extract To options? (Select two.)

- A.** Offline Records
- B.** Records Work Tray
- C.** My To Do Items
- D.** Local File
- E.** Activities Due

Answer: A,D

Question No : 15

For a list in SharePoint, how can you display the management status for all the items in a single view?

- A.** Select each document in the list and click on Management Details.