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HP0-M35

HP

Implementing HP TRIM 7.x Software

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QUESTION: 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: 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: 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: 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: 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: 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: 7

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: 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: 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.

The screenshot shows a SharePoint interface with the 'Library Tools' ribbon. The 'Library' tab is active, and the 'HP TRIM' button is highlighted. A context menu is open over the 'HP TRIM' button, showing the following options:

- 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.

The document list below shows the following 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

A 'Done' button is visible at the bottom right of the interface.

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 shows the 'Library Tools' ribbon in SharePoint. The 'Library' tab is selected. The 'HP TRIM' dropdown menu is open, showing several options. The 'Manage with HP TRIM' option is highlighted with a green box. Below the ribbon is a table of documents.

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

Done

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 'Library Tools' ribbon in SharePoint. The 'Library' tab is selected. The 'HP TRIM' dropdown menu is open, showing several options. The 'Manage with HP TRIM' option is highlighted with a red box. Below the ribbon is a table of documents.

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

Done



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and many others.. See complete list [Here](#)

