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Salesforce Plat-Admn-301 Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• Cloud Applications: This section of the exam measures skills of Salesforce Consultant and covers the standard Salesforce capabilities that support sales and service operations. It includes features such as products, price books, schedules, orders, quotes, and the tools that help with forecasting and territory management. The section also describes how to create Salesforce Knowledge articles, manage entitlements, support service workflows, and enable interactions through chat, case feed, Omni-Channel, console apps, and Experience Cloud sites. It also introduces the broader Salesforce suite that extends core platform functionality.
Topic 2	<ul style="list-style-type: none">• Process Automation: This section of the exam measures skills of Salesforce Consultant and covers choosing the right automation tools to solve complex business problems. It focuses on understanding the capabilities and limitations of declarative tools, identifying the right troubleshooting methods, and applying automation correctly within Salesforce's order of execution. This section emphasizes designing efficient, scalable automation using workflow tools, flows, and other declarative features.

Topic 3	<ul style="list-style-type: none"> • Objects and Applications: This section of the exam measures the skills of a Salesforce Business Analyst and covers selecting appropriate object and application-level solutions to meet business needs. It focuses on identifying when to use master-detail relationships, lookups, junction objects, related lists, record types, Schema Builder, and Object Creator. The section also includes improving UI and user experience using App Manager, Lightning App Builder, Dynamic Forms, standard Lightning components, console apps, and tools like the Lightning page analyze button.
Topic 4	<ul style="list-style-type: none"> • Security and Access: This section of the exam measures the skills of Salesforce Administrator and covers how record-level access, field access, and sharing models impact data visibility across the system. It focuses on understanding controlled-by-parent relationships, territory management, role hierarchies, and access to reports, dashboards, and email folders. It also includes comparing custom profiles, permission sets, and delegated administration, along with evaluating different authentication methods. The section also addresses the structure of business models such as person accounts, standard accounts, contacts, and contact-to-multiple-account relationships.
Topic 5	<ul style="list-style-type: none"> • Auditing and Monitoring: This section of the exam measures skills of a Salesforce Support Specialist and covers the tools used to monitor system behavior and review user activity. It includes understanding debug logs, setup audit trail, and methods for ensuring sensitive data is handled correctly in both production and sandbox environments. It also explains how to review and troubleshoot security settings, including recognizing pending updates that might affect system access.
Topic 6	<ul style="list-style-type: none"> • Data and Analytics Management: This section of the exam measures skills of Salesforce Data Analyst and covers data quality assessment, data enrichment, and duplicate management. It explains how to choose appropriate reporting and analytics tools for advanced requirements, including custom report types, snapshots, formulas, joined reports, and dashboard configurations. It also covers methods for connecting external data sources using big objects, external objects, data warehouses, data lakes, and Salesforce Connect. Finally, it describes the suitable tools and methods for importing data, including Data Loader, Data Import Wizard, and external IDs.

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Salesforce Certified Platform Administrator II Sample Questions (Q103-Q108):

NEW QUESTION # 103

Northern Trail Outfitters (NTO) has a private sharing model for records containing a customer's credit information. These records should be visible to a sales rep's manager but hidden from their colleagues.

How should an administrator adjust NTO's sharing model to ensure the correct amount of confidentiality?

- A. Use validation rules targeting the logged-in user.
- B. Add View All access for the object via the managers profile.
- **C. Create sharing rules for each manager based on the record owner.**
- D. Grant access using hierarchies via the sharing settings.

Answer: C

Explanation:

To ensure that sales reps' managers can view records containing customer's credit information but their colleagues cannot, NTO should grant access using hierarchies via the sharing settings. This option allows users above another user in the role hierarchy to

have access to records owned by or shared with users below them in the hierarchy. References:
https://help.salesforce.com/s/articleView?id=sf.admin_sharing.htm&type=5

NEW QUESTION # 104

An administrator at Cloud Kicks has been asked to reduce the file size of full data exports in order to have quicker exports. Which three recommendations should the administrator make?
Choose 3 answers

- A. Request a backup file every 5 days.
- B. Reduce the amount of objects per export.
- C. Deselect 'Include images, documents, and attachments' in the export.
- D. Unselect the recycle bin in the object export option.
- E. Keep deleted record counts to a minimum.

Answer: B,C,E

Explanation:

Three recommendations that the administrator can make to reduce the file size of full data exports are:

- * Reduce the amount of objects per export. By selecting only the objects that are necessary for the backup and excluding the ones that are not, you can reduce the number of files and records that are exported and decrease the file size.
- * Deselect 'Include images, documents, and attachments' in the export. By unchecking this option, you can exclude the files that are stored in Salesforce as images, documents, or attachments from the export. These files can take up a lot of space and increase the file size significantly.
- * Keep deleted record counts to a minimum. By emptying the recycle bin regularly or using hard delete options, you can reduce the number of deleted records that are included in the export. Deleted records are still counted as part of the export limit and can increase the file size.

The other two options are incorrect because:

- * Requesting a backup file every 5 days does not reduce the file size of each export. It only increases the frequency of exports and may cause more storage issues.
- * Unselecting the recycle bin in the object export option does not reduce the file size of full data exports.

It only applies to individual object exports and not to weekly or monthly exports.

References: https://help.salesforce.com/s/articleView?id=sf.data_export.htm&type=5 https://help.salesforce.com/s/articleView?id=sf.admin_exportdata.htm&type=5

NEW QUESTION # 105

An administrator would like to know if any other administrators or delegated administrators are using the Log In As a User feature. Where the administrators should be using the Log In As a User feature.

- A. Grant Account Login Access
- B. Login History
- C. Connected App Usage
- D. Setup Audit Trail

Answer: D

Explanation:

The Setup Audit Trail is a tool that allows you to view and download a log of changes made in your org's Setup area. The log shows up to 20 fields of information for each change, such as who made it, when it was made, what type of change it was, and what values were changed. You can use the Setup Audit Trail to track configuration changes directly in production and identify any unauthorized or problematic changes. One of the changes that the Setup Audit Trail tracks is when a user grants login access to another user. This means that you can use the Setup Audit Trail to see if any other administrators or delegated administrators are using the Log In As a User feature. References: <https://help.salesforce.com/s/articleView?id=sf.monitorsetup.htm&type=5> https://help.salesforce.com/s/articleView?id=sf.remoteaccess_granting_login_access.htm&type=5

NEW QUESTION # 106

A user is getting an error when attempting to merge two accounts. The administrator checks the profile to see the user has

Read/Write permission on Accounts and is the owner of both records.
What is preventing the user from completing the merge?

- A. The Delete permission is missing on the user for Accounts.
- B. The user is assigned to the wrong territory.
- C. The Account matching rules are not set.
- D. Only administrators have permission to merge records.

Answer: A

Explanation:

The Delete permission is missing on the user for Accounts is what is preventing the user from completing the merge. Merging accounts is a way to combine up to three duplicate accounts into one master record and update the related records accordingly. Merging accounts requires the Delete permission on accounts because merging accounts involves deleting the duplicate records and keeping only the master record.

NEW QUESTION # 107

The director of sales wants to make sure that every opportunity has either a sales engineer or an account executive assigned to the deal.

How should the administrator meet this requirement?

- A. Require the Sales Engineer and the Account Executive lookup fields on the page layout.
- B. Assign a task to the owner if an opportunity is created without one of these fields filled out.
- C. Create a different record type for deals with Sales Engineers and deals with Account Executives to capture one or the other.
- D. Write a validation rule that checks if the fields are blank and require that one of them of completed in order to save the opportunity.

Answer: D

Explanation:

A validation rule can enforce data quality by preventing users from saving records that do not meet certain criteria. In this case, the validation rule can check if both the Sales Engineer and the Account Executive lookup fields are blank, and display an error message if so. This way, the director of sales can ensure that every opportunity has either a sales engineer or an account executive assigned to the deal. References:

https://help.salesforce.com/s/articleView?id=sf.validation_rules_overview.htm&type=5

NEW QUESTION # 108

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