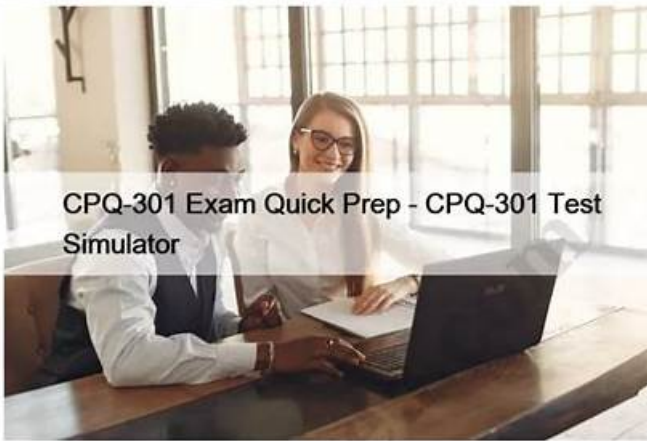


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## Salesforce Plat-Admn-301 Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• <b>Process Automation:</b> 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.</li></ul>

Topic 2	<ul style="list-style-type: none"> <li>• <b>Security and Access:</b> 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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Objects and Applications:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Environment Management and Deployment:</b> This section of the exam measures skills of Salesforce Administrator and covers moving metadata between environments using tools such as sandboxes, change sets, and managed or unmanaged AppExchange packages. It explains the capabilities and best practices related to deploying changes through change sets to ensure smooth and controlled migrations.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Auditing and Monitoring:</b> 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.</li> </ul>
Topic 6	<ul style="list-style-type: none"> <li>• <b>Data and Analytics Management:</b> 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.</li> </ul>

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## **Salesforce Certified Platform Administrator II Sample Questions (Q210-Q215):**

### **NEW QUESTION # 210**

Cloud Kicks wants to force its users to set a value for a custom called Tier by answering a series of questions.

What two functions should the administrator use to ensure that users cannot bypass answering these questions in order to determine their Tier value.

Choose 2 answers

- A. Set up a restriction rule on the field.
- B. Set up a list view for the list of questions.
- C. Use a screen flow to ask the question.

- D. Make the field Read Only on the page layout.

**Answer: C,D**

Explanation:

Making the field Read Only on the page layout prevents users from manually entering or editing the field value on the record page. This ensures that users cannot bypass answering the questions in order to determine their Tier value. Using a screen flow to ask the questions allows administrators to create an interactive user interface that guides users through a series of screens based on their inputs and logic. A screen flow can be used to ask questions and set the field value based on the answers

#### NEW QUESTION # 211

An administrator is asked to create a report to calculate the year-over-year change in the dollar amount of a company's opportunities.

What reporting tool should be used to complete this request?

- A. A row-level formula to compare amounts grouped by year.
- B. A custom summary formula with the PREVGROUPVAL function.
- C. A joined report with two report blocks for each year
- D. A custom summary formula with PARENTGROUPVAL function

**Answer: B**

Explanation:

A custom summary formula is a formula that calculates values from summary fields in reports such as sums, averages, counts, etc. Custom summary formulas can use functions such as PREVGROUPVAL which returns the value of a field from the previous row at the same grouping level. By using a custom summary formula with the PREVGROUPVAL function, an administrator can create a report to calculate the year-over-year change in the dollar amount of a company's opportunities by subtracting the amount from the previous year from the amount from the current year and dividing by the amount from the previous year. References:

[https://help.salesforce.com/s/articleView?id=sf.reports\\_builder\\_summary\\_formulas.htm&type=5](https://help.salesforce.com/s/articleView?id=sf.reports_builder_summary_formulas.htm&type=5)

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#### NEW QUESTION # 212

How should an administrator support a finance team that is trying to use Opportunity data to keep an eye on their pipeline rather than manually calculating anticipated income for the quarter?

- A. Show the finance team how to use the Opportunity Kanban List View.
- B. Run a report at the end of each quarter to update the finance team on pipeline status.
- C. Set up collaborative forecasting to view quota against the open pipeline.
- D. Create a custom Forecasting object to inform the finance team on the status of deals.

**Answer: C**

Explanation:

To help the finance team use Opportunity data to keep an eye on their pipeline without manually calculating anticipated income for the quarter, the administrator should set up collaborative forecasting. Collaborative forecasting allows users to view quota against open pipeline and make adjustments based on changing business conditions. References: [https://help.salesforce.com/s/articleView?id=sf.forecasts3\\_overview.htm&type=5](https://help.salesforce.com/s/articleView?id=sf.forecasts3_overview.htm&type=5)

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#### NEW QUESTION # 213

An administrator has been asked to enable permissions for users on the account services team to be able to edit and change ownership of Accounts owned by any of the team members.

What should the administrator configure?

- A. Update the profile Account object to Modify All.
- B. Create a Sharing Rule on the Account object for all members of the account services role to have Read/Write access.
- C. Enable Account Teams and grant Read record-level access to account team members for the Account object

- D. Set organization-wide sharing for Account as Public Read Only.

**Answer: B**

Explanation:

Sharing rules are automatic exceptions to organization-wide sharing settings that grant additional access to records based on record ownership or criteria. By creating a sharing rule on the Account object for all members of the account services role to have Read/Write access, the administrator can allow users in that role to edit and change ownership of Accounts owned by any of their team members, regardless of the organization-wide sharing setting for Account. References:

[https://help.salesforce.com/s/articleView?id=sf.security\\_sharing\\_rules.htm&type=5](https://help.salesforce.com/s/articleView?id=sf.security_sharing_rules.htm&type=5)

### NEW QUESTION # 214

AW Computing (AVVC) has customers in multiple countries. AWC would like to set up advanced currency management for its system.

Which two considerations should AWC be aware of prior to implementing this change to the existing system?

Choose 2 answers

- A. Opportunities will only display sales in the customer's localized currency.
- B. Historical trend reports will only use the last dated exchange rate.
- C. Once enabled, advanced currency management cannot be disabled.
- D. When a currency is added to an organization's List of supported currencies, it cannot be deleted.

**Answer: C,D**

Explanation:

When a currency is added to an organization's list of supported currencies, it cannot be deleted and once enabled, advanced currency management cannot be disabled are two considerations that AW Computing should be aware of prior to implementing this change to the existing system. Adding a currency to an organization's list of supported currencies is an irreversible action that allows users to enter and view amounts in that currency for standard and custom objects that have currency fields. Enabling advanced currency management is also an irreversible action that allows administrators to define dated exchange rates for opportunities and opportunity products based on close dates or product dates instead of using static conversion rates.

### NEW QUESTION # 215

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