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Salesforce Plat-Admn-301 Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 5	<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.
Topic 6	<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.

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Salesforce Certified Platform Administrator II Sample Questions (Q168-Q173):

NEW QUESTION # 168

Users at AW Computing use a custom object to manage order*. All profiles share a single page layout.

Customer Service and Sales users express frustration overseeing actions that-do not always apply to their situation on the page layout.

What should an administrator recommend?

- A. Configure two separate permission sets and assign the appropriate permissions to each user.
- B. Create separate record types for the Customer Service and Sales users' records.
- C. Make two separate Lightning record pages and assign them to the applicable profiles.
- **D. Use Dynamic Actions and conditional visibility to show the appropriate actions to the applicable users.**

Answer: D

Explanation:

Dynamic actions are actions that appear on Lightning record pages based on criteria such as field values or user profiles. Dynamic actions allow administrators to customize which actions are available for users on different record types or page layouts without

creating multiple page layouts for each scenario. By using dynamic actions and conditional visibility for accounts at AW Computing, administrators can show only relevant actions for customer service and sales users based on their situation. References: https://help.salesforce.com/s/articleView?id=sf.dynamic_actions_overview.htm&type=5

NEW QUESTION # 169

Universal Containers has a Private sharing model for Accounts and Opportunities. A new team is being created from within the sales team that will be assigned all renewal opportunities. These users will need to see all closed won opportunities while keeping the account private.

How should the administrator meet this requirement?

- A. Create a new profile for the renewals team with View All permission enabled on Accounts and Opportunities.
- **B. Update the organization-wide default on Opportunities to Public Read Only and add them to the opportunities team.**
- C. Create a public group for the renewals team and create a criteria based sharing rule on Opportunities.
- D. Create a permission set with View All enabled on Accounts and assign it to the new users.

Answer: B

Explanation:

A public group is a grouping of users, roles, roles and subordinates, or other groups that can be used to share access to records or folders. A sharing rule is a rule that grants additional access to records based on certain criteria or ownership. In this case, the administrator should create a public group for the renewals team and create a criteria based sharing rule on opportunities that grants read-only access to the group for all closed won opportunities. This way, the renewals team can see all the opportunities that are eligible for renewal while keeping the account private. References: https://help.salesforce.com/s/articleView?id=sf.admin_sharing.htm&type=5 https://help.salesforce.com/s/articleView?id=sf.sharing_rules.htm&type=5

NEW QUESTION # 170

users at Northern Trail Outfitters have a lot of fields on their new account records because they track their accounts and competitors on the Account object. For accounts created for customers, they need access to different fields than the accounts used to track competitors. For partner accounts, they need different values in the Industry field.

What should the administrator use to resolve the issues?

- A. Required Fields
- **B. Record Types**
- C. Flow Builder
- D. Business Processes

Answer: B

Explanation:

record types allow administrators to offer different business processes, picklist values, and page layouts to different users based on their profiles. By using record types for accounts and contacts at AW Computing, administrators can track their accounts and competitors on different record types with different fields on their page layouts. For partner accounts, they can also use record types to specify different values in the Industry picklist field. References: https://help.salesforce.com/s/articleView?id=sf.customize_recordtype.htm&type=5

NEW QUESTION # 171

Select power users want the ability to make configuration changes to a specific custom object.

What tool should the administrator assign to the power users to enable this?

- A. Sharing Rule
- **B. Delegated Administration**
- C. View Setup and Configuration
- D. Modify All Data

Answer: B

Explanation:

Delegated Administration is a feature that allows administrators to delegate some administrative tasks to other users without giving

them full access to Setup. Delegated administrators can manage users and assign permissions for specific custom objects, tabs, apps, and fields. This can help reduce the workload of the system administrator and empower power users to make configuration changes to a specific custom object

NEW QUESTION # 172

Cloud Kicks (CK) has a backup team of employees that helps short-staffed departments. These users could be working with sales one day and service the next. CK is implementing new Lightning record pages for each department so that they view records in a way that makes sense for each department.

How should the administrator ensure this is configured correctly?

- A. Allow the backup team users to update their own profile with Delegated Administration.
- **B. Configure one app per department and activate record pages for each app.**
- C. Adjust the profile of the backup users each day to align with the proper access they require.
- D. Create permission sets for each department and assign them to the backup team users.

Answer: B

Explanation:

Configure one app per department and activate record pages for each app is how the administrator should ensure this is configured correctly. An app is a collection of items that work together to serve a particular function for a group of users. An app can include items such as tabs, objects, reports, dashboards, and record pages. A record page is a type of Lightning page that displays details about a specific record. A record page can be customized using Lightning App Builder and activated for different apps, profiles, or record types. By configuring one app per department and activating record pages for each app, the administrator can ensure that the backup team users can view records in a way that makes sense for each department depending on which app they are using.

NEW QUESTION # 173

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