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Salesforce Certified Administrator certification is designed for professionals who want to validate their knowledge and skills in different Salesforce products, including Salesforce Lightning Experience, Sales Cloud, Service Cloud, and other critical Salesforce functionalities. Salesforce Certified Administrator certification is meant to identify individuals who have a thorough understanding of Salesforce administration, declarative customization options, and basic data management. The Salesforce Certified Administrator exam is an excellent opportunity for professionals to enter the Salesforce ecosystem and showcase their talent and expertise to potential employers.

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Salesforce Certified Administrator Exam is a challenging exam that requires significant preparation and study. Salesforce offers a variety of resources to help individuals prepare for the exam, including study guides, online courses, and practice exams. Individuals who pass the Salesforce Certified Administrator Exam can demonstrate their expertise in Salesforce technology and increase their value to their organization.

To earn the Salesforce Certified Administrator certification, candidates must successfully pass a 60-question multiple-choice exam within 105 minutes. Salesforce-Certified-Administrator Exam is administered by Salesforce and can be taken online or in-person at a testing center. It is recommended that candidates have at least six months of experience working with Salesforce before taking the exam. Additionally, Salesforce offers a range of study materials and resources to help candidates prepare for the exam, including online courses, study guides, and practice exams.

Salesforce Certified Administrator Sample Questions (Q119-Q124):

NEW QUESTION # 119

The administrator at Cloud Kicks created a new field for tracking returns on their new cloud shoe. A user has submitted a case to the administrator indicating that the new field is unavailable.

Which two steps should an administrator do to troubleshoot this issue?

Choose 2 answers

- A. Update the organization-wide default for the object.
- **B. Ensure that the page layout for the user's profile has been updated.**
- C. Run the setup audit trail for the organization.
- **D. Review the field-level security of the field for the user profile**

Answer: B,D

Explanation:

Explanation

Page layout and field-level security are two factors that determine whether a user can see a new field on a record. To troubleshoot this issue, the administrator should ensure that the page layout for the user's profile has been updated to include the new field and that the field-level security of the field for the user profile allows read or edit access. References:

https://help.salesforce.com/s/articleView?id=sf.customize_layoutoverview.htm&type=5<https://help.salesforce.com/s/articleView?id=sf.fieldlevelsecurity.htm&type=5>

NEW QUESTION # 120

Ursa Major Solar uses Opportunity to track sales of solar energy products. The company has two separate sales teams that focus on different energy markets. The Services team also wants to use Opportunity to track installation. All three teams will need to use different fields and stages.

How should the administrator configure this requirement?

- A. Create three sales processes. Create three record types and one page layout.
- B. Create one sales process. Create one record type and three page layouts.
- **C. Create three sales processes. Create three record types and three page layouts.**
- D. Create one sales process. Create three record types and three page layouts.

Answer: C

Explanation:

Explanation

A sales process is a set of stages that an opportunity goes through as it moves from creation to close. A record type is a way to offer different business processes, picklist values, and page layouts to different users based on their profiles. A page layout controls the layout and organization of detail and edit pages for a specific object and record type combination. To meet the requirement of having different fields and stages for each team, you need to create three sales processes for each market segment, three record types for each sales process, and three page layouts for each record type. References:

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

https://help.salesforce.com/s/articleView?id=sf.customize_recordtype.htm&type=5<https://help.salesforce.com/s/articleView?id=sf.pagelayouts.htm&type=5>

NEW QUESTION # 121

Ursa Major Solar provides a 1-year warranty on all of the panels it installs. Installation details, along with the warranty information, are captured on a custom object called Installation. The installation record is created by the installer from the mobile app. Customers soon receive a longer warranty as a way of increasing customer satisfaction when an installation gets delayed or has issues.

How should the administrator configure Salesforce to capture the expiration date of the warranty?

- **A. Use a formula as the default value of the warranty Expiration Date field.**
- B. Include the warranty Expiration Date field on the mobile page layout.
- C. Create a formula field to display 1 year from the warranty purchased.
- D. Add a validation rule to ensure the Expiration Date field is populated.

Answer: A

Explanation:

Explanation

To capture the expiration date of warranty based on installation date and warranty length (1 year by default), the administrator should use a formula as the default value of Warranty Expiration Date field on Installation object. The formula can calculate one year from installation date using DATE function or DATEVALUE function. For example, `DATE(YEAR(Installation_Date__c) + 1, MONTH(Installation_Date__c), DAY(Installation_Date__c))` will return one year from installation date. Creating a formula field, adding a validation rule, or including Warranty Expiration Date field on mobile page layout will not capture expiration date based on installation date and warranty length. References:

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

NEW QUESTION # 122

A user at Northern Trail Outfitters is having trouble logging into Salesforce. The user's login history shows that this person has attempted to log in multiple times and has been locked out of the organization.

Which two ways should the administrator help the user log into Salesforce?

- A. Log in as the user to unlock the user and reset the password.
- **B. Use the unlock button on the user's record detail page.**
- **C. Reset password on the user's record detail page.**
- D. Reset the password policies to allow the user to login.

Answer: B,C

Explanation:

Explanation

To help a user who has attempted to log in multiple times and has been locked out of Salesforce, the administrator should reset password on the user's record detail page and use the unlock button on the user's record detail page. Resetting password will generate a new temporary password and send it to the user's email address. Using unlock will restore access for a locked-out user without changing their password or waiting for lockout period to end. Logging in as the user or resetting the password policies will not help a locked-out user log in to Salesforce. References:

https://help.salesforce.com/s/articleView?id=sf.users_passwords.htm&type=5<https://help.salesforce.com/s/article>

NEW QUESTION # 123

Ursa Solar Major is evaluating Salesforce for its service team and would like to know what objects were available out of the box.

Which three of the standard objects are available to an administrator considering a support use case?

Choose 3 answers

- A. Ticket
- **B. Case**
- **C. Contract**
- **D. Account**
- E. Request

Answer: B,C,D

NEW QUESTION # 124

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