



Vendor: HP

Exam Code: HP0-M35

Exam Name: Implementing HP TRIM 7.x Software

Version: DEMO

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

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

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

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

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

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

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

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

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.

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 a SharePoint document library. The 'HP TRIM' button is highlighted, and its dropdown menu is open. The menu options are:

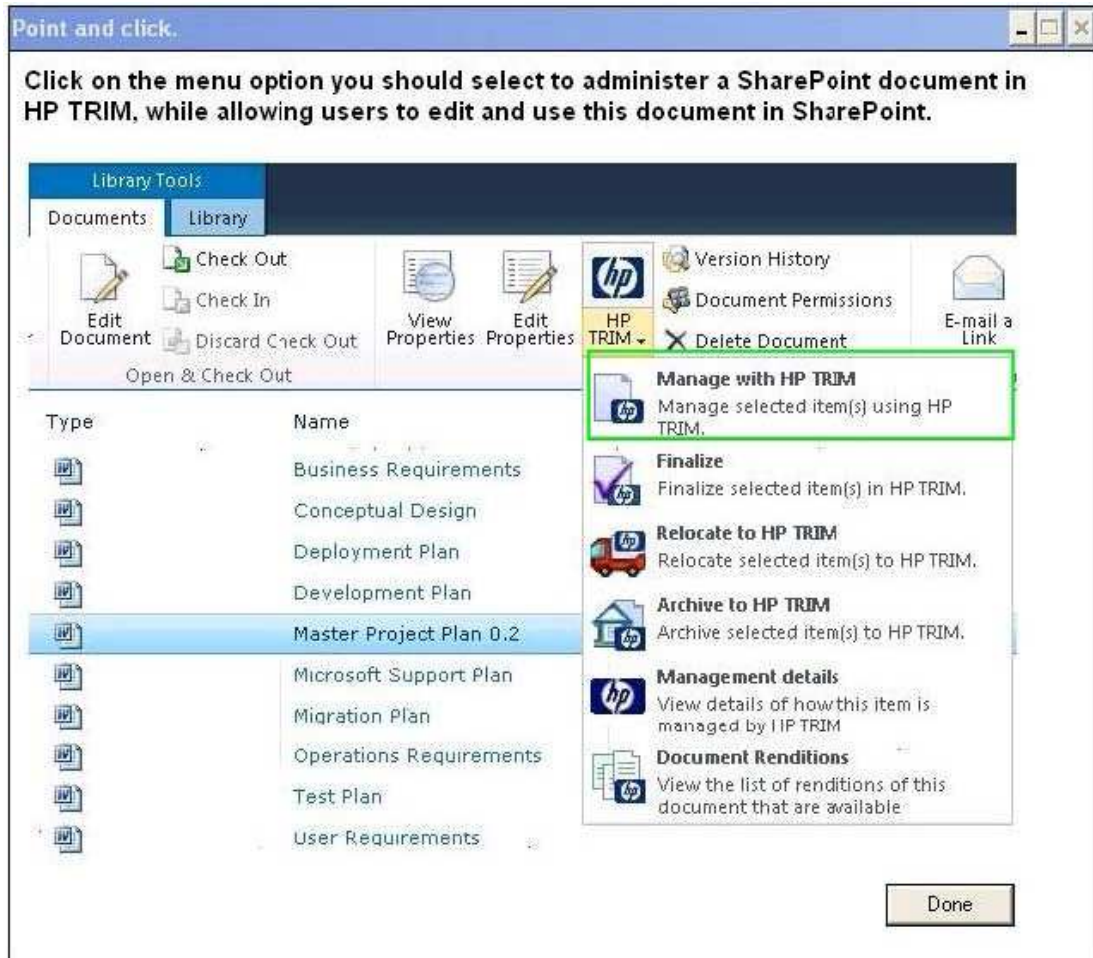
- Manage with HP TRIM**: Manage selected item(s) using HP TRIM.
- Finalize**: Finalize selected item(s) in HP TRIM.
- Relocate to HP TRIM**: Relocate selected item(s) to HP TRIM.
- Archive to HP TRIM**: Archive selected item(s) to HP TRIM.
- Management details**: View details of how this item is managed 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
	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

Answer:



10. Users have the ability to perform a Record Request in HP TRIM, which places an electronic request in the Record Request screen, accessed by Tools > Record > Record Request. Other than manually deleting the Record Request, how is the Record Request removed from the Record Request screen?

- A. by double clicking on the Record Request to fulfill the Request
- B. by changing the record's assignee to the requestor's name
- C. by right-clicking on the record and selecting Locations > Request
- D. by changing the record's home location to the requestor's name

Answer: B