

**Exam** : **HP0-M35**

**Title** : 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.

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.

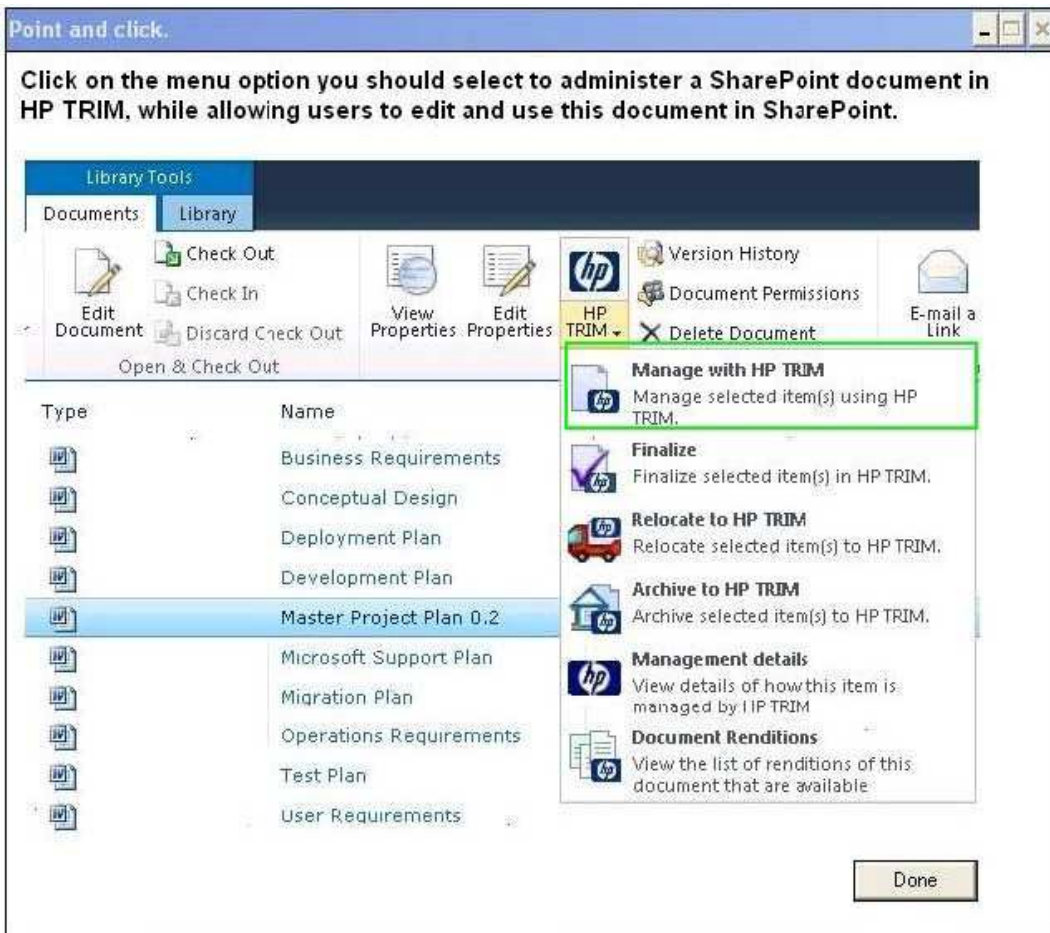
The screenshot shows a SharePoint document library with a table of documents. The document 'Master Project Plan 0.2' is selected, and a context menu is open over it. The menu options are:

- Version History
- Document Permissions
- Delete Document
- Manage with HP 1RIM
  - Manage selected item(s) using HP TRIM.
  - Finalize
  - Finalize selected item(s) in HP TRIM.
- Relocate to HP 11UM
  - Relocate selected item(s) to HP TRIM.
- Archive to HP 11UM
  - 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 table in the background is as follows:

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

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**

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