

# ACP-100<sup>Q&As</sup>

Jira Administrator

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**QUESTION 1**

Managers want to ensure that every issue in Jira always has an assignee. Which change will definitely meet this requirement?

- A. Update post functions to set the assignee appropriately at each workflow transition.
- B. Set Default Assignee to Project Lead in every project.
- C. Use components for automatic assignment in every project.
- D. Make the assignee required on workflow transition screens.
- E. Make the assignee required through field configurations.
- F. Set the global option "Allow unassigned issues" to OFF.

Correct Answer: A

Reference: <https://community.atlassian.com/t5/Answers-Developer-Questions/Conditional-Post-Function/qaq-p/561594>

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**QUESTION 2**

A project lead wants to conduct historical trend analysis, but she is worried that older issues are being updated in a way that inhibits their comparison. She wants to take a snapshot of the data in her project at regular intervals so she can compare different periods.

Which tool will help meet this need?

- A. Backup Jira data
- B. Project Export
- C. JQL Results Snapshot
- D. Issue Filter Export to CSV

Correct Answer: D

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**QUESTION 3**

A public relations firm is using Jira to track projects by client engagement. Each new engagement with a client is tracked in a new project. Users are complaining that it is hard to navigate and search hundreds of projects.

View the Exhibit, which shows a sample of their projects on the View All Projects page.

## All Projects

Project	Key	Project Lead	Project Category	URL
 Artist Studio - Facebook	ASFB	Jira Administrator	No Category	No URL
 Artist Studio - Gallery Opening	ASGO	Jira Administrator	No Category	No URL
 Artist Studio - Milan Tradeshow	ASMT	Jira Administrator	No Category	No URL
 Integrated Tech Corp - Crave Project	ITCR	Jira Administrator	No Category	No URL
 Integrated Tech Corp - Hannover Dev	ITHD	Jira Administrator	No Category	No URL
 Integrated Tech Corp - Pandora	ITPDORA	Jira Administrator	No Category	No URL
 Integrated Tech Corp - Travel Mag	ITTM	Jira Administrator	No Category	No URL
 Marini Cafe - Advisory	MCA	Jira Administrator	No Category	No URL
 Marini Cafe - Media Kit	MCAS	Jira Administrator	No Category	No URL

Identify three project settings that will immediately improve the viewing of projects on this page and the search results in Issue Navigator. (Choose three.)

- A. Add URLs for search engine optimization.
- B. Add project tags.
- C. Add client logos as project avatars.
- D. Create project categories by client.
- E. Add project descriptions.
- F. Set the project lead to the appropriate Project Administrator.

Correct Answer: ABE

### QUESTION 4

Your HR project has two issue types:

Join Leave

Both issue types share a field configuration, screens and the workflow.

You currently use the Due Date system field to indicate when someone actually joins or leaves.

New HR staff members complain that using the Due Date field is not very intuitive.

How can you help your HR team?

- A. Create individual Join Date and Leave Date custom fields to replace the Due Date field. Create separate screens for each issue operation and issue type. Delete the Due Date field.

B. Rename the Due Date field to Join Date and create a separate Leave Date custom field. Create new screens for the Leave issue type and replace the Due Date field with the newly created field. Migrate existing field values to the new Leave Date field.

C. Create individual field contexts for each issue type. Label the Due Date field as Join Date and Leave Date in their respective contexts. Associate each context with its matching issue type.

D. Create individual Join Date and Leave Date custom fields to replace the Due Date field. Appropriately migrate existing data from the Due Date field to the new custom fields. Remove the Due Date field from all project screens.

Correct Answer: C

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### QUESTION 5

A team of technical writers works in the WRITE project. The project uses a single, shared workflow.

To better match the team's way of working they request a workflow change:

The initial status of their project's workflow should be changed from Open to Awaiting Inspiration.

You navigate to the Workflows section of the administration, update the Name of the status in the workflow designer and publish your change.

What are two implications of this change? (Choose two.)

- A. The workflow scheme for the WRITE project will need to be published before the change takes effect.
- B. Awaiting Inspiration will be created as a new Status in Jira.
- C. Transitions to the Awaiting Inspiration status will fail until the post functions for those transitions are updated.
- D. Filters and Gadgets that referred to the Open status by name will be broken.
- E. The Open Status will be changed to Awaiting Inspiration in all workflows using that status.

Correct Answer: AB

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### QUESTION 6

Your business owners have told you to use roles as much as possible in Jira because it allows them to do things that groups cannot do.

When considering this, you need to be aware of those actions in Jira that require the use of groups rather than roles.

Identify two actions in Jira that require the use of groups. (Choose two.)

- A. allowing users to use transitions in all the workflows

- B. granting Project Administration rights
- C. granting permissions to teams coming from Active Directory
- D. defining Issue Security levels
- E. granting system administrative rights
- F. controlling who can perform Bulk Change in a project

Correct Answer: BD

Reference: <https://confluence.atlassian.com/adminjiracloud/managing-project-roles-776636382.html>

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### QUESTION 7

Your marketing company wants to evaluate Jira and purchased a 10-user license. A frequently changing group of key stakeholders ?both internal employees and external customers ?will participate in the evaluation.

If the evaluation is successful the company wants all 50 employees to start working with the tool.

You have to manage the frequently changing group of stakeholders and need to make sure only the intended users participate in the evaluation.

How should you meet these requirements?

- A. Create and manage the users for stakeholders manually in the internal directory.
- B. Connect Jira to your internal LDAP directory and whitelist the IPs of stakeholders.
- C. Enable public signup and CAPTCHA but limit account creation to stakeholders.
- D. Disable public signup and grant all project permissions to Group Anyone.

Correct Answer: D

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### QUESTION 8

The marketing team has asked you to embed the trigger tab of an issue collector on several internal web pages and change its size, color, and text.

They also want the ability to track which webpage finally generated the underlying feedback issue.

You are not familiar with advanced issue collector configuration.

Which type of developer should you contact for assistance?

- A. Groovy
- B. JavaScript
- C. Velocity

D. Python

E. SQL

Correct Answer: B

Reference: <https://confluence.atlassian.com/adminjiracloud/using-the-issue-collector-776636529.html>

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### QUESTION 9

Your Jira support project has allowed anonymous customers to create issues through an incoming mail handler for some time.

In order to enhance efficiency, your project manager has inquired about the possibility of allowing anonymous users to also create issues using Jira instead of the mail handler, but without allowing further access or need of a license.

Which two actions will let you meet the requirement? (Choose two.)

- A. Create an issue security scheme with a default level allowing only licensed Jira users to access issues.
- B. Ensure that the Jira mode in the general configuration has been set to Public.
- C. Add Group Anyone to the Browse Projects permission in the project's permission scheme.
- D. Add Group Anyone to the Create Issues permission in the project's permission scheme.
- E. Ensure that the Reporter is not required in the project's field configuration scheme.

Correct Answer: BC

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### QUESTION 10

The Release Manager is having problems caused by inconsistent naming of versions across projects. He would like to use a more consistent naming convention.

The developers do not know the naming convention, and are happy to let the Release Manager rename versions when they get the names wrong.

The projects all use the Default Permission Scheme.

Which action would allow the Release Manager to update the versions in the projects?

- A. Change the Manage Versions permission in the permission scheme.
- B. Change the workflow to allow the Release Manager to update versions.
- C. Add the Release Manager to the Administrators project role.
- D. Add the Release Manager to the developer role.

Correct Answer: B

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**QUESTION 11**

You have planned, tested, and performed a Jira upgrade.

The upgrade appeared to be a success; however, after several hours of use, your users are reporting significant problems and you decide to roll back.

Which two effects do you expect to see after the rollback? (Choose two.)

- A. Emails will automatically be sent out to tell people about the rollback.
- B. New issues entered between upgrade and rollback will be lost.
- C. The color scheme will be set back to default to indicate there was a rollback.
- D. Jira will go back to the same schemes as before the upgrade.
- E. Jira will need to be reconnected to other systems it was integrated with.

Correct Answer: DE

**QUESTION 12**

A dashboard displays an Issue Statistics gadget as shown.

Issue Statistics: Business project with data (Status)		
Status	Count	Percentage
IN PROGRESS	1	<div style="width: 12.5%;"></div>
TO DO	2	<div style="width: 25%;"></div>
BLOCKED	1	<div style="width: 12.5%;"></div>
DONE	1	<div style="width: 12.5%;"></div>
REJECTED	1	<div style="width: 12.5%;"></div>
READY FOR QA	2	<div style="width: 25%;"></div>
<b>Total</b>	<b>8</b>	

The dashboard owner wants to change the order of the statuses shown in the gadget to appear as follows.

1.  
To Do
2.  
In Progress

3.

Ready For QA

4.

Blocked

5.

Rejected

6.

Done

Which action will permanently arrange the statuses into the required order?

- A. Reorder the statues on the Status administration page.
- B. Change the Sort Direction option in the gadget to Ascending.
- C. Change the category of the statuses.
- D. Add numbers to the status names to allow them to be sorted in numerical order.
- E. Change the gadget Sort By field to Total.

Correct Answer: D

Reference: <https://community.atlassian.com/t5/Jira-questions/How-to-change-order-of-statuses-in-a-TwoDimension-filter/qaq-p/320423>

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## QUESTION 13

A project is using the Approval workflow shown.





The project lead has communicated the following change requests:

It should be possible to transition issues into the Awaiting Approval status from any other status apart from the Approved status.

Different transition screens will be needed for each transition into the Awaiting Approval status.

How do you configure the workflow to satisfy these requirements?

- A. Create a global transition to the Awaiting Approval status. Create multiple appropriate transition screens and associate it with the global transition.
- B. Reuse the Request approval transition between the Open and Awaiting Approval status. Create an appropriate transition screen and associate it with the transition.
- C. Create a transition from the Open to the Awaiting Approval status. Create appropriate transition screens and associate them with the individual transitions into the Awaiting Approval status.
- D. Create a global transition to the Awaiting Approval status. Create an appropriate transition screen and associate it with the global transition.
- E. Create a transition from the Open to the Awaiting Approval status. Reuse the existing transition screen from the Request approval transition.

Correct Answer: D

#### QUESTION 14

You are moving a workflow from your staging Jira instance to production. On importing the workflow, Jira notifies you that the post-functions will not be imported.

Staging Jira is on version 6.4 and production Jira is on version 6.3.

Why did this happen?

- A. The apps installed on staging are not the same as on production.
- B. The production and staging instances are using different versions of Jira.
- C. You exported the workflow as XML instead of JWB.
- D. Custom post-functions are not included in workflow export.

Correct Answer: D

Reference: <https://confluence.atlassian.com/adminjiracloud/importing-and-exporting-issue-workflows962965084.html>

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## QUESTION 15

Your project has three issue types that share a common workflow.

Which reason would make you recommend the implementation of separate workflows for each issue type?

- A. The issue types need different sets of priorities.
- B. Each issue type uses a different issue security level.
- C. Different project roles are working on the issue types.
- D. One of the issue types needs a new status.
- E. The issue types need different sets of resolutions.

Correct Answer: B

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