1. **Item ID:** IT000107

   True/False: The Trim action can remove any characters from a text variable.

   A. True
   B. * False

2. **Item ID:** IT000112

   True/False: If a recordset is attached to a parent process, this cannot be deleted or modified in the configuration window.

   A. True
   B. * False

3. **Item ID:** IT000117

   True/False: The Select Variable window is the only window where you cannot filter information or customize the columns.

   A. True
   B. * False

4. **Item ID:** IT000122

   Which of the following is not a method of creating a new process?

   A. Double clicking in the white area of the summary pane
   B. Pressing the New Process button on the toolbar
   C. Right clicking on the summary pane and select New Process from the context menu
   D. * None of the above

5. **Item ID:** IT000131

   Where do you configure the "Capture Screen On" option?

   A. Process Details Tab
   B. * Configuration Dialog Box
   C. User Variables
   D. All the above

6. **Item ID:** IT000132

Which of the following document types can be used with the File Compare action?

    A. PDF
    B. TXT
    C. XLS
    D. * All of the above

7. **Item ID:** IT000133

Which of the following execution methods on an INPUT step will load variable values from a recordset?

    A. Execute Steps
    B. Execute Steps with Dialog
    C. * Run Root Process
    D. All the above

8. **Item ID:** IT000134

What is the Flush Recordset action?

    A. * Allows a recordset to be saved to the Certify database before execution finishes
    B. Removes the existing recordset from memory and replaces a new copy of the recordset from the database
    C. Writes recordset at the end of execution
    D. Creates new recordset for each execution session and saves.

9. **Item ID:** IT000136

Which of the following statements is false?

    A. A layout is a collection of variables that define the data in a recordset.
    B. A layout must exist before you can create the recordsets that will be used for your tests.
    C. A layout can have one or more recordsets associated with it.
    D. * A layout cannot be created from the windows and objects you imported for your application

10. **Item ID:** IT000137

When using LiveTouch, a pop up appears with the message "Certify cannot find this object in any application version." How do you resolve this issue?

    A. Cancel LiveTouch and restart it
    B. * Use LiveTouch with the option "Learn Objects As Needed"
    C. Enable the correct interface option in LiveTouch
    D. Turn on the fields view in LiveTouch

11. **Item ID:** IT000138

What is required to find screen images of failed steps in a result?

    A. Configure capture screen on option to CaptureFailedSteps
    B. Select the executed process in the Navigation tree
    C. Select the step that failed in the summary pane
    D. * All the above

12. **Item ID:** IT000139

Which of the following is not an option for Capture Screen On setting?

    A. * CapturePassSteps
    B. CaptureNone
    C. CaptureAllSteps
    D. WindowChange

13. **Item ID:** IT000140

Which Run Mode prevents you from stepping through execution, setting breakpoints, and capturing screens?

    A. Managed mode
    B. Manual mode
    C. * Unmanaged mode
    D. B & C

14. **Item ID:** IT000142

What is the Output Location setting in the Configuration window?

    A. Configures output location of stored values in process
    B. Determines where variables are saved
    C. * Sets location of where results are stored
    D. Resolves maps and configures applications

15. **Item ID:** IT000152

What is the best way to handle enabled or disabled objects based on data values?

    A. Leave the step parameter value blank
    B. Use the Find Instance action
    C. * Insert the carat (^) character as the variable value in the recordset
    D. Hard code static values as parameter values

16. **Item ID:** IT000153

Which of the following is not data type for a variable?

    A. Text
    B. * Alphanumeric
    C. Number
    D. Date

17. **Item ID:** IT000161

When the Processes module is selected, which tabs are available in the details pane of the main Certify window?

    A. * Details, Steps, Attributes
    B. Recordsets, Steps, Attributes, Details
    C. Attributes, Recordsets, Steps, Variables
    D. Recordsets, Steps, Attributes, Details, Results

18. **Item ID:** IT000171

Which of the following is not true regarding Mask the Value option while creating a variable?

    A. * Values are automatically encrypted in the database
    B. Only text data type values can be masked
    C. It is not possible to undo this option
    D. None of the above

19. **Item ID:** IT000173

Brandon has just finished creating an automated process that contains over 20 SAP transactional processes and additional child processes within the transactional processes. What is the best way for him to create a single layout and recordset?

    A. In the Data navigation pane, create a new layout from processes and child processes and ensure the child depth is set to 1
    B. In the Variables module, create a new layout from processes and child processes and ensure the child depth is set to 1
    C. In the Process module, create a new layout from processes and child processes and ensure the child depth is set to 1
    D. * None of the above

20. **Item ID:** IT000174

Heather and Diana are both working on different automated scripts in the HR project. Each of them is using the same pre-existing variable named: Employee Number. When Diana executes her process, she notices the Employee Number variable is being populated with an incorrect employee number. Diana has not created a layout or recordset for this process yet. What would be the most likely reason for this behavior?

    A. The variable is linked to the object incorrectly
    B. The data type format for the variable needs to be changed to integer
    C. * The variable has been modified with an Initial Value
    D. The variable scope is defined wrong

21. **Item ID:** IT000176

Steve has just built a process and wants to debug it to make sure it is working correctly. What options below are valid:

    A. Execute the process and in the execution window, insert break points at specific areas he wants to focus on
    B. Execute the process and in the execution window, click on the variables tab and select a certain variable he would like to ensure is populating correctly
    C. Execute the process and in the Configuration Editor, enable the option to "Stop on Failure"
    D. * All the above

22. **Item ID:** IT000178

What is the log status of a Execute Process step when a recordset filter is used and no rows meet the filter conditions?

    A. Passed
    B. * Skip
    C. Aborted
    D. Failed

23. **Item ID:** IT000179

John is inserting a Date Math step. Why would Certify not allow him to select the month variable as the output variable?

    A. Variable has already been used in previous steps
    B. Variable length is too long
    C. * Variable data type is not correct
    D. Variable has been selected for another parameter in the same step

24. **Item ID:** IT000180

    Which action gets text with a number of characters from a starting point (index) and stores it?

    A. Substring Index
    B. * Substring
    C. Find Substring
    D. Trim

25. **Item ID:** IT000181

    When importing data values into a recordset, the column headers were included as a row of data. What was configured incorrectly during the import?

    A. Text qualifier should be
    B. Column Delimiter was not set to Other
    C. * Ignore First Line was not checked
    D. "No" was not selected to append the existing records with imported records

26. **Item ID:** IT000182

    Which file format cannot be used to import recordsets?

    A. .csv
    B. * .xls
    C. .txt
    D. None of the above

27. **Item ID:** IT000184

    What is the Learn Object as Needed option in LiveTouch?

    A. Attempts to pull the object and corresponding window from the Certify database
    B. If the object does not exist, it adds it to the database and corresponding window.
    C. If the window does not exist, it creates the window and corresponding object
    D. * All the above

28. **Item ID:** IT000185

    When using the caret (^) character in the recordset, which step that refers to this value will be skipped?

    A. First step only
    B. Last step only
    C. * All steps
    D. Only steps within the same process

29. **Item ID:** IT000187

What is the purpose of the Export button on the Configuration Window?

    A. Exports a list of data values in a recordset
    B. * Export execution configuration parameters in a batch file
    C. Export summary of execution results
    D. Export information of summary pane to a comma separated file

30. **Item ID:** IT000188

When promoting a result to a Result of Record, which of the following statements is correct?

    A. The result will appear bolded
    B. Previously promoted results for the same process will be reset and the bolded font is removed
    C. Status and execution information of each requirement linked to each process in the selected execution will be updated
    D. * All the above

31. **Item ID:** IT000189

Which of the following scenarios will generate a failed execution status?

    A. A process with passed, skipped, and aborted steps
    B. A process that contains a sub process that failed and execution was aborted
    C. A process with skipped steps and execution was stopped
    D. * A process that has more than one sub process and one sub process fails execution

32. **Item ID:** IT000190

Sally has just executed a process and it failed. Upon further investigation, she realizes all of the variables were not populated when the process ran. She verified that there was a layout and recordset created for this process. What is the most likely cause for this behavior?

    A. The recordset mode was set to read Read and Update
    B. The process has become corrupt in the database
    C. * The layout and recordset were not attached to the process
    D. Sally does not have Write privileges to the Project folder

33. **Item ID:** IT000192

When analyzing results, the Execute Process step shows a status of 'Failed' with an error message of 'Step has invalid record set key. Key not found in database.' Upon further investigation, a layout and recordset variable is defined in the parameters. What can be the cause of this Execute Process step failing?

    A. A step within the sub process has failed
    B. * The variable value for recordset variable does not match a recordset name
    C. There are no rows of data in the recordset
    D. The recordset filter contains no matching results

34. **Item ID:** IT000193

True/False: Certify does not provide a way to set an object timeout for the SAP Interface.

    A. * True
    B. False

35. **Item ID:** IT000211

True/False: Administrators have the ability to set the idle timeout for users and shut Certify down.

    A. * True
    B. False

36. **Item ID:** IT000212

True/False: When logged in to Certify, only the features and Windows you have permissions will display

    A. * True
    B. False

37. **Item ID:** IT000214

When creating an application, which field is mandatory?

    A. Description
    B. * Version
    C. Interfaces
    D. Shared

38. **Item ID:** IT000216

Which of the following is not a project level permission?

    A. Requirements
    B. Results
    C. c, Layouts
    D. * Projects

39. **Item ID:** IT000217

Which of the following statement is true?

    A. When deleting a project, all test assets are deleted, including folders, variables, processes, results
    B. You cannot delete an application from a project
    C. A version can be excluded (not deleted) from the project only if it is not being used in any process
    D. * All the above

40. **Item ID:** IT000218

What does the new application version dialog box allow you to do?

    A. * Identify the interface to use with the application
    B. Create a version for the maps
    C. Indicate if variables can be shared
    D. Assign user access to the application

41. **Item ID:** IT000219

which of the following is a project component?

    A. Applications
    B. Maps
    C. * Requirements
    D. All the above

42. **Item ID:** IT000220

Which of the following is true?

    A. Project permissions overrule Group permissions
    B. Group permissions overrule User permissions
    C. Project permissions overrule User permissions
    D. * All the above

43. **Item ID:** IT000221

Which of the following entities have execute permission?

    A. Data
    B. Variables
    C. * Processes
    D. Extensions

44. **Item ID:** IT000240

The status bar contains the message: "Item P23414 already exists". What is the best action to store the item number "P23414" into a variable?

    A. Store
    B. Store Property
    C. * Store Parameter
    D. Substring

45. **Item ID:** IT000244

You are given a written document outlining the steps needed to automate a test.   It includes:

    o Starting the application and logging in
    o Fill in customer entry screen
    o Place order for 1 item

Which of the following would be the best practice?

    D. Record everything as one continuous end-to-end script
    E. Create 3 separate processes and link them together to create the business process
    F. Create the business process as a Certify process and call in or create 3 separate child processes
    G. * Both B and C

46. **Item ID:** IT000246

When using Recordset Filtering, if there is a Parent recordset and a Child recordset, what links the two recordsets together?

    A. Layout
    B. Variable
    C. They do not need to be linked
    D. * Both B and C

47. **Item ID:** IT000247

You are executing a series of steps using the action of Execute Steps with Dialog mode. A step fails. How can you debug the problem?

    A. You can only debug a test after the Results report is displayed
    B. Open the debug log in the Worksoft Directory
    C. * Customize the columns in the execution window and select Interface Error
    D. Click on Error Report and review dialog

48. **Item ID:** IT000250

Which of the following can be displayed in LiveTouch with SAP?

    A. Field class identification
    B. Transaction identification
    C. Text identification
    D. * All of the above

49. **Item ID:** IT000262

Where can you view Certify Project Statistics, such as Raw Step Count, Number of Projects, Number of Application Versions, Number of Processes, Number of Results, Number of Map Objects, and more?
    A. Help | Diagnostics | Project Statistics
    B. Tools | Project Statistics
    C. * Help | About Worksoft Certify | Stats
    D. Projects | Right-click the desired project | Project Stats

50. **Item ID:** IT000263

True or False: Before you can delete a Project, you must delete all Processes and Data inside that project first.
    A. True
    B. * False

51. **Item ID:** IT000266

Macie is attempting to automate the SAP transaction ME21N. Before beginning, she looks in her team's Transactional Processes folder and notices an 'ME' sub-folder. In there is already a pre-existing ME21N automated process that will work for her. What is the best way for Macey to use this process in her automated script?

    A. * In her automated script, create a step to call the pre-existing ME21N process and make sure it works in her integrated process.
    B. Content Merge the ME21N process from the ME sub-folder to the String Test folder.
    C. Create a new ME21N process using different layout and recordset.
    D. Cut and Paste the ME21N process from the ME sub-folder to her personal folder.

52. **Item ID:** IT000268

Tim is working on a custom transaction where it opens a second SAP window. What is the correct action to designate between the windows?

    A. Set Instance
    B. * Set Session
    C. Set Client
    D. Set Window

53. **Item ID:** IT000269

SAP is processing a document in the background but the SAP API does not indicate it is busy. What is the best way to handle errors caused by a document in use?

    A. Insert a 10 second Wait Step.
    B. * Insert a loop to check for the anticipated screen or error message and wait until either the screen displays/error message clears or the maximum loop counter is reached.
    C. Insert a 30 second Wait Step.
    D. Insert a loop to check for the anticipated screen.

54. **Item ID:** IT000270

In ME21N, James discovered there is more than one control called GuiGridCtrl.1 in the same window. In this case, how would he differentiate between the two?

    A. Use the Set Instance action.
    B. Use the Set Property action and change the Instance.
    C. * Use the Instance feature of the Find action.
   D. Use Set Session action.

55. **Item ID:** IT000271

Chris is working on a transaction where every time he uses LiveTouch, the objects are identified as GuiLabels. What is the correct action to find a reference point where a second step can be created to move up or down to find the GuiLabel he wants?
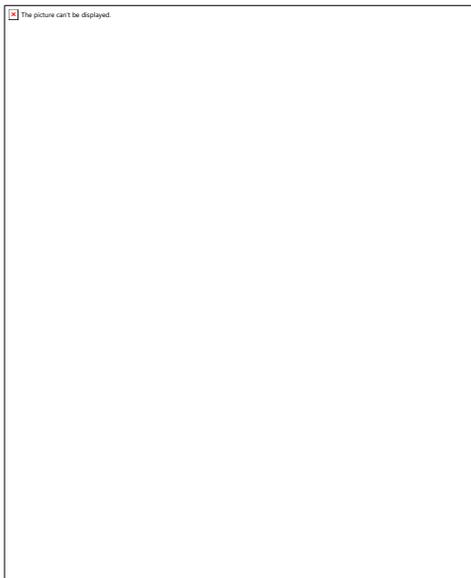
    A. Set Instance
    B. Find
    C. * Set Reference Row
    D. Context

56. **Item ID:** IT000272

Larry is executing the same VA01 transactional process on two different machines. The step to press the green check GuiButton fails on the second machine because the pop
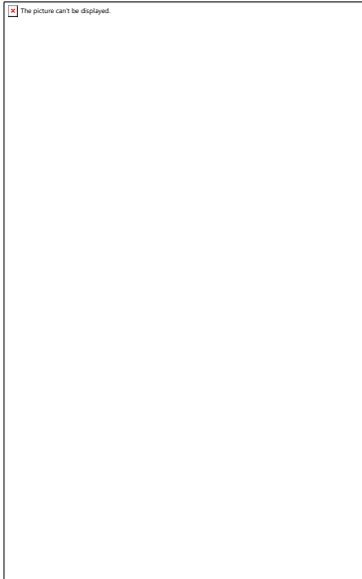

modal looks different. How should Larry resolve this?

A. * Change the SAP Modal settings to Dialog (modal).
B. Change the theme to Enjoy Theme.
C. The object type for the step should be a GuiToolbar and not a GuiButton.
D. Use a SAP ID that has the correct permission.

57. **Item ID:** IT000273

While attempting to create a process using LiveTouch, the following popup appears. Which setting change will resolve this problem?
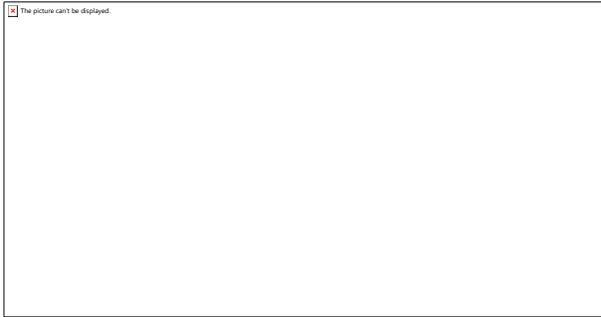
    A. Scripting enablement with transaction RZ11.
    B. Display settings needs to be System defaults.
    C. * Notifications for Enable scripting need to be turned off.
    D. SAP theme should be Enjoy Theme.

58. **Item ID:** IT000274

In the following grid, LiveTouch does not recognize individual cells as objects but recognizes the entire grid as a single object. The items listed in the grid will not always be in the same order. How do you ensure the process always clicks on the radio button for the description of Disconnect? The row cannot be selected through highlighting - the radio button must be selected.
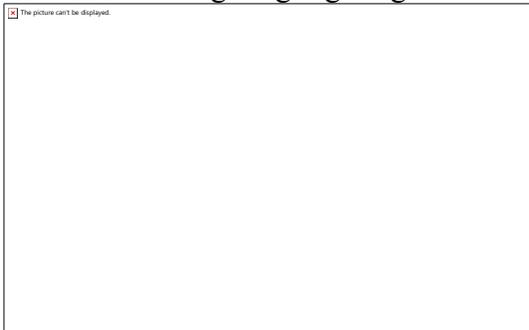
    A. Find Row and use returned row value to Select Row
    B. Click action on radio button with instance 3
    C. * Find row and use returned row value to click cell in Flag column
    D. All of the above

59. **Item ID:** IT000275

Brandon is automating transaction ME51N. Which of the following options below should he use to store the purchase requisition number?

    A. Use the Capture Binary property action.
    B. * Use the Status Bar Store Parameter action.
    C. Use the action Append Recordset.
    D. Use the Set Relative Object action with the data type of Number.

60. **Item ID:** IT000277

The variable Customer is set in the first transactional process XD01_CreateCustomer of an integrated process. Each time the second process executes, the Customer value input to SAP is not the value set in the first process. What are possible reasons?

    A. The second process is not using the Customer variable.
    B. The first process is not storing the correct Customer variable value.
    C. The second process resets the Customer variable.
    D. * All of the Above

61. **Item ID:** IT000278

When executing the Launch SAP action, the step fails with an error message 'Unable to access Sapshcut.exe'. What is the solution for this error?

    A. Turn on scripting in the SAP environment.
    B. Execute transaction RZ11.
    C. * Unblock the sapshcut.exe file.
    D. Change the GUI setting to High Speed Connection.

62. **Item ID:** IT000279

This SAP message appears in the status bar: Item 000001 cannot be deleted because document 10000001 refers to it.

 Message no. V1492 is as follows: Item &1 cannot be deleted because document &2 refers to it

What is the correct step to verify that the second parameter in the status bar matches the document number stored in the variable Document Number?

    A. * Verify Parameter action to verify sbar with index 2 Is Equal To Document Number variable.
    B. Verify Property action to verify sbar Text property Is Equal To "10000001."
    C. Verify Parameter action to verify sbar with index 1 Is Equal To Document Number variable.
    D. Text Compare action to verify Document Number variable Is Equal To Status Bar variable.

63. **Item ID:** IT000280

In SAP a toolbar button is pressed to open an import file pop-up window. The next step is to enter a filename and press Enter to close the pop-up.

The Certify button press step seems to work - the pop-up displays correctly. But the next Certify step does not execute. It seems like Certify doesn't think it has finished pressing the button.

What change in the toolbar button step is necessary for Certify to complete the step and allow the process to continue?

    A. The menu path of the button is incorrect.
    B. Use position for the button search property.
    C. Need to find the object first before using the Press action.
    D. * In the toolbar button step the Press Type parameter should be "No Result" so that Certify knows not to wait for the button step to complete.

64. **Item ID:** IT000281

Susan is using LiveTouch to create a process for an SAP GUI transaction. When she touches the objects, the steps are created with Silverlight objects. What does she need to change to ensure the correct interface is used?

    A. Learn Objects as Needed option is selected.
    B. * Disable the Silverlight interface for LiveTouch.
    C. Make sure status is 'Ready' before selecting an object.
    D. All of the Above.

65. **Item ID:** IT000283

When using a recordset to populate multiple rows of a blank table, what is the best way to control which table row the data goes into?

    A. Use a table class object, with the System variable "Recordset Row Number" in the "Row" parameter.
    B. Create a loop that increments a numerical variable.
    C. Use the tables controls 'Search Empty Row' action.
    D. * Both A and C

66. **Item ID:** IT000313

True/False. When pasting a step, the step is inserted below the target step.

    A. True
    B. * False

67. **Item ID:** IT000314

True/False. A recordset filter can be applied at the top-level process.

    A. True
    B. * False

68. **Item ID:** IT000316

True/False: The Refresh Recordset action should not be used on a recordset that is currently filtered because the filter will not be applied during the refresh.

    A. * True
    B. False

69. **Item ID:** IT000317

True/False: The Trim action can remove any characters from a text variable.

    A. True
    B. * False

70. **Item ID:** IT000324

True/False: System variables can be included in a recordset.

    A. True
    B. * False

71. **Item ID:** IT000327

True/False: The Select Variable window is the only window where you cannot filter information or customize the columns.

    A. True
    B. * False

72. **Item ID:** IT000330

Which of the following is an example of a wait step?

A. System 1.0 | System | Execution | Wait
B. Account Manager 1.0 | Account Manager | Account Manager | Wait
C. * Both A & B
D. None of the above

73. **Item ID:** IT000335

What is the data type format to zero pad 123 to 0000000123?

A. ##########
B. 00000#####
C. * 0000000000
D. 0000000.###

74. **Item ID:** IT000336

If the Date variable is set to value of Monday, February 11, 2019, how do you extract the full month name of February and set it to the Month variable?

A. Use the Date | Get Part action and set the Date Part Type parameter to Month Name.
B. * Set the format of the variable to use data type format MMMM.
C. Use the Date | Set action.
D. None of the above.

75. **Item ID:** IT000342

Which of the following document types can be used with the File Compare action?

A. PDF
B. TXT
C. XLS
D. * All of the above

76. **Item ID:** IT000343

Which of the following execution methods on an INPUT step will load variable values from a recordset?

A. Execute Steps.
B. Execute Steps with Dialog.
C. * Run Root Process.
D. All of the above.

77. **Item ID:** IT000344

What is the Flush Recordset action?

    A. * Allows a recordset to be saved to the Certify database before the execution finishes.
    B. Removes the existing recordset from memory and replaces a new copy of the recordset from the database.
    C. Writes recordset at the end of execution.
    D. Creates new recordset for each execution session and saves.

78. **Item ID:** IT000345

How is the Clear and Append recordset mode executed?

    A. Loops process once for each row until End of File.
    B. Appends to existing recordset and iterates through the process until an action or condition forces the process to exit.
    C. * Clears the recordset for each execution session and iterates through the process until an action or condition forces the process to exit.
    D. Updates the recordset at the end of the process.

79. **Item ID:** IT000346

Which of the following statements is false?

    A. A layout is a collection of variables that define the data in a recordset.
    B. A layout must exist before you can create the recordsets that will be used for your processes.
    C. A layout can have one or more recordsets associated with it.
    D. * A layout cannot be created from the windows and objects you imported for your application.

80. **Item ID:** IT000347

When using LiveTouch, a pop up appears with the message "Certify cannot find this object in any application version." How do you resolve this issue?

    A. Cancel LiveTouch and restart it.
    B. * Use LiveTouch with the option "Learn Objects As Needed."
    C. Enable the correct interface option in LiveTouch.
    D. Turn on the fields view in LiveTouch.

81. **Item ID:** IT000348

Which of the following are required to find screen images of failed steps in a result?

    A. Configure capture screen on option to CaptureFailedSteps
    B. Select the executed process in the Navigation tree
    C. Select the step that failed in the summary pane
    D. * All of the above

82. **Item ID:** IT000349

Which of the following is not an option for Capture Screen On setting?

    A. * CapturePassSteps
    B. CaptureNone
    C. CaptureAllSteps
    D. WindowChange

83. **Item ID:** IT000350

Which Run Mode prevents you from stepping through execution, setting breakpoints, and capturing screens?

    A. Managed mode.
    B. Manual mode.
    C. * Unmanaged mode.
    D. B & C.

84. **Item ID:** IT000352

What is the Output Location setting in the Configuration window?

    A. Configures output location of stored values in process.
    B. Determines where variables are saved.
    C. * Sets the location of where results are stored.
    D. Resolves maps and configures applications.

85. **Item ID:** IT000354

If the current step is an Execute process step, which button, if pressed, will execute all sub-processes and move execution to the next step of the current process?

    A. Step
    B. Step In
    C. * Step Over
    D. Step Out

86. **Item ID:** IT000357

How do you set a breakpoint?

    A. In the configuration window, select the breakpoint checkbox.
    B. Right-click in the Step tab and select Add breakpoint.
    C. Press the Breakpoint button on the execution window.
    D. * Right-click the step and select Set Breakpoint.

87. **Item ID:** IT000376

How do you execute multiple steps without the Execution Dialog?

    A. Press the Shift+F6 function key.
    B. * Right-click the selected steps and choose Execute Steps.
    C. Click the Action Menu and select Execute Steps with Dialog.
    D. All of the above.

88. **Item ID:** IT000377

What is not displayed in the status bar after steps are executed using the F6 function key?

    A. Overall status.
    B. * Failed step count.
    C. Selected steps count.
    D. Last executed step status.

89. **Item ID:** IT000378

Which of the following is not a system variable?

    A. Last Step Status.
    B. Recordset Row Number.
    C. User Name.
    D. * Result Name.

90. **Item ID:** IT000379

Which of the following is not true regarding the Mask the Value option while creating a variable?

    A. * Values are automatically encrypted in the database.
    B. Only text data type values can be masked.
    C. It is not possible to undo this option.
    D. None of the above.

91. **Item ID:** IT000380

Which column will display the output value in the execution window?

    A. Interface.
    B. Narrative.
    C. * Interface Return Value.
    D. Variable.

92. **Item ID:** IT000381

Brandon has just finished creating an automated process that contains over 20 SAP transactional processes and additional child processes within the transactional processes. What is the best way for him to create a single layout and recordset?

    A. In Data, create a new layout from processes and child processes and ensure the child depth is set to 1.
    B. In Variables, create a new layout from processes and child processes and ensure the child depth is set to 1.
    C. In Processes, create a new layout from processes and child processes and ensure the child depth is set to 1.
    D. * None of the above.

93. **Item ID:** IT000382

Heather and Diana are both working on different automated scripts in the HR Project. Each of them is using the same pre-existing variable named: Employee Number. When Diana executes her process, she notices the Employee Number variable is being populated with an incorrect employee number. Diana has not created a layout or recordset for this process yet. What would be the most likely reason for this behavior?

    A. The variable is linked to the object incorrectly.
    B. The data type format for the variable needs to be changed to integer.
    C. * The variable has an Initial Value that is not replaced during execution.
    D. The variable scope is defined incorrectly.

94. **Item ID:** IT000383

Fill in the blank. Both the _____and _____must be created separately before they can be linked together.

    A. * requirement, process
    B. process, results
    C. variable, results
    D. requirement, variable

95. **Item ID:** IT000384

Steve has just built a process and wants to debug it to make sure it is working correctly. Which options below are valid:

    A. Execute the process and, in the execution window, add break points to specific steps on which he wants to focus.
    B. Execute the process and, in the execution window, click on the Variables tab and select a certain variable he would like to ensure is populating correctly.
    C. Execute the process and, in the Configuration Editor, enable the option to "Stop on Failure."
    D. * All of the above.

96. **Item ID:** IT000385

Which of the following are valid report options when exporting the results of a process:

   A. Summary, Project, Detail
   B. Detail, Compressed, Printable
   C. Expanded, Filtered, Recordset
   D. * Summary, Detail, Recordset

97. **Item ID:** IT000386

What is the log status of an Execute Process step when a recordset filter is used and no rows meet the filter conditions?

   A. Passed
   B. * Skipped
   C. Aborted
   D. Failed

98. **Item ID:** IT000387

John is inserting a Date Math step. Why would Certify not allow him to select the month variable as the output variable?

   A. Variable has already been used in previous steps.
   B. Variable length is too long.
   C. * Variable data type is not correct.
   D. Variable has been selected for another parameter in the same step.

99. **Item ID:** IT000388

Which action gets text with a number of characters from a starting point (index) and stores it?

   A. Substring Index
   B. * Substring
   C. Find Substring
   D. Trim

100.   **Item ID:** IT000389

When importing data values into a recordset, the column headers were included as a row of data. What was configured incorrectly during the import?

   A. The Text Qualifier.
   B. The Column Delimiter was not set to Other.
   C. * Ignore First Line was not checked.
   D. "No" was not selected to append the existing records with imported records.

101.   **Item ID:** IT000391

What is the Learn Object as Needed option in LiveTouch?

    A. Attempts to pull the object and corresponding window from the Certify database.
    B. If the object does not exist, it adds it to the database and corresponding window.
    C. If the window does not exist, it creates the window and corresponding object.
    D. * All of the above.

102.   **Item ID:** IT000392

When using the caret (^) character in a recordset, which step that refers to this value will be skipped?

    A. First step only.
    B. Last step only.
    C. * All steps.
    D. Only steps within the same process.

103.   **Item ID:** IT000393

Which layout type is not created from the Data Window?

    A. Manually.
    B. From a Process and Child Process.
    C. * Add to Layout.
    D. All layouts are created from the Data window.

104.   **Item ID:** IT000394

What is the purpose of the Export button on the Configuration Window?

    A. Exports a list of data values in a recordset.
    B. * Exports execution configuration parameters in a batch file.
    C. Exports a summary of execution results.
    D. Exports information within the Summary Pane to a comma separated file.

105.   **Item ID:** IT000395

When promoting a result to a Result of Record, which of the following statements is correct?

    A. The result will appear bolded.
    B. Previously promoted results for the same process will be reset and the bolded font will be removed.
    C. The status and execution information of each requirement linked to each process in the selected execution will be updated.
    D. * All of the above.

106.   **Item ID:** IT000396

Which of the following scenarios will generate a failed execution status?

    A. A process with passed, skipped, and aborted steps.
    B. A process that contains a sub-process that failed and execution was aborted.
    C. A process with skipped steps and execution was stopped.
    D. * A process that has more than one sub process and one sub-process fails execution.

107.   **Item ID:** IT000397

Sally has just executed a process and it failed. Upon further investigation, she realizes all the variables were not populated when the process ran. She verified that there was a layout and recordset created for this process. What is the most likely cause for this behavior?

    A. The recordset mode was set to Read and Update.
    B. The process has become corrupt in the database.
    C. * The layout and recordset were not attached to the process.
    D. Sally does not have Write privileges to the Project folder.

108.   **Item ID:** IT000399

When analyzing results, the Execute Process step shows a status of 'Failed' with an error message of 'Step has invalid record set key. Key not found in database.' Upon further investigation, a layout and recordset variable is defined in the parameters. What can be the cause of this Execute Process step failing?

    A. A step within the sub-process has failed.
    B. * The variable value for the recordset variable does not match a recordset name.
    C. There are no rows of data in the recordset.
    D. The recordset filter contains no matching results.

109.   **Item ID:** IT000412

Your automation process calls for you to store the Sales Order Number into a variable to use elsewhere. You call the Variable module and see that someone else has already created a variable called Sales Order Number. You would:

    A. Create a new variable called Sales Order Number#2
    B. Ask the creator of that variable to change its name
    C. * Use the current variable
    D. Create a new variable called Sales Order Number (TESTNAME)

110.   **Item ID:** IT000413

A test case calls for a section that will require multiple rows and columns. The approach to this challenge should be:

   A. Inform the business owner that automation best practice is to only have 1 row of entry.
   B. * Create a parent-child process that would use its own recordset.
   C. Use Certify looping technology to fill in the rows of data.
   D. Execute 1st process to navigate to application under test to the table requiring multiple rows. Then execute the 2nd process to fill in the data.

111.   **Item ID:** IT000421

A test scenario needs to be automated and the functionality is not yet available in the AUT production instance. According to the Change Management best practices, what is the correct folder path to store this automation?

   A. * /02. New Project/02.04 Development/MWilson/
   B. /01. Client Gold Copy/01.04 Development /MWilson/
   C. /01. Client Gold Copy/01.01 Regression Tests/
   D. /02. New Project/02.01 Integration Tests/
   E. None of the above

112.   **Item ID:** IT000422

A test scenario is automated, and the functionality is not yet available in the AUT production instance. Once the process completes the QA Review and Business Owner Signoff stages, what is the appropriate folder to which the process should be moved?

   A. /02. New Project/02.04 Development
   B. /01. Client Gold Copy/01.04 Development
   C. /01. Client Gold Copy/01.01 Regression Tests/
   D. * /02. New Project/02.01 Integration Tests/
   E. None of the above

113.   **Item ID:** IT000424

When does a project and its assets merged into the Gold Copy / Production Support folders?

   A. Once all the projects are automated and signed off by Business
   B. When we need to run the tests in Lights-out mode
   C. * Once the AUT changes are moved to the production and the changes are stable
   D. Processes can be merged individually as soon as they are signed off by Business

114.   **Item ID:** IT000425

Every integrated and subprocess should start with an acronym to promote reusability. What should be done if you are not sure about the acronym to be used?

   A. Create a new acronym based on the integrated process name and use it for Integrated and subprocesses.
   B. Contact your Certify Administrator and define unique acronym for the Integrated processes.
   C. * Contact your Certify Administrator and define unique acronym(s) for the integrated and subprocess for each AUT, folder structures and attributes according to the new process.
   D. Contact your Certify Administrator and define unique acronym for the integrated process, folder structure, and attributes according to the new process.

115.   **Item ID:** IT000426

When a process is moved to the QA review stage, what are the minimum number of times the process should have been executed without any manual intervention?
- A. 1
- B. 2
- C. * 3 or more
- D. None of the above

116.   **Item ID:** IT000433

Environment value should be specified in the recordset of a Role-based Logon utility as a best practice.
- A. * True
- B. False

117.   **Item ID:** IT000436

What are the major components of an automated business process (end to end test)?
- A. Test Data Management
- B. Functionality
- C. Validation
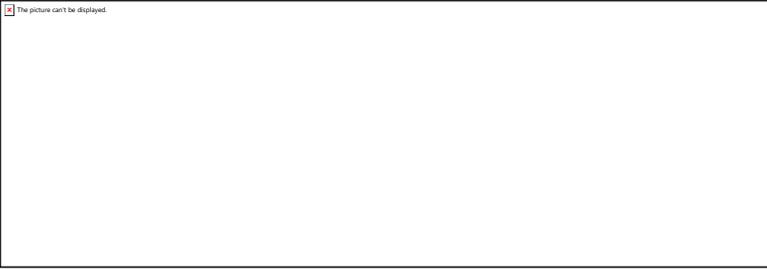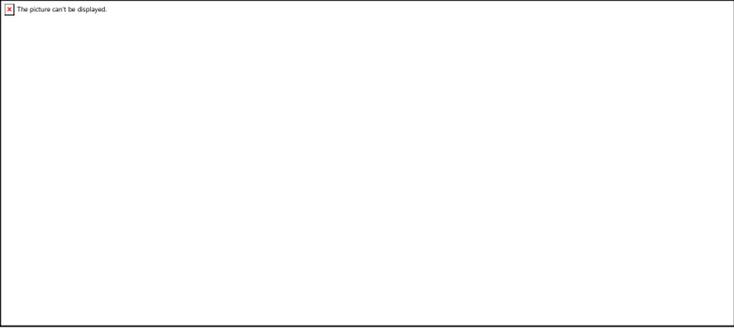- D. * All the Above
- E. b and c only

118.   **Item ID:** IT000437

Which of the below option(s) are recommended to promote project variable reusability?
- A. Create user level folders under Project variables folder to easily organize the variables
- B. Search for an existing variable before creating a variable
- C. Reuse an existing variable if its name is a close match
- D. When creating a new variable use the same name that of the AUT field label or name
- E. All the above
- F. * b, c and d only

Item ID: IT000439

Which one of the Development folder structures shown below are recommended?

A. The picture can't be displayed.

B. The picture can't be displayed.

C. The picture can't be displayed.
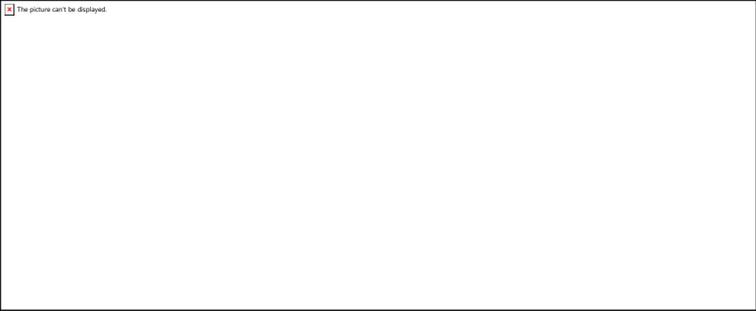
D. * The picture can't be displayed.
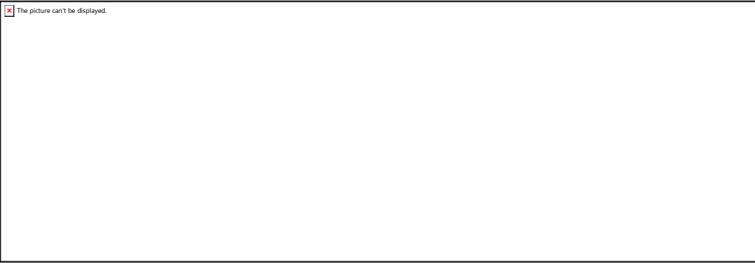
120.   **Item ID:** IT000440

Macie is attempting to automate a sub process. Before beginning, she looks in the Gold Copy>Transactional Tests folder. In there is already a pre-existing automated sub-process that will work for her. What is the best way for Macey to use this process in her automated script?

A. * In her automated script, create a step to call the pre-existing sub process and make sure it works in her integrated process.
B. Export/Import the sub process from the Transactional Tests folder to her personal folder.
C. Create a new sub process using different layout and recordset.
D. Copy and Paste the sub process from the Transactional Test folder to her personal folder.

121.   **Item ID:** IT000450

Sydney created a layout and recordset for a sub-process which is part of an end-to-end process. When she runs the end to end process, one or more variables set by the end-to-end and required by the sub-process are not populated with data. What should she check?

    A. Verify that User variables were not used.
    B. Verify that the recordset variables match the variables used in the integrated process.
    C. * Verify that the recordset variables match the variables used in the transactional process.
    D. Verify the variables are not used multiple times in the end-to-end process.

122.   **Item ID:** IT000451

The variable Customer is set in the first sub-process SF_CreateCustomer of an integrated process. Each time the second process executes, the Customer value input to AUT is not the value set in the first process. What are the possible reasons?

    A. The second process is not using the Customer variable.
    B. The first process is not storing the correct Customer variable value.
    C. The second process resets the Customer variable.
    D. * All of the Above

123.   **Item ID:** IT000458

A toolbar button has no text, just a visual icon. How would you interact with a button from that collection?

    A. Use the object X|Y coordinates to position the mouse correctly.
    B. * Find that buttons tooltip and have Certify click that toolbar that has matching tooltip.
    C. Have Certify send a keystroke combination such as Ctrl+F9.
    D. None of the above

124.   **Item ID:** IT000459

True/False. When pasting a step, the step is inserted below the target step.

    A. True
    B. * False

125.   **Item ID:** IT000460

True/False. A recordset filter can be applied at the top-level process.

    A. True
    B. * False

126.   **Item ID:** IT000461

True/False. The ODBC Data | Database Store step retrieves a value from the database and stores that value in a variable.

    A. * True
    B. False

127.   **Item ID:** IT000463

True/False: The Trim action can remove any characters from a text variable.

    A. True
    B. * False

128.   **Item ID:** IT000464

True/False: It is possible to add multiple default values to variables.

    A. * False
    B. True

129.   **Item ID:** IT000465

True/False: It is possible to capture a screen while executing a process in the Execution dialog box.

    A. * True
    B. False

130.   **Item ID:** IT000466

True/False: It is possible to modify variable values during execution and have the value retained for the remainder of the execution.

    A. * True
    B. False

131.   **Item ID:** IT000467

True/False: If a recordset is attached to a top-level process, this cannot be deleted or modified in the configuration window.

    A. True
    B. * False

132. **Item ID:** IT000468

True/False: System variables can be included in a recordset.

A. * False
B. True

133. **Item ID:** IT000469

True/False: System variables cannot be assigned to output type parameters.

A. * True
B. False

134. **Item ID:** IT000470

True/False: Not only can you add an existing variable to a layout, but you can also create a new variable in the Select Variable window.

A. * True
B. False

135. **Item ID:** IT000472

True/False: Each project is independent. Processes, variables, and results are not shared between them.

A. * True
B. False

136. **Item ID:** IT000473

True/False: Variables can be shared across different processes and projects.

A. True
B. * False

137. **Item ID:** IT000475

When selecting variable parameters for a Number Compare step, why are some variables highlighted?

A. These are variables that can be selected.
B. These are the recommended variables by Certify.
C. These are variables created by the user.
D. * These variables cannot be selected.

138.   **Item ID:** IT000476

Which of the following is a method to create a new process?

    A. Double clicking in the white area of the Summary Pane.
    B. Pressing the New button on the toolbar.
    C. Right-clicking in the Summary Pane and selecting New Process from the menu.
    D. * All of the above.

139.   **Item ID:** IT000477

Which of the following is true after initially saving a new process?

    A. * The Name of the process appears in the caption of the Process Editor.
    B. The Save Process As button in toolbar is greyed out.
    C. The Save button in the toolbar is enabled.
    D. A popup window appears to confirm the save.

140.   **Item ID:** IT000479

Which button executes to the end of the current process and stops at the next step of the parent process?

    A. Step
    B. Step In
    C. Step Over
    D. * Step Out

141.   **Item ID:** IT000480

Which allows you to set a predefined point in a test where you want execution to pause or stop?

    A. Stack
    B. * Breakpoint
    C. Log
    D. Manual Execution

142.   **Item ID:** IT000482

How do you skip a step while running a process?

    A. Comment out the step in the process.
    B. Press the skip button in the Execution window.
    C. Set the execution pointer after steps to be skipped.
    D. * All of the above.

143.   **Item ID:** IT000484

What type of variables can only be used by a single process?

A. Project
B. * Local
C. System
D. User

144.   **Item ID:** IT000486

What is the best way to handle the data value(s) in a recordset for field(s) that may be enabled or disabled for some executions?

A. Leave the step parameter value blank.
B. Use the Find Instance action.
C. * Insert the carat (^) character as the variable value in the recordset.
D. Hard code static values as parameter values.

145.   **Item ID:** IT000487

Which of the following is not a data type for a variable?

A. Text
B. * Alphanumeric
C. Number
D. Date

146.   **Item ID:** IT000488

Which is a scenario where a variable can be used in a process step?

A. Storing the order number generated from the application.
B. The current date needs to be applied to the delivery date.
C. Username and Password for utility login process.
D. * All of the above.

147.   **Item ID:** IT000489

If a variable is in use, which of the following cannot be changed?

A. Name
B. Description
C. * Data Type
D. Initial Value

148.   **Item ID:** IT000490

Which is not a good practice for securing sensitive data used in lights-out testing?

   A. Mask the value of the variable.
   B. Encrypt the value in database.
   C. Use a user variable.
   D. * Manually type the password during execution.

149.   **Item ID:** IT000491

Which option allows you to create a variable, layout, and recordset at the same time?

   A. Manually.
   B. From a process and child processes.
   C. From the windows and objects.
   D. * Add to Layout.

150.   **Item ID:** IT000492

Which of the following statements is true?

   A. * A layout can have multiple recordsets.
   B. A recordset can have multiple layouts.
   C. The same variable cannot be in multiple layouts.
   D. Recordsets cannot have the same name even if they are created from different layouts.

151.   **Item ID:** IT000493

When Processes is selected in the Navigation Taskbar, which tabs are available in the Details Pane of the main Certify window?

   A. * Details, Steps, Linked Requirements, Attributes.
   B. Recordsets, Steps, Attributes, Details.
   C. Attributes, Recordsets, Steps, Variables.
   D. Recordsets, Steps, Attributes, Details, Results.

152.   **Item ID:** IT000494

What is not a good practice when designing processes?

   A. All transactional or component processes should be created with the purpose of being used in an end-to-end test.
   B. Good data management ensures that a process will run without manual participation.
   C. Audit (validation) points would be included in the tests.
   D. * Logic should be used to test logic.

153.   **Item ID:** IT000495

What type of browser can you use to build processes?

    A. Firefox.
    B. Internet Explorer.
    C. Chrome.
    D. * All of the above.

154.   **Item ID:** IT000496

What is the correct way to launch LiveTouch when multiple objects are to be selected?

    A. * Right-click and select Insert Step(s) Below Using LiveTouch.
    B. Manually click on the drop down for Application Version and choose Select Using LiveTouch.
    C. Right-click and select New Process Using LiveTouch.
    D. Both A and B

155.   **Item ID:** IT000497

Which of the following descriptions of LiveTouch is false?

    A. * LiveTouch fills in data and presses buttons as objects are selected.
    B. When LiveTouch is opened and Ready, any click you make on AUT with the mouse is captured.
    C. LiveTouch will not learn any objects until the windows displays Ready status.
    D. After clicking every object, wait for the message "Ready (x Selected)" to equal the number of objects clicked before proceeding to next object or pressing "Save and Close."

156.   **Item ID:** IT000498

What is the Enable menu item in LiveTouch?

    A. Enables the Fields LiveTouch settings.
    B. Enables the application to save objects and maps within.
    C. Enables the target folder for variables.
    D. * Enables the Application interfaces that are associated with the Project licensed.

157.   **Item ID:** IT000593

What is the correct key format for sending a tab key three times using the send key action?

    A. (tab tab tab)
    B. (Tab 3)
    C. * {TAB 3}
    D. TAB TAB TAB

158.   **Item ID:** IT000595

Which of the following is not an action for On True/On False?

    A. Jump.
    B. Start at first step with next record.
    C. Change execution flow.
    D. * Read recordset.

159.   **Item ID:** IT000596

What is usually included with a Jump action?

    A. Variable.
    B. Layout.
    C. Comment.
    D. * Label.

160.   **Item ID:** IT000598

Which of the following document types can be used with the File Compare action?

    A. PDF
    B. TXT
    C. XLS
    D. * All of the above

161.   **Item ID:** IT000599

Which of the following execution methods on an INPUT step will load variable values from a recordset?

    A. Execute Steps.
    B. Execute Steps with Dialog.
    C. * Run Root Process.
    D. All of the above.

162.   **Item ID:** IT000600

What is the Flush Recordset action?

    A. * Allows a recordset to be saved to the Certify database before the execution finishes.
    B. Removes the existing recordset from memory and replaces a new copy of the recordset from the database.
    C. Writes recordset at the end of execution.
    D. Creates new recordset for each execution session and saves.

163.   **Item ID:** IT000601

How is the Clear and Append recordset mode executed?

    A. Loops process once for each row until End of File.
    B. Appends to existing recordset and iterates through the process until an action or condition forces the process to exit.
    C. * Clears the recordset for each execution session and iterates through the process until an action or condition forces the process to exit.
    D. Updates the recordset at the end of the process.

164.   **Item ID:** IT000602

Which of the following statements is false?

    A. A layout is a collection of variables that define the data in a recordset.
    B. A layout must exist before you can create the recordsets that will be used for your processes.
    C. A layout can have one or more recordsets associated with it.
    D. * A layout cannot be created from the windows and objects you imported for your application.

165.   **Item ID:** IT000603

When using LiveTouch, a pop up appears with the message "Certify cannot find this object in any application version." How do you resolve this issue?

    A. Cancel LiveTouch and restart it.
    B. * Use LiveTouch with the option "Learn Objects As Needed."
    C. Enable the correct interface option in LiveTouch.
    D. Turn on the fields view in LiveTouch.

166.   **Item ID:** IT000604

Which of the following are required to find screen images of failed steps in a result?

    A. Configure capture screen on option to CaptureFailedSteps
    B. Select the executed process in the Navigation tree
    C. Select the step that failed in the summary pane
    D. * All of the above

167. **Item ID:** IT000607

What is the default Title for an execution?

    A. * Process name followed by current date and time.
    B. Process name followed by user ID.
    C. Process name followed by user ID and date.
    D. Process name followed by last modified date.

168. **Item ID:** IT000608

What is the Output Location setting in the Configuration window?

    A. Configures output location of stored values in process.
    B. Determines where variables are saved.
    C. * Sets the location of where results are stored.
    D. Resolves maps and configures applications.

169. **Item ID:** IT000609

In which combination of tabs can you modify variable values during execution?

    A. Variables | Process
    B. Recordset | Watch
    C. * Variables | Step
    D. Recordset | Variables

170. **Item ID:** IT000610

If the current step is an Execute process step, which button, if pressed, will execute all sub-processes and move execution to the next step of the current process?

    A. Step
    B. Step In
    C. * Step Over
    D. Step Out

171. **Item ID:** IT000611

How do you execute multiple steps without the Execution Dialog?

    A. Press the Shift+F6 function key.
    B. * Right-click the selected steps and choose Execute Steps.
    C. Click the Action Menu and select Execute Steps with Dialog.
    D. All of the above.

172. **Item ID:** IT000612

What is not displayed in the status bar after steps are executed using the F6 function key?

    A. Overall status.
    B. * Failed step count.
    C. Selected steps count.
    D. Last executed step status.

173. **Item ID:** IT000613

Which of the following is not a system variable?

    A. Last Step Status.
    B. Recordset Row Number.
    C. User Name.
    D. * Result Name.

174. **Item ID:** IT000614

Which of the following is not true regarding the Mask the Value option while creating a variable?

    A. * Values are automatically encrypted in the database.
    B. Only text data type values can be masked.
    C. It is not possible to undo this option.
    D. None of the above.

175. **Item ID:** IT000615

Which column will display the output value in the execution window?

    A. Interface.
    B. Narrative.
    C. * Interface Return Value.
    D. Variable.

176.   **Item ID:** IT000616

Brandon has just finished creating an automated process that contains over 20 sub-processes and additional child processes within the sub-processes. What is the best way for him to create a single layout and recordset?

    A. In Data, create a new layout from processes and child processes and ensure the child depth is set to 1.
    B. In Variables, create a new layout from processes and child processes and ensure the child depth is set to 1.
    C. In Processes, create a new layout from processes and child processes and ensure the child depth is set to 1.
    D. * None of the above.

177.   **Item ID:** IT000617

Heather and Diana are both working on different automated scripts in the HR Project. Each of them is using the same pre-existing variable named: Employee Number. When Diana executes her process, she notices the Employee Number variable is being populated with an incorrect employee number. Diana has not created a layout or recordset for this process yet. What would be the most likely reason for this behavior?

    A. The variable is linked to the object incorrectly.
    B. The data type format for the variable needs to be changed to integer.
    C. * The variable has an Initial Value that is not replaced during execution.
    D. The variable scope is defined incorrectly.

178.   **Item ID:** IT000618

Fill in the blank. Both the _____and _____must be created separately before they can be linked together.

    A. * requirement, process
    B. process, results
    C. variable, results
    D. requirement, variable

179.   **Item ID:** IT000619

Steve has just built a process and wants to debug it to make sure it is working correctly. Which options below are valid:

    A. Execute the process and, in the execution window, add break points to specific steps on which he wants to focus.
    B. Execute the process and, in the execution window, click on the Variables tab and select a certain variable he would like to ensure is populating correctly.
    C. Execute the process and, in the Configuration Editor, enable the option to "Stop on Failure."
    D. * All of the above.

180.   **Item ID:** IT000620

Which of the following are valid report options when exporting the results of a process:

    A. Summary, Project, Detail
    B. Detail, Compressed, Printable
    C. Expanded, Filtered, Recordset
    D. * Summary, Detail, Recordset

181.   **Item ID:** IT000621

What is the log status of an Execute Process step when a recordset filter is used and no rows meet the filter conditions?

    A. Passed
    B. * Skipped
    C. Aborted
    D. Failed

182.   **Item ID:** IT000622

John is inserting a Date Math step. Why would Certify not allow him to select the month variable as the output variable?

    A. Variable has already been used in previous steps.
    B. Variable length is too long.
    C. * Variable data type is not correct.
    D. Variable has been selected for another parameter in the same step.

183.   **Item ID:** IT000623

Which action gets text with a number of characters from a starting point (index) and stores it?

    A. Substring Index
    B. * Substring
    C. Find Substring
    D. Trim

184.   **Item ID:** IT000624

When importing data values into a recordset, the column headers were included as a row of data. What was configured incorrectly during the import?

    A. The Text Qualifier.
    B. The Column Delimiter was not set to Other.
    C. * Ignore First Line was not checked.
    D. "No" was not selected to append the existing records with imported records.

185.   **Item ID:** IT000626

What is the Learn Object as Needed option in LiveTouch?

    A. Attempts to pull the object and corresponding window from the Certify database.
    B. If the object does not exist, it adds it to the database and corresponding window.
    C. If the window does not exist, it creates the window and corresponding object.
    D. * All of the above.

186.   **Item ID:** IT000627

When using the caret (^) character in a recordset, which step that refers to this value will be skipped?

    A. First step only.
    B. Last step only.
    C. * All steps.
    D. Only steps within the same process.

187.   **Item ID:** IT000628

Which layout type is not created from the Data Window?

    A. Manually.
    B. From a Process and Child Process.
    C. * Add to Layout.
    D. All layouts are created from the Data window.

188.   **Item ID:** IT000629

What is the purpose of the Export button on the Configuration Window?

    A. Exports a list of data values in a recordset.
    B. * Exports execution configuration parameters in a batch file.
    C. Exports a summary of execution results.
    D. Exports information within the Summary Pane to a comma separated file.

189.   **Item ID:** IT000630

When promoting a result to a Result of Record, which of the following statements is correct?

    A. The result will appear bolded.
    B. Previously promoted results for the same process will be reset and the bolded font will be removed.
    C. The status and execution information of each requirement linked to each process in the selected execution will be updated.
    D. * All of the above.

190.   **Item ID:** IT000631

Which of the following scenarios will generate a failed execution status?

    A. A process with passed, skipped, and aborted steps.
    B. A process that contains a sub-process that failed and execution was aborted.
    C. A process with skipped steps and execution was stopped.
    D. * A process that has more than one sub process and one sub-process fails execution.

191.   **Item ID:** IT000632

Sally has just executed a process and it failed. Upon further investigation, she realizes all the variables were not populated when the process ran. She verified that there was a layout and recordset created for this process. What is the most likely cause for this behavior?

    A. The recordset mode was set to Read and Update.
    B. The process has become corrupt in the database.
    C. * The layout and recordset were not attached to the process.
    D. Sally does not have Write privileges to the Project folder.

192.   **Item ID:** IT000634

When analyzing results, the Execute Process step shows a status of 'Failed' with an error message of 'Step has invalid record set key. Key not found in database.' Upon further investigation, a layout and recordset variable is defined in the parameters. What can be the cause of this Execute Process step failing?

    A. A step within the sub-process has failed.
    B. * The variable value for the recordset variable does not match a recordset name.
    C. There are no rows of data in the recordset.
    D. The recordset filter contains no matching results.

193.   **Item ID:** IT000636

You have a recordset that contains many rows of data but you only need to use specific rows of data for a test case. Which option is the best practice?

    A. Use the Certify System | Text | Compare step to verify the specific data is what is needed as each record is read.
    B. Manually copy the recordset to a new recordset and remove the rows of data not needed.
    C. * Use the recordset filter option to use the relevant rows.
    D. Create a new Certify process that uses a unique recordset for that test case.

194.   **Item ID:** IT000638

You have an application that may or may not enter data into a field depending on the scenario. What is the best practice way to handle this situation?

   A. * Use the "^" in a recordset to tell Certify to skip interacting with that field.
   B. Use the System | Text | Compare action to skip over that step.
   C. Comment out the step in Certify.
   D. Use the Certify system commands of Jump and Label to avoid the step.

195.   **Item ID:** IT000642

What will be the value at the start of the 1st step of the child process if the same variable is in both the parent and child recordsets?

   A. The parent variable value will be used.
   B. * The child variable value will be used.
   C. The variable value will be null.
   D. None of the above.

196.   **Item ID:** IT000644

True/False: Keeping static dates in a recordset is a Worksoft best practice.

   A. True
   B. * False

197.   **Item ID:** IT000646

Your automation process calls for you to store the Sales Order Number into a variable to use elsewhere. You call the Variable module and see that someone else has already created a variable called Sales Order Number. You would:

   A. Create a new variable called Sales Order Number#2
   B. Ask the creator of that variable to change its name
   C. * Use the current variable
   D. Create a new variable called Sales Order Number (TESTNAME)

198.   **Item ID:** IT000649
A manual test requires testing the same steps with different data (Scenarios). In automation the approach would be:
   A. * Create a common process that would be able to filter out scenarios from the recordsets during execution.
   B. Create the test for the 1st scenario and copy/rename it for all the remaining scenarios.
   C. Let business know that executing a test for one scenario should satisfy the test requirements.
   D. Create a common process that would execute all scenarios at once.

199.   **Item ID:** IT000650

True/False. When pasting a step, the step is inserted below the target step.

    A. True
    B. * False

200.   **Item ID:** IT000651

It that possible to automate the import or export data from an external file.
    A. * True
    B. False

201.   **Item ID:** IT000672

Brandon has just finished creating an automated process that contains over 20 SAP transactional processes. What is the best way for him to create a layout and recordset for a single process?
    A. In the Variables navigation pane, create a new layout from processes and child processes and ensure the child depth is set to 1
    B. In the Process navigation pane, create a new layout from processes and child processes and ensure the child depth is set to 1
    C. * In the Data navigation pane, create a new layout from processes and child processes and ensure the child depth is set to 1
    D. In the Data navigation pane, create a new layout from processes and child processes and ensure the child depth is set to 20

202.   **Item ID:** IT000673

There is an SAP toolbar that doesn't have any text mentioned alongside the icon. How can you click on that particular icon?
    A. Use set attribute
    B. * Use Tooltip
    C. Use X, Y coordinates
    D. None of the above

203.   **Item ID:** IT000674

Which symbol needs to be used to mention the SAP menu path?
    A. * | (Pipe)
    B. ^ (Carot)
    C. ! (Exclamatory)
    D. * (Asterisk)

204.   **Item ID:** IT000675

What acronym is used for integrated and subprocess for COUPA application?
    A. * E2E_COUPA and COUPA
    B. COUPA and CPA
    C. COUPAINT and COUPASUB
    D. None of the above

205.   **Item ID:** IT000677

Brian has an SAP application that generates an order number in the status bar as "USA.0010 – Order # 345299 has been created'. Which of the following options below should Sunil use to just store the numeric digits of "345299"?

    A. Use the Substring action
    B. Use the Store property action
    C. Use the store parameter action
    D. * All of the Above

206.   **Item ID:** IT000679

Which of the below statements is a best practice with the action "stop/pause on failure"?

    A. * Stop on failure action should be there as first step of the process
    B. Check the stop/pause on failure checkbox in a configuration window
    C. It's not best practice to use that action
    D. Either A are B

207.   **Item ID:** IT000681

John has set Fail threshold to 2 and Stop/pause on failure has been checked in the configuration window. What we can expect during the execution?

    A. Execution will be paused whenever the failure occurs atleast 2 times
    B. Execution will be stoped whenever any failure occurs.
    C. * Execution will be paused only for the 1st failure.
    D. Execution will be paused for 2 failures and it will be stopped for 3rd failure.

208.   **Item ID:** IT000682

Trim action is to remove the character from the text.

    A. True
    B. * False

209.   **Item ID:** IT000683

Mac is working on VA01 and has to input the variable values into the blank table, which is the best practice to input the values?

    A. Pass the row number in the recordset
    B. Create a process to loop for all row items
    C. * Search for empty row
    D. None of the above

210.   **Item ID:** IT000685

A layout can be created from the process editor window

    A. * True
    B. False

211.   **Item ID:** IT000686

Sean has just executed a process and it failed. Upon further investigation, he realizes all of the variables were not populated when the process ran. He verified that there is a layout and recordset created for this process. What is the most likely cause for this behaviour?

    A. There is no parent or child requirement created for this process
    B. The process has become corrupt in the database
    C. * The layout and recordset were not attached to the process
    D. Sean does not have "Read, Write, Execute" privileges to the Project folder

212.   **Item ID:** IT000687

The caret (^) character can be used in a recordset to skip a field which needs to be ignored.

    A. * True
    B. False

213.   **Item ID:** IT000688

Paul is creating a process that needs to perform a mathematical calculation. When attempting to select the necessary variables, he noticed that some of the variables were highlighted in grey. Why did this occur?

    A. The database is corrupt
    B. The variables are in use by another process
    C. * The variables in grey cannot be used because they don't have a data type of "Number"
    D. None of the above

214.   **Item ID:** IT000689

The "Edit -> Undo" option in the menu bar will allow a person to recover an accidentally deleted process

    A. True
    B. * False

215.   **Item ID:** IT000690

Simon is attempting to clean up some of the processes he has built which, he feels, are incomplete. Each time he tries to delete a selected process he receives the following error: "The selected Process is in use by another process". How can he determine which processes are using the one he is trying to delete?

    A. Right-click on the process he is trying to delete and select, Tools, Display Children from the menu
    B. * Right-click on the process he is trying to delete and select, Version and Usage and then Process Usage
    C. Right-click on the process he is trying to delete and select, Tools, Display Sub-Objects
    D. Right-click on the process he is trying to delete and select, View, Sub-Processes

216.   **Item ID:** IT000691

_____ contain a specific type of value that can be inserted into a field, acted on or stored for future comparison against another value?

    A. Processes
    B. Layout
    C. * Variable
    D. All of the above

217.   **Item ID:** IT000692

In the Results navigation pane, you can identify a specific execution result as a "Result of Record". If you identify a result as a "Result of Record", then the status and execution information of each requirement linked to each process in the selected execution will be updated. This feature will help you determine which test requirements have completely passed. Which of the options below best describes how to achieve this?

  A. * In the Results navigation pane, right-click on a result and select the option "Promote to Result of Record"
  B. In the Requirements navigation pane, right-click on a result and select the option "Promote to Result of Record
  C. In the Data navigation pane, right-click on a result and select the option "Promote to Result of Record"
  D. In the Extension navigation pane, right-click on a result and select the option "Promote to Result of Record"

218.   **Item ID:** IT000693

It is possible to import a recordset from an external comma-separated value file

  A. * True
  B. False

219.   **Item ID:** IT000694

Which of these are valid statuses for Requirements?

  A. * Satisfied, Not satisfied and Unknown
  B. Unknown, Passed and Failed
  C. Not Satisfied, Skipped, and Aborted
  D. None of the above

220.   **Item ID:** IT000696

Where can you find the Import/Export the Recordset option?

  A. Recordset Editor Window
  B. Process Editor window
  C. Execution-Configuration Window
  D. * Both A and B

221.   **Item ID:** IT000697

Where can you see the recordset index in the execution window?

  A. * In Recordset tab
  B. In Variables tab
  C. In Steps tab
  D. None of the above

222.   **Item ID:** IT000698

Which of the options is not available in "Capture screen On"?

  A. Capture None
  B. CaptureAllSteps
  C. * CaptureAllPassedSteps
  D. None of the above

223. **Item ID:** IT000699

Environmental values must be included in role based recordset
  A. * True
  B. False

224. **Item ID:** IT000700

How many times a process needs to be run before sending it to a QA review?
  A. 1
  B. 2
  C. * 3 and more
  D. None of the above

225. **Item ID:** IT000701

There is an automated process which is signed off. Under which folder should this be included?
  A. New project| Development
  B. * Client gold copy| Regression
  C. Client gold copy| Integration
  D. New project| Integration

226. **Item ID:** IT000703

Ryan is creating a role-based end-to-end process that will be executed lights out. Which of the following is not a recommended practice for handling the passwords?
  A. Use Test IDs
  B. * Add manual steps to enter in passwords
  C. Mask the value for the password variable
  D. None of the above

227. **Item ID:** IT000704

Emmett created an End to End scenario with UTL_Login process for login and launch of the application. UTL_Login process has a layout to enter credentials and recordset has 10 rows of data which are valid credentials of 10 project members including Emmett. But Emmett wants to use specific crendentials one at a time. Which of the following statements can be done?
  A. Emmett should use driver recordset concept in order to get the correct credentials.
  B. No extra work needs to be done, as Certify takes 1st row of credentials for login, Emmett should have correct credentials at 1st row.
  C. * Recordset filter criteria should be used in order to get correct row of credentials.
  D. None of the above

228. **Item ID:** IT000705

Elsa must develop a process for following components.
1. Launch and Login to the application
2. Create an order
3. Verify the order confirmation

Which of the following statements propose best ways to handle it?
   A. Create E2E business process for all steps
   B. Create individual transaction process and make it execute one after the another or parallelly
   C. * Create a 3 separate process for these components chained them together to create E2E process.
   D. Create 3 different E2E process to do all the functionalities which eases the user to navigate across all the steps.

229. **Item ID:** IT000706

Which of the below statements suggest the best practice to move the project and its associated assets into the Client gold copy/production instance folder according to change management procedures.
   A. * When project is completed with business review and signoff.
   B. When all changes are moved into AUT's production instance and making sure it is stable
   C. To carry out the lights out testing
   D. We can move the individual business processes when they are executed 3 or more times without manual intervention, followed by technical review and business sign-off.

230. **Item ID:** IT000707

When a business process was executed, the steps failed. During the debugging in the result viewer, user noticed it has an execute process step which was using the recordset as a variable and error message as "step has invalid recordset key. Key not found in database". Choose the best option for the cause of this error.
   A. Recordset filter was not satisfied with any values present in the recordset.
   B. Database could have corrupted for the process which is being executed.
   C. * Recordset variables value might not be matching with the recordset name of associated layout
   D. Application would have closed abruptly from some other actions

231. **Item ID:** IT000708

Which option should be used when you are in a child process and you need to execute the child process and stop at next step in the parent process?
   A. Step
   B. Step Out
   C. * Step Over
   D. None of the above

232. **Item ID:** IT000709

Projects are independent. Process, Variables and Layouts cannot be shared between projects.
   A. * True
   B. False

233.   **Item ID:** IT000710

When we start livetouch and try to capture the object, it doesn't highlight the object. What action has to be taken?

    A. * Enable the particular interface
    B. Relaunch livetouch
    C. Enable extension in the browser
    D. None of the above

234.   **Item ID:** IT000711

We cannot see the recordset filters in the Reports.

    A. * True
    B. False

235.   **Item ID:** IT000713

System Variables can be used as output variables.

    A. True
    B. * False

236.   **Item ID:** IT000716

Not only can existing variables be added to the layout, but also new variables can be created in select variables window.

    A. * True
    B. False

237.   **Item ID:** IT000717

Georgia wants to send Enter key to the Notepad window. What would be the best way to do it?

    A. System - System - System - Sendkeys with parameter Keys as "Enter" and Target Window caption contains Notepad
    B. * System - System - System - Sendkeys with parameter Keys as "~" and Target Window caption contains Notepad
    C. System - System - System - Send Input Key with parameter Key as Enter
    D. System - System - System - Send Input Text as "Enter"

238.   **Item ID:** IT000719

What would be status of Execute process step where recordset filter criteria has been attached but it filter criteria is not satisfied.

    A. Paused
    B. Failed
    C. * Skipped
    D. Aborted

239.   **Item ID:** IT000720

Adison used a system action of step delay and set it 2 seconds in one of his process. But, in configuration window he set the step delay to 0 seconds and ran the process. What will be the behavior of execution?

    A. Certify executes the process normally
    B. All the steps will be executed with 2 seconds of delay
    C. * Only the steps which come after step delay of 2 second will have step delay of 2 seconds.
    D. Only the steps of a process which has step delay of 2 seconds will have delay of 2 seconds.

240. **Item ID:** IT000721

John wants to create a recordset filter. While creating a filter, Johnny realized that at least one variable should be from _____.
   A. Parent process recordset
   B. * Child process recordset
   C. Parent process recordset or Child process recordset
   D. Variable from Set step No need to be from Parent process recordset or Child process recordset

241. **Item ID:** IT000722

By considering the current Business process scenario, what will happen if Kevin use selects Step -> Step Over?
   A. Execution pointer will be set to the 1st step of UTL_ClosePop-up process
   B. All the steps in UTL_WorksoftStore_Login will be executed
   C. * UTL_ClosePop-up will be executed and execution pointer will be set to 2nd step in UTL_WorksoftStore_Login
   D. Execution pointer will be set to the last step of UTL_ClosePop-up

242. **Item ID:** IT000726

Natty wants to get the statistics of Certify components(example: number of projects/variables/layouts/recordsets/results, etc)
   A. Help - Show log - Show Certify Logfile
   B. User need to visit the components individually and search for it
   C. * Help - About Worksoft Certify - Stats
   D. None of the above

243. **Item ID:** IT000727

Jerry has inserted some steps in his process, once he clicks on save, certify throws some error message "Required fields are missing". What is best approach to handle this?
   A. Assign variable for required fields
   B. Assign value for required fields
   C. * Either A or B
   D. None of the above

244. **Item ID:** IT000728

Which of the following settings will retain its life until end of the test execution?
   A. Set busy check
   B. Step Delay
   C. Set scroll into view
   D. * All of the bove

245. **Item ID:** IT000729

Layout Folder structure should ALWAYS mirror the folder structure of the processes.
   A. * True
   B. False

246.   **Item ID:** IT000730

John has created a process with the layout and recordset attached at a process level. His colleague, Jane has only Read and Execute(No write permission) access for the process. Can Jane execute the process by removing the existing layout/recordset and by attaching a new one?
- A. * True
- B. False

247.   **Item ID:** IT000732

Tom wants to store the fifth row element from the below Document table for further processing in his OTC_E2E process. Since Tom is new to Worksoft Automation, he reached out to Willey for help. Willey guided Tom to automate below SAP table. Which of the following options are correct?
- A. Willey suggested to use Find row on the Document column the store the cell using store cell action
- B. Willey suggested to use (dynamic window) Set reference row on Document text then set relative position down by 5. Later use guilabel to store the Document number
- C. Willey suggested to use (dynamic modal) Set reference row on Document text then set relative position down by 5. And use click action to click the document number.
- D. * Willey suggested to use (dynamic modal) Set reference row on Document text then set relative position down by 5. Later use guilabel object to store the Document number.

248.   **Item ID:** IT000733

The client has given the requirements as AUT's functionality is available, but the process is not yet created. Where would Jane create any automation or keep the process?
- A. * 02. New project > 02.04.Development > Jane
- B. 01.Client gold copy > 01.01Integration
- C. 01.Client gold copy > 01.04.Development > Jane
- D. 02.New project > 02.01Integration