OS-102B: OneStream Certified Associate (OCA) in Administration R2 BETA Exam

Beta Exam Study Guide v1.0

Exam Description

Candidates can validate their technical knowledge and competency by becoming a OneStream Certified Associate in Administration based on their specific area of expertise on OneStream 8.x. To achieve this level of certification, candidates must pass this online, proctored exam that is based on a combination of OneStream training material, commonly referenced product documentation, and real-world scenarios. This exam is comprised of both traditional multiple-choice items and performance-based items.

This exam targets IT professionals using OneStream in an Administration role. This certification exam measures candidate knowledge and skill covering the following topics:

- Dimensionality
- Extensibility
- Workflow
- Data Collection
- Security
- Application Properties

Recommended Experience

- 1+ year of Administration experience.
- 1+ year working with OneStream Software in a support or enablement role.
- Has experience/knowledge in areas of Accounting/Finance and/or Information Technology.

If candidates do NOT have prior experience with this product, it is recommended that they complete training, although training alone may not provide a candidate with the knowledge and skills required to pass the exam. If a candidate has experience with OneStream, they may find an online course equivalent to be sufficient. Be cautioned that attendance in a training course does NOT guarantee passage of a certification exam. A combination of training and successful, on-the-job experience are critical to providing candidates with the knowledge and skills needed to pass the exam.

What to Expect While Taking an Exam

The exam will be online and remotely proctored through video.

With the freedom to take a remotely proctored exam, it is the candidate's responsibility to ensure they have the necessary hardware (e.g., computer, large enough monitor, built in webcam or external USB webcam, power cords) and stable internet connectivity. Note that if a candidate chooses to use an external monitor instead of a laptop monitor, the candidate is responsible for providing their own external webcam for use during exam remote proctoring.

To aid in a successful testing experience, candidates should take these important steps to be sure that they will be able to take the test:

1. Confirm that your system meets the **Technical Requirements** for taking this exam.

2. Perform an **Examity system requirements** check for remote proctoring.

3. Verify both **GoToMeeting** and **Zoom** run by using these sample meetings.

4. Verify your sound, camera, and microphone all function in both sample meetings.

5. Use a supported browser: Chrome, Firefox, or Edge. (NOTE: Safari and Internet Explorer are unsupported.)

6. Verify you can complete this **5-question quiz** **PRIOR** to exam day.

7. Turn off your popup blocker. (Day of exam – if you may forget on the day of the exam, turn it off now while you are performing checks.). If test-takers have their pop-up blocker enabled, there could be a delay when launching the exam session. When candidates select Connect to Proctor, that button initiates the screen share application. If that does not launch properly or immediately, it can feel as though the proctor is not available, though they are in the screen share session.

8. For best results, **test on a non-work computer**. There may be security configurations on your work computer that could affect exam performance.

9. If you experience issues using a company computer or sitting at work, ask your IT department to follow the instructions in **this guide**, which may resolve the issues.

Familiarize yourself with the exam platform by watching the video: ***What to Expect While Taking An Exam***.

Study References

OneStream Training

Recommended Course and Webinars

- Course: **OneStream Administration**
- Course: **Getting Started With OneStream**
- Course: Configure Core Application Security
- OneStream Navigator Recordings: OneStream Certified Associate (OCA) in Administration Exam Prep Webinars

To learn about current training opportunities, please open a case with the Training team via the **ServiceNow Support Portal**.

Documentation

- OneStream Design and Reference Guide
- Knowledge Base Articles (specified below per exam objective)

OneStream Websites

- **OneStream Training Website**
- **OneStream Certification Program Website**

Exam Objectives

The following tables list the OneStream Certified Associate (OCA) in Administration R2 exam objectives and how these objectives align to the corresponding OneStream Navigator course topics and any associated lab exercises and commonly referenced product documentation.

Candidates are encouraged to complete applicable exercises as part of their preparation for the exam.

Exam Section 1: Building Blocks of Administration (Weighting: 11%)

Exam Objectives	Applicable Course Content
• **102.1.1:** Examine how to navigate the Solution Exchange and download solutions.	• **Course:** OneStream Administration • **Lesson:** Taking on a OneStream Application and Exploring Available Resources
• **102.1.2:** Demonstrate how to access ServiceNow and One Community resources.	• **Course:** OneStream Administration • **Lesson:** Taking on a OneStream Application and Exploring Available Resources
• **102.1.3:** Evaluate the circumstances and method to extract an application.	• **Course:** OneStream Administration • **Lesson:** Taking on a OneStream Application and Exploring Available Resources

Exam Section 2: Application Properties and Dimensions (Weighting: 17%)

Exam Objectives	Applicable Course Content
• **102.2.1:** Configure Application Properties.	• **Course:** OneStream Administration • **Lesson:** Application Properties and Dimensions • **Documentation:** OneStream Design and Reference Guide, Chapters "Cube", "Application Tools"
• **102.2.2:** Given a situation, create Dimensions and Dimension Members.	• **Course:** OneStream Administration • **Lesson:** Application Properties and Dimensions • **Documentation:** OneStream Design and Reference Guide, Chapter "Cube"

Exam Section 3: Cubes and Extensibility (Weighting: 12%)

Exam Objectives	Applicable Course Content
• **102.3.1:** Define Dimension Extensibility.	• **Course:** OneStream Administration • **Lesson:** Working with Extensibility • **Documentation:** OneStream Design and Reference Guide, Chapter "Financial Model Guides"
• **102.3.2:** Review how extensibility is being used in an application	• **Documentation:** OneStream Design and Reference Guide, Chapters "Cube", "About the Financial Model", "Presentation Guides"
• **102.3.3:** Summarize the concepts and different configurations of a Cube and its impact.	• **Course:** OneStream Administration • **Lesson:** Working with Cubes • **Documentation:** OneStream Design and Reference Guide, Chapter "About the Financial Model"

Exam Section 4: Workflow Start (Weighting: 11%)

Exam Objectives	Applicable Course Content
• **102.4.1:** Review the structure of a Workflow.	• **Course:** OneStream Administration • **Section:** Building the Workflow • **Documentation:** OneStream Design and Reference Guide, Chapter "Cube", "Workflow"
• **102.4.2:** Given a situation, amend an existing Workflow profile.	• **Course:** OneStream Administration • **Lessons:** Building the Workflow, Finalizing the Workflow • **Documentation:** OneStream Design and Reference Guide, Chapters "Cube", "Workflow", "Workflow Guides"

Exam Section 5: Importing Data (Weighting: 13%)

Exam Objectives	Applicable Course Content
• **102.5.1:** Given a situation, configure the application for manual data import using the Workflow profile.	• **Course:** OneStream Administration • **Sections:** Setting up OneStream for Data Entry, Importing Data into OneStream, Building the Workflow • **Documentation:** OneStream Design and Reference Guide, Chapter "Data Collection", "Application Tools", "Data Collection", "Workflow", "Cube"

Exam Section 6: Data Entry (Weighting: 14%)

Exam Objectives	Applicable Course Content
• **102.6.1:** Differentiate Between Options for Data Entry.	• **Course:** OneStream Administration • **Lesson:** Importing Data into OneStream, Setting up OneStream for Data Entry • **Documentation:** OneStream Design and Reference Guide, Chapter "Data Collection"
• **102.6.2:** Recognize How to Set up Form Templates.	• **Course:** OneStream Administration • **Lesson:** Setting up OneStream for Data Entry • **Documentation:** OneStream Design and Reference Guide, Chapter "Data Collection"
• **102.6.3:** Understand Workflow Setup and Configuration.	• **Course:** OneStream Administration • **Lesson:** Setting up OneStream for Data Entry
• **102.6.4:** Compile a Form for Manual Data Entry.	• **Course:** OneStream Administration • **Lesson:** Setting up OneStream for Data Entry
• **102.6.5:** Identify Ways to Investigate Data.	• **Course:** OneStream Administration • **Lesson:** Setting up OneStream for Data Entry

Exam Section 7: Completing the Workflow (Weighting: 10%)

Exam Objectives	Applicable Course Content
• **102.7.1:** Given a situation, process, confirm and certify data brought through a Workflow profile	• **Documentation:** OneStream Design and Reference Guide, Chapters "Application Tools", "OnePlace Workflow", "Workflow", "Financial Model Guide"
• **102.7.2:** Compare workflow administration tools within OnePlace.	• **Course:** OneStream Administration • **Lesson:** Finalizing the Workflow • **Documentation:** OneStream Design and Reference Guide, Chapter "OnePlace Workflow"

Exam Section 8: Working with security (Weighting: 12%)

Exam Objectives	Applicable Course Content

• **102.8.1:** Assign the key steps to add and/or deactivate a user under security including the use of naming conventions.	• **Course:** Configuring Core Application Security
	    • **Sections:** Applying Security, Configuring Users and Groups
	• **Course:** OneStream Administration
	    • **Lesson:** Taking on a OneStream Application and Exploring Available Resources
	• **Documentation:** OneStream Design and Reference Guide, Chapter "System Administration", "Foundation Guides"

• **102.8.2:** Explain the concept of Cube Security.	• **Course:** Configuring Core Application Security • **Sections:** Applying Security, Slice Security • **Documentation:** OneStream Design and Reference Guide, Chapter "Cube", "Foundation Guides"

For questions related to the certification process or exam, please open a case with Credentialing via the **ServiceNow Support Portal**.

Sample Exam Questions

Review the following sample questions prior to taking an exam to gain a better understanding of the types of questions that will be presented on the exam.

The sample exam allows candidates to see the type and format of questions that will be encountered in the actual exam. Sample exam results do NOT predict a candidate's actual test results.

1.   **An Administrator wants to lock and certify all steps in a Workflow for all periods, using a single batch operation.**

     Which screen should the Administrator visit to do this?

     A.   Workflow Status
     B.   Workflow Multi-Period Processing
     C.   Workflow Audit

2.   **Which Workflow Profile Type should an Administrator use to enable importing data to Entity Members in the Cube?**

     A.   Parent Input
     B.   Review
     C.   Base Input

3.   **An Administrator is setting up a List mapping to create a delimited list of Members that all map to the same target.**

     Which Rule Expression should the Administrator use to create the mapping?

     A.   90210;90213;90218
     B.   90210~90213~90218
     C.   90210-90213-90218

4.   **An Administrator wants to add an editable text column to a Cube View.**

     Which Dimension contains the Members to accomplish this?

     A.   Time
     B.   Origin
     C.   View

5.   **Data Adapters can be attached to which Dashboard Component Type?**

     A.   List Box
     B.   Cube View
     C.   Chart (Advanced)

6. **Which two Data Management Steps create audit information for each data cell affected? Select two.**

    A.   Reset Scenario
    B.   Clear Data
    C.   Custom Calculate
    D.   Calculate

7. **Which file type should an Administrator use to load Application artifacts?**

    A.   XLS
    B.   XML
    C.   CSV

8. **How should a User save a Cube POV to the File Explorer so that it can be used later?**

    A.   Right-click the Cube POV and select "Copy Cube POV"
    B.   Right-click the Cube POV and select "Save Cube POV To Favorites"
    C.   Right-click the Cube POV and select "Save Cube POV As Initial POV For New Users"

9. **Where should an Administrator maintain currencies in OneStream?**

    A.   In the Application Configuration file
    B.   On the System tab > Environment, then select an Application Server on the Configuration tab
    C.   On the Application tab > Application Properties > General Tab > Currency Filter

10. **What information within Task Activity is available to an Administrator?**

    A.   User Logon Activity and through which Client Module
    B.   Detailed error logging
    C.   Duration of a specific Task

* Answer key and rationales provided on next page

Sample Exam Question Answers

1. B, (A can be accessed for individual periods and allows the Status and Assigned Entities to be reviewed, and C is used to see how many times each task in a Workflow was performed, along with the results.)
2. C, (A is used to allow adjustments to Parent Entities in the Cube and B will not allow you to input data on a Review Profile type.)
3. A, (List Mapping uses a ; separator. In B the ~ is used by Range Mapping as a separator and in C the – is not supported in rule writing.)
4. C, (The Time and Origin Dimensions do not have text members.)
5. C, (There is not a Data Adapter tab on A and B)
6. B & D, (A and C do not create audit information for each data cell affected.)
7. B, (XML files are used to import and export sections of the Application.)
8. B, (A copies a Cube POV to the clipboard and C will use the selected Cube POV as the initial POV for new Users of the system.)
9. C, (Currency settings are not available in A and B)
10. C, (A is provided by the Logon Activity and B is provided by the Error Log)