

Creation Of Fields For The Department Object

Creation of fields for the Department object:

1. Click the gear icon and select Setup. This launches Setup in a new tab.
2. Click the Object Manager tab next to Home.
3. Select **Department**
4. Select Fields & Relationships from the left navigation
5. Click New
6. Select the Text as the Data Type, click Next.
7. For Field Label, enter Department Code and enter 5 in Length.
8. Click Next, Next, then Save & New.
9. Follow above steps and create two more Text type field - District & State.
10. Also, Provide Length 40 for both District and State field.
11. Create URL type field & give “Schoolwebsite” as the field label.

The screenshot shows the Salesforce Setup interface. At the top, there is a navigation bar with a search bar labeled 'Search Setup'. Below this, there are tabs for 'Setup', 'Home', and 'Object Manager'. The 'Object Manager' tab is selected and highlighted with a red box labeled '2'. To the right of the 'Object Manager' tab, there is a gear icon (Setup) highlighted with a red box labeled '1'. Below the navigation bar, the 'Object Manager' section is displayed. It shows a search bar with 'depa' entered, and buttons for 'Schema Builder' and 'Create'. Below this, there is a table with the following columns: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. The table contains one row for the 'Department' object, which is highlighted with a red box labeled '3'. The row details are: LABEL: Department, API NAME: Department_c, TYPE: Custom Object, DESCRIPTION: (empty), LAST MODIFIED: 08/04/2023, and DEPLOYED: ✓.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Department	Department_c	Custom Object		08/04/2023	✓

Details

Fields & Relationships 4

Page Layouts

Lightning Record Pages

Fields & Relationships

11 Items, Sorted by Field Label

New 5 Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Address	Address__c	Text(50)		
Created By	CreatedBy	Lookup(User)		

☐ Number
☐ Percent
☐ Phone
☐ Picklist
☐ Picklist (Multi-Select)
☒ **Text** 6
☐ Text Area
☐ Text Area (Long)
☐ Text Area (Rich)
☐ Text (Encrypted) i
☐ Time
☐ URL

Allows users to enter any number. Leading zeros are removed.

Allows users to enter a percentage number, for example, "10" and automatically adds the percent sign to the number.

Allows users to enter any phone number. Automatically formats it as a phone number.

Allows users to select a value from a list you define.

Allows users to select multiple values from a list you define.

Allows users to enter any combination of letters and numbers.

Allows users to enter up to 255 characters on separate lines.

Allows users to enter up to 131,072 characters on separate lines.

Allows users to enter formatted text, add images and links. Up to 131,072 characters on separate lines.

Allows users to enter any combination of letters and numbers and store them in encrypted form.

Allows users to enter a local time. For example, "2:40 PM", "14:40", "14:40:00", and "14:40:50.600" are all valid times for this field.

Allows users to enter any valid website address. When users click on the field, the URL will open in a separate browser window.

Next Cancel

Step 2. Enter the details

Step 2 of 4

Previous Next Cancel

Field Label i 7

Please enter the maximum length for a text field below.

Length

Field Name i

Description

Help Text i

Now let's create the other fields and **we must choose the data types of the fields carefully** . Let's have a look at it.

These are fields and their data types we need to create make them one by one –

NOTE - See activity 2, 3, 4 below to create lookup field, Roll-up summary field & Picklist field

Object Name	Field Name	Data Type
1. Employee Detail-	Date of Birth	Date
	Gender	Picklist (Male, Female)
	Department	Lookup (Department)(See activity 2 to create lookup)
	Employee Id	Text (Length - 12)
2.	Expense-	Employee Lookup (Employee Detail)
	Total Item	Rollup summary (Expense Item)
	Travel approval	Master Detail (Travel approval)
3.Expense Item -	Expense Master Detail (Expense)	
	Expense Type	Pick List (Values are- Transport, Hotel, Meal, Others) Amount
	Amount	Currency
4. Travel Approval-	Employee Name	Lookup (Employee Detail)
	Department	Lookup (Department)
	Destination state	Text (Length – 40) and make it as a required.
	Purpose of trip	Text (Length – 256)
	Trip start date	Date
	Trip End date	Date
	Out-of-state	Checkbox
	Amount	Currency (Length-10)
Status	Picklist (Values are- Approved, Rejected)	
	Total Expenses	Roll-up Summary (sum>Expense>amount)

NOTE - Make Trip Start Date and Trip End Date

fieldrequired when making these field

