

# **WORKFORCE ADMINISTRATION SOLUTION**

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# **Project Abstract**

The Workforce Administration Solution is a comprehensive software application or platform developed to enhance the management of employees and their assignments within an organization. This solution aims to streamline and automate various tasks related to workforce management, ensuring efficiency and accuracy in handling employee data and project assignments. It serves as a centralized system that consolidates information about employees, their project workloads, asset allocations, and performance metrics.

The platform allows organizations to manage employee records, track the number of projects each employee is assigned to, and monitor their progress and performance in real time. It facilitates efficient resource allocation by providing insights into individual workload distribution, enabling managers to optimize assignments based on employee availability and skills.

Additionally, the system ensures that asset management is seamlessly integrated into the workflow. Employees can be assigned specific assets (such as hardware, software, or other resources), and the system keeps detailed records of asset ownership, usage, and maintenance schedules. This helps organizations keep track of their resources, prevent misuse, and ensure timely updates or replacements when necessary.

By providing an all-in-one platform for managing workforce data, project assignments, and asset tracking, the Workforce Administration Solution enhances operational efficiency, reduces manual errors, and supports better decision-making in human resource and project management processes. It can be customized to suit the specific needs of organizations across different industries, offering flexibility and scalability to meet varying workforce management challenges.

## **INTRODUCTION**

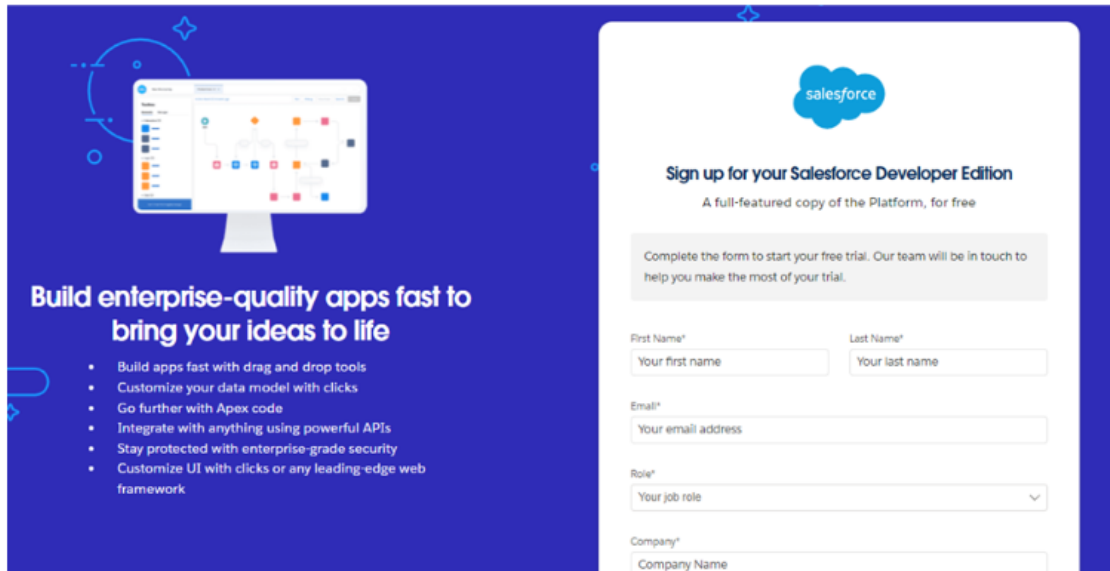
A software program or platform called Workforce Administration Solution is made to automate and simplify different parts of employees' project work and asset assignment procedures inside of a company. It functions as a centralized system for measuring employee performance, keeping track of the assets they are allocated to, maintaining employee data, and determining how many projects a person is working on. Workforce Administration Solution is moving to Salesforce, a new cloud platform, in an attempt to improve data security and performance while streamlining system administration.

Through the use of this cutting-edge platform, the business can guarantee the secure storage of important data by implementing proactive backup procedures and strong encryption. The automated data replication features of the cloud offer more security and effective disaster recovery options. Possessing scalable resources at hand, Workforce Administration Solutions can improve efficiency and provide dependable and quick data access. By streamlining administrative procedures and lowering complexity, this move to new cloud technologies frees up system administrators to concentrate on higher-value work, which boosts productivity and improves overall operational efficiency.

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## TOPIC 1 - SALESFORCE



The image shows a promotional banner for Salesforce Developer Edition. On the left, a blue background features a white monitor displaying a Salesforce interface with a sidebar and a main content area. Above the monitor is a circular diagram with arrows and a star. Below the monitor, the text 'Build enterprise-quality apps fast to bring your ideas to life' is followed by a bulleted list of features. On the right, a white sign-up form is set against a blue background. It includes the Salesforce logo, the title 'Sign up for your Salesforce Developer Edition', a subtitle 'A full-featured copy of the Platform, for free', a note about completing the form for a free trial, and input fields for First Name, Last Name, Email, Role, and Company.

**Build enterprise-quality apps fast to bring your ideas to life**

- Build apps fast with drag and drop tools
- Customize your data model with clicks
- Go further with Apex code
- Integrate with anything using powerful APIs
- Stay protected with enterprise-grade security
- Customize UI with clicks or any leading-edge web framework

**Sign up for your Salesforce Developer Edition**  
A full-featured copy of the Platform, for free

Complete the form to start your free trial. Our team will be in touch to help you make the most of your trial.

First Name\*  
Your first name

Last Name\*  
Your last name

Email\*  
Your email address

Role\*  
Your job role

Company\*  
Company Name

## ACT 1 - CREATING DEV ACCOUNT



Thanks for signing up with Salesforce!



Click below to verify your account.

Verify Account

To easily log in later, save this URL:

<https://kiit-du2-dev-ed.develop.my.salesforce.com>

Username:

[raks@project.com](mailto:raks@project.com)

Again, welcome to Salesforce!

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## ACT 2 - ACCOUNT ACTIVATION






# TOPIC 2 - OBJECT

## ACT 1 - CREATE 5 OBJECTS

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED	
Asset Service	Asset_Service_c	Custom Object		25/08/2024	✓	<div></div>
Asset	Asset_c	Custom Object		25/08/2024	✓	<div></div>
ProjectTask	ProjectTask_c	Custom Object		25/08/2024	✓	<div></div>
Project	Project_c	Custom Object		25/08/2024	✓	<div></div>
Employee	Employee_c	Custom Object		25/08/2024	✓	<div></div>

## TOPIC 3 - TABS

### ACT 1 - CREATING 5 CUSTOM TABS

Custom Object Tabs			New	What Is This?
Action	Label	Tab Style		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Assets</a>	 Insect		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Asset Services</a>	 Castle		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Employees</a>	 Building		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Projects</a>	 Leaf		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">ProjectTasks</a>	 Diamond		



TOPIC 4 - THE LIGHTNING APP

ACT 1 - CREATING A LIGHTNING APP - WORKFORCE ADMINISTRATIVE SOLUTIONS

14	Sales	Sales	THE WORLD'S MOST POPULAR SALES FORCE AUTOMATION (CRM) SOLUTION	23/09/2024, 12:33 am	Classic	✓	▼
15	Sales	LightningSales	Manage your sales process with accounts, leads, opportunities, and more	25/08/2024, 12:33 am	Lightning	✓	▼
16	Sales Console	LightningSalesConsole	(Lightning Experience) Lets sales reps work with multiple records on one screen	25/08/2024, 12:33 am	Lightning	✓	▼
17	Salesforce Chatter	Chatter	The Salesforce Chatter social network, including profiles and feeds	25/08/2024, 12:33 am	Classic	✓	▼
18	Salesforce Scheduler Setup	LightningScheduler	Set up personalized appointment scheduling.	25/08/2024, 12:36 am	Lightning	✓	▼
19	Service	Service	Manage customer service with accounts, contacts, cases, and more	25/08/2024, 12:33 am	Classic	✓	▼
20	Service Console	LightningService	(Lightning Experience) Lets support agents work with multiple records across customer service channels on one screen	25/08/2024, 12:33 am	Lightning	✓	▼
21	Site.com	Sites	Build pixel-perfect, data-rich websites using the drag-and-drop Site.com application, and manage content and published sites.	25/08/2024, 12:33 am	Classic		▼
22	Subscription Management	RevenueCloudConsole	Get started automating your revenue processes	25/08/2024, 12:33 am	Lightning	✓	▼
23	Workforce Administrator Solut...	Workforce_Administrator_So...	Workforce Administration Solution is a software application or platform designed to streamline and automate various aspects of employee's working on projects and Asset Assignment processes within an organization.	27/09/2024, 12:02 am	Lightning	✓	▼

ng.force.com/lightning/setup/NavigationMenus/home

## TOPIC 5 - FIELDS AND RELATIONSHIPS

### ACT 1 - CREATING FIELDS IN EMP OBJECT

SETUP > OBJECT MANAGER

Employee

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

List View Button Layout

Restriction Rules

Scoping Rules

Fields & Relationships

25 Items, Sorted by Field Label

Q Quick Find

NewDeleted FieldsField DependenciesSet History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Address	Address__c	Long Text Area(32768)		
Age	Age__c	Formula (Number)		
Cab Allowance	Cab_Allowance__c	Checkbox		
Cab Allowance Amount	Cab_Allowance_Amount__c	Currency(18, 0)		
Created By	CreatedById	Lookup(User)		
Date of Birth	Date_of_Birth__c	Date		
Email id	Email_Id__c	Email		
Employee ID	Name	Auto Number		✓
Employee Name	Employee_Name__c	Text(18)		

### ACT 2 - CREATING FIELDS IN PROJ OBJECT

SETUP > OBJECT MANAGER

Project

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

List View Button Layout

Restriction Rules

Scoping Rules

Fields & Relationships

9 Items, Sorted by Field Label

Q Quick Find

NewDeleted FieldsField DependenciesSet History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
End Date	End_Date__c	Date		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Project ID	Name	Auto Number		✓
Project Name	Project_Name__c	Text(18)		
Project Status	Project_Status__c	Picklist (Multi-Select)		
Start Date	Start_Date__c	Date		
Project Lead	Project_Lead__c	Text(18)		

## ACT 3 - CREATING FIELDS IN PROJECT TASK OBJECT

SETUP > OBJECT MANAGER

ProjectTask

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Fields & Relationships

7 Items, Sorted by Field Label

[New](#) [Deleted Fields](#) [Field Dependencies](#) [Set History Tracking](#)

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED	
Created By	CreatedById	Lookup(User)			
Employee Name	Employee_Name__c	Master-Detail(Employee)		✓	▼
Finishes in	Finishes_In__c	Formula (Number)			▼
Last Modified By	LastModifiedById	Lookup(User)			
Project Task	Project_Task__c	Master-Detail(Project)		✓	▼
ProjectTask Name	Name	Text(80)		✓	▼
Working Hours	Working_Hours__c	Number(18, 0)			▼

## ACT 4 - CREATING FIELDS IN ASSET OBJECT

SETUP > OBJECT MANAGER

Asset Service

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Fields & Relationships

9 Items, Sorted by Field Label

[New](#) [Deleted Fields](#) [Field Dependencies](#) [Set History Tracking](#)

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED	
Asset	Asset__c	Lookup(Asset)		✓	▼
Asset Service Name	Name	Text(80)		✓	▼
Created By	CreatedById	Lookup(User)			
Description	Description__c	Long Text Area(32768)			▼
Last Modified By	LastModifiedById	Lookup(User)			
Owner	OwnerId	Lookup(User,Group)		✓	
Subject	Subject__c	Text Area(255)			▼
Technician	Technician__c	Text(18)			▼
Type	Type__c	Picklist (Multi-Select)			▼

# ACT 5 - CREATING FIELDS IN ASSET SERVICE OBJECT

SETUP > OBJECT MANAGER

Asset Service

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Triggers

Fields & Relationships

9 Items, Sorted by Field Label

Q Quick Find

New

Deleted Fields

Field Dependencies

Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Asset	Asset__c	Lookup(Asset)		✓
Asset Service Name	Name	Text(80)		✓
Created By	CreatedById	Lookup(User)		
Description	Description__c	Long Text Area(32768)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Subject	Subject__c	Text Area(255)		
Technician	Technician__c	Text(18)		
Type	Type__c	Picklist (Multi-Select)		

# TOPIC 6 - SETTING OWD

Asset	Public Read/Write	Private	✓
Asset Service	Private	Private	✓
Employee	Private	Private	✓
Project	Private	Private	✓
ProjectTask	Controlled by Parent	Controlled by Parent	

Other Settings

Other Settings

## TOPIC 7 - USER ADOPTION

Employee  
EMS-0001

Related

Details

Employee ID	EMS-0001	Owner	Rakshita Bhatnagar
Date of Birth	28/12/2002		
Age	22.00		
Gender	Female		
Reports to			
Qualification	B.Tech		
Address	Bhubaneswar		
Experience	2		
Phone Number	9462058157		
Email id	21052016@kiit.ac.in		
Joining date	05/08/2021		
Mode of Work			
Cab Allowance	<input checked="" type="checkbox"/>		
Food Allowance	<input checked="" type="checkbox"/>		
Wifi Allowance	<input checked="" type="checkbox"/>		
Cab Allowance Amount	₹1,000		
Food Allowance Amount	₹1,000		
Wifi Allowance Amount	₹1,000		
Login Time	10:00:00 am		
Logout Time	5:00:00 pm		
LinkedIn Profile	<a href="https://www.linkedin.com/in/rakshita-bhatnagar/">https://www.linkedin.com/in/rakshita-bhatnagar/</a>		
Created By	Rakshita Bhatnagar, 27/09/2024, 1:22 am	Last Modified By	Rakshita Bhatnagar, 27/09/2024, 1:22 am

# TOPIC 8 - IMPORT DATA



SETUP

## Bulk Data Load Jobs

Bulk Data Load Job  
750NS000002LnW1

[Help for this Page](#)

View the details of a bulk data load job.

[Back to List: Bulk Data Load Jobs](#)

Bulk Data Load Job Detail					<button>Reload</button>		
Job ID	750NS000002LnW1			Job Type	Bulk V1	Status	Closed
Submitted By	Rakshita Bhatnagar			Operation	Insert	Total Processing Time (ms)	37
Start Time	27/09/2024, 1:43 am IST			Queued Batches	0	API Active Processing Time (ms)	10
End Time	27/09/2024, 1:43 am IST			In Progress Batches	0	Apex Processing Time (ms)	0
Time to Complete (hh:mm:ss)	00:01			Completed Batches	1		
Object	Employee			Failed Batches	0		
External ID Field				Progress	100%		
Content Type	CSV			Records Processed	20		
Concurrency Mode	Parallel			Records Failed	20		
API Version	61.0			Retries	0		
					<button>Reload</button>		

Batches												
View Request	View Result	Batch ID	Start Time	End Time	Total Processing Time (ms)	API Active Processing Time (ms)	Apex Processing Time (ms)	Records Processed	Records Failed	Retry Count	State Message	Status
<a href="#">View Request</a>	<a href="#">View Result</a>	751NS000001WTJ6	27/09/2024, 1:43 am	27/09/2024, 1:43 am	37	10	0	20	20	0		Completed

## TOPIC 9 - PROFILES

<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">HR</a>	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Identity User</a>	Identity	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">Manager</a>	Salesforce Platform	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Marketing User</a>	Salesforce	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Minimum Access - API Only Integrations</a>	Salesforce Integration	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Minimum Access - Salesforce</a>	Salesforce	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">On Site Employee</a>	Salesforce Platform	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Partner App Subscription User</a>	Partner App Subscription	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Partner Community Login User</a>	Partner Community Login	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Partner Community User</a>	Partner Community	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">Read Only</a>	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">Remote Employee</a>	Salesforce Platform	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">Salesforce API Only System Integrations</a>	Salesforce Integration	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Silver Partner User</a>	Silver Partner	<input type="checkbox"/>



## TOPIC 10 - ROLES


[Collapse All](#) [Expand All](#)

 **KIIT-DU**

 [Add Role](#)

 **CEO** [Edit](#) | [Del](#) | [Assign](#)

 [Add Role](#)

 **CFO** [Edit](#) | [Del](#) | [Assign](#)

 [Add Role](#)

 **COO** [Edit](#) | [Del](#) | [Assign](#)


 [Add Role](#)

 **HR** [Edit](#) | [Del](#) | [Assign](#)

 [Add Role](#)

 **Manager** [Edit](#) | [Del](#) | [Assign](#)

 [Add Role](#)

 **On Site Employee** [Edit](#) | [Del](#) | [Assign](#)

 [Add Role](#)

 **Remote Employee** [Edit](#) | [Del](#) | [Assign](#)

 [Add Role](#)

 **SVP, Customer Service & Support** [Edit](#) | [Del](#) | [Assign](#)

## TOPIC 11 - USERS

<div>New UserReset Password(s)Add Multiple Users</div>						
<input type="checkbox"/> Action	Full Name ↑	Alias	Username	Role	Active	Profile
<input type="checkbox"/>   <a href="#">Edit</a>	Bhatnagar, Rakshita	RBhat	<a href="#">raks@project.com</a>		<input checked="" type="checkbox"/>	<a href="#">System Administrator</a>
<input type="checkbox"/>   <a href="#">Edit</a>	Chatter Expert	Chatter	<a href="#">chatty.00dns000002ox6u2aw.hocecciws4m4r@chatter.salesforce.com</a>		<input checked="" type="checkbox"/>	<a href="#">Chatter Free User</a>
<input type="checkbox"/>   <a href="#">Edit</a>	Gogoi, Amlan	aggogo	<a href="#">abh@aggreen.com</a>	On Site Employee	<input checked="" type="checkbox"/>	<a href="#">On Site Employee</a>
<input type="checkbox"/>   <a href="#">Edit</a>	Mikaelson, Kol	kmika	<a href="#">khat@kmpink.com</a>	Manager	<input checked="" type="checkbox"/>	<a href="#">Manager</a>
<input type="checkbox"/>   <a href="#">Edit</a>	Mikaelson, Niklaus	nmika	<a href="#">nbhat@mnblack.com</a>	HR	<input checked="" type="checkbox"/>	<a href="#">HR</a>
<input type="checkbox"/>   <a href="#">Edit</a>	Raj, Vaibhav	vraj	<a href="#">vbhat@vrrd.com</a>	Remote Employee	<input checked="" type="checkbox"/>	<a href="#">Remote Employee</a>
<input type="checkbox"/>   <a href="#">Edit</a>	User Integration	integ	<a href="#">integration@00dns000002ox6u2aw.com</a>		<input checked="" type="checkbox"/>	<a href="#">Analytics Cloud Integration User</a>
<input type="checkbox"/>   <a href="#">Edit</a>	User Security	sec	<a href="#">insightssecurity@00dns000002ox6u2aw.com</a>		<input checked="" type="checkbox"/>	<a href="#">Analytics Cloud Security User</a>
<div>New UserReset Password(s)Add Multiple Users</div>						

# TOPIC 12 - PAGE LAYOUTS

## ACT 1 - FOR ON SITE EMPLOYEE

SETUP > OBJECT MANAGER

Employee

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Quick Find Field Name

Section	Cab Allowance	Email id	Food Allowance	Last Modified By	Mode of Work	Reports to
Blank Space	Cab Allowance Amount	Employee ID	Food Allowance Am...	LinkedIn Profile	Owner	Wifi Allowance
Address	Created By	Employee Name	Gender	Login Time	Phone Number	Wifi Allowance Am...
Age	Date of Birth.	Experience	Joining date	Logout Time	Qualification	

Allowance

Wifi Allowance

Wifi Allowance Amount ₹123.45

Food Allowance

Food Allowance Amount ₹123.45

Cab Allowance

Cab Allowance Amount ₹123.45

## ACT 2 - FOR REMOTE EMPLOYEE

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Quick Find Field Name

Section	Cab Allowance	Email id	Food Allowance	Last Modified By	Mode of Work	Reports to
Blank Space	Cab Allowance Amount	Employee ID	Food Allowance Am...	LinkedIn Profile	Owner	Wifi Allowance
Address	Created By	Employee Name	Gender	Login Time	Phone Number	Wifi Allowance Am...
Age	Date of Birth.	Experience	Joining date	Logout Time	Qualification	

Allowances

Wifi Allowance

Wifi Allowance Amount ₹123.45

Personal Information

Date of Birth. 28/09/2024

Address Sample Text

Age 869.62

Information (Header visible on edit only)

GEN 2004 001234

Owner Samanta Tavi

## TOPIC 13 - CHATTER GROUP

Workforce Administ... Employees ProjectTasks Projects Assets Asset Services Reports Dashboards Internal Discussion X

Search...

Internal Discussion

Owner Limited New Contact New Opportunity New Case

Private with Customers

Chatter Engagement

Post Poll Question

Share an update... Share

Sort by: Most Recent Activity

Search this feed...

Rakshita Bhatnagar 1m ago

Welcome to the Internal Discussion Group, here you can post anything which is related to ongoing projects.

Like Comment

Write a comment...

Group Details

Description

This is created on the request of COO of the organization, for teams and users to have an internal discussion among them and have a clear idea about the ongoing activities. Stay Updated!!

Show More Information

Group Email

0F9NS000002OUT0A2@post.ms-2ox6u2aw.ind56.chatter.salesforce.com

Owner

Rakshita Bhatnagar

Manage Members

Search People...

No results here

# TOPIC 14 - RECORD TYPES

## ACT 1 - ON SITE EMPLOYEE

Record Type

On Site Employee

[Back to Custom Object: Employee](#)

Use the Edit button to change the properties of this record type. Use the Edit links in the Picklist Values related list to choose the picklist values available for records with this record type.

Edit

Record Type Label	On Site Employee	Active	✓
Record Type Name	On_Site_Employee		
Namespace Prefix			
Description			
Created By	Rakshita Bhatnagar, 28/09/2024, 2:45 am	Modified By	Rakshita Bhatnagar, 28/09/2024, 2:45 am

Picklists Available for Editing

Action	Field	Modified Date
<a href="#">Edit</a>	Gender	28/09/2024, 2:45 am
<a href="#">Edit</a>	Mode of Work	28/09/2024, 2:45 am

## ACT 2 - REMOTE EMPLOYEE

Record Type

Remote Employee

[Back to Custom Object: Employee](#)

Use the Edit button to change the properties of this record type. Use the Edit links in the Picklist Values related list to choose the picklist values available for records with this record type.


Edit

Record Type Label	Remote Employee	Active	✓
Record Type Name	Remote_Employee		
Namespace Prefix			
Description			
Created By	Rakshita Bhatnagar, 28/09/2024, 2:48 am	Modified By	Rakshita Bhatnagar, 28/09/2024, 2:48 am

Picklists Available for Editing


Action	Field	Modified Date
<a href="#">Edit</a>	Gender	28/09/2024, 2:48 am
<a href="#">Edit</a>	Mode of Work	28/09/2024, 2:48 am

# TOPIC 15 - PERMISSION SETS

 [..](#) > [PERMISSION SET 'PER TO EMP'](#) > [MANAGE ASSIGNMENTS](#)


Per to Emp

Assignment Summary

Full Name	User License	Expires On	Time Zone	Status
<a href="#">Amlan Gogoi</a>	Salesforce Platform			 Success

# TOPIC 16 - REPORTS

## ACT 1



Q Search...

Workforce Administr...

Employees ▾

ProjectTasks ▾

Projects ▾


Assets ▾

Asset Services ▾

Reports ▾

Dashboards ▾

\* Internal Discussion ▾ X

 Report: Employees  
**Employees\_first\_repo**

Total Records

1

Total Cab Allowance


1

Total Cab Allowance Amount

₹1,000

<input type="checkbox"/> Address ▴ ▾	<input type="checkbox"/> Date of Birth. ▴ ▾	<input type="checkbox"/> Email id ▴ ▾	<input type="checkbox"/> Employee: Employee ID ▾	<input type="checkbox"/> Employee: ID ▾	<input type="checkbox"/> Reports to ▾	<input type="checkbox"/> Cab Allowance ▾	<input type="checkbox"/> Cab Allowance Amount ▾
<input type="checkbox"/> Bhubaneshwar (1)	28/12/2002 (1)	21052016@kitac.in (1)	EMS-0001	a00NS00000FmA65	-	<input checked="" type="checkbox"/>	₹1,000
		Subtotal				1	₹1,000
	Subtotal					1	₹1,000
Subtotal						1	₹1,000
Total (1)						1	₹1,000


## ACT 2

 Report: Employees with ProjectTasks and Projects  
**Employees with ProjectTasks and Projects**

[Enable Field Editing](#) Q [Add Chart](#) ▾ [Edit](#) ▾

Total Records

0



No Results

No records returned. Try editing report filters.

[Show All employees](#)

# ACT 3

 Report: Assets with Employee Name

**New Assets with Employee Name Report**

Enable Field Editing

Add Chart

Edit

Total Records

0



## No Results

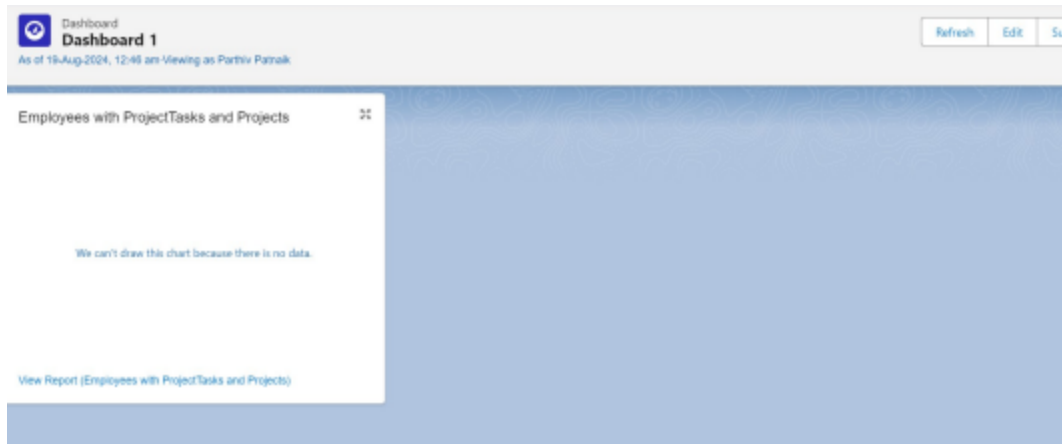
No records returned. Try editing report filters.

- [Show All assets.](#)
- Edit other filters in the filter panel.



# TOPIC 17 - DASHBOARDS

## ACT 1



ACT 2

Workforce Administ...

Employees ▾Projects ▾Projectfiles ▾Assets ▾Asset Services ▾Reports ▾Dashboards ▾

\* Internal Discussion ▾X

Dashboard

Dashboard 2

As of 19-Aug-2024, 12:45 am Viewing as Parthiv Pattnaik

Refresh

Edit

Subscribe

New Employees Report

Employee Name ↑	Employee Employee ID	Reports to	Login Time	Logout Time
Alexander	EMS-0019	-	9:00 am	5:00 pm
Alexander	EMS-0005	-	9:00 am	5:00 pm
Anela	EMS-0026	-	9:00 am	5:00 pm
Anela	EMS-0012	-	9:00 am	5:00 pm
Benjamin	EMS-0018	-	-	-
Benjamin	EMS-0004	-	-	-
Chloe	EMS-0029	-	9:00 am	5:00 pm
Chloe	EMS-0015	-	9:00 am	5:00 pm
Elizabeth	EMS-0027	-	-	-
Elizabeth	EMS-0013	-	-	-
Erma	EMS-0022	-	-	-
Erma	EMS-0008	-	-	-
Ethan	EMS-0021	-	9:00 am	5:00 pm
Ethan	EMS-0007	-	9:00 am	5:00 pm
Isabella	EMS-0025	-	9:00 am	5:00 pm
Isabella	EMS-0011	-	9:00 am	5:00 pm
Jackie Chan	EMS-0016	-	9:00 am	5:00 pm

