

Create A Report

Create a report that displays rating of the account and which has type and account name.

1. Click on app launcher search for reports.
2. Click on the new report and select the category has job application with candidate name.

The screenshot shows the 'Create Report' window in a CRM application. The top navigation bar includes 'Job Application Tra...', 'Recruiters', 'Jobs', 'Candidates', 'Job Applications', 'Reports', and 'Dashboards'. The main area is titled 'Create Report' and is divided into three sections:

- Category:** A sidebar on the left with 'All' selected (indicated by a red '1'). Other categories include 'Accounts & Contacts', 'Opportunities', 'Customer Support Reports', 'Leads', 'Campaigns', and 'Activities'.
- Select a Report Type²:** A central panel with a search bar containing 'jo'. Below it is a table of report types:

Report Type Name	Category
Jobs	Standard
Job History	Standard
Job Applications	Standard
Job Applications with Candidate Name	Standard
Job Applications with Job Name	Standard
Job Application History	Standard

- Details:** A right-hand panel showing 'Job Applications with Candidate...' as the selected report type. It features a 'Start Report' button (highlighted with a red box and a red '3') and a 'Details' section with 'Created By You' and 'Created By Others' status.

3. In the details section select the option start report.
4. show me my job application and job application created date(All time)
5. In the outline pane, group rows select job application created date.

Job Application Tra... Recruiters Jobs Candidates Job Applications Reports Dashboards

REPORT job application with candidate name Job Applications with Candidate Name

Previewing a limited number of records. Run the report to see everything. Update Preview Automatically

Job Application: Created Date	Job Application: Job Application Id	Candidate Name: Candidate Name	Job Name	Candidate Name: State	Candidate Name: Address
08/04/2023 (2)	J-001	harry	Salesforce admin	UP	p-12 mansarovar
	J-002	sunny	Android	Rajasthan	d-88 new sangar road
Subtotal					
Total (2)					

Row Counts Detail Rows Subtotals Grand Total

- Save the report by giving label name(Job application with candidate name) and save the folder as a public