Create a Report

One of Ling Wu's requests is for you to help her team keep track of which websites host AW Computing's open positions. To fulfill her request, create a Job Posting Site object with a field for Job Posting Site URL, a Status picklist, a Technical Site checkbox, and a Description text area.

Create the Job Posting Site Object

- 1. From Setup, click **Object Manager**.
- 2. Click Create, select Custom Object, and fill in the details.

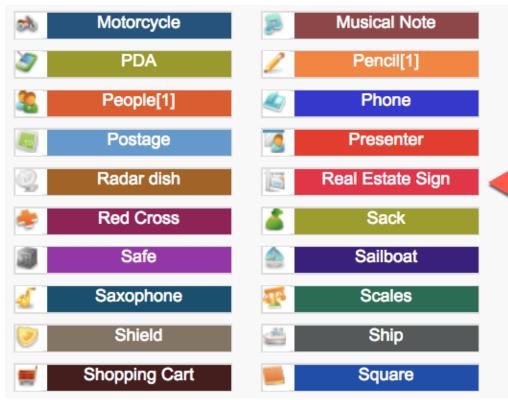
Field	Value
Label	Job Posting Site
Plural Label	Job Posting Sites
Record Name	Site Name
Data Type	Text

- 3. In the Optional Features section, select **Allow Reports** and **Track Field History**.
- 4. In the Deployment Status section, ensure **Deployed** is selected.
- 5. In the Search Status section, select **Allow Search**.
- 6. In the Object Creation Options section, select these options:
 - Add Notes and Attachments related list to default page layout
 - Launch New Custom Tab Wizard after saving this custom object
- 7. Leave everything else as is, and click **Save**.
- 8. Use these criteria to configure the New Custom Object Tab:



Don't see the custom wizard setup screen? You might have missed the step above to launch the new custom tab wizard. To create the tab, enter Tabs in Quick Find and select **Tabs**. Then click **New** under Custom Object Tabs. Then follow the instructions below.

- Object: Job Posting Site
- Tab Style: Click the magnifying glass and select **Real Estate Sign**.



- 1. Click Next.
- 2. Leave the profile as is and click Next.
- 3. In the Add to Custom Apps section:
 - Deselect Include Tab.
 - Select Append tab to users' existing personal customizations.
- 4. Click Save.

Create Custom Fields on the New Object

Next, create a few custom fields to further customize the HR team's user experience.

- While still viewing Job Posting Site in Object Manager, click Fields & Relationships and then click New.
- Select URL as the Data Type.
- 3. Click Next.
- 4. For Field Label, enter Job Posting Site URL.
- 5. Click Next, Next, and click Save & New.

Fill in the details for the next custom field.

- 1. Select **Picklist** as the Data Type.
- 2. Click Next.
- 3. For Field Label, enter Status.
- 4. Select Enter values, with each value separated by a new line and enter these values:
 - O Active
 - O Inactive
- 5. Click Next, Next, and click Save & New.

Fill in the details for the next custom field.

- 1. Select **Checkbox** as the Data Type.
- 2. Click Next.
- 3. For Field Label, enter Technical Site.
- 4. Click Next, Next, and click Save & New.

Fill in the details for the final custom field.

- 1. Select **Text Area** as the Data Type.
- 2. Click Next.
- 3. For Field Label, enter Description.
- 4. Click **Next**, **Next**, and click **Save**.

Now HR recruiters have a tool that lets them see where their job listings are posted, whether the postings are active, and more. You're on your way to making the recruiting process smoother than ever, but there's still more to do. Now let's create a custom junction object.