

# 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.

1. While still viewing Job Posting Site in Object Manager, click **Fields & Relationships** and then click **New**.
2. 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:
  - `Active`
  - `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.