

Phase 10 – Quality Assurance Testing Documentation

Project: Visitor CheckIn System for Offices

General Guidelines

- Created a Visitor Custom Object

The screenshot shows the Salesforce Setup interface for the 'Visitor' custom object. The left sidebar contains a navigation menu with options: Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Search Layouts. The main content area is titled 'Details' and includes a description: 'This object stores all details of office visitors, including their personal info, check-in/check-out time, and host employee.' Below the description, there are fields for API Name (Visitor__c), Custom (checked), Singular Label (Visitor), and Plural Label (Visitors). On the right side, there are checkboxes for Enable Reports (checked), Track Activities (checked), Track Field History (checked), and Deployment Status (Deployed). At the bottom right, there are links for Help Settings and Standard salesforce.com Help Window.

- Created required fields and relationships

Fields & Relationships

18 Items. Sorted by Field Label

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLS
Age	Age__c	Date	
Created By	CreatedById	Lookup(User)	
Gender	Gender__c	Picklist	
Host Employee	Host_Employee__c	Lookup(User)	
ID Proof Number	ID_Proof_Number__c	Text(50)	
Last Modified By	LastModifiedById	Lookup(User)	
Owner	OwnerId	Lookup(User,Group)	
Purpose of visit	Purpose_of_visit__c	Picklist	
Record Type	RecordTypeId	Record Type	
Status	Status__c	Picklist	
Visitor Check-In Time	Visitor_Check_In_Time__c	Date/Time	
Visitor Check-Out Time	Visitor_Check_Out_Time__c	Date/Time	
Visitor Duration	Visitor_Duration__c	Formula (Number)	
Visitor Email	Visitor_Email__c	Email	
Visitor Name	Visitor_Name__c	Text(100)	

- Page Layout

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

Fields

Buttons: Quick Actions, Mobile & Lightning Actions, Expanded Lookups, Related Lists, Report Charts

Quick Find: Field Name

Section	Field Name	Field Type
Blank Space	Gender	Owner
	Host Employee	Purpose of visit
	Age	ID Proof Number
	Created By	Last Modified By
		Status
		Visitor Duration
		Visitor Phone Number

Post File New Event New Task New Contact Log a Call New Opportunity New Lead Link Poll Question Email New Case Clone Edit Sharing Hierarchy Change Owner Printable

Change Record Type Edit Labels Send Survey Sharing

Visitor Detail

Standard Buttons: Edit Delete Clone Change Owner Change Record Type Printable View Sharing Sharing Hierarchy Submit for Approval Edit Labels

Custom Buttons

Information (Header visible on edit only)

- Visitor Name: Sample Text
- Visitor Email: sarah.sample@company.com
- Visitor Phone Number: 1-415-555-1212
- Visitor Check-In Time: 8/25/2025, 10:35 PM
- Visitor Check-Out Time: 8/25/2025, 10:35 PM
- Host Employee: Sample Text
- Purpose of visit: Sample Text
- ID Proof Number: Sample Text
- Gender: Sample Text
- Age: 8/25/2025
- Visitor Duration: 335:41
- Status: Sample Text

System Information (Header visible on edit only)

- Visitor Name: Sample Text
- Created By: Sample Text
- Last Modified By: Sample Text

Custom Links (Header visible on edit only)

Mobile Cards (Salesforce mobile only)

New Visitor: Guest Visit

* = Required Information

Information

* Visitor Name ⓘ

Complete this field.

* Visitor Email ⓘ

* Visitor Phone Number ⓘ

Visitor Check-In Time ⓘ

* Date * Time

Visitor Check-Out Time ⓘ

Date Time

Host Employee ⓘ

Search People...

* Purpose of visit ⓘ

--None--

ID Proof Number ⓘ

Gender ⓘ

--None--

Age ⓘ

Cancel Save & New Save

- Compact Layouts

7 MANAGER

Relationships

Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Compact Layouts

4 Items, Sorted by Label

Quick Find

New

Compact

LABEL	API NAME	PRIMARY	MODIFIED BY	LAST MODIFIED
Host Employee	Host_Employee		HARATHI ASWARTHAGARI	9/18/2025, 11:34 AM
Purpose of Visit	Purpose_of_Visit	✓	HARATHI ASWARTHAGARI	9/18/2025, 7:29 AM
System Default	SYSTEM			
Visitor Name	Visitor_Name		HARATHI ASWARTHAGARI	9/18/2025, 11:35 AM

- Record Types to Know the type of visit

SETUP > OBJECT MANAGER

Visitor

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

Record Types

4 Items, Sorted by Record Type Label

RECORD TYPE LABEL	DESCRIPTION	ACTIVE	MODIFIED BY
Delivery Visit		✓	HARATHI ASWARTHAGARI, 9/23/2025, 9:30 AM
Employee Visit		✓	HARATHI ASWARTHAGARI, 9/23/2025, 9:30 AM
Guest Visit		✓	HARATHI ASWARTHAGARI, 9/23/2025, 9:30 AM
Interview Visit		✓	HARATHI ASWARTHAGARI, 9/23/2025, 9:30 AM

New Visitor

Select a record type

☒

 Guest Visit

☐

 Delivery Visit

☐

 Employee Visit☐

Cancel

Next

- Business Hours

SETUP

Business Hours

Organization Business Hours

Select the days and hours that your support team is available. These hours, when associated with escalation rules, determine the times at which cases can escalate.

If you enter blank business hours for a day, that means your organization does not operate on that day.

Business Hours Detail

Business Hours Name

Office Hours

Time Zone

Business Hours

Sunday

No Hours

Monday

9:00 AM to 4:00 PM

Tuesday

9:00 AM to 4:00 PM

Wednesday

9:00 AM to 4:00 PM

Thursday

9:00 AM to 4:00 PM

Friday

9:00 AM to 4:00 PM

Saturday

No Hours

Default Business Hours

(GMT+05:30) India Standard Time (Asia/Kolkata)

✓

Active

✓

Created By

OrgTeam EPIC 9/11/2025, 12:51 PM

Last Modified By

HARATHI ASWARTHAGARI 9/15/2025, 8:51 AM

Holidays

Add/Remove

No records to display

Back To Top

Always show me fewer / more records per related list

- Holiday

Example:

SETUP

Holidays

Holiday Detail

olidays are dates and times at which business hours are suspended. These dates and times, when associated with business hours, also suspend any escalation rules associated with business hours.

dd or remove business hours to holidays to suspend business hours and escalation rules during the holidays.

Holiday Detail

Holiday Name

INDEPENDENCE DAY

Description

Public holiday

Date and Time

9/15/2025 All Day

Recurring Holiday

Occurs every August 15 effective 9/15/2025

Created By

HARATHI ASWARTHAGARI 9/15/2025, 8:58 AM

Last Modified By

HARATHI ASWARTHAGARI 9/15/2025, 8:58 AM

Business Hours

Add/Remove

No records to display

Back To Top

Always show me fewer / more records per related list

- Role hierarchy

SETUP

Roles

Creating the Role Hierarchy

You can build on the existing role hierarchy shown on this page. To insert a new role, click Add Ro

Your Organization's Role Hierarchy

Collapse All Expand All

MIT S

Add Role

CEO

Edit | Del | Assign

Add Role

Receptionist

Edit | Del | Assign

Add Role

Security Guard

Edit | Del | Assign

Add Role

Monitor Visitor Details

Edit | Del | Assign

Add Role

SVP Customer Service & Support

Edit | Del | Assign

Add Role

SVP Human Resources

Edit | Del | Assign

Add Role

SVP Sales & Marketing

Edit | Del | Assign

Add Role

Visitor Manager

Edit | Del | Assign

Add Role

Creating Updating Reporting details

Edit | Del | Assign

Add Role

Recording details

Edit | Del | Assign

- Organization-Wide Defaults (OWD) :owners (receptionists) and higher roles can see them.

Visit	Public Read/Write	Private	✓
Visitor	Public Read/Write	Private	✓

- **Sharing Rules** :Sharing Rules open up record visibility beyond OWD. For example, share all Visitor__c records with the Security Team. Apex Triggers for detecting Duplicate Emails and for handling the data

Visitor Sharing Rules			
		New	Recalculate
Visitor Sharing Rules Help ?			
Action	Criteria	Shared With	Access Level
Edit Del	Owner in Role and Internal Subordinates: Receptionist	Role and Internal Subordinates: Visitor Manager	Read/Write

AGER

ps

iges

Actions

rs

out

Apex Trigger

VisitorHandlerTrigger

[Back to List](#)

Apex Trigger Detail

Edit

Delete

Download

Show Dependencies

Name	VisitorHandlerTrigger
Code Coverage	0% (0/13)
Created By	HARATHI ASWARTHAGARI
Created On	9/24/2025, 9:47 AM
Namespace Prefix	

Apex Trigger

Version Settings

Trace Flags

```

1 trigger VisitorHandlerTrigger on Visitor__c (before insert, before update) {
2     // Example: Prevent duplicate emails
3     if (Trigger.isBefore && Trigger.isInsert) {
4         Set<String> emails = new Set<String>();
5         for (Visitor__c v : Trigger.new) {
6             if (v.Visitor_Email__c != null) emails.add(v.Visitor_Email__c);
7         }
8     }
9     if (!emails.isEmpty()) {
10        Map<String, Visitor__c> existing = new Map<String, Visitor__c>();
11        for (Visitor__c e : [
12            SELECT Visitor_Email__c FROM Visitor__c WHERE Visitor_Email__c IN :emails
13        ]) {
14            existing.put(e.Visitor_Email__c, e);
15        }
16        for (Visitor__c v : Trigger.new) {
17            if (existing.containsKey(v.Visitor_Email__c)) {
18                v.addError('Duplicate email found.' + v.Visitor_Email__c);
19            }
20        }
21    }
22 }
23 }
24 }

```

Edit

Delete

Download

Show Dependencies

Output:

Visitor Name	Email	Phone	CheckIn Time	Purpose of Visit	ERROR
Rani Devi	rani@example.com	9.877E+09	2025-09-25	Meeting	Duplicate email found: rani@example.com
Karthik Sharma	karthik@example.com	9.877E+09	2025-09-25	Interview	Duplicate email found: karthik@example.com
Meena Kumar	meena@example.com	9.877E+09	2025-09-25	Delivery	Duplicate email found: meena@example.com
Suresh Reddy	suresh@example.com	9.877E+09	2025-09-25	Other	Duplicate email found: suresh@example.com
Anjali Verma	anjali@example.com	9.877E+09	2025-09-25	Meeting	Duplicate email found: anjali@example.com
Vikram Singh	vikram@example.com	9.877E+09	2025-09-25	Interview	Duplicate email found: vikram@example.com
Priya Nair	priya@example.com	9.877E+09	2025-09-25	Delivery	Duplicate email found: priya@example.com
Arjun Das	arjun@example.com	9.877E+09	2025-09-25	Other	Duplicate email found: arjun@example.com
Neha Gupta	neha@example.com	9.877E+09	2025-09-25	Meeting	Duplicate email found: neha@example.com
Rahul Mehta	rahul@example.com	9.877E+09	2025-09-25	Interview	Duplicate email found: rahul@example.com

- Trigger for Visitor checkIn

SETUP > OBJECT MANAGER

Visitor

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

Object Access

Apex Trigger

VisitorTrigger

[Back to List](#)

Apex Trigger Detail

Name

VisitorTrigger

Code Coverage

0% (0/2)

Created By

HARATHIASWARTHAGARI

9/24/2025, 6:50 AM

Namespace Prefix

Apex Trigger

Version Settings

Trace Flags

```
1 trigger VisitorTrigger on Visitor__c (after insert, after update) {
2
3   // Loop through all Visitor records that triggered this event
4   for(Visitor__c v : Trigger.new){
5
6       // Check if the status is "Checked In"
7       if(v.Status__c == "Checked In"){
8           // This is where you can run your logic
9           System.debug('Visitor Checked In: ' + v.Visitor_Name__c);
10
11           // Example: send email or enqueue queueable job here
12       }
13   }
14 }
```

Salesforce - Developer Edition

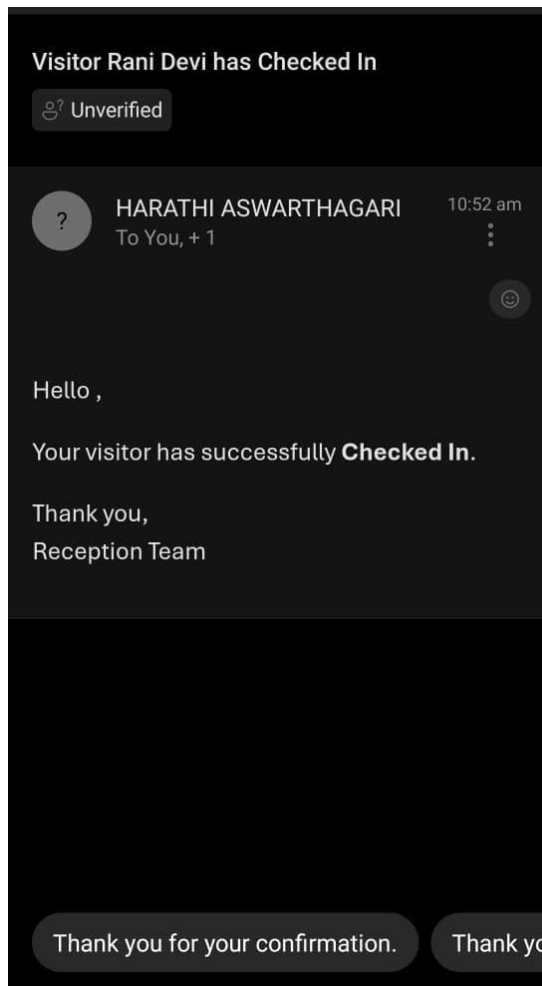
Edit

Delete

Download

Show Dependencies

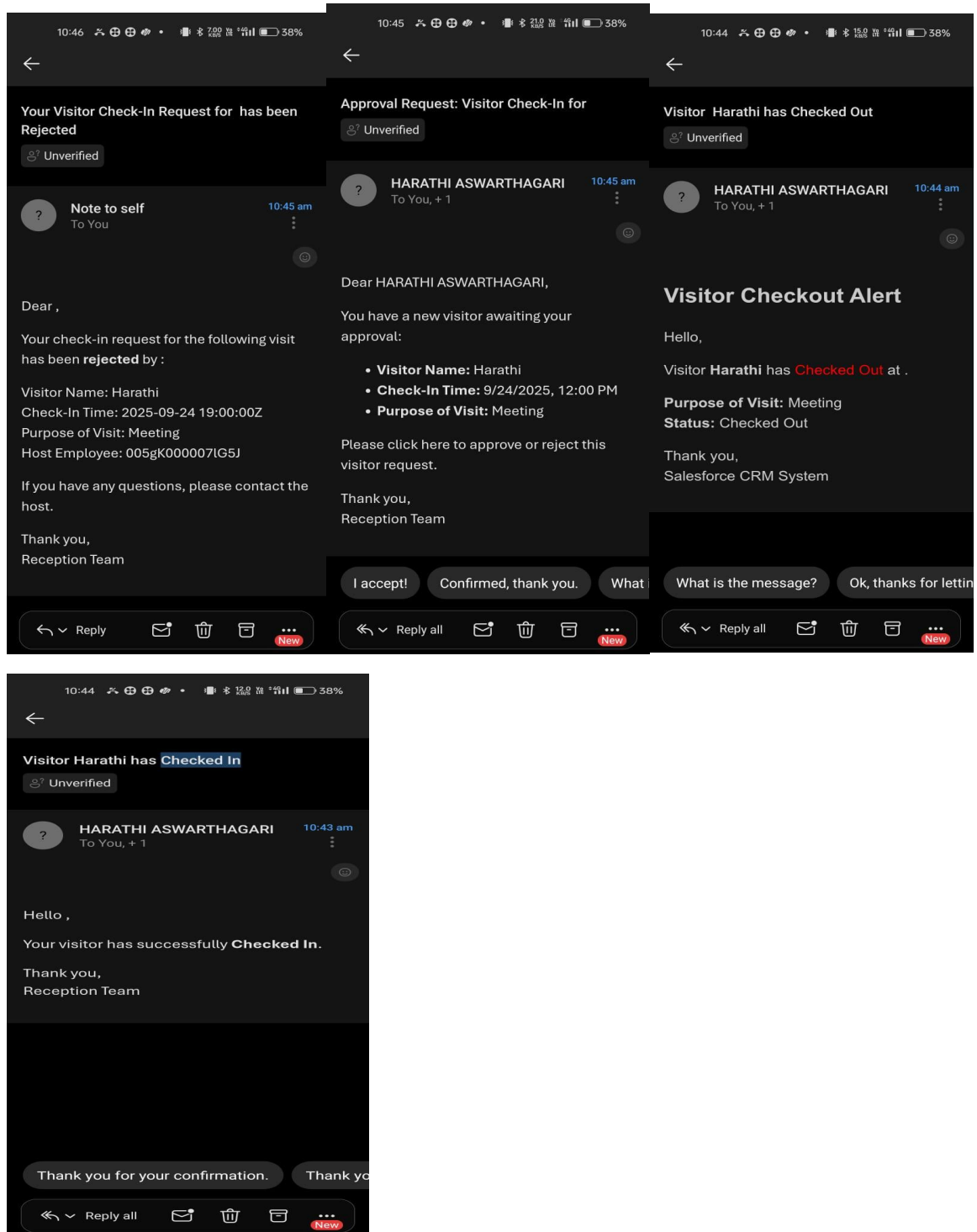
Output:



- Flow Triggers: For Sending mails Automatically whenever a visitor is checkedIn,CheckOut,Pending Approval,Approval Cancelled.

SETUP > OBJECT MANAGER						
Visitor						
Details	Flow Triggers					
Fields & Relationships	4 Items • Sorted by Flow Label					
Page Layouts	Flow Label	Process Type	Trigger	Active	Last Modified By	Last Modified Date
Lightning Record Pages	Pending Approval mail	Autolaunched Flow	Record—Run After Save	✓	HARATHI ASWARTHAGARI	9/24/2023, 07:02 PM
Buttons, Links, and Actions	Visitor Approval Cancelled	Autolaunched Flow	Record—Run After Save	✓	HARATHI ASWARTHAGARI	9/24/2023, 07:06 PM
Compact Layouts	Visitor Checkin	Autolaunched Flow	Record—Run After Save	✓	HARATHI ASWARTHAGARI	9/24/2023, 06:43 PM
Field Sets	Visitor CheckOut	Autolaunched Flow	Record—Run After Save	✓	HARATHI ASWARTHAGARI	9/24/2023, 06:50 PM
Object Limits						
Record Types						
Related Lookup Filters						
Search Layouts						

Output:



- Visitor Can't check out without Checking In.

* = Required Information

Information

* Visitor Name

anitha


* Visitor Email

anitha@kk.ac.in

* Visitor Phone Number

7894561345

Owner

 HARATHI ASWARTHAGARI

Visitor Check-In Time

* Date

* Time


Complete this field with format 12/31/2024.

Visitor Check-Out Time

Date

9/2

Host

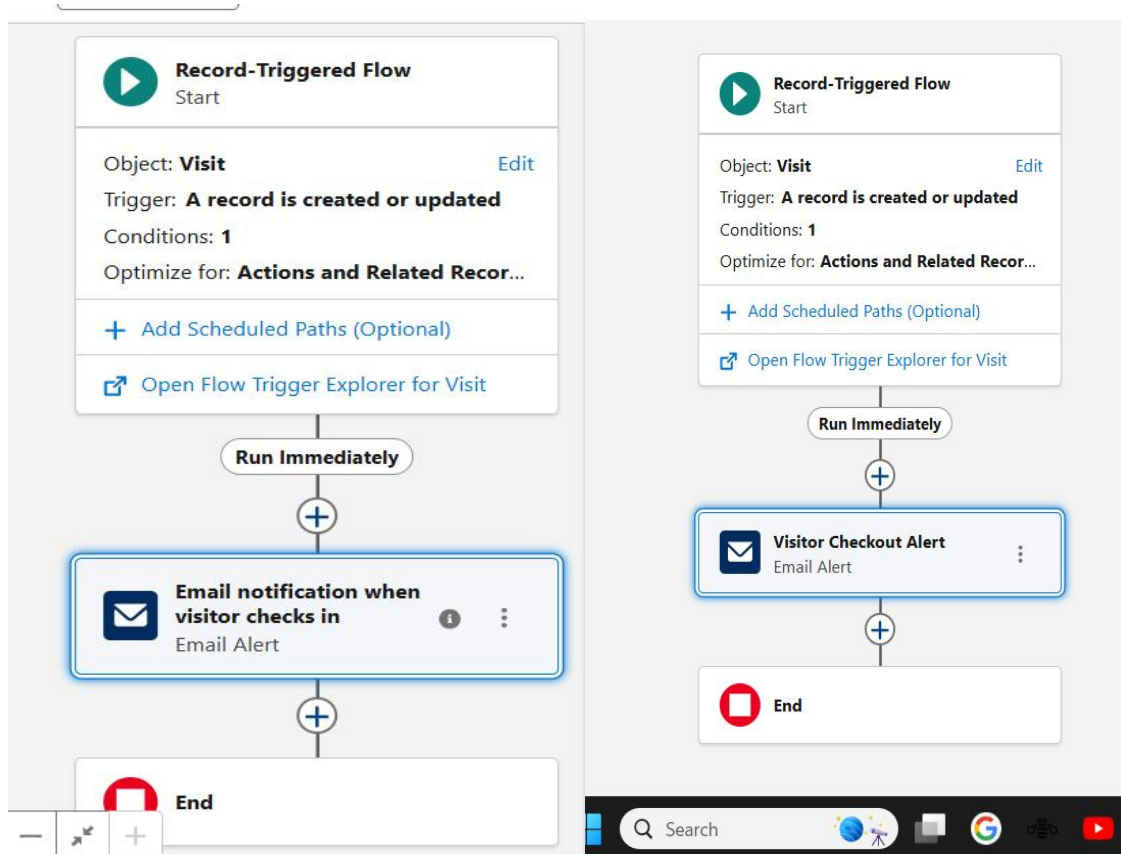


We hit a snag.

Review the following fields

- Visitor Check-In Time

- Record Triggered Flow: These flows help to send email alerts automatically based on the status of the visit.



- Record Update Automation: After providing the checkIn and checkout automatically calculating the visit duration as 1.25 i.e. 1 hour 25 minutes.

Visitor Check-Out Time ⓘ	9/18/2025, 1:15 PM	
Host Employee ⓘ	HARATHI ASWARTHAGARI	
Purpose of visit ⓘ	Delivery	
ID Proof Number ⓘ		
Gender ⓘ	Female	
Age ⓘ	9/25/2025	
Visitor Duration	1.25	
Visitor Name ⓘ	trisha kaal	
Created By	HARATHI ASWARTHAGARI , 9/18/2025, 9:37 AM	
Last Modified By	HARATHI ASWARTHAGARI , 9/18/2025, 10:09 AM	

- Apex Classes: Handling, Inserting, Updating the Visitor Details using Apex classes

Apex Class

VisitorScheduled

Apex Class Detail

Edit Delete Download Security Show Dependencies

Name VisitorScheduled
Namespace Prefix
Created By HARATHI ASWARTHAGARI , 9/24/2025, 10:07 AM

Class Body Class Summary Version Settings Trace Flags

```
1 global class VisitorScheduled implements Schedulable {  
2  
3     global void execute(SchedulableContext sc) {  
4         // Find visitors still marked as Checked In  
5         List<Visitor__c> visitors = [  
6             SELECT Id, Name, Status__c  
7             FROM Visitor__c  
8             WHERE Status__c = 'Checked In'  
9         ];  
10  
11         for (Visitor__c v : visitors) {  
12             System.debug('Scheduled job found checked-in visitor: ' + v.Name);  
13         }  
14     }  
15 }
```

Apex Class

Visitor

Apex Class Detail

Edit Delete Download Security Show Dependencies

Name Visitor
Namespace Prefix
Created By HARATHI ASWARTHAGARI , 9/24/2025, 2:40 AM

Class Body Class Summary Version Settings Trace Flags

```
1 public class Visitor {  
2  
3     // Method to create a new Visitor record  
4     public static Visitor__c createVisitor(  
5         String name,  
6         String email,  
7         String phone,  
8         String purpose,  
9         String gender,  
10        Date age  
11    ) {  
12        Visitor__c v = new Visitor__c();  
13        v.Visitor_Name__c = name;  
14        v.Visitor_Email__c = email;  
15        v.Visitor_Phone_Number__c = phone;  
16        v.Purpose_of_visit__c = purpose; // Picklist: Meeting, Interview, Delivery, Other  
17        v.Status__c = 'Checked In';  
18        v.Gender__c = gender; // Picklist: Male, Female, Other  
19        v.Age__c = age;  
20        v.Visitor_Check_In_Time__c = System.now();  
21  
22        insert v; // Save record in Salesforce  
23        System.debug('Visitor created with Id: ' + v.Id);  
24        return v;  
25    }  
26  
27 }
```

Salesforce - Developer Edition

Apex Class

VisitorBatch

Apex Class Detail

Edit Delete Download Security Show Dependencies

Name	VisitorBatch
Namespace Prefix	
Created By	HARATHI ASWARTHAGARI , 9/24/2025, 8:41 AM

Class Body Class Summary Version Settings Trace Flags

```
1 global class VisitorBatch implements Database.Batchable<SObject> {
2
3     global Database.QueryLocator start(Database.BatchableContext BC){
4         // Select all checked-in visitors
5         return Database.getQueryLocator(
6             "SELECT Id, Visitor_Name__c, Status__c, Visitor_Email__c FROM Visitor__c WHERE Status__c = 'Checked In'"
7         );
8     }
9
10    global void execute(Database.BatchableContext BC, List<Visitor__c> scope){
11        for(Visitor__c v : scope){
12            System.debug('Batch processing: ' + v.Visitor_Name__c);
13        }
14    }
15
16    global void finish(Database.BatchableContext BC){
17        System.debug('Batch Job Finished.');
```

Edit Delete Download Security Show Dependencies

Apex Class

VisitorController

Apex Class Detail

Edit Delete Download Security Show Dependencies

Name	VisitorController	Status	Active
Namespace Prefix		Code Coverage	0% (0/10)
Created By	HARATHI ASWARTHAGARI , 9/24/2025, 11:17 AM	Last Modified By	HARATHI ASWARTHAGARI , 9/24/2025, 11:17 AM

Class Body Class Summary Version Settings Trace Flags

```
1 public with sharing class VisitorController {
2
3     @AuraEnabled
4     public static void insertVisitor(String name, String email, String purpose) {
5         Visitor__c v = new Visitor__c();
6         v.Visitor_Name__c = name;
7         v.Visitor_Email__c = email;
8         v.Purpose_of_Visit__c = purpose;
9         v.Status__c = 'Checked In';
10        v.Visitor_Check_In_Time__c = System.now();
11        insert v;
12    }
13
14    @AuraEnabled(cacheable=true)
15    public static List<Visitor__c> getCheckedInVisitors() {
16        return (SELECT Id, Visitor_Name__c, Visitor_Email__c, Purpose_of_Visit__c, Status__c, Visitor_Check_In_Time__c
17            FROM Visitor__c
18            WHERE Status__c = 'Checked In'
19            ORDER BY Visitor_Check_In_Time__c DESC);
20    }
21 }
```

Salesforce - Developer Edition

Edit Delete Download Security Show Dependencies

SETUP

Apex Classes

Apex Class

VisitorNotificationQueueable

Apex Class Detail

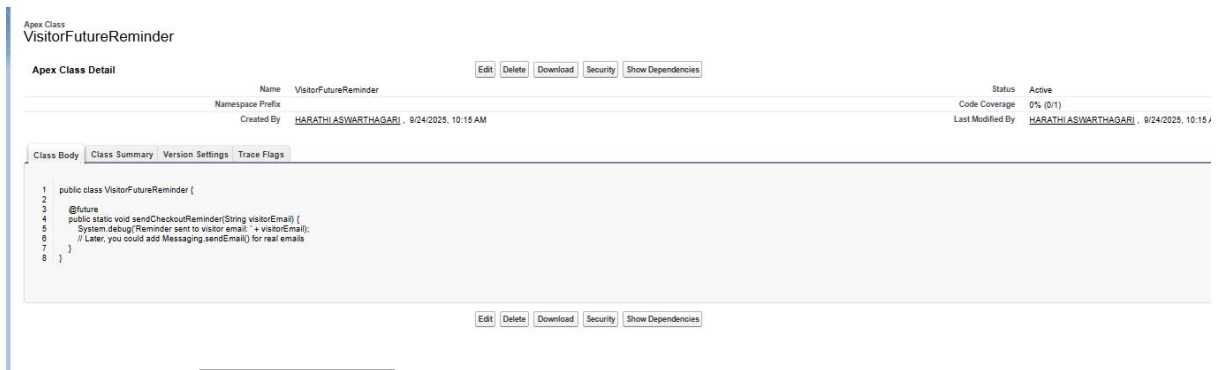
Edit Delete Download Security Show Dependencies

Name	VisitorNotificationQueueable	Status	Active
Namespace Prefix		Code Coverage	0% (0/3)
Created By	HARATHI ASWARTHAGARI , 9/24/2025, 8:30 AM	Last Modified By	HARATHI ASWARTHAGARI , 9/24/2025, 8:30 AM

Class Body Class Summary Version Settings Trace Flags

```
1 public class VisitorNotificationQueueable implements Queueable {
2
3     public void execute(QueueableContext context){
4         // Query all visitors who are checked in
5         List<Visitor__c> checkedInVisitors = [
6             SELECT Id, Visitor_Name__c, Visitor_Email__c
7             FROM Visitor__c
8             WHERE Status__c = 'Checked In'
9         ];
10
11        // Example: Debug log (replace with actual email logic if needed)
12        for(Visitor__c v : checkedInVisitors){
13            System.debug('Send notification to: ' + v.Visitor_Email__c);
14        }
15    }
16 }
```

Edit Delete Download Security Show Dependencies



- Apex with LWC / Aura :Apex classes were used to handle data insertion and retrieval for the Visitor Management system.

Implementation:

- VisitorController Apex Class: insertVisitor → Inserts a new Visitor record.○ getCheckedInVisitors → Fetches all visitors with Status = Checked In.
- Integrated these methods with Aura components to make **imperative calls**.

Code:visitorCheckInForm.cmp

```
<aura:component controller="VisitorController"
implements="flexipage:availableForRecordHome,force:hasRecordId" access="global">
<aura:attribute name="visitorName" type="String"/>
<aura:attribute name="visitorEmail" type="String"/>
<aura:attribute name="purpose" type="String"/>
<aura:attribute name="purposeOptions" type="List" default="[
{'label':'Meeting','value':'Meeting'},
{'label':'Interview','value':'Interview'},
{'label':'Delivery','value':'Delivery'},
{'label':'Other','value':'Other'}
]"/>
<lightning:card title="Visitor Check-In">
<div class="slds-p-around_medium">
<lightning:input label="Visitor Name" value="{!v.visitorName}"/>
<lightning:input label="Visitor Email" value="{!v.visitorEmail}"/>
<lightning:select label="Purpose of Visit" value="{!v.purpose}">
<aura:iteration items="{!v.purposeOptions}" var="opt">
<option value="{!opt.value}">{!opt.label}</option>
</aura:iteration>
</lightning:select>
<lightning:button variant="brand" label="Check In" onclick="{!c.handleCheckIn}" class="slds-m-top_small"/>
</div>
</lightning:card>
</aura:component>
```

visitorCheckInFormController.js

```
{handleCheckIn : function(component, event, helper) {
var action = component.get("c.insertVisitor");
action.setParams({
name: component.get("v.visitorName"),
email: component.get("v.visitorEmail"),
purpose: component.get("v.purpose")
});
action.setCallback(this, function(response){
```

```

var state = response.getState();
if(state === "SUCCESS"){
    alert('Visitor checked in successfully!');
    component.set("v.visitorName", "");
    component.set("v.visitorEmail", "");
    component.set("v.purpose", "");
} else {
    var errors = response.getError();
    alert('Error: ' + errors[0].message);
}
});
$A.enqueueAction(action);
}
})

```

Apex Controller (VisitorController)

```

public with sharing class VisitorController {
    @AuraEnabled
    public static void insertVisitor(String name, String email, String purpose) {
        Visitor__c v = new Visitor__c();
        v.Visitor_Name__c = name;
        v.Visitor_Email__c = email;
        v.Purpose_of_visit__c = purpose; v.Status__c = 'Checked In';
        v.Visitor_Check_In_Time__c = System.now();
        insert v;
    }
}

```

- Record Pages: Customized the Visitor record page to show all essential) and integrate the check-in workflow directly on the page.

Visitor Check-In

Visitor Name	<input type="text" value="adeline"/>
Visitor Email	<input type="text" value="adeline@gmail.com"/>
Purpose of Visit	<input type="text" value="Meeting"/>
<input type="button" value="Check In"/>	

- Retrieving the data using SOQL

Developer Console - Google Chrome

orgfarm-ee54ddc5-dev-ed.develop.my.salesforce.com/_ui/common/apex/debug/ApexCSIPage?action=selectExtent&extent=apexclass

File Edit Debug Test Workspace Help < >

Log executeAnonymous @9/24/2025, 7:21:31 PM Log executeAnonymous @9/24/2025, 7:24:50 PM Visitor__c@10:24 PM

SELECT Id, Name, Visitor_Email__c, Status__c, Purpose_of_visit__c FROM Visitor__c LIMIT 10

Query Results - Total Rows: 10

Id	Name	Visitor_Email__c	Status__c	Purpose_of_visit__c
a00gK00000KcbuQAD	Gunti Jahnvi	jahnvi@gmail.com		Delivery
a00gK00000K6eFQA1	preethi	preethi@mits.ac.in		Interview
a00gK00000Kb1sQAB	trisha	trish@www.in	Cancelled	Delivery
a00gK00000LdKXRQA3	John Doe	john@gmail.com	pending approval	Meeting
a00gK00000LdQY2QAN	anitha	anitha@kk.ac.in	pending approval	Delivery
a00gK00000LpBLkQAN	a00gK00000LpBLk	harathi@example.com		Meeting
a00gK00000Lpr9UQAR	Jahnvi Gudapati	jahnvi@example.com	Checked Out	Interview
a00gK00000Lq147QAB	a00gK00000Lq147	harathi@example.com	Checked Out	Meeting
a00gK00000Lq9cbQAB	a00gK00000Lq9cb	jahnvi@example.com	Checked Out	Interview
a00gK00000Lq9pVQAR	a00gK00000Lq9pV	jahnvi@example.com	Checked Out	Interview

Query Grid: Save Rows Insert Row Delete Row Refresh Grid

Logs Tests Checkpoints Query Editor View State Progress Problems

SELECT Id, Name, Visitor_Email__c, Status__c, Purpose_of_visit__c
FROM Visitor__c
LIMIT 10

Open

Entity Type	Entities	Related
Entity Type	Name Namespace	Name Extent Dire
Classes	Visitor	
Triggers	VisitorBatch	
Pages	VisitorNotificationQueu...	
Page Components	VisitorSchedule	
Objects	VisitorFuture	
Static Resources		
Packages		

- Events in LWC / Aura : Aura event handling was implemented to update the visitor list dynamically after a new check-in.

Visitors

Recently Viewed ▾

17 items • Updated a few seconds ago

<input type="checkbox"/>	Visitor Name
1 <input type="checkbox"/>	Test Visitor A
2 <input type="checkbox"/>	John Doe
3 <input type="checkbox"/>	Harathi
4 <input type="checkbox"/>	adeline
5 <input type="checkbox"/>	priya
6 <input type="checkbox"/>	trisha
7 <input type="checkbox"/>	Visitor unique
8 <input type="checkbox"/>	Jahnvi Gudapati
9 <input type="checkbox"/>	Test Visitor B
10 <input type="checkbox"/>	Visitor dupe
11 <input type="checkbox"/>	a00gK00000Lq9pV
12 <input type="checkbox"/>	a00gK00000Lq9cb
13 <input type="checkbox"/>	a00gK00000Lq147
14 <input type="checkbox"/>	a00gK00000LpBLk
15 <input type="checkbox"/>	preethi
16 <input type="checkbox"/>	anitha
17 <input type="checkbox"/>	Gunti Jahnvi

Visitor Name	Jahnavi Gudapati
Visitor Email	jahnavi@example.com
Visitor Phone Number	(987) 654-3211
Visitor Check-In Time	9/24/2025, 6:51 AM
Visitor Check-Out Time	9/24/2025, 9:40 AM
Host Employee	
Purpose of visit	Interview
ID Proof Number	
Gender	Female
Age	8/15/2003
Visitor Duration	2.81
Status	Checked In
Visitor Name	Jahnavi Gudapati
Created By	HARATHI ASWARTHAGARI, 9/24/2025, 6:51 AM

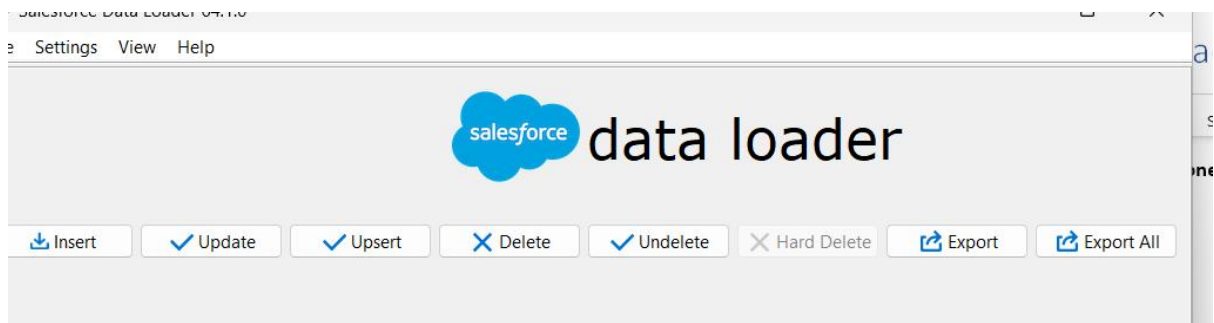
Visitors

Recently Viewed

17 items • Updated a few seconds ago

	Visitor Name
1	Jahnavi Gudapati
2	Test Visitor A
3	John Doe
4	Harathi
5	adeline
6	priya
7	trisha
8	Visitor unique
9	Test Visitor B
10	Visitor dupe
11	a00gk00000Lq9pV
12	a00gk00000Lq9cb
13	a00gk00000Lq147

- Data Loader: Uploading the data using data loader using csv file



If you provide the same data or duplicate emails or values it might show error while uploading the data like

Visitor Name	Email	Phone	CheckIn Time	Purpose of Visit	ERROR
Rani Devi	rani@example.com	9.877E+09	2025-09-25	Meeting	Duplicate email found: rani@example.com
Karthik Sharma	karthik@example.com	9.877E+09	2025-09-25	Interview	Duplicate email found: karthik@example.com
Meena Kumari	meena@example.com	9.877E+09	2025-09-25	Delivery	Duplicate email found: meena@example.com
Suresh Reddy	suresh@example.com	9.877E+09	2025-09-25	Other	Duplicate email found: suresh@example.com
Anjali Verma	anjali@example.com	9.877E+09	2025-09-25	Meeting	Duplicate email found: anjali@example.com
Vikram Singh	vikram@example.com	9.877E+09	2025-09-25	Interview	Duplicate email found: vikram@example.com
Priya Nair	priya@example.com	9.877E+09	2025-09-25	Delivery	Duplicate email found: priya@example.com
Arjun Das	arjun@example.com	9.877E+09	2025-09-25	Other	Duplicate email found: arjun@example.com
Neha Gupta	neha@example.com	9.877E+09	2025-09-25	Meeting	Duplicate email found: neha@example.com
Rahul Mehta	rahul@example.com	9.877E+09	2025-09-25	Interview	Duplicate email found: rahul@example.com

Else

adhaar

Step

Import

Progress

Load

Load Inserts

Operation Finished

The operation has fully completed. There were 10 successful inserts and 0 errors.

View Successes

View Errors

OK

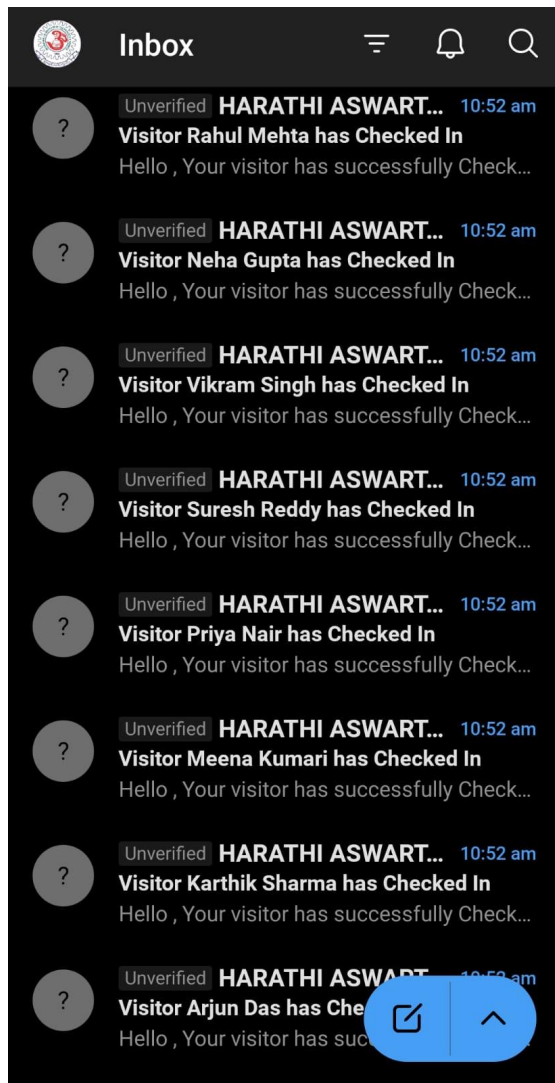
Processed 10 of 10 records in 0 minutes, 1 seconds with 10 successes and 0 errors.
Rate: 36,000 records per hour. Estimated remaining time to complete: 0 minutes and 0 seconds.

Cancel

You will be given a downloaded file that shows updation/insertion of details



	A	B	C	D	E	F	G	H
D	Visitor Name	Email	Phone	CheckIn Time	Purpose of Visit	STATUS		
300gK0000C	Rani Devi	rani+1@example.com	9.877E+09	2025-09-25	Meeting	Item Created		
300gK0000C	Karthik Sharma	karthik+2@example.com	9.877E+09	2025-09-25	Interview	Item Created		
300gK0000C	Meena Kumari	meena+3@example.com	9.877E+09	2025-09-25	Delivery	Item Created		
300gK0000C	Suresh Reddy	suresh+4@example.com	9.877E+09	2025-09-25	Other	Item Created		
300gK0000C	Anjali Verma	anjali+5@example.com	9.877E+09	2025-09-25	Meeting	Item Created		
300gK0000C	Vikram Singh	vikram+6@example.com	9.877E+09	2025-09-25	Interview	Item Created		
300gK0000C	Priya Nair	priya+7@example.com	9.877E+09	2025-09-25	Delivery	Item Created		
300gK0000C	Arjun Das	arjun+8@example.com	9.877E+09	2025-09-25	Other	Item Created		
300gK0000C	Neha Gupta	neha+9@example.com	9.877E+09	2025-09-25	Meeting	Item Created		
300gK0000C	Rahul Mehta	rahul+10@example.com	9.877E+09	2025-09-25	Interview	Item Created		

That triggers and mails are sent as entering checkIn time results status as checkIn and results:





- Reports & Dashboards

Report given based on adding filters


 Sales Home Opportunities Leads Tasks Files A	
 Joined Report new Interview list	
Visitors Visitors block 1	
Visitor: Visitor Name	
1	Jahnvi Gudapati
2	Test Visitor B
3	Count: 2

Data based on required criteria in the dashboard

 <div> <input type="text" value="Search..."/> </div>																	
 Dashboard new dashboard																	
As of Sep 25, 2025, 2:53 AM - Viewing as HARATHI ASWARTHAGARI																	
<div> <div> New Meeting Report </div> <table> <tr> <th>Visitor: Visitor Name ↑</th><th>Purpose of visit</th></tr> <tr> <td>a00gK00000LpBLk</td><td>Meeting</td></tr> <tr> <td>a00gK00000Lq147</td><td>Meeting</td></tr> <tr> <td>a00gK00000Lq9cb</td><td>Interview</td></tr> <tr> <td>a00gK00000Lq9pV</td><td>Interview</td></tr> <tr> <td>Anjali Verma</td><td>Meeting</td></tr> <tr> <td>Harathi</td><td>Meeting</td></tr> <tr> <td>Jahnvi Gudapati</td><td>Interview</td></tr> </table> <div> View Report (New Meeting Report) As of Sep 25, 2025, 2:53 AM </div> </div>		Visitor: Visitor Name ↑	Purpose of visit	a00gK00000LpBLk	Meeting	a00gK00000Lq147	Meeting	a00gK00000Lq9cb	Interview	a00gK00000Lq9pV	Interview	Anjali Verma	Meeting	Harathi	Meeting	Jahnvi Gudapati	Interview
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a00gK00000Lq9cb	Interview																
a00gK00000Lq9pV	Interview																
Anjali Verma	Meeting																
Harathi	Meeting																
Jahnvi Gudapati	Interview																

- Login IP ranges is not specified as it is optional to test now and session settings is for 1 hour

- **Audit Trail:** Audit Trail tracks configuration changes. Useful for monitoring admin changes in Visitor Management.

<div>  <div> <div>SETUP</div> <div>View Setup Audit Trail</div> </div> </div>			
AM PDT	22691a0566732@agentforce.com	Changed Use POST requests for cross-domain sessions attribute from on to on	Settings
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Changed clickjack protection for customer Visualforce pages with standard headers attribute from off to on	Session Settings
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Changed Require HttpOnly attribute from off to on	Session Settings
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Changed Terminate all of a user's sessions when an admin resets that user's password from off to on	
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Organization setup action: killUISessionsOnPwdResetOffOn has changed.	
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Session Security Level for Multi-Factor Authentication was set to High Assurance	Session Settings
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Session Security Level for Passwordless Login was set to Standard	Session Settings
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Session Security Level for Lightning Login was set to Standard	Session Settings
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Session Security Level for Activation was set to Standard	Session Settings
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Session Security Level for Delegated Authentication was set to Standard	Session Settings
9/25/2025, 3:35:38 AM PDT	22691a0566732@agentforce.com	Session Security Level for Username Password was set to Standard	Session Settings
9/25/2025, 3:28:50 AM PDT	22691a0566732@agentforce.com	Changed profile Employee Profile: field-level security for Visitor: ID Proof Number was changed from Read/Write to No Access	Manage Users
9/25/2025, 3:27:02 AM PDT	22691a0566732@agentforce.com	Completed Owner Rule: Visitor recalculation: Employee Access	Sharing Rules
9/25/2025, 3:27:01 AM PDT	22691a0566732@agentforce.com	Created Visitor Owner Sharing Rule Employee Access	Sharing Rules
9/25/2025, 3:27:01 AM PDT	22691a0566732@agentforce.com	Initiated Owner Rule: Visitor recalculation: Employee Access	Sharing Rules
9/25/2025, 3:22:34 AM PDT	22691a0566732@agentforce.com	Created new role Creating Updating Reporting details	Manage Users
9/25/2025, 3:21:14 AM PDT	22691a0566732@agentforce.com	Created new role Monitor Visitor Details	Manage Users
9/25/2025, 3:20:56 AM PDT	22691a0566732@agentforce.com	Deleted role Monitor Visitor Details	Manage Users
9/25/2025, 3:20:15 AM PDT	22691a0566732@agentforce.com	Created new role Monitor Visitor Details	Manage Users
9/25/2025, 3:19:27 AM PDT	22691a0566732@agentforce.com	Deleted role CFO	Manage Users
Download setup audit trail for last six months (Excel .csv file)			