Title: Leave Tracker Project

Phase 8: Data Management & Deployment

1. **Data Import Wizard**
   - Purpose: Bulk import records like Employees, Leave Policies, or Leave Requests.
   - Steps:
     1. Go to Salesforce Setup → Data → Data Import Wizard.
     2. Select the object (e.g., Employee, Leave Policy).
     3. Upload the CSV file containing records.
     4. Map the CSV columns to Salesforce fields.
     5. Start the import and verify imported data.

2. **Data Loader**
   - Purpose: Handle large volumes of data for insert, update, delete, or export.
   - Steps:

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    1. Install and open Data Loader.
    2. Log in with your Salesforce credentials.
    3. Choose the operation (Insert, Update, Delete, Export).
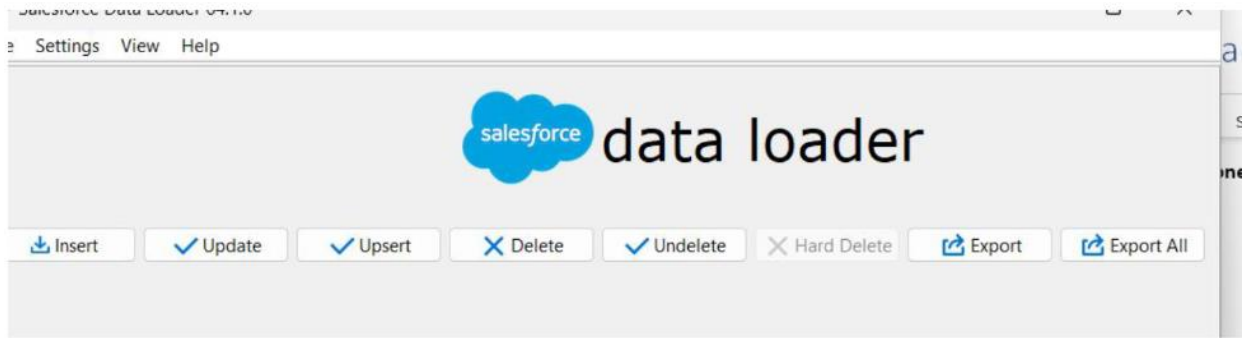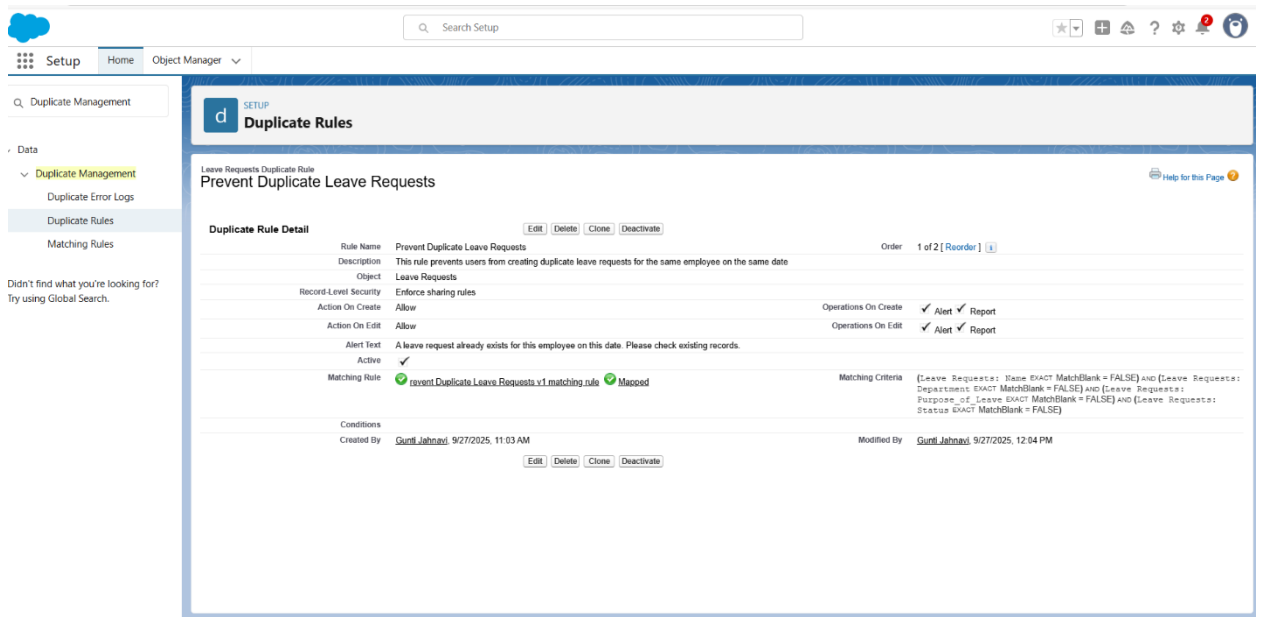   4. Select the object (e.g., Leave Requests).
    5. Upload CSV file and map fields.
   6. Execute operation and verify records.

3. **Duplicate Rules**
   - Purpose: Prevent duplicate entries for Employees or Leave Requests.
   - Steps:
     1. Go to Setup → Duplicate Management → Duplicate Rules.
     2. Click New Rule and select the object.
     3. Define matching criteria (e.g., Employee Email).
     4. Activate the rule.
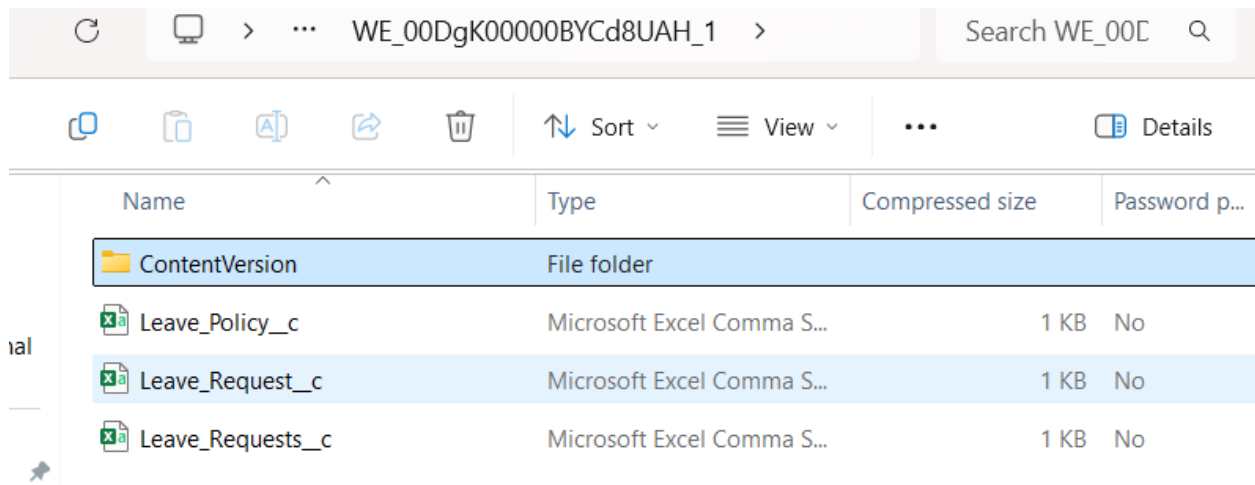   5. Test by creating duplicate records to ensure prevention.

4. **Data Export & Backup**
    - Purpose: Regularly export and backup Salesforce data.
    - Steps:
        1. Go to Setup → Data → Data Export.
        2. Select the objects to export (Employee, Leave Requests, Leave Policy).
        3. Choose schedule or export now.
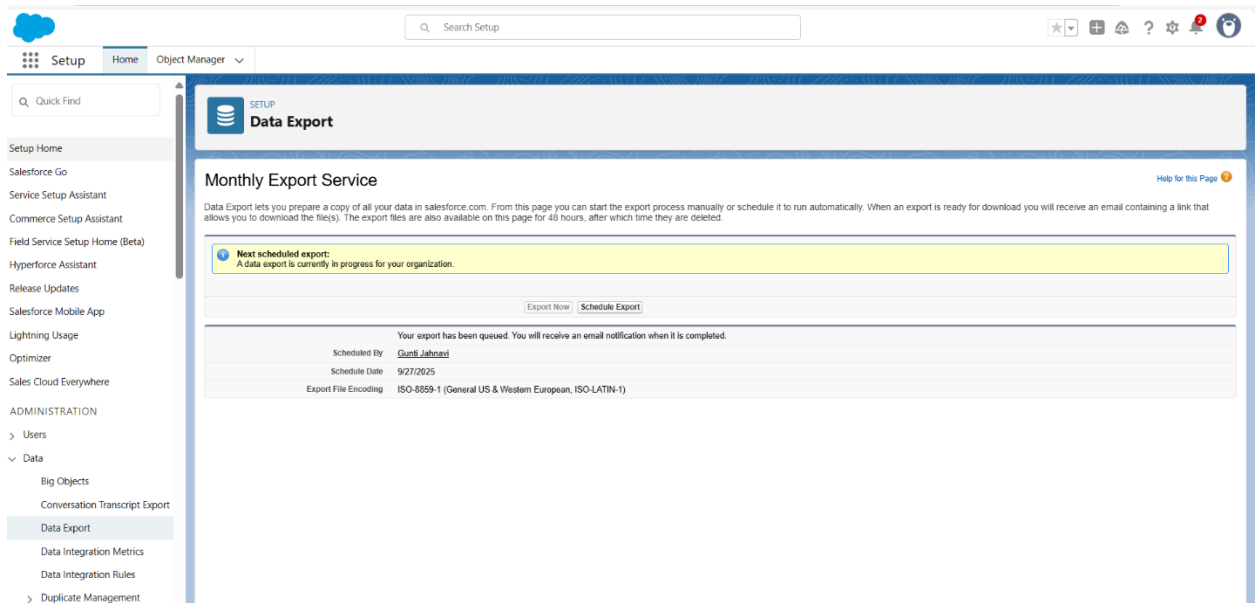
4>Download exported ZIP files containing CSV data.

5. **Change Sets**
   - Purpose: Deploy configuration from sandbox to production safely.
   - Steps:
     1. Go to Setup → Deploy → Outbound Change Sets.
     2. Create a new Change Set and add components (objects, fields, workflows).
     3. Upload the Change Set to target org (Production).
     4. Log in to target org and deploy the Change Set.