

**Salesforce
Administrator Superset**

- Business Administration Specialist

+ Reports & Dashboards For Lightning Experience

+ Data Security

+ Customize An Org To Support A New Business Unit.

+ Create Reports And Dashboards For Sales And Marketing Managers.

+ Business Administration Specialist- Quiz

- Lightning Experience Reports & Dashboards Specialist Superbadge

+ Reports & Dashboards For Lightning Experience

+ Create Reports And Dashboards For Sales And Marketing Managers

+ Quick Start: Lightning App Builder

+ Lightning Experience Reports & Dashboards Specialist

- Security Specialist Superbadge

+ User Authentication Specialist Superbadge

+ Security Governance Specialist Superbadge

+ User Access Specialist Superbadge

+ Security Specialist Superbadge

- Admin Super Set

+ Admin Super Set Quiz

Business Administration
Specialist

+ Reports & Dashboards
For Lightning Experience

+ Data Security

+ Customize An Org To
Support A New Business
Unit.

+ Create Reports And
Dashboards For Sales
And Marketing
Managers.

+ Business Administration
Specialist- Quiz

Reports & Dashboards
For Lightning
Experience

Reports & Dashboards for Lightning Experience

Visualize key business metrics in real-time using Lightning Experience.

What is a report?

A report is a list of records that meet the criteria you define. It's displayed in Salesforce in rows and columns and can be filtered, grouped, or displayed in a graphical chart.

Every report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read/write. You control who has access to the contents of the folder based on roles, permissions, public groups, and license types. You can make a folder available to your entire organization or make it private so that only the owner has access.

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Reports & Dashboards for Lightning Experience | Salesforce Trailhead..

Visualize key business metrics in real-time using Lightning Experience...

https://trailhead.salesforce.com/content/learn/modules/ex_implementation_reports_dashboards



+2,100 POINTS

Module

Reports & Dashboards for Lightning Experience

Visualize key business metrics in real-time using Lightning Experience.



Completed 11/7/23

[Get to Know Lightning Reports and Dashboards](#)

~10 mins



[Create Reports with the Report Builder](#)

~25 mins



[Filter Your Report](#)

~25 mins



[Format Your Report](#)

~25 mins



[Visualize Your Data with the Lightning Dashboard Builder](#)

~25 mins



Data Security

Data Security

Control access to data using point-and-click security tools.

Salesforce Data security deals with the security or sharing settings of data and visibility between users or groups of users across the organization. Force.com platform provides a flexible, layered sharing model that makes it easy to assign different data sets to different sets of users.



Data Security | Salesforce Trailhead..

Control access to data using point-and-click security tools...

https://trailhead.salesforce.com/content/learn/modules/data_security



+1,500 POINTS

Module

Data Modeling

Give your data structure with objects, fields, and relationships.



Completed 10/5/23

Optimize Customer Data with Standard and Custom Objects

~25 mins



Create Object Relationships

~25 mins



Work with Schema Builder

~25 mins





Module

+3,100 POINTS

Data Security

Control access to data using point-and-click security tools.



Completed 2/11/24

Overview of Data Security

~10 mins



Control Access to the Org

~15 mins



Control Access to Objects

~25 mins



Control Access to Fields

~15 mins



Control Access to Records

~15 mins



Create a Role Hierarchy

~15 mins



Define Sharing Rules

~15 mins



**Customize An Org To
Support A New Business
Unit.**

Customize An Org to Support A New Business Unit.

Manage users and optimize your business model for efficiency

What is Salesforce Customization?

This question is best answered by comparing Salesforce configuration and customization. Very roughly speaking, Salesforce configuration means opening the platform's "settings tab" and clicking different buttons to add or change fields, objects, tabs, set up automation workflows, create apps using a no-code interface, and so on.

Salesforce customization fulfils the same goal of adapting the platform in a specific way to suit your business processes but it entails much more serious actions that involve programming skills and code-level changes.



+500 POINTS

Project

Customize an Org to Support a New Business Unit

Manage users and optimize your business model for efficiency.



Completed 2/12/24

Manage User Access	~15 mins	✓
Manage Chatter	~10 mins	✓
Modify Your Data Model	~30 mins	✓
Configure an Email Letterhead and Template	~15 mins	✓
Automate Your Business Process	~15 mins	✓

Email format:

The email address you fill in for a new user auto-populates to become that user's username. Each username must be unique within Salesforce, but that's not the case with email addresses. For this project, you'll fill in your own email address for new users. When their usernames auto-populate with your email address, replace the usernames with a unique username using this formula: user's first initial + user's last name @ your initials + your favorite color + .com. For example: ahartzler@DKorange.com

**Create Reports And
Dashboards For Sales
And Marketing
Managers.**

Create Reports and Dashboards For Sales And Marketing Managers.

Track key business information for your stakeholders with reports and dashboards.

What is a report?

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Stakeholder	Reporting requirements
VP of Sales	<ul style="list-style-type: none"> • Simple report showing all of her sales teams' opportunities, by rep, that have been closed won this year. • Report showing opportunities by rep, grouped by Close Date and displayed in a table. • Matrix report showing opportunities by owner, stage, and size in the pipeline this fiscal quarter. • Report showing percentage of closed opportunities being won. • Visual comparison of sales rep win rates. • Dashboard to display key information from her sales reports, which is also to be accessible by her team.
VP of Marketing	<ul style="list-style-type: none"> • List of all customer accounts based in Texas, North Carolina, Illinois, and New York that have either a rating of Hot or Warm or an annual revenue over \$2 million.
CEO	<ul style="list-style-type: none"> • Ability to export and manipulate a report in spreadsheet software.



+700 POINTS

Project

Create Reports and Dashboards for Sales and Marketing Managers

Track key business information for your stakeholders with reports and dashboards.



Completed 2/13/24

Create Report and Dashboard Folders

~15 mins



Create a Simple Custom Report

~10 mins



Filter Your Reports

~15 mins



Group and Categorize Your Data

~15 mins



Use Summary Formulas in Your Reports

~10 mins



Manage Reported Data

~10 mins



Business Administration Specialist- Quiz

Brighten up a new business unit with the Salesforce tools the team needs to succeed.



Requirements



Requirements - BA



**Lightning Experience
Reports & Dashboards
Specialist Superbadge**



**Reports & Dashboards
For Lightning Experience**



**Create Reports And
Dashboards For Sales
And Marketing Managers**



**Quick Start: Lightning
App Builder**



**Lightning Experience
Reports & Dashboards
Specialist**

Reports & Dashboards For Lightning Experience

Reports & Dashboards For Lightning Experience

Visualize key business metrics in real-time using Lightning Experience.

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+2,100 POINTS

Module

Reports & Dashboards for Lightning Experience

Visualize key business metrics in real-time using Lightning Experience.



Completed 11/7/23

Get to Know Lightning Reports and Dashboards

~10 mins



Create Reports with the Report Builder

~25 mins



Filter Your Report

~25 mins



Format Your Report

~25 mins



Visualize Your Data with the Lightning Dashboard Builder

~25 mins



Create Reports And Dashboards For Sales And Marketing Managers

Create Reports And Dashboards For Sales And Marketing Managers

Track key business information for your stakeholders with reports and dashboards.

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Project

+700 POINTS

Create Reports and Dashboards for Sales and Marketing Managers

Track key business information for your stakeholders with reports and dashboards.



Completed 2/13/24

Create Report and Dashboard Folders

~15 mins



Today Learn ▾ Credentials ▾ Community ▾ Help ▾ More ▾

Filter Your Reports

~15 mins



Group and Categorize Your Data

~15 mins



Use Summary Formulas in Your Reports

~10 mins



Manage Reported Data

~10 mins



Visualize Your Data

~15 mins



Today Learn ▾ Credentials ▾ Community ▾ Help ▾ More ▾

Filter Your Reports

~15 mins



Group and Categorize Your Data

~15 mins



Use Summary Formulas in Your Reports

~10 mins



Manage Reported Data

~10 mins



Visualize Your Data

~15 mins



Completed 2/13/24

Quick Start: Lightning App Builder

Quick Start: Lightning App Builder

Build an app for sales reps in the field. No code is required.

The Lightning App Builder is a point-and-click tool that makes it easy to create custom pages for the Salesforce mobile app and Lightning Experience, giving your users what they need all in one place.

But that's not all. When you edit a Lightning app from the App Manager in Setup, you're brought into the Lightning App Builder to manage the app's settings. You can update the app's branding, navigation, options, and manage the Lightning pages assigned to that app all in the Lightning App Builder.

The screenshot shows a Trailhead module titled "Quick Start: Lightning App Builder". The module header includes a circular icon with a checkmark, a "Project" label, and a "+300 POINTS" badge. Below the header, the title "Quick Start: Lightning App Builder" is displayed, followed by a description: "Build an app for sales reps in the field. No code required.". A navigation bar at the top features links for "Products", "Industries", "Customers", "Learning", "Support", "Company", and "Salesforce+", along with a search bar and user icons. The main content area is titled "railhead" and contains three learning objectives: "Create your first page" (~5 mins), "Add More Components" (~5 mins), and "Add Quick Actions and Activate the App" (~5 mins). Each objective is accompanied by a green circular icon with a checkmark.

Objective	Time	Status
Create your first page	~5 mins	Completed (checkmark)
Add More Components	~5 mins	Completed (checkmark)
Add Quick Actions and Activate the App	~5 mins	Completed (checkmark)

Lightning Experience Reports & Dashboards Specialist

Design powerful reports and dashboards to shine a light on your data.

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Super badge Use
case - Lightning Repo



Security Specialist Superbadge

+ User Authentication Specialist Superbadge

+ Security Governance Specialist Superbadge

+ User Access Specialist Superbadge

+ Security Specialist Superbadge

Security Specialist Superbadge

Complete the capstone assessment to earn the Security Specialist Superbadge.

What You'll Be Doing to Earn This Superbadge

1. Describe the user authentication best practices and considerations.
2. Explain various methods and tools to effectively monitor a Salesforce org.
3. Identify the best methods to control user access.

Concepts Tested in This Superbadge

- User Authentication
- Security Governance
- User Access

User Authentication Specialist Superbadge

User Authentication Specialist Superbadge

Complete the capstone assessment to earn the User Authentication Specialist Superbadge.

What Is Multi-Factor Authentication?

Sounds like a mathematical equation, right? Whether math thrills you or fills you with dread, just know that MFA has nothing to do with high school algebra. It has everything to do with making sure that your users are who they say they are.

By the way, you may be more familiar with the terms two-factor authentication or 2FA. Not to worry! While 2FA is a subset of MFA, we're effectively talking about the same thing.

So, what exactly are the multiple factors? They're different types of evidence that users provide when logging in to confirm their identity.

One factor is something users know. For Salesforce logins, that's a username and password combination.

Other factors are verification methods that a user has in their possession, such as a mobile device with an authenticator app installed or a physical security key.

User Authentication Specialist Superbadge

Complete the capstone assessment to earn the User Authentication Specialist Superbadge.



Prerequisites



User Authentication
Settings Superbadge
Unit



Multi-Factor
Authentication and
Single Sign-On
Settings Superbadge
Unit



User Authentication
Troubleshooting
Superbadge
Unit



User Authentication
Specialist Superbadge



Superbadge

+2,500 POINTS

User Authentication Settings Superbadge Unit

Bring user authentication settings up to standard to secure your org.



~1 hr



Prerequisites



Superbadge Program Security:
Quick Look



Credential Security



User Authentication Settings
Superbadge Unit



+100 POINTS

Module

Superbadge Program Security: Quick Look

Unlock superbadge content by demonstrating your awareness of credential program security.



Completed 2/26/24

Superbadges and the Salesforce Credentialing Program

~10 mins





Module

Credential Security

Generate and protect access credentials at your organization.



Completed 2/26/24

Enforce Strong Password Hygiene

~10 mins



Manage Administrator Credentials

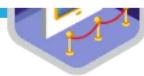
~10 mins



Prevent Credential Exposure in Code

~10 mins





+2,500 POINTS

Superbadge

User Authentication Settings Superbadge Unit

Bring user authentication settings up to standard to secure your org.



Completed 2/28/24

Prerequisites



Superbadge Program Security:
Quick Look



Credential Security



User Authentication Settings
Superbadge Unit



+2,500 POINTS

Superbadge

Multi-Factor Authentication and Single Sign-On Settings Superbadge Unit

Configure MFA and SSO settings based on a set of requirements.



~1 hr

Prerequisites



Superbadge Program Security:
Quick Look



User Authentication



Multi-Factor Authentication
and Single Sign-On Settings
Superbadge Unit

Superbadge Program Security: Quick Look

Unlock superbadge content by demonstrating your awareness of credential program security.



Completed 2/26/24

Superbadges and the Salesforce Credentialing Program

~10 mins



Superbadge

Multi-Factor Authentication and Single Sign-On Settings Superbadge Unit

Configure MFA and SSO settings based on a set of requirements.



Completed 3/7/24

Prerequisites



Superbadge Program Security:
Quick Look



User Authentication



Multi-Factor Authentication
and Single Sign-On Settings
Superbadge Unit

User Authentication Troubleshooting Superbadge Unit

Troubleshoot user authentication issues based on a scenario.



~1 hr • 0%

Prerequisites



Superbadge Program Security:
Quick Look



User Authentication



User Authentication
Troubleshooting Superbadge
Unit



+1,100 POINTS

Module

User Authentication

Secure your org with multi-factor authentication, My Domain, and single sign-on.



Completed 3/2/24

Secure Your Users' Identity

~60 mins



Customize Your Login Process with My Domain

~20 mins



Set Up Single Sign-On for Your Internal Users

~30 mins





+2,000 POINTS

Superbadge

User Authentication Troubleshooting Superbadge Unit

Troubleshoot user authentication issues based on a scenario.



Completed 3/8/24

Prerequisites



Superbadge Program Security:
Quick Look



User Authentication



User Authentication
Troubleshooting Superbadge
Unit



+2,000 POINTS

Superbadge

User Authentication Specialist Superbadge

Complete the capstone assessment to earn the User Authentication Specialist Superbadge.



Completed 3/8/24

Prerequisites



User Authentication
Settings Superbadge
Unit



Multi-Factor
Authentication and
Single Sign-On
Settings Superbadge



User Authentication
Troubleshooting
Superbadge Unit



User Authentication
Specialist Superbadge

Security Governance Specialist Superbadge

Security Governance Specialist Superbadge

Complete the capstone assessment to earn the Security Governance Specialist Superbadge.

What You'll Be Doing to Earn This Superbadge

1. Describe the monitoring capabilities of various Salesforce tools.
2. Identify security governance best practices and principles.
3. Explain how to customize auditing activities and tools.

Concepts Tested in This Superbadge

- Security Governance

Security Governance Specialist Superbadge

Complete the capstone assessment to earn the Security Governance Specialist Superbadge.



Prerequisites



Authentication Governance
Superbadge Unit



Access Governance
Superbadge Unit



Security Governance Specialist
Superbadge

Authentication Governance Superbadge Unit

Prepare your org to proactively monitor authentication activities.



Prerequisites



Superbadge Program Security:
Quick Look



User Authentication



Authentication Governance
Superbadge Unit

User Authentication

Secure your org with multi-factor authentication, My Domain, and single sign-on.



Completed 3/2/24

Secure Your Users' Identity

~60 mins



Customize Your Login Process with My Domain

~20 mins



Set Up Single Sign-On for Your Internal Users

~30 mins





+2,000 POINTS

Superbadge

Authentication Governance Superbadge Unit

Prepare your org to proactively monitor authentication activities.



Completed 3/10/24

Prerequisites



Superbadge Program Security:
Quick Look



User Authentication



Authentication Governance
Superbadge Unit

Access Governance Superbadge Unit

Monitor your org for access-related security vulnerabilities.



~1 hr

Prerequisites



Superbadge Program
Security: Quick Look



Data Security



Privileged User
Responsibilities



Access Governance
Superbadge Unit

Data Security

Control access to data using point-and-click security tools.



Completed 2/11/24

Overview of Data Security

~10 mins



Control Access to the Org

~15 mins



Control Access to Objects

~25 mins



Control Access to Fields

~15 mins



Control Access to Records

~15 mins



Create a Role Hierarchy

~15 mins



Define Sharing Rules

~15 mins





+200 POINTS

Module

Privileged User Responsibilities

Learn about privileged user access and responsibilities.



Completed 3/10/24

Manage Privileged Users

~5 mins



Prevent Privileged Access Vulnerabilities

~10 mins



Superbadge

Access Governance Superbadge Unit

Monitor your org for access-related security vulnerabilities.



Completed 3/11/24

Prerequisites



Superbadge Program
Security: Quick Look



Data Security



Privileged User
Responsibilities



Access Governance
Superbadge Unit

Security Governance Specialist Superbadge

Complete the capstone assessment to earn the Security Governance Specialist Superbadge.



Completed 3/11/24

Prerequisites



Authentication Governance
Superbadge Unit



Access Governance
Superbadge Unit



Security Governance Specialist
Superbadge

User Access Specialist Superbadge

Complete the capstone assessment to earn the User Access Specialist Superbadge.

What You'll Be Doing to Earn This Superbadge

1. Explain the best practices for granting access to objects and fields.
2. Identify use cases for sharing and restriction rules.
3. Describe steps to troubleshoot user access issues.

Concepts Tested in This Superbadge

- User Access

User Access Specialist Superbadge

Complete the capstone assessment to earn the User Access Specialist Superbadge.



~1 hr



Prerequisites



User Access
Fundamentals
Superbadge Unit



Extended User Access
and Restriction
Superbadge Unit



User Access
Troubleshooting
Superbadge Unit



User Access Specialist
Superbadge

User Access Fundamentals Superbadge Unit

Flex your security muscles by locking down record access.



~1 hr • 0%

Prerequisites



Superbadge Program Security:
Quick Look



Data Security



User Access Fundamentals
Superbadge Unit

Data Security

Control access to data using point-and-click security tools.



Completed 2/11/24

Overview of Data Security

~10 mins



Control Access to the Org

~15 mins



Control Access to Objects

~25 mins



Control Access to Fields

~15 mins



Control Access to Records

~15 mins



Create a Role Hierarchy

~15 mins



Define Sharing Rules

~15 mins





+2,000 POINTS

Superbadge

User Access Fundamentals Superbadge Unit

Flex your security muscles by locking down record access.



Completed 3/12/24



Prerequisites



Superbadge Program Security:
Quick Look



Data Security



User Access Fundamentals
Superbadge Unit

Extended User Access and Restriction Superbadge Unit

Build effective sharing solutions to provide the right access to the right records.



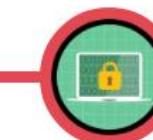
Prerequisites



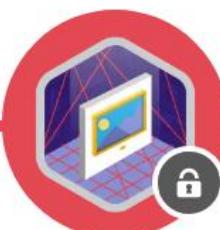
Superbadge Program
Security: Quick Look



Data Security



Protect Your Data in
Salesforce



Extended User Access
and Restriction
Superbadge Unit

Module

Data Security

Control access to data using point-and-click security tools.



Completed 2/11/24

Overview of Data Security

~10 mins



Control Access to the Org

~15 mins



Control Access to Objects

~25 mins



Control Access to Fields

~15 mins



Control Access to Records

~15 mins



Create a Role Hierarchy

~15 mins



Define Sharing Rules

~15 mins





+500 POINTS

Project

Protect Your Data in Salesforce

Secure your Salesforce org by controlling login and data access for users.



Completed 3/13/24

Restrict Login Hours and IP Ranges

~10 mins



Create New Users and Allow a User to Delete Accounts

~15 mins



Set Organization-Wide Defaults and Create a Role Hierarchy

~15 mins



Create Sharing Rules

~15 mins



Set Up Account Teams

~10 mins





+2,000 POINTS

Superbadge

Extended User Access and Restriction Superbadge Unit

Build effective sharing solutions to provide the right access to the right records.



Completed 3/13/24

Prerequisites



Superbadge Program
Security: Quick Look



Data Security



Protect Your Data in
Salesforce



Extended User Access
and Restriction
Superbadge Unit



+2,000 POINTS

Superbadge

User Access Troubleshooting Superbadge Unit

Troubleshoot user access issues based on a scenario.



~1 hr • 0%



Prerequisites



Superbadge Program Security:
Quick Look



Data Security



User Access Troubleshooting
Superbadge Unit

Data Security

Control access to data using point-and-click security tools.



Completed 2/11/24

Overview of Data Security

~10 mins



Control Access to the Org

~15 mins



Control Access to Objects

~25 mins



Control Access to Fields

~15 mins



Control Access to Records

~15 mins



Create a Role Hierarchy

~15 mins



Define Sharing Rules

~15 mins



Superbadge

User Access Troubleshooting Superbadge Unit

Troubleshoot user access issues based on a scenario.



Completed 3/14/24

Prerequisites



Superbadge Program Security:
Quick Look



Data Security



User Access Troubleshooting
Superbadge Unit

Superbadge

User Access Specialist Superbadge

Complete the capstone assessment to earn the User Access Specialist Superbadge.



Completed 3/15/24

Prerequisites



User Access
Fundamentals
Superbadge Unit



Extended User Access
and Restriction
Superbadge Unit



User Access
Troubleshooting
Superbadge Unit



User Access Specialist
Superbadge

Security Specialist Superbadge

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Concepts Tested in This Superbadge

- User Authentication
- Security Governance
- User Access



Superbadge



Admin Super Set

+2,000 POINTS

Security Specialist Superbadge

Complete the capstone assessment to earn the Security Specialist Superbadge.



~1 hr • 0%

Prerequisites



User Authentication
Specialist Superbadge



Security Governance
Specialist Superbadge



User Access Specialist
Superbadge



Security Specialist
Superbadge

Superbadge

Security Specialist Superbadge

Complete the capstone assessment to earn the Security Specialist Superbadge.



Completed 3/15/24

Prerequisites



User Authentication
Specialist Superbadge



Security Governance
Specialist Superbadge



User Access Specialist
Superbadge



Security Specialist
Superbadge

Admin Super Set Quiz

Admin Super Set Quiz

The Admin Super Set quiz is designed to test your knowledge and understanding of the Salesforce Admin Super Set permission.

Admin Super Set

Complete the capstone assessment to earn the Admin Super Set.



~1 hr • 0%



Prerequisites



Business
Administration
Specialist



Lightning Experience
Reports & Dashboards
Specialist



Security Specialist
Superbadge



Admin Super Set

Admin Super Set

Complete the capstone assessment to earn the Admin Super Set.



Completed 3 / 15 / 24

Prerequisites



Business
Administration
Specialist



Lightning Experience
Reports & Dashboards
Specialist



Security Specialist
Superbadge



Admin Super Set

Guided Project

Project Workspace

Project Title : Salesforce Administrator Superset

Duration : 20 Hrs.

Team :

LK

Mentor(s) Name : Rakesh Bhoomani, Phani Varma, Hazari Ajay Kumar, Tarakesh

Overall Project Progress



Assigned Tasks Progress



GENERAL INSTRUCTION

SHOW

1. Refer the project description, milestones, activities, and references to understand the project deliverables.
2. Provide your GitHub details to collaborate with the project workspace repository.
3. Update the project completion status by moving the cards to review in Kanban board (under Task & Progress).
4. Ensure that all project deliverables are uploaded to GitHub. Project deliverables include:
 - o Uploading the required files (files which you have worked on) to the collaborated Git repository.
 - o Update the project report/description in the doc writer.
 - o Add the screenshots of your work and the output either in the writer or on Git.
 - o Upload the links of the application which you have developed in the writer if any.
 - o Upload a project demonstration video at the end of the project to GitHub.
5. Once the project completion status is 90%, the mentor will review and approve the same.
6. You can interact with mentors by writing comments on the activity cards.
7. Upon successful completion of the project, a project completion certificate will be generated.