



## PARK COLLEGE OF ENGINEERING AND TECHNOLOGY

### PROJECT REPORT

**Naan Mudhalvan – Salesforce Developer**

**Project Title: Garage Management system**

#### **Team Members:**

Name	NM ID	32 digit NM ID
LOGESH E (TL)	Au712221104004	2CA00017D29257D9F1C497FF0CA11A4F
DINESHKUMAR S	Au712221104002	1EA317AD2DD731FA33C42DF8C372E663
MUTHULAKSHMI R	Au712221104009	5E808D6B0616389AD40422320D21B679
PRAVEEN KUMAR M	Au712221104014	D8C89A2AD15883A8D3D47CEAE4C231DD

# Garage Management system

## Project Description:

The Garage Management System is a valuable tool for automotive repair facilities, helping them deliver top-notch service, increase operational efficiency, and build lasting customer relationships. With its user-friendly interface and powerful features, GMS empowers garages to thrive in a competitive market while ensuring a seamless and satisfying experience for both customers and staff.

## Project Flow:

In this project you can do hands on practice the configuration as well as customization with the Data modelling, App building, User Adoption & Apex Code

Milestone 1: Creation of developer account  
Milestone 2: Object Creation  
Milestone 3 : Tabs Creation  
Milestone 4 : Create App  
Milestone 5 : Fields & Relationships  
Milestone 6 : Page Layout  
Milestone 7 : Profile  
Milestone 8 : Role and role hierarchy  
Milestone 9 : Users  
Milestone 10 : Permission set  
Milestone 11 : User Adoption  
Milestone 12 : Reports  
Milestone 13 : Dashboards  
Milestone 14 : Flows  
Milestone 15 : Apex Classes and Triggers

## What you'll learn

1. Real Time Salesforce Project
2. Object & Relationship in Salesforce
3. Formula fields and Validation rules.
4. Cross object formula fields.
5. Rollup summary fields.
6. Reports and dashboards
7. Conditional formatting.
8. Flows

## 9. Email alerts and email templates

### **Milestone 1-Salesforce :**

#### Introduction:

Are you new to Salesforce? Not sure exactly what it is, or how to use it? Don't know where you should start on your learning journey? If you've answered yes to any of these questions, then you're in the right place. This module is for you.

Welcome to Salesforce! Salesforce is game-changing technology, with a host of productivity-boosting features, that will help you sell smarter and faster. As you work toward your badge for this module, we'll take you through these features and answer the question, "What is Salesforce, anyway?".

#### What Is Salesforce?

Salesforce is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers.

Salesforce has everything you need to run your business from anywhere. Using standard products and features, you can manage relationships with prospects and customers, collaborate and engage with employees and partners, and store your data securely in the cloud.

So what does that really mean? Well, before Salesforce, your contacts, emails, follow-up tasks, and prospective deals might have been organized something like this:

<https://youtu.be/r9EX3lGde5k>

#### **Activity 1: Creating Developer Account:**

Creating a developer org in salesforce.

1. Go to <https://developer.salesforce.com/signup>
2. On the sign up form, enter the following details :

**Build enterprise-quality apps fast to bring your ideas to life**

- Build apps fast with drag and drop tools
- Customize your data model with clicks
- Go further with Apex code
- Integrate with anything using powerful APIs
- Stay protected with enterprise-grade security
- Customize UI with clicks or any leading-edge web framework

**Sign up for your Salesforce Developer Edition**  
A full-featured copy of the Platform, for free

Complete the form to start your free trial. Our team will be in touch to help you make the most of your trial.

First Name\*

Last Name\*

Email\*

Role\*

Company\*

- 1) First name & Last name
- 2) Email
- 3) Role : Developer
- 4) Company : College Name
- 5) County : India
- 6) Postal Code : pin code
- 7) Username : should be a combination of your name and company

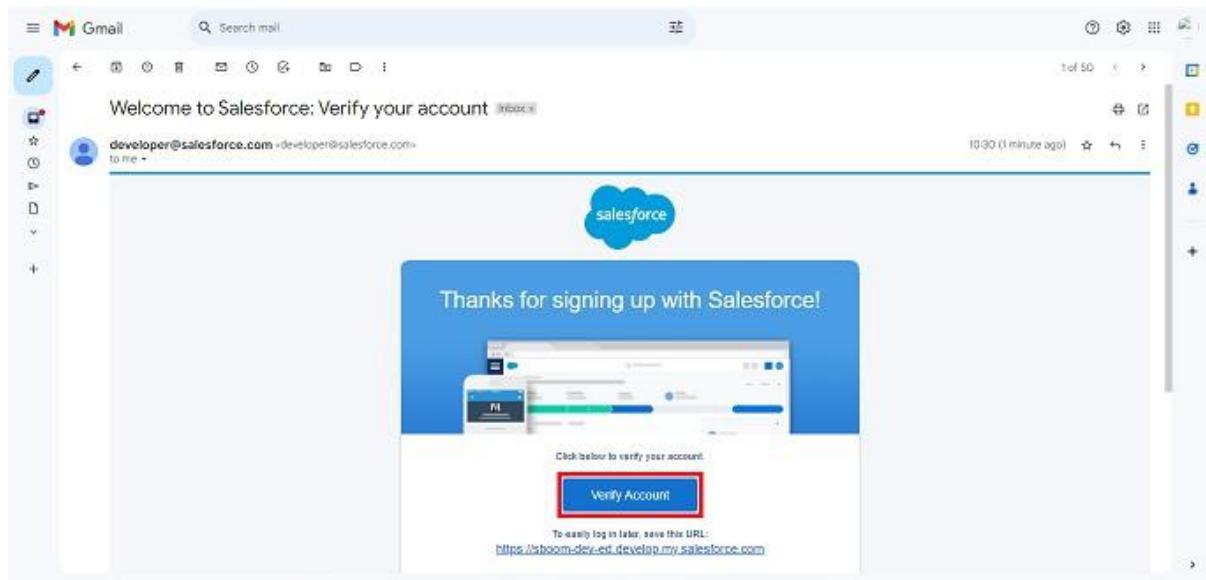
This need not be an actual email id, you can give anything in the format :

[username@organization.com](mailto:username@organization.com)

Click on sign me up after filling these.

## Activity 2: Account Activation:

1. Go to the inbox of the email that you used while signing up. Click on the verify account to activate your account. The email may take 5-10mins.



2. Click on Verify Account
3. Give a password and answer a security question and click on change password.

Change Your Password

Enter a new password for lead@sb.oom.  
Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

\* New Password  
..... Good

\* Confirm New Password  
..... Match

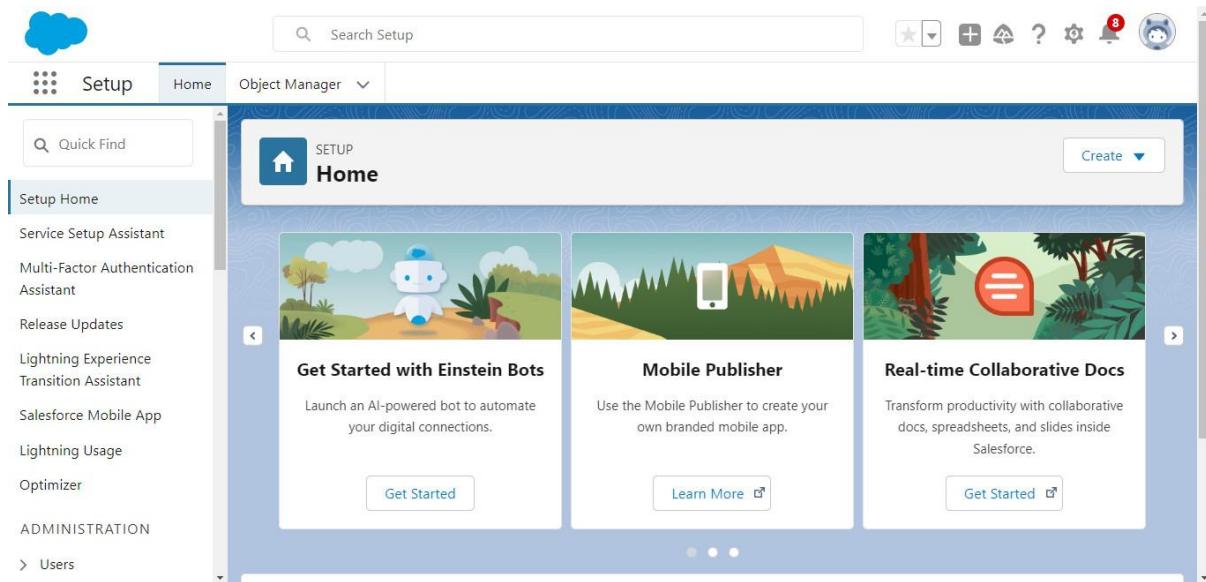
Security Question  
In what city were you born?

\* Answer  
asdfghjkl

Change Password

A screenshot of a "Change Your Password" form. It includes fields for "New Password" and "Confirm New Password" (both with status "Good" or "Match"), a "Security Question" dropdown set to "In what city were you born?", and an "Answer" input field containing "asdfghjkl". The entire form area is highlighted with a thick red border.

4. Then you will redirect to your salesforce setup page.



## Milestone 2- Object

### What Is an Object?

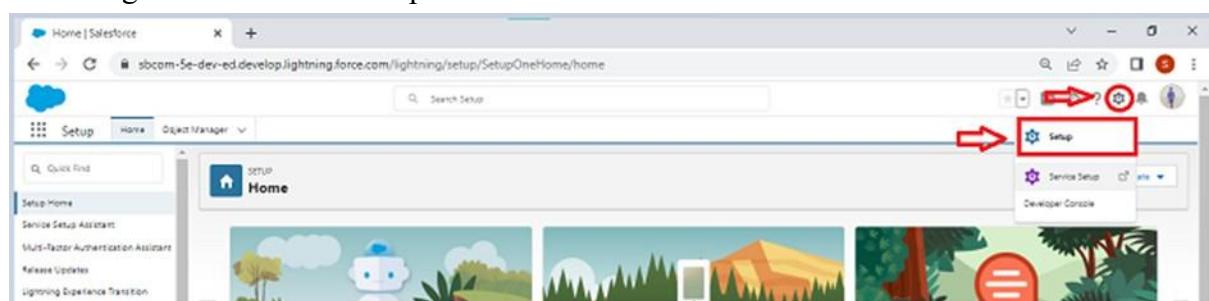
Salesforce objects are database tables that permit you to store data that is specific to an organization. What are the types of Salesforce objects

### Salesforce objects are of two types:

1. **Standard Objects:** Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.
2. **Custom Objects:** Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. They are the heart of any application and provide a structure for sharing data.

### To Navigate to Setup page:

Click on gear icon → click setup.



## To create an object:

1. From the setup page → Click on Object Manager → Click on Create → Click on Custom Object.



2. On Custom object defining page:
3. Enter the label name, plural label name, click on Allow reports, Allow search.

New Custom Object | Salesforce

Custom Object Definition Edit

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and records.

Label:  Example: Account

Plural Label:  Example: Accounts

Starts with a vowel sound:

The Object Name is used when referencing the object via the API.

Object Name:  Example: /sobjects/Account

Description:

Contact Sensitive Help Setting

Content name:   Open the standard Salesforce.com Help & Training window  Open a window using a Visualforce page

Enter Record Name Label and Format

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name:  Example: Account Name

Data Type:  Text

Optional Features

Allow Reports  Allow Activities  Track Field History  Allow in Chatter Groups  Enable Licensing

Object Classification

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. Learn more.

Allow Sharing  Allow Bulk API Access  Allow Streaming API Access

Deployment Status

In Development  Deployed

Search Status

When this setting is enabled, your users can find records of this object type when they search. Learn more.

Allow Search

Object Creation Options (Available only when custom object is first created)

Add Notes and Attachments related list to default page layout.  Launch New Custom Tab Wizard after saving this custom object

Save Save & New Cancel

4. Click on Save.

### **Activity 1: Create Customer Details Object:**

To create an object:

1. From the setup page → Click on Object Manager → Click on Create → Click on Custom Object.
  - 1) Enter the label name → Customer Details
  - 2) Plural label name → Customer Details
  - 3) Enter Record Name Label and Format
    - Record Name → Customer Name
    - Data Type → Text
2. Click on Allow reports and Track Field History,
3. Allow search → **Save.**

### **Activity 2: Create Appointment Object:**

To create an object:

1. From the setup page → Click on Object Manager → Click on Create → Click on Custom Object.
  - 1) Enter the label name → Appointment
  - 2) Plural label name → Appointments
  - 3) Enter Record Name Label and Format
    - Record Name → Appointment Name
    - Data Type → Auto Number
    - Display Format → app-{000}
    - Starting number → 1
2. Click on Allow reports and Track Field History,
3. Allow search → **Save.**

### **Activity 3: Create Service records Object:**

To create an object:

4. From the setup page → Click on Object Manager → Click on Create → Click on Custom Object.
  - 4) Enter the label name → Service records
  - 5) Plural label name → Service records
  - 6) Enter Record Name Label and Format
    - Record Name → Service records Name
    - Data Type → Auto Number
    - Display Format → ser-{000}
    - Starting number → 1
5. Click on Allow reports and Track Field History,
6. Allow search → **Save.**

### **Activity 4: Create Billing details and feedback Object:**

To create an object:

7. From the setup page → Click on Object Manager → Click on Create → Click on Custom Object.
  - 7) Enter the label name → Billing details and feedback

- 8) Plural label name → Billing details and feedback
- 9) Enter Record Name Label and Format
  - Record Name → Billing details and feedback Name
  - Data Type → Auto Number
  - Display Format → bill-{000}
  - Starting number → 1
8. Click on Allow reports and Track Field History,
9. Allow search → **Save.**

## **Milestone 3- Tabs**

**What is Tab :** A tab is like a user interface that is used to build records for objects and to view the records in the objects.

Types of Tabs:

### **1. Custom Tabs**

Custom object tabs are the user interface for custom applications that you build in salesforce.com. They look and behave like standard salesforce.com tabs such as accounts, contacts, and opportunities.

### **2. Web Tabs**

Web Tabs are custom tabs that display web content or applications embedded in the salesforce.com window. Web tabs make it easier for your users to quickly access content and applications they frequently use without leaving the salesforce.com application.

### **3. Visualforce Tabs**

Visualforce Tabs are custom tabs that display a Visualforce page. Visualforce tabs look and behave like standard salesforce.com tabs such as accounts, contacts, and opportunities.

### **4. Lightning Component Tabs**

Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app.

### **5. Lightning Page Tabs**

Lightning Page Tabs let you add Lightning Pages to the mobile app navigation menu. Lightning Page tabs don't work like other custom tabs. Once created, they don't show up on the All Tabs page when you click the Plus icon that appears to the right of your current tabs. Lightning Page tabs also don't show up in the Available Tabs list when you customise the tabs for your apps.

## **Activity 1: Creating a Custom Tab**

**To create a Tab:(Customer Details)**

1. Go to setup page → type Tabs in Quick Find bar → click on tabs → New (under custom object tab)

The screenshot shows the Salesforce Setup interface with the 'Custom Tabs' page selected. The top navigation bar includes 'Setup', 'Home', and 'Customize'. A red arrow points to the 'Customize' button. Below it, a search bar contains 'tab' and a red arrow points to the magnifying glass icon. The sidebar on the left has 'User Interface' expanded, with 'Tabs' selected. A red arrow points to the 'Custom Tabs' link. The main content area is titled 'Custom Tabs' and contains a table with columns 'Active', 'Label', 'Tab Style', and 'Description'. The table lists various tabs, each with a 'Edit' and 'Delete' link. A red arrow points to the 'New' button at the top right of the table.

2. Select Object(Customer Details) → Select the tab style → Next (Add to profiles page) keep it as default → Next (Add to Custom App) uncheck the include tab .
3. Make sure that the Append tab to users' existing personal customizations is checked.
4. Click save.

**New Custom Object Tab**

Step 1. Enter the Details Step 1 of 3

Choose the custom object for this new custom tab. Fill in other details.

Select an existing custom object or [create a new custom object now](#).

Object	Customer Details
Tab Style	Append

(Optional) Choose a Home Page Custom Link to show as a splash page the first time your users click on this tab.

Splash Page Custom Link	—None--
-------------------------	---------

Enter a short description.

Description	<input type="text"/>
-------------	----------------------

**Next** **Cancel**

**Tab Style Selector**

**Create your own style**

Hide styles which are used on other tabs

Airplane	Alarm clock	Apple	Balls
Bank[1]	Bell	Big top	Boat[1]
Books	Bottle	Box	Bridge
Building	Building Block	Caduceus	Camera
Can	Car	Castle	CD/DVD
Cell phone	Chalkboard	Chess piece	Chip
Circle	Compass	Computer	Credit card
CRT TV	Cup	Desk[1]	Diamond
Dice	Factory	Fan	Flag
Form	Gears	Globe	Guitar
Hammer	Hands	Handsaw	Headset
Heart[1]	Helicopter	Hexagon	Highway Sign
Hot Air Balloon	Insect	IP Phone	Jewel
Keys	Laptop	Leaf	Lightning

**Save** **Cancel**

**Step 3. Add to Custom Apps**

Step 3 of 3

Choose the custom apps for which the new custom tab will be available. You may also examine or alter the visibility of tabs from the detail and edit pages of each Custom App.

Custom App	<input type="checkbox"/> Include Tab
Platform (standard__Platform)	<input type="checkbox"/>
Sales (standard__Sales)	<input type="checkbox"/>
Service (standard__Service)	<input type="checkbox"/>
Marketing (standard__Marketing)	<input type="checkbox"/>
Sample Console (standard__ServiceConsole)	<input type="checkbox"/>
High Volume Customer Portal User	<input type="checkbox"/>
Authenticated Website User	<input type="checkbox"/>
App Launcher (standard__AppLauncher)	<input type="checkbox"/>

Analytics Studio (standard\_\_Insights)

Sales Console (standard\_\_LightningSalesConsole)

Service Console (standard\_\_LightningService)

Sales (standard\_\_LightningSales)

Lightning Usage App (standard\_\_LightningInstrumentation)

Digital Experiences (standard\_\_SalesforceCMS)

Queue Management (standard\_\_QueueManagement)

Bolt Solutions (standard\_\_LightningBolt)

Data Manager (standard\_\_DataManager)

Salesforce Scheduler Setup (standard\_\_LightningScheduler)

Append tab to users' existing personal customizations

**Previous** **Save** **Cancel**

## Activity 2: Creating Remaining Tabs

1. Now create the Tabs for the remaining Objects, they are “ Appointments, Service records,Billing details and feedback”.
2. Follow the same steps as mentioned in Activity -1 .

## Milestone 4- The Lightning App:

An app is a collection of items that work together to serve a particular function. In Lightning Experience, Lightning apps give your users access to sets of objects, tabs, and other items all in one convenient bundle in the navigation bar.

Lightning apps let you brand your apps with a custom colour and logo. You can even include a utility bar and Lightning page tabs in your Lightning app. Members of your org can work more efficiently by easily switching between apps.

## Activity 1: Create a Lightning App

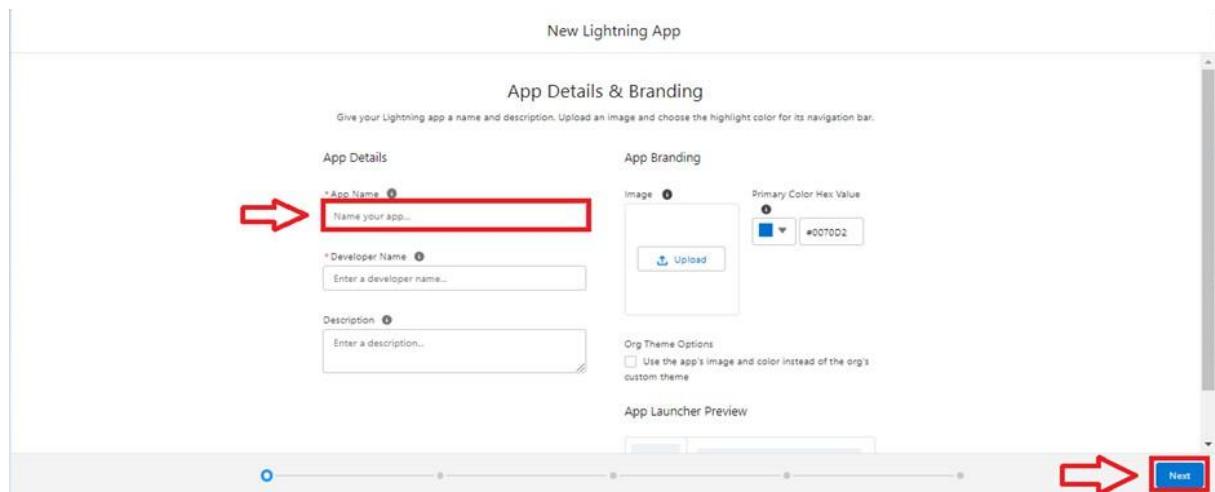
### To create a lightning app page:

1. Go to setup page → search “app manager” in quick find → select “app manager” → click on New lightning App.

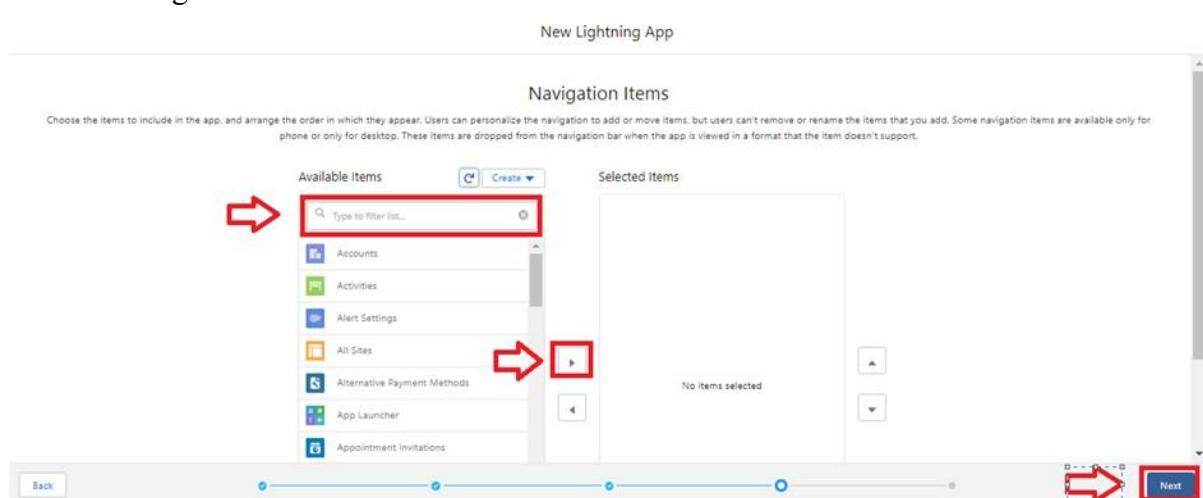
The screenshot shows the Salesforce App Manager interface. At the top, there are three search bars: 'app manager', 'Apps', and 'AppManager'. A red box highlights the 'app manager' search bar. Below the search bars, a button labeled 'Cloud Apps(Beta)' is highlighted with a red box. On the right side of the header, there is a 'New Lightning App' button, which is also highlighted with a red box. The main area displays a table of existing apps, with the first few rows listed below:

App Name	Developer Name	Description	Last Modified	App Type
All Tabs	AltfelSet	Build CRM Analytics dashboards and apps	04/12/2022, 10:13 am	Classic
Analytics Studio	Insights	Build CRM Analytics dashboards and apps	04/12/2022, 10:13 am	Classic
App Launcher	AppLauncher	App Launcher tabs	04/12/2022, 10:13 am	Classic
Bell Solutions	LightningBell	Discover and manage business solutions designed for your industry	04/12/2022, 10:18 am	Lightning
Chatter Desktop	Chatter/Desktop	Chatter Desktop is an Adobe AIR-based desktop application that lets Chatter users stay connected...	28/12/2022, 4:04 pm	Connected (Managed)
Chatter Mobile for BlackBerry	ChatterForBlackBerry	The Salesforce.com Chatter Mobile app lets you access Chatter data on the go. Use it to view feed...	28/12/2022, 4:05 pm	Connected (Managed)
College Management System	Nadeem	demo app	08/12/2022, 4:18 pm	Lightning
Community	Community	Salesforce CRM Communities	04/12/2022, 10:13 am	Classic
Content	Content	Salesforce CRM Content	04/12/2022, 10:13 am	Classic
Data Manager	DataManager	Use Data Manager to view limits, monitor usage, and manage recipes	04/12/2022, 10:13 am	Lightning

2. Fill the app name in app details as **Garage Management Application** → Next → (App option page) keep it as default → Next → (Utility Items) keep it as default → Next.

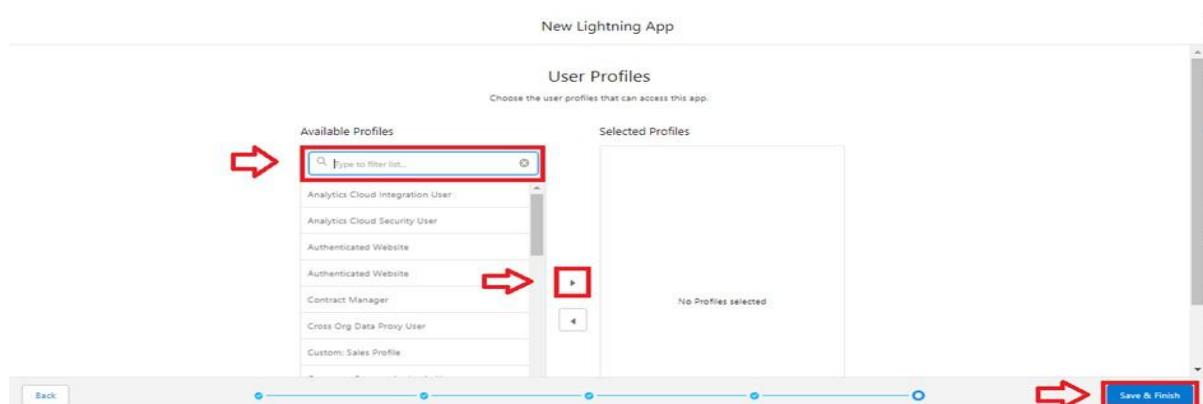


3. To Add Navigation Items:



Select the items (Customer Details, Appointments, Service records, Billing details and feedback, Reports and Dashboards) from the search bar and move it using the arrow button → Next.

4. To Add User Profiles:



Search profiles (System administrator) in the search bar → click on the arrow button → save & finish.

## Milestone 5 : Fields

When we talk about Salesforce, Fields represent the data stored in the columns of a relational database. It can also hold any valuable information that you require for a specific object. Hence, the overall searching, deletion, and editing of the records become simpler and quicker.

Types of Fields

1. Standard Fields
2. Custom Fields

### Standard Fields:

As the name suggests, the Standard Fields are the predefined fields in Salesforce that perform a standard task. The main point is that you can't simply delete a Standard Field until it is a non-required standard field. Otherwise, users have the option to delete them at any point from the application freely. Moreover, we have some fields that you will find common in every Salesforce application. They are,

- Created By
- Owner
- Last Modified
- Field Made During object Creation

### Custom Fields:

On the other side of the coin, Custom Fields are highly flexible, and users can change them according to requirements. Moreover, each organiser or company can use them if necessary. It means you need not always include them in the records, unlike Standard fields. Hence, the final decision depends on the user, and he can add/remove Custom Fields of any given form.

### Activity 1: Creation of fields for the Customer Details object

#### 1. To create fields in an object:

1. Go to setup → click on Object Manager → type object name(Customer Details) in search bar → click on the object.

Object Manager					
2 Items, Sorted by Label					
LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Customer	Customer	Standard Object			
Customer Details	Customer_Details__c	Custom Object		05/10/2023	✓

2. Now click on “Fields & Relationships” → New

Customer1

Fields & Relationships

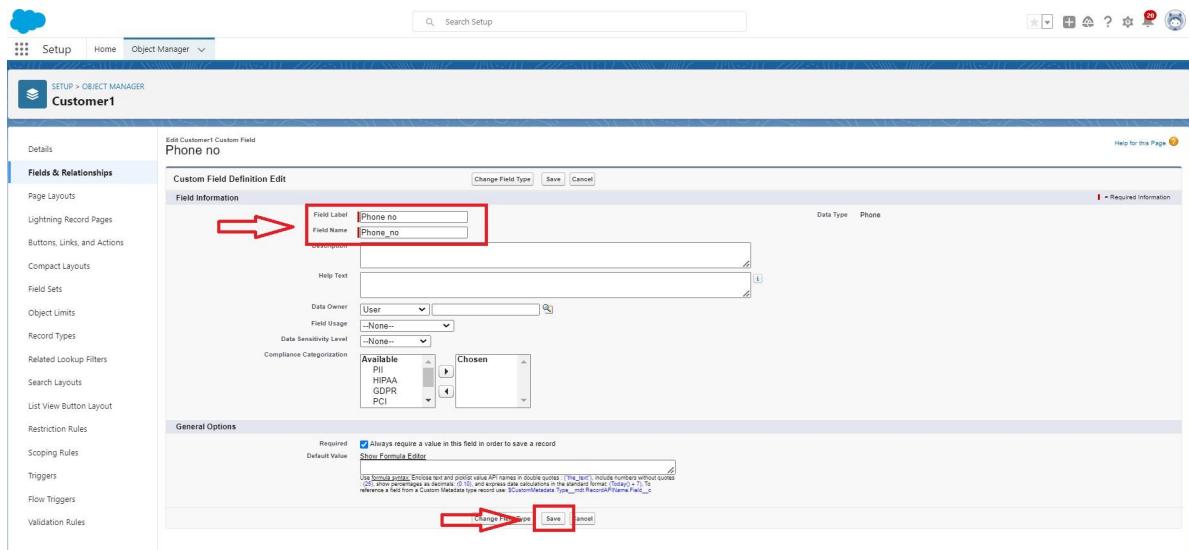
New

3. Select Data Type as a “Phone”

Phone

Allows users to enter any phone number. Automatically formats it as a phone number.

4. Click on next.



### 5. Fill the Above as following:

- Field Label: Phone number
- Field Name : gets auto generated
- Click on Next → Next → Save and new.

Note: Follow the above steps for the remaining field for the same object.

### 2. To create another fields in an object:

1. Go to setup → click on Object Manager → type object name(Customer Details) in search bar → click on the object.
2. Now click on “Fields & Relationships” → New
3. Select Data type as a “Email” and Click on Next
4. Fill the Above as following:
  - Field Label : Gmail
  - Field Name : gets auto generated
  - Click on Next → Next → Save and new.

## Activity 2 : Creation of Lookup Fields:

### Creation of Lookup Field on Appointment Object :

1. Go to setup → click on Object Manager → type object name( Appointment ) in the search bar → click on the object.

Object Manager						
LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED	
Appointment	Appointment__c	Custom Object		24/08/2023	✓	<input type="button" value="Deploy"/>
Appointment Category	AppointmentCategory	Standard Object				
Appointment Invitation	AppointmentInvitation	Standard Object				
Appointment Invitee	AppointmentInvitee	Standard Object				

2. Now click on “Fields & Relationships” → New

Fields & Relationships						
FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED		
Appointment Date	Appointment_Date__c	Date			<input type="button" value="New"/>	<input type="button" value="Deleted Fields"/>
Appointment Name	Name	Auto Number			<input type="button" value="Field Dependencies"/>	<input type="button" value="Set History Tracking"/>

3. Select “Look-up relationship” as data type and click Next.

Specify the type of information that the custom field will contain.

Data Type	
<input type="radio"/> None Selected	Select one of the data types below.
<input type="radio"/> Auto Number	A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.
<input type="radio"/> Formula	A read-only field that derives its value from a formula expression you define. The formula field is updated when any of the source fields change.
<input type="radio"/> Roll-Up Summary 	A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.
<input checked="" type="radio"/> Look-up Relationship 	Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.
<input type="radio"/> Master-Detail Relationship	Creates a special type of parent-child relationship between this object (the child, or “detail”) and another object (the parent, or “master”) where: <ul style="list-style-type: none"> <li>The relationship field is required on all detail records.</li> <li>The ownership and sharing of a detail record are determined by the master record.</li> </ul>

4. Select the related object “ Customer Details” and click next.

5. Next → Next → Save.

**Note: Make sure you complete Activity 4 Before continuing.**

**Creation of Lookup Field on Service records Object :**

1. Go to setup → click on Object Manager → type object name( *Service records* ) in search bar → click on the object.
2. Now click on “Fields & Relationships” → New
3. Select “Look-up relationship” as data type and click Next.
4. Select the related object “ *Appointment* ” and click next.
5. Make it a required field so click on Required.

Lookup Options

Related To	Appointment	Child Relationship Name	Service_records
Related List Label	Service records		
Required	<input checked="" type="checkbox"/> Always require a value in this field in order to save a record		
What to do if the lookup record is deleted?	<input type="radio"/> Clear the value of this field. You can't choose this option if you make this field required. <input checked="" type="radio"/> Don't allow deletion of the lookup record that's part of a lookup relationship.		

6. Scroll down for Lookup Filter and click on Show filter settings.
7. Now add the filter criteria.
8. Field : Appointment: Appointment Date → Operator : less than →select field → Appointment: Created Date

## 9. Filter type should be Required.

Lookup Filter

Optional, create a filter to limit the records available to users in the lookup field. [Tell me more!](#)

Hide Filter Settings

Filter Criteria

Field	Operator	Value / Field
Appointment: Appointment Date	less than	Field
All	--None--	Value

Filter Type  **Required.** The user-entered value must match filter criteria.  
If it doesn't, display this error message on save:

**Optional.** The user can remove the filter or enter values that don't match criteria.

Lookup Window Text

Active  Enable this filter.

10. Error Message : Value does not match the criteria.

11. Enable the filter by click on Active.

12. Next → Next → Save.

## Creation of Lookup Field on *Billing details and feedback* Object :

1. Go to setup → click on Object Manager → type object name( ***Billing details and feedback*** ) in search bar → click on the object.
2. Now click on “Fields & Relationships” → New
3. Select “Look-up relationship” as data type and click Next.
4. Select the related object “ ***Service records*** ” and click next.
5. Next → Next → Save&new.

## Activity 3 : Creation of Checkbox Fields:

### Creation of Checkbox Field on Appointment Object :

1. Go to setup → click on Object Manager → type object name( **Appointment** ) in search bar → click on the object.
2. Now click on “Fields & Relationships” → New.
3. Select “Check box” as data type and click Next.

Setup > Object Manager  
Appointment

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

Data Type  
 None Selected  
 Auto Number  
 Formula  
 Roll Up Summary  
 Lookup Relationship  
 Master-Detail Relationship  
 Checkbox  
 Currency

Specify the type of information that the custom field will contain.

Select one of the data types below.

A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.

A read-only field that derives its value from a formula expression you define. The formula field is updated when any of the source fields change.

A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.

Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.

Creates a special type of parent-child relationship between this object (the child, or "detail") and another object (the parent, or "master") where:

- The relationship field is required on all detail records.
- When a user deletes the master record, all detail records are deleted.
- You can create rollup summary fields on the master record to summarize the detail records.

The relationship field allows users to click on a lookup icon to select a value from a popup list. The master object is the source of the values in the list.

Creates a relationship that links this object to an external object whose data is stored outside the Salesforce org.

Allows users to select a True (checked) or False (unchecked) value.

Allows users to enter a dollar or other currency amount and automatically formats the field as a currency amount. This can be useful if you export data to Excel or another application.

4. Give the Field Label : Maintenance service
5. Field Name : is auto populated
6. Default value : unchecked

Appointment  
New Custom Field  
Help for this Page ?

Step 2. Enter the details Step 2 of 4  
Previous Next Cancel

Field Label Maintenance service

Default Value  Checked  Unchecked 

Field Name Maintenance\_service

Description

Help Text

Auto add to custom report type  Add this field to existing custom report types that contain this entity

Previous Next Cancel

7. Click on next → next → save.

### Creation of Another Checkbox Fields on Appointment Object :

8. Repeat the steps form 1 to 3.
9. Give the Field Label : Repairs
10. Field Nme : is auto populated
11. Default value : unchecked
12. Click on next → next → save.
  
13. Follow the same and create another checkbox with given names
14. Give the Field Label : Replacement Parts
15. Field Nme : is auto populated
16. Default value : unchecked
17. Click on next → next → save.

### Creation of Checkbox Field on Service records Object :

1. Go to setup → click on Object Manager → type object name( **Service records** ) in search bar → click on the object.
2. Now click on “Fields & Relationships” → New.
3. Select “Check box” as data type and click Next.
4. Give the Field Label : Quality Check Status
5. Field Nme : is auto populated
6. Default value : unchecked
7. Click on next → next → save

#### **Activity 4 : Creation of date Fields:**

##### **Creation of Date Field on Appointment Object :**

1. Go to setup → click on Object Manager → type object name( **Appointment** ) in the search bar → click on the object.
2. Now click on “Fields & Relationships” → New.
3. Select “Date” as data type and click Next.
4. Give the Field Label : Appointment Date
5. Field Nme : is auto populated
6. Make it as a Required field by clicking on the Required option.
7. Click on next → next → save.

Appointment  
New Custom Field

Help for this Page ?

Step 2. Enter the details Step 2 of 4

Previous Next Cancel

Field Label	Appointment Date <input type="text"/>	
Field Name	Appointment_Date <input type="text"/>	
Description	<input type="text"/>	
Help Text	<input type="text"/>	
Required	<input checked="" type="checkbox"/> Always require a value in this field in order to save a record	
Auto add to custom report type	<input checked="" type="checkbox"/> Add this field to existing custom report types that contain this entity	
Default Value	<input type="text"/> Show Formula Editor	

#### **Activity 5 : Creation of Currency Fields:**

##### **Creation of Currency Field on Appointment Object :**

1. Go to setup → click on Object Manager → type object name( **Appointment** ) in the search bar → click on the object.

2. Now click on “Fields & Relationships” → New.
3. Select “Currency” as data type and click Next.
4. Give the Field Label : Service Amount
5. Field Nme : is auto populated

Step 2. Enter the details

Field Label: Service Amount

Length: 18

Decimal Places: 0

Field Name: Service\_Amount

Description:

Help Text:

Required:  Always require a value in this field in order to save a record

Auto add to custom report type:  Add this field to existing custom report types that contain this entity

Step 2 of 4

Previous Next Cancel

6. Click on next
7. Give read only for all the profiles in field level security for profile.

Appointment  
New Custom Field

Step 3. Establish field-level security

Field Label	Service Amounts	Visible	Read-Only
Data Type	Currency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Field Name	Service_Amounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Description		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security.			
Field-Level Security for Profile		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analytics Cloud Integration User		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analytics Cloud Security User		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Authenticated Website		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Authenticated Website		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Manager		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cross Org Data Proxy User		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 3 of 4

Help for this Page

8. Click on next → save.

## Creation of Currency Field on Billing details and feedback Object :

1. Follow the same steps as mentioned above in **Billing details and feedback Object**.
2. Change the label name as mentioned.
3. Give the Field Label : Payment Paid
4. Field Nme : is auto populated

## Activity 6 : Creation of Text Fields:

1. Go to setup → click on Object Manager → type object name( **Appointment** ) in the search bar → click on the object.
2. Now click on “Fields & Relationships” → New.
3. Select “Text” as data type and click Next.

4. Give the Field Label : Vehicle number plate
5. Field Name : is auto populated
6. Length : 10
7. Make the field as Required and Unique.

Step 2. Enter the details Step 2 of 4

Field Label: Vehicle number plate

Length: 10

Please enter the maximum length for a text field below.

Field Name: Vehicle\_number\_plate

Description:

Help Text:

Required:  Always require a value in this field in order to save a record

Unique:  Do not allow duplicate values
   
     Treat "ABC" and "abc" as duplicate values (case insensitive)
   
     Treat "ABC" and "abc" as different values (case sensitive)

External ID:  Set this field as the unique record identifier from an external system

Auto add to custom report type:  Add this field to existing custom report types that contain this entity

8. Click on next → next → save.

### **Creation of Text Fields in *Billing details* and *feedback* object :**

1. Go to setup → click on Object Manager → type object name( *Billing details and feedback* ) in search bar → click on the object.
2. Now click on “Fields & Relationships” → New.
3. Select “text” as data type and click Next.
4. Give the Field Label : Rating for service
5. Field Name : is auto populated
6. Length : 1
7. Make field as Required .
8. Click on next → next → save

### **Activity 7 : Creation of Picklist Fields:**

#### **Creation of Picklist Fields in *Service records* object :**

1. Go to setup → click on Object Manager → type object name(**Service records**) in search bar → click on the object.
2. Click on fields & relationship → click on New.
3. Select Data type as “Picklist” and click Next.
4. Enter Field Label as “Service Status”, under values select “Enter values, with each value separated by a new line” and enter values as shown below.
5. The values are: Started, Completed.

New Custom Field

Step 2. Enter the details Step 2 of 4

Field Label

Values  Use global picklist value set  
 Enter values, with each value separated by a new line

Display values alphabetically, not in the order entered  
 Use first value as default value   
 Restrict picklist to the values defined in the value set

Field Name

Description

Previous Next Cancel

6. Click Next.
7. Next → Next → Save.

#### Creation of Picklist Fields in *Billing details* and *feedback* object :

1. Go to setup → click on Object Manager → type object name(*Billing details and feedback*) in search bar → click on the object.
2. Click on fields & relationship → click on New.
3. Select Data type as “Picklist” and click Next.
4. Enter Field Label as “Payment Status”, under values select “Enter values, with each value separated by a new line” and enter values as shown below.
5. The values are: Pending, Completed.
6. Click Next.
7. Next → Next → Save.

#### Activity 8 : Creating Formula Field in Service records Object

1. Go to setup → click on Object Manager → type object name(*Service records*) in search bar → click on the object.
2. Click on fields & relationship → click on New.
3. Select Data type as “Formula” and click Next.
4. Give Field Label and Field Name as “service date” and select formula return type as “Date” and click next.

Step 2. Choose output type Step 2 of 5

Field Label

Field Name

Auto add to custom report type  Add this field to existing custom report types that contain this entity

Formula Return Type

None Selected Select one of the data types below

Checkbox Calculate a boolean value  
Example: [TODAY] > CloseDate

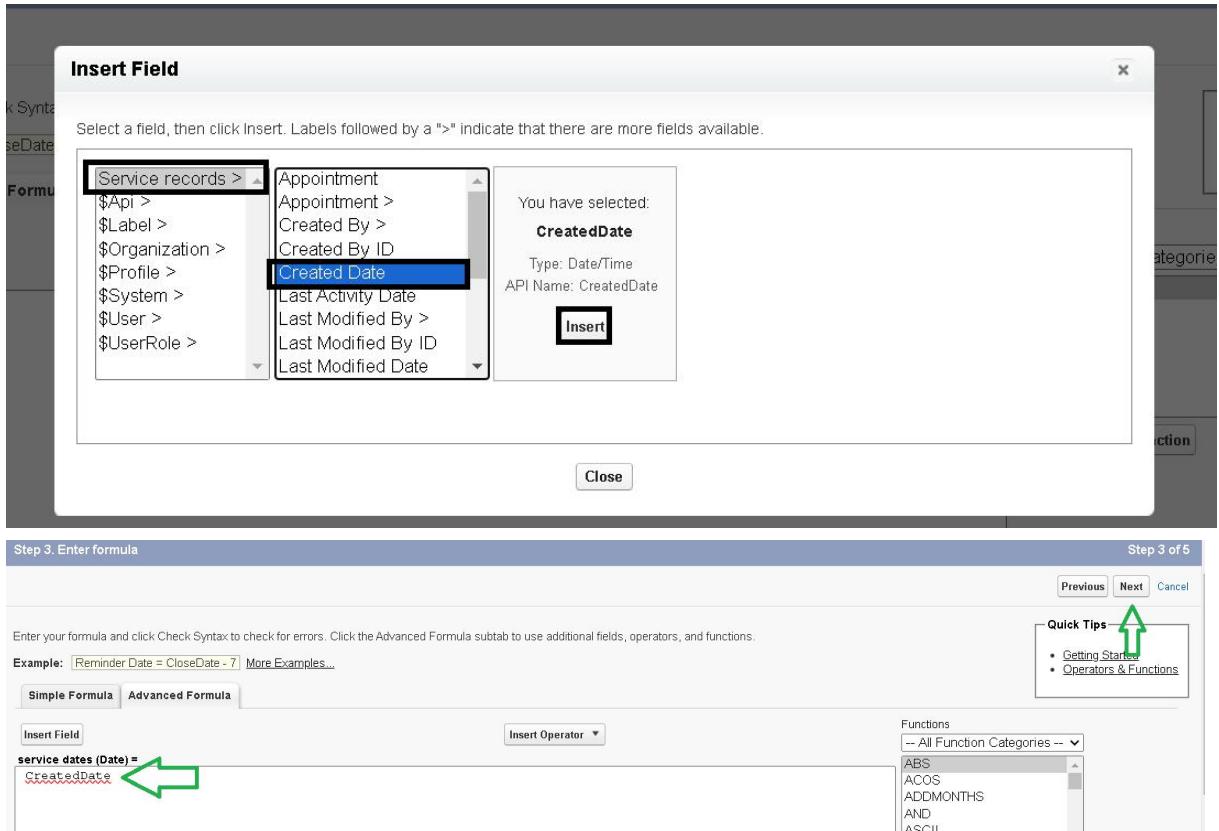
Currency Calculate a dollar or other currency amount and automatically format the field as a currency amount.  
Example: Gross Margin = Amount - Cost

Date Calculate a date, for example, by adding or subtracting days to other dates.  
Example: Reminder Date = CloseDate - 7

Date/Time Calculate a datetime, for example, by adding a number of hours or days to another datetime.  
Example: [Next = NOW] + 1

Previous Next Cancel

5. Insert field formula should be : CreatedDate



6. click “Check Syntax” .

7. Click next → next → Save.

## Milestone 6: Validation rule

Validation rules are applied when a user tries to save a record and are used to check if the data meets specified criteria. If the criteria are not met, the validation rule triggers an error message and prevents the user from saving the record until the issues are resolved.

### Activity 1: To create a validation rule to an Appointment Object

1. Go to the setup page → click on object manager → From drop down click edit for **Appointment** object.
2. Click on the validation rule → click New.

RULE NAME	ERROR LOCATION	ERROR MESSAGE	ACTIVE	MODIFIED BY
Vehicle	Vehicle number plate	Please enter valid number	✓	project 2, 25/09/2023, 11:56 am

3. Enter the Rule name as “ Vehicle ”.
4. Insert the Error Condition Formula as :-

NOT(REGEX( Vehicle\_number\_plate\_c , "[A-Z]{2}[0-9]{2}[A-Z]{2}[0-9]{4}" ))

**Validation Rule Edit**

Rule Name: Vehicle

Active:

Description: vehicle

Error Condition Formula:

```
NOT (REGEX( Vehicle_number_plate_c , "[A-Z]{2}[0-9]{2}[A-Z]{2}[0-9]{4}" ))
```

Functions:

- All Function Categories --
- ABS
- ACOS
- ADDMONTHS
- AND
- ASCII
- ASIN

Insert Selected Function: ABS(number)  
Returns the absolute value of a number, a number without its sign

Check Syntax

5. Enter the Error Message as “Please enter valid number”, select the Error location as Field and select the field as “Vehicle number plate”, and click Save.

**Error Message**

Example: Discount percent cannot exceed 30%

This message will appear when Error Condition formula is true

Error Message: Please enter valid number

Error Location:  Top of Page  Field: Vehicle number plate

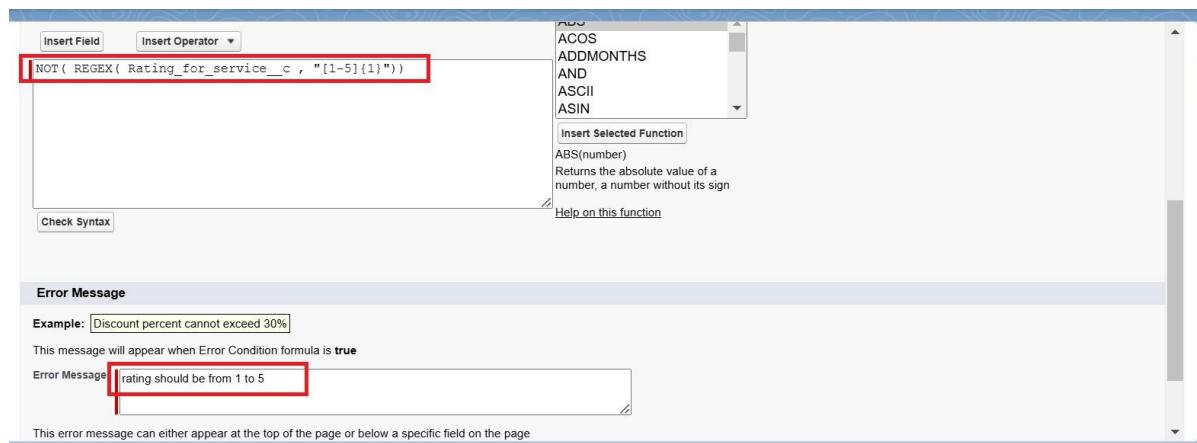
Save Save & New Cancel

## Activity 2: To create a validation rule to an Billing details and feedback Object

1. Go to the setup page → click on object manager → From drop down click edit for **Billing details and feedback** object.
2. Click on the validation rule → click New.
3. Enter the Rule name as “ rating\_should\_be\_less\_than\_5”.
4. Insert the Error Condition Formula as :-  
NOT( REGEX( Rating\_for\_service\_c , "[1-5]{1}" ))



5. Enter the Error Message as “rating should be from 1 to 5”, select the Error location as Field and select the field as “Rating for Service”, and click Save.



## Milestone 7: Duplicate rule

## Activity 1: To create a matching rule to an Customer details Object

1. Go to quick find box in setup and search for **matching Rule**.
2. Click on matching rule → click on New Rule.

Setup Home Object Manager

Q matching ↵

DATA Duplicate Management Matching Rules ↵

Didn't find what you're looking for? Try using Global Search.

## Matching Rules

All Matching Rules

What Are Matching Rules?

View: All Matching Rules Create New View

Action	Rule Name +	Object	Status	Description	Last Modified Date	Last Modified By

3. Select the object as Customer details and click Next.

Matching Rule Help for this Page

New Matching Rule

Step 1: Select object Step 1 of 2

Select the object to which this matching rule applies.

Object Customer Details

Next Cancel

4. Give the Rule name : Matching customer details

5. Unique name : is auto populated

6. Define the matching criteria as

7. Field

Matching Method

1. Gmail Exact

2. Phone Number Exact

8. Click save.

9. After Saving Click on Activate.

Save Cancel

Rule Details

Object Customer Details

Rule Name matching Customer data

Unique Name matching\_Customer\_det

Description

Matching Criteria

Tell the rule which fields to compare and how.

Field	Matching Method	Match Blank Fields
Gmail	Exact	<input type="checkbox"/> AND
Phone Number	Exact	<input type="checkbox"/> AND
None	Exact	<input type="checkbox"/> AND
None	Exact	<input type="checkbox"/> AND
None	Exact	<input type="checkbox"/> AND

Add Filter Logic... ↵

Save Cancel

Matching Rule Help for this Page

matching Customer details

Matching Rule Detail

Object	Customer Details
Rule Name	matching Customer details
Unique Name	matching_Customer_details
Description	
Matching Criteria	(Customer_Details: Gmail EXACT MatchBlank = FALSE) AND (Customer_Details: Phone_Number EXACT MatchBlank = FALSE)
Status	Inactive
Created By	project_2, 25/09/2023, 10:15 am
Modified By	project_2, 10/10/2023, 3:32 pm

## Activity 2: To create a Duplicate rule to an Customer details Object

1. Go to quick find box in setup and search for **Duplicate rules**.
2. Click on Duplicate rule → click on New Rule → select customer details object.

The screenshot shows the 'Duplicate Rules' page in Salesforce. The 'Customer Detail duplicate' rule is listed under 'All Duplicate Rules'. A dropdown menu is open over the rule, showing options like 'Account', 'Contact', 'Customer Details', 'Environment', 'Individual', 'Laptop', and 'Lead'. The 'Customer Details' option is highlighted with a green box.

Matching Rule	Active	Last Modified By	Last Modified Date
matching Customer details	<input checked="" type="checkbox"/>	R2	10/10/2023
Standard Account Matching Rule	<input checked="" type="checkbox"/>	R2	24/09/2023
Standard Contact Matching Rule	<input checked="" type="checkbox"/>	R2	24/09/2023
Standard Lead Matching Rule	<input checked="" type="checkbox"/>	R2	24/09/2023
Standard Contact Matching Rule	<input checked="" type="checkbox"/>	R2	24/09/2023

3. Give the Rule name as : Customer Detail duplicate
4. Scroll a little in Matching rule section
5. Select the matching rule : Matching customer details
6. And Click on save.
7. After saving the Duplicate Rule, Click on Activate.

The screenshot shows the 'Edit Duplicate Rule' page for 'Customer Detail duplicate'. In the 'Rule Details' section, the 'Rule Name' field is filled with 'Customer Detail duplicate' and has a green arrow pointing to it. The 'Object' field is set to 'Customer Details'. In the 'Actions' section, there are fields for 'Action On Create' (Allow, Alert, Report) and 'Action On Edit' (Allow, Alert, Report). An 'Alert Text' field contains the placeholder 'Use one of these records?'. The 'Matching Rules' section is partially visible at the bottom.

The screenshot continues from the previous page. It shows the 'Matching Rules' section where 'Customer Details' is selected as the compare object and 'matching Customer details' is selected as the matching rule. The 'Conditions' section is expanded, showing a table for defining record conditions. A green arrow points to the 'Save & New' button at the bottom right of the page.

Field	Operator	Value	AND
--None--	--None--		AND
--None--	--None--		

## **Milestone 8 : Profiles**

A profile is a group/collection of settings and permissions that define what a user can do in salesforce. Profile controls “Object permissions, Field permissions, User permissions, Tab settings, App settings, Apex class access, Visualforce page access, Page layouts, Record Types, Login hours & Login IP ranges. You can define profiles by the user's job function. For example System Administrator, Developer, Sales Representative.

### **Types of profiles in salesforce**

#### **1. Standard profiles:**

By default salesforce provides below standard profiles.

- Contract Manager
- Read Only
- Marketing User
- Solutions Manager
- Standard User
- System Administrator.

We cannot deleted standard ones

Each of these standard ones includes a default set of permissions for all of the standard objects available on the platform.

#### **2. Custom Profiles:**

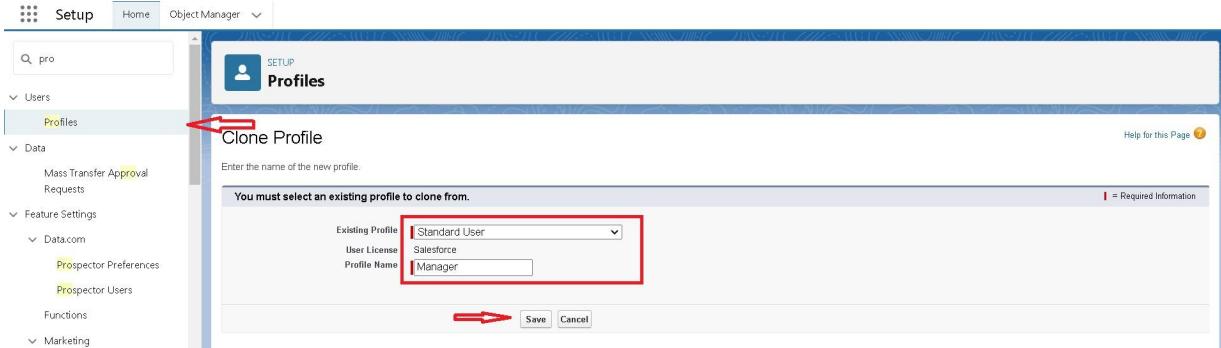
Custom ones defined by us.

They can be deleted if there are no users assigned with that particular one.

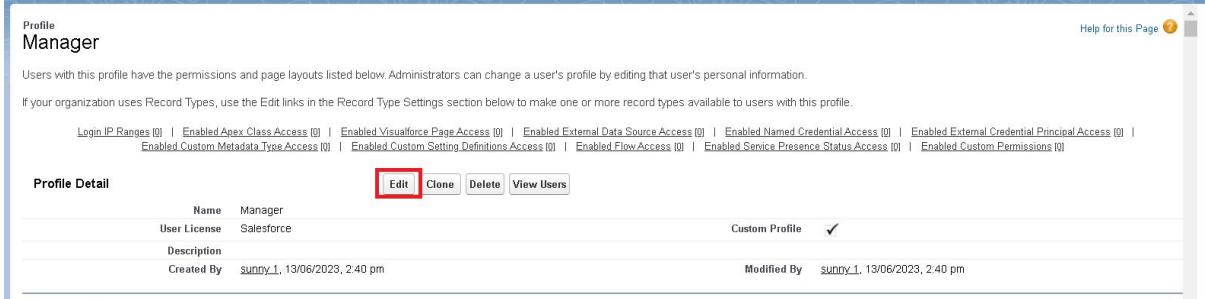
### **Activity 1: Manager Profile**

#### **To create a new profile:**

1. Go to setup → type profiles in quick find box → click on profiles → clone the desired profile (Standard User) → enter profile name (Manager) → Save.



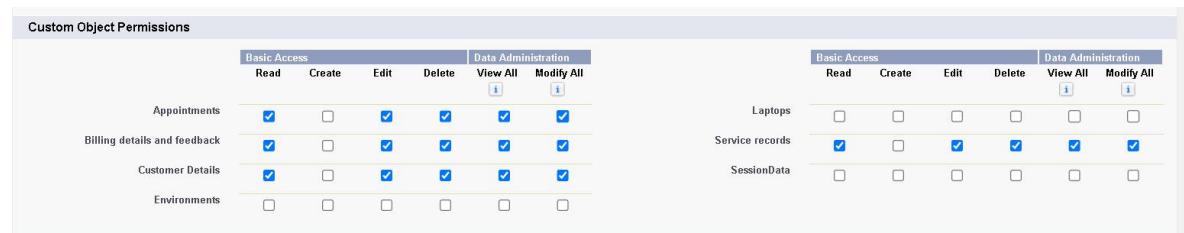
2. While still on the profile page, then click Edit.



3. Select the Custom App settings as default for the Garage management.



4. Scroll down to Custom Object Permissions and Give access permissions for Appointments,Billing details and feedback , service records and customer details objects as mentioned in the below diagram.



5. Changing the session times out after should be “ 8 hours of inactivity”.
6. Change the password policies as mentioned :
7. User passwords expire in should be “ never expires ”.
8. Minimum password length should be “ 8 ”, and click save.

## Activity 2: sales person Profile

1. Go to setup → type profiles in quick find box → click on profiles → clone the desired profile (Salesforce Platform User) → enter profile name (sales person) → Save.
2. While still on the profile page, then click Edit.
3. Select the Custom App settings as default for the GArage management.
4. Scroll down to Custom Object Permissions and Give access permissions for Appointments,Billing details and feedback , service records and customer details objects as mentioned in the below diagram.

Custom Object Permissions						
	Basic Access			Data Administration		
	Read	Create	Edit	Delete	View All	Modify All
Appointments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billing details and feedback	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laptops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SessionData	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- And click save.

## Milestone 9 : Role & Role Hierarchy

A role in Salesforce defines a user's visibility access at the record level. Roles may be used to specify the types of access that people in your Salesforce organization can have to data. Simply put, it describes what a user could see within the Salesforce organization.

### Activity 1: Creating Manager Role

Creating Manager Role:

- Go to quick find → Search for Roles → click on set up roles.

The screenshot shows the Salesforce Setup interface under the 'Object Manager' tab. The 'Roles' link in the sidebar is highlighted with a red box. The main content area displays a 'Sample Role Hierarchy' diagram. The hierarchy starts with 'Executive Staff' at the top, which branches into 'CEO\_President' and 'CFO\_VP\_Sales'. 'CEO\_President' further branches into 'Western Sales Director' and 'Eastern Sales Director', each of which has a 'Director' role below it. These directors then branch into 'Sales Rep' roles: 'Western Sales Rep' (CA Sales Rep, Off Sales Rep), 'Eastern Sales Rep' (NY Sales Rep, WA Sales Rep), and 'International Sales Rep' (Asian Sales Rep, European Sales Rep). To the right of the diagram, there are detailed permission descriptions for each role level. At the bottom right of the page, there is a 'Set Up Roles' button and a 'Don't show this page again' checkbox.

- Click on Expand All and click on add role under whom this role works.

The screenshot shows the 'Your Organization's Role Hierarchy' page. The 'Nick Enterprises' organization is expanded, revealing its role structure. Under 'Nick Enterprises', there are four main roles: 'CEO', 'Manager', 'On Site Emp', and 'Remote Emp'. Each of these roles has an 'Edit | Del | Assign' link and its own 'Add Role' link, which is highlighted with a red box. The 'Manager' role also has an 'Add Role' link under it. The 'On Site Emp' and 'Remote Emp' roles also have their own 'Add Role' links. The 'CEO' role does not have an 'Add Role' link under it.

3. Give Label as “Manager” and Role name gets auto populated. Then click on Save.

Role Edit

Label: Manger

Role Name: Manger

This role reports to: CEO

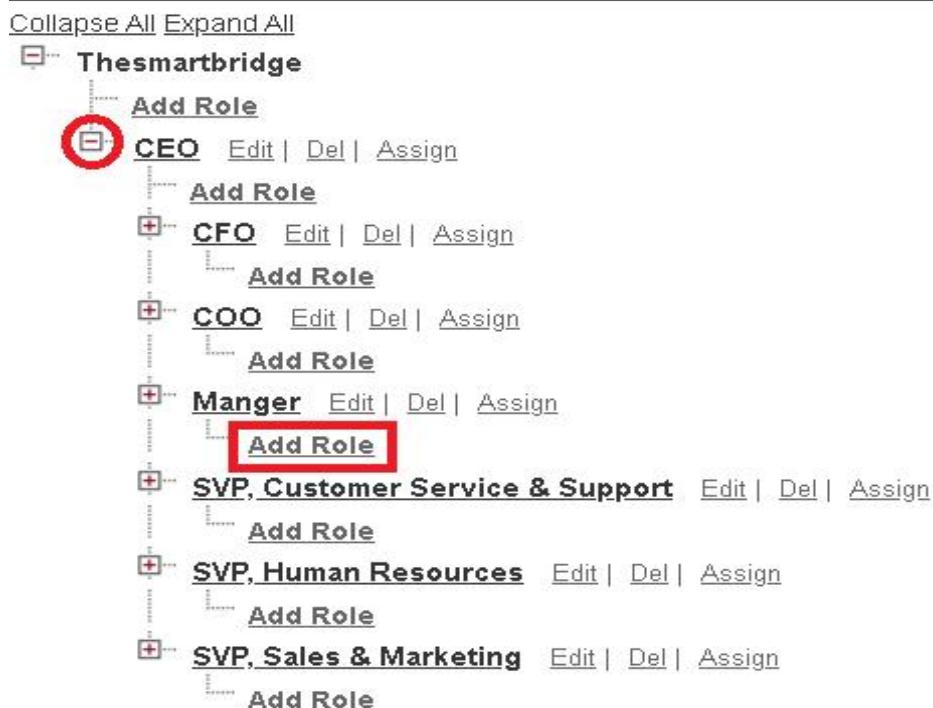
Role Name as displayed on reports:

Save | Save & New | Cancel

## Activity 2: Creating another roles

Creating another two roles under manager

1. Go to quick find → Search for Roles → click on set up roles.
2. Click plus on CEO role, and click add role under manager.



3. Give Label as “sales person” and Role name gets auto populated. Then click on Save.

## Milestone 10 : Users

A user is anyone who logs in to Salesforce. Users are employees at your company, such as sales reps, managers, and IT specialists, who need access to the company's records. Every user in Salesforce has a user account. The user account identifies the user, and the user account settings determine what features and records the user can access.

## Activity 1: Create User

1. Go to setup → type users in quick find box → select users → click New user.
2. Fill in the fields
  1. First Name : Niklaus
  2. Last Name : Mikaelson
  3. Alias : Give a Alias Name
  4. Email id : Give your Personal Email id
  5. Username : Username should be in this form: text@text.text
  6. Nick Name : Give a Nickname
  7. Role : Manager
  8. User licence : Salesforce
  9. Profiles : Manager

New User

User Edit

General information

Required Information

Save Save & New Cancel

First Name: Niklaus  
Last Name: Mikaelson  
Alias: imnika  
Email:  
Username: Mikaelson@Niklaus  
Nickname: nik

Role: Manager  
User License: Salesforce  
Profile: Manager  
Active: ✓

Marketing User  
Offline User  
Knowledge User  
Flow User  
Service Cloud User  
Site.com Contributor User  
Site.com Publisher User  
WDC User  
Data.com User Type: -None-

3. Save.

## Activity 2: creating another users

1. Repeat the steps and create another user using
  - a. Role : sales person
  - b. User licence : Salesforce Platform
  - c. Profile : sales person

**Note : create atleast 3 users with these permissions.**

## Milestone 11 : Public groups

Public groups are a valuable tool for Salesforce administrators and developers to streamline user management, data access, and security settings. By creating and using public groups effectively, you can maintain a secure and organized Salesforce environment while ensuring that users have appropriate access to the resources they need.

## Activity 1: Creating New Public Group

1. Go to setup → type users in quick find box → select public groups→ click New.

The screenshot shows the Salesforce Setup interface with a search bar at the top containing "public groups". Below the search bar, there are navigation links for "Users" and "Public Groups". A message says "Didn't find what you're looking for? Try using Global Search." The main area is titled "Public Groups" and contains a table header with columns: Label, Group Name, Created By, and Created Date. Below the table, it says "No records to display". At the bottom of the page, there are links for "View", "Edit", "Create New", and "Help for this Page". A navigation bar at the very bottom includes letters from A to Z and an "All" link.

2. Give the Label as “sales team”.
3. Group name is autopopulated.
4. Search for Roles.
5. In Available Members select Sales person and click on add it will be moved to selected member.
6. Click on save.

The screenshot shows the "New Public Group" configuration dialog. It has fields for "Label" (Sales Team) and "Group Name" (Sales\_Team). A checkbox "Grant Access Using Hierarchies" is checked. Below these are sections for "Available Members" and "Selected Members". The "Available Members" list includes various roles like Customer Support, Director, Marketing Team, etc. The "Selected Members" list currently contains "Role: Sales person". There are "Add" and "Remove" buttons between the two lists. At the bottom, there is a "Save" button and a note indicating required fields with a red asterisk.

## Milestone 12: Sharing Setting

Salesforce allows you to configure sharing settings to control how records are accessed and shared within your organization. These settings are crucial for maintaining data security and privacy. Salesforce provides a variety of tools and mechanisms to define and enforce sharing rules, such as:

### Organization-Wide Default (OWD) Settings:

These settings define the default level of access for all objects within your Salesforce org.

OWD settings include Private, Public Read-Only, Public Read/Write, and Controlled by Parent.

OWD settings can be configured for each standard and custom object.

### **Role Hierarchy:**

Salesforce uses a role hierarchy to determine record access.

Users at higher levels in the hierarchy have greater access to records owned by or shared with users lower in the hierarchy.

The role hierarchy is often used in combination with OWD settings to grant different levels of access.

### **Profiles and Permission Sets:**

Profiles and permission sets allow administrators to specify object-level and field-level permissions for users.

Profiles are typically used to grant general object and field access, while permission sets can be used to extend those permissions to specific users.

### **Sharing Rules:**

Sharing rules are used to extend access to records for users who meet specific criteria.

They can be used to grant read-only or read-write access to records owned by other users.

Manual Sharing:

Administrators and record owners can manually share specific records with other users or groups.

## **Activity 1: Creating Sharing settings**

1. Go to setup → type users in quick find box → select Sharing Settings→ click Edit.
2. Change the OWD setting of the Service records Object to private as shown in fig.

**Sharing Settings**

Work Plan Template	Private	Private	<input checked="" type="checkbox"/>
Work Step Template	Private	Private	<input checked="" type="checkbox"/>
Work Type	Private	Private	<input checked="" type="checkbox"/>
Work Type Group	Public Read/Write	Private	<input checked="" type="checkbox"/>
Appointment	Public Read/Write	Private	<input checked="" type="checkbox"/>
Billing details and feedback	Public Read/Write	Private	<input checked="" type="checkbox"/>
Customer Details	Public Read/Write	Private	<input checked="" type="checkbox"/>
Environment	Public Read/Write	Private	<input checked="" type="checkbox"/>
Laptop	Public Read/Write	Private	<input checked="" type="checkbox"/>
Service records	Private	Private	<input checked="" type="checkbox"/>
SessionData	Public Read/Write	Private	<input checked="" type="checkbox"/>

**User Visibility Settings**

Portal User Visibility  [i](#) Site User Visibility  [i](#)

**Other Settings**

Standard Report Visibility  [i](#) Manual User Record Sharing  [i](#) Manager Groups  [i](#)

Minimize the number of roles created, which improves performance by cutting down processing loads  [i](#)

Grant site users access to related cases  [i](#) Secure user record access  [i](#) Require permission to view record names in lookup fields  [i](#)

**Buttons:** Save (highlighted with a red box) | Cancel

3. Click on save and refresh.
4. Scroll down a bit, Click new on Service records sharing Rules.
- 5.

**Service records Sharing Rules**

[New](#) [Recalculate](#)

No sharing rules specified.

[Service records Sharing Rules Help](#)

6. Give the Label name as “ Sharing setting”
7. Rule name is auto populated.
8. In step 3 : Select which records to be shared, members of “ Roles ” >> “ Sales person”
9. In step 4: share with, select “ Roles ” >> “ Manager ”
10. In step 5 : Change the access level to “ Read / write ”.
11. Click on save.

**Sharing Settings**

You can use sharing rules only to grant wider access to data, not to restrict access.

**Step 1: Rule Name**

Label:  Rule Name:  [i](#)

**Step 2: Select your rule type**

Rule Type:  Based on record owner  Based on criteria

**Step 3: Select which records to be shared**

Service records: owned by members of:   [i](#)

**Step 4: Select the users to share with**

Share with:   [i](#)

**Step 5: Select the level of access for the users**

Access Level:  [i](#)

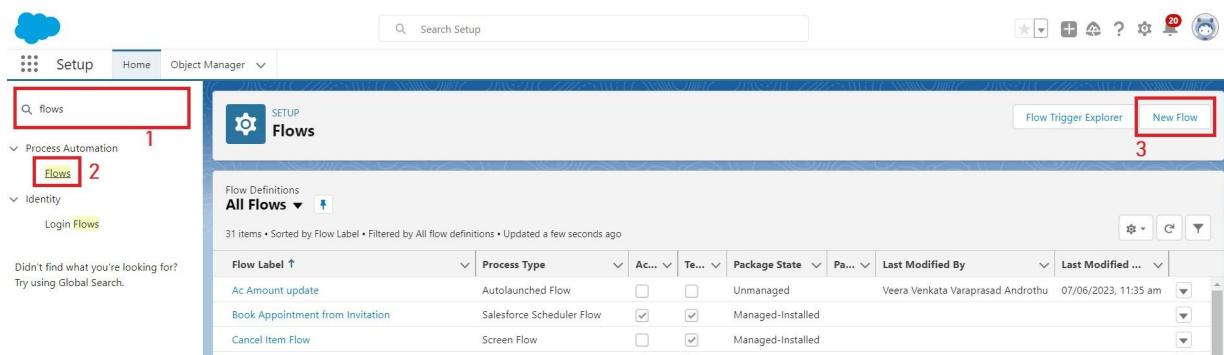
**Buttons:** Save (highlighted with a red box) | Cancel

## Milestone 13: Flows

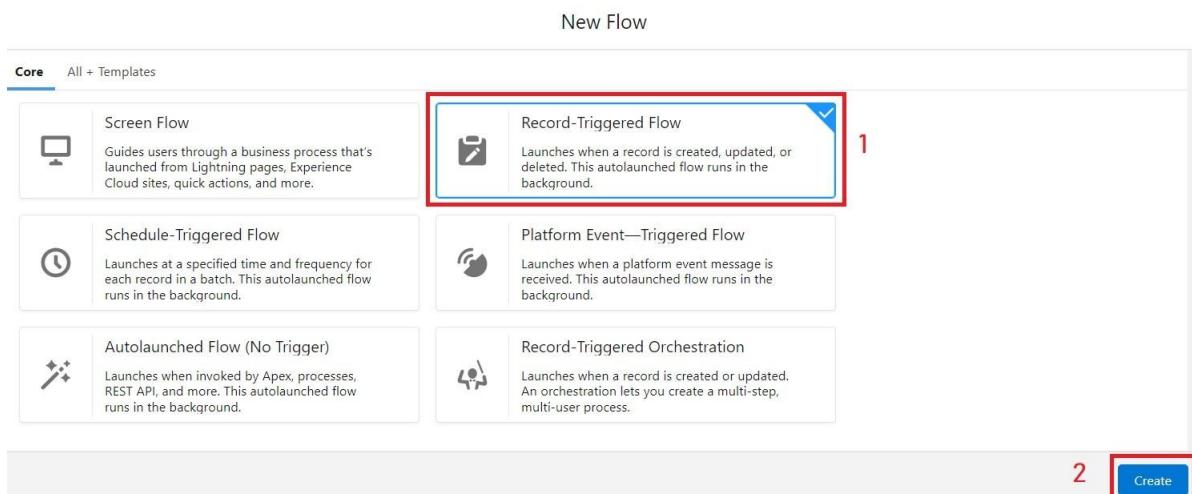
In Salesforce, a flow is a powerful tool that allows you to automate business processes, collect and update data, and guide users through a series of screens or steps. Flows are built using a visual interface and can be created without any coding knowledge.

### Activity 1: Create a Flow

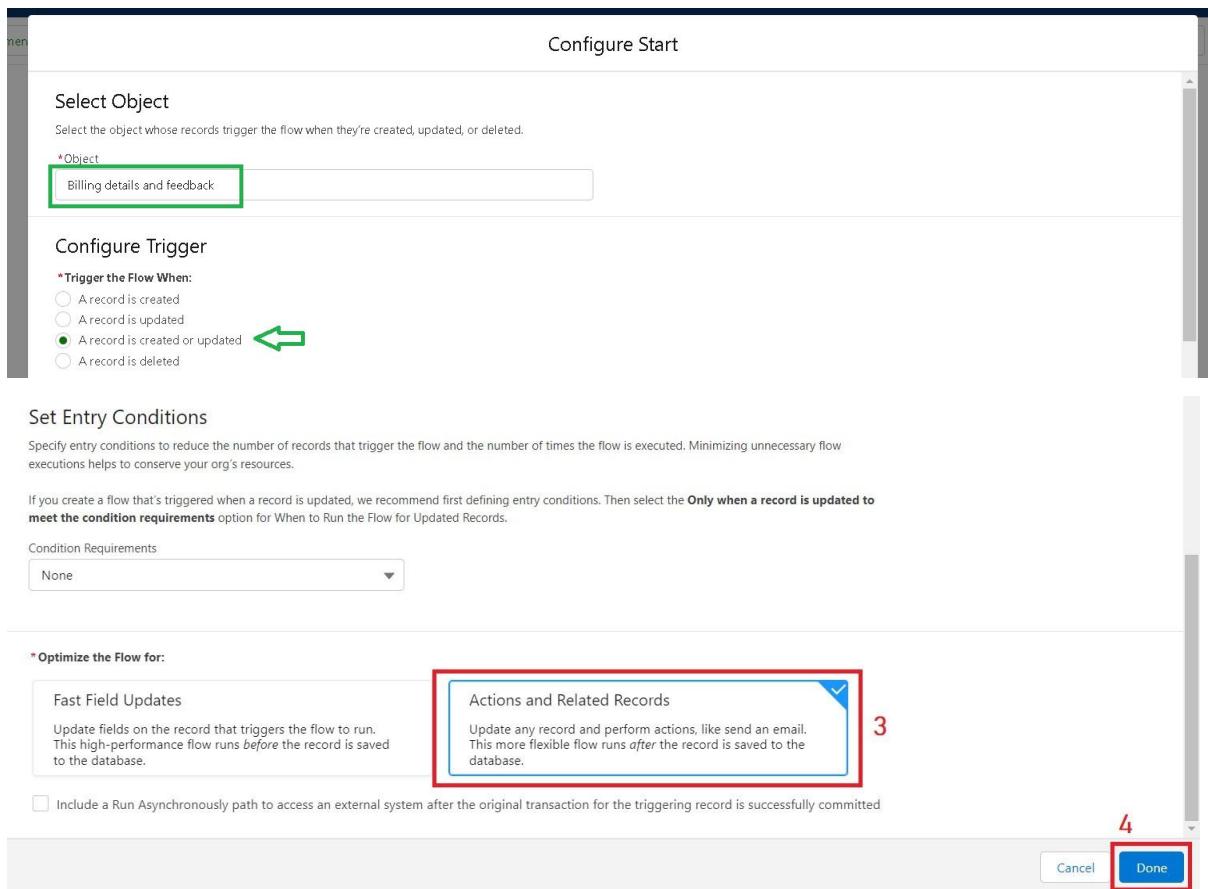
1. Go to setup → type Flow in quick find box → Click on the Flow and Select the New Flow.



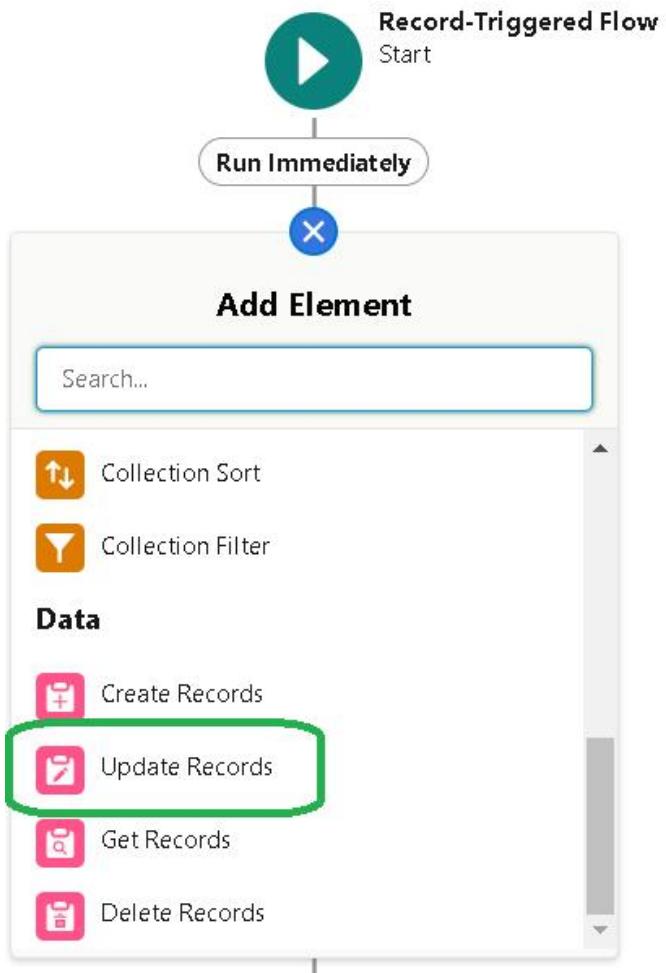
2. Select the Record-triggered flow and Click on Create.



3. Select the Object as “Billing details and feedback” in the Drop down list.
4. Select the Trigger Flow when: “A record is Created or Updated”.
5. Select the Optimize the flow for: “Actions and Related Records” and Click on Done.



6. Under the Record-triggered Flow Click on “+” Symbol and In the Drop down List select the “Update records Element”.



7. Give the Label Name : Amount Update
8. Api name : is auto populated

**Edit Update Records**

Update Salesforce records using values from the flow.

<b>*Label</b>	<b>*API Name</b>
Amount Update	Amount_Update

**Description**

**\*How to Find Records to Update and Set Their Values**

- Use the billing details and feedback record that triggered the flow
- Update records related to the billing details and feedback record that triggered the flow
- Use the IDs and all field values from a record or record collection
- Specify conditions to identify records, and set fields individually

**Set Filter Conditions**

Condition Requirements to Update Record

All Conditions Are Met (AND)

**Set Filter Conditions**

Condition Requirements to Update Record

All Conditions Are Met (AND)

Field	Operator	Value
Payment_Status__c	Equals	Completed

**Add Condition**

**Set Field Values for the Billing details and feedback Record**

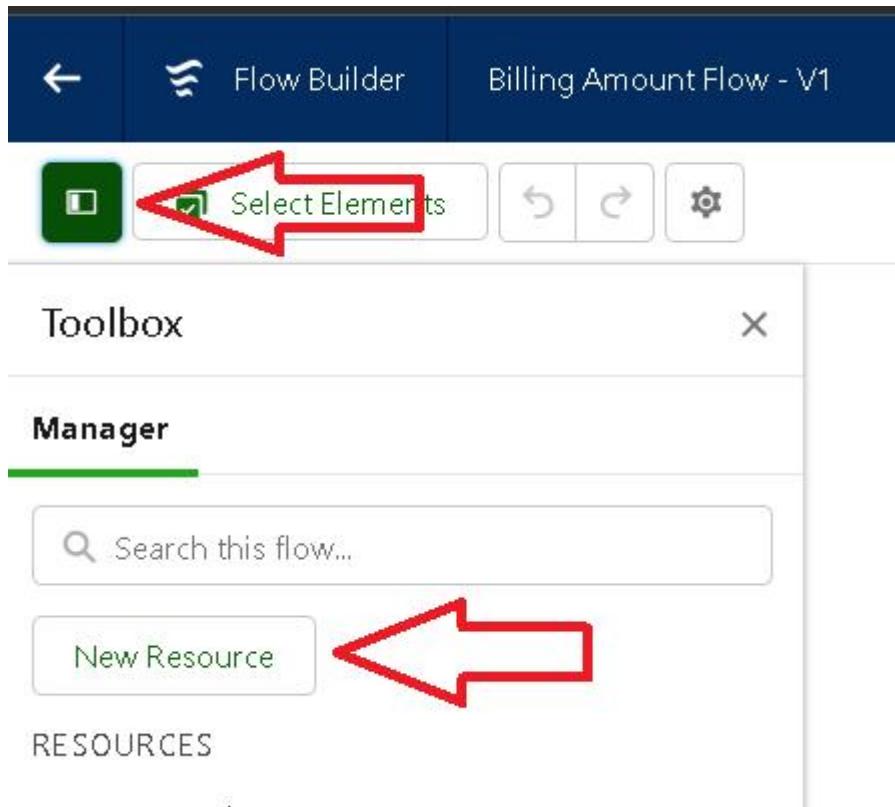
Field	Value
Payment_Paid__c	\$Record > Service records > Appointment > Service A...

**Add Field**

Cancel Done

9. Set a filter condition : All Conditions are met(AND)
10. Field : Payment\_Status\_\_c
11. Operator : Equals
12. Value : Completed
13. And Set Field Values for the Billing details and feedback Record
14. Field : Payment\_Paid\_\_c
15. Value : {\$Record.Service\_records\_\_r.Appointment\_\_r.Service\_Amount\_\_c}
16. Click On Done.

17. Before creating another Element. Create a New Resource form Toolbox form top left.



18. Click on the New Resource, And select Variable.

19. Select the resource type as text template.

20. Enter the API name as "alert".

21. Change the view as Rich Text → View to Plain Text.

22. In body field paste the syntax that given below.

Dear

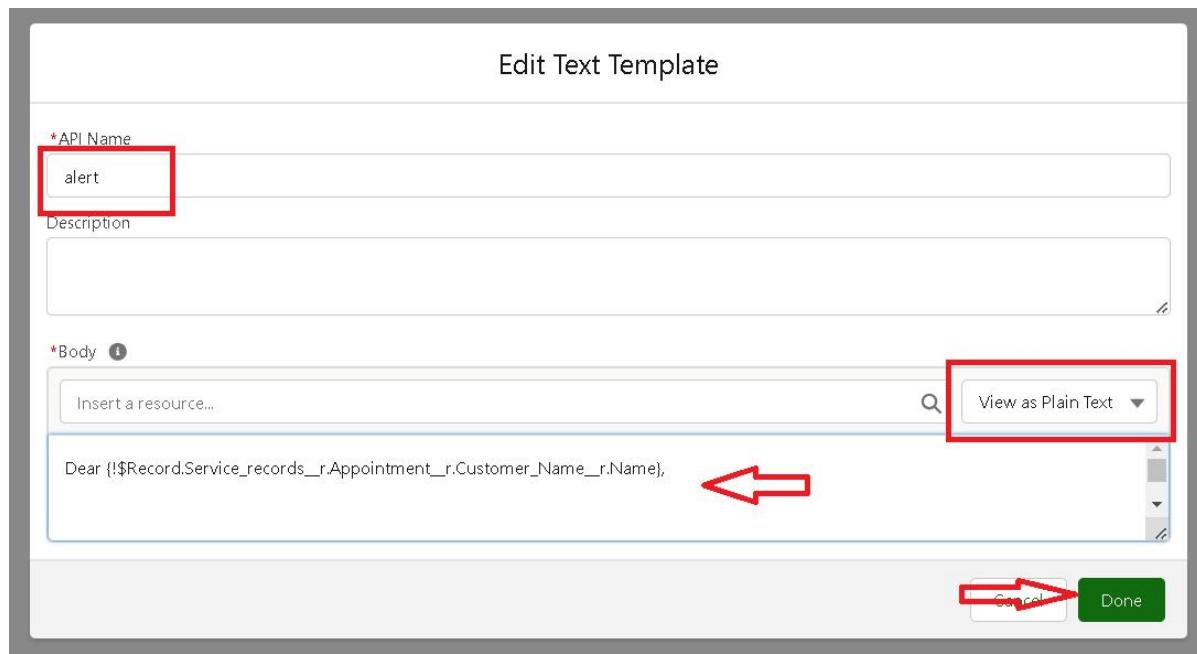
{!\$Record.Service\_records\_\_r.Appointment\_\_r.Customer\_Name\_\_r.Name},

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for your recent payment for the services provided by our garage management team. Your prompt payment is greatly appreciated, and it helps us continue to provide top-notch services to you and all our valued customers.

Amount paid : {!\$Record.Payment\_Paid\_c}

Thank you for Coming .

23. Click done.



24. Now Click on Add Element , select Action.
25. Their action bar will be opened in that search for “ send email ” and click on it.
26. Give the label name as “ Email Alert”
27. API name will be auto populated.
28. Enable the body in set input values for the selected action.
29. Select the text template that created , Body : {!alert}
30. Include recipient address list select the email form the record.
31. RecipientAddressList:  
    {!\$Record.Service\_records\_\_r.Appointment\_\_r.Customer\_Name\_\_r.Gmail\_\_c}
32. Include subject as “ Thank You for Your Payment - Garage Management”.
33. Click done.

## Edit Action

Use values from earlier in the flow to set the inputs for the "Send Email" core action. To use its outputs later in the flow, store them in variables.

*Label	*API Name
Email Alert	Email_Alert
Description	

**Set Input Values for the Selected Action**

A_a Body	<input checked="" type="checkbox"/> Include
{!alert}	
A_a Email Template ID	<input type="checkbox"/> Don't Include
A_a Log Email on Send	<input type="checkbox"/> Don't Include

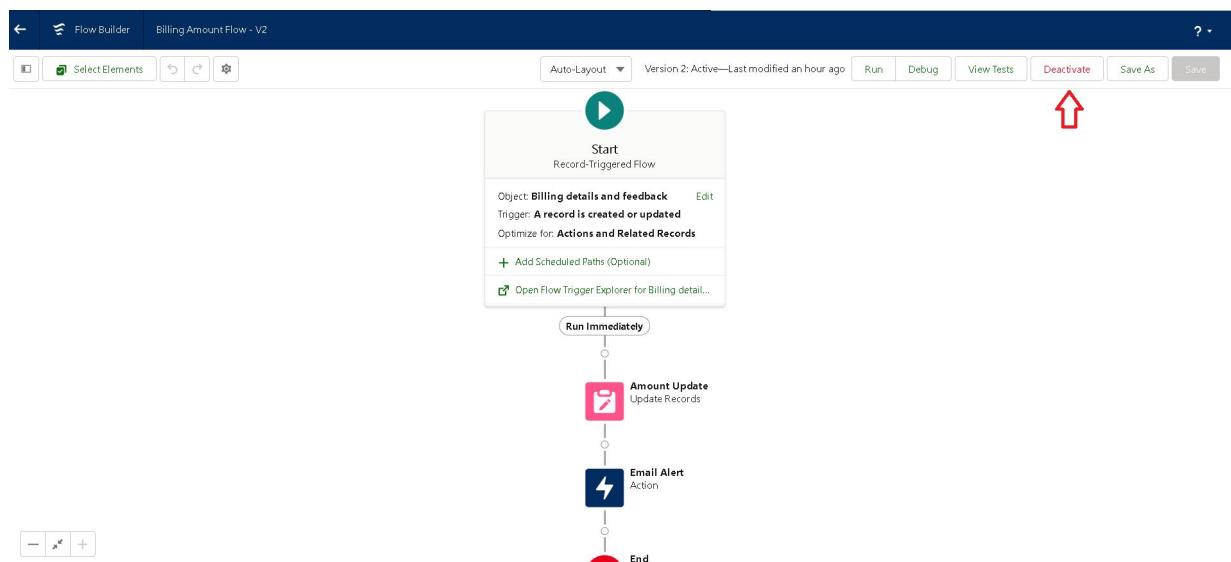
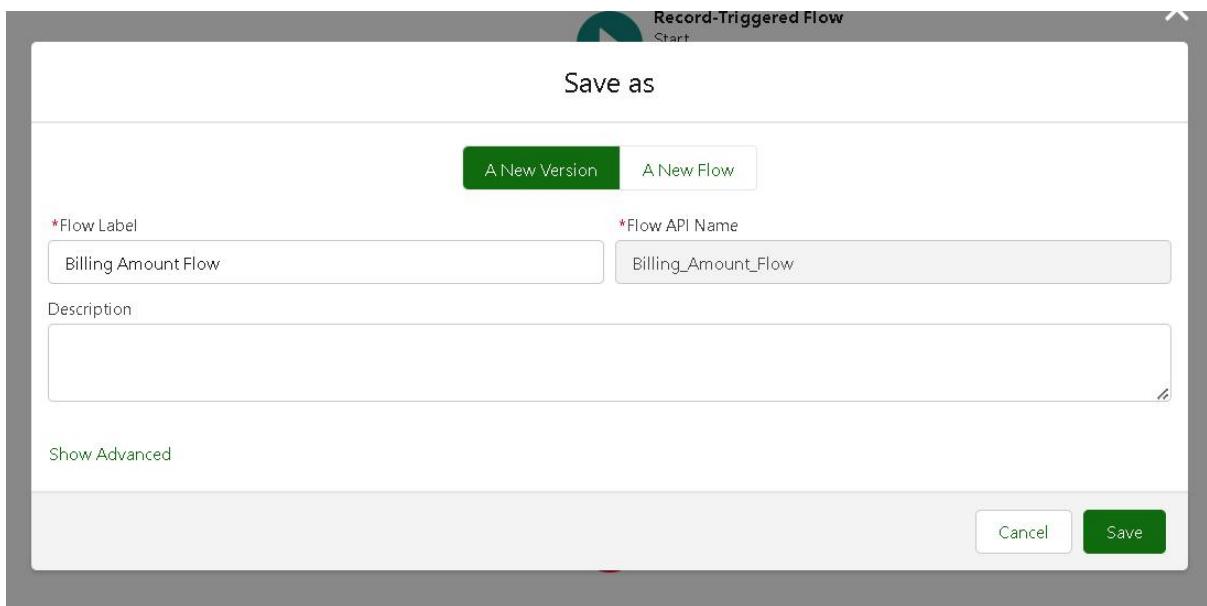
## Edit Action

A_a Recipient Address List	<input checked="" type="checkbox"/> Include
{!\$Record.Service_records__r.Appointment__r.Cus}	
A_a Recipient ID	<input type="checkbox"/> Don't Include
A_a Related Record ID	<input type="checkbox"/> Don't Include
A_a Rich-Text-Formatted Body	<input type="checkbox"/> Don't Include
A_a Sender Email Address	<input type="checkbox"/> Don't Include
A_a Sender Type	<input type="checkbox"/> Don't Include
A_a Subject	<input checked="" type="checkbox"/> Include
Thank You for Your Payment - Garage Managerme	

Cancel  Done

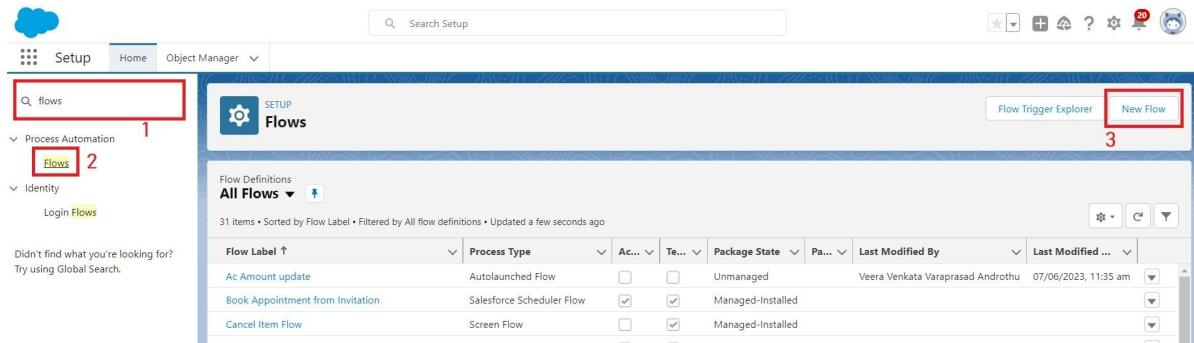
34. Click on save. Give the Flow label , Flow Api name will be autopopulated.

35. And click save, and click on activate.

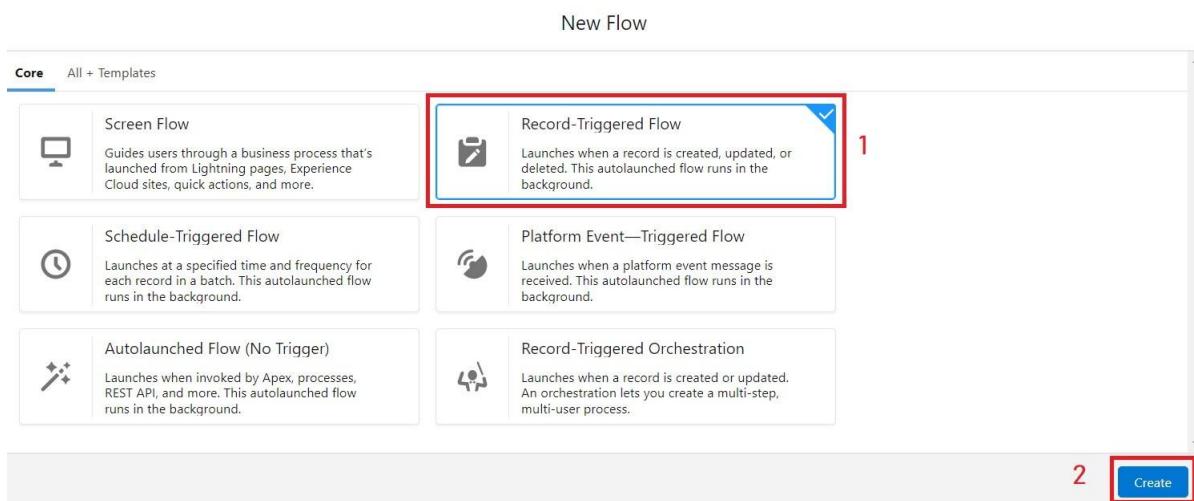


## Activity 2: Create another Flow

36. Go to setup → type Flow in quick find box → Click on the Flow and Select the New Flow.



37. Select the Record-triggered flow and Click on Create.



38. Select the Object as “ Service records”in the Drop down list.

39. Select the Trigger Flow when: “A record is Created or Updated”.

40. Select the Optimise the flow for: “Actions and Related Records” and Click on Done.

41. Under the Record-triggered Flow Click on “+” Symbol and In the Drop down List select the “Update records Element”.

42. Set a filter condition : All Conditions are met(AND)

43. Field : Quality\_Check\_Status\_\_c

44. Operator : Equals

45. Value : True

46. And Set Field Values for the Billing details and feedback Record

47. Field : Service\_Status\_\_c

48. Value : Completed

### Set Filter Conditions

Condition Requirements to Update Record

All Conditions Are Met (AND) ▾

Field

Quality\_Check\_Status\_\_c

Operator

Equals

Value

True X

+ Add Condition

### Set Field Values for the Service record Record

Field

Service\_Status\_\_c

Value

Completed



+ Add Field

49. Click On Done.

50. Click on save

51. Given the Flow label as **Update Service Status** , Flow Api name will be auto populated.

52. And click save, and click on activate.

## Milestone 14:Apex Trigger

Apex can be invoked by using triggers. Apex triggers enable you to perform custom actions before or after changes to Salesforce records, such as insertions, updates, or deletions.

A trigger is Apex code that executes before or after the following types of operations:

- insert
- update
- delete
- merge
- upsert
- undelete

For example, you can have a trigger run before an object's records are inserted into the database, after records have been deleted, or even after a record is restored from the Recycle Bin.

You can define triggers for top-level standard objects that support triggers, such as a Contact or an Account, some standard child objects, such as a CaseComment, and custom objects. To define a trigger, from the object management settings for the object whose triggers you want to access, go to Triggers.

There are primarily two types of Apex Triggers:

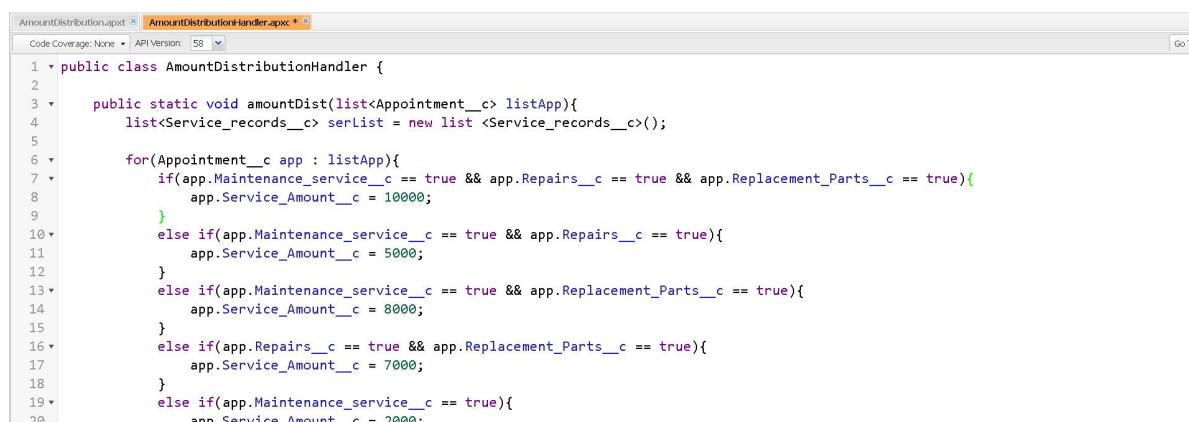
**Before Trigger:** This type of trigger in Salesforce is used either to update or validate the values of a record before they can be saved into the database. So, basically, the before trigger validates the record first and then saves it. Some criteria or code can be set to check data before it gets ready to be inserted into the database.

**After Trigger:** This type of trigger in Salesforce is used to access the field values set by the system and affect any change in the record. In other words, the after trigger makes changes to the value from the data inserted in some other record.

## Activity- 1: Apex handler

**UseCase :** This use case works for Amount Distribution for each Service the customer selected for there Vehicle.

- 1) Login to the respective trailhead account and navigate to the gear icon in the top right corner.
- 2) Click on the Developer console. Now you will see a new console window.
- 3) In the toolbar, you can see FILE. Click on it and navigate to new and create New apex class.
- 4) Name the class as “AmountDistributionHandler”.



The screenshot shows the Salesforce Developer Console interface. The title bar displays "AmountDistribution.apxt" and "AmountDistributionHandler.apxc". The code editor contains the following Apex class:

```
1 * public class AmountDistributionHandler {  
2  
3     public static void amountDist(list<Appointment__c> listApp){  
4         list<Service_records__c> serList = new list <Service_records__c>();  
5  
6         for(Appointment__c app : listApp){  
7             if(app.Maintenance_service__c == true && app.Repairs__c == true && app.Replacement_Parts__c == true){  
8                 app.Service_Amount__c = 10000;  
9             }  
10            else if(app.Maintenance_service__c == true && app.Repairs__c == true){  
11                app.Service_Amount__c = 5000;  
12            }  
13            else if(app.Maintenance_service__c == true && app.Replacement_Parts__c == true){  
14                app.Service_Amount__c = 8000;  
15            }  
16            else if(app.Repairs__c == true && app.Replacement_Parts__c == true){  
17                app.Service_Amount__c = 7000;  
18            }  
19            else if(app.Maintenance_service__c == true){  
20                app.Service_Amount__c = 2000;  
21        }  
22    }  
23}
```

```
AmountDistribution.apxt AmountDistributionHandler.apxc *
Code Coverage: None API Version: 58
12     }
13     else if(app.Maintenance_service__c == true && app.Replacement_Parts__c == true){
14         app.Service_Amount__c = 8000;
15     }
16     else if(app.Repairs__c == true && app.Replacement_Parts__c == true){
17         app.Service_Amount__c = 7000;
18     }
19     else if(app.Maintenance_service__c == true){
20         app.Service_Amount__c = 2000;
21     }
22     else if(app.Repairs__c == true){
23         app.Service_Amount__c = 3000;
24     }
25     else if(app.Replacement_Parts__c == true){
26         app.Service_Amount__c = 5000;
27     }
28
29 }
30 }
31 }
```

## Code:

```
public class AmountDistributionHandler {

    public static void amountDist(list<Appointment__c>
        listApp){ list<Service_records_____c> serList = new list
        <Service_records____c>();

        for(Appointment__c app : listApp){
            if(app.Maintenance_service__c == true && app.Repairs__c == true &&
app.Replacement_Parts__c == true){
                app.Service_Amount__c = 10000;
            }
            else if(app.Maintenance_service__c == true && app.Repairs__c ==
true){
                app.Service_Amount__c = 5000;
            }
            else if(app.Maintenance_service__c == true &&
app.Replacement_Parts__c ==
true){ app.Service_Amount__c =
8000;
            }
            else if(app.Repairs__c == true && app.Replacement_Parts__c == true){

            }
        }
    }
}
```

```

        app.Service_Amount__c = 7000;
    }
    else if(app.Maintenance_service__c ==
        true){ app.Service_Amount__c = 2000;
    }
    else if(app.Repairs__c ==
        true){ app.Service_Amount__c =
            3000;
    }
    else if(app.Replacement_Parts__c ==
        true){ app.Service_Amount__c = 5000;
    }
}

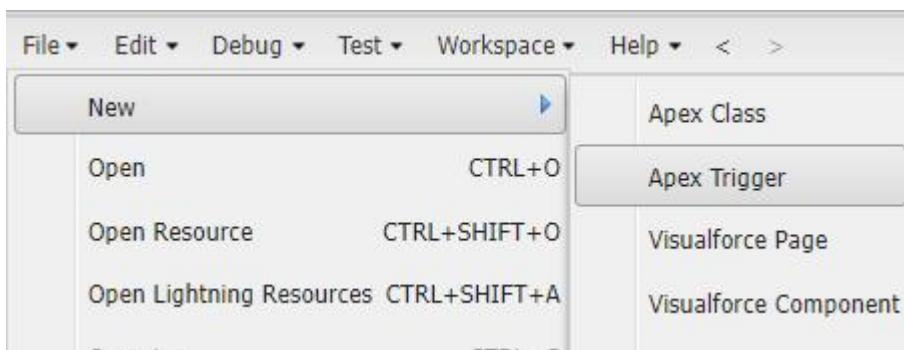
}
}
}

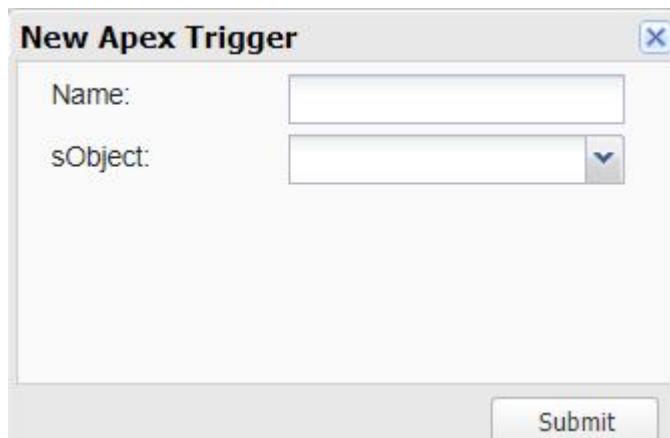
```

## Trigger Handler :

### How to create a new trigger :

- 1) While still in the trailhead account, navigate to the gear icon in the top right corner.
- 2) Click on developer console and you will be navigated to a new console window.
- 3) Click on File menu in the tool bar, and click on new → Trigger.
- 4) Enter the trigger name and the object to be triggered.
- 5) Name : AmountDistribution
- 6) sObject : Appointment\_\_c





## Syntax For creating trigger :

The syntax for creating trigger is :

```
Trigger [trigger name] on [object name]( Before/After event)
{
}
```

In this project , trigger is called whenever the particular records sum exceed the threshold i.e minimum business requirement value. Then the code in the trigger will get executed.

### 1. Handler for the Appointment Object

```
1 trigger AmountDistribution on Appointment__c (before insert, before update) {
2
3     if(trigger.isbefore && trigger.isinsert || trigger.isupdate){
4         AmountDistributionHandler.amountDist(trigger.new);
5
6     }
7
8 }
```

Code:

```

trigger AmountDistribution on Appointment__c (before insert, before update) {

    if(trigger.isbefore && trigger.isinsert ||
        trigger.isupdate){ AmountDistributionHandler.amountDist(trigger.new);

    }

}

```

## Milestone-15: User Adoption

### Activity 1 : creating record

To create a record in the follow objects follow these steps

1. Click on the app launcher located at the left side of the screen.
2. Search for “ Garage Management” and click on it.
3. Click on the “ Consumer details tab”.
4. Click on new and fill the details as shown below figs, and click save.

New Customer Detail

\* = Required Information

**Information**

\* Customer Name: Mac

Phone number: 5678765567

Gmail: mac@gmail.com

Owner: Annapurna SmartBridge

Cancel Save & New Save

Now, Create the Appointment Record

1. Click on the “Appointment tab”.
2. Enter the customer details as created, while entering **Appointment Date** enter the date less than the created date.
3. Match the validation while entering the **vehicle number plate**.
4. Select the services you need.
5. Click on save to see the **Service Amount**.

Garage Management... Customer Details Appointments Service records Billing details and feedback Reports Dashboards

**Appointment app-016**

Appointment Name: app-016

Customer Details: Mac

\* Appointment Date: 13/11/2024

Maintenance service: Repairs (checked)

Service Amount:

\* Vehicle number plate: TS30EU0443

Created By: Annapurna SmartBridge, 18/11/2024, 3:28 pm

Edited By: Annapurna SmartBridge, 18/11/2024, 3:28 pm

**Cancel** **Save** **Save & New**

### Now, Create a service Record

1. Click on the “Service record tab”.
2. Enter the Appointment, and started is selected as default.
3. Click on save.

New Service record

\* = Required Information

**Information**

Service Record Name: app-016

Owner: Annapurna SmartBridge

\* Appointment: app-016

Quality Check Status:

Service Status: Started

**Cancel** **Save & New** **Save**

4. Open the record and click on Quality check status as true.
5. Click on save.

Service Record Name  
ser-010

Owner  
 Annapurna SmartBridge

\* Appointment  
 X

Quality Check Status  
 ↶

Service Status  
 ▼

service date  
18/11/2024  
*This field is calculated upon save.*

Created By  
 Annapurna SmartBridge, 18/11/2024, 4:32 pm

Cancel Save

6. Now automatically Service status will be moved to completed.

Related Details

Service Record Name ser-010	Owner  Annapurna SmartBridge <span style="float: right;"></span>
Appointment <a href="#">app-016</a>	
Quality Check Status <input checked="" type="checkbox"/>	
Service Status Completed	
service date 18/11/2024	
Created By  Annapurna SmartBridge, 18/11/2024, 4:32 pm	Last Modified By  Annapurna SmartBridge, 18/11/2024, 4:34 pm

## Milestone 16 : Reports

Reports give you access to your Salesforce data. You can examine your Salesforce data in almost infinite combinations, display it in easy-to-understand formats, and share the resulting insights with others. Before building, reading, and sharing reports, review these reporting basics.

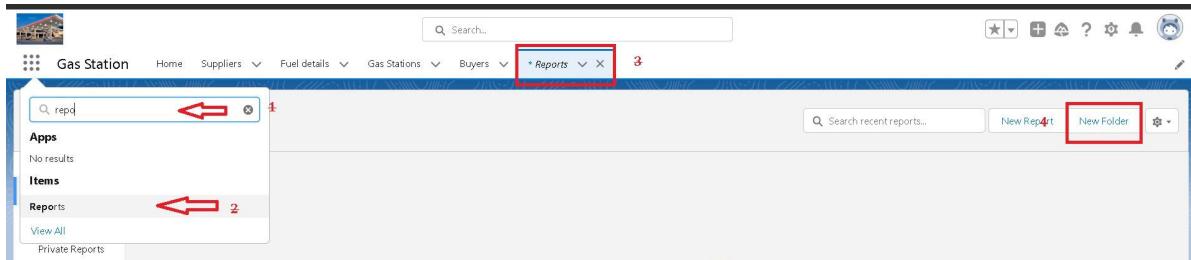
### Types of Reports in Salesforce

1. Tabular
2. Summary
3. Matrix

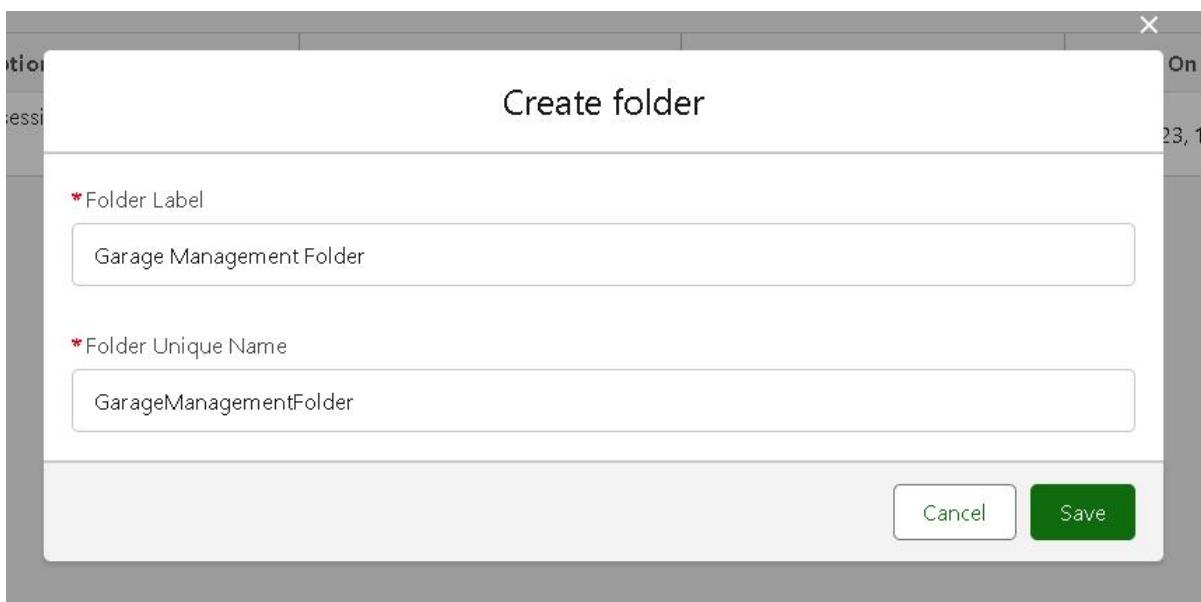
#### 4. Joined Reports

### Activity 1: create a report folder

1. Click on the app launcher and search for reports.
2. Click on the report tab, click on new folder.

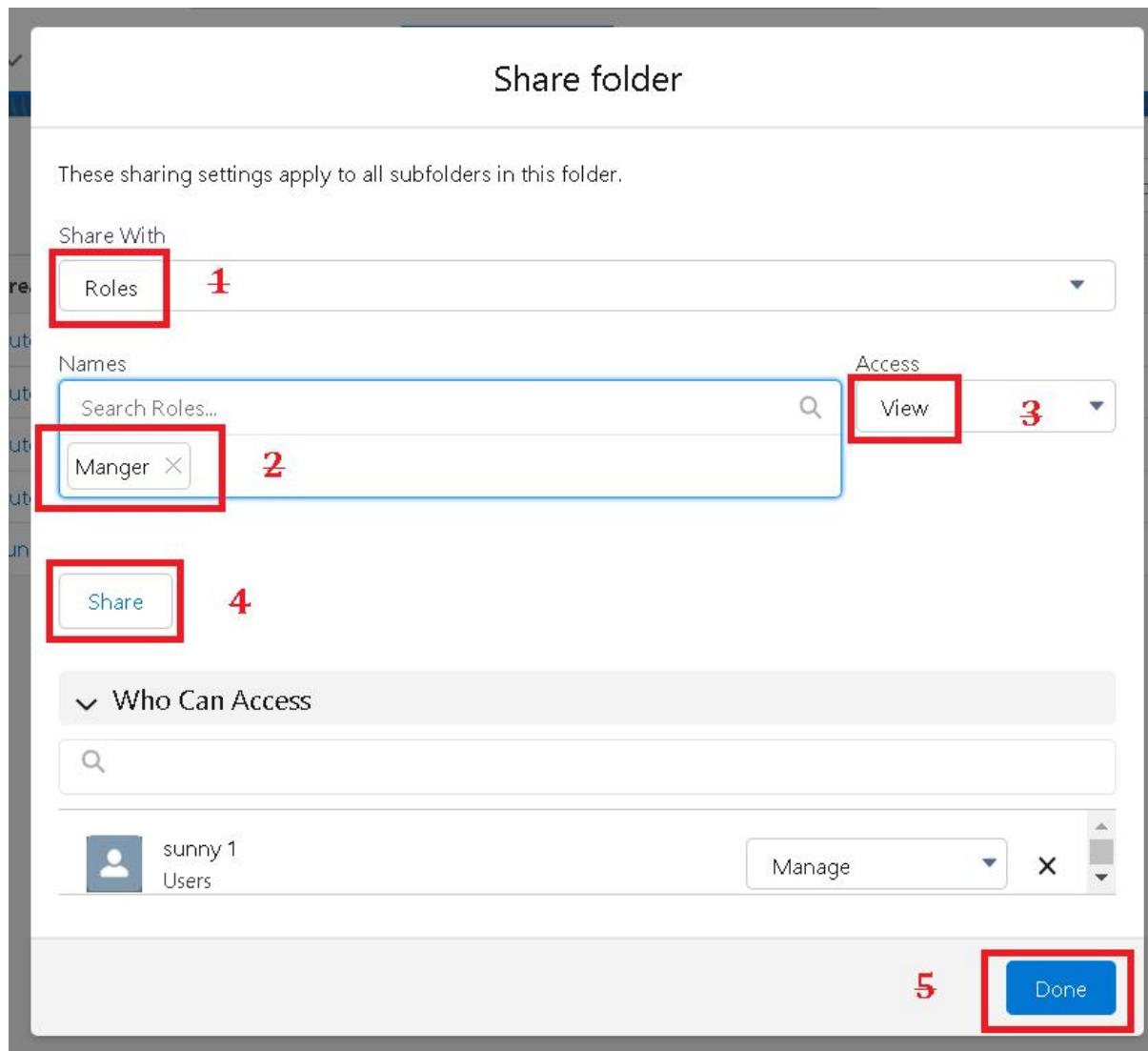


3. Give the Folder label as “Garage Management Folder”, Folder unique name will be auto populated.
4. Click save.



### Activity 2: Sharing a report folder

1. Go to the app → click on the reports tab.
2. Click on the All folder , click on the Drop down arrow for Garage Management folder, and Click on share.
3. Select the share with as “roles”, in name field search for “manager”, give “view” as access for that role.
4. Then click share, and click on Done.



## Activity 3: Create Report Type

1. Go to setup → type users in quick find box → select Report Type → click on Continue.
2. Click on new custom report type.

The screenshot shows the Salesforce Setup interface. In the sidebar, 'Report Types' is highlighted with a green arrow. The main area displays a list of 'All Custom Report Types' with a green arrow pointing to the 'New Custom Report Type' button at the top of the table. The table includes columns for Action, Label, Description, Category, Deployed, Created By Alias, and Created Date. Several report types are listed, such as 'Bot Metrics Daily\_Summer\_’23' and 'Bot Metrics Hourly\_Summer\_’23'.

3. Select the Primary object as “ Customer details” .
4. Give the Report type Label as “ Service information ”
5. Report type Name is autopopulated.
6. Keep the Description as same.
7. Select Store in Category as “ other Reports ”
8. Select the deployment status as “ Deployed ”, click on Next.

The screenshot shows the 'Report Types' setup page. It includes sections for 'Report Type Focus', 'Identification', and 'Deployment'. The 'Identification' section has fields for 'Report Type Label' (Service information), 'Report Type Name' (Service\_information), 'Description' (Service Information), and 'Store in Category' (Other Reports). The 'Deployment' section shows 'Deployment Status' with 'Deployed' selected. A green arrow points from the 'Report Type Label' field to the 'Report Type Name' field. Another green arrow points from the 'Description' field to the 'Store in Category' field. A third green arrow points from the 'Deployment Status' radio button to the 'Deployed' option. A fourth green arrow points from the 'Next' button at the bottom right to the 'Next' button at the top right.

9. now , Click on Related object box.
10. Click on Select Object, choose Appointment Object as shown in fig.

The screenshot shows 'Step 2. Define Report Records Set'. It displays a diagram of two overlapping circles labeled 'A' and 'B'. Circle 'A' is blue and labeled 'Customer Details Primary Object'. Circle 'B' is orange and labeled 'Select Object'. A green arrow points from the 'Appointment' option in the dropdown menu to the 'B' circle. Below the diagram, there is a legend with 'A' and 'B' next to colored bars. At the bottom right, there are 'Previous', 'Save', and 'Cancel' buttons.

## Step 2. Define Report Records Set

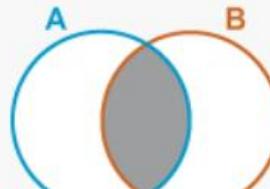
This report type will generate reports about Customer Details. You may define which related records from other objects are returned in report results by choosing a relationship to another object.

**A Customer Details**  
 Primary Object

**B Appointments**

**A to B Relationship:**
  
 Each "A" record must have at least one related "B" record.
   
 "A" records may or may not have related "B" records.

(Click to relate another object)

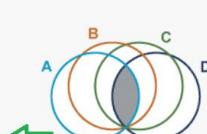
A	B

11. Again Click to relate another object.
12. And select the related object as “ service records”.
13. Repeat the process and select the related object as “ Billing details and feedback”.
14. And click on save.

**A Customer Details**  
 Primary Object

**B Appointments**

**A to B Relationship:**
  
 Each "A" record must have at least one related "B" record.
   
 "A" records may or may not have related "B" records.

A	B

**C Service records**

**B to C Relationship:**
  
 Each "B" record must have at least one related "C" record.
   
 "B" records may or may not have related "C" records.

B	C

**D Billing details and feedback**

**C to D Relationship:**
  
 Each "C" record must have at least one related "D" record.
   
 "C" records may or may not have related "D" records.

C	D

Object Limit Reached  
 You can associate up to four objects to a custom report type.

↓

Previous
Save
Cancel

## Activity 4: Create Report

**Note : Before creating report, create latest “10” records in every object.  
Try to fill every field in each record for better experience.**

1. Go to the app → click on the reports tab
2. Click New Report.

The screenshot shows the Employee Management application's navigation bar with various tabs like Home, Employees, Assets, Asset Services, Projects, ProjectTasks, Reports, and Dashboards. The 'Reports' tab is highlighted with a red box. Below the navigation bar is a search bar and a toolbar with icons for star, plus, question mark, etc. The main content area displays a table titled 'Recent' under 'REPORTS'. The table has columns for Report Name, Description, Folder, Created By, Created On, and Subscribed. There are four rows: 'Employee's working on projects report' (Private Reports, Employee Project, 5/6/2023, 9:33 am), 'Assets assigned to Employees' (Private Reports, Employee Project, 5/6/2023, 9:36 am), and two empty rows for 'Created by Me' and 'Public Reports'. At the bottom left is a sidebar with 'FOLDERS' and a list of categories: Customer Support Reports, Leads, Campaigns, Activities, Contracts and Orders, Price Books, Products and Assets, Administrative Reports, File and Content Reports, Individuals, Other Reports (which is selected and highlighted in green), and Hidden Report Types.

3. Select the Category as other reports, search for Service Information, select that report, click on it. And click on start report.

The screenshot shows the 'Create Report' dialog box. On the left is a sidebar with 'Category' and 'Customer Support Reports' listed. In the center is a 'Select a Report Type' section with a search bar containing 'ser'. A list of report types is shown: Service records (Standard), Service records with Appointment (Standard), Service records History (Standard), Billing details and feedback with Service records (Standard), and Service information (Custom). The 'Service information' item is selected and highlighted in green. On the right is a 'Details' panel for the 'Service information' report type. It includes a 'Start Report' button (highlighted with a green arrow), a 'Details' section with a description of 'Service information', and sections for 'Created By You' and 'Created By Others', both of which say 'No Reports Yet'. There is also a note about 'Fields (49)'.

4. Their outline pane is opened already, select the fields that are mentioned below in the column section.
  - a. Customer name
  - b. Appointment Date
  - c. Service Status
  - d. Payment paid
5. Remove the unnecessary fields.
6. Select the fields that mentioned below in GROUP ROWS section.
  - a. Rating for Service
7. Select the fields that mentioned below in GROUP ROWS section.
  - a. Payment Status
8. Click on Add Chart , Select the Line Chart.
9. Click on save, Give the report Name : New Service information Report
10. Report unique Name is auto populated.
11. Select the folder the created and Click on save.

The image shows two overlapping interface components. The top component is a report preview titled "Service information". It includes a sidebar with "Fields" sections for "Groups" and "Rating for service", and a "Columns" section listing "Customer Name", "Appointment Date", "Service Status", and "Payment Paid". A table displays 6 rows of data with columns for Customer Name, Appointment Date, Service Status, and Payment Paid. To the right is a chart titled "Sum of Payment" showing a downward trend from 4 to 5. The bottom component is a "Save Report" dialog box. It has fields for "Report Name" (set to "New Service information Report"), "Report Unique Name" (set to "New\_Service\_Information\_Report\_oVu"), "Report Description" (empty), and a "Folder" dropdown set to "Garage Management Folder". There are "Cancel" and "Save" buttons at the bottom.

## Milestone 17 : Dashboards

Dashboards help you visually understand changing business conditions so you can make decisions based on the real-time data you've gathered with reports. Use dashboards to help users identify trends, sort out quantities, and measure the impact of their activities. Before building, reading, and sharing dashboards, review these dashboard basics.

### Activity 1: Create Dashboard Folder

1. Click on the app launcher and search for dashboard.

2. Click on dashboard tab.
3. Click new folder, give the folder label as “ Service Rating dashboard”.
4. Folder unique name will be auto populated.
5. Click save.

Create folder

\*Folder Label  
Service Rating

\*Folder Unique Name  
ServiceRating

Cancel Save

6. Follow the same steps, from milestone 15, and activity 2, and provide the sharing settings for the folder that just created.

## Activity 2: Create Dashboard

1. Go to the app → click on the Dashboards tabs.
2. Give a Name and select the folder that created, and click on create.

New Dashboard

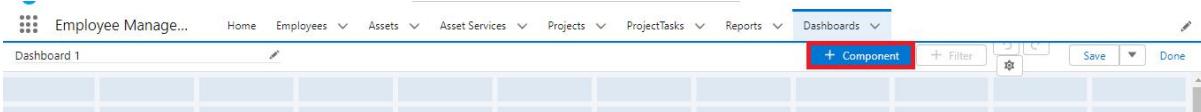
\* Name  
Customer review

Description

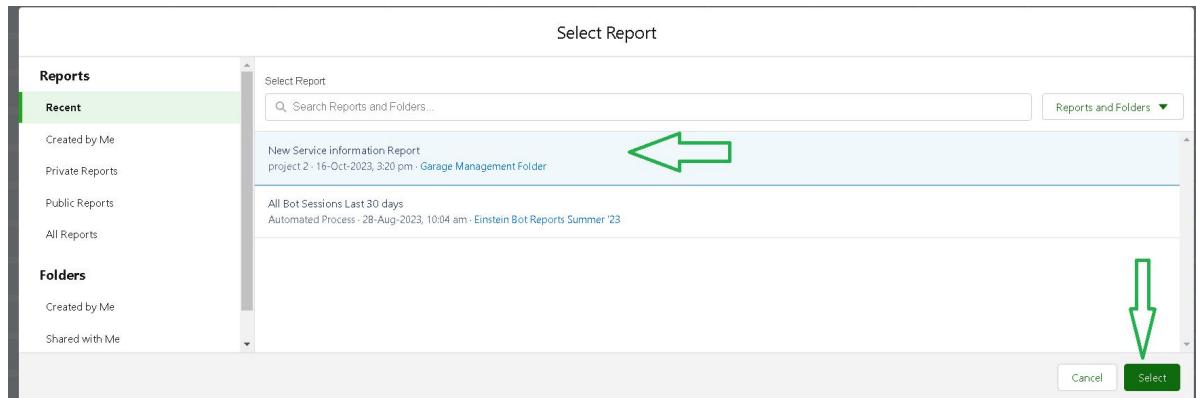
Folder  
Service Rating Select Folder

Create

3. Select add component.



4. Select a Report and click on select.



5. Select the Line Chart. Change the theme.
6. Click Add then click on Save and then click on Done.
7. Preview is shown below.



8. After that Click on Subscribe on top right.
9. Set the Frequency as “ weekly ”.
10. Set a day as monday.
11. And Click on save.

## Edit Subscription

Schedule dashboard refreshes and subscribe to receive results.

### Settings

Frequency

Daily   Weekly **Monthly** ←

Days

Sun   Mon **Mon**   Tue   Wed   Thu   Fri   Sat ←

Time

3:00 pm ▾

Recipients

Receive new results by email when dashboard is refreshed. ⓘ

Send email to  
Me

[Edit Recipients](#)

[Cancel](#) **Save** ↓