User:

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.

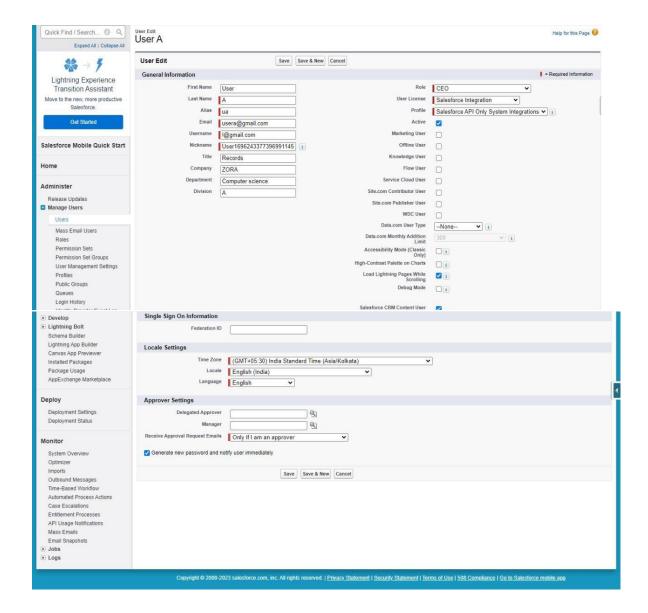
NOTE- As Salesforce license can only be used by 2 Users at a time in Dev Org, so If you don't find Salesforce license then deactivate a user who has Salesforce license or change the license type from Salesforce to any other

1)Creation Of User:

Navigate to setup

- 1. In Quick Find box select and search: User
- 2. Click: New user
- 3. Give First and Last Name
- 4. Enter your email in the email field
- 5. Enter user name, it must be unique
- 6. User license: salesforce platform
- 7. In the profile field: Standard user profile
- 8. Check, Generate new password and notify user immediately

Save



OWD: Organization Wide Defaults Settings:

OWD settings determine the baseline level of access for all records of an object. This can be used to give permission to the organization wide and it can be used for restrict the access; we can control the record level access.

OWD can never grant users more access than they have through their object permission.

Primarily four types of access can be set in Salesforce OWD- 1. Public read/write/transfer (Only available for Leads and Cases)

- 2. Public read/write
- 3. Public read only
- 4. Private

Steps of OWD settings:

Navigate setup in Quick Find search bar

- 1. Type Sharing Setting and Select it.
- 2. Edit: Organization Wide Defaults.
- 3. Scroll down list and select Passport...

