

# **WORKFORCE ADMINISTRATOR & DEVELOPER SOLUTION**

**By**

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## **Project Abstract**

Workforce Administration Solution is a software application or platform designed to streamline and automate various aspects of employee's working on projects and Asset Assignment processes within an organization. It serves as a centralized system for managing employee data, number of projects an employee is working on, tracking employee performance, and keeping record for the assets which they are assigned to.

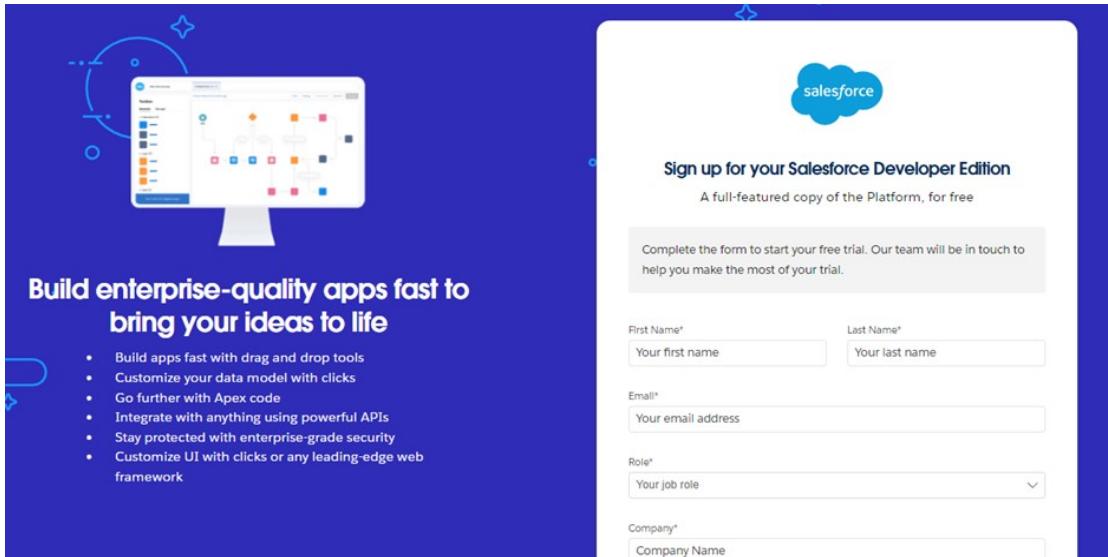
# INDEX Page

<b>Topics</b>		<b>Page no</b>
Salesforce	-----	01
Object	-----	02
Tabs	-----	03
The Lightning App	-----	04
Fields & Relationships	-----	05
Setting OWD	-----	06
User Adoption	-----	07
Import Data	-----	08
Profiles	-----	09
Role	-----	10
Users	-----	11
Page layouts	-----	12
Chatter Group	-----	13
Record Types	-----	14
Permission sets	-----	15
Reports	-----	16
Dashboards	-----	17

## INTRODUCTION

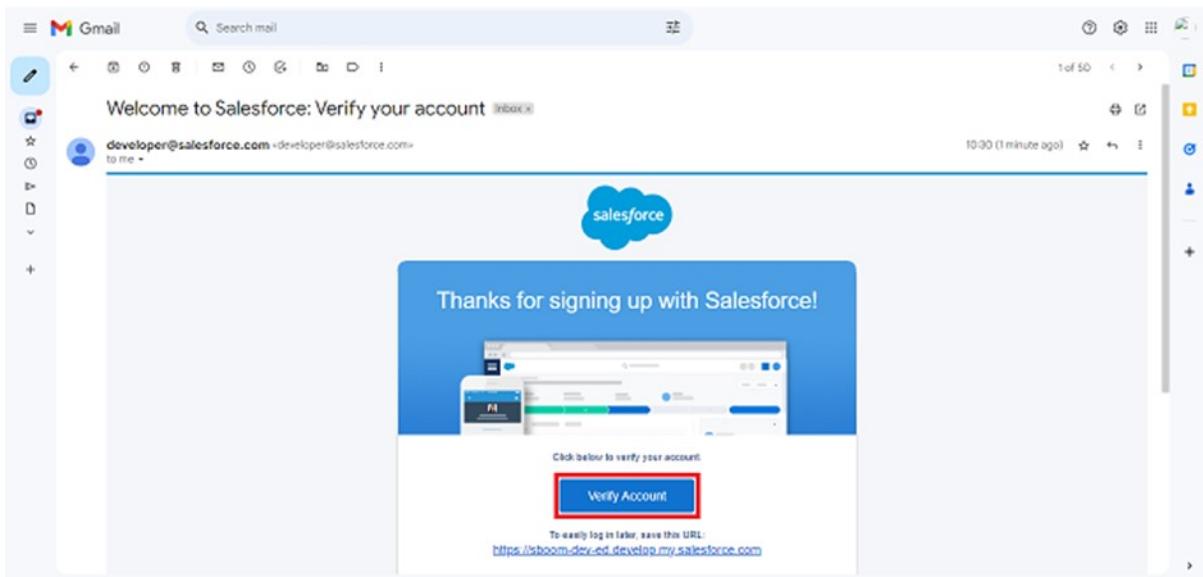
Workforce Administration Solution is a software application or platform designed to streamline and automate various aspects of employee's working on projects and Asset Assignment processes within an organization. It serves as a centralized system for managing employee data, number of projects an employee is working on, tracking employee performance, and keeping record for the assets which they are assigned to. In an effort to enhance data security and performance while simplifying system administration, Workforce Administration Solution is transitioning to Salesforce, a new cloud technology. By leveraging this advanced platform, the company can ensure the safe storage of sensitive data through robust encryption and proactive backup mechanisms. The cloud's automated data replication capabilities provide added protection and efficient disaster recovery solutions. With access to scalable resources, Workforce Administration Solution can optimize performance, ensuring fast and reliable access to data. This shift to the new cloud technology streamlines administrative tasks, reducing complexity and allowing system administrators to focus on higher-value activities, ultimately increasing productivity and enhancing overall operational efficiency

# Task 1: Salesforce



The image shows the "Sign up for your Salesforce Developer Edition" page. It features a large "salesforce" logo at the top. Below it, a heading says "Sign up for your Salesforce Developer Edition" followed by the subtext "A full-featured copy of the Platform, for free". A text box contains the instruction "Complete the form to start your free trial. Our team will be in touch to help you make the most of your trial." Below this are several input fields: "First Name\*" with placeholder "Your first name", "Last Name\*" with placeholder "Your last name", "Email\*" with placeholder "Your email address", "Role\*" with placeholder "Your job role", and "Company\*" with placeholder "Company Name".

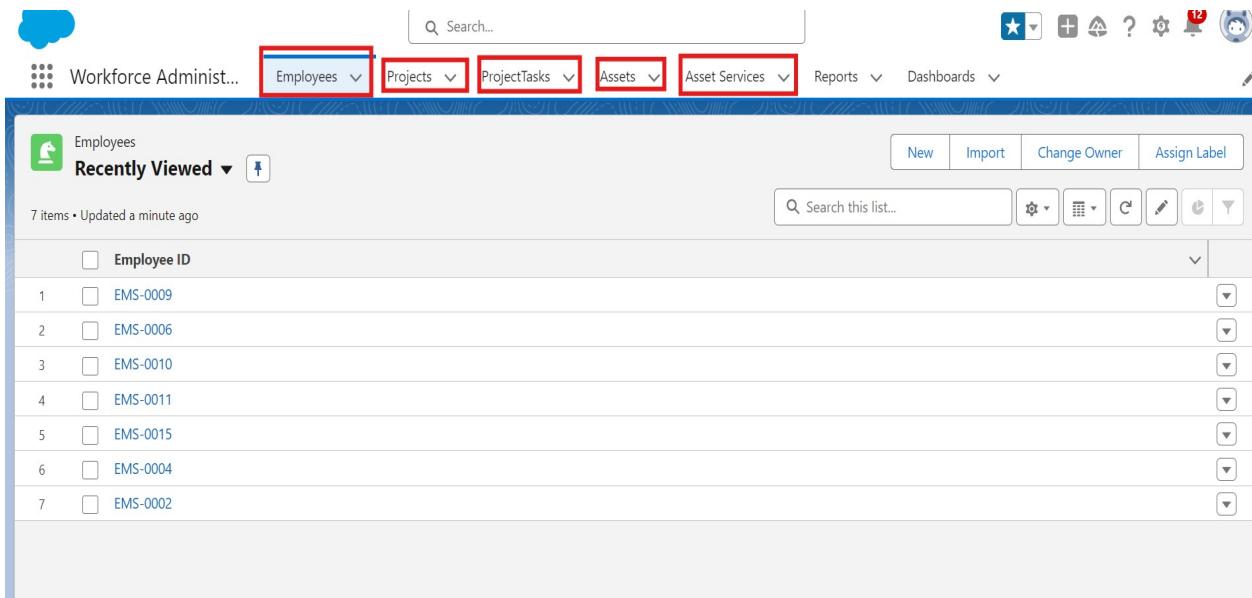
## Activity 1: Creating Developer Account



The image shows a Gmail inbox with a single email from "developer@salesforce.com". The subject line is "Welcome to Salesforce: Verify your account". The email body contains a "salesforce" logo and a message saying "Thanks for signing up with Salesforce!". It includes a screenshot of the Salesforce interface and a red box around a "Verify Account" button. Below the button, it says "To easily log in later, save this URL: <https://sboom-dev-ed-develop.my.salesforce.com>". The email was sent at "10:00 (1 minute ago)".

## Activity 2: Account Activation

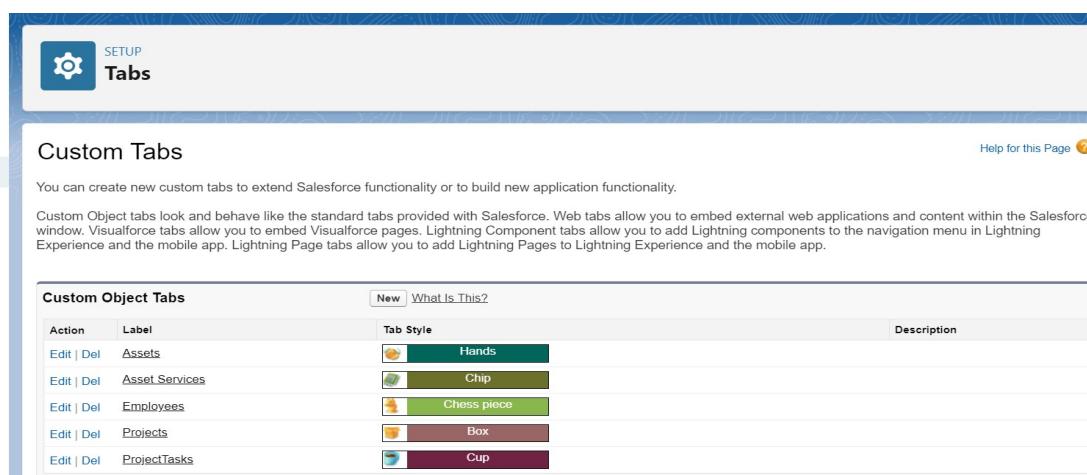
## Task 2: Object



The screenshot shows the Salesforce navigation bar with tabs for Workforce Administ..., Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, and Dashboards. The Employees tab is selected and highlighted with a red box. Below the navigation bar is a list titled 'Employees' under 'Recently Viewed'. The list contains 7 items, all updated a minute ago, with Employee IDs ranging from EMS-0009 down to EMS-0002. The list includes checkboxes and dropdown arrows for each item.

**Activity - Create 5 objects with label names as Employees, Projects, ProjectTasks, Assets, Asset Services.**

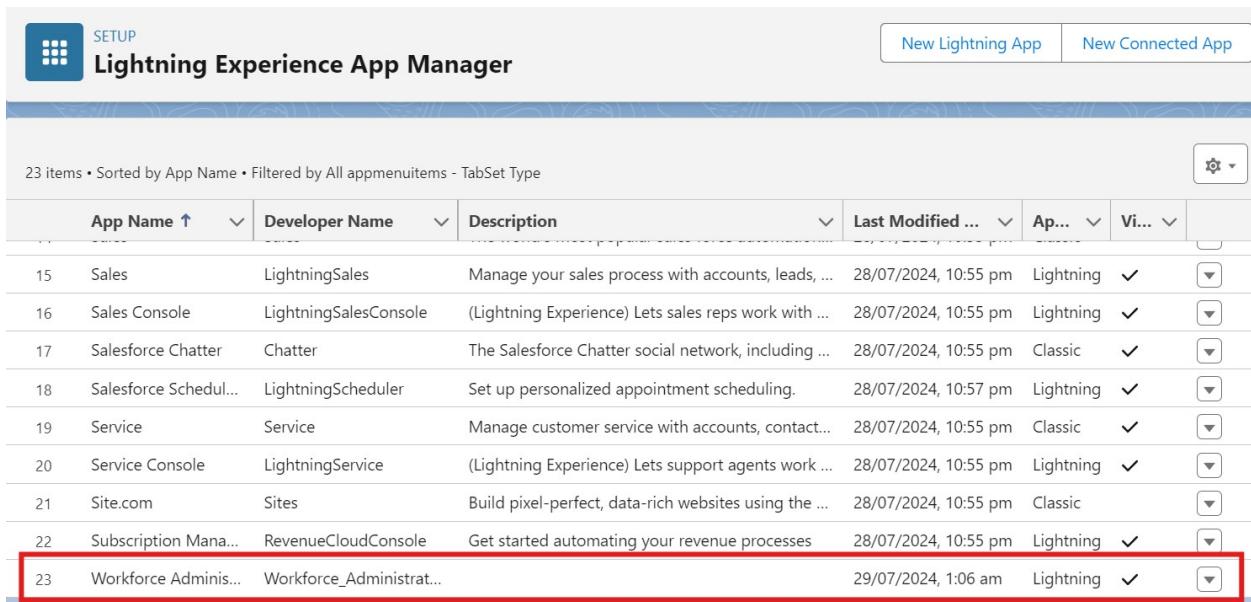
## Task 3: Tabs



The screenshot shows the 'Custom Tabs' page in the Salesforce Setup. The top navigation bar has a 'SETUP' icon and a 'Tabs' label. The main content area is titled 'Custom Tabs' and contains a sub-header: 'You can create new custom tabs to extend Salesforce functionality or to build new application functionality.' Below this, it says: 'Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.' At the bottom, there is a table titled 'Custom Object Tabs' with columns for Action, Label, Tab Style, and Description. The table lists five tabs: 'Assets' (Hands), 'Asset Services' (Chip), 'Employees' (Chess piece), 'Projects' (Box), and 'ProjectTasks' (Cup). Each row includes an 'Edit | Del' link.

**Activity: Creating 5 Custom Tabs - Employees, Projects, ProjectTasks, Assets, Asset Services.**

# Task 4: The Lightning App



The screenshot shows the Salesforce Lightning Experience App Manager. The top navigation bar includes the 'SETUP' icon, the title 'Lightning Experience App Manager', and two buttons: 'New Lightning App' and 'New Connected App'. Below the header, a message indicates '23 items • Sorted by App Name • Filtered by All appmenuitems - TabSet Type'. A toolbar with a gear icon and a dropdown arrow is visible. The main area is a table with the following columns: App Name, Developer Name, Description, Last Modified, App Type, and Visibility. The table lists various built-in apps like Sales, Sales Console, Salesforce Chatter, etc., and ends with a row for 'Workforce Adminis...' which is highlighted with a red border.

	App Name ↑	Developer Name	Description	Last Modified ...	Ap... ▾	Vi... ▾	
15	Sales	LightningSales	Manage your sales process with accounts, leads, ...	28/07/2024, 10:55 pm	Lightning	✓	▼
16	Sales Console	LightningSalesConsole	(Lightning Experience) Lets sales reps work with ...	28/07/2024, 10:55 pm	Lightning	✓	▼
17	Salesforce Chatter	Chatter	The Salesforce Chatter social network, including ...	28/07/2024, 10:55 pm	Classic	✓	▼
18	Salesforce Schedul...	LightningScheduler	Set up personalized appointment scheduling.	28/07/2024, 10:57 pm	Lightning	✓	▼
19	Service	Service	Manage customer service with accounts, contact...	28/07/2024, 10:55 pm	Classic	✓	▼
20	Service Console	LightningService	(Lightning Experience) Lets support agents work ...	28/07/2024, 10:55 pm	Lightning	✓	▼
21	Site.com	Sites	Build pixel-perfect, data-rich websites using the ...	28/07/2024, 10:55 pm	Classic	✓	▼
22	Subscription Mana...	RevenueCloudConsole	Get started automating your revenue processes	28/07/2024, 10:55 pm	Lightning	✓	▼
23	Workforce Adminis...	Workforce_Administrat...		29/07/2024, 1:06 am	Lightning	✓	▼

Activity : Create a Lightning App - Workforce Administration Solution.

# Task 5: Fields & Relationships

The screenshot shows the Salesforce Object Manager interface for the Employee object. The left sidebar lists various setup options like Page Layouts, Lightning Record Pages, Buttons, etc. The main area is titled 'Fields & Relationships' and displays 26 items, sorted by Field Label. Each row shows a field name, its API name, and its data type. A 'Quick Find' search bar and several navigation buttons ('New', 'Deleted Fields', 'Field Dependencies', 'Set History Tracking') are at the top of the list table.

Field Label	API Name	Type
Address	Address_c	Text Area(255)
Age	Age_c	Formula (Number)
Cab Allowance	Cab_Allowance_c	Checkbox
Cab Allowance Amount	Cab_Allowance_Amount_c	Currency(18, 0)
Created By	CreatedById	Lookup(User)
Date of Birth	Date_of_Birth_c	Date
Email	Email_c	Email
Employee ID	Name	Auto Number
Employee Name	Employee_Name_c	Text(18)
Experience	Experience_c	Text Area(255)
Food Allowance Amount	Food_Allowance_Amount_c	Currency(18, 0)
Food Allowances	Food_Allowances_c	Checkbox
Gender	Gender_c	Picklist
Joining date	Joining_date_c	Date
Last Modified By	LastModifiedById	Lookup(User)
LinkedIn Profile	LinkedIn_Profile_c	URL
Login Time	Login_Time_c	Time
Logout Time	Logout_Time_c	Time
Mode of Work	Mode_of_Work_c	Picklist
Owner	OwnerId	Lookup(User,Group)
Phone no	Phone_no_c	Phone
Qualification	Qualification_c	Text(18)
Qualification	Qualification_c	Text(18)
Record Type	RecordTypeId	Record Type
Reports to	Reports_to_c	Lookup(Employee)
Wifi Allowance Amount	Wifi_Allowance_Amount_c	Currency(18, 0)
Wifi Allowances	Wifi_Allowances_c	Checkbox

**Activity: Creating fields in Employees object**

SETUP > OBJECT MANAGER

## Project

Fields & Relationships				
FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
End Date	End_Date__c	Date		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)	✓	
Project ID	Name	Auto Number	✓	
Project Lead	Project_Lead__c	Text(18)		
Project Name	Project_Name__c	Text(18)		

## Activity: creating fields in projects object

SETUP > OBJECT MANAGER

## ProjectTask

Fields & Relationships				
FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Employee Name	Employee_Name__c	Master-Detail(Employee)	✓	
Finishes in	Finishes_in__c	Formula (Number)		
Last Modified By	LastModifiedById	Lookup(User)		
Project Task	Project_Task__c	Master-Detail(Project)	✓	
ProjectTask Name	Name	Text(80)	✓	
Working Hours	Working_Hours__c	Number(18, 0)		

## Activity: creating fields in ProjectTasks object.

The screenshot shows the Salesforce Setup interface with the following details:

- Header:** Search Setup, Home, Object Manager
- Page Title:** SETUP > OBJECT MANAGER Asset
- Left Sidebar:** Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, Restriction Rules, Scoping Rules, Triggers, Flow Triggers, Validation Rules.
- Table:** Fields & Relationships (8 items)
 

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Asset Name	Name	Text(80)		✓
Asset Type	Asset_Type__c	Picklist		▼
Created By	CreatedById	Lookup(User)		▼
Date Of Issue	Date_of_Issue__c	Formula (Date)		▼
Employee Name	Employee_Name__c	Lookup(Employee)		✓
Last Modified By	LastModifiedById	Lookup(User)		▼

## Activity: creating fields in Assets object.

The screenshot shows the Salesforce Setup interface with the following details:

- Header:** Search Setup, Home, Object Manager
- Page Title:** SETUP > OBJECT MANAGER Asset Service
- Left Sidebar:** Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, Restriction Rules, Scoping Rules, Triggers, Flow Triggers, Validation Rules.
- Table:** Fields & Relationships (9 items)
 

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Asset Id	Asset_Id__c	Lookup(Asset)		✓
Asset Service Name	Name	Text(80)		✓
Created By	CreatedById	Lookup(User)		▼
Description	Description__c	Long Text Area(32768)		▼
Last Modified By	LastModifiedById	Lookup(User)		▼
Owner	OwnerId	Lookup(User,Group)		✓
Subject	Subject__c	Text Area(255)		▼

## Activity: creating fields in Asset Services Object.

# Task 6: Setting OWD

The screenshot shows the Salesforce 'Sharing Settings' page under the 'SETUP' tab. The search bar at the top contains 'sharing'. On the left, there's a sidebar with 'Security' and 'Sharing Settings' sections, and a note about using Global Search. The main area displays a table of sharing rules:

Object	Type	Access	Action
Waitlist	Private	Private	✓
Web Case Document	Private	Private	✓
Work Order	Private	Private	✓
Work Plan	Private	Private	✓
Work Plan Template	Private	Private	✓
Work Step Template	Private	Private	✓
Work Type	Private	Private	✓
Work Type Group	Public Read/Write	Private	✓
Asset	Public Read/Write	Private	✓
Asset Service	Private	Private	✓
Employee	Private	Private	✓
Project	Private	Private	✓
Project Task	Controlled by Parent	Controlled by Parent	

## Activity: Creating OWD Setting.

# Task 7: User Adoption

The screenshot shows the Salesforce 'Employees' page with 'Employee Admin...' selected. The navigation bar includes 'Employees', 'Projects', 'Project Tasks', 'Assets', 'Asset Services', 'Reports', and 'Dashboards'. The main area shows the details for Employee EMS-0007:

**Employee Details:**

- Employee ID: EMS-0007
- Employee Name: Ethan
- Date of Birth: 11/11/1995
- Age: 20.00
- Gender: Male
- Reports to: [empty]
- Qualification: B.Com
- Address: [empty]
- Experience: 2
- Phone no: 7999434/55
- Email: ethan@sbc.com
- Join Date: 27/02/2021
- Mode of Work: On Site
- Cab Allowance: ₹ 1,000
- Food Allowances: ₹ 1,000
- Wifi Allowances: ₹ 1,000
- Cab Allowance Amount: ₹ 1,000
- Food Allowance Amount: ₹ 1,000
- Wifi Allowance Amount: ₹ 1,000
- Login Time: 9:00:00 am
- Logout Time: 5:00:00 pm
- LinkedIn Profile: <https://www.linkedin.com/in/ethan>

**Owner:** Parthiv Patnaik

**Created By:** Parthiv Patnaik, 30/07/2024, 8:24 pm    **Last Modified By:** Parthiv Patnaik, 30/07/2024, 8:24 pm

## Activity 2: View a Record (Employee)

# Task 8: Import Data

The screenshot shows the Bulk Data Load Jobs page in the Salesforce Setup. A specific job, 750NS00000012Ref, is displayed. The job details include:

- Job ID: 750NS00000012Ref
- Submitted By: Parthiv Patnaik
- Start Time: 18/08/2024, 2:43 am IST
- End Time: 18/08/2024, 2:43 am IST
- Time to Complete (hh:mm:ss): 00:05
- Object: Employee
- External ID Field:
- Content Type: CSV
- Concurrency Mode: Parallel
- API Version: 61.0
- Job Type: Bulk V1
- Operation: Insert
- Status: Closed
- Total Processing Time (ms): 100
- API Active Processing Time (ms): 57
- Apex Processing Time (ms): 0
- Completed Batches: 1
- Failed Batches: 0
- Progress: 100%
- Records Processed: 14
- Records Failed: 0
- Retries: 0

The Batches section shows one batch with the same details, indicating it was completed successfully.

# Task 9: Profiles

The screenshot shows the Profiles page in the Salesforce Setup. The list of profiles includes:

- Action
- Profile Name
- User License
- Custom

Profiles listed include:

- Cross Org Data Proxy User
- Work.com Only User
- Silver Partner User
- On-Site Employee
- Manager
- Remote Employee
- Standard Platform User
- Minimum Access - API Only Integrations
- HR
- Standard User
- Contact Manager
- Marketing User
- Custom Support Profile
- Custom Marketing Profile

The profiles "On-Site Employee", "Manager", "Remote Employee", and "HR" are highlighted with a red border, indicating they are selected for editing.

Creating profiles: HR, Manager, On-site employee, Remote employee

# Task 10: Roles

The screenshot shows the Salesforce Setup interface with the 'Roles' tab selected. The left sidebar includes links for Users, Feature Settings, Sales, Service, and Case Teams. The main content area displays the 'Creating the Role Hierarchy' page. It features a tree view of roles under 'Your Organization's Role Hierarchy'. Several roles are highlighted with red boxes: 'HR', 'Manager', 'On-Site Employee', 'Remote Employee', 'Customer Support, International', 'Customer Support, North America', 'Marketing Team', 'VP, North American Sales', 'Eastern Sales Team', and 'Western Sales Team'. Each highlighted role has its 'Edit', 'Delete', and 'Assign' buttons visible.

**Activity: Assigning Roles: HR, Manager, On-site employee, Remote employee**

# Task 11: User

The screenshot shows the Salesforce Setup interface under the 'Users' section. At the top, there's a blue header bar with the 'SETUP' icon and the word 'Users'. Below it is a toolbar with buttons for 'View: All Users', 'Edit', and 'Create New View'. A navigation bar at the top right includes links for A through Z and an 'All' link. The main area is a table listing users with columns for Action, Full Name, Alias, Username, Role, Active, and Profile. Several user rows are highlighted with red boxes, specifically: Chatter Expert, Chauhan, Dhruv, Mikaelson, Kol, Mikaelson, Niklaus, Patnaik, Parthiv, Sharma, Aditya, User\_Integration, and User\_Security.

Activity: Creating Users: (Highlighted above)

# Task 12: Page Layouts

The screenshot shows the Salesforce Setup interface under the 'Object Manager' section for the 'Employee' object. On the left, there's a sidebar with various configuration options: Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, Restriction Rules, Scoping Rules, Triggers, Flow Triggers, and Validation Rules. The main area is titled 'Save' and shows the 'Layout Properties' for the 'On Site Employee' page layout. It includes a 'Fields' sidebar with sections for Buttons, Quick Actions, Mobile & Lightning Actions, Expanded Lookups, and Related Lists. The main pane displays sections for 'Personal Information' (with fields for Date of Birth, Address, and Age), 'Allowance' (with Cab Allowance and Food Allowances checked), and 'System Information' (with Created By and Last Modified By fields). A 'Quick Find' search bar is also present at the top of the main pane.

Activity: creating a page layout for Employee object - On Site Employee

The screenshot shows the Salesforce Object Manager interface. At the top, there's a search bar labeled "Search Setup" and various navigation icons. Below the header, the path "SETUP > OBJECT MANAGER" and the object name "Employee" are displayed. The main area is divided into two sections: a left sidebar with a list of layout types and a right panel for editing. The sidebar lists "Page Layouts" as the selected type. The right panel shows the "Fields" section of the page layout editor, which includes a "Quick Find" field name search bar and a table of fields. Fields listed include Employee ID, Employee Name, Gender, Reports to, Qualification, Experience, Phone no, Email, and Birth Date. A preview of the layout is also visible, showing sample data for these fields.

**Activity: creating a page layout for Employee object - Remote Employee**

## Task 13: Chatter Group

The screenshot shows the Salesforce Chatter group interface for the "Internal Discussion" group. The top navigation bar includes links for Workforce Administ..., Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, Dashboards, and Internal Discussion. The main content area features a colorful background illustration of a landscape with mountains and animals. On the left, there's a "Chatter" feed with tabs for Post, Poll, and Question. A post from "Parthiv Patnaik" dated 31 July 2024 at 7:40 pm welcomes users to the group. On the right, the "Group Details" section provides information about the group, including its description (a request from the COO for internal discussion), group email (0F9dM0000007DwbSAE@post.demandware.net), and owner (Parthiv Patnaik). Below this is a "Manage Members" section with a search bar.

**Activity: Creating a chatter group for your organization**

# Task 14: Record Types

## Record Type On Site Employee

[« Back to Custom Object: Employee](#)

[Help for this Page](#)

Use the Edit button to change the properties of this record type. Use the Edit links in the Picklist Values related list to choose the picklist values available for records with this record type.

		<a href="#">Edit</a>	
Record Type Label	On Site Employee	Active	<input checked="" type="checkbox"/>
Record Type Name	On_Site_Employee		
Namespace Prefix			
Description			
Created By	<a href="#">Parthiv Patnaik, 31/07/2024, 7:46 pm</a>	Modified By	<a href="#">Parthiv Patnaik, 31/07/2024, 7:46 pm</a>

### Picklists Available for Editing

[Picklists Available for Editing Help](#)

Action	Field	Modified Date
Edit	Gender	31/07/2024, 7:46 pm
Edit	Mode of Work	31/07/2024, 7:46 pm

## Activity: Creating On Site Employee Record Type

The screenshot shows the Salesforce Object Manager interface for the 'Employee' custom object. The left sidebar has a 'Record Types' section selected. A new record type, 'Remote Employee', is being created. The main panel displays the 'Record Type' page for 'Remote Employee'. The 'Record Type Label' is 'Remote Employee', 'Record Type Name' is 'Remote\_Employee', and it is marked as 'Active'. The 'Created By' and 'Modified By' fields show 'Parthiv Patnaik' at 7:48 pm on 31/07/2024. Below the main form is a 'Picklists Available for Editing' section, which lists 'Gender' and 'Mode of Work' with their respective modification dates.

## Activity: Creating On Site Employee Record Type

# Task 15: Permission Sets

The screenshot shows the Salesforce Setup interface with the following details:

- Header:** Search bar with "Search Setup", a gear icon, and other navigation links.
- Left Sidebar:** Navigation menu with "Setup" selected, followed by "Home", "Object Manager", and a dropdown menu. Below this, "Users" and "Permission Sets" are listed under "Permission Sets". A message says "Didn't find what you're looking for? Try using Global Search."
- Main Content:**
  - Section Header:** "Permission Set Per to Emp" with "SETUP" and a user icon.
  - Buttons:** "Find Settings...", "Clone", "Edit Properties", "Manage Assignments", "View Summary".
  - Breadcrumb:** "Permission Set Overview > Object Settings > Employees".
  - Employee Tab:** "Employees" tab is selected, with an "Edit" button.
  - Tab Settings:** "Visible" status is checked.
  - Employee Record Type Assignments:** Shows "On Site Employee" and "Remote Employee" record types assigned.
  - Object Permissions:** A table showing permissions for various actions (Read, Create, Edit, Delete, View All, Modify All) across different objects like Address, Age, Cab Allowance, etc.
  - Field Permissions:** A large table listing fields with their API names and permission settings for Read Access and Edit Access.

**Activity: Creating a permission set for employee object**

# Task 16: Reports

The screenshot shows a software interface with a navigation bar at the top. The main content area is titled "Report: Employees New Employees Report". It displays a table with 28 rows of employee data. The columns are: Employee Name, Employee ID, Reports to, Login Time, Logout Time, Mode of Work, and LinkedIn Profile. Each row contains a link to a LinkedIn profile page.

	Employee Name	Employee ID	Reports to	Login Time	Logout Time	Mode of Work	LinkedIn Profile
1	Chloe	EMS-0029	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/chole">https://www.linkedin.com/in/chole</a>
2	Scarlett	EMS-0028	-	-	-	Remote	<a href="https://www.linkedin.com/in/scarlett">https://www.linkedin.com/in/scarlett</a>
3	Elizabeth	EMS-0027	-	-	-	Remote	<a href="https://www.linkedin.com/in/elizabeth">https://www.linkedin.com/in/elizabeth</a>
4	Amelia	EMS-0026	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/amelia">https://www.linkedin.com/in/amelia</a>
5	Isabella	EMS-0025	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/isabella">https://www.linkedin.com/in/isabella</a>
6	Sophia	EMS-0024	-	-	-	Remote	<a href="https://www.linkedin.com/in/sophia">https://www.linkedin.com/in/sophia</a>
7	Olivia	EMS-0023	-	-	-	Remote	<a href="https://www.linkedin.com/in/olivia">https://www.linkedin.com/in/olivia</a>
8	Emma	EMS-0022	-	-	-	Remote	<a href="https://www.linkedin.com/in/emma">https://www.linkedin.com/in/emma</a>
9	Ethan	EMS-0021	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/ethan">https://www.linkedin.com/in/ethan</a>
10	William	EMS-0020	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/william">https://www.linkedin.com/in/william</a>
11	Alexander	EMS-0019	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/alex">https://www.linkedin.com/in/alex</a>
12	Benjamin	EMS-0018	-	-	-	Remote	<a href="https://www.linkedin.com/in/benjamin">https://www.linkedin.com/in/benjamin</a>
13	James	EMS-0017	-	-	-	Remote	<a href="https://www.linkedin.com/in/james">https://www.linkedin.com/in/james</a>
14	Jackie Chan	EMS-0016	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/jackie">https://www.linkedin.com/in/jackie</a>
15	Chloe	EMS-0015	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/chole">https://www.linkedin.com/in/chole</a>
16	Scarlett	EMS-0014	-	-	-	Remote	<a href="https://www.linkedin.com/in/scarlett">https://www.linkedin.com/in/scarlett</a>
17	Elizabeth	EMS-0013	-	-	-	Remote	<a href="https://www.linkedin.com/in/elizabeth">https://www.linkedin.com/in/elizabeth</a>
18	Amelia	EMS-0012	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/amelia">https://www.linkedin.com/in/amelia</a>
19	Isabella	EMS-0011	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/isabella">https://www.linkedin.com/in/isabella</a>
20	Sophia	EMS-0010	-	-	-	Remote	<a href="https://www.linkedin.com/in/sophia">https://www.linkedin.com/in/sophia</a>
21	Olivia	EMS-0009	-	-	-	Remote	<a href="https://www.linkedin.com/in/olivia">https://www.linkedin.com/in/olivia</a>
22	Emma	EMS-0008	-	-	-	Remote	<a href="https://www.linkedin.com/in/emma">https://www.linkedin.com/in/emma</a>
23	Ethan	EMS-0007	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/ethan">https://www.linkedin.com/in/ethan</a>
24	William	EMS-0006	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/william">https://www.linkedin.com/in/william</a>
25	Alexander	EMS-0005	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/alex">https://www.linkedin.com/in/alex</a>
26	Benjamin	EMS-0004	-	-	-	Remote	<a href="https://www.linkedin.com/in/benjamin">https://www.linkedin.com/in/benjamin</a>
27	James	EMS-0003	-	-	-	Remote	<a href="https://www.linkedin.com/in/james">https://www.linkedin.com/in/james</a>
28	Jackie Chan	EMS-0002	-	9:00 am	5:00 pm	On Site	<a href="https://www.linkedin.com/in/jackie">https://www.linkedin.com/in/jackie</a>

## Activity: Create Report - New Employees Report

The screenshot shows a software interface with a navigation bar at the top. The main content area is titled "Report: Employees with ProjectTasks and Projects". It displays a message "No Results" and a small illustration of a cactus and clouds. Below the illustration, there is a note: "No records returned. Try editing report filters." followed by two options: "Show All employees." and "Edit other filters in the filter panel."

No Results

No records returned. Try editing report filters.

- Show All employees.
- Edit other filters in the filter panel.

## Activity: Create Report - Employees with ProjectTasks and Projects

Report: Assets with Employee Name  
**New Assets with Employee Name Report**

Total Records  
0



No Results

No records returned. Try editing report filters.

- Show All assets.
- Edit other filters in the filter panel.

### Activity: Create Report - New Assets with Employee Name Report

## Task 17: Dashboards

Dashboard  
**Dashboard 1**

As of 19-Aug-2024, 12:46 am-Viewing as Parthiv Patnaik

Employees with ProjectTasks and Projects

We can't draw this chart because there is no data.

[View Report \(Employees with ProjectTasks and Projects\)](#)

Refresh Edit Subscribe ▾

### Activity 1: Create Dashboard -1

The screenshot shows a Salesforce interface with a blue header bar. On the left is a blue cloud icon, followed by the text 'Workforce Administ...'. To the right are navigation links: Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, Dashboards (which is underlined), Internal Discussion, and a search bar with placeholder text 'Search...'. On the far right are icons for star, plus, minus, question mark, gear, a red notification badge with '12', and a user profile.

The main content area has a dark grey header with a blue square icon containing a white circle, followed by the text 'Dashboard 2' and 'As of 19-Aug-2024, 12:46 am-Viewing as Parthiv Patnaik'. Below this is a light grey footer bar with 'Refresh', 'Edit', 'Subscribe', and a dropdown menu.

The central part of the screen displays a table titled 'New Employees Report'. The table has columns: Employee Name, Employee ID, Reports to, Login Time, and Logout Time. The data shows 16 rows of employee information. At the bottom of the table is a link 'View Report (New Employees Report)'.

Employee Name ↑	Employee ID	Reports to	Login Time	Logout Time
Alexander	EMS-0019	-	9:00 am	5:00 pm
Alexander	EMS-0005	-	9:00 am	5:00 pm
Amelia	EMS-0026	-	9:00 am	5:00 pm
Amelia	EMS-0012	-	9:00 am	5:00 pm
Benjamin	EMS-0018	-	-	-
Benjamin	EMS-0004	-	-	-
Chloe	EMS-0029	-	9:00 am	5:00 pm
Chloe	EMS-0015	-	9:00 am	5:00 pm
Elizabeth	EMS-0027	-	-	-
Elizabeth	EMS-0013	-	-	-
Emma	EMS-0022	-	-	-
Emma	EMS-0008	-	-	-
Ethan	EMS-0021	-	9:00 am	5:00 pm
Ethan	EMS-0007	-	9:00 am	5:00 pm
Isabella	EMS-0025	-	9:00 am	5:00 pm
Isabella	EMS-0011	-	9:00 am	5:00 pm
Jackie Chan	EMS-0016	-	9:00 am	5:00 pm

## Activity 1: Create Dashboard -2

# Thank You