

SALESFORCE DEVELOPER

PROJECT TITLE : WORKFORCE ADMINISTRATION SOLUTION

TEAM ID : NM2023TMID0250

TEAM MEMBERS

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CHATTER GROUP

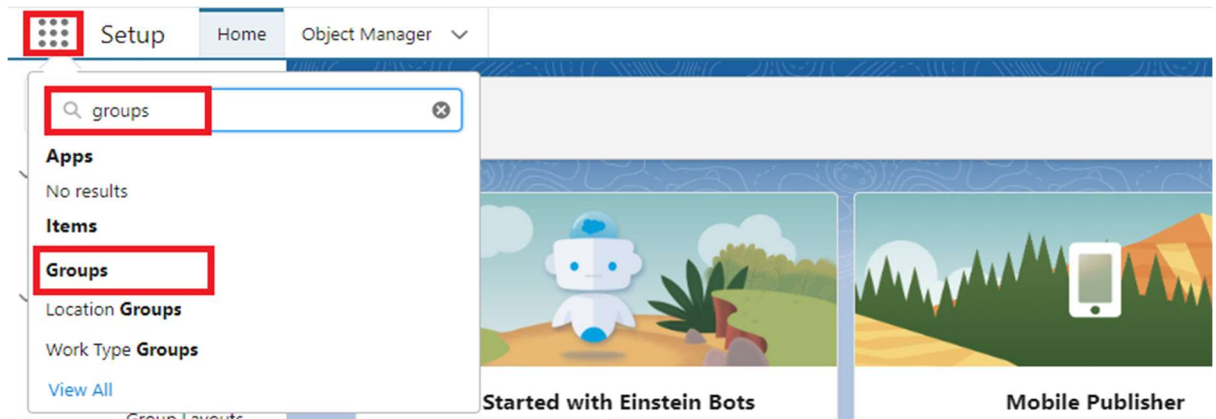
Salesforce Chatter Groups are collaborative spaces within the Salesforce platform that enable teams to communicate, share information, and collaborate on projects. They provide a centralized hub for discussions, file sharing, and updates, allowing users to stay connected, streamline workflows, and enhance productivity.

Use Case:

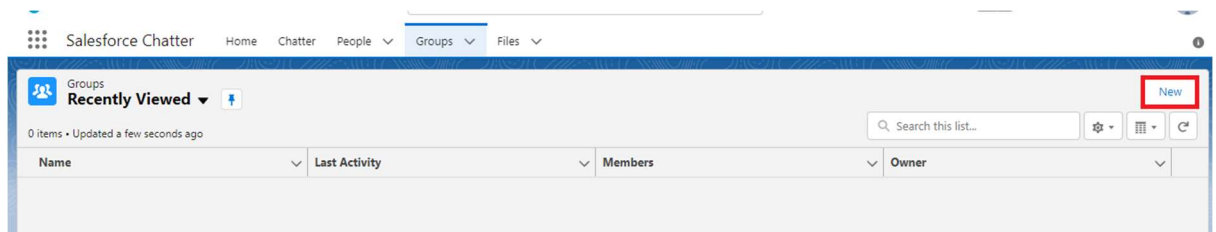
Congratulations Admin you have made the job done for the organization, Amar The Founder of the organization and Jai Prakash The COO are very impressed with your work. But still there are some updates which your COO wants in your organization. So he comes to you with the idea that all the employees should have a common group for work discussion inside the salesforce. You know how to get this done with your admin skills.

Creating A Chatter Group For Your Organization.

1. Click the App Launcher  .
2. Enter Groups in the Search apps and items... box and select Groups.



3. Click New.



4. Fill in the new group information with these details:

Field	Value
<ul style="list-style-type: none"> Group Name Description Access Type Allow Customers 	<p>Internal Discussion</p> <p>Give a understanding Description on your own</p> <p>Private</p> <p>Checked</p>

Force Chatter Home Chatter

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8 minutes ago ▾ La

New Group

*Name
Internal Discussion

Description
This is created on the request of COO of the organization, for teams and users to have an internal discussion among them and have a clear idea about the on going activities.

Information
Salesforce Sans 12 B I U

Cancel Save & Next

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New Group

Group Email

*Owner
Employee Project

Disable automatic archiving
☐

*Access Type
Private

Allow customers
☒





Broadcast Only
☐

Cancel Save & Next

5. Click Save & Next. Skip the Upload Picture section and click Next.
6. On the Manage Members screen, click Add next to users you created in the previous activity.

Manage Members

Search People...

	Jason Mikaelson	<input type="button" value="X"/>	Member <input type="button" value="v"/>
	Elijah Mikaelson	<input type="button" value="X"/>	Member <input type="button" value="v"/>
	Kol Mikaelson	<input type="button" value="X"/>	Member <input type="button" value="v"/>
	Niklaus Mikaelson		<input type="button" value="+ Add"/>


Done

7. Click Done.

Salesforce Chatter

Search...

Home Chatter People Groups Files

 **Internal Discussion** ☒ Owner

Private with Customers

Chatter Engagement

Post Poll Question

Share an update...

Sort by: Most Recent Activity

Search this feed...

Group Details

Description
This is created on the request of COO of the organization, for teams and users to have an internal discussion among them and have a clear idea about the on going activities.

Show More Information

Group Email
0F95000000UZGpCAO@post.5i-dwvawear.ap26.chatter.salesforce.com

Owner
Employee Project

Manage Members

Search People...

8. This is how your group interface looks like.
9. Where it says Share an update, post this message to the group:
Welcome to the Internal Discussion Group, here you can post anything which is related to ongoing projects.
10. Click Share.

Note: You can like or comment on this post.

Note: there is a default chatter group in the org with all the active users in it, this activity is to show you how to create a chatter group and add users into it.