

# RECRUITING ASSISTANT FOR HR MANAGERS

TEAM ID : NM2023TMID19456

Under the guidance of

**Mrs.T. ESWARI,M.SC.,B.Ed,M.Phil.,**

**Guest Lecturer**

Submitted by

**M PAVITHRA (20321TR023)**

**G POORNA DEVI (20321TR024)**

**E RAMYAKRISHNAN (20321TR025)**

**R SANGEETHA (20321TR026)**

**M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN**

(Affiliated To Mother Teresa Women's University, Kodaikanal)

Reaccredited with A'Grade by NAAC

**DINDIGUL-624001.**

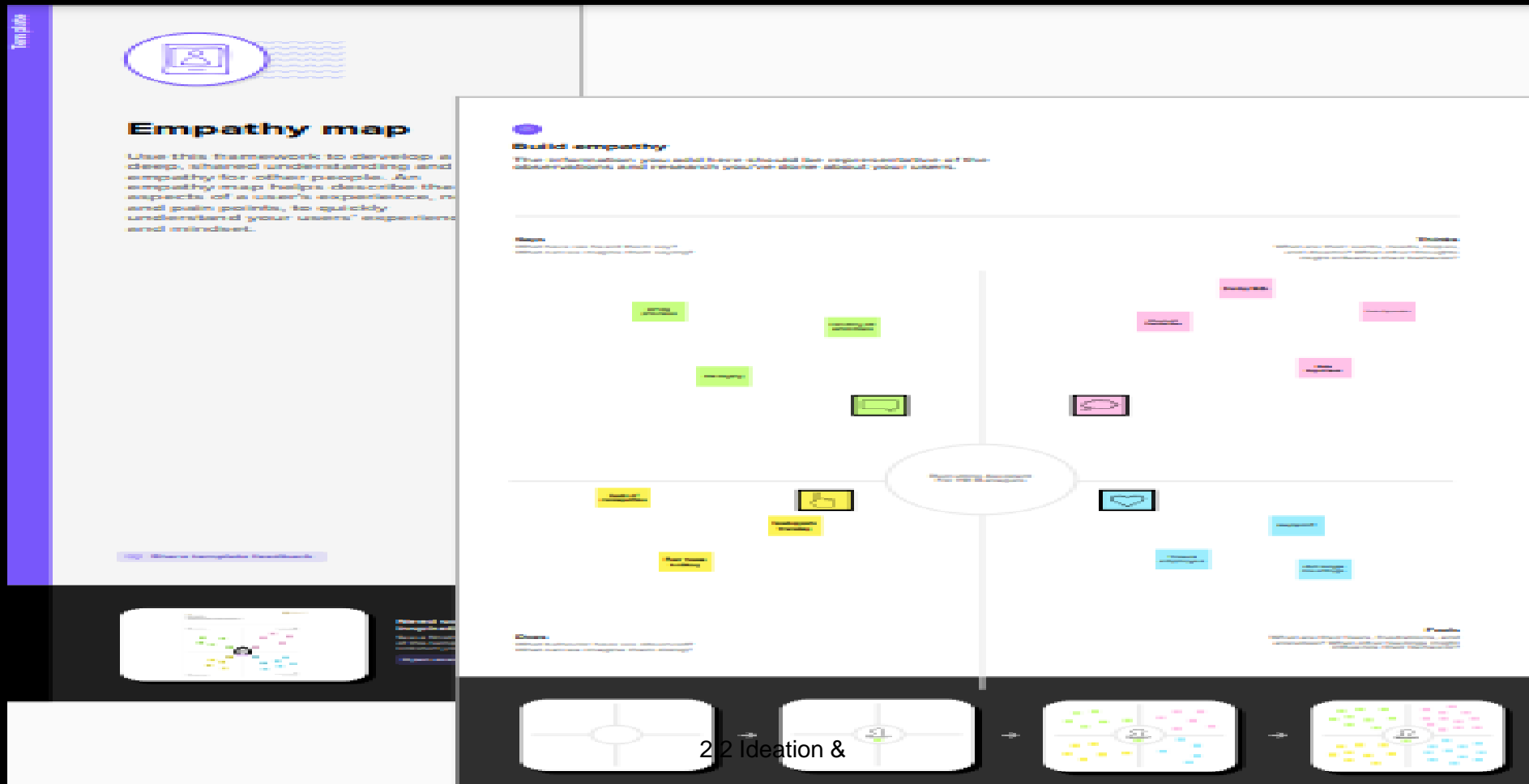


# Introduction:

In this project, we use custom objects, relationships, page layouts to give the HR team easy access to data they need on an existing recruitment app.

To make the existing app more efficient for the HR team we create custom objects and relationships to store and access the data more efficiently.

# Empathy Map





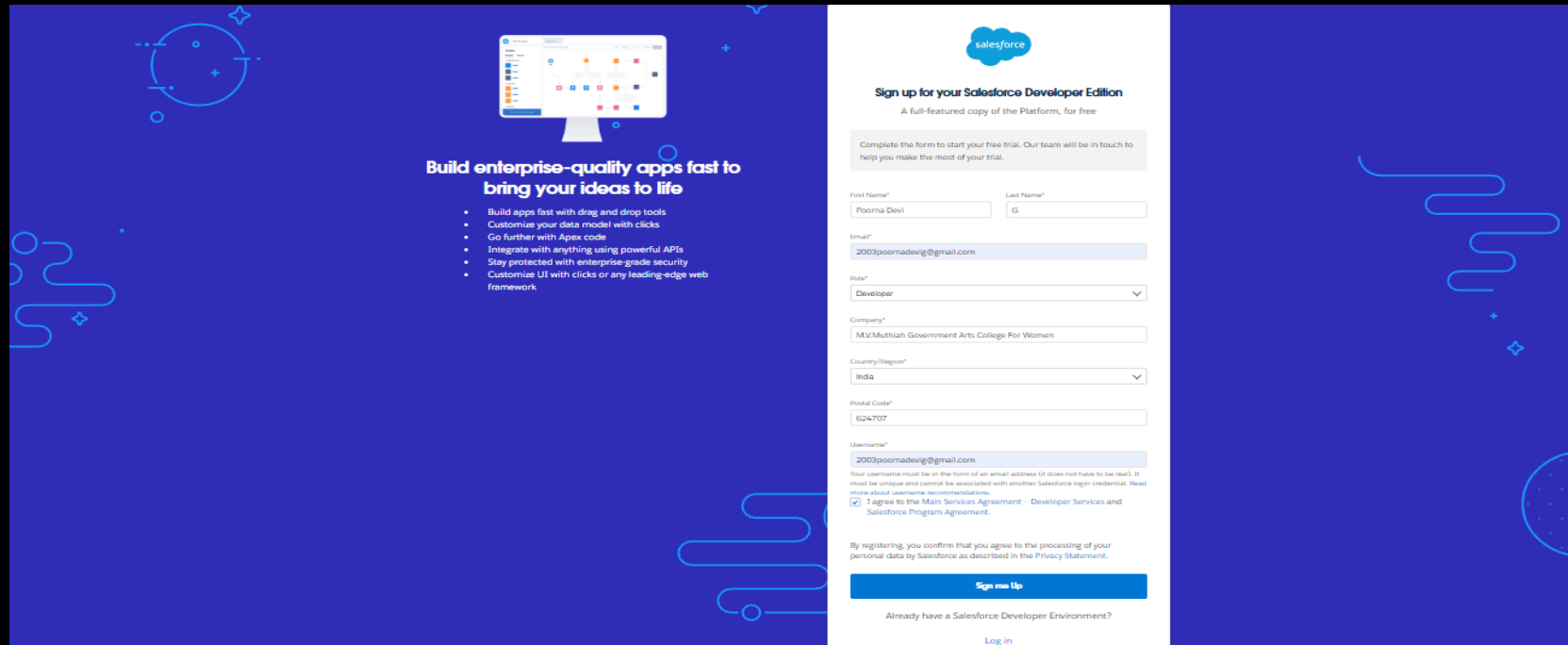
## • **Milestone 1: Creation of developer account**

- Create your Salesforce Developer Org to get Started
- In order to start with this project you need to have a free salesforce developer account

### Activity-1

A Developer org has all the features and licenses you need to get started with Salesforce.

#### 1. Search Developer.salesforce.com



**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
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**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\*  
Poorna Devi

Last Name\*  
G

Email\*  
2003poornadevig@gmail.com

Role\*  
Developer

Company\*  
MVMuthiah Government Arts College For Women

Country/Region\*  
India

Postal Code\*  
624707

Username\*  
2003poornadevig@gmail.com

Your username must be in the form of an email address (it does not have to be real). It must be unique and cannot be associated with another Salesforce login credential. Read more about username recommendations.

☒ I agree to the Main Services Agreement - Developer Services and Salesforce Program Agreement.

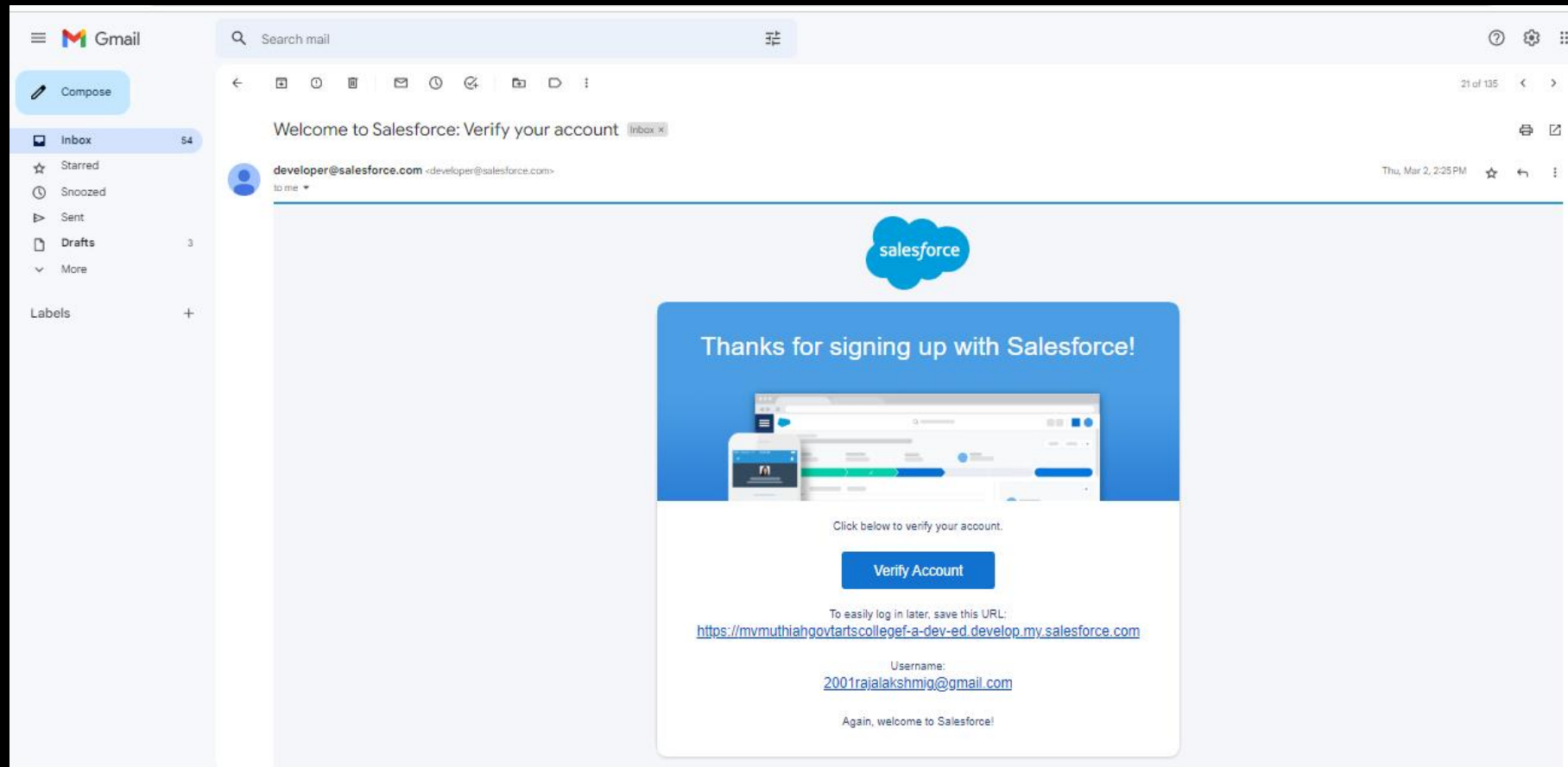
By registering, you confirm that you agree to the processing of your personal data by Salesforce as described in the Privacy Statement.

**Sign me Up**

Already have a Salesforce Developer Environment?  
[Log in](#)

2. Enter the following details like First name, last name, Email, Role, Company, Country/Region, Postal code, and Username must be unique.

3. Click sign me up, After a few min you will receive a mail from salesforce org and by using the verify account link you can create your new password

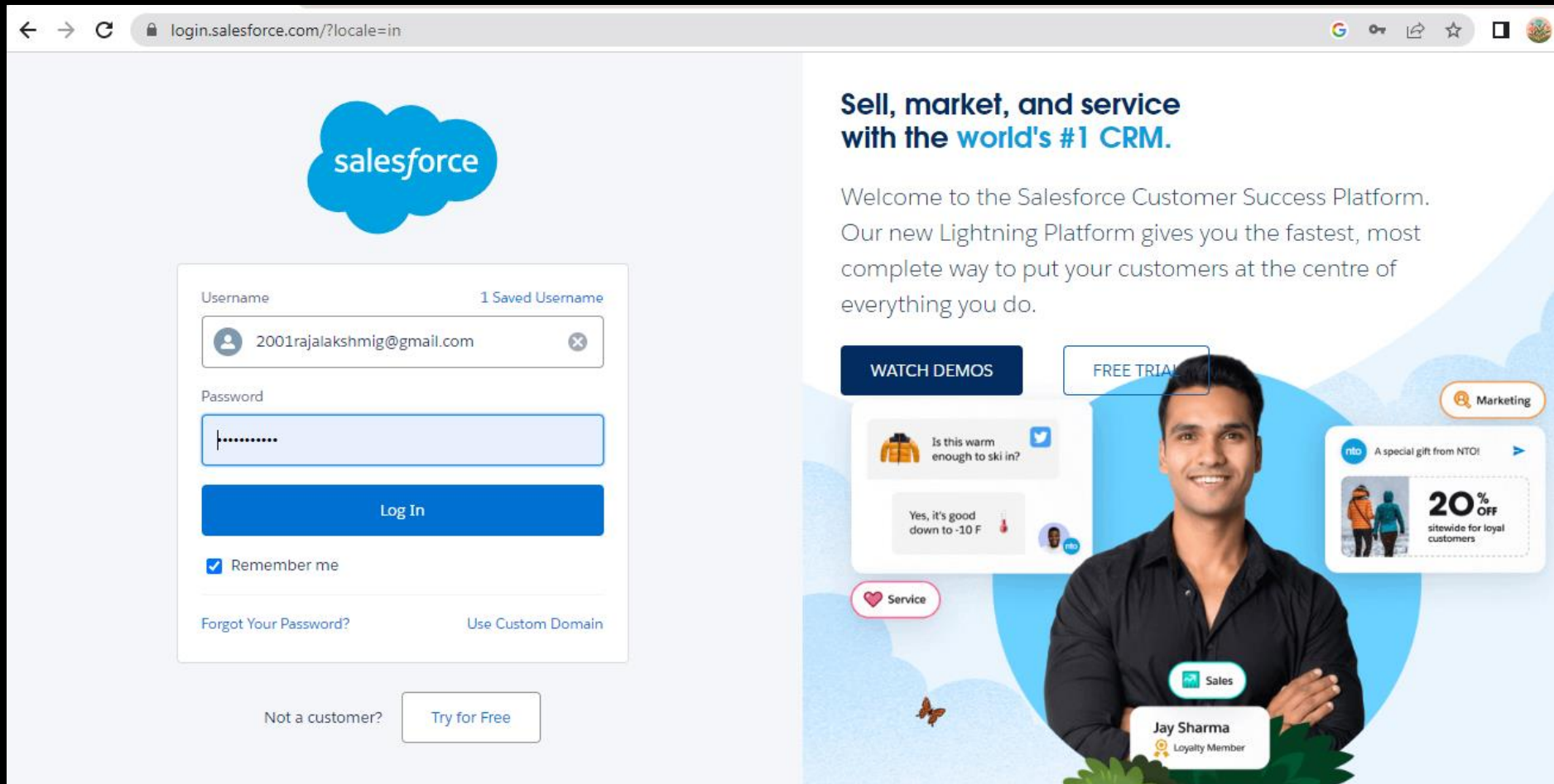




4. Click save.

5. Search login.salesforce.com

6. By using username and password you can into the salesforce org



The screenshot shows the Salesforce login page in a web browser. The browser's address bar displays 'login.salesforce.com/?locale=in'. The page features the Salesforce logo at the top left. Below it is a login form with fields for 'Username' (containing '2001rajalakshmig@gmail.com') and 'Password' (masked with dots). A 'Log In' button is positioned below the password field. There are also links for 'Forgot Your Password?' and 'Use Custom Domain', and a 'Remember me' checkbox. At the bottom left, there are links for 'Not a customer?' and 'Try for Free'. The right side of the page contains a promotional banner with the text 'Sell, market, and service with the world's #1 CRM.' and 'Welcome to the Salesforce Customer Success Platform. Our new Lightning Platform gives you the fastest, most complete way to put your customers at the centre of everything you do.' Below this banner are buttons for 'WATCH DEMOS' and 'FREE TRIAL'. A central image of a man, Jay Sharma, is shown with a 'Sales' badge and 'Loyalty Member' status. To the right of the man are several floating cards: one for 'Marketing' with a '20% OFF' discount, one for 'Service' with a 'Yes, it's good down to -10 F' message, and one for 'Sales' with a 'A special gift from NTO!' message.

login.salesforce.com/?locale=in

salesforce

Username 1 Saved Username

2001rajalakshmig@gmail.com

Password

Log In

☒ Remember me

[Forgot Your Password?](#) [Use Custom Domain](#)

[Not a customer?](#) [Try for Free](#)

**Sell, market, and service with the world's #1 CRM.**

Welcome to the Salesforce Customer Success Platform. Our new Lightning Platform gives you the fastest, most complete way to put your customers at the centre of everything you do.

[WATCH DEMOS](#) [FREE TRIAL](#)

[Marketing](#)

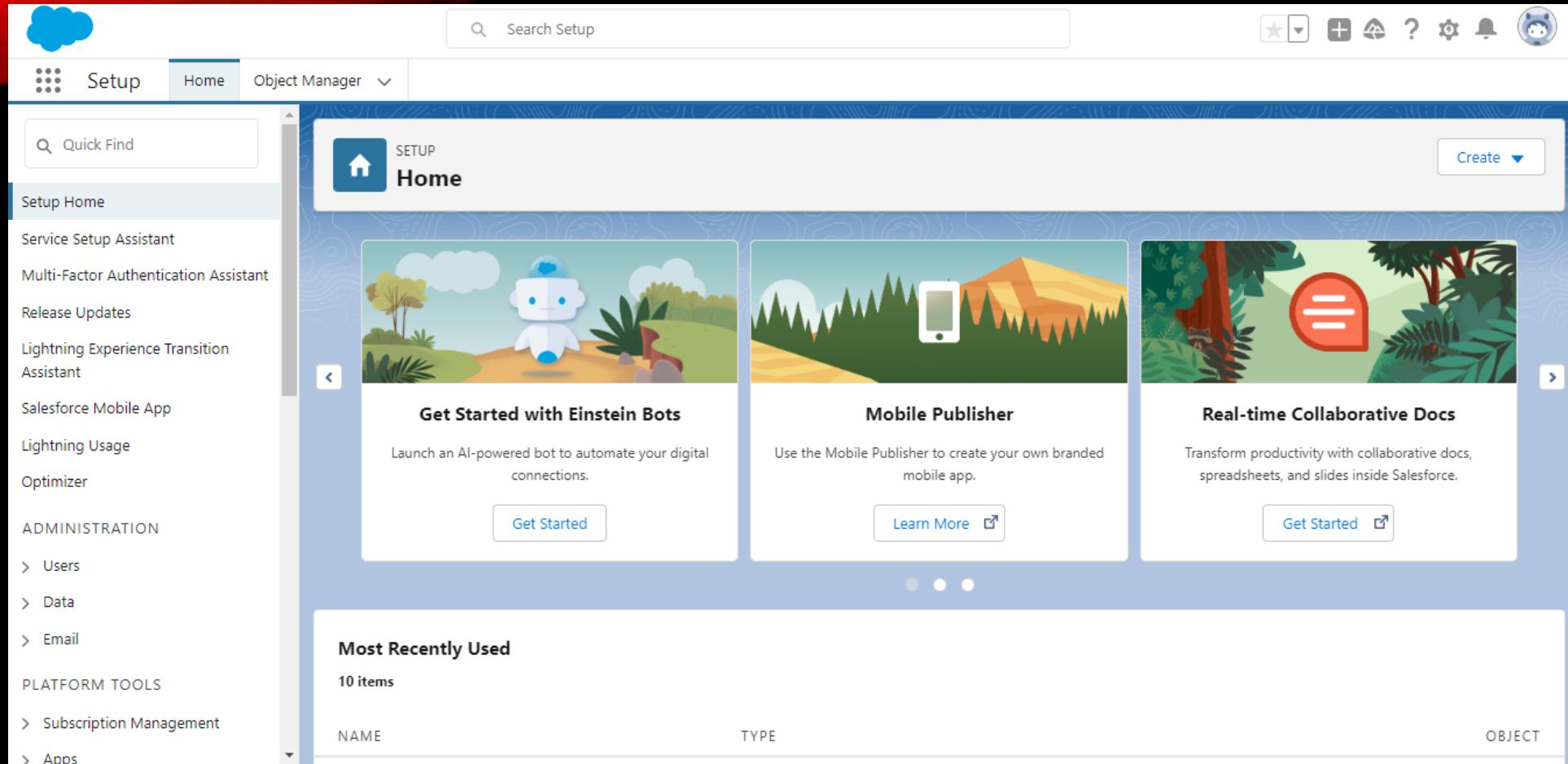
[Service](#)

[Sales](#)

**20% OFF** sitewide for loyal customers

**Jay Sharma** Loyalty Member

The setup page will appear as below.



Create a developer org and login with your login credentials.



## **Milestone 2 : Package installation**

### **Package installation for Recruiting App**

click  to launch the App Launcher, then click **Playground Starter** and follow the steps

1. Click the install a package tab.
2. Paste 04t0P000000N9rs into the field
3. Click install.
4. Select install for admins only,

## **Milestone 3: Object**

Salesforce objects are of two types:

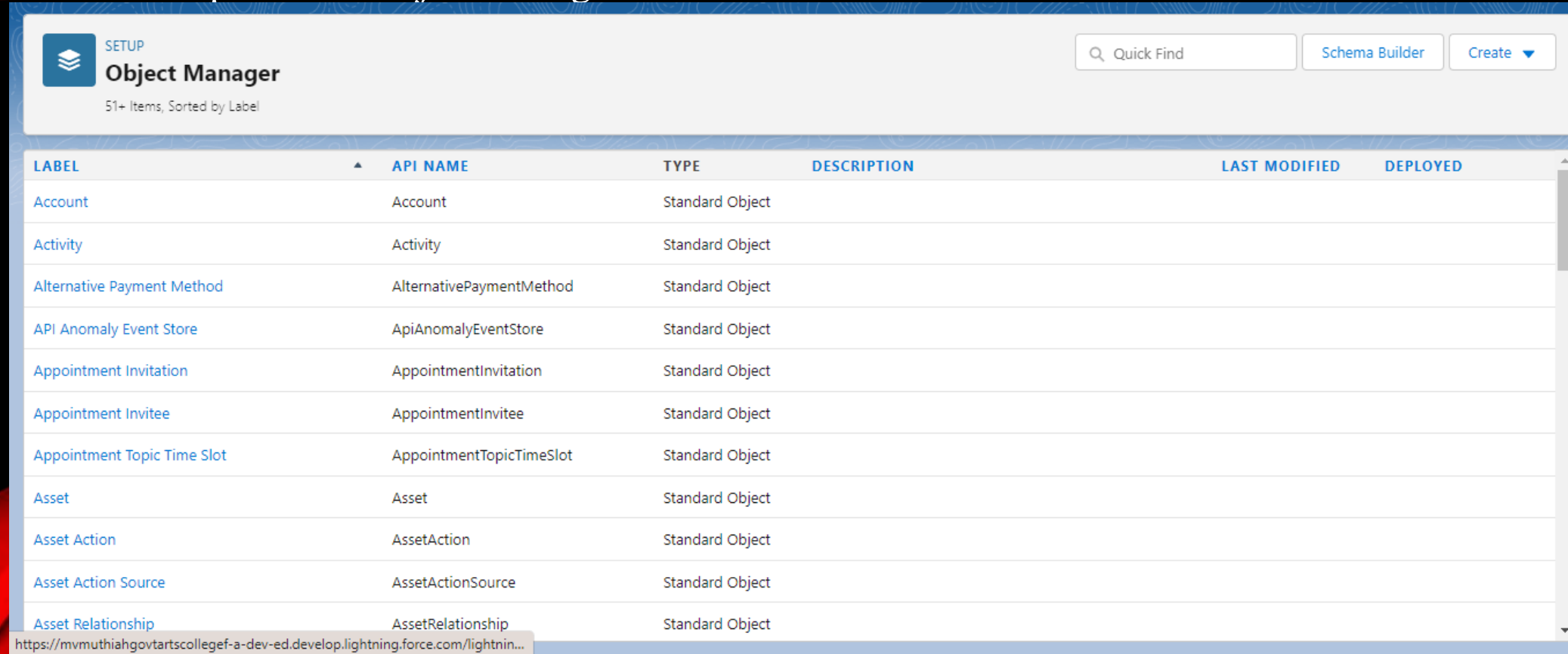
- **Standard Objects:** Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.
- **Custom Objects:** Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization.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

## Activity-1

### Create a custom object for Job Posting Sites

To create a custom object, follow these steps :

1. From setup click on object manager.



SETUP Object Manager					
51+ Items, Sorted by Label					
<div>Quick Find</div> <div>Schema Builder</div> <div>Create</div>					
LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account	Standard Object			
Activity	Activity	Standard Object			
Alternative Payment Method	AlternativePaymentMethod	Standard Object			
API Anomaly Event Store	ApiAnomalyEventStore	Standard Object			
Appointment Invitation	AppointmentInvitation	Standard Object			
Appointment Invitee	AppointmentInvitee	Standard Object			
Appointment Topic Time Slot	AppointmentTopicTimeSlot	Standard Object			
Asset	Asset	Standard Object			
Asset Action	AssetAction	Standard Object			
Asset Action Source	AssetActionSource	Standard Object			
Asset Relationship	AssetRelationship	Standard Object			

2.Fill in the label as "Job Posting Site".

3.Fill in the plural label as "Job Posting Sites".

4.Record name : "Site Name"

6. Select the data type as "Text".

7. In the Optional Features section, select Allow Reports and Track Field History. 8. In the Deployment Status section, ensure Deployed is selected.

9. In the Search Status section, select Allow Search.

10. In the Object Creation Options section, select these options: Add Notes and Attachments related list to default page layout Launch New Custom Tab Wizard after saving this custom object

11. Leave everything else as is, and click Save

The screenshot shows the 'New Custom Object' setup page in Salesforce. The page is titled 'New Custom Object' and includes a navigation bar with 'Setup', 'Home', and 'Object Manager'. A yellow banner at the top states: 'Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. [Tell me more!](#) [Don't show this message again](#)'. Below this is the 'Custom Object Definition Edit' section with 'Save', 'Save & New', and 'Cancel' buttons. The 'Custom Object Information' section includes fields for 'Label' (Job Posting Site), 'Plural Label' (Job Posting Sites), 'Object Name' (Job\_Posting), and a 'Description' text area. It also has a 'Context-Sensitive Help Setting' with radio buttons for 'Open the standard Salesforce.com Help & Training window' (selected) and 'Open a window using a Visualforce page', and a 'Content Name' dropdown set to 'None'. The 'Enter Record Name Label and Format' section includes a 'Record Name' field (Site Name) and a 'Data Type' dropdown set to 'Text'. A footer note explains the Record Name field's usage and API reference.

Setup Home Object Manager

SETUP  
New Custom Object

New Custom Object [Help for this Page](#)

Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. [Tell me more!](#) [Don't show this message again](#)

Custom Object Definition Edit Save Save & New Cancel

Custom Object Information Required Information

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

Label  Example: Account

Plural Label  Example: Accounts

Starts with vowel sound ☐

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

Object Name  Example: Account

Description

Context-Sensitive Help Setting

☒ Open the standard Salesforce.com Help & Training window

☐ Open a window using a Visualforce page

Content Name

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

## Activity-2

### Create a custom object for reviews

To create a custom object, follow these steps :

- 1.From setup click on object manager.
- 2.Click create, select custom object.
- 3.Fill in the label as "Review".
- 4.Fill in the plural label as "Reviews".
- 5.Record name : "Review Number"
- 6.Select the data type as "Auto Number".
- 7.Under display format enter "REV-{0000}".
- 8.Enter the starting number as 1.
- 9.In the Optional Features section, select Allow Reports and Track Field History.
- 10In the Deployment Status section, ensure Deployed is selected.
- 11.In the Search Status section, select Allow Search.
- 12.In the Object Creation Options section, select Add Notes and Attachments related list to default page layout.
- 13.Leave everything else as is, and click Save.





Setup

Home

Object Manager ▾



SETUP

## New Custom Object

Data Type Text ▾

### Optional Features

- ☒ Allow Reports
- ☒ Allow Activities
- ☒ Track Field History
- ☒ Allow in Chatter Groups
- ☐ Enable Licensing [i](#)

### 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

[What is this?](#)

- ☐ 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



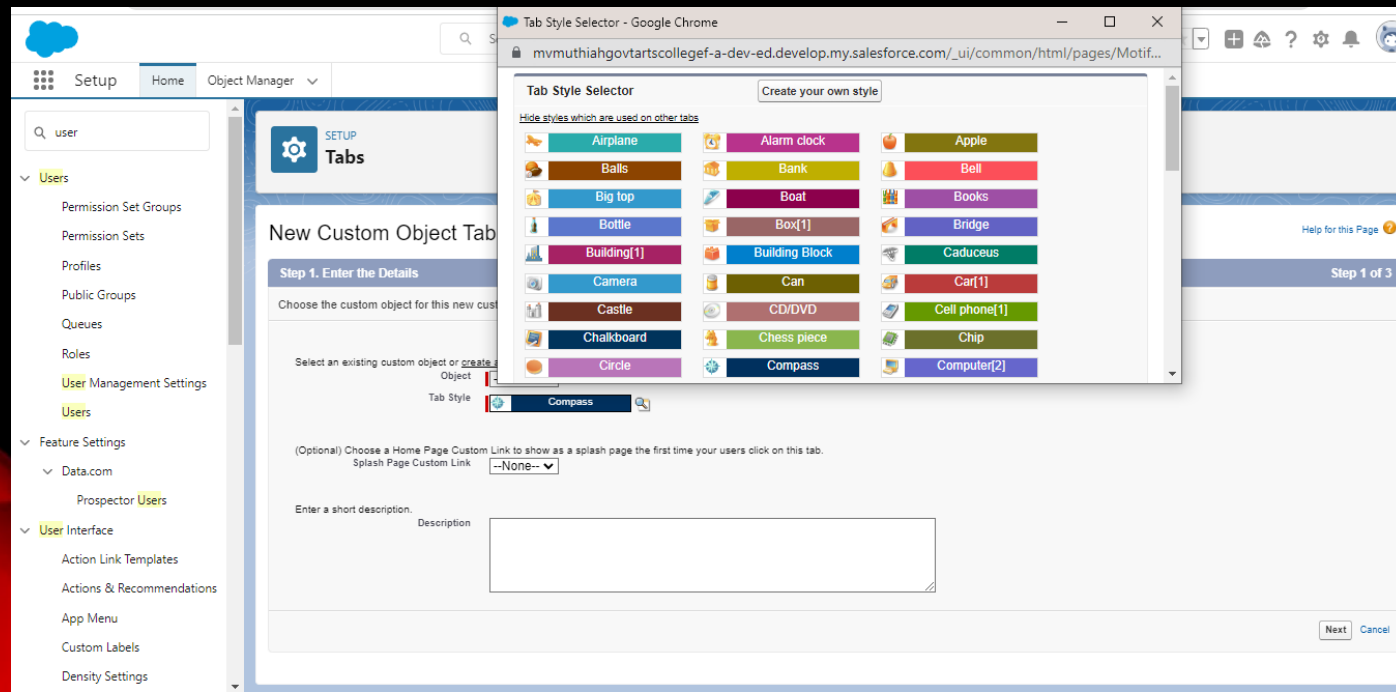
## Milestone 4 : Tabs

### Activity :

#### How to create a tab

As we selected to launch a custom tab wizard in step 10, a custom tab wizard appears wherein we customize the look of the Job posting site object's tab. To do that :

1. To Select the Tab Style: Click the magnifying glass and select Real Estate
2. Click Next.
3. Leave the profile as is and click Next.
4. In the Add to Custom Apps section:
5. Deselect Include Tab.
6. Select Append tab to users' existing personal customizations.
7. Click Save.



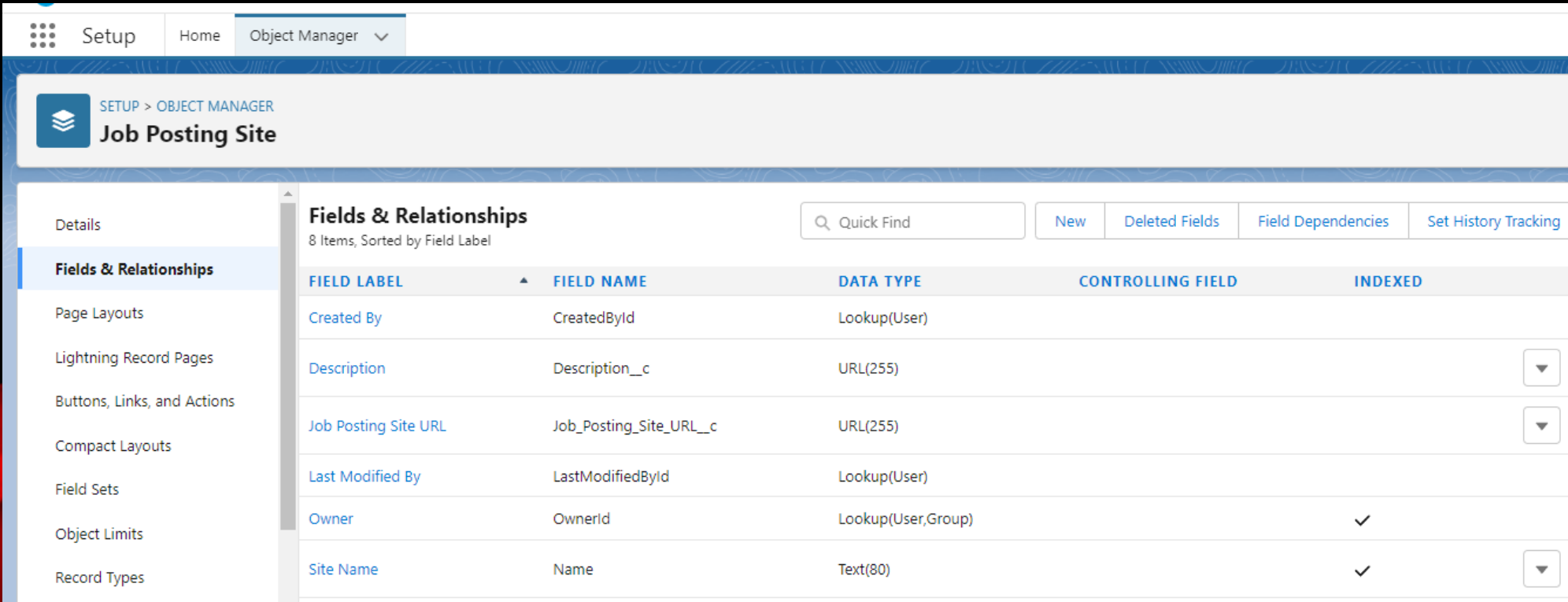
## Milestone 5 : Fields

### Activity-1

#### Create New Field for Job Posting site

From the object manager, click on the job posting site, then click on Fields & Relationships.

1. Click on new.



Setup > OBJECT MANAGER  
Job Posting Site

Details  
Fields & Relationships  
Page Layouts  
Lightning Record Pages  
Buttons, Links, and Actions  
Compact Layouts  
Field Sets  
Object Limits  
Record Types

**Fields & Relationships**  
8 Items, Sorted by Field Label

Quick Find

New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Description	Description__c	URL(255)		▼
Job Posting Site URL	Job_Posting_Site_URL__c	URL(255)		▼
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Site Name	Name	Text(80)		✓ ▼

2. Select the data type as URL.

3.Click Next.

4.For Field Label, enter the Job Posting Site URL

5.Click Next, Next, and click Save & New.

Setup Home Object Manager

SETUP > OBJECT MANAGER  
**Job Posting Site**

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

Edit Job Posting Site Custom Field  
**Job Posting Site URL**

Help for this Page

Custom Field Definition Edit

Change Field Type Save Cancel

Field Information

Field Label Job Posting Site URL Data Type URL

Field Name Job\_Posting\_Site\_URL

Description

Help Text

Data Owner User

Field Usage --None--

Data Sensitivity Level --None--

Compliance Categorization

Available Chosen

General Options

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

Default Value Show Formula Editor

Use formula syntax. Enclose text and picklist value API names in double quotes - ("The text"), include numbers without quotes - (25), show percentages as decimals - (0.10), and express date calculations in the standard format - (Today() + 7). To reference a field from a Custom Metadata type record use: \$CustomMetadata.Type\_\_mdt.RecordAPIName.Field\_\_c

Change Field Type Save Cancel

## **Milestone 6 : Junction Object**

### **Activity**

#### **Creating a custom junction object :**

- 1.From setup, click object Manager.
- 2.Click create, select custom object.
- 3.Enter the label as "Job posting".
- 4.Enter the plural label as "Job postings".
- 5.Enter the record name as "Job posting number".
- 6.select the data type as "Auto Number".
- 7.Enter the display format as "JOBPOST-{0000}"
- 8.Enter the Starting number as 1
9. Leave everything else as is, and click save.



## Activity: 2

### Create a Relationships Object

← → ↻ 🔒 mvmtuhiahgovtartscollegef-a-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

Setup Home Object Manager

### SETUP New Custom Object

#### New Custom Object

Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. [Tell me more!](#) [Don't show this message again](#)

**Custom Object Definition Edit** [Save] [Save & New] [Cancel]

**Custom Object Information** ⓘ = Required Information

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

Label  Example: Account

Plural Label  Example: Accounts

Starts with vowel sound ☐

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

Object Name  Example: Account

Description

Context-Sensitive Help Setting ☒ Open the standard Salesforce.com Help & Training window  
☐ Open a window using a Visualforce page

Content Name

**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

Display Format  Example: A-0000 [What Is This?](#)

Starting Number



## **Creating a master-detail relationship between Job posting and job posting site.**

1. From setup, click object manager.
2. Select Job posting object, click on field and relationships, click new
3. Select the data type as Master-detail relationship.
4. Click Next, relate to the Job posting site.
5. Enter the label Job Posting site.
6. Click next, next, next and save.

## **Creating a master-detail relationship between job posting and position.**

1. From setup, click object manager.
2. Select Job posting object, click on field and relationships, click new.
3. Select the data type as Master-detail relationship.
4. Click Next, relate to position.
5. Enter the label Position.
6. Click next, next, next and save.

## **Milestone 7: Page Layout**

- 1.From setup, click on object manager.
- 2.Click position, then page layouts.
- 3.Scroll down to the job posting related list, and click the wrench icon in the header to edit it.
- 4.Click down arrow next to the position layout and select edit.
- 3.From the available fields section, select Job posting site : Status  
Job posting site : Technical Site
- 6.Click add.
- 7.From the selected fields section, select job posting : Job posting number and click remove
8. Click ok, then save.

### **Activity-2**

Create a Page layout for Review Object

Setup Home Object Manager

SETUP > OBJECT MANAGER

### Position

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

#### Page Layouts

1 Items, Sorted by Page Layout Name

Quick Find

New Page Layout Assignment

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
Position Layout	POORNA DEVI G, 29/03/2023, 1:30 pm	POORNA DEVI G, 29/03/2023, 1:34 pm

Setup Home Object Manager

Search Setup

SETUP > OBJECT MANAGER

### Position

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

#### Related List Properties - Job Postings

Columns

Select fields to display on the related list. You can also re-order the selected fields.

Available Fields

- Job Posting Site: Last Modified By
- Job Posting Site: Last Modified Date
- Job Posting Site: Owner Alias
- Job Posting Site: Owner Name
- Job Posting Site: Site Name
- Job Posting: Created By
- Job Posting: Created By Alias
- Job Posting: Created Date

Selected Fields

- Job Posting Site: Status
- Job Posting Site: Technical site

Sort By: --Default--

Ascending

Descending

Buttons

# **Milestone 8 : Validation Rules**

## **Activity -1**

### **Creating a Validation Rule:**

To create a validation rule:

Go to object manager, select the object on which validation rule has to be implemented, scroll down and click validation rule, New.

### **Give details as:**

1. Rule name: Phone number validation rule.
  2. Active: checked
  3. Description: phone number should not be more than or less than 10 digits.
- 
1. Under Error Condition Formula: write the condition using insert field, insert operator, insert function
  2. Using check syntax: check if the formula you entered is valid or not.



6. Error Message: Please give a valid phone number

7. Error location: select field

8. Save

The screenshot shows the Salesforce 'Position Validation Rule' configuration page. The left sidebar contains navigation links: 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, and List View Button Layout. The main content area is titled 'Position Validation Rule' and includes a 'Help for this Page' link. Below the title is an explanatory paragraph: 'Define a validation rule by specifying an error condition and a corresponding error message. The error condition is written as a Boolean formula expression that returns true or false. When the formula expression returns true, the save will be aborted and the error message will be displayed. The user can correct the error and try again.'

The 'Validation Rule Edit' section contains the following fields:

- Rule Name:** Phone\_number\_validation\_rule
- Active:** ☒
- Description:** phone number should not be more than or less than 10 digits

Buttons for 'Save', 'Save & New', and 'Cancel' are located at the top right of this section.

The 'Error Condition Formula' section includes an 'Example' with the formula `Discount_Percent__c>0.30` and a link to 'More Examples...'. It states: 'Display an error if Discount is more than 30%' and 'If this formula expression is true, display the text defined in the Error Message area'. Below this are 'Insert Field' and 'Insert Operator' buttons. The formula input field contains the text `4 + 5 = 9`.

A 'Functions' list is visible on the right, showing categories like 'ABS', 'ACOS', 'ADDMONTHS', 'AND', 'ASCII', and 'ASIN'. A 'Quick Tips' box on the right contains a link to 'Operators & Functions'.



## Activity-2

Create a Validation rule For Technical Site Checkbox is equal to True.

The screenshot shows the Salesforce Setup interface, specifically the Object Manager for the 'Position' object. The left sidebar contains a navigation menu with the following items: 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, and List View Button Layout. The main content area is titled 'Position' and contains a validation rule configuration form. The 'Error Message' section is expanded, showing an example message 'Discount percent cannot exceed 30%' and a text input field containing '7540066478'. The 'Error Location' section has two radio buttons: 'Top of Page' (selected) and 'Field'. At the bottom of the form are three buttons: 'Save', 'Save & New', and 'Cancel'. A 'Check Syntax' button is also visible above the 'Error Message' section. A function picker is open on the right side of the form, showing a list of functions: AND, ASCII, and ASIN. Below the list is an 'Insert Selected Function' button. The 'ABS(number)' function is selected, and its description is shown: 'Returns the absolute value of a number, a number without its sign'. A 'Help on this function' link is also present.

Setup > OBJECT MANAGER  
**Position**

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

Check Syntax

AND  
ASCII  
ASIN

Insert Selected Function

ABS(number)  
Returns the absolute value of a number, a number without its sign  
[Help on this function](#)

**Error Message**

Example: Discount percent cannot exceed 30%

This message will appear when Error Condition formula is true

Error Message 7540066478

This error message can either appear at the top of the page or below a specific field on the page

Error Location ☒ Top of Page ☐ Field [i](#)

Save Save & New Cancel

## Milestone 9 : Profile

### Activity

#### Creation on profile:

From Setup enter Profiles in the Quick Find box, and select Profiles

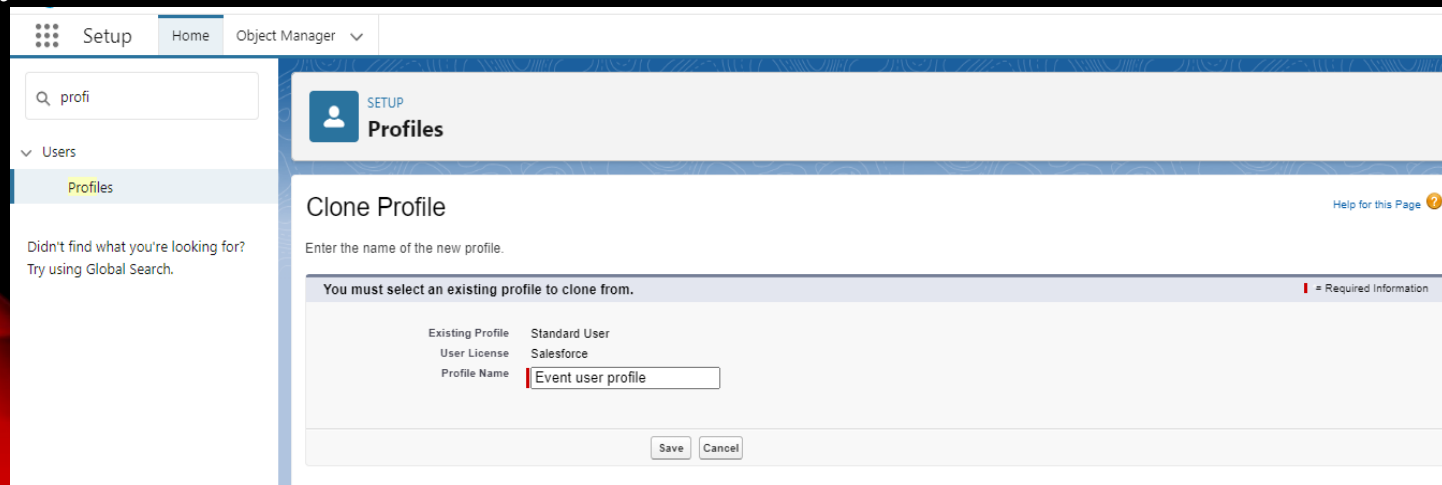
1. From the list of profiles, find Standard User.
2. Click Clone.

For Profile Name, enter Event user profile.

4. Click **Save**

5. While still on the Event profile page, then click Edit.

6. Scroll down to Custom Object Permissions and Give view all access permissions to the Order details, supplier, product, customer, category, payment.



The screenshot shows the Salesforce Setup interface for cloning a profile. The left sidebar has a search bar with 'profi' entered and a list of items including 'Users' and 'Profiles'. The main content area is titled 'Clone Profile' and includes a 'Help for this Page' link. Below the title, there is a text input field for 'Enter the name of the new profile.' and a message: 'You must select an existing profile to clone from.' with a red exclamation mark icon. A table lists the 'Existing Profile' as 'Standard User' with 'User License' as 'Salesforce'. The 'Profile Name' field is highlighted with a red border and contains the text 'Event user profile'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Existing Profile	Standard User
User License	Salesforce
Profile Name	Event user profile

## Activity-2

Create a profile with the profile name as “Sales profile

The screenshot displays the Salesforce Setup interface, specifically the **Profiles** page. The left sidebar shows the navigation menu with options like Setup Home, Service Setup Assistant, Multi-Factor Authentication Assistant, Release Updates, Lightning Experience Transition Assistant, Salesforce Mobile App, Lightning Usage, Optimizer, and ADMINISTRATION. Under ADMINISTRATION, the **Users** section is expanded, showing **Profiles** as the selected option.

The main content area is titled **Profiles** and shows a table of Custom Object Permissions. The table has two main sections: **Basic Access** and **Data Administration**. The columns are Read, Create, Edit, Delete, View All, and Modify All. The objects listed are Leads, Category, Customers, Job Postings, Job Posting Sites, Order Details, Payments, Positions, Products, Relationships, Reviews, and Suppliers.

	Basic Access				Data Administration	
	Read	Create	Edit	Delete	View All	Modify All
Leads	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Postings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Posting Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Products	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suppliers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Below the table, the **Session Settings** section is visible, showing **Session Times Out After** set to 2 hours of inactivity and **Session Security Level Required at Login** set to --None--.

## **Milestone 10: User**

### **Activity-1**

#### **Creating a User:**

From setup type “users” in quick find and select users, then click New User

First Name: Sanjay

- Last Name: Gupta
- Alias: Sanju
- Email: provide your personal email id for future reference
- Username: [sanjaygupta@thesmartbridge.com](mailto:sanjaygupta@thesmartbridge.com)
- Nickname: Sanju
- Role: leave it as default
- User License: Salesforce
- Profile: Event User Profile



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SETUP Users

User Edit Sanjay Gupta Help for this Page

User Edit Save Save & New Cancel

General Information

First Name Sanjay

Last Name Gupta

Alias Sanj

Email 2003poornadevig@gmail.com

Username sunjaygupta2003@gmail.com

Nickname sanju

Title

Company

Department

Division

Role <None Specified>

User License Salesforce

Profile Standard User

Active ☒

Marketing User ☐

Offline User ☐

Knowledge User ☐

Flow User ☐

Service Cloud User ☐

Site.com Contributor User ☐

Site.com Publisher User ☐

WDC User ☐

## Activity-2

Create a user with a username as “Abhilash Garaphati”, and assign him the sales profile.



## **Milestone 11 : Permission set**

### **Activity-1**

#### **Creating a Permission Set:**

1. From setup search “permission sets” in quick find and select permission set then click on New
2. Enter label as: Supplier Permits and Save.
3. After saving the permission click on the Manage assignment
4. Now click on the Add Assignment
5. Now select the users and click on save

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PLATFORM TOOLS

SETUP

Permission Sets

Permission Sets

On this page you can create, view, and manage permission sets.

In addition, you can use the SalesforceA mobile app to assign permission sets to a user. Download SalesforceA from the App Store or Google Play: [iOS](#) | [Android](#)

All Permission Sets | Edit | Delete | Create New View

New

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Other

All

Action	Permission Set Label	Description	License
<input type="checkbox"/> Clone	<a href="#">Buyer</a>	Allows access to the store. Lets users see products and c...	B2B Buyer Permission Set One Seat
<input type="checkbox"/> Clone	<a href="#">Buyer Manager</a>	Includes all Buyer capabilities, and allows access to mana...	B2B Buyer Manager Permission Set One Seat
<input type="checkbox"/> Clone	<a href="#">CRM User</a>	Denotes that the user is a Sales Cloud or Service Cloud u...	CRM User
<input type="checkbox"/> Clone	<a href="#">Commerce Admin</a>	Allow access to commerce admin features.	Commerce Admin Permission Set License Seat
<input type="checkbox"/> Clone	<a href="#">Contact Center Admin</a>	Manage Service Cloud Voice contact centers that use Am...	Service Cloud Voice User
<input type="checkbox"/> Clone	<a href="#">Contact Center Agent</a>	Access agent features in Service Cloud Voice contact cent...	Service Cloud Voice User
<input type="checkbox"/> Clone	<a href="#">Contact Center Supervisor</a>	Access supervisor features in Service Cloud Voice contact...	Service Cloud Voice User
<input type="checkbox"/> Del   Clone	<a href="#">Experience Profile Manager</a>		Salesforce
<input type="checkbox"/> Clone	<a href="#">Facility Manager</a>	Lets users create, read, edit, and delete locations, subloca...	Facility Manager

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0 Selected

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Find Settings...

Clone

Delete

Edit Properties

Manage Assignments

Permission Set Overview

Description	API Name	supplier
License	Namespace Prefix	
Session Activation Required	Created By	<a href="#">POORNA DEVI G.</a> 11/04/2023, 11:54 am
Last Modified By	<a href="#">POORNA DEVI G.</a> 11/04/2023, 11:54 am	

Apps

[Assigned Apps](#)

Settings that specify which apps are visible in the app menu

[Assigned Connected Apps](#)

Settings that specify which connected apps are visible in the app menu

[Object Settings](#)

Permissions to access objects and fields, and settings such as tab availability

[App Permissions](#)

Permissions to perform app-specific actions, such as "Manage Call Centers"

[Apex Class Access](#)

Permissions to execute Apex classes

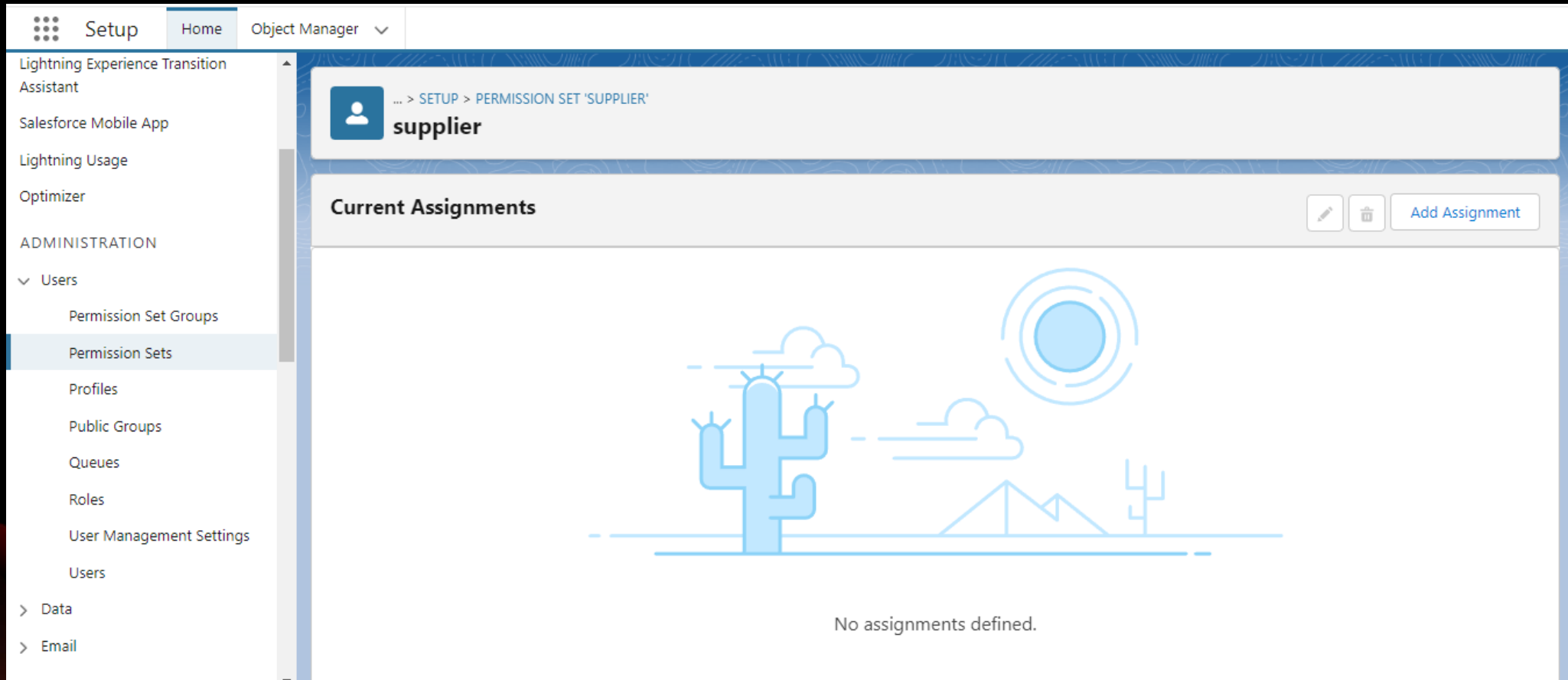
[Visualforce Page Access](#)

Permissions to execute Visualforce pages

Settings that apply to Salesforce apps, such as Sales, and

## Activity-2

Create a Permission set for Review object



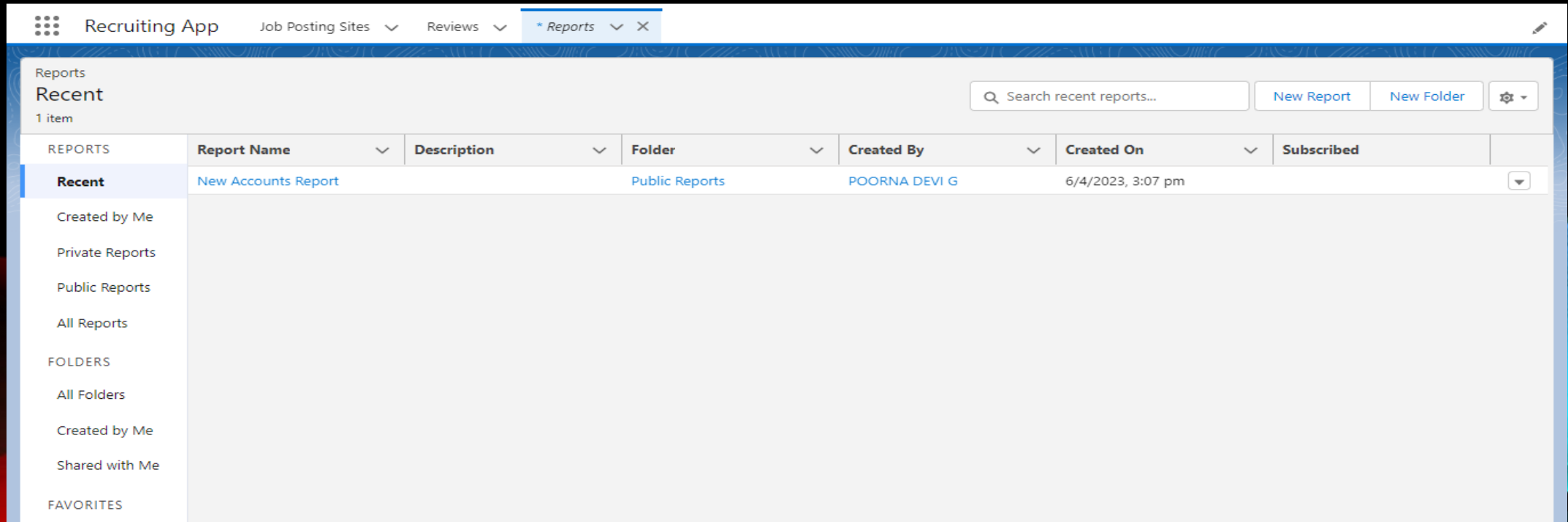
The screenshot displays the Salesforce Setup interface. The left sidebar contains the navigation menu with the following items: Lightning Experience Transition Assistant, Salesforce Mobile App, Lightning Usage, Optimizer, ADMINISTRATION, Users (expanded), Permission Set Groups, **Permission Sets** (selected), Profiles, Public Groups, Queues, Roles, User Management Settings, Users, > Data, and > Email. The main content area shows the configuration for the 'supplier' permission set. The breadcrumb trail is '... > SETUP > PERMISSION SET 'SUPPLIER''. Below the header, the 'Current Assignments' section is visible, featuring a light blue illustration of a desert landscape with a cactus, mountains, and a sun. The text 'No assignments defined.' is centered below the illustration. In the top right corner of the 'Current Assignments' section, there are three buttons: a pencil icon for editing, a trash icon for deleting, and a blue 'Add Assignment' button.

# Milestone 12: Reports

## Activity-1

### Reports:

1. From the Reports tab, click New Report.
2. Select the report type Attendees with events for the report, and click Create
3. Customize your report accordingly and include all fields, then save or run it



The screenshot displays the 'Recruiting App' interface with the 'Reports' tab selected. The top navigation bar includes 'Job Posting Sites', 'Reviews', and 'Reports'. The main content area is titled 'Reports' and 'Recent', showing '1 item'. A search bar and buttons for 'New Report' and 'New Folder' are present. Below is a table with columns: Report Name, Description, Folder, Created By, Created On, and Subscribed. The table contains one entry: 'New Accounts Report' in the 'Public Reports' folder, created by 'POORNA DEVI G' on '6/4/2023, 3:07 pm'. A sidebar on the left lists categories: REPORTS (Recent, Created by Me, Private Reports, Public Reports, All Reports), FOLDERS (All Folders, Created by Me, Shared with Me), and FAVORITES.

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	New Accounts Report		Public Reports	POORNA DEVI G	6/4/2023, 3:07 pm	



## Activity-2

Create a report for review and Job Posting Objects.

Recruiting App Job Posting Sites Reviews **\* Report Builder** X

REPORT ▼  
New Accounts Report Accounts

↶ ↷ Add Chart Save & Run Save ▼ Close Run

> Outline Filters

Groups  
GROUP ROWS  
Add group...

Columns  
Add column...  
Last Activity x  
Account Owner x  
Account Name x  
Billing State/Province x  
Type x  
Rating x  
Last Modified Date x

Previewing a limited number of records. Run the report to see everything. Update Preview Automatically

	Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	-	Automated Process	Sample Account for Entitlements	-	-	-	02/03/2023
2	-	POORNA DEVI G	GenePoint	CA	Customer - Channel	Cold	02/03/2023
3	-	POORNA DEVI G	United Oil & Gas, UK	UK	Customer - Direct	-	02/03/2023
4	-	POORNA DEVI G	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	02/03/2023
5	-	POORNA DEVI G	Edge Communications	TX	Customer - Direct	Hot	02/03/2023
6	-	POORNA DEVI G	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	02/03/2023
7	-	POORNA DEVI G	Pyramid Construction Inc.	-	Customer - Channel	-	02/03/2023
8	-	POORNA DEVI G	Dickenson plc	KS	Customer - Channel	-	02/03/2023
9	-	POORNA DEVI G	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm	02/03/2023
10	-	POORNA DEVI G	Express Logistics and Transport	OR	Customer - Channel	Cold	02/03/2023
11	-	POORNA DEVI G	University of Arizona	AZ	Customer - Direct	Warm	02/03/2023
12	-	POORNA DEVI G	United Oil & Gas Corp.	NY	Customer - Direct	Hot	02/03/2023
13	-	POORNA DEVI G	sForce	CA	-	-	02/03/2023

# Conclusion:

Recruiting is a rather simple concept--it encompasses identifying candidates and hiring them to fill open positions. However, effective recruiting combines a bit of art with science. It requires implementing repeatable processes that will lead to reliable results, on the one hand.

The background features a solid black field. At the top, there is a decorative, wavy band of color that transitions from a warm orange-red on the left to a bright cyan-blue on the right. The text "THANK YOU" is centered in the black area.

THANK YOU