



# Salesforce Administration

## Introduction to Salesforce

- What is Salesforce?
- Salesforce Org & Trailhead account creation

## Company Information

- Business Hours
- Holidays
- Language Settings
- Manage Currencies

## Salesforce Data Model

- Standard vs Custom objects
- Different Approaches of custom objects creation
- Different types of Fields\Data Types
- Different Relationships
- What is Field Dependency

## User Management

- Users
- Profiles
- Roles
- Public Groups
- Queues
- Login Access Policies
- Password Policies
- Session Management, Settings

## User Interface

- Tabs
- Record Types
- Page Layouts
- Compact Layouts
- Lightning App Builder
- Actions\Buttons
- List views
- Related Lists
- Restriction Rules
- Custom Labels
- Rename Tabs & Labels
- Translations
- User Interface Settings





### **Reports & Dashboards**

- Report Types
- Standard & Custom Report Types
- Types of Reports
- Dashboards

### **Deployment**

- Types of Sandboxes
- Change Sets
- VS code

### **Data Management**

- Formula Fields
- Roll-up Summaries
- Validation Rules
- Duplicate Rules
- Data Import Wizard vs Data Loader

### **Data Security**

- Object Access
- Field Level Security
- Permission Sets, Permission Set Group
- OWD & Sharing Settings
- Record Ownership
- Record Sharing
- Role Hierarchy
- Profile vs OWD

### **Automation Process**

- Approval Process

### **Flow Builders**

- What is Flow and Uses
- Types of Flows
- Types of Actions & Elements
- Email Templates
- Scheduled Jobs

### **Audit & Troubleshoot Data**

- Field History Tracking
- Audit Logs
- Debug Logs
- Email Logs
- Login History & IP whitelisting

