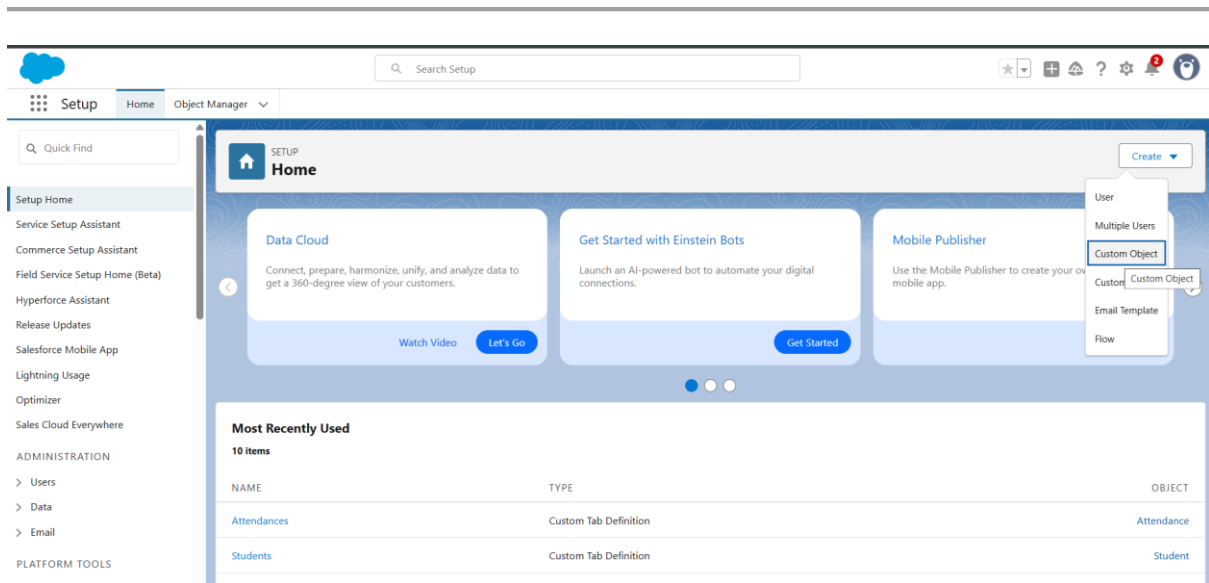


Student Attendance System in Salesforce Lightning



STEP 1: Create Custom Object – Student

Navigation: Setup → Object Manager → Create → Custom Object

Configuration:

- **Label:** Student
- **Plural Label:** Students
- **Record Name:** Student Name (Text)
- Allow Reports
- Allow Activities

Save the object.

Custom Object Information

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

Label: Student Example: Account

Plural Label: Students Example: Accounts

Starts with vowel sound: ☐

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

Object Name: Student Example: Account

Description:

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

Content Name: --None--

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: Student Name Example: Account Name

Data Type: Text Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.

Optional Features

☒ Allow Reports

☒ Allow Activities

☐ Track Field History

☐ Allow in Chatter Groups

☐ Enable Licensing

Object Classification

STEP 2: Add Fields to Student

Navigation: Object Manager → Student → Fields & Relationships → New

Field Label	Type	Notes
Roll Number	Text	Unique ID for the student
Class	Picklist	FE, SE, TE, BE
Email	Email	For communication

Fields & Relationships

7 Items, Sorted by Field Label

Q Quick Find

New

Deleted Fields

Field Dependencies

Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Class	Class__c	Picklist		
Created By	CreatedById	Lookup(User)		
Email	Email__c	Email		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Roll	Roll__c	Text(10)		
Student Name	Name	Text(80)		✓

STEP 3: Create Custom Object – Attendance

Navigation: Object Manager → Create → Custom Object

Configuration:

- **Label:** Attendance
- **Plural Label:** Attendances
- **Record Name:** Attendance Record (Auto Number)
 - Format: ATT-{0000}
- Allow Reports
- Allow Activities

Save the object.

Administrator

Release Updates

Manage Users

Manage Apps

Manage Territories

Company Profile

Data Classification

Privacy Center

Security Controls

Domain Management

Communication Templates

Translation Workbench

Data Management

Mobile Administration

Desktop Administration

Outlook Integration and Sync

Gmail Integration and Sync

Email Administration

Google Apps

Analytics

Tableau

Data.com Administration

Build

Customize

Create

Apps

Custom Labels

Objects

Big Objects

Picklist Value Sets

Dashboard

Custom Object Information

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

Label

Attendance

Example: Account

Plural Label

Attendances

Example: Accounts

Starts with vowel sound

☐

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

Object Name

Attendance

Example: Account

Description

Context-Sensitive Help Setting

☒ Open the standard Salesforce.com Help & Training window

☐ Open a window using a Visualforce page

Content Name

None

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

Attendance Record

Example: Account Name

Data Type

Text

Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.

Optional Features

☒ Allow Reports

☒ Allow Activities

☐ Track Field History

☐ Allow in Chatter Groups

☐ Enable Licensing

Object Classification

STEP 4: Add Fields to Attendance

Navigation: Object Manager → Attendance → Fields & Relationships → New

Field Label	Type	Notes
Date	Date	Date of attendance
Status	Picklist	Present, Absent, Late
Remarks	Text Area	Optional notes
Student	Lookup	Lookup to the Student object

SETUP > OBJECT MANAGER

Attendance

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

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
Attendance Record	Name	Auto Number		<input checked="" type="checkbox"/>
Created By	CreatedById	Lookup(User)		
Date	Date__c	Date		<input checked="" type="checkbox"/>
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		<input checked="" type="checkbox"/>
Remarks	Remarks__c	Text Area(255)		<input checked="" type="checkbox"/>
Status	Status__c	Picklist		<input checked="" type="checkbox"/>
Student	Student__c	Lookup(Student)		<input checked="" type="checkbox"/>

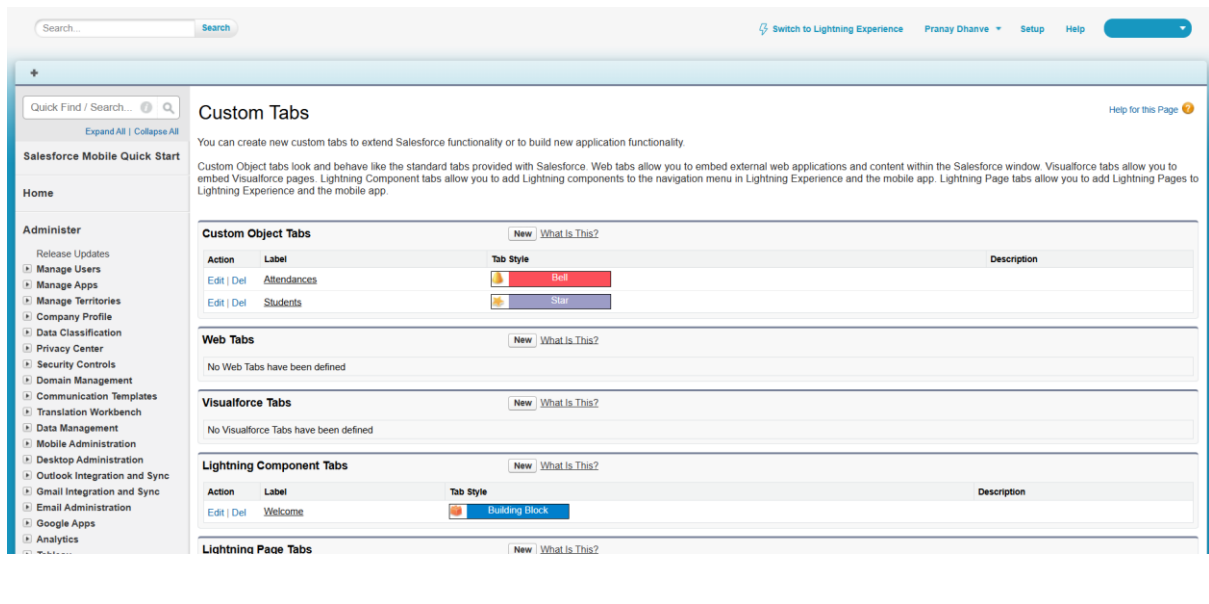
STEP 5: Create Tabs for Navigation

Navigation: Setup → Tabs → New Custom Object Tab

Create two tabs:

1. **Student**
2. **Attendance**

Choose any icons → Save.



STEP 6: Create Quick Action – “Mark Attendance” on Student

Navigation: Object Manager → Student → Buttons, Links, and Actions → New Action

Setup:

- **Action Type:** Create a Record
- **Target Object:** Attendance
- **Label:** Mark Attendance

Save

STEP 7: Set Predefined Field Value in Action

Still in Action Settings:

1. Scroll to **Predefined Field Values**
2. Click **New**

- **Field:** Student (lookup field in Attendance)
- **Value / Formula:** {!Student__c.Id}

Save

STEP 8: Add Fields to the Action Layout

In Action Layout:

- Add:
 - Date
 - Status
 - Remarks
- Save Layout

The screenshot shows the Salesforce Mobile Quick Start interface. On the left is a navigation menu with options like Home, Administer, Release Updates, Manage Users, Manage Apps, Manage Territories, Company Profile, Data Classification, Privacy Center, Security Controls, Domain Management, Communication Templates, Translation Workbench, Data Management, Mobile Administration, Desktop Administration, Outlook Integration and Sync, Gmail Integration and Sync, Email Administration, Google Apps, Analytics, and Tablets. The main content area is titled 'Student Action Mark Attendance'. It includes an 'Action Detail' section with fields for Label (Mark Attendance), Standard Label Type, Name (Mark_Attendance), Description, Target Object (Attendance), Create Feed Item (checked), Success Message, Created By (Pranay.Dhanve, 4/11/2025, 12:18 PM), and Modified By (Pranay.Dhanve, 4/11/2025, 12:18 PM). There are buttons for Edit, Delete, and Edit Layout. Below this is a 'Predefined Field Values' table:

Action	Field Name	API Name	Field Type	Value
Edit Del	Student	Student__c	Lookup	Student__c.Id

At the bottom of the table, there is a link '~ Back To Top' and a note 'Always show me more records per related list'.

STEP 9: Add “Mark Attendance” to Student Layout

Navigation: Object Manager → Student → Page Layouts → Student Layout

1. Scroll to **Mobile & Lightning Actions**
2. Drag **Mark Attendance** into the section
3. Save Layout

STEP 10: Create the App – Student Attendance

Navigation: Setup → App Manager → New Lightning App

Steps:

1. App Name: Student Attendance

New Lightning App

App Details & Branding

Give your Lightning app a name and description. Upload an image and choose the highlight color for its navigation bar.

App Details

*App Name

*Developer Name

Description

App Branding

Image

Primary Color Hex Value

Org Theme Options
☐ Use the app's image and color instead of the org's custom theme

2. Standard Navigation

Navigation and Form Factor ⓘ

* Navigation Style

- ☒ Standard navigation
- ☐ Console navigation

* Supported Form Factors

- ☒ Desktop and phone
- ☐ Desktop
- ☐ Phone

Setup and Personalization ⓘ

Setup Experience

- ☒ Setup (full set of Setup options)
- ☐ Service Setup
- ☐ Data Cloud Setup

App Personalization Settings

- ☐ Disable end user personalization of nav items in this app
- ☐ Disable temporary tabs for items outside of this app
- ☐ Use Omni-Channel sidebar

3. Add Tabs:

- Students
- Attendances

Available Items

Selected Items

- ☒ Students
- ☒ Attendances

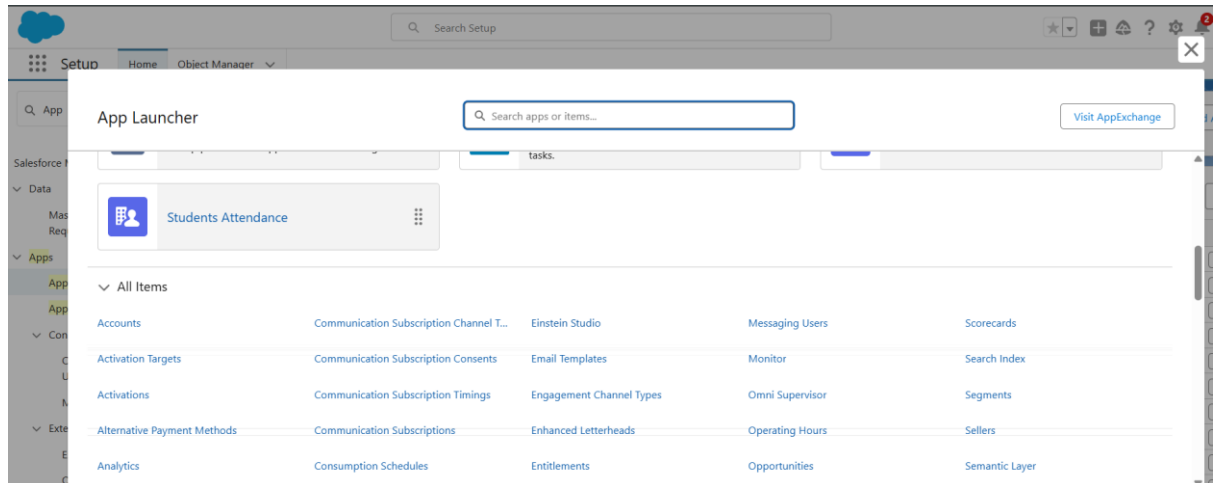
4. Assign to profile:

- System Administrator

5. Save & Finish

STEP 11: Test the System

1. Open the app from the **App Launcher**



2. Create a **Student**

3. Open the **Student record**

4. Click **Mark Attendance**

5. Fill in date, status, and remarks

6. Save → Check that attendance is logged

7. Go to **Attendance tab** → Verify linkage

