be used in Dashboards. They are mainly used to generate a simple list or a list with a grand total.

Summary Reports:

It is the most commonly used type of report. It allows grouping of rows of data, view subtotal, and create charts.

Matrix Report:

It is the most complex report format. Matrix report summarizes information in a grid format. It allows records to be grouped by both columns and rows. It can also be used to generate dashboards. Charts can be added to this type of report.

Joined Reports:

These types of reports let us create different views of data from multiple report types. The data is joined reports are organized in blocks. Each block acts as a subreport with its own fields, columns, sorting, and filtering. They are used to group and show data from multiple report types in different views.

Viewer:

With this access level, users can see the data in a report but cannot make any changes except cloning it into a new report.

Editor:

With this access level, users can view and modify the reports it contains and can also move them to/from any other folders they have access level as Editor or Manager.

Manager:

With this access level, users can do everything Viewers & Editors can do, plus they can also control other user's access levels to this folder. Also, users with Manager Access levels can delete the report.

From this milestone we are going to import the data and create the reports and dashboards for data visualization in the application

Create Report

Reports:

1. In **School Management App** click Reports tab.
2. Click New Report.
3. Select the report type as School with students and parents for the report.
4. Click start report.
5. Customize your report, then save and run
6. **Give report name – Schools with Students Report**
7. Click Save

Salesforce platform, such as when a record is inserted, updated, deleted, or undeleted. Triggers are used to automate business processes, enforce data integrity, and perform custom logic on data.

A before trigger in Salesforce is executed before the records are actually inserted, updated, or deleted in the Salesforce database. This allows the trigger to perform certain actions or validations before the data is saved to the database.

Create An Apex Trigger

1. Go to the gear icon and select the developer console.
2. From the menu bar click on file and select Apex class.
3. Now give the class name as schoolHandler 4. Now Write the below code public class schoolHandler {

```
public static void beforeDelete(list<School__c>
oldlist){      for(School__c s : oldlist){
if(s.Schoolwebsite__c == null ){
        s.addError('you cannot delete the record');
    }
   }
  }
 }
```

1. From the menu bar click on file and select Apex trigger.
2. Now give the trigger name as Internalmarks
3. Now write the below code trigger SchoolTrigger on

```
School__c (before delete) {
    if(trigger.isDelete){      if(trigger.isBefore){
schoolHandler.beforeDelete(trigger.old);
```