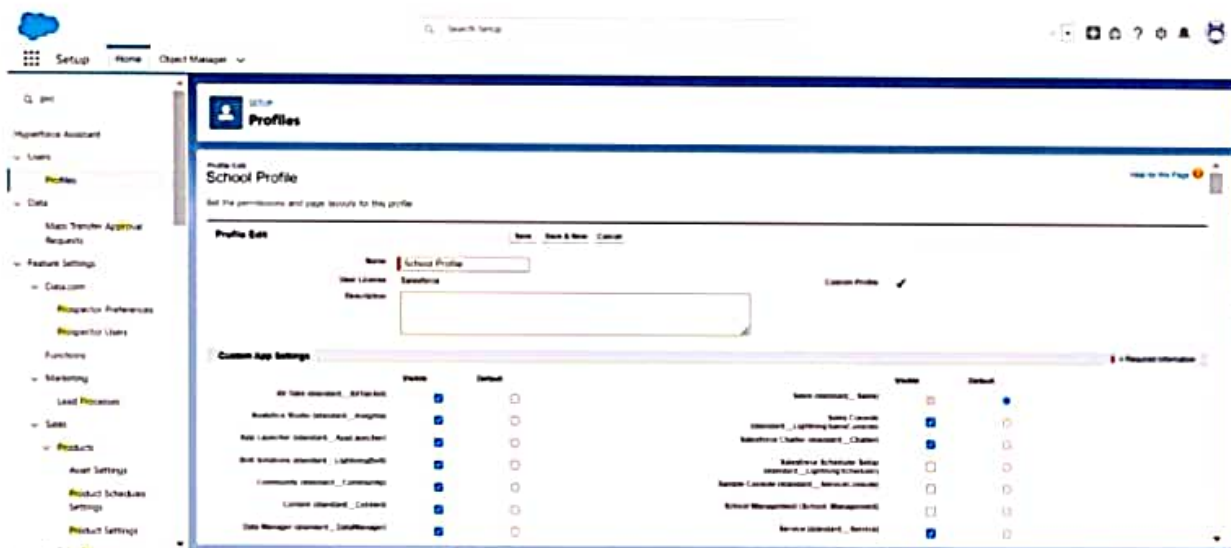


2 Create Student Object

1. Click on the gear icon and then select Setup.
2. Click on the object manager tab just beside the home tab.
3. After the above steps, have a look on the extreme right you will find a dropdown click on that and select Custom Object.
 - On the Custom Object Definition page, create the object
 - Label: Student
 - Plural Label: Students
 - Record Name: Student Name
 - Check the Allow Reports checkbox
 - Check the Allow Search checkbox

3. Click new, From the list of profiles, find Standard User (profile to clone)
4. For Profile Name, enter School Profile
4. Click **Save**.
5. While still on the School profile page, then click **Edit**.
6. Scroll down to Custom Object Permissions and Give view all access permissions.



5.Users

A user is **anyone who logs in to Salesforce**. Users are employees at your company, such as sales reps, managers, and IT specialists, who need access to the company's records. Every user in Salesforce has a user account.

5.1 Creating A User

1. From Setup, in the Quick Find box, enter Users.
2. Select Users.
3. Click New User.

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Back School Custom Field

Address

Help for this Page

Custom Field Definition Edit Change Field Type Save Cancel

Field Information + Required Information

Field Label Address

Field Name Address

Description

Help Text

Data Owner User

Field Usage --None--

Date Sensitivity Level --None--

Compliance Categorization Available PII HIPAA Chosen

Data Type Text Area

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Custom Field Definition Detail Edit Set Field-Level Security View Field Accessibility Where is this used?

Field Information

Field Label	Field Name	API Name	Description	Help Text	Data Owner	Field Usage	Date Sensitivity Level	Compliance Categorization	Created By	Created Date	Modified By	Modified Date
Address	Address	Address__c			User	--None--	--None--	Available PII HIPAA	Brian B.S.	11/10/2023 10:43 am	Brian B.S.	11/10/2023 10:43 am

General Options Required

Now let's create the other fields and we must choose the data types of the fields carefully. Let's have a look at it.

For example, a phone number is a number field. For that we need to select the phone as data type. Let's see this

Note- Follow above steps 1 to 5 to create field and then follow below steps

1. Select the Phone as the Data Type, then click Next.
2. For Field Label, enter Phone Number.
3. Click Next, Next, then Save & New.