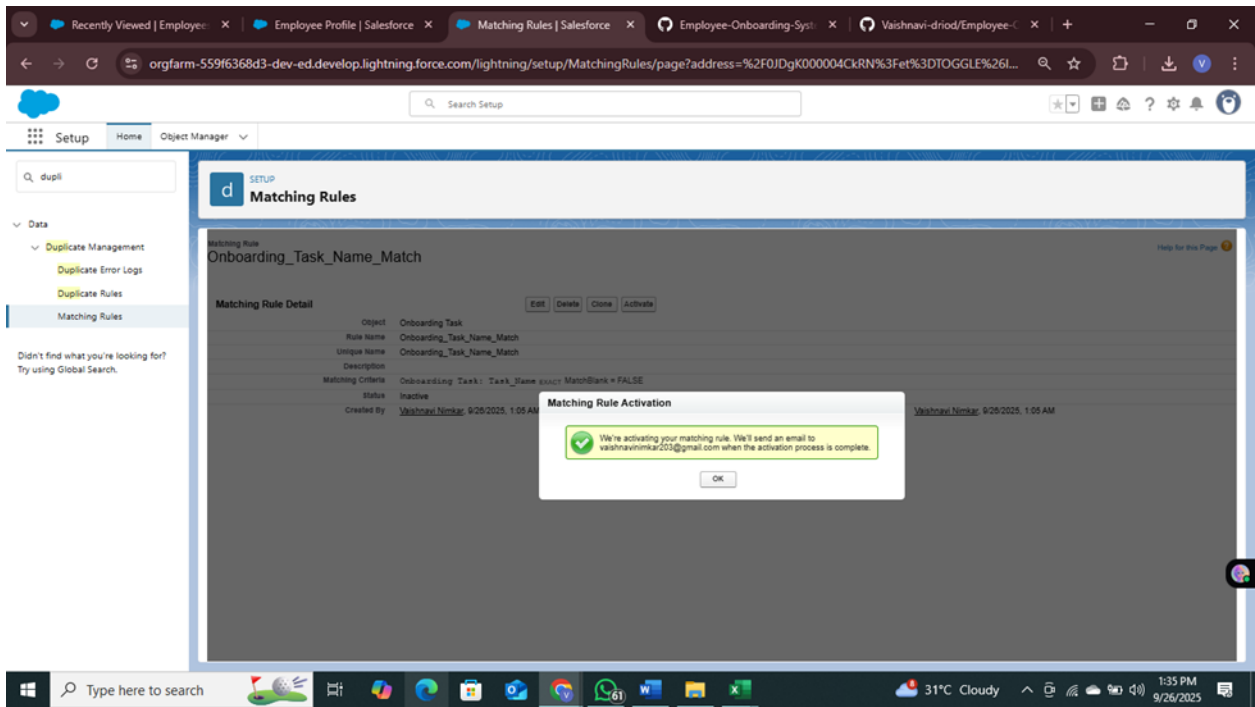


Employee Onboarding Application-Phase 8

Phase 8-Data Management & Deployment:

Import sample data (Data Import Wizard)

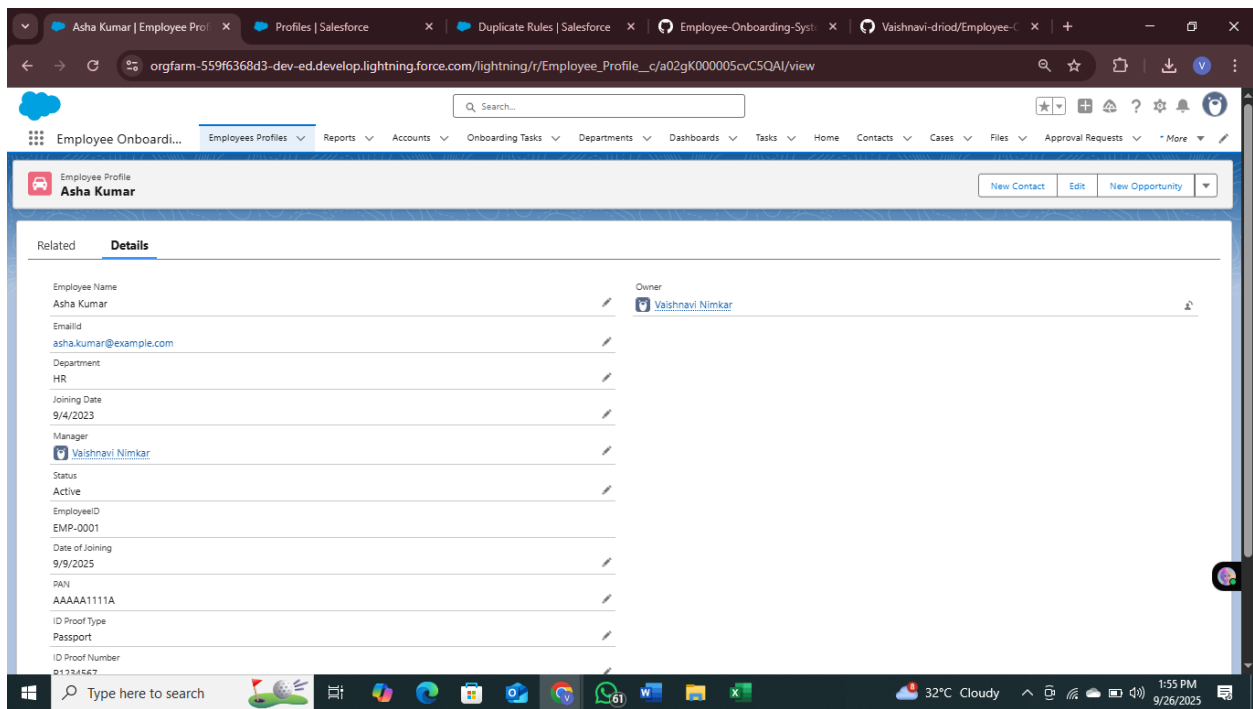
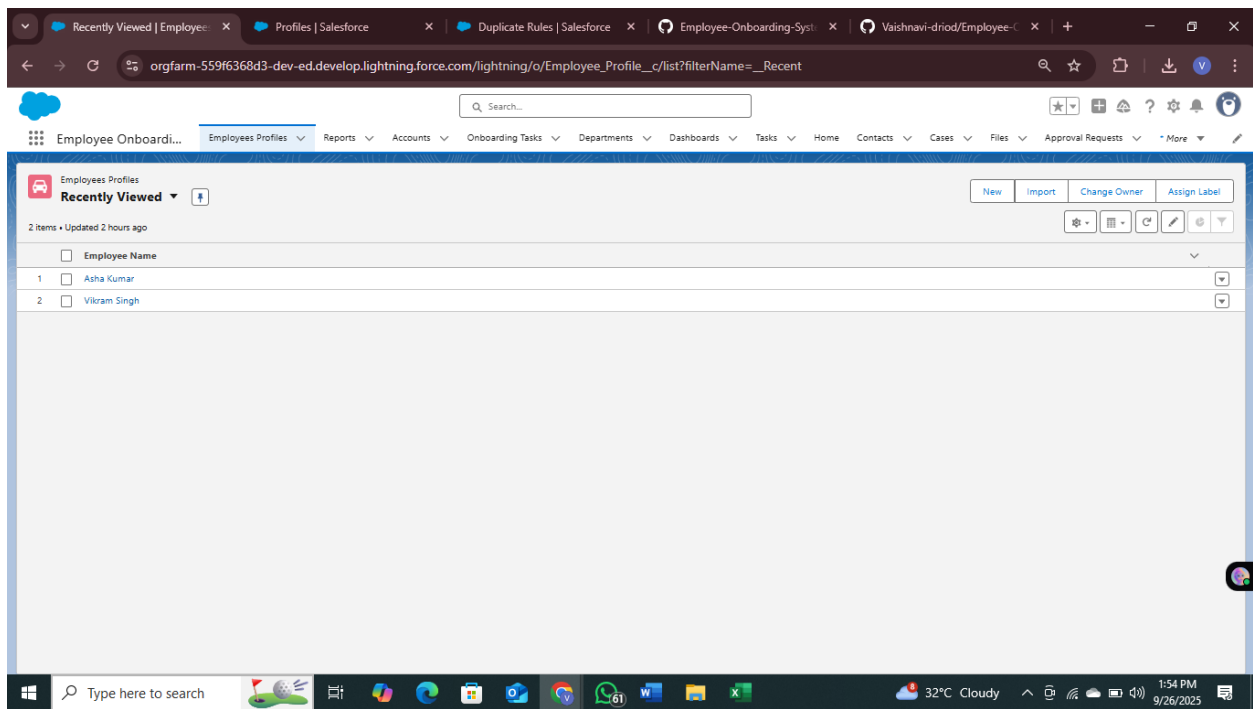
1. Setup → in left search box type Data Import Wizard → click Data Import Wizard.
2. On the Data Import page click Launch Wizard (button).



3. Scroll to the Custom Objects row (or find the object name) and click Add new records (or the link for your custom object).

4. Upload your CSV file by clicking Choose File, pick your CSV.

5. Click Next → on mapping screen, map CSV columns to object fields (Salesforce attempts auto-mapping).



Phase 8 Outcomes:

1. Employee Data is Populated in Salesforce

All employee records (Asha Kumar, Vikram Singh, etc.) are available inside the Employee Profiles custom object.

Each record includes critical fields like Name, Email, Department, Date of Joining, PAN, ID Proof Type & Number, Status.

2. System is Ready for Testing Onboarding Process

Since employee records are in Salesforce, you can now relate them to Onboarding Tasks (e.g., Assign training, Submit ID proofs, Complete checklist).

3. Data Relationships are Established

