

Activity 2

Create a Sharing Rule to Share the records of Job Application to Hr Manager with the Access of Read/Write.

Create A Sharing Rule

1.Go to Sharing Settings, which can be found under the Quick Find section.

2.Scroll down and find the Job Application object where a sharing rule needs to be added, and then click on New to create a new sharing rule.

3.Add the label of the sharing rule you want to make.

4.Select your rule type based on the criteria.

5.Select the field can join immediately check field from the Job Application object.

6.Job application number contains some number.

7.And in selecting the users to share with the section select roles and in that select Hr Manager.

8.And in the section of select the level of access for the users give the access Read/Write. 9.And save the rule.

The screenshot shows the Salesforce 'Sharing Settings' page for the 'Job Application' object. The page is titled 'Job Application Sharing Rule' and includes instructions on how to use sharing rules. The 'Criteria' section is set to 'Step 1: Select your rule type'. The criteria table shows 'Job Application Number' containing 'Some number'. The 'Additional Options' section is set to 'Include records owned by users who can't have an assigned role'. The 'Share with' section is set to 'Role: HR Manager' and the 'Access Level' is set to 'Read/Write'. The 'Created By' field shows 'Kanaka Padmanaban' and the 'Modified By' field shows 'Kanaka Padmanaban'.

Criteria	Field	Operator	Value	
	Job Application Number	contains	Some number	AND
	--None--	--None--		AND
	--None--	--None--		AND
	--None--	--None--		AND
	--None--	--None--		AND

Additional Options: ☒ Include records owned by users who can't have an assigned role

Share with: Role: HR Manager

Access Level: Read/Write

Created By: Kanaka Padmanaban, 18/10/2023, 7:30 pm

Modified By: Kanaka Padmanaban, 18/10/2023, 7:30 pm

