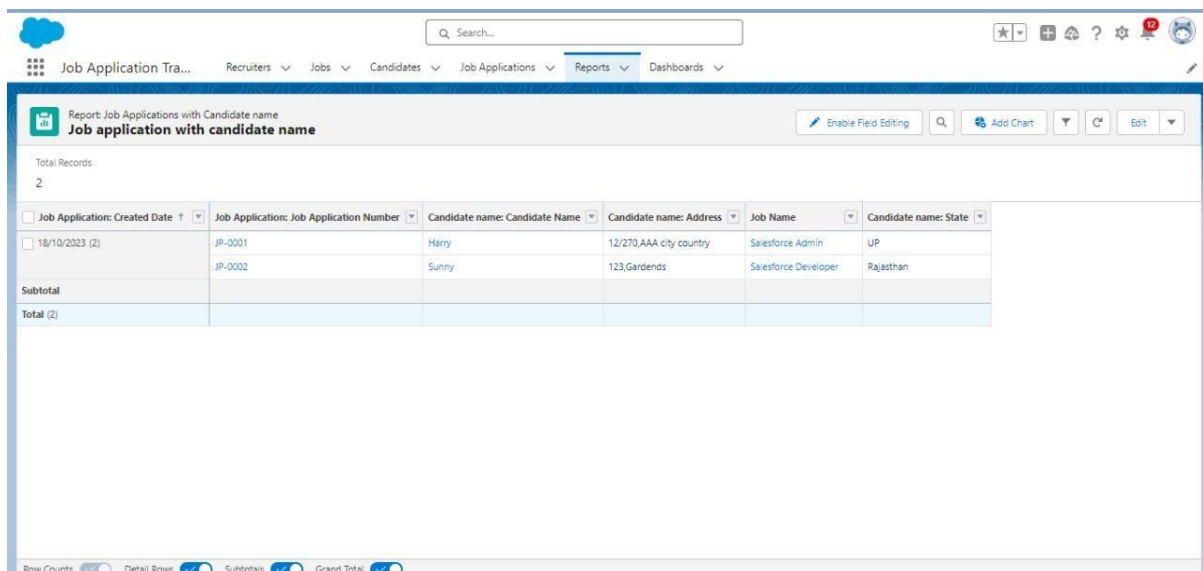


Reports

A report is a list of records that meet the criteria you define. It's displayed in rows and columns, and can be filtered, grouped, or displayed in a graphical chart. Every report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read/write.

1)Create A Report

- 1.Create a report that displays rating of the account and which has type and account name.
- 2.Click on app launcher search for reports.
- 3.Click on the new report and select the category has job application with candidate name.
- 4.In the details section select the option start report.
- 5.show me my job application and job application created date (All time)
- 6.In the outline pane, group rows select job application created date.



The screenshot shows the Salesforce Reports interface. At the top, there's a navigation bar with 'Job Application Tra...' and tabs for 'Recruiters', 'Jobs', 'Candidates', 'Job Applications', 'Reports', and 'Dashboards'. The 'Reports' tab is active. Below the navigation bar, the report title is 'Report: Job Applications with Candidate name' and 'Job application with candidate name'. There are buttons for 'Enable Field Editing', 'Add Chart', and 'Edit'. The report shows 'Total Records: 2'. The table has columns: 'Job Application: Created Date', 'Job Application: Job Application Number', 'Candidate name: Candidate Name', 'Candidate name: Address', 'Job Name', and 'Candidate name: State'. The data rows are: 18/10/2023 (2), JP-0001, Harry, 12/270,AAA city country, Salesforce Admin, UP; and JP-0002, Sunny, 123 Gardends, Salesforce Developer, Rajasthan. There are 'Subtotal' and 'Total (2)' rows at the bottom. At the very bottom, there are checkboxes for 'Row Counts', 'Detail Rows', 'Subtotals', and 'Grand Total', all of which are checked.

Job Application: Created Date	Job Application: Job Application Number	Candidate name: Candidate Name	Candidate name: Address	Job Name	Candidate name: State
18/10/2023 (2)	JP-0001	Harry	12/270,AAA city country	Salesforce Admin	UP
	JP-0002	Sunny	123 Gardends	Salesforce Developer	Rajasthan
Subtotal					
Total (2)					

- 7.Save the report by giving label name (Job application with candidate name) and save the folder as a public folder and save the report.

