

Phase 4: Process Automation (Admin)

1. Validation Rules

Email format check:

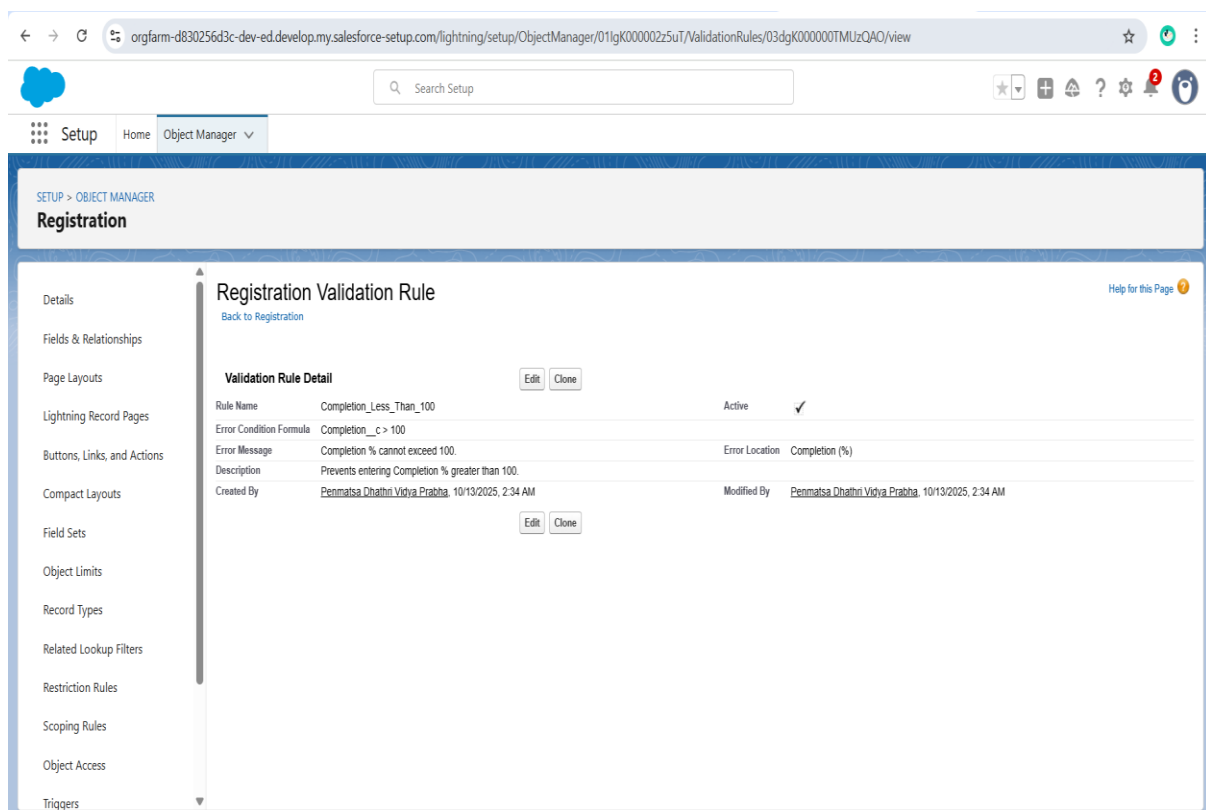
- **Object:** Employee
- **Rule Name:** Email_format_check
- **Description:** Ensures the employee email contains @ and a domain (valid email format).
- **Formula:** NOT(REGEX(Email__c, "^[A-Za-z0-9._%+-]+@[A-Za-z0-9.-]+\.[A-Za-z]{2,}\$"))
- **Error Message:** Please enter a valid email address.
- **Error Location:** Field → select Email field.
- **Active:** Yes (Make sure the rule is active)
- **Trigger:** Applies on record creation and edit.

The screenshot shows the Salesforce Setup interface for configuring a Validation Rule for the Employee object. The breadcrumb trail is: SETUP > OBJECT MANAGER > Employee. The left sidebar lists various setup options, with 'Validation Rules' selected. The main content area displays the 'Employee Validation Rule' configuration. The rule is named 'Email_format_check' and is active. The error condition formula is NOT(REGEX(Email__c, "^[A-Za-z0-9._%+-]+@[A-Za-z0-9.-]+\.[A-Za-z]{2,}\$")). The error message is 'Please enter a valid email address.' and the error location is 'Email'. The description states: 'Ensures the employee email contains @ and a domain (valid email format)'. The rule was created by 'Penmatsa Dhathni Vidya Prabha' on 10/13/2025 at 2:30 AM and was last modified by the same user at the same time.

Validation Rule Detail		Edit	Clone
Rule Name	Email_format_check	Active	✓
Error Condition Formula	NOT(REGEX(Email__c, "^[A-Za-z0-9._%+-]+@[A-Za-z0-9.-]+\.[A-Za-z]{2,}\$"))		
Error Message	Please enter a valid email address.	Error Location	Email
Description	Ensures the employee email contains @ and a domain (valid email format).		
Created By	Penmatsa Dhathni Vidya Prabha, 10/13/2025, 2:30 AM		Modified By: Penmatsa Dhathni Vidya Prabha, 10/13/2025, 2:30 AM

Completion Less Than 100:

- **Object:** Registration
- **Rule Name:** Completion_Less_Than_100
- **Description:** Prevents entering Completion % greater than 100.
- **Formula:** Completion__c > 100
- **Error Message:** Completion % cannot exceed 100.
- **Error Location:** Field → select Completion % field.
- **Active:** Yes
- **Trigger:** Applies on record creation and edit.



2. Flow Builder

Implementation Details

- **Flow Type:** Record-Triggered Flow

- **Object:** Registration
- **Trigger:** When a record is created or updated
- **Condition:** [Registration].Completion__c == 100
- **Flow Actions:** Update Records → Set field Status__c = "Completed"
- **Optimization:** Action and Related Records (since it updates the same record)
- **Activate:** Yes (make sure the flow is active)
- **Error Handling:** Flow will only trigger when Completion % equals 100 — it won't run for lower percentages.

Flow Elements Used

1. Start Element:

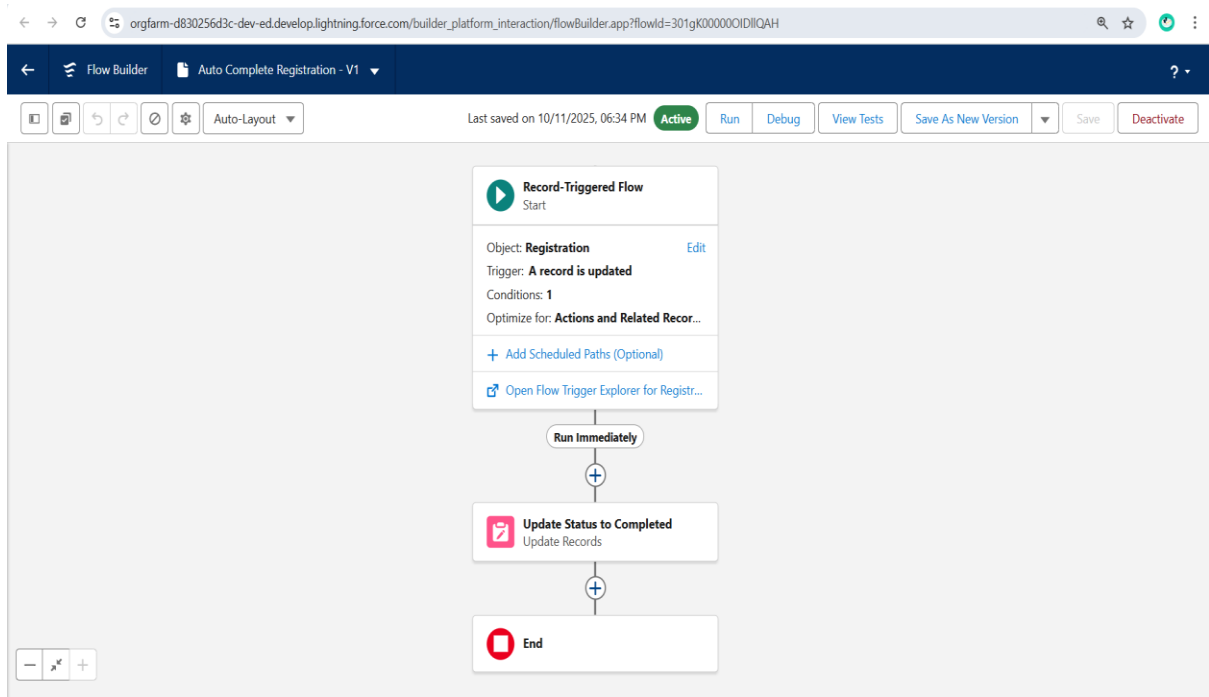
- **Trigger:** A record is created or updated
- **Condition:** Completion__c Equals 100

2. Update Records Element:

- **Action:** Update the same Registration record
- **Field Updated:** Status__c
- **New Value:** Completed

3. End Element:

- Confirms the flow has completed its update action.



3. Process Builder

Implementation Details

- **Object:** Registration
- **Trigger:** When a record is created or edited

Criteria:

- **Condition:** [Registration].Status__c = 'In Progress'
- **Execution:** When conditions are met

Field	Type	Value / Formula
Assigned To ID	Field Reference	[Registration].Employee__c
Priority	Picklist	Normal
Status	Picklist	Not Started

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Process Builder - Assign Task for In Progress Training

Expand All Collapse All View All Processes Clone View Properties Deactivate Read Only

START

Registration

Status-In Progress

TRUE

IMMEDIATE ACTIONS

Complete the Task

STOP

FALSE

+ Add Criteria

TRUE

IMMEDIATE ACTIONS

+ Add Action

STOP

Create a Record

Action Name *

Complete the Task

Record Type *

Task

Set Field Values

Field *	Type *	Value *
Assigned To ID	Field Reference	[Registration_c].Employ...
Priority	Picklist	Normal
Status	Picklist	Not Started

Save Cancel