

BUILD AN EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPERATES

1. INTRODUCTION

1.1 Overview

This Project helps in sending your travel approval requests to your manager in place of emails. Travel request forms are designed to give management an overview of the intended business trip from both a cost and a strategic point of view. The fields that typically appear on a travel request form include; Employee name and contact information. Travel Approval Request App will help users quickly send a "Travel Request" through mobile using Power Apps.

This policy defines the process and the eligibility for travel within and outside the country on business visits. The company expects the employee to travel expeditiously and comfortably to meet the business needs. It is also expected that the employee to be conscious to the cost to company and avoid wasteful expenses. The objective of the Company travel policy is to lay down guidelines which are to be followed by an employee on domestic or international travel for official work and also to ensure that the travel of employees is effectively managed. Travel management is the structure that a company has in place to oversee and facilitate business travel. This includes the processes of planning a trip for booking and paying for everything necessary, and the approvals and documents needed to ensure compliance.

The Concur Request product is designed to help businesses control expenses by requiring employees to obtain approval before incurring expenses, for example, for travel, office equipment purchases, business meals and client entertainment, subscriptions, etc. Concur Request is a robust and intricate feature. The options and features that are available to the user depend on the client's implementation of Concur Request.

The implementation types are:

- Stand-alone (not integrated with Concur Travel or Concur Expense)
- Integrated with Concur Travel (but not Concur Expense)
- Integrated with Concur Expense (but not Concur Travel)
- Integrated with Concur Travel and Concur Expense

Each type of implementation is addressed separately in this guide.

What is an example of corporate travel?

Some examples of common types of business travel include travelling to a different branch of the same company, travelling to a different location to meet suppliers or business partners, or travelling for a conference or business event.

1.2 Purpose

Travel takes us out of our comfort zones and inspires us to see, taste and try new things. It constantly challenges us, not only to adapt to and explore new surroundings, but also to engage with different people, to embrace adventures as they come and to share new and meaningful experiences with friends and loved ones.

It can help sort out any issues during check-in at the airport or hotel and it's a simple way of helping you keep track of your travel plans. You can have these as printed copies or use one of the several Travel Planner apps or tools that you can find online.

What can be achieved using this?

Every employee travelling for work must fill out a travel request form, which their reporting manager and finance team then sign off. The travel request workflow is a feature within the expense management software that allows you to set an approval system before advance money is credited to the employee's account.

One of the main reasons why business travel is important is the personal interaction that builds good foundations for a future or existing relationship. This can also reduce miscommunication, and encourage almost a sense of unity.

Why is it important of the travel app?

Instant Availability of Information. A travel app gets users a direct answer to everything they need to know about planning a vacation – the way to reach there, flight/train ticket details, hotel booking, places of interest in the destination, etc.

You can access the Approvals page by clicking the Approvals tab or clicking the Authorizations Requests link under Required Approvals in the My Tasks section of the SAP Concur home page.

Benefits for the travel plane

It makes travel more affordable. ...

You can pick your perfect destination and travel dates. ...

You can get to know your destination and decide what to do during your free time. ...

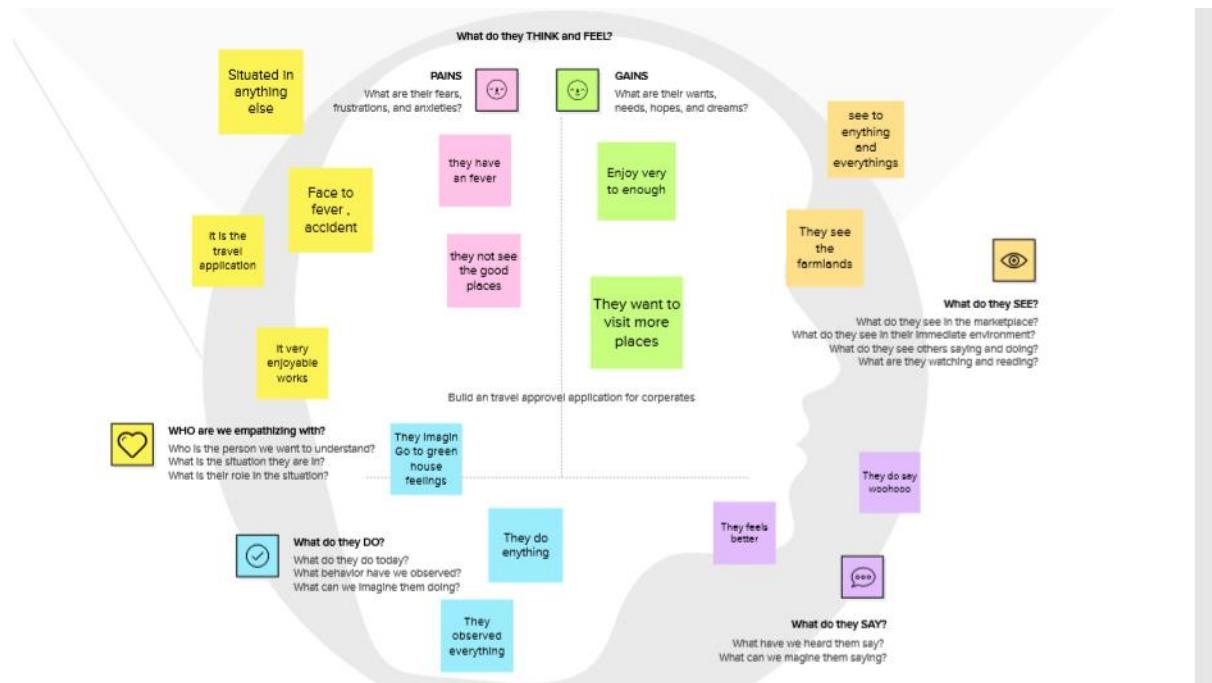
You can plan for a longer trip. ...

You can score cheaper flights. ...

You can get access to special events.

2. Problem definition & Design thinking

2.1 Empathy map



2.2 Ideation & Brainstorming map

Brainstorm
Write down any ideas that come to mind that address your problem statement.
10 minutes

DEVIM

GAVATHRI C	DEVIM	DHYANASUJINI V	SANDHINI R
• A great way to increase productivity	• Reduce time spent on repetitive tasks	• Increase efficiency in project management	• Team alignment
• Helps in tracking and managing work	• Simplify business travel planning	• Create better reports and dashboards	• Streamline approval process
• Share and review work progress	• Employee recognition and rewards	• Increase accountability and transparency	• Simplify expense reporting
• Ensure timely completion of tasks	• Encourage teamwork and collaboration	• Track progress and performance	• Simplify expense reporting

Group Ideas
Take turns sharing your ideas while clustering similar or related notes as you go. Once all ideas have been shared, group each cluster in sentence form. If a cluster is larger than existing notes, try and see if you can break it into smaller subgroups.
20 minutes

Simplify business travel planning

Tracking and all approve! trip

Streamline expense report approval requests app

Prioritize
Your team should be on the same page about what's important moving forward. Place your ideas on the grid to determine which ideas are most important and which are least.
30 minutes

Importance
Are only certain types of hotels, flights, etc. approved? If so, why? Can you give me an example? For example, can a traveler book a three-star or four-star hotel?

Feasibility
Depend on the importance of the idea. Does this idea make sense? Is it feasible? Is it cost effective? Is it a strategic point of view? Help them track and control how the budgets are being utilized.

3. Result

During this section, the source of knowledge methods of collection, the upgradation of the prevailing system and therefore the organization structure of the system problem are showcase. It includes some methods which were utilized in order to realize the intent of the project, particular requirements for execution of the project and an extended explanation of why such methods were used for implementing the proposed system, also included may be a brief description of the current time system.

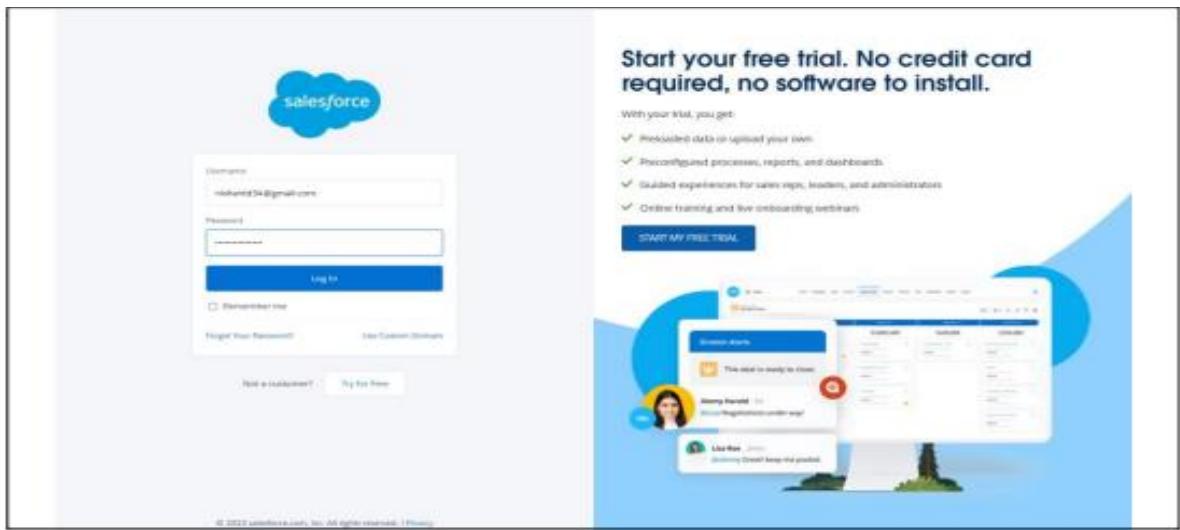


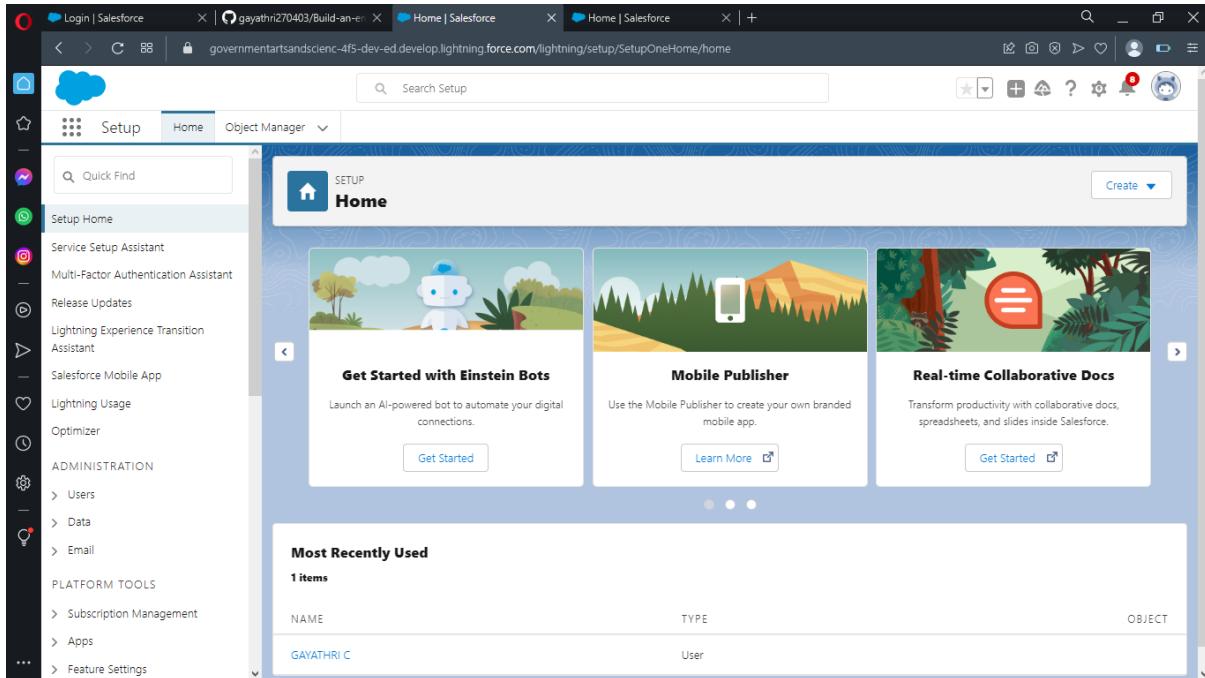
Figure 1: Login Page

3.1 Data model

Object name	Fields in the Object	
Department	Field lable	Data type
	Amount	Currency
Travel approvel	Field lable	Data type
	Travel approvel	Master-detail relationship
Expense item	Field lable	Data type
	Expense item	Roll_up summary

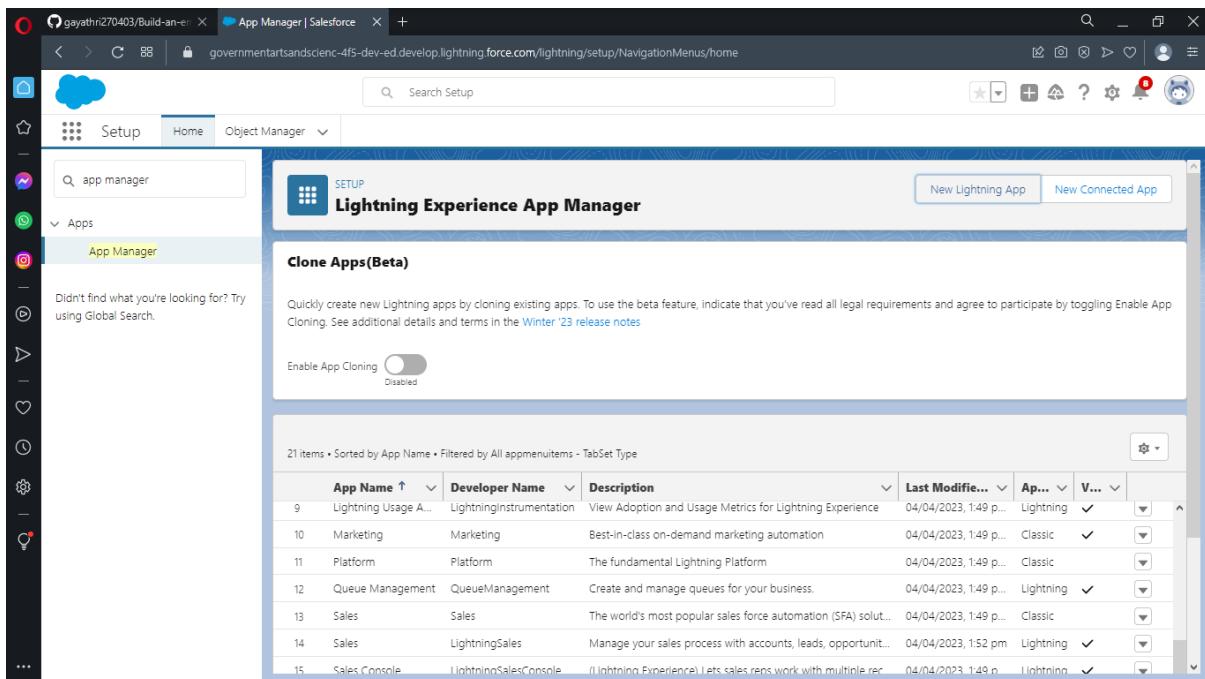
3.2 Screenshots of my project activities

Milestone 1 Activating account



Milestone 2 Creating the app manager

Activity 1 Create the Travel Application



New Lightning App

Give your Lightning app a name and description. Upload an image and choose the highlight color for its navigation bar.

App Details

*App Name: Travel_Approval
Developer Name: Travel_Approval

Description: Enter a description...

App Branding

Image: Primary Color Hex: #0070D2

Org Theme Options: Use the app's image and color instead of the org's custom theme

App Launcher Preview

Next

5 Community Community Salesforce CRM Communities 04/04/2023, 1:49 p... Classic ✓
6 Content Content Salesforce CRM Content 04/04/2023, 1:49 p... Classic ✓

New Lightning App

Utility Items (Desktop Only)

Give your users quick access to productivity tools and add background utility items to your app.

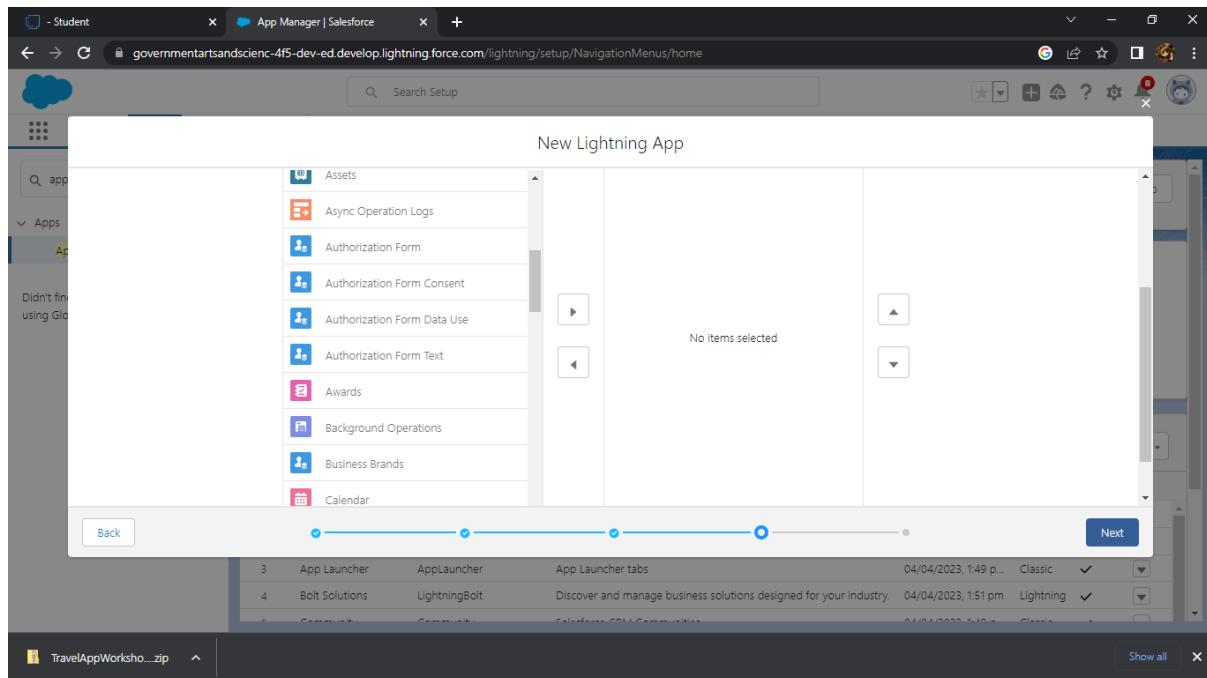
Add Utility Item Utility Bar Alignment: Default

The utility bar is a fixed footer that opens components in docked panels. Available only when the app is viewed in Lightning Experience on a desktop.

Back Next

3 App Launcher AppLauncher App Launcher tabs 04/04/2023, 1:49 p... Classic ✓
4 Bolt Solutions LightningBolt Discover and manage business solutions designed for your industry. 04/04/2023, 1:51 pm Lightning ✓
5 Communities Communities Salesforce CRM Communities 04/04/2023, 1:49 p... Classic ✓
6 Content Content Salesforce CRM Content 04/04/2023, 1:49 p... Classic ✓

Show all



The AppManager is your go to place for managing apps for lightning experience. It shows all your connected apps and salesforce apps. Use the lightning experience app manager to view all your salesforce apps.

Milestone 3 -What is an object?

Salesforce objects are database tables that permit you to store data that is specific to an organization. It consists of fields (columns) and records (rows).

Salesforce objects are of two types:

- Standard Objects: Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.
- Custom Objects: Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. They are the heart of any application and provide a structure for sharing data.

In this Travel Approval application we will be creating 3 objects:

Department
Travel approval and
Expense Item

Activity-1: Custom Object Creation

S - Student New Custom Object | Salesforce +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

Cloud Search Setup Object Manager

SETUP New Custom Object

New Custom Object

Help for this Page

Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. [Tell me more!](#) [Don't show this message again](#)

Custom Object Definition Edit Save Save & New Cancel

Custom Object Information = Required Information

The singular and plural labels are used in tabs, page layouts, and reports.

Label Example: Account

Plural Label Example: Accounts

Starts with vowel sound

The Object Name is used when referencing the object via the API.

Object Name Example: Account

Description

Context-Sensitive Help Setting

Open the standard Salesforce.com Help & Training window

Open a window using a Visualforce page

Content Name

S - Student New Custom Object | Salesforce +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

Cloud Search Setup Object Manager

SETUP New Custom Object

Track Field History

Allow in Chatter Groups

Enable Licensing [i](#)

Object Classification

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more](#).

Allow Sharing

Allow Bulk API Access

Allow Streaming API Access

Deployment Status

In Development

Deployed

Search Status

When this setting is enabled, your users can find records of this object type when they search. [Learn more](#).

Allow Search

Object Creation Options (Available only when custom object is first created)

Add Notes and Attachments related list to default page layout

Launch New Custom Tab Wizard after saving this custom object

Saving... Saving... Saving...

Waiting for governmentartsandscienc-4f5-dev-ed.develop.my.salesforce.com...

S - Student New customer object | Salesforce governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01I2w000003kYNW/Details/view

The screenshot shows the 'Object Manager' interface in Salesforce. A sidebar on the left lists various configuration options like 'Fields & Relationships', 'Page Layouts', and 'Buttons, Links, and Actions'. The main 'Details' tab is selected, displaying information about the 'New customer object'. Key details include:

- Description:** New customer object
- API Name:** New_customer_object__c
- Custom:** ✓
- Singular Label:** New customer object
- Plural Label:** New customer objects
- Enable Reports:** ✓
- Track Activities:** ✓
- Track Field History:** ✓
- Deployment Status:** Deployed
- Help Settings:** Standard salesforce.com Help Window

At the top right, there are 'Edit' and 'Delete' buttons.

S - Student Object Manager | Salesforce New Custom Object | Salesforce Convert JPG to PDF. Images gayathri270403/Build-an-em... governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/new

The screenshot shows the 'Custom Object Definition Edit' screen. The 'Custom Object Information' section is visible, with fields for 'Label' (Object) and 'Plural Label' (Objects). An error message 'Error: Invalid Data. Review all error messages below to correct your data.' is displayed above the fields. The 'Object Name' field contains 'Object', which is highlighted in red with an error message: 'Error: That object name is already in use. Example: Account'. Other sections shown include 'Description' (empty), 'Context-Sensitive Help Setting' (radio button selected for 'Open the standard Salesforce.com Help & Training window'), and 'Content Name' (None). At the bottom, there are tabs for 'Screenshot (15) (1).pdf' and 'Screenshot (15).pdf', and a 'Show all' button.

S - Student | Object Manager | Salesforce | New Custom Object | Salesforce | Convert JPG to PDF, Images | gayathri270403/Build-an-em... | +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

SETUP
New Custom Object

Record Name: New customer object Name Example: Account Name

Data Type: Text

Optional Features

- Allow Reports
- Allow Activities
- Track Field History
- Allow in Chatter Groups
- Enable Licensing [i](#)

Object Classification

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more.](#)

- Allow Sharing
- Allow Bulk API Access
- Allow Streaming API Access

Deployment Status

In Development Deployed

Search Status

Screenshot (15) (1).pdf Screenshot (15).pdf Show all X

S - Student | Object Manager | Salesforce | New Custom Object | Salesforce | Convert JPG to PDF, Images | gayathri270403/Build-an-em... | +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

SETUP
New Custom Object

Object Classification

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more.](#)

- Allow Sharing
- Allow Bulk API Access
- Allow Streaming API Access

Deployment Status

In Development Deployed

Search Status

When this setting is enabled, your users can find records of this object type when they search. [Learn more.](#)

- Allow Search

Object Creation Options (Available only when custom object is first created)

- Add Notes and Attachments related list to default page layout
- Launch New Custom Tab Wizard after saving this custom object

Saving... Saving... Saving...

Waiting for governmentartsandscienc-4f5-dev-ed.develop.my.salesforce.com...

Screenshot (15) (1).pdf Screenshot (15).pdf Show all X

The screenshot shows the Salesforce Object Manager page. The URL is governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kYVa/Details/view. The page title is "Object". On the left, there is a sidebar with various tabs: Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Search Layouts. The main content area is titled "Details" and contains the following fields:

Description	
API Name	Object__c
Custom	✓
Singular Label	Object
Plural Label	Objects
Enable Reports	✓
Track Activities	
Track Field History	
Deployment Status	Deployed
Help Settings	Standard salesforce.com Help Window

At the bottom right of the main content area are "Edit" and "Delete" buttons. Below the main content area, there are two tabs: "Screenshot (15).pdf" and "Screenshot (15).pdf".

The screenshot shows the "New Custom Object" page. The URL is governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/new. The page title is "New Custom Object". At the top, there is a message: "Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. [Tell me more!](#) [Don't show this message again](#)". Below this is the "Custom Object Definition Edit" section. It includes "Custom Object Information" where the singular label is "Travel approval" and the plural label is "Travel approvals". There is also a checkbox for "Starts with vowel sound". Under "The Object Name is used when referencing the object via the API.", the object name is "Travel_approval". The "Description" field is empty. At the bottom of the form are "Save", "Save & New", and "Cancel" buttons. A note at the bottom right indicates that red asterisks indicate required information. Below the form, there are two tabs: "Screenshot (15).pdf" and "Screenshot (15).pdf".

- Student | Object Manager | Salesforce | Object Manager | Salesforce | Convert JPG to PDF, Images | gayathri270403/Build-an-em... | +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

Cloud Search Setup

Setup Home Object Manager

SETUP New Custom Object

Context-Sensitive Help Setting
Content Name
Record Name: Travel approval # Example: Account Name
Data Type: Auto Number
Display Format: A-{0000} What Is This?
Starting Number:
Optional Features
Allow Reports
Allow Activities
Track Field History
Allow in Chatter Groups
Enable Licensing

Screenshot (15) (1).pdf Screenshot (15).pdf Show all

- Student | Object Manager | Salesforce | Object Manager | Salesforce | Convert JPG to PDF, Images | gayathri270403/Build-an-em... | +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

Cloud Search Setup

Setup Home Object Manager

SETUP New Custom Object

Object Classification
When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more.](#)
 Allow Sharing
 Allow Bulk API Access
 Allow Streaming API Access

Deployment Status
 In Development
 Deployed

Search Status
When this setting is enabled, your users can find records of this object type when they search. [Learn more.](#)
 Allow Search

Object Creation Options (Available only when custom object is first created)
 Add Notes and Attachments related list to default page layout
 Launch New Custom Tab Wizard after saving this custom object

Saving... Saving... Saving...

Waiting for governmentartsandscienc-4f5-dev-ed.develop.my.salesforce.com...

Screenshot (15) (1).pdf Screenshot (15).pdf Show all

S - Student | Object Manager | Salesforce | Home | Salesforce | Convert JPG to PDF. Images | gayathri270403/Build-an-em... | +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/CustomTabs/page?address=%2Fsetup%2Fui%2FobjectCustomTabWizard.jsp%3Fret...

The screenshot shows the 'Tabs' setup page in Salesforce. On the left, there's a sidebar with links like 'Setup Home', 'Service Setup Assistant', 'Multi-Factor Authentication Assistant', 'Release Updates', 'Lightning Experience Transition Assistant', 'Salesforce Mobile App', 'Lightning Usage', 'Optimizer', 'ADMINISTRATION' (with 'Users', 'Data', 'Email' sub-links), and 'PLATFORM TOOLS'. The main area is titled 'SETUP Tabs' and lists various standard tabs with checkboxes. Most checkboxes are checked. At the bottom, there's a checkbox for 'Append tab to users' existing personal customizations' and buttons for 'Previous', 'Save', and 'Cancel'.

S - Student | Object Manager | Salesforce | Travel approval | Salesforce | Convert JPG to PDF. Images | gayathri270403/Build-an-em... | +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01l2w00000kYW9/Details/view

The screenshot shows the 'Object Manager' page for the 'Travel approval' object. The top navigation bar includes 'Setup', 'Home', and 'Object Manager'. The main title is 'SETUP > OBJECT MANAGER Travel approval'. On the left, there's a sidebar with links for 'Fields & Relationships', 'Page Layouts', 'Lightning Record Pages', 'Buttons, Links, and Actions', 'Compact Layouts', 'Field Sets', 'Object Limits', 'Record Types', 'Related Lookup Filters', and 'Search Layouts'. The main content area is titled 'Details' and shows fields for 'Description', 'API Name' (set to 'Travel_approval__c'), 'Custom' (checked), 'Singular Label' (set to 'Travel approval'), 'Plural Label' (set to 'Travel approvals'), 'Enable Reports' (checked), 'Track Activities' (checked), 'Track Field History' (unchecked), 'Deployment Status' (set to 'Deployed'), and 'Help Settings' (set to 'Standard salesforce.com Help Window'). There are 'Edit' and 'Delete' buttons at the top right. At the bottom, there are two tabs labeled 'Screenshot (15) (1).pdf' and 'Screenshot (15).pdf'.

Screenshot of the Salesforce Setup interface showing the creation of a new custom object tab.

Step 1. Enter the Details

Choose the custom object for this new custom tab. Fill in other details.

Select an existing custom object or [create a new custom object now](#)

Object: New customer object

Tab Style: Books

(Optional) Choose a Home Page Custom Link to show as a splash page the first time your users click on this tab.

Splash Page Custom Link: None

Enter a short description.

Description: (empty text area)

Help for this Page

Step 1 of 3

Next Cancel

Screenshot of the Salesforce Setup interface showing the configuration of user profiles for the new custom object tab.

Step 2. Add to Profiles

Choose the user profiles for which the new custom tab will be available. You may also examine or alter the visibility of tabs from the detail and edit pages of each profile.

Apply one tab visibility to all profiles [Default On]

Apply a different tab visibility for each profile

Profile	Tab Visibility
Analytics Cloud Integration User	Default On
Analytics Cloud Security User	Default On
Authenticated Website	Default On
Authenticated Website	Default On
Contract Manager	Default On
Cross Org Data Proxy User	Default On
Custom: Marketing Profile	Default On
Custom: Sales Profile	Default On
Custom: Support Profile	Default On

Help for this Page

Step 2 of 3

The screenshot shows the Salesforce Setup interface under the 'Tabs' section. The left sidebar has 'User Interface' expanded, with 'Tabs' selected. A search bar at the top says 'tabs'. The main area is titled 'Tabs' with a 'SETUP' icon. It lists various standard tabs with checkboxes to the right, all of which are checked:

- Salesforce Chatter (standard__Chatter)
- Content (standard__Content)
- Analytics Studio (standard__Insights)
- Sales Console (standard__LightningSalesConsole)
- Service Console (standard__LightningService)
- Sales (standard__LightningSales)
- Lightning Usage App (standard__LightningInstrumentation)
- Digital Experiences (standard__SalesforceCMS)
- Queue Management (standard__QueueManagement)
- Data Manager (standard__DataManager)
- Subscription Management (standard__RevenueCloudConsole)
- Salesforce Scheduler Setup (standard__LightningScheduler)
- Bolt Solutions (standard__LightningBolt)
- Travel Approval (GAYU270403)

A checkbox at the bottom left is checked, labeled 'Append tab to users' existing personal customizations'. At the bottom right are 'Previous', 'Save', and 'Cancel' buttons.

The screenshot shows the Salesforce Setup interface under the 'Tabs' section. The left sidebar has 'User Interface' expanded, with 'Tabs' selected. A search bar at the top says 'tabs'. The main area is titled 'Tabs' with a 'SETUP' icon. It displays sections for different types of tabs:

- Custom Object Tabs**: Shows two entries: 'New_customer_objects' (Label: Books, Tab Style: Books) and 'Travel_approvals' (Label: Castle, Tab Style: Castle). Each entry has 'Edit | Del' buttons.
- Web Tabs**: Shows a message: 'No Web Tabs have been defined'.
- Visualforce Tabs**: Shows a message: 'No Visualforce Tabs have been defined'.
- Lightning Component Tabs**: Shows a message: 'No Lightning component tabs have been defined'.
- Lightning Page Tabs**: Shows a message: 'No Lightning Page Tabs have been defined'.

Student | Salesforce

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Details

Fields & Relationships

- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts
- List View Button Layout
- Restriction Rules

None Selected

- Auto Number
- Formula
- Roll-Up Summary (i)
- Lookup Relationship
- Master-Detail Relationship
- External Lookup Relationship
- Checkbox
- Currency
- Date
- Date/Time
- Email

A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.

A read-only field that derives its value from a formula expression you define. The formula field is updated when any of the source fields change.

A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.

Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.

Creates a special type of parent-child relationship between this object (the child, or "detail") and another object (the parent, or "master") where:

- The relationship field is used on all detail records.
- The ownership and sharing of a detail record are determined by the master record.
- When a user deletes the master record, all detail records are deleted.
- You can create rollup summary fields on the master record to summarize the detail records.

The relationship field allows users to click on a lookup icon to select a value from a popup list. The master object is the source of the values in the list.

Creates a relationship that links this object to an external object whose data is stored outside the Salesforce org.

Allows users to select a True (checked) or False (unchecked) value.

Allows users to enter a dollar or other currency amount and automatically formats the field as a currency amount. This can be useful if you export data to Excel or another spreadsheet.

Allows users to enter a date or pick a date from a popup calendar.

Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are entered into the Date/Time field.

Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses cannot be used for mass emails.

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governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Details

Fields & Relationships

- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts
- List View Button Layout
- Restriction Rules

Step 2. Enter the details Step 2 of 4

Field Label (i)

Please enter the length of the number and the number of decimal places. For example, a number with a length of 8 and 2 decimal places can accept values up to "12345678.90".

Length Number of digits to the left of the decimal point Decimal Places Number of digits to the right of the decimal point

Field Name (i)

Description

Help Text

Required Always require a value in this field in order to save a record

Auto add to custom report type Add this field to existing custom report types that contain this entity (i)

Default Value

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governmentartsandscience-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Step 3. Establish field-level security Step 3 of 4

Field Label Amount
Data Type Currency
Field Name Amount
Description

Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security.

Field-Level Security for Profile	Visible	Read-Only
Analytics Cloud Integration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Analytics Cloud Security User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cross Org Data Proxy User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Marketing Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Sales Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Support Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Community Login User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Community Plus Login User	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Previous Next Cancel

Student | Salesforce

governmentartsandscience-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Step 4. Add to page layouts Step 4 of 4

Help for this Page

Field Label Amount
Data Type Currency
Field Name Amount
Description

Select the page layouts that should include this field. The field will be added as the last field in the first 2-column section of these page layouts. The field will not appear on any pages if you do not select a layout.

To change the location of this field on the page, you will need to customize the page layout.

Add Field Page Layout Name
 Student Layout

When finished, click Save & New to create more custom fields, or click Save if you are done.

Previous Save & New Save Cancel

Student | Salesforce Convert JPG to PDF. Images JPG

governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Details

Fields & Relationships

- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts
- List View Button Layout
- Restriction Rules

Date/Time

- Email
- Geolocation
- Number
- Percent
- Phone
- Picklist
- Picklist (Multi-Select)
- Text
- Text Area
- Text Area (Long)
- Text Area (Rich)
- Text Encrypted
- Time
- URL

Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses cannot be used for mass emails.

Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.

Allows users to enter any number. Leading zeros are removed.

Allows users to enter a percentage number, for example, '10' and automatically adds the percent sign to the number.

Allows users to enter any phone number. Automatically formats it as a phone number.

Allows users to select a value from a list you define.

Allows users to select multiple values from a list you define.

Allows users to enter any combination of letters and numbers.

Allows users to enter up to 255 characters on separate lines.

Allows users to enter up to 131,072 characters on separate lines.

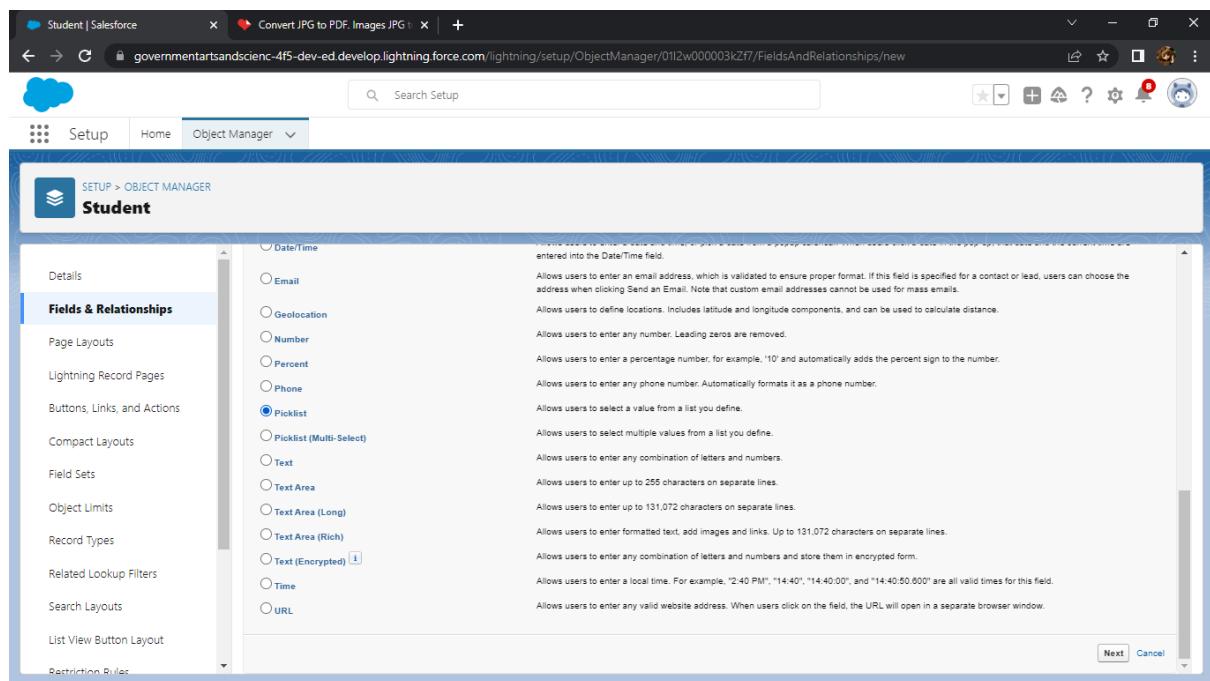
Allows users to enter formatted text, add images and links. Up to 131,072 characters on separate lines.

Allows users to enter any combination of letters and numbers and store them in encrypted form.

Allows users to enter a local time. For example, "2:40 PM", "14:40", "14:40:00", and "14:40:50:000" are all valid times for this field.

Allows users to enter any valid website address. When users click on the field, the URL will open in a separate browser window.

Next Cancel



Student | Salesforce Convert JPG to PDF. Images JPG

governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Details

Fields & Relationships

- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts
- List View Button Layout
- Restriction Rules

Field Label:

Values:

Use global picklist value set

Enter values, with each value separated by a new line

Airfare, Hotel, Rentalcars, Meals, Others.

Display values alphabetically, not in the order entered

Use first value as default value

Restrict picklist to the values defined in the value set

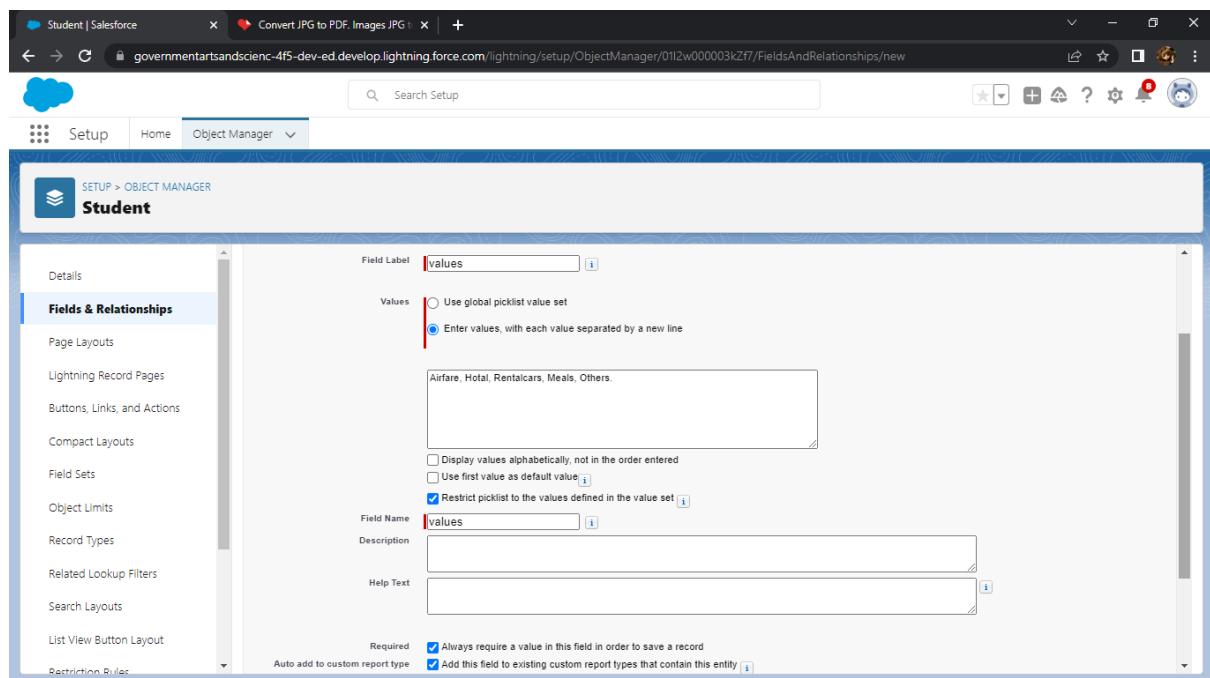
Field Name:

Description:

Help Text:

Required: Always require a value in this field in order to save a record

Auto add to custom report type: Add this field to existing custom report types that contain this entity



Student | Salesforce Convert JPG to PDF. Images JPG governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Details Fields & Relationships

Page Layouts Lightning Record Pages Buttons, Links, and Actions Compact Layouts Field Sets Object Limits Record Types Related Lookup Filters Search Layouts List View Button Layout Restriction Rules

	Gold Partner User	High Volume Customer Portal	High Volume Customer Portal User	Identity User	Marketing User	Minimum Access - Salesforce	Partner App Subscription User	Partner Community Login User	Partner Community User	Read Only	Salesforce API Only System Integrations	Silver Partner User	Solution Manager	Standard Platform User	Standard User	System Administrator	Work.com Only User
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Previous Next Cancel

Student | Salesforce Convert JPG to PDF. Images JPG governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Details Fields & Relationships

Page Layouts Lightning Record Pages Buttons, Links, and Actions Compact Layouts Field Sets Object Limits Record Types Related Lookup Filters Search Layouts List View Button Layout Restriction Rules

New Custom Field Step 4 of 4

Step 4. Add to page layouts

Field Label values
Data Type Picklist
Field Name values
Description

Select the page layouts that should include this field. The field will be added as the last field in the first 2-column section of these page layouts. The field will not appear on any pages if you do not select a layout.

To change the location of this field on the page, you will need to customize the page layout.

Add Field Page Layout Name
✓ Student Layout

When finished, click Save & New to create more custom fields, or click Save if you are done.

Previous Save & New Save Cancel

Student | Salesforce Convert JPG to PDF. Images JPG governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Home Object Manager

SETUP > OBJECT MANAGER Student

Fields & Relationships

- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts
- List View Button Layout
- Restriction Rules

None Selected Select one of the data types below.

Auto Number A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.

Formula A read-only field that derives its value from a formula expression you define. The formula field is updated when any of the source fields change.

Roll-Up Summary A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.

Lookup Relationship Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.

Master-Detail Relationship Creates a special type of parent-child relationship between this object (the child, or "detail") and another object (the parent, or "master") where:

- The relationship field is required on all detail records.
- The ownership and sharing of a detail record are determined by the master record.
- When a user deletes the master record, all detail records are deleted.
- You can create rollup summary fields on the master record to summarize the detail records.

The relationship field allows users to click on a lookup icon to select a value from a popup list. The master object is the source of the values in the list.

External Lookup Relationship Creates a relationship that links this object to an external object whose data is stored outside the Salesforce org.

Checkbox Allows users to select a True (checked) or False (unchecked) value.

Currency Allows users to enter a dollar or other currency amount and automatically formats the field as a currency amount. This can be useful if you export data to Excel or another spreadsheet.

Date Allows users to enter a date or pick a date from a popup calendar.

DateTime Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are entered into the Date/Time field.

Email Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the

Student | Salesforce Convert JPG to PDF. Images JPG governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Home Object Manager

SETUP > OBJECT MANAGER Student

Fields & Relationships

- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts
- List View Button Layout
- Restriction Rules

New Relationship

Step 2. Choose the related object Step 2 of 6

Select the other object to which this object is related.

Related To

Help for this Page

Student | Salesforce Convert JPG to PDF. Images JPG +

governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

New Relationship

Step 3. Enter the label and name for the lookup field

Field Label: Travel approval

Field Name:

Description:

Help Text:

Child Relationship Name: Students

Sharing Setting: Select the minimum access level required on the Master record to create, edit, or delete related Detail records.

Read Only: Allows users with at least Read access to the Master record to create, edit, or delete related Detail records.

Read/Write: Allows users with at least Read/Write access to the Master record to create, edit, or delete related Detail records.

Allow reparenting: Child records can be reparented to other parent records after they are created

Auto add to custom report type: Add this field to existing custom report types that contain this entity

Previous Next Cancel

Step 3 of 6

Student | Salesforce Convert JPG to PDF. Images JPG +

governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Fields & Relationships

Field Label: Travel approval

Data Type: Master-Detail

Field Name: Travel_approval

Description:

These are the field-level settings for a Master-Detail relationship. They cannot be changed.

Field-Level Security for Profile	Visible	Read-Only
Analytics Cloud Integration User	✓	□
Analytics Cloud Security User	✓	□
Authenticated Website	✓	□
Authenticated Website	✓	□
Contract Manager	✓	□
Cross Org Data Proxy User	✓	□
Custom: Marketing Profile	✓	□
Custom: Sales Profile	✓	□
Custom: Support Profile	✓	□
Customer Community Login User	✓	□
Customer Community Plus Login User	✓	□
Customer Community Plus User	✓	□
Customer Community User	✓	□
Customer Portal Manager Custom	✓	□

Student | Salesforce Convert JPG to PDF. Images JPG governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Details Fields & Relationships Page Layouts Lightning Record Pages Buttons, Links, and Actions Compact Layouts Field Sets Object Limits Record Types Related Lookup Filters Search Layouts List View Button Layout Restriction Rules

Student New Relationship Step 5. Add reference field to Page Layouts Step 5 of 6

Field Label: Travel approval
Data Type: Master-Detail
Field Name: Travel_approval
Description:

These are the page layouts that will include this field. Because this is a Master-Detail relationship, the field is required.

Add Field Page Layout Name
 Student Layout

Previous Next Cancel

Student | Salesforce Convert JPG to PDF. Images JPG governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Details Fields & Relationships Page Layouts Lightning Record Pages Buttons, Links, and Actions Compact Layouts Field Sets Object Limits Record Types Related Lookup Filters Search Layouts List View Button Layout Restriction Rules

Student New Relationship Step 6. Add custom related lists Step 6 of 6

Field Label: Travel approval
Data Type: Master-Detail
Field Name: Travel_approval
Description:

Specify the title that the related list will have in all of the layouts associated with the parent.
Related List Label: Students

These are the page layouts that will include this field. Because this is a Master-Detail relationship, the field is required.

Add Related List Page Layout Name
 Travel approval Layout
 Append related list to users' existing personal customizations

Previous Save & New Save Cancel

Waiting for governmentartsandscienc-4f5-dev-ed.lightning.force.com...

Student | Salesforce Convert JPG to PDF. Images JPG governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kZf7/FieldsAndRelationships/view

Setup Home Object Manager

SETUP > OBJECT MANAGER Student

Details Fields & Relationships

Page Layouts Lightning Record Pages Buttons, Links, and Actions Compact Layouts Field Sets Object Limits Record Types Related Lookup Filters Search Layouts List View Button Layout Restriction Rules

Fields & Relationships 6 Items, Sorted by Field Label

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Amount	Amount_c	Currency(16, 2)		
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Student Name	Name	Text(80)		✓
Travel approval	Travel_approval_c	Master-Detail(Travel approval)		✓
values	values_c	Picklist		

Student Users | Salesforce governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F005%2F0e%3FretURL%3D%25F005%253FisUserEn...

Setup Home Object Manager

Q users

SETUP Users

New User

User Edit Save Save & New Cancel

General Information

First Name: GAYATHRI
Last Name: C
Alias: gc
Email: gayathri270403@gmail.com
Username: gayathri270403@gmail.com
Nickname:
Title:
Company:
Department:
Division:

Role: CEO
User License: Force.com - Free
Profile: Force.com - Free User
Active:
Marketing User:
Offline User:
Knowledge User:
Flow User:
Service Cloud User:
Site.com Contributor User:
Site.com Publisher User:
WDC User:
Data.com User Type: -None-

Data.com Monthly Addition Limit: Default Limit (300)

Student - https://governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ManageUsers/home

Search Setup

Home Object Manager

Users

Setup

All Users

Help for this Page

On this page you can create, view, and manage users.

In addition, download Salesforce to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: [iOS](#) | [Android](#)

View: All Users | Edit | Create New View

Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/> Edit	C_GAYATHRI	GC	gayathri270403@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/> Edit	Chatter Export	Chatter	chatty.00d2v00000rsnpmea3ihbedc29il@chatter.salesforce.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chatter Free User
<input type="checkbox"/> Edit	User_Integration	integ	integration@00d2v00000rsnpmea3.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/> Edit	User_Security	sec	insightsecurity@00d2v00000rsnpmea3.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Analytics Cloud Security User

New User | Reset Password(s) | Add Multiple Users

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All

Didnt find what you're looking for? Try using Global Search.

https://governmentartsandscienc-4f5-dev-ed.lightning.force.com/one/one.app#/setup/ManageUsers/home

Student - https://governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F005%2Fe%3FretURL%3D%252F005%253FisUserEn...

Search Setup

Home Object Manager

Users

Setup

Single Sign On Information

Locale Settings

Approver Settings

Waiting for governmentartsandscienc-4f5-dev-ed.my.salesforce.com...

S - Student

Users | Salesforce

governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0052w00000H8nDA%3Fnoedirect%3D1%26isUser...

Cloud Search Setup Object Manager

Search Setup

Setup Home Object Manager

Q users

SETUP Users

User gayathri c

Permission Set Assignments | Permission Set Assignments Activation Required | Permission Set Group Assignments | Permission Set License Assignments | Personal Groups | Public Group Membership | Queue Membership | Team | Managers in the Role Hierarchy | OAuth Connected Apps | Third-Party Account Links | Installed Mobile Apps | Authentication Settings for External Systems | Login History | User Provisioning Accounts

User Detail

Name	gayathri c	Role	CEO
Alias	gc	User License	Force.com - Free
Email	gayathri270403@gmail.com	Profile	Force.com - Free User
Username	gayu@salesforce.com	Active	<input checked="" type="checkbox"/>
Nickname	User168100080972975719751	Marketing User	<input type="checkbox"/>
Title		Offline User	<input type="checkbox"/>
Company		Knowledge User	<input type="checkbox"/>
Department		Flow User	<input type="checkbox"/>
Division		Service Cloud User	<input type="checkbox"/>
Address		Site.com Contributor User	<input type="checkbox"/>
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)	Site.com Publisher User	<input type="checkbox"/>
Locale	English (India)	WDC User	<input type="checkbox"/>
Language	English	Mobile Push Registrations	<input type="checkbox"/>
Delegated Approver		Data.com User Type	<input type="checkbox"/>
Manager		Accessibility Mode (Classic Only)	<input type="checkbox"/>

User Profile Help for this Page

Did you find what you're looking for? Try using Global Search.

S - Student

Data Import Wizard | Salesforce

governmentartsandscienc-4f5-dev-ed.lightning.force.com/lightning/setup/DataManagementDataImporter/home

Cloud Search Setup Object Manager

Q Search Setup

your data...

Using the Data Import Wizard, import up to 50,000 records at a time. Importing too many records can slow down your org for all users, especially during periods of peak usage.

Import your data in 3 easy steps!

Launch the Data Import Wizard to import your data.

Pre-step: Prepare your data for import

Choose data to import

Edit field mapping

Review and start import

Launch Wizard!

FAQ

How do I prepare my data for Import?

How many records can I import?

Data Import video series

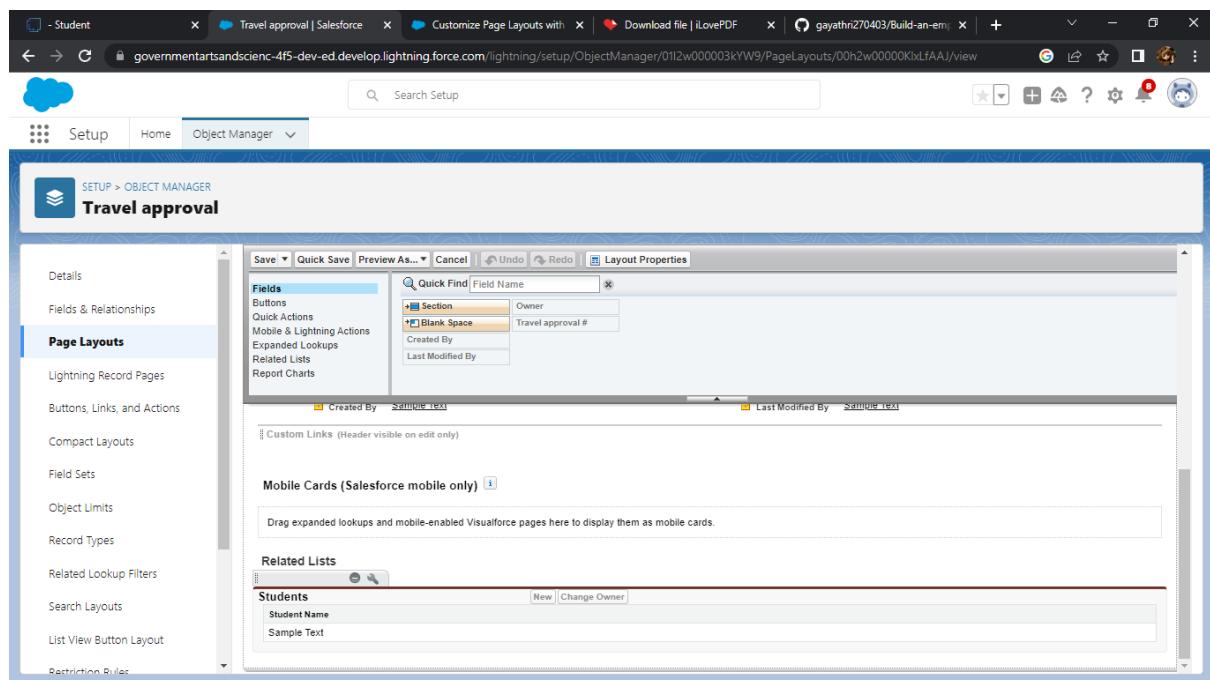
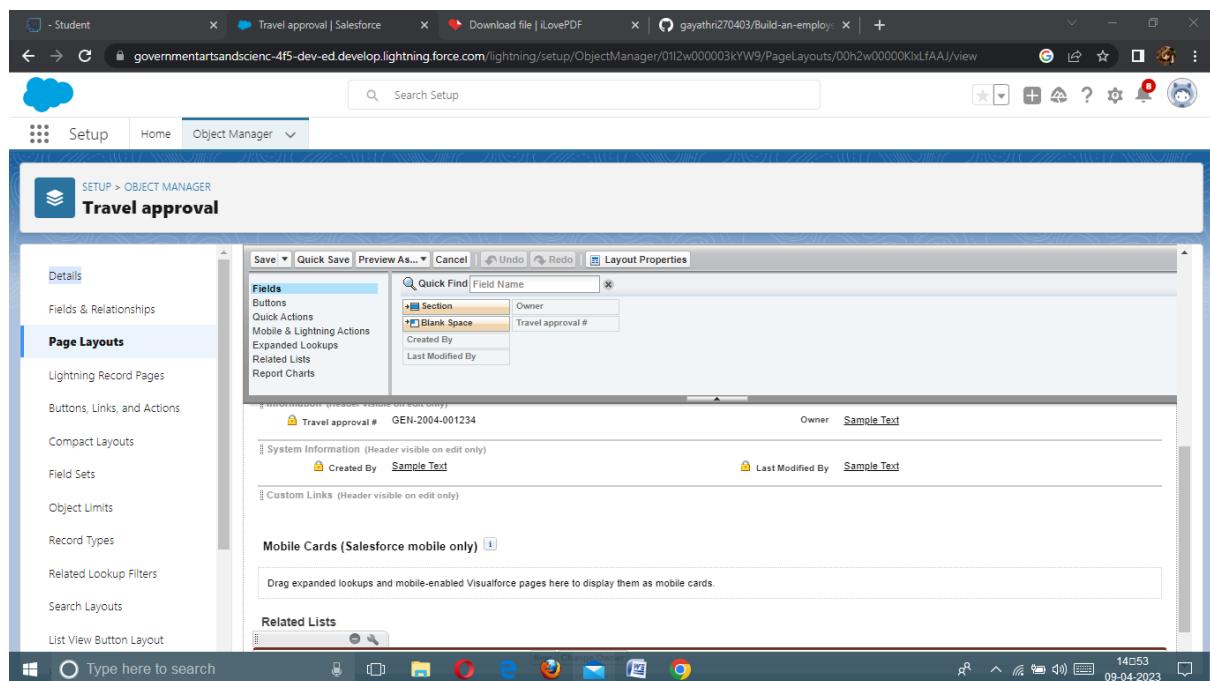
Additional Resources

Find import templates and other helpful tools

Learn how to use the Data Import Wizard

https://governmentartsandscienc-4f5-dev-ed.lightning.force.com/ui/setup/dataimporter/DataImporterAdminLandingPage?retURL=%2Fsetup%2Fhome&appLayout=setup&tour=8&sfdcFrameOrigin=https://governmentartsandscienc-4f5-d...

Show all



Student - Student | Travel approval | Salesforce | Customize Page Layouts with | Download file | iLovePDF | gayathri270403/Build-an-em... | +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kYW9/PageLayouts/00n2w00000KixLrAAJ/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Travel approval

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

List View Button Layout

Restriction Rules

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Quick Find Field Name *

Section Owner

Blank Space Travel approval #

Created By Last Modified By

Custom Links (Header visible on edit only)

Mobile Cards (Salesforce mobile only) Drag expanded lookups and mobile-enabled Visualforce pages here to display them as mobile cards.

Related Lists

Students New Change Owner

Student Name Sample Text

Travel approval | Salesforce | +

governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kYW9/ValidationRules/new

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Travel approval

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

List View Button Layout

Restriction Rules

Example: Discount_Percent_c>0.30 More Examples

If this formula expression is true, display the text defined in the Error Message area

Insert Field Insert Operator

2 <= 2 > 2

Check Syntax

Functions

-- All Function Categories --

ABS
ACOS
ADDMONTHS
AND
ASCII
ASIN

Insert Selected Function
ABS(number)
Returns the absolute value of a number, a number without its sign

Help on this function

Error Message

Example: Discount percent cannot exceed 30%

This message will appear when Error Condition formula is true

Error Message 2 <= 2 > 2

This error message can either appear at the top of the page or below a specific field on the page

Error Location

www.mywebsearch.co • now
Citizens of India aged 40-80 can take advantag...
Homeownerhome | Ad

Screenshot of the Salesforce Setup interface showing the Object Manager for the 'Student' object.

The left sidebar shows the following navigation:

- Details
- Fields & Relationships** (selected)
- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts
- List View Button Layout
- Restriction Rules

The main content area displays the 'Fields & Relationships' section with the following table:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Amount	Amount_c	Currency(16, 2)		
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Student Name	Name	Text(80)		✓
Travel approval	Travel_approval_c	Master-Detail(Travel approval)		✓
values	values_c	Picklist		

Screenshot of the Salesforce Setup interface showing the Static Resources page.

The left sidebar shows the following navigation:

- Custom Code (selected)
- Apex Classes
- Apex Settings
- Apex Test Execution
- Apex Test History
- Apex Triggers
- Canvas App Previewer
- Custom Metadata Types
- Custom Permissions
- Custom Settings
- Email Services
- Lightning Components (selected)
- Debug Mode
- Lightning Components
- Platform Cache
- Remote Access
- Static Resources

The main content area displays the 'Static Resources' section with the following table:

Name	Namespace Prefix	Description	MIME Type	Size	Created By Alias	Created Date	Last Modified Date	Cache Control
No records to display.								

The screenshot shows the Salesforce Setup interface. The left sidebar is titled "Custom c" and includes sections for Custom Code, Apex Classes, Apex Settings, Apex Test Execution, Apex Test History, Apex Triggers, Canvas App Previewer, Custom Metadata Types, Custom Permissions, Custom Settings, Email Services, Lightning Components, Debug Mode, Lightning Components, Platform Cache, Remote Access, and Static Resources. The "Static Resources" section is currently selected. The main content area is titled "Static Resource" and shows a "Static Resource Edit" form. The form has fields for Name (statusimages), Description (empty), File (Choose File CSV files HEADER.pdf), and Cache Control (Private). There are "Save" and "Cancel" buttons at the bottom.

The screenshot shows the Salesforce Setup interface under the "Object Manager" section. The left sidebar is titled "Travel approval" and includes options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, and Restriction Rules. The "Fields & Relationships" option is selected. The main content area is titled "New Custom Field" and shows a "Step 1. Choose the field type" dialog. The "Data Type" section is open, showing several options: "None Selected" (selected), "Auto Number", "Formula" (selected), "Roll-Up Summary", "Lookup Relationship", and "Master-Detail Relationship". Each option has a detailed description below it. There are "Next" and "Cancel" buttons at the top right of the dialog.

Screenshot of the Salesforce Setup interface showing the creation of a new custom field for the 'Travel approval' object.

Fields & Relationships

Field Label: status indicator
Field Name: status_indicator

Formula Return Type: Text

Quick Tips:

- Getting Started
- Operators & Functions

Screenshot of the Salesforce Setup interface showing the continuation of the custom field creation process.

Step 3. Enter formula

Formula:

```
status indicator (Text)=  
IF( ISPICKVAL( Status_c , 'Approved') , IMAGE("/resource/StatusImages/thumbs-up.png") , "Accepted" , 20 , 20) , IF( ISPICKVAL( Status_c , 'Rejected') , IMAGE("/resource/StatusImages/thumb-down.png") , "Rejected" , 20 , 20) , IMAGE("/resource/StatusImages/draft.png") , "In-Process" , 20 , 20))
```

Screenshot of Step 4 of 5: Establish field-level security for the 'total_expenses' field.

Field Label: total expenses
Data Type: Roll-Up Summary
Field Name: total_expenses
Description:

Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security.

Field-Level Security for Profile	Visible	Read-Only
Analytics Cloud Integration User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analytics Cloud Security User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cross Org Data Proxy User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Custom: Marketing Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Custom: Sales Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Custom: Support Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Force.com - App Subscription User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Force.com - Free User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Screenshot of Step 5 of 5: Add to page layouts for the 'total_expenses' field.

Field Label: total expenses
Data Type: Roll-Up Summary
Field Name: total_expenses
Description:

Select the page layouts that should include this field. The field will be added as the last field in the first 2-column section of these page layouts. The field will not appear on any pages if you do not select a layout.

To change the location of this field on the page, you will need to customize the page layout.

Add Field Page Layout Name
 Travel approval Layout
 Travel approval

When finished, click Save & New to create more custom fields, or click Save if you are done.

Student | Convert JPG to PDF. Images JPG | gayathri270403/Build-an-employ | Travel approval | Salesforce | governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01l2w000003kYW9/FieldsAndRelationships/view

The screenshot shows the Salesforce Object Manager interface. On the left, a sidebar lists various setup options under 'Fields & Relationships'. The main area is titled 'Fields & Relationships' and displays a table of fields. The columns are: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The table contains the following data:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User/Group)		✓
total expenses	total_expenses__c	Roll-Up Summary (SUM Student)		
Travel approval #	Name	Auto Number		✓

Student | Data Import Wizard | Salesforce | Excel to CSV - Convert your XLS+ | + | governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/DataManagementDataImporter/home

The screenshot shows the Data Import Wizard in progress. A progress bar at the top indicates 'Almost done'. Below it, a message says 'Choose data' and 'Edit mapping'. A table below shows the current mappings:

Edit	Mapped Salesforce Object	CSV Header	Example	Example	Example
Map	Unmapped ⓘ	Department Name	Audit Services	Contract Mana	Division of Finance
Map	Unmapped ⓘ	Department Code	405-01	405-02	405-03

At the bottom right, there are buttons for 'Cancel', 'Previous', and 'Next'.

S - Student Data Import Wizard | Salesforce Excel to CSV - Convert your XLS... governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/DataManagementDataImporter/home

Setup Home Object Manager

Getting closer...

Choose data Edit mapping Start import

New customer objects Objects Rollup summaries Rollup summary fields Rollupsummaries Students Travel approvals

Add new records Match by: Which User field in your file designates record owners? Trigger workflow rules and processes? Update existing records Add new and update existing records

Drag CSV file here to upload

CSV Choose File Departments.csv Character Code ISO-8859-1 (General US & Western European, ISO-LATIN-1) Values Separated By Comma

Cancel Previous Next

S - Student Data Import Wizard | Salesforce governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/DataManagementDataImporter/home

Setup Home Object Manager

Great job

Choose data Edit mapping Start import

Review & Start Import

Review your import information and click Start Import.

Help for this page ?

Your selections: Your import will include: Your import will not include:

New customer objects ✓ Add new records ✓ Departments.csv ✓ Mapped fields 0 Unmapped fields 2

Cancel Previous Start Import

S - Student Home | Salesforce governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/lightning/setup/AsyncApilobStatus/page?address=%2F502w00000PgH0iAAF

Cloud Setup Home Object Manager

data import

Integrations Data Import Wizard

Didn't find what you're looking for? Try using Global Search.

Bulk Data Load Jobs

7502w00000PgH0i

View the details of a bulk data load job.

Back to List: Bulk Data Load Jobs

Bulk Data Load Job Detail	
Job ID	7502w00000PgH0i
Submitted By	GAYATHRI C
Start Time	10/04/2023, 11:48 am IST
End Time	10/04/2023, 11:48 am IST
Time to Complete (hh:mm:ss)	00:01
Object	New customer object
External ID Field	
Content Type	CSV
Concurrency Mode	Parallel
API Version	57.0
Job Type	Insert
Bulk V1	
Status	Closed
Total Processing Time (ms)	127
API Active Processing Time (ms)	83
Apex Processing Time (ms)	0
Completed Batches	1
Failed Batches	0
Progress	100%
Records Processed	16
Records Failed	0
Retries	0

S - Student Report Builder | Salesforce governmentartsandscienc-4f5-dev-ed.develop.lightning.force.com/one/one.app#eyJjb2lwb25lbnREZWYjOjyZXVcnRzOnJlcG9ydEJlaWxkZXIiLCJhdHRyaWIldGVzjp7In..

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups More

Create Report

Category

Recently Used

All

Accounts & Contacts

Opportunities

Customer Support Reports

Leads

Campaigns

Activities

Contracts and Orders

Select a Report Type

Report Type Name Category

Accounts Standard

Contacts & Accounts Standard

Accounts with Partners Standard

Account with Account Teams Standard

Accounts with Contact Roles Standard

Accounts with Assets Standard

Contacts with Assets Standard

Account History

Details Start Report Hide Report Type

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New Accounts Report						
Outline		Previewing a limited number of records. Run the report to see everything.				
Groups	Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating
GROUP ROWS	1	- GAYATHRI C	GenePoint	CA	Customer - Channel	Cold
Add group...	2	- GAYATHRI C	United Oil & Gas, UK	UK	Customer - Direct	-
	3	- GAYATHRI C	United Oil & Gas, Singapore	Singapore	Customer - Direct	-
	4	- GAYATHRI C	Edge Communications	TX	Customer - Direct	Hot
	5	- GAYATHRI C	Burlington Textiles Corp of America	NC	Customer - Direct	Warm
	6	- GAYATHRI C	Pyramid Construction Inc.	-	Customer - Channel	-
	7	- GAYATHRI C	Dickerson plc	KS	Customer - Channel	-
	8	- GAYATHRI C	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm
	9	- GAYATHRI C	Express Logistics and Transport	OR	Customer - Channel	Cold
	10	- GAYATHRI C	University of Arizona	AZ	Customer - Direct	Warm
	11	- GAYATHRI C	United Oil & Gas Corp.	NY	Customer - Direct	Hot
	12	- GAYATHRI C	sForce	CA	-	-

The screenshot shows the Salesforce Report Builder interface. The top navigation bar includes tabs for 'Student' and 'Report Builder | Salesforce'. The main menu has sections for Sales, Home, Opportunities, Leads, Tasks, Files, Accounts, Contacts, Campaigns, Dashboards, Reports, Chatter, Groups, More, and a search bar. On the left, a sidebar titled 'REPORT' shows 'New Accounts Report' and lists fields: Outline, Groups (with 'GROUP ROWS' and 'Add group...'), and Columns (with 'Add column...', 'Last Activity', 'Account Owner', 'Account Name', 'Billing State/Province', 'Type', 'Rating', and 'Last Modified Date'). A modal dialog box titled 'Save Report' is open in the center. It contains fields for 'Report Name' (set to 'New Accounts Report'), 'Report Unique Name' (empty), and 'Report Description' (empty). At the bottom right of the dialog are 'Cancel' and 'Save' buttons. To the right of the dialog, a vertical list of 'Last Modified Date' entries shows multiple occurrences of '04/04/2023'. A status bar at the bottom indicates 'www.mywebsearch.co • 3m' and 'Turn Eco-Anxiety Into Eco-Action Our Better World | Ad'.

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups More

Search... Search recent reports... New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	New Accounts Report	Private Reports	GAYATHRI C	10/4/2023, 1:42 pm		
Created by Me						
Private Reports						
Public Reports						
All Reports						
FOLDERS						
All Folders						
Created by Me						
Shared with Me						
FAVORITES						
All Favorites						

To Do List

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups More

Search... + Comment + Filter Save Done

New Dashboard

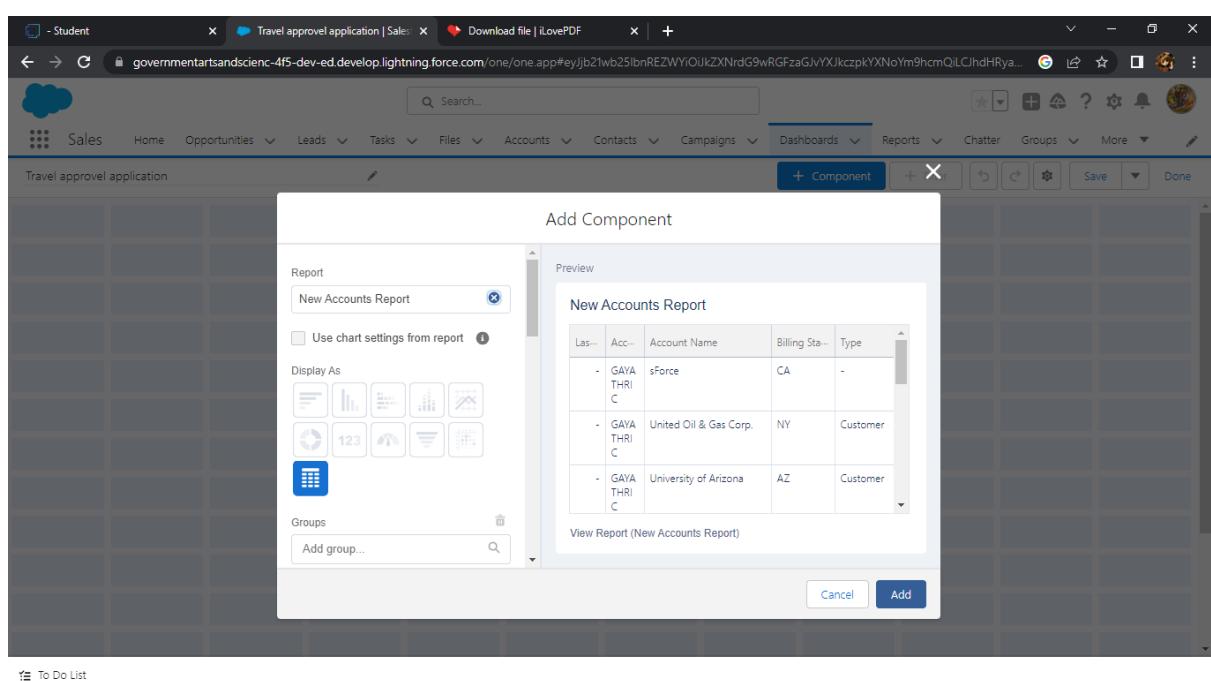
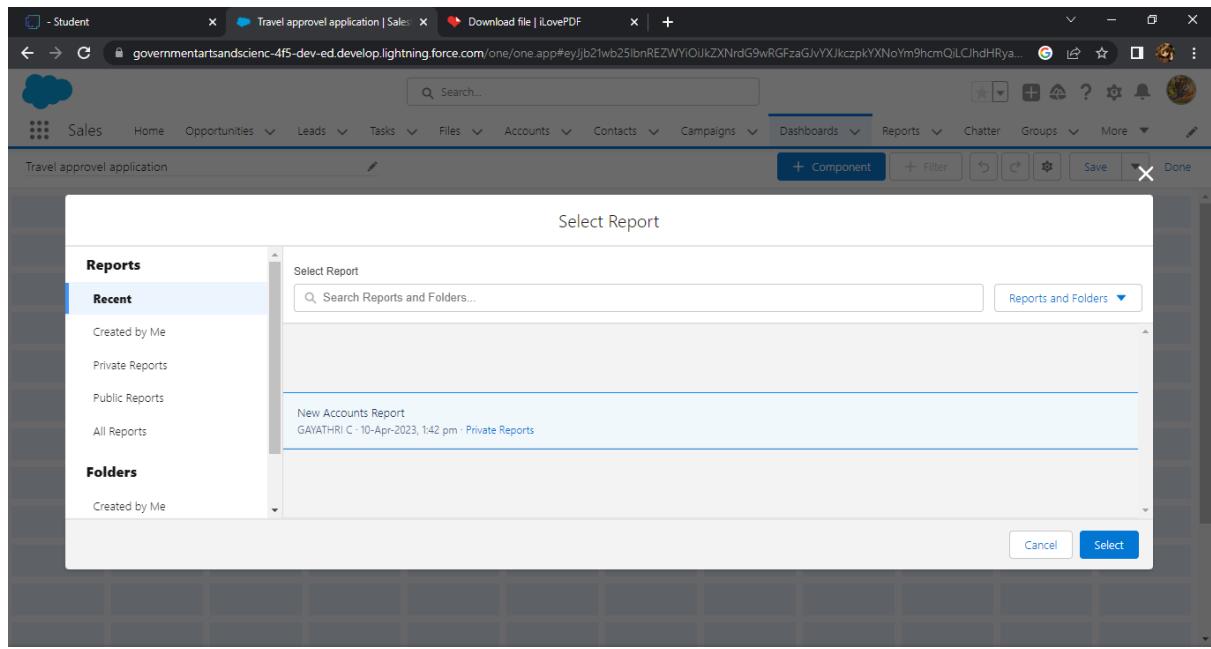
*Name

Description

Folder

To Do List





The screenshot displays two main sections of the Salesforce Lightning interface.

New Accounts Report: This section shows a table titled "New Accounts Report" with columns: Last Name, Account Name, Billing State, and Type. The data includes:

Last Name	Account Name	Billing State	Type
GAYATHRI C	sForce	CA	-
GAYATHRI C	United Oil & Gas Corp.	NY	Customer
GAYATHRI C	University of Arizona	AZ	Customer
GAYATHRI C	Express Logistics and Transport	OR	Customer
GAYATHRI C	Grand Hotels & Resorts	IL	Customer

Dashboards: This section shows a list of recent dashboards. The "Recent" dashboard is selected, displaying the "Travel approval application". Other recent dashboards include "Created by Me", "Private Dashboards", and "All Dashboards".

The result at end were significance it because the project exactly got made as we wanted by taking enormous suggestion patience and coding to form our idea as a product or vision to a software after all all of this was possible thanks to my team Features. Which are available handy customer. The voter interface which is formed simply to be fabulous and first sight like to be honest the colour contrast and therefore the navigation bar important things is which gets displayed at exclusive dashboard. The proposed vision got real and surely this method will help customer the way they dream it of hassle free user friendly and avoid paper work.

4. Trailhead profile public URL

Team lead: GAYATHRI C- <https://trailblazer.me/id/gayac6>

Team members

- 1. DEVI M- <https://trailblazer.me/id/ddevikd>**
- 2. DHIVYADHARSHINI V- <https://trailblazer.me/id/dvenkadesan>**
- 3. SANTHIYA R - <https://trailblazer.me/id/aramachandiran>**

5. Advantages & disadvantages

Advantages

- Approvals on time. The entire process of planning and managing a trip is a long and stressful process. ...
- Customize approval workflows. The approval process can differ from company to company. ...
- Increase compliance and reduce costs. ...
- Faster process.
- Business travel is a great way to develop new skills and refine existing ones. From public speaking, adaptability, time management, networking, and best of all, confidence the knowledge and skills built with business travel are essential to a successful career.

Disadvantages

Failing to partner with TMCs – Organizations that have partnered with travel management companies (TMCs) have benefitted a lot out of their industry knowledge and experience. Firms that haven't, thinking that it may be expensive, would possibly end up paying more at the end of the day.

Increased travel costs – Because TMCs have rich travel industry experience, their supplier relationship is usually robust. And organizations that don't partner with TMCs miss out on the advantage of reduced travel and booking rates compared to those firms having strong partnership and contract with TMCs. In other words, their process is well set with well-established contracts in place.

Inefficient & inconsistent T& E management – Companies that fail to adopt travel policy have found their business trips to be highly inefficient, unsystematic and inconsistent. This is due to travel employees booking and arranging travel with travel partners, suppliers and operators of their choice. Lack of set process within defined parameters can mask visibility of even the vital travel & expenses (T&E) data and information. This, in turn, can drive inefficiency into the system as the travel manager is left bereft of making informed travel decision and improvements in targeted travel policy.

Failing to adopt travel-based management technology – A cloud-based travel management tool like Tripeur can make light work of business travel data monitoring and analysing the data set for travel process improvement. What about firms that fail to notice the advantages of such management tools and apps? They fail to determine the areas of weakness in their corporate travel policy and they remain grey areas forever such as individual T & E, traveller location, just to name a few.

Inefficient Risk Management – Organizations that do not have a set business travel policy overlook employee risk management aspects during travel and thus, the required wherewithal for emergency communication – primarily, travel management tools or apps that ensure safety of the travelling employees.

6. Application

The Travel Support System (this is the name that you can see on the screen when executing the application) is a small sample application for NaturalONE. As a sample application, its focus is to show NaturalONE functionality rather than being a full-fledged travel support application.

The Travel Support System (TSS) allows you to request and approve business trips. Flights, hotels and even more external information such as cell phone expenses or car rentals can be entered with the trip request. For the destination, weather information can be queried. A manager can do both, request own trips as well as approve trips that have been requested by employees. After the manager has approved single or multiple requests, the manager can print an itinerary or receive the itinerary as a PDF file.

7. Conclusion

Here we've presented the look of a travel Approval Application on the Salesforce Platform which might provide the users with the specified travel assistant and also for the upper authorities to require care of the expenses at any point of your time through multilevel approvals of the travel request. Here the user can upload the bills to the cloud any time which is more efficient and productive. Travel Approval Application allows us to arrange and monitor travel plans and expense reports for our organization using Salesforce Platform. When it makes all the difference in closing and winning of any deal, this app provides you that perfect solution as a manager to timely approve the request and monitor travel plans and expenses for our organization, making them more efficient to use.

8. Future scope

- Apex developing tools.
- Using self-developed classes and triggers
- Using Flows and Screens
- Using visual force pages to develop proper HTML websites and custom HTML pages.
- Data analytics could even be implemented for smoother and prompt reports