Phase 4: Process Automation (Admin)

• Validation Rules

I prepared validation rules to ensure data integrity in the system. Examples include preventing attendance dates from being set in the future, making attendance status mandatory, verifying result scores are within allowed ranges, and ensuring enrollment absences are not negative. These validations help avoid incorrect or inconsistent data entered.

SETUP
Object Manager

Attendance Validation Rule
Back to Attendance

Validation Rule Detail Edit Clone

Rule Name	Attendance_Date_Not_Future	Active	✓
Error Condition Formula	Date_c__c > TODAY()		
Error Message	Attendance date cannot be in the future	Error Location	Date
Description	Prevents attendance date being set in future		
Created By	Vakamullu Jahnavi, 9/26/2025, 6:11 AM	Modified By	Vakamullu Jahnavi, 9/26/2025, 6:11 AM

Edit Clone

Result Validation Rule

Back to Result

Validation Rule Detail   [Edit] [Clone]

Rule Name	score_range	Active	✓
Error Condition Formula	OR(Score__c<0,Score__c>100)		
Error Message	Score must be between 0 and maximum marks	Error Location	Top of Page
Description	Score must be between 0 and maximum marks:		
Created By	Vakamullu Jahnavi, 9/26/2025, 6:15 AM	Modified By	Vakamullu Jahnavi, 9/26/2025, 6:15 AM

[Edit] [Clone]

Setup   Home   Object Manager

Enrollment Validation Rule

Back to Enrollment

Validation Rule Detail   [Edit] [Clone]

Rule Name	no_negative_absent	Active	✓
Error Condition Formula	Total_Absences_c__c<0		
Error Message	Total absences cannot be negative	Error Location	Top of Page
Description	no_negative_absent		
Created By	Vakamullu Jahnavi, 9/26/2025, 6:17 AM	Modified By	Vakamullu Jahnavi, 9/26/2025, 6:17 AM

[Edit] [Clone]

• Workflow Rules

I configured workflow rules to automate internal notifications. For instance, when a student is marked absent, the system automatically sends an email alert to the teacher.

This streamlines communications and reduces manual follow-ups.

• Process Builder

Using Process Builder, I implemented automation to update enrollment records. When a student's number of absences exceeds a set limit, their enrollment status is updated to "Warning". This proactive measure helps flag attendance issues early.
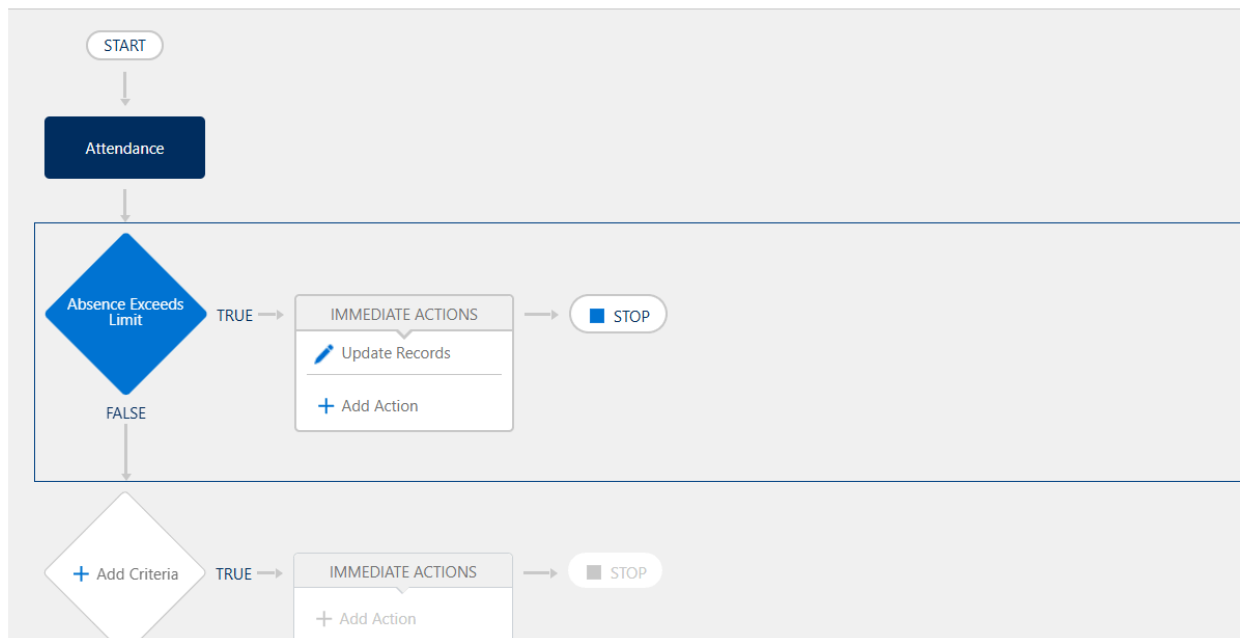

• Approval Process

Approval processes were created to formalize special cases. For example, makeup exam requests require administrative approval before scheduling. This ensures that exceptions are reviewed properly.

• Flow Builder (Screen, Record-Triggered, Scheduled, Auto-launched)

I leveraged Flow Builder for advanced automation. Record-triggered flows update related records such as enrollment status when attendance entries change. Flows also automate sending email alerts and performing field updates dynamically.
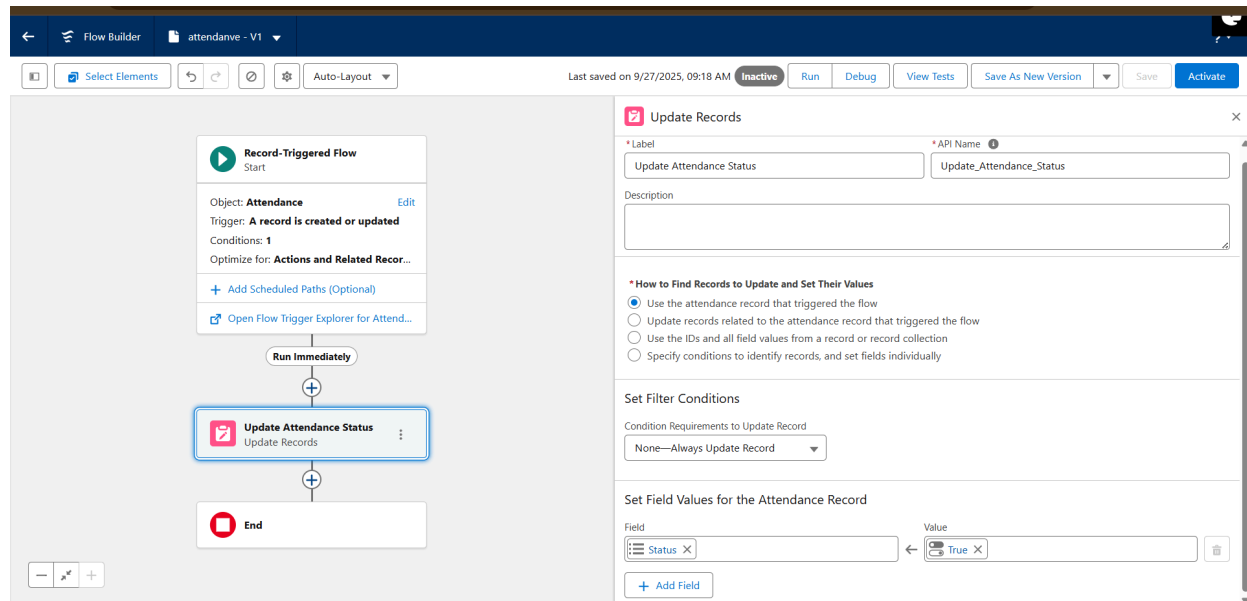
• Email Alerts

Email alerts were set up to notify relevant stakeholders about important attendance or exam events. For example, parents receive email notifications if their child is absent, ensuring timely communication.

Text Email Template
Student Absence Alert

Preview your email template below.

Email Template Detail   Edit   Delete   Clone

Email Templates from Salesforce	Unfiled Public Classic Email Templates		
Email Template Name	Student Absence Alert	Available For Use	
Template Unique Name	Student_Absence_Alert	Last Used Date	
Encoding	Unicode (UTF-8)	Times Used	
Author	Vakamullu Jahnavi [Change]		
Description			
Created By	Vakamullu Jahnavi, 9/26/2025, 8:50 PM	Modified By	Vakamullu Jahnavi, 9/26/2025, 8:50 PM

Edit   Delete   Clone

Email Template   Send Test and Verify Merge Fields

Subject	Student Absent

Plain Text Preview

Your student has been marked absent.

Email Alert
Notifies parents when the student is marked absent."

Rules Using This Email Alert [0] | Approval Processes Using This Email Alert [0] | Entitlement Processes Using This Email Alert [0]

Help for this Page

Email Alert Detail   Edit   Delete   Clone

Description	Notifies parents when the student is marked absent."	Email Template	Student Absence Alert
Unique Name	Absence_Notification_Alert	Object	Attendance
From Email Address	Current User's email address		
Recipients	Role: Student Role: Parent		
Additional Emails			
Created By	Vakamullu Jahnavi, 9/26/2025, 8:59 PM	Modified By	Vakamullu Jahnavi, 9/26/2025, 8:59 PM

Edit   Delete   Clone

Rules Using This Email Alert   Rules Using This Email Alert Help

This alert is currently not used by any rules

Approval Processes Using This Email Alert   Approval Processes Using This Email Alert Help

This alert is currently not used by any approval processes

Entitlement Processes Using This Email Alert

This alert is currently not used by any entitlement processes

• Field Updates

Automatic field updates in flows keep data current without manual intervention. Fields such as enrollment status or attendance status are updated based on business rules defined in the automation.