Reports

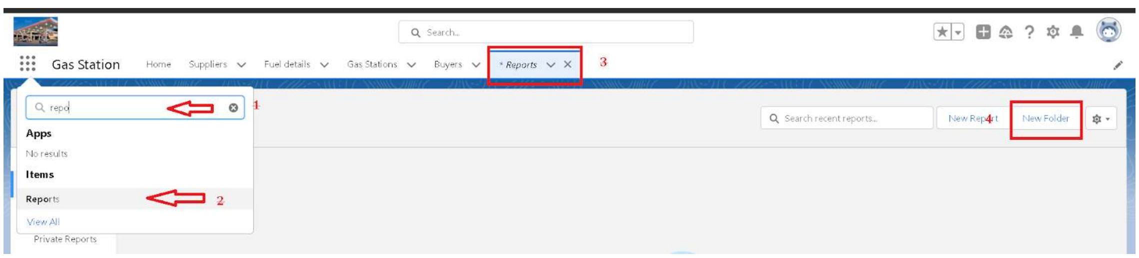
Reports give you access to your Salesforce data. You can examine your Salesforce data in almost infinite combinations, display it in easy-to-understand formats, and share the resulting insights with others. Before building, reading, and sharing reports, review these reporting basics.

Types of Reports in Salesforce

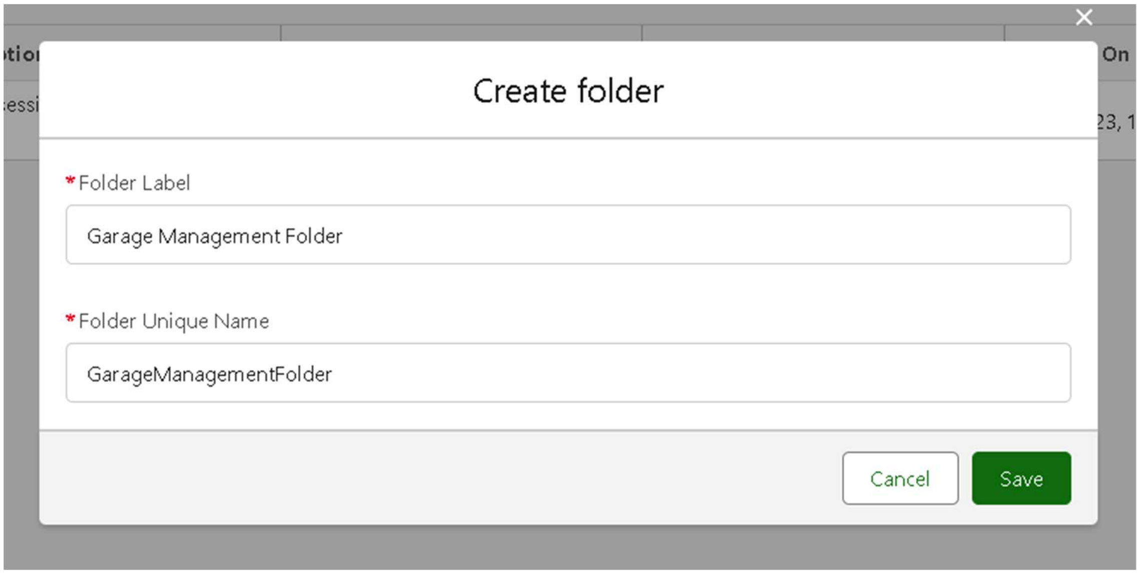
1. Tabular
2. Summary
3. Matrix
4. Joined Reports

create a report folder

1. Click on the app launcher and search for reports.
2. Click on the report tab, click on new folder.

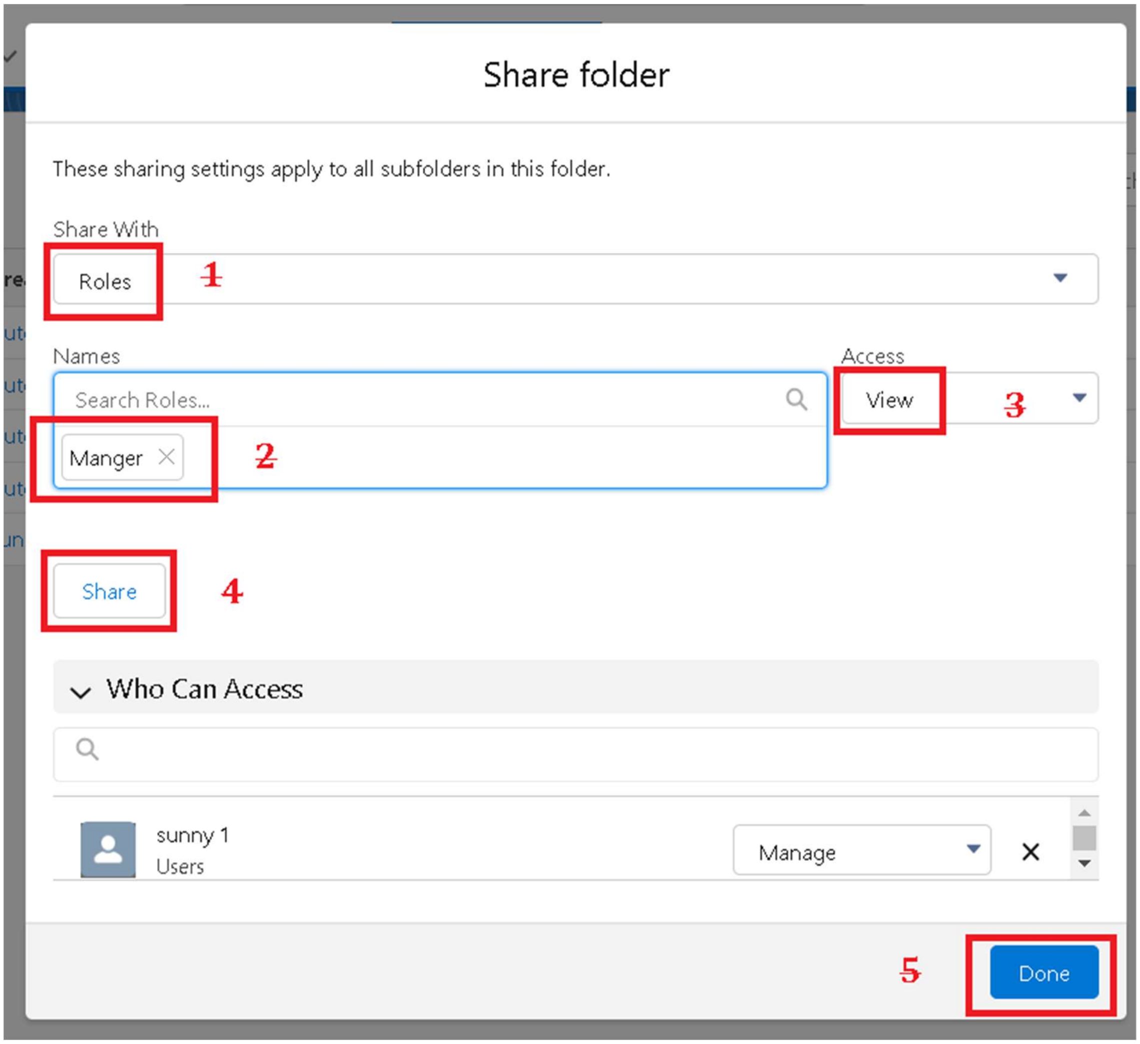


3. Give the Folder label as “Garage Management Folder”, Folder unique name will be auto populated.
4. Click save.



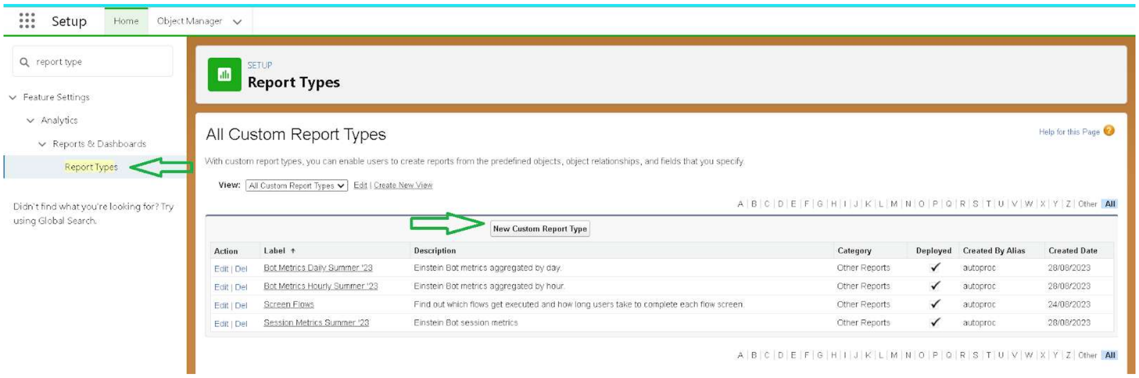
Sharing a report folder

1. Go to the app >> click on the reports tab.
2. Click on the All folder , click on the Drop down arrow for Garage Management folder, and Click on share.
3. Select the share with as “roles”, in name field search for “manager”, give “view” as access for that role.
4. Then click share, and click on Done.

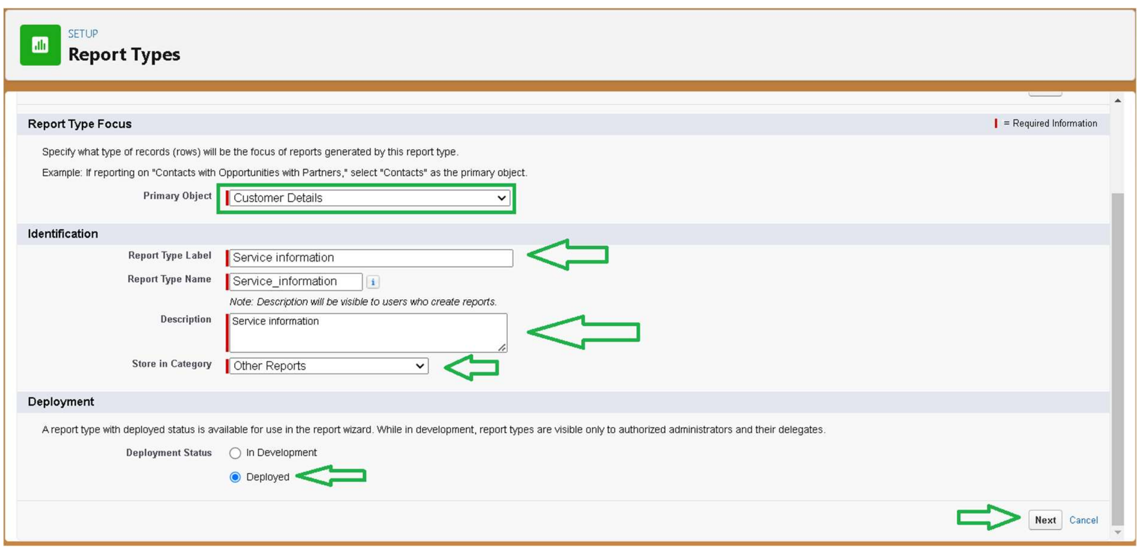


Create Report Type

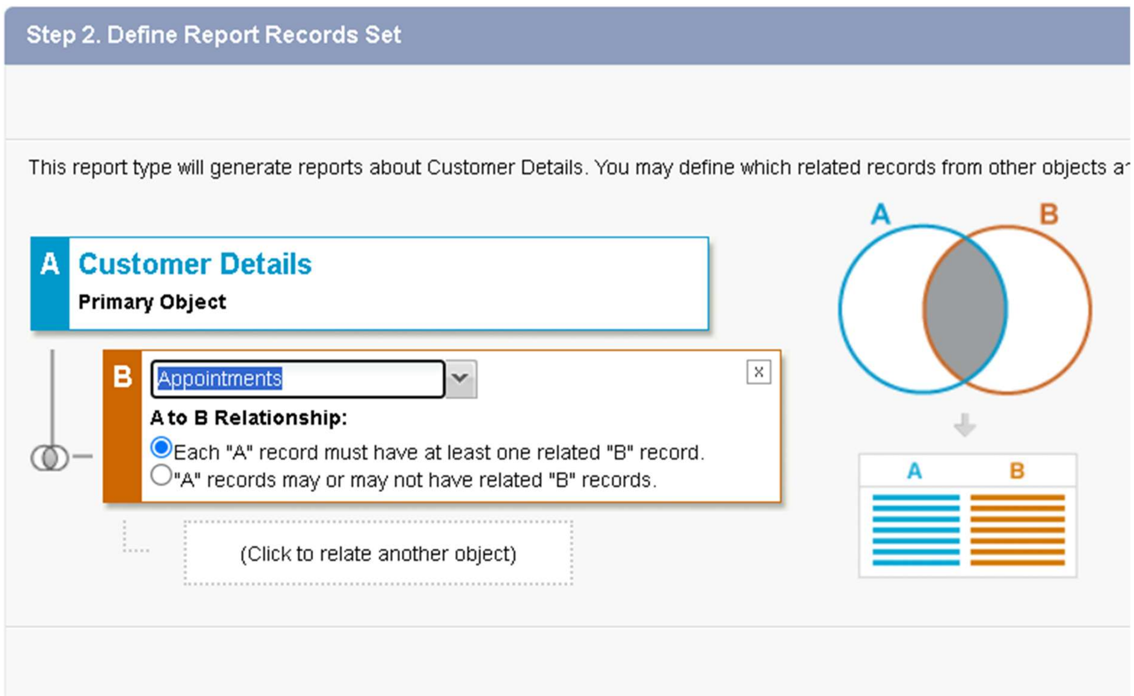
1. Go to setup >> type users in quick find box >> select Report Type >> click on Continue.
2. Click on new custom report type.



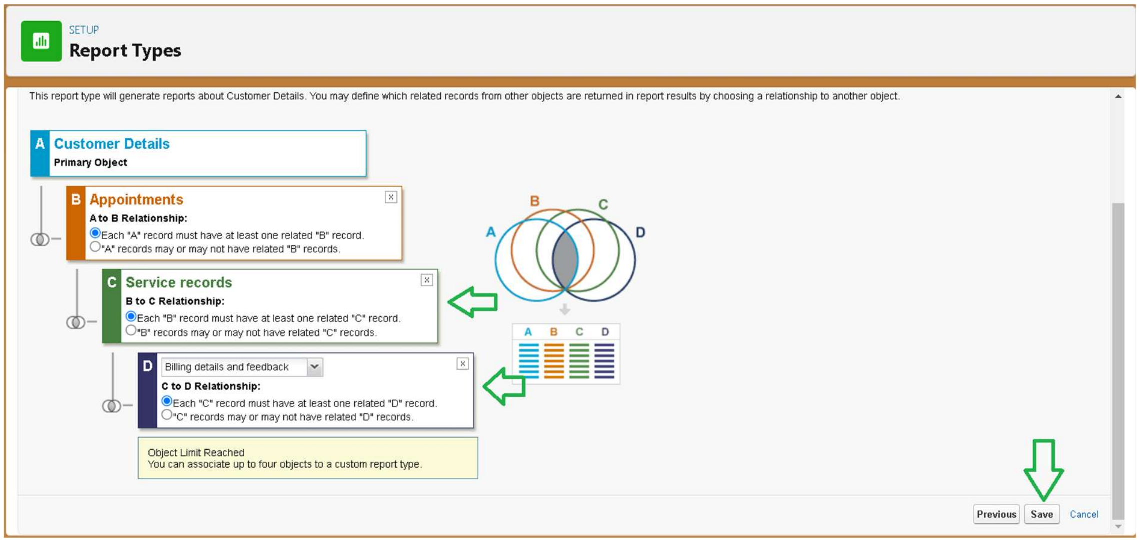
3. Select the Primary object as “ Customer details” .
4. Give the Report type Label as “ Service information ”
5. Report type Name is autopopulated.
6. Keep the Description as same.
7. Select Store in Category as “ other Reports ”
8. Select the deployment status as “ Depolyed ”, click on Next.



9. now , Click on Related object box.
10. Click on Select Object, choose Appointment Object as shown in fig.



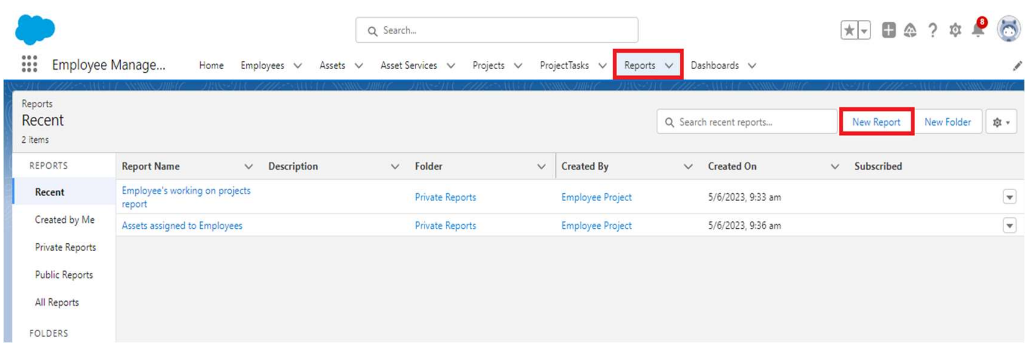
11. Again Click to relate another object.
12. And select the related object as " service records".
13. Repeat the process and select the related object as " Billing details and feedback".
14. And click on save.



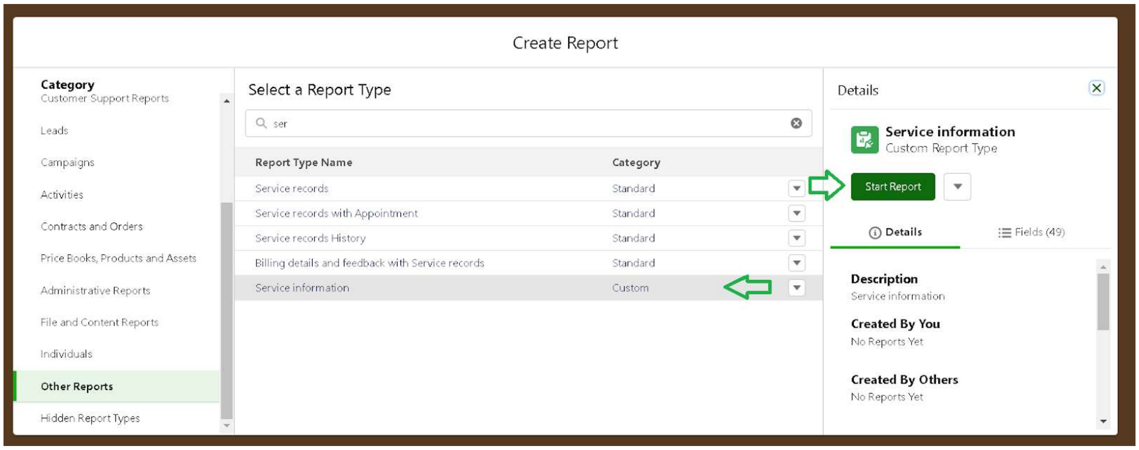
Create Report

Note : Before creating report, create latest “10” records in every object.
Try to fill every field in each record for better experience.

1. Go to the app >> click on the reports tab
2. Click New Report.



3. Select the Category as other reports, search for Service Information, select that report, click on it. And click on start report.



4. Their outline pane is opened alredy, select the fields that mentioned below in column section.

a. Customer name

b. Appointment Date

c. Service Status

d. Payment paid

5. Remove the unnecessary fields.

6. Select the fields that mentioned below in GROUP ROWS section.

. Rating for Service

7. Select the fields that mentioned below in GROUP ROWS section.

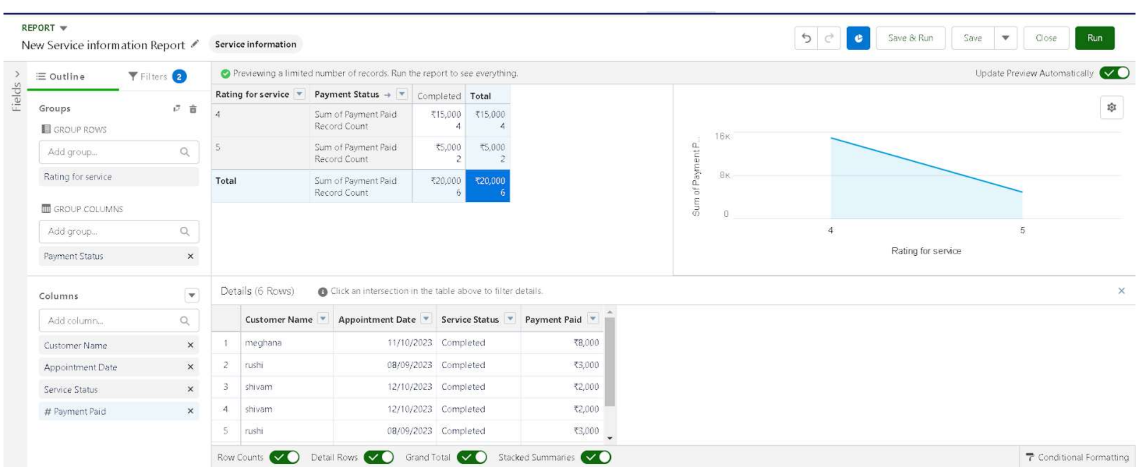
. Payment Status

8. Click on Add Chart , Select the Line Chart.

9. Click on save, Give the report Name : New Service information Report

10. Report unique Name is auto populated.

11. Select the folder the created and Click on save.




Save Report
*Report Name
New Service information Report
Report Unique Name
New_Service_information_Report_oVu
Report Description
Folder
Garage Management Folder
Select Folder
Cancel
Save