

**Assignment: 1 Create Lead**

1. Login to <https://login.salesforce.com>
2. Click on toggle menu button from the left corner
3. Click view All and click Sales from App Launcher
4. Click on Leads tab
5. Click on New button
6. Select Salutation dropdown
7. Enter the Last Name
8. Enter the Company Name
9. Click Save and Verify Leads name created

**Assignment: 2 Edit Lead**

<http://leaftaps.com/opentaps/control/main>

1. Launch the browser
2. Enter the username
3. Enter the password
4. Click Login
5. Click CRM/SFA link
6. Click Leads link
7. Click on Create Lead
8. Enter company name
9. Enter first name
10. Enter last name
11. Click on Create Lead button
12. Click Edit
13. Change the company name
14. Click Update

**Assignment: 3 Create Individuals**

Test Steps:

1. Login to <https://login.salesforce.com>
2. Click on the toggle menu button from the left corner
3. Click View All and click Individuals from App Launcher
4. Click on the Dropdown icon in the Individuals tab
5. Click on New Individual
6. Enter the Last Name
7. Click save and verify Individuals Name

**Assignment: 4 Edit Individuals**

Test Steps:

1. Login to <https://login.salesforce.com>
2. Click on the toggle menu button from the left corner
3. Click View All and click Individuals from App Launcher
4. Click on the Individuals tab
5. Search the Individuals last name
6. Click on the Dropdown icon and Select Edit
7. Select Salutation as 'Mr'
8. Now enter the first name
9. Click on Save and Verify the first name