

Assignment 2: Create the following Fields in the custom object/tab (Indeed)

The screenshot displays a user profile form with the following fields and controls:

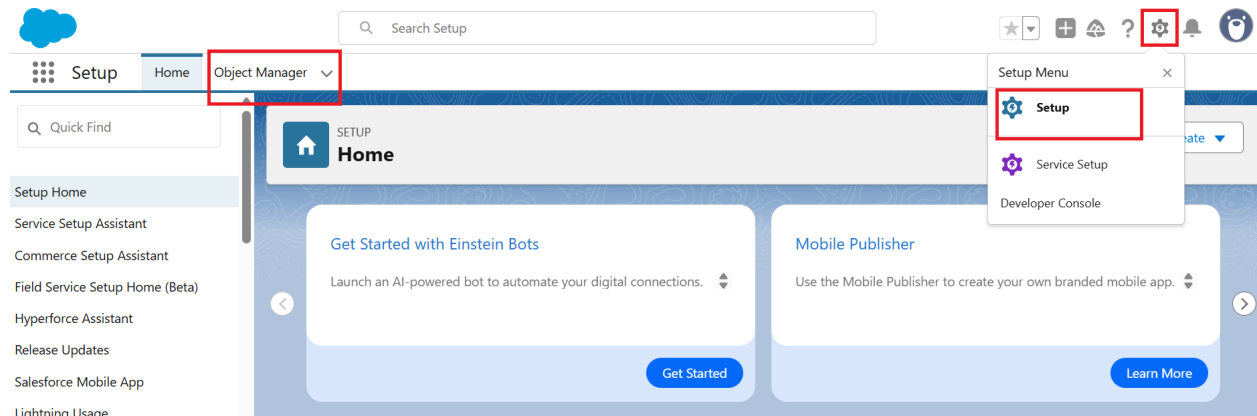
- First Name:** Text input field containing "John".
- Last Name:** Text input field.
- Gender:** Dropdown menu with "M" selected.
- Preferred Country:** Dropdown menu with "Australia" selected.
- Languages Known:** Two list boxes. The "Available" list contains "C", "C++", and "Java". The "Chosen" list is empty. Arrows between the lists allow for moving items.
- About Previous Job:** Text area.
- Experience:** Text input field.
- Salary Expected:** Text input field.
- Job Status:** Text input field.
- Candidate Email:** Text input field.

At the top and bottom of the form are three buttons: "Save", "Save & New", and "Cancel".

Step 1: Select the **Settings icon** in the top right corner

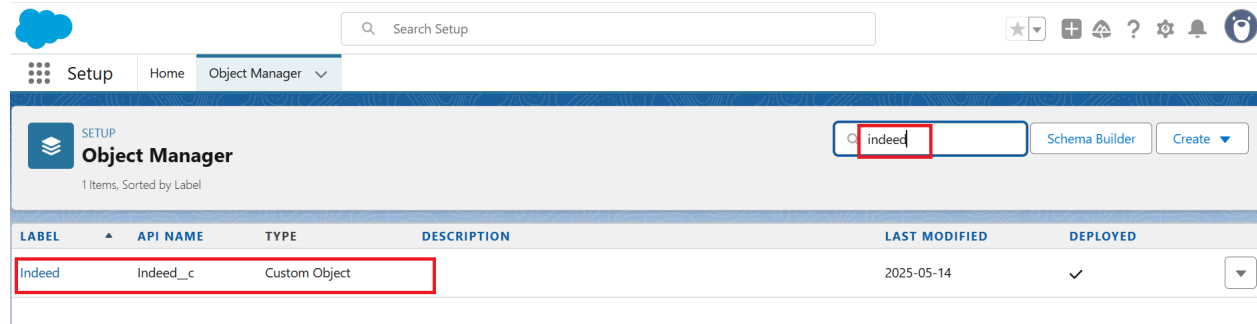
Step 2: Select **Setup**

Step 3: Click on the **Object Manager** option



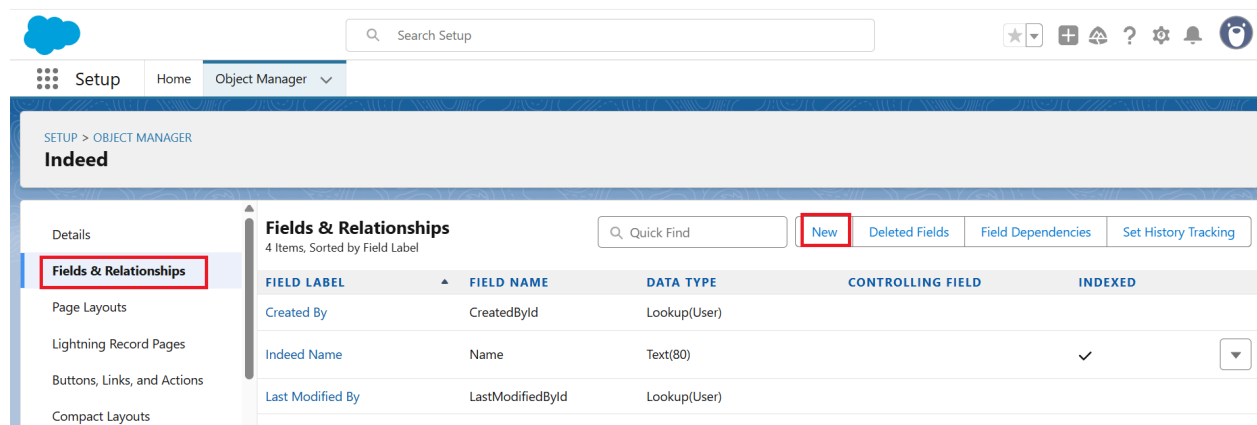
Step 4: Search the Custom Object/Tab (Indeed)

Step 5: Click on the Custom Object/Tab (Indeed)



Step 6: Select the Fields & Relationships option

Step 7: Click on the New button



Step 8: For First Name, select Text Data type

Step 13: Select the Page layout for the field

Step 14: Click on the Save

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Indeed

New Custom Field

Help for this Page

Step 4. Add to page layouts

Previous Save & New **Save** Cancel

Field Label	First Name
Data Type	Text
Field Name	First_Name
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**

☒ Indeed Layout

Step 15: Select the Fields & Relationships option

Step 16: Click on the New button

Setup Home Object Manager

Search Setup

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

4 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Indeed Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		

Step 17: For Last Name, select Text Data type

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

☐ Currency
☐ Date
☐ 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 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.
 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", "14:40-50:00" 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

Step 18: Enter the Field Label and other required fields as per the requirement

Step 19: Click on the Next button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Step 2. Enter the details Step 2 of 4

Previous Next Cancel

Field Label: Last Name ⓘ

Please enter the maximum length for text field below.

Length: 80

Field Name: Last_Name ⓘ

Description:

Help Text: Enter Last Name, eg, Peterson ⓘ

☐ Required
☐ Unique
☐ Always require a value in this field in order to save a record
☐ Do not allow duplicate values
☒ Treat "ABC" and "abc" as duplicate values (case insensitive)
☐ Treat "ABC" and "abc" as different values (case sensitive)
☐ Set this field as the unique record identifier from an external system
☒ Add this field to existing custom report types that contain this entity ⓘ

Auto add to custom report type

Default Value: Show Formula Editor
"Peterson"

Step 20: Select the check boxes for Read Access and Edit Access as per requirements

Step 21: Click on the Next button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

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

Previous Next Cancel

Field Label: Last Name
Data Type: Text
Field Name: Last_Name
Description:

This list includes permission sets that have Create, Read, Edit or Delete access for this field's object. If no permission sets have that access for this field's object, the list includes all permission sets.

Select the permission sets to which you want to grant access to this field via field-level security. If you don't select at least one permission set, this field is hidden from all permission sets.

☐ Permission sets with object permissions

Field-Level Security for Permission Set +	API Name	Description	<input type="checkbox"/> Read Access	<input type="checkbox"/> Edit Access
Access and Manage Reviews ⓘ	Access_and_Manage_Reviews	permission set	<input type="checkbox"/>	<input type="checkbox"/>
Experience Profile Manager ⓘ	Experience_Profile_Manager		<input type="checkbox"/>	<input type="checkbox"/>
Manage Job Applications ⓘ	Manage_Job_Applications		<input type="checkbox"/>	<input type="checkbox"/>
Manage Positions ⓘ	Manage_Positions		<input type="checkbox"/>	<input type="checkbox"/>
SCRT2 Integration User ⓘ	sfdc_scr2	Give SCRT2 Integration User necessary access	<input type="checkbox"/>	<input type="checkbox"/>
Update Candidate Records ⓘ	Update_Candidate_Records		<input type="checkbox"/>	<input type="checkbox"/>

Step 22: Select the Page layout for the field

Step 23: Click on the Save

SETUP > OBJECT MANAGER
Indeed

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

Indeed
New Custom Field

Step 4. Add to page layouts

Field Label Last Name
Data Type Text
Field Name Last_Name
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
Indeed Layout

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

Previous Save & New **Save** Cancel

Step 24: Select the Fields & Relationships option

Step 25: Click on the New button

Setup Home Object Manager

SETUP > OBJECT MANAGER
Indeed

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts

Fields & Relationships
4 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Indeed Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		

Step 26: For Gender, select Picklist Data type

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

☐ Currency
☐ Date
☐ 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 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.
 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", 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

Step 27: Enter the Field Label “Gender”

Step 28: Select Enter values, with each value separated by a new line

Step 29: Enter Values in the box: Male, Female, Prefer Not to Say, and also select other required fields as per the requirement

Step 30: Click on the Next button

Setup Home Object Manager

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

Step 2: Enter the details

Step 2 of 4

Field Label **Gender**

Values

☐ Use global picklist value set
☒ **Enter values, with each value separated by a new line**

Male
 Female
 Prefer not to say

☐ 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 **Gender**

Help Text **Select the Gender**

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**

Default Value **Show Formula Editor**
"Gender"

Previous Next Cancel

Step 31: Select the check boxes for Read Access and Edit Access as per requirements

Step 32: Click on the Next button

Setup Home Object Manager

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

Indeed New Custom Field

Step 3 of 4

Step 3. Establish field-level security

Field Label Gender
Data Type Picklist
Field Name Gender
Description

This list includes permission sets that have Create, Read, Edit or Delete access for this field's object. If no permission sets have that access for this field's object, the list includes all permission sets. Select the permission sets to which you want to grant access to this field via field-level security. If you don't select at least one permission set, this field is hidden from all permission sets.

☐ Permission sets with object permissions

Field-Level Security for Permission Set	API Name	Description	<input type="checkbox"/> Read Access	<input type="checkbox"/> Edit Access
1 Access and Manage Reviews	Access_and_Manage_Reviews	permission set	<input type="checkbox"/>	<input type="checkbox"/>
1 Experience Profile Manager	Experience_Profile_Manager		<input type="checkbox"/>	<input type="checkbox"/>
1 Manage Job Applications	Manage_Job_Applications		<input type="checkbox"/>	<input type="checkbox"/>
1 Manage Positions	Manage_Positions		<input type="checkbox"/>	<input type="checkbox"/>
1 SCRT2 Integration User	sls_sprt2	Give SCRT2 Integration User necessary access	<input type="checkbox"/>	<input type="checkbox"/>
1 Update Candidate Records	Update_Candidate_Records		<input type="checkbox"/>	<input type="checkbox"/>

Previous Next Cancel

Step 33: Select the Page layout for the field

Step 34: Click on the Save

Setup Home Object Manager

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Indeed New Custom Field

Step 4 of 4

Step 4. Add to page layouts

Field Label Gender
Data Type Picklist
Field Name Gender
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
☒ Indeed Layout

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

Previous Save & New Save Cancel

Step 35: Select the Fields & Relationships option

Step 36: Click on the New button

Setup Setup Home Object Manager

SETUP > OBJECT MANAGER
Indeed

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts

Fields & Relationships
4 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Indeed Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		

Step 37: For Gender, select Picklist Data type

SETUP > OBJECT MANAGER
Indeed

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Scoping Rules
Object Access
Trainers

☐ Currency
☐ Date
☐ 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 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.
 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", 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

Step 38: Enter the Field Label "Preferred Country"

Step 39: Select Enter values, with each value separated by a new line

Step 40: Enter Values in the box: United States of America, Canada, Australia, India, etc, and also select other required fields as per the requirement

Step 41: Select the Checkbox "Display values in alphabetical order not in given order"

Step 42: Click on the Next button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Step 2 of 4

Previous **Next** Cancel

Field Label Preferred Country

Values

☐ Use global picklist value set

☒ Enter values, with each value separated by a new line

United States
Canada
United Kingdom
India
Australia
Germany
France

☒ 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 Preferred_Country

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

Step 43: Select the check boxes for **Read Access** and **Edit Access** as per requirements

Step 44: Click on the **Next** button

Setup Home Object Manager

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

New Custom Field

Step 3 of 4

Previous **Next** Cancel

Field Label Preferred Country

Data Type Picklist

Field Name Preferred_Country

Description

This list includes permission sets that have Create, Read, Edit or Delete access for this field's object. If no permission sets have that access for this field's object, the list includes all permission sets. Select the permission sets to which you want to grant access to this field via field-level security. If you don't select at least one permission set, this field is hidden from all permission sets.

☐ Permission sets with object permissions

Field-Level Security for Permission Set	API Name	Description	<input type="checkbox"/> Read Access	<input type="checkbox"/> Edit Access
1 Access and Manage Reviews	Access_and_Manage_Reviews	permission set	<input type="checkbox"/>	<input type="checkbox"/>
1 Experience Profile Manager	Experience_Profile_Manager		<input type="checkbox"/>	<input type="checkbox"/>
1 Manage Job Applications	Manage_Job_Applications		<input type="checkbox"/>	<input type="checkbox"/>
1 Manage Positions	Manage_Positions		<input type="checkbox"/>	<input type="checkbox"/>
1 SCRT2 Integration User	sfdc_scr2	Give SCRT2 Integration User necessary access	<input type="checkbox"/>	<input type="checkbox"/>
1 Update Candidate Records	Update_Candidate_Records		<input type="checkbox"/>	<input type="checkbox"/>

Previous **Next** Cancel

Step 45: Select the Page layout for the field

Step 46: Click on the **Save**

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

New Custom Field

Step 4. Add to page layouts Step 4 of 4

Field Label Preferred Country

Data Type Picklist

Field Name Preferred__Country

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

☒ Add Field Page Layout Name

☒ Indeed Layout

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

Previous Save & New **Save** Cancel

Step 47: Select the **Fields & Relationships** option

Step 48: Click on the **New** button

Setup Home Object Manager

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Fields & Relationships

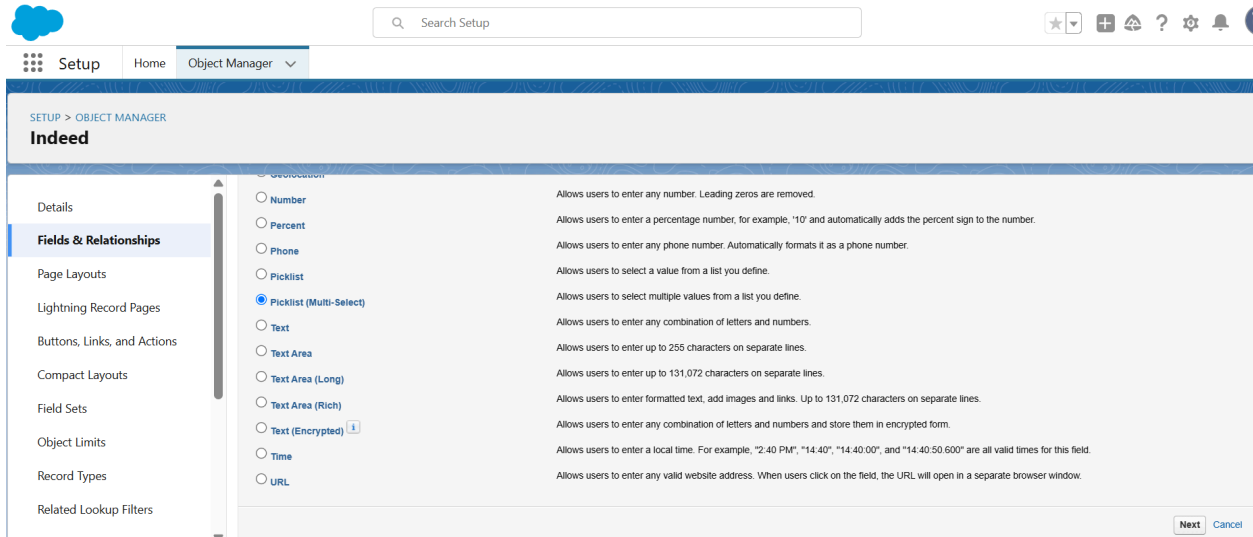
4 Items, Sorted by Field Label

Quick Find

New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Indeed Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		

Step 48: For **Languages Known**, select **Picklist (Multi-Select)** Data type

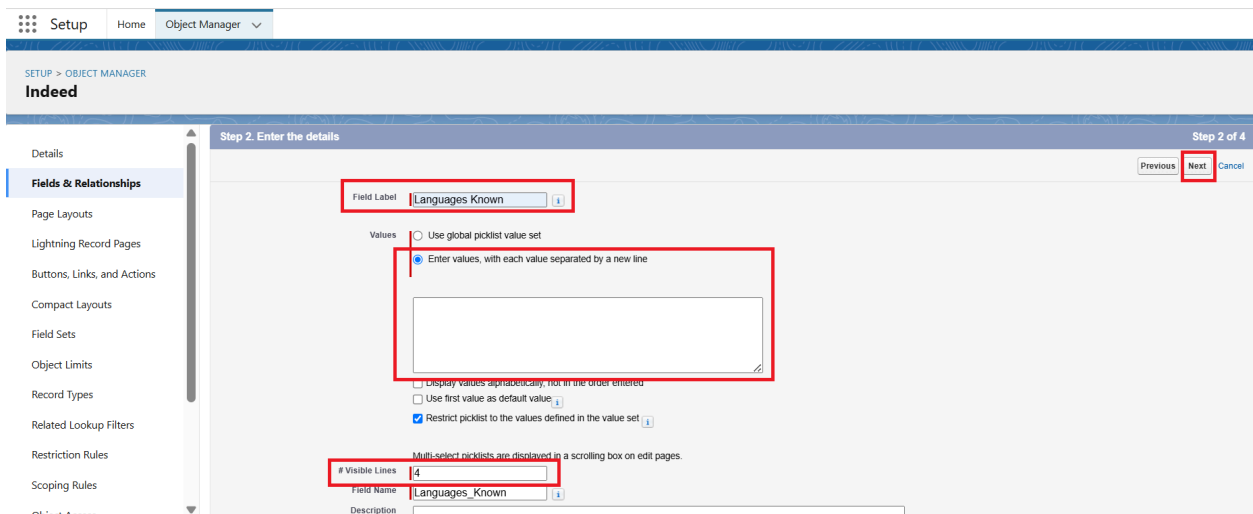


Step 49: Enter the Field Label “Languages Known”

Step 50: Select Enter values, with each value separated by a new line

Step 51: Enter Values in the box: C, C++, Java, JavaScript, .NET, HTML, CSS, and also select other required fields as per the requirement

Step 52: Click on the Next button



Step 53: Select the check boxes for Read Access and Edit Access as per requirements

Step 54: Click on the Next button

Setup Home Object Manager

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Manager

Indeed

New Custom Field

Help for this Page

Step 3. Establish field-level security

Step 3 of 4

Previous Next Cancel

Field Label Languages Known1

Data Type Picklist (Multi-Select)

Field Name Languages_Known1

Description

This list includes permission sets that have Create, Read, Edit or Delete access for this field's object. If no permission sets have that access for this field's object, the list includes all permission sets. Select the permission sets to which you want to grant access to this field via field-level security. If you don't select at least one permission set, this field is hidden from all permission sets.

☐ Permission sets with object permissions

Field-Level Security for Permission Set	API Name	Description	<input checked="" type="checkbox"/> Read Access	<input type="checkbox"/> Edit Access
Access and Manage Reviews	Access_and_Manage_Reviews	permission set	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience Profile Manager	Experience_Profile_Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Job Applications	Manage_Job_Applications		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Positions	Manage_Positions		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 55: Select the Page layout for the field

Step 56: Click on the Save

Setup Home Object Manager

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Manager

Indeed

New Custom Field

Help for this Page

Step 4. Add to page layouts

Step 4 of 4

Previous Save & New Save Cancel

Field Label Languages Known1

Data Type Picklist (Multi-Select)

Field Name Languages_Known1

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

☒ Indeed Layout

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

Previous Save & New Save Cancel

Step 57: Select the Fields & Relationships option

Step 58: Click on the New button

Setup Home Object Manager

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Object Manager

Indeed

Fields & Relationships

4 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Indeed Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		

Step 59: For About Previous Job, select Text Area Data type

Setup > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping 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 a 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 a 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 "14:40:50.600" 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

Step 60: Enter the Field Label “About Previous Job”

Step 61: Click on the Next button

Setup > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Chart Areas

Step 2: Enter the details

Step 2 of 4

Previous Next Cancel

Field Label About Previous Job

Field Name About_Previous_Job

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

Default Value Show Formula Editor

Use formula syntax. Enclose text and picklist value API names in double quotes ("the_text"). Include numbers without quotes. (25) show percentages as decimals: (0.10), and express date calculations in the standard format: (Today() + 7). To reference a field from a Custom Metadata type record use: \$CustomMetadata.Type__c.and RecordId\$Name.Field__c

Previous Next Cancel

Step 64: Select the check boxes for Read Access and Edit Access as per requirements

Step 65: Click on the Next button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Field Label: About Previous Job
Data Type: Text Area
Field Name: About_Previous_Job
Description:

This list includes permission sets that have Create, Read, Edit or Delete access for this field's object. If no permission sets have that access for this field's object, the list includes all permission sets.
Select the permission sets to which you want to grant access to this field via field-level security. If you don't select at least one permission set, this field is hidden from all permission sets.

☐ Permission sets with object permissions

Field-Level Security for Permission Set	API Name	Description	<input checked="" type="checkbox"/> Read Access	<input type="checkbox"/> Edit Access
<input type="checkbox"/> Access and Manage Reviews	Access_and_Manage_Reviews	permission set	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Experience Profile Manager	Experience_Profile_Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Manage Job Applications	Manage_Job_Applications		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Manage Positions	Manage_Positions		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SCRT2 Integration User	stdc_scr2	Give SCRT2 Integration User necessary access	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Update Candidate Records	Update_Candidate_Records		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Previous Next Cancel

Step 66: Select the Page layout for the field

Step 67: Click on the Save

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Indeed
New Custom Field

Step 4 of 4

Step 4. Add to page layouts

Field Label: About Previous Job
Data Type: Text Area
Field Name: About_Previous_Job
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
Indeed Layout

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

Previous Save & New Save Cancel

Step 68: Select the Fields & Relationships option

Step 69: Click on the New button

Setup Home Object Manager

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

4 Items, Sorted by Field Label

Quick Find

New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Indeed Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		

Step 70: For Experience, select Number Data type

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

☐ DateTime

☐ 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 a date and time. If a date is entered without a time, the system will default to the current time.

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

Step 71: Enter the Field Label "Experience"

Step 72: Enter a value in the Length field

Step 73: Enter a value in the Decimal places field

Step 74: Click on the Next button

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Indeed

New Custom Field

Help for this Page

Step 2: Enter the details

Step 2 of 4

Previous **Next** Cancel

Field Label

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

Description

Help Text

Required

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

☐ Do not allow duplicate values

Step 75: Select the check boxes for Read Access and Edit Access as per requirements

Step 76: Click on the Next button

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

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

Previous **Next** Cancel

Field Label Experience
Data Type Number
Field Name Experience
Description

This list includes permission sets that have Create, Read, Edit or Delete access for this field's object. If no permission sets have that access for this field's object, the list includes all permission sets.
Select the permission sets to which you want to grant access to this field via field-level security. If you don't select at least one permission set, this field is hidden from all permission sets.

☐ Permission sets with object permissions

Field-Level Security for Permission Set	API Name	Description	<input checked="" type="checkbox"/> Read Access	<input type="checkbox"/> Edit Access
<input checked="" type="checkbox"/> Access and Manage Reviews	Access_and_Manage_Reviews	permission set	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Experience Profile Manager	Experience_Profile_Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Manage Job Applications	Manage_Job_Applications		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Manage Positions	Manage_Positions		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SCRT2 Integration User	stdc_scr2	Give SCRT2 Integration User necessary access	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Update Candidate Records	Update_Candidate_Records		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 77: Select the Page layout for the field

Step 78: Click on the Save

Setup Home Object Manager

SETUP > OBJECT MANAGER

Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Indeed

New Custom Field Help for this Page

Step 4. Add to page layouts Step 4 of 4

Previous **Save & New** **Save** Cancel

Field Label Experience
Data Type Number
Field Name Experience
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.

<input checked="" type="checkbox"/> Add Field	Page Layout Name
<input checked="" type="checkbox"/>	Indeed Layout

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

Previous **Save & New** **Save** Cancel

Step 79: Select the Fields & Relationships option

Step 80: Click on the New button

Setup Setup Home Object Manager

SETUP > OBJECT MANAGER
Indeed

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts

Fields & Relationships
4 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Indeed Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		

Step 81: For Salary Expected, select Currency Data type

SETUP > OBJECT MANAGER
Indeed

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Scoping Rules
Object Access
Triggers

Step 1. Choose the field type

Specify the type of information that the custom field will contain.

Data Type

☐ 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.

Next Cancel

Step 82: Enter the Field Label "Salary Expected"

Step 83: Enter a value in the Length field

Step 84: Enter a value in the Decimal places field

Step 85: Click on the Next button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Indeed
New Custom Field

Step 2. Enter the details

Field Label

Length Decimal Places

Number of digits to the left of the decimal point

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

Previous **Next** Cancel

Step 86: Select the check boxes for **Read Access** and **Edit Access** as per requirements

Step 87: Click on the **Next** button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Indeed
New Custom Field

Step 3. Establish field-level security

Field Label Salary Expected

Data Type Currency

Field Name Expected_Salary

Description

This list includes permission sets that have Create, Read, Edit or Delete access for this field's object. If no permission sets have access for this field's object, the list includes all permission sets. Select the permission sets to which you want to grant access to this field via field-level security. If you don't select at least one permission set, this field is hidden from all permission sets.

☐ Permission sets with object permissions

Field-Level Security for Permission Set	API Name	Description	<input checked="" type="checkbox"/> Read Access	<input type="checkbox"/> Edit Access
<input checked="" type="checkbox"/> Access and Manage Reviews	Access_and_Manage_Reviews	permission set	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Experience Profile Manager	Experience_Profile_Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Manage Job Applications	Manage_Job_Applications		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Manage Positions	Manage_Positions		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SCRT2 Integration User	sfdc_scr2	Give SCRT2 Integration User necessary access	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Update Candidate Records	Update_Candidate_Records		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Previous **Next** Cancel

Step 88: Select the Page layout for the field

Step 89: Click on the **Save**

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Indeed
New Custom Field

Step 4. Add to page layouts

Field Label Salary Expected

Data Type Currency

Field Name Expected_Salary

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

☒ Indeed Layout

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

Previous Save & New **Save** Cancel

Step 90: Select the **Fields & Relationships** option

Step 91: Click on the **New** button

SETUP > OBJECT MANAGER
Indeed

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts

Fields & Relationships
4 Items, Sorted by Field Label

Q Quick Find **New** Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Indeed Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		

Step 92: For Job Status, select Picklist Data type

SETUP > OBJECT MANAGER
Indeed

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Scoping Rules
Object Access
Triggers

☐ Currency
☐ Date
☐ 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 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.
 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", and "14:40:50.600" 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

Step 93: Enter the Field Label "Job Status"

Step 94: Select Enter values, with each value separated by a new line

Step 95: Enter Values in the box: Employed, Unemployed, Looking for a Job, On Notice Period, Intern, Freelancing, Retired and also select other required fields as per the requirement

Step 96: Click on the Next button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Field Label: Job Status

Values: ☐ Use global picklist value set ☒ Enter values, with each value separated by a new line

Employed
Unemployed
Looking for Job
On Notice Period
Intern
Freelancing
Retired

☐ 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: Job_Status

Description:

Help Text:

Previous Next Cancel

Step 97: Select the check boxes for **Read Access** and **Edit Access** as per requirements

Step 98: Click on the **Next** button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Indeed
New Custom Field

Help for this Page

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

Previous Next Cancel

Field Label: Job Status
Data Type: Picklist
Field Name: Job_Status
Description:

This list includes permission sets that have Create, Read, Edit or Delete access for this field's object. If no permission sets have that access for this field's object, the list includes all permission sets. Select the permission sets to which you want to grant access to this field via field-level security. If you don't select at least one permission set, this field is hidden from all permission sets.

☐ Permission sets with object permissions

Field-Level Security for Permission Set	API Name	Description	<input checked="" type="checkbox"/> Read Access	<input type="checkbox"/> Edit Access
<input checked="" type="checkbox"/> Access and Manage Reviews	Access_and_Manage_Reviews	permission set	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Experience Profile Manager	Experience_Profile_Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Manage Job Applications	Manage_Job_Applications		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Manage Positions	Manage_Positions		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SCRT2 Integration User	sfdc_scr2	Give SCRT2 Integration User necessary access	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Update Candidate Records	Update_Candidate_Records		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 99: Select the Page layout for the field

Step 100: Click on the **Save**

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Indeed
New Custom Field

Help for this Page

Step 4. Add to page layouts Step 4 of 4

Previous Save & New Save Cancel

Field Label: Job Status
Data Type: Picklist
Field Name: Job_Status
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
☒ Indeed Layout

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

Previous Save & New Save Cancel

Step 101: Select the **Fields & Relationships** option

Step 102: Click on the **New** button

SETUP > OBJECT MANAGER
Indeed

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts

Fields & Relationships
4 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedBy	Lookup(User)		
Indeed Name	Name	Text(80)		✓
Last Modified By	LastModifiedBy	Lookup(User)		

Step 103: For **Candidate Email**, select **Email Data type**

SETUP > OBJECT MANAGER
Indeed

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Scoping Rules
Object Access
Triggers

☐ Currency
☐ Date
☐ 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 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.
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", and "14:40:50.600" 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

Step 104: Enter the **Field Label** “**Candidate Email**”

Step 105: Enter/select other required fields as per the requirement

Step 106: Click on the **Next** button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Indeed
New Custom Field

Step 2. Enter the details

Step 2 of 4

Field Label: Candidate Email

Field Name: Candidate_Email

Description:

Help Text:

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

Unique: ☐ Do not allow duplicate values

External ID: ☐ Set this field as the unique record identifier from an external system

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

Default Value: Show Formula Editor

Previous Next Cancel

Step 107: Select the check boxes for **Read Access** and **Edit Access** as per requirements

Step 108: Click on the **Next** button

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Indeed
New Custom Field

Step 3. Establish field-level security

Step 3 of 4

Field Label: Candidate Email

Data Type: Email

Field Name: Candidate_Email

Description:

This list includes permission sets that have Create, Read, Edit or Delete access for this field's object. If no permission sets have that access for this field's object, the list includes all permission sets. Select the permission sets to which you want to grant access to this field via field-level security. If you don't select at least one permission set, this field is hidden from all permission sets.

☐ Permission sets with object permissions

Field-Level Security for Permission Set	API Name	Description	Read Access	Edit Access
Access and Manage Reviews	Access_and_Manage_Reviews	permission set	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience Profile Manager	Experience_Profile_Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Job Applications	Manage_Job_Applications		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Positions	Manage_Positions		<input checked="" type="checkbox"/>	<input type="checkbox"/>
SCRT2 Integration User	sfdc_scr2	Give SCRT2 Integration User necessary access	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Update Candidate Records	Update_Candidate_Records		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Previous Next Cancel

Step 109: Select the Page layout for the field

Step 110: Click on the **Save**

SETUP > OBJECT MANAGER
Indeed

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Indeed
New Custom Field

Step 4. Add to page layouts

Step 4 of 4

Field Label: Candidate Email

Data Type: Email

Field Name: Candidate_Email

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

☒ Indeed Layout

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

Previous Save & New Save Cancel

RESULT

Lightning view

New Indeed

* = Required information

Information

Indeed Name

Owner

*First Name

John

Last Name

Peterson

Gender

--None--

*Preferred Country

--None--

Languages Known

Available

C

C++

Java

Javascript

Chosen

About Previous Job

*Experience

Salary Expected

Job Status

--None--

Candidate Email

Cancel

Save & New

Save



Indeed
Form-2

Form-2

[Parijatha Kamuni](#)

First Name ⓘ

John

Last Name ⓘ

Peterson

Gender

Male

Preferred Country

Australia

Languages Known

C;Java

About Previous Job

Previously worked as Developer

Experience

4.0

Salary Expected

\$80,000.0

Job Status

Unemployed

Candidate Email

p.k@gmail.com

Created By

[Parijatha Kamuni](#), 2025-05-15, 4:01 a.m.

Last Modified By

[Parijatha Kamuni](#), 2025-05-15, 4:01 a.m.

Classic view

Information

First Name ⓘ

John

Owner [Parijatha Kamuni](#)

Last Name ⓘ

Peterson

Gender

Male

Preferred Country

Canada

Languages Known

Available

Java

Javascript

.Net

Chosen

C

C++

About Previous Job

Previous job in Dev

Experience

4.0

Salary Expected

80,000.0

Job Status

Unemployed

Candidate Email

p.k@gmail.com

Age

Save

Save & New

Cancel