

WORKFORCE ADMINISTRATION SOLUTION

By

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Project Abstract

Workforce Administration Solution is a software application or platform designed to streamline and automate various aspects of employee's working on projects and Asset Assignment processes within an organization. It serves as a centralized system for managing employee data, number of projects an employee is working on, tracking employee performance, and keeping record for the assets which they are assigned to.

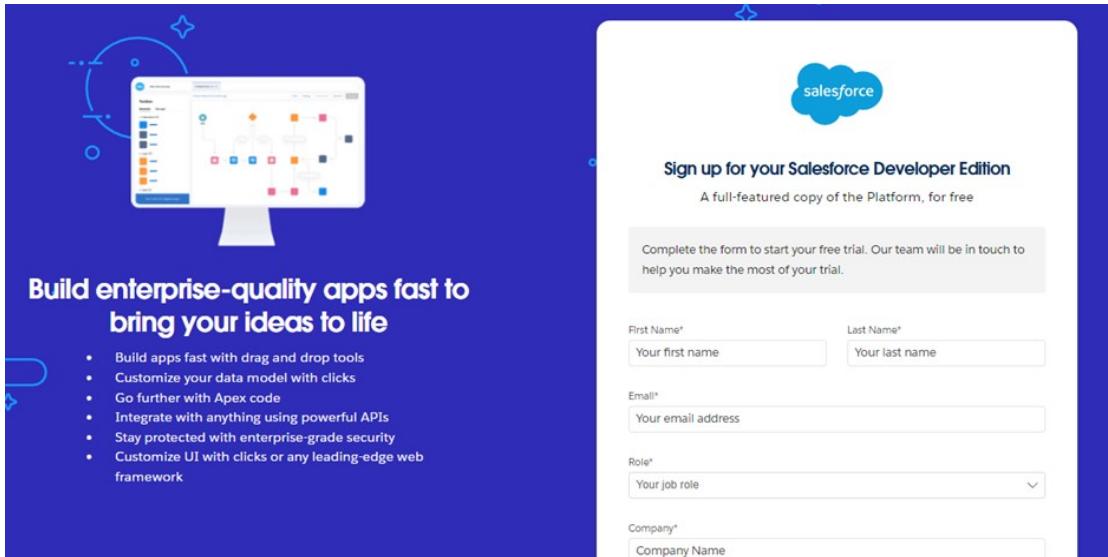
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INTRODUCTION

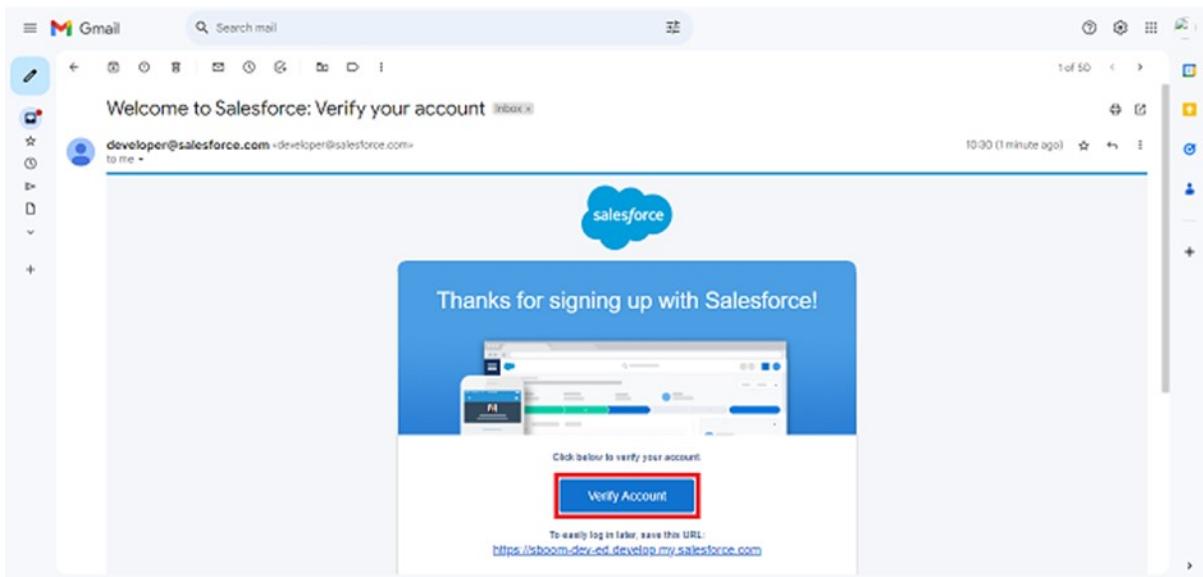
Workforce Administration Solution is a software application or platform designed to streamline and automate various aspects of employee's working on projects and Asset Assignment processes within an organization. It serves as a centralized system for managing employee data, number of projects an employee is working on, tracking employee performance, and keeping record for the assets which they are assigned to. In an effort to enhance data security and performance while simplifying system administration, Workforce Administration Solution is transitioning to Salesforce, a new cloud technology. By leveraging this advanced platform, the company can ensure the safe storage of sensitive data through robust encryption and proactive backup mechanisms. The cloud's automated data replication capabilities provide added protection and efficient disaster recovery solutions. With access to scalable resources, Workforce Administration Solution can optimize performance, ensuring fast and reliable access to data. This shift to the new cloud technology streamlines administrative tasks, reducing complexity and allowing system administrators to focus on higher-value activities, ultimately increasing productivity and enhancing overall operational efficiency

Task 1: Salesforce



The image shows the "Sign up for your Salesforce Developer Edition" page. It features a large "salesforce" logo at the top. Below it, the text "Sign up for your Salesforce Developer Edition" and "A full-featured copy of the Platform, for free". A form is provided for users to complete: "First Name*" (with placeholder "Your first name"), "Last Name*" (with placeholder "Your last name"), "Email*" (with placeholder "Your email address"), "Role*" (with placeholder "Your job role"), and "Company*" (with placeholder "Company Name").

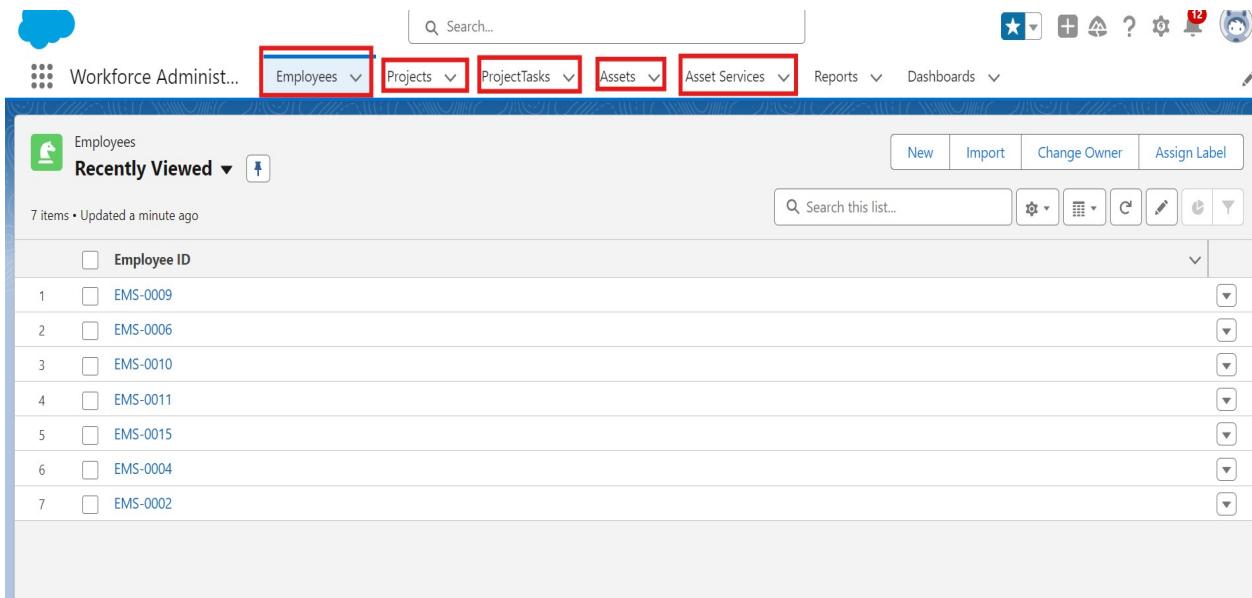
Activity 1: Creating Developer Account



The image shows a Gmail inbox with a single email from "developer@salesforce.com". The subject is "Welcome to Salesforce: Verify your account". The email body contains a "salesforce" logo and the text "Thanks for signing up with Salesforce!". It includes a screenshot of the Salesforce platform and a red box around the "Verify Account" button. Below the button, it says "To easily log in later, save this URL: <https://sboom-dev-ed-developer.my.salesforce.com>".

Activity 2: Account Activation

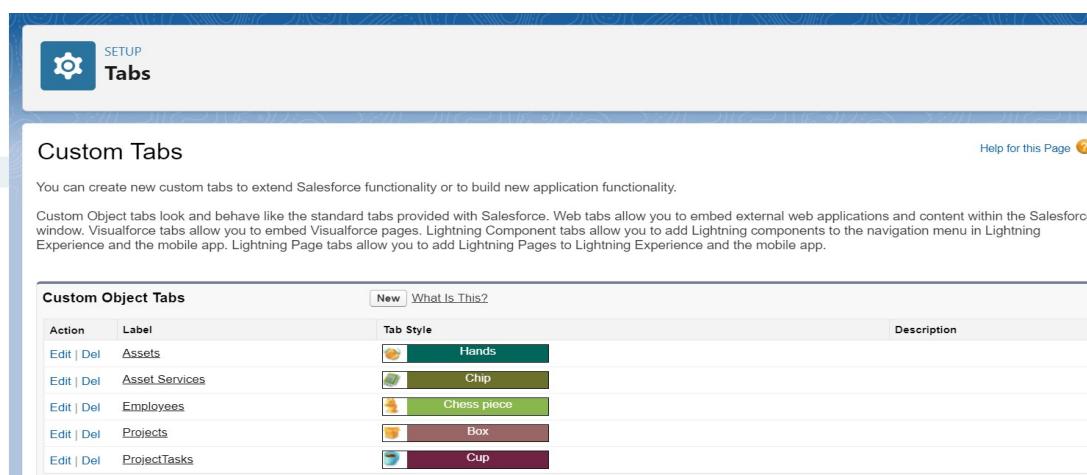
Task 2: Object



The screenshot shows the Salesforce navigation bar with tabs for Workforce Administ..., Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, and Dashboards. The Employees tab is selected and highlighted with a red box. Below the navigation bar is a list titled 'Employees' under 'Recently Viewed'. The list contains 7 items, all updated a minute ago, with Employee IDs ranging from EMS-0009 down to EMS-0002. The list includes checkboxes and dropdown arrows for each item.

Activity - Create 5 objects with label names as Employees, Projects, ProjectTasks, Assets, Asset Services.

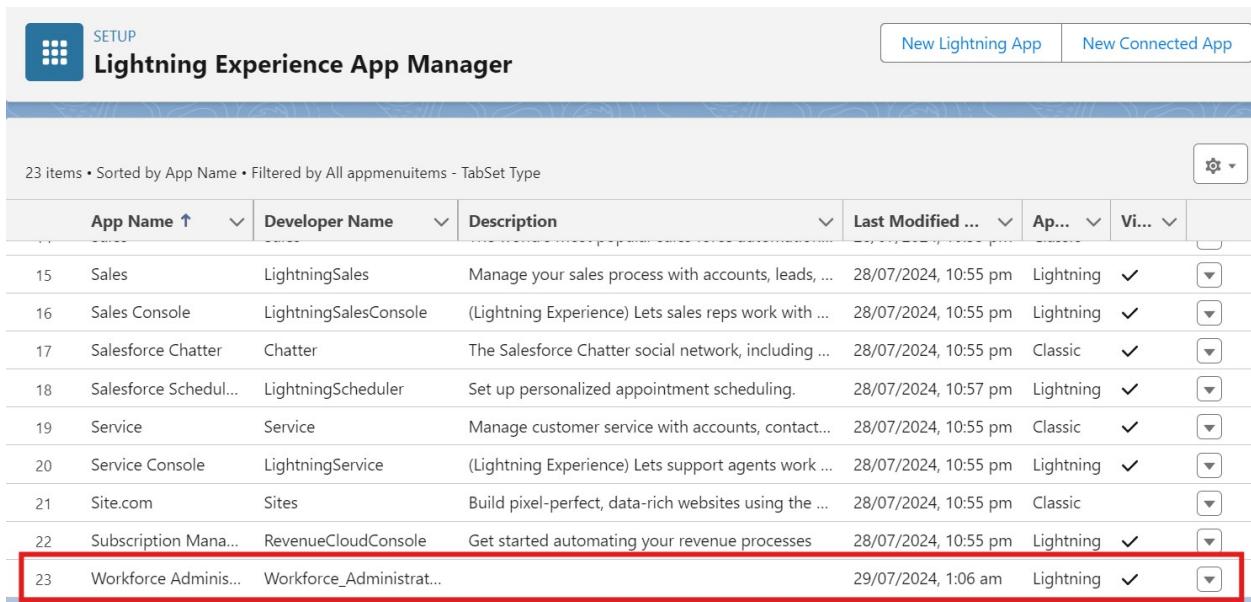
Task 3: Tabs



The screenshot shows the 'Custom Tabs' page in the Salesforce Setup. The top navigation bar has a 'SETUP' icon and a 'Tabs' tab. The main content area is titled 'Custom Tabs' and contains a sub-header: 'You can create new custom tabs to extend Salesforce functionality or to build new application functionality.' Below this, it says: 'Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.' At the bottom, there is a table titled 'Custom Object Tabs' with columns for Action, Label, Tab Style, and Description. The table lists five tabs: 'Assets' (Hands), 'Asset Services' (Chip), 'Employees' (Chess piece), 'Projects' (Box), and 'ProjectTasks' (Cup). Each row includes an 'Edit | Del' link.

Activity: Creating 5 Custom Tabs - Employees, Projects, ProjectTasks, Assets, Asset Services.

Task 4: The Lightning App



The screenshot shows the Salesforce Lightning Experience App Manager. The top navigation bar includes the 'SETUP' icon, the title 'Lightning Experience App Manager', and two buttons: 'New Lightning App' and 'New Connected App'. Below the header, a message indicates '23 items • Sorted by App Name • Filtered by All appmenuitems - TabSet Type'. A table lists 23 apps, each with columns for App Name, Developer Name, Description, Last Modified, Type, and Visibility. The last row, '23 Workforce Adminis...', is highlighted with a red border.

	App Name ↑	Developer Name	Description	Last Modified ...	Type	Ap... ▾	Vi... ▾	⋮
15	Sales	LightningSales	Manage your sales process with accounts, leads, ...	28/07/2024, 10:55 pm	Lightning	✓	▼	
16	Sales Console	LightningSalesConsole	(Lightning Experience) Lets sales reps work with ...	28/07/2024, 10:55 pm	Lightning	✓	▼	
17	Salesforce Chatter	Chatter	The Salesforce Chatter social network, including ...	28/07/2024, 10:55 pm	Classic	✓	▼	
18	Salesforce Schedul...	LightningScheduler	Set up personalized appointment scheduling.	28/07/2024, 10:57 pm	Lightning	✓	▼	
19	Service	Service	Manage customer service with accounts, contact...	28/07/2024, 10:55 pm	Classic	✓	▼	
20	Service Console	LightningService	(Lightning Experience) Lets support agents work ...	28/07/2024, 10:55 pm	Lightning	✓	▼	
21	Site.com	Sites	Build pixel-perfect, data-rich websites using the ...	28/07/2024, 10:55 pm	Classic		▼	
22	Subscription Mana...	RevenueCloudConsole	Get started automating your revenue processes	28/07/2024, 10:55 pm	Lightning	✓	▼	
23	Workforce Adminis...	Workforce_Administrat...		29/07/2024, 1:06 am	Lightning	✓	▼	

Activity : Create a Lightning App - Workforce Administration Solution.

Task 5: Fields & Relationships

The screenshot shows the Salesforce Object Manager interface for the Employee object. The left sidebar lists various setup options like Page Layouts, Lightning Record Pages, Buttons, etc. The main area is titled 'Fields & Relationships' and displays 26 items, sorted by Field Label. Each row shows a field name, its API name, and its data type. For example, 'Address' is a Text Area(255) and 'Age' is a Formula (Number). Most fields have dropdown arrows on the right, except for 'Created By' and 'Owner' which have checkmarks.

Field Label	API Name	Type
Address	Address_c	Text Area(255)
Age	Age_c	Formula (Number)
Cab Allowance	Cab_Allowance_c	Checkbox
Cab Allowance Amount	Cab_Allowance_Amount_c	Currency(18, 0)
Created By	CreatedById	Lookup(User)
Date of Birth	Date_of_Birth_c	Date
Email	Email_c	Email
Employee ID	Name	Auto Number
Employee Name	Employee_Name_c	Text(18)
Experience	Experience_c	Text Area(255)
Food Allowance Amount	Food_Allowance_Amount_c	Currency(18, 0)
Food Allowances	Food_Allowances_c	Checkbox
Gender	Gender_c	Picklist
Joining date	Joining_date_c	Date
Last Modified By	LastModifiedById	Lookup(User)
LinkedIn Profile	LinkedIn_Profile_c	URL
Login Time	Login_Time_c	Time
Logout Time	Logout_Time_c	Time
Mode of Work	Mode_of_Work_c	Picklist
Owner	OwnerId	Lookup(User,Group)
Phone no	Phone_no_c	Phone
Qualification	Qualification_c	Text(18)
Qualification	Qualification_c	Text(18)
Record Type	RecordTypeId	Record Type
Reports to	Reports_to_c	Lookup(Employee)
Wifi Allowance Amount	Wifi_Allowance_Amount_c	Currency(18, 0)
Wifi Allowances	Wifi_Allowances_c	Checkbox

Activity: Creating fields in Employees object

Setup > OBJECT MANAGER

Project

Fields & Relationships				
FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
End Date	End_Date__c	Date		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)	✓	
Project ID	Name	Auto Number	✓	
Project Lead	Project_Lead__c	Text(18)		
Project Name	Project_Name__c	Text(18)		

Activity: creating fields in projects object

SETUP > OBJECT MANAGER

ProjectTask

Fields & Relationships				
FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Employee Name	Employee_Name__c	Master-Detail(Employee)	✓	
Finishes in	Finishes_in__c	Formula (Number)		
Last Modified By	LastModifiedById	Lookup(User)		
Project Task	Project_Task__c	Master-Detail(Project)	✓	
ProjectTask Name	Name	Text(80)	✓	
Working Hours	Working_Hours__c	Number(18, 0)		

Activity: creating fields in ProjectTasks object.

The screenshot shows the Salesforce Setup interface with the Object Manager selected. The main title is "Asset". On the left, there's a sidebar with various setup categories like Page Layouts, Lightning Record Pages, etc. The main content area is titled "Fields & Relationships" and shows 8 items, sorted by Field Label. The table has columns for FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The fields listed are Asset Name, Asset Type, Created By, Date Of Issue, Employee Name, and Last Modified By.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Asset Name	Name	Text(80)		✓
Asset Type	Asset_Type__c	Picklist		▼
Created By	CreatedById	Lookup(User)		▼
Date Of Issue	Date_of_Issue__c	Formula (Date)		▼
Employee Name	Employee_Name__c	Lookup(Employee)		✓
Last Modified By	LastModifiedById	Lookup(User)		▼

Activity: creating fields in Assets object.

The screenshot shows the Salesforce Setup interface with the Object Manager selected. The main title is "Asset Service". The left sidebar has the same categories as the previous screenshot. The main content area is titled "Fields & Relationships" and shows 9 items, sorted by Field Label. The table has columns for FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The fields listed are Asset Id, Asset Service Name, Created By, Description, Last Modified By, Owner, and Subject.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Asset Id	Asset_Id__c	Lookup(Asset)		✓
Asset Service Name	Name	Text(80)		✓
Created By	CreatedById	Lookup(User)		▼
Description	Description__c	Long Text Area(32768)		▼
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Subject	Subject__c	Text Area(255)		▼

Activity: creating fields in Asset Services Object.

Task 6: Setting OWD

The screenshot shows the Salesforce Sharing Settings page under the Setup menu. The left sidebar has a search bar and sections for Security, Guest User Sharing Rule Access Report, and Sharing Settings. A note says "didn't find what you're looking for? try using Global Search." The main area is titled "Sharing Settings" and lists sharing rules for various objects. A red box highlights the rows for Asset Service, Employee, Project, and Project Task, which are all set to "Private".

Object	Sharing Rule Type	Access Level	Action
Asset Service	Sharing Rule	Private	✓
Employee	Sharing Rule	Private	✓
Project	Sharing Rule	Private	✓
Project Task	Sharing Rule	Controlled by Parent	Controlled by Parent

Activity: Creating OWD Setting.

Task 7: User Adoption

The screenshot shows the Workforce Administration Employee record for EMS-0007. The page has a header with a cloud icon and navigation links for Workforce Administ..., Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, and Dashboards. The main area shows the employee's details in a card format. The "Details" tab is selected, displaying fields like Employee ID (EMS-0007), Owner (Parthiv Patnaik), Employee Name (Ethan), Date of Birth (11/11/1995), Age (20.00), Gender (Male), Reports to (Blank), Qualification (B.Com), Address (Blank), Experience (2), Phone no (7999434/55), Email (ethan@sbc.com), Join Date (27/02/2021), Mode of Work (On Site), Cab Allowance (₹ 1,000), Food Allowances (₹ 11,000), WiFi Allowances (₹ 1,000), Cab Allowance Amount (₹ 1,000), Food Allowance Amount (₹ 11,000), WiFi Allowance Amount (₹ 1,000), Login Time (9:00:00 am), Logout Time (5:00:00 pm), and LinkedIn Profile (https://www.linkedin.com/in/ethan). The bottom of the page shows creation and modification logs.

Created By: Parthiv Patnaik - 30/07/2024, 8:24 pm
Last Modified By: Parthiv Patnaik - 30/07/2024, 8:24 pm

Activity 2: View a Record (Employee)

Task 8: Import Data

The screenshot shows the Bulk Data Load Jobs page in the Salesforce Setup. A specific job, 750NS00000012Ref, is displayed. The job details include:

Job ID	Submitted By	Start Time	End Time	Time to Complete (hh:mm:ss)	Object	External ID Field	Content Type	Concurrency Mode	API Version	Job Type	Operation	Queued Batches	In Progress Batches	Completed Batches	Failed Batches	Progress	Records Processed	Records Failed	Retries	Total Processing Time (ms)	API Active Processing Time (ms)	Apex Processing Time (ms)
750NS00000012Ref	Parthiv Patnaik	18/06/2024, 2:43 am IST	18/06/2024, 2:43 am IST	00:05	Employee		CSV	Parallel	61.0	Bulk V1	Insert	0	0	1	0	100%	14	0	0	100	57	0

The Batches section shows one batch with the same details and a status of "Completed".

Task 9: Profiles

The screenshot shows the Profiles page in the Salesforce Setup. A list of profiles is displayed, with several profiles highlighted with red boxes:

Action	Profile Name	User License	Custom
<input type="checkbox"/>	Cross Org Data Proxy User	XOrg Proxy User	<input type="checkbox"/>
<input type="checkbox"/>	Work.com Only User	Work.com Only	<input type="checkbox"/>
<input type="checkbox"/>	Silver Partner User	Silver Partner	<input type="checkbox"/>
<input checked="" type="checkbox"/>	On-Site Employee	Salesforce Platform	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Manager	Salesforce Platform	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Remote Employee	Salesforce Platform	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Standard Platform User	Salesforce Platform	<input type="checkbox"/>
<input type="checkbox"/>	Minimum Access - API Only Integrations	Salesforce Integration	<input type="checkbox"/>
<input type="checkbox"/>	Salesforce API Only System Integrations	Salesforce Integration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HR	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Standard User	Salesforce	<input type="checkbox"/>
<input type="checkbox"/>	Contact Manager	Salesforce	<input type="checkbox"/>
<input type="checkbox"/>	Marketing User	Salesforce	<input type="checkbox"/>
<input type="checkbox"/>	Custom Support Profile	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Custom Marketing Profile	Salesforce	<input type="checkbox"/>

Creating profiles: HR, Manager, On-site employee, Remote employee

Task 10: Roles

The screenshot shows the Salesforce Setup interface with the 'Roles' tab selected. The left sidebar includes links for Users, Feature Settings, Sales, Service, and Case Teams. The main content area displays the 'Creating the Role Hierarchy' page. It features a tree view of roles under 'Your Organization's Role Hierarchy'. Several roles are highlighted with red boxes: 'HR', 'Manager', 'On-Site Employee', 'Remote Employee', 'Customer Support, International', 'Customer Support, North America', 'Marketing Team', 'VP, North American Sales', 'Eastern Sales Team', and 'Western Sales Team'. Each highlighted role has its 'Edit', 'Delete', and 'Assign' buttons visible.

Activity: Assigning Roles: HR, Manager, On-site employee, Remote employee

Task 11: User

The screenshot shows the Salesforce Setup interface under the 'Users' section. At the top, there's a blue header bar with the 'SETUP' icon and the word 'Users'. Below it is a toolbar with buttons for 'View: All Users', 'Edit', and 'Create New View'. A navigation bar at the top right includes links for A through Z and an 'All' link. The main area is a table listing users with columns for Action, Full Name, Alias, Username, Role, Active, and Profile. Several user rows are highlighted with red boxes, specifically: Chatter Expert, Chauhan, Dhruv, Mikaelson, Kol, Mikaelson, Niklaus, Patnaik, Parthiv, Sharma, Aditya, User_Integration, and User_Security.

Activity: Creating Users: (Highlighted above)

Task 12: Page Layouts

The screenshot shows the Salesforce Setup interface under the 'Object Manager' section for the 'Employee' object. On the left, there's a sidebar with various configuration options: Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, Restriction Rules, Scoping Rules, Triggers, Flow Triggers, and Validation Rules. The main area is titled 'Save' and shows the 'Layout Properties' for the 'On Site Employee' page layout. It includes a 'Fields' section with a 'Quick Find' field name search bar, a 'Personal Information' section with fields for Date of Birth (18/08/2024), Address (Sample Text), and Age (665.30), and an 'Allowance' section with Cab Allowance (checked) and Food Allowances (checked). There are also sections for 'Cab Allowance Amount' (₹123.45) and 'Food Allowance Amount' (₹123.45). At the bottom, there's a note about system information and fields for Created By (Sample Text) and Last Modified By (Sample Text).

Activity: creating a page layout for Employee object - On Site Employee

The screenshot shows the Salesforce Object Manager interface. At the top, there's a search bar labeled "Search Setup" and various navigation icons. Below the header, the path "SETUP > OBJECT MANAGER" and the object name "Employee" are displayed. The main area is divided into two sections: a left sidebar with a list of layout types and a right panel for editing. The sidebar lists "Page Layouts" as the selected type. The right panel shows the "Fields" section where a new field named "Blank Space" is being added. A preview of the page layout is shown below, featuring fields like Employee ID, Employee Name, Gender, Reports to, Qualification, Experience, Phone no, Email, and Birth Date. The preview also includes sections for "Information" and "Owner".

Activity: creating a page layout for Employee object - Remote Employee

Task 13: Chatter Group

The screenshot shows the Salesforce Chatter group interface. The top navigation bar includes links for Workforce Administ..., Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, Dashboards, and Internal Discussion. The main header for the group is "Internal Discussion". On the left, there's a sidebar with "Chatter" and "Engagement" tabs, and a post input field with options for "Post", "Poll", and "Question". A message from Parthiv Patnaik dated 31 July 2024 at 7:40 pm is displayed. The main content area shows a "Group Details" section with a description about internal discussion and a "Manage Members" section with a search bar. The overall theme of the group is "Private with Customers".

Activity: Creating a chatter group for your organization

Task 14: Record Types

Record Type
On Site Employee
[« Back to Custom Object: Employee](#)

[Help for this Page](#)

Use the Edit button to change the properties of this record type. Use the Edit links in the Picklist Values related list to choose the picklist values available for records with this record type.

		Edit	Active	<input checked="" type="checkbox"/>
Record Type Label	On Site Employee			
Record Type Name	On_Site_Employee			
Namespace Prefix				
Description				
Created By	Parthiv Patnaik, 31/07/2024, 7:46 pm		Modified By	Parthiv Patnaik, 31/07/2024, 7:46 pm

Picklists Available for Editing

[Picklists Available for Editing Help](#)

Action	Field	Modified Date
Edit	Gender	31/07/2024, 7:46 pm
Edit	Mode of Work	31/07/2024, 7:46 pm

Activity: Creating On Site Employee Record Type

The screenshot shows the Salesforce Object Manager interface for the 'Employee' custom object. The left sidebar has a 'Record Types' section selected. A new record type, 'Remote Employee', is being created. The main panel displays the 'Record Type' page for 'Remote Employee'. The 'Record Type Label' is 'Remote Employee', 'Record Type Name' is 'Remote_Employee', and it is marked as 'Active'. The 'Created By' and 'Modified By' fields show 'Parthiv Patnaik' at 31/07/2024, 7:48 pm. Below the main form is a 'Picklists Available for Editing' section, which lists 'Gender' and 'Mode of Work' with their respective modification dates.

Activity: Creating On Site Employee Record Type

Task 15: Permission Sets

The screenshot shows the Salesforce Setup interface with the following details:

- Header:** Search bar with "Search Setup", a gear icon, and other navigation links.
- Left Sidebar:** "Setup" button, "Home" link, "Object Manager" dropdown, and a search bar for "permission sets". Below it, a message says "Didn't find what you're looking for? Try using Global Search."
- Main Content Area:**
 - Section Header:** "Permission Set Per to Emp" and "Permission Sets".
 - Buttons:** "Find Settings...", "Clone", "Edit Properties", "Manage Assignments", "View Summary".
 - Breadcrumb:** "Permission Set Overview > Object Settings > Employees".
 - Employee Tab:** "Employees" tab selected, with an "Edit" button.
 - Tab Settings:** "Visible" status for the "Available" tab.
 - Employee Record Type Assignments:** Shows "On Site Employee" and "Remote Employee" record types assigned.
 - Object Permissions:** A table showing permissions for various actions (Read, Create, Edit, Delete, View All, Modify All) across different objects like Address, Age, Cab Allowance, etc.
 - Field Permissions:** A detailed table listing field names, their API names, and checkboxes for Read Access and Edit Access.

Activity: Creating a permission set for employee object

Task 16: Reports

Salesforce Home

Workforce Administ... Employees Projects ProjectTasks Assets Asset Services Reports Dashboards * Internal Discussion

Report: Employees New Employees Report

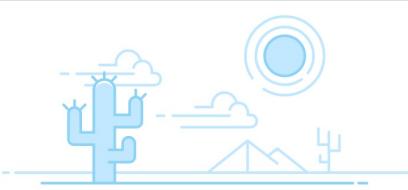
Total Records 28

	Employee Name	Employee: Employee ID	Reports to	Login Time	Logout Time	Mode of Work	LinkedIn Profile
1	Chloe	EMS-0029	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/chole
2	Scarlett	EMS-0028	-	-	-	Remote	https://www.linkedin.com/in/scarlett
3	Elizabeth	EMS-0027	-	-	-	Remote	https://www.linkedin.com/in/elizabeth
4	Amelia	EMS-0026	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/amelia
5	Isabella	EMS-0025	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/isabella
6	Sophia	EMS-0024	-	-	-	Remote	https://www.linkedin.com/in/sophia
7	Olivia	EMS-0023	-	-	-	Remote	https://www.linkedin.com/in/olivia
8	Emma	EMS-0022	-	-	-	Remote	https://www.linkedin.com/in/emma
9	Ethan	EMS-0021	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/ethan
10	William	EMS-0020	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/william
11	Alexander	EMS-0019	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/alex
12	Benjamin	EMS-0018	-	-	-	Remote	https://www.linkedin.com/in/benjamin
13	James	EMS-0017	-	-	-	Remote	https://www.linkedin.com/in/james
14	Jackie Chan	EMS-0016	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/jackie
15	Chloe	EMS-0015	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/chole
16	Scarlett	EMS-0014	-	-	-	Remote	https://www.linkedin.com/in/scarlett
17	Elizabeth	EMS-0013	-	-	-	Remote	https://www.linkedin.com/in/elizabeth
18	Amelia	EMS-0012	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/amelia
19	Isabella	EMS-0011	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/isabella
20	Sophia	EMS-0010	-	-	-	Remote	https://www.linkedin.com/in/sophia
21	Olivia	EMS-0009	-	-	-	Remote	https://www.linkedin.com/in/olivia
22	Emma	EMS-0008	-	-	-	Remote	https://www.linkedin.com/in/emma
23	Ethan	EMS-0007	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/ethan
24	William	EMS-0006	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/william
25	Alexander	EMS-0005	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/alex
26	Benjamin	EMS-0004	-	-	-	Remote	https://www.linkedin.com/in/benjamin
27	James	EMS-0003	-	-	-	Remote	https://www.linkedin.com/in/james
28	Jackie Chan	EMS-0002	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/jackie

Activity: Create Report - New Employees Report

Report: Employees with ProjectTasks and Projects Employees with ProjectTasks and Projects

Total Records 0



No Results

No records returned. Try editing report filters.

- Show All employees.
- Edit other filters in the filter panel.

Activity: Create Report - Employees with ProjectTasks and Projects

Report: Assets with Employee Name
New Assets with Employee Name Report

Total Records
0



No Results

No records returned. Try editing report filters.

- Show All assets.
- Edit other filters in the filter panel.

Activity: Create Report - New Assets with Employee Name Report

Task 17: Dashboards

Dashboard
Dashboard 1

As of 19-Aug-2024, 12:46 am-Viewing as Parthiv Patnaik

Employees with ProjectTasks and Projects

We can't draw this chart because there is no data.

[View Report \(Employees with ProjectTasks and Projects\)](#)

Refresh Edit Subscribe ▾

Activity 1: Create Dashboard -1

The screenshot shows a Salesforce interface with a blue header bar. On the left is a blue cloud icon, followed by the text 'Workforce Administ...'. To the right are navigation links: Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, Dashboards (which is underlined), Internal Discussion, and a search bar with placeholder text 'Search...'. On the far right are icons for star, plus, minus, question mark, gear, a red notification badge with '12', and a user profile.

The main content area has a dark grey header with a blue square icon containing a white circle, followed by the text 'Dashboard 2' and 'As of 19-Aug-2024, 12:46 am-Viewing as Parthiv Patnaik'. Below this is a light grey header with 'Refresh', 'Edit', 'Subscribe', and a dropdown arrow.

The main body is titled 'New Employees Report' and contains a table with the following data:

Employee Name ↑	Employee: Employee ID	Reports to	Login Time	Logout Time
Alexander	EMS-0019	-	9:00 am	5:00 pm
Alexander	EMS-0005	-	9:00 am	5:00 pm
Amelia	EMS-0026	-	9:00 am	5:00 pm
Amelia	EMS-0012	-	9:00 am	5:00 pm
Benjamin	EMS-0018	-	-	-
Benjamin	EMS-0004	-	-	-
Chloe	EMS-0029	-	9:00 am	5:00 pm
Chloe	EMS-0015	-	9:00 am	5:00 pm
Elizabeth	EMS-0027	-	-	-
Elizabeth	EMS-0013	-	-	-
Emma	EMS-0022	-	-	-
Emma	EMS-0008	-	-	-
Ethan	EMS-0021	-	9:00 am	5:00 pm
Ethan	EMS-0007	-	9:00 am	5:00 pm
Isabella	EMS-0025	-	9:00 am	5:00 pm
Isabella	EMS-0011	-	9:00 am	5:00 pm
Jackie Chan	EMS-0016	-	9:00 am	5:00 pm

At the bottom left of the table is a link 'View Report (New Employees Report)'.

Activity 1: Create Dashboard -2

Thank You