**Salesforce Virtual Internship - Administrator**

Submitted to**Rakesh Bhoomani(Mentor) by Pranabendu Giri.**

**DATE: 25/04/2022 to 30/06/2022.**

**TABLE OF CONTENTS DONE BY ME ::**

**1.**[**BusinessAdministrationSpecialist**](https://trailhead.salesforce.com/en/content/learn/superbadges/superbadge_business_specialist)

**2.**[**Lightning Experience Reports & Dashboards Specialist**](https://trailhead.salesforce.com/en/content/learn/superbadges/superbadge-lex-rd)

3.[Security Specialist](https://trailhead.salesforce.com/en/content/learn/superbadges/superbadge_security)

**4.Salesforce Administrator Self-Learning & Super Badges**

**DECLARATIONS:**

I hereby declared that all courses of the salesforce virtual internship administrator done by me very sincerly.

**ACKNOWLEDGEMENT :**

I ,Pranabendu Giri hereby acknowledge that I am very sincer through all path of this internship. I also very greatful to my mentor,and also thankful to my mentor and to The

SALESFORCE for giving me this oportunity.

MAIN BODY OF REPORT::

INTRODUCTION: Salesforce started as Software as a Service (SaaS) CRM company. Salesforce now provides various software solutions and a platform for users and developers to develop and distribute custom software. Salesforce.com is based on multi-tenant architecture. This means that multiple customers share common technology and all run on the latest release. You don’t have to worry about the application or infrastructure upgrades – they happen automatically. This helps your organization focus on innovation rather than managing technology.

* **OBJECTIVE :** Configure Sales and Service
* Manage Sales and Service
* Implement automation
* Debugging
* Data validation
* Configure user interface

GUIDED PROJECTWORK DETAILS

TOPICS:

1. [**BusinessAdministrationSpecialist**](https://trailhead.salesforce.com/en/content/learn/superbadges/superbadge_business_specialist)
2. [**Lightning Experience Reports & Dashboards Specialist**](https://trailhead.salesforce.com/en/content/learn/superbadges/superbadge-lex-rd)
3. [Security Specialist](https://trailhead.salesforce.com/en/content/learn/superbadges/superbadge_security)

**Business Administration Specialist**

**What You'll Be Doing to Earn This Superbadge**

1. Clean and import account data
2. Create users and manage access
3. Create email templates for new marketing needs
4. Configure UI tools for a new product type
5. Create reports and dashboards
6. Manage and apply Chatter tools

**Concepts Tested in This Superbadge**

* Data import
* User permissions and management
* Email templates
* UI configuration
* Reports and dashboards in Lightning Experience
* Chatter features

**Lightning Experience Reports & Dashboards Specialist**

**What You'll Be Doing to Earn This Superbadge**

1. Administer report and dashboard visibility and access
2. Apply report types and fields
3. Design a record filtering strategy
4. Create and surface report charts and dashboards
5. Apply buckets, groups, and custom summary formulas
6. Create dashboard components

**Concepts Tested in This Superbadge**

* Folder sharing
* Lightning Report Builder
* Report types
* Report filters, cross filters, and logic
* Report buckets and groups
* Report charts
* Custom summary formula fields
* Lightning Dashboard Builder

**Security Specialist**

**What You'll Be Doing to Earn This Superbadge**

1. Set object-level security settings to control which users can access which objects
2. Set record-level security settings to control which users can create and edit specific records
3. Set appropriate password policies to comply with security best practices
4. Track field-level changes to meet data retention requirements
5. Set report, dashboard, and public list view security settings to grant appropriate privileges to users
6. Set up multi-factor authentication to enhance user login security
7. Describe capabilities to track changes to Salesforce settings

**Concepts Tested in This Superbadge**

* Data Security
* User Authentication
* User Permissions

**CONCLUSION :** The above project are implemented by using business administration specalization,report and dashboard specalization and security specalization. The above projects can handel real life problems like security purpose. Thus implementation of this project can decrease the manual work load and increase the efficiency.

**FUTURE SCOPE :** After doing this guided project I came to know about the job role of administrator . In future it will be benificial for me to apply for the job.