Module 4: Data Management
Assignment - 1

Problem Statement:

Having the knowledge to deal with data efficiently is part of what makes an admin awesome. Sam wants you to add and update records as he is collecting data on new accounts, leads, opportunities, and more. The faster you get it done, the faster he can make sales. When you're talking about more than a few records, entering or updating them one by one just doesn't cut it. The process is slow and allows room for errors. You have to use tools that allow you to upload and update many records at a time, getting the job done quickly and with less effort than doing it manually.

Tasks To Be Performed:

1. Prepare a file to import.
    a. Launch Data Import Wizard

2. Use Data Loader to export data.
    a. Use Data Loader to update the records you have exported in the previous step, filling in site information for the companies on the list to allow the sales team to identify those firms by their regions.

3. Use Data Export Services of Salesforce to export your organizations' data.