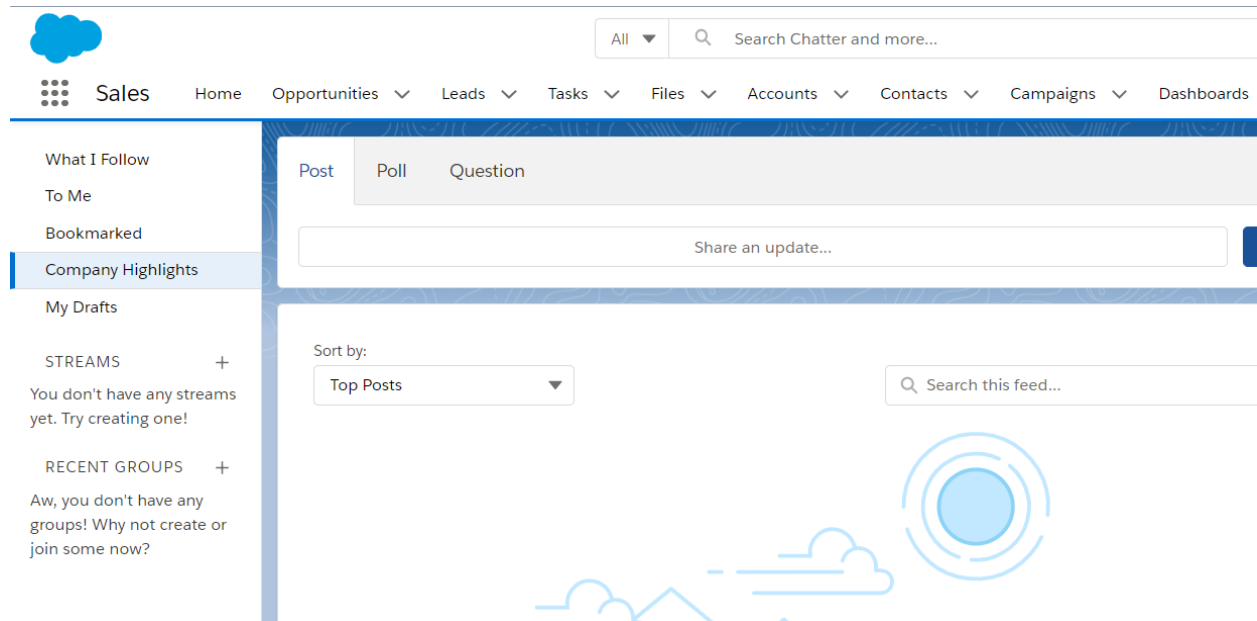


### Lecture 3: Tabs, Objects, Records, and Fields.

In this lecture, you will be exploring more options given under several applications of salesforce.

**Step 1:** As you open any application in salesforce you will see few more options apart from home such as opportunity, lead, task, file, account, contact, etc which are “called Tabs”.



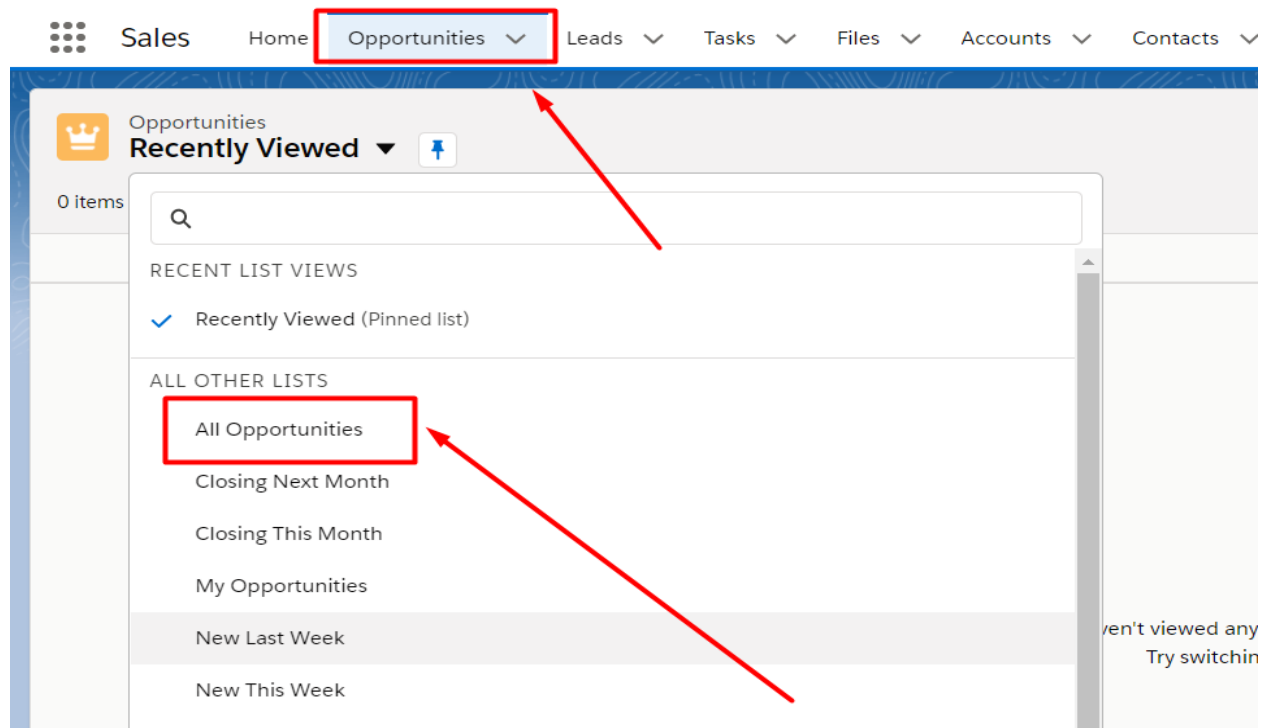
**Step 2:** Tabs are basically created for objects and in salesforce, whatever data we store is stored in objects to navigate between different objects we use tabs.



## Tabs

Data is stored in **OBJECTS** and to navigate between objects, We use **TABS**

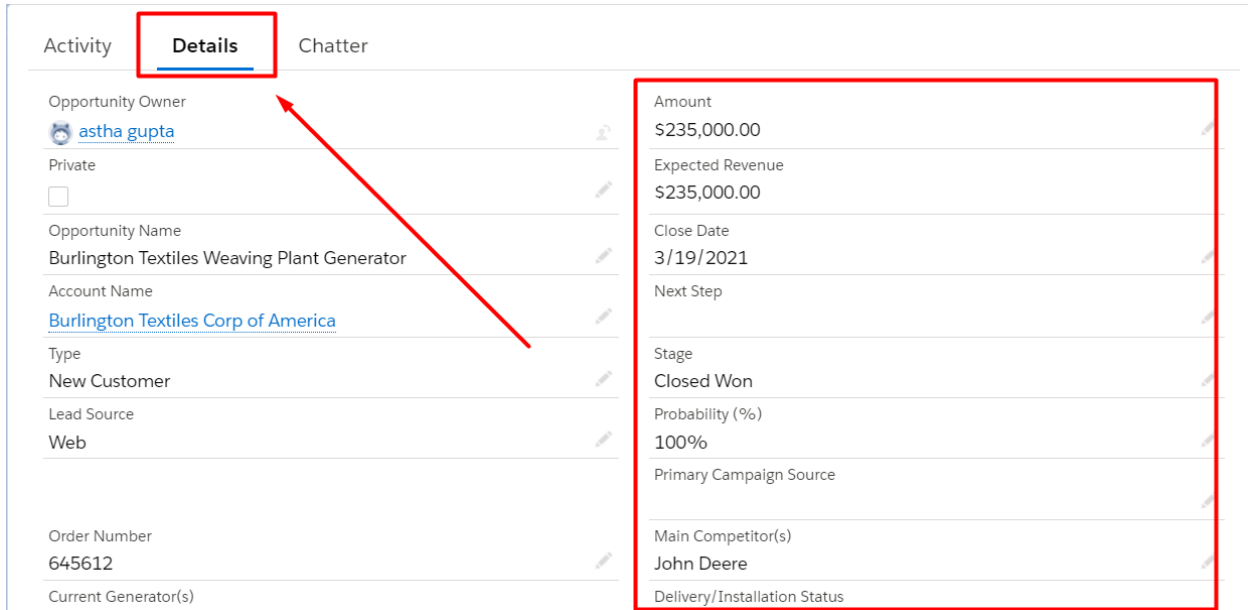
**Step 3:** Say for example if you click on the opportunities tab, and then go to the all opportunities option it will show you all available opportunities records.



**Step 4:** Some important terms which should be understood are that opportunities is a tab that is associated with an object and that object contains various records, for example, the first row which contains information regarding account name, amount, close date, etc. That entire row can be considered as a record.

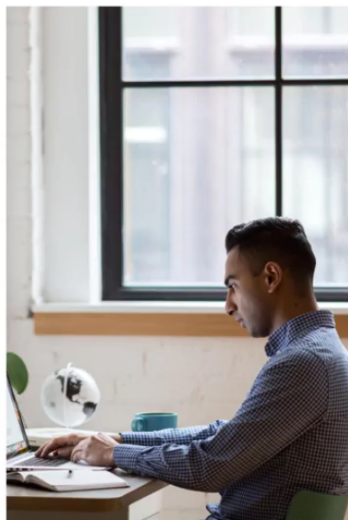
Opportunities			
All Opportunities			
31 Items • Sorted by Opportunity Name • Filtered by All opportunities • Updated a few seconds ago			
	<input type="checkbox"/> Opportunity Name ↑	<input type="checkbox"/> Account Name	<input type="checkbox"/> Amount
1	<input type="checkbox"/> Burlington Textiles Weaving Plant Generator	Burlington Textiles Corp of America	\$235,000.00
2	<input type="checkbox"/> Dickenson Mobile Generators	Dickenson plc	\$15,000.00
3	<input type="checkbox"/> Edge Emergency Generator	Edge Communications	\$75,000.00
4	<input type="checkbox"/> Edge Emergency Generator	Edge Communications	\$35,000.00
5	<input type="checkbox"/> Edge Installation	Edge Communications	\$50,000.00
6	<input type="checkbox"/> Edge SLA	Edge Communications	\$60,000.00
7	<input type="checkbox"/> Express Logistics Portable Truck Generators	Express Logistics and Transport	\$80,000.00
8	<input type="checkbox"/> Express Logistics SLA	Express Logistics and Transport	\$120,000.00

**Step 5:** In order to open any record you have to click on it and that will direct you to the next page containing tabs like details, chatter, and activity as you click on details you will be able to see all the information such as amount, close date, stage, probability, etc.



Field	Value
Opportunity Owner	astha gupta
Private	<input type="checkbox"/>
Opportunity Name	Burlington Textiles Weaving Plant Generator
Account Name	Burlington Textiles Corp of America
Type	New Customer
Lead Source	Web
Order Number	645612
Current Generator(s)	
Amount	\$235,000.00
Expected Revenue	\$235,000.00
Close Date	3/19/2021
Next Step	
Stage	Closed Won
Probability (%)	100%
Primary Campaign Source	
Main Competitor(s)	John Deere
Delivery/Installation Status	

**Step 6:** Basically all information provided regarding the object is called a field. In other words, an object is a database-like structure where a row is called a record and its attributes is called a field.



## Record & Fields

An object is a **DATABASE** like structure where a row is called a **RECORD** and its attributes are called **FIELDS**

*In other words, an object is a collection of fields that are arranged together in records*



