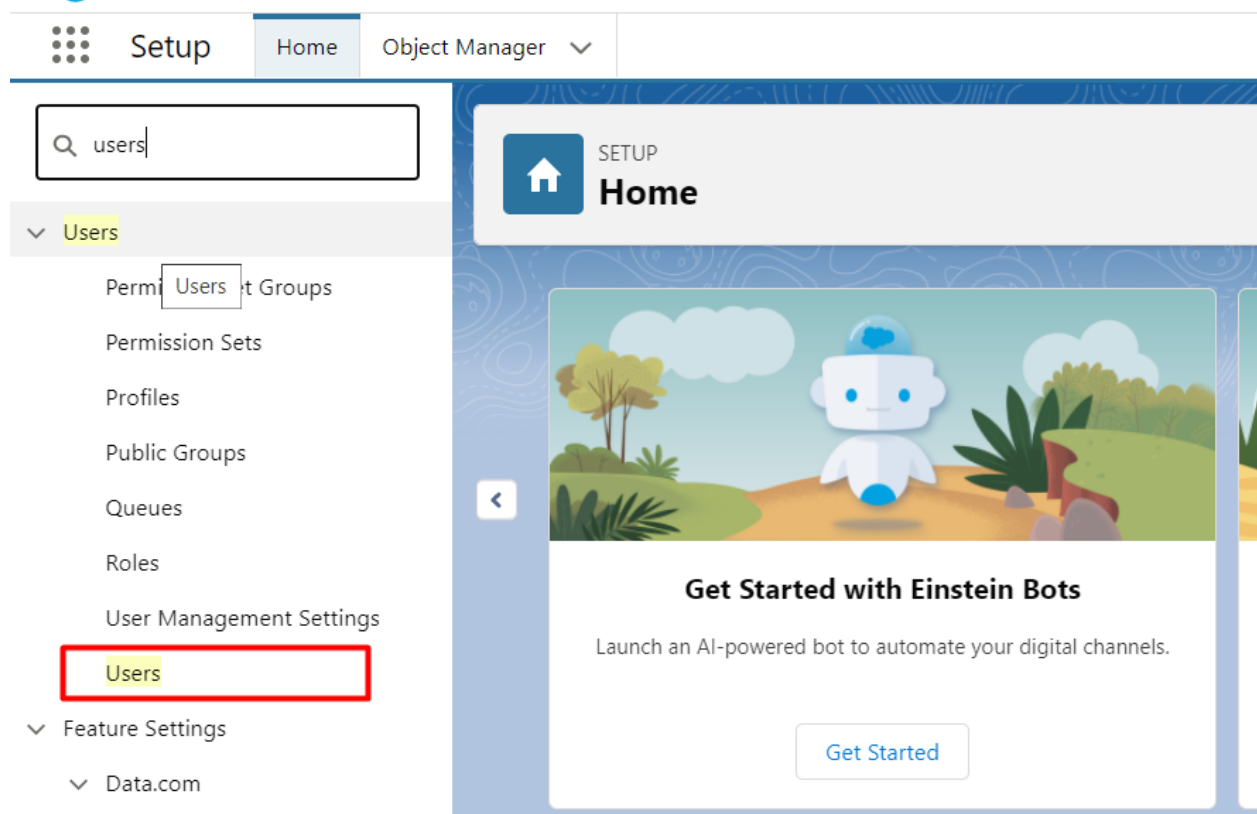


Step 1: First step is to go to the quick find option and search users click on it to open.



Step 2: As you open it you will see the number of active users.

All Users

On this page you can create, view, and manage users.

In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile device.

View: All Users Edit Create New View

A | B | C |

New User

Reset Password(s)

Add Multiple Users

<input type="checkbox"/> Action	Full Name ↑	Alias	Username	Last Login
<input type="checkbox"/> Edit	Chatter Expert	Chatter	chatty.00d5g000005etckeaw.46bfogwpbk6s@chatter.salesforce.com	
<input type="checkbox"/> Edit	gupta_astha	agupt	team@kadgegroup.com	8/14/2021,
<input type="checkbox"/> Edit	User_Integration	integ	integration@00d5g000005etckeaw.com	
<input type="checkbox"/> Edit	User_Security	sec	insightssecurity@00d5g000005etckeaw.com	
<input type="checkbox"/> Edit	user_Test	tuser	aishagupta12377.ak@gmail.com	7/3/2021,

New User

Reset Password(s)

Add Multiple Users

A | B | C |

Step 3: Now if I want to make changes in any profile without changing the actual data I will go to quick find option and search profile and select standard user profile and click on clone.

Profile
Standard User Help

Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information.

If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.

[Login IP Ranges \(0\)](#) | [Enabled Apex Class Access \(0\)](#) | [Enabled Visualforce Page Access \(0\)](#) | [Enabled External Data Source Access \(0\)](#) | [Enabled Named Credential Access \(0\)](#) | [Enabled Custom Metadata Type Access \(0\)](#) | [Enabled Custom Setting Definitions Access \(0\)](#) | [Enabled Flow Access \(0\)](#) | [Enabled Service Presence Status Access \(0\)](#) | [Enabled Custom Permissions \(0\)](#)

Profile Detail Edit Clone View Users

Name	Standard User	Custom Profile	<input type="checkbox"/>
User License	Salesforce	Created By	astha gupta, 5/18/2021, 5:22 AM
Modified By	astha gupta, 8/5/2021, 3:53 AM		

Page Layouts

Standard Object Layouts

Global	Global Layout [View Assignment]	Legal Entity	Legal Entity Layout [View Assignment]
Email Application	Not Assigned [View Assignment]	Macro	Macro Layout [View Assignment]
Home Page Layout	DE Default [View Assignment]	Metric	Varies by Record Type [View Assignment]
Account	Varies by Record Type [View Assignment]	Metric Data Link	Metric Data Link Layout [View Assignment]
Alternative Payment Method	Alternative Payment Method Layout [View Assignment]	Object Milestone	Object Milestone Layout [View Assignment]
Asset	Asset Layout [View Assignment]	Operating Hours	Operating Hours Layout [View Assignment]
Asset Action	Asset Action Layout	Opportunity	Opportunity Layout

Step 4: Standard user profile is a standard profile which can be completely modified but you can modify the cloned profile so after I click on clone I am naming it as My profile and clicking on save.

Clone Profile

Enter the name of the new profile.

You must select an existing profile to clone from.

Existing Profile	Standard User
User License	Salesforce
Profile Name	<input type="text" value="My profile"/>

Save Cancel

Save

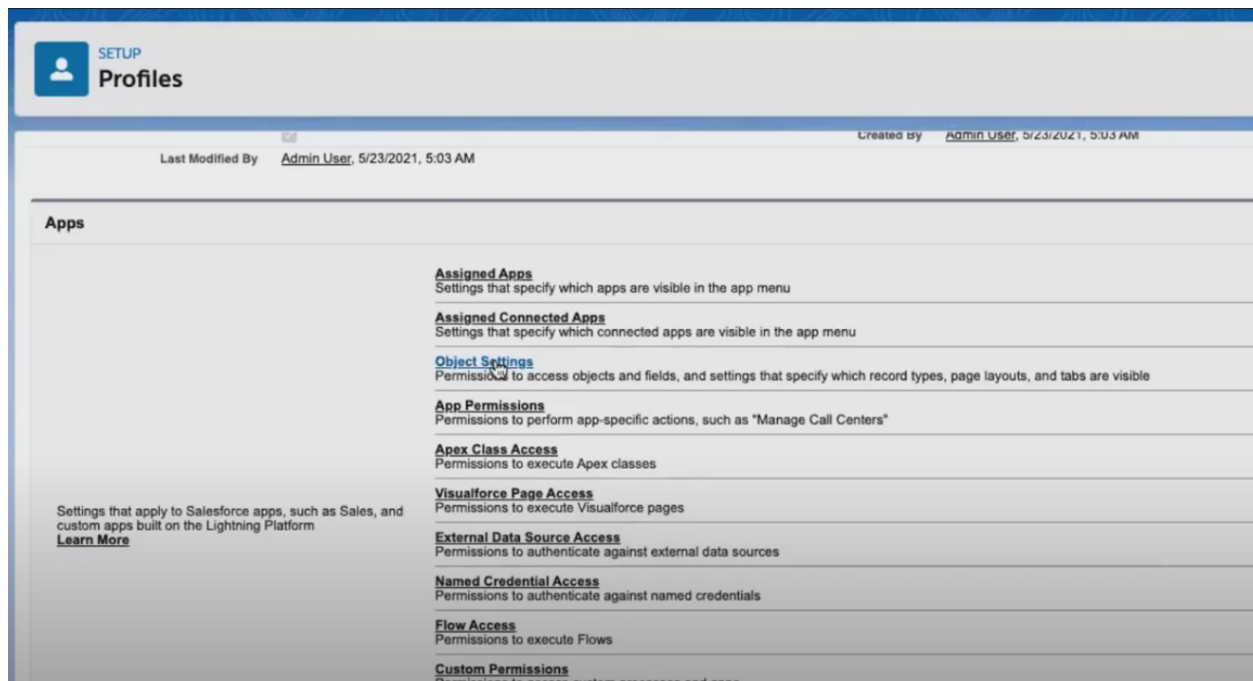
Step 5: Now I will assign users to this cloned profile so Now I will search again for users and using user record I will change profile so I am opening test user, clicking on edit and I am selecting my profile that is clone of standard profile and clicking on save.

The screenshot shows the 'User Edit' interface for a 'Test User'. At the top, there are buttons for 'Save', 'Save & New', and 'Cancel'. The 'Save' button is highlighted with a red box. Below the buttons, the 'General Information' section contains various fields. The 'Profile' dropdown menu is highlighted with a red box and shows 'My Profile' selected. Other fields include First Name (Test), Last Name (User), Alias (tuser), Email (sanjaygupta.techschool@), Username (sfconfigimplementtestus), Nickname (User1620619770945895), Title, Company, Department, and Division. On the right side, there are checkboxes for 'Active', 'Marketing User', 'Offline User', 'Knowledge User', 'Flow User', 'Service Cloud User', 'Site.com Contributor User', 'Site.com Publisher User', and 'WDC User'. There are also dropdowns for 'Role' (set to '<None Specified>'), 'User License' (set to 'Salesforce'), and 'Data.com User Type' (set to '--None--').

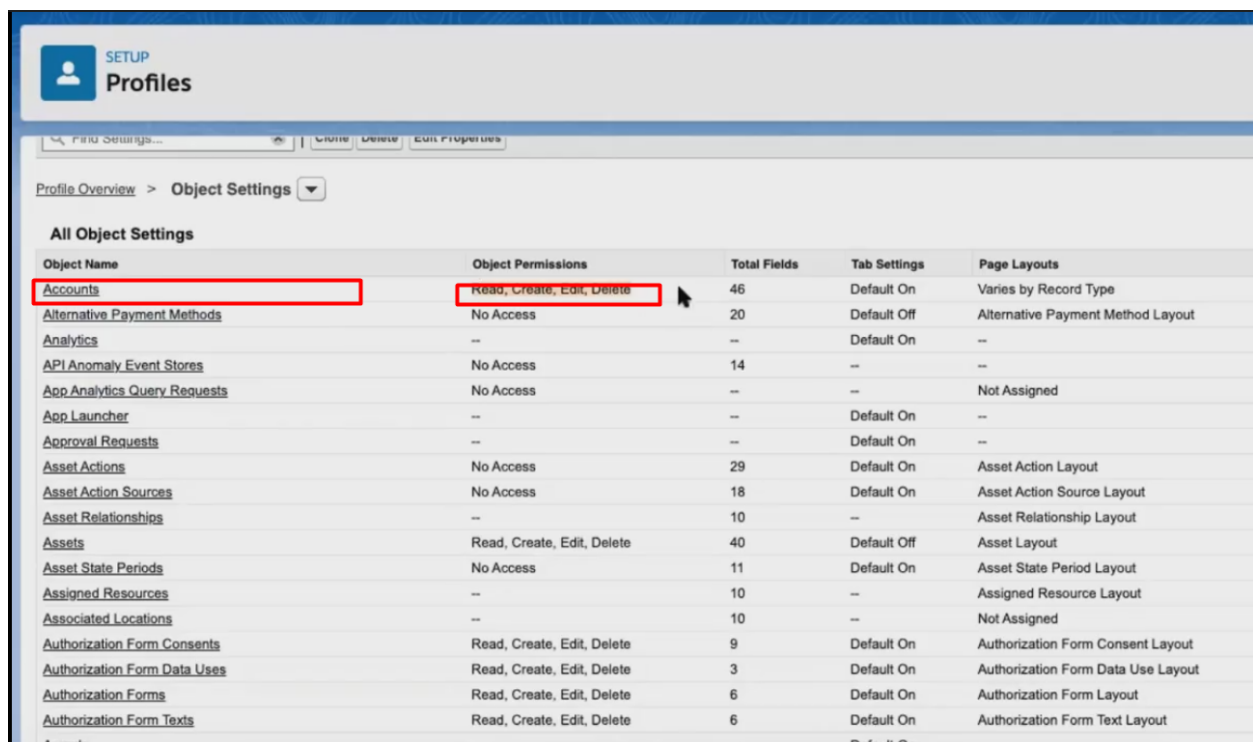
Step 6: If you are logged in with a profile and you want to login with another profile for that you have to search for the login access policy and enable the checkbox and click on save.

The screenshot shows the 'Login Access Policies' page. At the top, there is a section titled 'Manage Support Options' with 'Save' and 'Cancel' buttons. Below this, there is a table with the following columns: 'Setting', 'Enabled', 'Support Organization', 'Packages', 'Available to Users', and 'Available to Administrators Only'. The 'Enabled' checkbox for the 'Administrators Can Log in as Any User' policy is highlighted with a red box and a red arrow. The 'Support Organization' is 'Salesforce.com Support'. The 'Available to Users' column has a radio button selected, and the 'Available to Administrators Only' column has a radio button unselected.

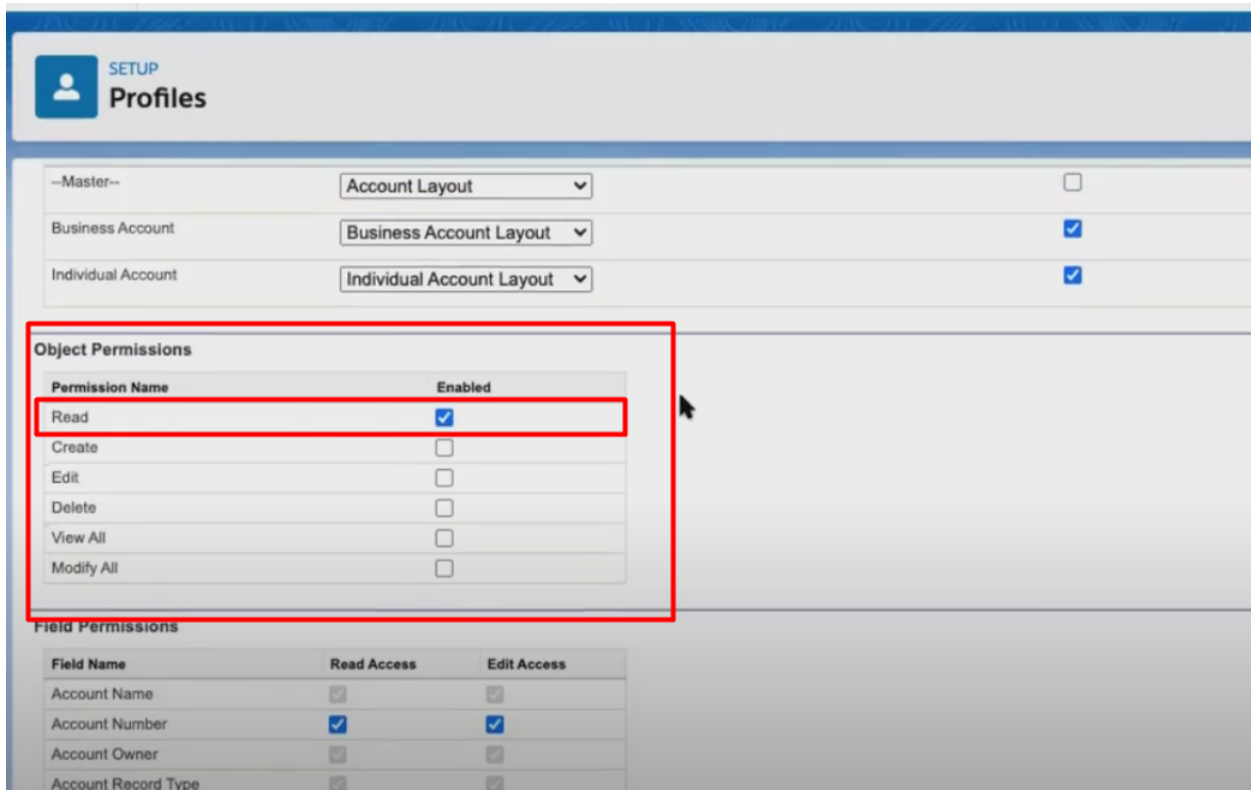
Step 7: Now opening profile and clicking on my profiles and clicking on object settings.



Step 8: As you click on object settings on the next page you will see account option available in front of it. You will see object permission given which are read, create, edit and delete so I am clicking on account.



Step 9: Now as you click on account on the next page you will see object permission. I am removing all three permissions and leaving only read enabled and clicking on save.



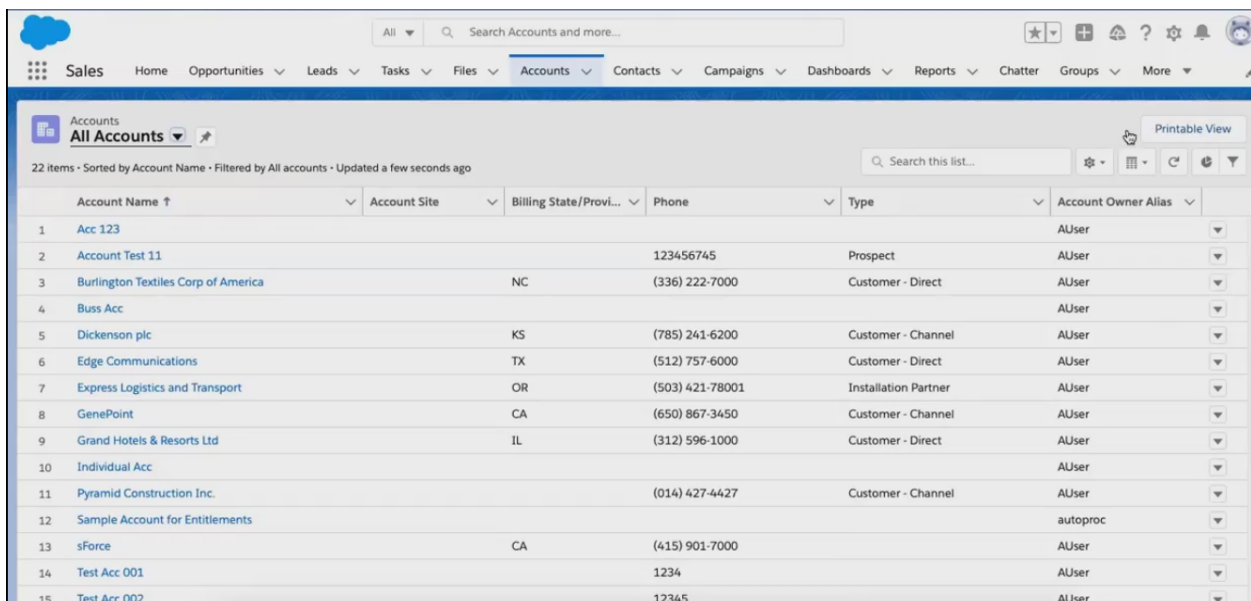
Object Permissions

Permission Name	Enabled
Read	<input checked="" type="checkbox"/>
Create	<input type="checkbox"/>
Edit	<input type="checkbox"/>
Delete	<input type="checkbox"/>
View All	<input type="checkbox"/>
Modify All	<input type="checkbox"/>

Field Permissions

Field Name	Read Access	Edit Access
Account Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Owner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Record Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 10: Now going back to user and login in with the user test and clicking on login now if you go to account and you will see there will be no edit and delete options available you can only view records with this account.



Accounts

All Accounts

22 items • Sorted by Account Name • Filtered by All accounts • Updated a few seconds ago

Account Name	Account Site	Billing State/Provi...	Phone	Type	Account Owner Alias
Acc 123					AUser
Account Test 11			123456745	Prospect	AUser
Burlington Textiles Corp of America		NC	(336) 222-7000	Customer - Direct	AUser
Buss Acc					AUser
Dickenson plc		KS	(785) 241-6200	Customer - Channel	AUser
Edge Communications		TX	(512) 757-6000	Customer - Direct	AUser
Express Logistics and Transport		OR	(503) 421-78001	Installation Partner	AUser
GenePoint		CA	(650) 867-3450	Customer - Channel	AUser
Grand Hotels & Resorts Ltd		IL	(312) 596-1000	Customer - Direct	AUser
Individual Acc					AUser
Pyramid Construction Inc.			(014) 427-4427	Customer - Channel	AUser
Sample Account for Entitlements					autoproc
sForce		CA	(415) 901-7000		AUser
Test Acc 001			1234		AUser
Test Acc 002			12345		AUser