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Step 1: First step is to go to object manager - Open "Account" object - Click on fields and relationships and then click on set history tracking.

The screenshot shows the 'Object Manager' interface. At the top, there is a dropdown menu labeled 'Object Manager'. Below it, the 'Fields & Relationships' tab is selected, showing a list of 34+ items sorted by field label. The list includes fields like 'Acc Text area', 'Account Name', 'Account Number', etc. A red arrow points to the 'Set History Tracking' button in the top right corner of the tab.

| FIELD LABEL | FIELD NAME | DATA TYPE | CONTROLLING FIELD | INDEXED |
|--------------------|-----------------------|-----------------------|-------------------|---------|
| Acc Text area | Acc_Text_area__c | Text Area(255) | | |
| Acc Text area long | Acc_Text_area_long__c | Long Text Area(32768) | | |
| Account Name | Name | Name | | ✓ |
| Account Number | AccountNumber | Text(40) | | |
| Account Owner | OwnerId | Lookup(User) | | ✓ |
| Account Site | Site | Text(80) | | |
| Account Source | AccountSource | Picklist | | |
| Account Text | Account_Text__c | Text(255) | | |
| Active | Active__c | Picklist | | |
| Annual Revenue | AnnualRevenue | Currency(18, 0) | | |

Step 2: As you click on set history tracking you will be directed to the next page where you will see an option to enable account history when you click on it to enable all the available fields will appear.

The screenshot shows the 'Enable Account History' page. At the top, there is a checkbox labeled 'Enable Account History' which is checked. Below this, there is a section titled 'Track old and new values' containing a list of fields with checkboxes next to them. A red box highlights the entire list of fields.

☒ Enable Account History

This page allows you to select the fields you want to track on the Account History related list. Whenever a user modifies any of the fields selected below, the old and new field values are added to the history. Note that multi-select picklist and large text field values are tracked as edited; their old and new field values are not recorded.

Track old and new values

| | | | |
|---------------------|--------------------------|-------------------|--------------------------|
| Acc Text area | <input type="checkbox"/> | Account Name | <input type="checkbox"/> |
| Account Number | <input type="checkbox"/> | Account Owner | <input type="checkbox"/> |
| Account Site | <input type="checkbox"/> | Account Source | <input type="checkbox"/> |
| Account Text | <input type="checkbox"/> | Active | <input type="checkbox"/> |
| Annual Revenue | <input type="checkbox"/> | Billing Address | <input type="checkbox"/> |
| Clean Status | <input type="checkbox"/> | Customer Priority | <input type="checkbox"/> |
| D&B Company | <input type="checkbox"/> | D-U-N-S Number | <input type="checkbox"/> |
| Data.com Key | <input type="checkbox"/> | Employees | <input type="checkbox"/> |
| Fax | <input type="checkbox"/> | Industry | <input type="checkbox"/> |
| NAICS Code | <input type="checkbox"/> | NAICS Description | <input type="checkbox"/> |
| Number of Locations | <input type="checkbox"/> | Operating Hours | <input type="checkbox"/> |
| Ownership | <input type="checkbox"/> | Parent Account | <input type="checkbox"/> |
| Phone | <input type="checkbox"/> | Rating | <input type="checkbox"/> |
| SIC Code | <input type="checkbox"/> | SIC Description | <input type="checkbox"/> |

Step 3: We have to choose a few fields for tracking. Here I am choosing account name, account site, active, industry, rating, type. Website and phone.

| | | | |
|---------------------|-------------------------------------|---------------------|-------------------------------------|
| Acc Text area | <input type="checkbox"/> | Account Name | <input checked="" type="checkbox"/> |
| Account Number | <input type="checkbox"/> | Account Owner | <input type="checkbox"/> |
| Account Site | <input checked="" type="checkbox"/> | Account Source | <input type="checkbox"/> |
| Account Text | <input type="checkbox"/> | Active | <input checked="" type="checkbox"/> |
| Annual Revenue | <input type="checkbox"/> | Billing Address | <input type="checkbox"/> |
| Clean Status | <input type="checkbox"/> | Customer Priority | <input type="checkbox"/> |
| D&B Company | <input type="checkbox"/> | D-U-N-S Number | <input type="checkbox"/> |
| Data.com Key | <input type="checkbox"/> | Employees | <input type="checkbox"/> |
| Fax | <input type="checkbox"/> | Industry | <input checked="" type="checkbox"/> |
| NAICS Code | <input type="checkbox"/> | NAICS Description | <input type="checkbox"/> |
| Number of Locations | <input type="checkbox"/> | Operating Hours | <input type="checkbox"/> |
| Ownership | <input type="checkbox"/> | Parent Account | <input type="checkbox"/> |
| Phone | <input checked="" type="checkbox"/> | Rating | <input checked="" type="checkbox"/> |
| SIC Code | <input type="checkbox"/> | SIC Description | <input type="checkbox"/> |
| SLA | <input type="checkbox"/> | SLA Expiration Date | <input type="checkbox"/> |
| SLA Serial Number | <input type="checkbox"/> | Shipping Address | <input type="checkbox"/> |
| Ticker Symbol | <input type="checkbox"/> | Tradestyle | <input type="checkbox"/> |
| Type | <input checked="" type="checkbox"/> | Upsell Opportunity | <input type="checkbox"/> |
| Website | <input checked="" type="checkbox"/> | Weekdays | <input type="checkbox"/> |
| Year Started | <input type="checkbox"/> | property date | <input type="checkbox"/> |

Step 4: After selecting as you scroll down you will see an option available as track changes only so here I am choosing description field and clicking on next.

| | | | |
|---------------------|-------------------------------------|---------------------|-------------------------------------|
| Annual Revenue | <input type="checkbox"/> | Billing Address | <input type="checkbox"/> |
| Clean Status | <input type="checkbox"/> | Customer Priority | <input type="checkbox"/> |
| D&B Company | <input type="checkbox"/> | D-U-N-S Number | <input type="checkbox"/> |
| Data.com Key | <input type="checkbox"/> | Employees | <input type="checkbox"/> |
| Fax | <input type="checkbox"/> | Industry | <input checked="" type="checkbox"/> |
| NAICS Code | <input type="checkbox"/> | NAICS Description | <input type="checkbox"/> |
| Number of Locations | <input type="checkbox"/> | Operating Hours | <input type="checkbox"/> |
| Ownership | <input type="checkbox"/> | Parent Account | <input type="checkbox"/> |
| Phone | <input checked="" type="checkbox"/> | Rating | <input checked="" type="checkbox"/> |
| SIC Code | <input type="checkbox"/> | SIC Description | <input type="checkbox"/> |
| SLA | <input type="checkbox"/> | SLA Expiration Date | <input type="checkbox"/> |
| SLA Serial Number | <input type="checkbox"/> | Shipping Address | <input type="checkbox"/> |
| Ticker Symbol | <input type="checkbox"/> | Tradestyle | <input type="checkbox"/> |
| Type | <input checked="" type="checkbox"/> | Upsell Opportunity | <input type="checkbox"/> |
| Website | <input checked="" type="checkbox"/> | Weekdays | <input type="checkbox"/> |
| Year Started | <input type="checkbox"/> | property date | <input type="checkbox"/> |

Track changes only

| | | | |
|--------------------|--------------------------|-------------|-------------------------------------|
| Acc Text area long | <input type="checkbox"/> | Description | <input checked="" type="checkbox"/> |
|--------------------|--------------------------|-------------|-------------------------------------|

Save **Cancel**

Step 5: Now moving to account record- opening an account record and clicking on related.

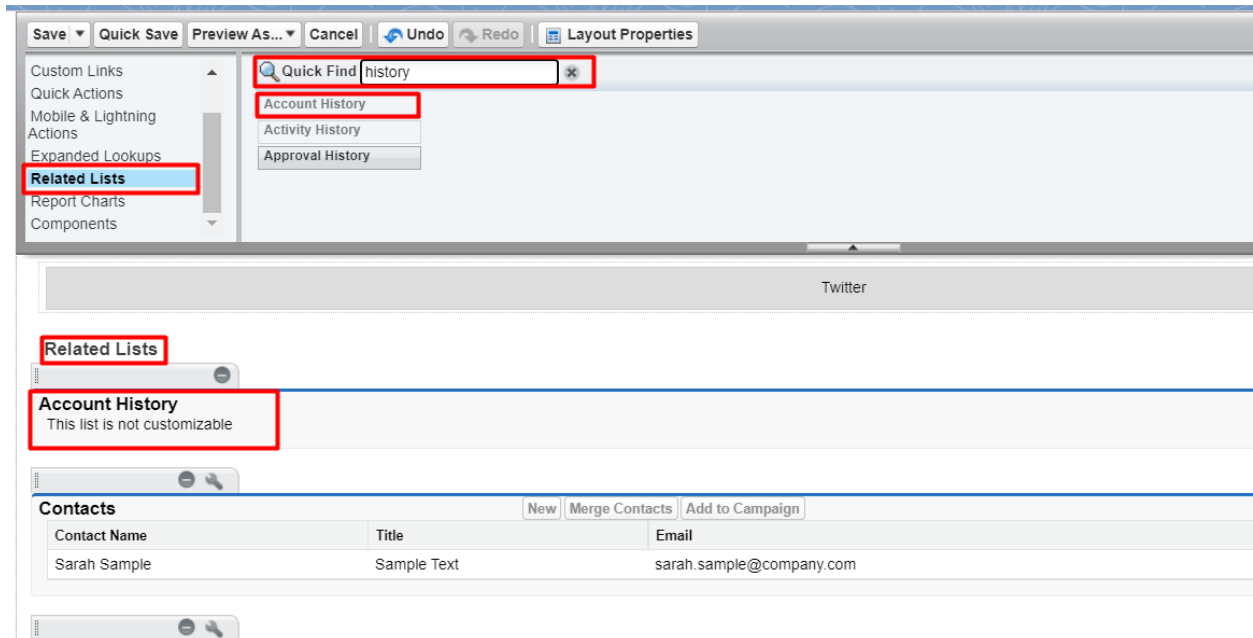
The screenshot shows the Salesforce interface for an Account record. The top navigation bar includes 'Sales' and 'Accounts'. The account details for 'Dickenson plc' are displayed, including the type 'Customer - Channel', phone '(785) 241-6207', website 'dickenson-consulting.com', and account owner 'astha gupta'. Below the account details, the 'Related' tab is selected, showing a message: 'We found no potential duplicates of this Account.' Under the 'Contacts (1)' section, a contact 'Andy Young' is listed with details: Title: SVP, Operations; Email: a_young@dickenson.com; Phone: (785) 241-6200. A 'View All' link is visible at the bottom right of the contacts section.

Step 6: Here we have to add a related list so I am opening object manager - selecting account object - clicking on page layout option-clicking on account layout.

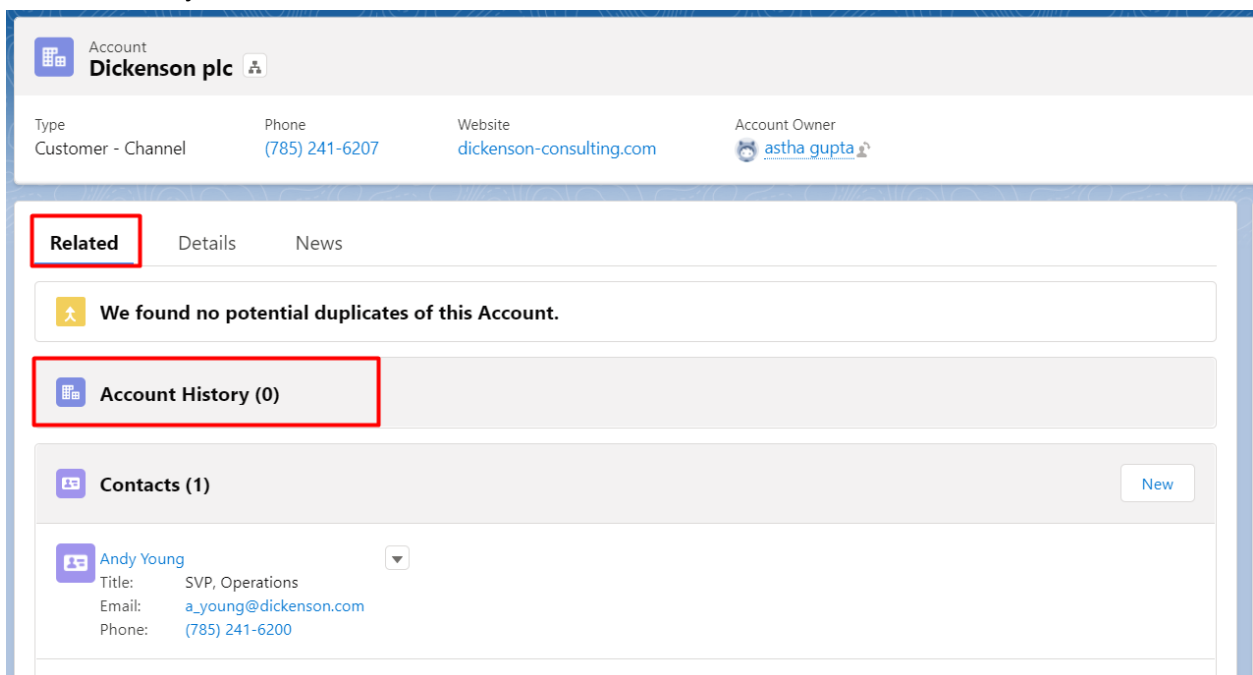
The screenshot shows the Salesforce Object Manager interface. The left sidebar contains a list of object types, with 'Page Layouts' selected. The main area displays the 'Page Layouts' for the 'Account' object, sorted by Page Layout Name. The table lists four page layouts: 'Account (Marketing) Layout', 'Account (Sales) Layout', 'Account (Support) Layout', and 'Account Layout'. The 'Account Layout' is highlighted with a red box. The 'Account Layout' is created by 'astha gupta' on 5/18/2021 at 5:22 AM.

| PAGE LAYOUT NAME | CREATED BY |
|----------------------------|---------------------------------|
| Account (Marketing) Layout | astha gupta, 5/18/2021, 5:22 AM |
| Account (Sales) Layout | astha gupta, 5/18/2021, 5:22 AM |
| Account (Support) Layout | astha gupta, 5/18/2021, 5:22 AM |
| Account Layout | astha gupta, 5/18/2021, 5:22 AM |

Step 7: As you click on account layout on the next page you will see an option available as related list on the top of the page. You have to click on it and then search for the field that you want to add so here I am searching for history then clicking on it and just drag and drop under the related list section and save this.





Step 8: Once you save this and move back to the account record that we opened previously and refresh it you will see that under our newly added account history related list is available.



Step 9: So now let's check tracking so I am updating few fields like I am changing rating from hot to cold and clicking on save now as we move to related list we can see that under account history the changing information is available.


RelatedDetailsNews

 We found no potential duplicates of this Account.


 **Account History (1)**

| Date | Field | User | Original Value | New Value |
|--------------------|--------|-----------------------------|----------------|-----------|
| 7/23/2021, 8:21 AM | Rating | astha gupta | Hot | Cold |

[View All](#)

 **Contacts (1)**

New

 [Andy Young](#)

Title: SVP, Operations
Email: a.young@dickenson.com