

WORKFORCE ADMINISTRATION SOLUTION

By

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Project Abstract

Workforce Administration Solution is a software application or platform designed to streamline and automate various aspects of employee's working on projects and Asset Assignment processes within an organization. It serves as a centralized system for managing employee data, number of projects an employee is working on, tracking employee performance, and keeping record for the assets which they are assigned to.

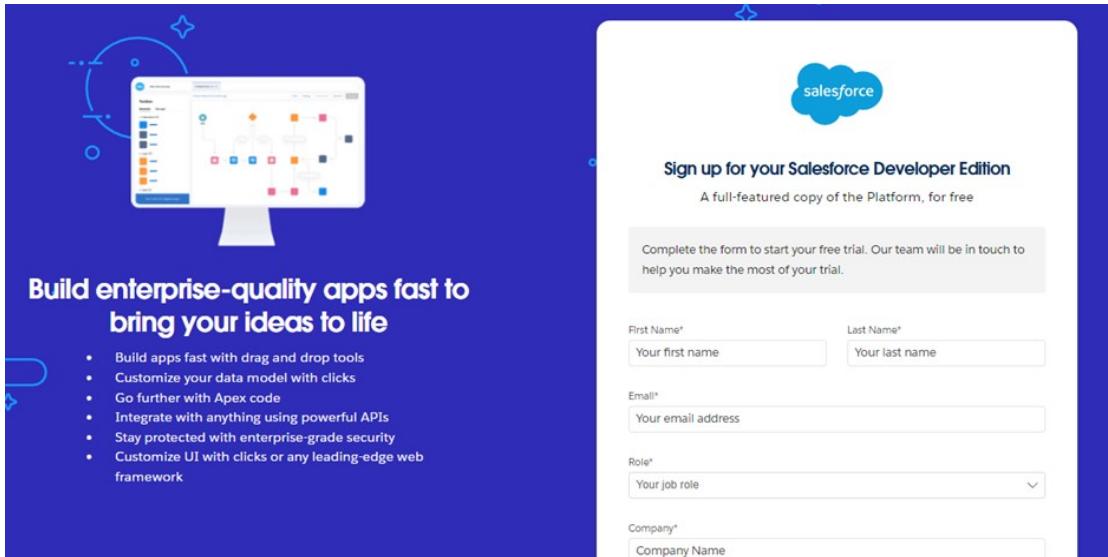
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INTRODUCTION

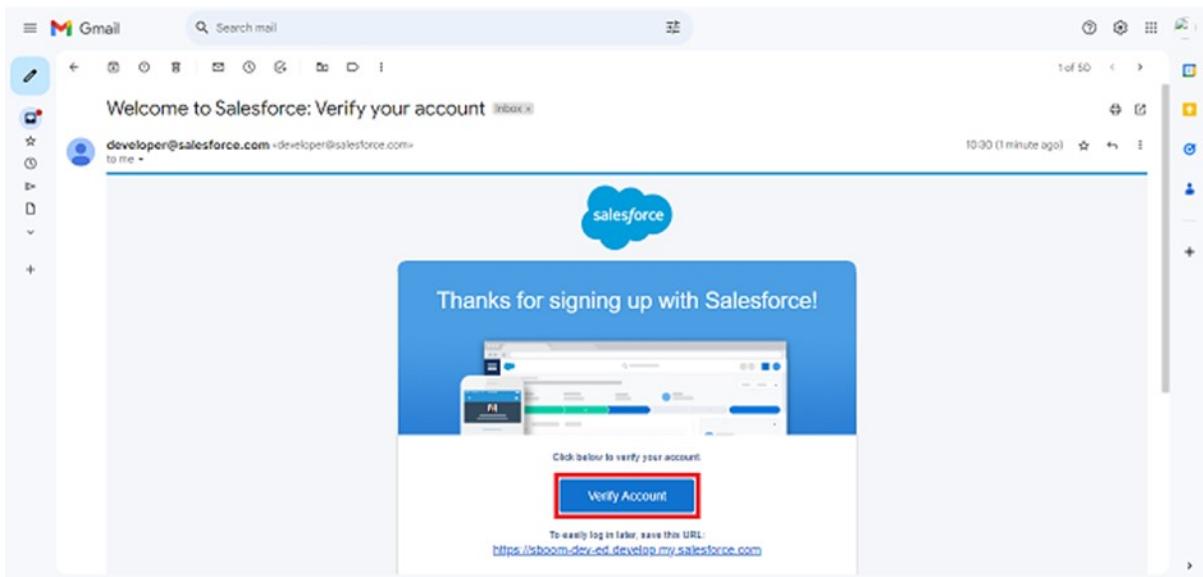
Workforce Administration Solution is a software application or platform designed to streamline and automate various aspects of employee's working on projects and Asset Assignment processes within an organization. It serves as a centralized system for managing employee data, number of projects an employee is working on, tracking employee performance, and keeping record for the assets which they are assigned to. In an effort to enhance data security and performance while simplifying system administration, Workforce Administration Solution is transitioning to Salesforce, a new cloud technology. By leveraging this advanced platform, the company can ensure the safe storage of sensitive data through robust encryption and proactive backup mechanisms. The cloud's automated data replication capabilities provide added protection and efficient disaster recovery solutions. With access to scalable resources, Workforce Administration Solution can optimize performance, ensuring fast and reliable access to data. This shift to the new cloud technology streamlines administrative tasks, reducing complexity and allowing system administrators to focus on higher-value activities, ultimately increasing productivity and enhancing overall operational efficiency

Task 1: Salesforce



The image shows the "Sign up for your Salesforce Developer Edition" page. It features a large "salesforce" logo at the top. Below it, a heading says "Sign up for your Salesforce Developer Edition" followed by the subtext "A full-featured copy of the Platform, for free". A text box contains the instruction "Complete the form to start your free trial. Our team will be in touch to help you make the most of your trial." Below this are several input fields: "First Name*" with placeholder "Your first name", "Last Name*" with placeholder "Your last name", "Email*" with placeholder "Your email address", "Role*" with placeholder "Your job role", and "Company*" with placeholder "Company Name".

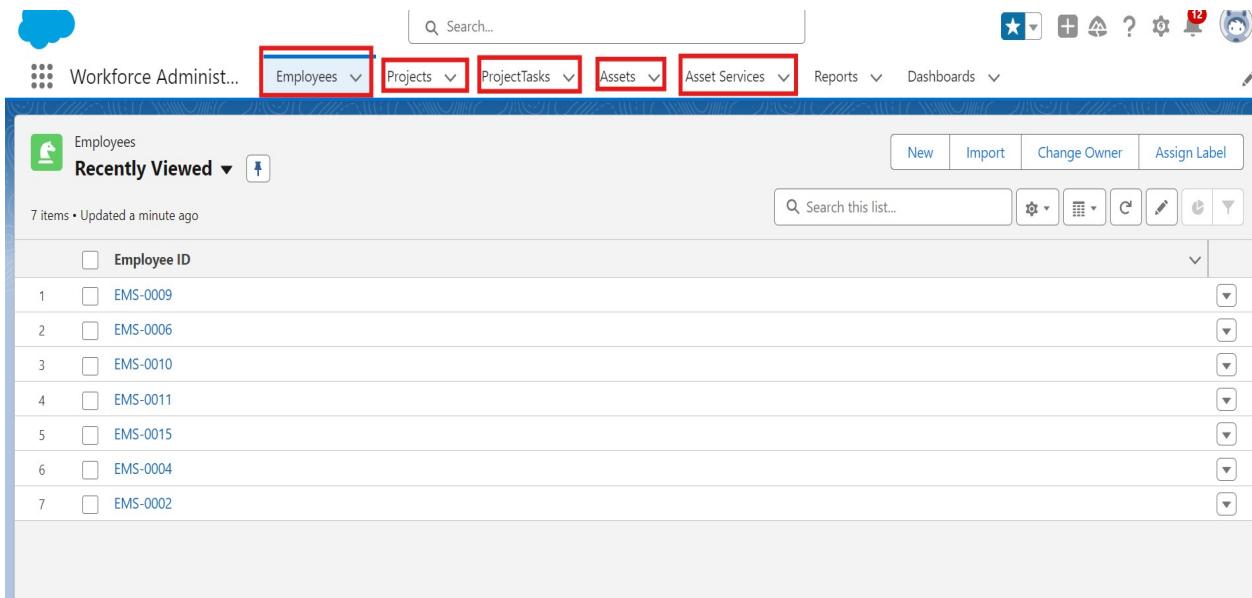
Activity 1: Creating Developer Account



The image shows a Gmail inbox with a single email from "developer@salesforce.com". The subject line is "Welcome to Salesforce: Verify your account". The email body contains a "salesforce" logo and a message saying "Thanks for signing up with Salesforce!". It includes a screenshot of the Salesforce interface and a red box around a "Verify Account" button. Below the button, it says "To easily log in later, save this URL: <https://sboom-dev-ed-developer.my.salesforce.com>". The email was sent at "10:00 (1 minute ago)".

Activity 2: Account Activation

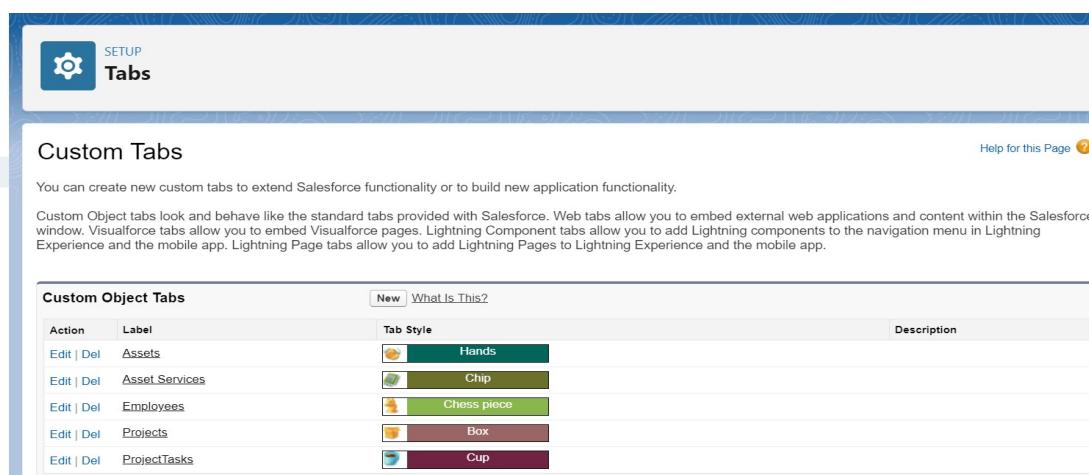
Task 2: Object



The screenshot shows the Salesforce navigation bar with tabs for Workforce Administ..., Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, and Dashboards. The Employees tab is selected and highlighted with a red box. Below the navigation bar is a list titled 'Employees' under 'Recently Viewed'. The list contains 7 items, all updated a minute ago, with Employee IDs: EMS-0009, EMS-0006, EMS-0010, EMS-0011, EMS-0015, EMS-0004, and EMS-0002. The list includes standard Salesforce actions like New, Import, Change Owner, and Assign Label.

Activity - Create 5 objects with label names as Employees, Projects, ProjectTasks, Assets, Asset Services.

Task 3: Tabs

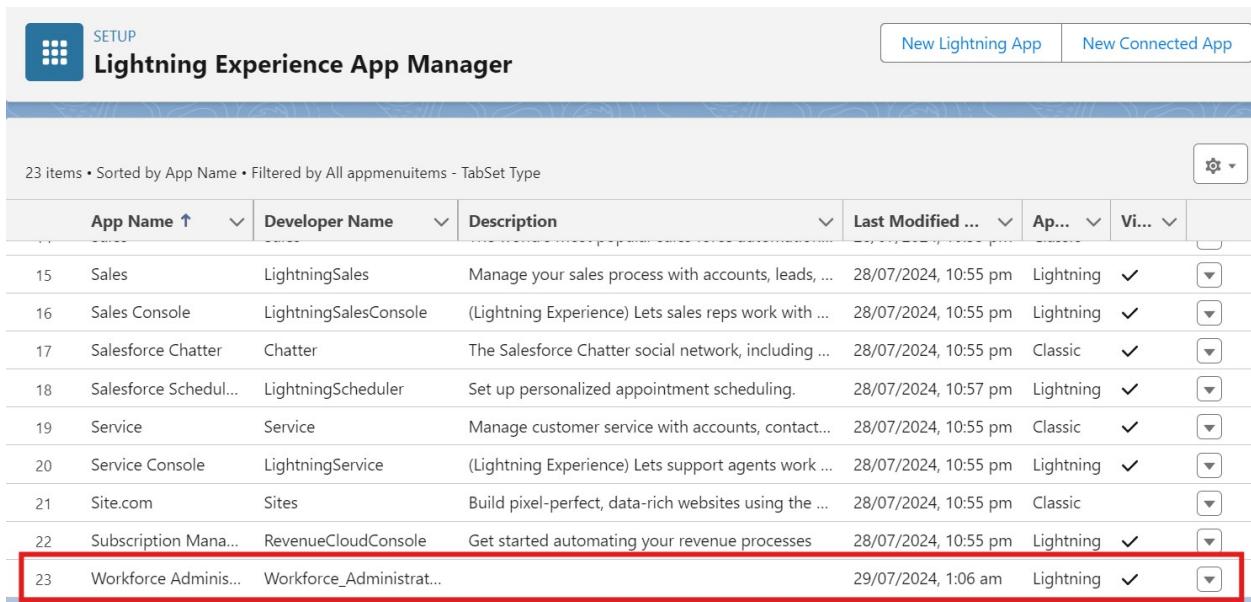


The screenshot shows the 'Custom Tabs' page in the Salesforce Setup. The top navigation bar has a 'SETUP' icon and a 'Tabs' tab. The main content area is titled 'Custom Tabs' with a sub-header 'Custom Object Tabs'. It includes a 'Help for this Page' link. A table lists five custom tabs: 'Assets' (Hand icon), 'Asset Services' (Chip icon), 'Employees' (Chess piece icon), 'Projects' (Box icon), and 'ProjectTasks' (Cup icon). Each row has 'Edit | Del' links and a 'Tab Style' column.

Action	Label	Tab Style	Description
Edit Del	Assets	Hands	
Edit Del	Asset Services	Chip	
Edit Del	Employees	Chess piece	
Edit Del	Projects	Box	
Edit Del	ProjectTasks	Cup	

Activity: Creating 5 Custom Tabs - Employees, Projects, ProjectTasks, Assets, Asset Services.

Task 4: The Lightning App



The screenshot shows the Salesforce Lightning Experience App Manager. The top navigation bar includes the 'SETUP' icon, the title 'Lightning Experience App Manager', and two buttons: 'New Lightning App' and 'New Connected App'. Below the header, a message indicates '23 items • Sorted by App Name • Filtered by All appmenuitems - TabSet Type'. A table lists 23 apps, each with columns for App Name, Developer Name, Description, Last Modified, Type, and Visibility. The last row, '23 Workforce Adminis...', is highlighted with a red border.

	App Name ↑	Developer Name	Description	Last Modified ...	Type	Ap... ▾	Vi... ▾	⋮
15	Sales	LightningSales	Manage your sales process with accounts, leads, ...	28/07/2024, 10:55 pm	Lightning	✓	▼	
16	Sales Console	LightningSalesConsole	(Lightning Experience) Lets sales reps work with ...	28/07/2024, 10:55 pm	Lightning	✓	▼	
17	Salesforce Chatter	Chatter	The Salesforce Chatter social network, including ...	28/07/2024, 10:55 pm	Classic	✓	▼	
18	Salesforce Schedul...	LightningScheduler	Set up personalized appointment scheduling.	28/07/2024, 10:57 pm	Lightning	✓	▼	
19	Service	Service	Manage customer service with accounts, contact...	28/07/2024, 10:55 pm	Classic	✓	▼	
20	Service Console	LightningService	(Lightning Experience) Lets support agents work ...	28/07/2024, 10:55 pm	Lightning	✓	▼	
21	Site.com	Sites	Build pixel-perfect, data-rich websites using the ...	28/07/2024, 10:55 pm	Classic		▼	
22	Subscription Mana...	RevenueCloudConsole	Get started automating your revenue processes	28/07/2024, 10:55 pm	Lightning	✓	▼	
23	Workforce Adminis...	Workforce_Administrat...		29/07/2024, 1:06 am	Lightning	✓	▼	

Activity : Create a Lightning App - Workforce Administration Solution.

Task 5: Fields & Relationships

The screenshot shows the Salesforce Object Manager interface for the Employee object. The left sidebar lists various setup options like Page Layouts, Lightning Record Pages, Buttons, etc. The main area is titled 'Fields & Relationships' and displays 26 items, sorted by Field Label. Each row shows a field name, its API name, and its data type. A 'Quick Find' search bar and several navigation buttons ('New', 'Deleted Fields', 'Field Dependencies', 'Set History Tracking') are at the top of the list table.

Field Label	API Name	Type
Address	Address_c	Text Area(255)
Age	Age_c	Formula (Number)
Cab Allowance	Cab_Allowance_c	Checkbox
Cab Allowance Amount	Cab_Allowance_Amount_c	Currency(18, 0)
Created By	CreatedById	Lookup(User)
Date of Birth	Date_of_Birth_c	Date
Email	Email_c	Email
Employee ID	Name	Auto Number
Employee Name	Employee_Name_c	Text(18)
Experience	Experience_c	Text Area(255)
Food Allowance Amount	Food_Allowance_Amount_c	Currency(18, 0)
Food Allowances	Food_Allowances_c	Checkbox
Gender	Gender_c	Picklist
Joining date	Joining_date_c	Date
Last Modified By	LastModifiedById	Lookup(User)
LinkedIn Profile	LinkedIn_Profile_c	URL
Login Time	Login_Time_c	Time
Logout Time	Logout_Time_c	Time
Mode of Work	Mode_of_Work_c	Picklist
Owner	OwnerId	Lookup(User,Group)
Phone no	Phone_no_c	Phone
Qualification	Qualification_c	Text(18)
Qualification	Qualification_c	Text(18)
Record Type	RecordTypeId	Record Type
Reports to	Reports_to_c	Lookup(Employee)
Wifi Allowance Amount	Wifi_Allowance_Amount_c	Currency(18, 0)
Wifi Allowances	Wifi_Allowances_c	Checkbox

Activity: Creating fields in Employees object

SETUP > OBJECT MANAGER

Project

Fields & Relationships				
FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
End Date	End_Date__c	Date		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)	✓	
Project ID	Name	Auto Number	✓	
Project Lead	Project_Lead__c	Text(18)		
Project Name	Project_Name__c	Text(18)		

Activity: creating fields in projects object

SETUP > OBJECT MANAGER

ProjectTask

Fields & Relationships				
FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Employee Name	Employee_Name__c	Master-Detail(Employee)	✓	
Finishes in	Finishes_in__c	Formula (Number)		
Last Modified By	LastModifiedById	Lookup(User)		
Project Task	Project_Task__c	Master-Detail(Project)	✓	
ProjectTask Name	Name	Text(80)	✓	
Working Hours	Working_Hours__c	Number(18, 0)		

Activity: creating fields in ProjectTasks object.

The screenshot shows the Salesforce Setup interface with the Object Manager selected. The main title is "Asset". On the left, there's a sidebar with various setup categories like Page Layouts, Lightning Record Pages, etc. The main content area is titled "Fields & Relationships" and shows 8 items, sorted by Field Label. The table has columns for FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The fields listed are Asset Name, Asset Type, Created By, Date Of Issue, Employee Name, and Last Modified By.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Asset Name	Name	Text(80)		✓
Asset Type	Asset_Type__c	Picklist		▼
Created By	CreatedById	Lookup(User)		▼
Date Of Issue	Date_of_Issue__c	Formula (Date)		▼
Employee Name	Employee_Name__c	Lookup(Employee)		✓
Last Modified By	LastModifiedById	Lookup(User)		▼

Activity: creating fields in Assets object.

The screenshot shows the Salesforce Setup interface with the Object Manager selected. The main title is "Asset Service". The left sidebar has the same categories as the previous screenshot. The main content area is titled "Fields & Relationships" and shows 9 items, sorted by Field Label. The table has columns for FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The fields listed are Asset Id, Asset Service Name, Created By, Description, Last Modified By, Owner, and Subject.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Asset Id	Asset_Id__c	Lookup(Asset)		✓
Asset Service Name	Name	Text(80)		✓
Created By	CreatedById	Lookup(User)		▼
Description	Description__c	Long Text Area(32768)		▼
Last Modified By	LastModifiedById	Lookup(User)		▼
Owner	OwnerId	Lookup(User,Group)		✓
Subject	Subject__c	Text Area(255)		▼

Activity: creating fields in Asset Services Object.

Task 6: Setting OWD

The screenshot shows the Salesforce 'Sharing Settings' page under the 'SETUP' tab. The search bar at the top contains 'sharing'. On the left, there's a sidebar with 'Security' and 'Sharing Settings' sections. A note says 'I don't find what you're looking for? Try using Global Search.' The main area lists sharing rules for various objects:

Object	Sharing Rule Access	Share Type	Action
Waitlist	Private	Private	✓
Web Case Document	Private	Private	✓
Work Order	Private	Private	✓
Work Plan	Private	Private	✓
Work Plan Template	Private	Private	✓
Work Step Template	Private	Private	✓
Work Type	Private	Private	✓
Work Type Group	Public Read/Write	Private	✓
Asset	Public Read/Write	Private	✓
Asset Service	Private	Private	✓
Employee	Private	Private	✓
Project	Private	Private	✓
Project Task	Controlled by Parent	Controlled by Parent	

Activity: Creating OWD Setting.

Task 7: User Adoption

The screenshot shows the Salesforce 'Employee' record for 'EMS-0007' (Ethan). The 'Details' tab is selected. The record includes the following fields:

Field	Value
Employee ID	EMS-0007
Employee Name	Ethan
Date of Birth	11/11/1995
Age	20.00
Gender	Male
Reports to	(empty)
Qualification	B.Com
Address	(empty)
Experience	2
Phone no	7999434/55
Email	ethan@sbc.com
Join Date	27/02/2021
Mode of Work	On Site
Cab Allowance	₹ 1,000
Food Allowances	₹ 1,000
Wifi Allowances	₹ 1,000
Cab Allowance Amount	₹ 1,000
Food Allowance Amount	₹ 1,000
Wifi Allowance Amount	₹ 1,000
Login Time	9:00:00 am
Logout Time	5:00:00 pm
LinkedIn Profile	https://www.linkedin.com/in/ethan

Owner: Parthiv Patnaik

Created By: Parthiv Patnaik, 30/07/2024, 8:24 pm

Last Modified By: Parthiv Patnaik, 30/07/2024, 8:24 pm

Activity 2: View a Record (Employee)

Task 8: Import Data

The screenshot shows the Bulk Data Load Jobs page in the Salesforce Setup. A specific job, 750NS00000012Ref, is displayed. The job details include:

Job ID	Submitted By	Start Time	End Time	Time to Complete (hh:mm:ss)	Object	External ID Field	Content Type	Concurrency Mode	API Version	Job Type	Operation	Queued Batches	In Progress Batches	Completed Batches	Failed Batches	Progress	Records Processed	Records Failed	Retries	Total Processing Time (ms)	API Active Processing Time (ms)	Apex Processing Time (ms)
750NS00000012Ref	Parthiv Patnaik	18/06/2024, 2:43 am IST	18/06/2024, 2:43 am IST	00:05	Employee		CSV	Parallel	61.0	Bulk V1	Insert	0	0	1	0	100%	14	0	0	100	57	0

The Batches section shows one batch with the same details and a status of "Completed".

Task 9: Profiles

The screenshot shows the Profiles page in the Salesforce Setup. A list of profiles is displayed, with several profiles highlighted with red boxes:

Action	Profile Name	User License	Custom
<input type="checkbox"/>	Cross Org Data Proxy User	XOrg Proxy User	<input type="checkbox"/>
<input type="checkbox"/>	Work.com Only User	Work.com Only	<input type="checkbox"/>
<input type="checkbox"/>	Silver Partner User	Silver Partner	<input type="checkbox"/>
<input checked="" type="checkbox"/>	On-Site Employee	Salesforce Platform	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Manager	Salesforce Platform	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Remote Employee	Salesforce Platform	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Standard Platform User	Salesforce Platform	<input type="checkbox"/>
<input type="checkbox"/>	Minimum Access - API Only Integrations	Salesforce Integration	<input type="checkbox"/>
<input type="checkbox"/>	Salesforce API Only System Integrations	Salesforce Integration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HR	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Standard User	Salesforce	<input type="checkbox"/>
<input type="checkbox"/>	Contact Manager	Salesforce	<input type="checkbox"/>
<input type="checkbox"/>	Marketing User	Salesforce	<input type="checkbox"/>
<input type="checkbox"/>	Custom Support Profile	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Custom Marketing Profile	Salesforce	<input type="checkbox"/>

Creating profiles: HR, Manager, On-site employee, Remote employee

Task 10: Roles

The screenshot shows the Salesforce Setup interface with the 'Roles' tab selected. The left sidebar includes links for Users, Feature Settings, Sales, Service, and Case Teams. The main content area displays the 'Creating the Role Hierarchy' page. It features a tree view of roles under 'Your Organization's Role Hierarchy'. Several roles are highlighted with red boxes: 'HR', 'Manager', 'On-Site Employee', 'Remote Employee', 'Customer Support, International', 'Customer Support, North America', 'Marketing Team', 'VP, North American Sales', 'Eastern Sales Team', and 'Western Sales Team'. Each highlighted role has its 'Edit', 'Delete', and 'Assign' buttons visible.

Activity: Assigning Roles: HR, Manager, On-site employee, Remote employee

Task 11: User

The screenshot shows the Salesforce Setup interface under the 'Users' section. At the top, there's a blue header bar with the 'SETUP' icon and the word 'Users'. Below it is a toolbar with buttons for 'View: All Users', 'Edit', and 'Create New View'. A navigation bar at the top right includes links for A through Z and an 'All' link. The main area is a table listing users. The columns are: Action, Full Name, Alias, Username, Role, Active, and Profile. Several user rows are highlighted with red boxes, specifically: Chatter Expert, Chauhan, Dhruv, Mikaelson, Kol, Mikaelson, Niklaus, Patnaik, Parthiv, Sharma, Aditya, User_Integration, and User_Security.

Activity: Creating Users: (Highlighted above)

Task 12: Page Layouts

The screenshot shows the Salesforce Setup interface under the 'Object Manager' section for the 'Employee' object. On the left, there's a sidebar with various configuration options: Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, Restriction Rules, Scoping Rules, Triggers, Flow Triggers, and Validation Rules. The main area is titled 'Save' and shows the 'Layout Properties' for the 'On Site Employee' page layout. It includes a 'Fields' section with a 'Quick Find' field name search bar, and sections for 'Personal Information' (Date of Birth, Address, Age), 'Allowance' (Cab Allowance, Food Allowances), and 'System Information' (Created By, Last Modified By). The 'Record Type' column is also visible on the right.

Activity: creating a page layout for Employee object - On Site Employee

The screenshot shows the Salesforce Object Manager interface. At the top, there's a search bar labeled "Search Setup" and various navigation icons. Below the header, the path "SETUP > OBJECT MANAGER" and the object name "Employee" are displayed. The main area is divided into two sections: a left sidebar with a list of layout types and a right panel for editing. The sidebar lists "Page Layouts" as the selected type. The right panel shows the "Fields" section of the page layout editor, which includes a "Quick Find" field name search bar and a table of fields. Fields listed include Employee ID, Employee Name, Gender, Reports to, Qualification, Experience, Phone no, Email, and Birth Date. A preview of the layout is also visible, showing sample data for these fields.

Activity: creating a page layout for Employee object - Remote Employee

Task 13: Chatter Group

The screenshot shows the Salesforce Chatter group interface for the "Internal Discussion" group. The top navigation bar includes links for Workforce Administ..., Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, Dashboards, and Internal Discussion. The main content area features a decorative background with cartoon animals. On the left, there's a "Chatter" feed with tabs for Post, Poll, and Question. A post from "Parthiv Patnaik" dated 31 July 2024 at 7:40 pm welcomes users to the group. On the right, the "Group Details" section provides information about the group, including its description (a request from the COO for internal discussion), group email (0F9dM0000007DwbSAE@post.demandware.net), and owner (Parthiv Patnaik). Below this is a "Manage Members" section with a search bar.

Activity: Creating a chatter group for your organization

Task 14: Record Types

Record Type On Site Employee

[« Back to Custom Object: Employee](#)

[Help for this Page](#)

Use the Edit button to change the properties of this record type. Use the Edit links in the Picklist Values related list to choose the picklist values available for records with this record type.

		Edit	Active	
Record Type Label	On Site Employee			
Record Type Name	On_Site_Employee			
Namespace Prefix				
Description				
Created By	Parthiv Patnaik, 31/07/2024, 7:46 pm		Modified By	Parthiv Patnaik, 31/07/2024, 7:46 pm

Picklists Available for Editing

[Picklists Available for Editing Help](#)

Action	Field	Modified Date
Edit	Gender	31/07/2024, 7:46 pm
Edit	Mode of Work	31/07/2024, 7:46 pm

Activity: Creating On Site Employee Record Type

The screenshot shows the Salesforce Object Manager interface for the 'Employee' custom object. The left sidebar has a 'Record Types' section selected. A new record type, 'Remote Employee', is being created. The main panel displays the 'Record Type' page for 'Remote Employee'. The 'Record Type Label' is 'Remote Employee', 'Record Type Name' is 'Remote_Employee', and it is marked as 'Active'. The 'Created By' and 'Modified By' fields show 'Parthiv Patnaik' at 31/07/2024, 7:48 pm. Below the main form is a 'Picklists Available for Editing' section, which lists 'Gender' and 'Mode of Work' with their respective modification dates.

Activity: Creating On Site Employee Record Type

Task 15: Permission Sets

The screenshot shows the Salesforce Setup interface with the following details:

- Header:** Search bar with "Search Setup", a gear icon, and other navigation links.
- Left Sidebar:** Navigation menu with "Setup" selected, followed by "Home", "Object Manager", and a dropdown menu. Below this, "Users" and "Permission Sets" are listed under "Permission Sets". A message says "Didn't find what you're looking for? Try using Global Search."
- Main Content Area:**
 - Section Header:** "Permission Set Per to Emp" with "SETUP" and a user icon.
 - Buttons:** "Find Settings...", "Clone", "Edit Properties", "Manage Assignments", "View Summary".
 - Breadcrumb:** "Permission Set Overview > Object Settings > Employees".
 - Employee Tab:** "Employees" tab is selected, with an "Edit" button.
 - Tab Settings:** Shows "Available" and "Visible" sections with checkboxes.
 - Employee: Record Type Assignments:** Table showing record types "On Site Employee" and "Remote Employee" with checkboxes for assigned record types.
 - Object Permissions:** Table showing permissions for the "Employees" object: Read, Create, Edit, Delete, View All, and Modify All, each with a checkbox.
 - Field Permissions:** Table showing permissions for various fields like Address, Age, Cab Allowance, etc., with columns for "Field Name", "Field API Name", "Read Access", and "Edit Access".

Activity: Creating a permission set for employee object

Task 16: Reports

Report: Employees
New Employees Report

Total Records
28

	Employee Name	Employee: Employee ID	Reports to	Login Time	Logout Time	Mode of Work	LinkedIn Profile
1	Chloe	EMS-0029	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/chole
2	Scarlett	EMS-0028	-	-	-	Remote	https://www.linkedin.com/in/scarlett
3	Elizabeth	EMS-0027	-	-	-	Remote	https://www.linkedin.com/in/elizabeth
4	Amelia	EMS-0026	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/amelia
5	Isabella	EMS-0025	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/isabella
6	Sophia	EMS-0024	-	-	-	Remote	https://www.linkedin.com/in/sophia
7	Olivia	EMS-0023	-	-	-	Remote	https://www.linkedin.com/in/olivia
8	Emma	EMS-0022	-	-	-	Remote	https://www.linkedin.com/in/emma
9	Ethan	EMS-0021	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/ethan
10	William	EMS-0020	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/william
11	Alexander	EMS-0019	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/alex
12	Benjamin	EMS-0018	-	-	-	Remote	https://www.linkedin.com/in/benjamin
13	James	EMS-0017	-	-	-	Remote	https://www.linkedin.com/in/james
14	Jackie Chan	EMS-0016	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/jackie
15	Chloe	EMS-0015	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/chole
16	Scarlett	EMS-0014	-	-	-	Remote	https://www.linkedin.com/in/scarlett
17	Elizabeth	EMS-0013	-	-	-	Remote	https://www.linkedin.com/in/elizabeth
18	Amelia	EMS-0012	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/amelia
19	Isabella	EMS-0011	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/isabella
20	Sophia	EMS-0010	-	-	-	Remote	https://www.linkedin.com/in/sophia
21	Olivia	EMS-0009	-	-	-	Remote	https://www.linkedin.com/in/olivia
22	Emma	EMS-0008	-	-	-	Remote	https://www.linkedin.com/in/emma
23	Ethan	EMS-0007	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/ethan
24	William	EMS-0006	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/william
25	Alexander	EMS-0005	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/alex
26	Benjamin	EMS-0004	-	-	-	Remote	https://www.linkedin.com/in/benjamin
27	James	EMS-0003	-	-	-	Remote	https://www.linkedin.com/in/james
28	Jackie Chan	EMS-0002	-	9:00 am	5:00 pm	On Site	https://www.linkedin.com/in/jackie

Activity: Create Report - New Employees Report

Report: Employees with ProjectTasks and Projects
Employees with ProjectTasks and Projects

Total Records
0

No Results

No records returned. Try editing report filters.

- Show All employees.
- Edit other filters in the filter panel.

Activity: Create Report - Employees with ProjectTasks and Projects

Report: Assets with Employee Name
New Assets with Employee Name Report

Total Records
0



No Results

No records returned. Try editing report filters.

- Show All assets.
- Edit other filters in the filter panel.

Activity: Create Report - New Assets with Employee Name Report

Task 17: Dashboards

Dashboard
Dashboard 1

As of 19-Aug-2024, 12:46 am-Viewing as Parthiv Patnaik

Employees with ProjectTasks and Projects

We can't draw this chart because there is no data.

[View Report \(Employees with ProjectTasks and Projects\)](#)

Refresh Edit Subscribe ▾

Activity 1: Create Dashboard -1

The screenshot shows a Salesforce interface with a blue header bar. On the left is a blue cloud icon, followed by the text 'Workforce Administ...'. To the right are navigation links: Employees, Projects, ProjectTasks, Assets, Asset Services, Reports, Dashboards (which is underlined), Internal Discussion, and a search bar with placeholder text 'Search...'. On the far right are icons for star, plus, minus, question mark, gear, a red notification badge with '12', and a user profile.

The main content area has a dark grey header with a blue square icon containing a white circle, followed by the text 'Dashboard 2' and 'As of 19-Aug-2024, 12:46 am-Viewing as Parthiv Patnaik'. Below this is a light grey header with 'Refresh', 'Edit', 'Subscribe', and a dropdown arrow.

The main body is titled 'New Employees Report' and contains a table with the following data:

Employee Name ↑	Employee: Employee ID	Reports to	Login Time	Logout Time
Alexander	EMS-0019	-	9:00 am	5:00 pm
Alexander	EMS-0005	-	9:00 am	5:00 pm
Amelia	EMS-0026	-	9:00 am	5:00 pm
Amelia	EMS-0012	-	9:00 am	5:00 pm
Benjamin	EMS-0018	-	-	-
Benjamin	EMS-0004	-	-	-
Chloe	EMS-0029	-	9:00 am	5:00 pm
Chloe	EMS-0015	-	9:00 am	5:00 pm
Elizabeth	EMS-0027	-	-	-
Elizabeth	EMS-0013	-	-	-
Emma	EMS-0022	-	-	-
Emma	EMS-0008	-	-	-
Ethan	EMS-0021	-	9:00 am	5:00 pm
Ethan	EMS-0007	-	9:00 am	5:00 pm
Isabella	EMS-0025	-	9:00 am	5:00 pm
Isabella	EMS-0011	-	9:00 am	5:00 pm
Jackie Chan	EMS-0016	-	9:00 am	5:00 pm

At the bottom left of the table is a link 'View Report (New Employees Report)'.

Activity 1: Create Dashboard -2

Thank You