Job Application Tracking System - (Developer) - (Shortterm):-

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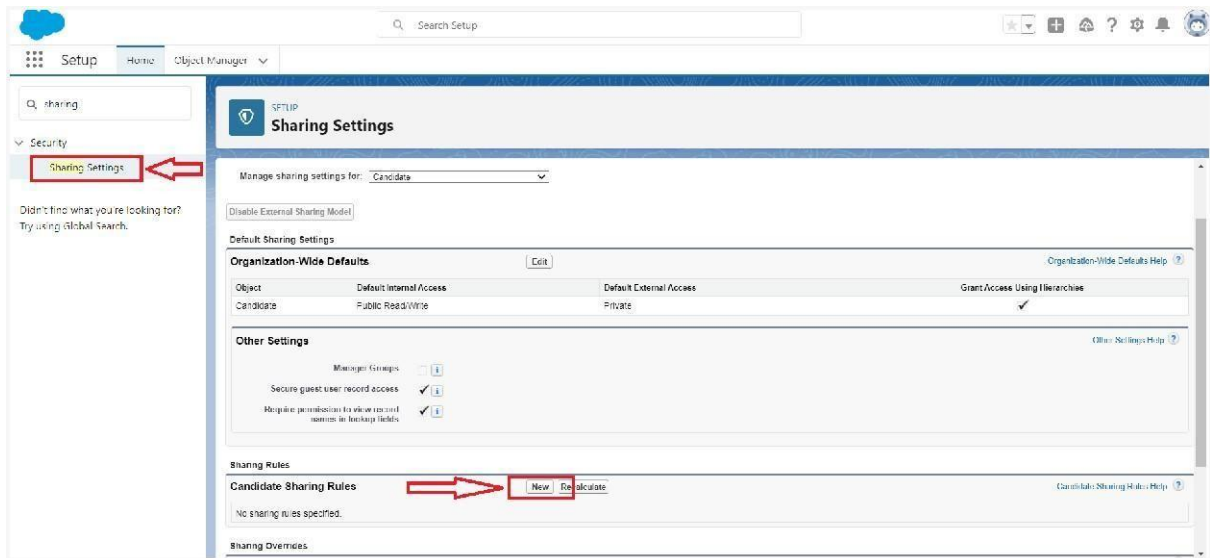
Sharing Rules

What are Sharing Rules?

Sharing rules help users to share records based on conditions. It is basically created for objects whose organization-wide defaults (OWD) are set to public read-only or private because sharing rules can only extend the access and not restrict it.

Types of sharing rules,

- Owner-based Sharing Rules
- Criteria-based Sharing Rules

• Create A Sharing Rule

- 1.Go to Sharing Settings, which can be found under the Quick Find section.
  2.Scroll down and find the candidate object where a sharing rule needs to be added, and then click on New to create a new sharing rule.

3. Add the label of the sharing rule you want to make.

4. Select your rule type based on the criteria.

5. Select the field can join immediately check field from the candidate object.

6. Select the State as equal and value is Rajasthan.

7. And in selecting the users to share with the section select roles and in that select Hr Manager.

8. And in the section of select the level of access for the users give the access Read/Write.
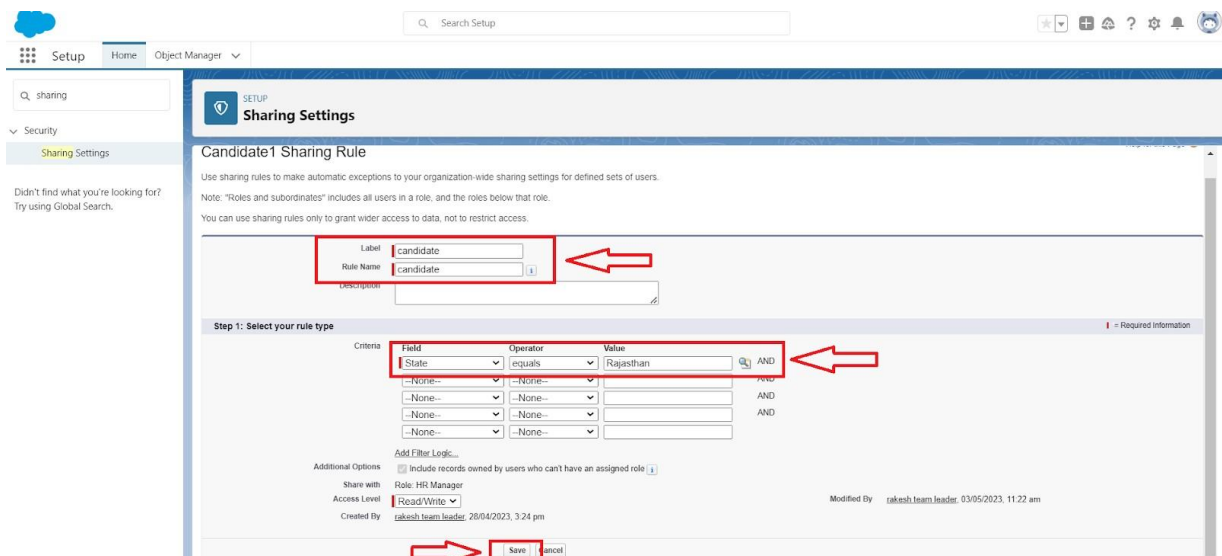
9. And save the rule.

Another Sharing Rule

Create a Sharing Rule to Share the records of Job Application to Hr Manager with the Access of Read/Write.
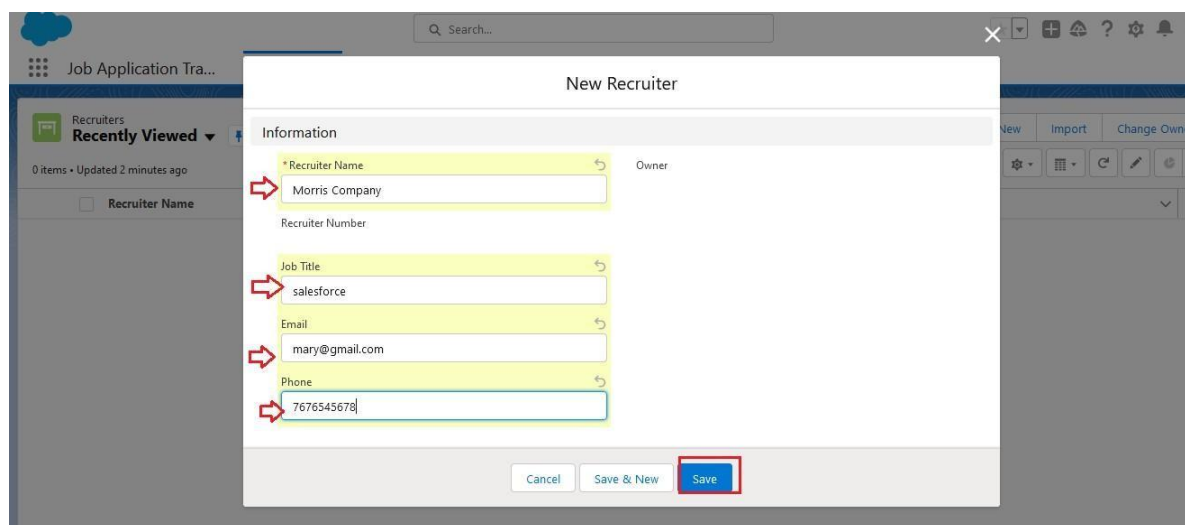Follow the steps from above Activity.
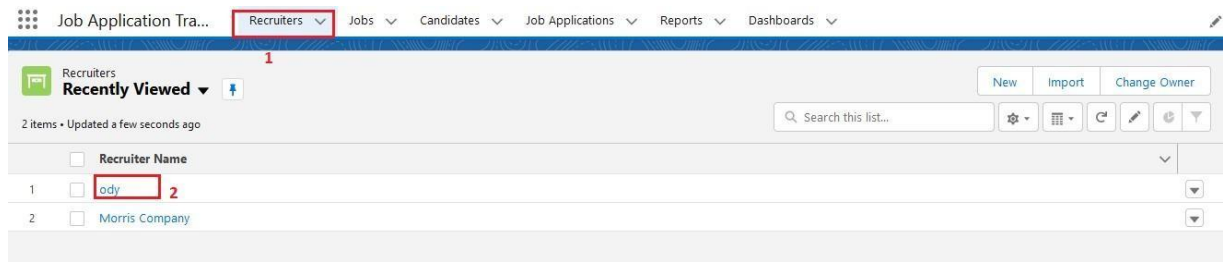
Create A Record(Recruiter)

- Click on App Launcher on left side of screen.
- Search Job Application Tracking & click on it.
- Click on Recruiter Tab.
- Click new and fill details & Save
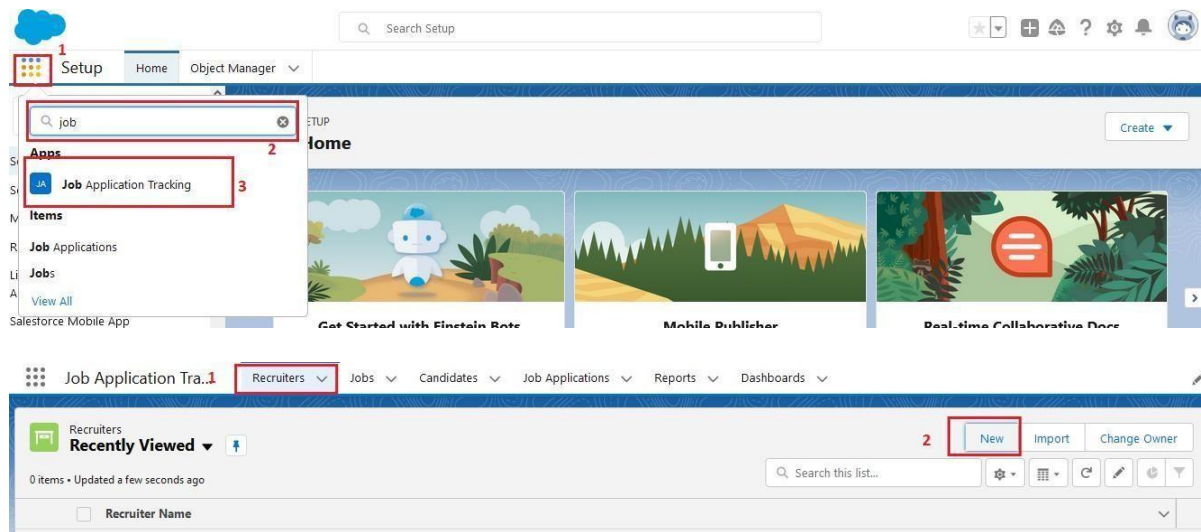

View A Record(Recruiter)

- Click on App Launcher on left side of screen.
- Search Job Application Tracking & click on it.
- Click on Recruiter Tab.
- Click on any record name. you can see the details of the Event.

Delete A Record(Recruiter)

- Click on App Launcher on left side of screen.
- Search Job Application Tracking & click on it.
- Click on Recruiter Tab.
- Click on Arrow at right hand side on that Particular record.
- Click delete and delete again.
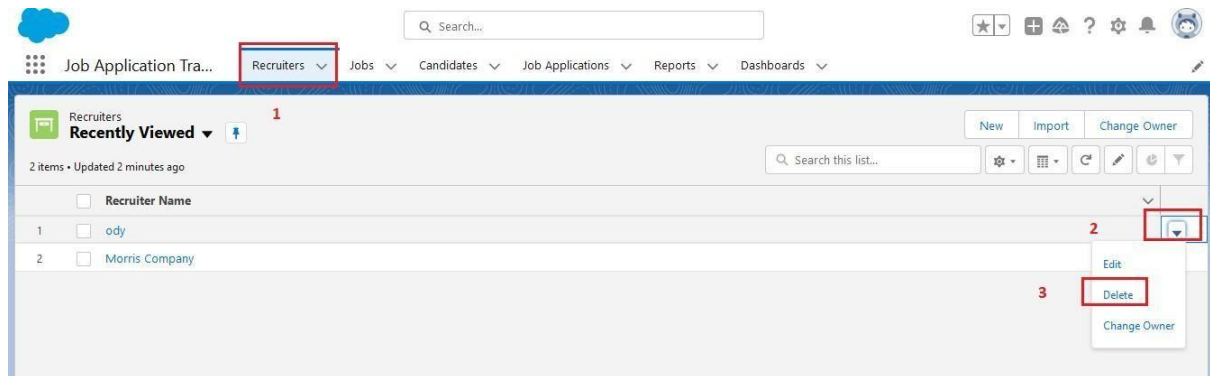
Reports

What are Reports?
A report is a list of records that meet the criteria you define. It's displayed in rows and columns, and can be filtered, grouped, or displayed in a graphical chart. Every report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read/write.

Create A Report

Create a report that displays rating of the account and which has type and account name.

1. Click on app launcher search for reports.
2. Click on the new report and select the category has job application with candidate name.
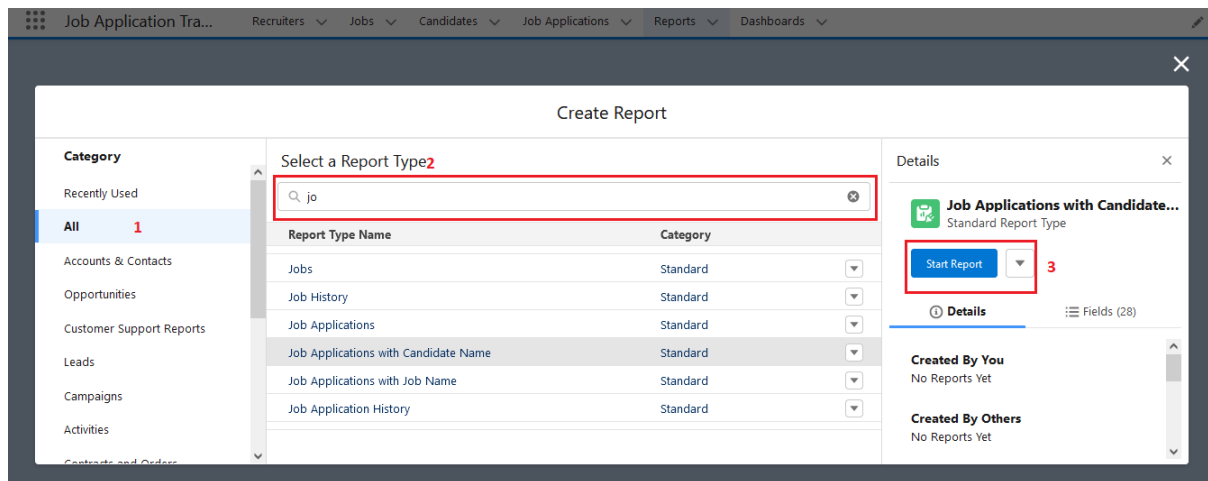
3. In the details section select the option start report.
4. show me my job application and job application created date(All time)
5. In the outline pane, group rows select job application created date.
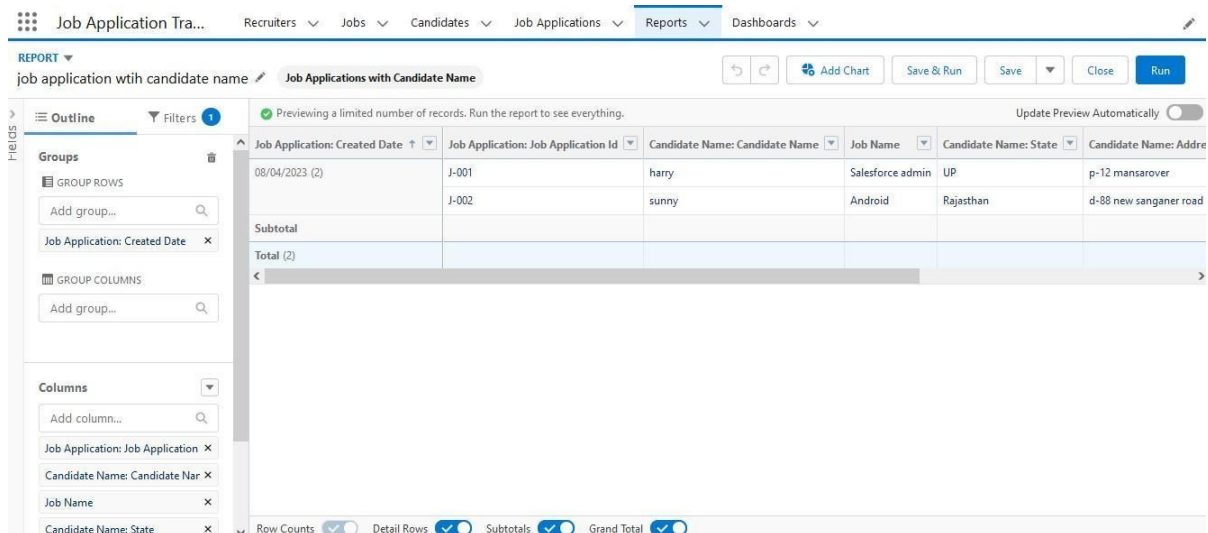
6. Save the report by giving label name(Job application wtih candidate name) and save the folder as a public folder and save the report.

Create Another Report

Create a Report using the Objects Jobs, Candidate and Job Application. Follow the steps from above Activity.