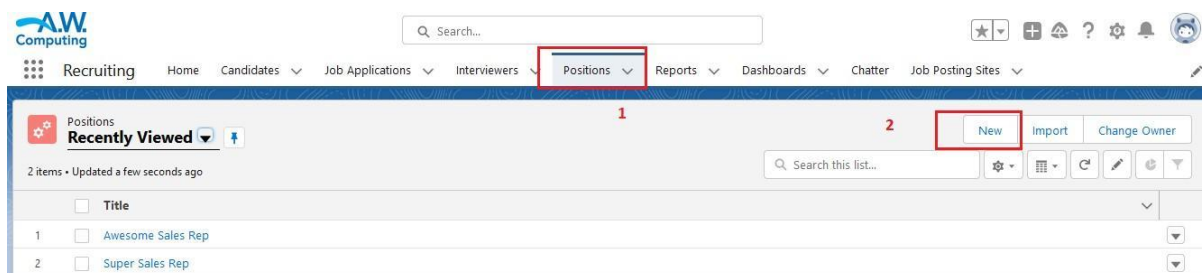
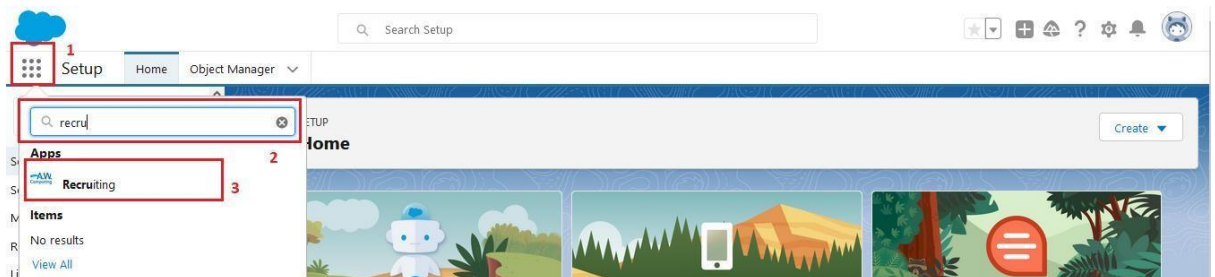


User Adoption

Create A Record (Positions)

- Click on App Launcher on left side of screen.
- Search Recruiting & click on it.
- Click on Positions Tab.
- Click new and fill details & Save.



View A Record(Positions)

- Click on App Launcher on left side of screen.
- Search Recruiting & click on it.
- Click on Positions Tab.
- Click on any record name. you can see the details of the Positions

The screenshot displays the 'Positions' section of the AW Computing application. The top navigation bar includes 'Recruiting', 'Home', 'Candidates', 'Job Applications', 'Interviewers', 'Positions' (highlighted with a red box and a '1'), 'Reports', 'Dashboards', 'Chatter', and 'Job Posting Sites'. Below the navigation bar, the 'Positions' tab is active, showing a 'Recently Viewed' list with two items: 'Awesome Sales Rep' and 'Super Sales Rep' (highlighted with a red box and a '2'). The 'Edit Super Sales Rep' form is displayed below the list. The form has two main sections: 'Information' and 'Description'. The 'Information' section contains fields for 'Title' (Super Sales Rep), 'Status' (New), 'Department' (Sales), 'Approval Status' (Approved), 'Location' (US), 'Hiring Manager' (Search People...), and 'Owner' (Jitendra Singh). The 'Description' section contains a 'Job Description' field with the text 'Sales rep to join the AW Computing team serving the eastern region of AMER'. At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save' (highlighted with a red box).

Positions
Recently Viewed
2 items • Updated 9 minutes ago

	Title	
1	Awesome Sales Rep	
2	Super Sales Rep	

Edit Super Sales Rep

Information

Title: Super Sales Rep

Status: New

Department: Sales

Approval Status: Approved

Location: US

Owner: Jitendra Singh

Hiring Manager: Search People...

Description

Job Description: Sales rep to join the AW Computing team serving the eastern region of AMER

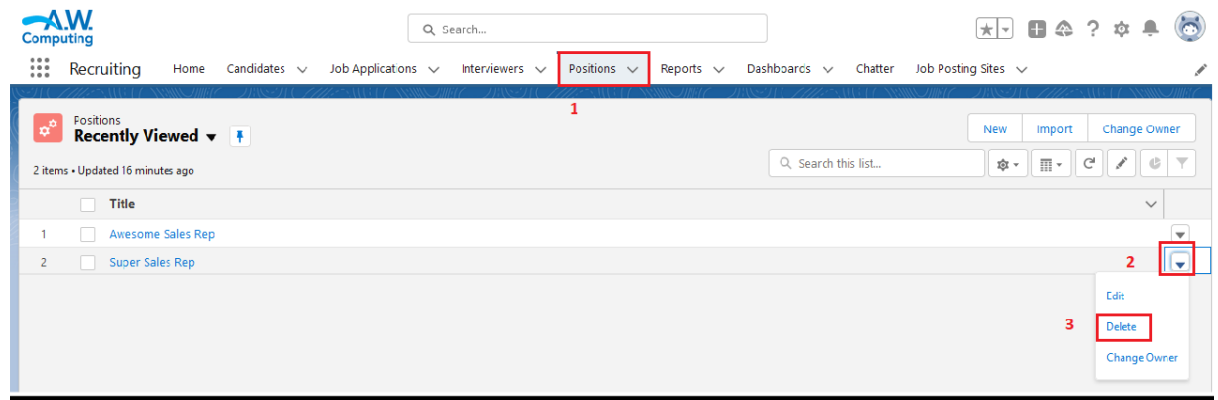
Salary: [Field]

Buttons: Cancel, Save & New, Save

Delete A Record (Positions)

- Click on App Launcher on left side of screen.
- Search Recruiting & click on it.

- Click on Positions 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.

There are 4 types of report formats in Salesforce:

Tabular Reports:

This is the most basic report format. It just displays the row of records in a table with a grand total. While easy to set up they can't be used to create groups of data or charts and also cannot be used in Dashboards. They are mainly used to generate a simple list or a list with a grand total.

Summary Reports:

It is the most commonly used type of report. It allows grouping of rows of data, view subtotal, and create charts.

Matrix Report:

It is the most complex report format. Matrix report summarizes information in a grid format. It allows records to be grouped by both columns and rows. It can also be used to generate dashboards. Charts can be added to this type of report.

Joined Reports:

These types of reports let us create different views of data from multiple report types. The data in joined reports are organized in blocks. Each block acts as a subreport with its own fields, columns, sorting, and filtering. They are used to group and show data from multiple report types in different views.

Report types:

Report type determines which set of records will be available in a report. Every report is based on a particular report type. The report type is selected first when we create a report. Every report type has a primary object and one or more related objects. All these objects must be linked together either directly or indirectly.

A report type cannot include more than 4 objects.

Once a report is created its report type cannot be changed.

There are 2 types of report types:

Standard Report Types:

Standard Report Types are automatically included with standard objects and also with custom Objects where "Allow Reports" is checked.

Standard report types cannot be customized and automatically include standard and custom fields for each object within the report type. Standard report types get created when an object is created, also when a relationship is created.

Note: Standard report types always have inner joins.

Custom Report Types:

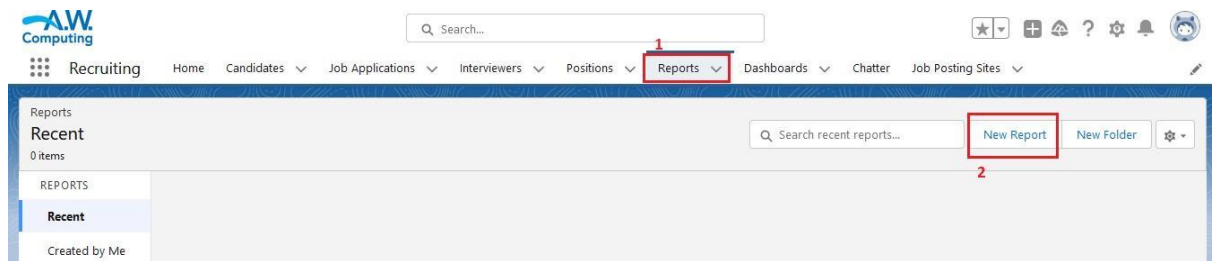
Custom report types are reporting templates created to streamline the reporting

Process. Custom Reports are created by an administrator or User with "Manage Custom Report Types" permission. Custom report types are created when standard report types cannot specify which records will be available on reports.

In custom report types we can specify objects which will be available in a particular report. The primary object must have a relationship with other objects present in a report type either directly or indirectly.

Creating A Report

1.From the Reports tab, click New Report.



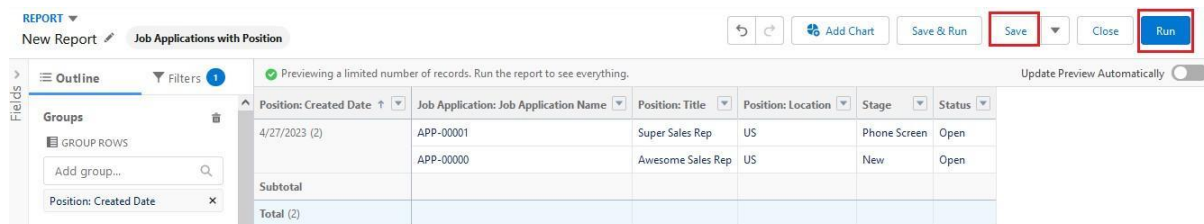
2. Select the report type Job application with position for the report, and click Create.



3. Customize your report accordingly and include all fields,

Reports needs to be Grouped by one field.(ex - Created by)(require to enable add chart)

Then save (Job application with position) or run it.



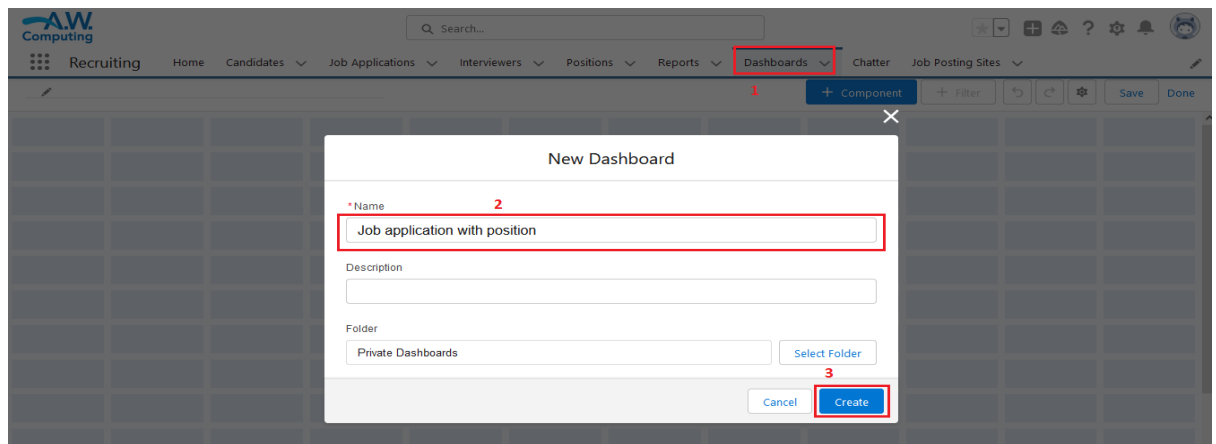
Create A Report For Job Posting Sites With Job Positions And Positions.

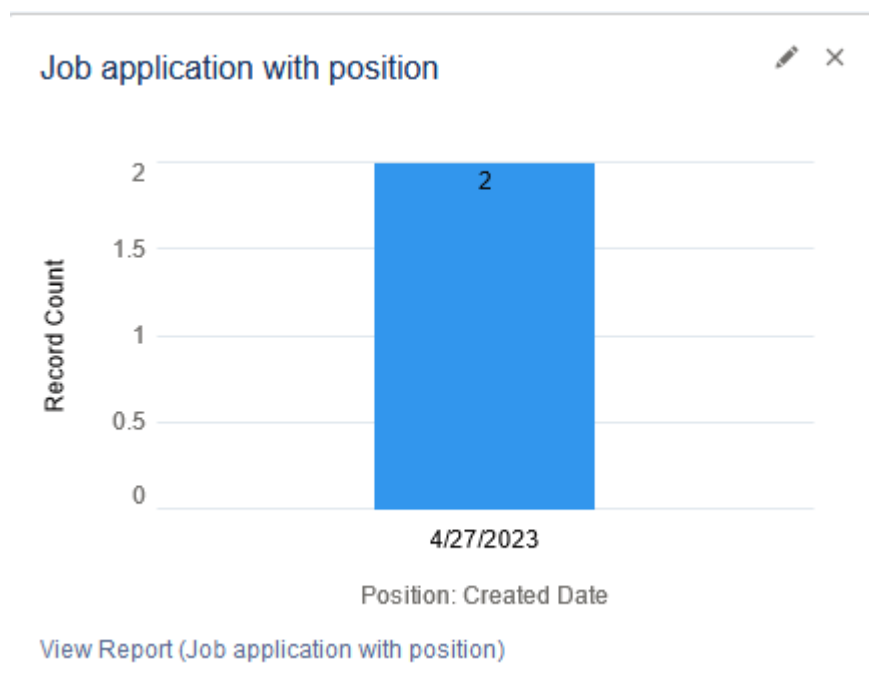
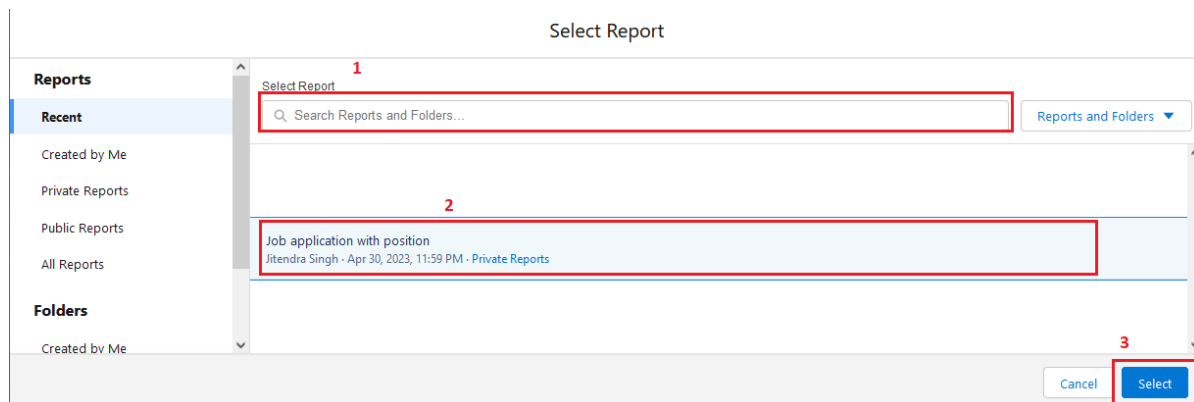
Dashboard

Dashboards provide more insights than reports as they combine the data from many reports and show a summarized result. Looking at many reports at a time gives the flexibility of combining the results from them quickly. Also summaries in dashboards help us decide on action plans quicker. The dashboards can contain charts, graphs and Tabular data.

Create A Dashboard

1. Click the Dashboards tab.
2. Click New Dashboard.
3. Name the dashboard Job application with position and click Create.
4. Click +Component.
5. Select Job application with position and click Select.
6. Select the Vertical Bar Chart component and click Add.
7. Click Save and then Done.





View Report And Dashboard

Report

- Click on App Launcher on left side of screen.
- Search Recruiting & click on it.
- Click on Reports Tab.

- Click on Job application with position & see records

The screenshot shows the AW Computing Setup page. The navigation menu on the left includes 'Setup', 'Home', and 'Object Manager'. The 'Setup' menu is expanded, showing 'Apps' and 'Items'. The 'Apps' menu is further expanded, showing 'Recruiting'. The 'Recruiting' app is selected, and the 'Reports' tab is active. The 'Reports' tab shows a list of reports, with 'Job application with position' highlighted. The report is created by 'Jitendra Singh' on '4/30/2023, 11:59 PM'.

Report: Job Applications with Position
Job application with position

Total Records: 2

Position: Created Date	Job Application: Job Application Name	Position: Title	Position: Location	Stage	Status
4/27/2023 (2)	APP-00001	Super Sales Rep	US	Phone Screen	Open
	APP-00000	Awesome Sales Rep	US	New	Open
Subtotal					
Total (2)					

Dashboard

- Click on App Launcher on left side of screen.
- Search Recruiting & click on it.
- Click on Dashboard Tab.
- Click on Job application with position & see records

The screenshot shows the AW Computing Dashboards page. The navigation menu on the left includes 'Recruiting', 'Home', 'Candidates', 'Job Applications', 'Interviewers', 'Positions', 'Reports', and 'Dashboards'. The 'Dashboards' tab is active. The 'Dashboards' tab shows a list of dashboards, with 'Job application with position' highlighted. The dashboard is created by 'Jitendra Singh' on '4/30/2023, 11:58 PM'.

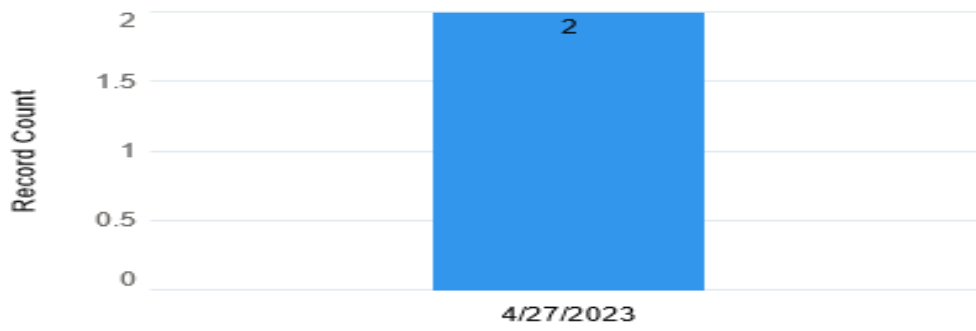


Dashboard

Job application with position

As of May 1, 2023, 12:16 AM Viewing as Jitendra Singh

Job application with position



Position: Created Date

[View Report \(Job application with position\)](#)