

## Introduction

This project aims to tackle food waste and hunger by collecting leftover food from various sources and distributing it to those in need. It involves partnering with organizations, developing a platform for connecting donors and recipients, and ensuring food safety to minimize waste and address food insecurity.

### Problem Statement:

Food waste is a global issue, with significant amounts of edible food being discarded each year while millions suffer from hunger. In India, it's estimated that a substantial portion of food is wasted at various stages, from production to consumption.

### Project Goal:

To reduce food waste and alleviate hunger by creating a system for collecting leftover food from restaurants, events, and households and distributing it to those in need through established NGOs and community organizations.

### Target Beneficiaries:

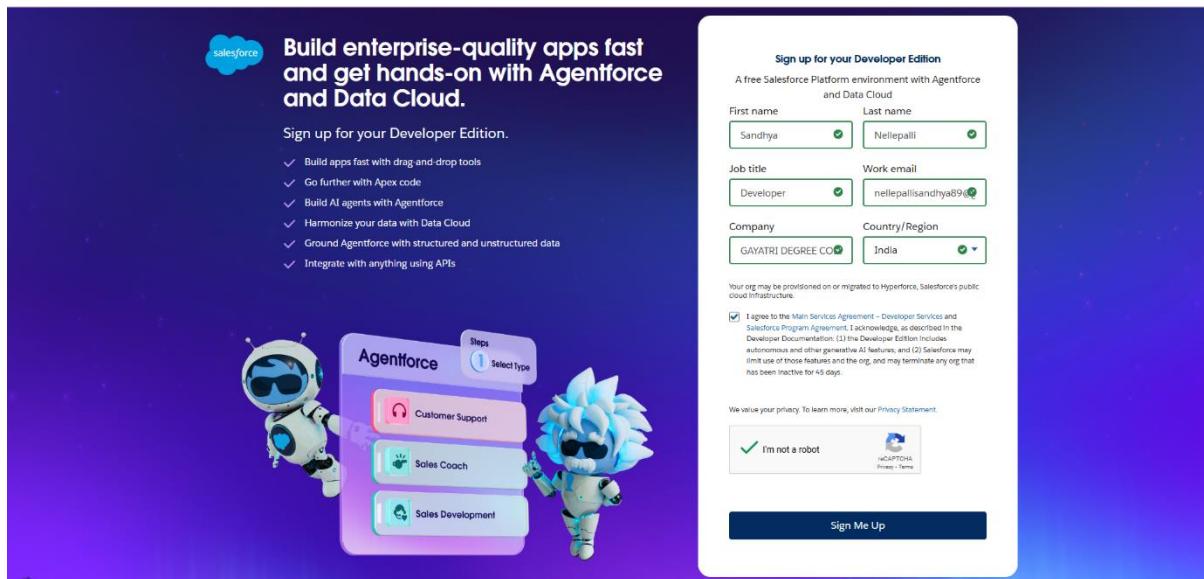
The project will benefit individuals and families experiencing food insecurity, as well as the environment by minimizing food waste and resource depletion.

### Expected Impact:

- Reduced food waste and a significant reduction in food-related environmental impact.
- Improved food security for vulnerable populations.
- Increased awareness of food waste issues and solutions among the public.
- Enhanced community engagement and collaboration.

**Milestone – 1****Salesforce Account****Activity 1: Creating Developer Account**

1. Creating a developer org in Salesforce.
2. Go to <https://developer.salesforce.com/signup>
3. On the signup form, enter the following details :



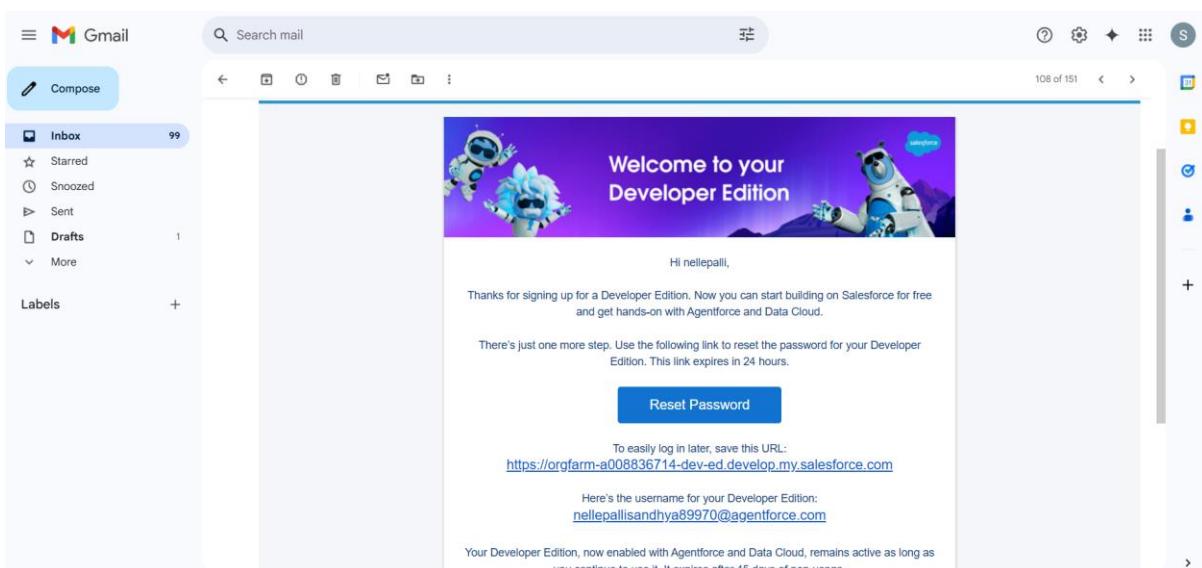
- **First Name:** SANDHYA
- **Last Name:** NELLEPALLI
- **Job title:** Developer
- **Work Email:** nellepallisandhya89@gmail.com
- **Company:** GAYATRI DEGREE COLLEGE TIRUPATI
- **Country/Region:** INDIA

4. Click on sign me up after filling these.

**Activity 2: Account Activation**

1. Go to the inbox of the email that you used while signing up. Click on the verify account to activate your account. The email may take 5-10mins.

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2. Give a password and answer a security question and click on Change Password.

The screenshot shows the "Change Your Password" page in Salesforce. It prompts the user to enter a new password for the email address "lead@sb.oom". It specifies that the password must be at least 8 characters long, containing one letter and one number. The "New Password" field and its confirmation ("Confirm New Password") are highlighted with a red border. Below these fields is a "Security Question" section with the question "In what city were you born?" and an "Answer" field containing "asdfghjkl". At the bottom is a blue "Change Password" button.

3. Then you will be redirected to your Salesforce setup page.

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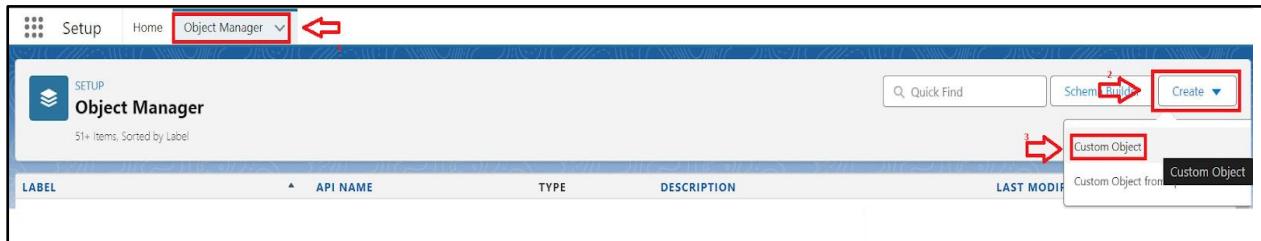
The screenshot shows the Salesforce Setup Home page. The left sidebar contains a navigation menu with sections like Setup Home, Service Setup Assistant, Commerce Setup Assistant, Field Service Setup Home (Beta), Hyperforce Assistant, Release Updates, Salesforce Mobile App, Lightning Usage, Optimizer, and Sales Cloud Everywhere. Under Administration, there are links for Users, Data, and Email. Under Platform Tools, there are links for Subscription Management and Apps. The main content area features a "SETUP Home" card with three sections: "Data Cloud" (with "Watch Video" and "Let's Go" buttons), "Get Started with Einstein Bots" (with "Get Started" button), and "Mobile Publisher" (with "Learn More" button). Below these is a section titled "Most Recently Used" with a table showing 10 items. The table has columns for NAME, TYPE, and OBJECT. The items listed are:

NAME	TYPE	OBJECT
HOME Page	Lightning Page	
Venue with DropOff with Volunteer	Custom Report Type	
Street Cause Street_Cause	User	
Daily_Carrier_Task_Creation	User	
Volunteer_Carrier_Task_Creation	User	

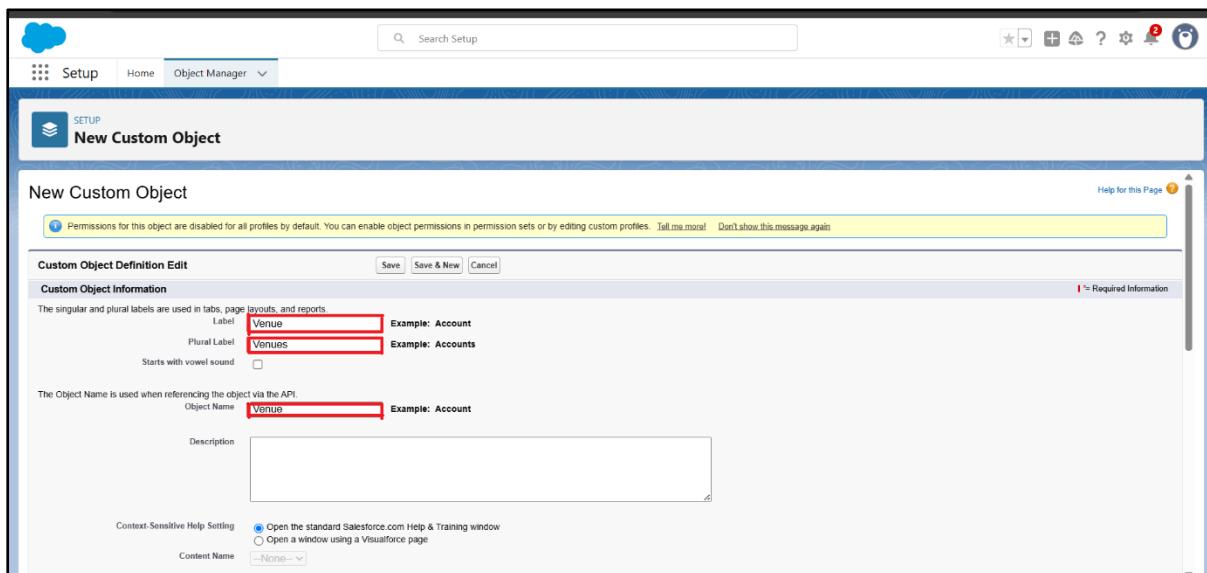
**Milestone – 2****Objects****Activity 1: Creating Venue object**

From the setup page

1. Click on Object Manager



2. Click on Create >> Click on Custom Object.
3. Enter the label name as **Venue**.
4. Enter Plural label name as **Venues**.



5. Enter Record Name as Venue name.
6. Select Datatype as Text.
7. Click on Allow Reports, Track field history, and Allow Activities.

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The screenshot shows the 'Object Definition' page for a custom object named 'Venue Name'. It includes sections for 'Content Name' (set to 'None'), 'Record Name Label and Format' (set to 'Venue Name' and 'Text'), 'Optional Features' (checkboxes for Allow Reports, Allow Activities, Track Field History, Allow in Chatter Groups, and Enable Licensing), and 'Object Classification'.

8. Click on Allow Search.

The screenshot shows the 'Object Creation Options' section, which is only available when creating a new custom object. It includes checkboxes for 'Add Notes and Attachments related list to default page layout' and 'Launch New Custom Tab Wizard after saving this custom object'. At the bottom are 'Save', 'Save & New', and 'Cancel' buttons.

9. Click on Save and New.

## Activity 2: Create Drop-off Point Object

From the Setup page

1. Click on Object Manager
2. Click on Create >> Click on Custom Object.

The screenshot shows the 'Object Manager' page in the Setup menu. A red arrow points to the 'Object Manager' button in the top navigation bar. Another red arrow points to the 'Create' button in the top right corner of the main area. A third red arrow points to the 'Custom Object' button in the list of objects.

3. Enter the label name as **Drop-Off Point**.
4. Enter Plural label name as **Drop-Off Points**.

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The screenshot shows the 'New Custom Object' page in the Salesforce Setup. The top navigation bar includes 'Setup', 'Home', and 'Object Manager'. The main title is 'SETUP New Custom Object'. A message at the top states: 'Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles.' Below this is a 'Custom Object Definition Edit' section with tabs for 'Custom Object Information' and 'Custom Fields & Relationships'. Under 'Custom Object Information', fields include 'Label' (Drop-Off Point), 'Plural Label' (Drop-Off Points), and 'Object Name' (Drop\_Off\_Point). A note says 'Starts with vowel sound' with an unchecked checkbox. A 'Description' text area is present. A 'Help for this Page' link is in the top right.

5. Enter Record Name as Drop-Off Point Name.
6. Select Datatype as Text.

This screenshot shows the 'Enter Record Name Label and Format' section. It includes 'Content Name' dropdowns for 'Record Name' (Drop-Off Point Name) and 'Example' (Account Name). A note says 'The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.' Below this is a 'Data Type' dropdown set to 'Text' with a warning about high volume inserts via API. Under 'Optional Features', the 'Allow Reports' checkbox is checked.

7. Click on Allow Reports, Track field history, and Allow Activities.

This screenshot shows the 'Optional Features' section. It includes checkboxes for 'Allow Reports' (checked), 'Allow Activities' (checked), and 'Track Field History' (checked). Other options like 'Allow in Chatter Groups' and 'Enable Licensing' are unchecked. Below this is the 'Object Classification' section, which notes that enabling these features classifies the object as an Enterprise Application object.

8. Click on Allow Search.

This screenshot shows the 'Search Status' section. It includes a checkbox for 'Allow Search' (checked). Below this is the 'Object Creation Options' section, which includes checkboxes for 'Add Notes and Attachments related list to default page layout' and 'Launch New Custom Tab Wizard after saving this custom object'. At the bottom are 'Save', 'Save & New', and 'Cancel' buttons.

9. Click on Save and New.

## Activity 3: Create Task Object

From the Setup page

1. Click on Object Manager.
2. Click on Create >> Custom Object.



3. Enter the label name as **Task**.
4. Enter the Plural label as **Tasks**.

Field	Value
Label	Task
Plural Label	Tasks
Object Name	Task
Content Name	None
Data Type	Text

5. Enter Record Name as Task Name.
6. Select Datatype as Text.

Field	Value
Record Name	Task Name
Data Type	Text

7. Click on Allow Reports, Track field history, and Allow Activities.
8. Click on Allow Search.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the 'Object Creation Options' section of the Salesforce Setup page. It includes fields for 'Optional Features' (Allow Reports, Allow Activities, Track Field History, Allow in Chatter Groups, Enable Licensing), 'Object Classification' (Allow Sharing, Allow Bulk API Access, Allow Streaming API Access), 'Deployment Status' (In Development, Deployed), 'Search Status' (Allow Search), and 'Object Creation Options' (Add Notes and Attachments related list to default page layout, Launch New Custom Tab Wizard after saving this custom object). At the bottom are 'Save', 'Save & New', and 'Cancel' buttons.

9. Click on Save and New.

### Activity 4: Create Volunteer Object

From the Setup page

1. Click on Object Manager.
2. Click on Create >> Custom Object.

The screenshot shows the 'Object Manager' page in the Salesforce Setup. A red arrow points to the 'Object Manager' button in the top navigation bar. Another red arrow points to the 'Create' button in the top right corner. A third red arrow points to the 'Custom Object' button in the list of objects.

3. Enter the label name as **Volunteer**.
4. Enter the Plural label as **Volunteers**.

The screenshot shows the 'New Custom Object' definition edit page. It includes sections for 'Custom Object Information' (Label: Volunteer, Example: Account; Plural Label: Volunteers, Example: Accounts; Starts with vowel sound: checkbox), 'Object Name' (Object Name: Volunteer, Example: Account), 'Description' (empty text area), 'Context-Sensitive Help Setting' (Open the standard Salesforce.com Help & Training window selected), and 'Content Name' (None dropdown).

5. Enter Record Name as Volunteer Name.

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### 6. Select Datatype as Text.

Content Name: None

Enter Record Name Label and Format

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name:  Example: Account Name

Data Type:  Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.

Optional Features

Allow Reports

### 7. Click on Allow Reports, Track field history, and Allow Activities.

### 8. Click on Allow Search.

Optional Features

Allow Reports

Allow Activities

Track Field History

Allow in Chatter Groups

Enable Licensing

Object Classification

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more](#).

Allow Sharing

Allow Bulk API Access

Allow Streaming API Access

Deployment Status

In Development

Deployed

Search Status

When this setting is enabled, your users can find records of this object type when they search. [Learn more](#).

Allow Search

Object Creation Options (Available only when custom object is first created)

Add Notes and Attachments related list to default page layout

Launch New Custom Tab Wizard after saving this custom object

### 9. Click on Save and New.

## Activity 5: Create Execution Details Object

From the Setup page

1. Click on Object Manager.
2. Click on Create >> Custom Object.

3. Enter the label name as **Execution Detail**.
4. Enter Plural label name as **Execution Details**.

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**New Custom Object**

Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. [Tell me more!](#) [Don't show this message again](#)

**Custom Object Definition Edit**

**Custom Object Information**

The singular and plural labels are used in tabs, page layouts, and reports.

Label	Execution Detail	Example:	Account
Plural Label	Execution Details	Example:	Accounts

Starts with vowel sound

The Object Name is used when referencing the object via the API.

Object Name	Execution_Detail	Example:	Account
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Description

Context-Sensitive Help Setting

- Open the standard Salesforce.com Help & Training window
- Open a window using a Visualforce page

Content Name

5. Enter Record Name as Execution Details Name.

6. Select Datatype as Text.

**Enter Record Name Label and Format**

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name	Execution Detail Name	Example:	Account Name
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Data Type  **Warning:** If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.

7. Click on Allow Reports, Track field history, Allow Activities.

8. Click on Allow Search.

**Optional Features**

- Allow Reports
- Allow Activities
- Track Field History
- Allow in Chatter Groups
- Enable Licensing

**Object Classification**

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more](#).

- Allow Sharing
- Allow Bulk API Access
- Allow Streaming API Access

**Deployment Status**

- In Development
- Deployed

**Search Status**

When this setting is enabled, your users can find records of this object type when they search. [Learn more](#).

- Allow Search

**Object Creation Options (Available only when custom object is first created)**

- Add Notes and Attachments related list to default page layout
- Launch New Custom Tab Wizard after saving this custom object

9. Click on Save and New.

**Milestone – 3****Tabs****Activity 1: Create a tab for Venue Object**

1. Go to Setup page >> type tabs in Quick Find box.
2. Click on tabs >> Click on New (under custom object tab).

The screenshot shows the Salesforce Setup interface. In the left sidebar, under 'User Interface', the 'Tabs' section is selected. The main content area is titled 'Custom Tabs' and contains a brief description: 'You can create new custom tabs to extend Salesforce functionality or to build new application functionality.' Below this are four sections: 'Custom Object Tabs', 'Web Tabs', 'Visualforce Tabs', and 'Lightning Component Tabs', each with a 'New' button and a 'What Is This?' link.

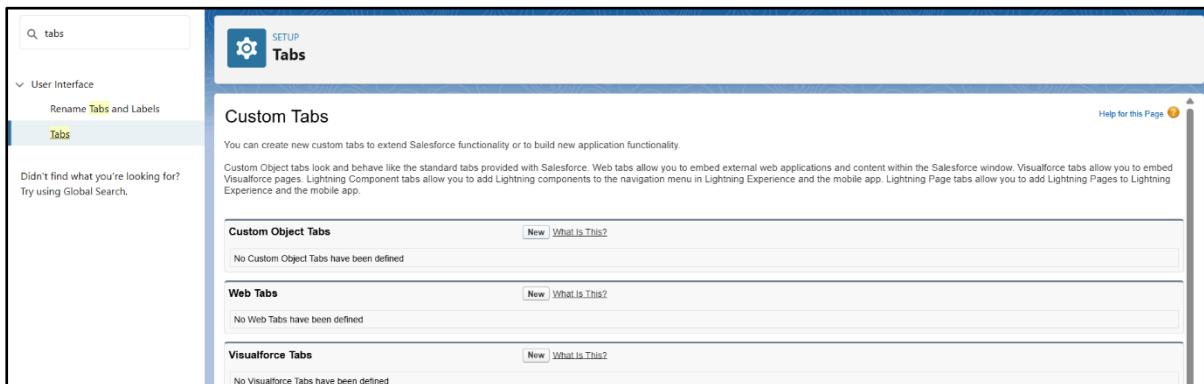
3. Select Object (Venue) >> Select the tab style.

The screenshot shows the 'Edit Custom Object Tab' page for the 'Venues' object. The title is 'Edit Custom Object Tab Venues'. The page has a 'Custom Tab Definition Edit' header. Under 'Custom Object Tab Information', it shows 'Tab Label' as 'Venues', 'Object' as 'Venue', and 'Tab Style' as 'Building'. There is a note about choosing a home page custom link. A 'Description' field is present with a rich text editor icon. At the bottom are 'Save' and 'Cancel' buttons.

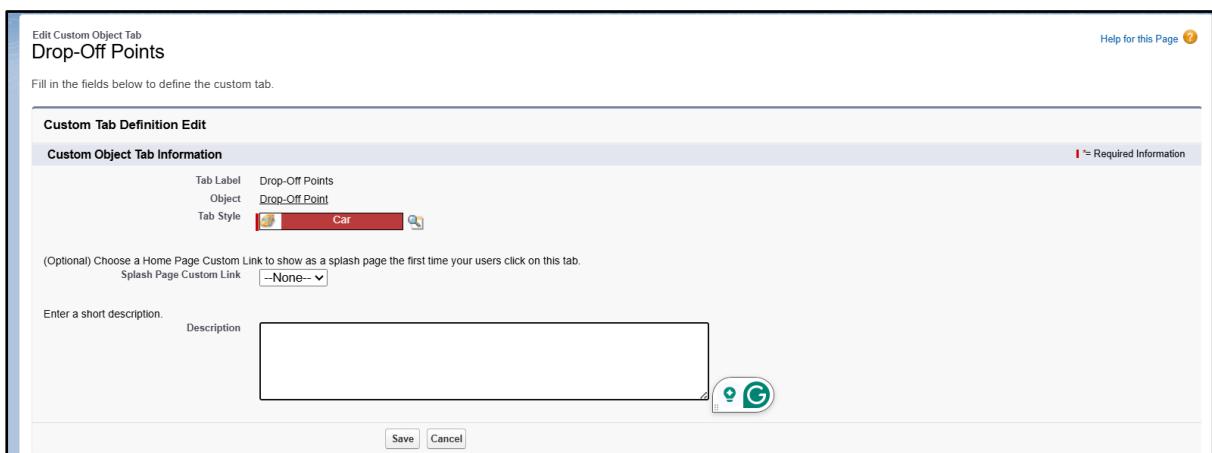
4. Next (Add to profiles page), keep it as default >> Next (Add to Custom App), uncheck the include tab.
5. Make sure that the Append tab user's existing personal customizations is checked.
6. Click on Save.

## Activity 2: Create a tab for Drop-Off Point

1. Go to Setup page >> type tabs in Quick Find box.
2. Click on tabs >> Click on New (under custom object tab).



3. Select Object (Drop-Off Point) >> Select the tab style.



4. Next (Add to profiles page), keep it as default >> Next (Add to Custom App), uncheck the include tab.
5. Make sure that the Append tab user's existing personal customizations is checked.
6. Click on Save.

## Activity 3: Create a tab for Task Object

1. Go to Setup page >> type tabs in Quick Find box.
2. Click on tabs >> Click on New (under custom object tab).

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The screenshot shows the Salesforce Setup interface under the User Interface category, specifically the Tabs section. The page title is "Tabs". There are three main sections: "Custom Object Tabs" (which is empty), "Web Tabs" (which is empty), and "Visualforce Tabs" (which is empty). Each section has a "New" button and a "What Is This?" link.

3. Select Object(Task) >> Select tab style.

The screenshot shows the "Custom Tab Definition Edit" page for the "Task" object. It includes fields for "Tab Label" (set to "Tasks"), "Object" (set to "Task"), and "Tab Style" (set to "Star"). A note at the top right indicates that the "Tab Style" field is required information.

4. Next (Add to profiles page), keep it as default >> Next (Add to Custom App), uncheck the include tab.
5. Make sure that the Append tab user's existing personal customizations is checked.
6. Click on Save.

## Activity 4: Create tab for Volunteer Object

1. Go to the Setup page >> type tabs in Quick Find box.
2. Click on tabs >> Click on New (under custom object tab).

The screenshot shows the Salesforce Setup interface under the User Interface category, specifically the Tabs section. The page title is "Tabs". There are three main sections: "Custom Object Tabs" (which is empty), "Web Tabs" (which is empty), and "Visualforce Tabs" (which is empty). Each section has a "New" button and a "What Is This?" link.

3. Select Object(Volunteer) >> Select tab style.

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Custom Tab Definition Edit

Custom Object Tab Information

Tab Label: Volunteers  
Object: Volunteer  
Tab Style: People

(Optional) Choose a Home Page Custom Link to show as a splash page the first time your users click on this tab.  
Splash Page Custom Link:

4. Next (Add to profiles page), keep it as default >> Next (Add to Custom App), uncheck the include tab.
5. Make sure that Append tab user's existing personal customizations is checked.
6. Click on Save.

### Activity 5: Create a tab for Execution Detail

1. Go to Setup page >> type tabs in Quick Find box.
2. Click on tabs >> Click on New (under custom object tab).

SETUP Tabs

User Interface

Rename Tabs and Labels

Tabs

Didn't find what you're looking for?  
Try using Global Search.

Custom Tabs

You can create new custom tabs to extend Salesforce functionality or to build new application functionality.

Custom Object Tabs  What Is This?

No Custom Object Tabs have been defined

Web Tabs  What Is This?

No Web Tabs have been defined

Visualforce Tabs  What Is This?

No Visualforce Tabs have been defined

Help for this Page

3. Select Object(Execution Detail) >> Select tab style.

Custom Tab Definition Edit

Custom Object Tab Information

Tab Label: Execution Details  
Object: Execution Detail  
Tab Style: Books

(Optional) Choose a Home Page Custom Link to show as a splash page the first time your users click on this tab.  
Splash Page Custom Link:

4. Next (Add to profiles page), keep it as default >> Next (Add to Custom App), uncheck the include tab.
5. Make sure that Append tab user's existing personal customizations is checked.

## TO SUPPLY LEFTOVER FOOD TO POOR

6. Click on Save.

### Output:

Custom Tabs

You can create new custom tabs to extend Salesforce functionality or to build new application functionality.

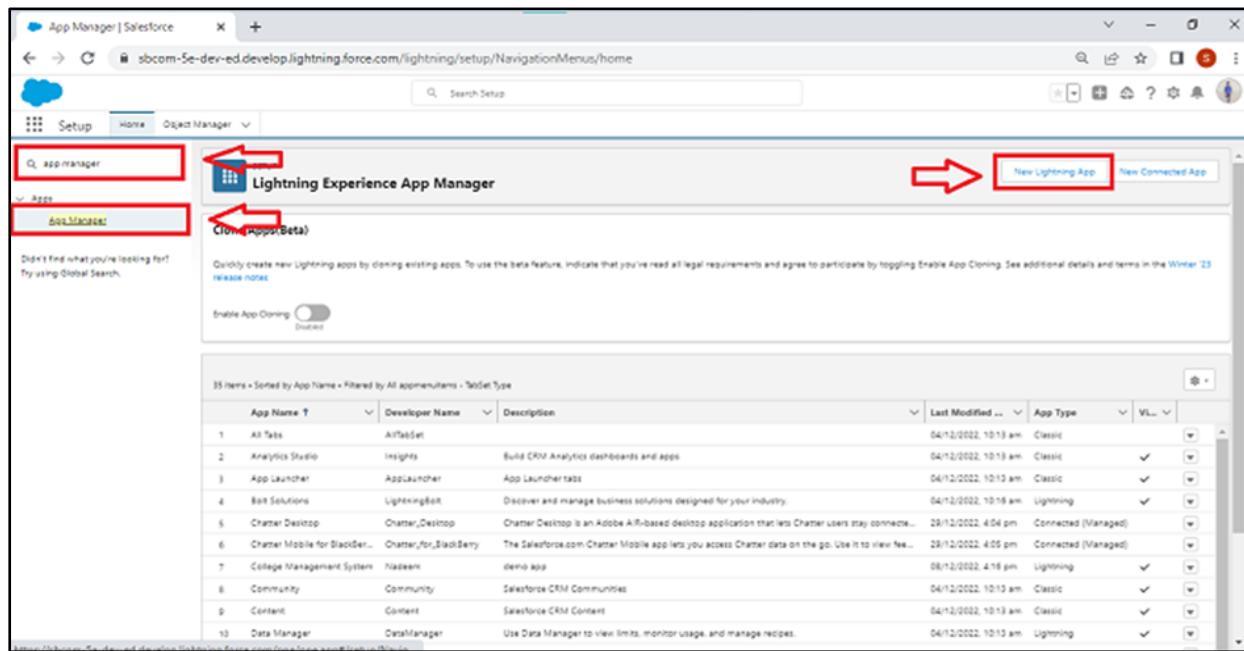
Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.

[New](#) [What Is This?](#)

Action	Label	Tab Style	Description
Edit   Del	Drop-Off Points	Car	
Edit   Del	Execution Details	Books	
Edit   Del	Tasks	Star	
Edit   Del	Venues	Building	
Edit   Del	Volunteers	People	

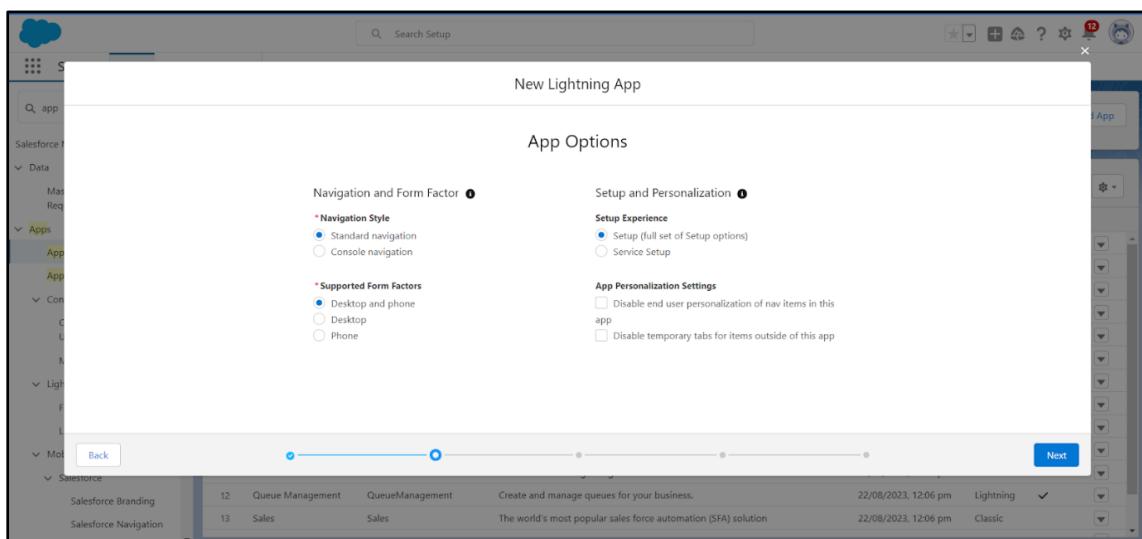
**Milestone – 4****The Lightning App****Activity 1: Create a Lightning app**

1. Go to Setup page >> Search “App Manager” in Quick Find box.
2. Select “App Manager” >> Click on New lightning App.



3. Fill the app name in app details and branding as follow.
  - App Name: **Food Connect**.
  - Developer Name: **FoodConnect**.
  - Image: Click on Upload image and add the image related to Supply leftover food to Poor.

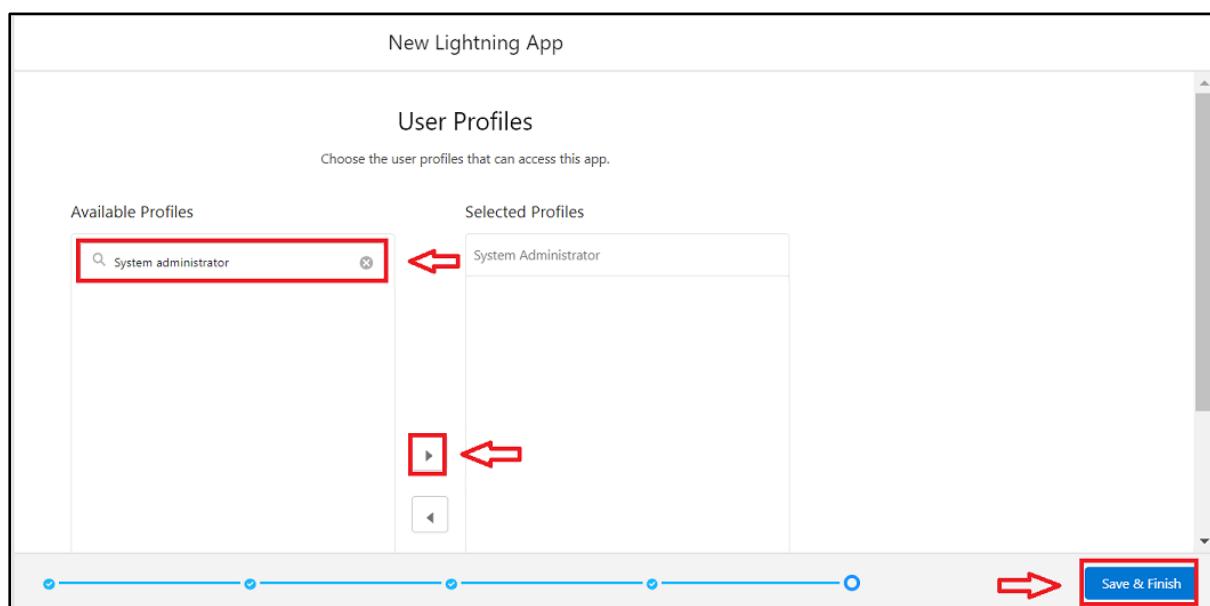
## TO SUPPLY LEFTOVER FOOD TO POOR



4. Click on Next >> {App option page)Set Navigation Style as Standard Navigation >> Click on Next.
5. In (Utility Items), keep it as default >> Next.
6. Add Navigation items:  
Search for items in search bar(Home, Venues, Tasks, Drop-Off Points, Execution Details, Reports, Volunteer, Dashboards), and move it to the Selected Items.

This screenshot shows the 'Available Items' and 'Selected Items' lists for adding utility items. The 'Available Items' list on the left contains items like Accounts, All Sites, Alternative Payment Methods, Analytics, App Launcher, Appointment Categories, Appointment Invitations, Approval Requests, Asset Action Sources, and Asset Actions. A search bar at the top of this list allows filtering. The 'Selected Items' list on the right contains items: Home, Venues, Tasks, Drop-Off points, Execution Details, Volunteers, Reports, and Dashboards. Navigation arrows between the lists allow items to be moved between them. The 'Selected Items' list has scroll bars on the right side.

7. To Add User Profiles:



Search Profile (System Administrator ) in the search bar >> Click on arrow button >> Save & Finish.

**Milestone – 5****Fields****Activity 1: Creation of Relationship Fields in Objects.****Creation of Lookup Relationship on Volunteer Object**

1. Go to Setup >> Click on Object Manager
2. Type object name (Volunteer) in the search bar >> Click on the object.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED

3. Now, Click on Fields & Relationships >> Click on New.
4. Select Lookup Relationship.

A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.

**Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.**

Creates a special type of parent-child relationship between this object (the child, or "detail") and another object (the parent, or "master") where:

- The relationship field is required on all detail records.
- The relationship-end and setting of a detail record are determined by the master record.
- When a user deletes the master record, all detail records are deleted.
- You can create rollup summary fields on the master record to summarize the detail records.

The relationship field allows users to click on a lookup icon to select a value from a popup list. The master object is the source of the values in the list.

Creates a relationship that links this object to an external object whose data is stored outside the Salesforce org.

5. Select the related object “Drop-Off Point” and click on next.

Step 2

Previous Next Cancel

Select the other object to which this object is related.

Related To  1

2

6. Field Name: **Drop-Off Point**.

Field label: **Drop-Off Point**.

Field Information

Field Label  1 Required Information

Field Name

Description

Help Text  1

Date Created

7. Click on Next >> Next >> Save.

### **Creation of Master Detail Relationship Field on Execution Details Object:**

1. Go to Setup >> Click on Object Manager
2. Type object name (Execution Details) in the search bar >> Click on the object.

The screenshot shows the Salesforce Object Manager interface. At the top, there are tabs for 'Setup', 'Home', and 'Object Manager'. A search bar contains the text 'execution'. Below the search bar, there is a 'Schema Builder' button and a 'Create' button. The main area displays a table with columns: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. There is one entry: 'Execution Detail' with API Name 'Execution\_Detail\_\_c', Type 'Custom Object', Last Modified on '6/3/2025', and Deployed status indicated by a checkmark.

3. Now, Click on Fields & Relationships >> Click on New.
4. Select Master Detail Relationship.

The screenshot shows the 'Fields & Relationships' creation screen. On the left, a sidebar lists options: Details, Fields & Relationships (which is selected and highlighted in blue), Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, and Record Types. The main panel shows a list of data types: None Selected, Auto Number, Formula, Roll-Up Summary, Lookup Relationship, and Master-Detail Relationship. The 'Master-Detail Relationship' option is selected and highlighted with a red box. A large red arrow points upwards from the bottom of the list towards the 'Master-Detail Relationship' option.

5. Select the related object "Volunteer" and click on next.

The screenshot shows the 'Field Information' configuration screen. It includes fields for Field Label ('Volunteer'), Field Name ('Volunteer'), Description, and Help Text. To the right, it shows the 'Data Type' as 'Master-Detail'. A note at the top right indicates 'Required Information'.

6. Field Name: **Volunteer**.
- Field label: **Volunteer**.
- Click on Next >> Next >> Save.

### **Creation of Master Detail Relationship on Execution Details object.**

1. Go to Setup >> Click on Object Manager

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2. Type object name (Execution Details) in the search bar >> Click on the object.

The screenshot shows the Salesforce Object Manager interface. At the top, there's a search bar with the text "execution". Below it, a table lists one item: "Execution Detail" with API Name "Execution\_Detail\_c", Type "Custom Object", Last Modified "6/3/2025", and Deployed status "✓".

3. Now, Click on Fields & Relationships >> Click on New.

4. Select Master Detail Relationship.

The screenshot shows the "Fields & Relationships" section of the object configuration. On the left, a sidebar lists options like Page Layouts, Lightning Record Pages, Buttons, etc. The main area shows a list of data types: None Selected, Auto Number, Formula, Roll-Up Summary, Lookup Relationship, and Master-Detail Relationship. The "Master-Detail Relationship" option is selected and highlighted with a red box and a red arrow pointing to it.

5. Select the related object "Task" and click on next.

The screenshot shows the "Field Information" configuration screen. It includes fields for Field Label (Task), Field Name (Task), Description, and Help Text. The Data Type is set to "Master-Detail". A note at the top right indicates that a red exclamation mark icon represents "Required Information".

6. Field Name: **Task**.

Field label: **Task**.

7. Click on Next >> Next >> Save.

### **Creation of Lookup Relationship Field on Drop-Off Point Object:**

1. Go to Setup >> Click on Object Manager

2. Type object name (Drop-Off Point) in the search bar >> Click on the object.

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Object Manager					
Label	API Name	Type	Description	Last Modified	Deployed
Drop-Off Point	Drop_Off_Point_c	Custom Object		6/3/2025	✓

3. Now, Click on Fields & Relationships >> Click on New.

4. Select Lookup Relationship.

SETUP > OBJECT MANAGER  
**Volunteer**

Details  
Fields & Relationships  
Page Layouts  
Lightning Record Pages  
Buttons, Links, and Actions

Lookup Relationship

A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.

Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.

Creates a special type of parent-child relationship between this object (the child, or "detail") and another object (the parent, or "master") where:

- The relationship field is required on all detail records.
- The ownership and sharing of a detail record is determined by the master record.
- When a user deletes the master record, all detail records are deleted.
- You can create rollup summary fields on the master record to summarize the detail records.

The relationship field allows users to click on a lookup icon to select a value from a popup list. The master object is the source of the values in the list.

Creates a relationship that links this object to an external object whose data is stored outside the Salesforce org.

5. Select the related object "Venue" and click on next.

Field Information

Field Label: **Venue** Data Type: **Lookup** ! = Required Information

Field Name: **Venue**

Description:

Help Text:

Data Owner:

6. Field Name: **Venue**.

Field label: **Venue**.

7. Click on Next >> Next >> Save.

### Creation of Lookup Relationship Field on Task Object:

1. Go to Setup >> Click on Object Manager

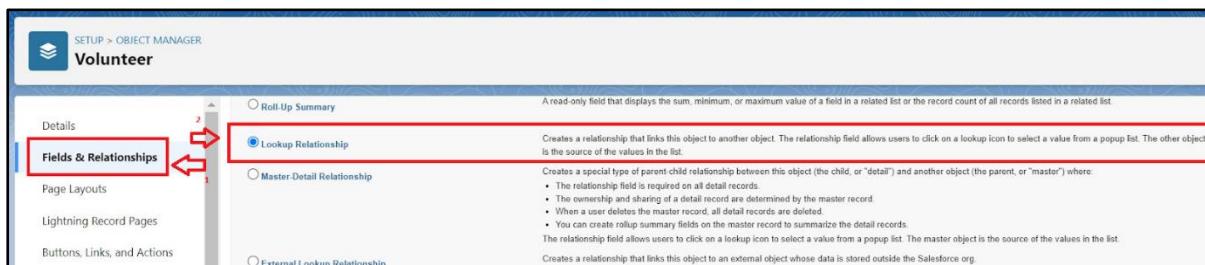
2. Type object name (Task) in the search bar >> Click on the object.

Object Manager					
Label	API Name	Type	Description	Last Modified	Deployed
Task	Task_c	Custom Object		6/3/2025	✓

3. Now, Click on Fields & Relationships >> Click on New.

4. Select Lookup Relationship.

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5. Select the related object "Venue" and click on next.

Field Information		Required Information
Field Label	Venue	Data Type
Field Name	Sponsored_By	Lookup
Description		
Help Text		

6. Field Name: **Sponsored By**.

Field label: **Venue**.

7. Click on Next >> Next >> Save.

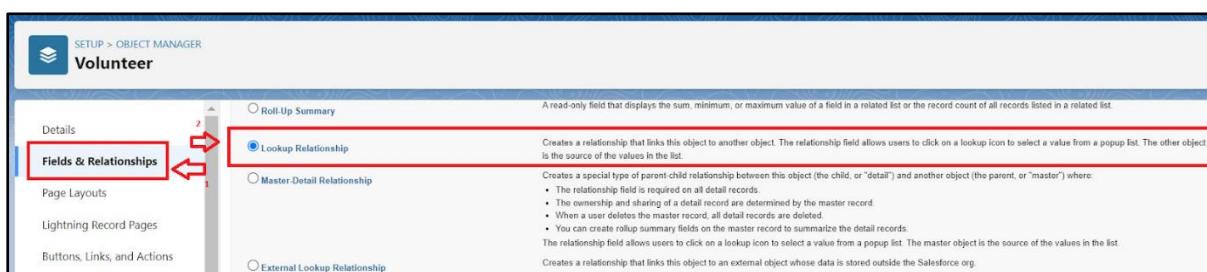
### **Creation of Lookup Relationship Field on Task Object:**

1. Go to Setup >> Click on Object Manager
2. Type object name (Task) in the search bar >> Click on the object.

Object Manager					
LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Task	Task_c	Custom Object		6/3/2025	✓

3. Now, Click on Fields & Relationships >> Click on New.

4. Select Lookup Relationship.



5. Select the related object "Drop-Off Point" and click on next.

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This screenshot shows the 'Field Information' setup page. It includes fields for 'Field Label' (Drop-Off Point), 'Field Name' (Drop\_Off\_Point), 'Data Type' (Lookup), 'Description', 'Help Text', and 'Data Owner' (User). A note at the top right indicates that a red exclamation mark icon represents 'Required Information'.

6. Field Name: **Drop-Off Point**.

Field label: **Drop-off Point**.

7. Click on Next >> Next >> Save.

### **Activity 2: Creation of Fields for the Venue Object:**

#### **Create a “Contact Email” Field in Venue object.**

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Venue) in search bar >> Click on the object.

This screenshot shows the 'Object Manager' setup page. It lists one item, 'Venue', which is a 'Custom Object'. The table columns include LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Venue	Venue_c	Custom Object		6/3/2025	✓

3. Now, Click on “Fields & Relationships” >> Click on New.

4. Select Datatype as “Email” and click on Next.

This screenshot shows the 'Fields & Relationships' section of the 'Venue' object setup. It lists several field types: Date, Date/Time, Email, Geolocation, Number, and Percent. Each type has a brief description below it.

Details	Date	Description: Allows users to enter a date or pick a date from a popup calendar.
Fields & Relationships	Date/Time	Description: Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are entered into the Date/Times field.
Page Layouts	Email	Description: Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses cannot be used for mass emails.
Lightning Record Pages	Geolocation	Description: Allows users to define location. Includes latitude and longitude components, and can be used to calculate distance.
	Number	Description: Allows users to enter any number. Leading zeros are removed.
	Percent	Description: Allows users to enter a percentage number, for example, '10' and automatically adds the percent sign to the number.

5. Fill in the Above as follows:

- Field Label: **Contact Email**.
- Field Name: **Contact Email**.
- Click on the Required checkbox.
- Click on Next >> Next >> Save and New.

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**Field Information**

Field Label: Contact Email  
Field Name: Contact\_Email  
Data Type: Email

Description:

Help Text:

Data Owner: User

Field Usage: --None--

Data Sensitivity Level: --None--

Compliance Categorization: Chosen

**General Options**

Required:  Always require a value in this field in order to save a record

Unique:  Do not allow duplicate values

External ID:  Set this field as the unique record identifier from an external system

Default Value: Show Formula Editor

### Create a “Contact Phone” Field in Venue Object.

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Venue) in search bar >> Click on the object.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Venue	Venue__c	Custom Object		6/3/2025	✓

3. Now, Click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Phone” and click on Next.

Details	Allows users to enter a date or pick a date from a popup calendar.
Fields & Relationships	<input type="radio"/> Date
Page Layouts	<input type="radio"/> Date/Time
Lightning Record Pages	<input type="radio"/> Email
Buttons, Links, and Actions	<input type="radio"/> Geolocation
Compact Layouts	<input type="radio"/> Number
Field Sets	<input type="radio"/> Percent
Object Limits	<input checked="" type="radio"/> Phone
	<input type="radio"/> Picklist
	<input type="radio"/> Picklist (Multi-Select)
	<input type="radio"/> Text

5. Fill in the Above as follows:
  - Field Label: **Contact Phone**.
  - Field Name: **Contact Phone**.
  - Click on the Required checkbox.
  - Click on Next >> Next >> Save and New.

## TO SUPPLY LEFTOVER FOOD TO POOR

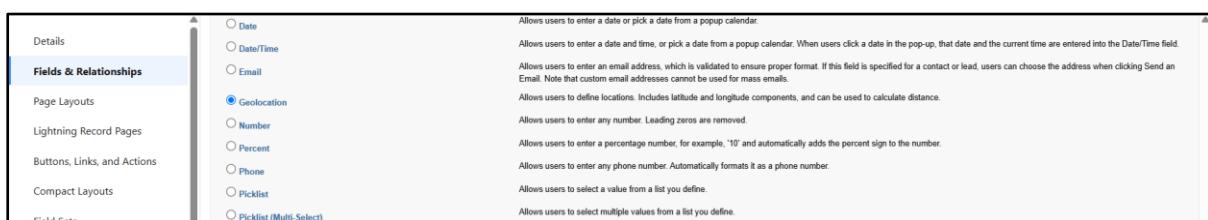
Field Information		* Required Information	
Field Label	<input type="text" value="Contact Phone"/>	Data Type	Phone
Field Name	<input type="text" value="Contact_Phone"/>		
Description	<input type="text"/>		
Help Text	<input type="text"/>		
Data Owner	<input type="text" value="User"/>		
Field Usage	<input type="text" value="--None--"/>		
Data Sensitivity Level	<input type="text" value="--None--"/>		

### Create a “Location” Field in Venue Object.

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Venue) in search bar >> Click on the object.

Object Manager					
1 Items Sorted by Label					
LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Venue	Venue__c	Custom Object		6/3/2025	✓

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Geolocation” and click on Next.



5. Fill in the Above as follows:
  - Field Label: **Location**.
  - Decimal Places: 4
  - Field Name: **Location**.
  - Description: Enter the Geolocation of your Venue.
  - Click on Next >> Next >> Save and New.

## TO SUPPLY LEFTOVER FOOD TO POOR

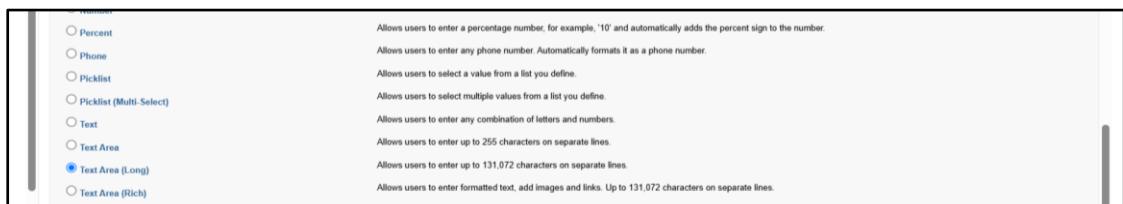
Field Information		! = Required Information
Field Label	<input type="text" value="Location"/>	Data Type    Geolocation
Field Name	<input type="text" value="Location"/>	
Description	<input type="text" value="Enter the Geolocation of your Venue"/>	
Help Text	<input type="text"/>	
Data Owner	<input type="text" value="User"/>	<input type="button" value=""/>
Field Usage	<input type="text" value="--None--"/>	
Data Sensitivity Level	<input type="text" value="--None--"/>	

### Create a “Venue Location” Field on Venue Object.

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Venue) in search bar >> Click on the object.

Object Manager						
LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED	
Venue	Venue_c	Custom Object		6/3/2025	✓	<input type="button" value=""/>

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Long Text Area” and click on Next.



5. Fill in the Above as follows:
  - Field Label: **Venue Location**.
  - Field Name: **Venue Location**.
  - Click on Next >> Next >> Save and New.

## TO SUPPLY LEFTOVER FOOD TO POOR

Field Information		! = Required Information
Field Label	<input type="text" value="Venue Location"/>	Data Type    Long Text Area
Field Name	<input type="text" value="Venue_Location"/>	
Description	<input style="height: 40px; width: 100%;" type="text"/>	
Help Text	<input style="height: 40px; width: 100%;" type="text"/>	
Data Owner	<input type="text" value="User"/> <input type="button" value=""/>	<small>🔍</small>
Field Usage	<input type="text" value="None"/>	
Data Sensitivity Level	<input type="text" value="None"/>	
Compliance Categorization	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px; border-radius: 5px; display: inline-block;">Available</div> <div style="border: 1px solid #ccc; padding: 2px; border-radius: 5px; display: inline-block; flex-grow: 1;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>PII</span> <span>HIPAA</span> <span>GDPR</span> <span>PCI</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Available</span> <span>Chosen</span> </div> </div> </div>	

### Activity 3: Creation of Fields for the Drop-Off Point Object.

#### Create a “Location 2” field on Drop-Off Object

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Drop-Off Point) in search bar >> Click on the object.

The screenshot shows the Salesforce Object Manager interface. At the top, there's a navigation bar with 'Setup', 'Home', and 'Object Manager'. Below it is a search bar containing 'drop'. The main area displays a table with the following columns: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. A single row is visible for 'Drop-Off Point' with API name 'Drop\_Off\_Point\_c', Type 'Custom Object', Last Modified '5/30/2025', and Deployed status checked.

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Geolocation” and click on Next.

The screenshot shows the 'Fields & Relationships' configuration screen for the 'Drop-Off Point' object. On the left, there's a sidebar with options like 'Details', 'Fields & Relationships' (which is selected), 'Page Layouts', 'Lightning Record Pages', 'Buttons, Links, and Actions', 'Compact Layouts', and 'Field Sets'. The main panel lists various data types with their descriptions. The 'Geolocation' option is selected and highlighted in blue.

5. Fill in the Above as follows:

  - Field Label: **Location 2**.
  - Field Name: **Location\_2**.
  - Description: Enter the Geolocation of the Drop-Off Point.

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- Geolocation Options: Select Decimal
- Decimal Places: 4

The screenshot shows the 'New Custom Field' setup page for the 'Drop-Off Point' object. The 'Field Label' is 'Location 2'. Under 'Latitude and Longitude Display Notation', the 'Decimal' radio button is selected. The 'Decimal Places' input field contains the value '4'. The 'Field Name' is 'Location\_2'. The 'Description' field is empty.

6. Click on Next >> Next >> Save and New.

### Create a “distance calculation” field on Drop-Off Object

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Drop-Off Point) in search bar >> Click on the object.

The screenshot shows the 'Object Manager' page in the Setup section. It lists one item: 'Drop-Off Point' with API name 'Drop\_Off\_Point\_c' and Type 'Custom Object'. The last modified date is 5/30/2025.

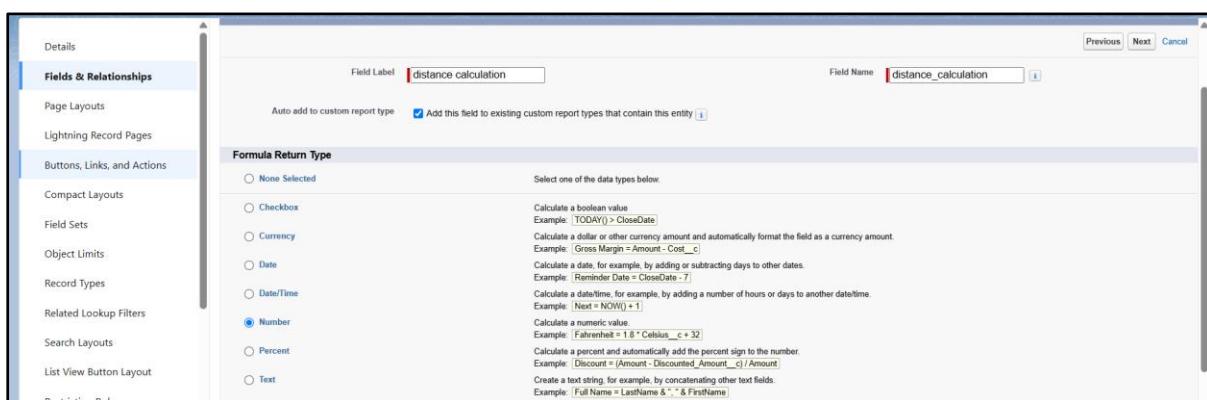
3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Formula” and click on Next.

The screenshot shows the 'Fields & Relationships' setup page for the 'Drop-Off Point' object. The 'Data Type' section is open, showing the 'Formula' option selected. Other options include 'None Selected', 'Auto Number', 'Roll-Up Summary', 'Lookup Relationship', and 'Master-Detail Relationship'. A note at the bottom states: 'Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.' and 'The relationship field is required on detail records.'

5. Fill in the Above as follows:

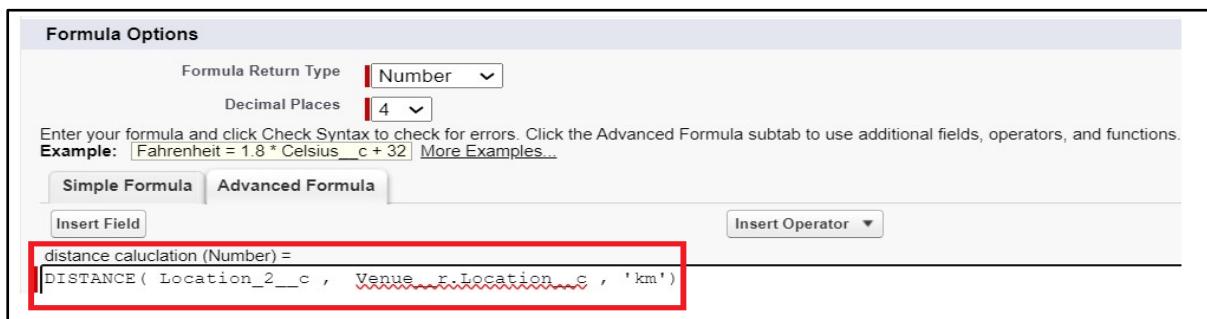
- Field Label: **distance calculation**.
- Field Name: **distance\_calculation**.
- Formula Return Type: Number.

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6. Click on Next >> Click on Advanced Formula.

- Formula: DISTANCE( Location\_2\_\_c , Venue\_\_r.Location\_\_c , 'km')



7. Click on Next >> Next >> Save and New.

### Create a “State” Field in Drop-Off Point Object.

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Drop-Off Point) in search bar >> Click on the object.



3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Picklist” and click on Next.

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The screenshot shows the 'Fields & Relationships' section of the Salesforce setup. On the left is a sidebar with links like Details, Page Layouts, Lightning Record Pages, etc. The main area lists field types with their descriptions:

- Date: Allows users to enter a date or pick a date from a popup calendar.
- Date/Time: Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are entered into the Date/Time field.
- Email: Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses cannot be used for mass emails.
- Geolocation: Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.
- Number: Allows users to enter any number. Leading zeros are removed.
- Percent: Allows users to enter a percentage number, for example, '10' and automatically adds the percent sign to the number.
- Phone: Allows users to enter any phone number. Automatically formats it as a phone number.
- Picklist**: Allows users to select a value from a list you define.
- Picklist (Multi-Select): Allows users to select multiple values from a list you define.
- Text: Allows users to enter any combination of letters and numbers.
- Text Area: Allows users to enter up to 255 characters on separate lines.
- Text (Rich): Allows users to enter up to 131,072 characters on separate lines.

### 5. Fill in the Above as follows:

- Field Label: **State**.
- Field Name: **State**.
- Enter values, with each value separated by a new line:

The screenshot shows the 'New Custom Field' creation wizard, Step 2 of 4. The sidebar on the left includes 'Details', 'Fields & Relationships', and other setup options. The main form has the following fields:

- Field Label:** State
- Values:**  Enter values, with each value separated by a new line
- Values (List):** Andhra Pradesh, Arunachal Pradesh, Assam, Bihar
- Options:**
  - Display values alphabetically, not in the order entered
  - Use first value as default value
  - Restrict picklist to the values defined in the value set
- Field Name:** State
- Description:** (empty)

Andhra Pradesh

Arunachal Pradesh

Assam

Bihar

Chhattisgarh

Goa

Gujarat

Haryana

Himachal Pradesh

Jharkhand

Karnataka

Kerala

Maharashtra

Madhya Pradesh

Manipur

Meghalaya

Mizoram

Nagaland

Odisha

Punjab

Rajasthan

Sikkim

Tamil Nadu

Tripura

Telangana

Uttar Pradesh

Uttarakhand

West Bengal

Andaman & Nicobar (UT)

Chandigarh (UT)

Dadra & Nagar Haveli and Daman & Diu (UT)

Delhi [National Capital Territory (NCT)]

Jammu & Kashmir (UT)

Ladakh (UT)

Lakshadweep (UT)

Puducherry (UT)

6. Click on Required check box.

7. Click on Next >> Next >> Save and New.

## Create a “Distance” Field on Drop-Off Point Object.

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Drop-Off Point) in the search bar >> Click on the object.

The screenshot shows the Salesforce Object Manager interface. At the top, there are tabs for 'Setup', 'Home', and 'Object Manager'. A search bar contains the text 'drop'. Below the search bar, there is a 'Schema Builder' button and a 'Create' dropdown menu. The main area displays a table with columns: 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. One row is visible for the 'Drop-Off Point' object, which has an API name of 'Drop\_Off\_Point\_\_c', is of type 'Custom Object', was last modified on 5/30/2025, and is deployed.

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Number” and click on Next.

The screenshot shows the 'Fields & Relationships' configuration screen. On the left, there is a sidebar with options: Details, Fields & Relationships (which is selected), Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, and Field Sets. The main panel lists various field types with their descriptions. The 'Number' type is selected, indicated by a blue circle. Other types shown include Date, Date/Time, Email, Geolocation, Percent, Phone, Picklist, Picklist (Multi-Select), and Text.

5. Fill in the Above as follows:

- Field Label: **Distance**.
- Field Name: **Distance**.
- Length: 14
- Decimal Places: 4
- Click on required check box.
- Click on Next >> Next >> Save.

The screenshot shows the 'Step 2. Enter the details' configuration step. The form fields are as follows:
 

- Field Label:** Distance
- Length:** 14 (Number of digits to the left of the decimal point)
- Decimal Places:** 4 (Number of digits to the right of the decimal point)
- Field Name:** Distance
- Description:** (Text area)
- Help Text:** (Text area)
- Required:**  Always require a value in this field in order to save a record
- Unique:**  Do not allow duplicate values
- External ID:**  Set this field as the unique record identifier from an external system
- AI Prediction:**  Use this field to store AI prediction scores
- Auto add to custom report type:**  Add this field to existing custom report types that contain this entity

## Activity 4: Creation of Fields for the Task object.

### Create a “Task ID” field in task object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Task) in the search bar >> Click on the object.

The screenshot shows the Salesforce Object Manager interface. At the top, there are tabs for 'Setup', 'Home', and 'Object Manager'. A search bar contains the text 'task'. Below the search bar, the heading 'Object Manager' is displayed with the subtext '2 Items. Sorted by Label'. A table lists one item: 'Task' with API Name 'Task\_c', Type 'Custom Object', Last Modified '6/3/2025', and Deployed status checked.

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Auto Number” and click on Next.

The screenshot shows the 'Fields & Relationships' configuration screen for the Task object. On the left, a sidebar lists 'Details', 'Fields & Relationships' (which is selected), 'Page Layouts', 'Lightning Record Pages', 'Buttons, Links, and Actions', and 'Compact Layouts'. The main panel is titled 'Specify the type of information that the custom field will contain.' It shows a 'Data Type' section with three options: 'None Selected' (unchecked), 'Auto Number' (checked), and 'Formula' (unchecked). Below 'Auto Number', a detailed description states: 'A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.' There is also a note about 'Formula' and 'Roll Up Summary'.

5. Fill in the Above as follows:
  - Field Label: **Task ID**.
  - Field Name: **Task\_ID**.
  - Display Format: **TASK{0}**
  - Starting Number: **1**
  - Click on required check box.
6. Click on Next >> Next >> Save and New.

### Create a “Date” field in task object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Task) in the search bar >> Click on the object.

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The screenshot shows the Salesforce Object Manager interface. At the top, there are tabs for 'Setup', 'Home', and 'Object Manager'. A search bar contains the text 'task'. Below the search bar, the title 'Object Manager' is displayed with the subtitle '2 Items. Sorted by Label'. A table lists one item: 'Task' with API name 'Task\_\_c', Type 'Custom Object', Last Modified '6/3/2025', and Deployed status checked.

3. Now, click on "Fields & Relationships" >> Click on New.
4. Select Datatype as "Date" and click on Next.

The screenshot shows the 'Fields & Relationships' configuration for the 'Task' object. On the left, a sidebar lists 'Details', 'Fields & Relationships' (which is selected), 'Page Layouts', and 'Lightning Record Pages'. In the main area, under 'Fields & Relationships', a 'Date' type field is selected. Other options shown include 'Checkbox', 'Currency', 'Date/Time', 'Email', and 'Geolocation'. Descriptions for each type are provided.

5. Fill in the Above as follows:

- Field Label: **Date**.
- Field Name: **Date**.
- Click on the required check box.

The screenshot shows the 'Step 2. Enter the details' configuration screen. It includes fields for 'Field Label' (set to 'Date'), 'Field Name' (set to 'Date'), 'Description' (empty), and 'Help Text' (empty). Under 'Required', there is a checked checkbox 'Always require a value in this field in order to save a record'. Under 'Auto add to custom report type', there is a checked checkbox 'Add this field to existing custom report types that contain this entity'. Navigation buttons 'Previous', 'Next', and 'Cancel' are at the top right.

6. Click on Next >> Next >> Save and New.

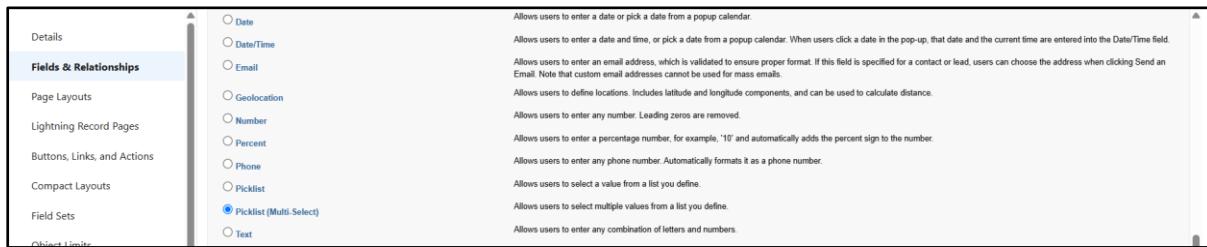
### Create a "Food Category" field in task object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Task) in the search bar >> Click on the object.

The screenshot shows the Salesforce Object Manager interface again. The 'Object Manager' section displays the 'Task' object with the same details as before: API name 'Task\_\_c', Type 'Custom Object', Last Modified '6/3/2025', and Deployed status checked.

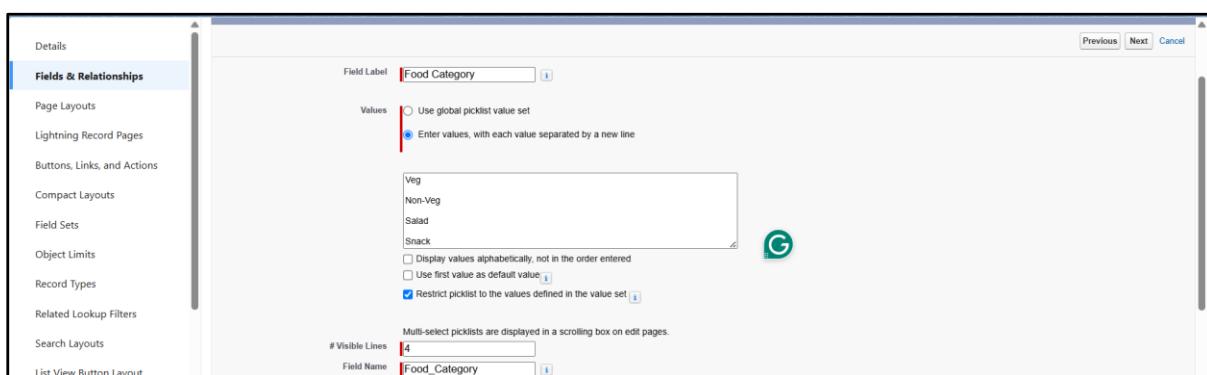
## TO SUPPLY LEFTOVER FOOD TO POOR

3. Now, click on "Fields & Relationships" >> Click on New.
4. Select Datatype as "Picklist(Multiselect)" and click on Next.



5. Fill in the Above as follows:

- Field Label: **Food Category**.
- Field Name: **Food\_Category**.
- Enter values, with each value separated by a new line:
  - Veg
  - Non-Veg
  - Salad
  - Snack
- Click on the required check box.



6. Click on Next >> Next >> Save and New.

### Create a "Number of People Served" field in task object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Task) in the search bar >> Click on the object.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the Salesforce Object Manager interface. At the top, there are tabs for 'Setup', 'Home', and 'Object Manager'. The main area is titled 'Object Manager' and shows a search bar with 'task' and a 'Schema Builder' button. A message indicates '2 Items, Sorted by Label'. Below is a table with columns: 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. One row is visible for 'Task' with 'Task\_\_c' as the API name, 'Custom Object' as the type, and '6/3/2025' as the last modified date.

3. Now, click on "Fields & Relationships" >> Click on New.
4. Select Datatype as "Number" and click on Next.

This screenshot shows the 'Fields & Relationships' configuration screen. On the left, a sidebar lists various options like Details, Fields & Relationships, Page Layouts, etc. The main pane shows a list of field types with 'Number' selected. A detailed description for 'Number' is provided, stating it allows users to enter any number, including leading zeros, and automatically adds a percent sign to the number if specified.

5. Fill in the Above as follows:

- Field Label: **Number of People Served**.
- Field Name: **Number\_of\_People\_Served**.
- Click on the required check box.

This screenshot shows the 'Step 2. Enter the details' configuration screen. It's step 2 of 4. The field label is set to 'Number of People Served'. The description is 'Number of People Served'. Under 'Required', the checkbox 'Always require a value in this field in order to save a record' is checked. Other optional settings like 'Unique', 'External ID', and 'AI Prediction' are shown with their respective checkboxes.

6. Click on Next >> Next >> Save and New.

### Create a "Name of the Person" field in task object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Task) in the search bar >> Click on the object.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the Salesforce Object Manager interface. At the top, there are tabs for 'Setup', 'Home', and 'Object Manager'. Below the tabs, a search bar contains the text 'task'. To the right of the search bar are buttons for 'Schema Builder' and 'Create'. The main area is titled 'Object Manager' and shows a table with one item: 'Task' (API Name: Task\_\_c, Type: Custom Object). The table includes columns for 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. The 'LAST MODIFIED' column shows '6/3/2025' and the 'DEPLOYED' column has a checkmark.

3. Now, click on "Fields & Relationships" >> Click on New.

4. Select Datatype as "Text" and click on Next.

This screenshot shows the 'Fields & Relationships' section of the Salesforce setup. On the left, a sidebar lists categories like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, etc. The 'Fields & Relationships' category is selected. On the right, a list of field types is shown with their descriptions:

- Date: Allows users to enter a date or pick a date from a popup calendar.
- Date/Time: Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are entered into the Date/Time field.
- Email: Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses cannot be used for mass emails.
- Geolocation: Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.
- Number: Allows users to enter any number. Leading zeros are removed.
- Percent: Allows users to enter a percentage number, for example, '10' and automatically adds the percent sign to the number.
- Phone: Allows users to enter any phone number. Automatically formats it as a phone number.
- Picklist: Allows users to select a value from a list you define.
- Text (Multi-Select): Allows users to select multiple values from a list you define.
- Text**: (selected) Allows users to enter any combination of letters and numbers.
- Text Area: Allows users to enter up to 255 characters on separate lines.
- Text Area (Long): Allows users to enter up to 131,072 characters on separate lines.
- Text Area (Rich): Allows users to enter formatted text, add images and links. Up to 131,072 characters on separate lines.
- Text Input (HTML): Allows users to enter any combination of letters and numbers and store them in encrypted form.

5. Fill in the Above as follows:

- Field Label: **Number of the Person**.
- Field Name: **Name\_of\_the\_Person**.

This screenshot shows the 'New Custom Field' configuration page. The left sidebar lists categories like Details, Fields & Relationships, Page Layouts, etc. The main area is titled 'Task' and 'New Custom Field'. It's Step 2 of 4. The form fields are:

- Field Label: Name of the Person
- Length: 20
- Field Name: Name\_of\_the\_Person
- Description: (empty)
- Help Text: (empty)
- Required:  Always require a value in this field in order to save a record
- Unique:  Do not allow duplicate values

6. Click on Next >> Next >> Save and New.

### Create a "Phone" field in task object:

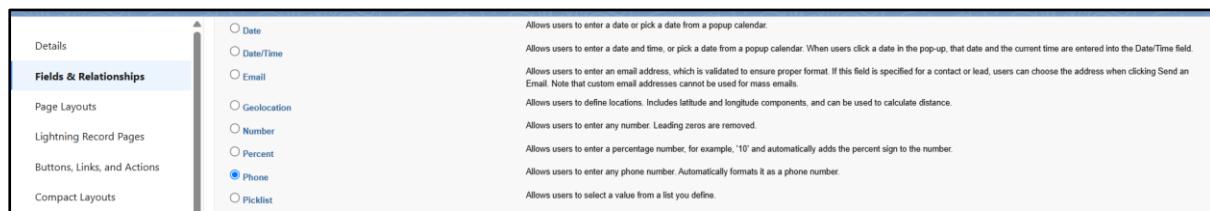
1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Task) in the search bar >> Click on the object.

The screenshot shows the Salesforce Object Manager interface. At the top, there are tabs for 'Setup', 'Home', and 'Object Manager'. Below the tabs, a search bar contains the text 'task'. To the right of the search bar are buttons for 'Schema Builder' and 'Create'. The main area is titled 'Object Manager' and shows a table with one item: 'Task' (API Name: Task\_\_c, Type: Custom Object). The table includes columns for 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. The 'LAST MODIFIED' column shows '6/3/2025' and the 'DEPLOYED' column has a checkmark.

## TO SUPPLY LEFTOVER FOOD TO POOR

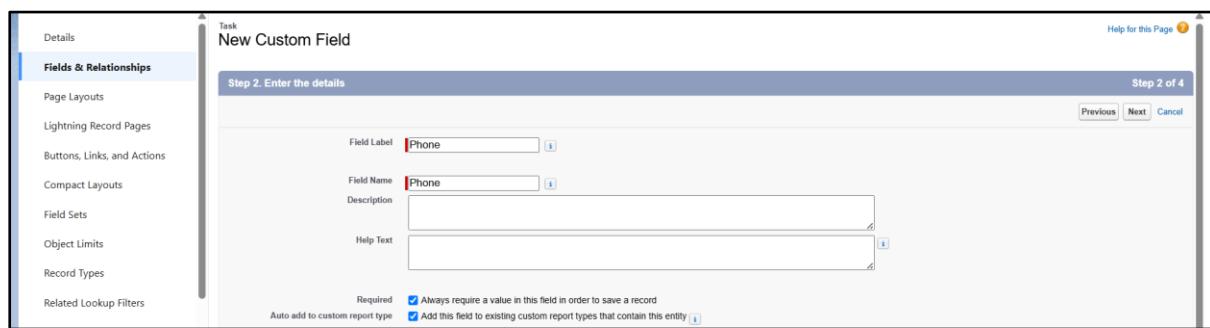
3. Now, click on "Fields & Relationships" >> Click on New.

4. Select Datatype as "Phone" and click on Next.



5. Fill in the Above as follows:

- Field Label: **Phone**.
- Field Name: **Phone**.



6. Click on Next >> Next >> Save and New.

### Create a "Rating" field in task object:

1. Go to Setup page >> Click on Object Manager.

2. Type Object name (Task) in the search bar >> Click on the object.



3. Now, click on "Fields & Relationships" >> Click on New.

4. Select Datatype as "Picklist" and click on Next.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the 'Fields & Relationships' section of the Salesforce setup. On the left, there's a sidebar with links like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, and Record Types. The main area lists field types with their descriptions:

- Date: Allows users to enter a date or pick a date from a popup calendar.
- Date/Time: Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are entered into the Date/Time field.
- Email: Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses cannot be used for mass emails.
- Geolocation: Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.
- Number: Allows users to enter any number. Leading zeros are removed.
- Percent: Allows users to enter a percentage number, for example, '10' and automatically adds the percent sign to the number.
- Phone: Allows users to enter any phone number. Automatically formats it as a phone number.
- Picklist**: Allows users to select a value from a list you define.
- Picklist (Multi-Select): Allows users to select multiple values from a list you define.
- Text: Allows users to enter any combination of letters and numbers.
- Text Area: Allows users to enter up to 255 characters on separate lines.
- Text (Rich): Allows users to enter up to 131,072 characters on separate lines.

5. Fill in the Above as follows:

- Field Label: **Rating**.
- Field Name: **Rating**.
- Enter values, with each value separated by a new line:

1  
2  
3  
4  
5

The screenshot shows the 'Step 2. Enter the details' page for creating a new field. The field name is 'Rating'. Under 'Values', the option 'Enter values, with each value separated by a new line' is selected. A text area contains the values '1', '2', '3', and '4'. Below the text area are three checkboxes: 'Display values alphabetically, not in the order entered' (unchecked), 'Use first value as default value' (unchecked), and 'Restrict picklist to the values defined in the value set' (checked). The status bar at the top right says 'Step 2 of 4'.

6. Click on Next >> Next >> Save and New.

### Create a “Feedback” field in task object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Task) in the search bar >> Click on the object.

The screenshot shows the 'Object Manager' page in the Salesforce setup. The search bar at the top has 'task' typed into it. The table below lists one object:

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Task	Task__c	Custom Object		6/3/2025	✓

## TO SUPPLY LEFTOVER FOOD TO POOR

3. Now, click on "Fields & Relationships" >> Click on New.
4. Select Datatype as "Long Text Area" and click on Next.

<input type="radio"/> Picklist	Allows users to select a value from a list you define.
<input type="radio"/> Picklist (Multi-Select)	Allows users to select multiple values from a list you define.
<input type="radio"/> Text	Allows users to enter any combination of letters and numbers.
<input type="radio"/> Text Area	Allows users to enter up to 255 characters on separate lines.
<input checked="" type="radio"/> Text Area (Long)	Allows users to enter up to 131,072 characters on separate lines.
<input type="radio"/> Text Area (Rich)	Allows users to enter formatted text, add images and links. Up to 131,072 characters on separate lines.
<input type="radio"/> Text (Encrypted) <span style="color: blue;">i</span>	Allows users to enter any combination of letters and numbers and store them in encrypted form.
<input type="radio"/> Time	Allows users to enter a local time. For example, "2:40 PM", "14:40", "14:40:00", and "14:40:50:600" are all valid times for this field.

5. Fill in the Above as follows:

- Field Label: **Feedback**.
- Field Name: **Feedback**.

**Step 2. Enter the details** Step 2 of 4

Previous Next Cancel

Field Label	Feedback <span style="color: blue;">i</span>	
You are currently using 32,768 out of 1,638,400 characters on this object. You have 1,605,632 additional characters to allocate to this field.		
Length	32,768	(Max 131,072)
# Visible Lines	3	
Field Name	Feedback <span style="color: blue;">i</span>	
Description		
Help Text		
Auto add to custom report type <input checked="" type="checkbox"/> Add this field to existing custom report types that contain this entity <span style="color: blue;">i</span>		

6. Click on Next >> Next >> Save and New.

### Activity 5: Creation of fields for the Volunteer Object.

#### Create "Volunteer ID" field in Volunteer object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Volunteer) in the search bar >> Click on the object.

SETUP Home Object Manager ▼

**Object Manager** 1 Items. Sorted by Label

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Volunteer	Volunteer__c	Custom Object		6/3/2025	<span style="border: 1px solid #ccc; padding: 2px;">✓</span>

3. Now, click on "Fields & Relationships" >> Click on New.
4. Select Datatype as "Auto Number" and click on Next.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the 'Task' screen in the Object Manager. On the left, a sidebar lists options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, and more. The 'Fields & Relationships' tab is selected. The main area is titled 'Specify the type of information that the custom field will contain.' It shows a 'Data Type' section with three options: 'None Selected' (radio button), 'Auto Number' (selected radio button), and 'Formula'. A detailed description for 'Auto Number' is provided: 'A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.' Below this are other sections for 'Display Format', 'Starting Number', 'Field Name' (set to 'Volunteer\_ID'), 'Description', and 'Help Text'. At the bottom are buttons for 'Next' and 'Cancel'.

5. Fill in the Above as follows:

- Field Label: **Volunteer ID**.
- Field Name: **Volunteer\_ID**.

The screenshot shows the 'New Custom Field' screen for the 'Volunteer' object. The sidebar on the left includes 'Details', 'Fields & Relationships' (selected), 'Page Layouts', 'Lightning Record Pages', 'Buttons, Links, and Actions', 'Compact Layouts', 'Field Sets', 'Object Limits', 'Record Types', 'Related Lookup Filters', 'Search Layouts', and 'List View Button Layout'. The main area is titled 'Step 2. Enter the details' and shows the 'Field Label' set to 'Volunteer ID', 'Display Format' as '1', 'Starting Number' as '1', 'Field Name' as 'Volunteer\_ID', and 'Description' and 'Help Text' fields empty. Underneath, there are checkboxes for 'External ID', 'Set this field as the unique record identifier from an external system', and 'Auto add to custom report type' (unchecked) and 'Add this field to existing custom report types that contain this entity' (checked). Navigation buttons 'Previous', 'Next', and 'Cancel' are at the bottom right.

6. Click on Next >> Next >> Save and New.

### Create “Gender” field in Volunteer object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Volunteer) in the search bar >> Click on the object.

The screenshot shows the 'Object Manager' list view. The top navigation bar includes 'Setup', 'Home', 'Object Manager', and a search bar containing 'volunteer'. Below is a table with columns: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. One row is visible for the 'Volunteer' object, labeled 'Volunteer', with API name 'Volunteer\_\_c', type 'Custom Object', description empty, last modified date '6/3/2025', and deployed status checked.

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Picklist” and click on Next.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the 'Fields & Relationships' section of the Salesforce setup. It lists several field types with their descriptions:

- Date: Allows users to enter a date or pick a date from a popup calendar.
- Date/Time: Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are entered into the Date/Time field.
- Email: Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses cannot be used for mass emails.
- Geolocation: Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.
- Number: Allows users to enter any number. Leading zeros are removed.
- Percent: Allows users to enter a percentage number, for example, '10' and automatically adds the percent sign to the number.
- Phone: Allows users to enter any phone number. Automatically formats it as a phone number.
- Picklist**: Allows users to select a value from a list you define.
- Picklist (Multi-Select): Allows users to select multiple values from a list you define.
- Text: Allows users to enter any combination of letters and numbers.
- Text Area: Allows users to enter up to 255 characters on separate lines.
- Record Types: Allows users to enter up to 131,072 characters on separate lines.

### 5. Fill in the Above as follows:

- Field Label: **Gender**.
- Field Name: **Gender**.
- Enter values, with each value separated by a new line:

Female

Male

The screenshot shows the 'Step 2. Enter the details' screen for creating a new field. The field is named 'Gender'. The 'Values' section is configured to 'Enter values, with each value separated by a new line'. The values 'Female' and 'Male' are listed in the input area. Other options like 'Display values alphabetically, not in the order entered' and 'Restrict picklist to the values defined in the value set' are also present.

### 6. Click on Next >> Next >> Save and New.

#### Create “Available On” field in Volunteer object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Volunteer) in the search bar >> Click on the object.

The screenshot shows the 'Object Manager' page. The 'Volunteer' object is listed in the search results. The table columns are labeled: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. The 'Volunteer' object has an API name of 'Volunteer\_\_c', a type of 'Custom Object', and was last modified on 6/3/2025.

### 3. Now, click on “Fields & Relationships” >> Click on New.

### 4. Select Datatype as “Date” and click on Next.

## TO SUPPLY LEFTOVER FOOD TO POOR

**SETUP > OBJECT MANAGER**

**Task**

**Fields & Relationships**

Details

Allows users to select a True (checked) or False (unchecked) value.

Fields & Relationships

Allows users to enter a dollar or other currency amount and automatically formats the field as a currency amount. This can be useful if you export data to Excel or another spreadsheet.

Date

Allows users to enter a date or pick a date from a popup calendar.

Date/Time

Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are entered into the Date/Time field.

Email

Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses cannot be used for mass emails.

Geolocation

Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.

5. Fill in the Above as follows:

- Field Label: **Available On**.
- Field Name: **Available\_On**.
- Click on required check box.

**Step 2. Enter the details**

**Step 2 of 4**

Field Label: Available On

Field Name: Available\_On

Description:

Help Text:

Required:  Always require a value in this field in order to save a record

Auto add to custom report type:  Add this field to existing custom report types that contain this entity

Default Value: Show Formula Editor

Use formula syntax: Enclose text and picklist value API names in double quotes ("the\_text"), include numbers without quotes (25), show percentages as decimals (.010), and express date calculations in the standard format: (Today() + 7). To reference a field from a Custom Metadata type record use: \$CustomMetadata.Type\_\_mdt\$RecordAPIName.Field\_\_c

6. Click on Next >> Next >> Save and New.

### Create “Age” field in Volunteer object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Volunteer) in the search bar >> Click on the object.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Volunteer	Volunteer__c	Custom Object		6/3/2025	✓

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Number” and click on Next.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the 'Fields & Relationships' section of the Salesforce setup. On the left, there's a sidebar with options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, and Field Sets. The main area lists field types with their descriptions:

- Date: Allows users to enter a date or pick a date from a popup calendar.
- Date/Time: Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are entered into the Date/Time field.
- Email: Allows users to enter an email address, which is validated to ensure proper format. If this field is specified for a contact or lead, users can choose the address when clicking Send an Email. Note that custom email addresses cannot be used for mass emails.
- Geolocation: Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.
- Number**: (selected) Allows users to enter any number. Leading zeros are removed.
- Percent: Allows users to enter a percentage number, for example, '10' and automatically adds the percent sign to the number.
- Phone: Allows users to enter any phone number. Automatically formats it as a phone number.
- Picklist: Allows users to select a value from a list you define.
- Picklist (Multi-Select): Allows users to select multiple values from a list you define.
- Text: Allows users to enter any combination of letters and numbers.

### 5. Fill in the Above as follows:

- Field Label: **Age**.
- Field Name: **Age**.
- Click on required check box.

The screenshot shows the 'Step 2. Enter the details' configuration screen. It includes fields for Field Label (Age), Length (18), Decimal Places (0), Field Name (Age), Description, Help Text, and checkboxes for Required (checked) and Unique (unchecked). The top right shows 'Step 2 of 4' and navigation buttons for Previous, Next, and Cancel.

### 6. Click on Next >> Next >> Save and New.

#### Create “Email” field in Volunteer object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Volunteer) in the search bar >> Click on the object.

The screenshot shows the 'Object Manager' page in the Salesforce setup. It lists one item: 'Volunteer' (API Name: Volunteer\_c, Type: Custom Object). The top navigation bar includes 'SETUP', 'Home', 'Object Manager', and a search bar with 'volunteer'. There are buttons for 'Schema Builder' and 'Create'.

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Email” and click on Next.

The screenshot shows the 'Fields & Relationships' section of the Salesforce setup. It lists field types with their descriptions, including the 'Email' type which is selected.

## TO SUPPLY LEFTOVER FOOD TO POOR

5. Fill in the Above as follows:

- Field Label: **Email**.
- Field Name: **Email**.
- Click on required check box.

Step 2. Enter the details

Field Label	<input type="text" value="Email"/>
Field Name	<input type="text" value="Email"/>
Description	<input type="text"/>
Help Text	<input type="text"/>
Required	<input checked="" type="checkbox"/> Always require a value in this field in order to save a record
Unique	<input type="checkbox"/> Do not allow duplicate values
External ID	<input type="checkbox"/> Set this field as the unique record identifier from an external system

6. Click on Next >> Next >> Save and New.

### Create “Contact Number” field in Volunteer object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Volunteer) in the search bar >> Click on the object.

The screenshot shows the Salesforce Object Manager. At the top, there's a search bar with 'volunteer' typed in. Below it, a table lists one item: 'Volunteer' with API name 'Volunteer\_\_c', type 'Custom Object', last modified on '6/3/2025', and a deployed status indicated by a checkmark.

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Auto Number” and click on Next.

The screenshot shows the 'Task' setup page under 'FIELDS & RELATIONSHIPS'. On the left, there's a sidebar with options like Details, Fields & Relationships (which is selected), Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, and Compact Layouts. The main area shows a step titled 'Specify the type of information that the custom field will contain.' It asks to select a 'Data Type'. Under 'None Selected', 'Auto Number' is selected, which is described as a system-generated sequence number. There are also options for 'Formula' and 'Roll-Up Summary'.

## TO SUPPLY LEFTOVER FOOD TO POOR

5. Fill in the Above as follows:

- Field Label: **Contact Number.**
- Field Name: **Contact\_Number.**

**Step 2. Enter the details**

Field Label	<input type="text" value="Contact Number"/> <small>i</small>
Display Format	<input type="text"/> <small>Example: A-{0000} What Is This?</small>
Starting Number	<input type="text" value="1"/> <small>Generate Auto Number for existing records</small>
Field Name	<input type="text" value="Contact_Number"/> <small>i</small>
Description	<input type="text"/>
Help Text	<input type="text"/> <small>i</small>
External ID <input type="checkbox"/> Set this field as the unique record identifier from an external system	

6. Click on Next >> Next >> Save and New.

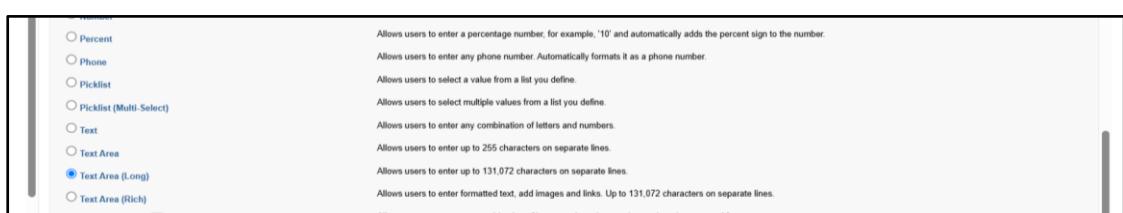
### Create “Address” field in Volunteer object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Volunteer) in the search bar >> Click on the object.

**Object Manager**

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Volunteer	Volunteer_c	Custom Object		6/3/2025	✓

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Text Area (Long)” and click on Next.



5. Fill in the Above as follows:

- Field Label: **Address.**

## TO SUPPLY LEFTOVER FOOD TO POOR

- Field Name: **Address**.
- Click on required check box.

This screenshot shows the configuration for the 'Address' field. The 'Field Label' is set to 'Address'. The 'Length' is specified as 32,768 characters, with a note that 1,605,632 additional characters can be allocated. The '# Visible Lines' is set to 3. The 'Field Name' is also 'Address'. There is a 'Description' field which is empty, and a 'Help Text' field which is also empty.

6. Click on Next >> Next >> Save and New.

### Create “Date of Birth” field in Volunteer object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Volunteer) in the search bar >> Click on the object.

This screenshot shows the Object Manager screen. It lists one item, 'Volunteer', which is a 'Custom Object'. The API name is 'Volunteer\_\_c'. The last modified date is 6/3/2025, and it is currently deployed.

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Date” and click on Next.

This screenshot shows the 'Fields & Relationships' configuration screen. Under the 'Task' section, the 'Date' datatype is selected. A tooltip for 'Date' explains that it allows users to enter a date or pick a date from a popup calendar. Other options shown include Checkbox, Currency, Date/Time, Email, and Geolocation.

5. Fill in the Above as follows:

- Field Label: **Date of Birth**.
- Field Name: **Date\_of\_Birth**.

## TO SUPPLY LEFTOVER FOOD TO POOR

Step 2. Enter the details

Field Label	Date of Birth
Field Name	Date_of_Birth
Description	
Help Text	
Required	<input type="checkbox"/> Always require a value in this field in order to save a record
Auto add to custom report type	<input checked="" type="checkbox"/> Add this field to existing custom report types that contain this entity

6. Click on Next >> Next >> Save.

### Activity 5: Creation of fields for the Execution Details object.

#### Create “Execution ID” field in Execution Details object:

1. Go to Setup page >> Click on Object Manager.
2. Type Object name (Execution Details) in the search bar >> Click on the object.

The screenshot shows the Salesforce Object Manager. The search bar at the top contains the text "execution". A single result, "Execution Detail", is listed in the results table. The table has columns: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. The "Execution Detail" row has "Execution\_Detail\_c" in the API NAME column, "Custom Object" in the TYPE column, and the date "6/3/2025" in the LAST MODIFIED column.

3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Auto Number” and click on Next.

The screenshot shows the "Data Type" configuration screen. On the left, there is a sidebar with options: Details, Fields & Relationships (which is selected), Page Layouts, Lightning Record Pages, and Buttons, Links, and Actions. The main area is titled "Data Type" and contains a section for "None Selected" with a note: "Select one of the data types below." Below this are four radio button options:

- Auto Number: Description: "A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record."
- Formula: Description: "A read-only field that derives its value from a formula expression you define. The formula field is updated when any of the source fields change."
- Roll-Up Summary: Description: "A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list."
- Lookup Relationship: Description: "Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list."

5. Fill in the Above as follows:
  - Field Label: **Execution ID**.
  - Field Name: **Execution\_ID**.
  - Click on required check box.

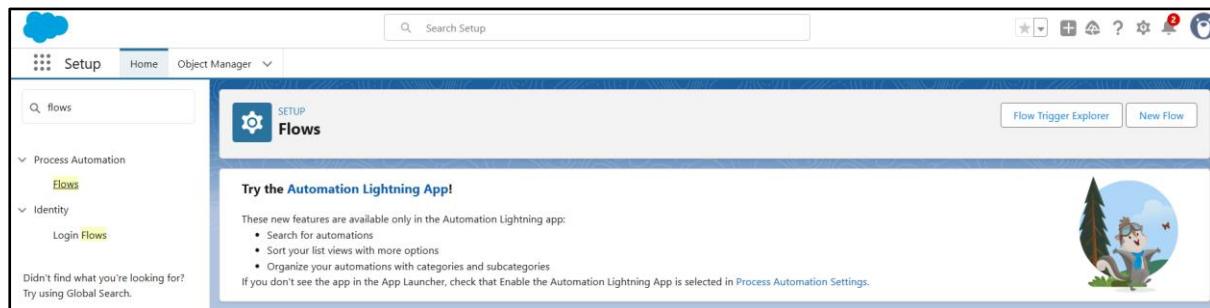
## TO SUPPLY LEFTOVER FOOD TO POOR

Field Label	<input type="text" value="Execution ID"/> 
Display Format	<input type="text"/> <small>Example: A-{0000} <a href="#">What Is This?</a></small>
Starting Number	<input type="text" value="1"/> <input type="checkbox"/> Generate Auto Number for existing records
Field Name	<input type="text" value="Execution_ID"/> 

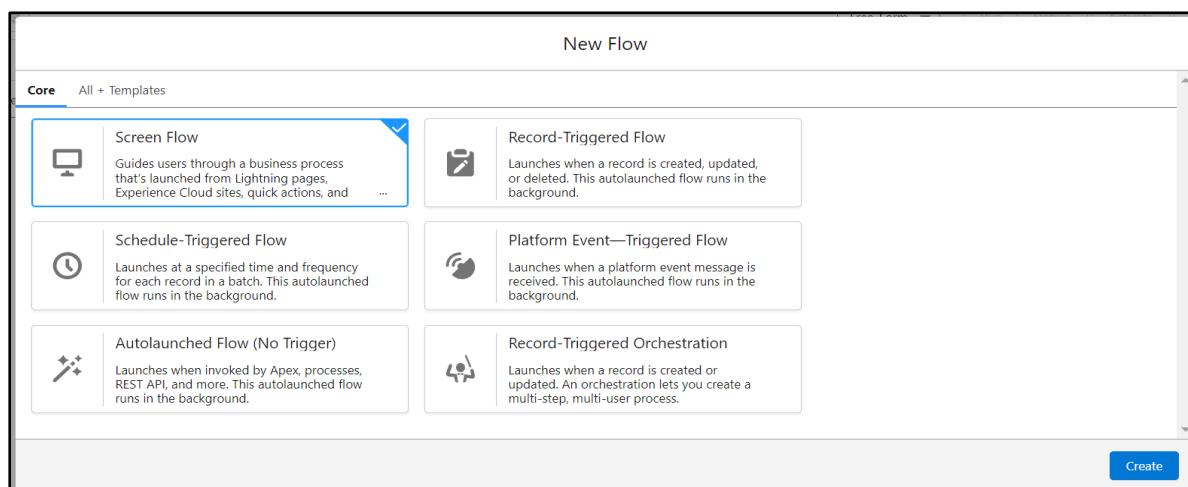
6. Click on Next >> Next >> Save.

**Milestone – 5****Flows****Create Flow To Create A Record In Venue Object:**

1. Go to setup >> type Flows in quick find box.
2. Click on Flow and select the New Flow.



3. Click on Start from Scratch >> Click on Screen flow >> Click on Create.



4. Click on the '+' icon in between start and end, and click on screen element.
5. Under the Screen Properties:
  - Label: Venue Details
  - API Name: Venue\_Details
6. Now let's add components in this flow.
7. Click on Text Component and name it as:

Label: Venue Name

API Name: Venue\_Name

8. Click on Email Component and name it as:

Label: Email

API Name: Contact\_Email

9. Click on Phone Component and name it as:

Label: Phone

API Name: Contact\_Phone

10. Click on Text Component and name it as:

Label: Venue Location

API Name: Venue\_Location

11. Click on Number Component and name it as:

Label: Latitude

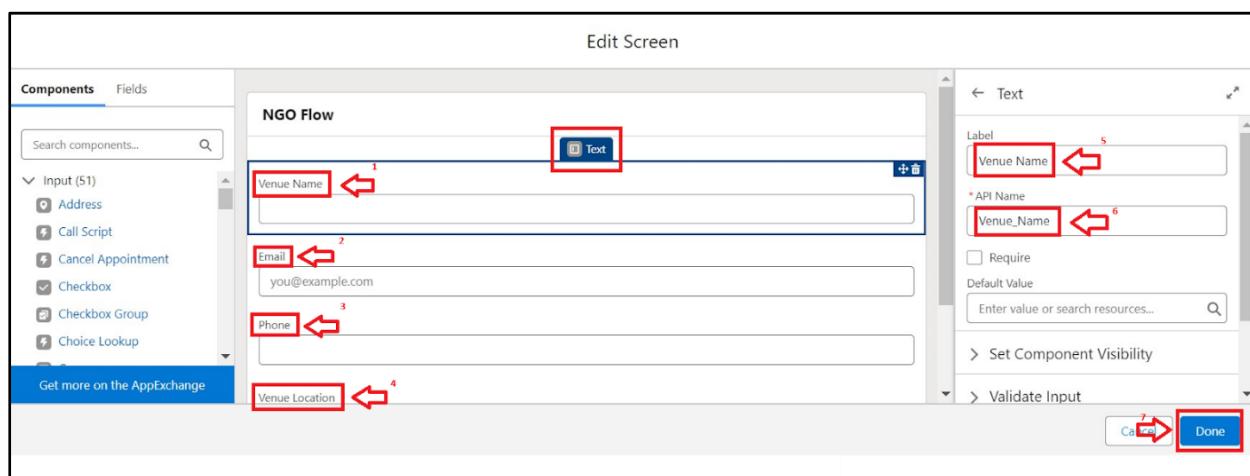
API Name: Latitude

12. Click on Number Component and name it as:

Label: longitude

API Name: longitude

13. Next click on Done.



14. Click on the '+' icon in between Venue details and end, and click on create record element.

15. Now label it as

Label: Create Venue Record

API Name: Create\_Venue\_Record.

16. How to Set the Record Field values: Select Manually(select an object and configure the record values manually)

Object: Venue

17. Set Field Values for the Venue: Click on 'Add Field' 5 times

Field: Value = Contact\_Email\_c : {!Contact\_Email.value}

Field: Value = Contact\_Phone\_c : {!Contact\_Phone.value}

Field: Value = Name : {!Venue\_Name}

Field: Value = Venue\_Location\_c : {!location}

Field: Value = Location\_Latitude\_s : {!latitude}

Field: Value = Location\_Longitude\_s : {!longitude}

The screenshot shows the 'Create Records' interface with the following details:

- Create a Record of This Object:** Object is set to 'Venue'.
- Set Field Values for the Venue:**
  - Field: Contact\_Email → Value: Aa Venue Details > Contact\_Email > Value
  - Field: Contact\_Phone → Value: Aa Venue Details > Contact\_Phone > Value
  - Field: Location (Latitude) → Value: # Venue Details > Latitude
  - Field: Location (Longitude) → Value: # Venue Details > longitude
  - Field: Venue\_Name → Value: Aa Venue Details > Venue Name
  - Field: Venue\_Location → Value: Aa Venue Details > Venue Location
- Add Field:** A button labeled '+ Add Field' is visible at the bottom left.

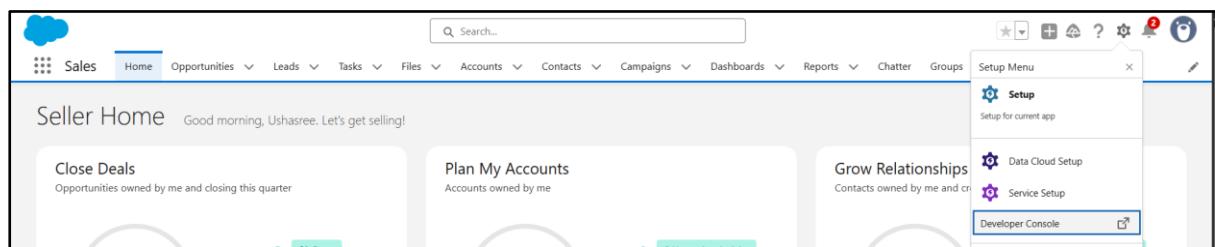
18. Click on Save as:

Flow label: **Venue Form**

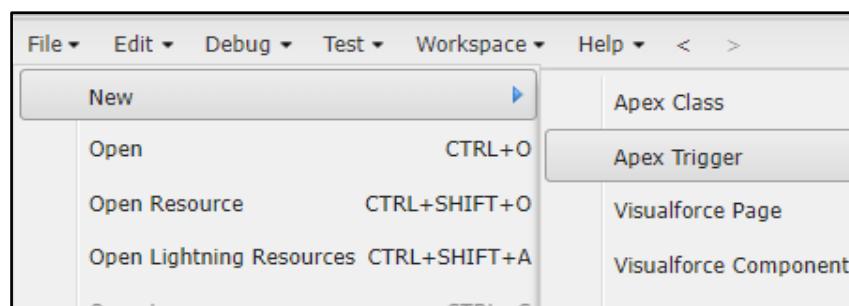
Flow API Name: **Venue\_Form**.

**Milestone -6****Trigger****Activity 1: Create a Trigger**

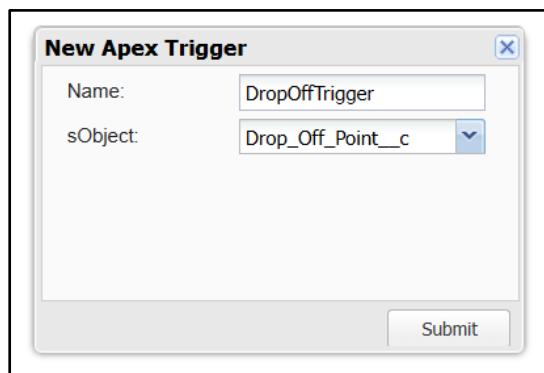
1. Log into Salesforce account >> navigate to the gear icon in the top right corner.
2. Click on Developer Console and you will be navigated to a new console window.



3. Click on file menu >> Click on New >> Select Apex Trigger.
4. Enter the trigger name and the object to be triggered.



5. Enter Name: DropOffTrigger  
sObject: Drop-Off Point



6. Click on Submit.

### **Activity 2: Trigger Code.**

Trigger to assign the Distance field to the Distance Calculation field.

#### **Code:**

```
trigger DropOffTrigger on Drop_Off_point_c (before insert) {  
    for(Drop_Off_point_c Drop : Trigger.new){  
        Drop.Distance__c = Drop.distance_calculation__c;  
    }  
}
```

**Milestone – 7****Profiles****Create NGOs Profile:**

1. GO to Steup page >> type profiles in quick Find bar.
2. Click on Profiles >> Click on 'S'.

Action	Profile Name	User License	Custom
<input type="checkbox"/> Edit   Del...	Salesforce API Only System Integrations	Salesforce Integration	<input checked="" type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Silver Partner User	Silver Partner	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Solution Manager	Salesforce	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Standard Platform User	Salesforce Platform	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Standard User	Salesforce	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	System Administrator	Salesforce	<input type="checkbox"/>

3. Click Clone beside Standard Platform User.
4. Under Clone Profile:  
Profile Name: NGOs Profile

### Clone Profile

Enter the name of the new profile.

**You must select an existing profile to clone from.**

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

5. Click on Save.

**Milestone – 8****Creation of Users****Activity 1: Creation of User “Iksha Foundation”.**

1. Go to Setup page >> type users in Quick find bar
2. Click on Users >> Click on New user.

Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/> <a href="#">Edit</a>	Chatter Expert	Chatter	chatty@00dns00000klny2at.nklunx34ps6o@chatter.salesforce.com		<input checked="" type="checkbox"/>	Chatter Free User
<input type="checkbox"/> <a href="#">Edit</a>	Singiri_Ushasree	USing	singirishasree13@creative-bear-o0mk9.com		<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/> <a href="#">Edit</a>	User_Integration	Integ	integration@00dns00000klny2at.com		<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/> <a href="#">Edit</a>	User_Security	sec	insightssecurity@00dns00000klny2at.com		<input checked="" type="checkbox"/>	Analytics Cloud Security User
<a href="#">New User</a> <a href="#">Reset Password(s)</a> <a href="#">Add Multiple Users</a>						

3. In General Information give details as:

First Name: **Iksha Foundation**

Last Name: **Iksha Foundation**

Alias: iiksh

Email: nellepallisandhya89@gmail.com

Username: ikshafoundation11@sb.com

Nickname: Auto Populated

User License: Salesforce Platform

Profile: NGOs Profile

Active: Check

## TO SUPPLY LEFTOVER FOOD TO POOR

**User Edit**

**General Information**

First Name	Iksha Foundation	Role	<None Specified>
Last Name	Iksha_Foundation	User License	Salesforce Platform
Alias	iksh	Profile	NGOs Profile
Email	nellepallisandhya89@gmail.com	Active	<input checked="" type="checkbox"/>
Username	ikshafoundation11@sb.com	Marketing User	<input type="checkbox"/>
Nickname	User174919112329782804	Offline User	<input type="checkbox"/>
Title		Knowledge User	<input type="checkbox"/>
Company		Flow User	<input type="checkbox"/>
Department		Service Cloud User	<input type="checkbox"/>
Division		Site.com Contributor User	<input type="checkbox"/>
		Site.com Publisher User	<input type="checkbox"/>
		WDC User	<input type="checkbox"/>
		Data.com User Type	-None-
		Data.com Monthly Addition Limit	300
		Accessibility Mode (Classic Only)	<input type="checkbox"/>

4. Click on Save.

### Activity 2: Creation of User “NSS”.

1. Go to Setup page >> type users in Quick find bar
2. Click on Users >> Click on New user.

Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/>   <a href="#">Edit</a>	Chatter_Expert	Chatter	chatty_00dns00000knyh2at.nkuun34gs6p@chatter.salesforce.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chatter Free User
<input type="checkbox"/>   <a href="#">Edit</a>	Singiri_Ushasree	USing	singiriushasree13@creative-beat-0mk9.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/>   <a href="#">Edit</a>	User_Integration	Integ	integration@00dns00000knyh2at.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/>   <a href="#">Edit</a>	User_Security	sec	insightsssecurity@00dns00000knyh2at.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Analytics Cloud Security User

3. In General Information give details as:

First Name: **NSS**

Last Name: **NSS**

Alias: nnss

Email: nellepallisandhya89@gmail.com

Username: nss11@sb.com

Nickname: Auto Populated

User License: Salesforce Platform

## Profile: NGOs Profile

Active: Check

- Click on Save.

## Creation of User “Street Cause”:

- Go to Setup page >> type users in Quick find bar
- Click on Users >> Click on New user.

- In General Information give details as:

First Name: **Street Cause**

Last Name: **Street\_Cause**

Alias: sstre

Email: nellepallisandhya89@gmail.com

Username: streetcause11@sb.com

## TO SUPPLY LEFTOVER FOOD TO POOR

Nickname: Auto Populated

User License: Salesforce Platform

Profile: NGOs Profile

Active: Check

Search Setup

Home Object Manager

Users

Permission Set Groups

Permission Sets

Profiles

Public Groups

Queues

Roles

User Management Settings

Users

Feature Settings

Data.com

Prospector Users

Street\_Cause Street Cause

User Edit

Save Save & New Cancel

General Information

First Name: Street\_Cause  
Last Name: Street\_Cause  
Alias: sstre  
Email: nellepallisandhya89@gmail.com  
Username: streetcause11@sb.com  
Nickname: User174919203784968618  
Title: (empty)  
Company: (empty)  
Department: (empty)  
Division: (empty)

Role: <None Specified>  
User License: Salesforce Platform  
Profile: NGOs Profile  
Active:

Marketing User:   
Offline User:   
Knowledge User:   
Flow User:   
Service Cloud User:   
Site.com Contributor User:   
Site.com Publisher User:   
WDC User:

Data.com User Type: -None-  
Data.com Monthly Addition Limit: 300  
Accessibility Mode (Classic Only):

4. Click on Save.

<input type="checkbox"/>   Edit   Login	Iksa_Foundation, Iksa Foundation	iiksh	ikshafoundation@sb.com	<input checked="" type="checkbox"/> NGOs Profile
<input type="checkbox"/>   Edit   Login	NSS, NSS	nnss	nss@sb.com	<input checked="" type="checkbox"/> NGOs Profile
<input type="checkbox"/>   Edit   Login	Street_Cause, Street Cause	sstre	streetcause@sb.com	<input checked="" type="checkbox"/> NGOs Profile

**Milestone – 9****Public Groups****Activity 1: Create a Public Group “Iksha”.**

1. Go to the setup page >> type Public Groups in Quick Find bar
2. Click on Public Groups >> Click on New.

3. Under Group Information:

Label: Iksha

Group Name: Iksha

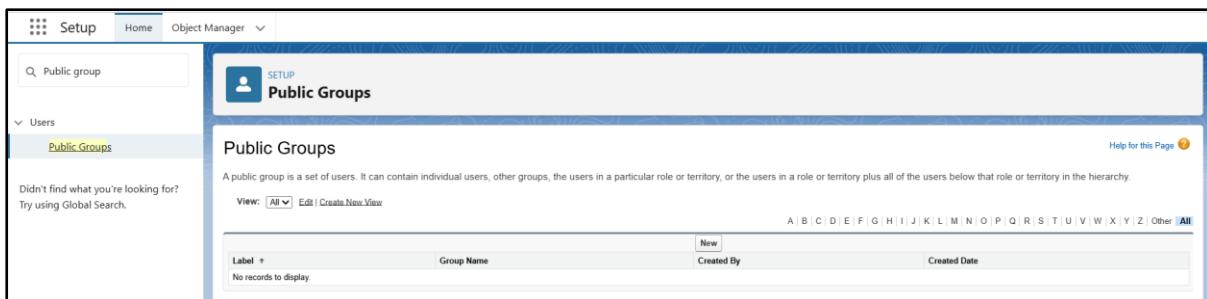
Grant Access Using Hierarchies: Check

4. In Search, Select Users.
5. In Selected Members, Add Iksha Foundation and System Administrator

**Activity 2: Create a Public Group “NSS”.**

## TO SUPPLY LEFTOVER FOOD TO POOR

1. Go to the setup page >> type Public Groups in Quick Find bar
2. Click on Public Groups >> Click on New.



3. Under Group Information:

Label: NSS

Group Name: NSS

Grant Access Using Hierarchies: Check

Label: NSS

Group Name: NSS

Grant Access Using Hierarchies:

Description:

Search:  for:

Available Members	Selected Members
User: Iksha Foundation	User: NSS
User: Integration User	User: NSS
User: OrgFarm EPIC	User: nellepalli sandhya
User: Security User	
User: Street Cause Street_Cause	

Add  Remove

4. In Search, Select Users.
5. In Selected Members, Add Iksha Foundation and System Administrator

### Create a Public Group "Street Cause":

1. Go to the setup page >> type Public Groups in Quick Find bar
2. Click on Public Groups >> Click on New.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the 'Public Groups' page in the Salesforce Setup. The left sidebar has 'Public Groups' selected under 'Users'. The main area displays a table with the following headers: Label, Group Name, Created By, and Created Date. A note at the top states: 'A public group is a set of users. It can contain individual users, other groups, the users in a particular role or territory, or the users in a role or territory plus all of the users below that role or territory in the hierarchy.' Below the table are navigation links: A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All. A 'Help for this Page' link is also present.

### 3. Under Group Information:

Label: Street Cause

Group Name: Street\_Cause

Grant Access Using Hierarchies: Check

The screenshot shows the 'Edit Group' page for 'Street\_Cause'. The 'Label' field contains 'Street Cause' and the 'Group Name' field contains 'Street\_Cause'. The 'Grant Access Using Hierarchies' checkbox is checked. The 'Available Members' list on the left includes: User: Iksha Foundation, User: Integration User, User: NSS, User: OrgFarm EPIC, and User: Security User. The 'Selected Members' list on the right includes: User: Street Cause and User: nellepalli sandhya. Between the two lists are 'Add' and 'Remove' buttons. At the bottom are 'Save' and 'Cancel' buttons.

### 4. In Search, Select Users.

### 5. In Selected Members, Add Iksha Foundation and System Administrator

Action	Label ↑	Group Name	Created By	Created Date
Edit   Del	Iksha	Iksha	Bhargavi_Paila	26/03/2024, 2:27 pm
Edit   Del	NSS	NSS	Bhargavi_Paila	26/03/2024, 2:27 pm
Edit   Del	Street Cause	Street_Cause	Bhargavi_Paila	26/03/2024, 2:26 pm

**Milestone -10****Report Types****Creation Of Report Types:**

1. Go to Setup page >> type Report Types in quick find bar.
2. Click on Report Types >> Click on Continue >> Click on Custom Report Type.

Label	Name	Description	Category	Created Date
Orchestration Run Logs Spring '24	flow_orchestration_log_oobt_crt_two,four,eight	Find out which orchestration run logs were created a...	Other Repor... autoproc	5/26/2025, 7:34 A...
Orchestration Runs Spring '24	flow_orchestration_run_oobt_crt_two,four,eight	Find out which orchestration runs were created.	Other Repor... autoproc	5/26/2025, 7:34 A...
Orchestration Stage Runs Spring '24	flow_orchestration_stage_run_oobt_crt_two,four,eight	Find out which orchestration stage runs were created..	Other Repor... autoproc	5/26/2025, 7:34 A...

3. In Define the Custom Report Type:

Primary Object: Select Venues

Report Type Label: **Venue with DropOff with Volunteer**

Report Type Name: **Venue\_with\_DropOff\_with\_Volunteer**

Description: Venue with Drop-Off with Volunteer

Store in Category: Select other Reports

Deployment status: Deployed

**Details**

\* Display Label:

\* API Name:

\* Description:

Note: Description will be visible to users who create reports.

\* Store in Category:

**Set Availability**

An in-development report type is visible only to users with the Manage Custom Report Types permission. A deployed report type is available to all users.

Status:

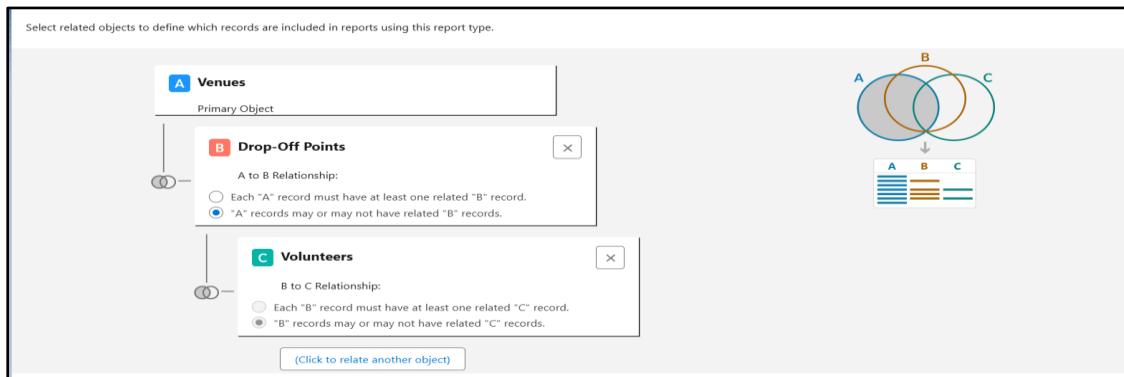
- In Development
- Deployed

4. Click on Next

5. Near click to relate another object. Select Drop-Off Points.

## TO SUPPLY LEFTOVER FOOD TO POOR

6. Select "A" records may or may not have related "B" records.
7. Again, Near Click to relate another select volunteer.



8. Click on Save.

**Milestone – 11****Reports****Activity 1: Creation of Report On Venue With DropOff With Volunteer:**

1. Go to the app (FoodConnect) >> Click on the reports tab.
2. Click on New Folder.

Folder Label: Custom Reports

Folder Unique Name: CustomReports

The screenshot shows the FoodConnect application's reporting module. The top navigation bar includes links for Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Reports, and Dashboards. The 'Reports' section is selected. Below the navigation is a search bar and a toolbar with icons for star, plus, cloud, question mark, and others. The main area displays a list of reports under 'All Folders > Custom Reports'. A search bar at the top of this list allows searching by folder name. Below the search bar are buttons for 'New Report' and 'New Folder'. The list itself has columns for Name, Description, Folder, Created By, Created On, and Subscribed. There are also filter and sort dropdowns at the top of the list.

3. Open Custom Reports and click on New Report
4. Select Report Type: Venue with DropOff with Volunteer  
Then Click on Start Report.
5. In GROUP ROWS: Add Volunteer Name
6. In COLUMNS: Add Venue Name, Drop-Off Point Name, Distance.
7. Click on Save and Run.

The screenshot shows the report configuration screen for a report titled 'venue and Drop Off point'. The top navigation bar is identical to the previous screenshot. The main area is titled 'REPORT' with a dropdown menu showing 'venue and Drop Off point' and 'Venue with DropOff with Volunteer'. Below this are buttons for 'Add Chart', 'Save & Run', 'Save', 'Close', and 'Run'. The configuration panel on the left is titled 'Fields' and contains sections for 'Groups', 'Volunteer Name' (selected), 'GROUP ROWS', 'Volunteer Name' (selected), 'GROUP COLUMNS', 'Columns', 'Venue Name' (selected), 'Drop-Off Point Name' (selected), and '# Distance' (selected). The preview pane on the right shows a table with one group row for 'KRISHNA (1)' and three summary rows: 'Subtotal' and 'Total (1)'. The table columns are 'Volunteer Name', 'Venue Name', 'Drop-Off Point Name', and 'Distance'. The preview message indicates that only a limited number of records are being shown.

8. Give Label as:  
Report Name: venue and Drop Off point  
Report Unique Name: Auto Populated
9. Click on Select Folder and Select Custom Report >> Click on Save.

## **Activity 2: Creation of Report on Volunteer with Execution Details and Tasks:**

1. Go to the app (FoodConnect) >> Click on the reports tab.
2. Open Custom Reports and click on New Report.

3. Select Report Type: Volunteers with Execution Details and Tasks.  
Then Click on Start Report.
4. In GROUP ROWS: Add Volunteer ID
5. In COLUMNS: Add Volunteer: Volunteer Name, Task: Task Name, Execution Detail: Execution Detail Name, Volunteer: Owner Name, Task: Date, Task: Rating.
6. Click on Save and Run.
7. Give Label as:  
Report Name: Volunteer Task  
Report Unique Name: Auto Populated
8. Click on Select Folder and Select Custom Report >> Click on Save.

**Milestone – 12****Dashboards****Activity 1: Adding Venue and Drop Off Point Report to the Dashboard:**

1. Go to the app (FoodConnect) >> Click on the reports tab.
2. Click on New Folder.

Folder Label: Custom Dashboards

Folder Unique Name: Dashboards

3. Open Custom Dashboards and click on New Dashboards.

Name: Organization Details

DASHBOARDS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	Organization Details		Custom Dashboards	Ushasree Singiri	6/4/2025, 8:55 AM	

4. Click on Widget and select Chart or Table
5. In Select Report: Select venue and Drop Off Point Report >. Click on select
6. In Add Component:
  - Display as: Select Lightning Table
  - Component Theme: Select Dark
7. Now Click on Add.

### Add Widget

**Report**

Use chart settings from report

**Display As**

Lightning Table
Chart
Map
Table
Card
Image

**Groups**

**Columns**

**Preview**

**venue and Drop Off point**

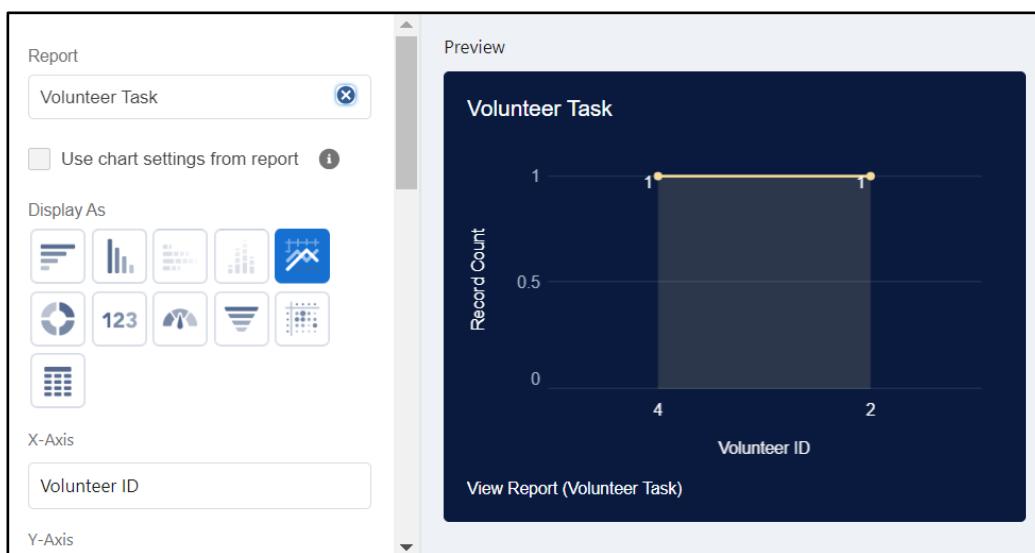
Venue Name ↑	Drop-Off Point Name	Distance
GAYATRI MAHAL	BALAJI COLONY	0.0000

[View Report \(venue and Drop Off point\)](#)

Cancel
Add

## Activity 2: Adding Venue And Drop Off Point Report to the Dashboard.

1. Go to the app (FoodConnect) >> Click on the reports tab.
2. Open Custom Dashboards and click on Organization Details.
3. Click on Widget and select Chart or Table
4. In Select Report: Select Volunteer Task Report >. Click on select
5. In Add Component:
  - Display as: Select Line Chart
  - Component Theme: Select Dark
6. Now Click on Add.



## Activity 3: Adding a Picture to the Dashboard

1. Click on Widget >> Select Image >> Click on Browse Files.
2. Select the Picture you want to upload.
3. Then Click on Save As:
  - Name: Task Execution Details
4. Click on Select folder and Custom Dashboards.

**Milestone – 13****Sharing Rules**

1. Go to Setup >> type Sharing Settings in quick find box.
2. Click on the Sharing Settings.
3. Click on New near Drop-Off point Sharing Rules and Name it as:

Label: Rule 1

Rule Name: Rule\_1

4. Select your rule type: Select Based on Criteria.
5. Select which reports to be shared:

Field: Operator: Value = Distance: less than: 15

The screenshot shows the Salesforce Sharing Rules setup process across four steps:

- Step 1: Rule Name**: Fields filled with "Rule 1" and "Rule\_1".
- Step 2: Select your rule type**: "Based on criteria" is selected.
- Step 3: Select which records to be shared**: A criteria builder table with one row: Field "Distance", Operator "less than", Value "15".
- Step 4: Select the users to share with**: Set to "Public Groups" with "Iksha" selected.

6. Select Users to share with: Near Share with:  
Public Groups: Iksha
7. Click on Save.
8. Click on new near Drop-Off Point sharing rules and name it as:  
Label: Rule 2  
Rule Name: Rule\_2
9. Select your rule type: Select Based on Criteria.

## TO SUPPLY LEFTOVER FOOD TO POOR

10. Select which records to be shared:

Field: Operator: Value = Distance: greater than: 15

Field: Operator: Value = Distance: Less or equal: 30

**Step 1: Rule Name**

Label: Rule 2  
Rule Name: Rule\_2  
Description:

---

**Step 2: Select your rule type**

Rule Type:  Based on record owner  Based on criteria

---

**Step 3: Select which records to be shared**

Criteria	Field	Operator	Value	AND
Distance	greater than	15		AND
Distance	less or equal	30		AND
-None--	-None--			AND
-None--	-None--			AND
-None--	-None--			

Add Filter Logic...  
Additional Options:  Include records owned by users who can't have an assigned role [i](#)

---

**Step 4: Select the users to share with**

Share with: Public Groups

11. Select the users to share with: Near Share with

Public Groups: NSS

12. Click on Save.

13. Click on new near Drop-Off Point sharing rules and name it as:

Label: Rule 3

Rule Name: Rule\_3

**Step 1: Rule Name**

Label: Rule 3  
Rule Name: Rule\_3  
Description:

---

**Step 2: Select your rule type**

Rule Type:  Based on record owner  Based on criteria

---

**Step 3: Select which records to be shared**

Criteria	Field	Operator	Value	AND
Distance	greater than	30		AND
Distance	less or equal	50		AND
-None--	-None--			AND
-None--	-None--			AND
-None--	-None--			

Add Filter Logic...  
Additional Options:  Include records owned by users who can't have an assigned role [i](#)

---

**Step 4: Select the users to share with**

Share with: Public Groups

---

**Step 5: Select the level of access for the users**

14. Select your rule type: Select Based on Criteria.

## TO SUPPLY LEFTOVER FOOD TO POOR

15. Select which records to be shared:

Field: Operator: Value = Distance: greater than: 30

Field: Operator: Value = Distance: less or equal: 50

16. Select the users to share with: Near Share with

Public Groups: Street Cause

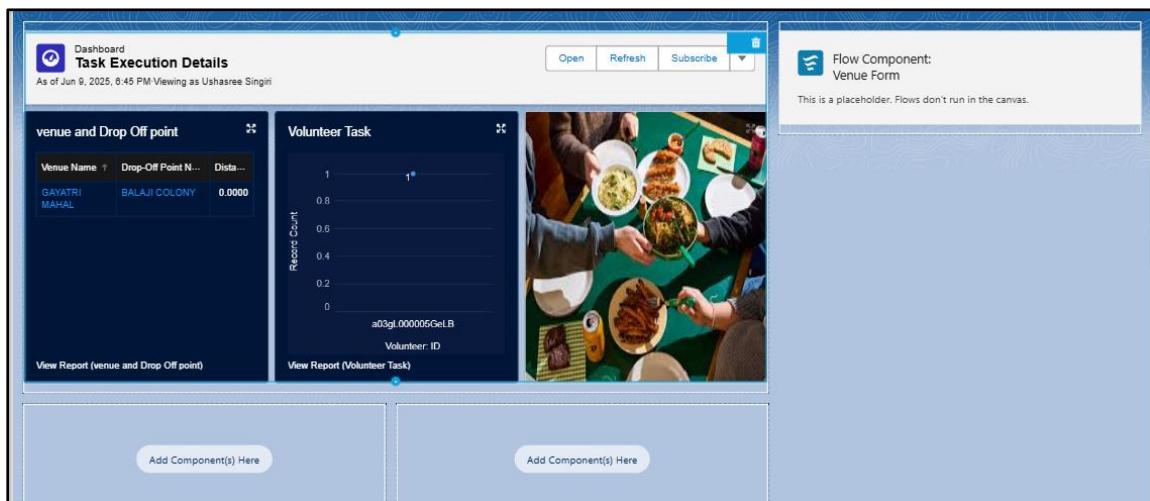
17. Click on Save.

Drop-Off point Sharing Rules		New	Recalculate	Drop-Off point Sharing Rules Help ?	
Action	Criteria			Shared With	Access Level
<a href="#">Edit</a>   <a href="#">Del</a>	Drop-Off point: Distance LESS OR EQUAL 15			<a href="#">Group_Iksha</a>	ReadWrite
<a href="#">Edit</a>   <a href="#">Del</a>	(Drop-Off point: Distance GREATER THAN 15) AND (Drop-Off point: Distance LESS OR EQUAL 30)			<a href="#">Group_NSS</a>	ReadWrite
<a href="#">Edit</a>   <a href="#">Del</a>	(Drop-Off point: Distance GREATER THAN 30) AND (Drop-Off point: Distance LESS OR EQUAL 50)			<a href="#">Group_Street Cause</a>	ReadWrite

**Milestone – 14****Home Page****Activity 1: Creation of Home Page.**

1. Go to Setup >> type Lightning App Builder in the quick find box.
2. Click on Lightning App Builder >> Click on New.
3. Select Standard Home Page.
4. Near Components search for Flow and Drag and Drop in the Right Side Section
5. On the right hand side:

Flow: Venue Flow



6. Near Components search for Dashboard, the Drag and Drop it in First Section.
7. Click on Save and Activation. Then click on the App Default. Then add Assignments.
8. Add FoodConnect App and then Save.
9. FoodConnect Home Page would look like this.

## TO SUPPLY LEFTOVER FOOD TO POOR

This screenshot shows the 'Task Execution Details' section of the FoodConnect application. It displays two main panels: 'venue and Drop Off point' and 'Volunteer Task'. The 'venue and Drop Off point' panel shows a table with one row: GAYATRI MAHAL, BALAJI COLONY, and 0.0000. The 'Volunteer Task' panel shows a chart titled 'Record Count' with a single data point at 1. Below the chart is the text 'a03gl.0000005GeLB' and 'Volunteer ID'. To the right, there is a 'Venue Form' with fields for Venue Name, Email, Phone, Venue Location, Latitude, and Longitude, each containing placeholder text like 'you@example.com' and '0.0000000000000000'. A 'Next' button is at the bottom right.

## Home page

This screenshot shows the 'Venues' section of the FoodConnect application. It features a 'Recently Viewed' list with three items: Chennai, Tirupati, and GAYATRI MAHAL. The interface includes a search bar, a toolbar with buttons for New, Import, Change Owner, and Assign Label, and a detailed view area for the selected venue.

## Venue page

This screenshot shows the 'Drop-Off Points' section of the FoodConnect application. It features a 'Recently Viewed' list with three items: Thiruvananthapuram, Tirumala, and BALAJI COLONY. The interface includes a search bar, a toolbar with buttons for New, Import, Change Owner, and Assign Label, and a detailed view area for the selected drop-off point.

## Drop-Off Point

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the FoodConnect interface with the 'Tasks' tab selected. The title bar says 'TO SUPPLY LEFTOVER FOOD TO POOR'. The main content area is titled 'Recently Viewed' and shows a list of 3 items, all updated a few seconds ago. The list includes:

	Task Name
1	Food Distribution 3
2	Food Distribution 2
3	FOOD DISTRIBUTION

At the top right of the list area are buttons for 'New', 'Import', 'Change Owner', and 'Assign Label'. Below the list is a search bar labeled 'Search this list...' and a set of filter and sort icons.

## Tasks page

The screenshot shows the FoodConnect interface with the 'Volunteers' tab selected. The main content area is titled 'Recently Viewed' and shows a list of 3 items, all updated a few seconds ago. The list includes:

	Volunteer Name
1	Monika
2	Yamuna
3	KRISHNA

At the top right of the list area are buttons for 'New', 'Import', 'Change Owner', and 'Assign Label'. Below the list is a search bar labeled 'Search this list...' and a set of filter and sort icons.

## Volunteers page

The screenshot shows the FoodConnect interface with the 'Execution Details' tab selected. The main content area is titled 'Recently Viewed' and shows a list of 3 items, all updated a few seconds ago. The list includes:

	Execution Detail Name
1	Food Distribution 3
2	Food Distribution 2
3	FOOD DISTRIBUTION

At the top right of the list area are buttons for 'New', 'Import', 'Change Owner', and 'Assign Label'. Below the list is a search bar labeled 'Search this list...' and a set of filter and sort icons.

## Execution Details page

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the FoodConnect interface with the 'Reports' tab selected. The main content area displays a table titled 'Custom Reports' with two items:

Name	Description	Folder	Created By	Created On	Subscribed
venue and Drop Off point		Custom Reports	Ushasree Singiri	6/4/2025, 8:38 AM	<input type="checkbox"/>
Volunteer Task		Custom Reports	Ushasree Singiri	6/4/2025, 8:42 AM	<input type="checkbox"/>

The left sidebar includes navigation links for Reports, Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Dashboards, and a search bar.

### Reports page

The screenshot shows the FoodConnect interface with the 'Dashboards' tab selected. The main content area displays a table titled 'All Dashboards' with four items:

Dashboard Name	Description	Folder	Created By	Created On	Subscribed
Enablement Dashboard	View data on how Enablement helps drive your business outcomes. This is your main dashboard for all Enablement analytics. Don't delete it. If you want to make changes to this dashboard, duplicate it.	Enablement Dashboard Spring '24	Automated Process	5/26/2025, 7:34 AM	<input type="checkbox"/>
Enablement Dashboard	View data on how Enablement helps drive your business outcomes. This is your main dashboard for all Enablement analytics. Don't delete it. If you want to make changes to this dashboard, duplicate it.	Enablement Dashboard Summer '24	Automated Process	5/26/2025, 7:34 AM	<input type="checkbox"/>
Organization Details		Custom Dashboards	Ushasree Singiri	6/4/2025, 8:55 AM	<input type="checkbox"/>
Task Execution Details		Custom Dashboards	Ushasree Singiri	6/9/2025, 6:45 PM	<input type="checkbox"/>

The left sidebar includes navigation links for Dashboards, Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Reports, and a search bar.

### Dashboards page

## **Milestone – 15**

### **Conclusion**

By leveraging the Salesforce platform, the project successfully established a streamlined and transparent system for managing surplus food donations. Through efficient coordination with volunteers and timely delivery to beneficiaries, the project effectively addressed food insecurity while maximizing the utilization of available resources.