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## 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**

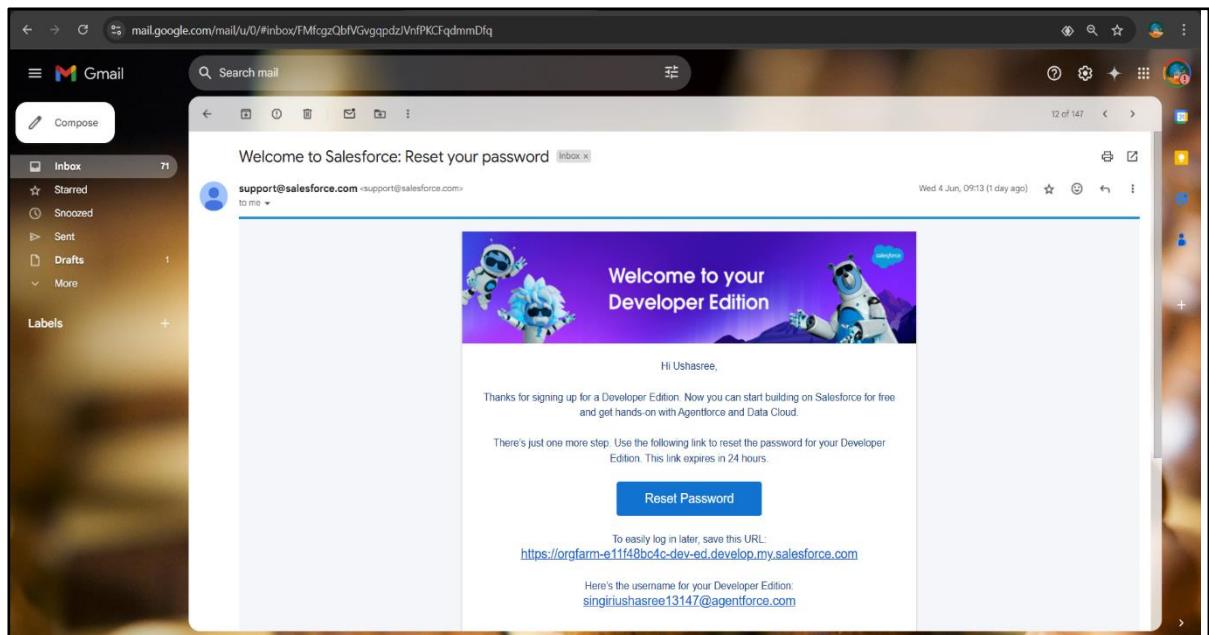
1. Creating a developer org in Salesforce.
2. Go to <https://developer.salesforce.com/signup>
3. On the signup form, enter the following details :

- **First Name:** USHASREE
- **Last Name:** SINGIRI
- **Job title:** Developer
- **Work Email:** singiriushasree13@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.

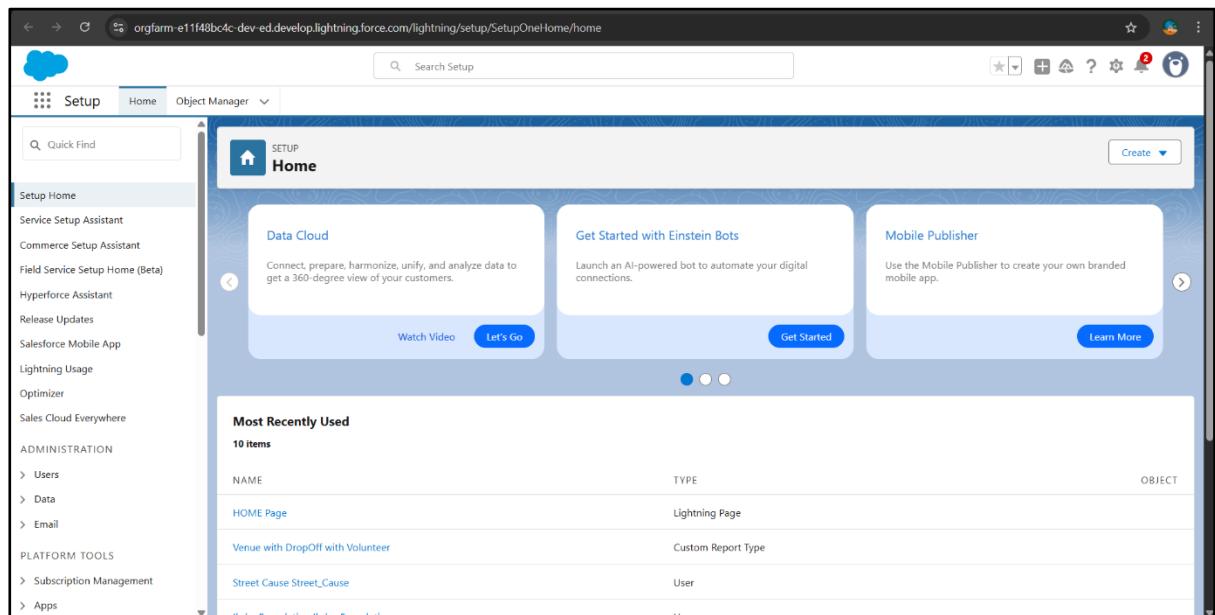


2. Give a password and answer a security question and click on Change Password.

The screenshot shows the 'Change Your Password' page. It asks for a new password for 'lead@sb.com' and lists requirements: 8 characters, 1 letter, and 1 number. The 'New Password' field contains '.....' and is labeled 'Good'. The 'Confirm New Password' field also contains '.....' and is labeled 'Match'. Below these are 'Security Question' and 'Answer' fields. The 'Security Question' dropdown is set to 'In what city were you born?'. The 'Answer' field contains 'asdfghijkl'. A large blue 'Change Password' button is at the bottom.

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

## TO SUPPLY LEFTOVER FOOD TO POOR



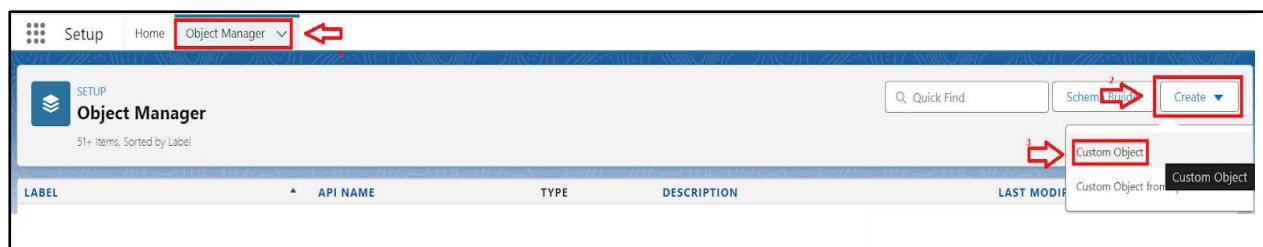
## Milestone – 2

### Objects

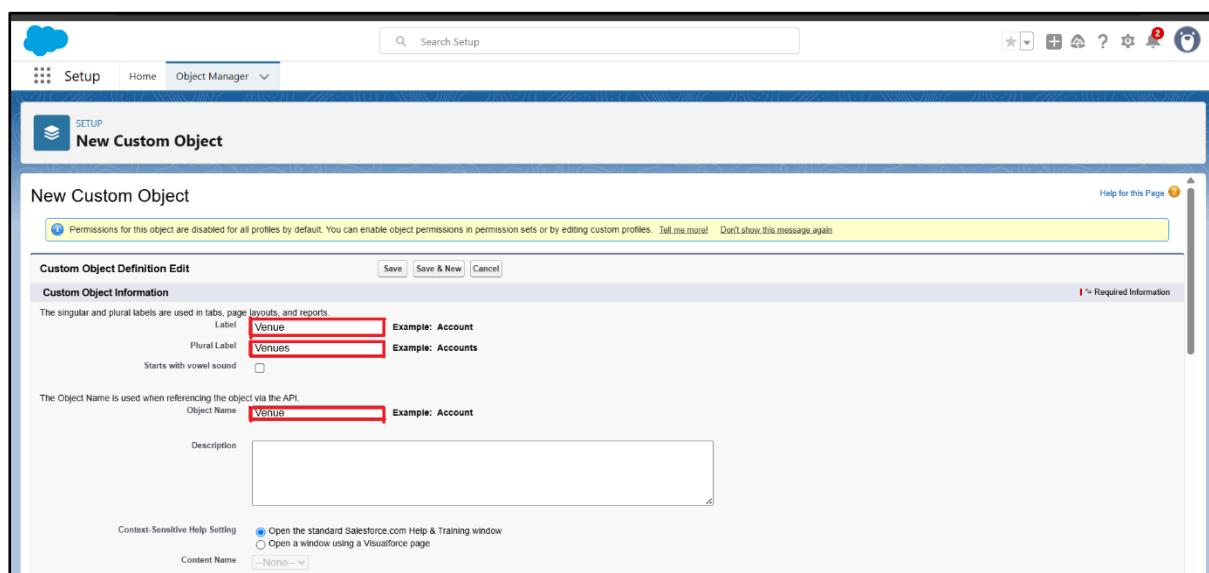
#### Activity 1: Creating Venue object

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.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the 'Object Definition' page for a custom object named 'Venue Name'. It includes sections for 'Context-Sensitive Help Setting', 'Enter Record Name Label and Format' (with 'Record Name' set to 'Venue Name' and 'Data Type' to 'Text'), 'Optional Features' (with 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 of the Object Definition page. It includes checkboxes for 'Allow Streaming API Access', 'Deployment Status' (set to 'Deployed'), 'Search Status' (set to 'Allow Search'), and 'Object Creation Options' (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 dropdown menu that appears when the 'Create' button is clicked.

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

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the Salesforce Setup interface with the 'Object Manager' tab selected. A search bar at the top right contains the text 'Search Setup'. Below the header, there are navigation links for 'Setup', 'Home', and 'Object Manager'. The main content area is titled 'SETUP New Custom Object'. A message bar 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.' It includes links 'Tell me more!' and 'Don't show this message again'. Below this is a 'Custom Object Definition Edit' section with three tabs: 'Save', 'Save & New', and 'Cancel'. The 'Custom Object Information' tab is active. It contains fields for 'Label' (Drop-Off Point) and 'Plural Label' (Drop-Off Points), both with examples 'Account' and 'Accounts'. There is also a checkbox 'Starts with vowel sound' which is unchecked. The 'Object Name' field is set to 'Drop\_Off\_Point' with an example 'Account'. A 'Description' text area is present but empty.

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

This screenshot shows the 'Enter Record Name Label and Format' configuration screen. It includes a 'Content Name' dropdown set to 'None'. Under 'Record Name', the label is 'Drop-Off Point Name' and the example is 'Account Name'. A 'Data Type' dropdown is set to 'Text'. A warning message states: 'Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.' The 'Optional Features' section contains a checked checkbox for 'Allow Reports'.

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

This screenshot shows the 'Optional Features' section of the 'New Custom Object' page. It lists several checkboxes:

- Allow Reports (checked)
- Allow Activities (checked)
- Track Field History (checked)
- Allow in Chatter Groups (unchecked)
- Enable Licensing (unchecked)

8. Click on Allow Search.

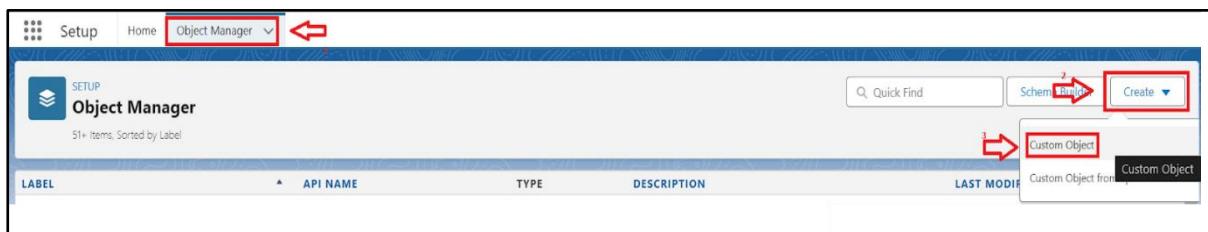
This screenshot shows the 'Search Status' configuration screen. It includes a checked checkbox for 'Allow Search'. The 'Object Creation Options' section is visible below, containing two unchecked checkboxes: 'Add Notes and Attachments related list to default page layout' and 'Launch New Custom Tab Wizard 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**.

Label	Task	Example: Account
Plural Label	Tasks	Example: Accounts
Starts with vowel sound	<input type="checkbox"/>	
Object Name	Task	Example: Account
Description	<p>Context-Sensitive Help Setting  <input checked="" type="radio"/> Open the standard Salesforce.com Help &amp; Training window  <input type="radio"/> Open a window using a Visualforce page</p> <p>Content Name  <input type="button" value="None"/></p>	

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

Content Name	<input type="button" value="None"/>
<p>Enter Record Name Label and Format</p> <p>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.</p>	
Record Name	Task Name
Data Type	Text
<p>Optional Features</p> <p><input type="checkbox"/> Allow Reports  <input type="checkbox"/> Track field history  <input type="checkbox"/> Allow Activities  <input type="checkbox"/> Allow Search</p>	

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

## TO SUPPLY LEFTOVER FOOD TO POOR

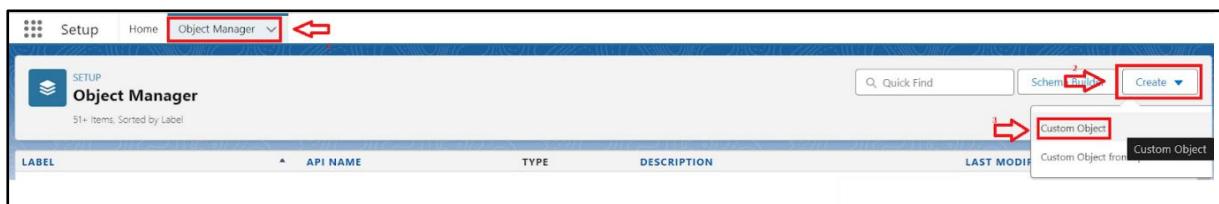
The screenshot shows the 'Object Creation Options' section of the Salesforce Setup page. It includes fields for 'Optional Features' (Allow Reports, Allow Activities, Track Field History, Allow in Chatter Groups, Enable Licensing), 'Object Classification' (Allow Sharing, Allow Bulk API Access, Allow Streaming 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.



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

The screenshot shows the 'New Custom Object' page in the Salesforce Setup. It includes a message about permissions, a 'Custom Object Definition Edit' section with fields for 'Label' (Volunteer) and 'Plural Label' (Volunteers), and a 'Description' text area. At the bottom are 'Context-Sensitive Help Setting' options (standard help window or Visualforce page) and a 'Content Name' dropdown set to 'None'.

5. Enter Record Name as Volunteer Name.

## TO SUPPLY LEFTOVER FOOD TO POOR

### 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: Volunteer Name Example: Account Name

Data Type: Text 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

Save Save & New Cancel

### 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.

Setup Home Object Manager

Object Manager

51+ Items, Sorted by Label

LABEL API NAME TYPE DESCRIPTION LAST MODIF

Q: Quick Find Schema Builder Create ▾

Custom Object

Custom Object from

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

## TO SUPPLY LEFTOVER FOOD TO POOR

New Custom Object

Help for this Page 

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** ! Required Information

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

Label:	<input type="text" value="Execution Detail"/>	Example:	<input type="text" value="Account"/>
Plural Label:	<input type="text" value="Execution Details"/>	Example:	<input type="text" value="Accounts"/>
Starts with vowel sound <input type="checkbox"/>			

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

Object Name:	<input type="text" value="Execution_Detail"/>	Example:	<input type="text" value="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:	<input type="text" value="Execution Detail Name"/>	Example:	<input type="text" value="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**

<input checked="" type="checkbox"/> Allow Reports	<input checked="" type="checkbox"/> Allow Activities
<input checked="" type="checkbox"/> Track Field History	<input type="checkbox"/> Allow in Chatter Groups
<input type="checkbox"/> 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](#).

<input checked="" type="checkbox"/> Allow Sharing	<input checked="" type="checkbox"/> Allow Bulk API Access
<input checked="" type="checkbox"/> Allow Streaming API Access	

**Deployment Status**

<input type="checkbox"/> In Development	<input checked="" type="checkbox"/> Deployed
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**Search Status**

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

<input checked="" type="checkbox"/> Allow Search
--

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

<input type="checkbox"/> Add Notes and Attachments related list to default page layout
<input type="checkbox"/> Launch New Custom Tab Wizard after saving this custom object

[What is this?](#)

9. Click on Save and New.

**Milestone – 3****Tabs****Activity 1: Creating a Custom tab****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 with the 'Tabs' page selected. The left sidebar has 'User Interface' expanded, with 'Tabs' selected. The main content area is titled 'Custom Tabs' and contains four sections: 'Custom Object Tabs', 'Web Tabs', 'Visualforce Tabs', and 'Lightning Component Tabs', each with a 'New' button. A note at the top says: 'You can create new custom tabs to extend Salesforce functionality or to build new application functionality.' Below each section is a note stating 'No [Object] Tabs have been defined'.

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

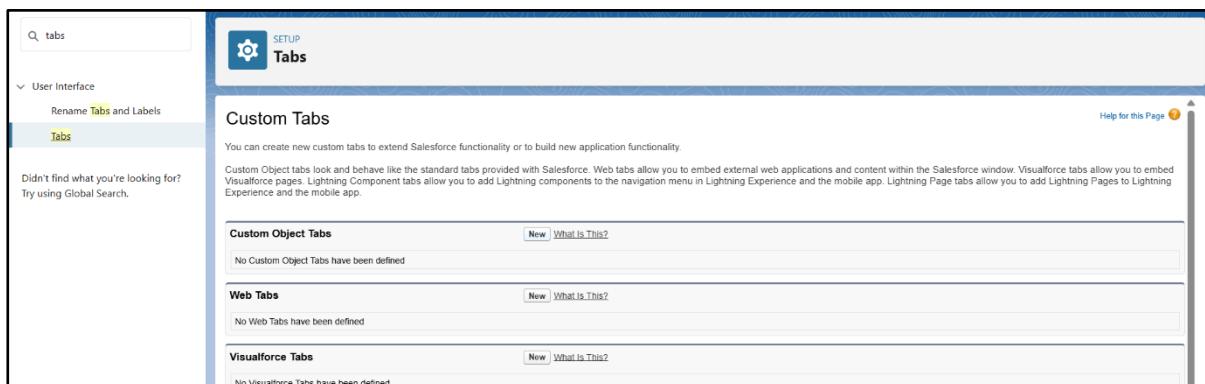
The screenshot shows the 'Edit Custom Object Tab' page for the 'Venues' object. The title is 'Edit Custom Object Tab Venues'. The page includes fields for 'Tab Label' (set to 'Venues'), 'Object' (set to 'Venue'), 'Tab Style' (set to 'Building'), and a 'Description' text area. There is also a note about choosing a splash page and a save/cancel button at the bottom.

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: Creating Remaining Tabs.

### 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.

### 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).

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the Salesforce Setup interface under the 'User Interface' category, specifically the 'Tabs' section. The 'Custom Tabs' section is displayed, which allows users to create new custom tabs to extend Salesforce functionality or build new application functionality. It includes sections for 'Custom Object Tabs', 'Web Tabs', and 'Visualforce Tabs', each with a 'New' button and a 'What Is This?' link. A note at the bottom states: '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.'

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

The screenshot shows the 'Custom Tab Definition Edit' page for the 'Task' object. Under 'Custom Object Tab Information', the 'Tab Label' is set to 'Tasks', the 'Object' is 'Task', and the 'Tab Style' is selected as 'Star'. A note indicates that the 'Star' style is required information. There is also a search icon.

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.

## 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 'Custom Tabs' section is displayed, similar to the previous screenshot but for the 'Volunteer' object. It includes sections for 'Custom Object Tabs', 'Web Tabs', and 'Visualforce Tabs', each with a 'New' button and a 'What Is This?' link. A note at the bottom states: '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.'

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

## TO SUPPLY LEFTOVER FOOD TO POOR

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.

### 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

Custom Tabs

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

Custom Object Tabs    
No Custom Object Tabs have been defined

Web Tabs    
No Web Tabs have been defined

Visualforce Tabs    
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.

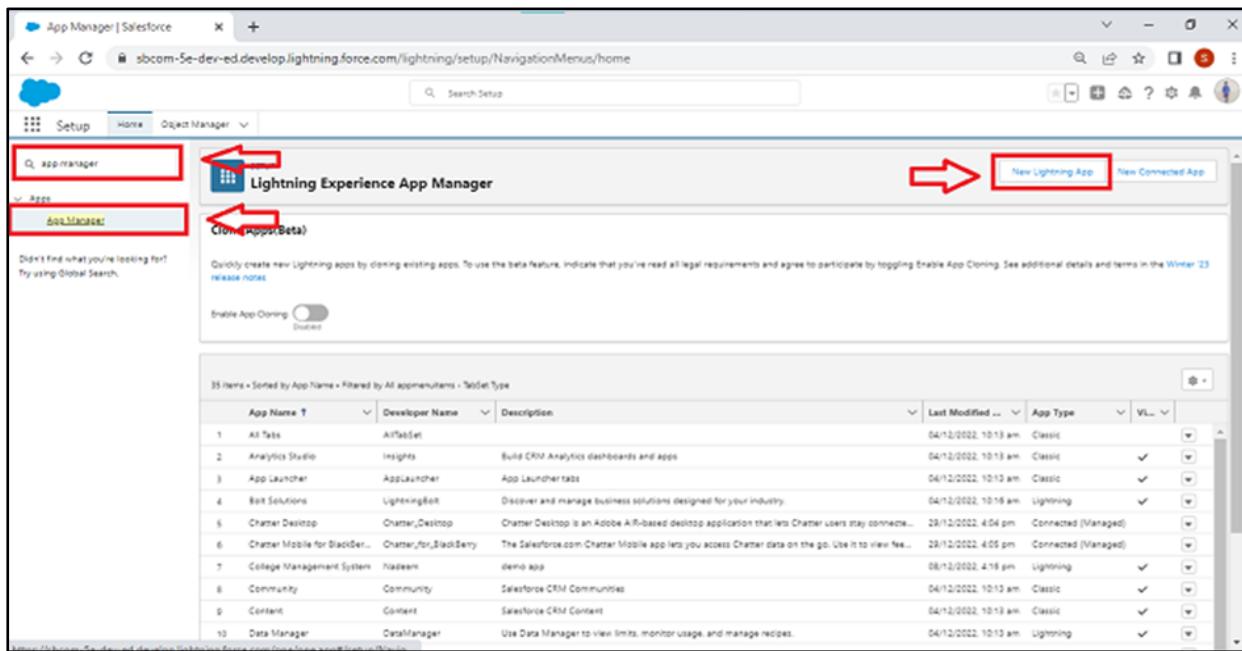
6. Click on Save.

### Output:

Custom Tabs				Help for this Page 
Custom Object Tabs				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		

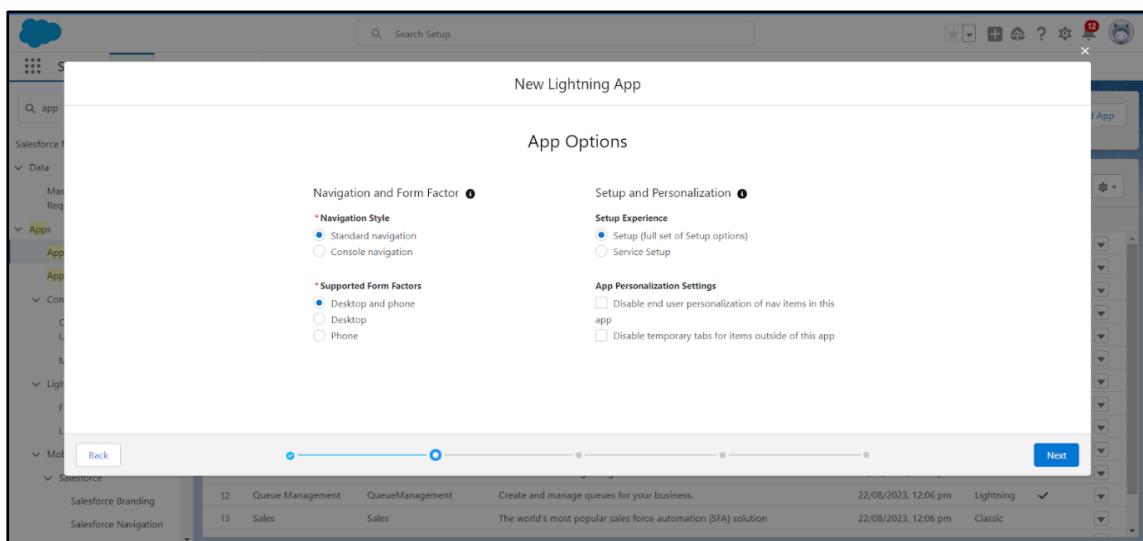
**Milestone – 4****The Lightning App****Activity 1: Create a Lightning app**

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

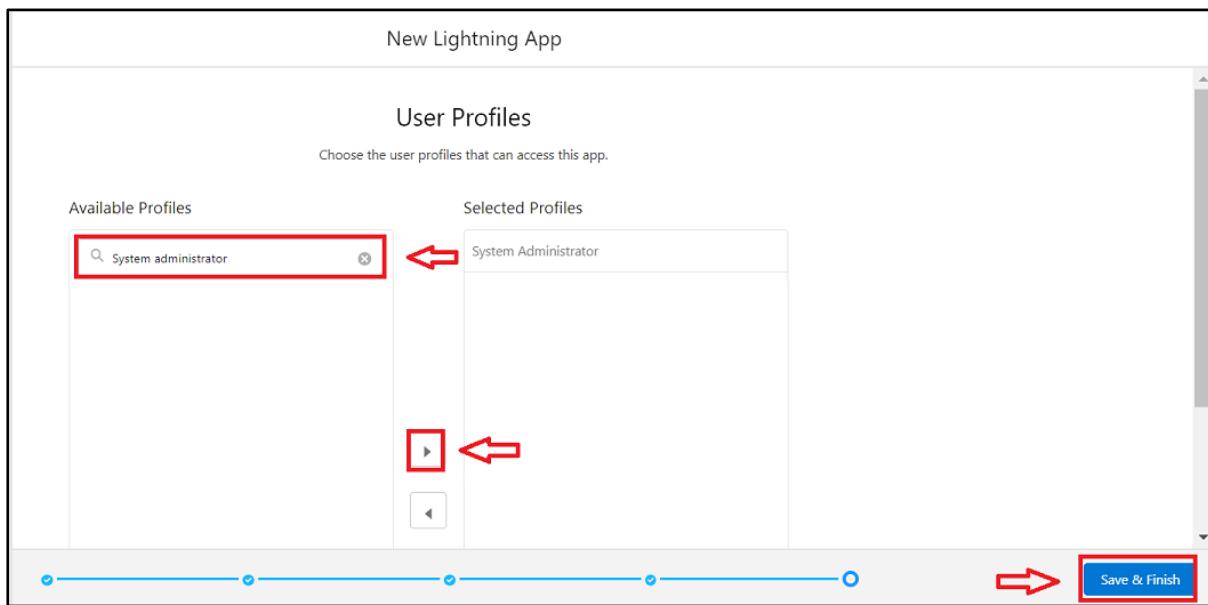


4. Click on Next >> {App option page) Set Navigation Style as Standard Navigation >> Click on Next.
5. In (Utility Items), keep it as default >> Next.
6. Add Navigation items:  
Search for items in search bar(Home, Venues, Tasks, Drop-Off Points, Execution Details, Reports, Volunteer, Dashboards), and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

This screenshot shows the 'Utility Items' configuration screen. On the left, under 'Available Items', there is a list of various items with icons and names: 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. On the right, under 'Selected Items', there is a list of items that have been moved from the available list: Home, Venues, Tasks, Drop-Off points, Execution Details, Volunteers, Reports, and Dashboards. Each item has a small icon next to its name. Between the two lists are two arrows: a right-pointing arrow above the 'Selected Items' list and a left-pointing arrow below it, used for moving items between the two lists.

7. To Add User Profiles:

## TO SUPPLY LEFTOVER FOOD TO POOR



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.

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.

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

## TO SUPPLY LEFTOVER FOOD TO POOR

Field Information		! = Required Information
Field Label	<input type="text" value="Drop-Off Point"/>	Data Type <a href="#">Lookup</a>
Field Name	<input type="text" value="Drop_Off_Point"/>	
Description	<input type="text"/>	
Help Text	<input type="text"/>	
<a href="#">Delete</a> <a href="#">Save</a> <a href="#">Cancel</a>		

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'. Below the tabs, a search bar contains the text 'execution'. To the right of the search bar are buttons for 'Schema Builder' and 'Create'. The main area displays a table with the following columns: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. There is one row for 'Execution Detail' with the API name 'Execution\_Detail\_c' and a 'Custom Object' type. The 'LAST MODIFIED' column shows '6/3/2025' and the 'DEPLOYED' column has a dropdown arrow icon.

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

The screenshot shows the 'Fields & Relationships' section of the object setup. On the left, a sidebar lists options like 'Page Layouts', 'Lightning Record Pages', 'Buttons, Links, and Actions', 'Compact Layouts', 'Field Sets', 'Object Limits', and 'Record Types'. The 'Fields & Relationships' option is selected and highlighted with a red arrow pointing towards it. On the right, a list of data types is shown, with the 'Master-Detail Relationship' option selected and highlighted with a red box. A detailed description of the relationship field is provided below the list.

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

Field Information		! = Required Information
Field Label	<input type="text" value="Volunteer"/>	Data Type <a href="#">Master-Detail</a>
Field Name	<input type="text" value="Volunteer"/>	
Description	<input type="text"/>	
Help Text	<input type="text"/>	
<a href="#">Delete</a> <a href="#">Save</a> <a href="#">Cancel</a>		

6. Field Name: **Volunteer**.

Field label: **Volunteer**.

## TO SUPPLY LEFTOVER FOOD TO POOR

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

### Creation of Master Detail Relationship 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's a search bar with 'execution' typed in, a 'Schema Builder' button, and a 'Create' button. Below the header, the title 'Object Manager' is displayed with a note '1 Items. Sorted by Label'. 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 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 highlighted with a red box and has a large red arrow pointing towards it from below.

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'), Data Type ('Master-Detail'), Description, and Help Text. A note at the top right indicates that the 'Field Label' field is 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

## TO SUPPLY LEFTOVER FOOD TO POOR

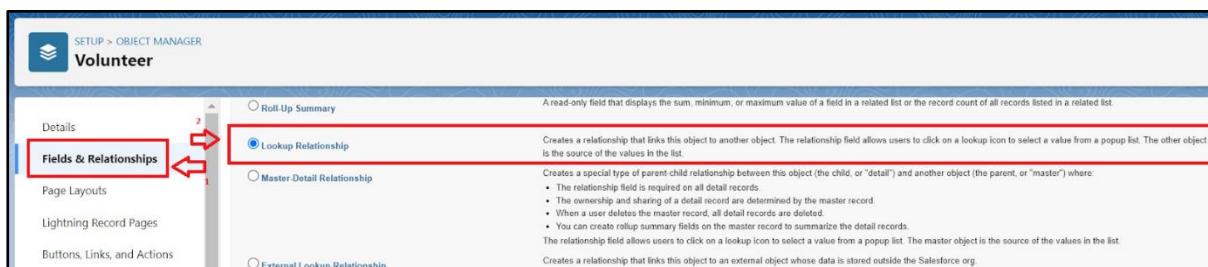
2. Type object name (Drop-Off Point) in the search bar >> Click on the object.

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, the title "Object Manager" is displayed with the subtitle "1 Items: Sorted by Label". A table lists one item: "Drop-Off Point" with API name "Drop\_Off\_Point\_\_c", Type "Custom Object", and Last Modified date "6/3/2025". The Deployed status is checked. The table has columns for LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED.

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.



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

The screenshot shows the "Field Information" screen for creating a new field. The "Field Label" is set to "Venue" and the "Field Name" is also "Venue". The "Data Type" is "Lookup". Other fields like Description, Help Text, and Data Owner are present but empty. A note at the top right indicates "Required Information".

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.

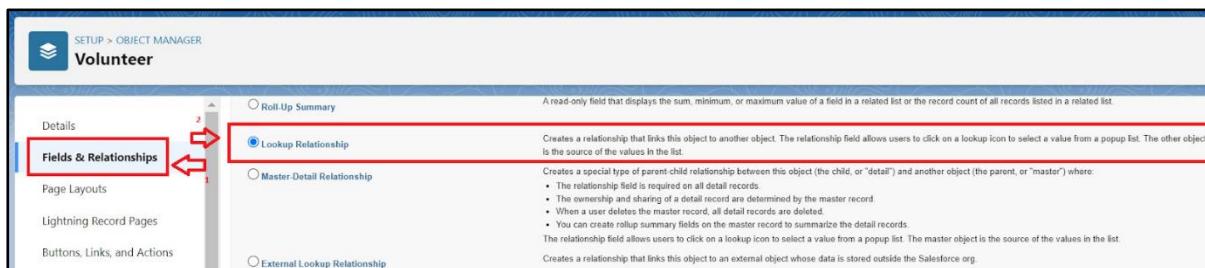
The screenshot shows the Salesforce Object Manager interface. At the top, there are tabs for Setup, Home, and Object Manager. A search bar contains the text "task". Below the search bar, the title "Object Manager" is displayed with the subtitle "2 Items: Sorted by Label". A table lists one item: "Task"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

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

Field Information		* Required Information	
Field Label	<input type="text" value="Venue"/>	Data Type	Lookup
Field Name	<input type="text" value="Sponsored_By"/>		
Description	<input type="text"/>		
Help Text	<input type="text"/>		

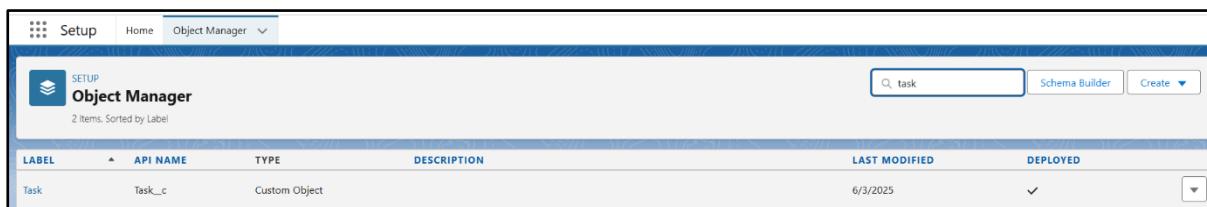
- Field Name: **Sponsored By**.

Field label: **Venue**.

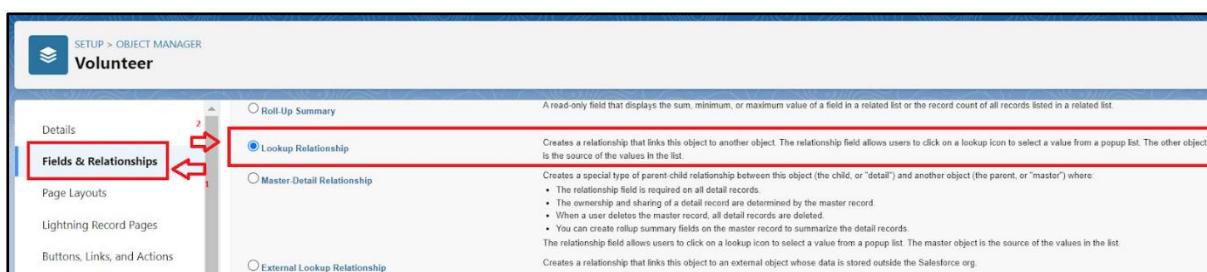
- Click on Next >> Next >> Save.

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

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



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



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

## TO SUPPLY LEFTOVER FOOD TO POOR

This screenshot shows the 'Field Information' setup screen. 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 the 'Required' checkbox is checked.

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 screen. It lists one item: 'Venue' (API Name: Venue\_\_c, Type: Custom Object). The search bar contains 'venue'.

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

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

This screenshot shows the 'Fields & Relationships' setup screen for the 'Venue' object. It lists several field types: Date, Date/Time, Email, Geolocation, Number, and Percent. The 'Email' option is selected, and its description is visible.

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.

## TO SUPPLY LEFTOVER FOOD TO POOR

**Field Information**

Field Label: Contact Email  
 Field Name: Contact\_Email  
 Description:  
 Help Text:  
 Data Owner: User  
 Field Usage: --None--  
 Data Sensitivity Level: --None--  
 Compliance Categorization: HIPAA, GDPR, PCI, COPPA, CCPA (with 'Chosen' highlighted)

**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.

**Fields & Relationships**

Details  
 Page Layouts  
 Lightning Record Pages  
 Buttons, Links, and Actions  
 Compact Layouts  
 Field Sets  
 Object Limits

Phone (selected)  
 Date  
 Date/Time  
 Email  
 Geolocation  
 Number  
 Percent  
 Picklist  
 Picklist (Multi-Select)  
 Text

Allows users to enter a date or pick a date from a popup calendar.  
 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.  
 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.  
 Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.  
 Allows users to enter any number. Leading zeros are removed.  
 Allows users to enter a percentage number, for example, ‘10’ and automatically adds the percent sign to the number.  
 Allows users to enter any phone number. Automatically formats it as a phone number.  
 Allows users to select a value from a list you define.  
 Allows users to select multiple values from a list you define.  
 Allows users to enter any combination of letters and numbers.

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.

The screenshot shows the Salesforce Setup interface with the 'Object Manager' tab selected. A search bar at the top contains the text 'venue'. Below the search bar, there is a 'Schema Builder' button and a 'Create' button. The main table lists one item: 'Venue' with API name 'Venue\_\_c', Type 'Custom Object', Last Modified '6/3/2025', and Deployed status indicated by a checkmark.

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 'Venue' object. On the left, a sidebar lists 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 displays a list of field types with their descriptions. The 'Geolocation' type is selected, highlighted with a blue circle. Other options shown include Date, Date/Time, Email, Number, Percent, Phone, and Picklist.

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"/>	
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.

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 with 'venue' typed in and a 'Schema Builder' button. The main area displays a table with one row for the 'Venue' object. The columns are labeled 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. The 'Venue' row has 'Venue\_c' in the API Name column, 'Custom Object' in the Type column, and '6/3/2025' in the Last Modified column.

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

The screenshot shows the 'New Field' configuration screen. On the left, there's a sidebar with 'New Field' and a list of field types: Percent, Phone, Picklist, Picklist (Multi-Select), Text, Text Area, Text Area (Long), and Text Area (Rich). The 'Text Area (Long)' option is selected and highlighted with a blue border. To the right, there's a detailed description of the 'Text Area (Long)' datatype, stating it allows up to 131,072 characters on separate lines. At the bottom, there's a note: 'Allow users to enter any combination of letters, numbers, and symbols, and store them in unencoded form.'

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="🔍"/>	
Field Usage	<input type="text" value="None"/>	
Data Sensitivity Level	<input type="text" value="None"/>	
Compliance Categorization	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <b>Available</b>            PII            HIPAA            GDPR            PCI         </div> <div style="margin: 0 10px;"> <input type="button" value="▶"/> <input type="button" value="◀"/> </div> <div style="flex: 1;"> <b>Chosen</b> </div> </div>	

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

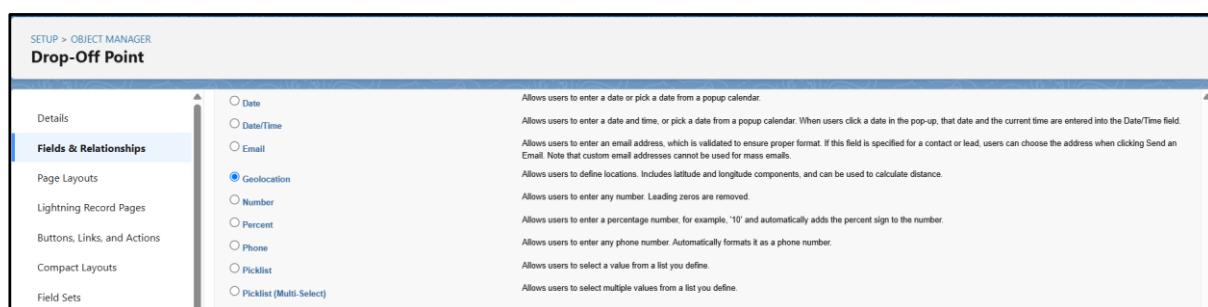
#### Create a “Location 2” field on Drop-Off Object

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'. A 'Create' button is also visible. The main area displays a table with one row for 'Drop-Off Point'. The columns are labeled 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. The 'Label' column shows 'Drop-Off Point', 'API Name' shows 'Drop\_Off\_Point\_c', 'Type' is 'Custom Object', 'Description' is empty, 'Last Modified' is '5/30/2025', and 'Deployed' has a checkmark.

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 area lists various data types with their descriptions. The 'Geolocation' option is selected, and its description is visible: "Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance." Other options shown include Date, Date/Time, Email, Number, Percent, Phone, Picklist, and Picklist (Multi-Select).

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' option 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 Salesforce Object Manager page. The 'Drop-Off Point' object is listed with the following details:
 

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Drop-Off Point	Drop_Off_Point_c	Custom Object		5/30/2025	✓

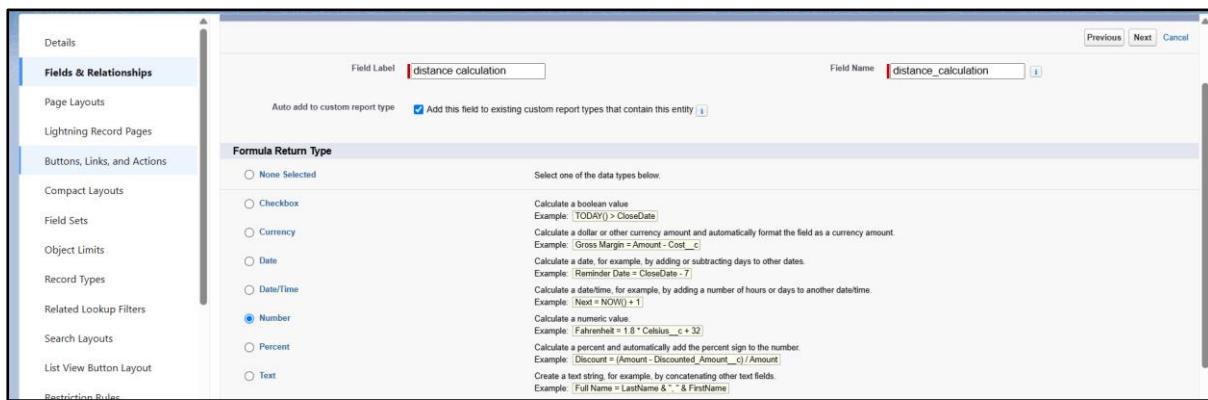
3. Now, click on “Fields & Relationships” >> Click on New.
4. Select Datatype as “Formula” and click on Next.

The screenshot shows the 'Data Type' selection screen for the 'Drop-Off Point' object. The 'Formula' option is selected. Other options shown include 'None Selected', 'Auto Number', 'Roll Up Summary', 'Lookup Relationship', and 'Master Detail Relationship'. A note at the bottom states: "The relationship field is required on all detail records."

5. Fill in the Above as follows:

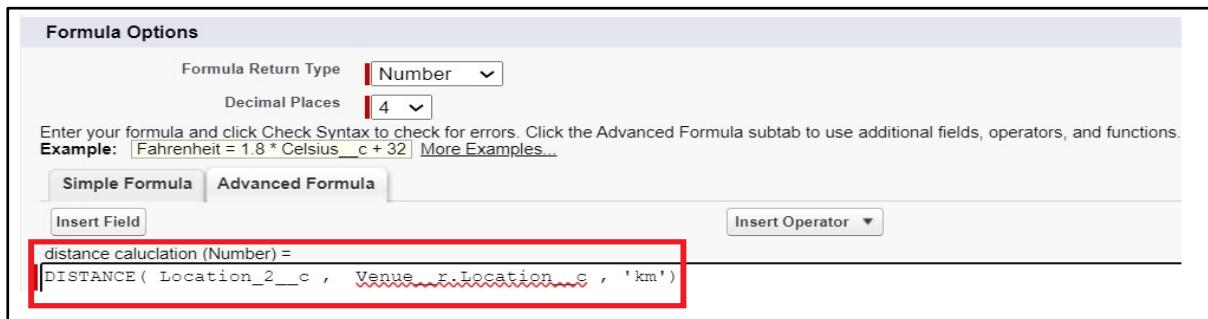
- Field Label: **distance calculation**.
- Field Name: **distance\_calculation**.
- Formula Return Type: Number.

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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 (Text Area 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:**
  - Use global picklist value set
  - Enter values, with each value separated by a new line
- Values Input:** A scrollable list containing: Andhra Pradesh, Arunachal Pradesh, Assam, Bihar.
- Advanced 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 currently 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 for the 'Number' datatype. On the left, there is 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 pane lists various field types with their descriptions. The 'Number' type is selected, and its description is visible: "Allows users to enter any number. Leading zeros are removed." Other options shown include Date, DateTime, 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. At the top, it says 'Step 2 of 4' and has buttons for 'Previous', 'Next', and 'Cancel'. The form fields include:
 

- 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:** (Empty text area)
- Help Text:** (Empty 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, there is a 'Schema Builder' button and a 'Create' button with a dropdown arrow. The main area displays a table with columns: 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. There is one row for the 'Task' object, which has an API name of 'Task\_\_c', a type of 'Custom Object', was last modified on 6/3/2025, and is deployed.

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, there is a sidebar with options: 'Details', 'Fields & Relationships' (which is selected), 'Page Layouts', 'Lightning Record Pages', 'Buttons, Links, and Actions', and 'Compact Layouts'. The main panel shows a step-by-step wizard. Step 1 asks 'Specify the type of information that the custom field will contain.' Step 2, titled 'Data Type', shows three options: 'None Selected' (radio button not selected), 'Auto Number' (selected), 'Formula' (radio button not selected), and 'Roll Up Summary' (radio button not selected). A note for 'Auto Number' states: 'A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.' Another note for 'Formula' states: '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.' A note for 'Roll Up Summary' states: '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.'

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.

## 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'. 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' section for the 'Task' object. On the left, there is a sidebar with options: 'Details', 'Fields & Relationships' (which is selected and highlighted in blue), 'Page Layouts', and 'Lightning Record Pages'. On the right, a list of field types is shown with their descriptions. The 'Date' type is selected and highlighted with a blue border. Other options include Checkbox, Currency, Date/Time, Email, and Geolocation.

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 is titled 'Step 2 of 4'. There are four input fields: 'Field Label' (set to 'Date'), 'Field Name' (set to 'Date'), 'Description' (empty), and 'Help Text' (empty). Below these fields are two sections of checkboxes: 'Required' (with 'Always require a value in this field in order to save a record' checked) and 'Auto add to custom report type' (with 'Add this field to existing custom report types that contain this entity' checked).

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

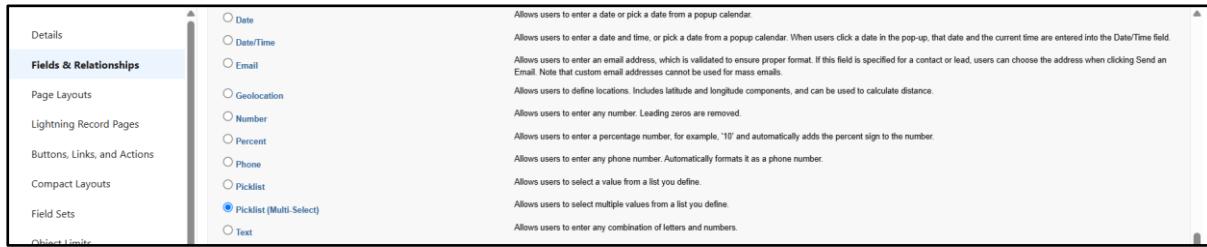
### Create a "Food Category" field in task object:

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. 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.

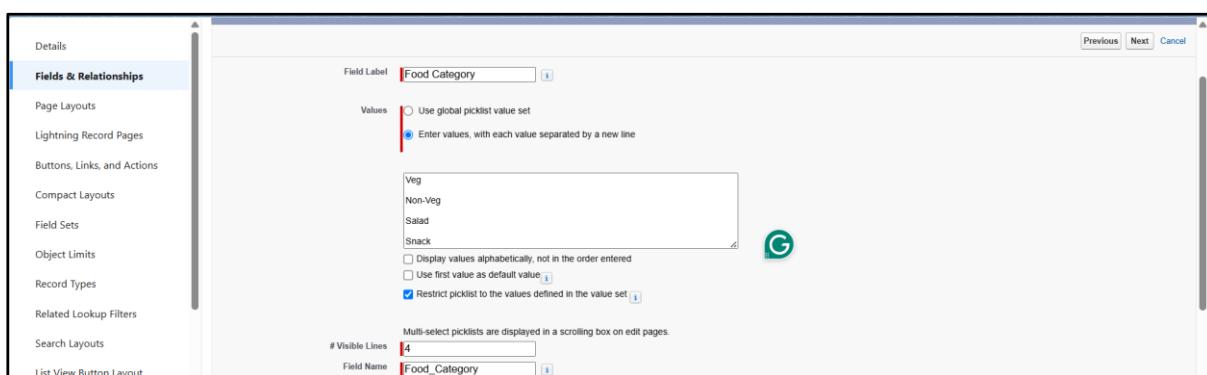
## TO SUPPLY LEFTOVER FOOD TO POOR

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' with a sub-header '2 Items, Sorted by Label'. A search bar contains the text 'task'. Below the header, there is a table with columns: 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. One row is visible for the 'Task' object, which has an API name of 'Task\_\_c', is a 'Custom Object', was last modified on '6/3/2025', and has a deployment status indicated by a checkmark.

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 'Fields & Relationships' option is selected. On the right, a list of field types is shown with their descriptions. The 'Number' type is selected and highlighted in blue. Other types listed include Date, Date/Time, Email, Geolocation, Percent, Phone, Picklist, Picklist (Multi-Select), and Text.

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. The left sidebar includes options like Details, Fields & Relationships, Page Layouts, etc. The main form has the following fields:
 

- Field Label:** Number of People Served
- Length:** 18
- Decimal Places:** 0
- Field Name:** Number\_of\_People\_Served
- 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
- 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

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 Setup interface with the 'Object Manager' tab selected. A search bar at the top right contains the text 'task'. Below the search bar, there is a 'Schema Builder' button and a 'Create' button with a dropdown arrow. The main area displays a table with one item:

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 Datatype as "Text" and click on Next.

This screenshot shows the 'Fields & Relationships' section of the Salesforce setup. On the left, a sidebar lists various options like Details, Page Layouts, Lightning Record Pages, etc. The 'Fields & Relationships' option 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 Area (Text): 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 screen in Step 2 of 4. The sidebar on the left is identical to the previous one. The main form has the following fields filled in:

- 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.

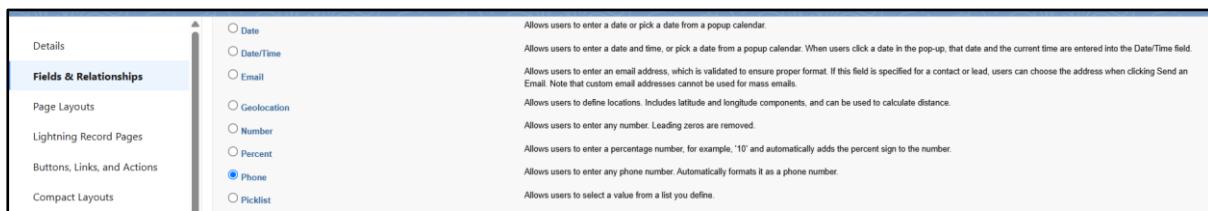
The screenshot shows the Salesforce Setup interface with the 'Object Manager' tab selected. A search bar at the top right contains the text 'task'. Below the search bar, there is a 'Schema Builder' button and a 'Create' button with a dropdown arrow. The main area displays a table with one item:

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

## TO SUPPLY LEFTOVER FOOD TO POOR

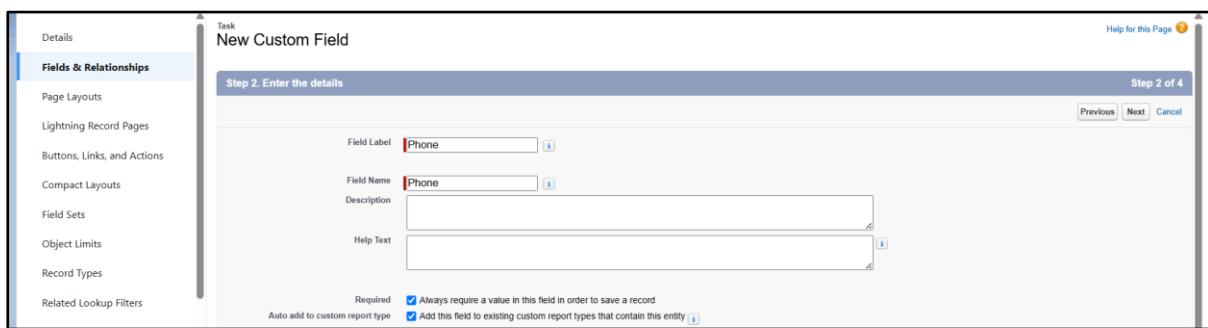
3. Now, click on "Fields & Relationships" >> Click on New.

4. Select Datatype as "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, a sidebar lists categories like Details, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, and Record Types. The main content 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 (Text Area): 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' configuration screen for a picklist field. The 'Field Label' is set to 'Rating'. Under 'Values', the 'Enter values, with each value separated by a new line' option 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', 'Use first value as default value', and 'Restrict picklist to the values defined in the value set'. The 'Field Name' is also set to 'Rating'. The top right corner shows 'Step 2 of 4' with 'Previous', 'Next', and 'Cancel' buttons.

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 Salesforce Object Manager page. The top navigation bar includes 'Setup', 'Home', and 'Object Manager'. The main area displays the 'Object Manager' interface with a search bar containing 'task', a 'Schema Builder' button, and a 'Create' dropdown. A table lists objects: 'Task' (Label), 'Task\_\_c' (API Name), 'Custom Object' (Type), and '6/3/2025' (Last Modified). The 'DEPLOYED' column shows a checkmark. The top of the table has headers: 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'.

## 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	<input type="text" value="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	<input type="text" value="32,768"/> (Max 131,072)
# Visible Lines	<input type="text" value="3"/>
Field Name	<input type="text" value="Feedback"/> <span style="color: blue;">i</span>
Description	<input type="text"/>
Help Text	<input type="text"/>
<input type="checkbox"/> 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.

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 with 'volunteer' typed in. The main area is titled 'Object Manager' and shows a table with one item: 'Volunteer'. The table has columns: 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. The 'Volunteer' entry has 'Volunteer\_\_c' in the API Name column, 'Custom Object' in the Type column, and '6/3/2025' in the Last Modified column. The 'DEPLOYED' column has a dropdown arrow icon.

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

SETUP > OBJECT MANAGER  
Task

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

Specify the type of information that the custom field will contain.

**Data Type**

- None Selected
- Auto Number
- Formula
- Roll Up Summary

Select one of the data types below.

A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.

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.

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.

5. Fill in the Above as follows:

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

SETUP > OBJECT MANAGER  
Volunteer

Details  
Fields & Relationships  
Page Layouts  
Lightning Record Pages  
Buttons, Links, and Actions  
Compact Layouts  
Field Sets  
Object Limits  
Record Types  
Related Lookup Filters  
Search Layouts  
List View Button Layout

Volunteer  
New Custom Field

Step 2. Enter the details Step 2 of 4

Field Label:  [?](#)

Display Format:  Example: A-{0000} [What Is This?](#)

Starting Number:

Generate Auto Number for existing records

Field Name:  [?](#)

Description:

Help Text:

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

Add to custom report type:  Add this field to existing custom report types that contain this entity [?](#)

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.

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	✓

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, a sidebar lists categories like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, and Record Types. The main pane displays a list of 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 (Text Area): 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 Label' is set to 'Gender'. Under 'Values', the 'Enter values, with each value separated by a new line' option is selected. The values 'Female' and 'Male' are listed in the input area. Below the input area, there are three checkboxes: 'Display values alphabetically, not in the order entered', 'Use first value as default value', and 'Restrict picklist to the values defined in the value set'. The 'Field Name' is also set to 'Gender'. The 'Description' field is empty.

### 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 in the Salesforce setup. The search bar at the top contains the text 'volunteer'. A table below lists the 'Volunteer' object, showing its label, API name ('Volunteer\_\_c'), type ('Custom Object'), last modified date ('6/3/2025'), and deployment status ('Deployed').

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 “Date” and click on Next.

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the Salesforce Object Manager interface for the 'Task' object. The 'Fields & Relationships' tab is active. A sidebar on the left lists 'Details', 'Fields & Relationships' (which is selected), 'Page Layouts', and 'Lightning Record Pages'. The main area lists field types with their descriptions: Checkbox (Allows users to select a True (checked) or False (unchecked) value.), Currency (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.), and 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.

The screenshot shows the 'Step 2. Enter the details' configuration screen for the 'Available On' field. The 'Field Label' is set to 'Available On'. The 'Field Name' is set to 'Available\_On'. The 'Required' checkbox is checked. The 'Default Value' field contains the formula editor placeholder. Other fields like 'Description' and 'Help Text' are empty. Buttons at the top right include 'Previous', 'Next', and 'Cancel'.

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.

The screenshot shows the Salesforce Object Manager interface. The 'Object Manager' tab is selected. A search bar at the top right contains the text 'volunteer'. Below the search bar, there is a 'Schema Builder' button and a 'Create' button with a dropdown arrow. The main table displays 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 “Number” and click on Next.

## TO SUPPLY LEFTOVER FOOD TO POOR

**Fields & Relationships**

- Date
- Date/Time
- Email
- Geolocation
- Number**
- Percent
- Phone
- Picklist
- Picklist (Multi-Select)
- Text

5. Fill in the Above as follows:

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

**Step 2. Enter the details**

Field Label: Age

Length: 18  
Number of digits to the left of the decimal point

Field Name: Age

Description:

Help Text:

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 “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.

**Object Manager**

1 Items. Sorted by Label

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 “Email” and click on Next.

**Fields & Relationships**

- Date
- Date/Time
- Email**
- Geolocation
- Number

## 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 interface. At the top, there's a navigation bar with 'Setup', 'Home', and 'Object Manager'. Below it is a search bar with 'volunteer' typed in. The main area displays a table with one row for the 'Volunteer' object. The columns are labeled 'LABEL', 'API NAME', 'TYPE', 'DESCRIPTION', 'LAST MODIFIED', and 'DEPLOYED'. The 'LABEL' column shows 'Volunteer', 'API NAME' shows 'Volunteer\_\_c', 'TYPE' shows 'Custom Object', 'DESCRIPTION' is empty, 'LAST MODIFIED' shows '6/3/2025', and 'DEPLOYED' has 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 'SETUP > OBJECT MANAGER'. 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 has a heading 'Specify the type of information that the custom field will contain.' and a 'Data Type' section. It shows three options: 'None Selected' (radio button not selected), 'Auto Number' (radio button selected), 'Formula' (radio button not selected), and 'Roll-Up Summary' (radio button not selected). A note next to 'Auto Number' says: 'A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.' Another note next to 'Formula' says: '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.' A note next to 'Roll-Up Summary' says: '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.'

## 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"/> <a href="#">i</a>
Display Format	<input type="text"/> <a href="#">Example: A-{0000} What Is This?</a>
Starting Number	<input type="text" value="1"/> <a href="#">i</a>
<input type="checkbox"/> Generate Auto Number for existing records	
Field Name	<input type="text" value="Contact_Number"/> <a href="#">i</a>
Description	<input type="text"/>
Help Text	<input type="text"/>
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.

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	✓

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

Fields & Relationships

<input type="radio"/> Percent	Allows users to enter a percentage number, for example, '10' and automatically adds the percent sign to the number.
<input type="radio"/> Phone	Allows users to enter any phone number. Automatically formats it as a phone number.
<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.

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 interface for a custom field named 'Address'. 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 currently 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 Salesforce Object Manager. It lists one item, 'Volunteer', which is a 'Custom Object'. The table includes columns for Label, API Name, Type, Description, Last Modified, and Deployed.

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 “Date” and click on Next.

This screenshot shows the 'Task' configuration screen under 'FIELDS & RELATIONSHIPS'. On the left, there is a sidebar with options like Details, Fields & Relationships, Page Layouts, and Lightning Record Pages. The main area shows a list of field types: Checkbox, Currency, Date (which is selected), Date/Time, Email, and Geolocation. Each type has a brief description below it.

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 is listed: "Execution Detail" with the API name "Execution\_Detail\_\_c" and Type "Custom Object". The last modified date is 6/3/2025 and the status is Deployed.

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. The left sidebar has links for Details, Fields & Relationships (which is selected), Page Layouts, Lightning Record Pages, and Buttons, Links, and Actions. The main area shows a list of data types: None Selected, Auto Number (selected), Formula, Roll-Up Summary, and Lookup Relationship. Each item has a brief description below it.

5. Fill in the Above as follows:

- Field Label: **Execution ID**.
- Field Name: **Execution\_ID**.
- Click on required check box.

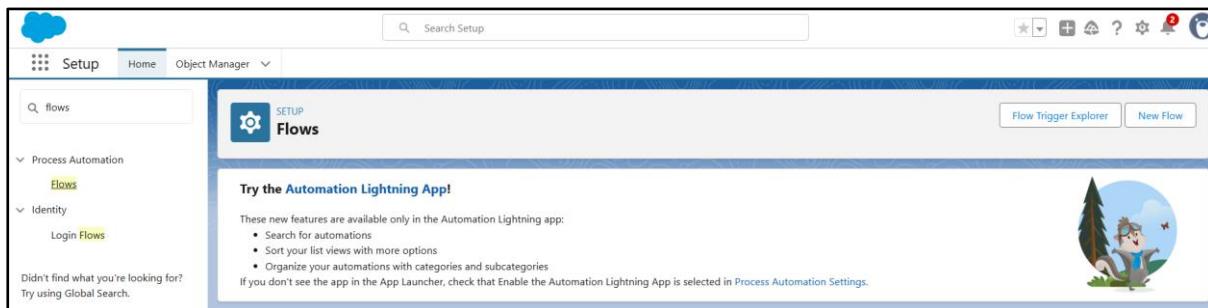
## TO SUPPLY LEFTOVER FOOD TO POOR

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"/> 

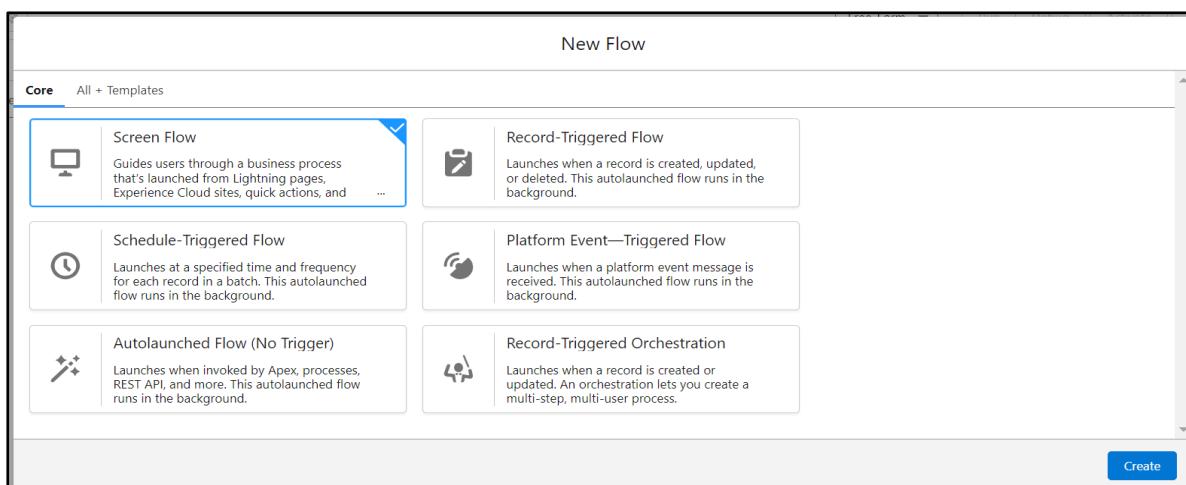
6. Click on Next >> Next >> Save.

**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

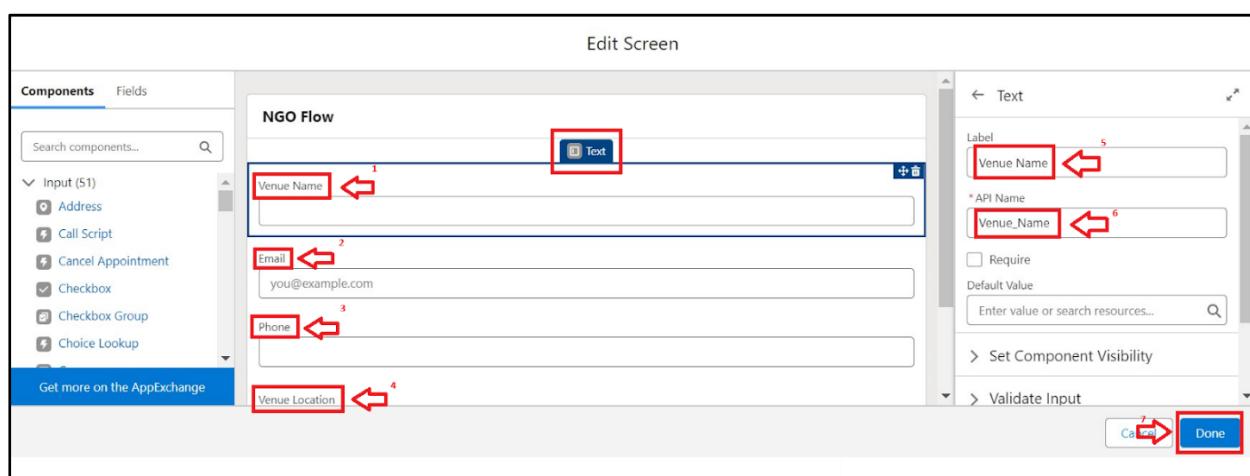
API Name: Latitude

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 selected is '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.

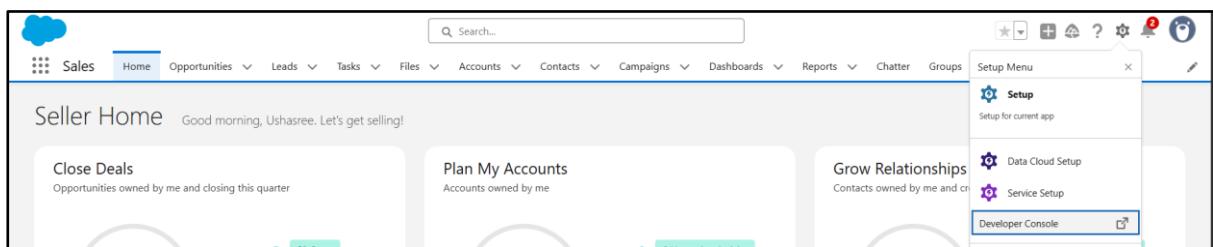
18. Click on Save as:

Flow label: **Venue Form**

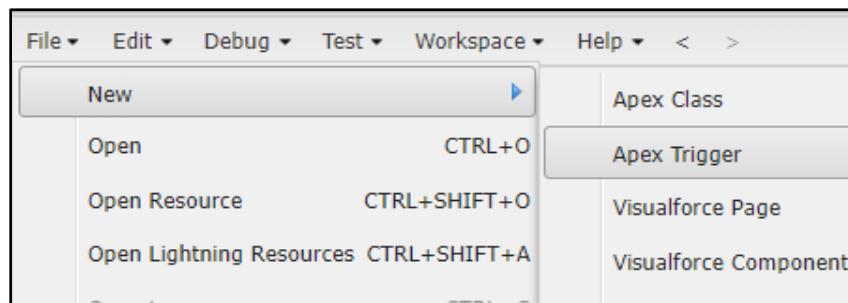
Flow API Name: **Venue\_Form**.

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

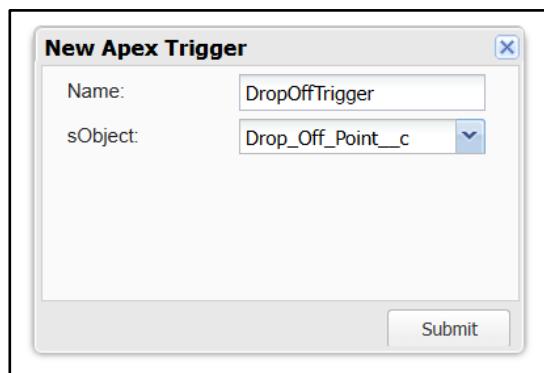
1. Log into Salesforce account >> navigate to the gear icon in the top right corner.
2. Click on Developer Console and you will be navigated to a new console window.



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 Setup 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"/>

**Save** **Cancel**

5. Click on Save.

**Milestone – 8****Creation of Users****Activity 1: Creation of Users1.****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"/>	Chatter Expert	Chatter	chatty.00dns00000klny2at.nklum34gs6o@chatter.salesforce.com	✓	✓	Chatter Free User
<input type="checkbox"/>	Singiri_Ushasree	USing	singiruishasree13@creative-bear-o0mk9.com	✓	✓	System Administrator
<input type="checkbox"/>	User_Integration	integ	integrations.00dns00000klny2at.com	✓	✓	Analytics Cloud Integration User
<input type="checkbox"/>	User_Security	sec	Insightssecurity@00dns00000klny2at.com	✓	✓	Analytics Cloud Security User

3. In General Information give details as:

First Name: **Iksha Foundation**

Last Name: **Iksha Foundation**

Alias: iiksh

Email: [singiruishasree13@gmail.com](mailto:singiruishasree13@gmail.com)

Username: [ikshafoundation1319@sb.com](mailto:ikshafoundation1319@sb.com)

Nickname: Auto Populated

User License: Salesforce Platform

Profile: NGOs Profile

Active: Check

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User Edit  
Iksha Foundation Iksha\_Foundation

**General Information**

First Name	Iksha Foundation	Role	<None Specified>
Last Name	Iksha_Foundation	User License	Salesforce Platform
Alias	iksh	Profile	NGOs Profile
Email	singirushasree13@gmail.com	Active	<input checked="" type="checkbox"/>
Username	ikshafoundation1319@sb.com	Marketing User	<input type="checkbox"/>
Nickname	User174905079759596121	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"/>

- Click on Save.

### Activity 2: Creation of Users2, Users3.

#### Creation of User “NSS”.

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

All Users

Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/>	Chatter Expert	Chatter	chatty.00dns00000klnyh2at.nkiumx34gs6p@chatter.salesforce.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chatter Free User
<input type="checkbox"/>	Singir Ushasree	USing	singirushasree13@creative-beat-0mk9.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/>	User Integration	integ	integration@00dns00000klnyh2at.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/>	User Security	sec	insightssecurity@00dns00000klnyh2at.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Analytics Cloud Security User

- In General Information give details as:

First Name: **NSS**

Last Name: **NSS**

Alias: **nnss**

Email: [singirushasree13@gmail.com](mailto:singirushasree13@gmail.com)

Username: **nss1319@sb.com**

Nickname: Auto Populated

User License: **Salesforce Platform**

## Profile: NGOs Profile

Active: Check

General Information		! = Required Information	
First Name	<input type="text" value="NSS"/>	Role	<input type="text" value="&lt;None Specified&gt;"/>
Last Name	<input type="text" value="NSS"/>	User License	<input type="text" value="Salesforce Platform"/>
Alias	<input type="text" value="nss"/>	Profile	<input type="text" value="NGOs Profile"/>
Email	<input type="text" value="singiruishasree13@gmail.com"/>	Active	<input checked="" type="checkbox"/>
Username	<input type="text" value="nss1319@sb.com"/>	Marketing User	<input type="checkbox"/>
Nickname	<input type="text" value="User174905089363781957"/>	Offline User	<input type="checkbox"/>
Title	<input type="text"/>	Knowledge User	<input type="checkbox"/>
Company	<input type="text"/>	Flow User	<input type="checkbox"/>
Department	<input type="text"/>	Service Cloud User	<input type="checkbox"/>
Division	<input type="text"/>	Site.com Contributor User	<input type="checkbox"/>
		Site.com Publisher User	<input type="checkbox"/>
		WDC User	<input type="checkbox"/>
		Data.com User Type	<input type="text" value="--None--"/>
		Data.com Monthly Addition Limit	<input type="text" value="300"/>
		Accessibility Mode (Classic Only)	<input type="checkbox"/>

- 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.

All Users						
Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/>	Street Cause	sstre	streetcause1319@sb.com	Chatter Free User	<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/>	Chatter Expert	Chatter	chatty.00dns00000klnvh2at.nklum34q56o@chatter.salesforce.com	Chatter Free User	<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/>	Singir Ushasree	USing	singiruishasree13@creative-bear-o0mk9.com	Chatter Free User	<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/>	User Integration	integ	integration00dns00000klnvh2at.com	Chatter Free User	<input checked="" type="checkbox"/>	Analytics Cloud Security User
<input type="checkbox"/>	User Security	sec	insightssecurity@00dns00000klnvh2at.com	Chatter Free User	<input checked="" type="checkbox"/>	Analytics Cloud Security User

- In General Information give details as:

First Name: **Street Cause**

Last Name: **Street\_Cause**

Alias: sstre

Email: [singiruishasree13@gmail.com](mailto:singiruishasree13@gmail.com)

Username: streetcause1319@sb.com

Nickname: Auto Populated

User License: Salesforce Platform

## Profile: NGOs Profile

Active: Check

**General Information** ! = Required Information

First Name	Street Cause	Role	<None Specified>
Last Name	Street_Cause	User License	Salesforce Platform
Alias	sstre	Profile	NGOs Profile
Email	singirushasree13@gmail.com	Active	<input checked="" type="checkbox"/>
Username	streetcause1319@sb.com	Marketing User	<input type="checkbox"/>
Nickname	User174905093614175353	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>

4. Click on Save.

<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Login</a> <u>Iksa_Foundation</u>	Iksa Foundation	iiksh	ikshafoundation@sb.com	<input checked="" type="checkbox"/> NGOs Profile
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Login</a> <u>NSS_NSS</u>	NSS_NSS	nnss	nss@sb.com	<input checked="" type="checkbox"/> NGOs Profile
<input type="checkbox"/>   <a href="#">Edit</a>   <a href="#">Login</a> <u>Street_Cause</u>	Street_Cause	sstre	streetcause@sb.com	<input checked="" type="checkbox"/> NGOs Profile

## Milestone – 9

### Public Groups

#### Activity 1: Creation of Public Group 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

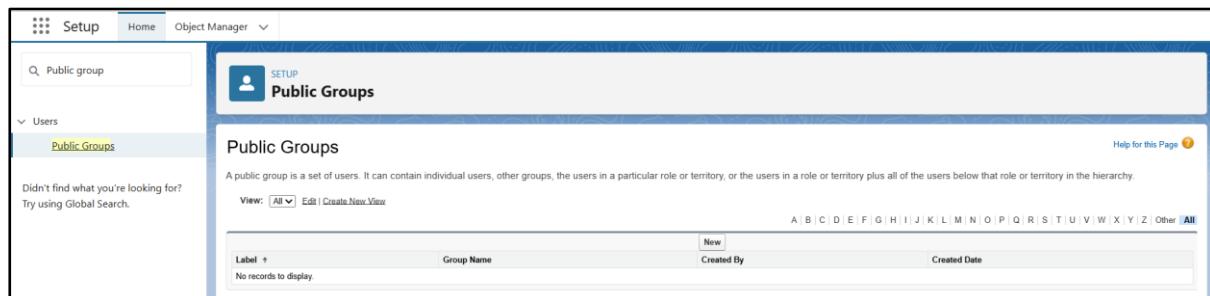
Grant Access Using Hierarchies: Check

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

## Activity 2: Creation of Public Group 2

### Create a Public Group “NSS”.

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

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.

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**Public Groups**

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.

Label	Group Name	Created By	Created Date
No records to display.			

### 3. Under Group Information:

Label: Street Cause

Group Name: Street\_Cause

Grant Access Using Hierarchies: Check

Label: Street Cause

Group Name: Street\_Cause

Grant Access Using Hierarchies:

Search: Users for:  Find

**Available Members**

- User: Integration User
- User: NSS NSS
- User: OrgFarm EPIC
- User: Security User
- User: Street Cause Street\_Cause

**Selected Members**

- Iksha Foundation Iksha\_Foundation
- Ushasree Singiri

Add  Remove

Save Cancel

### 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****Activity 1: 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.

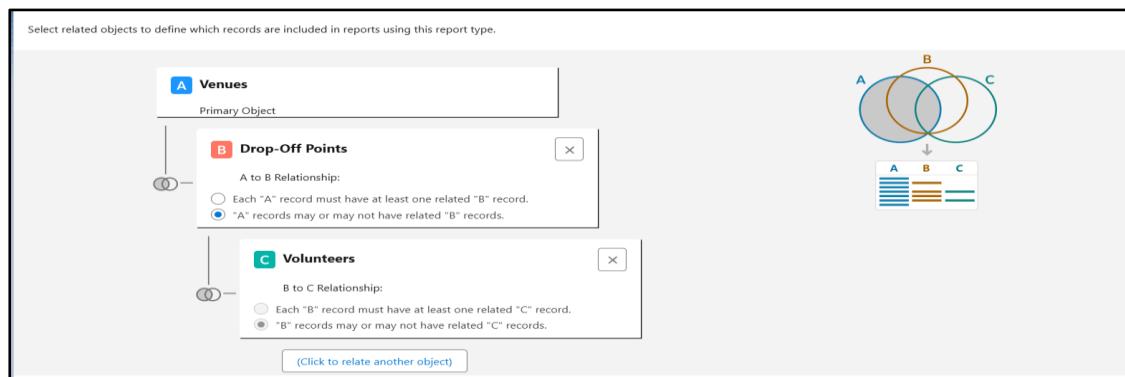
Status:

- In Development
- Deployed

4. Click on Next
5. Near click to relate another object. Select Drop-Off Points.

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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 Reports section. The top navigation bar includes Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Reports, and Dashboards. The Reports dropdown is expanded, showing 'All Folders > Custom Reports'. Below this, there is a search bar and buttons for 'New Report' and 'New Folder'. A table below lists reports with columns for Name, Description, Folder, Created By, Created On, and Subscribed. One report is visible: 'REPORTS'.

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 FoodConnect Report builder. The title bar says 'REPORT < venue and Drop Off point > Venue with DropOff with Volunteer'. The left sidebar has sections for 'Fields' (Groups, GROUP ROWS, GROUP COLUMNS), 'Outline', and 'Filters'. The main area shows a preview of a single record: KRISHNA (1) at GAYATRI MAHAL, BALAJI COLONY with a distance of 0.0000. The preview message says 'Previewing a limited number of records. Run the report to see everything.' At the bottom right are buttons for 'Add Chart', 'Save & Run', 'Save', 'Close', and 'Run'.

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

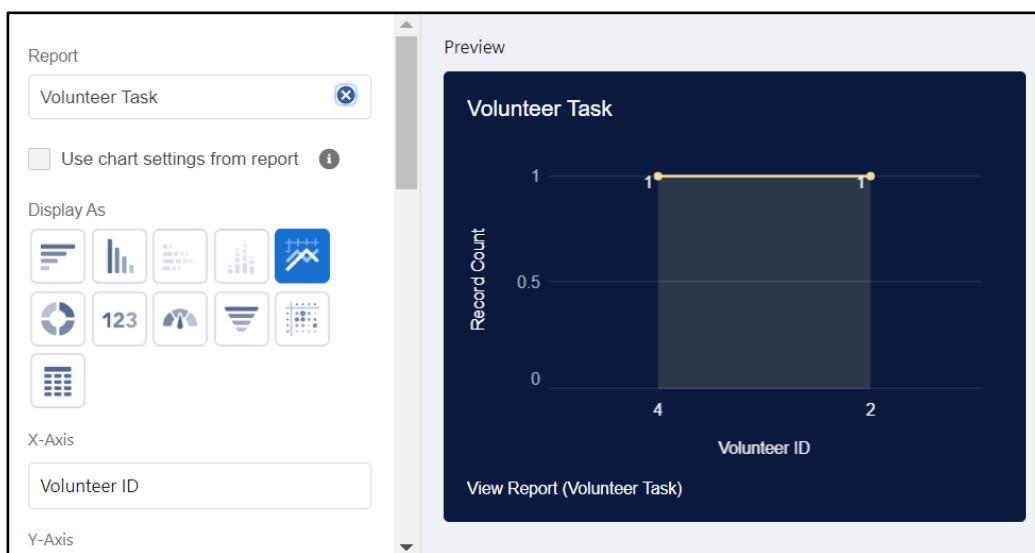
DASHBOARDS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	Organization Details		Custom Dashboards	Ushasree Singiri	6/4/2025, 8:55 AM	

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.

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

### **Activity 2: Adding Volunteer Task 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 >> Click on Save.

**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

**Step 1: Rule Name**

Label	Rule 1
Rule Name	Rule_1
Description	(empty)

**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	less than	15		AND
-None-	-None--			AND
-None-	-None--			AND
-None-	-None--			AND
-None-	-None--			

Add Filter Logic...  Include records owned by users who can't have an assigned role

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

Share with: Public Groups

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.

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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--	<input type="text"/>	AND
	--None--	--None--	<input type="text"/>	AND
	--None--	--None--	<input type="text"/>	

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--	<input type="text"/>	AND
	--None--	--None--	<input type="text"/>	AND
	--None--	--None--	<input type="text"/>	

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.

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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

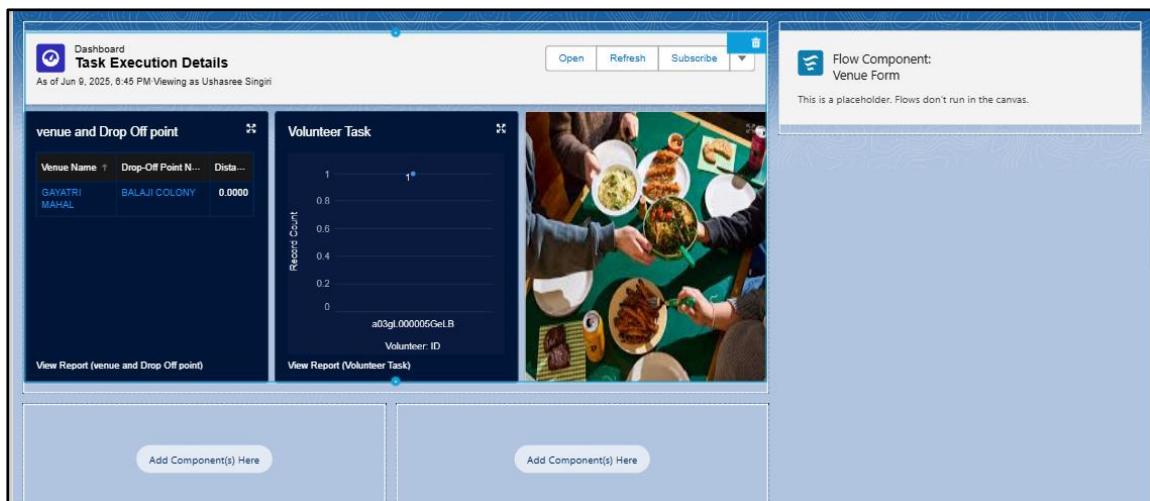
17. Click on Save.

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 lists a single entry: GAYATRI MAHAL, BALAJI COLONY, with a distance of 0.0000. The 'Volunteer Task' panel shows a chart titled 'Record Count' with a value of 1, and a photo of people serving food at a table. A 'Report' link is visible below the task panel. To the right, a 'Venue Form' is open, showing fields for Venue Name, Email, Phone, Venue Location, Latitude, and Longitude, with a 'Next' button at the bottom.

## 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 standard CRUD buttons (New, Import, Change Owner, Assign Label) and search/filter tools.

## 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 standard CRUD buttons (New, Import, Change Owner, Assign Label) and search/filter tools.

## Drop-Off Point

## TO SUPPLY LEFTOVER FOOD TO POOR

The screenshot shows the FoodConnect interface with the 'Tasks' tab selected. The title bar includes the logo, 'FoodConnect', and navigation links for Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Reports, and Dashboards. A search bar at the top right contains the placeholder 'Search...'. Below the navigation is a toolbar with 'New', 'Import', 'Change Owner', and 'Assign Label' buttons, along with a 'Search this list...' input field and various filter and sort icons. The main content area is titled 'Recently Viewed' with a star icon. It displays a list of 3 items, all updated a few seconds ago, with columns for Task Name and checkboxes. The items are:

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

## Tasks page

The screenshot shows the FoodConnect interface with the 'Volunteers' tab selected. The title bar includes the logo, 'FoodConnect', and navigation links for Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Reports, and Dashboards. A search bar at the top right contains the placeholder 'Search...'. Below the navigation is a toolbar with 'New', 'Import', 'Change Owner', and 'Assign Label' buttons, along with a 'Search this list...' input field and various filter and sort icons. The main content area is titled 'Recently Viewed' with a user icon. It displays a list of 3 items, all updated a few seconds ago, with columns for Volunteer Name and checkboxes. The items are:

	Volunteer Name
1	Monika
2	Yamuna
3	KRISHNA

## Volunteers page

The screenshot shows the FoodConnect interface with the 'Execution Details' tab selected. The title bar includes the logo, 'FoodConnect', and navigation links for Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Reports, and Dashboards. A search bar at the top right contains the placeholder 'Search...'. Below the navigation is a toolbar with 'New', 'Import', and 'Assign Label' buttons, along with a 'Search this list...' input field and various filter and sort icons. The main content area is titled 'Recently Viewed' with a document icon. It displays a list of 3 items, all updated a few seconds ago, with columns for Execution Detail Name and checkboxes. The items are:

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

## 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 of 'Custom Reports'. The columns are: Name, Description, Folder, Created By, Created On, and Subscribed. There are two items listed:

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 shows navigation categories: Reports, All Folders > Custom Reports, Reports (Recent, Created by Me, Private Reports, Public Reports, All Reports), FOLDERS (All Folders, Created by Me, Shared with Me), and FAVORITES (All Favorites).

## Reports page

The screenshot shows the FoodConnect interface with the 'Dashboards' tab selected. The main content area displays a table of 'Dashboards'. The columns are: Dashboard Name, Description, Folder, Created By, Created On, and Subscribed. There are four items listed:

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 shows navigation categories: Dashboards, All Dashboards (Recent, Created by Me, Private Dashboards), FOLDERS (All Folders, Created by Me, Shared with Me), and FAVORITES (All Favorites).

## 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.