

# **Salesforce Administrator Self-Learning & Super Badges**

## **Salesforce Administrator Profile**

You solve business problems by customizing the Salesforce Platform. You build, configure, and automate technology solutions to deliver business value. Core responsibilities include supporting users, managing data, maintaining security standards, and delivering actionable analytics.

### **Skills You Gain from Self Learning:**

User Management , Data Management , Security, Data Analysis, Business Analyst, Change Management, Process Automation, Problem Solving

## **Salesforce Fundamentals & User Set-Up**

### **Introduction**

Are you new to Salesforce? Not sure exactly what it is, or how to use it? Don't know where you should start on your learning journey? If you've answered yes to any of these questions, then you're in the right place. This module is for you.

Welcome to Salesforce! Salesforce is game-changing technology, with a host of productivity-boosting features, that will help you sell smarter and faster. As you work toward your badge for this module, we'll take you through these features and answer the question, "What is Salesforce, anyway?"

So let's start right there.

### **What Is Salesforce?**

Salesforce is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers.

Salesforce has everything you need to run your business from anywhere. Using standard products and features, you can manage relationships with prospects and customers, collaborate and engage with employees and partners, and store your data securely in the cloud.

## **Business Administration Specialist - SuperBadge**

What You'll Be Doing to Earn This Super badge

- 1.** Clean and import account data
- 2.** Create users and manage access
- 3.** Create email templates for new marketing needs
- 4.** Configure UI tools for a new product type
- 5.** Create reports and dashboards
- 6.** Manage and apply Chatter tools

## **Lightning Experience Reports & Dashboards Specialist - SuperBadge**

What You'll Be Doing to Earn This Super badge

- 1.** Administer report and dashboard visibility and access
- 2.** Apply report types and fields
- 3.** Design a record filtering strategy
- 4.** Create and surface report charts and dashboards
- 5.** Apply buckets, groups, and custom summary formulas
- 6.** Create dashboard components

# Security Specialist - SuperBadge

What You'll Be Doing to Earn This Super badge

1. Set object-level security settings to control which users can access which objects
2. Set record-level security settings to control which users can create and edit specific records
3. Set appropriate password policies to comply with security best practices
4. Track field-level changes to meet data retention requirements
5. Set report, dashboard, and public list view security settings to grant appropriate privileges to users
6. Set up multi-factor authentication to enhance user login security
7. Describe capabilities to track changes to Salesforce settings

**Trailhead Profile URL:- <https://trailblazer.me/id/harip173>**