

INTRODUCTION:

Food wastage is a major concern globally, especially in countries where millions of people struggle with hunger and poverty. Every day, a large amount of edible food is discarded from households, restaurants, events, and other establishments. At the same time, countless individuals go to bed hungry, lacking even a single nutritious meal.

AIM:

The project "**To Supply Leftover Food to Poor**" aims to bridge this gap by collecting surplus or leftover food and distributing it to those in need. This initiative is driven by two core goals: reducing food wastage and addressing hunger in underprivileged communities.

By creating a network of donors (restaurants, caterers, households) and coordinating with volunteers and NGOs, the project seeks to ensure that excess food reaches the hungry instead of going to landfills. The emphasis will be on maintaining food safety, quick distribution, and creating a sustainable model that can be replicated in other areas.

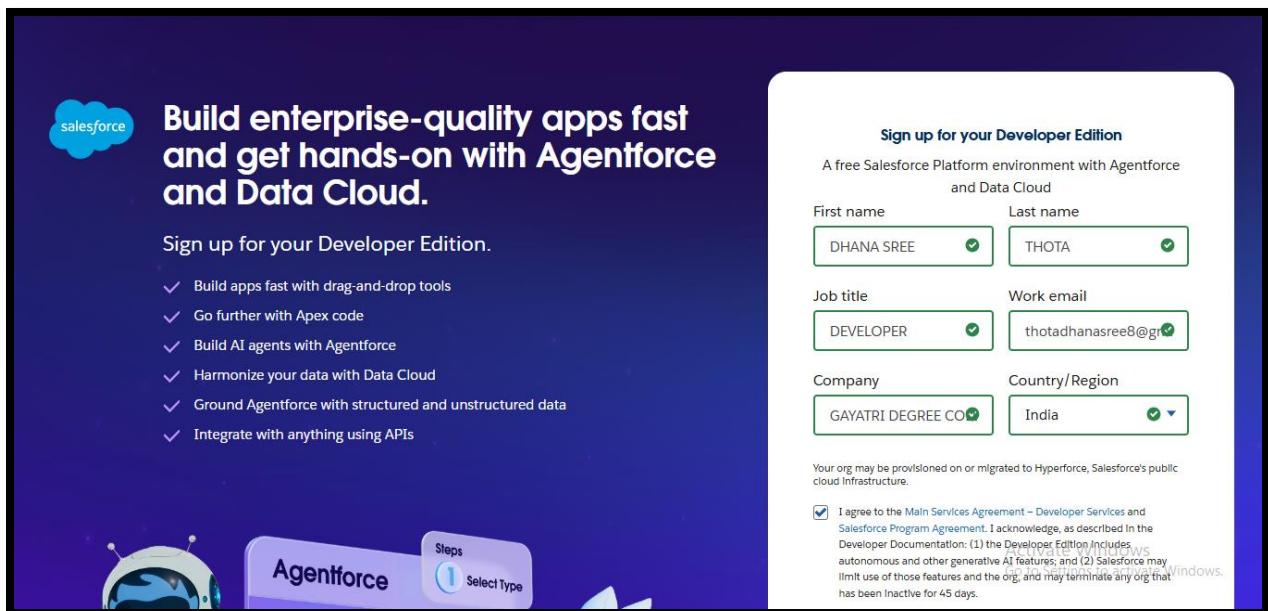
This project not only provides meals to the poor but also fosters a sense of social responsibility and community engagement. It turns waste into hope — one meal at a time.

By turning surplus food into a source of nourishment for the needy, this initiative hopes to inspire compassion, responsibility, and a shared commitment to ending hunger. Ultimately, this project envisions a world where no food is wasted and no one sleeps hungry.

MILESTONE-1

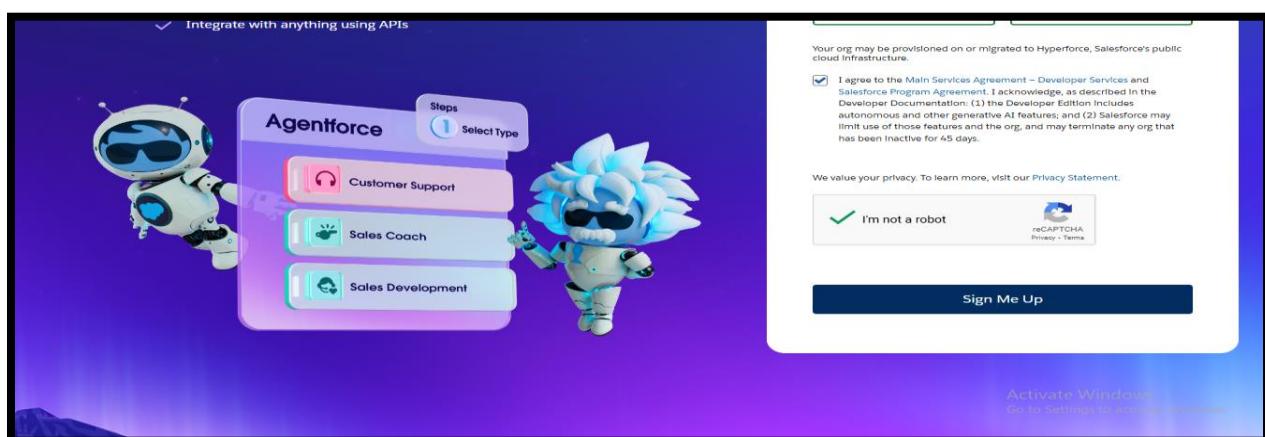
Creating Developer Account:

1. Go to <https://www.salesforce.com/form/developer-signup/>
2. Click on sign up.
3. On the sign_upform, enter the following details:

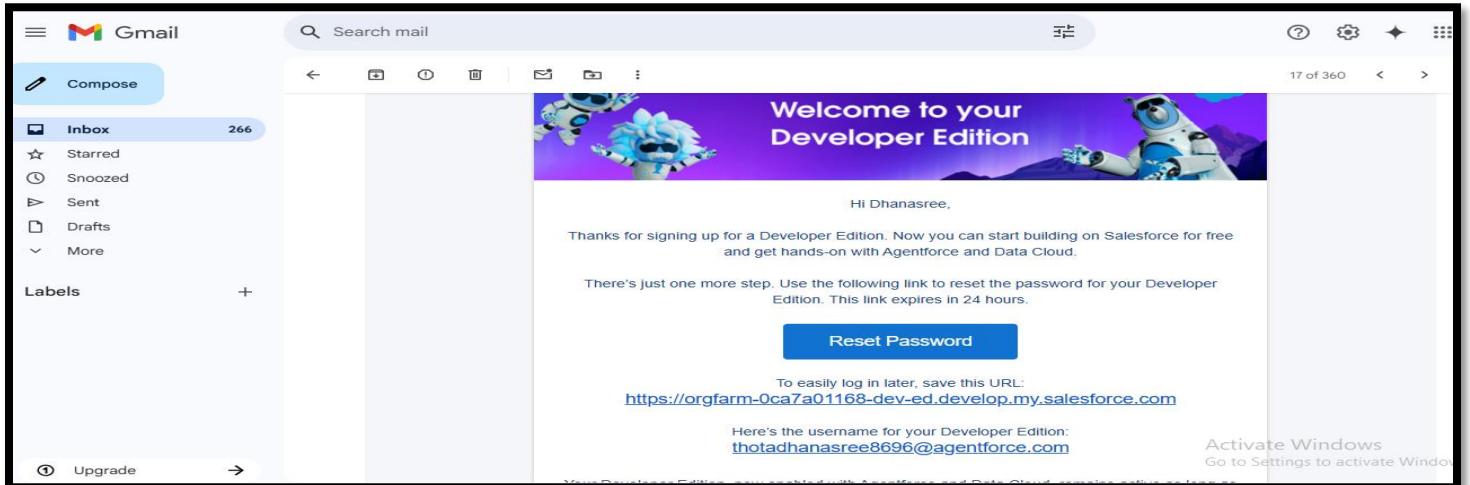


- First name & Last name: DHANA SREE & THOTA
- Job title: Developer
- Email: thotadhanasree8@gmail.com
- Company: GAYATRI DEGREE COLLEGE TIRUPATI
- County: India

4. Click on sign up after filling this



Account Activation:

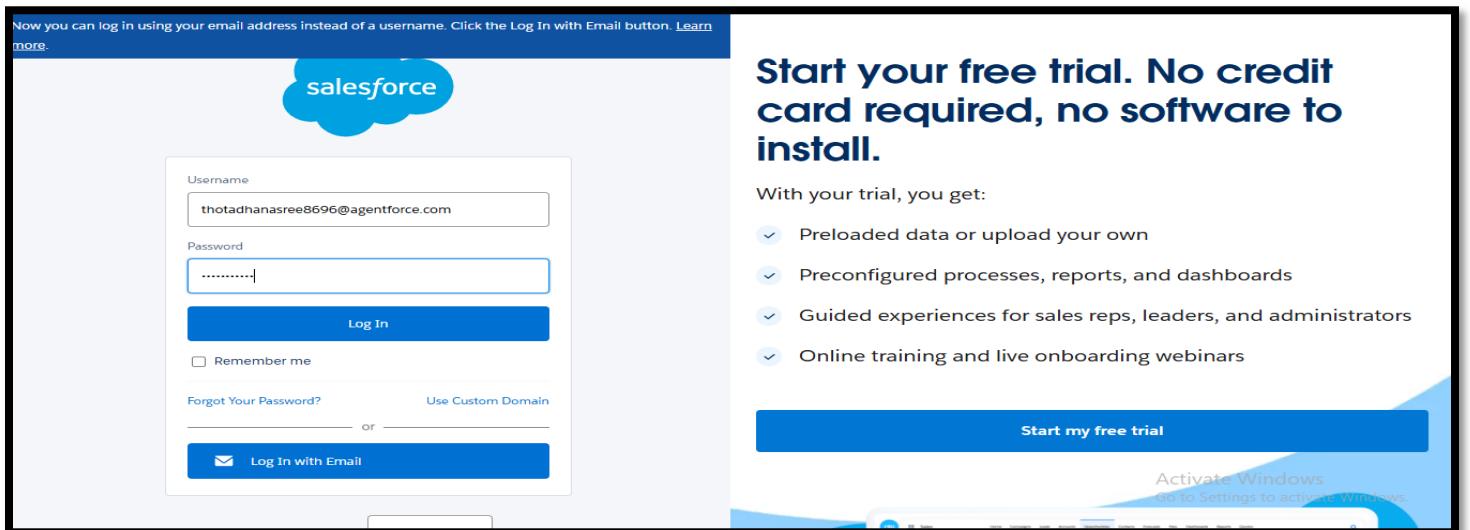


Developer Org Mail Verification

6. Login to your Salesforce Org

Salesforce Login: <https://login.salesforce.com>

To Supply Leftover Food TO Poor (Salesforce Developer)



Developer Org Login Screen

Milestone-02

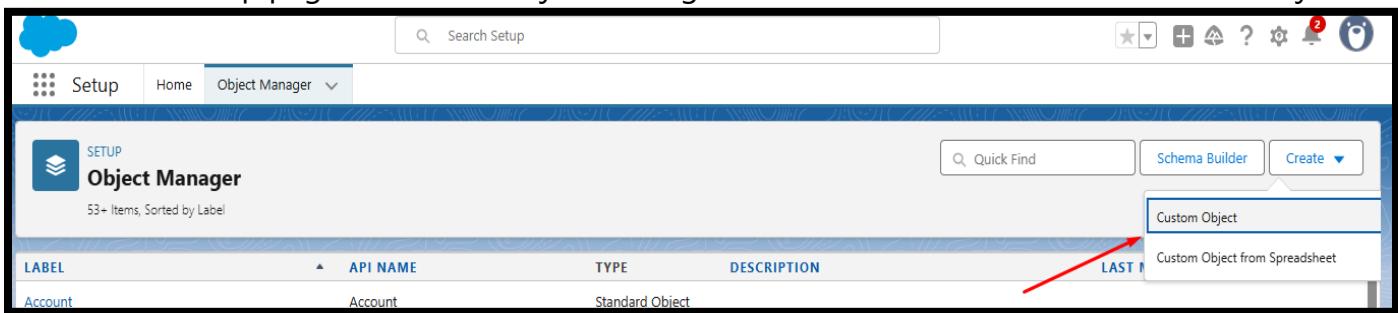
Objects

To Navigate to Setup page:



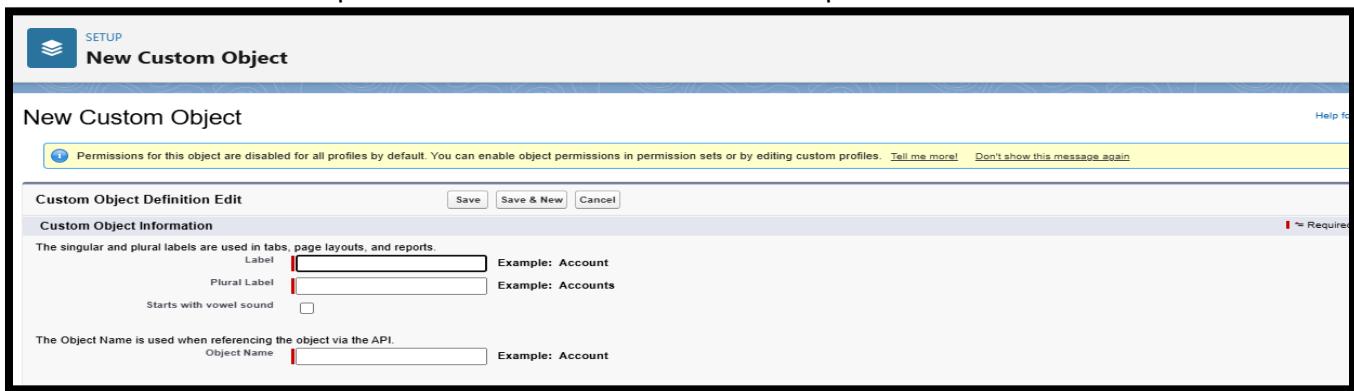
To create an object:

1. From the setup page > Click on Object Manager > Click on Create > Click on Custom Object



2. On Custom object defining page:

3. Enter the label name, plural label name, click on Allow reports, Allow search.



4. Click on Save.

Create Venue Object

To create an object:

1. From the setup page >> Click on Object Manager >> Click on Create >> Click on Custom Object.

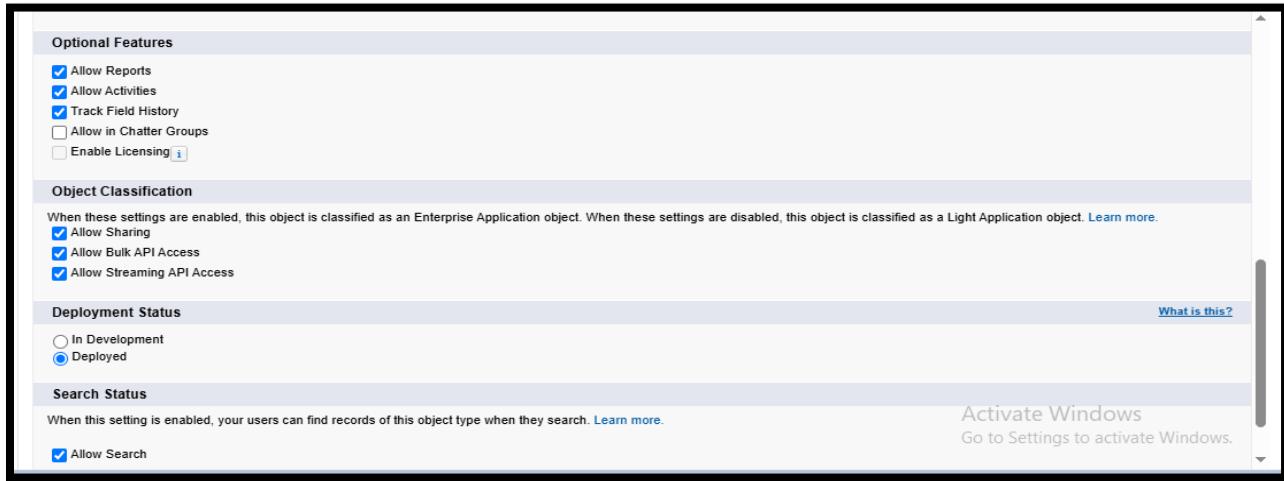
The screenshot shows the Salesforce Object Manager interface. At the top, there's a navigation bar with 'Setup', 'Home', and 'Object Manager'. Below it is a search bar and various icons. The main area is titled 'Object Manager' and shows a table with one row: 'Account' (Label), 'Account' (API Name), and 'Standard Object' (Type). On the right side of the table, there are buttons for 'Custom Object' and 'Custom Object from Spreadsheet'. A red arrow points to the 'Custom Object' button.

1. Enter the label name Venue
2. Plural label name Venues

The screenshot shows the 'Custom Object Definition Edit' screen for the 'Venue' object. On the left is a sidebar with options like 'Details', 'Fields & Relationships', 'Page Layouts', etc. The main panel has tabs for 'Venue' and 'Object'. Under 'Venue', there's a section for 'Custom Object Information' with fields for 'Label' (set to 'Venue') and 'Plural Label' (set to 'Venues'). There are also checkboxes for 'Starts with vowel sound' and 'Required Information'. Below this, there's a note about API object names and a field for 'Object Name' (also set to 'Venue').

3. Enter Record Name Label and Format
 - Record Name : Venue Name
 - Data Type : Text
2. Click on Allow reports and Track Field History, Allow Activities.

3. Allow search >> Save.



Create Drop-Off Point Object:

To create an object:

1. From the setup page >> Click on Object Manager >> Click on Create >> Click on Custom Object.



1. Enter the label name >> Drop-Off Point
2. Plural label name>> Drop-Off Points
3. Enter Record Name Label and Format

A screenshot of the 'New Custom Object' creation page. The title bar says 'New Custom Object'. The main form has sections for 'Custom Object Definition Edit' and 'Custom Object Information'. In the 'Custom Object Information' section, there are fields for 'Label' (containing 'Drop-Off Point') and 'Plural Label' (containing 'Drop-Off Points'). Below these, there is a checkbox for 'Starts with vowel sound'. At the bottom, there is a note about the 'Object Name' and a field with 'Object Name' (containing 'Drop-Off Point') and 'Example: Account'.

- Record Name >> Drop-Off point Name
 - Data Type >> Text
2. Click on Allow reports and Track Field History,Allow Activities
 3. Allow search >> Save.

Optional Features

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

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.](#)

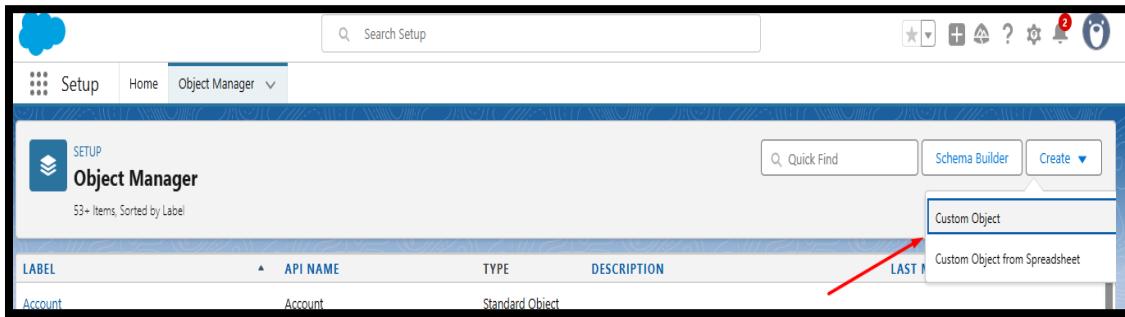
Allow Search

Activate Windows
Go to Settings to activate Windows.

Create Task Object:

To create an object:

1. From the setup page >> Click on Object Manager >> Click on Create >> Click on Custom Object.



1. Enter the label name>> Task
2. Plural label name>> Tasks
3. Enter Record Name Label and Format
 - Record Name >> Task Name
 - Data Type >> Text
2. Click on Allow reports and Track Field History,Allow Activities
3. Allow search >> Save.

Optional Features

Allow Reports
 Allow Activities
 Track Field History
 Allow in Chatter Groups
 Enable Licensing [i](#)

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

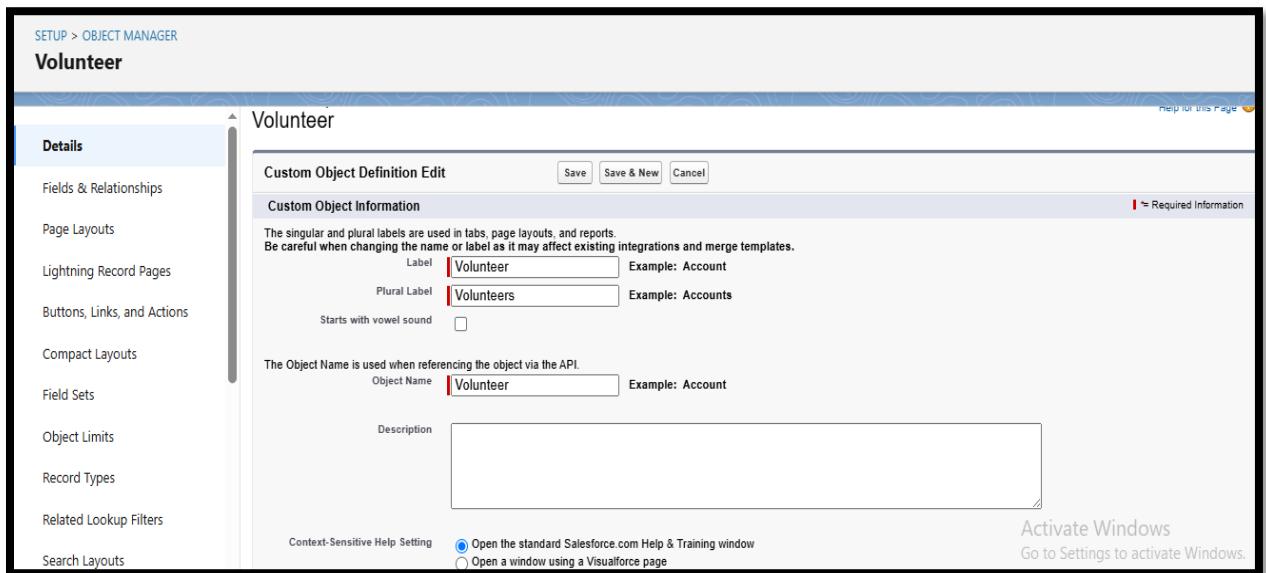
[What is this?](#)

Activate Windows
Go to Settings to activate Windows.

Create Volunteer Object

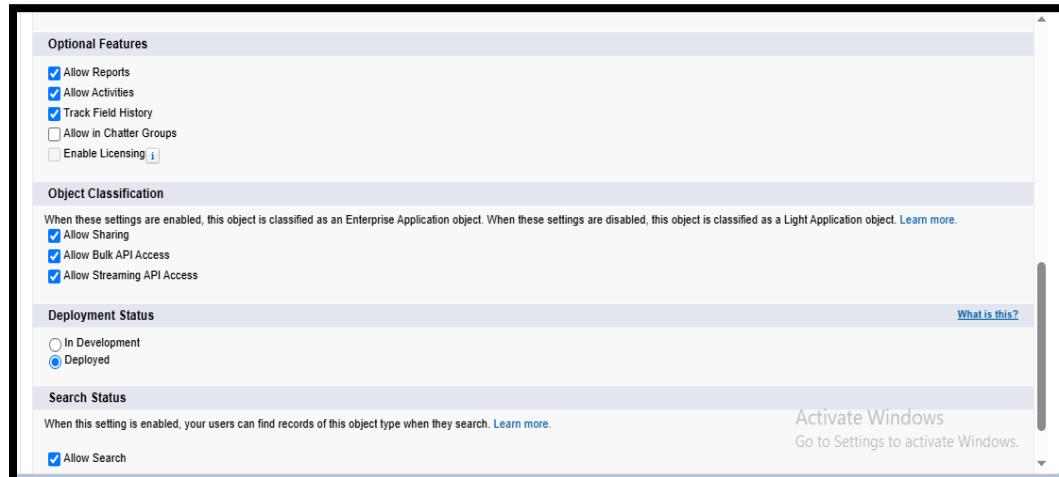
To create an object:

1. From the setup page >> Click on Object Manager>> Click on Create >> Click on Custom Object.
 1. Enter the label name Volunteer
 2. Plural label name Volunteers



Enter Record Name Label and Format

- Record Name Volunteer Name
- Data Type Text

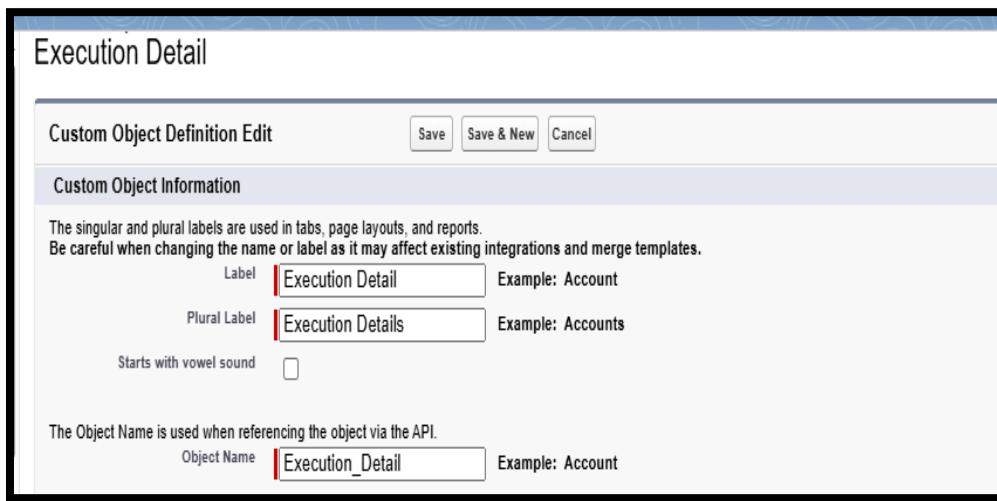


2. Click on Allow reports and Track Field History, Allow Activities
3. Allow search Save.

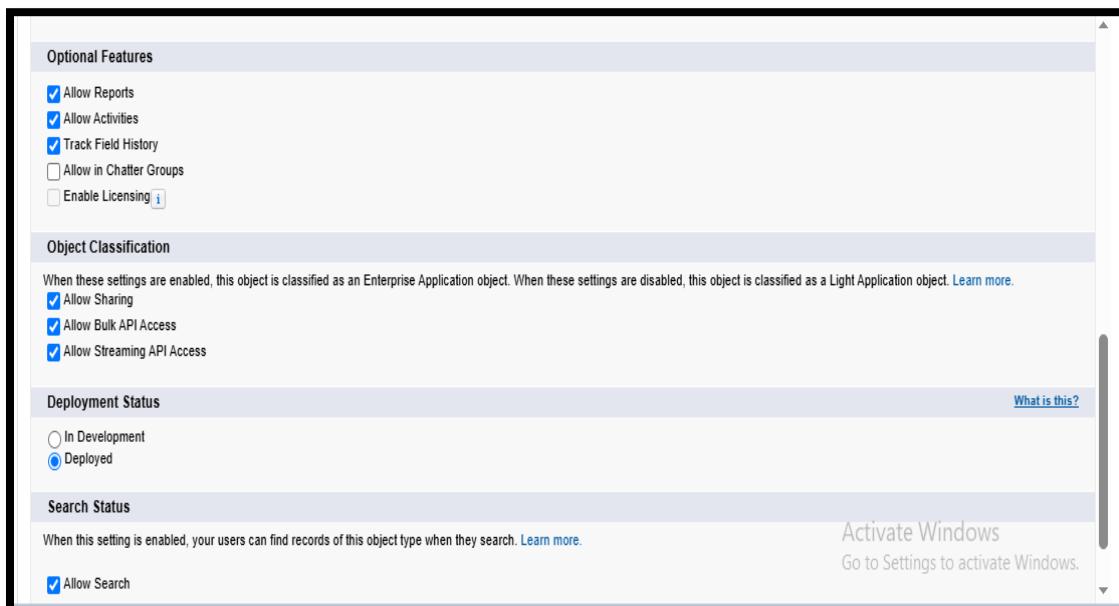
Create Execution Details Object

To create an object:

1. From the setup page >> Click on Object Manager >> Click on Create >> Click on Custom Object.
 1. Enter the label name : Execution Detail
 2. Plural label name : Execution Details



3. Enter Record Name Label and Format
 - Record Name : Execution Detail Name
 - Data Type Text



2. Click on Allow reports and Track Field History, Allow Activities
3. Allow search >> Save.

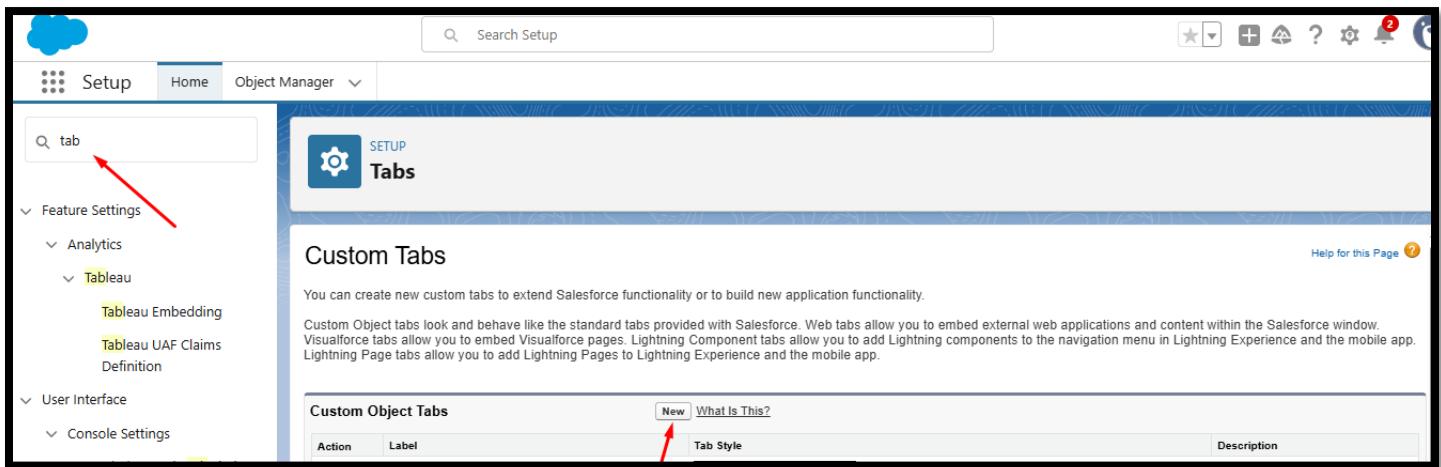
Milestone-03

Tabs

Creating a Custom Tab

To create a Tab:

1. Go to setup page >> type Tabs in Quick Find bar >> click on tabs >> New (under custom object tab)



1. Select Object(Venue) >> Select the tab style >> Next (Add to profiles page) keep it as default >> Next (Add to Custom App) uncheck the include tab .

The screenshot shows the 'Custom Tab Definition Edit' page for the 'Venues' object. The 'Custom Object Tab Information' section includes fields for 'Tab Label' (set to 'Venues'), 'Object' (set to 'Venue'), and 'Tab Style' (set to 'Building'). Below this, there is an optional field for a 'Splash Page Custom Link' with a dropdown menu showing '-None-'.

2. Make sure that the Append tab to users' existing personal customizations is checked.
3. Click save

To create a Tab: Drop-Off Points

1. Go to setup page >> type Tabs in Quick Find bar >> click on tabs >> New (under custom object tab)

The screenshot shows the Salesforce Setup interface. In the top left, there's a search bar with 'tab' typed into it. Below the search bar, the 'Setup' tab is selected. On the left, there's a sidebar with sections like 'Feature Settings', 'Analytics', 'Tableau' (which is expanded to show 'Tableau Embedding' and 'Tableau UAF Claims Definition'), and 'User Interface'. The main content area is titled 'Custom Tabs' and contains a table with a single row. The table has columns for 'Action', 'Label', 'Tab Style', and 'Description'. A red arrow points to the 'New' button at the top right of the table. Another red arrow points to the 'Tab Style' column.

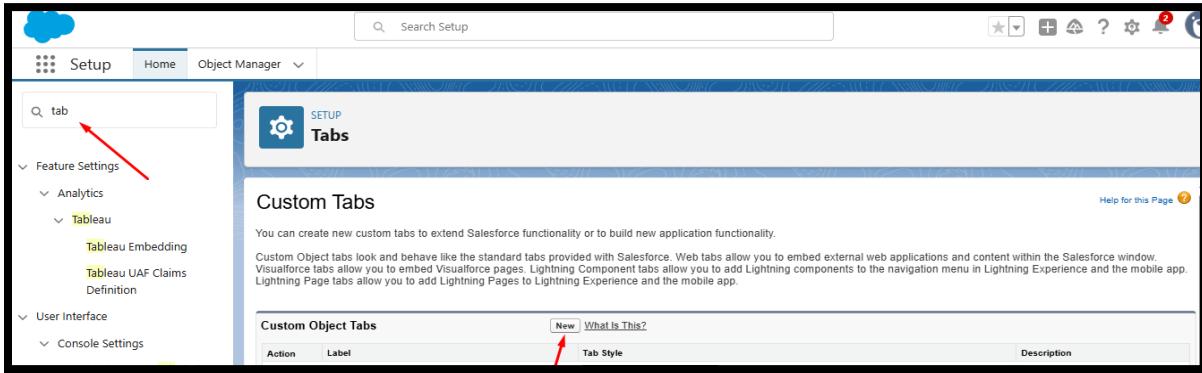
Select Object(Drop_Off Point) >> Select the tab style >> Next (Add to profiles page) keep it as default
>> Next (Add to Custom App) uncheck the include tab.

The screenshot shows the 'Edit Custom Object Tab' page for 'Drop-Off Points'. At the top, there's a 'Custom Tab Definition Edit' header. Below it, a 'Custom Object Tab Information' section has a 'Required Information' label with a red asterisk. The section contains three fields: 'Tab Label' with the value 'Drop-Off Points', 'Object' with the value 'Drop-Off Point', and 'Tab Style' with a dropdown menu showing 'Train'.

1. Make sure that the Append tab to users' existing personal customizations is checked.
2. Click save

To create a Tab: Task

1. Go to setup page >> type Tabs in Quick Find bar >> click on tabs >> New (under custom object tabs)



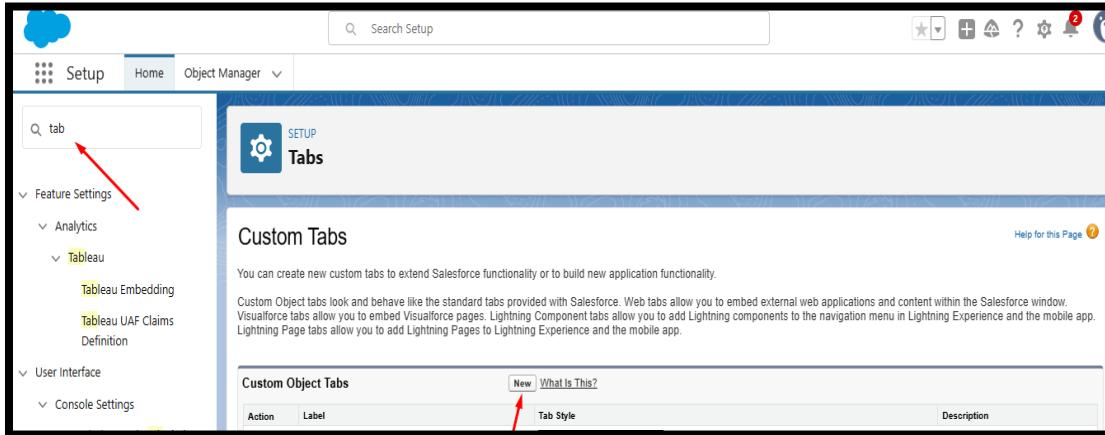
1. Select Object(Task) >> Select the tab style >> Next (Add to profiles page) keep it as default >> Next (Add to Custom App) uncheck the include tab.

Action	Label	Tab Style	Description
New	Tasks	Books	

2. Make sure that the Append tab to users' existing personal customizations is checked.
3. Click save

To create a Tab: Volunteer

1. Go to setup page >> type Tabs in Quick Find bar >> click on tabs >> New (under custom object tab)



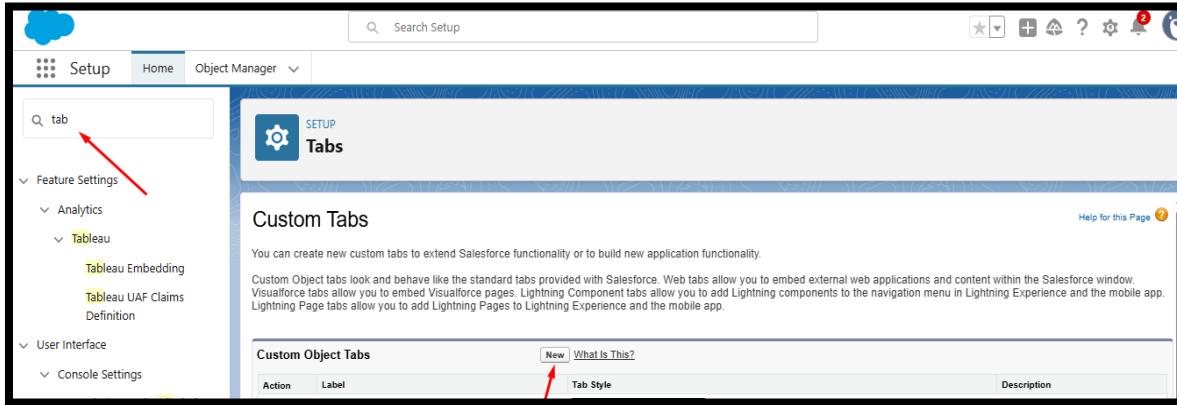
1. Select Object(**Volunteer**) >> Select the tab style >> Next (Add to profiles page) keep it as default >> Next (Add to Custom App) uncheck the include tab .

The screenshot shows the 'Edit Custom Object Tab' page for 'Volunteers'. The tab label is set to 'Volunteers', the object is 'Volunteer', and the tab style is 'Factory'. A red arrow points to the 'Tab Style' dropdown menu.

2. Make sure that the Append tab to users' existing personal customizations is checked.
3. Click save

To create a Tab: Execution Details

Go to setup page >> type Tabs in Quick Find bar >> click on tabs >> New (under custom object tab)



1. Select Object(**Execution Details**) >> Select the tab style >> Next (Add to profiles page) keep it as default >> Next (Add to Custom App) uncheck the include tab.

Action	Label	Tab Style	Description
New	Execution Details	Cell phone	

2. Make sure that the Append tab to users' existing personal customizations is checked.
3. Click save

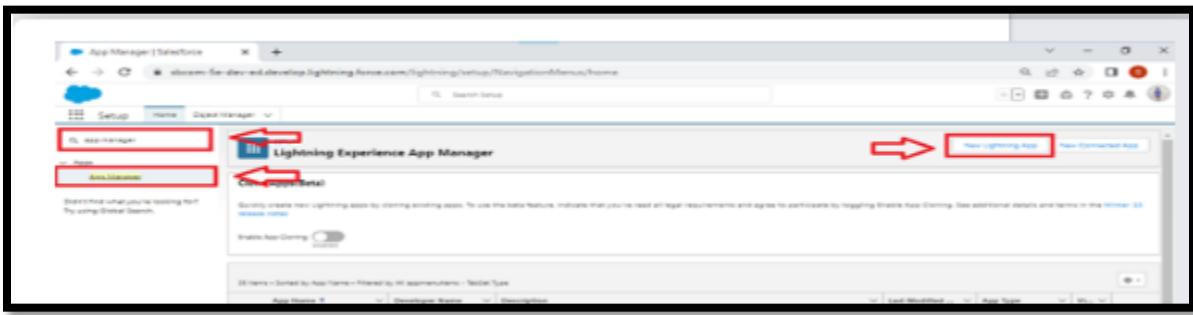
Milestone-04

The Lightning App

Create a Lightning App

To create a lightning app page:

1. Go to setup page >> search "app manager" in quick find >> select "app manager" >> click on New lightning App.



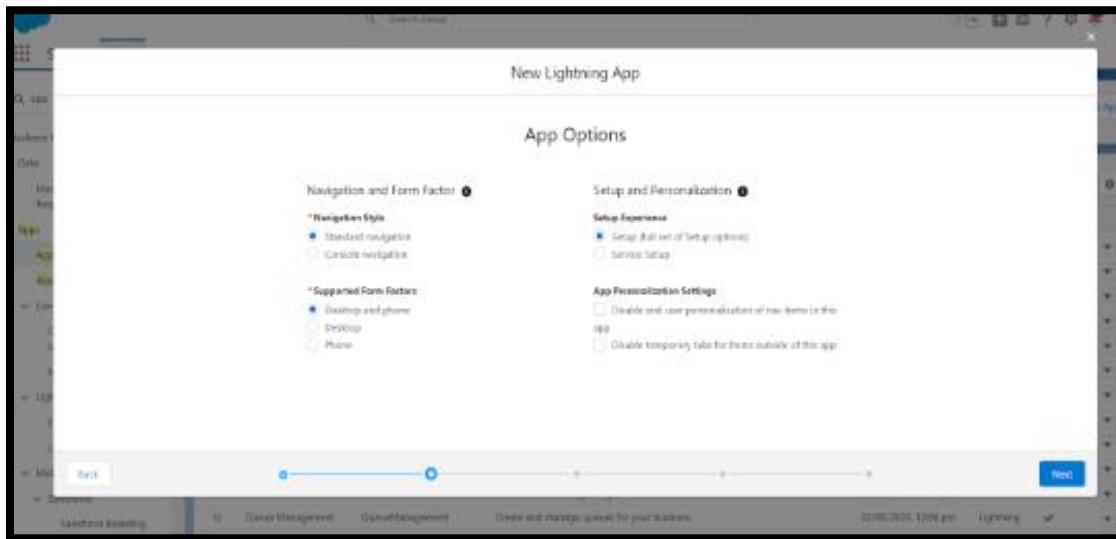
2. Fill the app name in app details and branding as follow

App Name: FoodConnect

Developer Name: This will auto populated

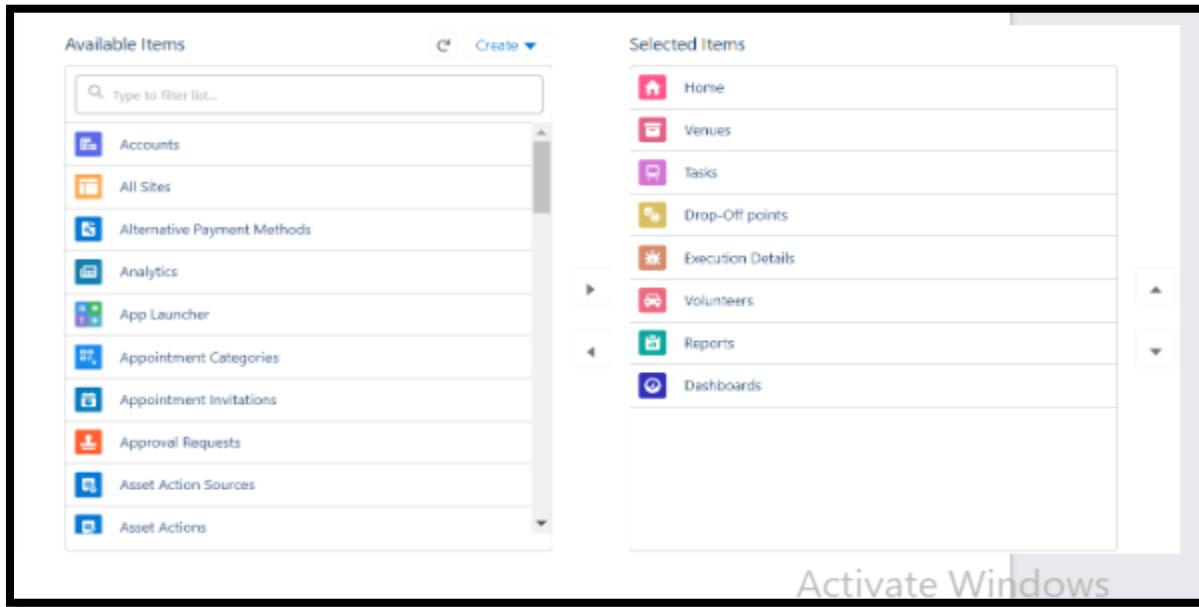
Image: optional (if you want to give any image you can otherwise not mandatory) Primary color hex value: keep this default.

3. Then click Next>> (App option page) Set Navigation Style as Standard Navigation >> Next.



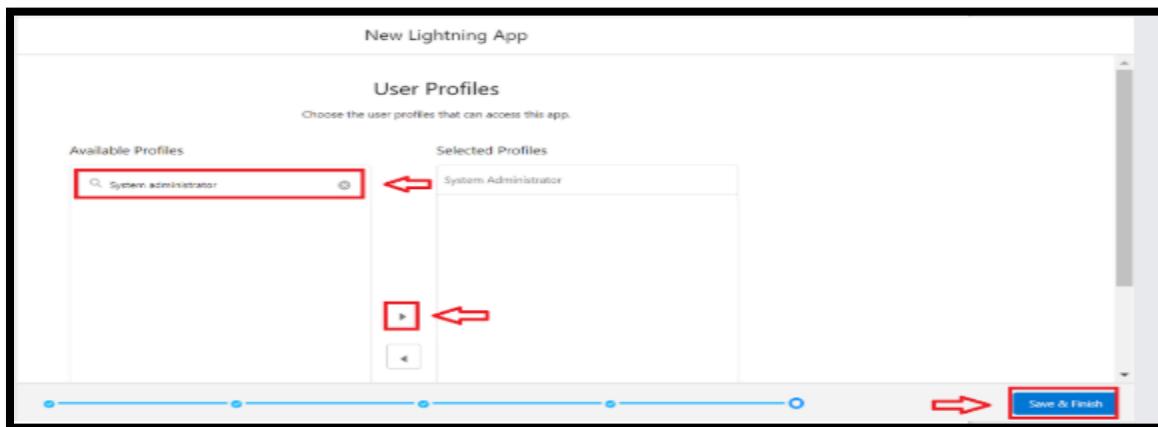
4. (Utility Items) keep it as default >> Next.

5. To Add Navigation Items:



Search for the item in the (Home, Venue, Drop-Off Point, Task, Volunteer, Execution Details, Reports) from the search bar and move it using the arrow button >> Next >> Next.

6. To Add User Profiles:



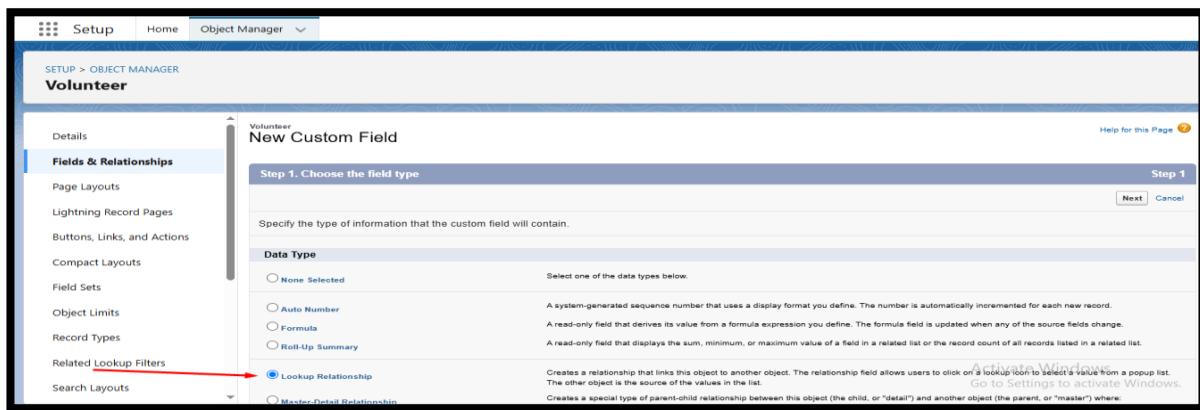
Search profiles (System administrator) in the search bar >> click on the arrow button >> save & finish.

Milestone-05:

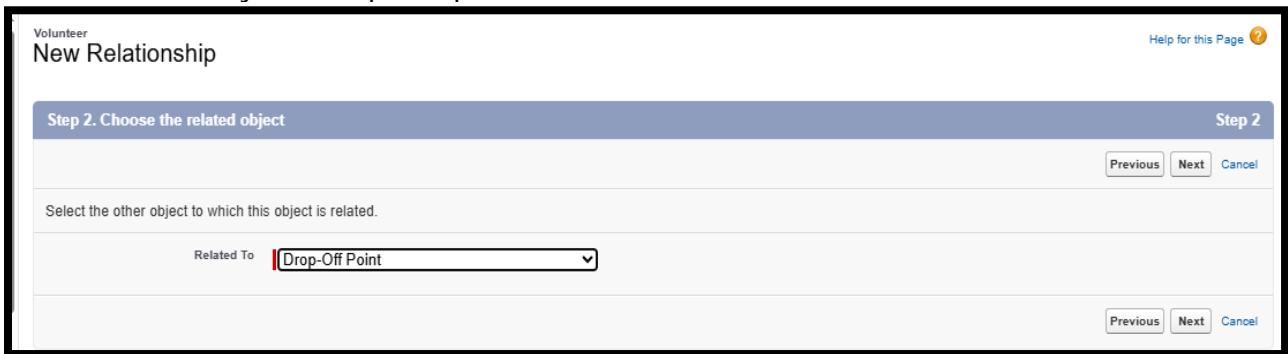
Creation of Relationship fields in objects

Creation of Lookup Relationship Field on Volunteer Object :

1. Go to setup >> click on Object Manager >> type object name (Volunteer) in the search bar >> click on the object.
2. Now click on "Fields & Relationships" >> New
3. Select Lookup relationship



4. Select the related object "Drop-Off point" and click next.



5. Field label : Auto generated
6. Next >> Next >> Save.

Creation of Master Detail Relationship Field on Execution Details Object :

8. Go to setup >> click on Object Manager >> type object name(Execution Details) in the search bar>> click on the object.
9. Now click on “Fields & Relationships” >> New

The screenshot shows the 'Object Manager' interface for the 'Execution Detail' object. The left sidebar has 'Details' and 'Fields & Relationships' selected. The main area is titled 'Fields & Relationships' with '5 Items, Sorted by Field Label'. The toolbar at the top includes 'Quick Find', 'New', 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking'. Below the toolbar, columns are labeled 'FIELD LABEL', 'FIELD NAME', 'DATA TYPE', 'CONTROLLING FIELD', and 'INDEXED'. A red arrow points to the 'New' button in the toolbar.

10. Select Master Detail relationship

The screenshot shows the 'Edit Execution Detail Custom Field' configuration screen. It's titled 'Edit Execution Detail Custom Field' and 'Volunteer'. The top right has 'Help for this Page' and a gear icon. The main area is 'Step 1. Choose the field type'. It says 'Specify the type of information that the custom field will contain.' Under 'Data Type', there are three options: 'None Selected' (radio button is empty), 'Lookup Relationship' (radio button is empty), and 'Master-Detail Relationship' (radio button is checked). A red arrow points to the 'Master-Detail Relationship' button. To the right, there's a note about creating a parent-child relationship and a link to activate Windows.

11. Select the related object “Volunteer” and click next.

12. Field Name : Volunteer

The screenshot shows the 'Edit Execution Detail Custom Field' configuration screen, Step 2. It's titled 'Step 2. Enter the label and name for the lookup field'. It has 'Step 2 of 4' at the top right. There are four input fields: 'Field Label' (set to 'Volunteer'), 'Field Name' (set to 'Volunteer'), 'Description' (empty), and 'Help Text' (empty). At the bottom, there's a 'Child Relationship Name' field set to 'Execution_Details'. A red arrow points to the 'Field Label' field. The top right has 'Previous', 'Save', 'Next', and 'Cancel' buttons. A note about activating Windows is at the bottom right.

13. Field label : Auto generated

14. Next >> Next >> Save.

Creation of Master Detail Relationship Field on Execution Details Object :

15. Go to setup >> click on Object Manager >> type object name(Execution Details) in the search bar>> click on the object.
16. Now click on “Fields & Relationships” >> New



17. Select Master Detail relationship
18. Select the related object “Task” and click next.
19. Field Name : Task
20. Field label : Auto generated

The screenshot shows the 'Field Information' dialog box. It contains the following fields:

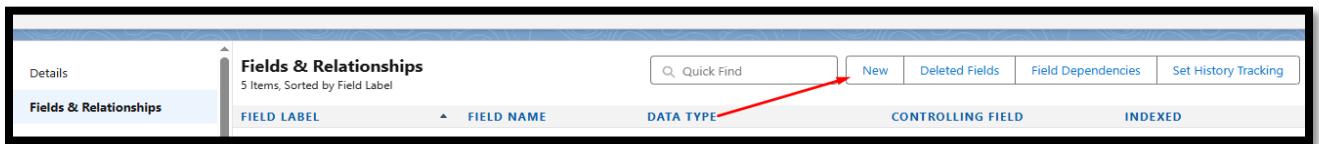
- Field Label: Task
- Field Name: Task
- Description: (empty)
- Help Text: (empty)

The 'Data Type' is set to 'Master-Detail'. An information icon (i) is located in the bottom right corner of the dialog.

21. Next >> Next >> Save.

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

22. Go to setup >> click on Object Manager >> type object name(Drop-Off Point) in the search bar >> click on the object.
23. Now click on “Fields & Relationships” >> New



24. Select Lookup relationship
25. Select the related object “Venue” and click next.
26. Field Name : Venue
27. Field label : Venue

A screenshot of the "Custom Field Definition Edit" page for the "Venue" field. The page title is "Venue". The "Field Information" section contains two fields: "Field Label" with the value "Venue" and "Field Name" also with the value "Venue". To the right of these fields, it says "Data Type" and "Lookup". There is a note "Required Information" with a red exclamation mark icon. At the top of the page, there are buttons for "Change Field Type", "Save", and "Cancel".

28. Next >> Next >> Save.

Creation of Lookup Relationship Field on Task Object :

29. Go to setup >> click on Object Manager >> type object name(Task) in the search bar >> click on the object.
30. Now click on "Fields & Relationships" >> New



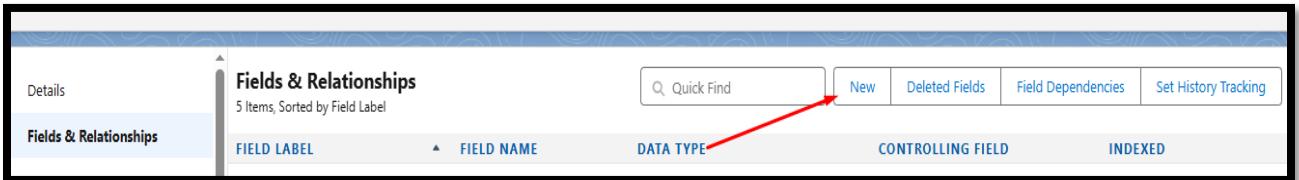
31. Select Lookup relationship
32. Select the related object "Venue" and click next.
33. Field Name : Sponsored By
34. Field label : Auto generated

A screenshot of the 'Field Information' dialog box. It contains three fields: 'Field Label' with the value 'Sponsored By', 'Field Name' with the value 'Sponsored_By', and 'Data Type' set to 'Lookup'. There is also a 'Description' field which is empty.

35. Next >> Next >> Save.

Creation of Lookup Relationship Field on Task Object :

36. Go to setup >> click on Object Manager >> type object name(Task) in the search bar >> click on the object.
37. Now click on "Fields & Relationships" >> New



38. Select Lookup relationship
39. Select the related object "Drop-Off point" and click next.
40. Field Name : Drop-Off point
41. Field label : Auto generated

A screenshot of the 'Field Information' dialog box. It shows the following fields:

- Field Label: Drop-Off Point
- Field Name: Drop_Off_Point
- Description: (empty)
- Help Text: (empty)
- Data Type: Lookup

42. Next >> Next >> Save.

Creation of fields for the Venue object

1. Go to setup >> click on Object Manager >> type object name(Venue) in search bar >> click on the object.
2. Now click on "Fields & Relationships" >> New
3. Select Data type as a "Email" and Click on Next

The screenshot shows a list of data types. The 'Email' option is selected and highlighted with a blue border. Other options include 'None Selected', 'Auto Number', 'Checkbox', 'Currency', 'Date', 'Date/Time', and 'Email'. Each option has a brief description below it. A note at the bottom right says 'Activate Windows'.

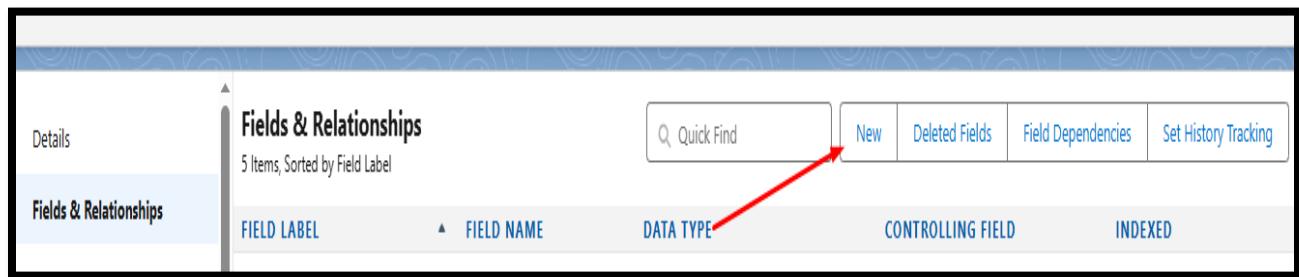
4. Fill the Above as following:
 - Field Label : Contact Email
 - Field Name : Contact Email
 - Click on required check box

The screenshot shows the 'Step 2. Enter the details' screen. It includes fields for 'Field Label' (Contact Email), 'Field Name' (Contact_Email), 'Description', and 'Help Text'. At the bottom, there are checkboxes for 'Required' (checked), 'Unique' (unchecked), and 'External ID' (unchecked). Navigation buttons 'Previous', 'Save', 'Next', and 'Cancel' are located at the top right.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

5. Go to setup >> click on Object Manager >> type object name(Venue) in search bar >> click on the object.
6. Now click on "Fields & Relationships" >> New



7. Select Data type as a "Phone" and Click on Next

8. Fill the Above as following:

- Field Label : Contact Phone
- Field Name : Contact Phone

A screenshot of the 'Field Information' page. It shows a form with the following fields:

- Field Label: Contact Phone
- Field Name: Contact_Phone
- Description: (empty)
- Help Text: (empty)
- Data Type: Phone

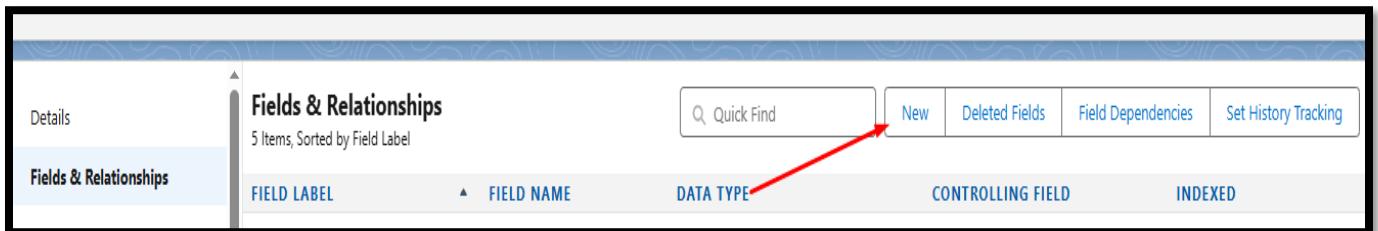
- Click on required check box

A screenshot of the 'General Options' page. It shows a checkbox labeled 'Always require a value in this field in order to save a record' which is checked.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

1. Go to setup >> click on Object Manager >> type object name(Venue) in search bar >>click on the object.
2. Now click on "Fields & Relationships" >> New



3. Select Data type as a "Geolocation" and Click on Next
4. Fill the Above as following:
 - Field Label : Location
 - Field Name : Location

A screenshot of the 'Field Information' dialog. It shows a form with the following fields:

- Field Label: Location
- Field Name: Location
- Description: Enter the Geolocation of your Venue

The 'Data Type' is set to 'Geolocation'.

- Description : Enter the Geolocation of your Venue
- Decimal Places : 4

A screenshot of the 'Geolocation Options' dialog. It shows the following settings:

- Radio button selected: Degrees, Minutes, Seconds
- Text input for Decimal Places: 4

At the bottom, there are 'Save' and 'Cancel' buttons, and links for 'Activate' and 'Go to Settings'.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

9. Go to setup >> click on Object Manager >> type object name(Venue) in search bar >> click on the object.
10. Now click on "Fields & Relationships" >> New

The screenshot shows the 'Fields & Relationships' page in the Salesforce setup. The page title is 'Fields & Relationships' with a subtitle '5 Items, Sorted by Field Label'. Below the title, there is a table header with columns: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. A red arrow points to the 'New' button in the top right corner of the page header.

11. Select Data type as a "Long Text Area" and Click on Next

12. Fill the Above as following:

- Field Label : Venue Location
- Field Name : Venue_Location

The screenshot shows the 'Field Information' configuration screen. It has fields for Field Label (set to 'Venue Location'), Field Name (set to 'Venue_Location'), Data Type (set to 'Long Text Area'), and a large empty Description field.

- Click on Next >> Next >> Save and new.

Creation of fields for the Drop-Off point object

Go to setup >> click on Object Manager >> type object name(Drop-Off point) in search bar >> click on the object.

2. Now click on "Fields & Relationships" >> New

The screenshot shows the 'Fields & Relationships' page in the Salesforce Object Manager. The top navigation bar includes 'Details', 'Fields & Relationships', 'Quick Find', 'New', 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking'. Below the navigation is a table header with columns: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. A red arrow points to the 'New' button in the top right corner of the header.

3. Select Data type as a “Geolocation” and Click on Next

4. Fill the Above as following:

- Field Label : Location 2
- Field Name : gets auto generated
- Description : Enter the Geolocation of the Drop off Point

The screenshot shows the 'Field Information' dialog box. It contains three fields: 'Field Label' with the value 'Location 2', 'Field Name' with the value 'Location_2', and 'Description' with the value 'Enter the Geolocation of the Drop off Point'. To the right, it shows 'Data Type' set to 'Geolocation'.

- Geolocation Options : select Decimal
- Decimal Places : 4

The screenshot shows the 'Geolocation Options' dialog box. It has two radio button options: 'Degrees, Minutes, Seconds' (unchecked) and 'Decimal' (checked). Below the radio buttons is a 'Decimal Places' input field containing the value '4'. At the bottom are 'Save' and 'Cancel' buttons.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

1. Go to setup >> click on Object Manager >> type object name(Drop-Off point) in search bar >> click on the object.
2. Now click on "Fields & Relationships" >> New

Fields & Relationships

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED

3. Select Data type as a "Formula" and Click on Next
4. Fill the Above as following:
 - Field Label : distance calculation
 - Field Name : distance_calculation

Field Information

Field Label	distance calculation
Field Name	distance_calculation
Description	

- Formula Return Type : Number
- Formula Options : DISTANCE(Location_2__c , Venue__r.Location__c , 'km')

Formula Options

Formula Return Type	Number
Decimal Places	2
Enter your formula and click Check Syntax to check for errors. Click the Advanced Formula subtab to use additional fields, operators, and functions. Example: Fahrenheit = 1.8 * Celsius__c + 32 More Examples...	
Simple Formula	Advanced Formula
Select Field Type	Insert Field
Drop-Off Point	-- Insert Merge Field --
Insert Operator	
distance calculation (Number) = DISTANCE(Location_2__c , Venue__r.Location__c , 'km')	

Quick Tips
Getting Started
Operators & Functions

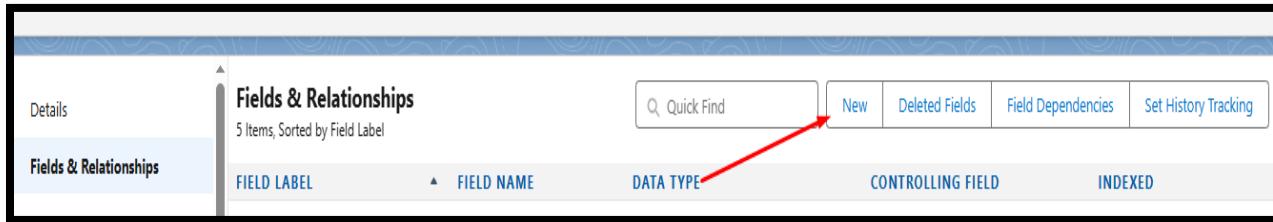
Check Syntax No syntax errors in merge fields or functions. (Compiled size: 570 characters)

Save Quick Save Cancel

- Click on Next >> Next >> Save and new.

To create another fields in an object:

5. Go to setup >> click on Object Manager >> type object name(Drop-Off point) in search bar >> click on the object.
6. Now click on "Fields & Relationships" >> New



7. Select Data type as a "Picklist" and Click on Next
8. Fill the Above as following:
 - Field Label : State
 - Field Name : State
 - Enter values, with each value separated by a new line :
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)

Field Label [i](#)

Values Use global picklist value set
 Enter values, with each value separated by a new line

Andhra Pradesh
Arunachal Pradesh
Assam
Bihar
Chhattisgarh
Goa

Display values alphabetically, not in the order entered
 Use first value as default value [i](#)
 Restrict picklist to the values defined in the value set [i](#)

Field Name [i](#)

Description

Activate Windows
Go to Settings to activate W

- Click on required check box

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

Auto add to custom report type Add this field to existing custom report types that contain this entity [i](#)

- Click on Next >> Next >> Save and new.

To create another fields in an object:

9. Go to setup >> click on Object Manager >> type object name(Drop_Off Point) in search bar >> click on the object.
10. Now click on "Fields & Relationships" >> New

The screenshot shows the 'Fields & Relationships' page in the Salesforce setup. The left sidebar has 'Details' and 'Fields & Relationships' selected. The main area title is 'Fields & Relationships' with a subtitle '5 Items, Sorted by Field Label'. Below is a table with columns: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. A red arrow points from the 'New' button in the top right to the 'DATA TYPE' column header.

11. Select Data type as a "Number" and Click on Next

12. Fill the Above as following:

- Field Label : Distance
- Field Name : Distance

The screenshot shows the 'Field Information' page. It displays the following fields:

- Field Label: Distance
- Field Name: Distance
- Description: (empty)
- Data Type: Number

A red box highlights the 'Field Label' and 'Field Name' fields.

- Length : 14
- Decimal Places : 4
- Click on required check box

The screenshot shows the 'General Options' and 'Number Options' sections of the field configuration:

- 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
 - AI Prediction: Use this field to store AI prediction scores
 - Default Value: Show Formula Editor
- Number Options:**
 - Length: 14
 - Decimal Places: 4

- Click on Next >> Next >> Save and new.

To create fields in an object:

9. Go to setup >> click on Object Manager >> type object name(Task) in search bar >> click on the object.
10. Now click on "Fields & Relationships" >> New

The screenshot shows the 'Fields & Relationships' page in the Salesforce setup. The page title is 'Fields & Relationships' with a subtitle '5 Items, Sorted by Field Label'. At the top right, there are buttons for 'Quick Find', 'New', 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking'. A red arrow points to the 'New' button. Below the header, there is a table with columns: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The 'DATA TYPE' column is highlighted.

11. Select Data type as a "Number" and Click on Next

12. Fill the Above as following:

- Field Label : Distance
- Field Name : Distance

The screenshot shows the 'Field Information' screen. It has fields for 'Field Label' (set to 'Distance'), 'Field Name' (set to 'Distance'), 'Data Type' (set to 'Number'), and a 'Description' field which is empty. There is also a note at the top right indicating a required field.

- Length : 14
- Decimal Places : 4
- Click on required check box

The screenshot shows the 'General Options' and 'Number Options' sections of the field configuration. In 'General Options', the 'Required' checkbox is checked. In 'Number Options', the 'Length' is set to 14 and 'Decimal Places' is set to 4. There is also a note about formula syntax at the bottom of the 'Number Options' section.

- Click on Next >> Next >> Save and new.

Creation of fields for the Task object

Go to setup >> click on Object Manager >> type object name(Task) in search bar >> click on the object.

2. Now click on "Fields & Relationships" >> New

The screenshot shows the 'Fields & Relationships' page for the Task object. At the top right, there is a 'New' button, which is highlighted with a red arrow. Other buttons include 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking'. The page displays 5 items, sorted by Field Label. The columns are labeled 'FIELD LABEL', 'FIELD NAME', 'DATA TYPE', 'CONTROLLING FIELD', and 'INDEXED'.

3. Select Data type as a "Auto Number" and Click on Next

4. Fill the Below as following:

- Field Label : Task ID
- Display Format : TASK-{0}
- Starting Number : 1
- Field Name : gets auto generated

The screenshot shows the 'New Custom Field' configuration page, Step 2 of 4. The form fields are as follows:
Field Label: Task ID
Display Format: TASK-{0} (with an example: A-{0000})
Starting Number: 1
Field Name: Task_ID
Description: (empty)
Help Text: (empty)
External ID: (checkbox) Set this field as the unique record identifier from an external system

- Click on Next >> Next >> Save and new.

To create another fields in an object:

1. Go to setup >> click on Object Manager >> type object name(Task) in search bar >> click on the object.
2. Now click on "Fields & Relationships" >> New



3. Select Data type as a "Date" and Click on Next
4. Fill the Above as following:

A screenshot of the 'Field Information' dialog box. It shows a 'Field Label' input field containing 'Date' and a 'Data Type' dropdown set to 'Date'. Below it is a 'Field Name' input field also containing 'Date'. There is a 'Description' text area which is currently empty. The dialog has a standard Windows-style title bar and buttons at the bottom.

- Field Label : Date
- Field Name : Date
- Click on required check box

A screenshot of the 'General Options' dialog box. Under the 'Required' section, there is a checked checkbox labeled 'Always require a value in this field in order to save a record'. Below it is a 'Default Value' section with a 'Show Formula Editor' button. A note below the formula editor says: 'Use formula syntax. Enclose text and picklist value API names in double quotes: ("the_text"), include numbers without quotes: (2), show percentages as decimals: (.10), and express date calculations in the standard format: (Today() + 7). To reference a field from a Custom Metadata type record use: \${CustomMetadata.Type__mdt}RecordAPIName.FieldName_c'.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

5. Go to setup >> click on Object Manager >> type object name(Task) in search bar >> click on the object.
6. Now click on "Fields & Relationships" >> New

The screenshot shows the 'Fields & Relationships' section of the Salesforce setup. The top navigation bar includes 'Details', 'Fields & Relationships', 'Quick Find', 'New', 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking'. Below this is a table header with columns: FIELD LABEL, FIELD NAME, DATA TYPE (which has a red arrow pointing to it), CONTROLLING FIELD, and INDEXED. The table body shows 5 items sorted by Field Label.

7. Select Data type as a “Picklist (Multi-Select)” and Click on Next
8. Fill the Above as following:

- Field Label : Food Category
- Field Name : Food Category
- Enter values, with each value separated by a new line :
 - Veg
 - Non-Veg
 - Salad
 - Snack

The screenshot shows the 'New Custom Field' configuration page for the 'Food Category' field. It's Step 2 of 4. The 'Field Label' is set to 'Food Category'. Under 'Values', the 'Enter values, with each value separated by a new line' option is selected, and a text area contains the values 'Veg', 'Non-Veg', 'Salad', and 'Snack'. There are also several checkboxes at the bottom left: 'Display values alphabetically, not in the order entered', 'Use first value as default value', and 'Distinct picklist to the values defined in the value set'. On the right, there's a note about activating Windows.

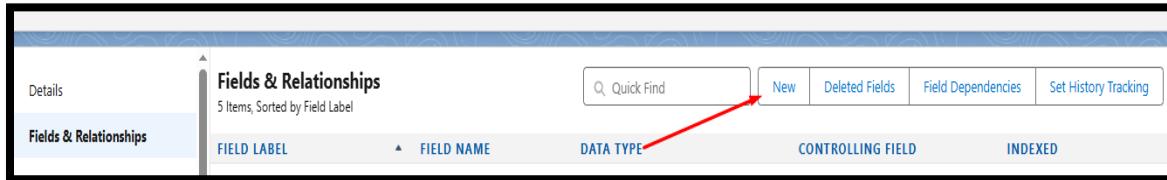
- Click on required check box

The screenshot shows the 'New Custom Field' configuration page for the 'Food Category' field. It's Step 3 of 4. The 'Field Name' is 'Food_Category'. Under 'Description' and 'Help Text', there are large text input areas. At the bottom, there are two checked checkboxes: 'Always require a value in this field in order to save a record' and 'Add this field to existing custom report types that contain this entity'.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

9. Go to setup >> click on Object Manager >> type object name(Task) in search bar >> click on the object.
10. Now click on "Fields & Relationships" >> New



11. Select Data type as a "Number" and Click on Next

12. Fill the Above as following:

- Field Label : Number of People Served
- Field Name : Number_of_People_Served

A screenshot of the 'Field Information' page. It shows the following fields:

- Field Label: Number of People Served
- Field Name: Number_of_People_Served
- Description: (empty)
- Help Text: (empty)
- Data Type: Number

- Click on required check box

A screenshot of the 'General Options' page. The 'Required' checkbox is checked, indicating that a value must be provided for this field. Other options shown include 'Unique', 'External ID', and 'AI Prediction'.

General Options	
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
AI Prediction	<input type="checkbox"/> Use this field to store AI prediction scores

- Click on Next >> Next >> Save and new.

To create another fields in an object:

13. Go to setup >> click on Object Manager >> type object name(Task) in search bar >> click on the object.
14. Now click on "Fields & Relationships">> New

The screenshot shows the 'Fields & Relationships' page in Salesforce. The top navigation bar includes 'Details', 'Fields & Relationships', 'Quick Find' (with a magnifying glass icon), 'New' (highlighted with a red arrow), 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking'. Below the navigation is a table header with columns: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The 'DATA TYPE' column is also highlighted with a red arrow.

15. Select Data type as a “Text” and Click on Next

16. Fill the Above as following:

- Field Label : Name of the Person
- Field Name : Name_of_the_Person

The screenshot shows the 'Field Information' dialog box. It contains the following fields:

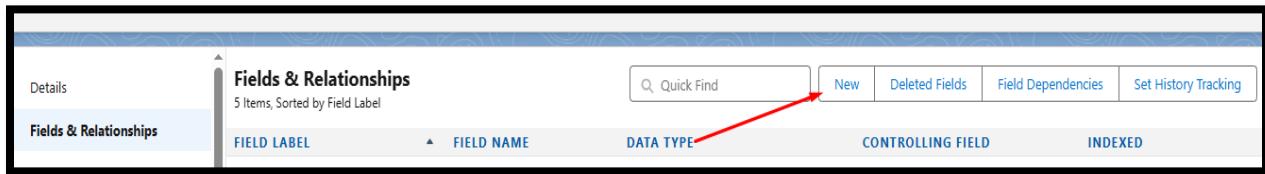
- Field Label: Name of the Person
- Field Name: Name_of_the_Person
- Description: (empty text area)

On the right side, it shows the Data Type as Text.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

17. Go to setup >> click on Object Manager >> type object name(Task) in search bar >> click on the object.
18. Now click on "Fields & Relationships" >> New



19. Select Data type as a "Phone" and Click on Next

20. Fill the Above as following:

- Field Label : Phone
- Field Name : Phone

A screenshot of the 'Field Information' dialog box. It shows the following fields:

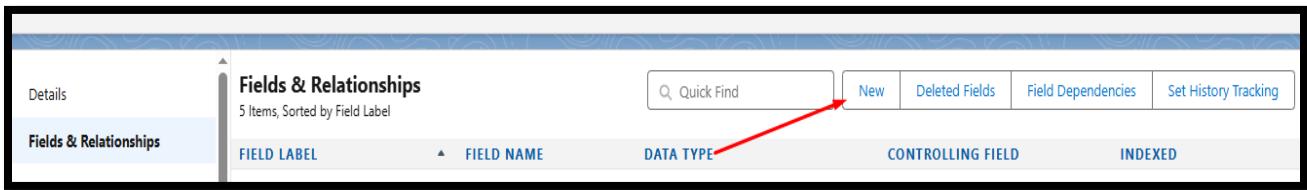
- Field Label: Phone
- Field Name: Phone
- Description: (empty)
- Data Type: Phone

The 'Field Label' and 'Field Name' fields are highlighted with a red border.

- Click on Next >> Next>> Save and new.

To create another fields in an object:

21. Go to setup >> click on Object Manager >> type object name(Task) in search bar >> click on the object.
22. Now click on "Fields & Relationships" >> New



23. Select Data type as a "Picklist" and Click on Next

24. Fill the Above as following:

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

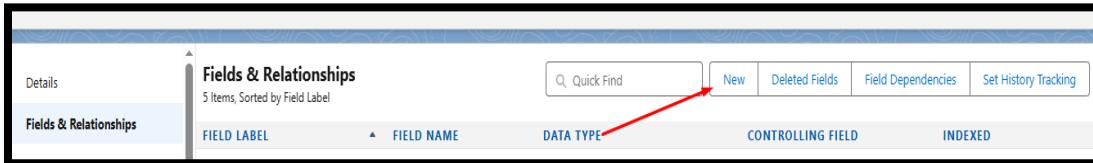
1
2
3
4
5

A screenshot of the 'Step 2. Enter the details' screen. 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', '4', and '5'. There are two checkboxes at the bottom: 'Display values alphabetically, not in the order entered' (unchecked) and 'Use first value as default value' (unchecked). The top right corner shows 'Step 2 of 3' and navigation buttons for 'Previous', 'Next', and 'Cancel'.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

25. Go to setup >> click on Object Manager >> type object name(Task) in search bar >> click on the object.
26. Now click on "Fields & Relationships" >> New



27. Select Data type as a "Long Text Area" and Click on Next

28. Fill the Above as following:

- Field Label : Feedback
- Field Name : Feedback

A screenshot of the 'Field Information' dialog box. It shows the following fields:

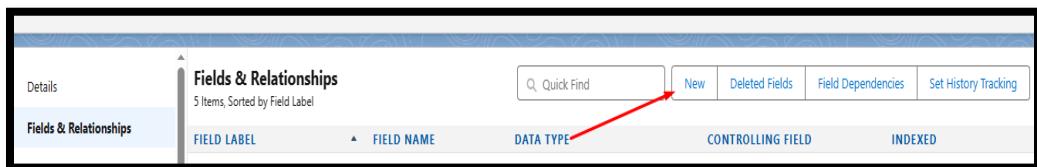
- Field Label: Feedback
- Field Name: Feedback
- Description: (empty)
- Data Type: Long Text Area

- Click on Next >> Next >> Save and new.

Creation of fields for the Volunteer object

1. Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.

2. Now click on "Fields & Relationships" >> New



3. Select Data type as a "Auto Number" and Click on Next

4. Fill the Above as following:

- Field Label : Volunteer ID
- Field Name : gets auto generated

A screenshot of the 'Field Information' dialog box. It shows the following fields:

- Field Label: Volunteer ID
- Field Name: Volunteer_ID
- Data Type: Auto Number
- Description: (empty)
- Help Text: (empty)

- Click on Next >> Next >> Save and new.

To create another fields in an object:

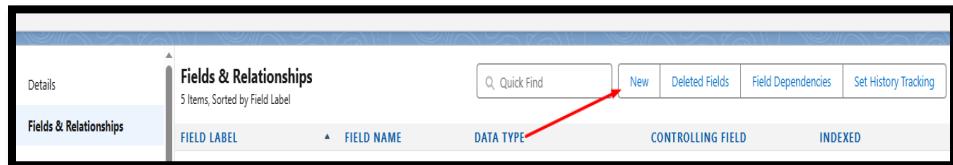
1. Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.
2. Now click on "Fields & Relationships" >> New
3. Select Data type as a "Picklist" and Click on Next
4. Fill the Above as following:
 - Field Label : Gender
 - Field Name : Gender
 - Enter values, with each value separated by a new line :
Female
Male

The screenshot shows the 'New Custom Field' wizard, Step 2. Enter the details. The field label is 'Gender'. The 'Enter values, with each value separated by a new line' radio button is selected. The values entered are 'Female' and 'Male'.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

5. Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.
6. Now click on "Fields & Relationships" >> New



7. Select Data type as a "Date" and Click on Next

8. Fill the Above as following:

- Field Label : Available On
- Field Name : Available On

A screenshot of the 'Field Information' dialog. It shows two input fields: 'Field Label' containing 'Available On' and 'Field Name' containing 'Available_On'. To the right, it shows 'Data Type' set to 'Date'. There is also a 'Description' field which is empty.

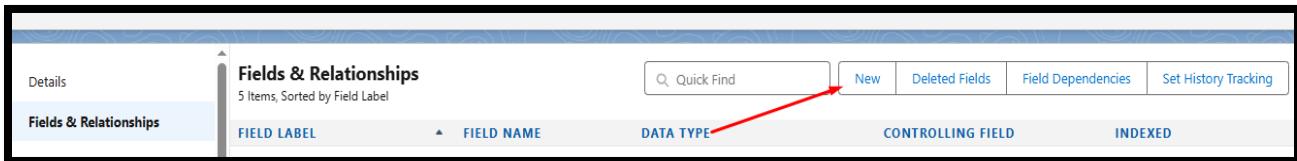
- Click on required check box

A screenshot of the 'General Options' dialog. Under the 'Required' section, there is a checked checkbox labeled 'Always require a value in this field in order to save a record'. Under the 'Default Value' section, there is a link labeled 'Show Formula Editor'.

- Click on Next >> Next >> Save and new.

To create another fields in an object:

9. Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.
10. Now click on "Fields & Relationships" >> New



11. Select Data type as a "Number" and Click on Next

12. Fill the Above as following:

- Field Label : Age
- Field Name : Age

A screenshot of the 'Field Information' screen. It shows the following fields:

- Field Label: Age
- Field Name: Age
- Description: (empty)
- Data Type: Number

- Click on required check box

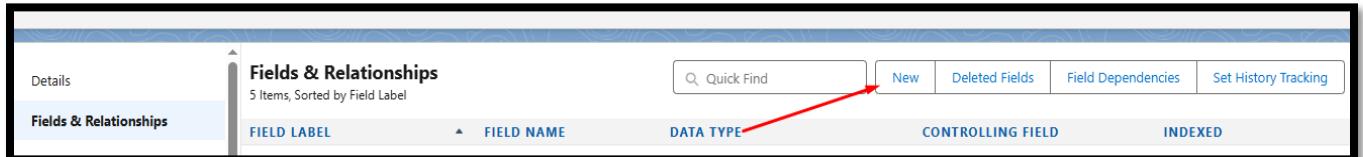
A screenshot of the 'General Options' screen. It shows the following settings:

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
AI Prediction	<input type="checkbox"/> Use this field to store AI prediction scores

- Click on Next >> Next>> Save and new.

To create another fields in an object:

13. Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.
14. Now click on "Fields & Relationships" >> New



15. Select Data type as a "Email" and Click on Next

16. Fill the Above as following:

- Field Label : Email
- Field Name : Email

A screenshot of the 'Field Information' screen. It shows two input fields: 'Field Label' containing 'Email' and 'Field Name' also containing 'Email'. To the right, it shows 'Data Type' set to 'Email'. There is also a 'Description' field which is empty.

- Click on required check box

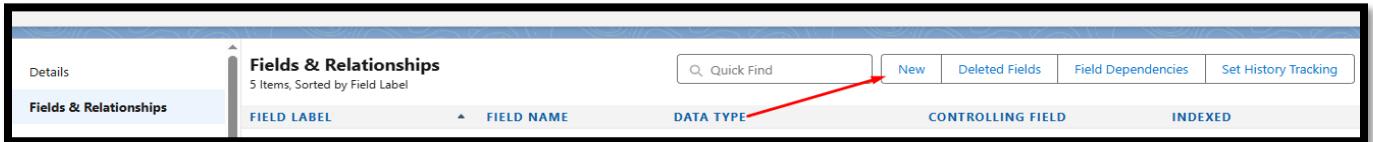
A screenshot of the 'General Options' screen. It includes several checkboxes:

- 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](#)

- Click on Next>> Next >> Save and new.

To create another fields in an object:

17. Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.
18. Now click on "Fields & Relationships" >> New



19. Select Data type as a "Number" and Click on Next

20. Fill the Above as following:

- Field Label : Contact Number
- Field Name : Contact_Number

A screenshot of the Field Information page. It shows a table with three rows: 'Field Label' containing 'Contact Number', 'Field Name' containing 'Contact_Number', and 'Description' which is empty. To the right of the table, it says 'Data Type' and 'Number'. A red arrow points from the 'Required' label in the next section to the 'Required' checkbox in this screen.

- Click on required check box

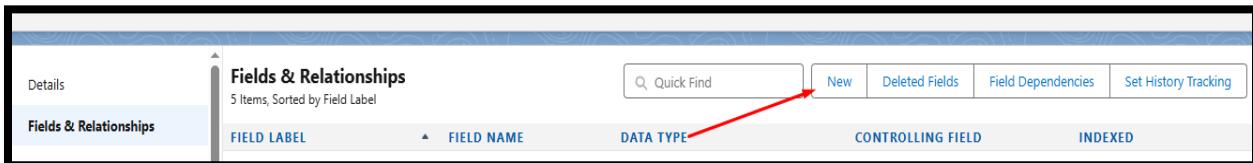
A screenshot of the General Options page. It contains several checkboxes:

- Required: Always require a value in this field in order to save a record (this one is checked)
- 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

- Click on Next >> Next >> Save and new.

To create another fields in an object:

21. Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.
22. Now click on "Fields & Relationships" >> New



23. Select Data type as a "Long Text Area " and Click on Next

24. Fill the Above as following:

- Field Label : Address
- Field Name : Address

A screenshot of the 'Field Information' dialog box. It shows the following fields:

- Field Label: Address
- Field Name: Address
- Description: (empty)
- Data Type: Long Text Area

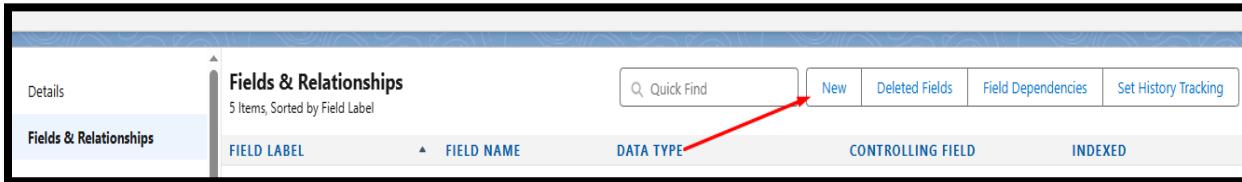
The 'Data Type' field has a red asterisk (*) indicating it is required. There is also a small red asterisk in the top right corner of the dialog box.

- Click on Next >> Next >> Save and new.

To create another field in an object:

25. Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.

26. Now click on "Fields & Relationships" >> New



27. Select Data type as a "Date" and Click on Next

28. Fill the Above as following:

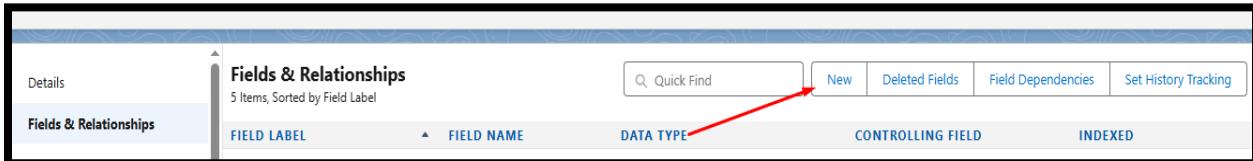
- Field Label : Date of Birth
- Field Name : Date_of_Birth

A screenshot of the 'Field Information' dialog box. It shows a form with three fields: 'Field Label' containing 'Date of Birth', 'Field Name' containing 'Date_of_Birth', and 'Data Type' set to 'Date'. Below these, there is a 'Description' field which is empty.

- Click on Next >> Next >> Save and new.

To create another field in an object:

5. Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.
6. Now click on "Fields & Relationships" >> New



7. Select Data type as a "Text" and Click on Next

8. Fill the Above as following:

- Field Label : Owner Name
- Field Name : Owner Name

The 'Field Information' section of the field creation wizard. It shows the following fields:

- Field Label: Owner Name
- Field Name: Owner_Name
- Description: (empty)
- Data Type: Text

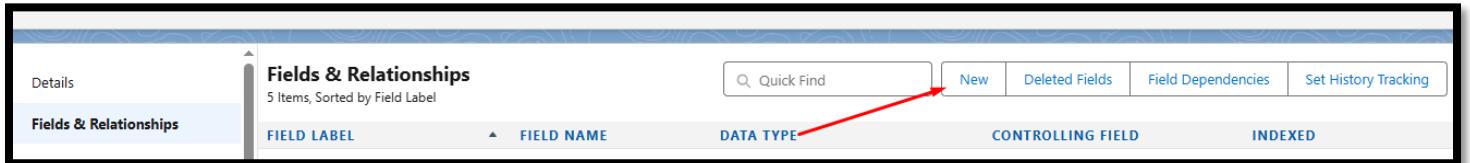
- Length Size: 20

The 'Text Options' section of the field creation wizard. It shows the 'Length' field set to 20.

- Click on Next >> Next >> Save

Creation of fields for the Execution Details object

- 1.Go to setup >> click on Object Manager >> type object name(Volunteer) in search bar >> click on the object.
2. Now click on "Fields & Relationships" >> New



3. Select Data type as a "Auto Number" and Click on Next

4. Fill the Above as following:

- Field Label : Execution ID
- Field Name : gets auto generated

A screenshot of the 'Field Information' dialog box. It shows the following fields:

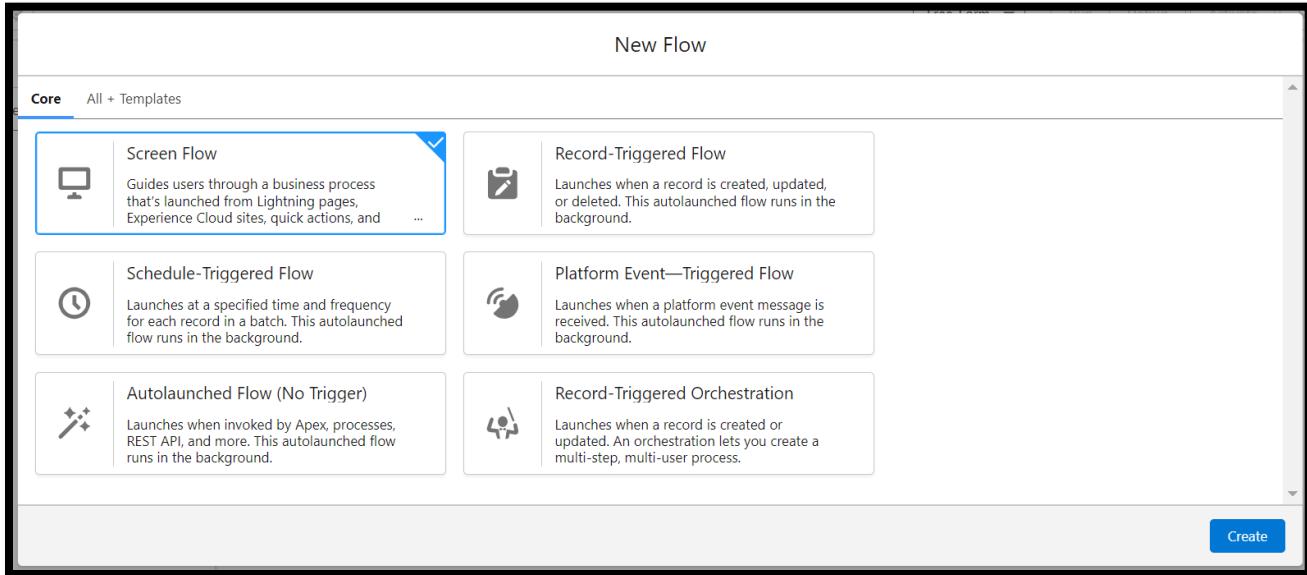
- Field Label: Execution ID
- Field Name: Execution_ID
- Description: (empty)
- Data Type: Auto Number

- Click on Next >> Next >> Save and new.

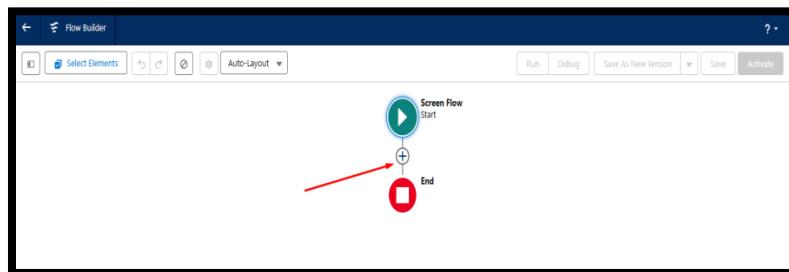
Milestone-06:

Create Flow to create a record in Venue object

1. Go to setup >> type Flow in quick find box >> Click on the Flow and Select the New Flow.
2. Select the Screen flow. Click on create.



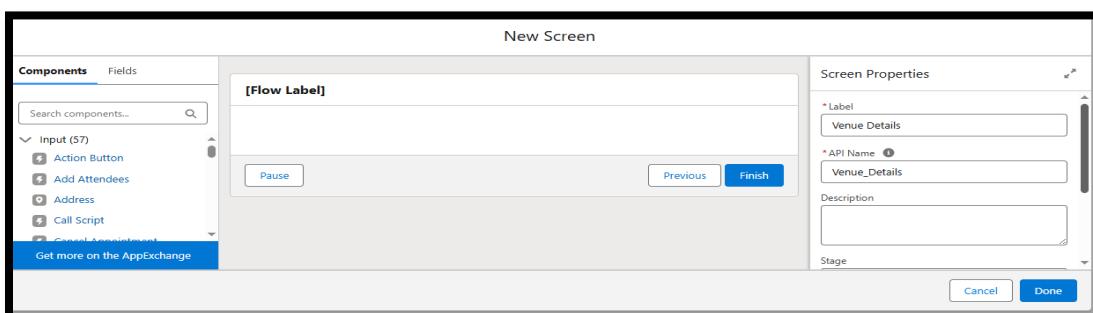
3. Click on the '+' icon in between start and end, and click on screen element.



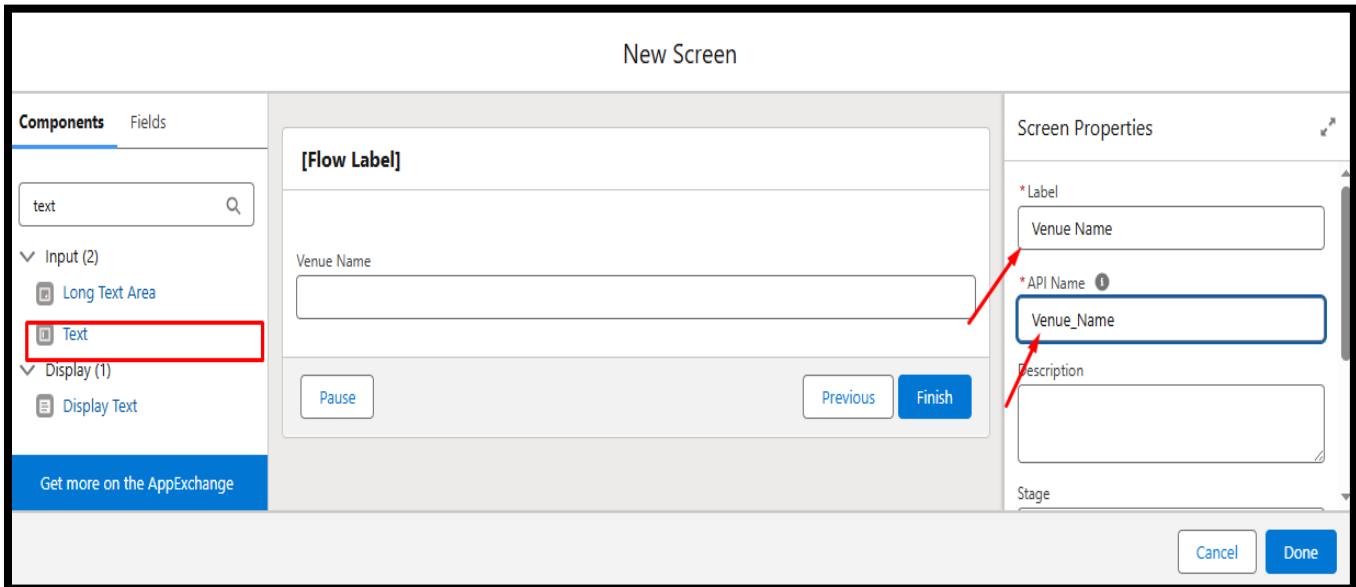
3. Under the Screen Properties:

Label : Venue Details

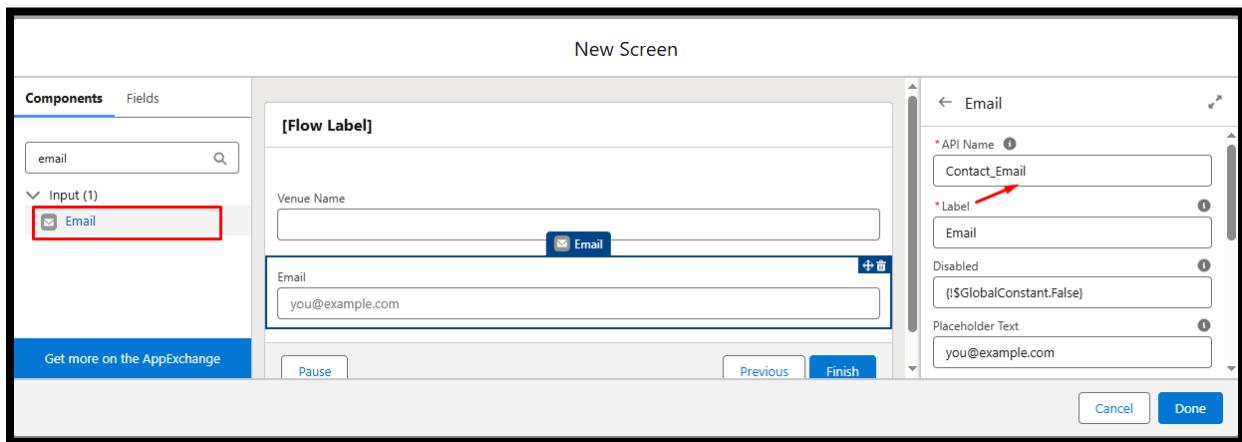
API Name :Venue_Details



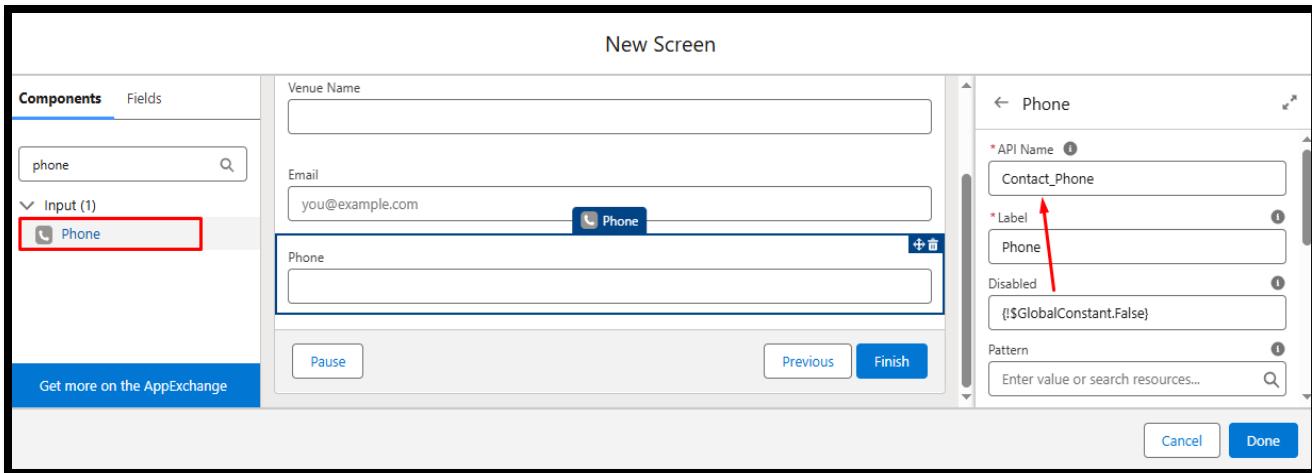
5. Now Lets add components in this flow. Click on Text Component and name it as:
- Label : Venue Name
 - API Name : Venue_Name



6. Click on Email Component and name it as:
- Label : Email
 - API Name : Contact_Email

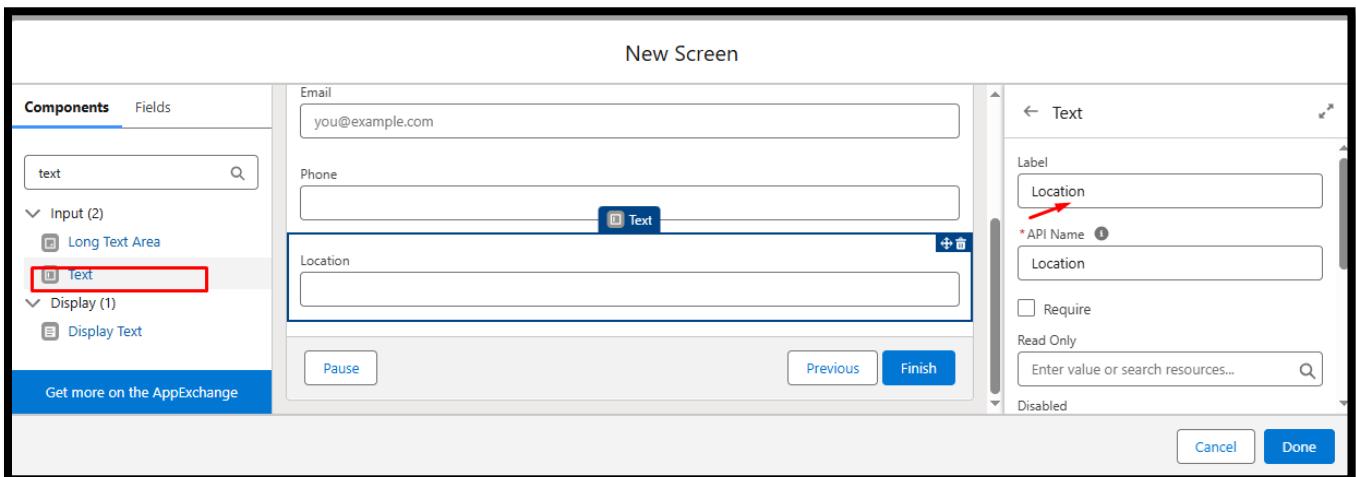


7. Click on Phone Component and name it as:
- Label : Phone
 - API Name : Contact_Phone



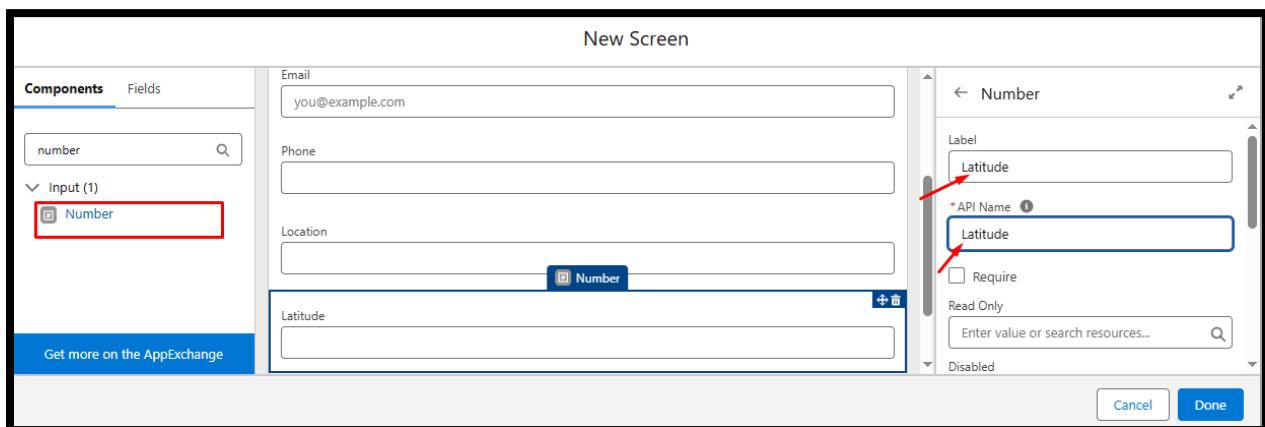
8. Click on Text Component and name it as:

- Label : Location
- API Name : Location



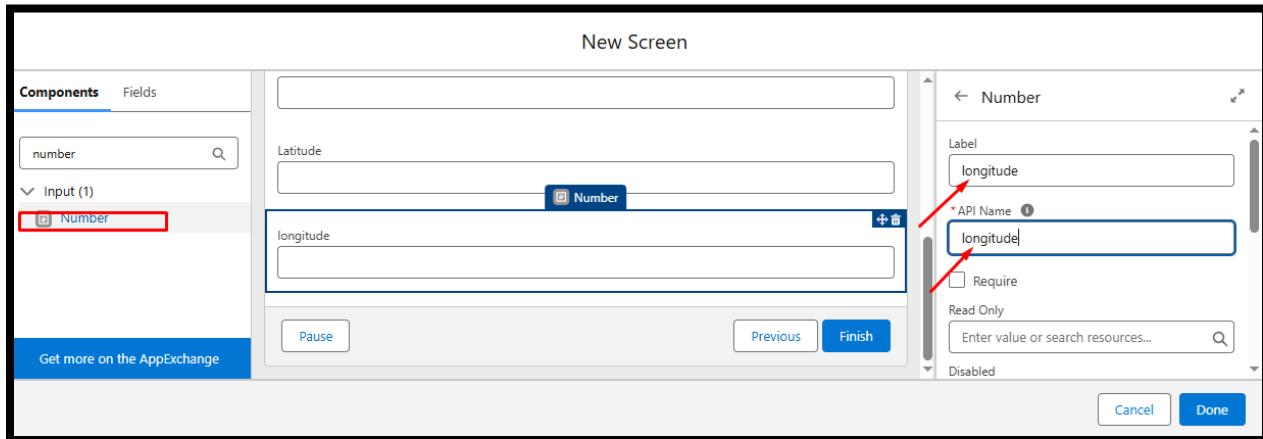
9. Click on Number Component and name it as:

- Label : Latitude
- API Name : Latitude

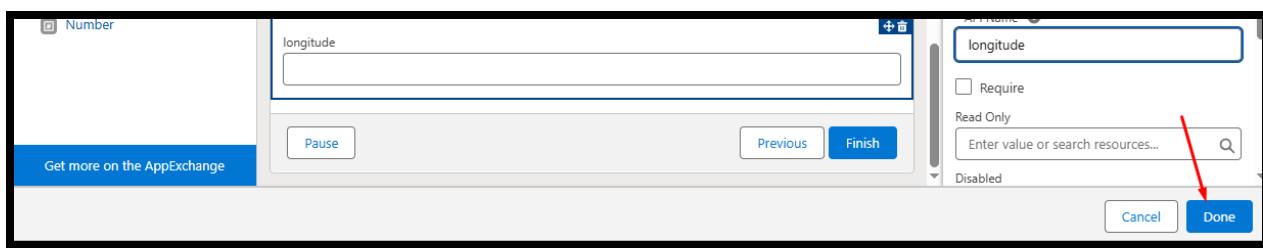


10. Click on Number Component and name it as:

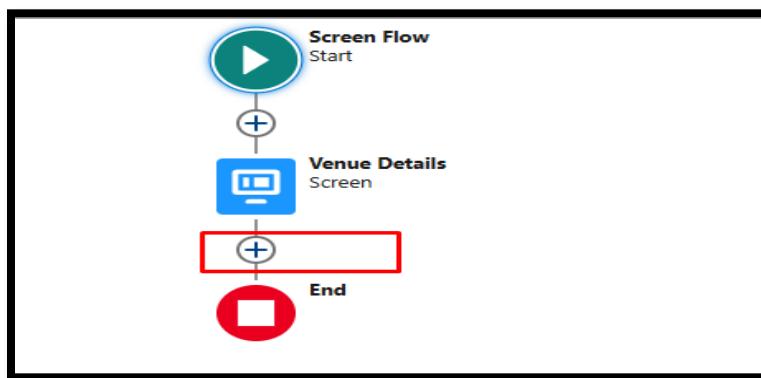
- Label : longitude
- API Name : longitude



Next click on Done. This would like below.

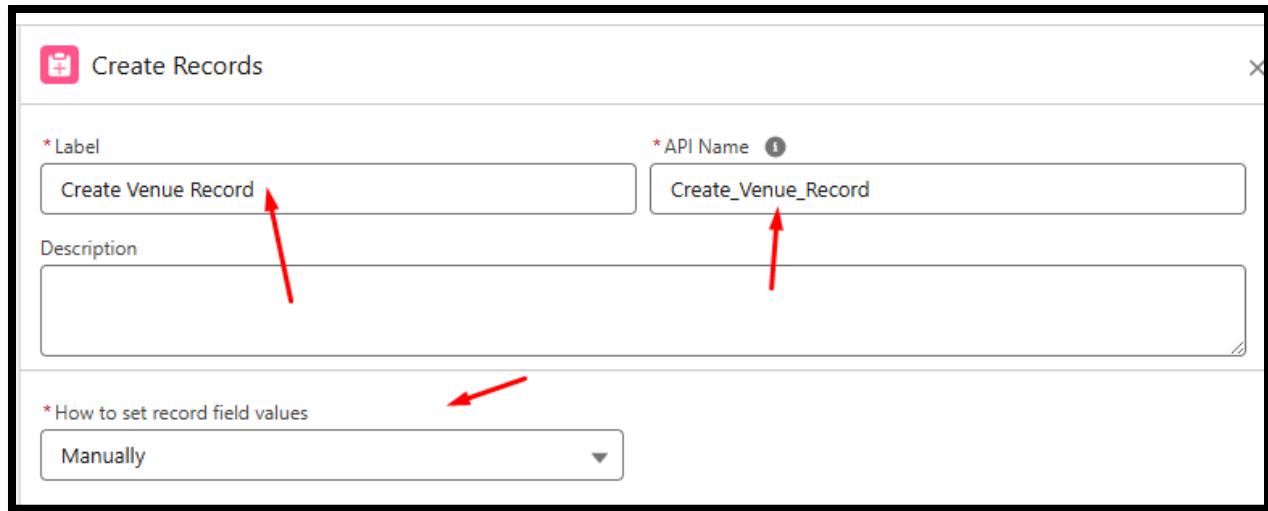


12. Click on the '+' icon in between Venue details and end, and click on create record element.

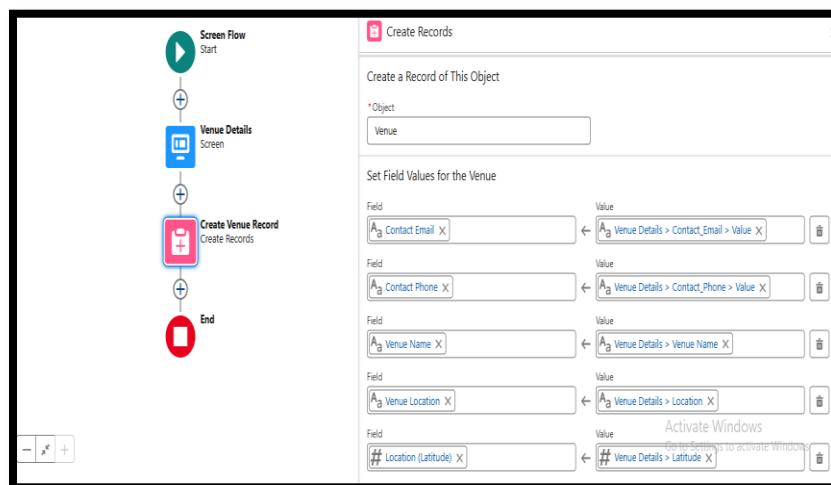


13. Now label it as

- Label : Create Venue Record
- API Name : Create_Venue_Record
- Set field values: Manually



- How Many Records to Create : One
- How to Set the Record Fields : Use separate resources, and literal values
- Object : Venue
- 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}

Field Value
Location (Latitude) ← # Venue Details > Latitude X

Field Value
Location (Longitude) ← # Venue Details > longitude X

+ Add Field

Manually assign variables

Activate Windows
Go to Settings to activate Windows

Check for Matching Records

Disabled

This screenshot shows the 'Assign Variables' step in a Flow Builder. It displays two variable assignments:

- Field: # Location (Latitude) Value: # Venue Details > Latitude
- Field: # Location (Longitude) Value: # Venue Details > longitude

Below these assignments is a checkbox labeled "Manually assign variables". To the right, there is a note about activating windows: "Activate Windows Go to Settings to activate Windows". A toggle switch is set to "Disabled".

15. Click on Save :

Flow Label :Venue Form

Flow API Name :Venue_Form

Save the flow

* Flow Label

* Flow API Name

Description

Show Advanced

Cancel Save

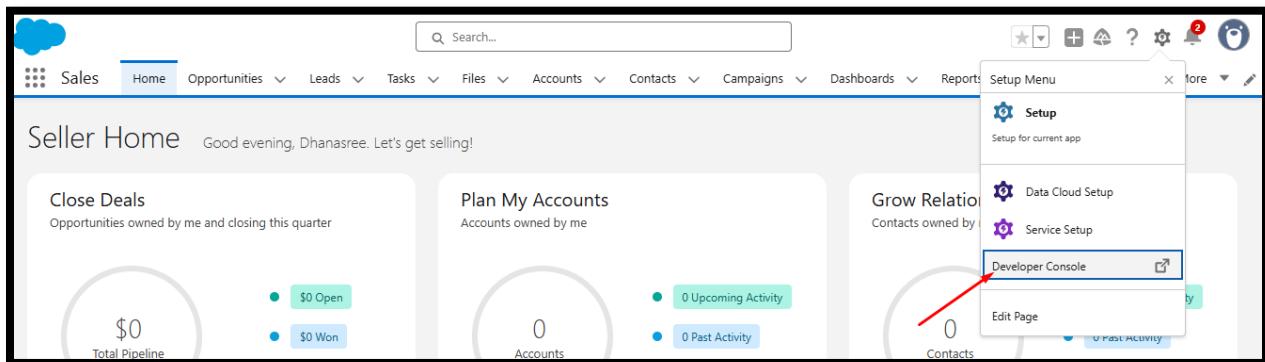
This screenshot shows the "Save the flow" dialog box. It contains fields for "Flow Label" (set to "Venue Form") and "Flow API Name" (set to "Venue_Form"). Both fields are highlighted with red boxes. At the bottom right, there are "Cancel" and "Save" buttons, with a red arrow pointing towards the "Save" button.

Milestone-07

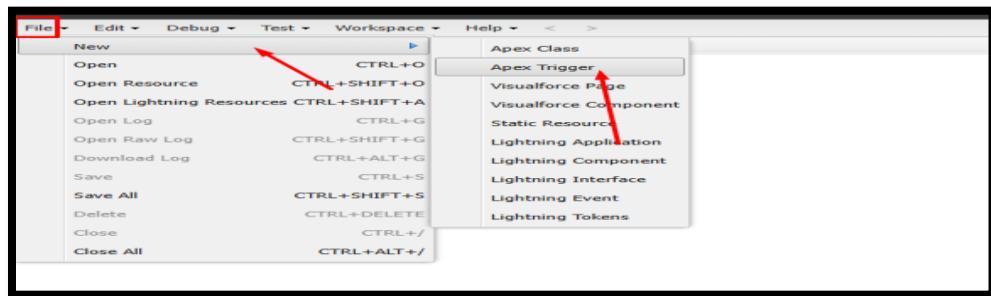
Trigger

Create a Trigger

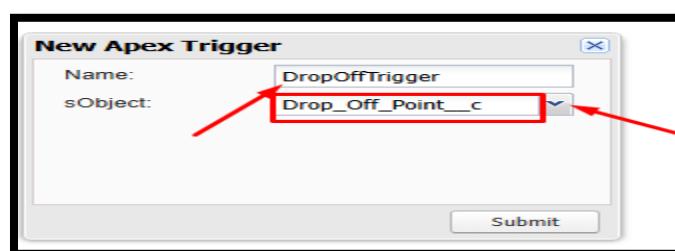
1. Log into the trailhead account, navigate to the gear icon in the top right corner.
2. Click on developer console and you will be navigated to a new console window.



3. Click on the File menu in the toolbar, and click on new >> Trigger.
4. Enter the trigger name and the object to be triggered.



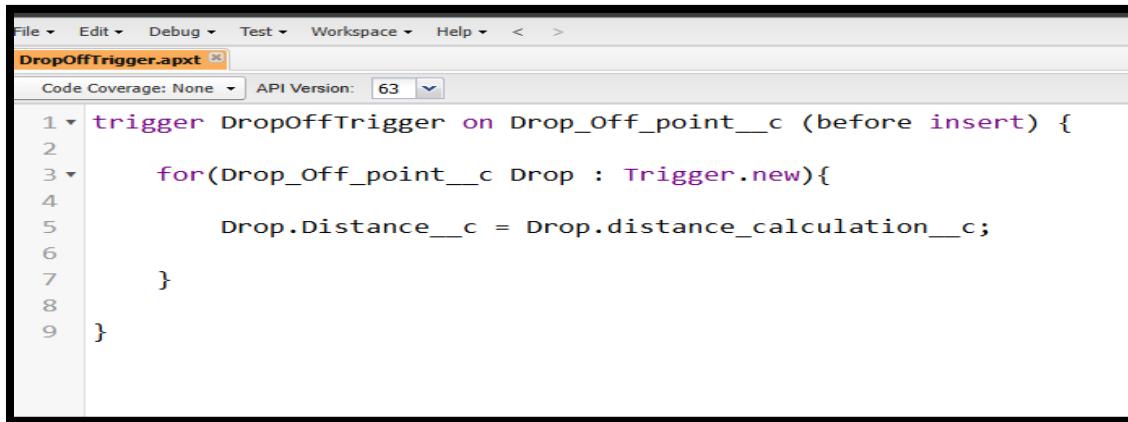
5. Enter Name : DropOffTrigger
 - sObject: Drop-Off Point
6. Click on Submit.



Trigger Code

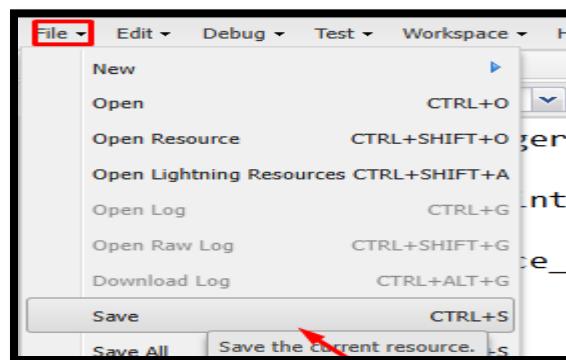
Code:

```
triggerDropOffTrigger on Drop_Off_point__c (before insert) {  
    for(Drop_Off_point__c Drop : Trigger.new){  
        Drop.Distance__c = Drop.distance_calculation__c;  
    }  
}
```



The screenshot shows the Salesforce Apex code editor with the file 'DropOffTrigger.apxt' open. The code is identical to the one provided above, defining a trigger on the 'Drop_Off_point__c' object that calculates the 'Distance__c' field for each record inserted.

- Click on file then select save option.



Milestone-08

Profiles

1. Go to setup page >> type Profiles in Quick Find bar >> click on Profiles >> click on 'S'
2. Click on Clone beside Standard Platform User.

The screenshot shows the Salesforce Setup interface. In the left sidebar, under 'Users', the 'Profiles' link is highlighted with a red arrow. The main content area is titled 'Profiles' and shows a list of profiles. The 'Standard Platform User' row is selected and highlighted with a red box. An 'Edit | Clone' link is visible next to it. The top navigation bar includes 'Search Setup' and various icons.

1. Under Clone Profile:
 - a. Profile Name : NGOs Profile
2. Then click on Save

The screenshot shows the 'Clone Profile' dialog box. It has a title 'Clone Profile' and a sub-instruction 'Enter the name of the new profile.' Below this, a message says 'You must select an existing profile to clone from.' A table shows the 'Existing Profile' (User License: Standard Platform User, Profile Name: Standard Platform User) and the 'New Profile' (User License: Salesforce Platform, Profile Name: NGOs Profile). The 'Profile Name' field contains 'NGOs Profile'. At the bottom are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

Milestone-09

Creation of Users

1. Go to setup page >> type users in Quick Find bar >> click on users>> New user.
2. In General Information give details as: (Note : create users as per your wish NGO's)

The screenshot shows the Salesforce Setup interface under the 'Users' section. On the left, there's a sidebar with links like 'Permission Set Groups', 'Profiles', 'Public Groups', 'Queues', 'Roles', 'User Management Settings', and 'Users'. The 'Users' link is highlighted with a red box. The main area is titled 'All Users' with the sub-instruction 'On this page you can create, view, and manage users.' Below it, a message says 'To get more licenses, use the Your Account app. [Let's Go](#)'. A red arrow points from the text 'In General Information give details as:' in the instructions above to the 'New User' button at the top of the user list table. The table has columns for Action, Full Name, Alias, Username, Role, and Active. It lists two users: 'Chatter Expert' (Alias: Chatter, Username: chatter.00dgk000004fy8huau.fvzgbmq6jera@chatter.salesforce.com) and 'ERIC_OroFarm' (Alias: OERIC, Username: eric.ch9fa1c6fb1@orofarm.com).

- First Name : Iksha Foundation
- Last Name : Iksha_Foundation
- Alias : iiksh
- Email : thotadhanasree8@gmail.com
- Username : iksha234@sb.com
- Nickname : Auto Populated
- User License : Salesforce Platform
- Profile : NGOs Profile
- Active : Check
- ClickSave

The screenshot shows the 'User Edit' dialog box. At the top, there are three buttons: 'Save', 'Save & New', and 'Cancel'. Below that is a section titled 'General Information' with a note 'Required Information' with a red exclamation mark. The form contains the following data:

First Name	Iksha Foundation
Last Name	Iksha_Foundation
Alias	iiksh
Email	thotadhanasree8@gmail.com
Username	iksha234@sb.com
Nickname	User1749113177451928039
Title	
Company	
Department	
Division	
Role	<None Specified>
User License	Salesforce Platform
Profile	NGOs Profile
Active	<input checked="" type="checkbox"/>
Marketing User	<input type="checkbox"/>
Offline User	<input type="checkbox"/>
Knowledge User	<input type="checkbox"/>
Flow User	<input type="checkbox"/>
Service Cloud User	<input type="checkbox"/>
Site.com Contributor User	<input type="checkbox"/>
Site.com Publishing User	<input type="checkbox"/>

Creation of User2:

- First Name : NSS
- Last Name : NSS
- Alias : nnss
- Email : thotadhanasree8@gmail.com
- Username : nss234d@sb.com
- Nickname : Auto Populated
- User License : Salesforce Platform
- Profile : NGOs Profile
- Active : Check
- Click Save

User Edit

Save | Save & New | Cancel

General Information ! = Required Information

First Name	NSS	Role	<None Specified>
Last Name	NSS	User License	Salesforce Platform
Alias	nnss	Profile	NGOs Profile
Email	thotadhanasree8@gmail.com	Active	<input checked="" type="checkbox"/>
Username	nss234d@sb.com	Marketing User	<input type="checkbox"/>
Nickname	User1749113301999521966	Offline User	<input type="checkbox"/>
Title		Knowledge User	<input type="checkbox"/>
Company		Flow User	<input type="checkbox"/>

Creation of User3:

- First Name : Street_Cause
- Last Name : StreetCause
- Alias : sstre
- Email : thotadhanasree8@gmail.com
- Username : street234@sb.com
- Nickname : Auto Populated
- User License : Salesforce Platform
- Profile : NGOs Profile
- Active : Check
- Click Save

User Edit
Street_Cause StreetCause Help for this Page ?

User Edit Save Save & New Cancel

General Information ! Required Information

First Name	Street_Cause	Role	<None Specified>
Last Name	StreetCause	User License	Salesforce Platform
Alias	sstre	Profile	NGOs Profile
Email	thotadhanasree8@gmail.com	Active	<input checked="" type="checkbox"/>
Username	street234@sb.com	Marketing User	<input type="checkbox"/>
Nickname	User1749113448928875808	Offline User	<input type="checkbox"/>
Title		Knowledge User	<input type="checkbox"/>
Company		Flow User	<input type="checkbox"/>
Department		Service Cloud User	<input type="checkbox"/>
Photo		Status: Pending Approval	

Milestone-10

Creation of Public Group 1

1. Go to setup page >> type Public Groups in Quick Find bar >> click on Public Groups >> click on New.
2. Under Group Information:
 - Label : Iksha
 - Group Name : Iksha
 - Grant Access Using Hierarchies : Check
3. In Search, Select Users.
4. In Selected Members Add Iksha Foundation and System Administrator

Group Membership
Group: Iksha

Help for this Page

Group Information

Edit Public Group

Label: Iksha

Group Name: Iksha

Grant Access Using Hierarchies:

Description:

Search: Public Groups for: Find

Available Members

Group: NSS
Group: StreetCause

Add

Selected Members

Dhanasree Thota
Iksha Foundation Iksha_Foundation

Activate Windows
Go to Settings to activate Windows.

Creation of Public Group 2

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

2. Under Group Information:

Label : NSS

Group Name : NSS

Grant Access Using Hierarchies : Check

3. In Search, Select Users.

4. In Selected Members Add NSS NSS and System Administrator

The screenshot shows the 'Edit Public Group' page under the 'Group Membership' section for a group named 'Group: NSS'. The 'Group Information' section includes fields for 'Label' (NSS), 'Group Name' (NSS), and 'Grant Access Using Hierarchies' (checked). A 'Description' field is empty. Below this, a search bar is set to 'Public Groups'. The 'Available Members' list contains 'Group: Iksha' and 'Group: StreetCause'. The 'Selected Members' list contains 'Dhanasree Thota' and 'NSS NSS'. An 'Add' button is located between the two lists. At the bottom right, there is a message: 'Activate Windows' and 'Go to Settings to activate Windows.'

Creation of Public Group 3

1. Go to setup page >> type Public Groups in Quick Find bar >> click on Public Groups >> click on New.
2. Under Group Information:
 - Label : StreetCause
 - Group Name : StreetCause
 - Grant Access Using Hierarchies : Check
3. In Search, Select Users.
4. In Selected Members Add Street_CauseStreetCauseand System Administrator

Group Membership
Group: StreetCause

Help for this Page ?

Group Information Save Cancel

Edit Public Group Required Information

Label: StreetCause

Group Name: StreetCause i

Grant Access Using Hierarchies i

Description:

Search: Public Groups Find

Available Members Selected Members

Group: Iksha ▲ Group: NSS	Dhanasree Thota Street_Cause StreetCause
------------------------------	---

Add

Activate Windows
Go to Settings to activate Windows

1. After Saving this would look like this.

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.

View: All Edit Create New View

New

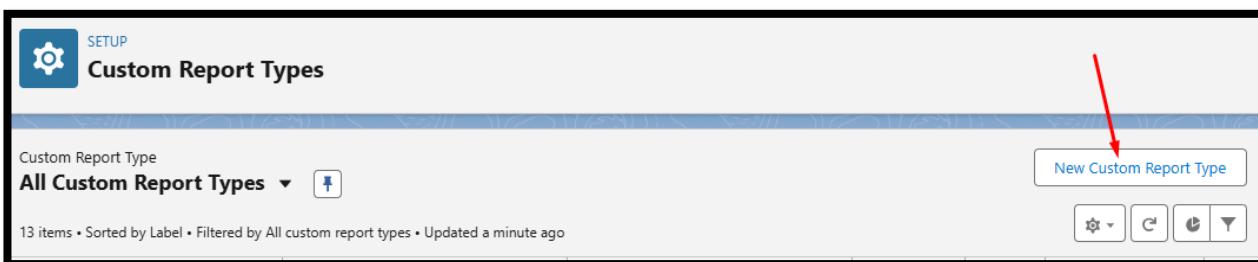
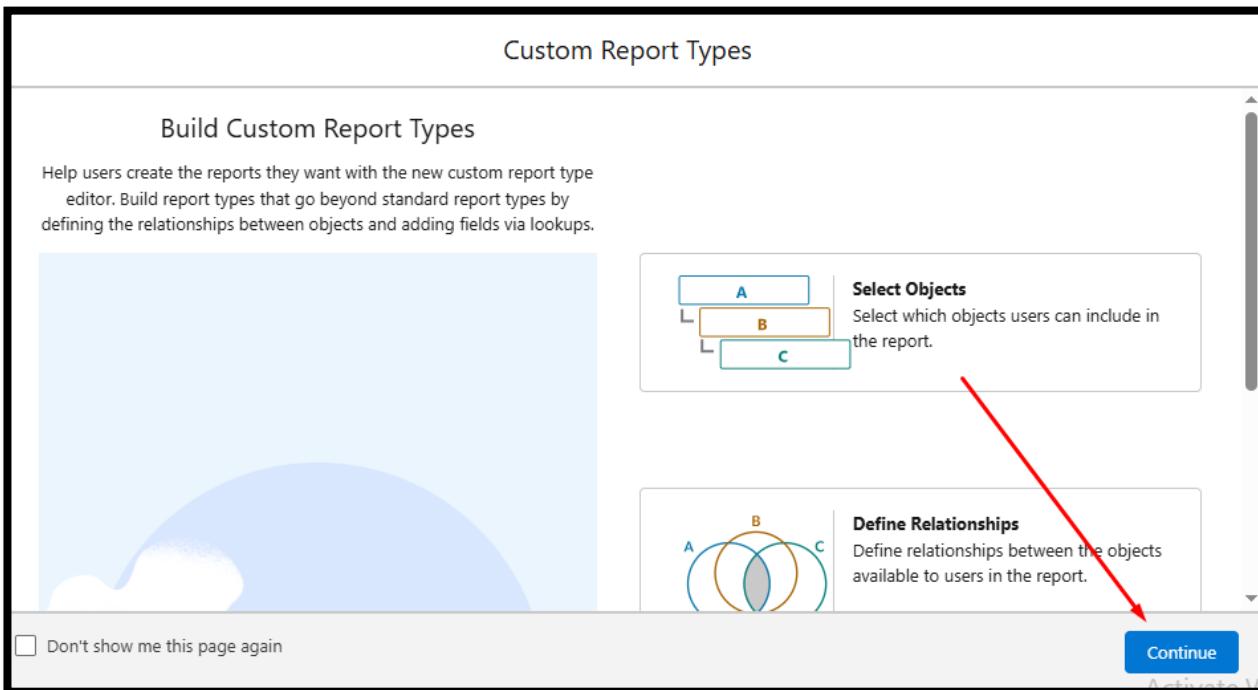
Action	Label	Group Name	Created By	Created Date
Edit Del	Iksha	Iksha	Thota, Dhanasree	6/5/2025, 1:55 AM
Edit Del	NSS	NSS	Thota, Dhanasree	6/5/2025, 1:56 AM
Edit Del	StreetCause	StreetCause	Thota, Dhanasree	6/5/2025, 1:59 AM

Milestone-11

Report Types

Creation of Report Types

1. Go to setup page >> type Report Types in Quick Find bar >> click on Report Types >> click on Continue >> Click on New Custom Report Type.



2. 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 DropOff with Volunteer

* Primary Object

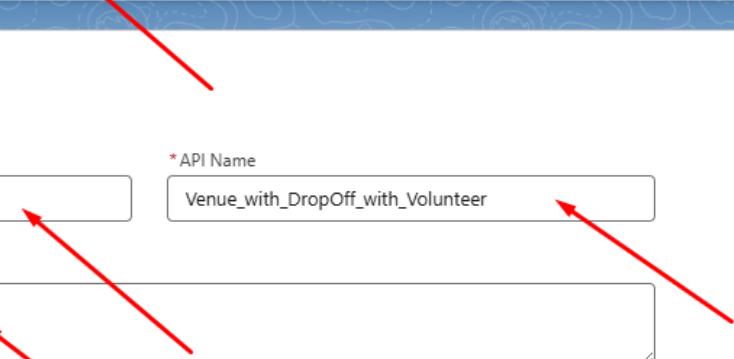


Details

* Display Label

* API Name

* Description



- Store in Category : Select Other Reports
- Deployment Status : Deployed

3. Click on Next

* 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.

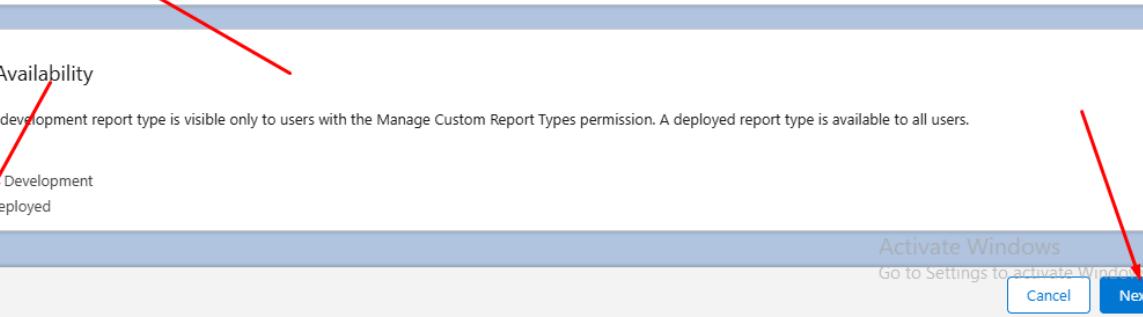
Status

Development

Deployed

Activate Windows
Go to Settings to activate Windows

[Cancel](#) [Next](#)



- Near Click to relate another Object Select Drop-Off Points.
- And also select "A" records may or may not have related "B" records.
- Now again Near Click to relate another Object Select Volunteers.
- Now click on Save.

Select related objects to define which records are included in reports using this report type.

A Venues
Primary Object

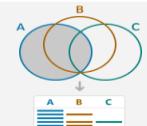
B Drop-Off Points
A to B Relationship:
 Each "A" record must have at least one related "B" record.
 "A" records may or may not have related "B" records.

C Volunteers
B to C Relationship:
 Each "B" record must have at least one related "C" record.
 "B" records may or may not have related "C" records.

(Click to relate another object)

Activate Windows
Go to Settings to activate Windows

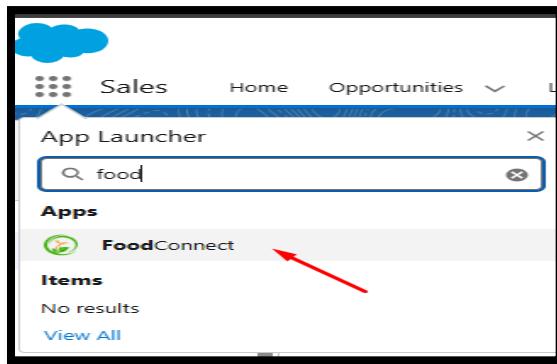
[Cancel](#) [Save](#)



Milestone-12

Creation of Report on Venue with DropOff with Volunteer

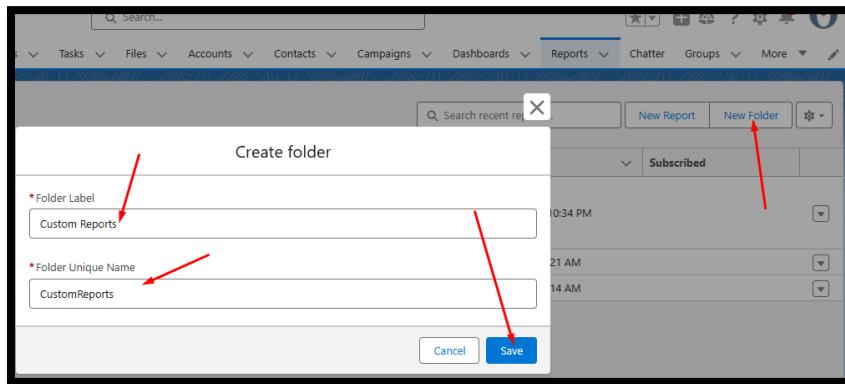
1. Go to the app(FoodConnect)



2. click on the reports tab

3. Click on New Folder.

- Folder Label : Custom Reports
- Folder Unique Name : CustomReports



3. Open Custom Reports and click on New Report
4. Select Report Type : Venue with DropOff with Volunteer
5. Then click on Start Report.



6. In GROUP ROWS : Add Volunteer Name
7. In Columns : Add Venue Name, Drop-Off point Name, Distance.
8. Now click on Save & Run.

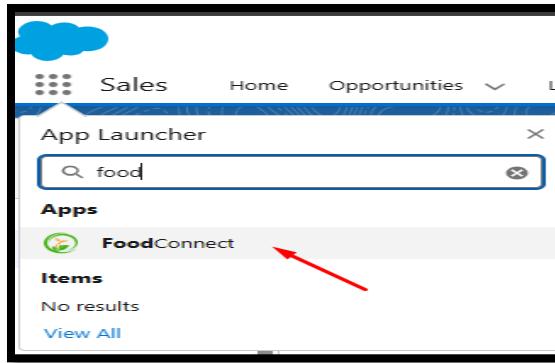
The screenshot shows the Salesforce Report Builder interface. The report title is "venue and Drop Off point" and the preview is titled "Venue with DropOff with Volunteer". The report structure on the left includes sections for Groups (with "GROUP ROWS" selected), Columns, and Filters. The preview table on the right shows data grouped by "Volunteer Name" (Allmas, Dhanu, Manasa, Mounika, Ramya) with columns for "Venue Name" (Almas, Dhanasree, Manasa, Mounika, Ramya), "Drop-Off Point Name" (Goa, HYD, Chennai, tirupati, Tirupati), and "Distance" (0.0000, 0.0000, 0.0000, 0.0000, 0.0000). The "Save & Run" button at the top right is highlighted with a red arrow. Other buttons visible include "Add Chart", "Save", "Close", and "Run".

Volunteer Name	Venue Name	Drop-Off Point Name	Distance
Allmas (1)	Almas	Goa	-
Subtotal			0.0000
Dhanu (1)	Dhanasree	HYD	-
Subtotal			0.0000
Manasa (1)	Manasa	Chennai	-
Subtotal			0.0000
Mounika (1)	Mounika	tirupati	-
Subtotal			0.0000
Ramya (1)	Ramya	Tirupati	-
Subtotal			0.0000
Total (5)			0.0000

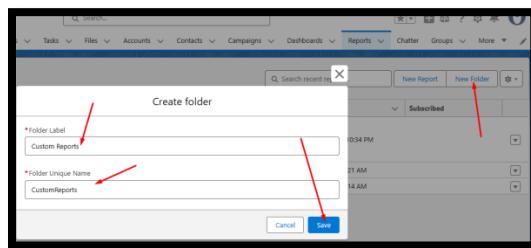
8. Give Label as :
9. Report Name : venue and Drop Off point
10. Report Unique Name : Auto Populated
11. Click on Select Folder and select Custom Report, then click on Save.

Creation of Report on Volunteers with Execution Details and Tasks

1. Go to the app(FoodConnect) >> click on the reports tab



1. Click on Custom Reports Folder and click on New Report
2. Select Report Type : Volunteers with Execution Details and Tasks.
3. Then click on Start Report.



A screenshot of the 'Create Report' page. On the left, there's a sidebar with categories like 'Recently Used', 'All', 'Accounts & Contacts', 'Opportunities', etc. In the center, there's a 'Select a Report Type' section with a search bar containing 'vol'. Below it, a list of report types is shown, with 'Volunteers with Execution Details and Tasks' highlighted. On the right, there's a 'Details' panel for this report type, showing its icon, name ('Volunteers with Execution D...'), and a 'Start Report' button. Red arrows point to the 'Start Report' button and the 'Volunteers with Execution Details and Tasks' report type in the list.

1. Then click on Start Report.
2. In GROUP ROWS : Volunteer ID
3. In Columns : Add Volunteer : Volunteer Name, Task : Task Name, Execution Detail : Execution Detail Name, Volunteer: Owner Name, Task: Date, Task : Rating.
4. Now click on Save & Run.

5. Give Label as :

- Report Name : Volunteer Task
- Report Unique Name : Auto Populated

6. Click on Select Folder and select Custom Report, then click on Save.

The screenshot shows a report configuration interface with the following details:

- REPORT:** Volunteer Task
- Filters:** Previewing a limited number of records. Run the report to see everything.
- Outline:** Volunteer: ID, Volunteer: Volunteer Name, Task: Task Name, Execution Detail: Execution Detail Name, Volunteer: Owner Name, Task: Date, Task: Rating.
- Columns:** Volunteer: Volunteer Name, Task: Task Name, Execution Detail: Execution Detail Name, Volunteer: Owner Name, Task: Date, Task: Rating.
- Preview Table Data:**

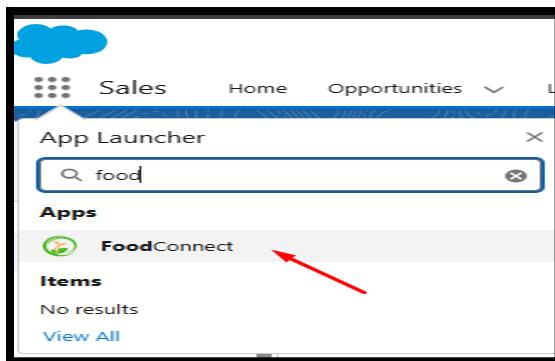
Volunteer: ID	Volunteer: Volunteer Name	Task: Task Name	Execution Detail: Execution Detail Name	Volunteer: Owner Name	Task: Date	Task: Rating
a03gK000002uL0c (1)	Dhanu	Work	Dhanasree	Dhanasree Thota	6/3/2025	-
a03gK000002wc3l (1)	Ramya	work2	Ramyashree	Dhanasree Thota	6/4/2025	-
a03gK000002wcrm (1)	Allmas	Work5	Allmas	Dhanasree Thota	6/3/2025	-
a03gK000002wcuz (1)	Manasa	work3	Manasa	Dhanasree Thota	6/3/2025	-
a03gK000002wdr3 (1)	Mounika	Work4	Mounika	Dhanasree Thota	6/3/2025	-
Total (5)						
- Buttons:** Add Chart, Save & Run, Save, Close, Run.
- Other:** Update Preview Automatically checked, To Do List.

Milestone-13

Dashboards

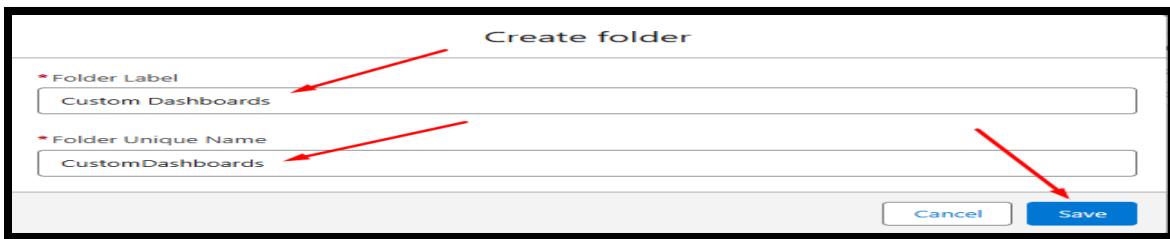
Adding venue and Drop Off point Report to the Dashboard:

1. Go to the app(FoodConnect) >> click on the Dashboards tab.



2. Click on New Folder.

- Folder Label : Custom Dashboards
- Folder Unique Name : Auto Populated



3. Open Custom Dashboards and click on New Dashboards
4. Name : Organization Details
5. Click on Widget and select Chart or Table
6. In Select Report : Select venue and Drop Off point Report.
7. Then click on select
 - In Add Component:
 - Display As : Select Lightning Table
 - Component Theme : Select Dark (Optional)

Edit Widget

Report
venue and Drop Off point

Use chart settings from report i

Display As

Groups
Add group...

Preview

venue and Drop Off point

Venue Name ↑	Drop-Off Point Name	Distance
Allmas	Goa	123.0000
Dhanasree	HYD	123.0000
Manasa	Chennai	123.0000
Mounika	tirupati	234.0000
Ramya	Tirupati	-

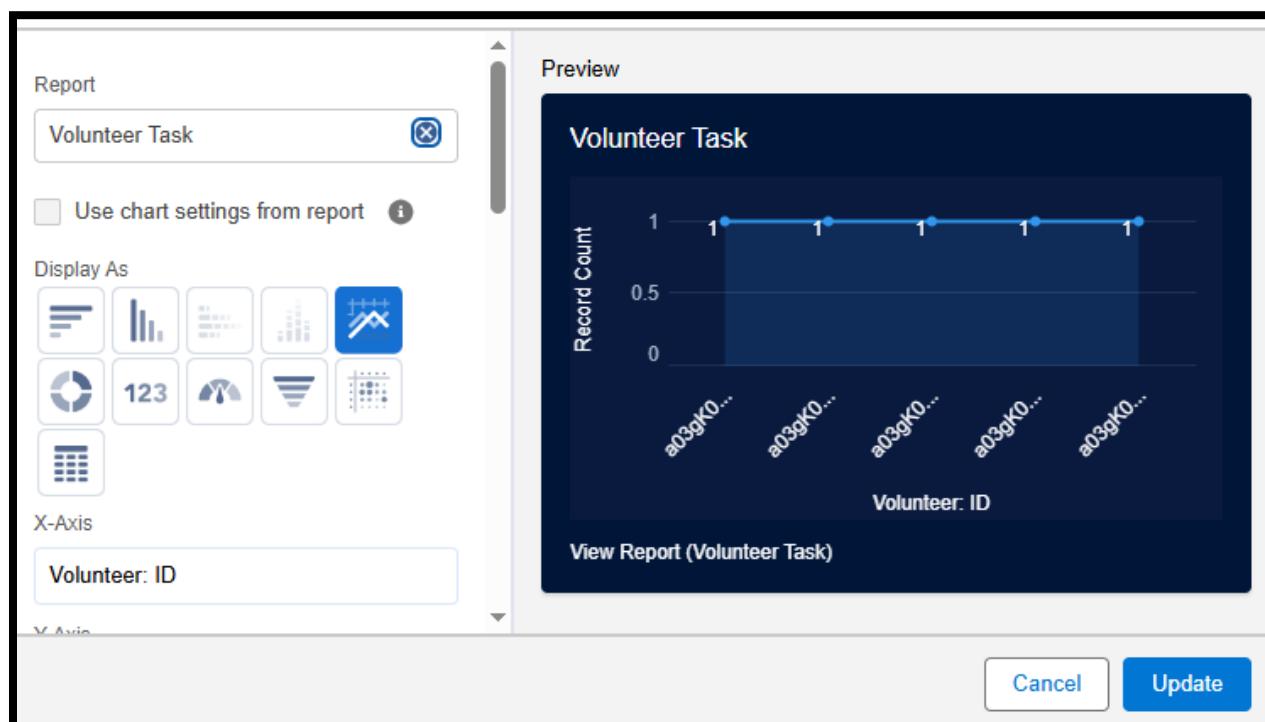
[View Report \(venue and Drop Off point\)](#)

Adding Volunteer Task Report to the Dashboard:

1. Click on Widget and select Chart or Table
2. In Select Report : Select Volunteer Task Report.
3. Then click on select
4. In Add Component:

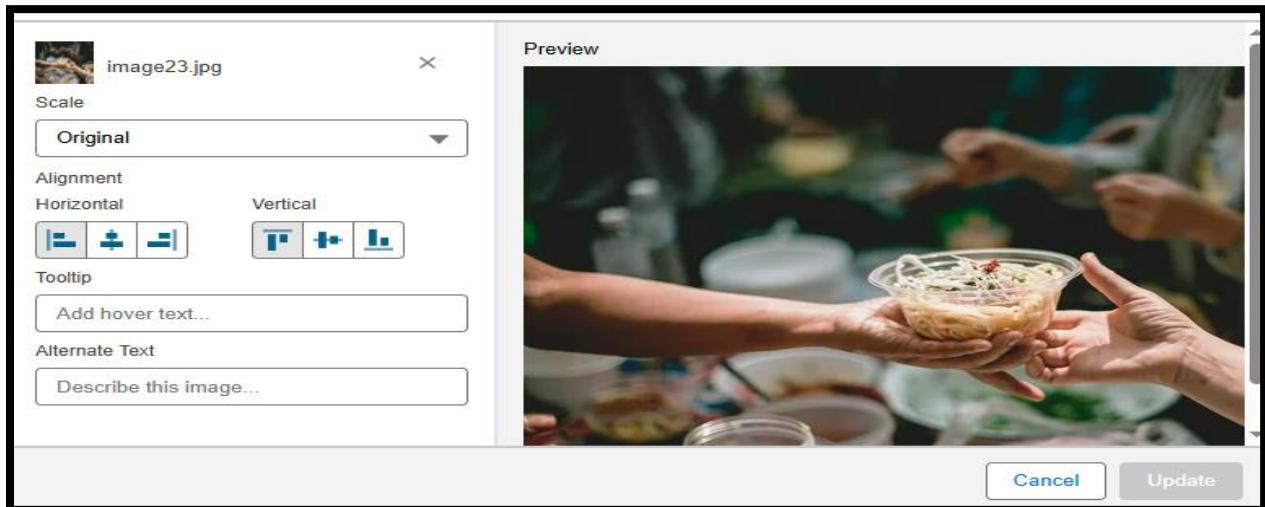
Display As : Select Line Chart

Component Theme : Select Dark (Optional)



Adding a Picture to the Dashboard (Optional):

1. Click on Widget and select Image. Then click on Browse Files.
2. Then Select the Picture you want to upload in this Dashboard.
3. Then click on Save As :
 - Name : Task Execution Details
 - Click on Select Folder and select Custom Dashboards
4. Click on Select Folder and then Save.

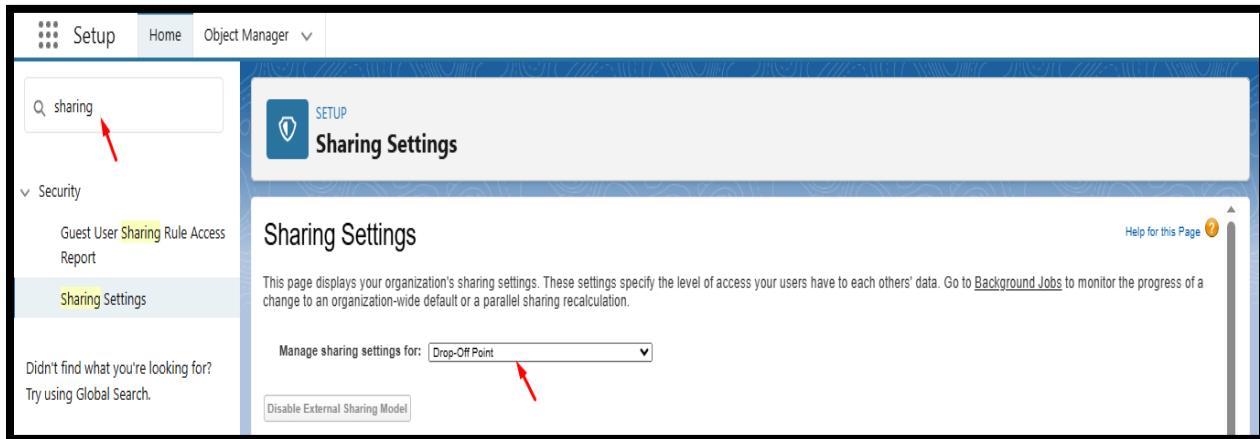


Milestone-14

Sharing Rules

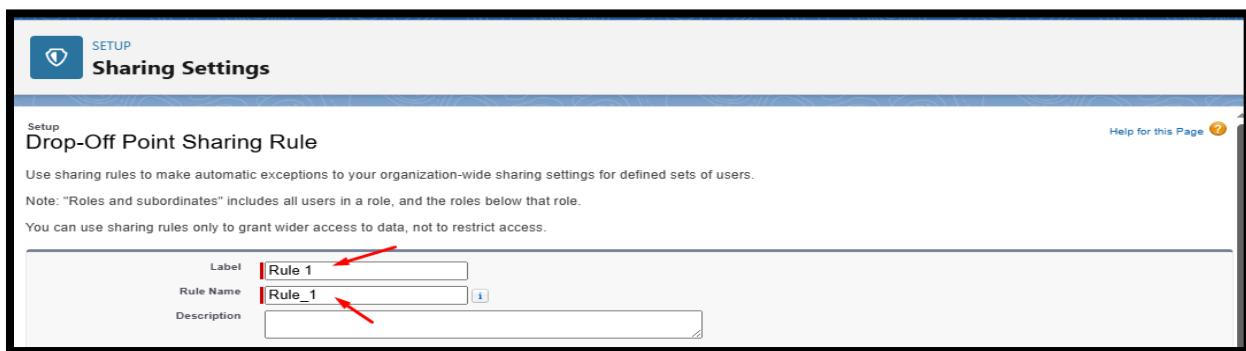
Creation of sharing rules:

1. Go to setup >> type Sharing Settings in quick find box >> Click on the Sharing Settings.
2. Scroll down and find Drop-Off point Sharing Rules.



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 records to be shared:
 - Field : Operator : Value = Distance : less than : 15
6. Select the users to share with : Near Share With
 - Public Groups : Iksha
7. Click on Save.

Step 1: Select your rule type

Criteria

Field	Operator	Value	AND
Distance	less than	15	AND
—None—	—None—		

[Add Filter Logic...](#)

Additional Options: Include records owned by users who can't have an assigned role [?](#)

Share with: Group: Iksha

Access Level: **Read/Write**

Created By: Dhanasree Thota, 6/5/2025, 2:53 AM

Modified By: Dhanasree Thota, 6/5/2025, 2:57 AM

Activate Windows
Go to Settings to activate Windows.

Save **Cancel**

7. Click on new near Drop-Off point Sharing Rules and Name it as:

- Label : Rule 2
- Rule Name : Rule_2

SETUP

Sharing Settings

Setup Drop-Off Point Sharing Rule Help for this Page [?](#)

Use sharing rules to make automatic exceptions to your organization-wide sharing settings for defined sets of users.

Note: "Roles and subordinates" includes all users in a role, and the roles below that role.

You can use sharing rules only to grant wider access to data, not to restrict access.

Label: **Rule 2**

Rule Name: **Rule_2**

Description:

9. Select your rule type : Select Based on criteria.

10. Select which records to be shared:

- Field : Operator : Value = Distance : greater than : 15
- Field : Operator : Value = Distance : less or equal : 30

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

- Public Groups : NSS

12. Click on Save.

Step 1: Select your rule type

Criteria

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

[Add Filter Logic...](#)

Additional Options: Include records owned by users who can't have an assigned role [?](#)

Share with: Group: NSS

Access Level: **Read/Write**

Created By: Dhanasree Thota, 6/5/2025, 2:55 AM

Modified By: Dhanasree Thota, 6/5/2025, 2:58 AM

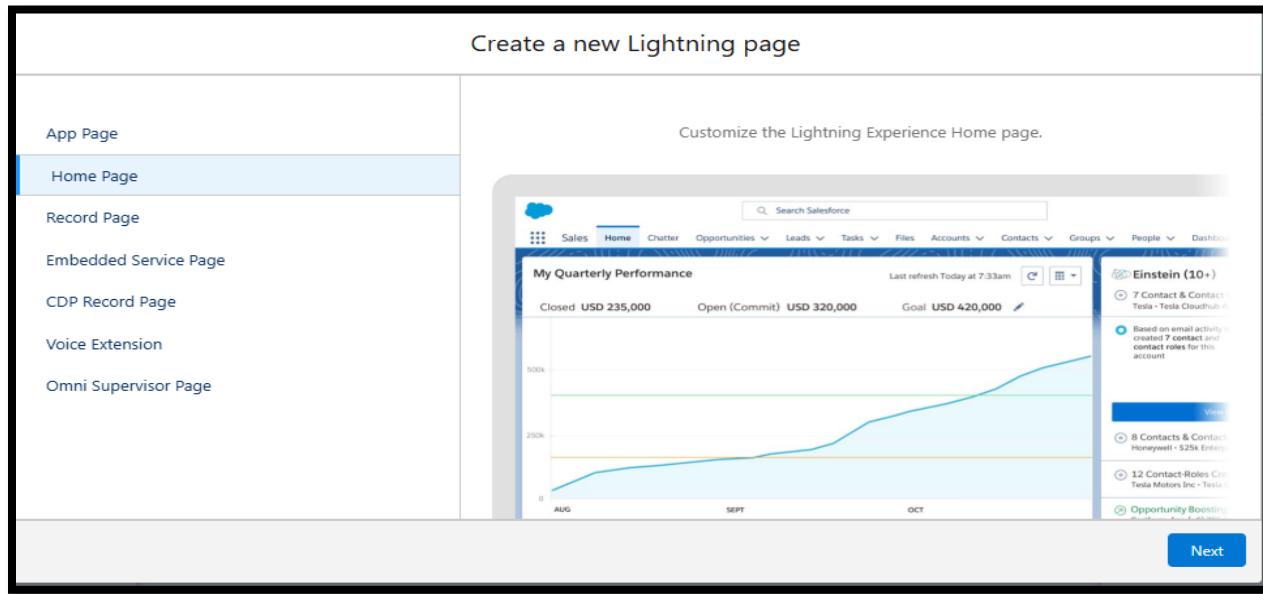
Activate Windows
Go to Settings to activate Window

Save **Cancel**

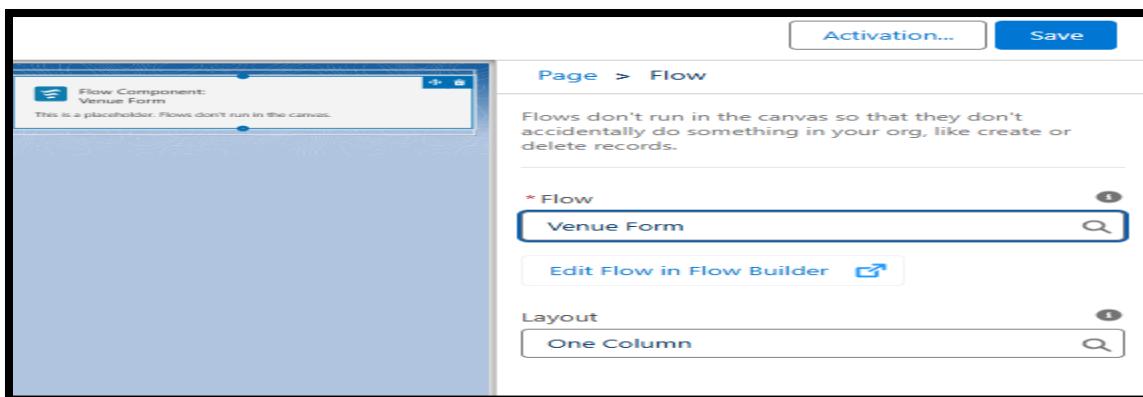
Milestone-15

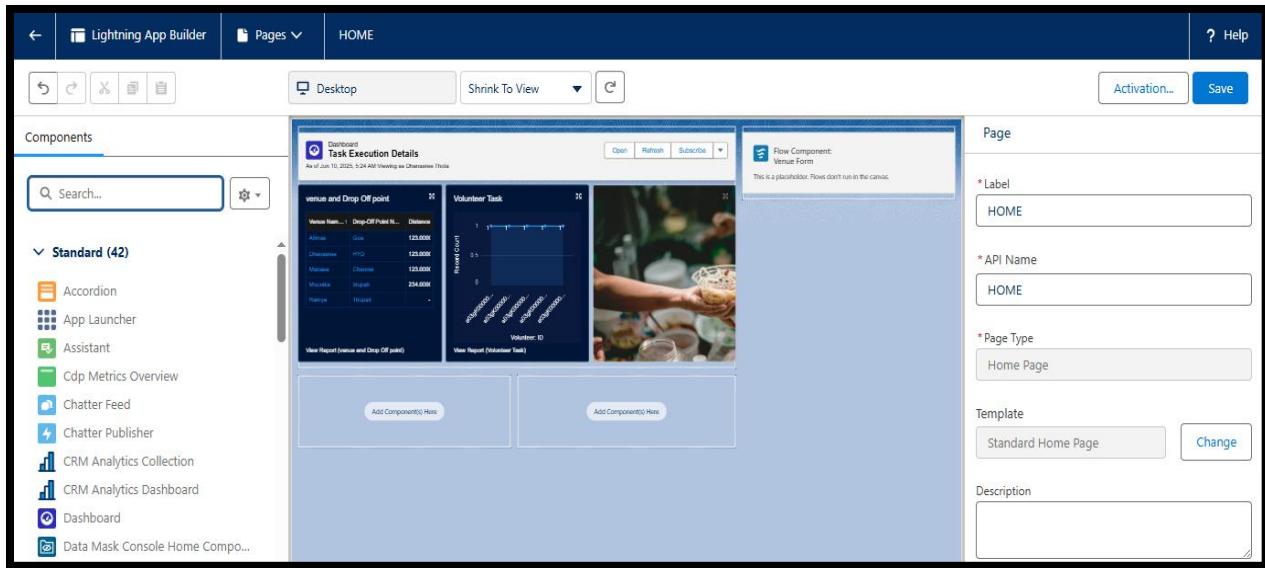
Home Page

1. Go to setup >> type Lightning App Builder in quick find box >> Click on the Lightning App Builder and Select the New.
2. Select Home Page and give Label as HOME Page.



3. Select Standard Home Page.
4. Near Components search for Flow and Drag and Drop in Right Side Section..
5. On the right hand side:
 - Flow : Venue Flow
6. Near Components search for Dashboard, then Drag and Drop it in first Section.





7. Click on Save and Activation, then click on App Default, then Add Assignments.
8. Add FoodConnect App and then Save.
9. FoodConnect Home Page would Look Like this.

Task Execution Details

As of Jun 10, 2025, 5:24 AM Viewing as Dhanasree Thota

Venue Name...	Drop-Off Point N...	Dist...
Allmas	Goa	123.000
Dhanasree	HYD	123.000
Manasa	Chennai	123.000
Mounika	tirupati	234.000
Ramya	Tirupati	-

Volunteer Task

Record Count: 1

Volunteer ID: ad39k0000...

Venue Form

Venue Name:

Email: you@example.com

Phone:

Location:

Latitude:

Longitude:

Activate Windows [Next](#)

Go to Settings to activate Windows.

Home Tab

Venues

Recently Viewed

5 items • Updated a few seconds ago

	Venue Name
1	Dhanasree
2	Allmas
3	Ramya
4	Manasa
5	Mounika

Venue Tab

Drop-Off Points

Recently Viewed

5 items • Updated a few seconds ago

	Drop-Off Point Name
1	HYD
2	Chennai
3	tirupati
4	Goa
5	Tirupati

Drop-Off Point Tab

The screenshot shows the FoodConnect software interface with the 'Tasks' tab selected. The top navigation bar includes links for Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Reports, and Dashboards. A search bar and various system icons are also present. The main content area displays a 'Recently Viewed' list of tasks, each with a checkbox and a name. A toolbar at the top of the list provides options for New, Import, Change Owner, and Assign Label.

Task Name
1 Work
2 work2
3 work3
4 Work4
5 Work5

Tasks Tab

The screenshot shows the FoodConnect software interface with the 'Volunteers' tab selected. The top navigation bar includes links for Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Reports, and Dashboards. A search bar and various system icons are also present. The main content area displays a 'Recently Viewed' list of volunteers, each with a checkbox and a name. A toolbar at the top of the list provides options for New, Import, Change Owner, and Assign Label.

Volunteer Name
1 Dhanu
2 Ramya
3 Manasa
4 Mounika
5 Allmas

Volunteers Tab

The screenshot shows the FoodConnect software interface with the 'Execution Details' tab selected. The top navigation bar includes links for Home, Venues, Drop-Off Points, Tasks, Volunteers, Execution Details, Reports, and Dashboards. A search bar and various system icons are also present. The main content area displays a 'Recently Viewed' list of execution details, each with a checkbox and a name. A toolbar at the top of the list provides options for New, Import, Change Owner, and Assign Label.

Execution Detail Name
1 Mounika
2 Allmas
3 Manasa
4 Ramyashree
5 Dhanasree

Reports

Recent

3 items

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Sample Flow Report: Screen Flows	Which flows run, what's the status of each interview, and how long do users take to complete the screens?	Public Reports	Automated Process	5/26/2025, 10:34 PM	<input type="checkbox"/>
Created by Me	Volunteer Task		Custom Reports	Dhanasree Thota	6/5/2025, 2:21 AM	<input type="checkbox"/>
Private Reports	venue and Drop Off point		Custom Reports	Dhanasree Thota	6/5/2025, 2:14 AM	<input type="checkbox"/>
Public Reports						
All Reports						

Reports Tab

Dashboards

Recent

2 items

DASHBOARDS	Dashboard Name	Description	Folder	Created By	Created On	Subscribed
Recent	Task Execution Details		Custom Dashboards	Dhanasree Thota	6/5/2025, 2:45 AM	<input type="checkbox"/>
Created by Me	Organization Details		Private Dashboards	Dhanasree Thota	6/5/2025, 2:27 AM	<input type="checkbox"/>
Private Dashboards						
All Dashboards						
FOLDERS						
All Folders						

Dashboards Tab

Milestone-16

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.