InternLink Hub -“A Central Platform for Internships & Placements”

Phase 9: Reporting, Dashboards & Security Review

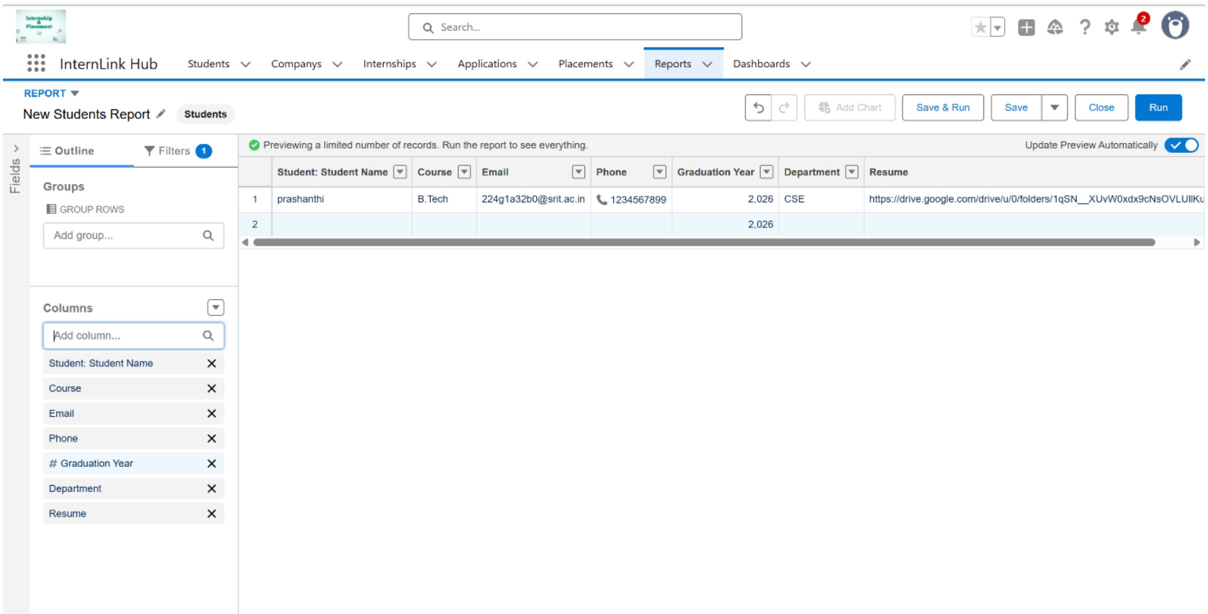
---

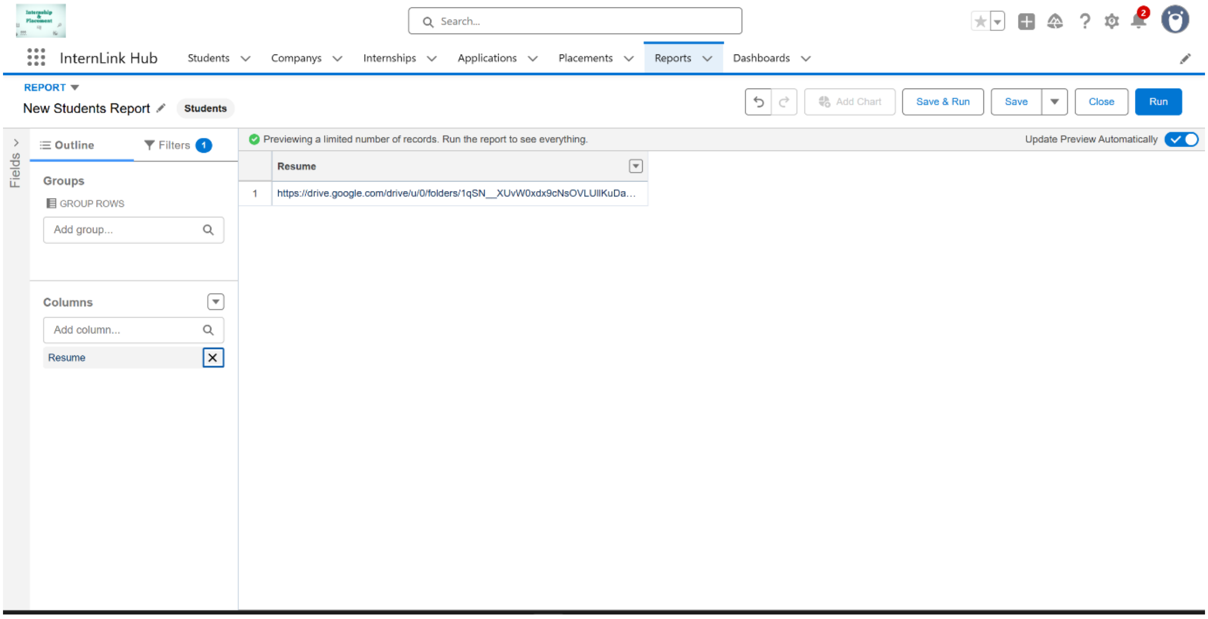
1. Reports

Reports in InternLink CRM help track and analyze data for informed decision-making. They are built using Salesforce’s reporting features to show information from custom and standard objects.

Types of Reports Created in InternLink:

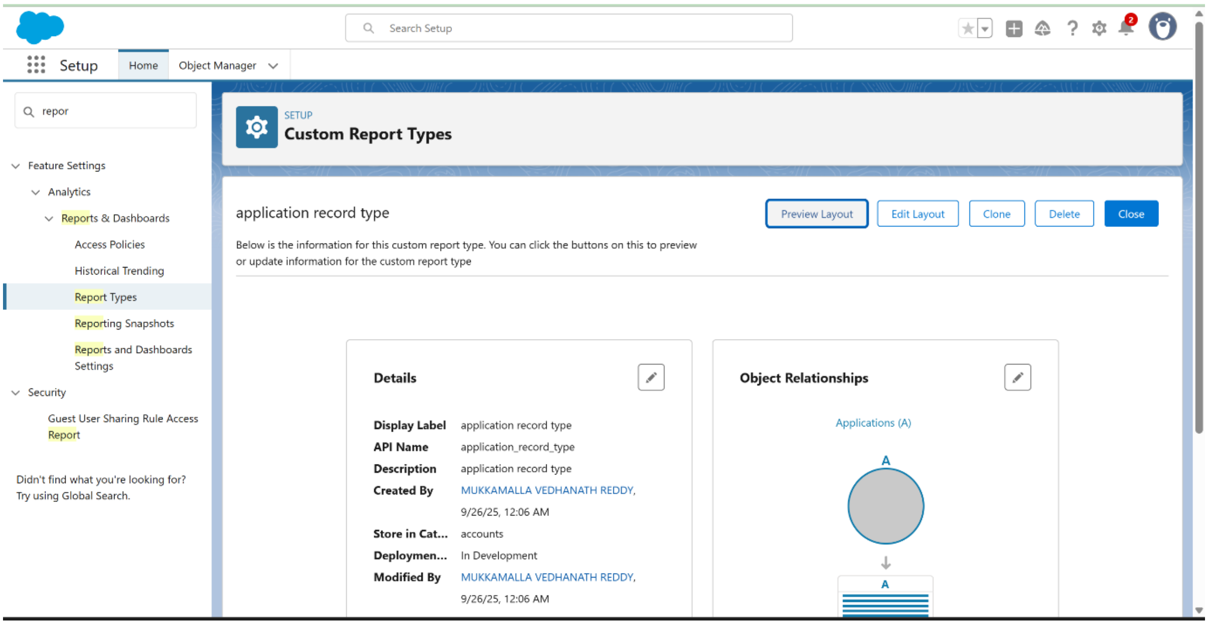
- **Tabular Report** → Simple list of records.
  Example: List of all Students with Name, Email, Course, Graduation Year.
- **Summary Report** → Groups data by a specific field.
  Example: Internship applications grouped by Company to show application count per company.
- **Matrix Report** → Groups data by both rows and columns for deeper analysis.





2.Record Type:

I have created a custom report type in InternLink CRM for Internship Reports, which includes key objects like *Internship__c*, *Company__c*, and *Application__c*. This report type allows viewing and analyzing internship details such as company name, internship title, stipend, duration, openings, and application status, providing a comprehensive view of all active and completed internships for better decision-making and tracking.



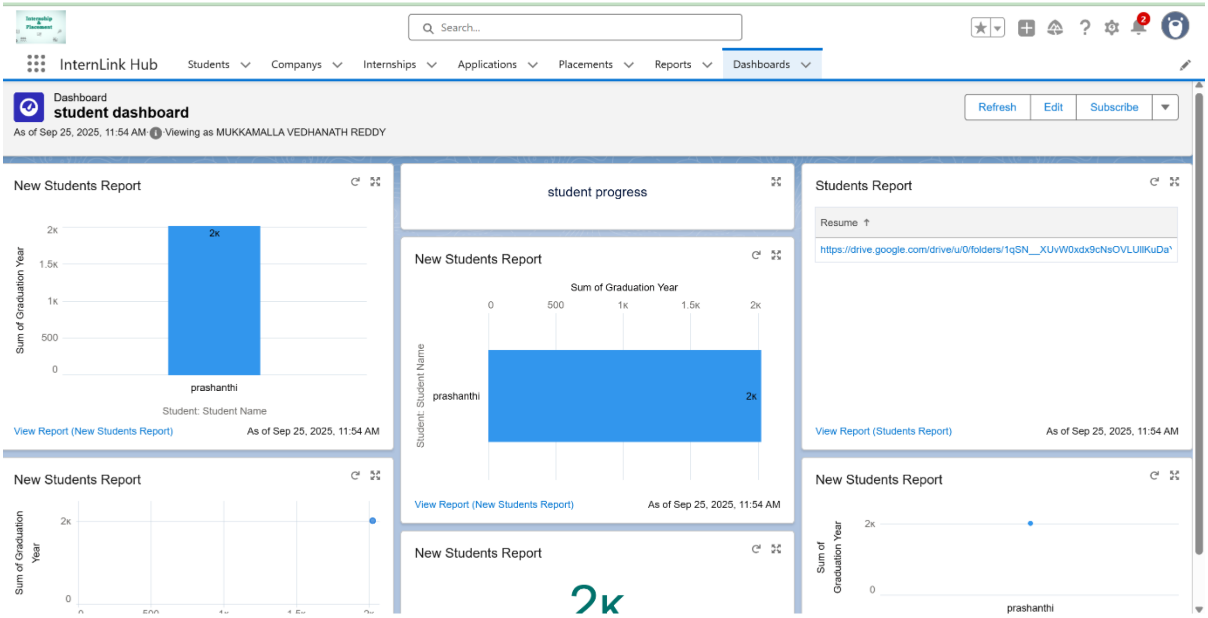
3. Dashboards in InternLink CRM

I have created dashboards in InternLink CRM to provide a clear and interactive view of internship and placement data. These dashboards help students and other stakeholders easily track applications, opportunities, and outcomes.

The dashboards include:

- **Bar charts** – to compare internship opportunities.
- **Pie charts –** to represent application status distribution**.**
- **Number charts –** to highlight key metrics such as total applications or confirmed placements.
- **Tables** – to show detailed placement records.

By combining these visual elements, the dashboards ensure quick understanding and better decision-making.

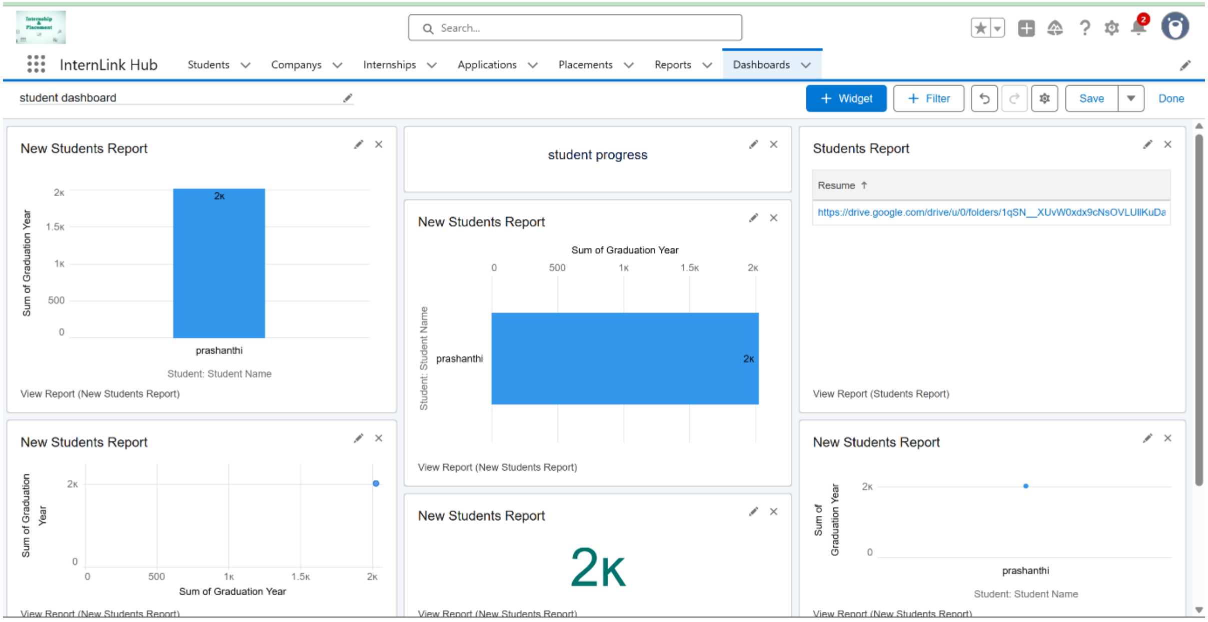


4.Dynamic Dashboards

Dynamic dashboards have been implemented so each user sees personalized, role-specific data without the need for multiple dashboard versions. This improves efficiency and ensures relevant insights for different profiles.

They were configured with the option to display data as the viewing user, which ensures proper data visibility and access control according to each user's role.

By setting up dynamic dashboards, InternLink CRM provides a single, unified dashboard experience while maintaining security and relevance for every user.



5. **Sharing Settings in InternLink CRM**

To ensure data security and proper access control, Sharing Settings were configured in InternLink CRM. These settings define who can view or edit records based on their role.

- **Organization-Wide Defaults (OWD):** Set to restrict access by default (e.g., Private for Applications, Controlled by Parent for related records).
- **Role Hierarchy:** Placement Officers, Recruiters, and Students have different levels of access according to their responsibilities.
- **Sharing Rules:** Configured to grant additional access where collaboration is needed

This ensures each user only sees the data relevant to their role, while maintaining security and privacy across the system.

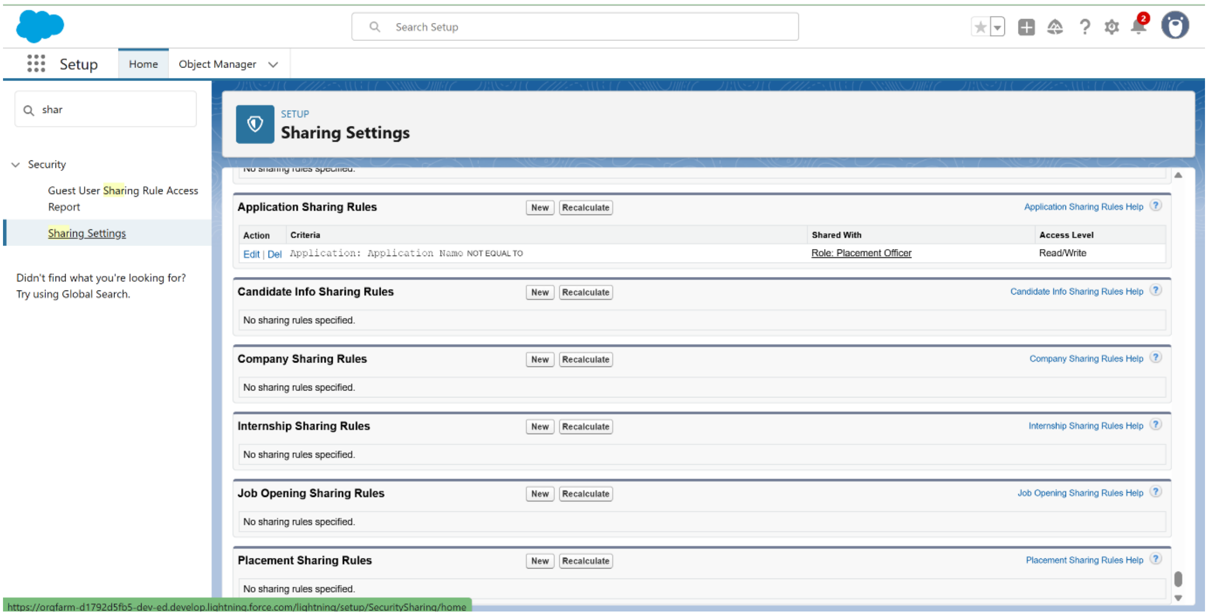


Fig 5.1 Sharing rules

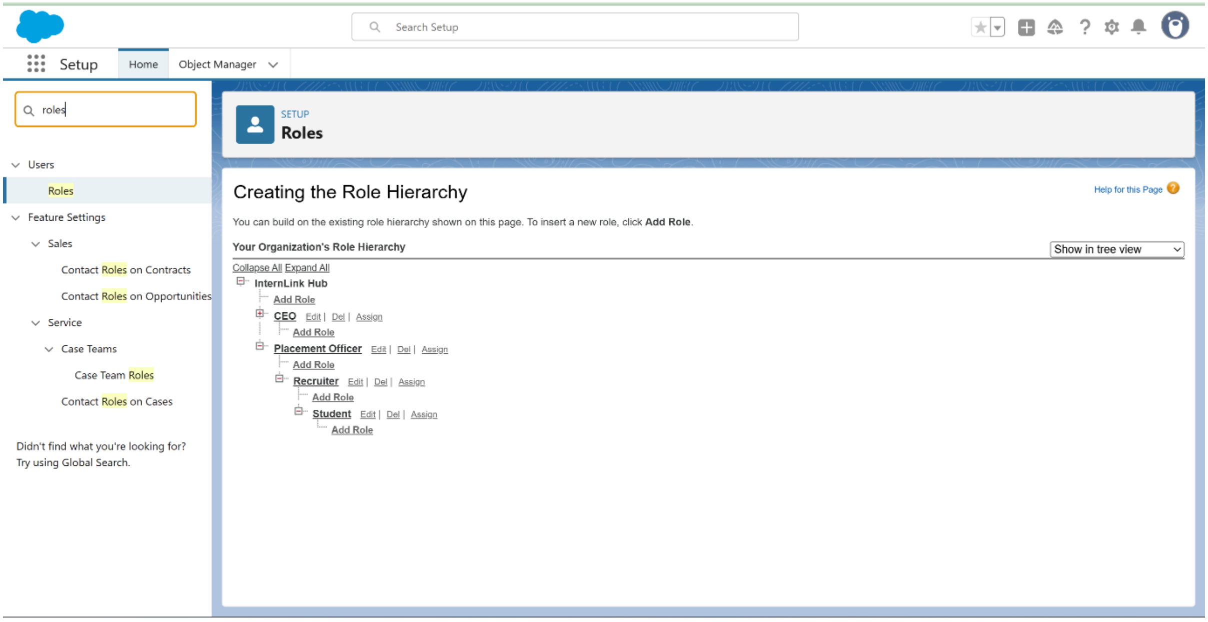


Fig:-5.2 Roles

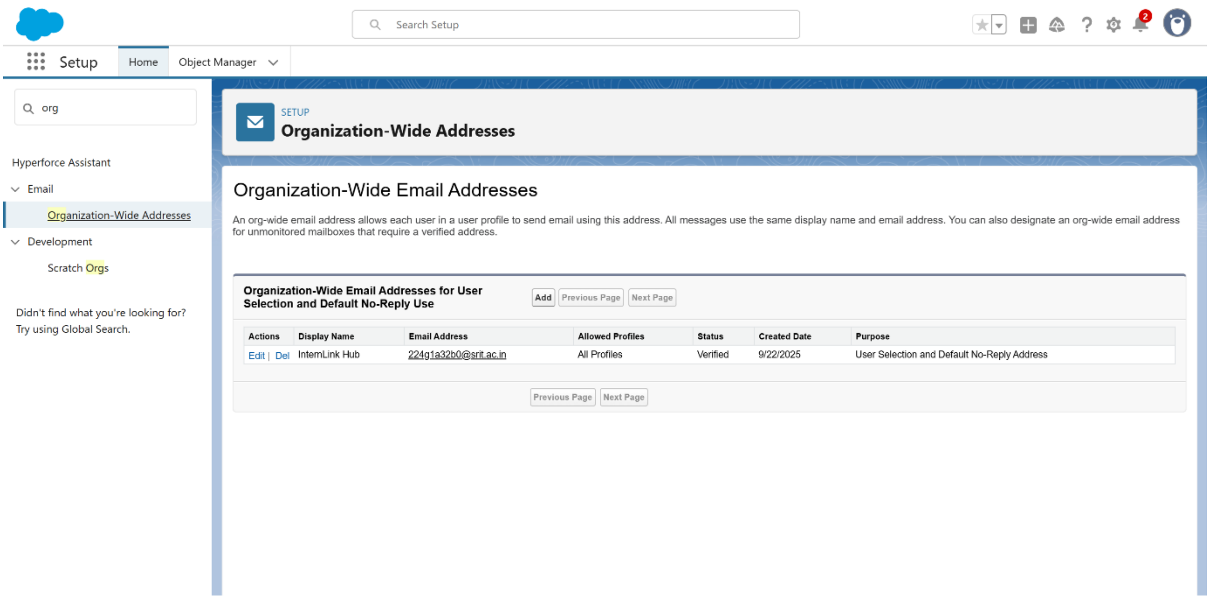


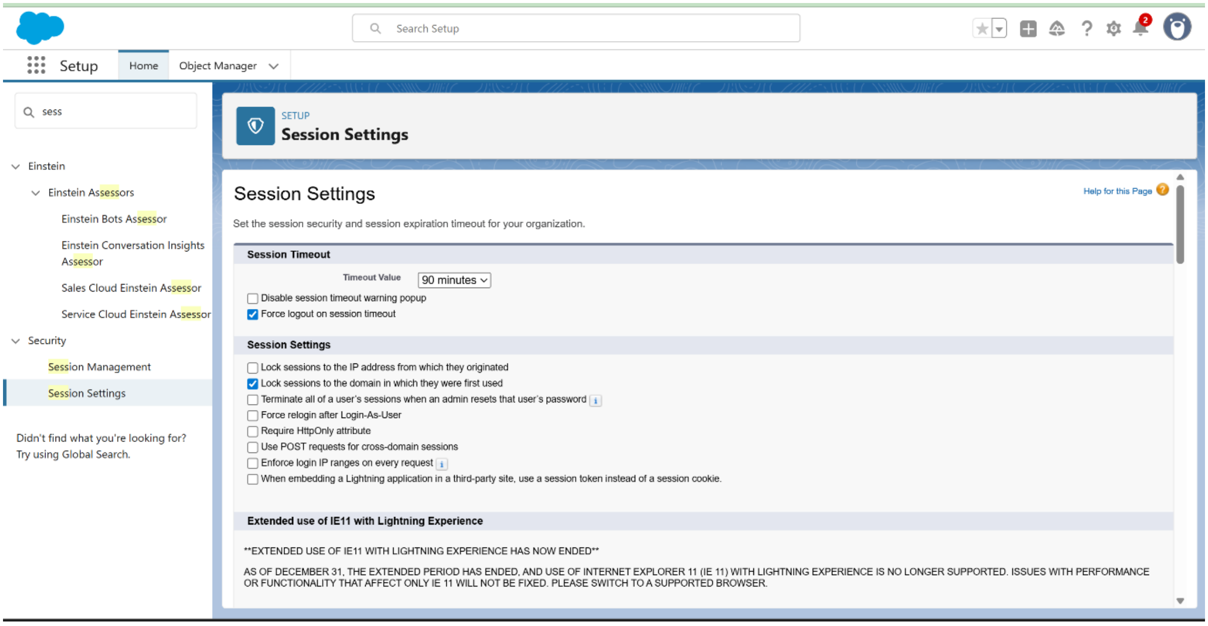
Fig5.3 **Organization-Wide Defaults (OWD)**

6.Session Settings in InternLink CRM

Session Settings were configured to improve **security** and **system control** for users in InternLink CRM. These settings define how user sessions behave, expire, and are secured.

- **Session Timeout:** Automatically logs out inactive users after a set duration (e.g., 30 minutes).
- **Login Security:** Prevents simultaneous logins from different locations or browsers.
- **HTTPS Enforcement:** Ensures all sessions are secured through HTTPS.
- **Session Locking:** Binds sessions to a specific IP address to prevent hijacking.
- **Reauthentication:** Users must re-enter credentials before performing sensitive actions such as editing placements or student data.
- **Force Relogin after Login-As-User:** Ensures admins who use "Login-As-User" must reauthenticate after exiting, maintaining account security.

These measures balance **data protection** and **user experience**, keeping sensitive internship and placement data secure.



---

7. Audit Trail

- **Purpose**: Audit Trail in Salesforce tracks all administrative setup changes to maintain accountability and security.
- **Features**: Captures information such as who made the change, when it was made, and what was changed.
- **Usage in InternLink Hub**: Helps track modifications to objects like *Student, Application, Internship, Placement*, and ensures transparency in recruitment/placement workflows.
- **Access**:
  - Go to **Setup → View Setup Audit Trail**.
  - Download logs (up to 180 days history).

- **Benefit**: Provides visibility into configuration changes, ensuring data integrity and compliance.