

- **Implementing CRM For Result Tracking Of A Candidate With Internal Marks - (ADMIN)**
 - **Create Salesforce Org**
 - **Creating Developer Org**
 - **Account Activation**
 - **Object**
 - **What Is A Tab?**
 - **Lightning App**
 - **Fields And Relationship**
 - **Users**
 - **User Adoption**
 - **What Are Reports?**
 - **Dashboards**

Creating Developer Org

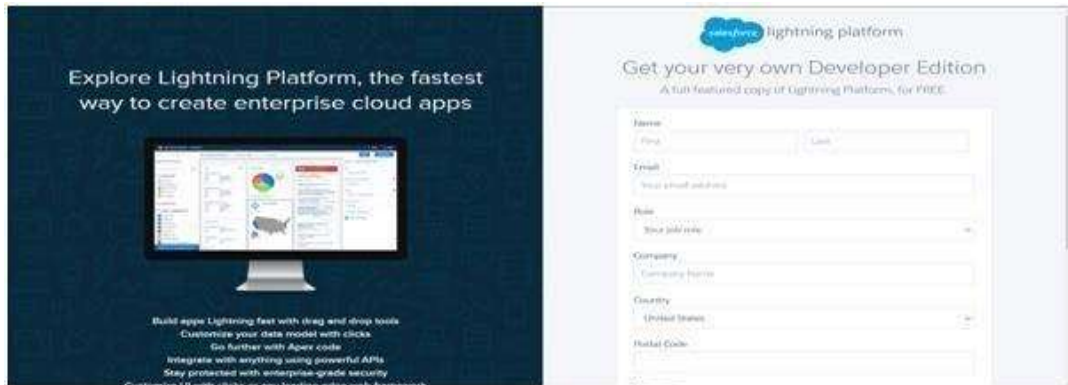
Creating a developer org in salesforce.

1. Go to [developers.salesforce.com/Sign up](https://developers.salesforce.com/Sign-up)
2. Click on sign up.
3. On the sign-up form, enter the following details:
 1. First name & Last name
 2. Email
 3. Role: Developer
 4. Company: College Name
 5. County: India
 6. Postal Code: pin code
 7. Username: should be a combination of your name and company

This need not be an actual email id, you can give anything in the

format: [username@organization.com](#)

Click on sign up after filling these.

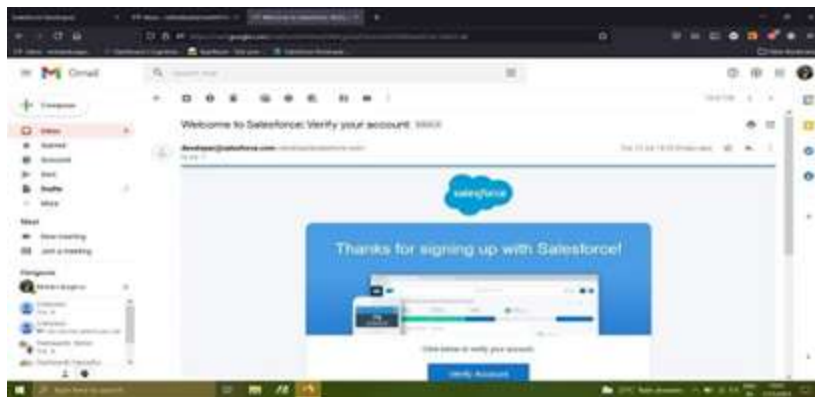


Toggle navigation

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Account Activation

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



Login to Your Salesforce Account

1. Go to salesforce.com and click on login.
2. Enter the username and password that you just created.
3. After login this is the home page which you will see.



Salesforce Login

<https://login.salesforce.com>

Login to Your Salesforce Account

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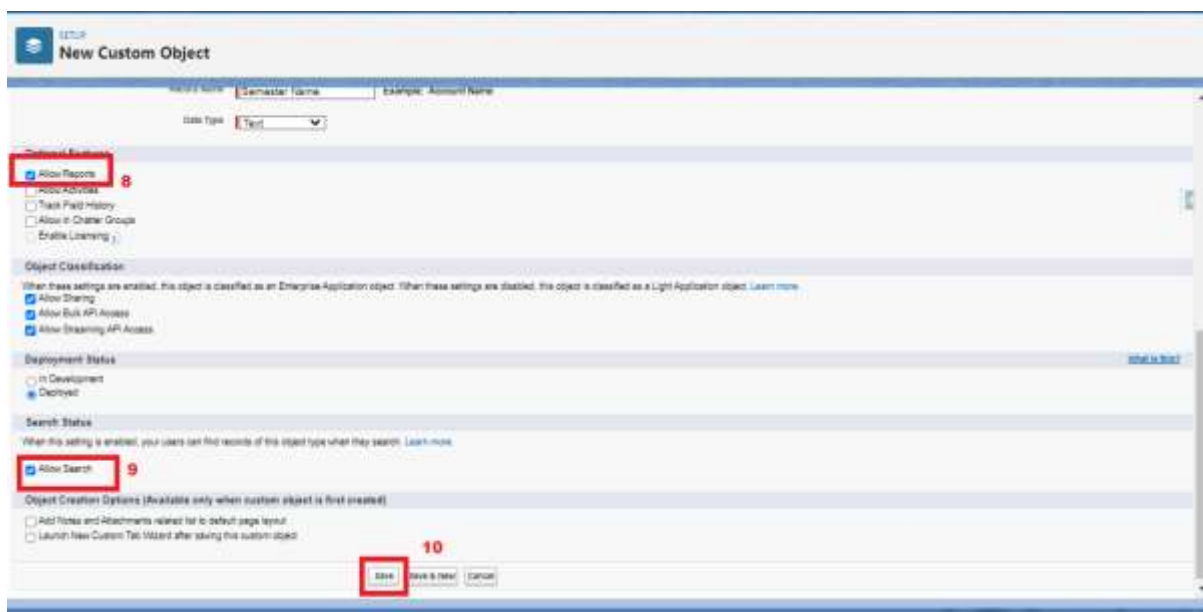
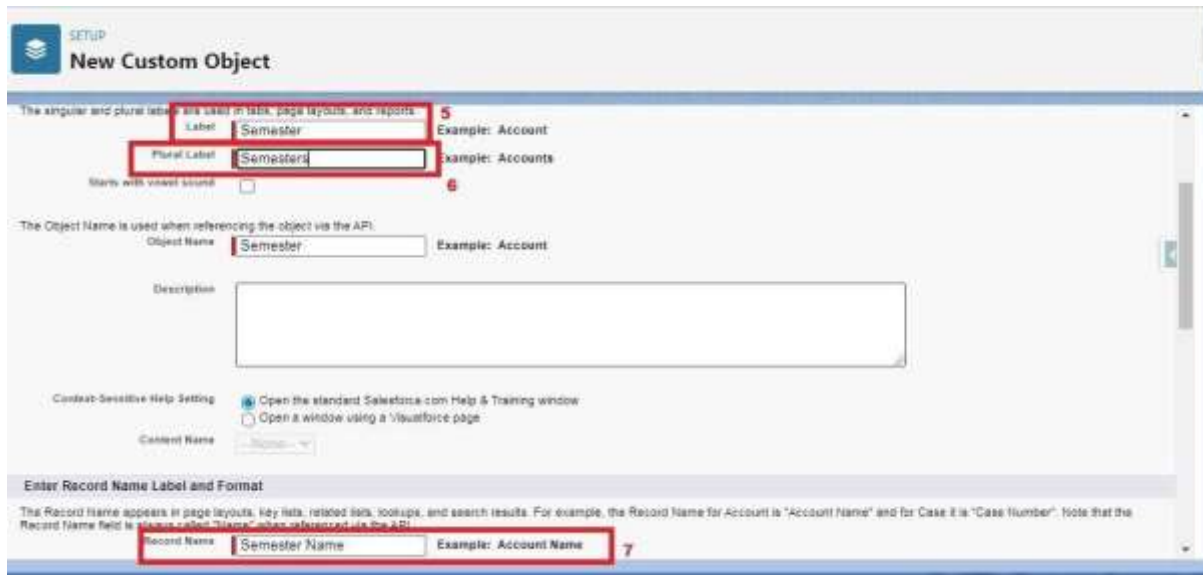
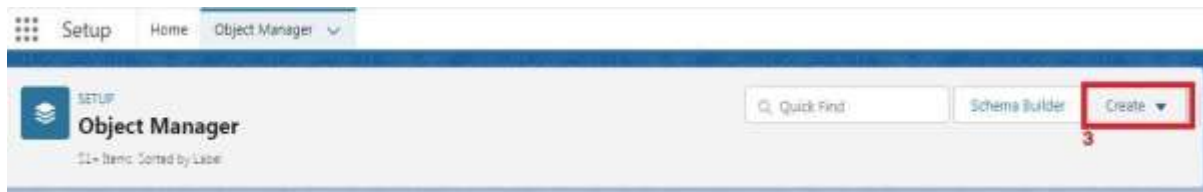
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Creation Of Semester Object For Candidate Internal Result Card

1. Click on the gear icon and then select Setup.
2. Click on the object manager tab just beside the home tab.
3. After the above steps, have a look on the extreme right you will find a Create Dropdown click on that and select Custom Object.
4. On the Custom Object Definition page, create the object as follows:
5. Label: Semester
6. Plural Label: Semesters
7. Record Name: Semester Name
8. Check the Allow Reports
9. Check the Allow Search
10. Click Save.

In the same way create **4** more objects as **Candidate, Course Details, Lecturer Details** and **Internal results**.





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Creation Of Semester Tab For Candidate Internal Result Card

Now create a custom tab. Click the Home tab.

1. Enter Tabs in Quick Find and select Tabs.
2. Under Custom Object Tabs, click New.
3. For Object, select Semester.
4. For Tab Style, select any icon.
5. Leave all defaults as is. Click Next, Next, and Save
6. In the same way create Tabs for all Custom Objects -Candidate, Course Details, Lecturer Details, Internal results .



Step 1. Enter the Details

Step 1 of 3

Choose the custom object for this new custom tab. Fill in other details.

Select an existing custom object or create a new custom object now.

Object

--None--

Tab Style

Toggle navigation

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Lightning App

Apps in Salesforce are a group of tabs that help the application function by working together as a unit. It has a name, a logo, and a particular set of tabs. The simplest app usually has just two tabs. There are two types of app –

1. Standard App: Standard apps come with every occurrence of Salesforce as default. Many features like Sales, Marketing, Community, call center, content, Salesforce chatter, App Launcher, etc are present in it.

Note: The description, Logo, and Label of standard app cannot be altered.

2. Custom Apps: Custom apps are created according to need of user. Custom Apps are made by using standard and custom tabs together.

Note: Logos for Custom Apps can be changed.

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Creation Of Text Field On "Lecturer Details" & Look Up Field For The "Candidate" Object

1. Click the gear icon and select Setup. This launches Setup in a new tab.
2. Click the Object Manager tab next to Home.
3. Select Lecturer Details
4. Select Fields & Relationships from the left navigation
5. Click New
6. Select the Text as the Data Type, click next.
7. For Field Label, enter Lecturer Role
8. Enter Length 40
9. Click Next, Next, then Save & New.

Setup Home Object Manager

Object Manager

1 2

Object Manager

1 Item, Sorted by Label

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Lecturer Details	Lecturer_Details__c	Custom Object		08/04/2023	✓

3

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Fields & Relationships

11 Items, Sorted by Field Label

Quick Find

New Deleted Fields Field Dependencies Set History Tracking

5

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Address	Address__c	Text(50)		
Created By	CreatedById	Lookup(126)		

☐ Number
☐ Percent
☐ Phone
☐ Picklist
☐ Picklist (Multi-Select)
☒ **Text** 6
☐ Text Area
☐ Text Area (Long)
☐ Text Area (Rich)
☐ Text (Encrypted) 1
☐ Time
☐ URL

Allows users to enter any number. Leading zeros are removed.
 Allows users to enter a percentage number, for example, "10" and automatically adds the percent sign to the number.
 Allows users to enter any phone number. Automatically formats it as a phone number.
 Allows users to select a value from a list you define.
 Allows users to select multiple values from a list you define.
 Allows users to enter any combination of letters and numbers.
 Allows users to enter up to 255 characters on separate lines.
 Allows users to enter up to 131,072 characters on separate lines.
 Allows users to enter formatted text, add images and links. Up to 131,072 characters on separate lines.
 Allows users to enter any combination of letters and numbers and store them in encrypted form.
 Allows users to enter a local time. For example, "2:40 PM", "14:40", "14:40:00", and "14:40:50.600" are all valid times for this field.
 Allows users to enter any valid website address. When users click on the field, the URL will open in a separate browser window.

Next Cancel

☐ Number
☐ Percent
☐ Phone
☐ Picklist
☐ Picklist (Multi-Select)
☒ **Text** 6
☐ Text Area
☐ Text Area (Long)
☐ Text Area (Rich)
☐ Text (Encrypted) 1
☐ Time
☐ URL

Allows users to enter any number. Leading zeros are removed.
 Allows users to enter a percentage number, for example, "10" and automatically adds the percent sign to the number.
 Allows users to enter any phone number. Automatically formats it as a phone number.
 Allows users to select a value from a list you define.
 Allows users to select multiple values from a list you define.
 Allows users to enter any combination of letters and numbers.
 Allows users to enter up to 255 characters on separate lines.
 Allows users to enter up to 131,072 characters on separate lines.
 Allows users to enter formatted text, add images and links. Up to 131,072 characters on separate lines.
 Allows users to enter any combination of letters and numbers and store them in encrypted form.
 Allows users to enter a local time. For example, "2:40 PM", "14:40", "14:40:00", and "14:40:50.600" are all valid times for this field.
 Allows users to enter any valid website address. When users click on the field, the URL will open in a separate browser window.

Next Cancel

Step 2: Enter the details

Step 2 of 4

Previous Next Cancel

Field Label 7 Lecturer Role 9

Length 8 40

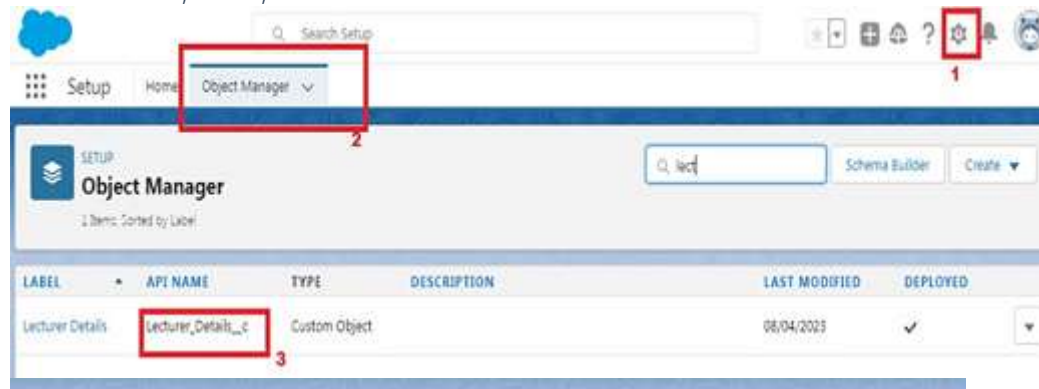
Field Name Lecturer_Role 1

Description

Help Text

Now Let's create a Lookup field on candidate object

1. Click the gear icon and select Setup. This launches Setup in a new tab.
2. Click the Object Manager tab next to Home.
3. Select candidate.
4. Select Fields & Relationships from the left navigation
5. Click New
6. Select the lookup as the Data Type, then click Next.
7. In related select Semester
8. For Field Label Semester Name, enter.
9. Click Next, Next, then Save & New.



Field Label: Semester Name

Field Name: Semester Name 8

Description:

Help Text:

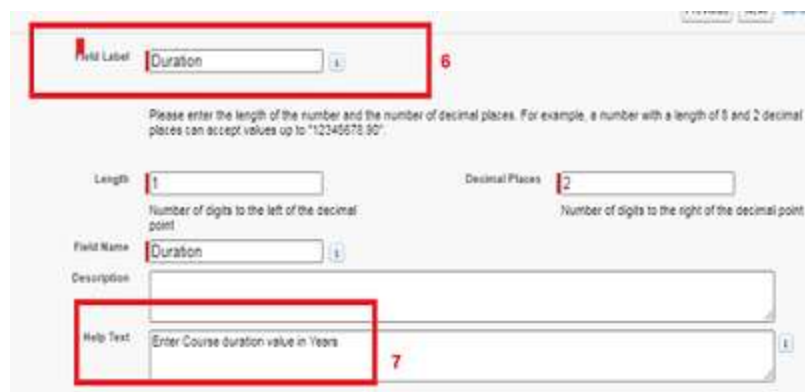
Note- Similarly create all lookup fields on their respective objects.

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Creation Of Auto Number Field On Candidate Object, Number Field On Course Details Object & Formula Field Course Details Object

Let's create a Number field on Course Details object

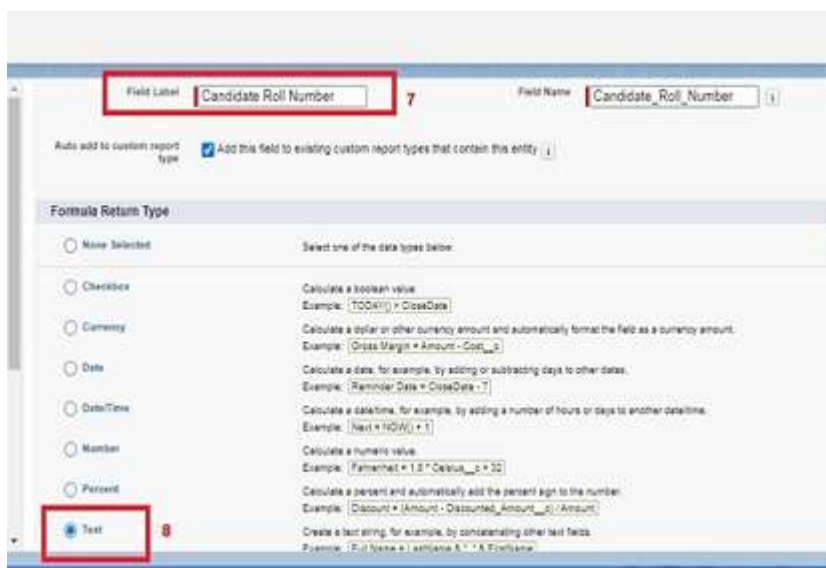
1. Click the gear icon and select Setup. This launches Setup in a new tab.
2. Click the Object Manager tab next to Home.
3. Select Course Detail.
4. Select Fields & Relationships from the left navigation
4. Click New & select number field, click Next
6. For Field Label Duration, enter.
7. Give Help Text- Enter Course duration value in Years
8. Click Next, Next, then Save & New.

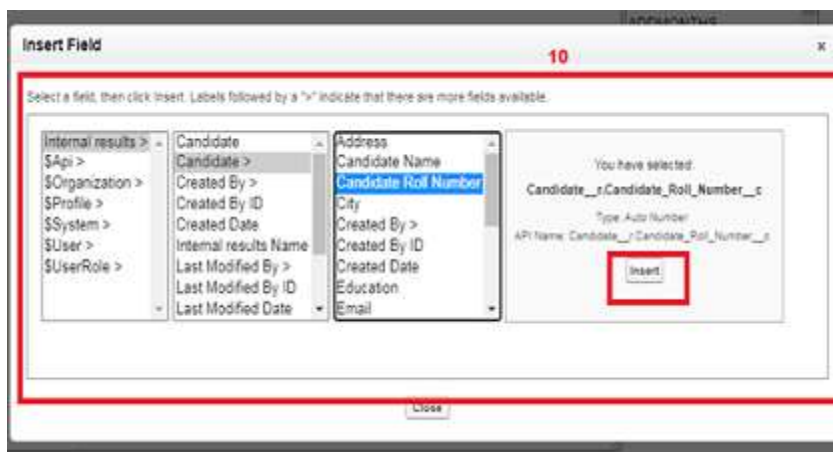
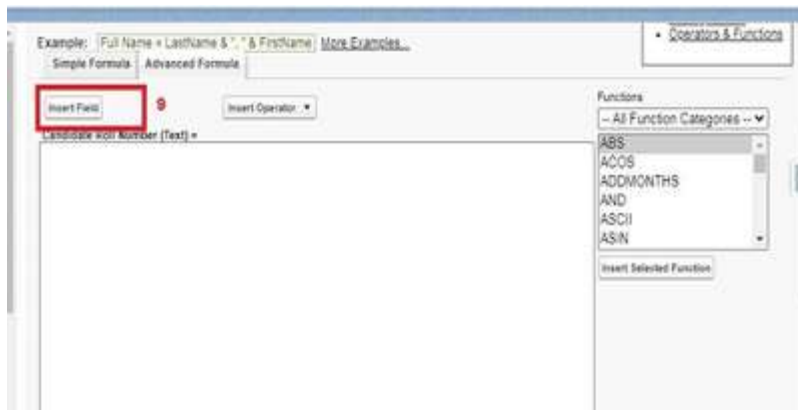


Now Let's create a Formula field on Internal Results object

1. Click the gear icon and select Setup. This launches Setup in a new tab.
2. Click the Object Manager tab next to Home.
3. Select Internal results.

4. Select Fields & Relationships from the left navigation.
5. Click New
6. Select the Formula as the Data Type, then click Next.
7. Give field label Candidate Roll Number
8. Select formula return type text, Click Next
9. Click Insert Field
10. Create and insert formula Candidate r.Candidate_Roll_Number c, and then click Insert.
11. Click Next, Next, then Save.

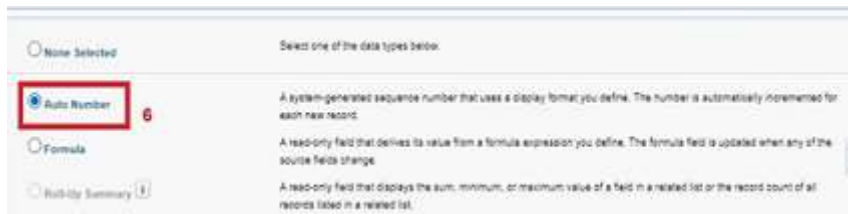




Now Let's create an auto number field on Candidate object

1. Click the gear icon and select Setup. This launches Setup in a new tab.
2. Click the Object Manager tab next to Home.
3. Select Candidate.
4. Select Fields & Relationships from the left navigation
5. Click New
6. Select the Auto Number as the Data Type, then click Next.
7. For Field Label Candidate enter Roll Number.
8. Give a display format
9. Click Next, Next, then Save & New.





Toggle navigation

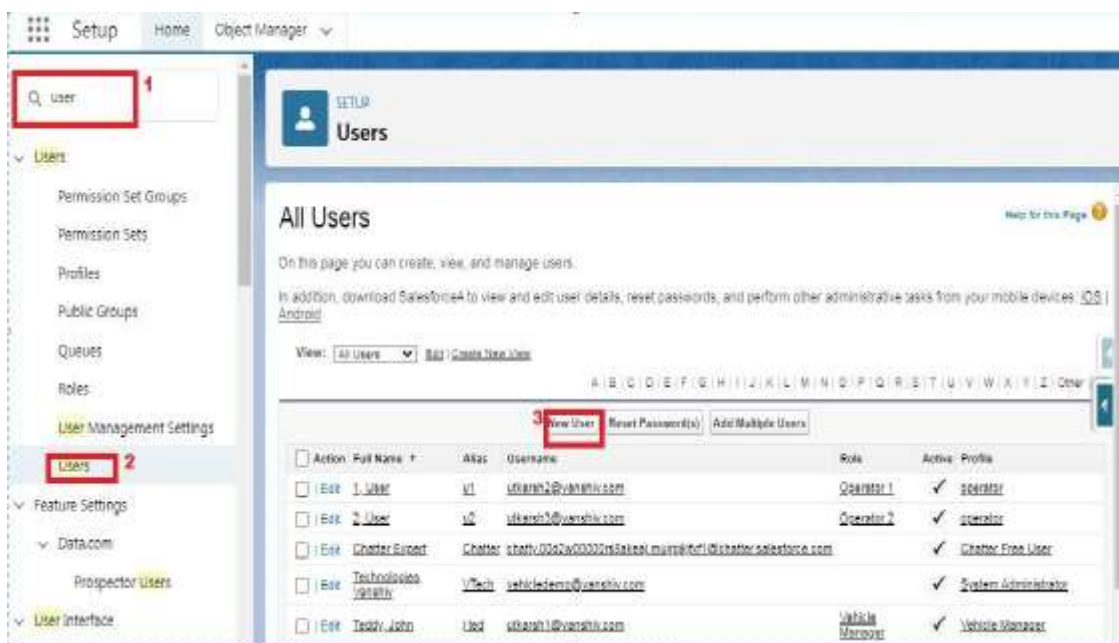
- **OK**

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Creating A User

1. From Setup, in the Quick Find box, enter Users.
 2. Select Users.
 3. Click New User.
 4. Enter the First Name, Class, Last Name, Teacher and (Your) email address and a unique username in the form of an email address. By default, the username is the same as the email address.
 5. Select a User License as salesforce.
- NOTE- As Salesforce license can only be used by 2 Users at a time in Dev Org, so If you don't find salesforce license then deactivate a user who has salesforce license Or change the license type from Salesforce to any other.
6. Select a profile as Standard user.
 7. Check Generate new password and notify the user immediately to have the user's login name and a temporary password emailed to your email.



User Edit

Save Save & New Cancel

General Information

First Name Class

Last Name Teacher

Alias cleach

Email +++@+++ .com

Username +++@+++ .com

Nickname class

Role <None Specified>

User License Salesforce

Profile Standard User

Active ☒

Marketing User ☐

Offline User ☐

Knowledge User ☐

Flow User ☐

Service Cloud User ☐

Company

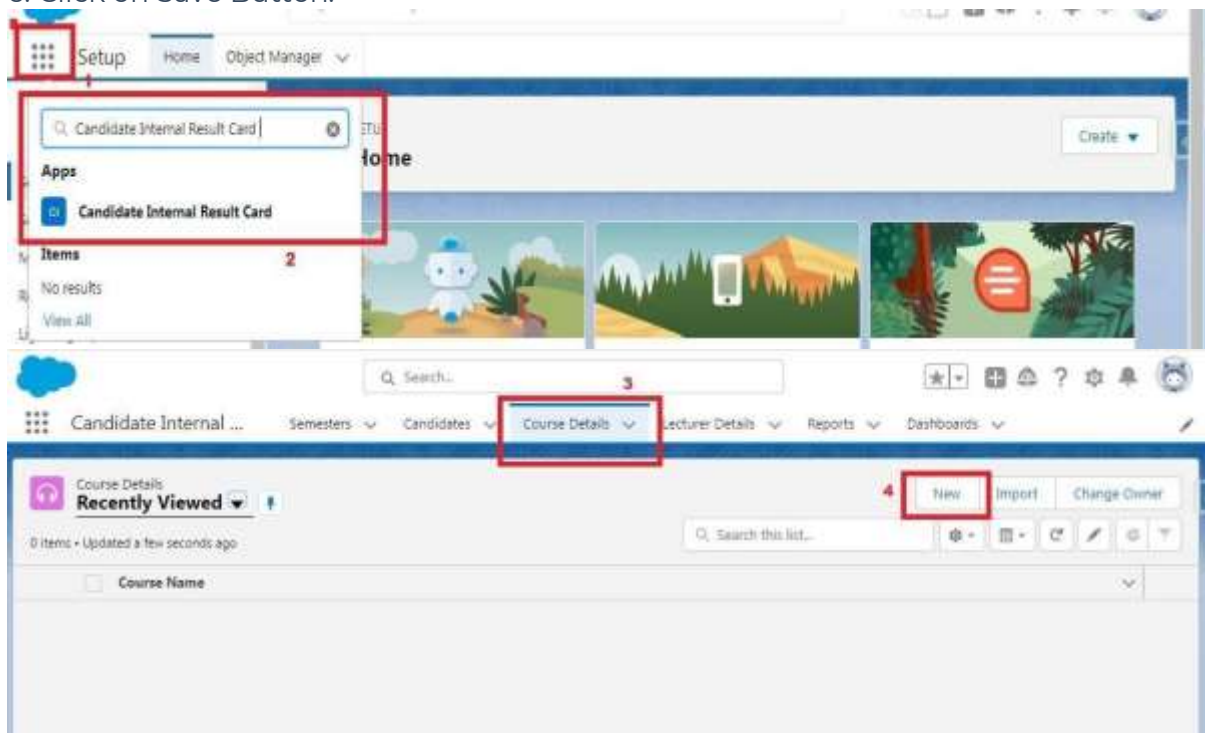
Department

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 - Delete Record (Course Details)
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Create Record (Course Details)

Create Records on Course Details Objects

1. Click on App Launcher on left side of screen.
2. Search Candidate Internal Result Card App & click on it.
3. Click on Course Details tab.
4. Click new button
5. Fill all Course Details record details.
6. Click on Save Button.



New Course Details

Information

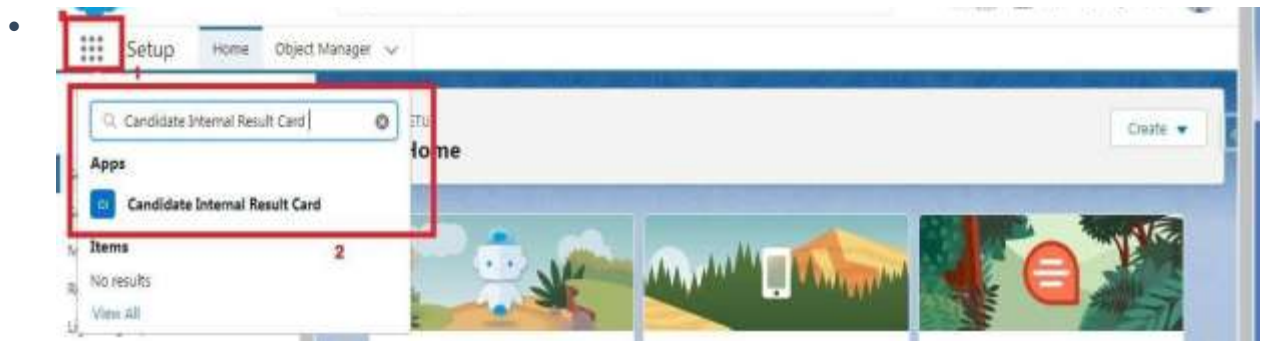
* Course Name	Owner
MBA	Vanshiv Technologies
Duration	
2	

5

6

Cancel Save & New Save

Toggle navigation



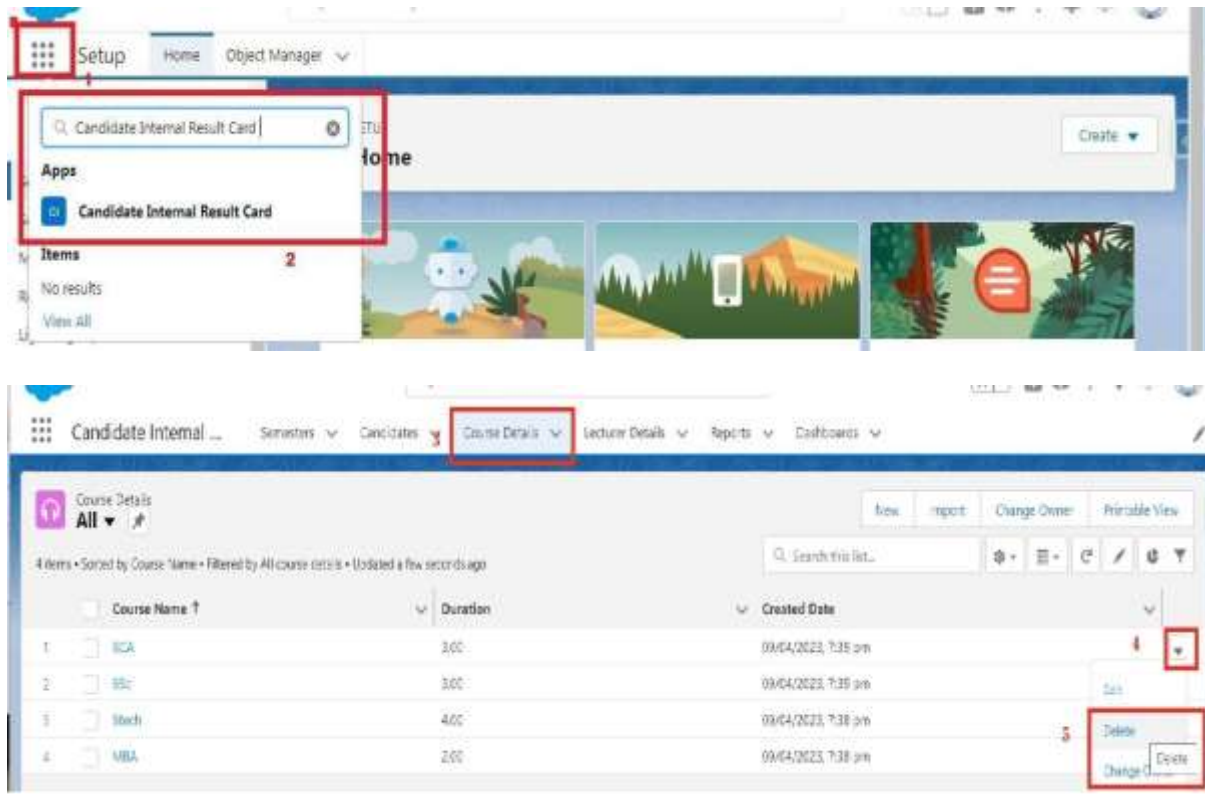
	Course Name ↑	Duration	Created Date
1	BCA	3.00	09/04/2023, 7:38 pm
2	BSe	3.00	09/04/2023, 7:39 pm
3	Btech	4.00	09/04/2023, 7:38 pm
4	MBA	2.00	09/04/2023, 7:38 pm

- **Candidate Object, Number Field On Course Details Object & Formula Field Course Details Object**
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Delete Record (Course Details)

Deleting Records of Course Details Object

1. Click on App Launcher on left side of screen.
2. Search Candidate Internal Result Card & click on it.
3. Click on Course details Tab.
4. Click on Arrow at right hand side on that Particular record.
5. Click delete and delete again.



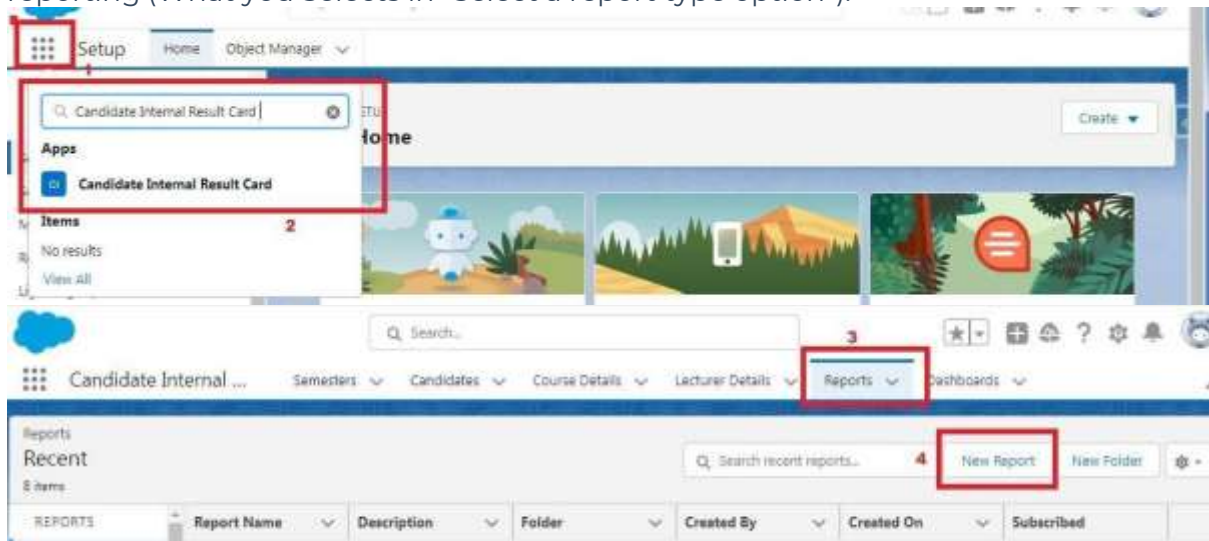
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Create Report

1. Click App Launcher
2. Select Candidate Internal Result Card App
3. Click reports tab
4. Click New Report.
5. Click the report type as Semesters with Course Click Start report.
6. Customize your report, in group rows select - Course Name, in group column Select Duration (In this way we are making a Matrix Report).
7. Click refresh
8. Click save and run
9. Give report name – Candidate Internal Result Report
10. Click Save

NOTE: In this report you can see your all record of the object you selected for reporting (What you Selects in “Select a report type option”).



Save Report

Report Name

Candidate Internal Result Report

Report Unique Name

Candidate_Internal_Result_Report_bkV

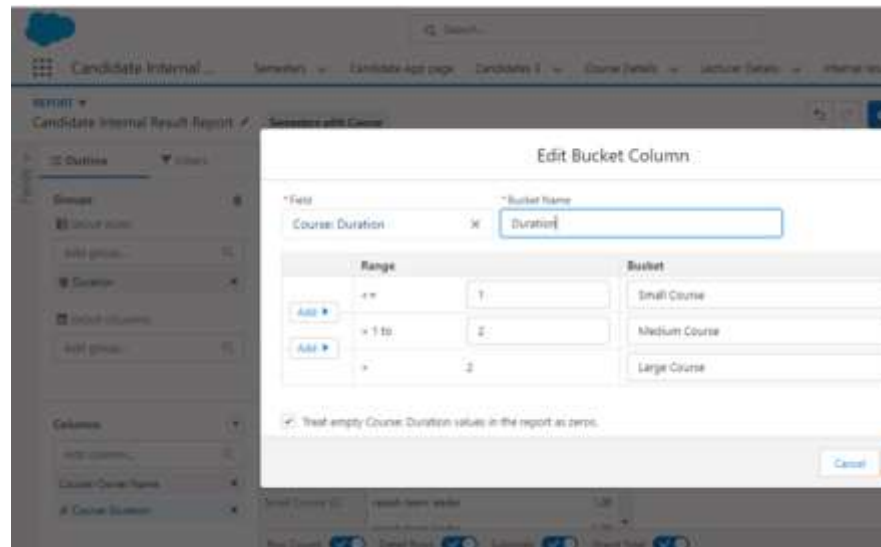
Report Description

Cancel

Save

1. On the report builder page, locate the "Fields" pane on the left-hand side.
2. Find the field for which you want to create a bucket field and drag it to the report preview section.
3. Click on the field in the report preview to open the field properties.
4. In the field properties, locate the "Summarize" option and click the drop-down arrow.
5. Select "Bucket Field" from the available options.
6. In the bucket field settings, define the buckets based on your requirements. You can specify the bucket ranges, labels, and groupings.
7. Click "OK" or "Apply" to save the bucket field settings.

8. Customize the report layout and add any additional fields or filters as needed.
9. Once you are satisfied with the report setup, click "Save" to save the report.



Save Report

* Report Name 9

Candidate Internal Result Report

Report Unique Name 1

Candidate_Internal_Result_Report_bkY

Report Description:

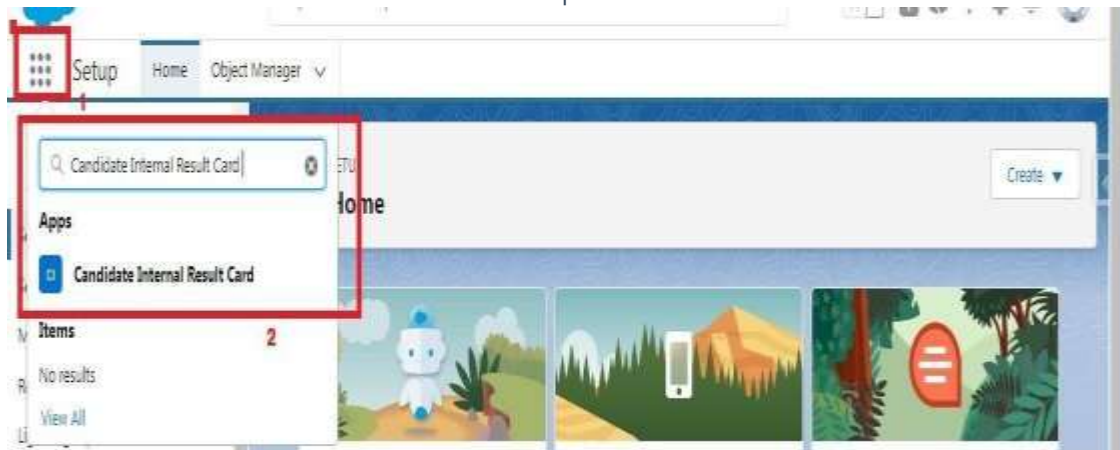
Toggle navigation

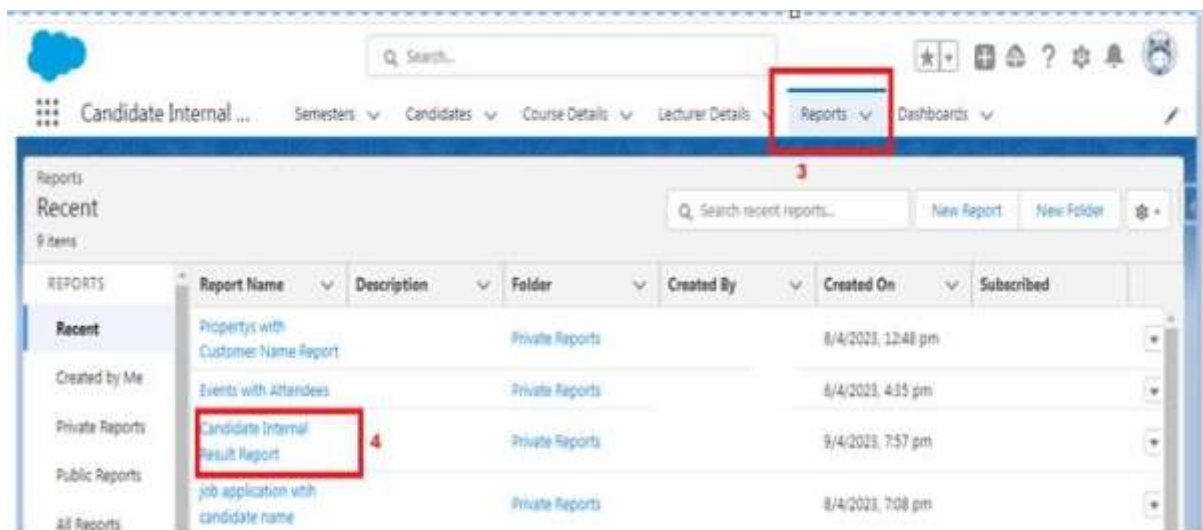
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View Report

1. Click on App Launcher on left side of screen.
2. Search Candidate Internal Result Card App & click on it.
3. Click on Reports Tab.
4. Click on Candidate Internal Result Report and see records.





Toggle navigation

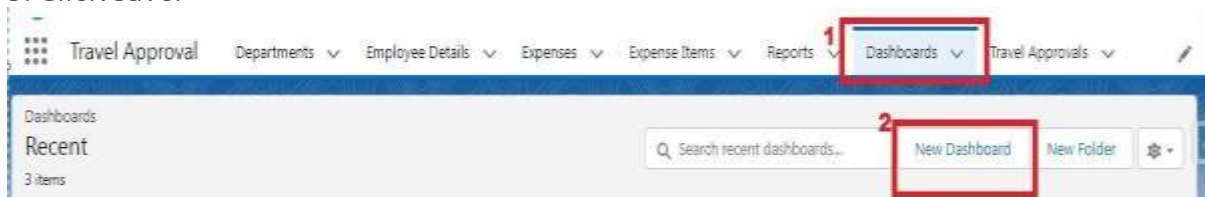
- X

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 - **Create Dashboard**
 - **View Dashboard**

Create Dashboard

1. Click on Dashboards tab from the Candidate Internal Result Card application.
2. Click on new dashboard.
3. Give name- Candidate Internal Result Card
4. Click create
5. Give your dashboard a name and click on +component
6. Select the Candidate Internal Result Report which you created.
7. For the data visualization select any of the chart, table etc. as per your choice/requirement.
8. Click add.
9. Click save.



New Dashboard

*** Name**

Candidate Internal Result Card |

Description **3**

Folder

Private Dashboards

Select Folder

Cancel **4** Create

Q Search...

Travel Approval Departments Employee Details Expenses Expense Items Reports Dashboards Travel Approvals

Employee Travel detail **5** + Component + Filter + Save Done

Select Report

Recent

Created by Me

Private Reports

Public Reports

All Reports

Folders

Select Report

Q Search Reports and Folders

Reports and Folders

Candidate Internal Result Report
09-Apr-2023, 7:57 pm - Private Reports **6**

job application with candidate name
Vanshir Technologies - 06-Apr-2023, 7:08 pm - Private Reports

Property with Customer Name Report
Vanshir Technologies - 06-Apr-2023, 12:58 pm - Private Reports

Cancel Select

Add Component

Report

Candidate Internal Result Report ✕

☐ Use chart settings from report i

Display As 7

X-Axis

Course: Course Name

Preview

Candidate Internal Result Report

Record Count

Course: Course Name

View Report (Candidate Internal Result Report)

Cancel 8 **Add**

Candidate Internal ... Semesters Candidates Course Details Lecturer Details Reports Dashboards 9

Candidate Internal Result Card

+ Component + Filter Save Done

Candidate Internal Result Report

Record Count

Course: Course Name

View Report (Candidate Internal Result Report)

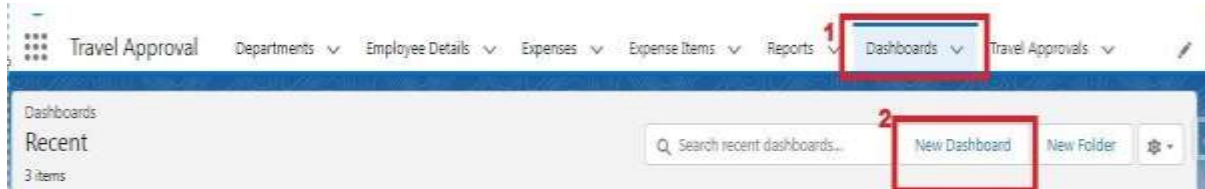
Toggle navigation

- **Implementing CRM For Result Tracking Of A Candidate With Internal Marks - (ADMIN)**
 - **Create Salesforce Org**
 - **Creating Developer Org**
 - **Account Activation**
 - **Object**
 - **Creation Of Semester Object For Candidate Internal Result Card**
 - **What Is A Tab?**

- **Creation Of Semester Tab For Candidate Internal Result Card**
- **Lightning App**
 - **Create The Candidate Internal Result Card App**
- **Fields And Relationship**
 - **Creation Of Text Field On "Lecturer Details" & Look Up Field For The "Candidate" Object**
 - **Creation Of Auto Number Field On Candidate Object, Number Field On Course Details Object & Formula Field Course Details Object**
- **Users**
 - **Creating A User**
- **User Adoption**
 - **Create Record (Course Details)**
 - **View Record (Course Details)**
 - **Delete Record (Course Details)**
- **What Are Reports?**
 - **Create Report**
 - **View Report**
- **Dashboards**
 - **Create Dashboard**
 - **View Dashboard**

Create Dashboard

1. Click on Dashboards tab from the Candidate Internal Result Card application.
2. Click on new dashboard.
3. Give name- Candidate Internal Result Card
4. Click create
5. Give your dashboard a name and click on +component
6. Select the Candidate Internal Result Report which you created.
7. For the data visualization select any of the chart, table etc. as per your choice/requirement.
8. Click add.
9. Click save.



New Dashboard

*** Name**

Candidate Internal Result Card |

Description **3**

Folder

Private Dashboards

Select Folder

Cancel **4** Create

Q Search...

Travel Approval Departments Employee Details Expenses Expense Items Reports Dashboards Travel Approvals

Employee Travel detail **5** + Component + Filter + Save Done

Select Report

Recent

Created by Me

Private Reports

Public Reports

All Reports

Folders

Select Report

Q Search Reports and Folders

Reports and Folders

Candidate Internal Result Report
09-Apr-2023, 7:57 pm - Private Reports **6**

job application with candidate name
Vanshir Technologies - 06-Apr-2023, 7:08 pm - Private Reports

Property with Customer Name Report
Vanshir Technologies - 06-Apr-2023, 12:58 pm - Private Reports

Cancel Select


Add Component

Report


Candidate Internal Result Report ✕

☐ Use chart settings from report i


Display As





123





7


















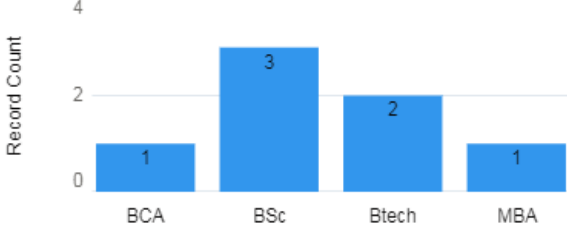


X-Axis

Course: Course Name

Preview

Candidate Internal Result Report



Course	Record Count
BCA	1
BSc	3
Btech	2
MBA	1

Course: Course Name

View Report (Candidate Internal Result Report)

Cancel

Add

Candidate Internal ...

Semesters

Candidates

Course Details

Lecturer Details

Reports

Dashboards

9

Candidate Internal Result Card

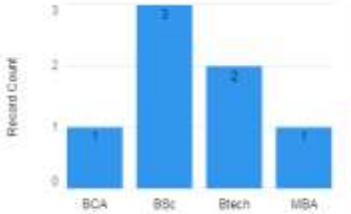
+ Component

+ Filter

Save

Done

Candidate Internal Result Report



Course	Record Count
BCA	1
BSc	3
Btech	2
MBA	1

Course: Course Name

View Report (Candidate Internal Result Report)