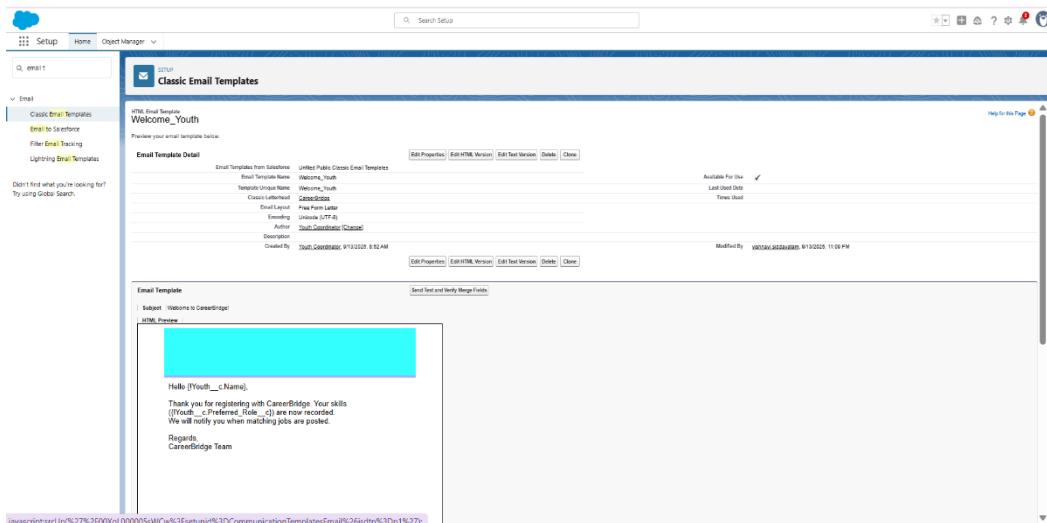


Phase 4: Process Automation (Admin)

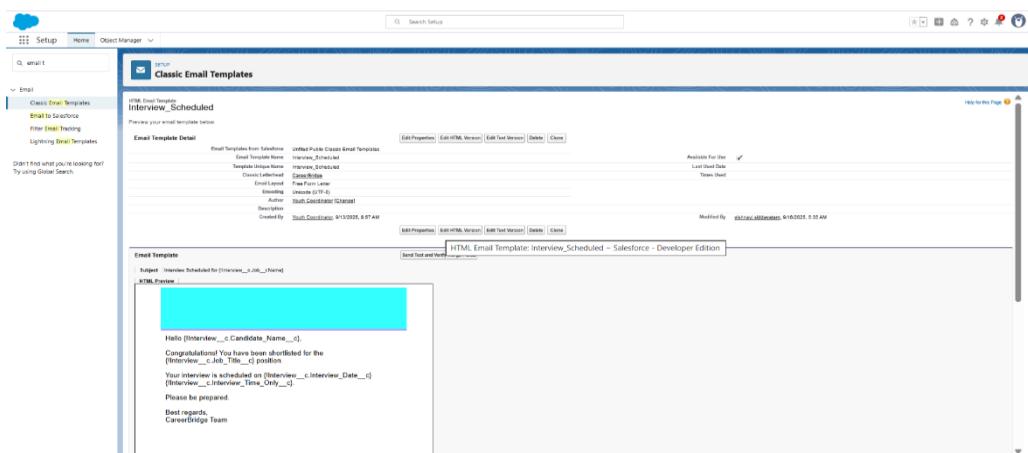
Goal: Automate youth–job matching, interview scheduling, and email notifications, while ensuring data integrity.

Step 1: Create Email Templates

1. Click **Setup** () → In Quick Find, type **Email Templates** → Select **Email Templates**.
 2. Click **New Email Template** → Select **Lightning Email Template**.
 3. Fill details like **Name** and **Subject**, then design the email body.
 4. Save the template.
- **Welcome Email** → Sent after youth registration.



- **Interview Scheduled Email** → Sent after youth is matched with a job and interview is created.



- **Interview Completed Email** → Sent after interview status is marked as Completed.

Classic Email Templates

Interview_Completed

Email Template Detail

Available For Use ✓

Last Used Date Times Used

Modified By [yashica.assaram](#) 8/18/2020, 9:21 AM

Email Template

Subject: Interview Completed By [\[Interview__c.Job__r.Name\]](#)

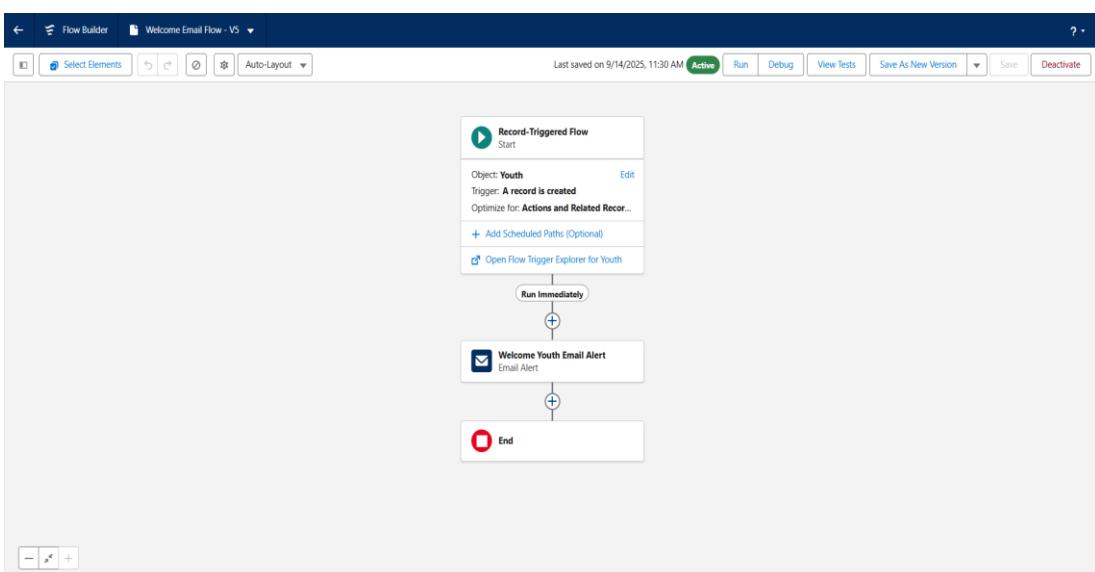
HTML Preview

Hello [Interview__c.Candidate_Name__c].
Your Interview for [Interview__c.Job__r.Name] has been successfully marked as Completed.
Result: [Interview__c.Result__c]
Thank you for attending.
Best regards,
Carverbridge Team

Step 2: Build Flows

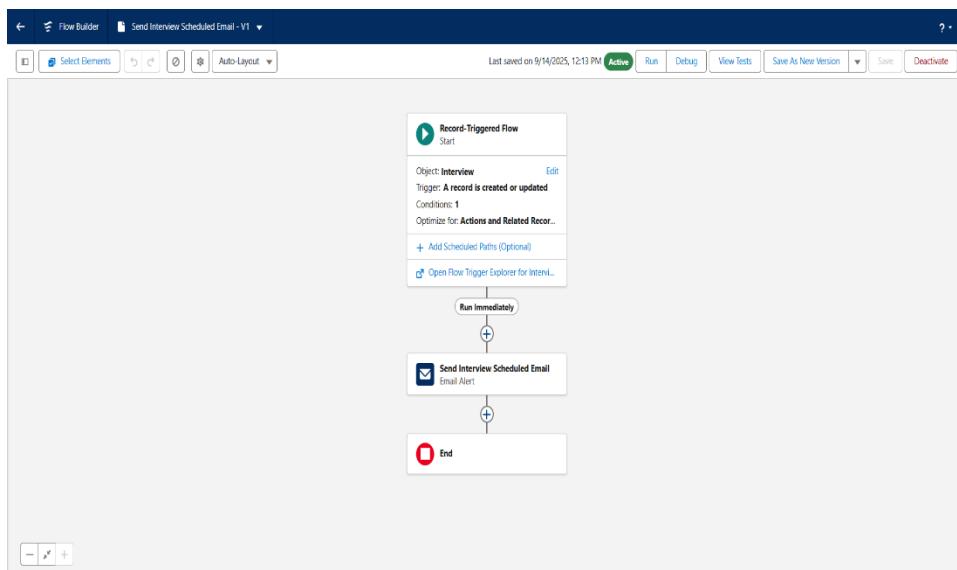
1. Welcome Email Flow (After Registration)

1. Click **Setup** (⚙️) → Quick Find → **Flows** → **New Flow**.
2. Select **Record-Triggered Flow**.
3. Choose **Object: Youth__c** → Trigger: **When record is created** → **After Save**.
4. Add Action → **Send Email** → Select **Welcome Email Template**.
5. Save and Activate.



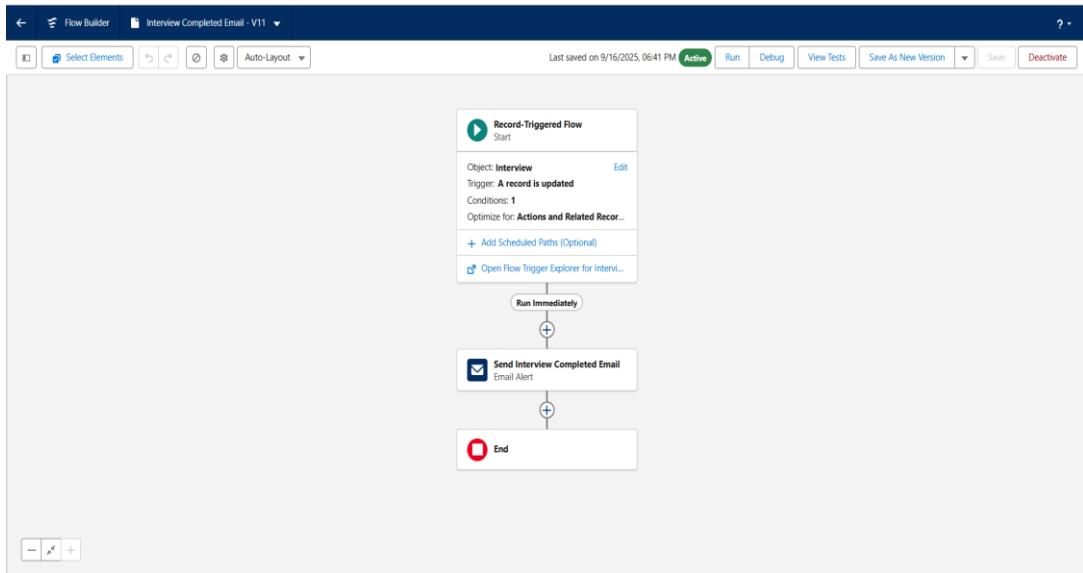
2. Interview Scheduled Flow (After Match & Scheduling)

1. Click **Setup** → **Flows** → **New Flow**.
2. Select **Record-Triggered Flow** → **Object: Job__c** → **Trigger: Created or Updated** → **After Save**.
3. Add **Get Records** → **JobSkill__c** (fetch required skills).
4. Add **Get Records** → **YouthSkill__c** (find youth with matching skills).
5. Add **Loop** → For each Youth, **Create Interview__c record** (Candidate, Job, Status = Scheduled, Date).
6. Add **Action** → **Send Email** → Select **Interview Scheduled Template**.
7. Save and Activate.



3. Interview Completed Flow (After Interview Completion)

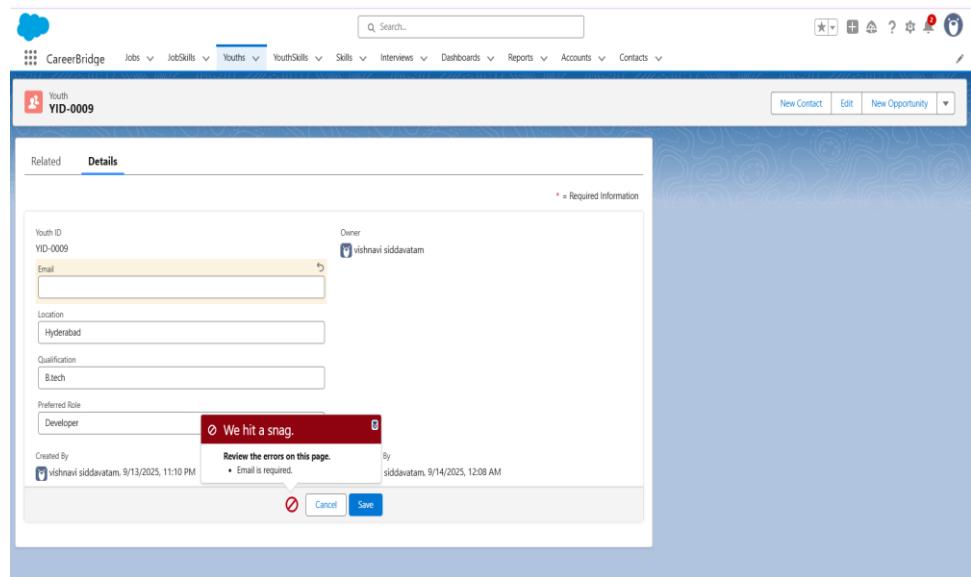
1. Click **Setup** → **Flows** → **New Flow**.
2. Select **Record-Triggered Flow** → **Object: Interview__c**.
3. Trigger: **When record is updated** → **After Save**.
4. Add **Decision Element** → Condition: **Status__c = Completed**.
5. Add **Action** → **Send Email** → Select **Interview Completed Template**.
6. Save and Activate.



Step 3: Add Validation Rules

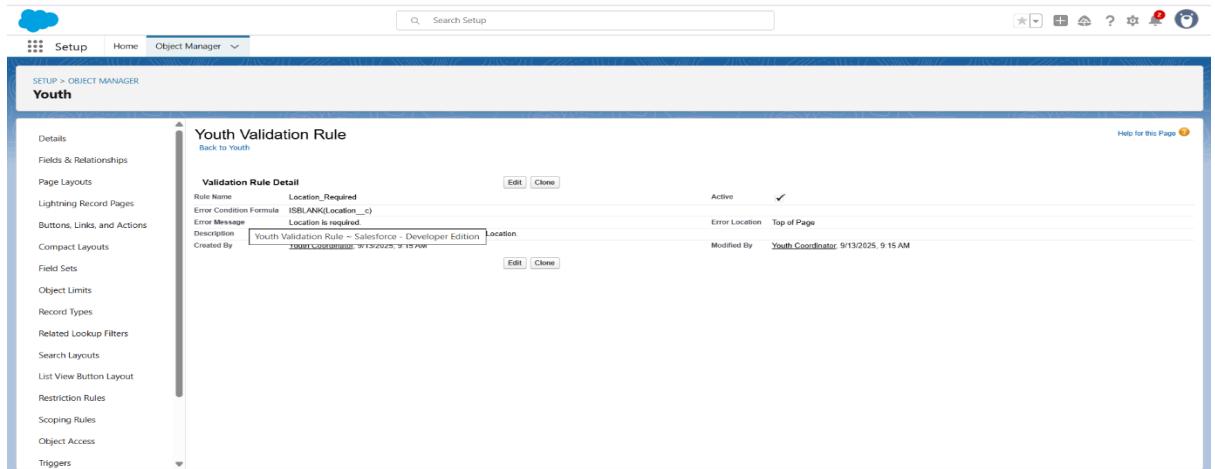
1. Click **Setup** → **Object Manager** → **Youth__c** → **Validation Rules** → **New**.
2. Create Rule: **Email Required**
 - Formula: ISBLANK(Email__c)
 - Error: “Email is required.”

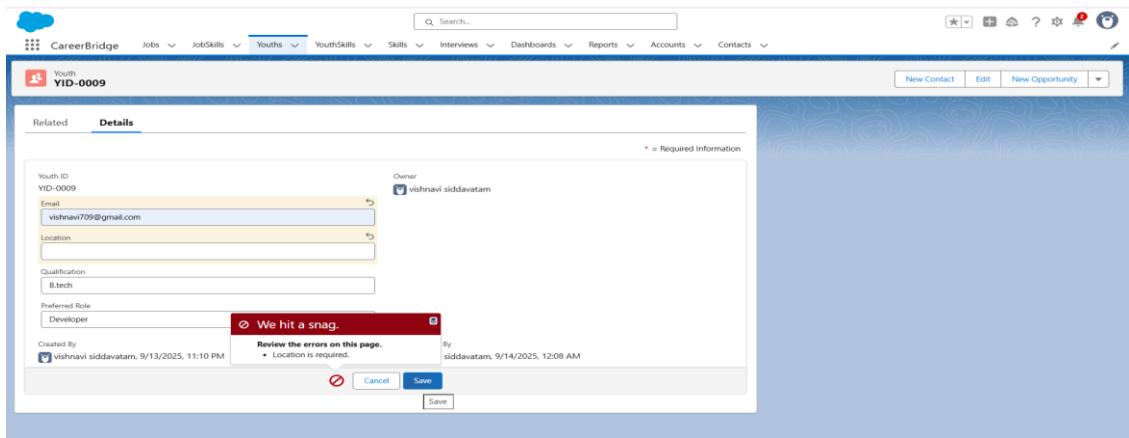
Validation Rule Detail	
Rule Name	Email_Required
Error Condition Formula	ISBLANK(Email__c)
Error Message	Email is required.
Description	Prevents saving a Youth record without an Email
Created By	Youth Coordinator 9/13/2025, 9:11 AM
Modified By	Youth Coordinator 9/13/2025, 9:11 AM
<input type="button" value="Edit"/> <input type="button" value="Close"/>	



3. Create Rule: Location Required

- Formula: ISBLANK(Location__c)
- Error: “Location is required.”





SCREENSHOTS

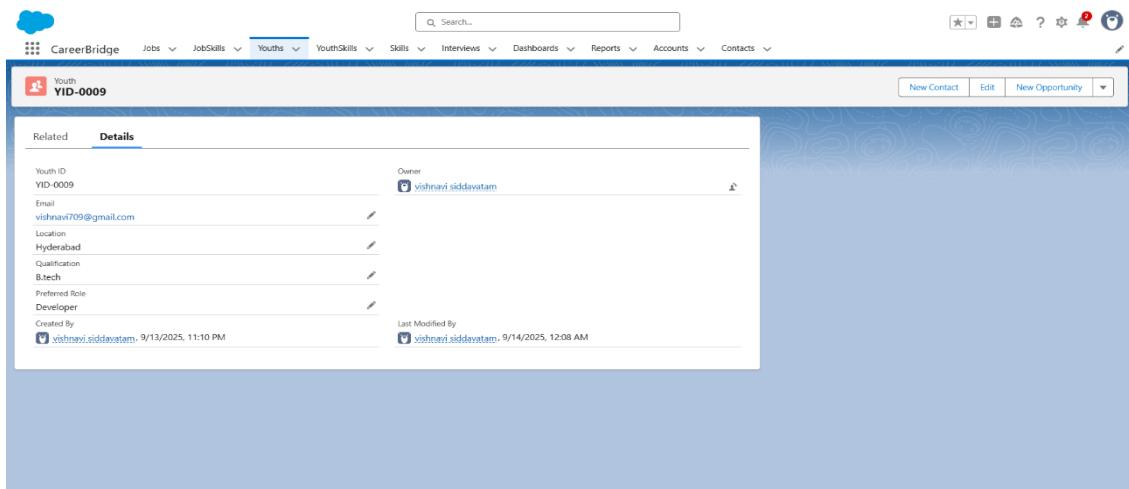


Fig: Custom App for Youth

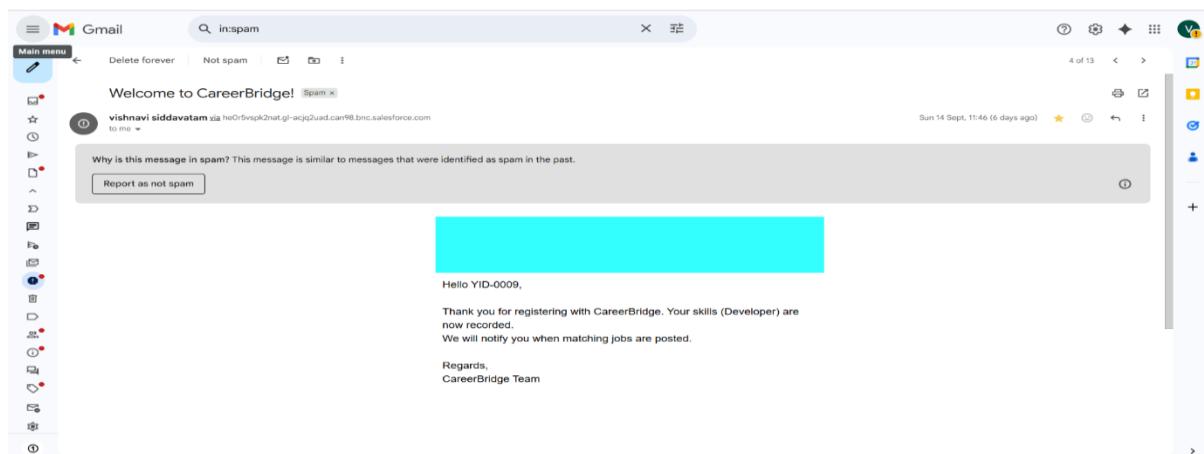


Fig: Youth registration Email

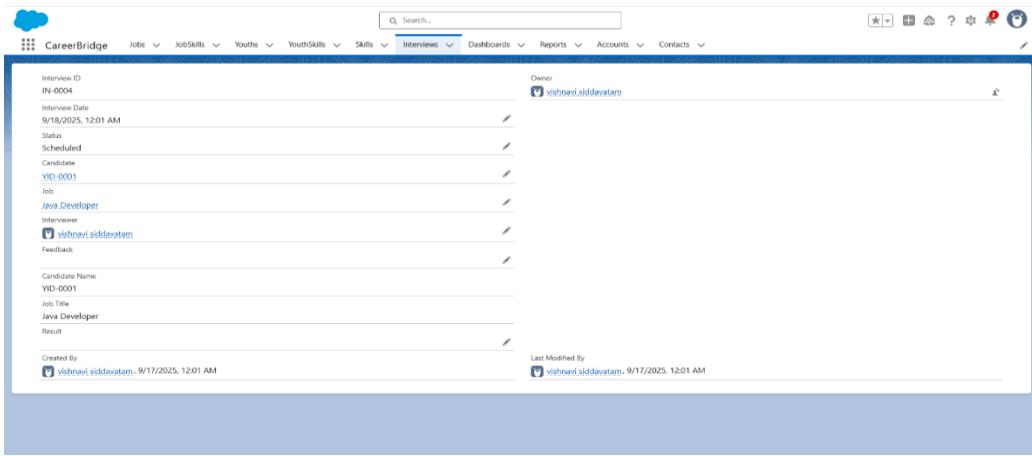


Fig: Custom App for Youth Schedule Interview

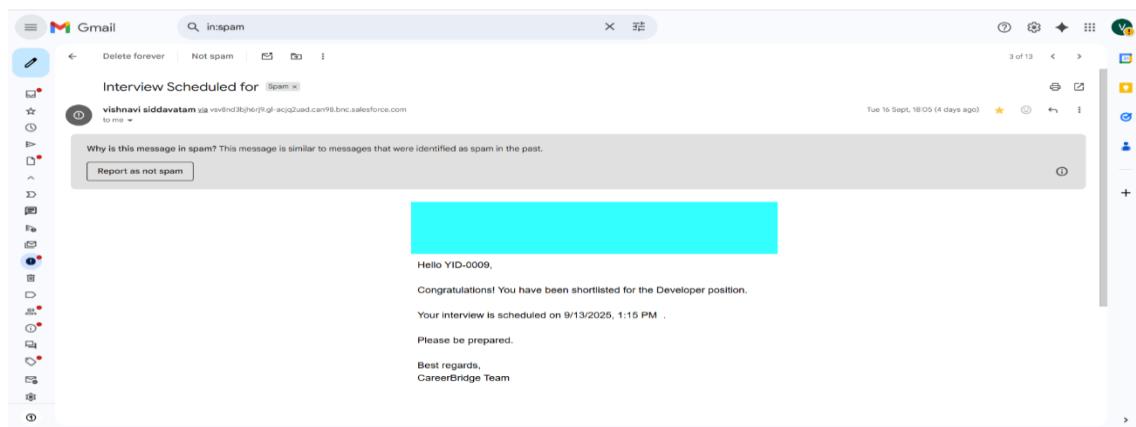


Fig: Interview Scheduled Email

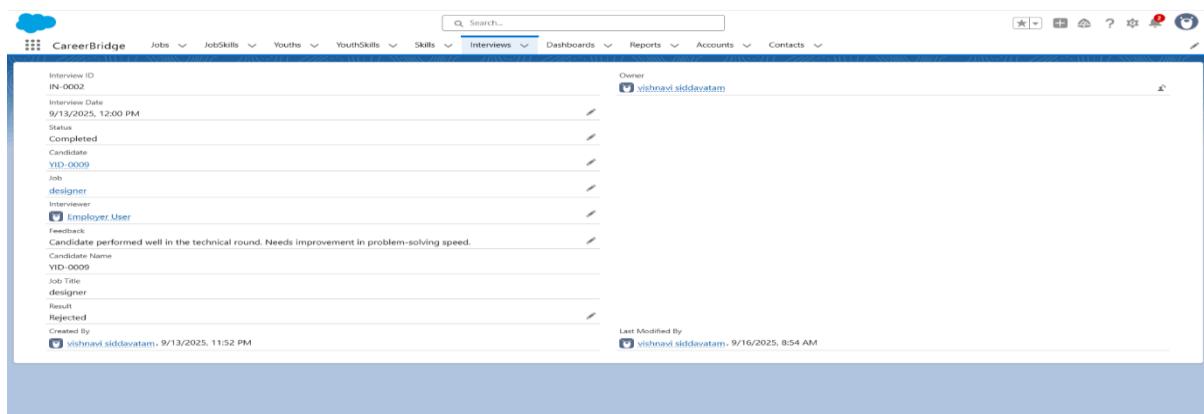


Fig: Custom App for Youth Completed Interview

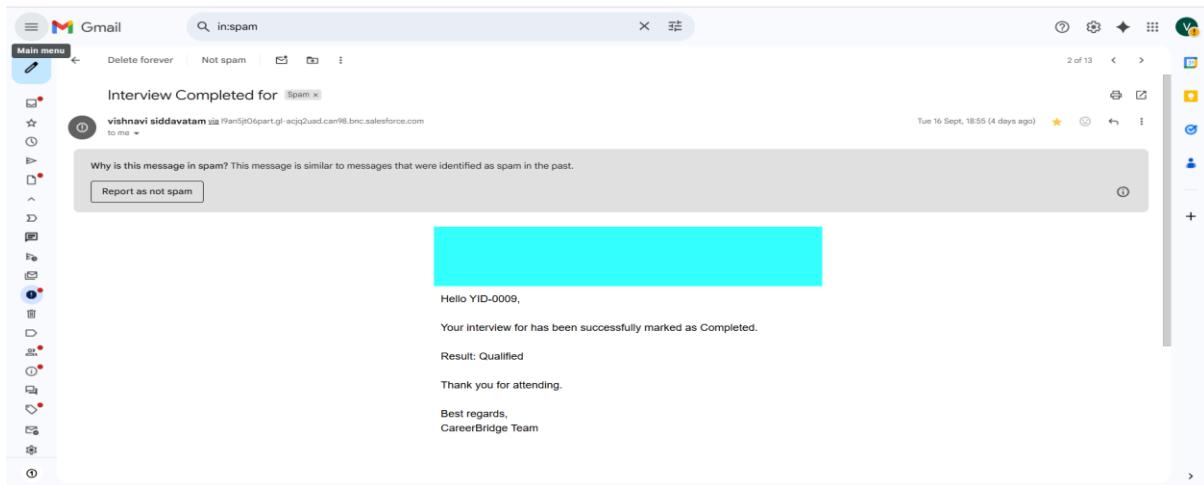


Fig: Interview Completed Email