



LEARN TODAY AND LEAD TOMORROW



Overview

Let eMexo Technologies **Best Salesforce Administrator Training in Electronic City Bangalore** take you from the Basic Salesforce Administrator to Advance Salesforce Administrator Concepts and make you an expert in Salesforce. Here are the major topics we cover under this Salesforce Administrator course Syllabus: **Introduction to CRM - Customer Relationship Management, Introduction to salesforce, Salesforce Basic Navigations, Salesforce Administration, Types of Email Templates, Different Types Of Tabs, Rules for Workflow, Search Layouts, Prepare your organization for your users, Security, and data access, Data Management, Automation, Getting around the app, User settings, and management, Customization: Field, Reports and Dashboards, and More Administration.** Each and every topic will be covered in the most practical way with examples for our Salesforce Administrator Course in Electronic City Bangalore.

All the topics will be covered with Practical and hands-on training. Our trainers have industry experience with live project experience in cutting-edge technologies that they teach. We hire only Salesforce Administrator industry specialists as trainers for our **Salesforce Administrator Certification Training in Electronic City Bangalore**.

If you are looking for Salesforce Administrator Certification Course in Electronic City Bangalore, eMexo Technologies is the **Best Salesforce Administrator Training Institute in Electronic City Bangalore**. Come over to our training institute for a free demo class. Let our trainer give you a demo on Salesforce Administrator and only then do you decide to enroll in the Salesforce Administrator Training Course in Electronic City Bangalore.

Training Features

Real-life Case Studies

Do a real-life case study to understand the usage in real-world scenarios.

Assignments

Each class will be followed by a practical assignment which can be completed before the next class.

Preparation for interview

Our trainers are professionals working in multinational corporations. They are experts in their field and know exactly what the interviewer will look for in the candidate. Experienced trainers not only share interview questions but also conduct mock interviews to help prepare for the actual interview.

Key Features

eMexo Technologies offers the **Best Salesforce Administrator Training Course in Electronic City Bangalore** with the TOP industry expert trainers.

Here are the key features.

- ★ Free Demo Class Available
- ★ Practical Approach
- ★ Expert & Certified Trainers
- ★ 100% Job Oriented Training
- ★ Real World use cases and Scenarios
- ★ Completed 500+ Batches
- ★ Certification Guidance

Unit 1: Introduction to CRM - Customer Relationship Management

- What is CRM (Customer Relationship Management)?
- CRM Basic entities
- Sub Modules of CRM
- Existing CRMs
- Hands-On

Unit 2: Introduction to salesforce

- Cloud computing and its models
- Getting started with Salesforce
- User Management
- Development and Products
- Different editions of Salesforce
- Core CRM objects Capabilities
- Declarative Customizations Boundaries
- How to sign up for Developer Edition
- Hands-On

Unit 3: Salesforce Basic Navigations

- What are Records?
- What are Related Lists?
- Action column
- Help links
- Hands-On

Unit 4: Salesforce Administration

- Object Types
- Object Standards
- Custom Object
- Field Types
- Field Standards
- Custom Fields
- Relationship Types
- Field Dependency
- Hands-On

Unit 5: Types of Email Templates

- Text
- HTML (using Letterhead)
- Custom (without using Letterhead)
- Visualforce
- Custom application
- Console application
- Field Accessibility
- Grant Login Access
- Calendar
- Console Tab
- Trusted IP Range
- Session Settings
- Hands-On

Unit 6: Different Types Of Tabs

- Custom Object Tab
- Web Tab
- Visualforce Tab
- Field History Tracking in Salesforce
- Feed Tracking

- <https://developer.salesforce.com/>
- <http://trust.salesforce.com>
- View setup audit trail
- Organization Wide Default
- Roles
- Role Hierarchy
- Sharing Rules
- Profiles
- Permission Sets
- Password Policies
- Developer console
- Validation Rules
- Hands-On

Unit 7: Rules for Workflow

- Email Alert
- Task
- Field Update
- Outbound Message
- Approval process
- Reports and Dashboards
- Scheduling reports
- Report Types
- Adding dashboards in Home page
- Chatter
- Chatter Desktop
- Queues
- Public Groups
- Assignment Rules
- Auto Response Rule
- Views
- Domain Registration
- Hands-On

Unit 8: Search Layouts

- Search Results
- Lookup Dialogs
- Lookup Phone Dialogs
- Accounts Tab
- Accounts List View
- Search Filter Fields
- Page Layout
- Mini Console View
- Mini Page Layout
- Record Types
- Apex Data loader tool
- com Explorer tool
- com Sites
- Hands-On

Unit 9: Prepare your organization for your users

- Setting up your company profile
- Configure the user interface
- Configure search settings
- Chatter settings
- Hands-On

Unit 10: Security and data access

- Limit sign-in
- Determining Object Access
- Record access settings
- Manage record access with role hierarchies
- Handle record access exceptions
- Manage field-level security
- Hands-On

Unit 11: Data Management

- Data loader v/s Import wizard
- Import new records using the Import Wizard
- Update existing records in Data Loader
- Upsert Operations, Export, and Export All
- Bulk transfer of records between users
- Back up your data with weekly exports
- Bulk delete records
- Hands-On

Unit 12: Automation

- Manage Email Administration
- Set up workflow rules and Approval Processes
- Automate Leads and Cases
- Hands-On

Unit 13: Getting around the app

- Understand the data model and navigation
- Find answers in Help and Training
- Rollup summary and Cross object formula.
- Hands-On

Unit 14: User settings and management

- Manage user profiles
- Create and manage users
- Fix user login issues
- Set up Chatter Free and Chatter external users.
- Hands-On

Unit 15: Customization: Field

- Manage standard fields
- Create a new custom field

- Creating select fields: select lists and lookups
- Create a formula field
- Working with page layouts
- Working with Record Types and Business Processes
- Maintain data quality
- Hands-On

Unit 16: Reports and Dashboards

- Running and modifying reports
- Create a new report using Report Builder
- Filter your report
- Summary of report data
- Report bucket field
- Print, export, schedule, and email reports
- Create a dashboard
- Adding a Dashboard to Your Home Page
- Hands-On

Unit 17: More Administration

- Queues
- Public Groups
- Hands-On

FAQs

1. How is the training organized? How much percentage is theoretical and how much is practical hands-on?

We at eMexo believe nothing beats hands-on practice when it comes to learning a concept. Our teaching methodology is 100% practical and hands-on-oriented. You learn a concept, you practice it then and there with the trainer. We also give you assignments for each topic which you can practice at home and any doubts regarding the topic can be cleared with the trainer the next day.

2. What is the course duration? How and when do you plan to complete the course?

We generally cover our courses in 60 hours, however, we are aware that we can't put a hard-stop to learning with a number. Our trainer will make sure that you have learned everything that is part of the curriculum. This could mean 48 hours or 60 hours, doesn't matter.

3. What is the material provided in the training?

We have industry standard course material which is used by our trainers to train you. At the end of the training apart from the notes which you have taken during the course, we will also provide you with the training material which was used. This training material includes the training content, interview questions, etc.

4. Do you help in preparing for the interview?

Our trainers are working professionals who work in MNCs. They are the expert in their domain and they know exactly what an interviewer looks into a candidate. Our expert trainers apart from sharing the interview questions will also conduct mock interviews to help you prepare for the real interview.

5. Who are your trainers?

Our trainers are industry experts who work in their respective technologies day in and day out. They work in MNCs and are technology experts within their organizations.

6. What is the total batch size per course?

We maintain a strict batch size of a maximum of 5 students. We also provide exclusive one-to-one training as well. Talk to our training partner to get more details.

7. Do you provide certification for the course?

Yes, at the end of training we provide a certification of completion.

8. Will I be joining a new batch or being merged with another batch?

You will be added to a new batch.

9. Is fast-track training available?

Yes, we provide fast-track training as well for those who want to complete the course faster. The curriculum and the total hours required to complete the course will remain the same. However, the trainer will be spending more hours with you to complete the course.

10. Do you assist in job placement?

Our trainers are expert professionals in their organizations and they often act as the interviewer to hire new candidates. Our trainers will help you prepare your resume with industry standards. After all, they know exactly what to look for in a resume.

11. Timings for training - Regular training/weekend training

We provide both regular and weekend training. Talk to our training partner to learn more about the timings.

12. Will you be working on a live project during training?

Yes, apart from doing the hands-on practice our trainer will also be taking a real-world project and working with you for the implementation.

13. What happens if I miss a class?

If you miss a class the content of that class will be taught to you again. With us, you might miss a class but not the content.

14. Can I attend a demo before the actual class?

Yes, absolutely! Talk to our training counselor on phone at **+91-9513216462** or email us at **info@emexotechnologies.com** to arrange a free demo. You can also fill in the contact us form below and we will call you to discuss your training requirements.