## DAY ONE

**Introductions and Overview**
General Overview of Salesforce
AW Computing – Your New Employer

**Getting Around the App**
- Data Model and Navigation
- Lightning Experience
- Help & Training

**Break**

**Getting Your Organization Ready for Users**
- Setting Up the Company Profile
- Configuring the User Interface

**Getting Your Organization Ready for Users, continued**
- Setting Up Activities and Calendars
- Configuring Search Settings
- Setting Up Chatter Groups
- Mobile Access with Salesforce1

**Setting Up and Managing Users**
- Managing User Profiles

**Review**

## DAY TWO

**Review**

**Setting Up and Managing Users, continued**
- Managing User Profiles, continued
- Managing Users

**Setting Up and Managing Users, continued**
- Setting Up Chatter Free Users and Invites

**Break**

**Setting Up and Managing Users, continued**
- Troubleshooting Login Issues

**Security and Data Access**
- Restricting Logins
- Determining Object Access
- Setting Up Record Access

**Lunch**

**Security and Data Access, continued**
- Creating a Role Hierarchy
- Dealing with Record Access Exceptions
- Managing Field-Level Security

**Object Customizations**
- Administering Standard Fields
- Creating New Custom Fields

**Break**

**Object Customizations, continued**
- Creating Selection Fields: Picklists
- Creating Selection Fields: Lookups

**Object Customizations, continued**
- Working with Record Types and Business Processes

**Review**

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**Review**

**Object Customizations, continued**
- Working with Record Types and Business Processes
- Maintaining Data Quality

**Managing Data**
- Import Wizards

**Break**

**Managing Data, continued**
- Import Wizards
- Data Loader
- Mass Transfer
- Backing Up Data
- Mass Delete and Recycle Bin

**Lunch**

**Managing Data, continued**
- Mass Delete and Recycle Bin

**Reports and Dashboards**
- Running and Modifying Reports
- Creating New Reports with the Report Builder
- Working with Report Filters
- Summarizing with Formulas and Visual Summaries
- Printing, Exporting, and Emailing Reports
- Building Dashboards

**Break**

**Automation**
- Email Templates
- Workflow Rules

**Review**

## DAY FOUR

**Curated New Administrator Content at TrailheaDX**
- Session list coming soon

**Review**

## DAY FIVE

**Curated New Administrator Content at TrailheaDX**
- Session list coming soon