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ADX201
Essential Administration Concepts for New Lightning Experience Administrators

TOPICS

Salesforce Fundamentals
- Explore Salesforce
- Salesforce Architecture

Administrator Responsibilities
- Describe the Role of an Administrator
- Plan for Success

The Big Picture: All Users
- Company Information and Licensing
- Fiscal Year and Currency
- Organize and Collaborate
- Manage Users
- Login Security Controls

Feature Access and Object Security
- Profiles
- Permission Sets
- Field-Level Security

Salesforce Record Access

- Record Ownership
- Organization-Wide Defaults
- Role Hierarchy
- Sharing Rules
- Teams and Manual Sharing
- Restriction Rules

Customize Standard Functionality

- Object Overview
- Standard and Custom Fields
- Relationship Fields
- Custom Formula Fields

Customize the Existing User Interface (UI)

- Applications
- Home Page
- Tabs and List Views
- Page Layouts
- Buttons, Links, and Actions
- Record Types, Business Process, and Path

Create New with Clicks

- Create a New Object
- Dynamic Forms
- Create a New Custom Tab
- Create and Deploy a Change Set
- Mobile Layout

Declarative Automation

- Automation Fundamentals
- Validation Rules
- Lead and Case Management
- Workflow and Approval Process
- Process Builder

The Future of Automation: Flow

- Flow Overview
- Build a Flow to Update a Field
- Build and Combine Flows
- Deploy Flow with a Lightning Component
- Order of Execution

Data Management

- Back Up Data
- Import, Export, and Update Data
- Mass Delete and Mass Transfer
- Data Quality and Cleansing Tools

Analytics

- Report Components
- Filters and Formulas
- Conditional Formatting and Charts
- Exports and Subscriptions
- Dashboards