Welcome to Salesforce, the award-winning cloud computing service designed to help you manage your customer relationships, integrate with other systems, and build your own applications! Here are some key concepts to help you understand the Salesforce products and editions and guide you through common tasks in Salesforce.

What Is Salesforce?
Salesforce is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers.

Log In, Navigate, and Search Salesforce
New to Salesforce? Learn how to navigate, customize, and manage basic CRM features.

Verify Your Identity
Use identity verification tools to secure and protect your data from unauthorized access.

Personalize Your Salesforce Experience
Update your personal information, for example your email address. Change your password and security question. If you have administrator permissions, you can also customize your Salesforce org.

Work on Mobile Devices
Salesforce provides several mobile apps to keep you connected and productive, no matter where you are.

What Is Salesforce?
Salesforce is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers.

Run your business from anywhere with Salesforce. Use standard products and features to manage relationships with prospects and customers, collaborate and engage with employees and partners, and store your data securely in the cloud.

But standard products and features are only the beginning. With our platform, you can customize and personalize the experience for your customers, partners, and employees and easily extend beyond out of the box functionality.

Concepts, Products, and Services
As you get started with Salesforce, it’s helpful to learn some key concepts and terms. They come up frequently when you interact with the product, our documentation, and our service professionals. The concepts and terms here help you understand how Salesforce works.

The Salesforce Admin
The Salesforce administrator—or “admin” is a Salesforce user with system administration duties and other super powers. Admins are responsible for setting up Salesforce for their organizations and making sure it runs smoothly.

Salesforce Editions
We offer bundles of features and services, each geared toward specific business needs.
Supported Browsers, Languages, and Accessibility Standards
Learn about the browsers, languages, and accessibility standards that Salesforce supports.

Additional Resources
Looking for more resources? Check out our tip sheets, implementation guides, videos, and walkthroughs.

Concepts, Products, and Services
As you get started with Salesforce, it’s helpful to learn some key concepts and terms. They come up frequently when you interact with the product, our documentation, and our service professionals. The concepts and terms here help you understand how Salesforce works.

Concepts

<table>
<thead>
<tr>
<th>Concept</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloud</td>
<td>A Salesforce name for a loose federation of features that help you accomplish certain types activities, such as selling products or supporting your customers. Two common examples are Service Cloud and Sales Cloud.</td>
</tr>
<tr>
<td>Cloud Computing</td>
<td>Technology that enables Internet-based services that let you sign up and log in through a browser. Salesforce delivers its service in the cloud. Other familiar cloud computing services include Google Apps and Amazon.com.</td>
</tr>
<tr>
<td>Software as a Service (SaaS)</td>
<td>Software delivered not by traditional means (such as on disk) but in the cloud, as a service. There’s nothing to download or install, and updates are automatic.</td>
</tr>
<tr>
<td>Trust</td>
<td>A Salesforce term for its company-wide commitment to building and delivering the most secure, fast, and reliable cloud-based service available. trust.salesforce.com is a systems status website that provides Salesforce customers and the community access to real-time and historical system performance information and updates. It also lists incident reports and maintenance schedules across all its key system components. trust.salesforce.com is free to all members of the Salesforce community.</td>
</tr>
</tbody>
</table>

Products and Services
Salesforce includes the following products and services.

Salesforce Applications
Salesforce includes prebuilt applications (or “apps”) for customer relationship management (CRM) ranging from sales force automation to partner relationship management, marketing, and customer service.

Force.com Platform
The Force.com platform is the first platform as a service (PaaS). Developers can create and deliver any kind of business application entirely on demand and without software. The platform also includes easy to use point-and-click customization tools to help you create solutions for your unique business requirements, without any programming experience.
**AppExchange**

AppExchange is a marketplace featuring hundreds of cloud applications created by Salesforce customers, developers, and partners. Many of the applications are free and all of them are pre-integrated with Salesforce, enabling you to easily and efficiently add functionality.

**Salesforce.com Community**

Salesforce provides training, support, consulting, events, best practices, and discussion boards to help you be successful. Visit Salesforce.com Community.

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**Terms**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>App</td>
<td>Short for application. A collection of components such as tabs, reports, dashboards, and Visualforce pages that address specific business needs. Salesforce provides standard apps, which you can customize, such as Sales and Service. You can customize the standard apps to match the way you work.</td>
</tr>
<tr>
<td>Edition</td>
<td>One of several bundles of Salesforce products and services, each geared toward a different set of business needs. All Salesforce editions share the look and feel, but they vary by feature, functionality, and pricing.</td>
</tr>
<tr>
<td>Object</td>
<td>A definition of a specific type of information you can store in Salesforce. For example, the Case object lets you store information about customer inquiries. For each object, your organization has multiple, specific records. Salesforce comes with lots of standard objects, but you can create custom objects, as well.</td>
</tr>
<tr>
<td>Organization</td>
<td>A deployment of Salesforce that has a defined set of licensed users. Your organization includes all your data and applications.</td>
</tr>
<tr>
<td>Record</td>
<td>A collection of fields that store information about a specific item of a specific type. A record is an object, such as a contact, an account, or an opportunity. For example, you can have a contact record to store information about Joe Smith, and a case record to store information about his training inquiry.</td>
</tr>
<tr>
<td>Release</td>
<td>Salesforce releases new products and features three times per year, and we identify releases by season—Winter, Spring, and Summer—along with the calendar year. Example: Winter ’15. For every Salesforce release, the Salesforce release notes include new features and products that are generally available or in beta release. They also describe all changes to existing features and products. You can find the release notes when you search for “Release Notes” in the Salesforce Help.</td>
</tr>
<tr>
<td>Salesforce</td>
<td>The name of the Salesforce cloud computing CRM service and the company name.</td>
</tr>
</tbody>
</table>

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**The Salesforce Admin**

The Salesforce administrator—or “admin” is a Salesforce user with system administration duties and other super powers. Admins are responsible for setting up Salesforce for their organizations and making sure it runs smoothly.

Admins have special permissions. For example, they can add user accounts and specify what people can see and do in Salesforce. Admins can create custom Salesforce objects, workflows, validation rules, reports, and more. Admins are planners, problem-solvers, and heroes. All Salesforce organizations have at least one administrator. Your administrator’s role can be as simple or as complex as your company’s size and structure. In smaller organizations, the admin is often someone who also uses Salesforce the way other users do: to sell products or provide customer service, for example.
Salesforce offers lots of features and items that you can set up and configure yourself. For some things, though, partner with your trusty admin to help you get the best of what Salesforce has to offer.

Here are a few examples of the kinds of things your admin can help you with or do for you.

- Find or use an object, field, or feature you heard about during training.
- Create a custom workflow that lets you find out when a case is closed.
- Create a custom approval process that allows you to sign off on employee expenses.
- Create a custom report for your sales region.
- Give you a user permission that’s not granted as part of your user profile.
- Answer questions about your own or others’ access to records.
- Address those cursed error messages that ask you to contact your administrator for help or more information.

How you contact your administrator, and when and why, depends on your company’s internal business policies and practices.

**Salesforce Editions**

We offer bundles of features and services, each geared toward specific business needs.

These bundles, called editions, share a look and feel but vary by functionality and pricing. Some customers start with a basic edition and upgrade to a more feature-rich edition as business requirements evolve.

It’s easy to learn which features are available in various editions. Just search for features in Salesforce Help. Toward the top of every topic, you can see the editions in which the feature’s available. Here’s a quick description of each edition we offer.

<table>
<thead>
<tr>
<th>Edition</th>
<th>What’s Great About It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
<td>Designed for businesses requiring full-featured CRM functionality. It includes straightforward and easy-to-use customization, integration, and administration tools to facilitate any small to midsize deployment.</td>
</tr>
<tr>
<td>Enterprise</td>
<td>Meets the needs of large and complex businesses. It gives you advanced customization and administration tools, in addition to all the functionality available in Professional Edition, that can support large-scale deployments. Enterprise Edition also includes access to Salesforce APIs, so you can easily integrate with back-office systems.</td>
</tr>
<tr>
<td>Unlimited</td>
<td>Maximizes your success and extends it across the entire enterprise through the Force.com platform. It gives you new levels of platform flexibility for managing and sharing all your information on demand. Includes all Enterprise Edition functionality, Premier Support, full mobile access, unlimited custom apps, increased storage limits, and other features.</td>
</tr>
<tr>
<td>Developer</td>
<td>Provides access to the Force.com platform and APIs. It lets developers extend Salesforce, integrate with other applications, and develop new tools and applications. Developer Edition also provides access to many of the features available in Enterprise Edition.</td>
</tr>
</tbody>
</table>

**Note:** Salesforce doesn’t provide technical support for Developer Edition. But you can ask for help from developer community message.
Get Started with Salesforce

Salesforce Editions

<table>
<thead>
<tr>
<th>Edition</th>
<th>What’s Great About It</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>We also provide documentation for Developer Edition.</td>
</tr>
</tbody>
</table>

Compare editions and their features in Salesforce Pricing and Editions.

Salesforce Editions That Are No Longer Sold

Some Salesforce editions are no longer sold. You can continue to use your Contact Manager, Group, Personal, Performance, or Database.com Edition org or purchase one of the editions that are currently sold: Professional, Enterprise, Unlimited, and Developer Editions.

Note: Lightning Experience isn’t available in Contact Manager, Personal, or Database.com Edition orgs.

Contact Manager Edition

This edition is designed for small businesses and provides access to key contact management features including accounts, contacts, activities, calendars, notes and attachments, and reports. Contact Manager provides straightforward, easy-to-use customization options.

Group Edition

This edition is designed for small businesses and work groups with a limited number of users. Group Edition users can manage their customers from the start of the sales cycle through the end and provide customer support and service. Group Edition offers access to accounts, contacts, opportunities, leads, cases, dashboards (read only), and reports.

Personal Edition

This edition is a CRM solution designed for an individual sales representative or other single user. Personal Edition provides access to key contact management features such as accounts, contacts, and synchronization with Microsoft Outlook®. It also provides sales representatives with sales tools such as opportunities.

Note: Personal Edition orgs purchased after June 2009 don’t have access to opportunities.

Performance Edition

This edition is designed for customers who want to drive growth, increase customer satisfaction, and maximize sales and service success in the social and mobile world. Performance Edition orgs include all Unlimited Edition functionality plus clean, targeted lead and customer data from Data.com, coaching and feedback tools from Work.com, trusted identity services from Identity, and more. For customers in Japan, Singapore, and South Korea, we offer Performance Edition Limited, which includes all Performance Edition functionality except Data.com.

Database.com

Database.com is a multitenant cloud database service that’s designed to store data for mobile, social enterprise applications. You can use Database.com as the back-end database for applications that are written in any language and run on any platform or mobile
device. Database.com’s built-in social computing infrastructure and native support for building sophisticated REST-based APIs enable you to create employee-facing, native mobile and social apps.

As a Salesforce customer, you already use Database.com when you create custom objects, manage security, or import data with the Force.com platform and API. A stand-alone version of Database.com is available for developers who want to create applications that harness other languages, platforms, and devices.

We don’t provide Database.com-specific documentation. Refer to the Salesforce documentation and the list of features that Database.com supports. This list identifies the Salesforce documentation subjects that apply to Database.com. Also, every feature’s Edition Table includes Database.com if the feature is available in Database.com. Use the Salesforce Help, release notes, workbooks, and developer guides for APIs, Apex, SOQL, and SOSL.

Supported Browsers, Languages, and Accessibility Standards

Learn about the browsers, languages, and accessibility standards that Salesforce supports.

Supported Browsers
Supported browsers for Salesforce vary depending on whether you use Salesforce Classic or Lightning Experience.

Supported Languages
Salesforce offers three levels of language support: fully supported languages, end-user languages, and platform-only languages.

Accessibility Standards
Learn about the standards Salesforce follows to design applications with accessibility in mind.

Supported Browsers

Supported browsers for Salesforce vary depending on whether you use Salesforce Classic or Lightning Experience.

Supported Browsers for Salesforce Classic
Salesforce Classic is supported with Microsoft® Internet Explorer® version 9, 10, and 11, and Apple® Safari® version 10.x on macOS. The most recent stable versions of Microsoft Edge, Mozilla® Firefox®, and Google Chrome™ are also supported. There are some limitations.

Supported Browsers for Lightning Experience
See the supported browsers and limitations for Lightning Experience.

Recommendations and Requirements for All Browsers
For the best experience and security, follow these guidelines.

SEE ALSO:
Requirements for the Salesforce1 Mobile App

Supported Browsers for Salesforce Classic
Salesforce Classic is supported with Microsoft® Internet Explorer® version 9, 10, and 11, and Apple® Safari® version 10.x on macOS. The most recent stable versions of Microsoft Edge, Mozilla® Firefox®, and Google Chrome™ are also supported. There are some limitations.
Note: Using Salesforce Classic in a mobile browser isn’t supported. Instead, we recommend using the Salesforce1 app when you’re working on a mobile device. To see the mobile browsers that are supported for Salesforce1, check out Requirements for the Salesforce1 Mobile App on page 130.

<table>
<thead>
<tr>
<th></th>
<th>Microsoft® Internet Explorer®</th>
<th>Microsoft® Edge</th>
<th>Google Chrome™</th>
<th>Mozilla® Firefox®</th>
<th>Apple® Safari®</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salesforce Classic</td>
<td>IE 9+</td>
<td>Latest</td>
<td>Latest</td>
<td>Latest</td>
<td>10.x+</td>
</tr>
<tr>
<td>Salesforce Console</td>
<td>IE 9+</td>
<td>Latest</td>
<td>Latest</td>
<td>Latest</td>
<td>No</td>
</tr>
<tr>
<td>Special setup</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>considerations?</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Limitations?</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note:
- The term “latest version” is defined by the browser vendors. Use the support for your browser(s) to understand what “latest version” means.
- Salesforce Classic support for Microsoft® Internet Explorer® versions 7 and 8 is discontinued as of Summer ’15.

SEE ALSO:
Requirements for the Salesforce1 Mobile App

Supported Browsers for Lightning Experience
See the supported browsers and limitations for Lightning Experience.

Note:
- Salesforce doesn’t support non-browser applications that embed WebView or similar controls to render content for Salesforce Classic, Lightning Experience, or the Salesforce1 mobile web experience. Examples of approaches that embed this type of control include Microsoft’s WebBrowser Control, Electron’s embedded Chromium browser, iOS’s UIWebView and WKWebView, and Android’s WebView.
- You can’t access Lightning Experience in a mobile browser. Instead, we recommend using the Salesforce1 app when you’re working on a mobile device. For a list of supported mobile browsers on Salesforce1, see Requirements for the Salesforce1 Mobile App on page 130.

Important: Support for Internet Explorer 11 to access Lightning Experience is retiring beginning in Summer ’16.
- You can continue to use IE11 to access Lightning Experience until December 16, 2017.
- If you opt in to Extended Support for IE11, you can continue to use IE11 to access Lightning Experience until December 31, 2020.
- IE11 has significant performance issues in Lightning Experience.
- This change doesn’t impact Salesforce Classic or users of orgs with Communities.

Important: Support for Internet Explorer 11 to access Lightning Experience is retiring beginning in Summer ’16.
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- This change doesn’t impact Salesforce Classic or users of orgs with Communities.
## Recommendations and Requirements for All Browsers

For the best experience and security, follow these guidelines. The following recommendations and requirements apply for all browsers, whether you’re using Salesforce Classic or Lightning Experience.

**Note:** Salesforce doesn’t support non-browser applications that embed WebView or similar controls to render content for Salesforce Classic, Lightning Experience, or the Salesforce1 mobile web experience. Examples of approaches that embed this type of control include Microsoft’s WebBrowser Control, Electron’s embedded Chromium browser, iOS’s UIWebView and WKWebView, and Android’s WebView.

- For all browsers, enable JavaScript, cookies, and TLS 1.2. If TLS 1.2 isn’t available, enable TLS 1.1. Browsers that don’t support TLS 1.1 or TLS 1.2 won’t be able to access Salesforce after we deactivate TLS 1.0. Deactivation has already occurred in sandbox orgs and concludes with production orgs on July 22, 2017.

- Some features use iframes to work in Lightning Experience, so you must have the appropriate browser security settings for iframes to load correctly. Follow your browser’s instructions to enable working with iframes and third-party cookies. For example: In Internet Explorer, set the Launching programs and files in an IFRAME security setting to Enable or Prompt. In Safari, we recommend changing your privacy settings for cookies to Allow from websites I visit. In Chrome, make sure that Block third-party cookies and site data isn’t selected in the Content settings.

- The minimum screen resolution required to support all Salesforce features is 1024 x 768. Lower screen resolutions don’t always properly display Salesforce features such as Report Builder and Page Layout Editor.

- For Mac OS users on Apple Safari or Chrome, make sure the system setting Show scroll bars is set to Always.
Some third-party Web browser plug-ins and extensions can interfere with the functionality of Chatter. If you experience malfunctions or inconsistent behavior with Chatter, disable the Web browser’s plug-ins and extensions and try again.

Other products and features may also be affected by third-party plug-ins and extensions.

Some features in Salesforce—and some desktop clients, toolkits, and adapters—have their own browser requirements. For example:

- Internet Explorer is the only supported browser for:
  - Standard mail merge (Salesforce Classic)
  - Installing Salesforce Mobile Classic on a Windows Mobile device
  - Connect Offline

- For the best experience on machines with 8 GB of RAM in the Salesforce Console, use Chrome.

Considerations for Microsoft Edge
Salesforce supports the latest version of Microsoft Edge for both Salesforce Classic and Lightning Experience. Note these restrictions.

Considerations for Microsoft Internet Explorer
If you use Internet Explorer, we recommend using the latest version that Salesforce supports. Apply all Microsoft software updates. Note these restrictions.

Considerations for Apple Safari
If you use Safari, we recommend using the latest version that Salesforce supports. Apply all Apple software updates. Note these restrictions.

Considerations for Mozilla Firefox
Salesforce makes every effort to test and support the most recent version of Firefox. Note these restrictions.

Internet Explorer Settings
If you use Internet Explorer, we recommend using the latest version that Salesforce supports. Apply all Microsoft software updates.

Firefox Settings
To ensure Salesforce works optimally with Firefox, update the browser’s configuration settings.

Considerations for Microsoft Edge
Salesforce supports the latest version of Microsoft Edge for both Salesforce Classic and Lightning Experience. Note these restrictions.

Keep the following considerations in mind when using Salesforce with Microsoft Edge.

- Microsoft Edge isn't supported for the Developer Console.
Considerations for Microsoft Internet Explorer

If you use Internet Explorer, we recommend using the latest version that Salesforce supports. Apply all Microsoft software updates. Note these restrictions.

**Important:** Support for Internet Explorer 11 to access Lightning Experience is retiring beginning in Summer ’16.

- You can continue to use IE11 to access Lightning Experience until December 16, 2017.
- If you opt in to Extended Support for IE11, you can continue to use IE11 to access Lightning Experience until December 31, 2020.
- IE11 has significant performance issues in Lightning Experience.
- This change doesn’t impact Salesforce Classic or users of orgs with Communities.

Keep the following considerations in mind when using Salesforce with Microsoft Internet Explorer.

- Salesforce Classic and Lightning Experience are supported in Internet Explorer 11 on Windows 8 and 8.1 for touch-enabled laptops with standard keyboard and mouse inputs only. There is no support for mobile devices or tablets where touch is the primary means of interaction. Use the Salesforce1 mobile browser app instead.
- If you’re using Microsoft® Internet Explorer® versions 9–10, you’re redirected to Salesforce Classic even if your preference is set to Lightning Experience.
- Compatibility Mode in Internet Explorer isn’t supported.
- Changing the compatibility parsing mode of the browser, for example, by using the X-UA-Compatibility header, isn’t supported.
- Internet Explorer 11 isn’t supported for the Developer Console.
- Drag and drop of files into feed comments isn’t supported in Internet Explorer. Drag and drop of files into feed posts is supported in Salesforce Classic, but not in Lightning Experience.

There are additional considerations for Internet Explorer with Salesforce Classic.

- If you use Internet Explorer, confirm that you have TLS 1.1 and TLS 1.2 enabled. For more information, see Enabling TLS 1.1 and TLS 1.2 in Internet Explorer.
- The HTML solution editor in Internet Explorer 11 is not supported in Salesforce Knowledge.
- The Metro version of Internet Explorer 10 isn’t supported.
- Internet Explorer 9 users don’t have browser-based spell check.
Considerations for Apple Safari

If you use Safari, we recommend using the latest version that Salesforce supports. Apply all Apple software updates. Note these restrictions.

Keep the following considerations in mind when using Salesforce with Apple Safari.

- Analytics isn’t supported with Safari. Use Internet Explorer 11, Edge, or the latest version of Chrome or Firefox.

Considerations for Mozilla Firefox

Salesforce makes every effort to test and support the most recent version of Firefox. Note these restrictions.

Keep the following considerations in mind when using Salesforce with Mozilla Firefox.

- Using Private Browsing with Lightning Experience isn’t supported.

Internet Explorer Settings

If you use Internet Explorer, we recommend using the latest version that Salesforce supports. Apply all Microsoft software updates.

To maximize the performance of Internet Explorer, set the following in the Internet Options dialog box via your browser’s settings:

**General Tab**

1. From the General tab, click **Settings** under Browsing History.
2. For the **Check for newer versions of stored pages** option, select **Automatically**.
3. For the **Disk space to use** option, enter at least 50 MB.

**Security Tab**

1. From the Security tab, click **Custom Level** under Internet and scroll to the Scripting section.
2. Make sure the **Active Scripting** option is enabled. JavaScript depends on this setting being enabled.
Privacy Tab

1. From the Privacy tab, click Advanced.
2. Select the Override automatic cookie handling option.
3. Select the Always allow session cookies option.
4. For the Third-party Cookies option, select Accept.

Advanced Tab

From the Advanced tab, scroll to the Security section and do the following:

- Do not select the Do not save encrypted pages to disk option.
- Select Use TLS 1.0, Use TLS 1.1, and Use TLS 1.2. Make sure to deselect Use SSL 2.0 and Use SSL 3.0. SSL is no longer supported by Salesforce. TLS 1.0 won’t be supported after we deactivate it, currently scheduled for June 2016 for sandbox orgs and early 2017 for production orgs.

Tip: The Empty Temporary Internet Files folder when browser is closed option causes the cache to clear when Internet Explorer is shut down. This increases privacy, but sometimes decrease performance.

Firefox Settings

To ensure Salesforce works optimally with Firefox, update the browser’s configuration settings.

Salesforce makes every effort to test and support the most recent version of Firefox.

Advanced Settings

Configure advanced preferences to maximize performance.

1. Type about:config in the browser’s location bar, and press Enter.
2. If a warning displays, click I’ll be careful, I promise!
3. Search for the following preferences and set them to the recommended value by double-clicking the preference name. Changes take effect immediately.
4. Enable tab focus on text fields, form elements, and links by setting this accessibility preference.

<table>
<thead>
<tr>
<th>Preference</th>
<th>Recommended Value</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>accessibility.tabfocus</td>
<td>7</td>
<td>1</td>
</tr>
</tbody>
</table>

5. Change how the browser retains common resources across requests by setting these caching preferences.

<table>
<thead>
<tr>
<th>Preference</th>
<th>Recommended Value</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>browser.cache.check_doc_frequency</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>browser.cache.disk.capacity</td>
<td>50,000 or more; increase to use more hard disk space</td>
<td>50,000</td>
</tr>
<tr>
<td>browser.cache.disk.enable</td>
<td>True</td>
<td>True</td>
</tr>
<tr>
<td>browser.cache.disk_cache_ssl</td>
<td>True</td>
<td>False</td>
</tr>
<tr>
<td>Preference</td>
<td>Recommended Value</td>
<td>Default Value</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>browser.cache.memory.enable</td>
<td>True</td>
<td>True</td>
</tr>
</tbody>
</table>

**Note:** You can set some of these preferences by clicking **Tools** > **Options** in the Firefox browser. Refer to **Firefox Help** for details.

**Tip:** Setting `privacy.sanitize.sanitizeOnShutdown` to “True” causes the cache to clear when Firefox shuts down. This increases privacy, but can decrease performance.

To view the contents of your cache, type `about:cache` in the Firefox location bar and press Enter.

Refer to **MozillaZine Knowledge Base** and **Firefox Support Home Page** for more information on these and other preferences.

### Supported Languages

Salesforce offers three levels of language support: fully supported languages, end-user languages, and platform-only languages.

A two-character language code identifies each language, such as `en`, or a five-character locale code, such as `en_AU`.

**Note:** Setting a default locale is different from setting a default language.

In addition to the Salesforce language support, you can localize your org in two ways. Use the Translation Workbench to specify languages you want to translate, assign translators to languages, translate your text customizations, and override labels and translations from managed packages. You can translate everything from custom picklist values to custom fields so that your global users can use Salesforce in their language.

The second option is to rename tabs and fields in Salesforce. If your custom application uses only a few standard Salesforce tabs and fields, you can translate them.

### Fully Supported Languages

You can change the language for all features, including Help, to one of the following fully supported languages from the Setup page. Enter **Company Information** in the Quick Find box, select **Company Information**, then select **Edit**.

- Chinese (Simplified): `zh_CN`
- Chinese (Traditional): `zh_TW`
- Danish: `da`
- Dutch: `nl_NL`
- English: `en_US`
- Finnish: `fi`
- French: `fr`
- German: `de`
- Italian: `it`
- Japanese: `ja`
- Korean: `ko`
- Norwegian: `no`
- Portuguese (Brazil): `pt_BR`
- Russian: `ru`
End-User Languages

End-user languages are useful if you have a multilingual organization or partners who speak languages other than your company’s default language. For end-user languages, Salesforce provides translated labels for all standard objects and pages, except administrative pages, Setup, and Help. When you specify an end-user language, labels and Help that aren’t translated appear in English. End-user languages are intended only for personal use by end users. Don’t use end-user languages as corporate languages. Salesforce doesn’t provide customer support in end-user languages.

End-user languages include:
- Arabic: ar
- Bulgarian: bg
- Croatian: hr
- Czech: cs
- English (UK): en_GB
- Greek: el
- Hebrew: iw
- Hungarian: hu
- Indonesian: in
- Polish: pl
- Portuguese (European): pt_PT
- Romanian: ro
- Slovak: sk
- Slovenian: sl
- Turkish: tr
- Ukrainian: uk
- Vietnamese: vi

Note: Salesforce provides limited support for right-to-left languages—Arabic and Hebrew—for the following features.
- Live Agent
- Cases
- Accounts

These features are not supported in Lightning Experience, the Salesforce1 mobile app, any other mobile app or mobile browser, or any user interface except Salesforce Classic. There is no guarantee that right-to-left languages function correctly with any other Salesforce features. There are no plans to expand the list of supported features.
Features that aren’t supported for right-to-left languages include, but are not limited to, the following.

- Report Builder
- Generating quote PDFs
- Customizable forecasting
- Emails
- Salesforce Knowledge
- Feeds
- Communities
- Certain search features, including lemmatization and synonym groups

The absence of a feature from this list does not imply support. Only Live Agent, Cases, and Accounts are supported with right-to-left languages.

Platform-Only Languages

In situations where Salesforce doesn’t provide default translations, use platform-only languages to localize apps and custom functionality that you’ve built on the Salesforce App Cloud. You can translate items such as custom labels, custom objects, and field names. You can also rename most standard objects, labels, and fields. Informative text and non-field label text aren’t translatable.

Platform-only languages are available in all places where you can select a language in the application. However, when you select a platform-only language, all standard Salesforce labels default to English or, in select cases, to an end-user or fully supported language.

When you specify a platform-only language, labels for standard objects and fields fall back to English, except:

- Dutch (Belgium) falls back to Dutch
- English (Australia), English (India), English (Malaysia), and English (Philippines) fall back to English (UK).
- French (Belgium), French (Canada), French (Luxembourg), and French (Switzerland) fall back to French.
- German (Austria), German (Belgium), German (Luxembourg), and German (Switzerland) fall back to German.
- Italian (Switzerland) falls back to Italian.
- Romanian (Moldova) falls back to Romanian.
- Montenegrin falls back to Serbian (Latin).
- Portuguese (European) falls back to Portuguese (Brazil).

The following platform-only languages are currently supported.

- Albanian: sq
- Arabic (Algeria): ar_DZ
- Arabic (Bahrain): ar_BH
- Arabic (Egypt): ar_EG
- Arabic (Iraq): ar_IQ
- Arabic (Jordan): ar_JO
- Arabic (Kuwait): ar_KW
- Arabic (Lebanon): ar_LB
- Arabic (Libya): ar_LY
- Arabic (Morocco): ar_MA
- Arabic (Oman): ar_OM
Locale and Language Support for the Salesforce1 App

Salesforce1 works with almost all Salesforce-supported locales and the fully supported and end-user languages. (The Salesforce Help includes a complete list of supported locales and languages.) Languages that are read right to left, including Arabic and Hebrew, aren’t supported in this release.

- Luxembourgish: lb
- Macedonian: mk
- Malay: ms
- Maltese: mt
- Romanian (Moldova): ro_MD
- Montenegrin: sh_ME
- Romansh: rm
- Serbian (Cyrillic): sr
- Serbian (Latin): sh
- Spanish (Argentina): es_AR
- Spanish (Bolivia): es_BO
- Spanish (Chile): es_CL
- Spanish (Colombia): es_CO
- Spanish (Costa Rica): es_CR
- Spanish (Dominican Republic): es_DO
- Spanish (Ecuador): es_EC
- Spanish (El Salvador): es_SV
- Spanish (Guatemala): es_GT
- Spanish (Honduras): es_HN
- Spanish (Nicaragua): es NI
- Spanish (Panama): es_PA
- Spanish (Paraguay): es_PY
- Spanish (Peru): es_PE
- Spanish (Puerto Rico): es_PR
- Spanish (United States): es_US
- Spanish (Uruguay): es_UY
- Spanish (Venezuela): es_VE
- Tagalog: tl
- Tamil: ta
- Urdu: ur
- Welsh: cy
Locale and Language Support for the Salesforce1 App

Salesforce1 works with almost all Salesforce-supported locales and the fully supported and end-user languages. (The Salesforce Help includes a complete list of supported locales and languages.) Languages that are read right to left, including Arabic and Hebrew, aren’t supported in this release.

Note: The Salesforce1 downloadable apps use the language and locale settings from both your Salesforce user profile and the locale settings on your mobile device. If your device uses different locale settings than are specified for your user profile, you see different languages displayed throughout the app. For example, the navigation menu displays in English while records display in French.

Salesforce1 includes multi-currency support, but advanced currency management isn’t available.

The date fields in records, such as the Close Date field in opportunities, use the native date picker on your mobile device. For example, when your locale is set to Thai and you edit a date field, the year is displayed in Gregorian years, like 2017. When you save the date, the displayed year is translated to the Buddhist calendar equivalent, 2560. You can change the calendar setting on your mobile device by referring to the instructions for your mobile device. For example, in iOS 10, you can change the calendar setting by going to Settings > General > Language & Region.

Accessibility Standards

Learn about the standards Salesforce follows to design applications with accessibility in mind.

Salesforce is committed to providing on-demand enterprise applications accessible to all individuals, including users working with assistive devices, such as speech recognition software and screen readers.

Lightning Experience: Accessible by Design

Lightning Experience provides a fully accessible platform for our customers, based on the accessible markup in the Salesforce Lightning Design System.

Lightning Experience has been developed to meet the Web Content Accessibility Guidelines Version 2.0 (WCAG), at level AA, and the WAI-ARIA specifications published by the W3C. Salesforce complyes with Section 508 of the Rehabilitation Act and meets as many federal, state, and international accessibility requirements as possible.

A third-party vendor has completed an accessibility assessment of Salesforce’s core products and has documented the assessment in our Voluntary Product Accessibility Template (VPAT). Use the VPAT to evaluate the Salesforce design conformance with the accessibility standards under section 508.

Note: Salesforce Pilot and Beta features might not be accessible.

Recommended Browsers

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Screen Reader</th>
<th>Recommended Browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows*</td>
<td>NVDA</td>
<td>Google Chrome* or Mozilla Firefox*</td>
</tr>
<tr>
<td>Windows</td>
<td>Freedom Scientific JAWS</td>
<td>Google Chrome</td>
</tr>
<tr>
<td>macOS</td>
<td>VoiceOver</td>
<td>Google Chrome or Safari*</td>
</tr>
</tbody>
</table>
Note: You might find that some options, like menus, combo boxes, and list boxes, are more cumbersome to use with Chrome or Safari.

Low-Vision Users Who Require Magnification
Salesforce supports standard OS-level, browser, and third-party magnification tools. Adjust the zoom setting to suit your needs.

Deaf or Hearing Impaired Users
Salesforce provides captions for videos accessible through the Help & Training link at the top of any page.

Use Salesforce Lightning Experience with a Screen Reader
Learn how to get the most out of a screen reader and other assistive technologies when you use Salesforce Lightning Experience, where accessibility features are built in.

Use Salesforce Classic with Assistive Technologies
Learn how Salesforce accessibility mode changes your experience with Salesforce Classic.

Keyboard Shortcuts
Use keyboard shortcuts to work efficiently in Salesforce. Shortcuts help you navigate and work with records faster and without using your mouse. You can use these shortcuts with your web browser shortcuts.

Salesforce1 Mobile App Accessibility Considerations
The Salesforce1 mobile app provides users working with screen readers and other accessibility features a fully accessible mobile experience. Unlike the full Salesforce site, Salesforce1 doesn’t require accessibility mode. If you use Salesforce1 with an assistive device, keep these tips in mind.

Contact Salesforce
Learn more about accessibility at Salesforce.

Low-Vision Users Who Require Magnification
Salesforce supports standard OS-level, browser, and third-party magnification tools. Adjust the zoom setting to suit your needs.

Deaf or Hearing Impaired Users
Salesforce provides captions for videos accessible through the Help & Training link at the top of any page.
Use Salesforce Lightning Experience with a Screen Reader

Learn how to get the most out of a screen reader and other assistive technologies when you use Salesforce Lightning Experience, where accessibility features are built in.

Our examples focus on using Sales Cloud pages, but many tips are applicable to other products when you choose Lightning Experience.

We recommend using a screen reader that supports live regions, because status updates are often provided using this method.

General Navigation Tips

Keep these navigation tips in mind as you use Lightning Experience.

- Disable **Forms Mode** on your screen reader. Our forms use accessible menus instead of standard picklists.
- After closing a dialog, use the browser’s search to return to a known point on the page. After opening a dialog, interacting with, and closing it, the focus is placed on the button that launched the dialog.
- Don’t use the screen reader’s list of links. Because Salesforce is a complex application, it’s possible to lose contextual information around a link.
- Allow browser popups in Salesforce. After a specified period of inactivity, a session timeout popup window displays, prompting you to log out or continue working. Your administrator can set this time interval or disable it.

Keyboard Navigation and Automatic Feedback

To navigate to a focusable element on a page, use the Tab key or arrow keys. Some examples of keyboard access include:

- Tab moves to links and controls.
- Spacebar toggles the state of buttons.
- Arrow moves between tabs in a tab set.
- Spacebar opens menus.
- Arrow moves between menu items.

When typing in edit fields or combo boxes that perform as type-ahead or auto-complete fields, your screen reader reads the lists. To navigate to an item, use the arrow keys.

**Lightning Experience Page Layout**

In Lightning Experience, each page has the same general layout.

**Page Header**

The page header includes:

- Skip links
- Global search box
- Favorites button and menu
- Quick create menu
Skip Links

The top of each page has two links: Skip to Navigation and Skip to Main Content.

- Skip to Navigation moves the focus to the navigation section of the page header. The navigation section begins with a button that launches the app picker. It’s followed by links that provide access to the main Salesforce objects, such as Accounts and Opportunities.
- Skip to Main Content moves the focus to the content of the current page and bypasses common links located at the top of each page. For example, if you open Chatter, you’re placed at the top of your feed. This link skips both the header and the navigation links.

Global Search

The top of each Salesforce page has an editable combo box labeled “Search Salesforce.” Use this box to search your entire Salesforce org for records, files, Chatter groups and posts, and users. When you begin typing, use the up and down arrows to navigate a list of search suggestions and search results. Search results include the object type, for example User or Group. When you click Enter on a search result, you go to the object. When you click Enter on a search suggestion, you go to a Search Results screen.

The Search Results screen is divided into several sections, each with a heading level 2.

- The first heading level 2 is labeled “Search objects from navigation bar.” This section contains links to narrow your search.
- Subsequent heading level 2s list the types of records that were returned. A search for “Universal Containers” can produce headings for Accounts, Contacts, Leads, and Opportunities.

If no headings follow the “Search objects from navigation bar” heading level 2, your search didn’t return any results.

Navigation Region

After the header region is the navigation section of the page. This section begins with the App Launcher button. Press this button to open a dialog that contains apps configured by your administrator. Use this dialog to switch between apps. You can also use the App Launcher to access any Salesforce object in your org.

After the App Launcher is the main navigation for the current Salesforce app. The list contains links to object home pages, such as Accounts, Opportunities, and Leads. Some objects have menus associated with them. Use these menus to access recently used records of this object type and to create a record of this object type.

Page Content

After the navigation section is the main content of the page. There are two main types of pages, each with a similar layout: object home pages and record home pages.

Beyond these two common page types, there are several unique pages, including Home, Tasks, Notes, Reports, Dashboards, News, Forecasts, and Chatter. Chatter pages include the feed, user profiles, groups, and Files. We encourage you to explore these page types and develop your own navigation strategies.

Object Home

All object home pages in Lightning Experience have the same layout. At the beginning of the main content section is the List View picker. To select a list view, click this heading level 1 link. The next objects on the object home pages are:

- Action bar, which can contain several buttons and an overflow menu of actions that you can take at the object level.
• List view control menu, where you can create, share, delete, and edit list views for the object.
• Display picker, where you can toggle between a list view and a Kanban view.
• Refresh button.
• Edit button to edit values inline.
• Chart button
• Filter button, which opens a panel for filtering your list view results

After this toolbar is the list view, which is an inline editable grid. After you tab to the grid, press the Enter key to enter the grid. To navigate the grid, use the arrow keys or screen reader table navigation. Edit buttons indicate that editing is allowed. Click an edit button to change the values of fields. If you've made edits, press the Escape key to leave the grid, and then press the Tab key to access the Save and Cancel buttons.

Record Home
The main content area on record home pages begins with the object type, followed by the record name, which is the page's heading level 1. After the heading is the action bar for the page. These buttons, and possibly an overflow menu, contain actions that relate to this record. The actions can include edit, delete, change owner, and so on. Most of these actions open and place focus in a dialog.

After the action bar is the highlights section, which has top details about the record. After the highlights section, you find two lists of tabs (also called tab sets). Depending on the record's object type, these tabs reveal record details, Chatter for the record, related lists, record activities, or anything else configured by your administrator. Use these tabs to get information, activity, and collaboration related to the record.

List Views
Salesforce displays records in tables called list views. To navigate to a list view, use the screen reader’s next-table functionality. If a screen contains more than one list view, to get more context, navigate by heading rather than using next table.

Related Lists
Related lists contain information about records that are linked to the record that you're on. All related lists and similar cards on record pages begin with a heading level 2 and are identified with the ARIA article landmark.

You can perform actions on objects and records inside related list cards.

Use Salesforce Classic with Assistive Technologies
Learn how Salesforce accessibility mode changes your experience with Salesforce Classic.

Salesforce Classic includes an alternate user interface mode for using assistive technologies. Most new features are designed with accessibility in mind and are accessible in standard mode. However, accessibility mode might better suit your needs, especially if you are using speech recognition or screen reading software to create reports and dashboards or interact with list views.

Note: Accessibility features in Salesforce Classic are no longer maintained or enhanced. We recommend that you instead use Lightning Experience, which offers the latest accessibility features.

Enable Accessibility Mode
Enable accessibility mode in Salesforce Classic.
Accessibility Mode Features
Learn how accessibility mode changes your experience using Salesforce.

Accessibility Tips for Salesforce Classic
Learn about accessibility features designed for users working with assistive devices, such as speech recognition software and screen readers.

Enable Accessibility Mode
Enable accessibility mode in Salesforce Classic.

1. From your personal settings, enter Accessibility in the Quick Find box, then select Accessibility. No matching results? Enter Personal Information in the Quick Find box, then select Personal Information.
2. Select Accessibility Mode.
3. Click Save.

Accessibility Mode Features
Learn how accessibility mode changes your experience using Salesforce.

Accessibility Mode Features That Enhance Usability
- Access setup pages from a Setup link at the top of the page.
- Dropdown menus include a Go button that you select to navigate to the option you choose in the dropdown list.
- Menu buttons are rendered as a dropdown list with a Go button.
- Overlay pages are rendered as separate popup windows.
- The HTML editor is replaced with a text box. This text box only accepts HTML and does not recognize plain text entries like carriage returns. To separate content, you must use paragraph or line break HTML tags.
- When viewing a dashboard, the View Dashboard auto-complete filter is replaced with a standard dropdown menu.
- The Edit Columns link on the Manage Members page, accessible via the Manage Members dropdown on a campaign detail page, becomes a dropdown button. The Edit Columns overlay is replaced by a standard setup page.
- Clicking a requested meeting in the Open Activities related list and in some list views doesn’t open the meeting detail page. Instead, a dialog opens that instructs you to contact the meeting organizer for details about the requested meeting.
- The Turn My Email On dropdown list on a Chatter group displays as a Chatter Email Settings link that opens your settings for receiving Chatter email.

Disabled Chatter Features
- Edit Chatter posts and comments

Disabled Calendar Features
- Event detail overlays in the calendar view
- Drag-and-drop editing
- Drag-and-drop scheduling
- Click-and-create events
• The New Meeting Request button on the Open Activities related list

Note: As a result, you can't request a meeting in accessibility mode, and the Requested Meetings subtab in the Calendar section of the Home tab doesn’t display any meetings.

Disabled Report and Dashboard Features
• Drag-and-drop editing in the dashboard builder
• Creating and editing reports in report builder

Note: Report builder is required to create or edit joined reports and reports containing cross filters or buckets. Users with accessibility mode enabled can run those reports, but can’t create or edit them. To create reports in accessibility mode, you must use the report wizard.

• Drag-and-drop to move reports and dashboards between folders

Disabled List View Features
• Related list hover links
• These enhanced list features:
  – Inline editing
  – Rearranging and adjusting the width of columns
  – Editing, deleting, or refreshing the current list view
  – Changing the number of records displayed per page
  – Jumping to a specific page of results

Other Disabled Features
• The Check Spelling button for solutions
• The latest Manage Members page
• The Recent Tags dropdown menu when you add the tag component to the sidebar
• When finding similar opportunities, the Match Criteria sidebar on the search results page
• The list of similar questions as you type a question in an answers community

Tip: Users with accessibility mode enabled should use the search box on the Answers tab to see if their question has already been asked before they post their question.

Accessibility Tips for Salesforce Classic
Learn about accessibility features designed for users working with assistive devices, such as speech recognition software and screen readers.

Sighted Keyboard Users
Learn about Salesforce accessibility features designed for sighted keyboard users.

Specific Color Users
Tips for users who rely on browser settings and their operating system to change their display to a particular color combination.

EDITIONS
Available in: Salesforce Classic
Available in: All editions except Database.com
Sighted Keyboard Users

Learn about Salesforce accessibility features designed for sighted keyboard users.

- Selected areas on the screen include highlights to give you an on-screen visual indication of focus.
- These elements are identified in our page markup to help you interact with them.
  - Headings are marked as headings rather than field set and legend elements to group form controls.
  - The main heading for the page (typically at the start of the main content area) is a level 1 heading. You can shift to this heading with a shortcut key.
  - Data tables have data table markup (except for enhanced list views in Standard Mode) to aid identification of headers for each cell.
  - Lists provided in the main content area are marked as lists.
- A skip link (the first keyboard-focusable link on each page) allows you to shift the focus to the start of the main content area. This feature bypasses the navigational menus before the main content area and reduces the number of tab presses required to reach the main content area of the page.
- Keyboard focus is placed inside dialog boxes when they open and remains locked there until the dialog is closed.
- On edit pages, the keyboard focus defaults to the first editable field on the page. When creating or editing a task or event, the keyboard focus defaults to the Subject field, regardless of its location on the page.
- Buttons, links, and fields that aren’t currently active are labeled with a “disabled” attribute. For example, when using a wizard with multiple steps, some buttons are disabled until you select a specific option.

Specific Color Users

Tips for users who rely on browser settings and their operating system to change their display to a particular color combination.

Browser and operating system settings don’t change the colors displayed within images. Salesforce implements many images as background images, which aren’t displayed when browser and operating system settings for color display are in effect. If you rely on browser settings and your operating system to change your display to a particular color combination, try to:

- Display image text alternatives to access information provided by important images.
- Override our CSS for these classes: assistiveText, zen-assistiveText. Then set your browser settings according to your preferences.

In addition,

- Some charts (for example, in reports and dashboards) rely on color to display information. If you have trouble interpreting the information in charts, select Color-Blind Palette on Charts from your personal detail page. This option sets an alternate color palette for charts that has been optimized for use by color-blind users. Dashboard emails don’t use the alternate palette. You can also click a chart to view its source report.
- Dashboards contain charts and graphs that are visual in nature. To access the report data used to generate the chart or graph, select the dashboard component.

Note: The underlying report can contain more data than what is represented in the dashboard component. It can also contain some data that you don’t have access to due to sharing settings.
Keyboard Shortcuts

Use keyboard shortcuts to work efficiently in Salesforce. Shortcuts help you navigate and work with records faster and without using your mouse. You can use these shortcuts with your web browser shortcuts.

Keyboard shortcuts aren’t case-sensitive. For example, Shift+B is the same as Shift+b. If Ctrl, Alt, or Shift is part of the shortcut, the sequence of the keys doesn’t matter. For example, Ctrl+Alt+A is the same as Alt+Ctrl+A.

To learn more about Salesforce accessibility for keyboard users, see Sighted Keyboard Users.

SEE ALSO:  
Keyboard Shortcuts for Lightning Experience Composer Windows

Keyboard Shortcuts for Salesforce Classic

Work faster in Salesforce Classic apps with keyboard shortcuts. You can use shortcuts to open recent items and show or hide the sidebar.

Keyboard Shortcuts for Lightning Experience

Work faster in Lightning Experience apps with keyboard shortcuts. You can search for, edit, save, and close a record without touching a mouse.

SEE ALSO:  
Keyboard Shortcuts for Lightning Experience Composer Windows

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
<th>Shortcut</th>
</tr>
</thead>
</table>
| Open Recent Items record | Opens a record listed in the Recent Items list. Press any number from 0 to 9.  
For example, press Alt+1 to open the first item in the list, Alt+2 to open the second item, and so on. To open the 10th item in the list, press Alt+0.  
If you’re using Mozilla® Firefox®, press Shift+Alt+number to open the record.  
If you’re using Microsoft® Internet Explorer®, press Alt+number to highlight a record. To open the selected record, press Enter. | Windows:  
Alt+number  
macOS:  
Option+number |
| Show or hide sidebar | Show or hide the collapsible sidebar.  
To use this shortcut, your org must enable the collapsible sidebar. | Windows:  
Alt+S  
macOS:  
Option+S |

SEE ALSO:  
Keyboard Shortcuts for Lightning Experience
Keyboard Shortcuts for Lightning Experience

Work faster in Lightning Experience apps with keyboard shortcuts. You can search for, edit, save, and close a record without touching a mouse.

**Note:**

- You can't customize keyboard shortcuts in Lightning Experience.
- Keyboard shortcuts aren't case-sensitive. For example, Shift+B is the same as Shift+b. If Ctrl, Alt, or Shift is part of the shortcut, the sequence of the keys doesn't matter. For example, Ctrl+Alt+A is the same as Alt+Ctrl+A.
- Keyboard shortcuts are supported on U.S. and U.K. keyboards. Shortcuts that include / aren't supported on other language keyboards.

These shortcuts work in all Lightning apps with standard navigation. Lightning apps with console navigation have additional shortcuts. You can't use these shortcuts in apps created in Salesforce Classic.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close or deselect</td>
<td>Close or deselect a window.</td>
<td>Esc</td>
</tr>
<tr>
<td></td>
<td>You can't close some windows and dialogs with this shortcut.</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td>Edit a record.</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>This shortcut doesn't work with Lightning Knowledge articles, reports, dashboards, feed items, approval requests, and email messages.</td>
<td></td>
</tr>
<tr>
<td>Focus notifications</td>
<td>Focuses the notification panel. Press the shortcut again to focus the next notification.</td>
<td>C</td>
</tr>
<tr>
<td>Focus notifications (reverse order)</td>
<td>Focuses the notification panel. Press the shortcut again to focus the previous notification.</td>
<td>Shift+C</td>
</tr>
<tr>
<td>Go to docked composer</td>
<td>Goes to the docked composer.</td>
<td>G+D</td>
</tr>
<tr>
<td>Go to publisher</td>
<td>Takes you to the publisher.</td>
<td>G+P</td>
</tr>
<tr>
<td></td>
<td>If your publisher has multiple actions, you can use the Tab and arrow keys to navigate within the publisher.</td>
<td></td>
</tr>
<tr>
<td>Go to utility bar</td>
<td>Goes to the utility bar.</td>
<td>G+U</td>
</tr>
<tr>
<td>Open or close Notes</td>
<td>Opens or closes the Notes utility.</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>To use this shortcut, first open the utility.</td>
<td></td>
</tr>
<tr>
<td>Post to feed</td>
<td>Submits a post or comment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You can submit posts, comments, and questions with details. This shortcut doesn't work on other publisher actions, such as emails and polls.</td>
<td>Windows: Ctrl+Enter</td>
</tr>
<tr>
<td>Save</td>
<td>Save a record.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To save, your focus must be on a field.</td>
<td>Windows: Ctrl+S</td>
</tr>
</tbody>
</table>
Shortcut Description
Search Places your cursor in the search box. /
Show shortcut menu Displays the available shortcuts in a modal window. Windows: Ctrl+/
macos: Cmd+/
Switch walkthrough focus When the walkthrough window is displayed over the app, this shortcut lets you switch focus between the walkthrough and the app. F6

SEE ALSO:
Keyboard Shortcuts for Salesforce Classic

Keyboard Shortcuts for Lightning Experience Composer Windows

Use keyboard shortcuts to work efficiently in Lightning Experience composer windows. Open a composer window to create tasks, jot down notes, log a call, and more. Keyboard shortcuts make it easy to cycle through the fields inside a composer and work your way through multiple composer windows that are open at the same time.

In addition to the standard keyboard shortcuts available with your Web browser, Lightning Experience supports these handy shortcuts when using the composer windows.

<table>
<thead>
<tr>
<th>Description</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens the overflow menu from anywhere on the page</td>
<td>Alt+1</td>
</tr>
<tr>
<td>Moves through the list of open composer windows in the overflow menu</td>
<td>Up Arrow and Down Arrow</td>
</tr>
<tr>
<td>Moves between open composer windows</td>
<td>Left Arrow and Right Arrow</td>
</tr>
<tr>
<td>Moves focus to inside the composer window (from a composer window's header)</td>
<td>Enter</td>
</tr>
<tr>
<td>Cycles through the fields inside the composer window</td>
<td>Tab</td>
</tr>
<tr>
<td>Moves focus from a composer window to the window's header</td>
<td>Esc</td>
</tr>
</tbody>
</table>

Salesforce1 Mobile App Accessibility Considerations

The Salesforce1 mobile app provides users working with screen readers and other accessibility features a fully accessible mobile experience. Unlike the full Salesforce site, Salesforce1 doesn’t require accessibility mode. If you use Salesforce1 with an assistive device, keep these tips in mind.

Salesforce1 works with all the accessibility features built into your mobile device, including VoiceOver and AssistiveTouch on iOS devices and TalkBack and Explore by Touch on Android devices. The following, however, are known issues that affect those accessibility features.

If you’re using assistive technology on an iOS device, consider these issues:

- When VoiceOver is enabled, three-finger scrolling isn’t available on some pages. In this case, use the buttons on the top and bottom of the screen to scroll vertically and the buttons on the left and right of the screen to scroll horizontally.
Using pinch and spread to zoom isn't currently supported. To zoom, use the iOS zoom function.

If you're using assistive technology on an Android device and post to Chatter, the area for writing your post isn't announced.

Contact Salesforce

Learn more about accessibility at Salesforce.

To access documentation and knowledge base articles or to contact customer support, click the Help & Training link at the top of any page.

To report accessibility concerns or to request an alternate format of a document, send an email to accessibility@salesforce.com.

Note: Customer support is not available for Personal and Developer Edition users. In addition, knowledge base access is not available for Developer Edition users. All users are welcome to contact accessibility@salesforce.com in English with any accessibility-related queries.

Additional Resources

Looking for more resources? Check out our tip sheets, implementation guides, videos, and walkthroughs.

Tip Sheets and Implementation Guides

In addition to online help, Salesforce publishes additional material to help you be successful. These documents include tip sheets, implementation guides, and other resources that describe the features and capabilities of Salesforce.

Get More Done Faster with Walkthroughs

Interactive walkthroughs guide you step-by-step through a task or feature. Salesforce creates walkthroughs to help you be successful with Salesforce.

Handy Videos to Learn More About Salesforce

Sometimes it's easier to understand how things work when you see them in action. We've put together a bunch of informative videos that you can use to learn more about Salesforce. And they're all organized by themes in playlists, some of which are already very popular. Be sure to check them out when you get a chance!

Tip Sheets and Implementation Guides

In addition to online help, Salesforce publishes additional material to help you be successful. These documents include tip sheets, implementation guides, and other resources that describe the features and capabilities of Salesforce.

Note: Adobe Reader® is required to open Adobe® PDF files. To download the latest version of Reader, go to www.adobe.com/products/acrobat/readstep2.html.

- Printable Tip Sheets & User Guides — All Users
- Learn More About Setting Up Salesforce
- Resources for the Sales Professional
- Service Cloud Printed Resources
- Reports and Dashboards
- Collaboration Resources for Users
Get Started with Salesforce

• Communities Resources
• Health Cloud Resources
• Printable Tip Sheets and User Guides — For Administrators

Get More Done Faster with Walkthroughs

Interactive walkthroughs guide you step-by-step through a task or feature. Salesforce creates walkthroughs to help you be successful with Salesforce.

Before you click a walkthrough link, make sure that you have the correct user permissions and license associated with the feature. Otherwise you can’t access the proper pages in Salesforce. Then, click the link to open the walkthrough. If you’re not already logged in, you are prompted to log in to your account.

The walkthrough guides you through a series of steps to help you complete a task or review a feature directly within your own Salesforce account.

Note: Keep in mind that walkthroughs guide you through your own Salesforce account rather than a demo environment. So you’re actually changing the data in your org as you follow along through the steps. If you’re concerned about these changes, follow the walkthrough in a sandbox account or other test environment first.

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Sometimes it’s easier to understand how things work when you see them in action. We’ve put together a bunch of informative videos that you can use to learn more about Salesforce. And they’re all organized by themes in playlists, some of which are already very popular. Be sure to check them out when you get a chance!

Who Sees What Series—Lightning Experience

This is a must watch series if you want to understand how roles, profiles, and sharing rules work together to provide access to all the various objects and records in your Salesforce organization.

Short URL: http://sforce.co/whoseeswhatlightning

If you’re not using Lightning Experience yet, see Who Sees What Series—Salesforce Classic.

How Tos for Lightning Experience

Welcome to Lightning Experience, the new and improved Salesforce. Here’s the complete collection of videos focused on the Lightning Experience interface. From planning your rollout to settings things up to getting productive with new sales and service features, we’ve got admins and end users covered.

How Tos for Salesforce Classic

You’ve probably seen our videos in a help topic, or in a trail. Here is a collection of all of our How To videos for the Salesforce Classic user interface, for both administrators and end users.

Additional Resources

EDITIONS
Available in: All Editions
How To Import Data into Salesforce

This 5-part video series walks you through all aspects of data import, from preparing your import files to matching owner and parent record IDs.

Short URL: http://sforce.co/dataimport

Get Started with Reports and Dashboards—Lightning Experience

Salesforce offers a powerful set of reporting tools in Lightning Experience. Watch these videos to learn how to build reports that answer your business questions, and dashboards that provide actionable insights to executives, managers, and associates alike.

Get Started with Reports and Dashboards—Salesforce Classic

This collection of videos from Salesforce will get you up and running with Salesforce Classic reports and dashboards in no time. Learn about the Salesforce Classic report builder, cross filters, joined reports, and matrix reports. Get tips on how to create and update dashboards. Even find out how to schedule reports to run automatically, or make them run faster!

How Tos for Einstein Analytics

Einstein Analytics is a powerful suite of business intelligence tools that surface insights and actions from your business data. Watch these videos to learn how to explore your data, build interactive dashboards, and create end-to-end analytics solutions with apps.

How Tos for Salesforce Health Cloud

This video series will get you up and running with the Salesforce Health cloud in no time. From managing your calendar on the Today page to managing entire patient care teams, the Health Cloud streamlines it all, so you can get back to what you do best.

Log In, Navigate, and Search Salesforce

New to Salesforce? Learn how to navigate, customize, and manage basic CRM features.

Log In for the First Time

Your welcome email includes a link to your organization’s Salesforce site and your login information.

Change Your Password

After you log in, you can change your password for better security. If you lost your password, click the Forgot Your Password link on the login page to reset your password via email.

Change Your Security Question

If you forget your password and have to reset it, you’re sometimes required to verify your identity by answering a security question that you previously chose. You can change the security question and answer on the Change My Password page in your personal settings.

Download Plug-Ins for Documentation and Online Training Courses

The Salesforce PDF documentation and online training courses use free plug-ins like Adobe Reader and Macromedia Flash Player.
Navigate Salesforce Tabs
At the top of each Salesforce page are tabs and links for navigating to major features in Salesforce.

Search Across Salesforce
Search across Salesforce, including records, Chatter feeds, people, groups, and tasks. Search is available via the Salesforce site, a Salesforce mobile app, or a custom search implementation built on the Salesforce platform.

Set Up Your Chatter Profile
Your Chatter profile describes who you are to your coworkers and any customers you communicate with. It features your photo and basic information like your professional title and contact details.

Explore the Salesforce Setup Menu
Salesforce includes many options for setting up, maintaining, and customizing your organization. If you’re a Salesforce administrator or developer, you use the Setup menu frequently.

View and Purge the Recycle Bin
The Recycle Bin contains items that were deleted. Salesforce admins can see all deleted data across the entire org. The Recycle Bin is available in the left sidebar on the Home page in Salesforce Classic.

View and Display FAQ
Common questions around popup windows, buttons, links, and other display elements on Salesforce pages.

Tips for New Users
Some tips to help you become a fast, productive Salesforce user on day one.

Log In for the First Time
Your welcome email includes a link to your organization’s Salesforce site and your login information. Here’s how to log in for the first time.

1. Check your email for your login information.
2. Click the link provided in the email. The link logs you in to the site automatically.
3. The site prompts you to set a password and choose a security question and answer to verify your identity in case you forget your password.

Change Your Password
After you log in, you can change your password for better security. If you lost your password, click the Forgot Your Password link on the login page to reset your password via email.

To protect the privacy of your data, change your password periodically. If your Salesforce administrator expires user passwords on a periodic basis, you’re prompted to change your password at the end of each period.

Note: If you have the “User Single Sign-On” permission, only an administrator can reset your password. For help, contact your Salesforce administrator.

1. From your personal settings, enter Password in the Quick Find box, then select Change My Password.
2. Enter the password information requested.
3. Click Save.
Change Your Security Question

If you forget your password and have to reset it, you’re sometimes required to verify your identity by answering a security question that you previously chose. You can change the security question and answer on the Change My Password page in your personal settings.

**Note:** If you don’t see the Change My Password option, contact your Salesforce admin for assistance.

1. From your personal settings, enter *Password* in the Quick Find box, then select **Change My Password**.
2. Enter your current password.
3. From the Security Question drop-down menu, select a question.
4. Enter your answer to the question in the **Answer** field.
5. Click **Save**.

Download Plug-Ins for Documentation and Online Training Courses

The Salesforce PDF documentation and online training courses use free plug-ins like Adobe Reader and Macromedia Flash Player.

- **Adobe Reader**—For viewing PDF documentation. Go to the Adobe Reader download page to download a free copy.
- **Macromedia Flash Player**—For taking online training courses. Go to the Adobe Flash Player download page to download a free copy.

Navigate Salesforce Tabs

At the top of each Salesforce page are tabs and links for navigating to major features in Salesforce.

- Click a tab to switch between objects and features (1)
- Search to find any type of record (2)
- Access user-specific customizations from the drop-down next to your name (3)
- If you have administrator privileges, use the Setup menu to customize Salesforce for your organization (4)
Explore the Home Tab
When you log in to Salesforce, your initial view is most likely the Home tab.

Explore Object Tabs
Object tabs show pages for your Salesforce objects, like for example a summary of your accounts.

Explore Detail Pages
Detail pages show you details about a record, for example details about a particular account.

Access Other Salesforce Apps
Looking for a particular feature? Check out the app menu or App Launcher to see all the Salesforce apps that are available to you.

Explore the Home Tab
When you log in to Salesforce, your initial view is most likely the Home tab.

The tabs and features you see depend on your edition, layout, and customizations. The default layout typically includes:

- A sidebar (1). Here you can create records, jump to items that you recently viewed, add links, or restore items that you deleted. This sidebar also appears on many other pages.
- Your Chatter feed (2). Collaborate with colleagues in context, all in Salesforce. Your feed can be collapsed (as shown) or expanded by clicking Show Feed.
- Dashboards showing up-to-the-minute results from several reports (3). Dashboard information is refreshed whenever you reload the page.
- Your open tasks (4) in Salesforce, with the option to filter by date range or view all open tasks. If you don’t see them right away, scroll down, or collapse the Chatter feed to move up Tasks.
- Your calendar of events (5) in Salesforce, including options to create events.
Explore Object Tabs

Object tabs show pages for your Salesforce objects, like for example a summary of your accounts.

Let’s walk through what you see on the Accounts tab. Select Sales from the app menu, and then click the Accounts tab.
• A drop-down menu (1) for list views related to Accounts. You also see links to create list views and edit existing ones. List views are a way for you to browse a set of account records in Salesforce.

• Recent account records (2). You can filter on recently viewed, modified, or created records. You can also click New to create an account record.

• A set of links to commonly used account reports (3).

• Account-related tools (4), including import and merge utilities.

Explore Detail Pages

Detail pages show you details about a record, for example details about a particular account.

Let’s look at an account detail page.

Navigate to the Accounts tab and click an account name.
The account details you see depend on how your administrator configured the page layout and your user permissions for that account. Generally, an account detail page contains these sections and items:

- A profile image (1), if available, and social network links
- Quick links for customizing the page content and layout (2), accessing help resources related to the page, and printing
- A feed (3), where you can add and view comments about a record
- Various links (4) to move around the page or go to different pages or external sites
- Detailed information about the account record (5)

Scroll down below the record details. Related lists group and display links to other records associated with the one you're viewing.
Access Other Salesforce Apps

Looking for a particular feature? Check out the app menu or App Launcher to see all the Salesforce apps that are available to you.

There are other Salesforce apps that are available to you right from within Salesforce. Other apps include the Salesforce Marketing app, the Service app, and any custom apps for your organization. Any third-party apps that are connected to your Salesforce org are called connected apps. If your org has connected apps, they appear in the App Launcher. Third-party apps are productivity apps such as Gmail™ and Microsoft Office 365™.

Open Another App from the App Launcher in Salesforce Classic
Navigate between your Salesforce apps and connected apps from a single menu.

Open a Another App in Lightning Experience
Use the App Launcher to navigate between your apps. You can easily switch between apps and access other Salesforce items and features.

Open Another App from the App Launcher in Salesforce Classic

Navigate between your Salesforce apps and connected apps from a single menu.

Note: These steps work in Salesforce Classic. If you see the App Launcher icon (*** ) on the left side of the navigation bar at the top of your screen, you’re in Lightning Experience. If not, you’re in Salesforce Classic.

You must have access to the Salesforce app or connected app to see and open it from the App Launcher.

- To open the App Launcher, from the drop-down app menu at the upper-right corner of any Salesforce page, select App Launcher.
- In the App Launcher, click the tile for the app that you want.

Open a Another App in Lightning Experience

Use the App Launcher to navigate between your apps. You can easily switch between apps and access other Salesforce items and features.

Note: These steps work in Lightning Experience. If you see the App Launcher icon (图标) on the left side of the navigation bar at the top of your screen, you’re in Lightning Experience. If not, you’re in Salesforce Classic.

- To open the App Launcher, on the left side of the navigation bar, click ．

The App Launcher displays all your available Salesforce apps and items that don’t appear on the navigation bar. In contrast, the navigation bar displays all the items contained in the app that you’re currently using.

EDITIONS

Available in: Lightning Experience

Available in: All editions except Database.com

USER PERMISSIONS

To use an app:
- Access to that app as specified in your user profile or permission sets.
The App Launcher displays standard Salesforce apps, custom apps, and the connected apps that your Salesforce admin has installed for your convenience. Connected apps are third-party apps, such as Gmail, Google Drive, and Windows365.

When you open a connected app, it opens in a new tab. Be sure to set your popup blocker to allow popups. Otherwise, your connected app doesn’t launch.

- Use the Find an app or item box at the top of App Launcher to look for apps or items by name. For example, start typing the name of the app, such as “Service,” and all apps and items containing the string appear as you type.

- Drag an app tile from one position to another to sort them by the apps that you use most.
Search Across Salesforce

Search across Salesforce, including records, Chatter feeds, people, groups, and tasks. Search is available via the Salesforce site, a Salesforce mobile app, or a custom search implementation built on the Salesforce platform.

Search for Records in Lightning Experience
Use the search box at the top of every page to search by a specific object or for a global search across Salesforce. Smart suggestions in the instant results drop down help you get to records faster.

Search for Records in Salesforce Classic
If enabled, use global search, at the top of every page, to search across Salesforce.

Refine Search Results in Lightning Experience
When you use global search, you search several fields for each object—and you can get a lot of search results. Use our guidelines for navigating the search results page to quickly find records.

Don’t see what you want? Ask your Salesforce admin if more apps are available.
Refine Search Results in Salesforce Classic
Use our guidelines for sorting and filtering your results to quickly find records.

Search Your Feeds in Lightning Experience
Search for people, groups, and files across your feeds.

Search Your Feeds in Salesforce Classic
Search feeds, people, groups, topics, and files across Chatter.

Search for Records in Lightning Experience
Use the search box at the top of every page to search by a specific object or for a global search across Salesforce. Smart suggestions in the instant results drop down help you get to records faster. Be as specific as possible when entering search terms to get the best, most-targeted results. For example, let’s say you’re looking for John Smith from your sales team. Enter his full name. Or if you’re looking for the sales report from March 2015, enter sales report March 2015.

1. When you click in the search box, the instant results drop down presents a list of recent items. Use the suggestions for shortcuts to your frequently viewed records.

2. As you type, the list updates with suggested matches and object searches.

In the instant results drop down, you can also:

- Search across all searchable objects (1). You can also press Enter for the same results.
- Search within the object you’re currently on (2).
- Select a suggested record and navigate directly to the record (3).
3. If you don’t see the record that you want, press Enter to see the full search results.
You’ll land on the Top Results page, which shows you the most relevant results from your most frequently used objects.

From this high-level overview, it’s easy to find what you need. See results for a specific object by selecting it on the left under Search Results. Searchable objects are listed in the same order they appear in the global navigation bar. If you don’t see the right object under Search Results, don’t worry, it’s close at hand. Select Show More to see all objects available to you, listed in alphabetical order.
To adjust column widths on the search results page, click and drag the borders in the column header.

Text wrapping is on by default, but you can change this preference for a column by clicking the down arrow in the column header.

Note:
- Column width and text wrapping preferences aren’t remembered for Tasks, Events, and Dashboards search results. They go back to their defaults in future searches.
- Column resizing and text wrapping aren’t available for search results from external sources.

Still can’t find a record? Here are easy things you can do to quickly get on the right search track.

- Enter a more specific search term if you get too many results. For example, enter the full name and company (Mike Jones Salesforce) or last name and zip code (Jones 94123). The more specific you are, the better your results are.
- If you are searching for a specific contact or opportunity, add the account name to your search term to see more targeted results. For example, John Smith Acme or 200 Widgets Acme. This feature also works for record suggestions in Lightning Experience instant results.
- Avoid wildcards (Mi or Mike for Mike) and partial terms (Ac for Acme).
- Limit your search to a specific object to get more results.
- Check your spelling and that you entered the complete search term.
- Wait a few minutes for the record to be made searchable if you recently created or updated the record. If you can’t find your record after 15 minutes, contact your admin. Not all fields on a record are searchable.
- Check with your admin if you think the record isn’t appearing due to permission issues. We only show you records that you have access to.

SEE ALSO:
Refine Search Results in Lightning Experience
Search for Records in Salesforce Classic

If enabled, use global search, at the top of every page, to search across Salesforce.

Be as specific as possible when entering search terms to get best, most targeted results. For example, let’s say you’re looking for John Smith from your sales team. Enter his full name. Or if you’re looking for the sales report from March 2015, enter sales report March 2015.

1. Enter your search term.

As you type, notice that the dropdown list includes My Recent Items and highlights the part of the record name that matches your search term.

2. Press Enter or click Search.

You’re taken to the search results page.

On the search results page, you can...
• Search Feeds (1) to see posts from your company that match your search terms.
• Use the Records view (2) to see a few records for each frequently used object.
• Click an object name in the left search navigation (3) to see results for only that object.
• Click Search All (4) to see the results for more objects.
• Use Show More (5) under an object’s search results to see all results for the object.

The order of the objects is based on how frequently you use each object.

If you can’t find the record you need right away, try to refine your search. You can either sort results by clicking the headers or filter the results by selecting Show Filters.

Still can’t find a record? Try these tips.

- Enter a more specific search term if you get too many results. For example, enter the full name and company (Mike Jones Salesforce) or last name and zip code (Jones 94123). The more specific you are, the better your results are.
- If you are searching for a specific contact or opportunity, add the account name to your search term to see more targeted results. For example, John Smith Acme or 200 Widgets Acme. This feature also works for record suggestions in Lightning Experience instant results.
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- Check with your admin if you think the record isn’t appearing due to permission issues. We only show you records that you have access to.

SEE ALSO:
Refine Search Results in Salesforce Classic

Refine Search Results in Lightning Experience

When you use global search, you search several fields for each object—and you can get a lot of search results. Use our guidelines for navigating the search results page to quickly find records.

See the most relevant results on one page with Top Results
When you perform a search, you land on the Top Results page first. The Top Results search results page lists the most relevant record results for each of your most frequently used objects.

This page is a good choice when you want to review results for a search term but you aren’t looking for a specific object type. For example, you search for Acme and look at the Top Results page for accounts, leads, and opportunities. Each person’s Top Results page is different depending on which objects they use the most. Use the View More link to see more results for an object.

Quickly view results by object
You can also see results for a specific object by clicking the object’s name on the left side of the page, under Search Results. Searchable objects are listed in the same order they appear in the navigation bar.

See all available objects under Show More
If you don’t see an object listed under Search Results, select Show More to see all objects available to you. Searchable objects are listed in alphabetical order.
Sort your results

To sort search results, click column headers or use the sort drop-down menu.

To change the sort direction, click the arrow in the column header.

If the search layout includes all non-sortable fields, the sort dropdown menu is disabled.

See results from outside of Salesforce

If your admin connected an external search engine to your org, results appear under External Results on the search results page. External sources are listed alphabetically. Frequently used external data sources also appear in Top Results. And, if the source was added to the navigation bar, it also appears under Search Results. Select the Title to go to the record detail page or View to go to the external document directly. Depending on the external source, the URL opens in the external source website or in a frame inside Salesforce.

More Search Tips and Best Practices

Here are easy things you can do to quickly get on the right search track.

• Enter a more specific search term if you get too many results. For example, enter the full name and company (Mike Jones Salesforce) or last name and zip code (Jones 94123). The more specific you are, the better your results are.

• If you are searching for a specific contact or opportunity, add the account name to your search term to see more targeted results. For example, John Smith Acme or 200 Widgets Acme. This feature also works for record suggestions in Lightning Experience instant results.

• Avoid wildcards (Mi or M?ke for Mike) and partial terms (Ac for Acme).

• Limit your search to a specific object to get more results.

• Check your spelling and that you entered the complete search term.

• Wait a few minutes for the record to be made searchable if you recently created or updated the record. If you can’t find your record after 15 minutes, contact your admin. Not all fields on a record are searchable.
• Check with your admin if you think the record isn’t appearing due to permission issues. We only show you records that you have access to.

Refine Search Results in Salesforce Classic

Use our guidelines for sorting and filtering your results to quickly find records.

When you use the global search bar, you search through all objects and multiple fields types, including custom and long text fields, within a record. If you enter multiple terms, results containing all the search terms are returned, which can be a lot of records! Here are some strategies to find the record that you’re looking for after performing a full search.

Search All
Search defaults to return results for the objects that you use most frequently. To expand the search to other objects, use Search All. If you don’t have a Search All option, global search doesn’t have enough information about which objects you use. Your results include all objects until it has more information.

Pin
Hover over and pin important objects to the top of the search results object list. You can always unpin or reorder objects later. Pinning is helpful for objects that you don’t use frequently.

Filter

• Use Options... to restrict your search to items you own, if available, to exact phrase searches, and to divisions, if your organization uses them.
• Use Show Filters, if available, to filter your search results.
• Use My Columns, if available, to customize which columns display by customizing Selected Fields from the Available Fields.

Note: Your admin determines the availability of filter fields and customizable columns in a search layout. If your admin didn’t create a search layout or if search layouts aren’t available for an object, you can’t filter search results or customize the columns in search results. Filters aren’t available in Customer Portals or partner portals.

More Search Tips and Best Practices

Here are easy things you can do to quickly get on the right search track.

• Enter a more specific search term if you get too many results. For example, enter the full name and company (Mike Jones Salesforce) or last name and zip code (Jones 94123). The more specific you are, the better your results are.
• If you are searching for a specific contact or opportunity, add the account name to your search term to see more targeted results. For example, John Smith Acme or 200 Widgets Acme. This feature also works for record suggestions in Lightning Experience instant results.
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• Check with your admin if you think the record isn’t appearing due to permission issues. We only show you records that you have access to.
Search Your Feeds in Lightning Experience

Search for people, groups, and files across your feeds.

1. Enter your search term in the header search box.
2. On the search result page, click FEEDS to see posts from the All Company feed that include matches on your search term.

Search Your Feeds in Salesforce Classic

Search feeds, people, groups, topics, and files across Chatter.

1. Enter your search term in the header search box.
2. Click Search.
   The search results page shows matches across Salesforce, including Chatter. From the search results page, you can further refine your search. For example, to see search results across all Chatter feeds, click Search Feeds.

You can also search specific feeds. For example, to find where is person is mentioned in a group, type the person’s name in the search box above the group feed.

Example: Watch a Demo: Search in Salesforce Classic

Set Up Your Chatter Profile

Your Chatter profile describes who you are to your coworkers and any customers you communicate with. It features your photo and basic information like your professional title and contact details.

Set up your Chatter profile soon after you begin using Salesforce, and update it often.

Note: If your organization doesn’t use Chatter, you can still add and edit personal information.

1. Click the Chatter tab and find the placeholder profile image on the left side of the page. Click Your Name next to the placeholder image.
2. To update your profile photo, hover over the placeholder image and click Add Photo.
   Tip: Use a photo of you and not a group of people or a pet. Chatter is a business tool, so choose a photo you don’t mind showing to your boss and CEO.

3. To update your contact information, click under your profile photo. In the Edit Profile box, complete the fields on the Contact tab and the About tab.
   Tip: Complete your profile with details about the department you work in, your experience, or projects you are currently working on.

4. Click Save All.
Explore the Salesforce Setup Menu

Salesforce includes many options for setting up, maintaining, and customizing your organization. If you’re a Salesforce administrator or developer, you use the Setup menu frequently. All setup options are all available from the Setup menu. The way you access the Setup menu depends on which Salesforce experience you’re using and on your organization’s user interface settings.

1. Look at the top of any Salesforce page.
   - If you’re using Lightning Experience, click , then select Setup Home.
   - If you’re using Salesforce Classic and you see Setup in the user interface header, click it.
   - If you’re using Salesforce Classic and you don’t see Setup in the header, click your name, then select Setup.

2. Enter the name of the Setup page, record, or object that you want in the Quick Find box, then select the appropriate page from the menu.

Tip: Type the first few characters of a page’s name in the Quick Find box. As you type, pages that match your search terms appear in the menu. For example, to find the Language Settings page, type lang in the Quick Find box, then select Language Settings.

View and Purge the Recycle Bin

The Recycle Bin contains items that were deleted. Salesforce admins can see all deleted data across the entire org. The Recycle Bin is available in the left sidebar on the Home page in Salesforce Classic.

View Items in the Recycle Bin

Choose My Recycle from the dropdown list to view just the items you deleted. Admins and users with the “Modify All Data” permission can choose All Recycle Bin to view all data that has been deleted for the entire org. In Personal Edition, the All Recycle Bin option shows all your deleted items.

Note: Records in the Recycle Bin don’t count against your org’s storage usage. However, Salesforce uses your storage limit to determine the maximum number of records allowed in your Recycle Bin. Your Recycle Bin can contain 25 times your MB storage capacity as records. For example, an org with a storage allocation of 2,000MB (2GB) can have 50,000 records in the Recycle Bin: 25 x 2,000 = 50,000 records.

Search for Items in the Recycle Bin

1. Choose My Recycle Bin or All Recycle Bin. My Recycle Bin searches for matches only in the items you deleted.

2. Enter your search terms. Search terms are treated as separate words with an implied AND between them. For example, searching for bob jones returns items with bob and jones together but not bob smith whose email address is bsmith@jones.com. An implied wildcard is appended to your search terms so searching for bob returns any bob or bobby. Searches look for matches in the field displayed in the Name column of the Recycle Bin such as lead Name, Case Number, Contract Number, or Product Name.
3. Click **Search**.

**Restore Items in the Recycle Bin**

You can restore items by checking the box next to those items and clicking **Undelete**. To restore all deleted items, check the box in the column header and then click **Undelete**.

When you undelete a record, Salesforce restores the record associations for the following types of relationships:

- Parent accounts (as specified in the **Parent Account** field on an account)
- Indirect account-contact relationships (as specified on the Related Accounts related list on a contact or the Related Contacts related list on an account)
- Parent cases (as specified in the **Parent Case** field on a case)
- Master solutions for translated solutions (as specified in the **Master Solution** field on a solution)
- Managers of contacts (as specified in the **Reports To** field on a contact)
- Products related to assets (as specified in the **Product** field on an asset)
- Opportunities related to quotes (as specified in the **Opportunity** field on a quote)
- All custom lookup relationships
- Relationship group members on accounts and relationship groups, with some exceptions
- Tags
- An article’s categories, publication state, and assignments

**Note:** Salesforce only restores lookup relationships that have not been replaced. For example, if an asset is related to a different product prior to the original product record being undeleted, that asset-product relationship is not restored.

**Purge the Recycle Bin**

Deleted records remain in the recycle bin for 15 days, and can be restored during that time. To permanently remove your deleted items before the 15-day period, administrators and users with the "Modify All Data" permission, can click **Empty your Recycle Bin** or **Empty your organization’s Recycle Bin**. After 15 days, deleted items are purged from the recycle bin, and once purged, they can’t be recovered.

**View and Display FAQ**

Common questions around popup windows, buttons, links, and other display elements on Salesforce pages.

**What's the Collapsible Sidebar?**

The sidebar column that appears on the left side of most Salesforce pages in Salesforce Classic provides convenient access to links and commands.

**Why Can't I See Some Features?**

You learn about Salesforce features in our help documentation and training videos. However, sometimes you can’t seem to find or access these features in your Salesforce org.

**Why Can't I View Salesforce Popup Windows Such as Lookup Dialogs and Help Pages?**

Test your browser’s popup blocker settings. If the settings are configured for maximum security, you can’t view any popup windows within Salesforce, including popups that provide necessary functionality.
Why Can’t I See Some Buttons and Links?
Buttons and links only display for users who have the appropriate permissions to use them.

Why Did My Data Disappear When I Pressed the Backspace Key While Editing a Record in Salesforce Classic?
Some versions of Internet Explorer use the Backspace key as a keyboard shortcut for the browser’s Back button. When you press the Backspace key and your cursor is not within a text field, the browser goes back to the previous page. To retrieve your data and return to the page you were working on, click your browser’s Forward button.

Can I Change or Delete the List of Entries That Appears When I Edit a Text Field in Salesforce Classic?
No. These auto-complete entries that appear when you are editing certain text fields are a feature of Internet Explorer.

Why Am I Getting an Error Message?
When you’re working in Salesforce, you can occasionally get an error message. Typically, an error message appears when you try to view, edit, or delete information to which you don’t have access.

What’s the Collapsible Sidebar?
The sidebar column that appears on the left side of most Salesforce pages in Salesforce Classic provides convenient access to links and commands.

Click the edge of the sidebar to open or close the sidebar as needed.

The options in your sidebar vary depending on the features that are available in your org and whether your administrator has customized the page layout.

Why Can’t I See Some Features?
You learn about Salesforce features in our help documentation and training videos. However, sometimes you can’t seem to find or access these features in your Salesforce org.

Here are some reasons why you can’t find or access a particular feature or object.
- You don’t have the required permissions and access settings
- Your company renamed some standard objects and fields or created their own custom objects and fields
- The feature you’re looking for isn’t included in your company’s Salesforce edition or Salesforce experience
- You have to first adjust your custom page views or install external apps to enable the feature

Why Can’t I View Salesforce Popup Windows Such as Lookup Dialogs and Help Pages?
Test your browser’s popup blocker settings. If the settings are configured for maximum security, you can’t view any popup windows within Salesforce, including popups that provide necessary functionality.

For example, maximum security settings block calendar popup for choosing a date on an activity, lookup dialogs for selecting a record, and Help pages.
To test your popup settings:

1. From your personal settings, enter **Reminders** in the Quick Find box, then select **Reminders & Alerts**. No results? Enter **Personal Information** in the Quick Find box, then select **Personal Information**.

2. Click **Preview Reminder Alert**.

To allow popup windows for Salesforce, add Salesforce as a trusted site within your browser’s popup blocker settings. Consult the help for your browser for specific instructions.

Some browser add-ons, like the Google toolbar, also have popup blocking. Consult your software documentation on those products for details on how to configure them to allow popup windows from Salesforce.

**Why Can’t I See Some Buttons and Links?**

Buttons and links only display for users who have the appropriate permissions to use them.

For example, users who do not have the “Delete” permission on opportunities do not see the **Delete** button on an opportunity detail page. They also don’t see the **Del** link on an opportunity related list.

**Why Did My Data Disappear When I Pressed the Backspace Key While Editing a Record in Salesforce Classic?**

Some versions of Internet Explorer use the Backspace key as a keyboard shortcut for the browser’s Back button. When you press the Backspace key and your cursor is not within a text field, the browser goes back to the previous page. To retrieve your data and return to the page you were working on, click your browser’s Forward button.

**Can I Change or Delete the List of Entries That Appears When I Edit a Text Field in Salesforce Classic?**

No. These auto-complete entries that appear when you are editing certain text fields are a feature of Internet Explorer.

The browser remembers text that you entered previously and provides a list of those entries for you to automatically complete the field. If you would like to turn off this feature, click **Tools** on your browser’s menu bar. Select **Internet Options**, click the **Content** tab, and then choose the **AutoComplete** button to change your browser’s settings.

**Why Am I Getting an Error Message?**

When you’re working in Salesforce, you can occasionally get an error message. Typically, an error message appears when you try to view, edit, or delete information to which you don’t have access.

Click your browser’s Back button to return to the previous page. If you feel you have incorrectly received an error, click **Help & Training** at the top of any page. Select **Contact Support > Open a Case**, or select the My Cases tab to submit your issue directly to Customer Support.
Tips for New Users

Some tips to help you become a fast, productive Salesforce user on day one.

- When you click an object to find your data, you don’t see a full list of your existing records. Salesforce keeps these records tucked out of view until you manually recall them, in case you want to choose a subset of the full list. Choose an option within View, and click Go!

- **Related lists** are links featured at the bottom of object pages. Related lists provide quick access to other related objects. This feature adds much value, because it gives you fast access to information. It means less navigation and can speed up your workflow. In the Accounts object, your related lists can look something like this:

  Salesforce delivers the application with some standard related lists, but administrators can also customize some related list items.

- Our help and training materials probably mention some features that your company hasn’t enabled, or that your permissions profile doesn’t allow you to access. To find out more about a feature, contact the Salesforce administrator at your company. Not sure who that is? Reach out to the person at your company who introduced you to Salesforce.

- Save your work! It’s easy to update the fields in a record and then navigate away from that screen without saving. Make a habit of seeking out the save button before clicking away through another page element.

Verify Your Identity

Use identity verification tools to secure and protect your data from unauthorized access.

**Methods for Verifying Your Identity**

Identity verification tools, like Salesforce Authenticator, one-time password generators, and text messages help to protect your Salesforce data and account from unauthorized access.
Salesforce Authenticator

Welcome to the all-new Salesforce Authenticator mobile app! Version 2 is a two-factor authentication app for your mobile device, adding an extra layer of security to protect your Salesforce account and data.

Verify Your Identity with a One-Time Password Generator App or Device

Connect a one-time password generator app, such as Salesforce Authenticator or Google Authenticator, to verify your identity. The app generates a verification code, sometimes called a “time-based one-time password”.

Verify Your Identity with a Temporary Code

When you can’t access the device you usually use for two-factor authentication, ask your Salesforce admin to give you a temporary identity verification code. The code is valid for 1 to 24 hours. Your admin sets the expiration time, but you can expire the code early if you no longer need it.

Troubleshoot Login Issues

Can’t log in? Forgot your username or password, or you’re locked out from too many login attempts? To resolve login problems, try these solutions.

Methods for Verifying Your Identity

Identity verification tools, like Salesforce Authenticator, one-time password generators, and text messages help to protect your Salesforce data and account from unauthorized access.

When you log in to Salesforce from a browser or application that we don’t recognize, and your IP address is outside a trusted IP range, you’re prompted to verify your identity.

Salesforce asks you to verify your identity using one of the following verification methods.

Salesforce Authenticator Mobile App

If you connected the Salesforce Authenticator app (version 2 or later) to your account, use the app to verify your Salesforce account activity. Salesforce sends a push notification to your mobile device. When you get the notification, open the app, verify the activity details, and tap Approve on your mobile device.

U2F Security Key

If you registered a U2F security key that is associated with your account, use the security key to verify your Salesforce account activity. Salesforce prompts you to insert the security key into your computer’s USB port.

One-Time Password Generator App

If you connected an authenticator app (like Salesforce Authenticator or Google Authenticator) to your account, use the mobile app to generate a verification code. This type of code is sometimes called a “time-based one-time password.” The code value changes periodically.

SMS Text Message

If you have a verified mobile number associated with your account, you receive a verification code in a text message sent to your phone. If you don’t have a verified mobile number, you’re prompted to register one when you log in to Salesforce. Registering your mobile phone number verifies it and enables this method when you’re challenged in the future. If your mobile number changes, contact your Salesforce admin.

Email

Salesforce sends a verification code in an email to the address associated with your account. The code expires after 24 hours.

The identity verification page includes a “Don’t ask again” option, which is selected by default. If you leave the option selected and click Verify, Salesforce doesn’t ask you to verify your identity again when you log in from the same browser or application. Exceptions are if you clear browser cookies, set your browser to delete cookies, or browse in private or incognito mode. In these cases, you’re prompted to verify your identity every time you log in to Salesforce from an IP address that’s not defined as trusted for your org.
Note: When you log in from a public or shared device, deselect Don’t ask again. Deselecting this option ensures that subsequent users have to verify their identity when they log in from that device.

Salesforce Authenticator

Welcome to the all-new Salesforce Authenticator mobile app! Version 2 is a two-factor authentication app for your mobile device, adding an extra layer of security to protect your Salesforce account and data.

Salesforce Authenticator mobile app (version 2 or later) supports two types of connected accounts: standard accounts and code-only accounts. Standard accounts feature push notifications, location-based automated verifications, and verification codes for two-factor authentication. Code-only accounts provide only verification codes.

What Is Two-Factor Authentication?

We all want to keep our online accounts and data secure. Two-factor authentication is a great way to do just that. Two-factor authentication means that you have to have two things, or two factors, to access your account. The first factor is something you know, like your username and password combination. The second is something you have, like a mobile device with a security app installed. That second factor—the mobile device with a security app—adds an extra layer of protection to your account. Even if hackers steal your password, they can’t log in, because they don’t have your mobile device with Salesforce Authenticator installed on it.

Get the Salesforce Authenticator Mobile App (Version 2 or Later)

Salesforce Authenticator is an app that you download and install on your mobile device.

Requirements for Salesforce Authenticator (Version 2 or Later)

The Salesforce Authenticator mobile app is supported on various mobile platforms, with some device, operating system, and mobile browser requirements. An Internet connection is necessary to communicate with Salesforce for user verifications of account activity and location-based automated verifications. Verification codes (time-based one-time passwords, or TOTPs) can be generated without an Internet connection on the mobile device.

Salesforce Authenticator (Version 2 or Later) Accessibility Considerations

Salesforce Authenticator is designed with accessibility in mind and delivers a fully accessible mobile experience for all individuals, including users working with screen readers. Unlike the full Salesforce site, Salesforce Authenticator doesn’t require accessibility mode to give users working with assistive devices a fully accessible experience.

Locale and Language Support for Salesforce Authenticator (Version 2 or Later)

Salesforce Authenticator works with almost all Salesforce supported locales and the fully supported end-user languages. Salesforce Help includes a list of supported locales and languages. Languages that are read right to left, including Arabic and Hebrew, aren’t supported in this release.

Connect an Account to Salesforce Authenticator (Version 2 or Later)

Connect your Salesforce account to the Salesforce Authenticator mobile app to use the app for two-factor authentication. In some orgs, you’re prompted to connect your account as you log in. In other orgs, you connect the account through your personal settings.

Back Up Your Connected Accounts in the Salesforce Authenticator Mobile App

You can back up your Connected Accounts in the Salesforce Authenticator mobile app. If you lose, damage, or replace your mobile device, you can restore your Connected Accounts on another mobile device.

Restore Connected Accounts in the Salesforce Authenticator Mobile App

If you’ve backed up your Connected Accounts in the Salesforce Authenticator mobile app, you can restore them on another mobile device.
Remove an Account from Salesforce Authenticator (Version 2 or Later)

When you no longer want to use the app for two-factor authentication, remove your Salesforce account from the Salesforce Authenticator mobile app. Before you remove an account from the Salesforce Authenticator app on your mobile device, make sure that you don’t lose access to your Salesforce account. Either ask your Salesforce admin to disable the two-factor authentication requirement from your account, or make sure that you have another two-factor authentication method available.

Verify Account Activity with Salesforce Authenticator (Version 2 or Later) for Two-Factor Authentication

If your org settings require you to complete two-factor authentication when you log in or access restricted resources in Salesforce, use the Salesforce Authenticator mobile app. You use the app to verify identifying details for your logins and other account activity. Using the app to verify account activity satisfies the two-factor authentication requirement.

Block Unrecognized Account Activity with Salesforce Authenticator (Version 2 or Later)

If you get a notification from the Salesforce Authenticator mobile app about account activity you don’t recognize, use the app to block the activity. You can also flag the blocked activity for your Salesforce admin.

Automate Two-Factor Authentication from a Trusted Location with Salesforce Authenticator (Version 2 or Later)

Enable location services in the Salesforce Authenticator mobile app, and then use the app to automate two-factor authentication from a trusted location. Examples of trusted locations can include your home or office.

Stop Location-Based Automated Verifications in Salesforce Authenticator (Version 2 or Later)

You can remove a location from your list of trusted locations to turn off automated verification from there.

What Is Two-Factor Authentication?

We all want to keep our online accounts and data secure. Two-factor authentication is a great way to do just that. Two-factor authentication means that you have to have two things, or two factors, to access your account. The first factor is something you know, like your username and password combination. The second is something you have, like a mobile device with a security app installed. That second factor—the mobile device with a security app—adds an extra layer of protection to your account. Even if hackers steal your password, they can’t log in, because they don’t have your mobile device with Salesforce Authenticator installed on it.

Many mobile authenticator apps generate verification codes that expire after a certain amount of time. When you log in to an online account that requires two-factor authentication, you enter the code along with your username and password. Salesforce Authenticator also generates codes for whenever you need them, but version 2 of the app introduces new features for added convenience, without sacrificing security.

When someone tries to log in or access restricted online data in your account, Salesforce sends a notification to your mobile device. You open the Salesforce Authenticator app to see details of the online activity. After you check the details, you can tap Approve to verify that the activity belongs to you. If you don’t recognize the activity, you tap Deny to block it. You can also flag the blocked activity for your Salesforce admin.

When you enable location services for Salesforce Authenticator, you unleash even more powerful features. If you’re in your home or office, for example, you can tell Authenticator to verify your activities automatically from that trusted location. Automation gives you the extra security of two-factor authentication, and you don’t even have to take your phone out of your pocket.

Before you can use Salesforce Authenticator for two-factor authentication, you connect the app to your online account. In Salesforce, you can connect the app to your account in your personal settings. Connecting the app doesn’t mean that you’re required to use two-factor authentication every time you log in. Your admin sets up a two-factor authentication requirement for you in keeping with your company’s security policies. If your admin requires two-factor authentication before you connect Salesforce Authenticator to your account, you’re prompted to connect the app the next time you log in.
Get the Salesforce Authenticator Mobile App (Version 2 or Later)

Salesforce Authenticator is an app that you download and install on your mobile device.

**New Installations**

You can download and install the Salesforce Authenticator mobile app from Google Play or the App Store to supported Android and iOS devices.

After you install the app, launch it from your home screen and connect it to your Salesforce account. In some orgs, you're prompted to connect the app during login. Otherwise you connect the app through your personal settings in Salesforce.

**Updating from Salesforce Authenticator Version 1**

If you already have version 1 installed on your mobile device, download the update from the App Store or Google Play. The update preserves the connected accounts you already have in the app. These accounts are code-only accounts that generate verification codes but don't receive push notifications or allow location-based automated verifications. Code-only accounts appear on your Connected Accounts list without a > at the far right of the account name row, and there's no account detail page. The verification codes in these code-only accounts are valid until you connect the new version 2 functionality to your Salesforce account via your personal settings. After you connect the new version, your account gives you full Salesforce Authenticator version 2 functionality: push notifications, location-based automated verifications, and verification codes.

**Requirements for Salesforce Authenticator (Version 2 or Later)**

The Salesforce Authenticator mobile app is supported on various mobile platforms, with some device, operating system, and mobile browser requirements. An Internet connection is necessary to communicate with Salesforce for user verifications of account activity and location-based automated verifications. Verification codes (time-based one-time passwords, or TOTPs) can be generated without an Internet connection on the mobile device.

**Supported Devices and Browsers**

Salesforce Authenticator is supported in portrait orientation in these environments.

<table>
<thead>
<tr>
<th>Salesforce Authenticator App</th>
<th>Supported Devices</th>
<th>Supported Mobile OS</th>
</tr>
</thead>
<tbody>
<tr>
<td>iOS, v2 or later</td>
<td>iPhone 5 or later models</td>
<td>iOS 8 or later</td>
</tr>
<tr>
<td>Android, v2 or later</td>
<td>Android phones</td>
<td>Android 4.2 or later</td>
</tr>
</tbody>
</table>

For optimal Salesforce Authenticator performance, we recommend keeping your mobile device’s operating system updated and upgrading to a late model device as allowed by your mobile plan. Future Salesforce versions might require removing support for older operating systems, and sometimes newer operating system releases don’t perform well on older devices.

**Salesforce Editions and Licenses**

These Salesforce editions and user license types allow the use of Salesforce Authenticator for identity verification and two-factor authentication.
• Essentials Edition
• Group Edition
• Professional Edition
• Enterprise Edition
• Performance Edition
• Unlimited Edition
• Developer Edition
• Contact Manager Edition

User License Types

• Salesforce users
• Salesforce Platform and Salesforce users
• Customer Community, Customer Community Plus, and Partner Community external users
• Portal users who are a member of a Salesforce community

These user license types aren’t supported: portal users (unless a member of a Salesforce community), Database.com users, Sites and Site.com users, Data.com users, and Work.com users.

Wireless Connection

A Wi-Fi or cellular network connection is needed to communicate with Salesforce. For cellular connections, a 3G network or faster is required. For the best performance, we recommend using Wi-Fi or LTE. Salesforce Authenticator generates valid verification codes when your device is offline. You can also view your activity history and list of trusted locations when the device is offline.

Salesforce Authenticator (Version 2 or Later) Accessibility Considerations

Salesforce Authenticator is designed with accessibility in mind and delivers a fully accessible mobile experience for all individuals, including users working with screen readers. Unlike the full Salesforce site, Salesforce Authenticator doesn’t require accessibility mode to give users working with assistive devices a fully accessible experience.

Check your mobile device’s documentation for more information about using a screen reader.

Locale and Language Support for Salesforce Authenticator (Version 2 or Later)

Salesforce Authenticator works with almost all Salesforce supported locales and the fully supported end-user languages. Salesforce Help includes a list of supported locales and languages. Languages that are read right to left, including Arabic and Hebrew, aren’t supported in this release.
Connect an Account to Salesforce Authenticator (Version 2 or Later)

Connect your Salesforce account to the Salesforce Authenticator mobile app to use the app for two-factor authentication. In some orgs, you’re prompted to connect your account as you log in. In other orgs, you connect the account through your personal settings.

If you’re prompted to connect Salesforce Authenticator to your Salesforce account as you log in, follow the onscreen instructions. To connect the app from your personal settings in Salesforce, log in to your account, then follow these steps.

1. Download and install version 2 or later of the Salesforce Authenticator app for the type of mobile device you use. For iPhone, get the app from the App Store. For Android devices, get the app from Google Play.

   If you previously installed version 1 of Salesforce Authenticator on your mobile device, you can update the app to version 2 through the App Store or Google Play. The update preserves any connected accounts you already have in the app. These accounts are code-only accounts that generate verification codes but don’t receive push notifications or allow location-based automated verifications. If you have a code-only account for the username you used for your current login to Salesforce, swipe left in the app to remove that username before proceeding.

   In the following steps, you connect the account for that username again. The new connected account gives you full Salesforce Authenticator version 2 functionality: push notifications, location-based automated verifications, and verification codes.

2. From your personal settings, enter Advanced User Details in the Quick Find box, then select Advanced User Details. No results? Enter Personal Information in the Quick Find box, then select Personal Information.

3. Find App Registration: Salesforce Authenticator and click Connect.

4. For security purposes, you’re prompted to log in to your account.

5. Open the Salesforce Authenticator app on your mobile device.

   If you’re opening the app for the first time, you see a tour of the app’s features. Take the tour, or go straight to adding your Salesforce account to the app.

6. In the app, tap + to add your account.

   The app generates a unique two-word phrase.


8. Click Connect.

   If you previously connected an authenticator app that generates verification codes to your account, you sometimes see an alert. Connecting version 2 or later of the Salesforce Authenticator mobile app invalidates the codes from your old app. When you need a verification code, get it from Salesforce Authenticator from now on.

9. In the Salesforce Authenticator app on your mobile device, you see details about the account you’re connecting. To complete the account connection, tap Connect in the app.

To help keep your account secure, we send you an email notification whenever a new identity verification method is added to your Salesforce account. You get the email whether you add the method or your Salesforce admin adds it on your behalf.

Back Up Your Connected Accounts in the Salesforce Authenticator Mobile App

You can back up your Connected Accounts in the Salesforce Authenticator mobile app. If you lose, damage, or replace your mobile device, you can restore your Connected Accounts on another mobile device.

You can enable backups in the following ways:
• Tap the Notifications icon () in the upper right corner, then tap Enable Backups.
• Tap the Settings icon () in the upper left corner, then tap Back up accounts.

After you enable backups, complete the backup process by verifying your mobile number and setting a four-digit passcode.

1. When prompted, enter your mobile number and tap Send.
2. Salesforce Authenticator sends you a text message with a link. Tap the link in the text message.
3. Authorize your mobile device to open the Salesforce Authenticator mobile app. This process is different on Android and iOS devices.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Process</th>
</tr>
</thead>
</table>
| Android          | If prompted to select which app to open the link with, tap Salesforce Authenticator from the list.  
If your web browser opens, tap Open Salesforce Authenticator. |
| iOS              | When asked for permission to open Salesforce Authenticator, tap Open to approve. |

The Salesforce Authenticator app opens, completing the mobile number verification process.

4. Set your four-digit passcode. This passcode lets you restore your accounts on a new device.

To change or update your mobile number, in the Settings menu, tap Verified number. Enter a new mobile number and repeat the verification process.

To change your passcode, in the Settings menu, tap Change backup passcode. Enter a new passcode.

### Restore Connected Accounts in the Salesforce Authenticator Mobile App

If you’ve backed up your Connected Accounts in the Salesforce Authenticator mobile app, you can restore them on another mobile device.

Before you restore your accounts, keep these things in mind.

• Connected Accounts are active on only one device at a time. If you restore your Connected Accounts on a second device, you can no longer access them from the previous device.
• To restore your Connected Accounts on a new device, restore your accounts before creating new Connected Accounts on the new device. You can’t restore Connected Accounts from a backup after creating new Connected Accounts.

1. From the Let’s Get Started screen, tap Restore from Backup.
2. When prompted, enter your mobile number and tap Send.
3. Salesforce Authenticator sends you a text message with a link. Tap the link in the text message.
4. Authorize your mobile device to open the Salesforce Authenticator mobile app. This process is different on Android and iOS devices.

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| Android          | If prompted to select which app to open the link with, tap Salesforce Authenticator from the list.  
If your web browser opens, tap Open Salesforce Authenticator. |
| iOS              | When asked for permission to open Salesforce Authenticator, tap Open to approve. |

The Salesforce Authenticator app opens, completing the mobile number verification process.

5. In the Salesforce Authenticator app, enter your passcode.
Remove an Account from Salesforce Authenticator (Version 2 or Later)

When you no longer want to use the app for two-factor authentication, remove your Salesforce account from the Salesforce Authenticator mobile app. Before you remove an account from the Salesforce Authenticator app on your mobile device, make sure that you don’t lose access to your Salesforce account. Either ask your Salesforce admin to disable the two-factor authentication requirement from your account, or make sure that you have another two-factor authentication method available.

1. Begin in a web browser, in your Salesforce account. From your personal settings, enter Advanced User Details in the Quick Find box, then select Advanced User Details. No results? Enter Personal Information in the Quick Find box, then select Personal Information.
2. Find App Registration: Salesforce Authenticator, and click Disconnect.
3. Open the Salesforce Authenticator app on your mobile device.
4. In the app list of connected accounts, find the account you want to remove.
5. Swipe left on the account username.
6. Tap Remove or Delete, whichever appears.
   A confirmation dialog appears.
7. To confirm the removal of the account, tap Remove.

Verify Account Activity with Salesforce Authenticator (Version 2 or Later) for Two-Factor Authentication

If your org settings require you to complete two-factor authentication when you log in or access restricted resources in Salesforce, use the Salesforce Authenticator mobile app. You use the app to verify identifying details for your logins and other account activity. Using the app to verify account activity satisfies the two-factor authentication requirement.

Before you can use the app for two-factor authentication, connect the app to your account. When you do something that requires verification in Salesforce, you receive a notification from the Salesforce Authenticator app on your mobile device.

1. Respond to the notification by opening the Salesforce Authenticator app on your mobile device.
   The app displays details of your account activity, including your username, the service you’re trying to access (such as Salesforce), and information about the device used for the activity. If location services are enabled and available, the app shows your current location. Owing to the nature of geolocation technology, the accuracy of geolocation fields (for example, street address, country, city) can vary.
2. Check the details.
3. If you recognize the details, tap Approve on your mobile device.
   In Salesforce, you’re logged in or granted access to the desired resource.
Block Unrecognized Account Activity with Salesforce Authenticator (Version 2 or Later)

If you get a notification from the Salesforce Authenticator mobile app about account activity you don’t recognize, use the app to block the activity. You can also flag the blocked activity for your Salesforce admin.

1. Respond to the notification by opening the Salesforce Authenticator app on your mobile device. The app displays details of your account activity, including your username, the service you’re trying to access (such as Salesforce), and information about the device used for the activity. If location services are enabled and available, the app shows the user’s current location. Owing to the nature of geolocation technology, the accuracy of geolocation fields (for example, street address, country, city) can vary.

2. Check the details.

3. If you don’t recognize the details, tap Deny on your mobile device. The app asks you what to do about the unrecognized activity.

4. To prevent unauthorized access to your account and alert your Salesforce admin of the potential security breach, tap Block Activity and Flag. To prevent access to your account without flagging, tap Just Block Activity. If you tapped Deny by mistake, tap Cancel to go back and verify the activity.

Automate Two-Factor Authentication from a Trusted Location with Salesforce Authenticator (Version 2 or Later)

Enable location services in the Salesforce Authenticator mobile app, and then use the app to automate two-factor authentication from a trusted location. Examples of trusted locations can include your home or office.

Before you can use the app for two-factor authentication, connect the app to your account. The first time you use Salesforce Authenticator to verify your account activity, the app asks for access to your location. Either respond to allow access, or go later to your mobile device’s settings to allow Salesforce Authenticator to access your location. Your mobile device’s location data does not leave the app. Allowing access to your location lets you automate two-factor authentication when you’re working at your office, home, or other trusted location.

1. Respond to a notification from Salesforce Authenticator by opening the app on your mobile device. The app displays details of your account activity, including your username, the service you’re trying to access (such as Salesforce), and information about the device used for the activity. If location services are enabled and available, the app shows your current location. Owing to the nature of geolocation technology, the accuracy of geolocation fields (for example, street address, country, city) can vary.

2. Check the details.

3. If you recognize the details, and you’re in a location you trust, like your office or home, switch on Always verify from here.

4. Tap Approve.

In Salesforce, you’re logged in or granted access to the desired resource. The next time you take the same action from the same location, the Salesforce Authenticator app automatically verifies the activity for you. You need your mobile device with you, but you don’t have to respond to an app notification.
Stop Location-Based Automated Verifications in Salesforce Authenticator (Version 2 or Later)

You can remove a location from your list of trusted locations to turn off automated verification from there.

1. Open the Salesforce Authenticator app on your mobile device.
2. In your Connected Accounts list, tap your username to go to the account detail page.
3. In Trusted Locations, tap View All.
4. Swipe left on the location you want to stop trusting.
5. Tap Delete or Stop Trusting, whichever appears.
   The app asks you to confirm that you want to turn off automated verifications from this location.
6. Tap Stop Trusting.

Verify Your Identity with a One-Time Password Generator App or Device

Connect a one-time password generator app, such as Salesforce Authenticator or Google Authenticator, to verify your identity. The app generates a verification code, sometimes called a “time-based one-time password”.

If your company requires two-factor authentication for increased security when you log in, access connected apps, reports, or dashboards, use a code from the app. If you’re required to use two-factor authentication before you have an app connected, you’re prompted to connect one the next time you log in to Salesforce.

1. Download the supported authenticator app for your device type. You can use any authenticator app that supports the time-based one-time password (TOTP) algorithm (IETF RFC 6238), such as Salesforce Authenticator for iOS, Salesforce Authenticator for Android, or Google Authenticator.
2. From your personal settings, enter Advanced User Details in the Quick Find box, then select Advanced User Details. No results? Enter Personal Information in the Quick Find box, then select Personal Information.
3. Find App Registration: One-Time Password Generator and click Connect.
   If you’re connecting an authenticator app other than Salesforce Authenticator, use this setting. If you’re connecting Salesforce Authenticator, use this setting if you’re only using its one-time password generator feature (not the push notifications available in version 2 or later).
   {Note: If you’re connecting Salesforce Authenticator so that you can use push notifications, use the App Registration: Salesforce Authenticator setting instead. That setting enables both push notifications and one-time password generation.}
   You can connect up to two authenticator apps to your Salesforce account for one-time password generation: Salesforce Authenticator and one other authenticator app.
4. For security purposes, you’re prompted to log in to your account.
5. Using the authenticator app on your mobile device, scan the QR code.
   Alternatively, click I Can’t Scan the QR Code in your browser. The browser displays a security key. In the authenticator app, enter your username and the key displayed.
6. In Salesforce, enter the code generated by the authenticator app in the Verification Code field. The authenticator app generates a new verification code periodically. Enter the current code.

7. Click Connect.

To help keep your account secure, we send you an email notification whenever a new identity verification method is added to your Salesforce account. You get the email whether you add the method or your Salesforce admin adds it on your behalf.

### Verify Your Identity with a Temporary Code

When you can’t access the device you usually use for two-factor authentication, ask your Salesforce admin to give you a temporary identity verification code. The code is valid for 1 to 24 hours. Your admin sets the expiration time, but you can expire the code early if you no longer need it.

If your Salesforce admin has given other users permission to help you with two-factor authentication, they can give you a temporary code. Your company’s Help Desk or support staff, for example, sometimes has this permission.

The temporary code is for two-factor authentication only. It isn’t valid for identity verification when you log in from a browser or app we don’t recognize.

1. Ask your Salesforce admin (or someone designated by your admin) for a temporary identity verification code.
   
   Your admin sets how long the code is valid. You can use the code multiple times until it expires. You get an email notification whenever your admin generates a temporary code for you.

2. Enter the temporary code where prompted in the identity verification screen.

3. If you don’t need the code any more and it’s still valid, expire the code.
   
   a. From your personal settings, enter Advanced User Details in the Quick Find box, then select Advanced User Details. No results? Enter Personal Information in the Quick Find box, then select Personal Information.
   
   b. Find Temporary Verification Code and click Expire Now.

### Troubleshoot Login Issues

Can’t log in? Forgot your username or password, or you’re locked out from too many login attempts? To resolve login problems, try these solutions.

Your Salesforce admin sets password policies for your org. These policies determine how many times you can attempt to log in, how long you’re locked out, and what your password requirements are.

To protect the privacy of your data, change your password periodically. If your Salesforce administrator expires user passwords on a periodic basis, you’re prompted to change your password at the end of each period.

**Note:** If you have the “User Single Sign-On” permission, only an administrator can reset your password. For help, contact your Salesforce administrator.

- Forgot your password? Retrieve it.
- Locked out? Wait until the lockout period expires and try again, or contact your Salesforce admin.
- Password expired? We prompt you to change your password.
- Accessing Salesforce from outside a trusted IP range, using a new browser or app? We prompt you to verify your identity.
What does Use Custom Domain on the login page mean? If your Salesforce admin created a custom domain for your org, click **Use Custom Domain** to provide the domain name and log in.

A custom domain is in the form **https://universalcontainers.my.salesforce.com**, where **universalcontainers** is a name provided by your admin.

**Reset Your Forgotten Password**

If you forgot your password, you can easily reset it using the forgot password link on the login page. All you need is your username.

**Reset Your Security Token**

When you access Salesforce from an IP address that’s outside your company’s trusted IP range using a desktop client or the API, you need a security token to log in. A security token is a case-sensitive alphanumeric code that you append to your password or enter in a separate field in a client application.

**Update Your Token in Salesforce Outlook Edition**

After you reset your security token in Salesforce, you can update your token in Salesforce Outlook.

**Update Your Token in Connect Offline, Connect for Office, and Data Loader**

After you received your new Salesforce security token, you can update your token in Connect Offline, Connect for Office, and Data Loader.

**Grant Login Access**

If you need help resolving a problem, you can grant login access to your account to a Salesforce administrator or a support representative.

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**Reset Your Forgotten Password**

If you forgot your password, you can easily reset it using the forgot password link on the login page. All you need is your username.

1. **Watch a Demo (Salesforce Classic) (33 seconds)**
   
   When you log in to Salesforce from a browser or application that we don’t recognize, and your IP address is outside a trusted IP range, you’re prompted to verify your identity.

   1. On the login page, click the forgot password link.
   2. Enter your username and click **Continue**. An email containing instructions to reset your password is sent to the address specified in your Salesforce personal settings.
   3. Within 24 hours, click the link provided in the email, answer your security question, and click **Continue**. (The link in the email can be used only once, and expires after 24 hours.)
   4. When prompted, enter a new password.
**Reset Your Security Token**

When you access Salesforce from an IP address that’s outside your company’s trusted IP range using a desktop client or the API, you need a security token to log in. A security token is a case-sensitive alphanumeric code that you append to your password or enter in a separate field in a client application.

Your security token isn’t displayed in your settings or profile.

If your admin assigned you the “Two-Factor Authentication for API Logins” permission, use the code generated by an authenticator app, such as Salesforce Authenticator, for the security token value.

1. From your personal settings, enter *Reset* in the Quick Find box, then select *Reset My Security Token*.
2. Click *Reset Security Token*. The new security token is sent to the email address in your Salesforce personal settings.

A new security token is emailed to you when you reset your password. Or you can reset your token separately.

**Tip:** Before you access Salesforce from a new IP address, we recommend that you get your security token from a trusted network using *Reset My Security Token*.

**Update Your Token in Salesforce Outlook Edition**

After you reset your security token in Salesforce, you can update your token in Salesforce Outlook. Your security token isn’t displayed in your settings or profile. A new security token is emailed to you when you reset your password. Or you can reset your token separately.

If your admin assigned you the “Two-Factor Authentication for API Logins” permission, use the code generated by an authenticator app, such as Salesforce Authenticator, for the security token value.

1. In Outlook, go to *Tools > Salesforce Options*.
2. In the password window, enter your password and security token, with the security token added to the end of your password. For example, *mypasswordXXXXXXXXXX*.
3. To test that you correctly entered your password and token, click *Verify*.
4. Click *OK*.

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**EDITIONS**

Available in: both Salesforce Classic and Lightning Experience

Available in: All Editions

Connect for Office not available in Database.com

Connect Offline available in: Salesforce Classic

Connect Offline available in: Professional, Enterprise, Performance, Unlimited, and Developer Editions
Update Your Token in Connect Offline, Connect for Office, and Data Loader

After you received your new Salesforce security token, you can update your token in Connect Offline, Connect for Office, and Data Loader.

Your security token isn’t displayed in your settings or profile.

If your admin assigned you the “Two-Factor Authentication for API Logins” permission, use the code generated by an authenticator app, such as Salesforce Authenticator, for the security token value.

A new security token is emailed to you when you reset your password. Or you can reset your token separately.

- When you log in, add the security token value to the end of your password, such as mypasswordXXXXXXXXXX.

  Note: If you get an invalid password error when you log in, try logging in only with your password. You can get this error if you use your security token to log in from an IP address that’s within a trusted IP range set by your admin.

Grant Login Access

If you need help resolving a problem, you can grant login access to your account to a Salesforce administrator or a support representative.

By default, your company’s administrators can access your account without any action from you. If your organization requires users to grant login access to administrators, you can grant access for a specified duration.

Watch a Demo: Letting Your Salesforce Administrator Access Your Account

For security reasons, the maximum period for granting access is 1 year. Once you granted access, administrators or support representatives can use your login and access your data to help you resolve problems.

1. From your personal settings, enter Login Access in the Quick Find box, then select the option to grant login access.

2. Set the access expiration date by choosing a value from the picklist.

3. Click Save

If an administrator, support representative, or publisher makes setup changes using your login, the setup audit trail lists the changes and the username. In some organizations, records of clicks made by an administrator logged in as you are also kept for auditing purposes.

  Note: If your administrator has restricted access to certain support organizations, you can’t grant access to these organizations. Packaged application licenses can also prevent access.
Personalize Your Salesforce Experience

Update your personal information, for example your email address. Change your password and security question. If you have administrator permissions, you can also customize your Salesforce org.

My Settings: Update Your Personal Settings
Your personal settings help you customize your Salesforce experience. View or update your personal settings like your password and security question, email settings, and organize your tabs and pages.

Update Your Profile Page
Click your name or your profile picture to update your contact information at any time on your profile page. Your contact information is visible to everybody in your company.

Customize Your Navigation
Customize your Salesforce navigation so you can work more efficiently.

Update Your Chatter and Communities Settings
Get ready for Chatter and Communities. Follow people and records, and join a couple of groups that interest you.

Organize Your Day
Stay on top of your meetings, tasks, and sales goals.

Organize Your Data
Salesforce stores much of your data, like account information, in individual records, and organizes the data within objects. You can view and update your records and run reports on your data.

My Settings: Update Your Personal Settings
Your personal settings help you customize your Salesforce experience. View or update your personal settings like your password and security question, email settings, and organize your tabs and pages.

To get started on any task, click a menu from the left pane, then select the menu item you want. The personal settings page also includes quick links for easy access to the most commonly used personal settings tools and tasks.

Access Your Personal Settings in Salesforce Classic
If you use Salesforce Classic, your personal settings are located either in Personal Setup or My Settings.

Access Your Personal Settings in Lightning Experience
If you use Lightning Experience, your personal settings are located either in Personal Setup or My Settings.

Update Personal Information
Update your name, phone number, email, address, and work information on the Personal Information page in My Settings.

Edit Your Email Settings
You can change your outgoing email settings to specify the name that appears and add an optional signature. You can also specify a return address and opt to automatically send BCC emails to yourself at the return address.

Edit Your Language and Locale Settings
Add, Remove, and Organize Your Tabs
Salesforce Classic uses tabs as starting points for viewing, adding, and editing information for an object. Different apps can have different sets of tabs. Add tabs for items you use frequently in any app.

Customize Your Pages
Specify the related lists that appear in detail pages.

Set Record Type Preferences
Set an option to automatically insert your default record type when you create records. If you use this setting, you’re no longer prompted to select a particular record type.

Access Your Personal Settings in Salesforce Classic
If you use Salesforce Classic, your personal settings are located either in Personal Setup or My Settings.

1. At the top of any Salesforce page, click the down arrow next to your name.
   Depending on your organization’s user interface settings, you should see either Setup or My Settings in the menu.

2. From the menu under your name, click Setup or My Settings.

3. Do one of the following:
   - If you clicked Setup, look on the left side of the page and click a menu item to display its sub-menu, then click the item you want.
   - If you clicked My Settings, look on the left side of the page and click a menu item under My Settings to display its sub-menu, then click the item you want.
Access Your Personal Settings in Lightning Experience

If you use Lightning Experience, your personal settings are located either in Personal Setup or My Settings.

1. At the top of any Salesforce page, click your image.
2. Click Settings.
3. On the left side of the page, click a menu item to display its submenu, then click the item you want.

**Tip**: To quickly find a page, type the first few characters of its name in the Quick Find box. As you type, pages that match your search terms appear in the menu. For example, to find the Personal Information page, type pers in the Quick Find box.

**Note**: If you receive an error message regarding insufficient privileges when trying to access your personal settings, ask your Salesforce admin to enable the Improved Setup User Interface option. If you’re an admin, from Setup, enter User Interface in the Quick Find box, then select User Interface. Select Improved Setup User Interface, and click Save.

Update Personal Information

Update your name, phone number, email, address, and work information on the Personal Information page in My Settings.

1. From your personal settings, enter Personal in the Quick Find box, then select Personal Information.
2. Enter Personal Information in the Quick Find box, then select Personal Information.
3. To make changes, click Edit.
If you change your email address, a confirmation message is sent to the new address. Click the link in the message for the new email address to take effect. This process ensures system security.

4. Save your changes.

Edit Your Email Settings

You can change your outgoing email settings to specify the name that appears and add an optional signature. You can also specify a return address and opt to automatically send BCC emails to yourself at the return address.

1. From your personal settings, enter My Email Settings in the Quick Find box, then select My Email Settings.
2. Make your changes.

Note: Depending on your org’s settings, you can be prompted to confirm your identity if you change your email address. To confirm your identity, make sure that you have access to your previously registered email account.

In Personal and Developer Editions, a Salesforce-specific tag line is added below your personal signature on all outbound emails.

Edit Your Language and Locale Settings

1. From your personal settings, enter Time Zone in the Quick Find box, then select Language and Time Zone. No results? Enter Personal Information in the Quick Find box, then select Personal Information.
2. Specify these settings as needed:
   • For Time Zone, select your primary time zone.
   • For Locale, select your country or geographic region.
   • For Language, select your primary language. All text and online help appears in the language you select.
   • For Email Encoding, select the character set and encoding option for email that you send from Salesforce.
3. Click Save.

Add, Remove, and Organize Your Tabs

Salesforce Classic uses tabs as starting points for viewing, adding, and editing information for an object. Different apps can have different sets of tabs. Add tabs for items you use frequently in any app.

1. Click the Plus icon (+)
2. If you want to see a list of just the tabs for a specific app, select that app from the View drop-down list.
3. Click Customize My Tabs.
4. In the Custom App drop-down list, select the app where you want the tab to appear.
   For example, if you want the Ideas tab to appear in your Marketing app, select Marketing and the Ideas tab appears in that app only.
5. To add or remove tabs and change their order, use the Add, Remove, Up, and Down arrows.

6. Click **Save**.

7. If you added a tab to an app you’re not actively using, open that app to see your new tab.

**Customize Your Pages**

Specify the related lists that appear in detail pages.

1. From your personal settings, enter **Customize My** in the Quick Find box, then select **Customize My Pages**. No results? Enter **Display** in the Quick Find box, then select **Change My Display**.

   For your Home tab, select the dashboard snapshot to display on the Home tab. The link to customize your Home tab is available only if your administrator has customized your home page layout to include a dashboard.

   For all other tabs, specify which related lists display on your detail pages.

   • To add or remove related lists, select a related list and click the **Add** or **Remove** arrow.

     **Note:** This setting may change if your administrator changes the page layout for a particular tab.

   • To change the order of the related lists, select a related list title in the Selected List box, and click the **Up** or **Down** arrow.

2. **Save** your changes.

**Set Record Type Preferences**

Set an option to automatically insert your default record type when you create records. If you use this setting, you’re no longer prompted to select a particular record type.

1. From your personal settings, enter **Record Type** in the Quick Find box, then select **Set Default Record Types** or **Record Type Selection**—whichever one appears.

   If the Record Type Selection option isn’t available, your organization isn’t using record types or multiple record types aren’t available.

2. Select the data type to specify that you want to use the default record type whenever you create that type of record. Otherwise, leave the box unchecked.

   If your organization uses person accounts and you check the **Account** box, you automatically select the default record type for all account types. You can’t set separate default record type for business accounts and person accounts. If you work with both accounts types, leave the box blank.

3. **Click Save**.

**Update Your Profile Page**

Click your name or your profile picture to update your contact information at any time on your profile page. Your contact information is visible to everybody in your company.
You can update all fields on your profile, except the Manager field. Only your Salesforce admin can update the Manager field.

**Customize Your Navigation**

Customize your Salesforce navigation so you can work more efficiently.

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**Create Shortcuts to Your Top Salesforce Pages with Favorites**

Favorites let you quickly access important records, lists, groups, and other frequently used pages in Salesforce.

**Favorites Considerations**

Keep these considerations in mind when working with favorites.

**Customize Your Tabs**

Specify which tabs display when you log in, or if you have multiple apps, which tabs display in each app.

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**Create Shortcuts to Your Top Salesforce Pages with Favorites**

Favorites let you quickly access important records, lists, groups, and other frequently used pages in Salesforce.

1. Click the star in the header of Lightning Experience to add the current page—for example, all open leads—to your favorites list.
   
   A highlighted star means you’re on a favorite. Remove a favorite by clicking the highlighted star.

2. Click the dropdown next to the star to find, open, and manage your favorites.
   
   Each favorite shows the name and record type.

**SEE ALSO:**

 Favorites Considerations

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**Favorites Considerations**

Keep these considerations in mind when working with favorites.

- You can have up to 200 favorites, which support these types of content.
  - Record home for standard and custom objects (including Visualforce overrides of these record views)
  - Lists
  - Dashboards
  - Reports
  - Chatter groups

  **Note:** You can’t favorite list views on the Reports, Dashboards, Files, Tasks, and Notes tabs. You also can’t favorite Visualforce overrides of list views and individual Chatter posts.

- You can’t favorite things in setup pages, but you can still access your favorites from these areas.
• Only individual users can manage favorites. They can’t be shared or edited by Salesforce admins.

SEE ALSO:
Create Shortcuts to Your Top Salesforce Pages with Favorites

Customize Your Tabs

Specify which tabs display when you log in, or if you have multiple apps, which tabs display in each app.

1. From your personal settings, enter Customize My in the Quick Find box, then select Customize My Tabs. No results? Enter Display in the Quick Find box, then select Change My Display.

2. If you have access to multiple apps, select the app whose tabs you want to customize from the Custom Apps drop-down list.
   By default, you’ll see the tabs for the selected custom app that are set for your profile.
   
   Note: The first tab that displays when you select an app may change if your administrator changes the app’s default landing tab.

3. If desired, add each tab you want to display and change the display order of the tabs you’ve selected.

4. Save your changes.

Update Your Chatter and Communities Settings

Get ready for Chatter and Communities. Follow people and records, and join a couple of groups that interest you.

Change Your Profile or Group Photo
Upload a photo to your profile so people can see who you are, or upload a photo for groups that you own or manage.

Follow People
Follow people to see their updates in your feed, including posts, comments, and likes.

Follow Records
Follow records so you can see updates in your feed, including field changes, posts, tasks, and comments on records.

Join or Leave Groups
Join groups to collaborate with other people on projects or common areas of interest. Share project-related files and information with the group.

Update Your Email Notifications in Chatter
Set your preferences for when to be notified via email about Chatter activity. For example, you can choose to not receive a notification when you have a new follower or when someone likes your posts.

Change Your Profile or Group Photo
Upload a photo to your profile so people can see who you are, or upload a photo for groups that you own or manage.
1. Go to your profile or the group’s page.
2. Hover over the photo and click Add Photo or Update.
3. Browse for the photo you want to upload and open the file. You can upload photos in .jpg, .gif, or .png format up to 8 MB.
4. Create a thumbnail image by dragging the dotted lines across the photo.
   If the photo is for your profile and you’re a member of any communities, you can select Show in communities with publicly accessible pages. This option makes the photo visible to guest users viewing publicly accessible sites or pages that don’t require login.
5. Save your changes.

Follow People

Follow people to see their updates in your feed, including posts, comments, and likes.

To follow a person, click Follow on a person’s profile page. If the Follow button has a + in front of it, you have more options. Click the button to see options for following the person and for adding them to a new or existing stream. To follow the person from the menu, click What I Follow.

Note: You can find streams in Lightning Experience on the Chatter home page.
Once you follow people, you see their posts, comments, and likes in your feed. You can follow a maximum combined total of 500 people, topics, and records. To see how many items you’re following, view the Following list on your profile.

To stop following a person, click ✗. When you stop following a person, you don’t see future updates from that person in your feed.

**Follow Records**

Follow records so you can see updates in your feed, including field changes, posts, tasks, and comments on records.

<table>
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<tr>
<th>USER PERMISSIONS</th>
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<tr>
<td>To view a record:</td>
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<td>• Read on the record</td>
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<th>Available in: Salesforce Classic and Lightning Experience</th>
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<tr>
<td>Available in: Essentials, Group, Professional, Enterprise, Performance, Unlimited, Contact Manager, and Developer Editions</td>
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The field changes that you see in your feed depend on which of the fields your administrator configured for feed tracking. Updates to encrypted custom fields don’t appear in feeds.

To follow a record, click **Follow** on the record page. If the **Follow** button has a ✗ in front of it, you have more options. Click the button to see options for following the record and for adding it to a new or existing stream. To follow the record from the menu, click **What I Follow**.

**Note:** You can find streams in Lightning Experience on the Chatter home page.

When you follow a record, you see updates to the record in your feed. You can follow a maximum combined total of 500 people, topics, and records. To see how many items you’re following, view the Following list on your profile.

If you want to automatically follow the records you create, enable this feature from your personal settings. Enter **My Feeds** in the Quick Find box, select **My Feeds**, and then select **Automatically follow records I create**. However, you don’t auto-follow events, tasks, or dashboards after you create them.

To stop following a record, click ✗ on the record page. After you stop following a record, you don’t see future updates to the record in your feed.
Join or Leave Groups

Join groups to collaborate with other people on projects or common areas of interest. Share project-related files and information with the group.

1. Go to group’s detail page.
2. To join a public group, click Join or Join Group. To join a private group, click Ask to Join. Your request is sent to the private group’s owner and managers, who accept or decline your request.

You can join up to 300 groups. All groups count toward this limit, except archived groups. For example, if you’re a member of 300 groups, of which 10 are archived, you can join 10 more groups.

To leave a group you joined or withdraw your request to join a private group, go to the group detail page and click Leave Group or Leave Group. If you don’t see these options, ask your Salesforce admin to adjust the page layout.

Update Your Email Notifications in Chatter

Set your preferences for when to be notified via email about Chatter activity. For example, you can choose to not receive a notification when you have a new follower or when someone likes your posts.

1. From the menu under your name, click Setup or My Settings.
2. Click Chatter.
3. Click Email Notifications.
4. Select your preferences.
5. Save your changes.

Organize Your Day

Stay on top of your meetings, tasks, and sales goals.

Schedule and Track Your Tasks and Events
View, create, and edit tasks and events directly on your Home page in Salesforce Classic. If you have Salesforce for Outlook installed, you can sync your Outlook items with Salesforce, so they appear in the My Tasks and Calendar sections.

Track Your Sales Performance
Use the performance chart on the Home page in Lightning Experience to track your sales performance or the performance of your sales team against a customizable sales goal.

View Important Updates with the Assistant
Use the Assistant on the Home page in Lightning Experience to view important updates over the course of your day.
Schedule and Track Your Tasks and Events

View, create, and edit tasks and events directly on your Home page in Salesforce Classic. If you have Salesforce for Outlook installed, you can sync your Outlook items with Salesforce, so they appear in the My Tasks and Calendar sections.

In the My Tasks section, you can

- Create tasks
- View and filter the list of tasks assigned to you. The list displays up to 15 tasks. To view all your tasks, click **View More**.

  identifies tasks that are part of a recurring series.

- Assign unresolved emails to related records; to view all your unassigned emails, click **My Unresolved Items**.

In the Calendar section, you can:

- Create events and meeting requests
- View a list of scheduled events for the next seven days.

  The tab displays up to 50 events per day. identifies events that are part of a recurring series. identifies events with invitees.

  The Requested Meetings subtab lists meetings you have requested but not confirmed. The tab displays a maximum of 100 requested meetings.

Track Your Sales Performance

Use the performance chart on the Home page in Lightning Experience to track your sales performance or the performance of your sales team against a customizable sales goal.

The performance chart displays data based on your sales team’s opportunities if you have an associated team. Otherwise, the chart displays opportunities you own. Only opportunities for the current sales quarter that are closed or open with a probability over 70% are displayed.

- Closed—The sum of your closed opportunities.
- Open (>70%)—The sum of your open opportunities with a probability over 70%. The blue line in the chart is the combined total of the closed opportunities and open opportunities with a probability over 70%.
- Goal—Your customizable sales goal for the quarter. This field is specific to the performance chart and has no impact on forecast quotas or any other type of goal. Click ✍️ to set the goal.
Hover over the chart to see the closed and committed opportunity amounts for different dates. If you hover over a date when an opportunity was closed or set to a probability over 70%, a blue dot appears. Click the dot to see a window with more opportunity details.

**Note:** The performance chart isn’t compatible with custom fiscal years. If your org has custom fiscal years enabled, your admin can create custom reports and dashboards to display on the Home page.

**SEE ALSO:**
- View Important Updates with the Assistant

**View Important Updates with the Assistant**

Use the Assistant on the Home page in Lightning Experience to view important updates over the course of your day.

Click different leads or opportunities to go to the record’s detail page.
The following updates appear in the Assistant:

- Leads assigned to you today
- Opportunities with overdue tasks
- Opportunities with no activity in 30 days
- Opportunities with no open activity

Updates about leads appear before updates about opportunities. Opportunity updates are arranged in order of close date.

**Note:**

- If you have Einstein Activity Capture enabled, you won’t see the updates about opportunities with no open activity or no activity in 30 days.
- The Assistant doesn’t show tasks due today or overdue tasks that aren’t tied to an opportunity. The Today’s Tasks component is an alternative that’s available on the Home page, and it shows a list of your tasks due today.
- If you don’t have access to activities on opportunities or if the opportunity pipeline is off, you instead see recommendations for opportunities that have close dates over the next 90 days.

Buttons for different actions (such as **New Task**) automatically appear under most Salesforce configurations, but you may need to make some updates if you’ve customized global actions or publisher layouts.

Actions need to exist as global actions in order to appear in the Assistant. From Setup, enter *Global Actions* in the Quick Find box, then select **Global Actions**. Make sure the following actions are available. The Label can be anything, but we recommend something simple, like New Task, New Event, or Email.

### Table 1: Required Settings for Global Actions

<table>
<thead>
<tr>
<th>Allows user to</th>
<th>Action Type</th>
<th>Target Object</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a new task</td>
<td>Create a Record</td>
<td>Task</td>
<td>NewTask</td>
</tr>
</tbody>
</table>
To display actions, they also need to be included in the related global publisher layouts. From Setup, enter Publisher Layouts in the Quick Find box, then select Publisher Layouts. Select the relevant publisher layout, and make sure the actions are included under the Salesforce1 and Lightning Experience Actions section.

SEE ALSO:
Track Your Sales Performance

### Organize Your Data

Salesforce stores much of your data, like account information, in individual records, and organizes the data within objects. You can view and update your records and run reports on your data.

**What’s the Difference Between Standard and Custom Objects?**
Salesforce comes with a variety of standard objects. For example, the Case object lets you store information about customer inquiries. Administrators can also create custom objects for records that store information that is unique to an organization.

**Find and View Your Data**
Use tabs, search, or lists to look at your records.

**Update Your Data**
Much of your Salesforce data is stored in individual records, and organized within objects. For example, the Account object presents all of your account records. If the Acme company is one of your accounts, you’ll have an account record for Acme.

**Analyze Your Data**
Analyze and visualize your data with reports and dashboards. Salesforce offers a powerful suite of reporting tools that work together to help you understand and act on your data.

**Note and Attachment Fields**
There are a number of useful fields available for notes and attachments in Salesforce. There are different fields available for notes taken with Notes, our enhanced note-taking tool, and notes taken with the old note-taking tool.
What’s the Difference Between Standard and Custom Objects?

Salesforce comes with a variety of standard objects. For example, the Case object lets you store information about customer inquiries. Administrators can also create custom objects for records that store information that is unique to an organization.

**Standard objects**, such as accounts, contacts, or opportunities are included with Salesforce by default. **Custom objects** are based on standard objects and extend their functionality.

The Salesforce administrator defines custom objects and their properties, such as custom fields, relationships to other types of data, page layouts, and a custom tab. If the administrator created a tab for a custom object, click the custom object’s tab to view the records.

**Important:** If you landed on this page because you were looking for more information about a particular object, your Salesforce administrator didn’t create a help page for that object. The Salesforce Help covers only the standard objects provided with the initial Salesforce integration.

**SEE ALSO:**
- Find and View Your Data
- Create and Update Records

Find and View Your Data

Use tabs, search, or lists to look at your records.

**Find Your Records**
To view all standard and custom objects that are available to you in your org, click the plus icon (+). To see the records for a particular object, click the record’s tab.

**Sort List Views**
Lots of objects let you view records in lists, also called “list views”. You can sort the records by one of the field columns. For example, you can sort the All Accounts list view by the Account Name field column, Billing State/Province field column, and others. You can also sort custom list views. Sorting is alphanumeric.

**Print List Views**
If your administrator enabled list view printing for your organization, you can print standard and custom list views.

**Visualize List View Data with Charts in Lightning Experience**
See a graphic display of list view data with list view charts. There are three types of charts: vertical bar, horizontal bar, and donut. For any list view, select from available standard and custom list view charts. You can change the data display to another type, if desired.

**Customize Your Data View**
Create customized list views to display records that meet your own criteria. You determine which records display by setting filters. All records that meet your filter criteria appear in your list view.

**Work with Related Lists on Records**
On Salesforce records, links and details for associated records are grouped within related lists. Some related lists let you perform common tasks for the related object, like create records or attach files.
Open Items You’ve Recently Viewed
In the Recent Items section of the Salesforce sidebar, you’ll find a list of up to 10 items (records, documents, custom objects, and the like) you’ve most recently added, edited, or viewed.

Display a Visual Summary with Kanban
The Kanban view displays a visual summary for a selection of records. By seeing all your records at once, you can more effectively monitor your work and keep deals moving forward.

Change Your Working Division
If your org uses divisions, you can change your working division from the Divisions field in the sidebar.

Change the Dashboard on Your Home Tab
If your Home tab contains a dashboard snapshot, you can change the dashboard.

Find Your Records
To view all standard and custom objects that are available to you in your org, click the plus icon (+). To see the records for a particular object, click the record’s tab.

The tabs you see depend on your permissions and how your administrator configured Salesforce. Let’s say your company wanted to track product inventory. The Salesforce administrator could create custom objects called Inventory and Merchandise and add them as tabs.

Find Record Data from a Tab
From a standard or custom record tab, select a view and click Go!

You can change the order on page 72 of your tabs.

Find Record Data from a Tab
From a standard or custom record tab, select a view and click Go!

That action takes you to the list view, filtered by the view you selected.
For example, if you select New This Week on the Contacts tab, the list view shows you the new contacts that were added this week.

Use Related Lists to Find Record Data
On many records, below the main page sections, look for related lists. They identify records that are associated with the record you’re currently viewing. For example, an account record probably has a related list of contacts at that account.

Note: Which records you can view and update depends on your user profile, user permissions, and sharing settings. Work with your administrator to make sure that you have access to the records and data you need.

Sort List Views
Lots of objects let you view records in lists, also called “list views”. You can sort the records by one of the field columns. For example, you can sort the All Accounts list view by the Account Name field column, Billing State/Province field column, and others. You can also sort custom list views. Sorting is alphanumeric.

1. Open the list view.
2. Click the header for the field column you want to sort by.
   An arrow appears indicating how the list is sorted: from the column’s first record (↑) (alphabetically) or its last (↓).

Note: As of Spring ’13, you can’t sort list views for the Users object in Salesforce orgs that have more than two million users.

Print List Views
If your administrator enabled list view printing for your organization, you can print standard and custom list views.

You can print list views for these objects:
- Accounts
- Activities
- Campaigns
- Cases
- Contacts
- Contracts
- Custom objects
- Documents
1. Navigate to the list view.
2. Click the print icon at the top of the page.
   A printable page view displays.
3. To print the page, click Print This Page.

Visualize List View Data with Charts in Lightning Experience

See a graphic display of list view data with list view charts. There are three types of charts: vertical bar, horizontal bar, and donut. For any list view, select from available standard and custom list view charts. You can change the data display to another type, if desired.

**Note:** These steps work in Lightning Experience. If you see the App Launcher icon (≡) on the left side of the navigation bar at the top of your screen, you’re in Lightning Experience. If not, you’re in Salesforce Classic.

1. On an object home page, select a list view with data you want to visualize.
2. Click .
   The Charts panel appears.
3. To select a different chart, click next to the chart name.
4. To change the graphical display of data, click in the Charts panel and choose a new chart type.
   Your data changes to the new display.

Customize Your Data View

Create customized list views to display records that meet your own criteria. You determine which records display by setting filters. All records that meet your filter criteria appear in your list view.

Create a Custom List View in Salesforce Classic
Create a list view to see a specific set of contacts, documents, or other object records. For example, create a list view of accounts in your state, leads with a specific lead source, or opportunities above a particular amount. You can also create views of contacts, leads, users, or cases to use for mass email recipient lists.

Create or Clone a List View in Lightning Experience
Create a view to see an infinitely scrollable list of records that meet your filter criteria.
Create a List View Chart in Lightning Experience
Create a chart to visualize list view data. There are three types of charts: vertical bar, horizontal bar, and donut. For any list view chart, you can change the data display to another type, if desired. When you create a list view chart for an object, such as Opportunities or Leads, the chart is associated with the object. The chart is available for any list view that you have permission to see for that object, except the Recently Viewed list.

Edit List View Filters
Refine or update your list views to make sure that you’re seeing the most relevant records. To change which records display in a list view, edit the list view filters.

Delete a List View in Salesforce Classic
You can delete a custom view when you no longer need it.

Delete a List View in Lightning Experience
You can delete a list view when you no longer need it.

Create a Custom List View in Salesforce Classic
Create a list view to see a specific set of contacts, documents, or other object records. For example, create a list view of accounts in your state, leads with a specific lead source, or opportunities above a particular amount. You can also create views of contacts, leads, users, or cases to use for mass email recipient lists.

Note: These steps work in Salesforce Classic. If you see the App Launcher icon ( ) on the left side of the navigation bar at the top of your screen, you’re in Lightning Experience. If not, you’re in Salesforce Classic.

1. Click Create New View at the top of any list page or in the Views section of any tab home page.
   Note: If you don’t see Create New View, you don’t have the “Create and Customize List Views” permission. Contact your Salesforce admin to request it.

2. Enter the view name to display in the views drop-down list.

3. Enter a unique view name. The API and managed packages use this unique name.

4. Specify your filter criteria. If you want more filter fields, click Add Filter Logic... and then Add Row. You can have up to 10 fields in your filter criteria.

   Usually, you filter by additional fields. For example, this image shows a list view that displays only active accounts in the org whose Billing City is equal to “San Francisco.”

   Note: Entering illogical filter criteria, such as someDate <= null, can cause unexpected behavior in a list view. When you use a list view in a more strict context, such as with a Visualforce standard list controller, illogical filter criteria can cause errors.

5. Select the fields you want to display on the list view.
The default fields are automatically selected. From the fields that are in your page layout, you can display up to 15 different fields in your view.

When you select a long text area field, the list view displays up to 255 characters.

6. Click **Save**. The view appears in the View drop-down list so you can access it later.

**Example:** Here’s what your list view can look like when you’re done:

As a Salesforce admin or a user with the “Manage Public List View” permission, you have the option to hide the list view, so only you can see this list view. Open the list view. Select **Visible to certain groups of users**. Choose the type of group or role from the drop-down list, select the group or role from the list, then click **Add**.

Enterprise, Unlimited, Performance, and Developer Edition users can give access to a public group or role, including all users below that role. To share the list view:

**Note:** List views are visible to your community users with Customer Community Plus, Partner Community, Employee Apps Starter, and Employee Apps licenses, if the **Visible to all users** setting is enabled for views of objects in community user profiles. To make list views visible only to your Salesforce users, select **Visible to certain groups of users**. Then share the view with the All Internal Users group or a selected set of internal groups and roles.

When implementing a community, create custom views that contain only relevant information for community users. Then make those views visible to community users by sharing them with the All Customer Portal Users group, or a set of community groups and roles.
Create or Clone a List View in Lightning Experience

Create a view to see an infinitely scrollable list of records that meet your filter criteria.

**Note:** These steps work in Lightning Experience. If you see the App Launcher icon (`☰`) on the left side of the navigation bar at the top of your screen, you’re in Lightning Experience. If not, you’re in Salesforce Classic.

Actions you can take for list views are available in the List View Controls menu (``).

1. Under List View Controls, select **New**. Or, click **Clone** to make a copy of the current list view.
2. Give your list a name.
3. Choose who can see this list view: just you, or all users, including Partner and Customer Portal users.
4. Click **Save**. The Filters panel appears.
5. Click **Show me**, then select **All objects** or **My Objects**.
6. Click **Done**.
7. Add and set filters to view only the records that meet your criteria. You have different options depending on the field you want to filter and the operator you choose.
   - Filters support values only between the minimum and maximum for a signed 23-bit integer, or between 1 and 2,147,483,648. A value outside of this range disables that filter.
   - **a.** Click **Add Filter**.
   - **b.** Select the field to filter, an operator, and a value.
     - Depending on the type of field you selected, you can either select a value or enter one of your own.
   - **c.** Click **Done**.

   **Note:** Entering illogical filter criteria, such as `someDate <= null`, can cause unexpected behavior in a list view. When you use a list view in a more strict context, such as with a Visualforce standard list controller, illogical filter criteria can cause errors.

8. To add logic that further refines which records appear in your list view, click **Filter Logic**. To reference filters in your logic statement, use the number assigned to each filter.

   **Important:** Include every filter number in your logic statement. You can’t have filters that aren’t referenced in the logic statement.

<table>
<thead>
<tr>
<th><strong>Operand</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>Finds records that match both values.</td>
</tr>
<tr>
<td></td>
<td>1 AND 2</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Finds records that match either value.</td>
</tr>
<tr>
<td></td>
<td>1 OR 2</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>Finds records that exclude values.</td>
</tr>
<tr>
<td></td>
<td>For example, Filter 1 is <strong>Industry equals Biotechnology</strong>. You set filter logic as <strong>NOT 1</strong>. Your report returns records that don’t have Biotechnology as the Industry value.</td>
</tr>
</tbody>
</table>
Let’s say a rep wants to see all opportunities created in July 2015 or later, that are either in late stages of negotiation or have high probability to close, or both. Here are the filters.

a. Last Modified Date greater or equal 7/1/2015
b. Stage contains Proposal/Price Quote, Negotiation/Review
c. Probability greater or equal 50

Then the rep adds the logic statement: \(1 \text{ AND } (2 \text{ OR } 3)\).

Note: NOT doesn’t work with parenthetical expressions. For example, the expression \(1 \text{ AND NOT } (2 \text{ AND } 3)\) evaluates as \(1 \text{ AND } (NOT 2 \text{ AND } 3)\). In the filter results, no records are returned when you’d expect to see some records.

9. Click Save. The view appears in the list view drop-down list so you can access it later.

10. Optionally, choose and order the columns in your list view.

   a. From the List View Controls menu, Select Fields to Display.
   b. Use the arrows to add, remove, and reorder your visible fields.
   c. Click Save.

Note: In list views, you see only the data that you have access to. You see records that you own or have read or write access to, and records shared with you. List views also include records owned by or shared with users in roles below you in the role hierarchy. You can see only the fields that are visible according to your page layout and field-level security settings.

Create a List View Chart in Lightning Experience

Create a chart to visualize list view data. There are three types of charts: vertical bar, horizontal bar, and donut. For any list view chart, you can change the data display to another type, if desired. When you create a list view chart for an object, such as Opportunities or Leads, the chart is associated with the object. The chart is available for any list view that you have permission to see for that object, except the Recently Viewed list.

Note: These steps work in Lightning Experience. If you see the App Launcher icon (Ⅲ) on the left side of the navigation bar at the top of your screen, you’re in Lightning Experience. If not, you’re in Salesforce Classic.

1. On an object home page, select a list view with data you want to visualize.

2. Click .

3. In the Charts panel that appears, click .

4. Select New Chart.

A dialog box appears.

5. Enter a chart name.

6. Select a chart type: vertical bar, horizontal bar, or donut.

7. Select the aggregate type, aggregate field, and grouping field.

   The aggregate type specifies how the field data is calculated: by sum, count, or average. The aggregate field specifies the type of data to calculate. The grouping field labels the chart segments.

8. To view your chart, click Save.
Example: Your sales team wants to compare accounts by number of employees to focus prospecting efforts on large corporations. One of the reps creates a horizontal bar chart by selecting Sum as the aggregate type, Employees as the aggregate field, and Account Name as the grouping field. The chart shows the number of employees at each account by account name.

Edit List View Filters
Refine or update your list views to make sure that you’re seeing the most relevant records. To change which records display in a list view, edit the list view filters.

Edit List View Filters in Salesforce Classic
To change a list view’s filters, edit the list.

Edit List View Filters in Lightning Experience
Edit filters on a list view from List View Controls, or click ☰ to access the Filters panel.

Edit List View Filters in Salesforce Classic
To change a list view’s filters, edit the list.

Note: These steps work in Salesforce Classic. If you see the App Launcher icon ( ☰️ ) on the left side of the navigation bar at the top of your screen, you’re in Lightning Experience. If not, you’re in Salesforce Classic.

1. Click Edit next to the list view name.
   If you see Clone instead of Edit, you don’t have permission to edit this list view. Use Clone to clone the list view, save it under a different name and then edit the cloned list view.

2. In Specify Filter Criteria, change your Filter By Owner selection, if desired. Add or change the Field, Operator, or Value selections in Filter By Additional Fields.

3. Click Save to apply your edited filters to the list view.
   All users with access to the list view see the results of your saved changes.

Editions
Available in all editions

User Permissions
To edit list views:
- Read on the type of record included in the list AND Create and Customize List Views

To create, edit, or delete public list views:
- Read on the type of record included in the list AND Create and Customize List Views
Edit List View Filters in Lightning Experience

Edit filters on a list view from List View Controls, or click to access the Filters panel.

⚠️ Important: These steps work in Lightning Experience. If you see the App Launcher icon ( ) on the left side of the navigation bar at the top of your screen, you’re in Lightning Experience. If not, you’re in Salesforce Classic.

Actions you can take for list views are available in the List View Controls menu ( ).

Note: Some list views have predefined filter scopes and can’t be filtered. For example, the SOQL query for a generic Team list view or the Recently Viewed list view doesn’t allow further filtering of the query results.

1. From List View Controls, select Edit List Filters. Alternatively, click .

   If you see Clone in the controls instead of Edit List Filters, you don’t have permission to edit this list view. Select Clone to clone a list view, save it under a different name, and select sharing settings. Then edit the filters for the cloned list view, if needed.

   The Filters panel appears. Edit, remove, or add filters to view only the records that meet your criteria. You have different options depending on the field you want to filter and the operator you choose.

2. Click the filter you want to change.

3. From the Filter by dropdown menu, select an operator. For example, choose equals, starts with, or excludes.

4. For Value, make a selection or enter a value, then click Done.

   Filters support values only between the minimum and maximum for a signed 23-bit integer, or between 1 and 2,147,483,648. A value outside of this range disables that filter.

5. Adjust your filter logic if needed. The filter logic statement can’t reference a filter number that doesn’t exist.

   Note: NOT doesn’t work with parenthetical expressions. For example, the expression 1 AND NOT (2 AND 3) evaluates as 1 AND (NOT 2 AND 3). In the filter results, no records are returned when you’d expect to see some records.

6. To apply the edited filters and update the current list view, click Save.

   If you want to create a list view based on the filter changes you’ve made, click Save As instead.

Anyone with access to the list sees the results of your saved changes.

Example: You want to display a set of opportunities on a board rather than in a grid, but the list view includes records with different record types. The Opportunities board can only display list views with records of a single record type. To make the view displayable on a board, edit the filters on your list view. On the Filters panel, select Add Filter. Choose Opportunity Record Type and the equals operator, then input the value of the record type you want. Your edited list view can now be displayed on the board.
Delete a List View in Salesforce Classic

You can delete a custom view when you no longer need it.

Note: These steps work in Salesforce Classic. If you see the App Launcher icon ( ) on the left side of the navigation bar at the top of your screen, you're in Lightning Experience. If not, you're in Salesforce Classic.

1. Select a custom list view.
2. Click Edit.
3. Click Delete.

Delete a List View in Lightning Experience

You can delete a list view when you no longer need it.

Note: These steps work in Lightning Experience. If you see the App Launcher icon ( ) on the left side of the navigation bar at the top of your screen, you're in Lightning Experience. If not, you’re in Salesforce Classic.

1. Select a list view.
2. Click to access List View Controls.
3. Select Delete.

Work with Related Lists on Records

On Salesforce records, links and details for associated records are grouped within related lists. Some related lists let you perform common tasks for the related object, like create records or attach files.

For example, the Lead record offers a number of related lists, including Open Activities, which lists open activities and key activity fields. On this related list, you can create a new task, a new activity, or a new meeting request. When a task related to the lead is closed, a link to that task appears in the Lead record’s Activity History related list, which displays the same key fields as Open Activities, and offers other common tasks.
It’s easy to arrange and access related lists. Here’s how.

- Scroll the page to find the related list you need (1).
- If related list hover links (2) are enabled in your organization, click a link to view the list in a pop-up.
- Click Customize Page (3) to select and arrange the available related lists you want to see.

The related lists you can view and use depend on:

- Your user permissions
- User interface and page layout customizations made by your Salesforce administrator
- Personal customizations you can make

Open Items You’ve Recently Viewed

In the Recent Items section of the Salesforce sidebar, you'll find a list of up to 10 items (records, documents, custom objects, and the like) you’ve most recently added, edited, or viewed.

- To open any item’s detail or edit page, just click its link.
- To view key information about an item before you click the link, hover your mouse over the link. If you don’t see any information, your administrator didn’t enable this feature for your organization.
Display a Visual Summary with Kanban

The Kanban view displays a visual summary for a selection of records. By seeing all your records at once, you can more effectively monitor your work and keep deals moving forward.

Switch to the Kanban view for almost any object from the object’s list view. The Kanban view isn’t available on a few objects, such as tasks.

The records in the Kanban view are based on the selected list view (1). You can’t view the Kanban for Recently Viewed list views. Easily toggle between the list view grid view and the Kanban view (2). Filter your records to select a single record type or view a particular subset of your records (3). Records are separated based on record type (4). Records are grouped into columns (5). Quickly move a record to a different column by dragging the card (6). For opportunities, alerts tell how to keep a deal on track, for example, create a task or event (7).

Configure the Kanban View
Select the fields on which to create columns and summaries in the Kanban view.

Kanban Considerations
Be aware of these limitations and considerations when using the Kanban view.

SEE ALSO:
Configure the Kanban View
Kanban Considerations
Configure the Kanban View

Select the fields on which to create columns and summaries in the Kanban view.

To configure the Kanban view, click ☰, then select Kanban Settings.

Select a numeric or currency field to summarize, or select None to remove the summary from the Kanban view. To determine how your records are organized into columns, select a picklist such as Stage to group by, or group records by owner.

SEE ALSO:
Display a Visual Summary with Kanban
Kanban Considerations

Kanban Considerations

Be aware of these limitations and considerations when using the Kanban view.

- The Kanban view is not available from the Recently Viewed list view. Users must select another list view before they can switch to the Kanban view.
- The Kanban view displays a maximum of 200 cards.
- Kanban cards display a maximum of four fields.
- Columns aren’t created from inactive picklist fields. Records associated with inactive picklist values aren’t displayed in the Kanban view.
- Summaries can only be created for numeric and currency fields that are not roll up summary or formula fields
- Records are only displayed if the field selected for Group By is included on the page layout.
- If a record has a null value for the Group By field, it won’t appear in the Kanban view.
- You can’t group records by the Currency field.
- Subtabs are created for record types if the Group By field is included on the record type’s page layout, and the record type has records associated with it.
Drag-and-drop functionality isn't supported for touchscreens.
Mass actions can't be performed in the Kanban view.

**Opportunities**
- Users receive alerts on opportunities with overdue tasks, no open activities, or no activity in the last 30 days. The alerts aren't customizable.
- Opportunities can't be grouped by the Forecast Category field.

**Leads**
- Leads can't be converted in the Kanban view.
- Columns aren't created for any Lead Status value with a state of Converted.

**Contracts**
- Contracts can't be activated in the Kanban view.
- A column isn't created for the standard Contract Status of Activated.
- Contracts can't be grouped by the Owner Expiration Notice field.

**Knowledge**
- Knowledge articles can't be grouped by owner.

SEE ALSO:
Display a Visual Summary with Kanban

### Change Your Working Division

If your org uses divisions, you can change your working division from the Divisions field in the sidebar.

Divisions segment your organization's data into logical sections, making searches, reports, and list views more meaningful.
- Select the division you want to work in from the Divisions field on the sidebar.

**Example:** Let's say your org has set up divisions for sales areas. You can change your working division to a particular sales area and create a report to show the opportunities for just that division. Divisions are useful for organizations with large amounts of data.

### Change the Dashboard on Your Home Tab

If your Home tab contains a dashboard snapshot, you can change the dashboard.

1. Click **Customize Page** in the Dashboard section of the Home tab.
2. Search for a dashboard and select a different dashboard from the drop-down list.
3. Click **Refresh** to refresh the data in your dashboard.

### Update Your Data

Much of your Salesforce data is stored in individual records, and organized within objects. For example, the Account object presents all of your account records. If the Acme company is one of your accounts, you'll have an account record for Acme.
Create and Update Records
Creating and updating records are standard procedures for most people who use Salesforce. There are various ways to create and update records in Salesforce.

Attach Files to Records
You can attach files, such as Microsoft® Office documents, Adobe® PDFs, and images and videos, to most kinds of Salesforce records.

Print Records from Salesforce Classic
You can print Salesforce records from most detail pages.

Clone Records
When you clone a record, the new record has the record type of the original record.

Change a Record’s Owner
You can give ownership of a record to another user as long as that user has at least Read permission for the type of record being transferred.

Organize Records with Tags and Topics
Topics are words or phrases that you can associate with Salesforce records to organize them around common themes. Use topics to group records by a common theme, and then use those topics to filter list views. Tags are words or short phrases that you can associate with most Salesforce records to describe and organize their data in a personalized way.

Record Translated Names
Use local name fields to store translated names for accounts, contacts, or leads.

Create and Update Records
Creating and updating records are standard procedures for most people who use Salesforce. There are various ways to create and update records in Salesforce.

Create Records from Object Tabs
Quickly create a record from a tab. For example, create an account from the Account tab.

Create Records in Feeds
If your administrator set up this action, you can create records in the feed on the home page, the Chatter tab, and record detail pages. Publishers on different feeds offer different actions.

Create Records with Quick Create
With Quick Create, you can create records from the home pages for leads, accounts, contacts, and opportunities.

Create a Record in Salesforce Lightning Experience
Create Salesforce records for opportunities, leads, tasks, notes, accounts, and contacts. Some objects (such as Account) have special guidelines and considerations for you to be aware of, but the process of creating a record is similar for all.

Create Records from the Sidebar
Use the Create New drop-down list in the Sidebar to create a record.

Update Records
Many Salesforce objects offer the convenience of inline editing for records.

Update Records Inline from a List View in Lightning Experience
Conveniently edit fields on records directly from a list view.

How Do I Update Custom Object Records?
Updating custom object records is similar to updating standard object records. Whether you can access and change a custom object record, depends on your permissions.
Delete Records
For some kinds of objects, deleting one record affects other, related records.

Formats for Currency, Dates, Times, Names, and Phone Numbers
The format used for currency, dates, times, phone numbers, and names of people in Salesforce is determined by your Locale setting.

Create Records from Object Tabs
Quickly create a record from a tab. For example, create an account from the Account tab.

1. Click the tab for the kind of record you want to create. For example, click the Accounts tab if you want to create an account record.
2. Click New.
3. Select a record type if you’re prompted.
4. Enter values in the fields. Fields with a red bar (↑) are required fields.
   
   Tip: The help includes field definitions for most objects. Search the help for the object name + “fields”. For example, if you’re creating or editing an account record, look up “Account Fields” in the help.
5. Save your changes, when you finish entering values for your new record. If you navigate away from the page before clicking Save, you lose your changes.

Create Records in Feeds
If your administrator set up this action, you can create records in the feed on the home page, the Chatter tab, and record detail pages. Publishers on different feeds offer different actions.

1. In the publisher, click the quick action that corresponds to the kind of record you want to create.
   For example, to add a contact to an account, navigate to the account’s detail page and select Create Contact.
2. Enter values in the fields. Fields with a red bar (↑) are required fields.
   The help includes field definitions for most objects. Search the help for the object name + “fields”. For example, if you’re creating or editing an account record, look up “Account Fields” in the help.
3. When you finish entering values for your new record, click Create.
Create Records with Quick Create

With Quick Create, you can create records from the home pages for leads, accounts, contacts, and opportunities.

You can also create accounts from the Account lookup field results list on the Quick Create form on contacts, leads, and opportunities. Validation rules don’t apply when you create new records with Quick Create.

1. Click the tab for the kind of record you want to create. To create an account while you create a contact, lead or opportunity, click the icon next to the Account field in the Quick Create form you’re using.
2. Enter values in the fields. Fields with a red bar ( ) are required fields. The help includes field definitions for most objects. Search the help for the object name + “fields”. For example, if you’re creating or editing an account record, look up “Account Fields” in the help.
3. Click Save.

Create a Record in Salesforce Lightning Experience

Create Salesforce records for opportunities, leads, tasks, notes, accounts, and contacts. Some objects (such as Account) have special guidelines and considerations for you to be aware of, but the process of creating a record is similar for all.

Note: This information is for Lightning Experience. If you see the App Launcher icon ( ) on the left side of the navigation bar at the top of your screen, you’re in Lightning Experience. If not, you’re in Salesforce Classic.

You can create records in different ways in Lightning Experience.

• To create records from any Salesforce page, select the item you want in the navigation menu, then click New in the list view.
• To create records from an existing record, click New for the item you want. For example, let’s say you’re viewing a contact record and want to create a note about the contact—click New in the Notes section of the contact page.

Create Records from the Sidebar

Use the Create New drop-down list in the Sidebar to create a record.

1. From the Create New drop-down list in the sidebar, select the type of record you want to create. The new record page immediately displays in the appropriate tab or the Upload a File dialog box displays if you selected File.

2. Fill in the fields.

3. Click Save or Upload to My Files if you selected File.
Update Records

Many Salesforce objects offer the convenience of inline editing for records. Not all fields on all objects can be edited inline. To find out whether a field supports inline editing, hover over it and look for a pencil icon (✏️).

1. Find and open the record you want to edit.
2. Click Edit.
3. Enter or edit values in the fields.

   Tip: The help includes field definitions for most objects. Search the help for the object name + “fields”. For example, if you’re creating or editing an account record, look up “Account Fields” in the help.

4. Save your changes, when you finish entering or editing values.

Update Records Inline from a List View in Lightning Experience

Conveniently edit fields on records directly from a list view. Not all fields on records in a list view can be edited inline. To find out whether a field supports inline editing, hover over it and look for the pencil ✏️. Non-editable cells have a lock 🔒.

As always, you can edit only the records that you have access to.
To edit fields in one row of a list view:
1. From the list, hover over the cell to edit, and then click ✏️. Or, double-click the cell.
2. Make your change in the editable cell or cells.
   A Save button appears at the bottom of the list view.
3. Click Save.

   If other people make inline edits to the same fields on a record simultaneously, only the most recent edit is saved.

Considerations for Editing Inline in a List View

You can’t edit inline in a list view if:

- The list view contains more than one record type.
- The list view uses filter logic that contains OR clauses.

You can edit inline in Recently Viewed or Team list views that are predefined to contain only one record type. You can also edit Tasks on the Tasks object home page, even though they’re not in a list view.

Some fields or field types aren’t editable inline.

- Built-in fields like Record ID or Created Date (never editable from the user interface)
- Standard fields of type date/time, auto number, roll-up summary, record type, master-detail, long text area, Rich Text, checkbox, or hierarchy
- Compound fields including Name, Account Name, address fields, and geolocation fields

   Note: First Name and Last Name are editable.

- The opportunity fields Expected Revenue and Forecast Category
- Custom dependent picklists
How Do I Update Custom Object Records?

Updating custom object records is similar to updating standard object records. Whether you can access and change a custom object record, depends on your permissions.

**Important:** If you landed on this page because you were looking for more information about a particular object, your Salesforce administrator didn’t create a help page for that object. The Salesforce Help covers only the standard objects provided with the initial Salesforce integration.

SEE ALSO:
- Update Records
- What’s the Difference Between Standard and Custom Objects?

Delete Records

For some kinds of objects, deleting one record affects other, related records. Before you delete a record, check whether there are related records. For example, if you delete an account or contact, all associated assets are also deleted.

1. Find and open the record you want to delete.
2. Click **Delete**.

Formats for Currency, Dates, Times, Names, and Phone Numbers

The format used for currency, dates, times, phone numbers, and names of people in Salesforce is determined by your **Locale** setting.

To find out what date/time format your **Locale** setting uses:

1. From your personal settings, enter **Advanced User Details** in the Quick Find box, then select **Advanced User Details**. No results? Enter **Personal Information** in the Quick Find box, then select **Personal Information**.
2. View the date/time format used in the read-only Created By field. This is the format you should use for entering dates and times in Salesforce fields.

Currency

In most Salesforce editions, the format and currency type you can use for currency fields, such as Quota or Annual Revenue, are determined by the Currency Locale setting for your company. In Group, Professional, Enterprise, Unlimited, and Performance Edition orgs that use multiple currencies, the format and currency type are determined by the Currency field in the record you’re creating or editing.

Tip: When you enter a monetary amount (or any other type of number), you can use the shortcuts k, m, or b to indicate thousands, millions, or billions. For example, when you enter 50k it appears as 50,000. However, these shortcuts do not work for filter criteria.

Dates and Times

Many fields allow you to enter a date or a time in the format specified by your personal Locale setting.

When entering dates, you can choose a date from the calendar, or manually enter a date.

Only dates within a certain range are valid. The earliest valid date is 1700-01-01T00:00:00Z GMT, or just after midnight on January 1, 1700. The latest valid date is 4000-12-31T00:00:00Z GMT, or just after midnight on December 31, 4000. These values are offset by your time zone. For example, in the Pacific time zone, the earliest valid date is 1699-12-31T16:00:00, or 4:00 PM on December 31, 1699.

Tip:
- Years appear and are saved as four digits, but you can enter the final two digits and Salesforce determines the first two. Entries 60 through 99 are assumed to be in the 20th century (for example: 1964), and entries 00 to 59 are assumed to be in the 21st century (for example: 2012).
- If your locale is set to English (United States) and you enter numbers for month and day only (example: 01/15), Salesforce supplies the current year.
- If your locale and language are English, you can enter words like Yesterday, Today, and Tomorrow, or any day of the week, and Salesforce figures it out. Weekday names (such as Monday) are always considered to be in the following week.

Phone Numbers

When you enter phone numbers in various phone fields, Salesforce preserves whatever phone number format you enter. However, if your Locale is set to English (United States) or English (Canada), 10-digit phone numbers and 11-digit numbers that start with “1” are formatted as (800) 555-1212 when you save the record.

Tip:
- If you do not want the parentheses-space-hyphen formatting ((800) 555-1212) for a 10- or 11-digit number, enter a “+” before the number. For example: +49 8178 94 07-0.
- If your 10- and 11-digit phone numbers have Salesforce’s automatic format, you might need to enter the parentheses when specifying filter conditions. For example: Phone starts with (415).
Attach Files to Records

You can attach files, such as Microsoft® Office documents, Adobe® PDFs, and images and videos, to most kinds of Salesforce records.

The size limit for an attached file is 25 MB when attached directly to the related list, including a file attached to a solution. The size limit for an email message, including attachments, is 25 MB.

1. Open the record.
2. Click **Attach File**.
3. Click **Browse** and find the file you want to attach.
4. Click **Attach File** to upload the file.
5. Click **Done** when the upload is finished.

**Note:**
- When a file is attached to a record's Chatter feed it's added to the Notes and Attachments related list as a feed attachment. The file size limit for Chatter feed attachments is 2 GB.
- If the Don't allow HTML uploads as attachments or document records security setting is enabled for your organization, you cannot upload files with the following file extensions: .htm, .html, .htt, .htx, .mhtm, .mhtml, .shtm, .shtml, .acgi, .svg.

Print Records from Salesforce Classic

You can print Salesforce records from most detail pages.

1. Click the **Printable View** link located in the upper right corner of most detail pages.

   A new browser window opens with the record displayed in a simple, print-ready format. You can collapse and expand individual sections in the printable view by clicking the triangles next to the section headings.

   **Note:** On the Console tab, you can click the print icon (📷) to open a record's printable view.

2. Click **Print This Page** or use your browser's print function to send the page to a printer.
Clone Records

When you clone a record, the new record has the record type of the original record.

1. Click **Clone** on an existing object record.
   
   If the record type of the cloned record isn’t available in your profile or permission sets, the new record adopts your default record type.

2. Enter or change any information for the new record.
   
   If you have read-only access to a field, the value of that field is not carried over to the cloned record.

3. Save your changes.

Change a Record’s Owner

You can give ownership of a record to another user as long as that user has at least Read permission for the type of record being transferred.

1. On the record detail page, click the link to change the owner.
   
   If you don’t see the link, you don’t have permissions to change record ownership.

2. Enter or select a new owner. In organizations where the Salesforce Customer Portal or partner portal is enabled, you can filter the results that appear on the user lookup dialog. Select either a queue or group of users from the **Owner** or **Assigned To** drop-down list.

   **Note:** You can only enter or select users who have permission to own the record. The User group and the Roles and Internal Subordinates group don’t contain Customer Portal or partner users.

3. To notify the new owner, select the **Send Notification Email** checkbox.
   
   The “From” email address displayed in the notification is your return email address set in your email settings.

   For cases in Professional, Enterprise, Unlimited, Performance, and Developer Edition organizations, the **Case Assigned Template** setting specified in Support Settings determines the email text. For other records, the email text is generated automatically and cannot be customized.

4. Depending on the type of object you are transferring and your user permissions, the following checkboxes can also appear:

<table>
<thead>
<tr>
<th>Checkbox</th>
<th>Description</th>
<th>Appears For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Division</td>
<td>Transfers the record to the new owner’s division. All records related to the account are transferred to the new division as well.</td>
<td>Accounts and leads in Salesforce Classic, if you can view or edit the Division field</td>
</tr>
<tr>
<td>Checkbox</td>
<td>Description</td>
<td>Appears For</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Transfer open opportunities not owned by the existing account owner</td>
<td>Transfers open opportunities owned by other users that are associated with the account.</td>
<td>Accounts in Lightning Experience Accounts in Salesforce Classic</td>
</tr>
<tr>
<td>Transfer closed opportunities</td>
<td>Transfers the closed opportunities associated with the account. This option applies only to closed opportunities owned by the account owner; closed opportunities owned by other users are not changed.</td>
<td>Accounts in Salesforce Classic</td>
</tr>
<tr>
<td>Transfer open cases owned by the existing account owner</td>
<td>Transfers any open cases associated with the account owned by the existing account owner.</td>
<td>Accounts in Salesforce Classic</td>
</tr>
<tr>
<td>Transfer closed cases</td>
<td>Transfers the closed cases associated with the account. This option applies only to closed cases owned by the account owner; closed cases owned by other users are not changed.</td>
<td>Accounts in Salesforce Classic</td>
</tr>
<tr>
<td>Keep Account Team</td>
<td>Transfers all account team members on the account to the new owner.</td>
<td>Accounts in Salesforce Classic</td>
</tr>
<tr>
<td>Keep Opportunity Team</td>
<td>Preserves the opportunity team when the opportunity is transferred to the new owner. Any opportunity splits are preserved, and split percentages assigned to the previous owner transfer to the new one. If this box is unchecked, all opportunity team members and splits are deleted when the opportunity is transferred.</td>
<td>Accounts in Salesforce Classic Opportunities in Salesforce Classic</td>
</tr>
</tbody>
</table>

**Note:** If you transfer closed opportunities, the opportunity team and opportunity splits are maintained, regardless of this setting.

**Note:** If you change an account owner with both Transfer closed opportunities and Keep Opportunity Team deselected, the opportunity team members’ access for closed opportunities becomes Private. (Meaning, the opportunity team members lose access to any closed opportunities).

5. **Save your owner changes.**

If your organization-wide default sharing for an object is set to Private, you see an error after changing the owner of a record for that object. The error occurs because you no longer have access to the record. This error is safe to ignore.

**Transfer of Associated Items**

When you change a record’s owner, some of it’s associated records may also be transferred to the new owner.
Transfer of Associated Items

When you change a record’s owner, some of it’s associated records may also be transferred to the new owner.

**Important:** Workflow rules that update owners do not also transfer associated items. To ensure transfer, click Change next to the owner’s name in a record and make your transfer selections.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Associated items that are also transferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts</td>
<td>Contacts, contracts with <em>Draft</em> status, attachments, notes, open activities, and orders with <em>Draft</em> status that are either associated with a transferring contract or no contract. Depending on your selections, this can also include open opportunities not owned by the current account owner, closed opportunities, open cases owned by the existing account owner, and closed cases. When a partner account is transferred, partner users associated with that account are moved into the role hierarchy beneath the new owner. Contracts and orders with <em>Activated</em> status are not transferred to the new owner, however, the new owner has read-only access to these contracts and orders.</td>
</tr>
<tr>
<td>Contacts</td>
<td>Notes, attachments, and open activities</td>
</tr>
<tr>
<td>Orders</td>
<td>Open tasks and future events (only applies if neither the old nor new owner is a queue)</td>
</tr>
<tr>
<td>Opportunities</td>
<td>Notes, attachments, and open activities</td>
</tr>
<tr>
<td>Leads</td>
<td>Notes, attachments, and open activities. Open activities are not transferred if you change lead ownership using the Assign using active assignment rule checkbox.</td>
</tr>
<tr>
<td>Cases</td>
<td>Notes, attachments, and open activities</td>
</tr>
<tr>
<td>Campaigns</td>
<td>Attachments and open activities</td>
</tr>
<tr>
<td>Contracts</td>
<td>Notes, attachments, open activities, and orders with <em>Draft</em> status</td>
</tr>
<tr>
<td>Custom objects</td>
<td>Notes, attachments, and open activities</td>
</tr>
</tbody>
</table>

**Note:** You can’t transfer events to which you have been invited and don’t own.

Organize Records with Tags and Topics

Topics are words or phrases that you can associate with Salesforce records to organize them around common themes. Use topics to group records by a common theme, and then use those topics to filter list views. Tags are words or short phrases that you can associate with most Salesforce records to describe and organize their data in a personalized way.
When Chatter is enabled, you can also see records on a topic in one central place—the Records tab of the topic detail page. For example, if a number of accounts are participating in a conference, you might add the topic *User Conference* to their records. You could then use that topic to filter an accounts list view, or (with Chatter) view the accounts together on the Records tab of the *User Conference* topic page.

Here's an example topic detail page, with the Records tab showing accounts on the topic. (If you don’t see a Records tab like this for a particular topic, the topic hasn’t been added to any records.)

Admins can enable or disable topics for accounts, assets, campaigns, cases, contacts, contracts, files, leads, opportunities, orders, solutions, custom objects, and English articles. While you can enable topics for tasks, the Records tab is not supported for tasks. Topics on files are added to files automatically when topics are added to the feed posts they’re attached to.

**Add Topics to Records**
Add topics to quickly organize records around common themes, retrieve them in list views, and (with Chatter) view them on topic detail pages.

**Remove Topics from Records**
Remove a topic from a record if it no longer applies.

**Tag Records**
Use tags to group records from various objects by a common theme. Add tags in search criteria to make finding information fast and intuitive.

**Remove Tags from Records**
Add Topics to Records

Add topics to quickly organize records around common themes, retrieve them in list views, and (with Chatter) view them on topic detail pages.

Topics for objects must be enabled before you can add topics to records of that object type.

Note: All topic names are public and appear in search results, but this doesn’t affect the visibility of records that have topics.

1. On the top of the record detail page under the record name, click Click to add topics. If the record already has topics, click Topics.

2. In the topic editor, start typing your text. As you type, you can pick a topic from the list of suggestions, or keep typing to create your own unique topic. To add more than one topic, type a comma after each topic.
Commas (,) and closing square brackets (]) automatically end a topic. Other punctuation, symbols, and separators are supported in topic names.

Records can have up to 100 topics.

3. When you’re done adding topics, click Done or press Enter.

You can now use topics you add to records to filter your list views. And if your administrator enabled Chatter, topics added to records become links to topic detail pages, where associated records appear on the Records tab for easy access. (Note that Chatter posts on a record aren’t automatically added to a record’s topics; you must add the topics to the posts.)

Remove Topics from Records

Remove a topic from a record if it no longer applies.

Removing topics doesn’t delete them. Before you remove a topic from a record, consider whether someone else added it; they may be using the topic to track the record.

1. On the top of the record detail page, click Topics.
2. Click \ remove next to the topic you want removed from the record.
3. Click Done or press ENTER.

Removing a topic from a record removes the record from any list views using that topic as a filter. If Chatter is enabled, the record is also removed from the Records tab of the topic detail page.

Tag Records

Use tags to group records from various objects by a common theme. Add tags in search criteria to make finding information fast and intuitive.

1. On the top right corner of the record detail page, click Add Tags or Edit Tags.
2. In the Personal Tags or Public Tags text boxes, enter comma-separated lists of the tags that you want to associate with the record.

Tags can only contain letters, numbers, spaces, dashes, and underscores, and must contain at least one letter or number. As you enter new tags, up to 10 tags that have already been defined are displayed as auto-complete suggestions. The list of suggestions changes to show only those tags that match the prefix you have entered.

There are limits on the number of personal and public tags you can create and apply to records. If you exceed the number of tags, any new tags you add aren’t saved. Go to the Tags page and delete infrequently used tags.

Example: For example, you could tag contacts and leads you met at a conference with the phrase User Conference 2011. You can then search for the User Conference 2011 tag and click that tag in search results to retrieve those records.
Remove Tags from Records

1. On the top right corner of the record detail page, click **Edit Tags**.
2. Next to the **Personal Tags** or **Public Tags** text boxes, click **[X]** next to the tag that you want to remove.
3. Save your changes.

If the tag that you removed is the last instance of the tag, the tag is deleted from your organization completely. If other records use the tag, the tag still appears in search results and the Tags page.

Record Translated Names

Use local name fields to store translated names for accounts, contacts, or leads.

For example, you can store the name of an account in the default language in your Salesforce org and the account’s or user’s language. The following fields can have corresponding local names:

<table>
<thead>
<tr>
<th>Standard Field</th>
<th>Local Name Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td>Account Name (Local)</td>
</tr>
<tr>
<td>Contact: First Name</td>
<td>Contact: First Name (Local)</td>
</tr>
<tr>
<td>Contact: Middle Name</td>
<td>Contact: Middle Name (Local)</td>
</tr>
<tr>
<td>Contact: Last Name</td>
<td>Contact: Last Name (Local)</td>
</tr>
<tr>
<td>Lead: Company</td>
<td>Lead: Company Name (Local)</td>
</tr>
<tr>
<td>Lead: First Name</td>
<td>Lead: First Name (Local)</td>
</tr>
<tr>
<td>Lead: Middle Name</td>
<td>Lead: Middle Name (Local)</td>
</tr>
<tr>
<td>Lead: Last Name</td>
<td>Lead: Last Name (Local)</td>
</tr>
</tbody>
</table>

Local names do not affect the user’s language settings. Depending on your page layout settings, they can both be displayed on the detail or edit page.

Analyze Your Data

Analyze and visualize your data with reports and dashboards. Salesforce offers a powerful suite of reporting tools that work together to help you understand and act on your data.

Here’s a quick intro to running, sorting, filtering, and visualizing your data.

**Run a Report**

Reports give you access to the data your organization has accumulated over time, enabling you to make informed decisions.
Sort Report Results
Sort a report by the data in a particular column by clicking that column’s heading. Clicking a column header sorts data according to that column’s ascending order: text is sorted from A to Z, numerical data is sorted from lowest to highest, and time/date data is sorted from earliest to latest.

Filter Your Report
Does your report give you more data than you need? Use filters to pare down your report until it only shows the data that you want.

Create Filters that Use Special Picklist Values
Use special picklist values for your search criteria. These special picklists have values of either True or False.

Filter Operators Reference
The operator in a filter is like the verb in a sentence. Operators specify how filter criteria relate to one another. Refer to this list of filter operators when setting filters on list views, reports, dashboards, and some custom fields.

Visualize Your Data with Dashboards
Create a dashboard to show data from your report with a visual component, for example a pie chart.

Run a Report
Reports give you access to the data your organization has accumulated over time, enabling you to make informed decisions.

To run a report, find it on the Reports tab and click the report name. Most reports run automatically when you click the name.

1. Click the Reports tab.
2. Find the report you want to run and click the report name.
   If you’re already viewing a report, click Run Report to run it.

EDITIONS
Available in: both Salesforce Classic and Lightning Experience
Available in: Group, Professional, Enterprise, Performance, Unlimited, and Developer Editions

USER PERMISSIONS
To run reports:
• Run Reports
To schedule reports:
• Schedule Reports
To create, edit, and delete reports:
• Create and Customize Reports
   AND
   Report Builder
Sort Report Results

Sort a report by the data in a particular column by clicking that column’s heading. Clicking a column header sorts data according to that column’s ascending order: text is sorted from A to Z, numerical data is sorted from lowest to highest, and time/date data is sorted from earliest to latest.

- To reverse the sort order, click the column heading a second time.
- If the floating report header is enabled for your organization, sort behavior is slightly different. When users sort data by clicking a floating report heading, the report refreshes and redirects users to the beginning of report results.
- In a report with multiple grouping levels, you can sort by the summary value that defines each grouping.
  For example, take an Opportunities report that’s grouped by type of business. Each Type grouping is in turn grouped by Stage, and each Stage grouping is grouped by Lead Source. Now you can sort the Type groupings by amount, the Stage grouping by stage, and the Lead Source grouping by record count.
Filter Your Report

Does your report give you more data than you need? Use filters to pare down your report until it only shows the data that you want.

Let’s say you have a report of Accounts with fields like State and Annual Revenue. The report already has these filters:

- State includes California, Arizona, Nevada
- Annual Revenue greater than 1000000

These two filters return results for all accounts located in California, Arizona, and Nevada that generate an annual revenue greater than $1,000,000. Now you also want to filter by industry, specifically, the Banking industry. Here’s how you do that.

1. On the Reports tab, click a report to open it.
2. Click Customize.
3. Click Add and select a Field Filter from the list.
   - A new filter row appears below the other two filters.
4. Click next to the filter field and select a filter.
   - In our account filter example, you’d select Industry. Which filters are available in your organization depends on the fields that your administrator set up for account records.
5. Select an operator for the filter and type the filter value in the next field.
   - In our account filter example, you’d select equals and type Banking.
6. Click Save.

Now your report shows Banking industry Accounts in California, Arizona, and Nevada with an annual revenue above $1,000,000.00.

Create Filters that Use Special Picklist Values

Use special picklist values for your search criteria. These special picklists have values of either True or False.

For example, to show all opportunities you have won, enter Won equals True as your search criteria. To show all closed/lost opportunities, enter Closed equals True and Won equals False.

Note: If you are creating filter criteria for a report or list view, the lookup icon automatically displays when you choose to filter on one of the special picklists. Click the lookup icon to choose the value True or False. Alternatively, you can manually enter True or False in the filter criteria.

These are the available fields and their values:

<table>
<thead>
<tr>
<th>Special Picklist Field</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts and contacts: Is Person Account</td>
<td>True</td>
<td>The account is a person account. Your administrator could have customized the name of this field. This field displays as the person account icon (A).</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The account is a business account.</td>
</tr>
<tr>
<td>Special Picklist Field</td>
<td>Value</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Accounts, leads, and opportunities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner Account</td>
<td>True</td>
<td>The account is a partner account, or the lead or opportunity owner is a partner user.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The account is not a partner account or the lead or opportunity owner is not a partner user.</td>
</tr>
<tr>
<td>Activities: All-day</td>
<td>True</td>
<td>Applies only to events, not tasks. The event is marked as an all day event.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The event has a specific time.</td>
</tr>
<tr>
<td>Activities: Closed</td>
<td>True</td>
<td>Applies only to tasks, not events. The task has been closed, that is, the task Status field has a “Closed” value.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Task is still open.</td>
</tr>
<tr>
<td>Activities: Event Invitation (Only for reports)</td>
<td>True</td>
<td>Applies only to events, not tasks. The event is the meeting invite sent to another user for a multi-person event.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The event is the original multi-person event assigned to the event host.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Activity does not have a green sheet.</td>
</tr>
<tr>
<td>Activities: Task</td>
<td>True</td>
<td>Activity is a task, not an event.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Activity is an event.</td>
</tr>
<tr>
<td>Campaigns: Active</td>
<td>True</td>
<td>Campaign is active and can be chosen from various campaign picklists.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Campaign is inactive.</td>
</tr>
<tr>
<td>Cases: Closed</td>
<td>True</td>
<td>The case is closed, that is, the case Status field has a “Closed” value.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Case is still open.</td>
</tr>
<tr>
<td>Cases: Escalated</td>
<td>True</td>
<td>Case has been automatically escalated via your org’s escalation rule.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Case has not been escalated.</td>
</tr>
<tr>
<td>Cases: New Self-Service Comment</td>
<td>True</td>
<td>Case has a new comment added by a Self-Service user.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Case does not have a new Self-Service comment.</td>
</tr>
<tr>
<td>Cases: Open (Only for reports)</td>
<td>True</td>
<td>The case is open, that is, the case Status has a value that is not equivalent to “Closed.”</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Case has been closed.</td>
</tr>
<tr>
<td>Cases: Self-Service Commented</td>
<td>True</td>
<td>Case has a comment added by a Self-Service user.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Case does not have a Self-Service comment.</td>
</tr>
<tr>
<td>Contacts: Do Not Call</td>
<td>True</td>
<td>The contact cannot be included in a call recipient list.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td></td>
</tr>
<tr>
<td>Special Picklist Field</td>
<td>Value</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>Contacts: Email Opt Out</td>
<td>True</td>
<td>The contact cannot be included in a mass email recipient list.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The contact can receive mass email.</td>
</tr>
<tr>
<td>Contacts: Fax Opt Out</td>
<td>True</td>
<td>The contact cannot be included in a fax recipient list.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The contact can receive faxes.</td>
</tr>
<tr>
<td>Contacts: Self-Service Active</td>
<td>True</td>
<td>The contact is enabled to log in to your Self-Service portal.</td>
</tr>
<tr>
<td>(Only for reports)</td>
<td>False</td>
<td>The contact is not enabled for Self-Service.</td>
</tr>
<tr>
<td>Leads: Converted</td>
<td>True</td>
<td>The lead has been converted.</td>
</tr>
<tr>
<td>(Only for reports)</td>
<td>False</td>
<td>The lead has not been converted.</td>
</tr>
<tr>
<td>Leads: Do Not Call</td>
<td>True</td>
<td>The lead cannot be included in a call recipient list.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The lead can receive calls.</td>
</tr>
<tr>
<td>Leads: Email Opt Out</td>
<td>True</td>
<td>The lead cannot be included in a mass email recipient list.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The lead can receive mass email.</td>
</tr>
<tr>
<td>Leads: Fax Opt Out</td>
<td>True</td>
<td>The lead cannot be included in a mass fax recipient list.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The lead can receive faxes.</td>
</tr>
<tr>
<td>Leads: Unread</td>
<td>True</td>
<td>The lead has not yet been viewed or edited by the owner since it was assigned to that user.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The lead has been viewed or edited at least once by the owner since it was assigned.</td>
</tr>
<tr>
<td>Opportunities: Closed</td>
<td>True</td>
<td>The opportunity is closed, that is, the Stage field has a value of the type Closed/Won or Closed/Lost.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The opportunity is still open.</td>
</tr>
<tr>
<td>Opportunities: Has Products</td>
<td>True</td>
<td>Products have been added to the opportunity.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Products have not been added to the opportunity.</td>
</tr>
<tr>
<td>Opportunities: Is Split</td>
<td>True</td>
<td>The opportunity has revenue or overlay splits.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The opportunity does not have revenue or overlay splits.</td>
</tr>
<tr>
<td>Opportunities: Primary</td>
<td>True</td>
<td>The partner for the opportunity has been marked as the primary partner.</td>
</tr>
<tr>
<td>(Only for Partner Opportunities report)</td>
<td>False</td>
<td>The partner for the opportunity has not been marked as the primary partner.</td>
</tr>
<tr>
<td>Opportunities: Private</td>
<td>True</td>
<td>The opportunity owner has checked the Private box on the opportunity edit page.</td>
</tr>
<tr>
<td>Special Picklist Field</td>
<td>Value</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Opportunities: Won</td>
<td>True</td>
<td>The opportunity is closed and won, that is, the Stage field has a value of the type Closed/Won.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The opportunity has not been won. The Stage field may have a value of the type Open or Closed/Lost.</td>
</tr>
<tr>
<td>Products: Active</td>
<td>True</td>
<td>Product is active and can be added to opportunities in Enterprise, Unlimited, and Performance Edition orgs.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Product is inactive and cannot be added to opportunities.</td>
</tr>
<tr>
<td>Product: Has Quantity Schedule</td>
<td>True</td>
<td>Product has a default quantity schedule.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Product does not have a default quantity schedule.</td>
</tr>
<tr>
<td>Product: Has Revenue Schedule</td>
<td>True</td>
<td>Product has a default revenue schedule.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Product does not have a default revenue schedule.</td>
</tr>
<tr>
<td>Solutions: Visible in Self-Service Portal</td>
<td>True</td>
<td>The solution has been marked Visible in Self-Service Portal and is visible to Self-Service portal users.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Solution is not marked Visible in Self-Service Portal and is not visible to Self-Service portal users.</td>
</tr>
<tr>
<td>Solutions: Reviewed</td>
<td>True</td>
<td>The solution has been reviewed, that is, the solution Status field has a &quot;Reviewed&quot; value.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>Solution is not reviewed.</td>
</tr>
<tr>
<td>Solutions Out of Date</td>
<td>True</td>
<td>The translated solution has not been updated to match the master solution with which it is associated.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>The translated solution has been updated to match the master solution with which it is associated.</td>
</tr>
<tr>
<td>Users: Active</td>
<td>True</td>
<td>User is active and can log in.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>User is inactive and cannot log in.</td>
</tr>
<tr>
<td>Users: Offline User</td>
<td>True</td>
<td>User has access to use Connect Offline.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>User is not enabled for Connect Offline use.</td>
</tr>
<tr>
<td>Users: Marketing User</td>
<td>True</td>
<td>User can manage campaigns.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>User is not enabled to manage campaigns.</td>
</tr>
<tr>
<td>User: Is Partner</td>
<td>True</td>
<td>User is a partner user.</td>
</tr>
<tr>
<td></td>
<td>False</td>
<td>User is not a partner user.</td>
</tr>
</tbody>
</table>
Filter Operators Reference

The operator in a filter is like the verb in a sentence. Operators specify how filter criteria relate to one another. Refer to this list of filter operators when setting filters on list views, reports, dashboards, and some custom fields.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>equals</td>
<td>Use for an exact match. For example, “Created equals today.”</td>
</tr>
<tr>
<td>less than</td>
<td>Use for results that are less than the value you enter. For example, “Quota less than 20000” returns records where the quota field ranges from 0 to 19,999.99.</td>
</tr>
<tr>
<td>greater than</td>
<td>Use when you want results that exceed the value you enter; for example, “Quota greater than 20000” returns records where the quota amount begins at 20,000.01.</td>
</tr>
<tr>
<td>less or equal</td>
<td>Use for results that match or are less than the value you enter.</td>
</tr>
<tr>
<td>greater or equal</td>
<td>Use for results that match or exceed the value you enter.</td>
</tr>
<tr>
<td>not equal to</td>
<td>Shows results that don’t have the value you enter. This operator is useful for eliminating empty fields. For example, “Email not equal to &lt;blank&gt;.”</td>
</tr>
<tr>
<td>Contains</td>
<td>Use for fields that include your search string, but sometimes also include other information. For example, “Account contains California” would find California Travel, California Pro Shop, and Surf California. Keep in mind that if you enter a short search string, it can match a longer word. For example, “Account contains pro” would find California Pro Shop and Promotions Corporation. This operator is not case-sensitive.</td>
</tr>
<tr>
<td>Does not contain</td>
<td>Eliminates records that don’t contain the value you enter. For example, “Mailing Address Line 2 does not contain P. O. Box.”</td>
</tr>
<tr>
<td>Starts with</td>
<td>Use when you know what your value starts with, but not the exact text. This operator is a narrower search term than “contains.” For example, if you enter “Account starts with California,” you find California Travel and California Pro Shop, but not Surf California.</td>
</tr>
<tr>
<td>Includes</td>
<td>Available when you choose a multi-select picklist as the selected field. Use this operator to find records that include one or more of the values you enter. For example, if you enter “Interests includes hockey, football, baseball,” you find records that have only hockey selected, and records that have two or three of the values entered. Results do not include partial matches of values.</td>
</tr>
<tr>
<td>Operator</td>
<td>Uses</td>
</tr>
<tr>
<td>----------</td>
<td>------</td>
</tr>
<tr>
<td>excludes</td>
<td>Available when you choose a multi-select picklist as the selected field. Use this operator to find records that do not contain any values that match the ones entered. For example, if you enter “Interests exclude wine, golf,” your report lists records that contain any other values from that picklist, including values that are blank. Results do not include partial matches of values. Enter values on separate lines.</td>
</tr>
<tr>
<td>between</td>
<td>Available for dashboard filters only. Use to filter on ranges of values. For each range, the filter returns results that are greater than or equal to the minimum value and less than the maximum value. For example, if you enter “Number of Employees from 100 through 500,” your results include accounts with 100 employees up to those with 499 employees. Accounts with 500 employees aren’t included in the results.</td>
</tr>
<tr>
<td>within</td>
<td>Available when you create list views based on a Geolocation custom field. Shows results that are within the specified radius from a fixed latitude and longitude. For example, if you enter “Warehouse location within 50 miles 37.775° –122.418°,” your list view includes all warehouses within a 50–mile radius of San Francisco, California.</td>
</tr>
</tbody>
</table>

**Visualize Your Data with Dashboards**

**USER PERMISSIONS**

To create dashboards:

- **Legacy Folder Sharing**
  - Run Reports AND Manage Dashboards
- **Enhanced Folder Sharing**
  - Run Reports AND Create and Customize Dashboards

To edit and delete dashboards you created:

- **Legacy Folder Sharing**
  - Run Reports AND Manage Dashboards
- **Enhanced Folder Sharing**
  - Run Reports AND Create and Customize Dashboards

To edit and delete dashboards you created in public folders:

- **Legacy Folder Sharing**
  - Run Reports AND Manage Dashboards
- **Enhanced Folder Sharing**
  - Edit My Dashboards

To edit and delete dashboards you didn’t create in public folders:

- **Legacy Folder Sharing**
  - Run Reports, Manage Dashboards AND View All Data
- **Enhanced Folder Sharing**
  - Manage Dashboards in Public Folders

**EDITIONS**

Available in: both Salesforce Classic and Lightning Experience

Available in: Group (View Only), Professional, Enterprise, Performance, Unlimited, and Developer Editions

Available in: both Legacy Folder Sharing and Enhanced Folder Sharing
To create, edit, and delete dynamic dashboards:

**Legacy Folder Sharing**
Manage Dynamic Dashboards

**Enhanced Folder Sharing**
Manage Dynamic Dashboards

Create a *dashboard* to show data from your report with a visual component, for example a pie chart.

Let’s say you have a report that shows Banking industry Accounts in California, Arizona, and Nevada with an annual revenue above $1,000,000.00. Now you want to visualize this report for your team with a pie chart. Here’s how you do that.

1. In Lightning Experience, click the Dashboards tab. Or, in Salesforce Classic, click the Reports tab.
2. Click **New Dashboard**.
3. In Lightning Experience, click **+ Component**. Then, select a report, and display it as a donut chart. Or, in Salesforce Classic, click the pie chart icon in the Components tab and drag it to one of the columns in the layout. Then, click the **Data Sources** tab and expand the report list, find your report, and drag and drop it on the pie chart.
4. Add a title for your chart.
5. Click **Save**.

**Note and Attachment Fields**

There are a number of useful fields available for notes and attachments in Salesforce. There are different fields available for notes taken with Notes, our enhanced note-taking tool, and notes taken with the old note-taking tool.

**Fields for Notes**

*Note:* In Salesforce1 and Lightning Experience, there are additional fields for relating multiple records to the note.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body</td>
<td>Text of the note. Can hold up to 50 MB of data.</td>
</tr>
<tr>
<td>Title</td>
<td>Subject of note. Maximum of 200 characters.</td>
</tr>
</tbody>
</table>

**Fields for the Old Note-Taking Tool**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body</td>
<td>Text of the note. Can hold up to 32 KB of data.</td>
</tr>
<tr>
<td>Private</td>
<td>Checkbox to indicate that note is only accessible to the owner and administrators. For administrators to view private notes, they need the “View All Data” permission; to edit them, they need the “Modify All Data” permission.</td>
</tr>
<tr>
<td>Title</td>
<td>Short description of note. Maximum of 80 characters.</td>
</tr>
</tbody>
</table>
Fields for Attachments

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Description of the uploaded file. Maximum of 500 characters.</td>
</tr>
<tr>
<td>File Name</td>
<td>Name of the uploaded file.</td>
</tr>
<tr>
<td>Private</td>
<td>Checkbox to indicate that the attachment is only accessible to the person who created or attached it and to administrators. For administrators to view private attachments, they need the “View All Data” permission; to edit them, they need the “Modify All Data” permission.</td>
</tr>
<tr>
<td>Share With Connections</td>
<td>Checkbox to indicate that the attachment is shared with connections when the parent record is shared. This checkbox is only available if Salesforce to Salesforce is enabled, the parent record is shared, and the attachment is public.</td>
</tr>
<tr>
<td>Size</td>
<td>Size of the uploaded file.</td>
</tr>
</tbody>
</table>

Work on Mobile Devices

Salesforce provides several mobile apps to keep you connected and productive, no matter where you are.

Salesforce Mobile Product Comparison
Salesforce1, SalesforceA, Salesforce Mobile Classic, Salesforce Authenticator, and Salesforce Einstein Analytics are available on different mobile devices and in different editions, with different support options.

Salesforce1 Mobile App
The Salesforce1 mobile app is Salesforce on the go! This enterprise-class mobile experience gives you real-time access to the same information you see in the office, but organized for getting work done between customer meetings, while waiting for a flight, even when you’re in line for coffee. The intuitive interface makes it easy to navigate and interact with data on a touchscreen, so you can review and update information with just a few taps. And Salesforce1 includes many of your org’s customizations, so the app is tailored to your business needs.

Salesforce Mobile Classic
The Salesforce Mobile Classic app provides mobile access to your Salesforce data from Android™ and iPhone® devices. You can view, create, edit, and delete records, keep track of your activities, view your dashboards, run simple reports, and log calls and emails. Your Salesforce admin must assign you a mobile license before you can use Salesforce Mobile Classic.

Salesforce Mobile Product Comparison
Salesforce1, SalesforceA, Salesforce Mobile Classic, Salesforce Authenticator, and Salesforce Einstein Analytics are available on different mobile devices and in different editions, with different support options.
<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Supported Salesforce Editions</th>
<th>Supported Mobile Devices</th>
<th>Offline Support?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salesforce Authenticator</td>
<td>Secure your account by using your mobile device for two-factor authentication. Verify your identity or block unrecognized activity with a one-tap response to a push notification. If you enable location services for the app, you can set trusted locations, such as your home or office. If automation generates verification codes</td>
<td>Free for all customers using: Group Edition, Essentials Edition, Professional Edition, Enterprise Edition</td>
<td>Android phones, iPhone 5 or later models</td>
<td>Yes, for generating verification codes</td>
</tr>
</tbody>
</table>
## Salesforce1 Mobile App

The Salesforce1 mobile app is Salesforce on the go! This enterprise-class mobile experience gives you real-time access to the same information you see in the office, but organized for getting work done between customer meetings, while waiting for a flight, even when you’re in line for coffee. The intuitive interface makes it easy to navigate and interact with data on a touchscreen, so you can review and update information with just a few taps. And Salesforce1 includes many of your org’s customizations, so the app is tailored to your business needs.

### Note:
Salesforce1 puts key data and features at your disposal, wherever you are. But there are business activities that are probably better done from your laptop or desktop. To see data or do actions that aren’t available in Salesforce1, use Lightning Experience or Salesforce Classic instead.

### Get Started with Salesforce

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Supported Salesforce Editions</th>
<th>Supported Mobile Devices</th>
<th>Offline Support?</th>
</tr>
</thead>
</table>
| is available, the app can verify your identity automatically when you’re in a trusted location. Get a code to use as a backup identity verification method. | • Performance Edition  
• Unlimited Edition  
• Developer Edition  
• Contact Manager Edition | | | |
| Salesforce Einstein Analytics | Get important analytics information and make data-driven decisions from any configured mobile device. Explore dashboards, lenses, and datasets; filter, group, aggregate, and visualize data; drill in to the data of most interest; and share and take action. | Available at additional cost for customers using:  
• Enterprise Edition  
• Performance Edition  
• Unlimited Edition  
• Developer Edition | • iPad models  
• iPhone models  
• Android models | No |

### SEE ALSO:
- Salesforce1 Mobile App
- Salesforce Mobile Classic
- Salesforce Authenticator

### Salesforce1 Mobile App Features: What’s Available in Each Version

Salesforce1 is available as a downloadable app on iOS and Android devices and as a mobile browser app in supported mobile browsers. In most cases, all of the Salesforce1 “flavors” include the same features. But there are some differences between the experiences, often related to differences in the mobile platforms on which Salesforce1 is supported.
Requirements for the Salesforce1 Mobile App
Salesforce1 is available for most Salesforce editions and user license types. The app is supported on a variety of mobile platforms, with some minimum operating system and mobile browser requirements.

What Data Is Available in the Salesforce1 Mobile App?
Salesforce1 uses your organization’s Salesforce edition, your user license type, and your assigned user profile and permission sets to determine the data that’s available to you. You see most of the objects, record types, fields, and page layouts that you do when working in the full Salesforce site. But not all Salesforce data is available in Salesforce1.

Why Can’t I Log in to the Salesforce1 Mobile App?
You’re certain that you’re using your correct Salesforce credentials but you can’t log in to Salesforce1? There are several common reasons why you might be having trouble.

Turn the Salesforce1 Mobile Browser App Off or On
When the Salesforce1 mobile browser app is enabled for your organization, you automatically redirect to this experience when you log in to Salesforce from a supported mobile browser. Using the full Salesforce site in a mobile browser isn’t supported. But it is possible to turn off the mobile browser app if you need to access Salesforce Classic from your mobile device for awhile.

Find Help in the Salesforce1 Mobile App
Tap Help in the Salesforce1 navigation menu to troubleshoot and learn new skills.

Help Resources for the Salesforce1 Mobile App
These resources provide information about using the Salesforce1 mobile app, setting up your organization to use the app, and developing for the app.

SEE ALSO:
Help Resources for the Salesforce1 Mobile App

Get the Salesforce1 Mobile App
The way you access Salesforce1 depends on how you want to work: using an app installed on your device or using a mobile browser. It’s possible that some of the Salesforce1 versions are disabled for your organization—ask your Salesforce1 administrator about your options.

Install a Downloadable App
The Salesforce1 downloadable apps are available for Android and iOS devices that meet minimum platform requirements. You can download and install Salesforce1 from Google Play or the App Store.

Once the app is installed, launch it from your home screen and log in to your Salesforce account. You may be prompted to create a security PIN. By default, you’re connected to your production environment.

Note: If you’re not able to log in, verify with your Salesforce admin that you’re enabled to use the downloadable app.

Access the Mobile Browser App
The Salesforce1 mobile browser app runs in a mobile browser on Android, iOS, and Windows devices that meet minimum platform requirements. The mobile browser app is a great option if your organization prevents installing apps on your corporate-issued device.

If the mobile browser app is enabled for your organization, you’re automatically redirected to Salesforce1 when you log in to Salesforce from a supported mobile browser. If Salesforce1 doesn’t automatically start for you, make sure you didn’t turn off the redirection to the mobile browser app and that you’re using a supported browser.
(From most unsupported mobile browsers, you’re redirected to Salesforce Classic instead. If you’re using an iOS device, you can access the mobile browser from Google Chrome for iOS or when tapping a Salesforce link in Gmail for iOS, but working in either of these environments isn’t supported by Salesforce.)

SEE ALSO:
- Requirements for the Salesforce1 Mobile App
- Why Can’t I Log in to the Salesforce1 Mobile App?
- Turn the Salesforce1 Mobile Browser App Off or On

Salesforce1 Mobile App Features: What’s Available in Each Version

Salesforce1 is available as a downloadable app on iOS and Android devices and as a mobile browser app in supported mobile browsers. In most cases, all of the Salesforce1 “flavors” include the same features. But there are some differences between the experiences, often related to differences in the mobile platforms on which Salesforce1 is supported.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Android Downloadable Apps</th>
<th>iOS Downloadable App</th>
<th>Mobile Browser App</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation and Actions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access up to 200 list views per object</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>See visual snapshots of business data on list view charts</td>
<td></td>
<td></td>
<td>✓ (tablets only)</td>
</tr>
<tr>
<td>Sort and filter list views</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Do actions like make phone calls, log calls, and send emails</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><em>(Phone calls supported on iPhones and Android phones only)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use quick actions created for your organization</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>See Google Maps images in standard address fields</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search for Salesforce records</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Scope global searches to find records by object</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>See matching search results for all records, not just those that have been recently viewed</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Sort search results</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Get more relevant results with dependent lookup filters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Get automatic spell checking and correction on search keywords</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Use global search to find Chatter posts in the “All Company” feed</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Feature</td>
<td>Android Downloadable Apps</td>
<td>iOS Downloadable App</td>
<td>Mobile Browser App</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------</td>
<td>----------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Use Spotlight Search to find Salesforce data without opening Salesforce1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Relationship and Data Management</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add new records and update existing records</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Prevent the creation of duplicate records</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Stay up to date about important companies and industries with News</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>See company logos for accounts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Locate, associate, and view Twitter profiles for Salesforce accounts, contacts, and leads</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Track relationships between accounts and contacts with Contacts to Multiple Accounts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add contacts to Salesforce from mobile device contact lists</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>See lead scores</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Convert qualified leads to contacts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Use Path on opportunities to follow sales processes and get deals closed</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Work with account teams and opportunity teams</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add products, quotes, and multiple influential campaigns to opportunities</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Manage campaign member statuses</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View forecast data</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Work with data stored outside of Salesforce</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Productivity (Salesforce Today, Notes, Events, Tasks, Email)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Today to prepare for and manage the day's events, join conference calls, and log mobile calendar events in Salesforce</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add contacts to Salesforce from events in Today</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Take rich text meeting notes and easily relate them to records</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add images to notes</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Create tasks from Notes</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Create tasks from Chatter posts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Feature</td>
<td>Android Downloadable Apps</td>
<td>iOS Downloadable App</td>
<td>Mobile Browser App</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------</td>
<td>----------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Create recurring and follow-up tasks</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Track, close, or reopen tasks</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Do quick task updates with a tap: edit comments or change a due date, status, or priority</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Create and view Salesforce events</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Send email from Salesforce using SalesforceIQ Inbox</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Work.com</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Work.com Coaching, Goals, Rewards, and Skills</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><em>(Skills available in Android only)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Customer Service Tools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work with cases and case emails</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Use Social Customer Service to track cases and respond to Twitter Tweets in real time</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View Salesforce Knowledge articles</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Track purchased products with Assets</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Streamline field service with Work Orders (including milestones, linked articles, and work order hierarchies)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View scheduled services and navigate to service locations with Field Service Lightning</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Reports and Dashboards</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View dashboards, dashboard components (including Visualforce dashboard components), and reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View Lightning Experience reports, dashboards, and charts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Sort data in reports</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Apply dashboard filters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Share snapshots of Enhanced Charts in the Chatter feed</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>Salesforce Files</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Salesforce Files</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Use Salesforce Files if Chatter is turned off</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Feature</td>
<td>Android Downloadable Apps</td>
<td>iOS Downloadable App</td>
<td>Mobile Browser App</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------</td>
<td>----------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Browse and share files from external data sources, such as SharePoint, OneDrive for Business, Google Drive, and Box (Requires Files Connect)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Edit Microsoft Office 365 files</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Access Content Libraries</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>Chatter (Feeds, Topics, Profiles, Groups)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Chatter feeds, people, and groups</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Search in the main Chatter feed</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mute Chatter posts</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>View, edit, and follow feed entries organized by topic; add multiple topics to posts</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Bundle multiple record updates into a single post</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Attach photos or files to posts or comments, or use quick actions to post photos or files</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Share Chatter posts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>See previews of files posted to posts and comments</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Double-tap to add or remove bookmarks for Chatter posts</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Ask questions and get answers in the feed</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Escalate questions in Chatter to cases</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Edit user profile details</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Change the user profile picture</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add group photos</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add records to groups</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Collaborate with more privacy in unlisted Chatter groups</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Post announcements in group feeds</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Manage groups, including add group members</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Use Salesforce1 if Chatter is turned off</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Use quick actions in Salesforce1 if Chatter is turned off</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Launch Salesforce1 from Chatter email notifications and digest links</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
### Salesforce Communities

Access communities created using the Salesforce Tabs + Visualforce template

### Business Logic and Process Automation

Submit records for approval
View the status of pending approvals and approve or reject approval requests
Resume or delete paused flow interviews

### Notifications

Receive in-app notifications
Receive push notifications
Configure the push notifications that are sent

### Offline

View cached data when working offline
Create, edit, and delete records for recently accessed objects when offline (Beta)

### Access and Security

Log in faster using password manager apps right from the Salesforce1 login page
Configure connections to multiple instances from the login page
Switch between multiple Salesforce accounts or communities without leaving the app
Open most Salesforce URLs directly in Salesforce1
Control app access with a security passcode
Use Connected App security settings to meet industry compliance regulations
Get enhanced security with Mobile Device Management (MDM)

### Customizations and User/App Settings

View Visualforce pages
Access Lightning pages, and custom and third-party apps

<table>
<thead>
<tr>
<th>Feature</th>
<th>Android Downloadable Apps</th>
<th>iOS Downloadable App</th>
<th>Mobile Browser App</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salesforce Communities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access communities created using the Salesforce Tabs + Visualforce template</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Business Logic and Process Automation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit records for approval</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View the status of pending approvals and approve or reject approval requests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resume or delete paused flow interviews</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Notifications</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receive in-app notifications</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Receive push notifications</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Configure the push notifications that are sent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Offline</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View cached data when working offline</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Create, edit, and delete records for recently accessed objects when offline (Beta)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Access and Security</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Log in faster using password manager apps right from the Salesforce1 login page</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Configure connections to multiple instances from the login page</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Switch between multiple Salesforce accounts or communities without leaving the app</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Open most Salesforce URLs directly in Salesforce1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Control app access with a security passcode</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Use Connected App security settings to meet industry compliance regulations</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Get enhanced security with Mobile Device Management (MDM)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Customizations and User/App Settings</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Visualforce pages</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Access Lightning pages, and custom and third-party apps</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
SEE ALSO:
Help Resources for the Salesforce1 Mobile App

Requirements for the Salesforce1 Mobile App

Salesforce1 is available for most Salesforce editions and user license types. The app is supported on a variety of mobile platforms, with some minimum operating system and mobile browser requirements.

Mobile Platform Requirements
Salesforce1 is available on phones and tablets that meet these mobile platform requirements.

<table>
<thead>
<tr>
<th>Operating System and Version Requirements</th>
<th>Mobile Browser Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android 4.4 or later</td>
<td>Google Chrome on Android</td>
</tr>
<tr>
<td>iOS 10.0 or later</td>
<td>Apple Safari on iOS</td>
</tr>
<tr>
<td>Windows 10 (Mobile browser app only)</td>
<td>Microsoft Edge on Windows 10 phones only</td>
</tr>
<tr>
<td>Windows 8.1 (Mobile browser app only)</td>
<td>Microsoft Internet Explorer 11 on Windows 8.1 phones only (Support ends December 17, 2017)</td>
</tr>
</tbody>
</table>

* Mobile browser requirements apply to the Salesforce mobile browser app only.
  - The latest mobile browser version is required.
  - When using the mobile browser app, we recommend turning off Incognito Mode in Chrome, Private Browsing in Safari, or InPrivate Browsing in Edge or Internet Explorer.

Mobile Devices Used for Salesforce1 Testing
Salesforce performs automated and manual testing of the Salesforce1 downloadable and mobile browser apps on a select set of mobile devices. This is the current list of devices used for Salesforce1 testing.

<table>
<thead>
<tr>
<th>Platform</th>
<th>Phones</th>
<th>Tablets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android</td>
<td>• Google Pixel XL</td>
<td>• Samsung Galaxy Note 10.1</td>
</tr>
<tr>
<td></td>
<td>• Google Pixel</td>
<td>• Samsung Tab A 9.7</td>
</tr>
</tbody>
</table>
Customers aren’t blocked from using Salesforce1 on untested devices as long as they meet current platform requirements. Salesforce may not be able to replicate some issues for customers using Salesforce1 on untested devices on due to manufacturer-specific customizations. The list of Salesforce1-tested devices is subject to change, with or without advance notice.

**Note:** Salesforce treats touch-enabled laptops, including Microsoft Surface and Surface Pro devices, as laptops instead of tablets. It’s not possible to access Salesforce1 on these devices. Users are always redirected to the full site experience that’s enabled for them—Lightning Experience or Salesforce Classic. Only standard keyboard and mouse inputs are supported on these types of devices.

On most devices, Salesforce1 is supported in portrait orientation only. The one exception is when using the Salesforce1 downloadable app on iPad tablets, where both portrait and landscape orientation are supported.

**Salesforce Editions and Licenses**

See which Salesforce editions and user license types support using Salesforce1.

### Salesforce Editions

<table>
<thead>
<tr>
<th>Salesforce1 is available in these editions:</th>
<th>But not in these editions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Edition</td>
<td>Database.com Edition</td>
</tr>
<tr>
<td>Group Edition</td>
<td></td>
</tr>
<tr>
<td>Professional Edition</td>
<td></td>
</tr>
<tr>
<td>Enterprise Edition</td>
<td></td>
</tr>
<tr>
<td>Performance Edition</td>
<td></td>
</tr>
<tr>
<td>Unlimited Edition</td>
<td></td>
</tr>
<tr>
<td>Developer Edition</td>
<td></td>
</tr>
<tr>
<td>Contact Manager Edition</td>
<td></td>
</tr>
</tbody>
</table>
### User License Types

<table>
<thead>
<tr>
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<tr>
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</tr>
<tr>
<td>Portal users who are a member of a Salesforce community</td>
<td>Work.com users</td>
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*Chatter Plus, Chatter Free, and Chatter External users must have the “API Enabled” profile permission turned on to use any of the Salesforce1 downloadable apps. Chatter External users who have API access can’t access Groups or People list views when using a downloadable app.

_Note:_ You can access the same data and functionality that’s available to you in the full site, as determined by your organization’s Salesforce edition, your user license type, and your assigned user profile and permission sets.

Wireless Connection

A Wi-Fi® or cellular network connection is needed to communicate with Salesforce. For cellular connections, a 3G network or faster is required. For the best performance, we recommend using Wi-Fi or LTE.

If you’re using one of the Salesforce1 downloadable apps, you can view your most recently accessed records, and create and edit records, when your device is offline.

Salesforce1 and Reverse Proxy

Salesforce does not provide support or recommend an implementation involving a reverse proxy. Issues that may arise from the use a reverse proxy and Salesforce1 are not supported. If customers encounter issues with Salesforce1, they must perform due diligence and isolate such issues outside of the reverse proxy integration.

SEE ALSO:
- Locale and Language Support for the Salesforce1 App
- Salesforce1 Mobile App Accessibility Considerations
- What Data Is Available in the Salesforce1 Mobile App?

## What Data Is Available in the Salesforce1 Mobile App?

Salesforce1 uses your organization’s Salesforce edition, your user license type, and your assigned user profile and permission sets to determine the data that’s available to you. You see most of the objects, record types, fields, and page layouts that you do when working in the full Salesforce site. But not all Salesforce data is available in Salesforce1.

These objects are available as items in the Salesforce1 navigation menu. You can create, view, and edit records for these objects unless noted otherwise.

- Accounts
- Assets
With some exceptions, all the standard and custom fields are available on these records. And you can work with most of the related lists for these objects.

If Chatter is enabled, you can access feeds, groups, people (user profiles), and topics. (Topics is available in the mobile browser app only.) You can access user profiles even if Chatter is disabled.

If you’re using a Salesforce1 downloadable app, you can use Salesforce Today to prepare for meetings, stay in touch with customers, quickly join conference calls, and generally manage your day.

Salesforce1 Navigation Menu

You can access all these objects from the Salesforce1 navigation menu. The navigation menu helps you focus on the objects you work with most frequently. Tap More at the bottom of the Recent section to see the full list of all objects available to you in Salesforce1 />.

Tip: If you’re new to Salesforce and don’t yet have a history of recent items, you initially see these objects in the Recent section of the Salesforce1 navigation menu: Accounts, Cases, Contacts, Files, Groups (unless added directly to the navigation menu), Leads, Opportunities, and People (unless added directly to the navigation menu).

As you spend time working in Salesforce1 and the full Salesforce site, the objects that you use the most eventually replace the default ones in the Recent section and become the objects that are available for global searches in Salesforce1.
It can take up to 15 days for the objects that you work with regularly to appear in the Recent section. To make objects appear under Recent immediately, pin them from your search results in the full site.

When doing a global search in Salesforce1, you can find records for the objects that appear in the Recent section only. To find records for the other objects that are in the full object list when the Recent section is expanded, search from the object’s home page.

Why Can’t I Log in to the Salesforce1 Mobile App?

You’re certain that you’re using your correct Salesforce credentials but you can’t log in to Salesforce1? There are several common reasons why you might be having trouble.

• Make sure that you actually have permission to use Salesforce1. Salesforce admins can control who’s able to use the Salesforce1 downloadable apps and can also disable access to the mobile browser app, for you or your entire company. If you’re not sure that you have access, check with your admin.

• If you’re using a downloadable app, make sure you’re logging in to the correct instance—production, sandbox, or a custom domain. By default, Salesforce1 connects to your production environment. If your organization uses single sign-on, configure the app to point to a different page during login. The same is true to connect Salesforce1 to a sandbox environment for testing purposes or to log in using a Community URL.

A custom domain is in the form of https://universalcontainers.my.salesforce.com, where universalcontainers is a name selected by your admin. Your admin can provide you with the domain name to use.

  – To connect the downloadable app for iOS to a different instance, use these steps.
  – To connect the downloadable app for Android to a different instance, use these steps.

• Make sure that your username and password are stored correctly if you’re using a password manager app such as 1Password™ or LastPass™. (Your Salesforce admin must first set up password management for your org. Using a password manager app to log in is available with the Salesforce1 downloadable apps for iOS, version 11.0 or later).

If you’re still unable to log in, ask your admin for help.

SEE ALSO:
- Get the Salesforce1 Mobile App
- Requirements for the Salesforce1 Mobile App

Turn the Salesforce1 Mobile Browser App Off or On

When the Salesforce1 mobile browser app is enabled for your organization, you automatically redirect to this experience when you log in to Salesforce from a supported mobile browser. Using the full Salesforce site in a mobile browser isn’t supported. But it is possible to turn off the mobile browser app if you need to access Salesforce Classic from your mobile device for awhile.

Note: If you disable automatic redirection to the Salesforce1 mobile browser app, you’re turning off automatic access for any supported browser, on any of your mobile devices. For example, if you turn off the mobile browser app from your tablet, you can’t use the mobile browser app on your smartphone.

These steps don’t affect the Salesforce1 downloadable apps which always display the Salesforce interface.
To turn off the mobile browser app from within the app:

1. Tap ⌁.
2. Tap Full Site.

You switch immediately to the Salesforce Classic full site. It's not possible to access Lightning Experience from any mobile browser.

The full site is now your default environment whenever you log in from a mobile browser. You can switch back to the Salesforce1 mobile browser app using the Go to Salesforce1 link in the full site footer and Salesforce1 returns to being your default environment.

To turn off the mobile browser app from the full site:

1. From your personal settings, enter Advanced User Details in the Quick Find box, then select Advanced User Details. No results? Enter Personal Information in the Quick Find box, then select Personal Information.
2. Deselect Salesforce1 User.
3. Save your changes.

To turn the Salesforce1 mobile browser app back on from the full site, repeat the previous steps and select the Salesforce1 User checkbox.

SEE ALSO:
Get the Salesforce1 Mobile App

Find Help in the Salesforce1 Mobile App

Tap Help in the Salesforce1 navigation menu to troubleshoot and learn new skills.

To access the Salesforce1 help set, tap ⌁ to open the navigation menu. Then scroll to the bottom of the menu and tap Help. Simply browse the help set or tap 🔍 to search using keywords.

To see more Salesforce1 help resources, check out Help Resources for the Salesforce1 Mobile App on page 135.

Help Resources for the Salesforce1 Mobile App

These resources provide information about using the Salesforce1 mobile app, setting up your organization to use the app, and developing for the app.

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Salesforce Mobile Classic

The Salesforce Mobile Classic app provides mobile access to your Salesforce data from Android™ and iPhone® devices. You can view, create, edit, and delete records, keep track of your activities, view your dashboards, run simple reports, and log calls and emails. Your Salesforce admin must assign you a mobile license before you can use Salesforce Mobile Classic.

Note: Supported features can vary depending on your mobile operating system and device model.

Salesforce Mobile Classic stores your Salesforce records in a local database on your mobile device, which means you can use the Salesforce Mobile Classic app even when a data connection is unavailable. Salesforce Mobile Classic periodically polls Salesforce for new and updated records, saving you from the hassle of manually synchronizing your data.

Check the list of supported mobile devices to see if you can use the Salesforce Mobile Classic app on your smartphone.

Installing the Salesforce Mobile Classic App
Installing the Salesforce Mobile Classic App

You can install the Salesforce Mobile Classic app on any supported Android or iPhone device.

The easiest way to install Salesforce Mobile Classic is to visit http://mobile.salesforce.com from your mobile device and follow the on-screen instructions.

Or, you can use the installation steps for your type of device.

Android Installation

Salesforce Mobile Classic is available for download from Google Play. To access Google Play, your Android device must be connected to the network. You also need a Google account to download applications. If you don’t already have a Google account, go to https://accounts.google.com and select Sign up to set one up.

To install Salesforce Mobile Classic from Google Play:

1. From the Apps screen of your Android device, select the Google Play Store.
2. Select the Search field, and type salesforce.
3. Select Salesforce Mobile Classic from the search results.
4. Select Download.
5. Tap Accept and Download if you agree to the terms.
6. Select Open to launch the application.
7. The first time you launch the Salesforce Mobile Classic app on your device, you must activate the app for your device by logging in and downloading data. Verify that your phone is connected to a network.
   a. Select I Accept.
   b. On the activation screen, enter your Salesforce username and password.
   c. Select Activate.

If your organization’s setup requires a passcode, set up your passcode before you access the app.

iPhone Installation

Salesforce Mobile Classic is available for download from Apple's App Store. To use the App Store, your iPhone or iPod touch must be connected to the network. You also need an iTunes™ Store account to download applications. If you don’t already have an iTunes Store account, open iTunes on your computer and select Store > Account to set one up.

To install Salesforce Mobile Classic from the App Store:

1. From the Home screen of your iPhone or iPod touch, select the App Store icon.
2. Tap Search.
3. Tap within the Search field to open the keyboard. Type salesforce.
4. Select Salesforce Mobile Classic in the list of search results to view information about the application.
5. Tap Free, and then tap Install.

Note: There’s no charge to download the app from the App Store. But only users in Enterprise, Professional, Unlimited, Performance, or Developer Editions who’ve been assigned a mobile license can run Salesforce Mobile Classic.
6. Enter your iTunes Store account and password and tap OK.

7. The first time you launch Salesforce Mobile Classic, you must activate the app for your device by logging in and downloading data. Verify that your device is connected to a network.
   a. Tap the Salesforce icon on the Home screen.
   b. Tap I Accept.
   c. On the activation screen, enter your Salesforce username and password.
   d. Tap Activate.

   🚨 Warning: If the application closes or the device locks during the activation process, the iPhone operating system pauses the download process but it will resume the next time you open the app.

If your organization’s setup requires a passcode, set up your passcode before you access the app.

**Contact Salesforce**

Help for this feature is currently not available. Please contact Salesforce for assistance.
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