

Navigate within Salesforce?

- [Home Page – What's there? What will I use?](#)
- [Basic Navigation](#)
- [Candidate Tab](#)
- [Job Applications](#)
- [Candidate Profile](#)

Home Page – What's there?

What will I use?

Everyone who has a license for AFCS Salesforce will enter into the same Home page/Dashboard. The tabs at the top might appear different depending on your assigned role within Salesforce, which is associated with a specific level of access.

When you have logged in to Salesforce you will see the following Dashboard/Homepage. This has been customized to have all the primary things you need in easy view.

[image-1624459054375.png](#)

Image not found or type unknown

As you run your mouse over the screen, you will notice that many items become underlined or highlighted. Clicking any of these items within the dashboard will take you to the corresponding page.

Additionally, you will notice that there are charts and graphs on the Dashboard. Each one provides a live, quick view of a report within Salesforce and is updated regularly.

[image-1624460696338.png](#)

Image not found or type unknown

Clicking the View Report button will take you to the full report.

[image-1624461056251.png](#)

Image not found or type unknown

[image-1624461129400.png](#)

Image not found or type unknown

Basic Navigation

Anything blue is clickable and will initiate an action. Usually, it will give you more information. Anything that is highlighted when you scroll your mouse over it will also take you to the new screen.

On any screen you can click on any of the tabs, to move to that view.

[image-1603203342762.png](#)

Image not found or type unknown

Home will always return you to the Dashboard.

Candidate Tab

The Candidate Tab allows you to search by candidate's name. It is the same complete list of all candidates, just organized differently.

[image-1603203376509.png](#)

Image not found or type unknown

As with the Job Application Tab, you can filter and sort the information in several ways: Name, Occupation of Interest, Career Area of Interest, and Professional Status (i.e., Veteran, Student, Professional etc.).

Job Applications

The Candidate Tab allows you to search by candidate's name. It is the same complete list of all candidates, just organized differently.

[image-1603203437355.png](#)

Image not found or type unknown

As with the Job Application Tab, you can filter and sort the information in several ways: Name, Occupation of Interest, Career Area of Interest, and Professional Status (i.e., Veteran, Student, Professional etc.).

Candidate Profile

From this page you can see all the information related to this candidate in order to evaluate them.

[image-1603203482951.png](#)

Image not found or type unknown

Along the top of the page is a quick view of where the candidate is in the process:

[image-1603203502617.png](#)

Image not found or type unknown

In this instance, the candidate is “new.”

Below this are the tabs that allow you to access more information:

[image-1603203547813.png](#)

Image not found or type unknown

It is from these tabs that resumes and other documents associated with a candidate can be downloaded.

[image-1603203581951.png](#)

Image not found or type unknown

Clicking on any of the highlighted documents will allow you to download them.