Self-Help Guide

Enterprise CRM

This Self-Help Guide may change as more users onboard to the Enterprise CRM platform. Instructions provided are intended to assist in explaining and navigating the current functionality but we’d like it to evolve to fit your needs! Use the Feedback option at the bottom of this page or a specific set of instructions to let us know things you’d like to see.

Not seeing some functionality listed but think you want to use it? Contact your Internal CRM Support team so that they can work with you on ensuring the functionality is the best fit for your intended business purposes.

Items marked with * may require special or manager level access.

Get Started with Salesforce

Privacy and Sharing

Understand Default Privacy Settings

Understand Privacy Settings
/services-technologies/how-tos/enterprise-crm-understand-privacy

Understand Sharing Options

Understand Sharing
/services-technologies/how-tos/enterprise-crm-understand-sharing
Access Salesforce

Log into Salesforce

Log in for the First Time
https://help.salesforce.com/apex/HTViewHelpDoc?id=basics_intro_logging_in.htm&l...

Troubleshoot Login Issues

Basic Navigation

Navigate Salesforce Tabs
https://help.salesforce.com/articleView?id=user_alltabs.htm&type=5

Tips for New Users
https://help.salesforce.com/articleView?id=basics_intro_tips_new_users.htm&type...

Use the Global Search Bar
/services-technologies/how-tos/enterprise-crm-use-global-search-bar

Review Your Personal Information

Find Your Personal Settings
https://help.salesforce.com/apex/HTViewHelpDoc?id=basics_nav_personal_settings...

Access Martin - Our Full Sandbox Environment

Martin - Our Full Sandbox Environment
/services-technologies/how-tos/enterprise-crm-access-martin-our-full

Customize Salesforce

Customize Display Information

Customize Your Pages
https://help.salesforce.com/HTViewHelpDoc?id=user_userdisplay_pages.htm&languag...

Customize Your Tabs
https://help.salesforce.com/HTViewHelpDoc?id=user_userdisplay_tabs.htm&language...
Customize Views

Create Views
/services-technologies/how-tos/enterprise-crm-create-views

Create Email Templates

Merge Fields

Merge Fields Overview
Considerations for Using Merge Fields in Email Templates

Create Different Types of Email Templates

Create HTML Email Templates
Create Text Email Templates
Create Custom HTML Email Templates

Manage Email Templates

Manage Email Templates
https://help.salesforce.com/HTViewHelpDoc?id=admin_emailtemplates.htm&language=en

Use Chatter

Set up Your Chatter Profile
Set Up Your Chatter Profile
https://help.salesforce.com/apex/HTViewHelpDoc?id=basics_intro_setting_up_chatter.htm&language=en

Communicate with Others Using Chatter
Post Visibility
https://help.salesforce.com/apex/HTViewHelpDoc?id=collab_post_visibility.htm&la...

Replying to Chatter Email Notifications
https://help.salesforce.com/apex/HTViewHelpDoc?id=collab_email_reply.htm&langua...

@Mention People and Groups in Posts and Comments
https://help.salesforce.com/apex/HTViewHelpDoc?id=collab_add_mentioning_people...

**Use Chatter on Records**

Follow Records
https://help.salesforce.com/HTViewHelpDoc?id=collab_following_records.htm&langu...

Viewing Record Feeds
https://help.salesforce.com/apex/HTViewHelpDoc?id=collab_viewing_record_updates...

**Chatter Groups**

Chatter Groups
https://help.salesforce.com/apex/HTViewHelpDoc?id=collab_group_about.htm&langua...

**Application User Guides**

**Cirrus Insight**

Tutorials for Cirrus Insight
https://www.cirrusinsight.com/tutorials
This leads to a Cirrus page with relevant Salesforce Tutorial Links

**Submit Internal Cases**

**Submit New User, Enhancement, and Bug Fix Requests**

Create an Internal Support Case
/services-technologies/how-tos/enterprise-crm-create-internal-support

**Verify Enhancements and Fixes**

Verify a Case in Martin
/services-technologies/how-tos/enterprise-crm-verify-case-in-martin
Verify a Case in Production
/services-technologies/how-tos/enterprise-crm-verify-case-in-production

Work with Records

Create Activities

Make Tasks and Events
Create a Task
/services-technologies/how-tos/enterprise-crm-create-task
Create an Event
/services-technologies/how-tos/enterprise-crm-create-event

Add Notes or Attachments
Add a Google Doc
/services-technologies/how-tos/enterprise-crm-add-google-doc
Add a Note
/services-technologies/how-tos/enterprise-crm-add-note
Add an Attachment
/services-technologies/how-tos/enterprise-crm-add-attachment

Log Calls and Send Emails
Log a Call
/services-technologies/how-tos/enterprise-crm-log-call
Send an Email
/services-technologies/how-tos/enterprise-crm-send-email

Work with Public Records

Create Contacts and Organizations
Manually Create a Contact record
/services-technologies/how-tos/enterprise-crm-manually-create-contact
Manually Create an Organization Record
Work with Bios

Bios Record Types
/services-technologies/how-tos/enterprise-crm-bios-record-types
Create Bios
/services-technologies/how-tos/enterprise-crm-create-bios

Work Privately with Reserved Data Records

Work with Reserved Contact Data

Reserved Contact Data
/services-technologies/how-tos/enterprise-crm-reserved-contact-data
Manually Create Reserved Contact Data
/services-technologies/how-tos/enterprise-crm-manually-create-reserved

Work with Reserved Organization Data

Reserved Organization Data
/services-technologies/how-tos/enterprise-crm-reserved-organization
Manually Create Reserved Organization Data
/services-technologies/how-tos/enterprise-crm-manually-create-reserved-0

Work with Leads

Create Leads

Manually Create a New Lead
/services-technologies/how-tos/enterprise-crm-manually-create-new-lead

Convert Leads

Use Find Duplicates on Leads
/services-technologies/how-tos/enterprise-crm-use-find-duplicates-leads
Convert Leads
/services-technologies/how-tos/enterprise-crm-convert-leads
**Work with Opportunities**

**Create Opportunities**

Manually Create an Opportunity
/services-technologies/how-tos/enterprise-crm-manually-create

**Manage Opportunities**

Manage Opportunities
/services-technologies/how-tos/enterprise-crm-manage-opportunities

**Work with Tags**

**Create Tags**

Manually Create Tags
/services-technologies/how-tos/enterprise-crm-manually-create-tags

**Assign Tags**

Add New Tag Assignments
/services-technologies/how-tos/enterprise-crm-add-new-tag-assignments

**Work with Interested Parties**

**Create Interested Parties**

Manually Create a New Interested Party record
/services-technologies/how-tos/enterprise-crm-manually-create-new

**Manage Interested Parties**

Add Interested Party Assignments, Users, and Change record Owners
/services-technologies/how-tos/enterprise-crm-add-interested-party
Work with Reports and Data

List Views

Create Customized List Views

Create Views
/services-technologies/how-tos/enterprise-crm-create-views

Reports and Dashboards

Create a Report

Choose a Report Type
https://help.salesforce.com/HTViewHelpDoc?id=reports_builder_selecting_a_report...
Choose a Report Format
https://help.salesforce.com/HTViewHelpDoc?id=reports_changing_format.htm&language...
Create a Report
https://help.salesforce.com/HTViewHelpDoc?id=reports_builder_create.htm&language...

Work with Report Builder

Using the Drag and Drop Report Builder
Customizing Reports
https://help.salesforce.com/HTViewHelpDoc?id=reports_builder_what_is.htm&language...
Report Fields
https://help.salesforce.com/HTViewHelpDoc?id=reports_builder_fields.htm&language...

Work With Your Data

Group Your Report Data
https://help.salesforce.com/HTViewHelpDoc?id=reports_builder_fields_groupings.h...
Keep Working While Your Report Preview Loads
https://help.salesforce.com/HTViewHelpDoc?id=reports_builder_asych.htm&language...
Summarize Your Report Data
Create Dashboards

Create a Salesforce Classic Dashboard

Save Reports

Save Your Report

Get Report Notifications

Subscribe to Get Report Notifications
https://help.salesforce.com/htviewhelpdoc?id=reports_notifications_home.htm&sit...