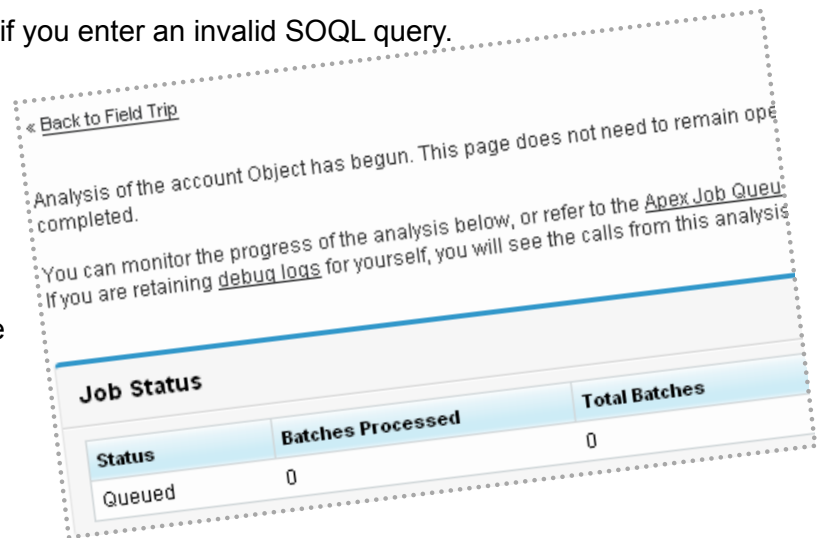


Create a New Field Trip:

Access the application via the “Field Trip” tab, then to get started click “New Field Trip”. Simply give your Field Trip a Name, Select the Object (Standard or Custom) you want to study, and optionally add a SOQL filter. Note that a red warning will appear if you enter an invalid SOQL query. Click “Save”.

‘Analyze’ it:

While viewing your new record, click the “Analyze” button. This brings you to the analyze page where you again click “Analyze”. The page will update to show you stats on the progress of the batch job as it happens.



Run Reports:

You will receive an email when the batch process is completed. Then you can navigate directly to the Field Trip record and click the “Go To List” link on the Field Analyses related list (shown below). A Field Analysis record is created for every field on the object you have analyzed. You can now sort the Field Analyses by any criteria, including the percentage of the records which had that field populated.

You may wish to Run Reports on Field Trips you have taken. Field Trip comes with some basic Reports you can use as a starting point. It is recommended that you either filter, group, or at least sort by Field Trip when reporting on Field Analyses, otherwise viewing Field Analyses from separate Trips and/or Objects can appear confusing. Note that Field Trip does not require a permission slip.

Action	Field Name	Label	Type	Populated On	Populated On (%) ↑
Edit Del	parentid	Parent Account ID	Reference	0	0.0
Edit Del	shippingstate	Shipping State/Province	String	1	8.3
Edit Del	shippingcity	Shipping City	String	2	16.7
Edit Del	billingcountry	Billing Country	String	4	33.3
Edit Del	description	Account Description	TextArea	6	50.0