



Majlis Atfalul
Ahmadiyya USA

Atfal Tracker

Salesforce

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01

Overview

Overview

AssalamoAlaikum,

We are transitioning the Atfal Tracker from Google Sheets to Salesforce to enhance accessibility, usability, and overall efficiency. This change allows us to centralize all tracking and reporting within a single, secure platform that is easier to navigate and manage. Unlike Google Sheets, which required manual updates and was prone to inconsistencies, Salesforce provides a streamlined interface with automated data entry, real-time dashboards, and built-in analytics. Users will benefit from a cleaner layout, faster access to information, and improved data accuracy. The move also enables better collaboration between Local counterparts, Regional counterparts and National. Overall, this transition marks a major step toward modernizing how we manage Atfal data, shifting from manual spreadsheets to an intelligent system designed for scale, consistency, and long-term growth.

Please pray that this initiative enables us to serve Atfal better, improve organization across Majalis, and ultimately enhance our collective progress toward our goals. Ameen.



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02

Introduction

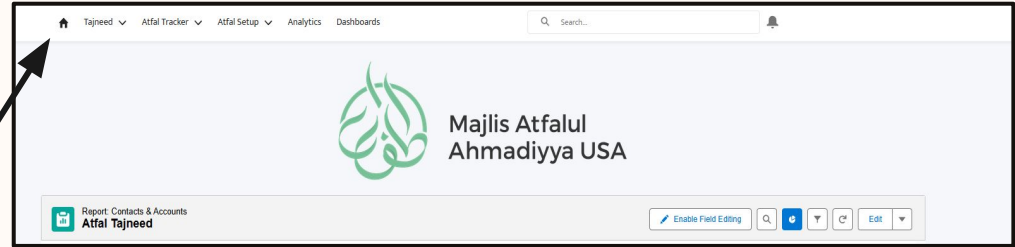
Introduction

How to Find it:

- 1) daftar.atfalusa.org
- 2) On the Atfal website go to 3 Pillar Portal and click on Tajneed Database
- 3) Ensure logged in through atfalusa.org account

Home Page:

- 1) Top Row
(Tajneed, Atfal Tracker)
- 2) To Access
Click on it and a dropdown will be presented





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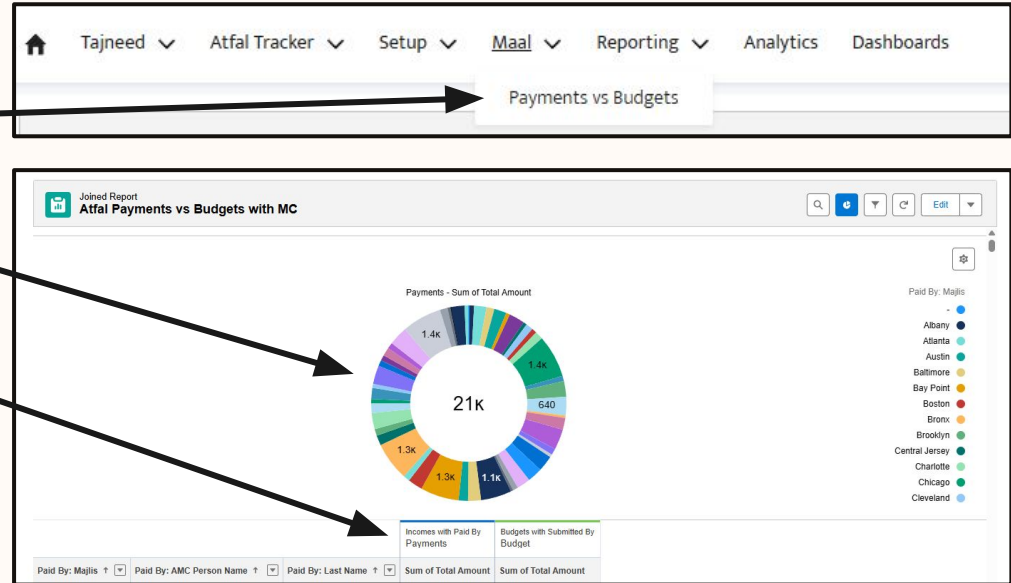
03

Maal

Maal

How to find Payments vs Budget:

- 1) Click Maal dropdown
- 2) Select Payments vs Budgets
- 3) Atfal Payments Sum provided at top
- 4) Payments vs Budget breakdown provided below





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04

Attendance

Attendance

How to take Attendance:

- 1) Select Atfal Class or Atfal Event options
 - 2) Select program the Atfal were present in. Can select multiple at a time.
 - 3) Select Atfal that were present. Can select multiple at a time.
 - 4) Click 'Present'
- Ensure Atfal is enrolled before taking attendance

The screenshot shows the 'Atfal Attendance' interface. It consists of three main sections. The top section, titled 'Atfal Attendance', shows '2 of 2 items • 0 items selected' and contains a table with columns for selection, program, and location. The middle section shows '10 of 10 items • 0 items selected' and contains a table with columns for selection, course ID, and course name. The bottom section shows a list of Atfal names with a 'No Attendance' status and buttons for 'Present', 'Absent', and 'Done'. Arrows from the instructions point to the following elements:

- Arrow 1 points to the 'Program' column header in the top table.
- Arrow 2 points to the 'Course ID' column header in the middle table.
- Arrow 3 points to the selection checkboxes in the middle table.
- Arrow 4 points to the 'Present' button in the bottom section.

Atfal Attendance		
2 of 2 items • 0 items selected		
☐	Program	Majlis
☐	Atfal Class - Bay Point	Bay Point
☐	Atfal Event - Bay Point	Bay Point

10 of 10 items • 0 items selected		
☐	Course ID	Course Name
☐	JMAT-2425-BAP	Jumma - Attendance
☐	WAAT-2425-BAP	Waqar e Amal - Attendance
☐	SJAT-2425-BAP	Sehat-e-jismani - Attendance

Muhammad Basim No Attendance





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Communication

Communication

How to Record Atfal Communication:

- 1) Select the Tifl you're record on behalf
 - 2) Select the activity that was communicated
 - 3) Select who was the activity communicated towards
 - 4) Select what was the scope of the activity
 - 5) Add details of communication
 - 6) Click 'Record'
- 'Select Contacts' option will allow you to record a communication for multiple Atfal

Record Atfal Communication

*Select Campaign for this Activity
Atfal Communications 2024-25

Select the Person Present in this Activity ⓘ
Search Contacts...

Select Majlis
Detroit

*Select an Activity Type
--None--

*Select Activity Participants
Tifl

*Enter the date of this Activity
Oct 18, 2025

Select Activity Scope (Use SHIFT key to select multiple)
Announcement
Chanda
Class
General Meeting
House Visit

Select the Person Creating this Activity ⓘ
Nazim Atfal Detroit

Enter the Details of Activity

Enter the Follow-up Date for this Activity

Enter the Reminder Status for the Follow Up Date
--None--

Select Contacts Record



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06

Tracker

Tracker

Tracker:

- 1) The 'Tracker' option in the drop will encompass both the Communication Tracker and the Attendance Tracker in one page
- Ensure Atfal is enrolled before taking attendance

Record Atfal Communication

*Select Campaign for this Activity

Atfal Communications 2024-25

Select the Person Present in this Activity

Search Contacts...

Select Majlis

Detroit

*Select an Activity Type

--None--

*Select Activity Participants

Tiff

*Enter the date of this Activity

Oct 18, 2025

Select Activity Scope (Use SHIFT key to select multiple)

Announcement

Chanda

Class

General Meeting

House Visit

Select the Person Creating this Activity

Nazim Atfal Detroit

Enter the Details of Activity

Enter the Follow-up Date for this Activity

Enter the Reminder Status for the Follow Up Date

--None--

Select Contacts Record

Atfal Attendance

0 of 0 items • 0 items selected

Program Majlis

No items to display.

Enter Attendance Date

Oct 18, 2025

*Select Term

2024-25

Next



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Contact

Contact

Should you have any questions, please feel free to contact:

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JazakAllah