Workflow Field Updates

> **Workflow Rules (along with Process Builders) are now on a deprecation / End-of-Life plan. Existing Workflow Rules will continue to operate for the foreseeable future, but in the near future (Winter 23) Salesforce will begin to prevent creating new Workflow Rules. Establish a plan to migrate to Flows, and create any new automation using Flow Builder.**

1. A Workflow Field Update **MUST** Start with `FU`, followed by a number corresponding to the number of field updates on the triggering Object.
2. A Workflow Field Update **SHOULD** contain the Object name, or an abbreviation thereof, in the Field Update Name.[1]
3. A Workflow Field Update **MUST** be named after the field that it updates, and then the values it sets, in the most concise manner possible.
4. The Description of a Workflow Field Update **SHOULD** give precise information on what the field is set to.

Examples

Object	FU Name	Description
Contact	FU01_SetEmailOptOut	Sets the Email Opt Out checkbox to TRUE.
Invoice	FU02_SetFinalBillingStreet	Calculates the billing street based on if the client is billed alone, via an Agency, or via a mother company. Part of three updates that handle this address.
Contact	FU03_CalculateFinalAmount	Uses current Tax settings and information to set the final amount

[1] *While Field Updates are segregated by Object when viewed through an IDE or through code, the UI offers no such ease of use. If this is not done, a consultant **WOULD PROBABLY** create list views for field updates per Object.*

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