

## Laptop Request Catalog Item using ServiceNow

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**Category:** ServiceNow System Administrator Problem

### **Statement:**

Employees in the organization need a quick and efficient way to request laptops for work. The current process is manual, prone to delays, and lacks dynamic form behavior to guide users or ensure accurate data collection. This often results in incomplete requests, miscommunication, and inefficiencies.

## Objective:

To design and implement a Service Catalog item in ServiceNow that enables employees to easily request laptops with:

- Dynamic fields based on user selections.
- Clear instructions for accurate data entry.
- A reset option for the form when needed.
- End-to-end tracking of all changes for governance and deployment.

## Skills Required:

- ServiceNow Catalog Item Development
- ServiceNow Client Scripts & UI Policies
- Flow Designer / Workflow Configuration
- Data Governance & Change Management

## Project Description:

This project aims to build a Laptop Request Service Catalog Item on the ServiceNow platform. The system will allow users to:

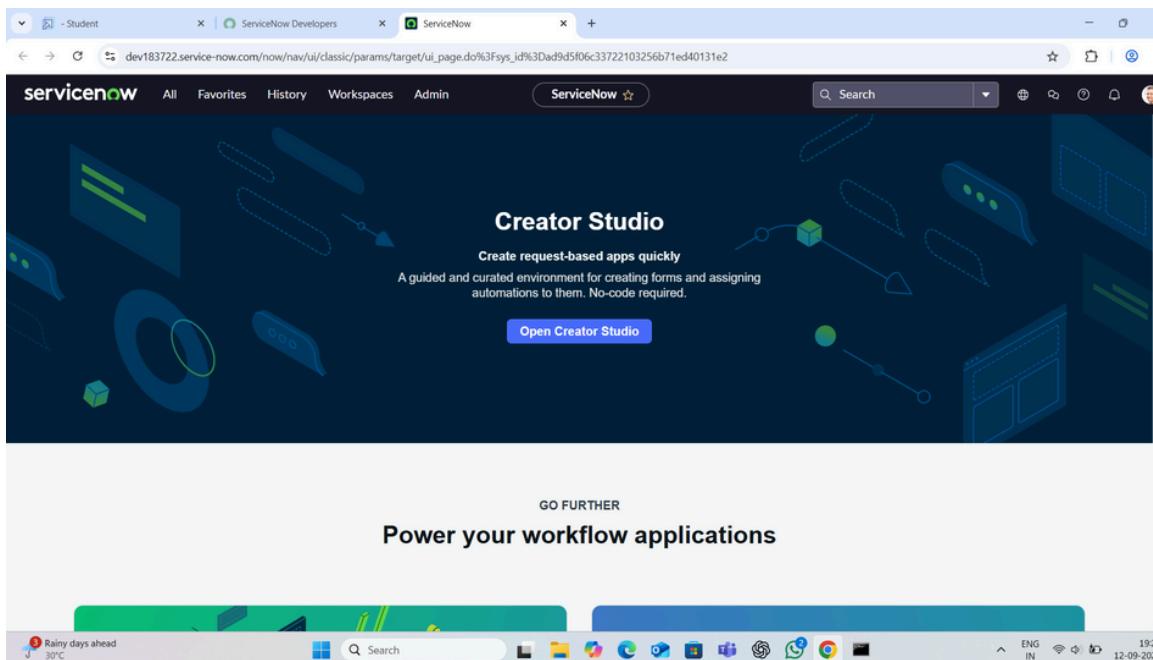
- Submit structured laptop requests through a guided form.
- Experience dynamic field behavior (show/hide/require fields based on selections).
- Reset the request form when necessary.
- Trigger automated approvals and fulfillment workflows.
- Ensure all changes and deployments are tracked for governance.
- Generate reports on requests, approvals, and fulfillment metrics for better IT asset management.

# TASK INITIATION

## Milestone 1 : SETTING UP SERVICE NOW INSTNCE

### Activity 1: Create and Access Instance

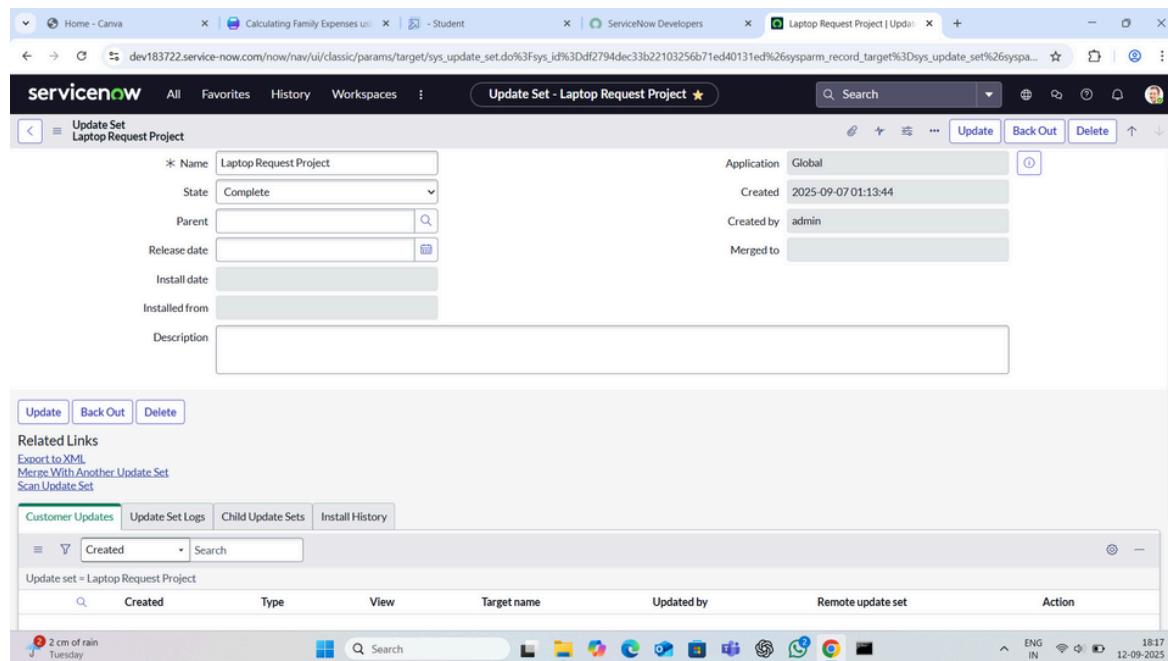
1. Open ServiceNow Developer Site.
2. Sign up for a developer account and log in.
3. Navigate to Personal Developer Instance.
4. Click Request Instance and fill the required details.
5. Submit the request.
6. Once approved, check your email for instance details.
7. Log in using the provided credentials.
8. Verify that you can successfully access and navigate the instance.



## Milestone 2 : CREATE LOCAL UPDATE SET

### Activity 1: Create Update Set

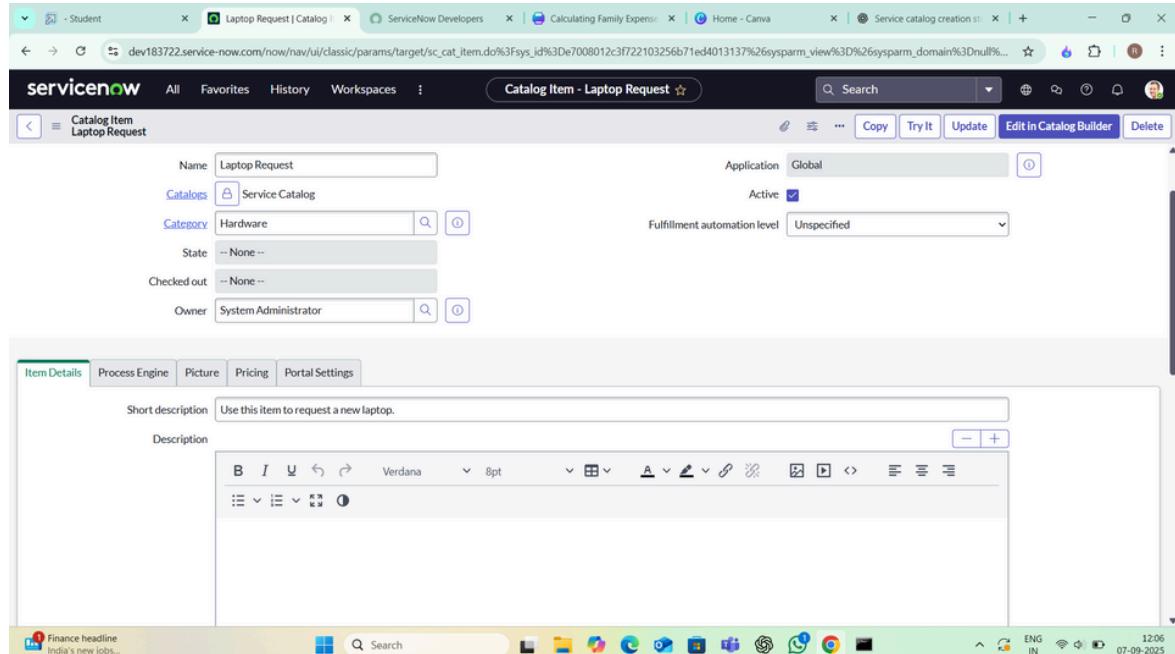
1. Open service now.
2. Click on All >> search for update sets
3. Select local update sets under system update sets
4. Click on new
5. Fill the following details to create a update set as: "Laptop Request"
6. Click on submit and make current
7. By clicking on the button it activates the update set .



## Milestone 3: CREATION OF SERVICE CATALOG ITEM

### Activity 1: Create Service Catalog Item

1. Open service now.
2. Click on All >> service catalog
3. Select maintain items under catalog definitions
4. Click on New.
5. Fill the following details to create a new catalog item
6. Name: Laptop Request
7. Catalog: service Catalog
8. Category: Hardware
9. Short Description: Use this item to request a new laptop
10. Click on 'SAVE'



## Milestone 3: ADD VARIABLES

### Activity 2: Add variables

#### Step1:

- After saving the catalog item form scroll down and click on variable(related list)
- Click on new and enter the details as below
  - 1. Variable 1:Laptop Model
    - Type: Single line text
    - Name: laptop\_model
    - Order:100
  - Click on submit
  - Again click on new and add Remaining variables in the above process

#### 2. Variable 2:Justification

Type: Multi line text

Name: justification

Order:200

#### 3. Variable 3:Additional Accessories

Type: Checkbox

Name: additional\_accessories

Order:300

#### 4. Variable 4: Accessories Details

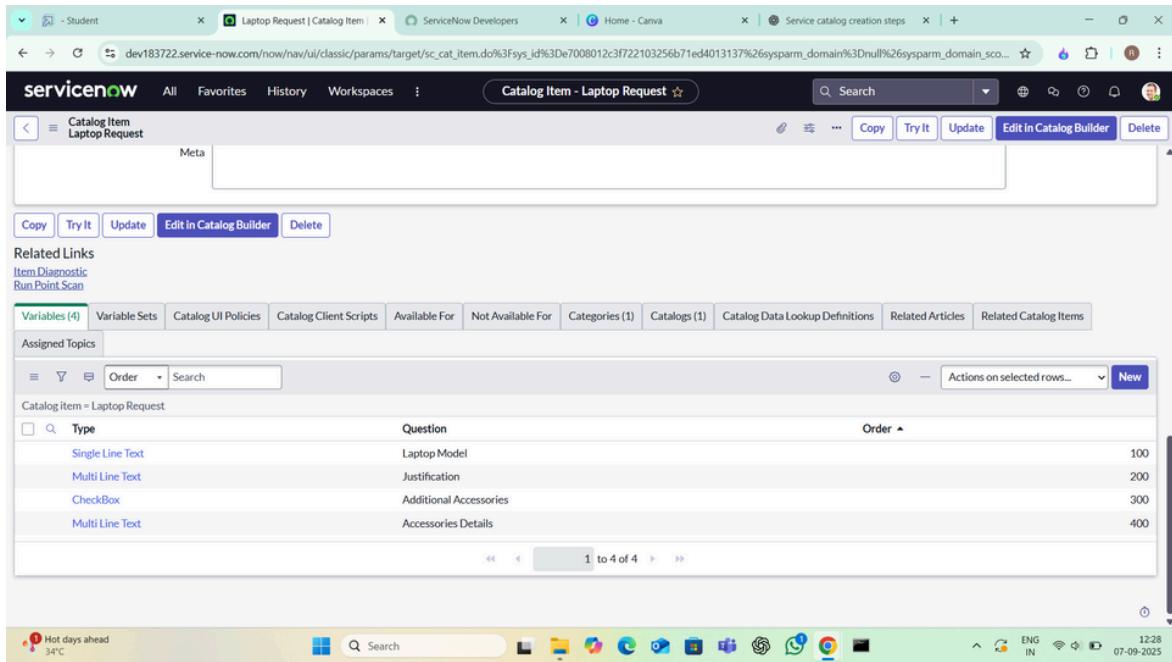
Type: Multi line text

Name:accessories\_details

Order:400

**Step2:**

- After adding above variable which are added to newly created catalog item
- Then save the catalog item form



The screenshot shows the ServiceNow Catalog Item - Laptop Request page. At the top, there are tabs for Catalog Item, Variables, Variable Sets, Catalog UI Policies, Catalog Client Scripts, Available For, Not Available For, Categories (1), Catalogs (1), Catalog Data Lookup Definitions, Related Articles, and Related Catalog Items. Below the tabs, there is a table titled "Catalog item = Laptop Request" with columns for Type, Question, and Order. The table contains four rows:

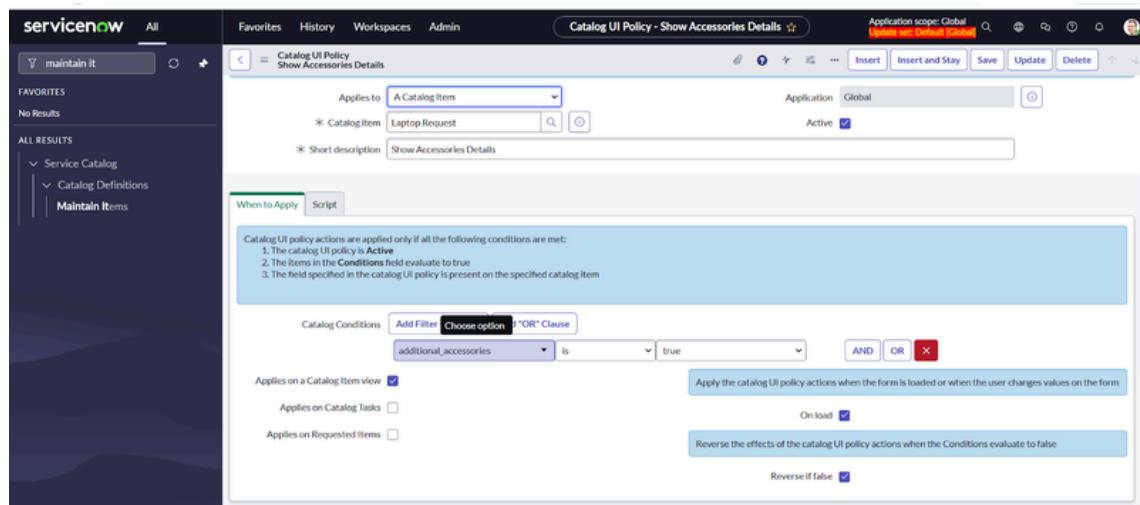
Type	Question	Order
Single Line Text	Laptop Model	100
Multi Line Text	Justification	200
CheckBox	Additional Accessories	300
Multi Line Text	Accessories Details	400

At the bottom of the page, there is a navigation bar with icons for Home, Search, and various applications, along with system status information like "Hot days ahead 34°C" and the date "07-09-2025".

## Milestone 4 : CREATION OF UI POLICIES

### Activity 1: Create Catalog Ui policies

1. Click on all>> search for service catalog
2. Select maintain item under catalog definition
3. Search for 'laptop request' which is created before
4. Select 'laptop request' and scroll down click on "Catalog Ui policies"
5. In the catalog ui policies related list tab click on new
6. Give short description as: show accessories details
7. Set the Catalog Condition in the related list tab 'when to apply'  
[field: additional\_accessories, operator: is, value: true]
8. Click on save.(do not click on submit)
9. Scroll down and select 'catalog ui action'
10. Then click on new button
11. Select variable name as: accessories\_details  
Order:100  
Mandatory: True  
Visible : True
12. Click on save and again click save button of the catalog ui policy form.



## Milestone 5: CREATION UI ACTIONS

### Activity 5: Create ui action

1. Open service now.
2. Click on All >> search for ui action
3. Select ui actions under system definition
4. Click on new
5. Fill the following details to create ui action

Table: shopping cart(sc\_cart)

Order:100

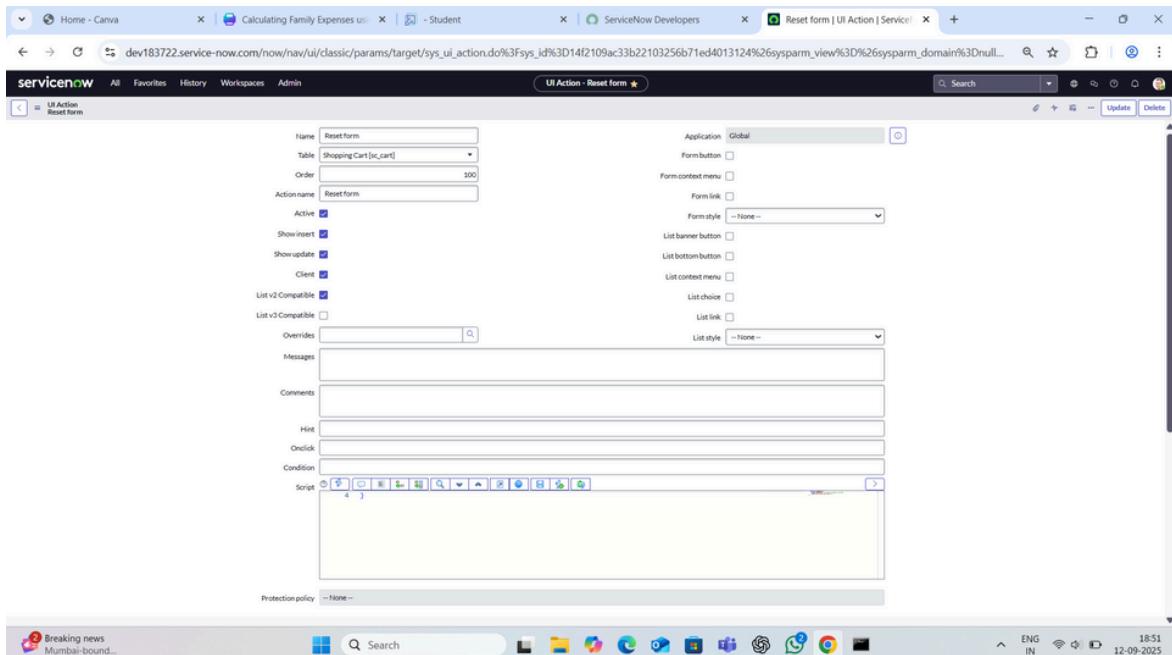
Action name: Reset form

Client : checked

Script:

```
function resetForm() {
    g_form.clearForm(); // Clears all fields in the form
    alert("The form has been reset.");
}
```

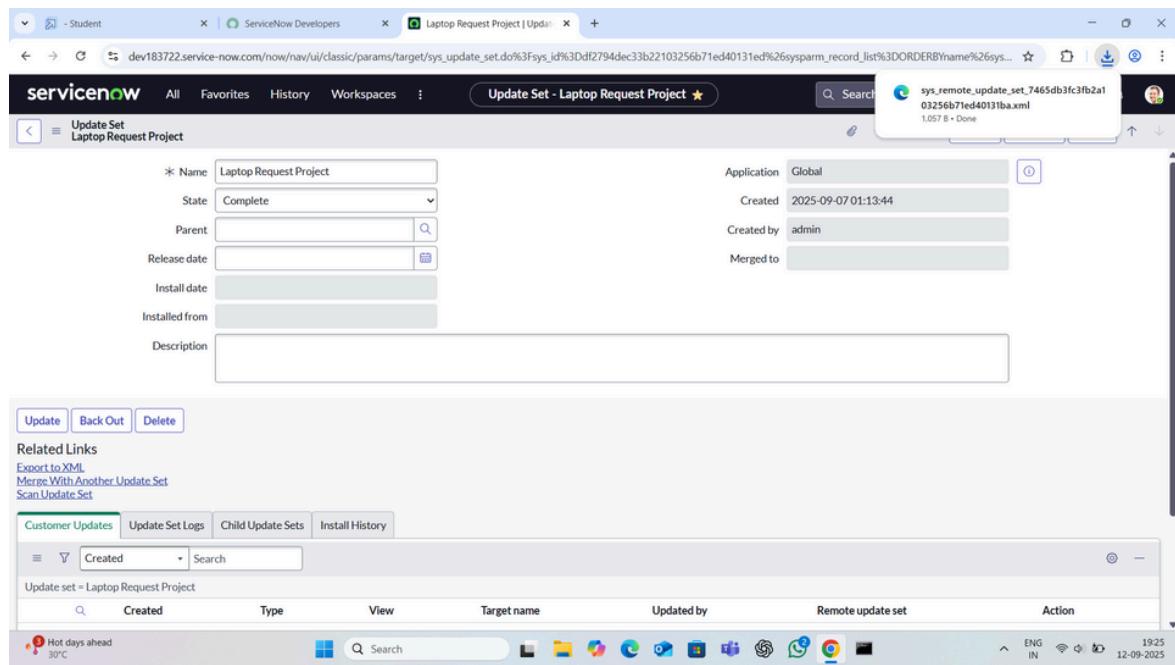
Click on save



## Milestone 6: EXPORT UPDATE SET

### Activity 1: Exporting changes to another instance

1. Click on All >> search for update sets
2. Select local update set
3. Select created update set i.e. 'Laptop Request Project'
4. Set the state to 'Complete'
5. In the related list Update tab, updates are visible which we perform under this update set.
6. Click on export to XML ,it download one file



The screenshot shows the ServiceNow Update Set - Laptop Request Project page. At the top right, there is a download icon with the file name "sys\_remote\_update\_set\_7465db3fc3fb2a1\_03256b71ed40131ba.xml" and a size of "1.057 B • Done". Below this, the update set details are listed:

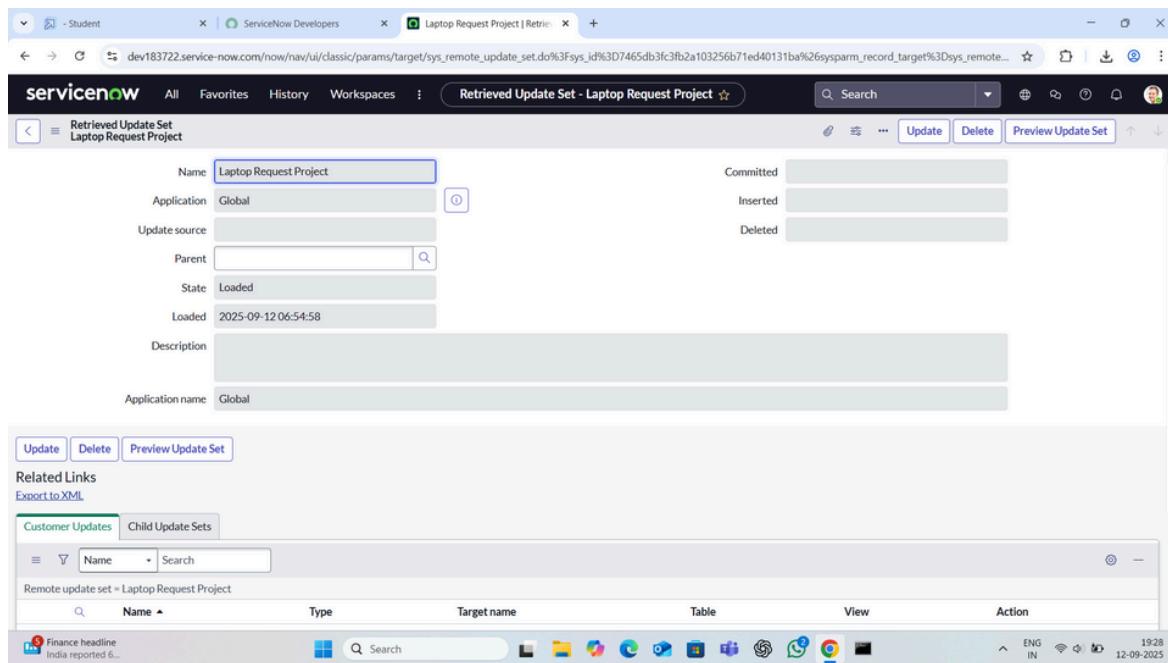
* Name: Laptop Request Project	Application: Global
State: Complete	Created: 2025-09-07 01:13:44
Parent: (dropdown)	Created by: admin
Release date: (dropdown)	Merged to: (dropdown)
Install date: (dropdown)	
Installed from: (dropdown)	
Description: (text area)	

At the bottom left, there are buttons for "Update", "Back Out", and "Delete". Below these are "Related Links" with options: "Export to XML", "Merge With Another Update Set", and "Scan Update Set". The "Customer Updates" tab is selected in the bottom navigation bar. The "Created" column is currently selected in the main table view.

## Milestone 7 : LOGIN ANOTHER INSTANCE

### Activity 1: Retrieving the update set

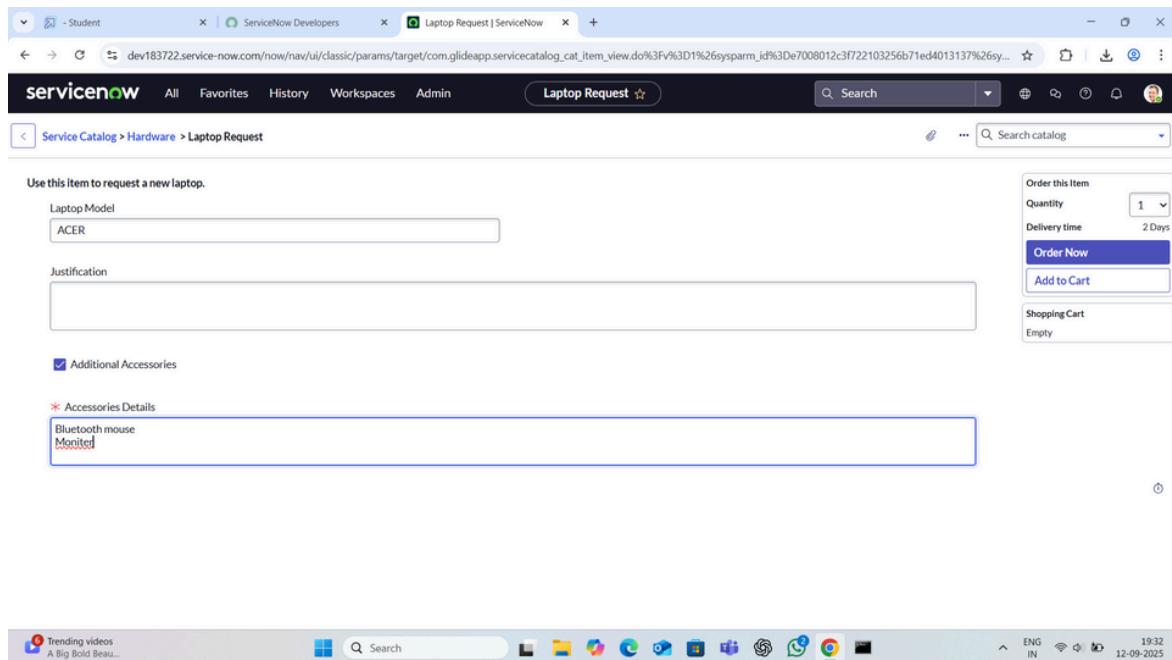
1. Open another instance in incognito window
2. Login with credentials
3. Click on all>> search for update sets
4. Select “Retrieved update set” under system update set
5. It open retrieved update set list and scroll down
6. Click on Import update set from XML
7. Upload the downloaded file in XML file
8. Click on Upload and it gets uploaded.
9. Open retrieved update set ‘laptop request project’
10. Click on preview update set
11. And click on commit update set
12. And also see the related tab updates
13. After committing update set in this instance we get all updates which are done in the previous instance



## Milestone 7 : TESTING

### Activity 3: Test Catalog Item

1. Search for service catalog in application navigator in target instance
2. Select catalog under service catalog
3. Select hardware category and search for 'laptop request' item
4. Select laptop request item and open it
5. It shows three variables only
6. As per our scenario, when we click on additional accessories checkbox then accessories details fields is visible and that should be mandatory
7. Now see the results, it fulfills our requirements.



The screenshot shows a ServiceNow application window titled 'Laptop Request'. The URL in the address bar is [https://dev183722.service-now.com/nav/u/classic/params/target/com.glideapp.servicecatalog\\_cat\\_item\\_view.do%3Fv%3D1%26sysparm\\_id%3De7008012c3f722103256b71ed4013137%26sysparm](https://dev183722.service-now.com/nav/u/classic/params/target/com.glideapp.servicecatalog_cat_item_view.do%3Fv%3D1%26sysparm_id%3De7008012c3f722103256b71ed4013137%26sysparm). The page displays a form for requesting a new laptop. The 'Laptop Model' field contains 'ACER'. The 'Justification' field is empty. On the right, there is an 'Order this Item' section with a quantity of 1 and a delivery time of 2 days. A blue button labeled 'Order Now' is visible. Below the main form, there is a section for 'Additional Accessories' which is checked. Underneath, a note says '\* Accessories Details' and lists 'Bluetooth mouse' and 'Monitor'. The bottom of the screen shows a Windows taskbar with various icons and system status information.

## Conclusion:

The Laptop Request Catalog Item project successfully streamlines the process of requesting laptops within the organization by leveraging ServiceNow's Service Catalog capabilities. Through the implementation of a dynamic catalog item, the project ensures that users have an intuitive and user-friendly interface, reducing errors and improving efficiency. This project demonstrates how ServiceNow can be used to replace manual, error-prone processes with automated, efficient, and user-centric solutions. It not only improves service delivery but also enhances employee satisfaction by providing a modern and streamlined request experience.