

**Step 1 : Fill the details of the table with fields as below >> Save.**

**Table - New Record**

A table is a collection of records in the database. Each record corresponds to a row in a table, and each field on a record corresponds to a column on that table. Applications use tables and records to manage data and processes. [More Info](#)

\* Label:  Application:

\* Name:  Create module: ☒

Extends table:  Create mobile module: ☒

Add module to menu:  New menu name:

**Columns** Controls Application Access

**Table Columns** for text Search

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Name	String		100		false
Project Overview	String		200		false
Budget	Price				false
Total Expenses	Price				false
Insert a new row...					

**Step 2: Open User >> New.**

**Step 3 : Create Two Users Product Manager and Employee Management.**

**Table - Project**

A table is a collection of records in the database. Each record corresponds to a row in a table, and each field on a record corresponds to a column on that table. Applications use tables and records to manage data and processes. [More Info](#)

\* Label:  Application:

\* Name:

**Columns** Controls Application Access

**Table Columns** for text Search

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Budget	Price	(empty)	20		false
Total Expenses	Price	(empty)	20		false
Updated	Date/Time	(empty)	40		false
Sys ID	Sys ID (GUID)	(empty)	32		false
Created by	String	(empty)	40		false
Created	Date/Time	(empty)	40		false
Name	String	(empty)	100		false
Updates	Integer	(empty)	40		false
Project Overview	String	(empty)	200		false
Updated by	String	(empty)	40		false

ServiceNow User - Product Management form. Fields include: User ID, First name, Last name, Title, Department, Password needs reset, Locked out, Active, Web service access only, Internal Integration User, Email, Language, Calendar integration, Time zone, Date format, Business phone, Mobile phone, Photo. Buttons: Update, Set Password, Delete. Tabs: Entitled Custom Tables, Roles (1), Groups, Delegates, Subscriptions, User Client Certificates. Role table: u\_project\_user.

**Step 4 :** Open Role >>New

**Step 5 :** Create Employee Role.

**Step 6 :** Go to the Project table >> Controls >> copy the role name from the table.

Go to Product Management User and add role : u\_project\_user to it.

ServiceNow User - Product Management form, Roles (1) tab selected. Role table: u\_project\_user, State Active, Inherited false.

**Step 7 : Go to Employee Management User and add role : Employee role to it.**

ServiceNow User - Employee Management

User ID: Employee Management

First name: Employee

Last name: Management

Title:

Department:

Password needs reset: ☐

Locked out: ☐

Active: ☒

Web service access only: ☐

Internal Integration User: ☐

Email:

Language: -- None --

Calendar integration: Outlook

Time zone: System (America/Los Angeles)

Date format: System (yyyy-MM-dd)

Business phone:

Mobile phone:

Photo: Click to add...

Update Set Password Delete

Related Links

View linked accounts

View Subscriptions

Reset a password

Entitled Custom Tables Roles (1) Groups Delegates Subscriptions User Client Certificates

Role Search

Actions on selected rows... Edit...

**Step 8 : Click on the Profile avatar >> Elevate Role >> Grant the high security**

ServiceNow Access Controls

System Administrator

Profile Preferences Keyboard shortcuts Impersonate user Elevate role Printer friendly version Log out

Name	Decision Type	Operation	Type	Active	Updated by
\$allappsmgmt	Allow If	read	ui_page	true	admin
\$att_page_inspector	Allow If				admin
\$conversation-builder	Allow If				admin
\$mycompanyappsmgmt	Allow If				admin
\$mg_fd_sc	Allow If				admin
\$products	Allow If				admin
\$pwd_reset_serviceDesk	Allow If				admin
\$sa_service_model_json	Allow If				admin
\$sla_timeline	Allow If				admin
\$sr-va-web-client-app	Allow If				admin
\$sn_global_search_results	Allow If				admin
\$spd	Allow If				admin
\$spm_availability.calculation.setting	Allow If	read	ui_page	true	admin
\$studio	Allow If	read	ui_page	true	admin
\$upgrade_client	Allow If	read	ui_page	true	admin
\$upgrade_monitor	Allow If	read	ui_page	true	admin
\$upgrade_preview	Allow If	read	ui_page	true	admin
\$upgrade_temo	Allow If	read	ui_page	true	admin

Elevate role

Elevate a role by adding privileges, which end when you log out. Learn more

AVAILABLE ROLES

☒ security\_admin

Grant modification access to High Security Settings, allow user to modify the Access Control List

Cancel Update

1 to 20 of 20,721

## Step 9 : Search & Open ACL >> New.

The screenshot shows the ServiceNow Access Controls interface. A search bar at the top left contains the text 'ACL'. A dropdown menu is open, showing a list of categories including Database Servers, Database Instances, Database Catalogs, System Properties, System Security, Access Control (ACL), Identity and Access Audit, and ACL Trails. The main table displays a list of ACL entries with columns: Name, Decision Type, Operation, Type, Active, Updated by, and Updated. The table shows 20 results, with the first few rows visible.

Name	Decision Type	Operation	Type	Active	Updated by	Updated
\$sn_global_search_results	Allow If	read	ui_page	true	admin	2020-06-15 10
\$spd	Allow If	read	ui_page	true	admin	2016-01-19 12
\$spn_availability_calculation_setting	Allow If	read	ui_page	true	admin	2024-02-18 06
\$studio	Allow If	read	ui_page	true	admin	2016-01-09 16
\$upgrade_client	Allow If	read	ui_page	true	admin	2015-07-07 12
\$upgrade_monitor	Allow If	read	ui_page	true	admin	2020-04-08 13
\$upgrade_preview	Allow If	read	ui_page	true	admin	2020-04-08 13
\$upgrade_temp	Allow If	read	ui_page	true	admin	2015-07-07 12

The screenshot shows the ServiceNow Access Controls interface with a search for 'u\_st\_project'. The dropdown menu is open, showing a list of categories including Access Controls, Updated, and Search. The main table displays a list of ACL entries with columns: Name, Decision Type, Operation, Type, Active, Updated by, and Updated. The table shows 7 results, with the first few rows visible.

Name	Decision Type	Operation	Type	Active	Updated by	Updated
u_st_project	Allow If	delete	record	true	admin	2024-11-19 04:47:08
u_st_project	Allow If	create	record	true	admin	2024-11-19 04:47:08
u_st_project	Allow If	write	record	true	admin	2024-11-19 04:47:08
u_st_project	Allow If	read	record	true	admin	2024-11-19 04:47:08
u_st_project	Allow If	read	record	true	admin	2024-11-19 05:17:18
u_st_project_u_budget	Allow If	read	record	true	admin	2024-11-19 05:33:08
u_st_project_u_total_expenses	Allow If	read	record	true	admin	2024-11-19 05:34:41

**Step 10 :** Fill the details below and Create Read Operation Table Level ACL(none) on Employee role >> Save.

**Step 11 :** New >> Fill the details below and Create Read Operation Field Level ACL(Budget) on role: u\_project\_user >> Save.

The screenshot shows the ServiceNow Access Control form for the record 'u\_st\_project.u\_budget'. The form is titled 'Access Control - u\_st\_project.u\_budget'. The fields are as follows:

- Type: record
- Operation: read
- Decision Type: Allow If
- Admin overrides: ☒
- Protection policy: -- None --
- Name: u\_st\_project.u\_budget
- Description: (empty)
- Applies To: No. of records matching the condition: 0 (empty)
- Application: Global
- Active: ☒
- Advanced: ☐

Below the form, there is a 'Conditions' section with a blue box containing the following text:

Access Control Rules have two decision types, and these types will behave differently depending on conditions.

1. Allow Access: Allows access to a resource if all conditions are met.
2. Deny Access: Denies access to a resource unless all conditions are met.

More Info

Requires role: 1 to 1 of 1

Role: u\_project\_user

**Step 12 :** New >> Fill the details below and Create Read Operation Field Level ACL(Total Expenses) on role: u\_project\_user >> Save.

The screenshot shows the ServiceNow Access Control form for the record 'u\_st\_project.u\_total\_expenses'. The form is titled 'Access Control - u\_st\_project.u\_total\_expenses'. The fields are as follows:

- Type: record
- Operation: read
- Decision Type: Allow If
- Admin overrides: ☒
- Protection policy: -- None --
- Name: u\_st\_project.u\_total\_expenses
- Description: (empty)
- Applies To: (empty)
- Application: Global
- Active: ☒
- Advanced: ☐

Below the form, there is a 'Conditions' section with a blue box containing the following text:

Access Control Rules have two decision types, and these types will behave differently depending on conditions.

1. Allow Access: Allows access to a resource if all conditions are met.
2. Deny Access: Denies access to a resource unless all conditions are met.

More Info

Requires role: 1 to 1 of 1

Role: u\_project\_user

Security Attribute Condition: Local or Existing Local

**Step 13 :** Impersonate User >> Product Management.

**Step 14:** All >> Project >> New(We can see that the product Manager has all the CRWD access).

**Step 15 :** Create 3 Records with any details .

Name	Budget	Project Overview	Total Expenses
vijay	\$650.00	cm	\$67,667,870.00
ajith	\$1,000.00	king maker	\$234,540.00
Raja	\$1,500.00	Data Analyst	\$4,563,440.00
Shalini	\$330.00	data integration	\$1,000,000.00
Aadharsha	\$200.00	data specializer	\$20,000.00
Dhoni	\$56,870.00	cricket	\$789,760.00

## RESULT:

Name	Project Overview
vijay	cm
ajith	king maker
Raja	Data Analyst
Shalini	data integration
Aadharsha	data specializer
Dhoni	cricket

ServiceNow

Access Control - u\_st\_project

Search

System Administrator

Profile

Preferences

Keyboard shortcuts

Impersonate user

Elevate role

Printer friendly version

Log out

Access Control

u\_st\_project

Type: record

Operation: read

Decision Type: Allow If

Admin overrides: ☒

Protection policy: --None--

Name: u\_st\_project

Description:

Applies To: No. of records matching the con (empty)

Conditions

Access Control Rules have two decision types, and these types will behave as follows:  
1. Allow Access: Allows access to a resource if all conditions are met.  
2. Deny Access: Denies access to a resource unless all conditions are met.

More Info

Requires role

Role: u\_project\_user

Impersonate user

Select a user

Search for a user

RECENT IMPERSONATIONS

EM

Employee Management

Employee Management

PM

Product Management

Product Management

Cancel

Impersonate user