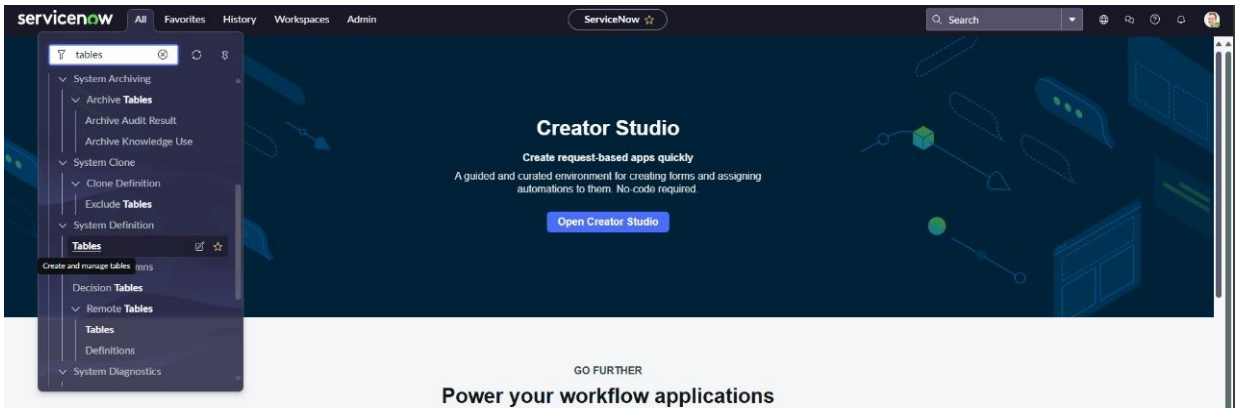
Date	16 Feb 2026
Team ID	LTVIP2026TMIDS36006
Project Name	Asset Management Portal using Service Now
Mentor Name	Dr Shaik Salma Begum
Maximum Marks	10 Marks

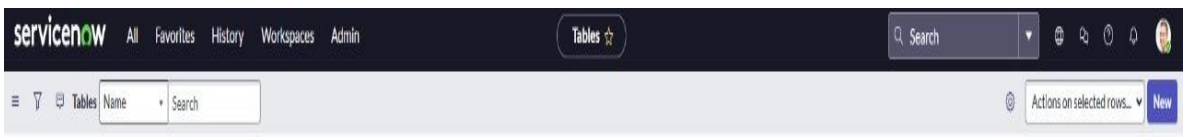
Asset Management Portal

Milestone 1: Setting Up ServiceNow Instance:

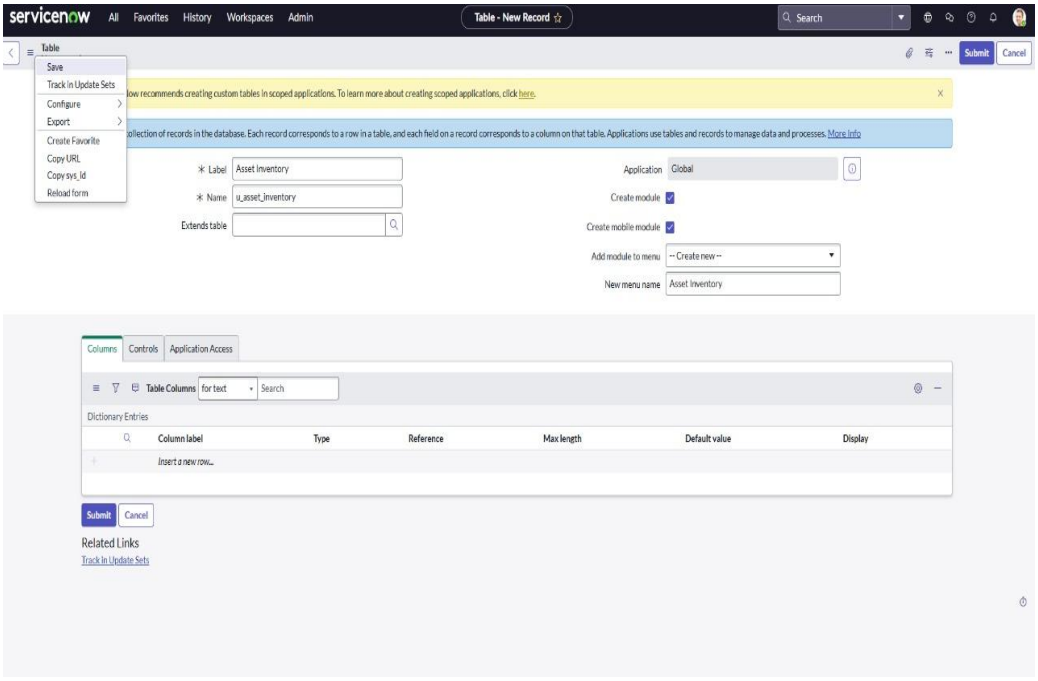
- Sign up on developer.servicenow.com and create a developer account.
- Navigate to the Personal Developer Instance section and request a new instance.
- Fill out the required information and submit the request.
- Instance details (URL, username, password) will be sent via email.
- Log in to the instance using the provided credentials.
- The instance is ready for development and customization.

Milestone 2: Creation of Table (Asset Inventory):

- Navigate to All in the application navigator.
- In the filter search bar, type Tables and select it from the results.
- 

- Click on the New button to create a new table.
- 

- In the form, provide the following details:
  - Label: Asset Inventory
  - Name: Auto-Populated (automatically generated based on the label)
  - New menu name: Asset Management Portal



- Navigate to the header section of the form, right-click on the header, and select Save from the context menu.

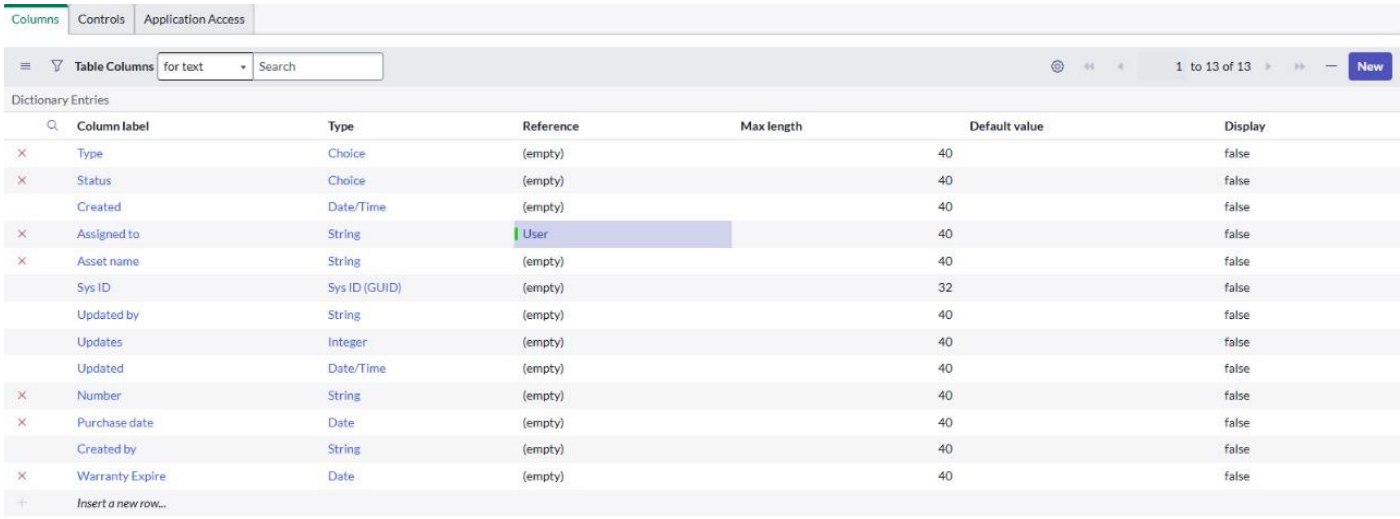
Milestone 3: Creation of Fields:

1)After saving the table scroll down

2)Create the following fields

- Assigned to : string
- Status : choice
- Purchase date : date
- Warranty Expire : date
- Asset name : string
- Type : choice
- Number : String

3) Click on save



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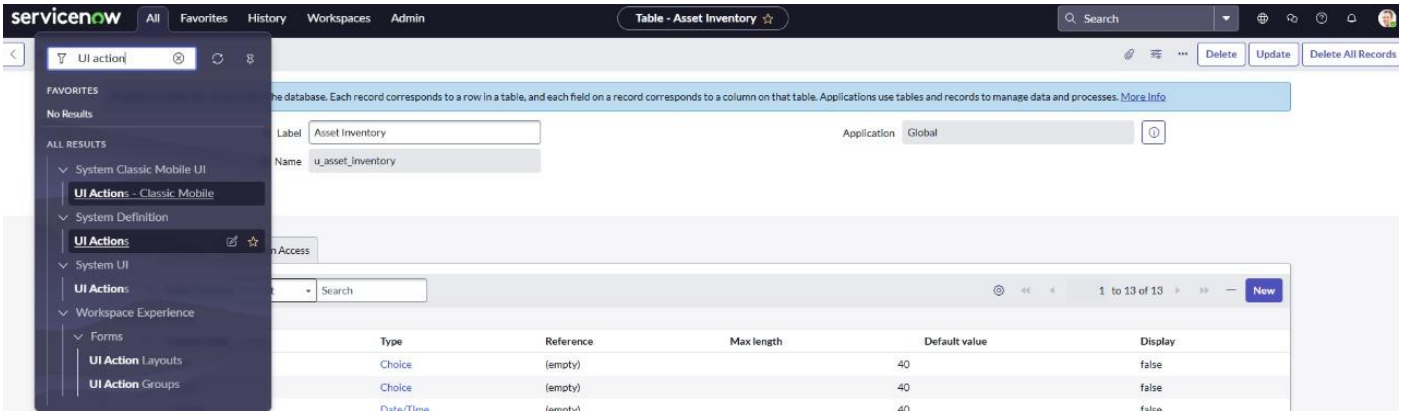
Milestone 4: Creation of UI Actions:

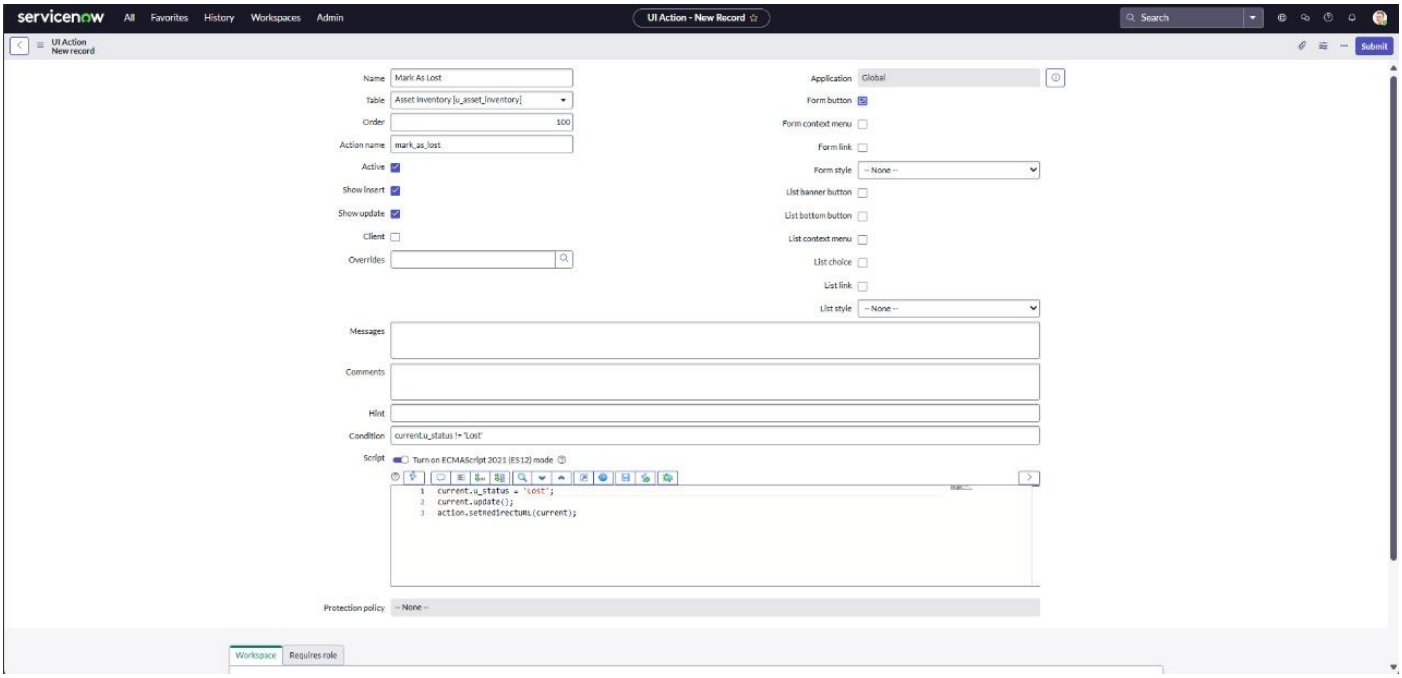
- Navigate to UI Actions under System Definition:



  - Click on new to create a new UI Action
  - Fill in the UI Action Details ;
  - Name: Mark as Lost
  - Table: Asset Inventory
  - Action name: mark_as_lost
  - Condition: current.u_status !=’Lost’
  - Update the script as
    - current.u_status = ‘Lost’;

      current.update();

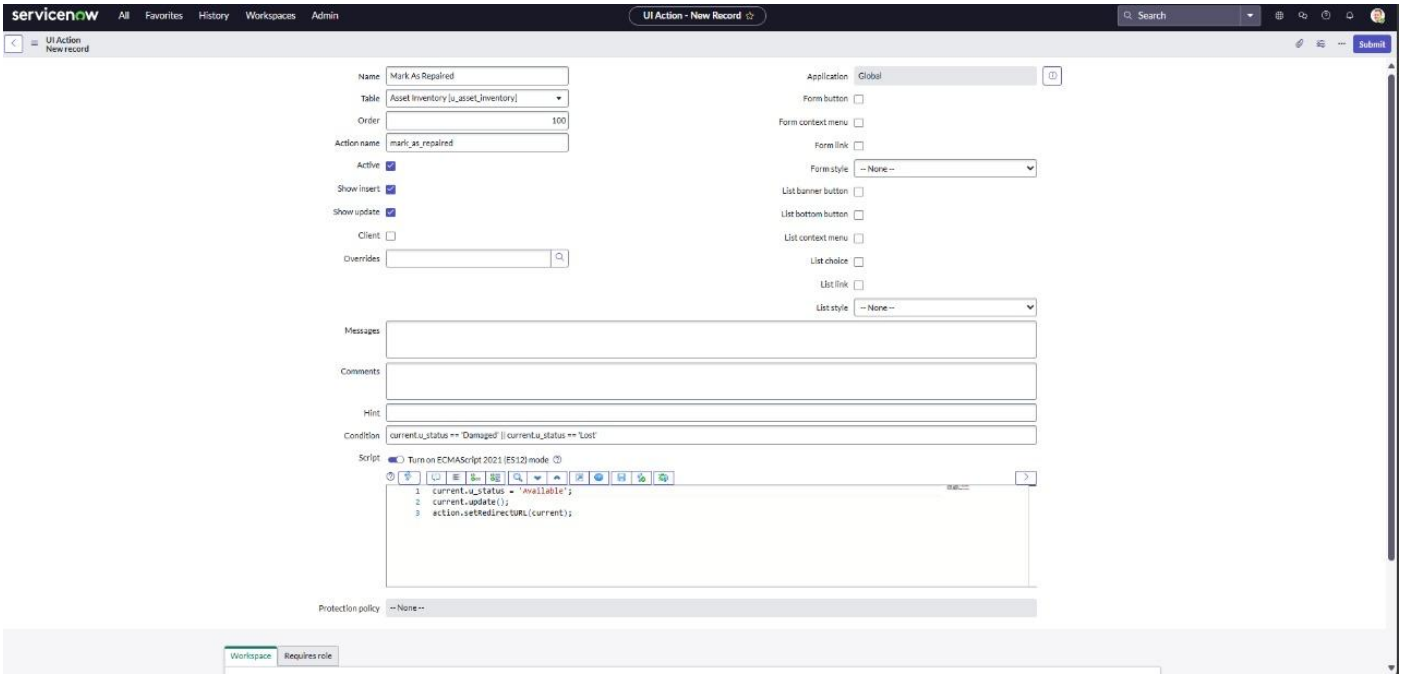
      action.setRedirectURL(current);
  - Check the box Form Button to make it visible on the form layout.
  - Click Save to apply the changes.



- Navigate to Application Navigator
    - Click on UI Actions under System Definition.
    - Click on New(top-right corner) to create new UI Action
    - Fill in the following details:
        - Name: Mark as Repaired
        - Table: Asset Inventory
        - Action name: mark_as_repaired
        - Condition: current.u_status==’Damaged’
    - Add the Script as:
        - current.u_status = ‘Available’;

          current.update( );

          action.setRedirectURL(current);
    - This Script updates the u_status field to Available saves the record, and then redirects the user back to the current record view.
    - Scroll down to the Form button section.
    - Check the box labeled Form button to ensure this action appears as a button on the form view.
    - Click on Submit to create the UI Action.



Milestone 5: Creation of Scheduled Job:

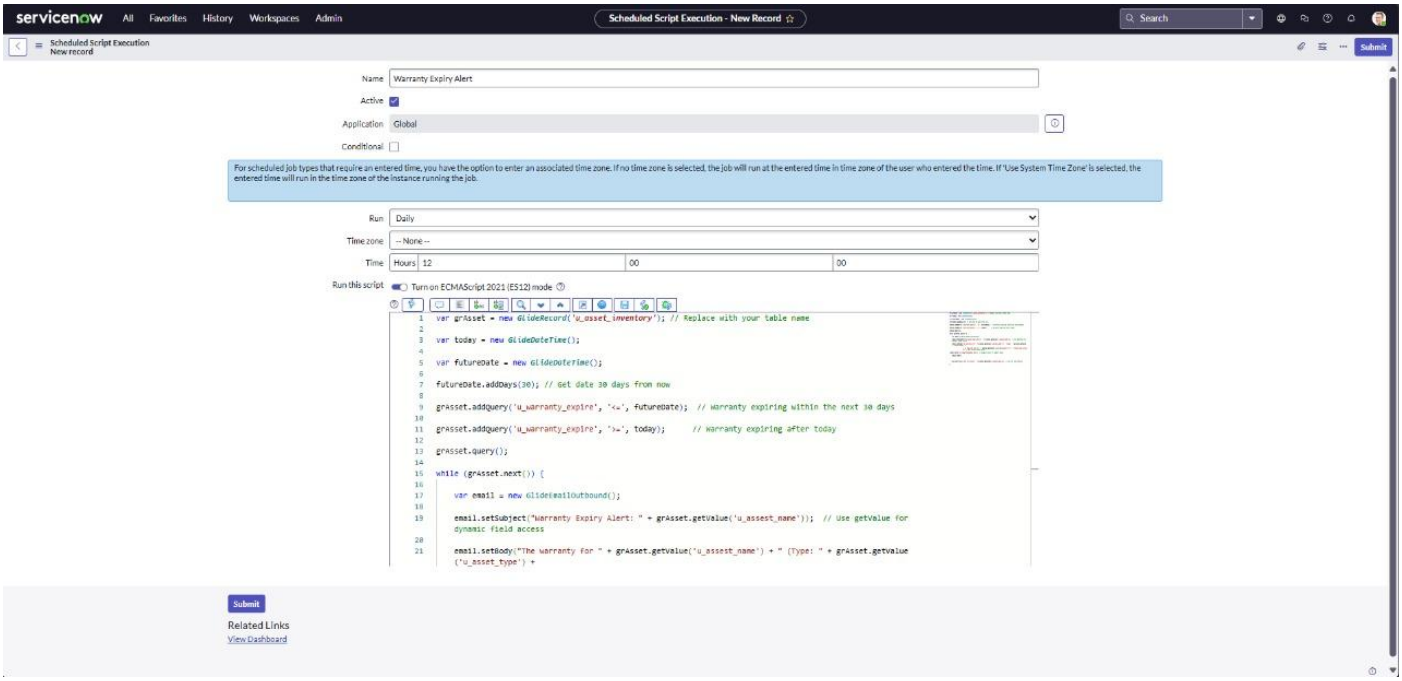
- Navigate to All in the application navigator.
- In the filter search bar, type Scheduled Job and select it from the list.
- Click on the New button to create a new scheduled job.

- Write the following script:
- Enter the following details:
  - Name: Warranty Expiry Alert
  - Run : Daily
  - Time : 12:00

Write the following script:

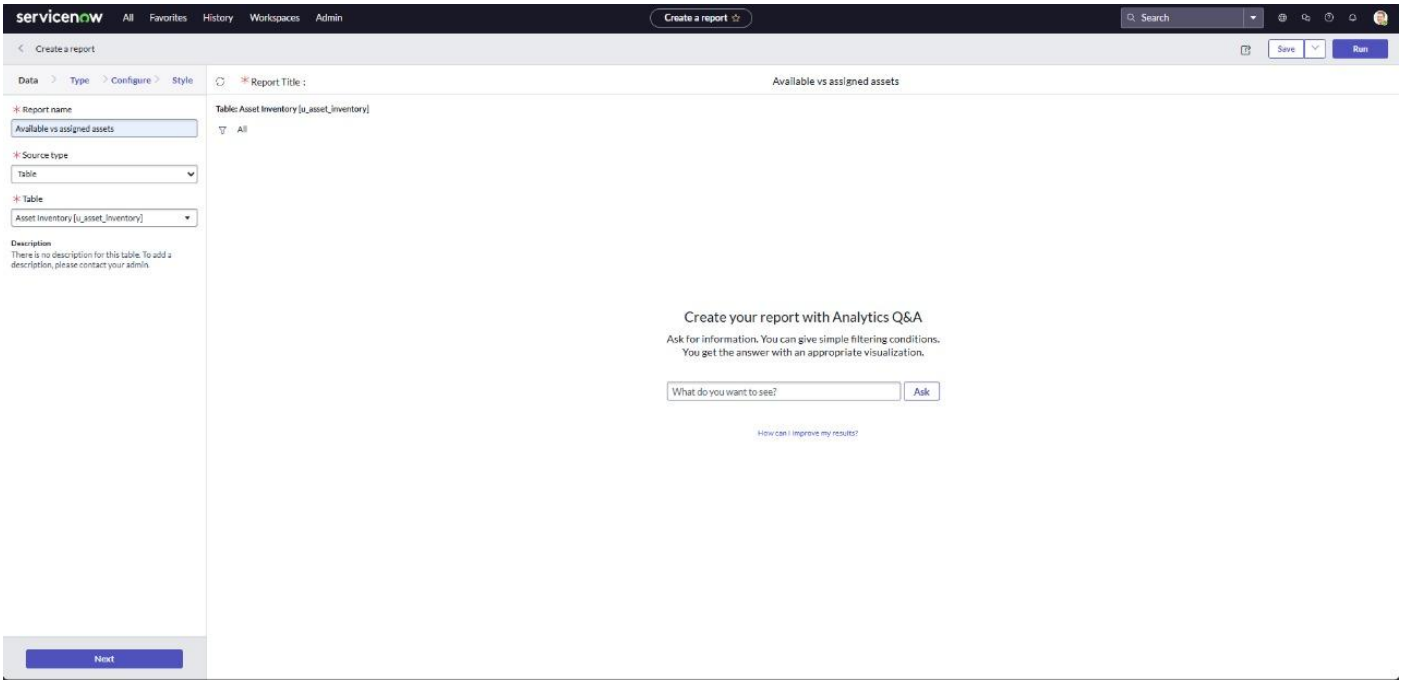
```
var grAsset = new GlideRecord('u_asset_inventory'); // Replace
with your table name
var today = new GlideDateTime();
var futureDate = new GlideDateTime();
futureDate.addDays(30); // Get date 30 days from now
grAsset.addQuery('u_warranty_expire', '<=', futureDate);  //
Warranty expiring within the next 30 days
grAsset.addQuery('u_warranty_expire', '>=', today);      //
Warranty expiring after today
grAsset.query();
while (grAsset.next()) {
   var email = new GlideEmailOutbound();
    email.setSubject("Warranty Expiry Alert: " +
grAsset.getValue('u_assest_name'));  // Use getValue for dynamic
field access
    email.setBody("The warranty for " +
grAsset.getValue('u_assest_name') + " (Type: " +
grAsset.getValue('u_asset_type') +
                  ") is expiring soon on " +
grAsset.getValue('u_warranty_expiry') + ". Please take action.");
// Get values dynamically
 email.setTo('it-support@company.com'); // Change to your IT
support email
    email.send();
    gs.info("Email sent for assest: " +
grAsset.getValue('u_assest_name'));  // Log for confirmation
}
```

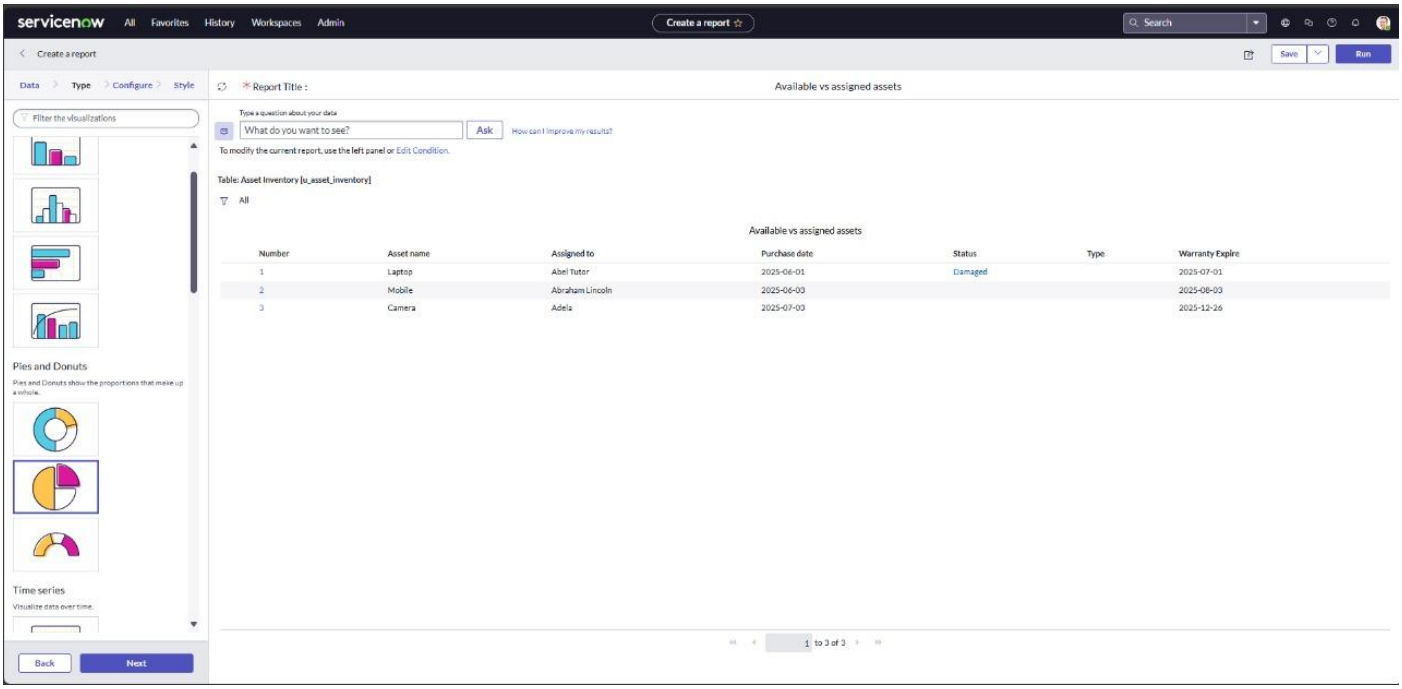
- Click Save to store the scheduled job.

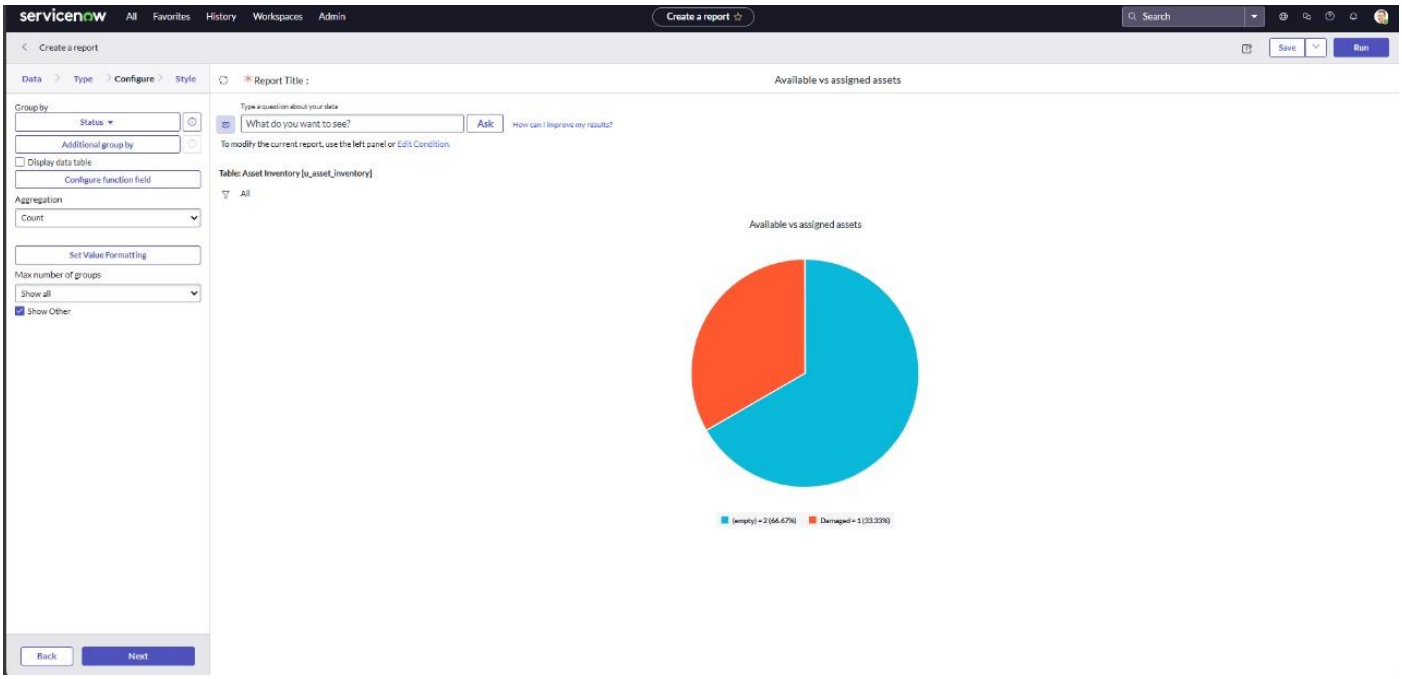


Milestone 6: Creation of Report :

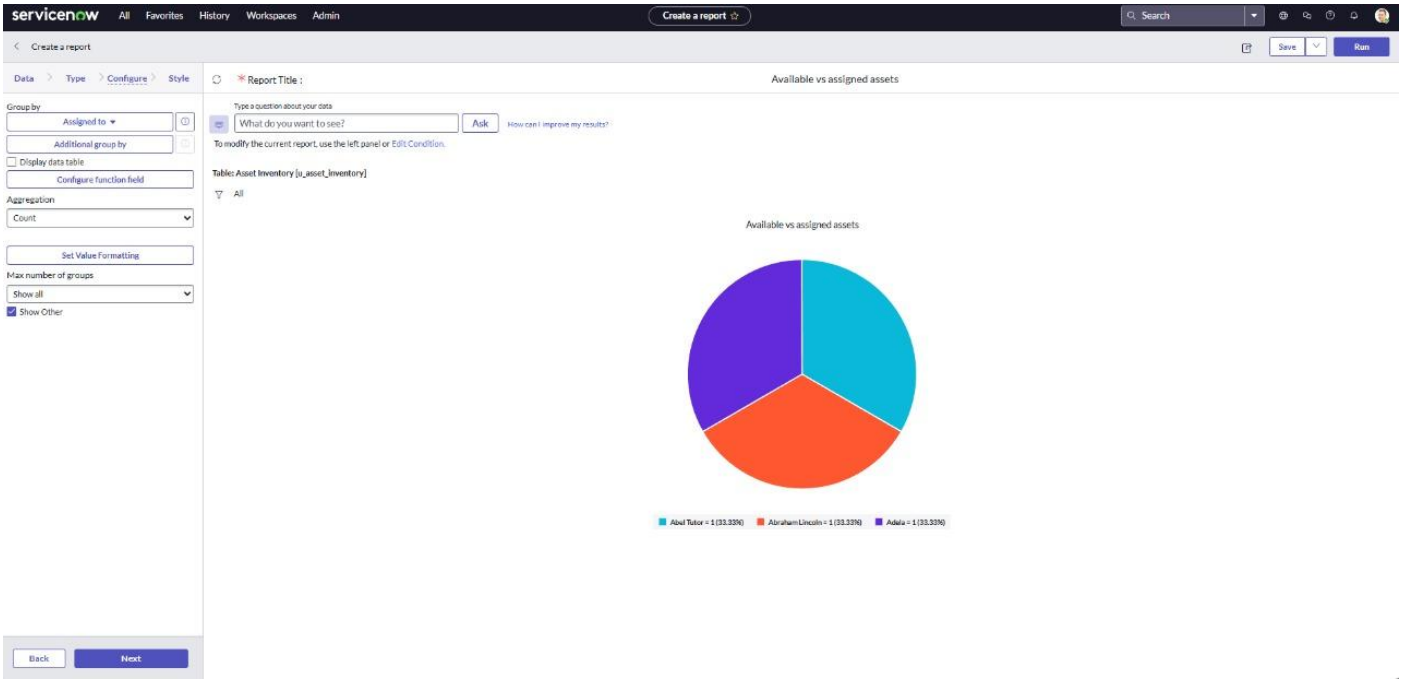
- Navigate to All in the main menu.
- In the filter/search bar, type Reports, then select and open the Reports.
- Click on the New button to create a new Report.
- Enter the following details:
  - Report Name:Available vs assigned assets
  - Source Type: Table
  - Table: Asset Inventory
  - Type: Pie chart
  - Group By: Status
  - Aggregation: Count.





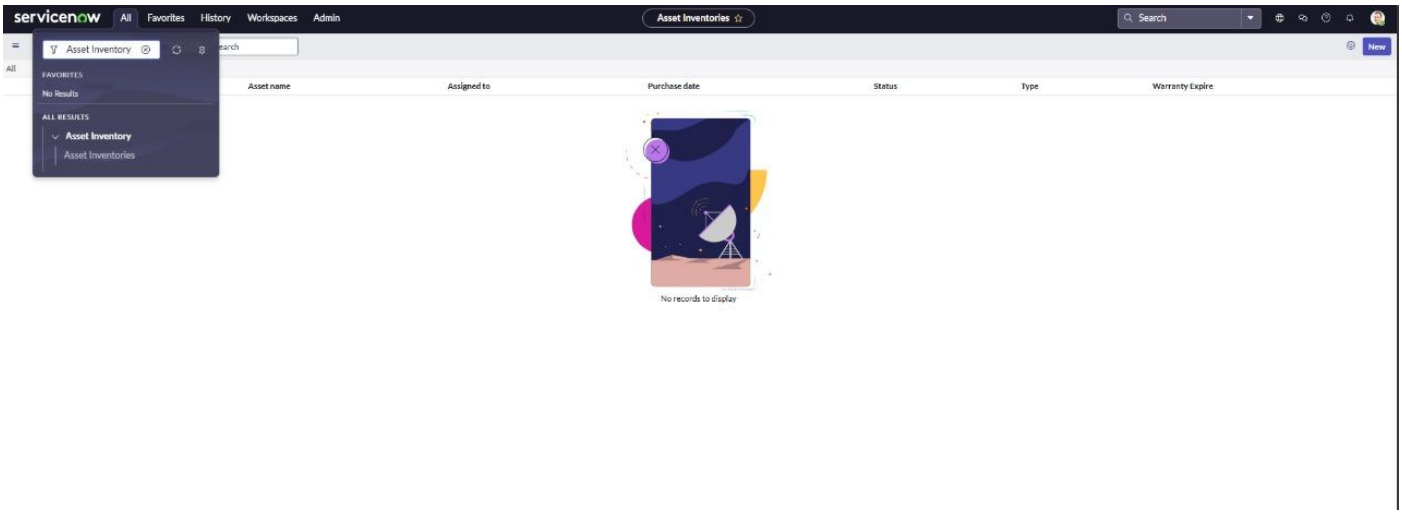


- Click Save or Done (depending on the interface) to apply the changes.
- Next click on run.

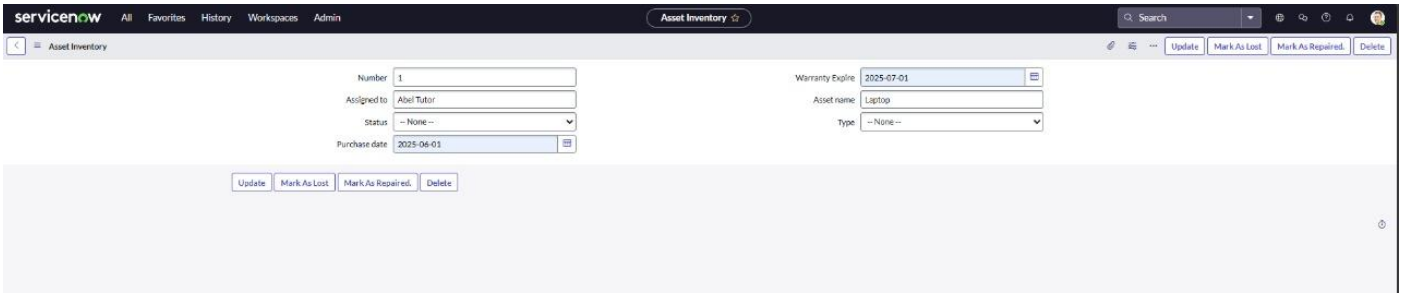


Milestone 7: Testing of UI Action:

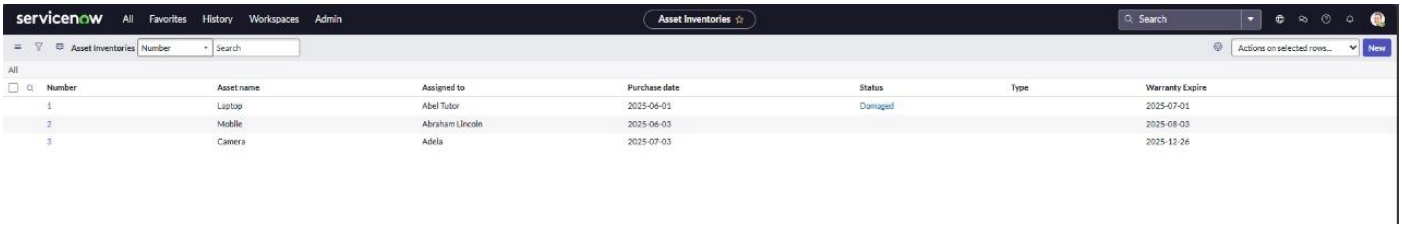
- From the main navigation, go to All.
- In the search or filter bar, type Asset Inventory table.



- Click on the New button to test UI Action.
- Fill in theAsset inventory table record Details:
  - Asset Name:Laptop
  - Type: laptop
  - Assigned to: Abel Tutor
  - Status: Available
  - Purchase date: 2025-06-01
  - Expiry date: 2025-07-01

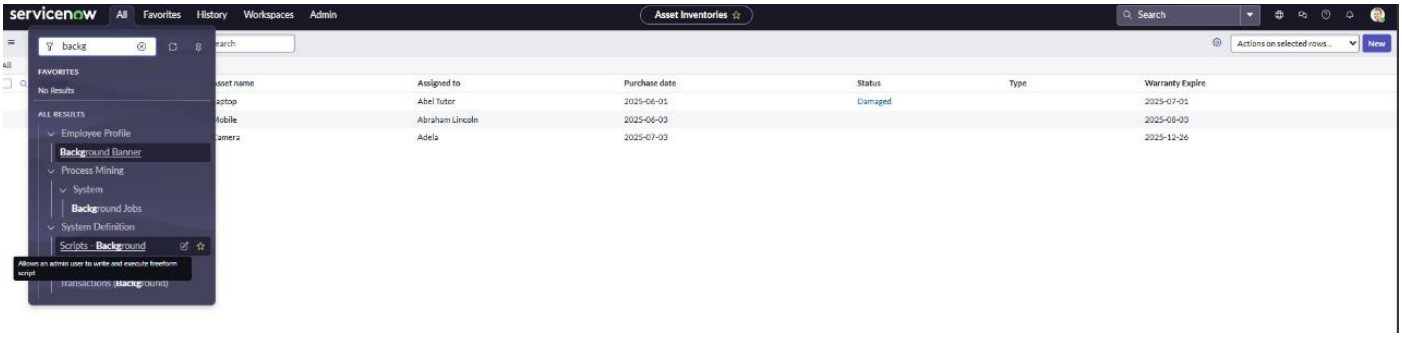


- Click on Submit.
- Open the record once again and click on the mark as lost button .
- Save the record.
- Check the status is changed to lost.

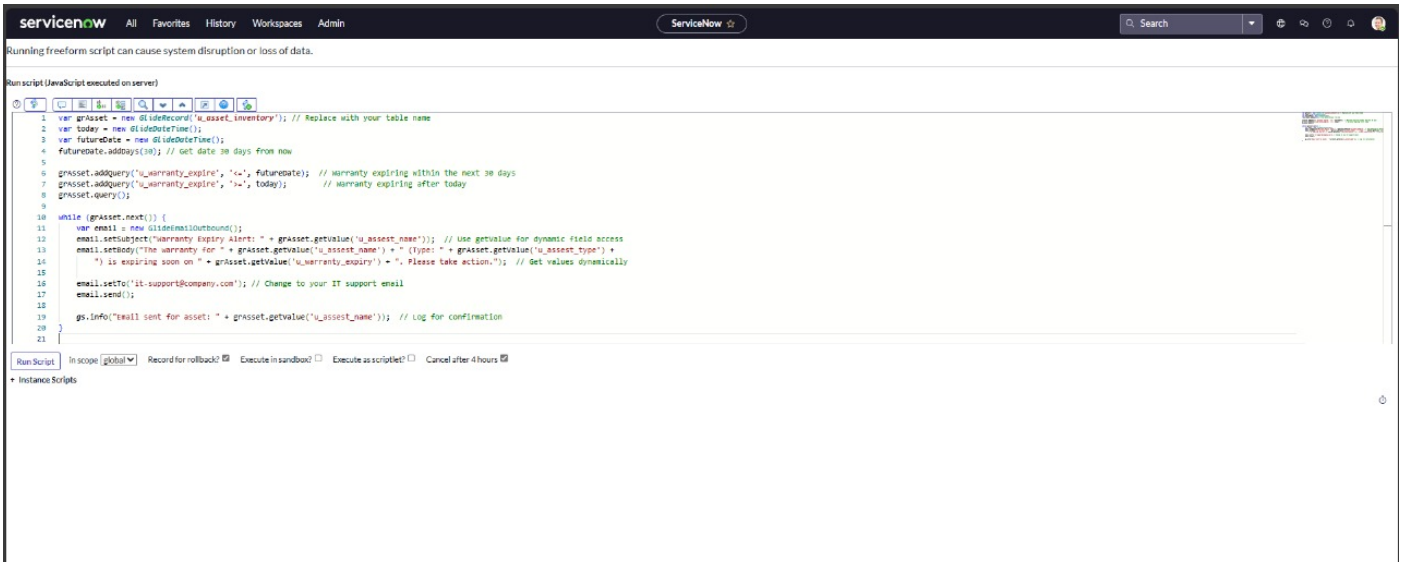


Milestone 8: Testing of Scheduled Job:

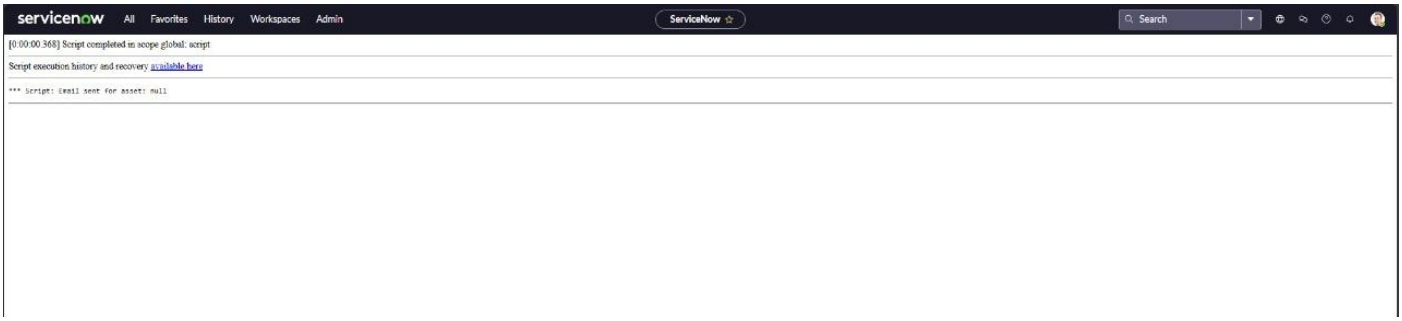
- From the main navigation, go to All.
- In the search bar, type background scripts, then open the Scheduled Job script in the background scripts.



- Click on run script button to run the code.



- **A**fter running the script, check the result**.**


servicenow
All
Favorites
History
Workspaces
Admin
ServiceNow
Search
[0:00:00.368] Script completed in scope global: script
Script execution history and recovery available here
*** Script: Email sent for asset: null