PDP App Student Tutorial

# Introduction

Welcome to the Personal Development Planner (PDP) app on ServiceNow! This application is designed to help you manage your professional development by tracking tasks, objectives, and progress. This tutorial will guide you through the app's features.

# Getting Started

## Accessing the PDP App

1. Open ServiceNow: Navigate to your ServiceNow instance.
2. Search for the PDP App: In the All Menu, type "Personal Development Planner" or "PDP" and press Enter.
3. Select the PDP App: Click on the PDP application to open it.

## Dashboard Overview

After accessing the PDP app, you will see two main dashboards:

* Taskboard Dashboard: This dashboard displays your current tasks and their statuses.
* Objectives Dashboard: Here, you can view and manage your objectives.

## Creating Objectives and Tasks

* If you are a new student, you will see the "Create My First Objective" on the Objectives Dashboard. Follow the prompts to set your first objective.
* You can right-click on your objective dashboard entries to access a context menu that allows you to create a new objective or task.
* You can also access the forms to create new objectives and tasks from the All menu.

## Managing Tasks

* From the Taskboard, right-click on any task to bring up the context menu and select the appropriate option.
* You can also update your records directly from the form by clicking on the appropriate highlighted field.
* Once all the tasks under an objective have been completed, the objective itself should be marked as done automatically.