Importing & securing Data in servicenow

| Date	29 JUNE 2025
Team ID	LTVIP2025TMID31063
Project Name	Importing and securing Data in servicenow
Maximum Marks	4 Marks

Importing and Securing Data in ServiceNow:

This guided project demonstrates how to import data into ServiceNow and secure it to ensure accuracy and integrity throughout the data lifecycle. It begins by creating sample data files and importing them into the appropriate ServiceNow tables using Data Sources and Transform Maps. After the import, data is verified to confirm that records were loaded correctly and mapped to the expected fields.

Security measures are then implemented to protect the imported data. This includes configuring Access Control Rules (ACLs) to restrict who can view or modify the imported records, as well as enabling data policies and encryption where needed to safeguard sensitive information. These steps ensure imported data remains secure and compliant with organizational standards.

The workflow also includes a test scenario to validate the security configuration. First, a test is performed with a user who has restricted permissions to confirm that they cannot access or modify the imported data. Then, a test is conducted with an authorized user to verify that they can access and manage the imported records as intended. This process helps administrators maintain accurate and secure data records while enforcing necessary controls to protect information within the ServiceNow environment.

Step-1: Team Gathering, Collaboration and Select the Problem Statement.
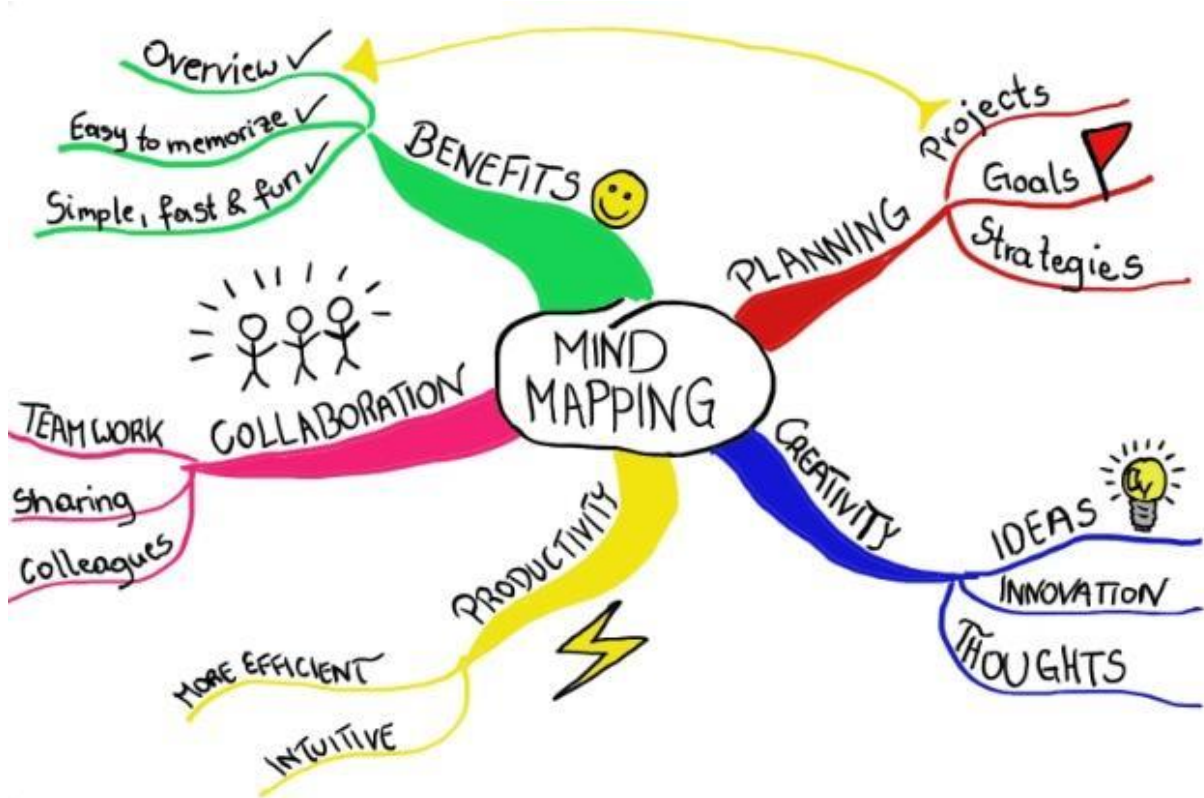
Step-2: Brainstorm, Idea Listing and Grouping :
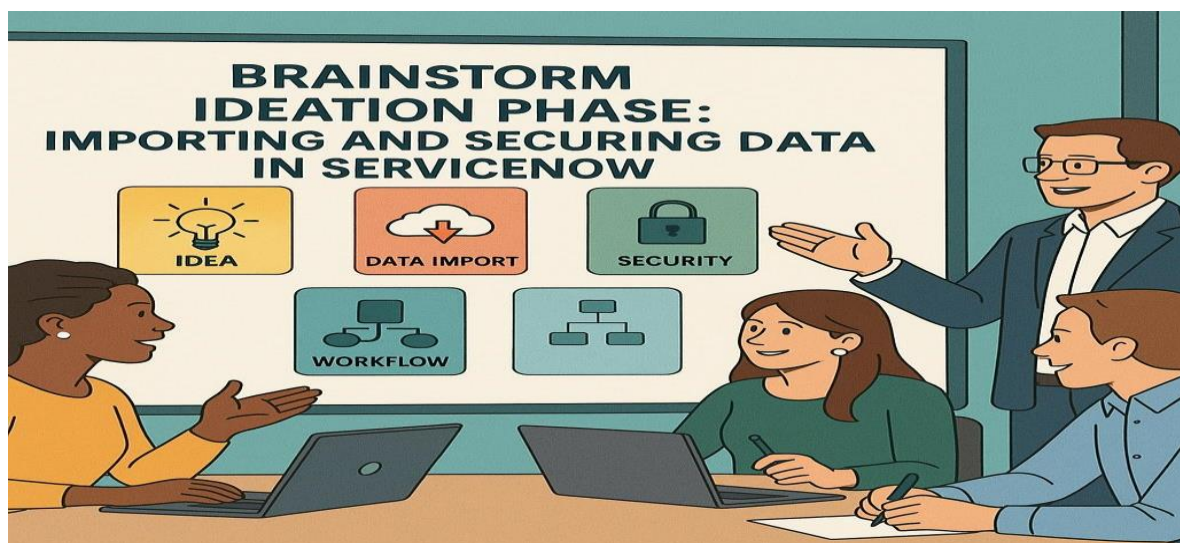
☑ **Brainstorm**:

Team shares ideas on challenges and solutions for importing and securing data in ServiceNow.

☑ **Idea Listing**:

Record every suggestion on improving data imports and enhancing security in ServiceNow.

☑ **Grouping**:

Organize similar ideas into categories like data quality, automation, and access control.

☑ **Action Planning**:

Define clear steps, assign owners, and set timelines for implementing prioritized idea

Step-3: Idea Prioritization:

Idea Prioritization:

Prioritizing ideas helps break down the complex tasks of importing and securing data in ServiceNow into clear, focused components. In this project, the primary goal is to ensure that imported data remains consistent, accurate, and protected throughout its lifecycle in ServiceNow. By prioritizing ideas, we can separate high-impact security measures (e.g., role-based access control, encryption) from routine import processes (e.g., field mapping, data transformation). This makes it easier to focus resources on critical areas like preventing unauthorized data changes, ensuring compliance with data governance policies, and maintaining integrity during mass imports. Each step — from data validation to post-import access audits — becomes simpler to plan and execute. Using clear visual tools like flowcharts or diagrams enhances understanding and team alignment. Overall, prioritizing ideas improves project clarity, highlights key security and quality areas, and supports smooth, secure data import operations in ServiceNow.