

## Creating Course Master Table, Library Management Table

### 5 UI Policies for each table

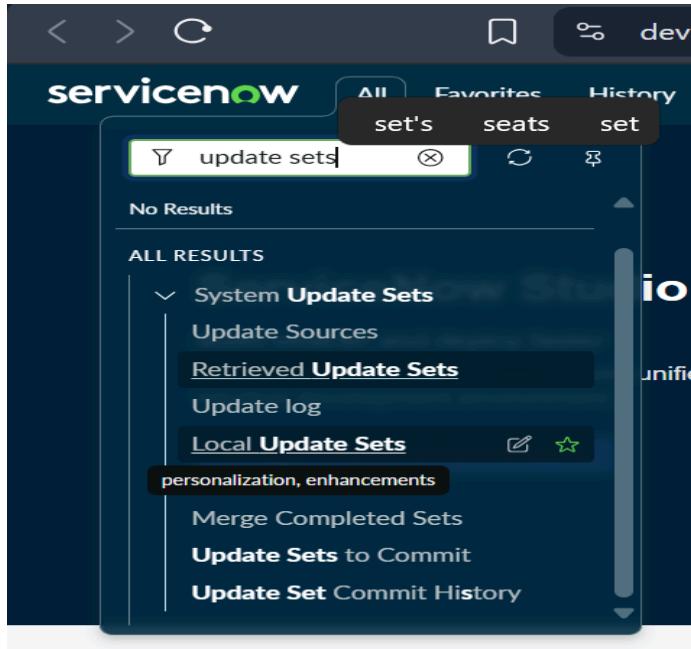
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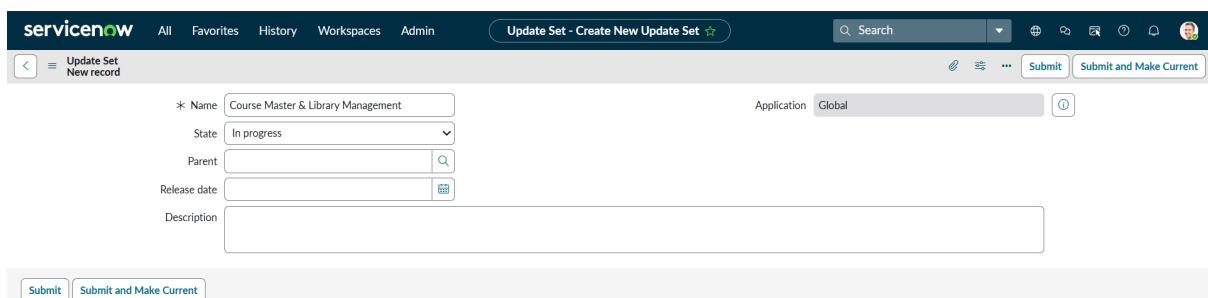
### Creating Update set :

System Updatesets > Local Update sets



The screenshot shows the ServiceNow navigation bar with 'dev' selected. Below it, a search bar contains 'update sets'. A dropdown menu is open, showing 'set's', 'seats', and 'set'. The 'set' option is highlighted. The main content area shows 'No Results' under 'ALL RESULTS'. A tree view shows 'System Update Sets' expanded, with 'Retrieved Update Sets' and 'Local Update Sets' listed. 'Local Update Sets' is also highlighted with a black box. Other options like 'Merge Completed Sets', 'Update Sets to Commit', and 'Update Set Commit History' are visible.

Click New



The screenshot shows the 'Update Set - Create New Update Set' form. At the top, there is a breadcrumb trail: 'Update Set > New record'. The title bar says 'Update Set - Create New Update Set'. The form has fields for: Name (Course Master & Library Management), State (In progress), Parent (empty), Release date (empty), and Description (empty). At the bottom, there are 'Submit' and 'Submit and Make Current' buttons.

Name : .....

Submit And Make current

### Table Creation :

System Definition > tables



New

Label : Course Master

Name : u\_course\_master (auto populate)

Number : Auto Number

Then save

Configure Form :

Configure > Form Layout

Create Fields > add

Add choice lists

Add dependency fields

Dependency ( category - sub category )

## Create UI Policies

Configure > Ui Policies

1.

The screenshot shows the 'UI Policy - visibility for Short Description' page. The application is set to 'Global'. The 'Active' checkbox is checked. The 'Table' dropdown is set to 'Course Master [u\_course\_master]'. The 'Field name' is 'visibility for Short Description'. The 'When to Apply' section contains a condition: 'Category is Soft skills'. The 'UI Policy Actions' table has one row for the 'u\_short\_description' field, setting 'Mandatory' to 'Leave alone', 'Visible' to 'False', and 'Read only' to 'Leave alone'. There is a note at the bottom stating '1 to 1 of 1'.

The screenshot shows the 'UI Policy Action - New Record' page. The 'UI policy' is 'Category software certification is Mandatory'. The 'Table' is 'Course Master [u\_course\_master]' and the 'Field name' is 'Certification'. The 'Mandatory' dropdown is set to 'True', 'Visible' to 'Leave alone', and 'Read only' to 'Leave alone'. A 'Submit' button is visible at the bottom.

Category | is | software

Certification is mandatory

2.

The screenshot shows the 'UI Policy Action - New Record' page. The 'UI policy' is 'visibility for Short Description'. The 'Table' is 'Course Master [u\_course\_master]' and the 'Field name' is 'Short Description'. The 'Visible' dropdown is set to 'False', while 'Mandatory' and 'Read only' are set to 'Leave alone'. A 'Submit' button is visible at the bottom.

Category |is | Softskills

Subcategory false

3.Category | is | Hardware

Mode of course False

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UI Policy Action  
New record

UI policy actions specify exactly what actions to take on a specified field. The conditions specified in the UI policy determine when these actions are triggered. [More Info](#)

UI policy	Mode Read only for Hardware	Application	Global
Table	Course Master [u_course_master]	Mandatory	Leave alone
* Field name	Mode Of Course	Visible	Leave alone
		Read only	True

Clear the field value

**Submit**

#### 4.Category | is | softskills Course Duration is Mandetory & Read Only

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UI Policy Action  
New record

UI policy actions specify exactly what actions to take on a specified field. The conditions specified in the UI policy determine when these actions are triggered. [More Info](#)

UI policy	Duration mandatory for soft skills	Application	Global
Table	Course Master [u_course_master]	Mandatory	True
* Field name	Course Duration	Visible	Leave alone
		Read only	True

Clear the field value

**Submit**

#### 5.Category | is not | Empty Sub Category is Mandetory

## 2.Table creation : Library management system

System Definition > tables

Table name : .....

Controls :

Auto number

Prifix: LIB

Number : 1000

Number of Digits : 7 > Submit.

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Table - New Record

\* ServiceNow recommends creating custom tables in scoped applications. To learn more about creating scoped applications, click [here](#).

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	Library Managementet	Application	Global
* Name	u.library_managementet	Create module	<input checked="" type="checkbox"/>
Extends table		Create mobile module	<input checked="" type="checkbox"/>
		Add module to menu	... Create new ...
		New menu name	Library Managementet
		Remote Table	<input type="checkbox"/>

Columns Controls Application Access

Extensible

Live feed

Use auto-numbering to define a sequential identifying code made up of a prefix, a base number and a padding value to ensure a consistent format

Auto-number

Prefix LIB

Number 1000

Number of digits ?

## Create Fields :

### Configure > Form Layout

Configuring Library Managementet form

Available

- Created
- Created by
- Updated
- Updated by
- Updates
- User Name [+]
- begin\_split -
- split -
- end\_split -
- \* Annotation
- Chart
- Activities (filtered)
- Contextual Search Results
- Ratings
- Attachments

Selected

- Number
- Book Name
- Sub Category
- User Name
- Book Category
- User Category
- begin\_split -
- split -
- Book Status
- Issued Date
- Return Date
- Fine
- end\_split -
- Short Description
- Description

Cancel Save

Form view and section

View name Default view

Section Library Managementet

Create new field

Name

Type Choice

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Library Managementet - Create LIB0001004

Number LIB0001004

User Category -- None --

User Name

Book Name

Book Category -- None --

Sub Category -- None --

Short Description

Description

Book Status -- None --

Issued Date

Return Date

Fine \$ 0.00

Submit

- ## Add choice Fields > Configure Choices
- ### Creating UI Policies
- ### Configure > UI Policies
1. Dates Read Only For Book is Not available

The screenshot shows the configuration of a UI Policy named "Dates Read Only If State is Not available". The policy is applied to the "Library Managementen [u\_library\_management]" table. It is set to be active and has an order of 100. A condition is defined: "Book Status is Unavailable". The policy applies to all form views and is view-specific. It is triggered on load and has a global scope. The "Reverse if false" option is checked. The "Tables that extend the specified Table inherit this UI Policy" checkbox is unchecked.

The screenshot shows the configuration of a UI Policy Action named "u\_return\_date". It is associated with the "UI policy Dates Read Only If State is Not available". The action is applied to the "Return Date" field in the "Library Managementen [u\_library\_management]" table. The conditions are "Book Status is Unavailable". The action sets the field to mandatory ("Leave alone"), visible ("Leave alone"), and read-only ("True"). The "Clear the field value" checkbox is checked.

**Book Status | is | Unavailable**  
**Issued Date : Read Only**  
**Returned Date : Read Only**

## 2. User Details Mandatory For Book issued State

The screenshot shows the configuration of a UI Policy named "User Details Mandatory Only When Issuing". The policy is applied to the "Library Managementen [u\_library\_management]" table. It is set to be active and has an order of 100. A condition is defined: "Book Status is Issued". The policy applies to all form views and is view-specific. It is triggered on load and has a global scope. The "Reverse if false" option is checked. The "Tables that extend the specified Table inherit this UI Policy" checkbox is unchecked.

The screenshot shows the configuration of UI Policy Actions for the "User Details Mandatory Only When Issuing" policy. It lists three actions: "u\_Issued\_date", "u\_user\_category", and "u\_user\_name". Each action is set to be mandatory, visible, and read-only.

Field name	Mandatory	Visible	Read only
u_Issued_date	True	Leave alone	Leave alone
u_user_category	True	Leave alone	Leave alone
u_user_name	True	Leave alone	Leave alone

**Book Status | is | Issued**  
**Mandatory**  
**User Category**  
**User Name**  
**Issued Date**

### 3. Sub Category is Shown If Book category Not Empty

Book Category | is | Not Empty

Sub category Is mandatory

The screenshot shows the ServiceNow UI Policy configuration interface. The title bar says "UI Policy - Sub Category is Shown If Book category Not Empty". The main area has a blue header bar with the condition "The items in the Conditions field evaluate to true" and "The field specified in the UI policy action is present on the specified form". Below this, there are fields for "Table" (set to "Library Management [u\_library\_manage...]", "Application" (Global), and "Active" (checked). A "Short description" field contains "Sub Category is Shown If Book category Not Empty" with an order of 300. The "When to Apply" tab is selected, showing conditions for "Book Category" being "not None". The "Script" tab is also visible. In the "UI Policy Actions" section, there is one entry for "Field name": "u\_sub\_category", "Mandatory": "True", "Visible": "True", and "Read only": "Leave alone".

### 4. Fine Field Appears Only On Lost Or not Return

Book Status | is | Lost (or)

Book Status | is | Damaged

Fine (True)

The screenshot shows the ServiceNow UI Policy configuration interface. The title bar says "UI Policy - New Record". The main area has a blue header bar with the condition "If selected, the UI Policy applies to all form views; otherwise the UI Policy is view-specific" and "Apply the UI policy actions when the form is loaded and when the user changes values on the form". Below this, there are fields for "Table" (set to "Library Management [u\_library\_manage...]", "Application" (Global), and "Active" (checked). A "Short description" field contains "Fine Field Appears On Only On Late Return Or Lost" with an order of 100. The "When to Apply" tab is selected, showing conditions for "Book Status" being "Lost" or "Damaged". The "Script" tab is also visible. In the "UI Policy Actions" section, there is one entry for "Field name": "u\_sub\_category", "Mandatory": "True", "Visible": "True", and "Read only": "Leave alone".

### 5. Book Status is Returned Returned date is mandatory

Book Status | is | Returned

Returning Date (Mandetory)

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UI Policy  
Book Status is Returned Returned date is mandatory

- One UI Policy is ACTIVE
- The items in the Conditions field evaluate to true
- The field specified in the UI policy action is present on the specified form

More info

Table Library Management [u\_library\_manageme... Application Global Active

\* Short description Book Status is Returned Returned date is mandatory

### When to Apply

Conditions [Add Filter Condition](#) [Add OR Clause](#)

Book Status is Returned AND

[Update](#) [Delete](#)

Related Links [Convert this to Data Policy](#) [Advanced view](#) [Run Point Scan](#)

UI Policy Actions (1) UI Policy Related List Actions

Field name	Mandatory	Visible	Read only
u_return_date	True	Leave alone	Leave alone

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All > Table = u\_library\_management.or.Table in u\_library\_management

Short description	Table	Conditions	Reverse If false	On load	Updated	Order
Dates Read Only If State Is Not available	Library Management [u_library_manageme...]	u_book_status=Un Available^EQ	true	true	2025-12-16 21:25:55	100
User Details Mandatory Only When Issuing	Library Management [u_library_manageme...]	u_book_status=Issued^EQ	true	true	2025-12-16 21:43:05	200
Sub Category Is Shown If Book category Not Empty	Library Management [u_library_manageme...]	u_book_category!=^EQ	true	true	2025-12-16 21:48:10	300
Fine Field Appears On Only On Late Return Or Lost	Library Management [u_library_manageme...]	u_book_status=Lost^ORu_book_status=Damag...	true	true	2025-12-16 22:02:11	400
Book Status is Returned Returned date is mandatory	Library Management [u_library_manageme...]	u_book_status=Returned^EQ	true	true	2025-12-16 22:13:43	500