

Automated Network Request Management in ServiceNow

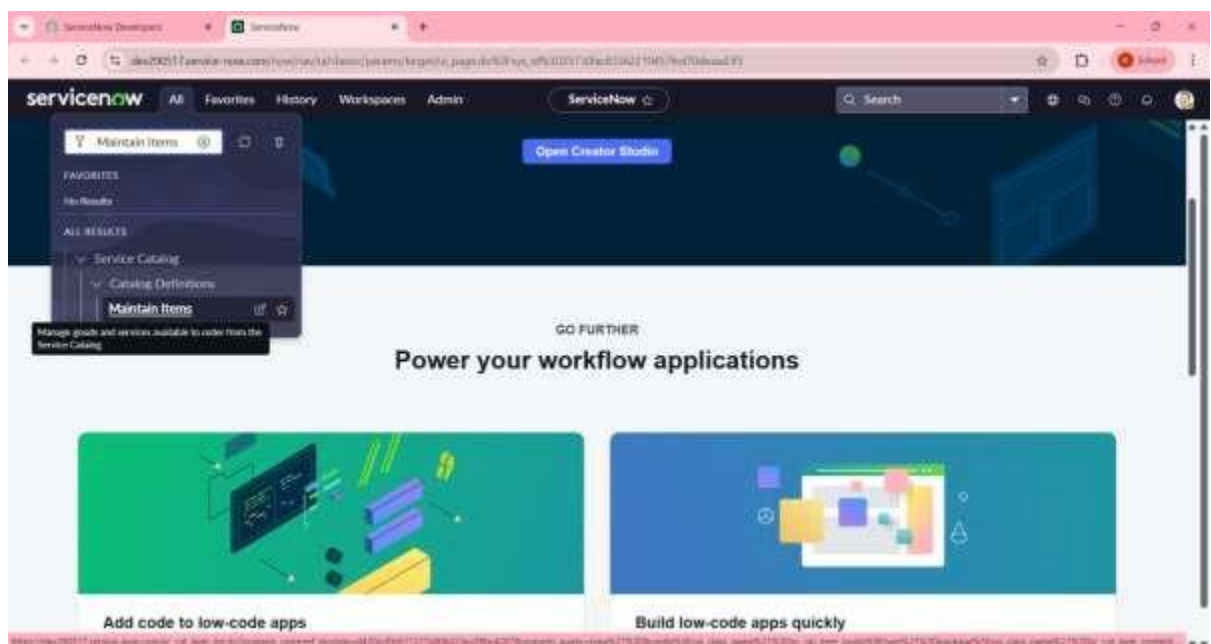
INTRODUCTION:

This project provides an automated solution in **ServiceNow** to manage network-related service requests. Through a self-service portal, users can easily submit requests, which are then validated, approved, and routed for fulfillment. Automated workflows handle approvals, notifications, and task assignments, while optional integrations with network tools reduce manual effort. The system also offers real-time updates and reporting to improve efficiency, transparency, and SLA tracking.

Process 1: Creation of Service Catalog – "Network Request"

Step 1: Navigate to Service Catalog

1. Open the **Application Navigator** in ServiceNow.
2. Go to:
All → Service Catalog → Maintain Items



Step 2: Create New Catalog Item

1. Click on **New**.
2. Fill the following details:
 - **Name:** Network Request
 - **Catalog:** Service Catalog
 - **Category:** Network and connctivity
 - **Short Description:** Network Request Management
3. Click on **Save**.

The screenshot shows the ServiceNow web interface for creating a new catalog item. The browser address bar shows a URL starting with 'dev20051'. The page title is 'Catalog item - Network Request'. The breadcrumb trail is 'Catalog item - Network Request'. The main form fields are:

- Name:** Network Request
- Catalog:** Service Catalog
- Category:** Networks and Connectivity
- Short description:** Network Request Management
- Application:** Global
- Active:** ☒
- Fulfillment automation level:** Unspecified
- Scale:** None
- Checked out:** None
- Owner:** System Administrator

Below the main form, there are tabs for 'Item Details', 'Process Engine', 'Picture', 'Pricing', and 'Portal Settings'. The 'Item Details' tab is selected, showing a 'Short description' field with the value 'Network Request Management' and a 'Description' field with a rich text editor.

Step 3: Configure Variables

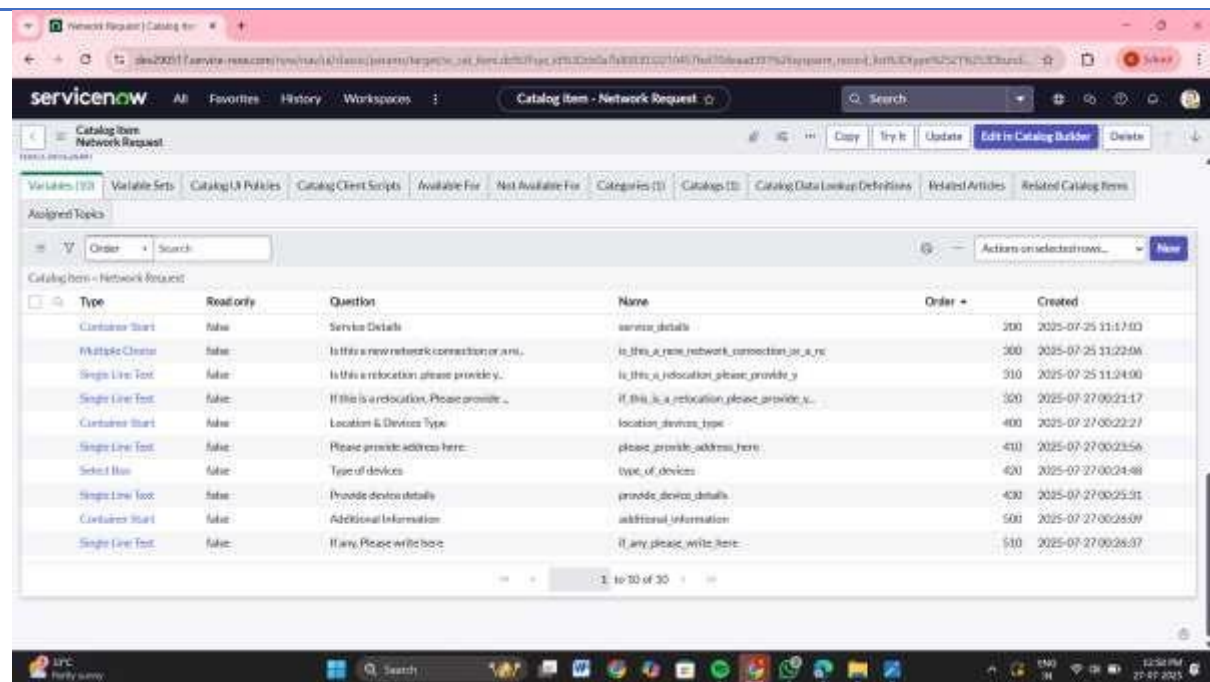
1. Open the newly created **Network Request** catalog item.
2. Scroll down to the **Variables** related list → Click **New** for each variable.
3. Fill out the following for each variable:
 - **Type:** Single line text, Choice, Reference, etc.
 - **Order:** e.g., 100, 200, 300 (controls display order)
 - **Question:** Label shown on the form
 - **Name:** Technical name (used in scripts)

- **Tooltip:** Info shown on mouse hover
- **Example Text:** Placeholder help text
- **Mandatory / Read-Only:** As required
- **Auto-populate:** Use dot-walking for dependent values

The screenshot displays the ServiceNow Catalog Item configuration interface. The top part of the form includes fields for 'Application' (set to Global), 'Active' (checked), 'Mandatory' (unchecked), 'Read-only' (unchecked), 'Hidden' (unchecked), and 'Unique' (unchecked). The 'Type' is configured as 'Multiple Choice'. The 'Catalog Item' is 'Network Request' and the 'Order' is '300'. The bottom part of the form shows the 'Question' configuration with the text 'In this a New connection or Relocation?' and a name 'is_this_a_new_connection_or_relocation'. Below the question are fields for 'Conversational label' and 'Tooltip'.

Step 4: Variable Types Configuration

Type	Question	Order
Container Start	Service Details	200
Multiple Choice	Is this a new network connection or a relocation?	300
Single Line Text	If this is a relocation, Please provide ...	310
Single Line Text	If this is a relocation, Please provide ...	320
Container Start	Location & Devices Type	400
Single Line Text	Please provide address here	410
Select Box	Type of devices	420
Single Line Text	Provide device details	430
Container Start	Additional Information	500



Type	Read only	Question	Name	Order	Created
Container Start	false	Service Details	service_details	200	2025-07-25 11:17:03
Multiple Choice	false	Is this a new network connection or an ex...	is_this_a_new_network_connection_or_an_ex...	300	2025-07-25 11:22:06
Single Line Text	false	Is this a relocation please provide y...	is_this_a_relocation_please_provide_y...	310	2025-07-25 11:24:00
Single Line Text	false	If this is a relocation, Please provide...	if_this_is_a_relocation_please_provide...	320	2025-07-27 00:21:17
Container Start	false	Location & Device Type	location_device_type	400	2025-07-27 00:22:27
Single Line Text	false	Please provide address here...	please_provide_address_here...	410	2025-07-27 00:23:56
Select Box	false	Type of device	type_of_device	420	2025-07-27 00:24:48
Single Line Text	false	Provide device details	provide_device_details	430	2025-07-27 00:25:31
Container Start	false	Additional Information	additional_information	500	2025-07-27 00:26:09
Single Line Text	false	If any, Please write here...	if_any_please_write_here...	510	2025-07-27 00:26:37

Step 5: Configure Variable Set – Requester Information

5.1 Create Variable Set

1. Navigate to **Variable Sets** under Service Catalog.



2. Click on **New**.
3. Fill the following details:
 - **Title:** Requester information
 - **Internal Name:** requester_information (auto-filled)
 - **Order:** 100
 - **Type:** Single Row
 - **Layout:** 2 Columns Wide, one side, then the other

- Check the box: ☒ **Display title**

4. Click **Submit** or **Update**

The screenshot shows the configuration interface for a variable set named "Requester information". The "Display title" checkbox is checked, and the "Layout" is configured as "2 Columns Wide, one side, then the other". The "Title" field is set to "Requester information" and the "Internal name" is "requester_information". The "Order" is 100 and the "Type" is "Single Row". A "Description" field is present but empty. The bottom of the interface shows tabs for "Catalog Client Scripts", "Included In (1)", and "Catalog Data Lookup Definitions", along with an "Actions" button.

Step 5.2: Add Variables to the Variable Set "Requester Information"

After creating the variable set, now it's time to add the variables one by one.

1. Opened on behalf of

- Type: **Reference**
- Reference to: **User *sys_user+**
- Name: `opened_on_behalf_of`
- Order: 100
- This allows the requester to select a user they are raising the request for.

The screenshot shows the ServiceNow 'Variable - New Record' form. The form is for a variable named 'Requester Information' of type 'Single Line Text'. It has an order of 100 and is active. The 'Question' field is set to 'email_id', and the 'Name' field is also set to 'email_id'. The 'Example Text' field is also set to 'email_id'. The 'Submit' button is visible at the bottom left.

2. Email ID

- Type: **Single Line Text**
- Name: email_id
- Order: 200
- This will be auto-filled based on the user selected in "Opened on behalf of".
- You can use a script or dot-walking to populate the email field.

3. User Name

- Type: **Single Line Text**
- Name: user_name
- Order: 300
- This will also be auto-populated based on the user selected.
- Fetch the full name from the User table.

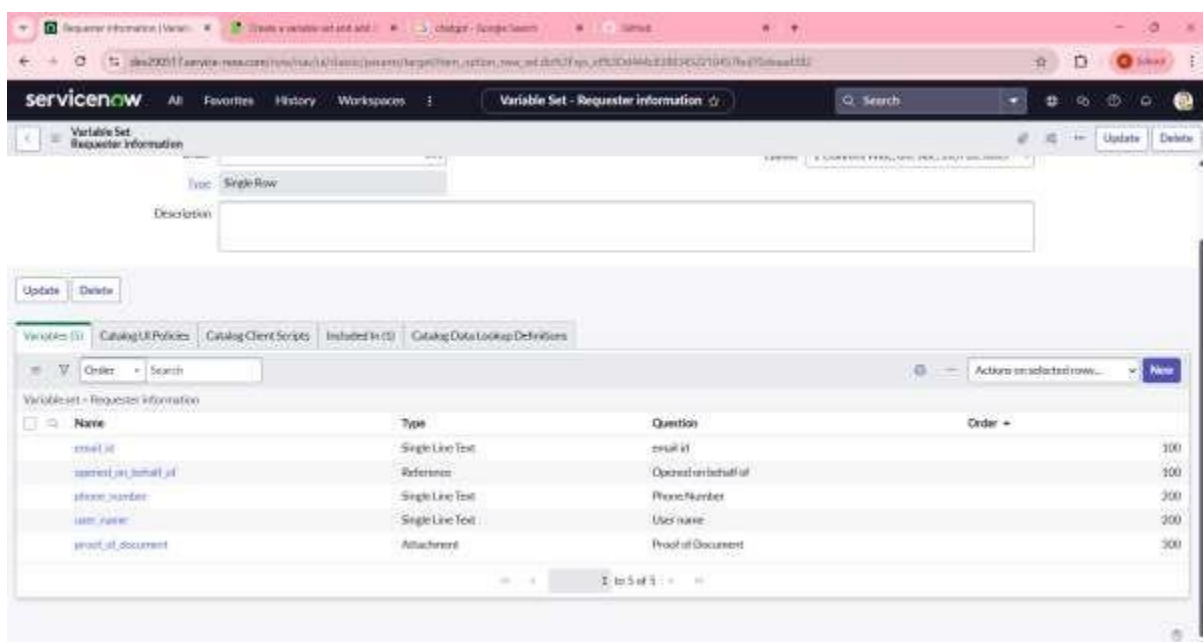
4. Phone Number

- Type: **Single Line Text**
- Name: phone_number

- Order: 400
- Same as above, it can be fetched using dot-walking or client script.

5. Proof of Document

- Type: **Attachment**
- Name: proof_of_document
- Order: 500
- This allows users to upload a file (such as proof or ID documents).



When a user is selected in the **Opened on behalf of** field, we want to automatically populate:

- Email ID
- User Name
- Phone Number

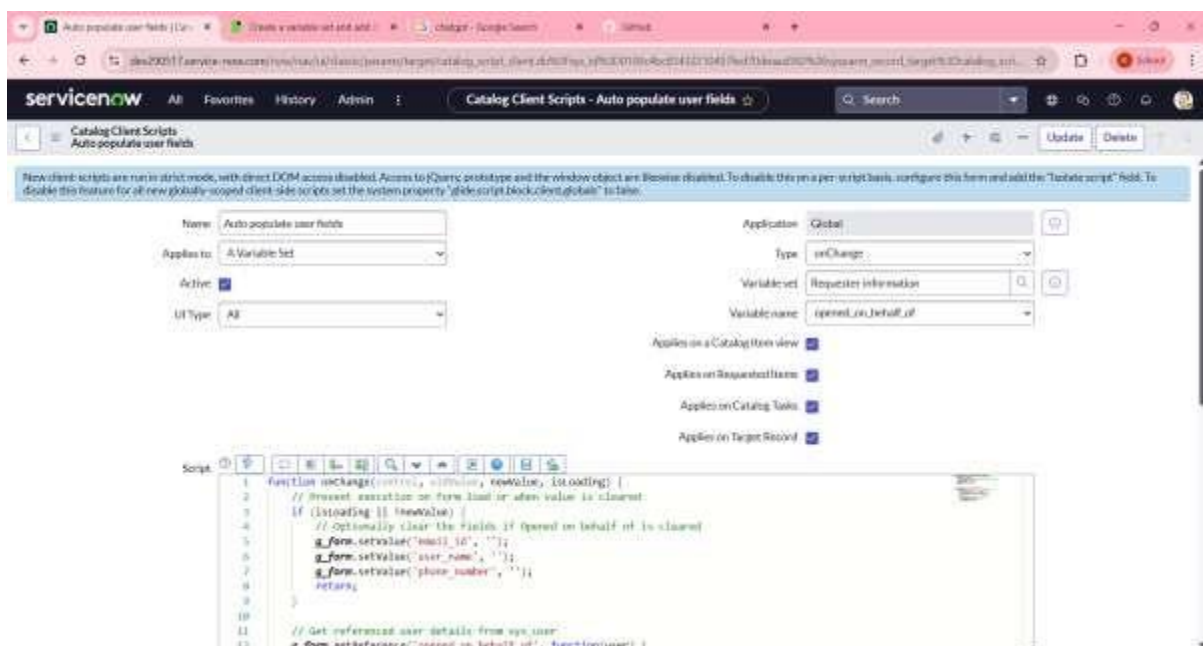
Steps to Auto-populate Fields

1. Open the Variable Set

- Navigate to: **Service Catalog > Catalog Variable Sets**
- Open your variable set: **Requester Informatio**

2. Create a Catalog Client Script

- Navigate to: **Service Catalog > Catalog Client Scripts**
- Click **New**
- Fill in details:
 - **Name:** Auto Populate User Info
 - **Applies to:** Catalog Item
 - **Variable Set:** Select *Requester Information*
 - **UI Type:** All
 - **Type:** onChange



3. Configure the Script Fields

- **Variable name:** opened_on_behalf_of
- **Script:**



Step 6: Catalog UI Policy Configuration

Goal: Show " Provide device details here " field when **Types of Devices = Others**.

1. Navigate to the **Network Request** catalog item.
2. In the related list, go to **Catalog UI Policies** → Click **New**.
3. Fill in:
 - **Applies to:** Catalog Item
 - **Catalog Item:** Network Request
 - **Condition:** Types of devices is Others
4. Click **Save**.
5. In the related list, click **New** under **UI Policy Actions**.
6. Set:
 - **Catalog Item:** Network Request
 - **Variable name:** Provide device details here
 - **Visible:** True
7. Click **Update** to save policy.
8. **Test the form** to ensure the field appears based on selection.

< ≡ Catalog UI Policy
New record

Catalog UI policies are similar to standard UI policies. Catalog UI policies dynamically change variables that are part of a catalog item or change how variable sets are handled. Policies can also be applied when the variables are present in a Requested Item or Catalog Task form. [More Info](#)

Applies to
A Catalog Item

* Catalog item
Network Request

* Short description
Display field when device is Others

Application
Global

Active
☒

When to Apply Script

Catalog UI policy actions are applied only if all the following conditions are met:

1. The catalog UI policy is **Active**
2. The items in the **Conditions** field evaluate to true
3. The field specified in the catalog UI policy is present on the specified catalog item

Catalog Conditions

Add Filter Condition Add "OR" Clause

type_of_devices is Others

Applies on a Catalog Item view

Process 2: Creation of Table and Fields in ServiceNow

>Network Database Table

Step 1: Create a New Table

1. Navigate to the Application Navigator.
2. Type: Tables under the **System Definition** module.
3. Click on **Tables**.
4. On the top-right corner, click on **New** to create a new table.

5. Fill in the table details:

- **Label:** *Network Database Table*
- **Name:** Automatically generated (or customize if needed).
- Keep **Auto-generate schema** checked.

6. Click **Submit** to create the table.

ServiceNow Developer

New Record (Table) | ServiceNow

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: Network Database Table

* Name: u_network_database_table

Extends table:

Application: Global

Create module: ☒

Create mobile module: ☒

Add module to menu: -- Create new --

New menu name: Network Database Table

Columns | Controls | Application Access

Table Columns | Add text | Search

Dictionary Entries	Column label	Type	Reference	Maxlength	Default value	Display
Insert a new row...						

Submit Cancel

Step 2: Add custom fields

These fields are **custom fields** that you will manually add in the Table Columns section of your custom table.

1. Name: **u_request_number**

- **Label:** Request Number
- **Type:** String
- **Reference:** —
- **Explanation:** A unique identifier for the request. Can be filled manually or auto-generated using a Business Rule.

2. Name: **u_assignment_group**

- **Label:** Assignment Group
- **Type:** Reference
- **Reference:** Group (Group table)
- **Explanation:** Defines the team or group responsible for fulfilling the request.

3. Name: u_customer_document

- **Label:** Customer Document
- **Type:** String
- **Reference:** —
- **Explanation:** Stores a document reference or identifier related to the customer, such as an ID proof or contract reference

4. Name: u_assigned_to

- **Label:** Assigned To
- **Type:** Reference
- **Reference:** User(User table)
- **Explanation:** The specific user assigned to handle the request.

5. Name: u_device_details

- **Label:** Device Details
- **Type:** String
- **Reference:** —
- **Explanation:** Captures technical details or specifications of the device involved in the request.

6. Name: u_date_of_enquiry

- **Label:** Date of Enquiry
- **Type:** Date
- **Reference:** —

- **Explanation:** The date when the enquiry was received from the customer.

7. Name: u_customer_address

- **Label:** Customer Address
- **Type:** String
- **Reference:** —
- **Explanation:** The physical or mailing address of the customer.

8. Name: u_approval_state

- **Label:** Work Status
- **Type:** String
- **Reference:** —
- **Explanation:** Indicates the current approval or work status of the request.

9. Name: u_requested_for

- **Label:** Requested For
- **Type:** String (*Normally this should be a Reference to sys_user, but in your screenshot it's String*)
- **Reference:** — (*unless you change it to a Reference type*)
- **Explanation:** Specifies the end-user for whom the request is being made.

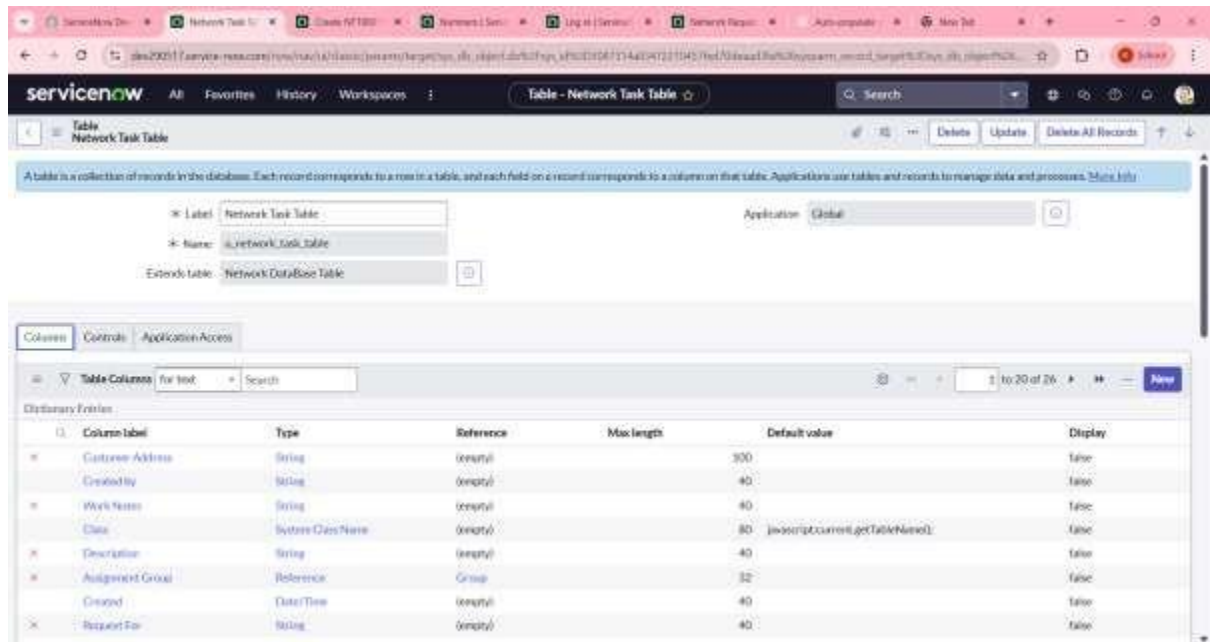
Column Label	Type	Reference	Max length	Default value	Display
Customer Address	String	empty	100		Address
Customer	String	empty	40		Address
Class	System Class Name	empty	50	(select tableName.getTableName())	Address
Assignment Group	Reference	empty	32		Address
Contact	Case Name	empty	40		Address
Business Unit	String	empty	40		Address
Site ID	Site ID (Site ID)	empty	32		Address
Spoke Number	String	empty	40		Address
Spoke Number	String	empty	40		Address
Assignment ID	Reference	empty	32		Address
Updateable	String	empty	40		Address
Network	String	empty	40		Address
Work Order	String	empty	40		Address
Work Order	String	empty	40		Address
Customer (Customer)	String	empty	40		Address
Request Number	String	empty	40		Address
Request Details	String	empty	40		Address
Spoke Number	String	empty	40		Address
Data ID (Data ID)	String	empty	40		Address

To Autopopulate Database Number

Using Number Maintenance

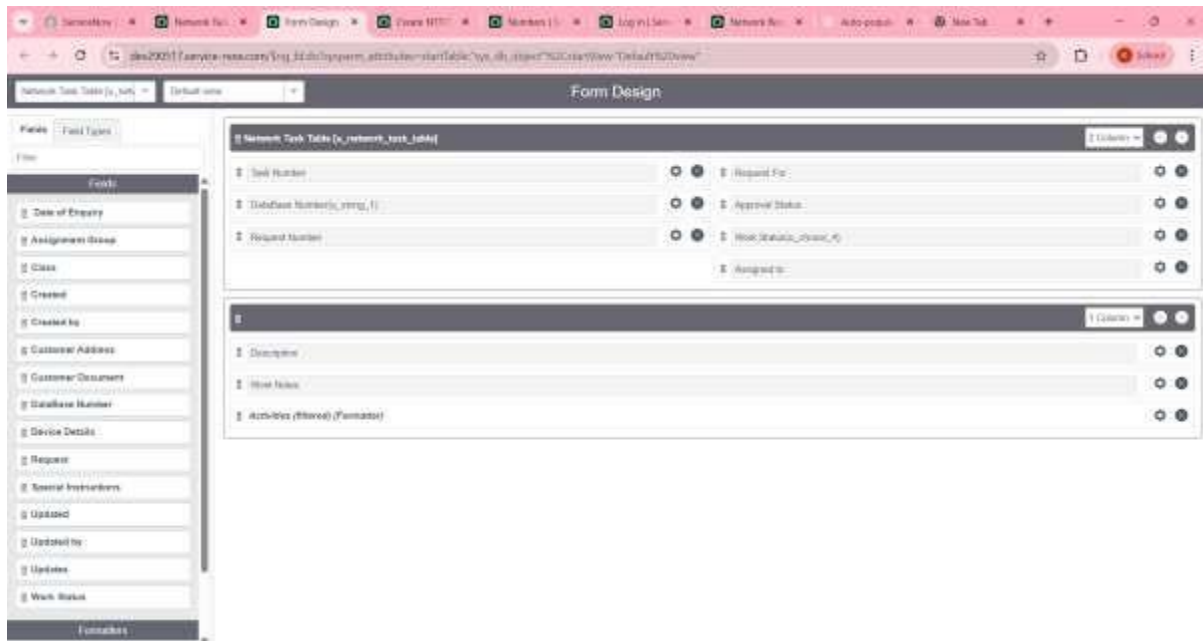
ServiceNow has a built-in feature called **Number Maintenance** to manage auto-number sequences for any table.

1. Navigate to:
System Definition > Number Maintenance.
2. Click **New**.
3. Fill in details:
 - **Table** → select your Network Database Table.
 - **Prefix** → NET.
 - **Current Value** → 1003 (or any starting number you want).
 - **Number of Digits** → 7.
4. Save.



Step 2: Verify Inherited Fields

- Open the new table (Network Task Table).
- Go to **Columns** tab.
- You'll see:
 - Fields from parent (Database Number, Request Number, Request For, etc.)
 - Plus any new fields you add specifically for tasks (Task Number, Work Status, Assigned to, etc.).



Process 3: Request Approvals Creation

The goal is to display **approval records** directly on the **Network Database table** form.

By creating a relationship between **Network Database Table** and **Approval (sysapproval_approver)**:

- We can see which approvals are associated with each record.
- We avoid searching in a separate table.
- The refineQuery ensures only relevant approvals (based on source table and document ID) are shown.

Steps to Create the Related List with Script

1. Navigate to Relationships

1. Go to **System Definition → Relationships**.
2. Click **New**.

2. Fill in the Relationship Details

- **Name** → Request Approvals

- **Applies to table** → Network Database Table *u_user_network_database+
- **Queries from table** → Approval *sysapproval_approver+
- **Active** → Checked.

3. Add the refineQuery Script

The script filters the approvals to only show records related to the current Network Database record.

```
(function refineQuery(current, parent) ,
    current.addQuery('source_table', parent.getTableName());
    current.addQuery('document_id', parent.sys_id);
-)(current, parent);
```

Script Explanation:

- source_table → Ensures only approvals linked to this specific table are fetched.
- document_id → Matches the approval record to the exact parent record.
- state filter (commented out) → Can exclude approvals not required.

4. Save and Verify

1. Click **Update**.
2. Open a **Network Database Table** record.
3. You should see the **Request Approvals** related list populated with the matching approval entries.

Steps to Add the Related List to the Form

1. Open any record from the **Network Database Table**.
2. Click the **context menu** (three dots in the top right of the form).
3. Navigate to **Configure > Related Lists**.
4. In the list of available related lists, select **Approval Request**.
5. Save the form configuration.

6. Refresh the record — you should now see the **Request Approvals** related list at the bottom of the form, displaying:

- **State**
- **Approver**
- **Comments**
- **Approval for**
- **Created**

Creation & Implementation of Flows, Actions in Flow Designer

Flow Designer in ServiceNow to automate the **Network Request** process.

The flow manages the entire lifecycle of a request — from capturing catalog variables, creating a record in the Network Database, sending notifications, requesting approvals, handling logic conditions, and updating records — all without manual intervention.

This ensures:

- Consistency in processing requests
- Faster execution
- Fewer manual errors
- Clear traceability of actions

Steps to Create the Flow

1. Creating the Flow

1. Navigate to **Flow Designer** home page.
2. Click **New** to create a new flow.
3. Enter:
 - **Flow Name:** Network Request
 - **Description:** *(e.g., Automates network request creation, approvals, and updates.)*

4. Click **Build Flow**.

The screenshot shows the 'Let's get the details for your flow' form in the Workflow Studio interface. The form is titled 'Let's get the details for your flow' with a subtitle 'Name to uniquely identify your flow'. It contains several input fields: 'Flow name' (Network Request), 'Application' (Global), 'Description' (Network flow), 'Environment' (None), 'Run as' (System user), and 'Flow priority default' (Medium (default)). There are 'Cancel' and 'Build flow' buttons at the bottom right.

2. Configuring the Trigger

1. Click the **(+)** icon to add a trigger.
2. Select:
 - **Trigger Type:** Application → Service Catalog
3. Click **Done**.

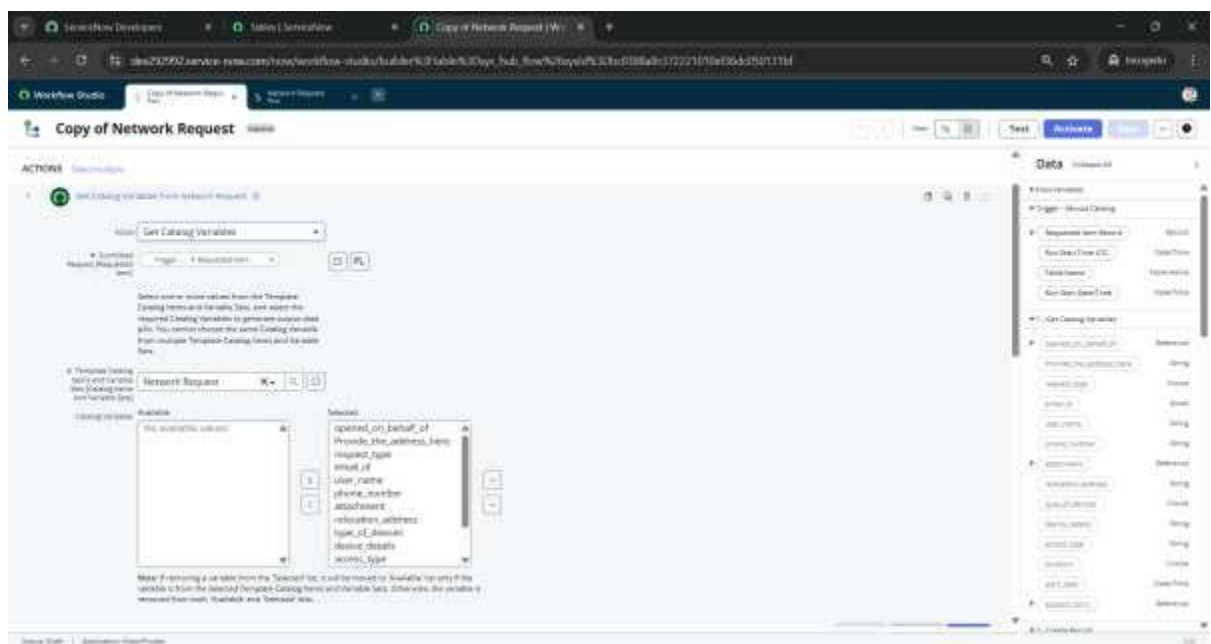
The screenshot shows the 'Copy of Network Request' flow configuration in the Workflow Studio interface. The 'TRIGGER' section is expanded, showing 'Service Catalog' as the selected trigger. There are 'Delete', 'Cancel', and 'Done' buttons at the bottom right. A 'Data' panel on the right shows 'Flow Variables' and 'Trigger - Service Catalog'.

3. Adding Actions

A. Get Catalog Variables

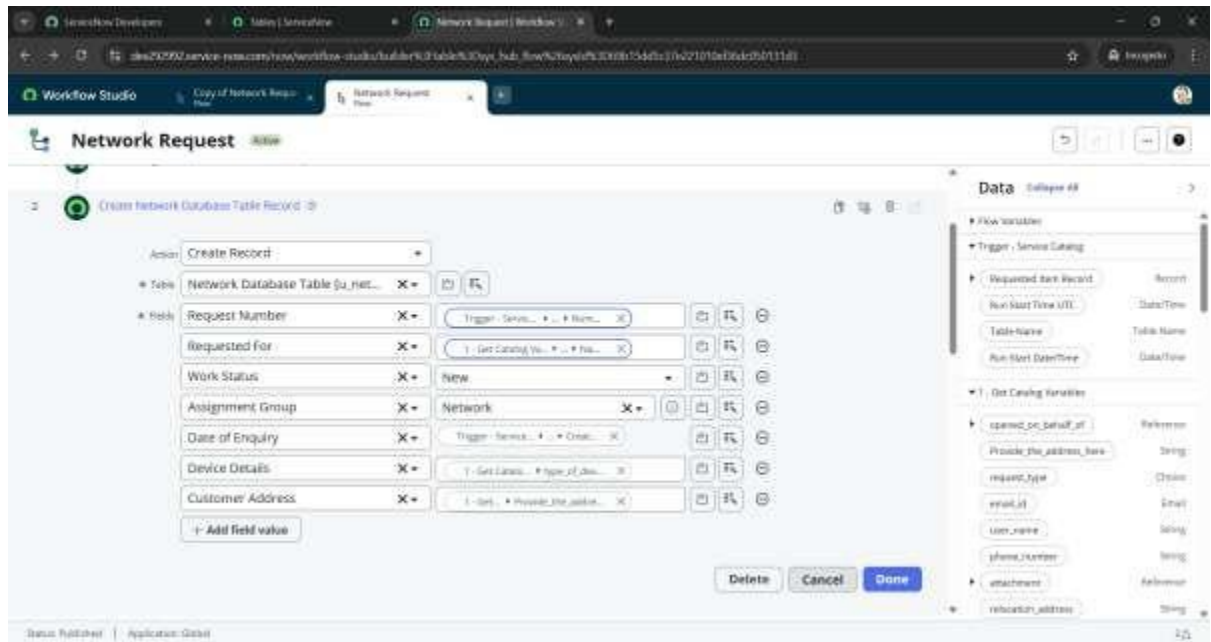
1. Click **Actions**.
2. Search for **Get Catalog Variables**.

3. Select **Get Catalog Variables**.
4. Configure **Action Inputs**:
 - **Trigger** → **Service Catalog** → **Requested Item**
5. In **Template catalog items**:
 - **Select Table**: Network Request
 - Move required variables to the **Selected** area.
6. Click **Done**.



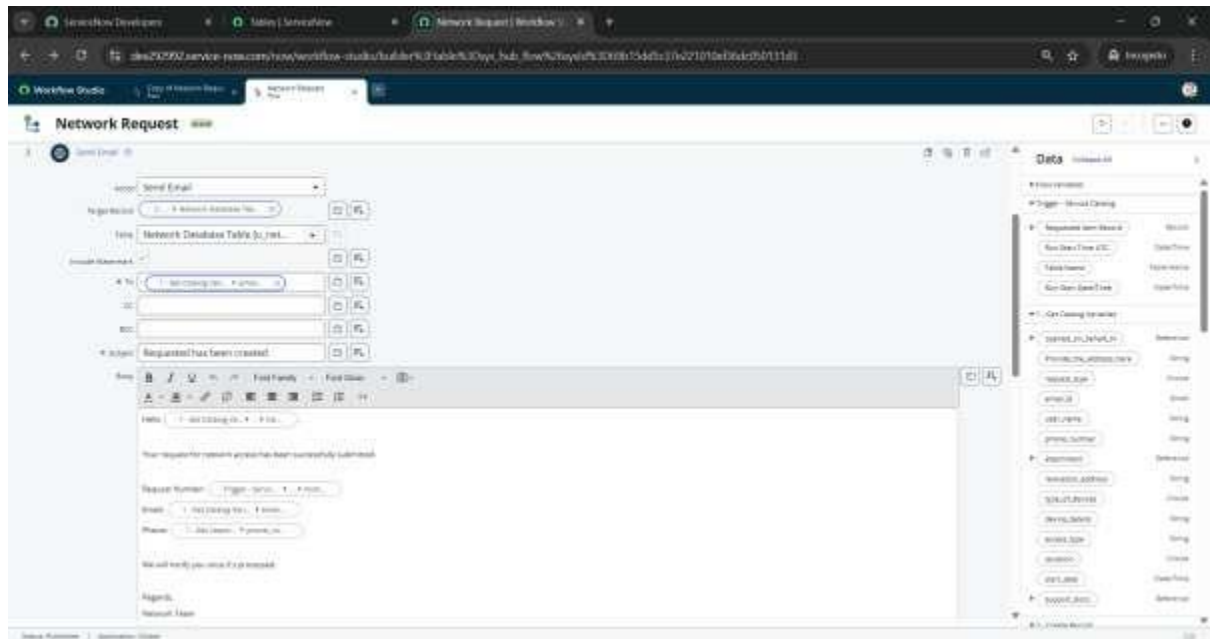
B. Create Record

1. Add a new action → **Create Record**.
2. Select **Table**: Network Database.
3. Click **Add Fields** and configure:
 - Map catalog variables to the respective table fields as per your requirements .
4. Click **Done**.



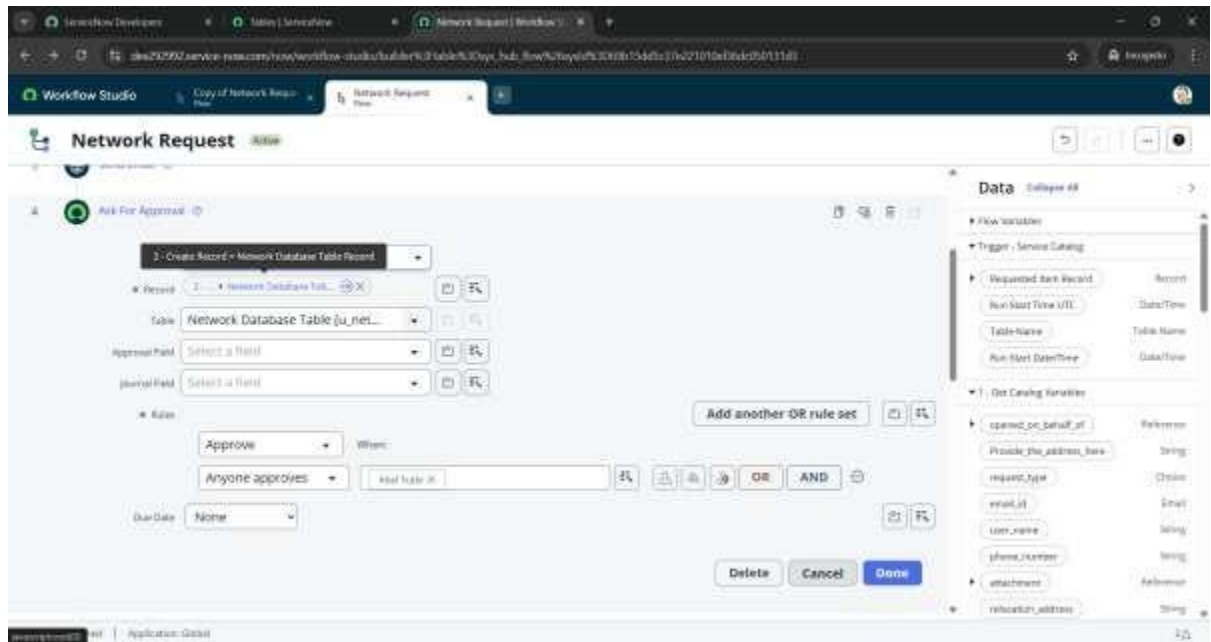
C. Send Email

1. Add a new action → **Send Email**.
2. **Target Record:** Select → **Create Record** → **Network Database Table** (auto-selected).
3. Configure:
 - **To / CC / BCC:** Static or dynamic recipients.
 - **Subject & Body:** Use variables and static text as shown in the design screenshot.
4. Click **Done**



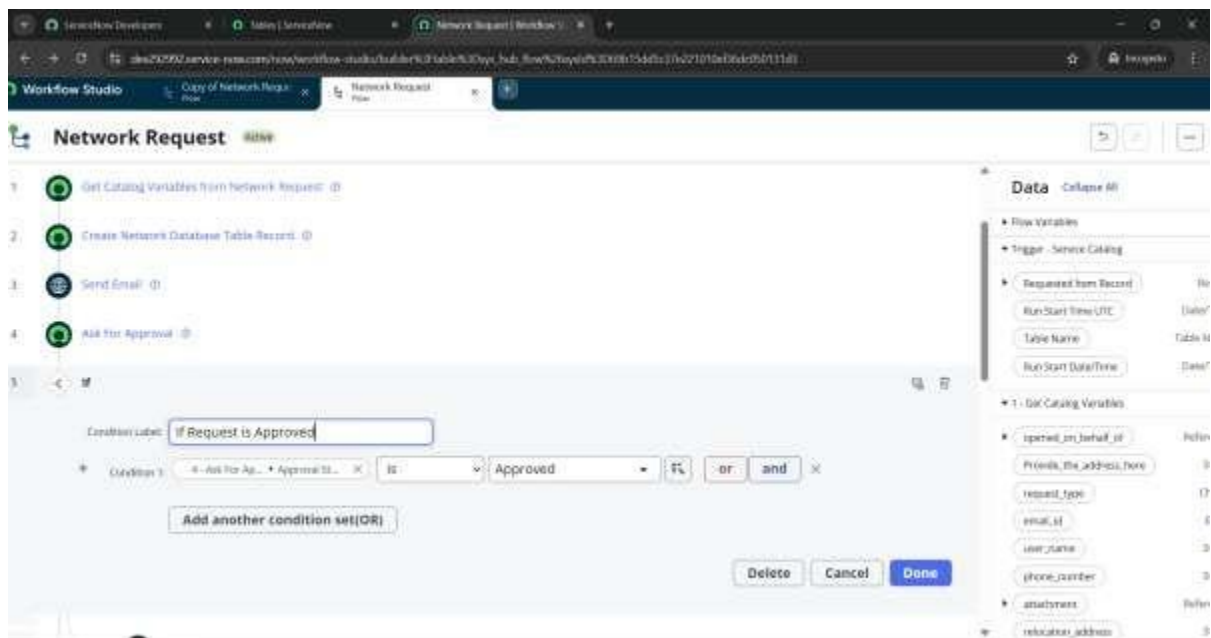
D. Ask for Approvals

1. Add a new action → **Ask for Approval**.
2. **Target Record:** Create Record → Network Database Table.
3. Configure:
 - **Approval Reason:** "Waiting for Approval".
 - **Approval Rules:** Approve, Reject, Approve/Reject.
 - **Approval Type:** Anyone approves, Everyone approves, etc. (static/dynamic assignment).
 - Here we chose abel tuter
4. Click **Done**



E. Flow Logic (If Condition)

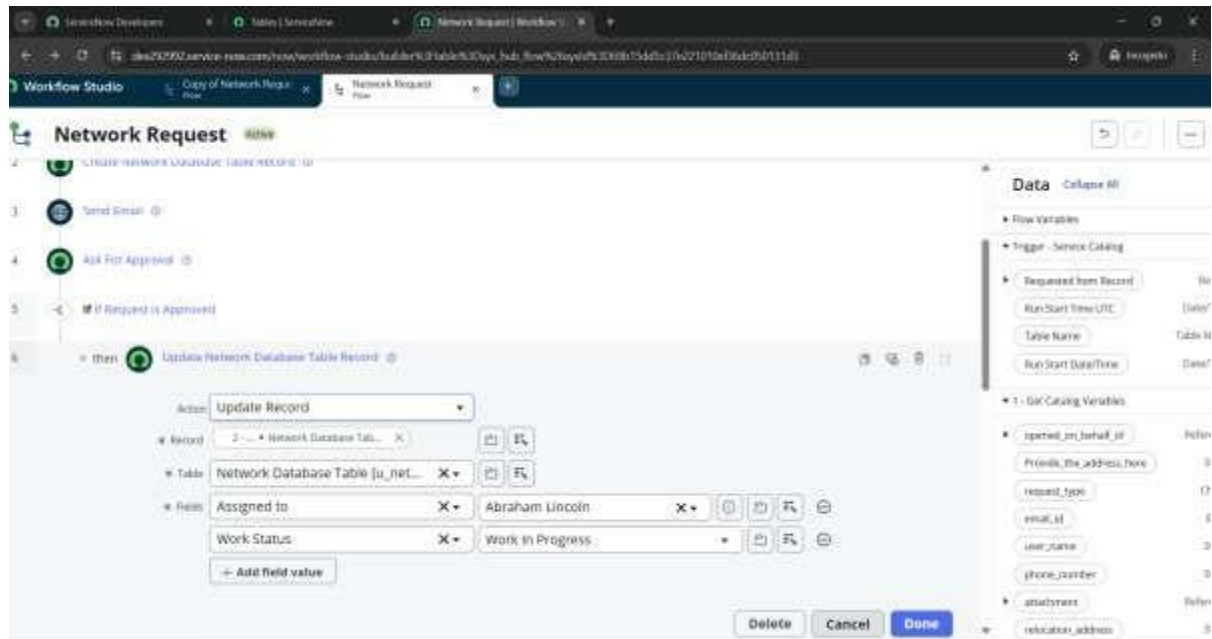
1. Add a new action → **Flow Logic** → **If Condition**.
2. Configure:
 - Condition: "Ask for approvals" state is **Approved**.
3. Click **Done**.



F. Update Record

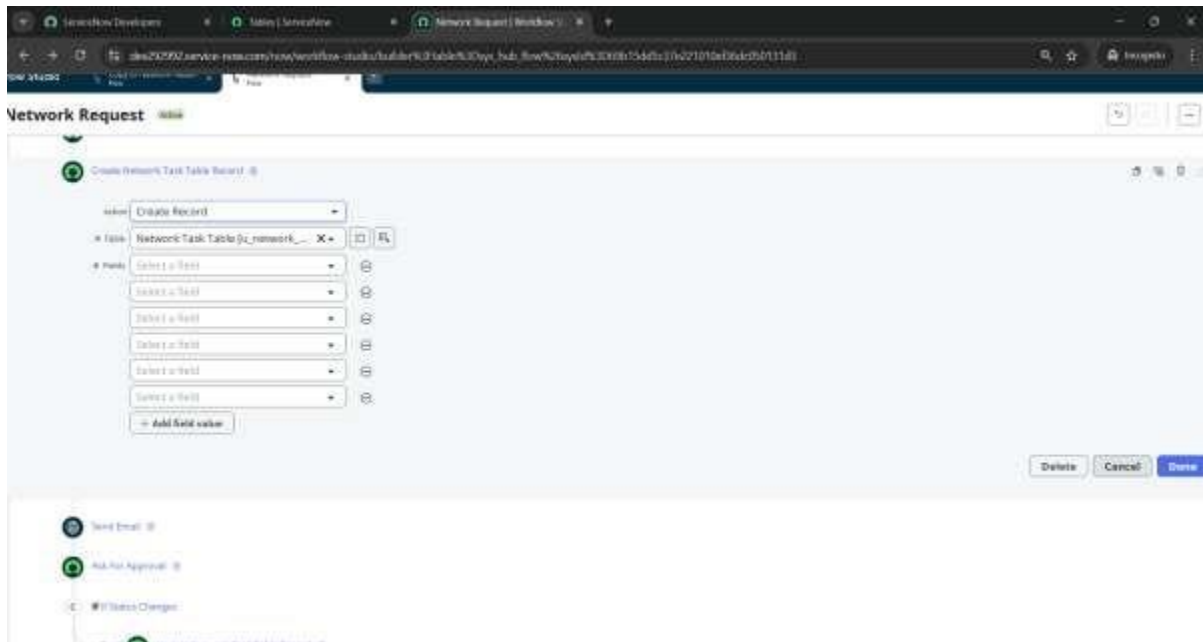
1. Add a new action → **Update Record**.

2. **Target Record:** Create Record → Network Database Table (auto-selected).
3. Configure required fields (like Assigned to -> Abraham Lincoln
Work Status -> Work in Progress).
4. Click **Done**.



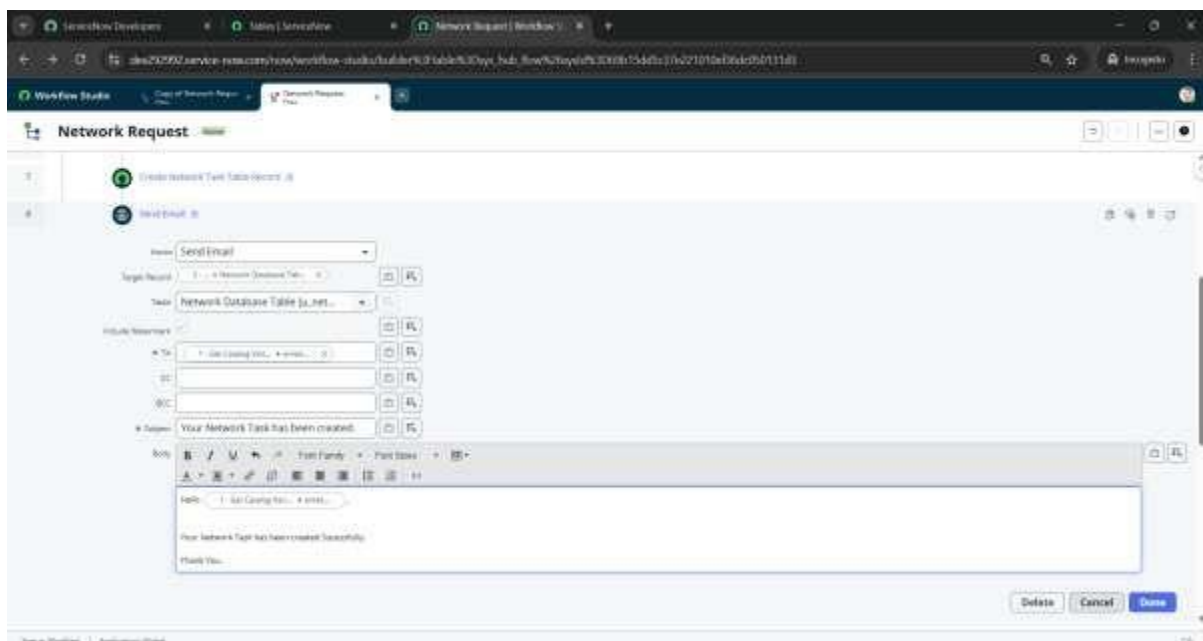
G: Create Network Task Table Record

1. Add a new action → **Create Record**.
2. Select **Table** → *Network Task Table [u_network_task]*.
3. Under **Fields**, map Service Catalog variables to the table fields:
 - **Database Number** → Auto-populated (Number Maintenance / Business Rule).
 - **Request Number** → Map from Catalog Variable (e.g., *Request Number*).
 - **Requested For** → Map from Catalog Variable (Requested For).
 - **Description** → Map from Catalog Variable (Description of request).
 - **Priority** → Map from Catalog Variable (Priority).
 - **Assignment Group** → Network Assignment Group (static or from variable).
 - **Assigned To** → Leave blank initially (will be set later after approval).
4. Click **Done**.



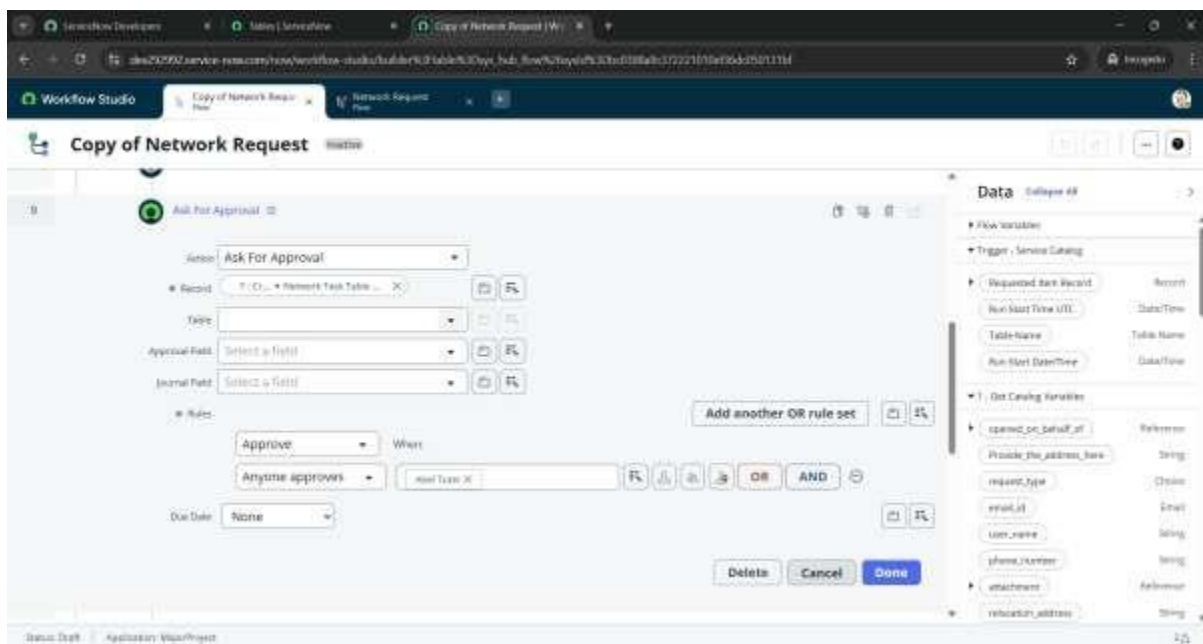
H. Send Email (Request Created)

1. Add a new action → **Send Email**.
2. Target Record → *Create Network Task Table Record*.
3. Configure:
 - **To:** Requestor / Requested For.
 - **Subject:** "Your Network Task has been created."
 - **Body:** Include Task Number, Database Number, Request Number.
4. Click **Done**.



I. Ask for Approval

1. Add a new action → **Ask For Approval**.
2. Target Record → *Network Task Table Record*.
3. Configure:
 - **Approval Reason:** "Waiting for Network Task approval".
 - **Approval Rules:** Approve / Reject.
 - **Approval Type:** Choose (e.g., *Anyone Approves*).
4. Click **Done**.



J. If Condition – Approval Status Changes

1. Add action → **If Condition**.
2. Condition → *Approval State is Approved*.
3. In the **Then branch**:

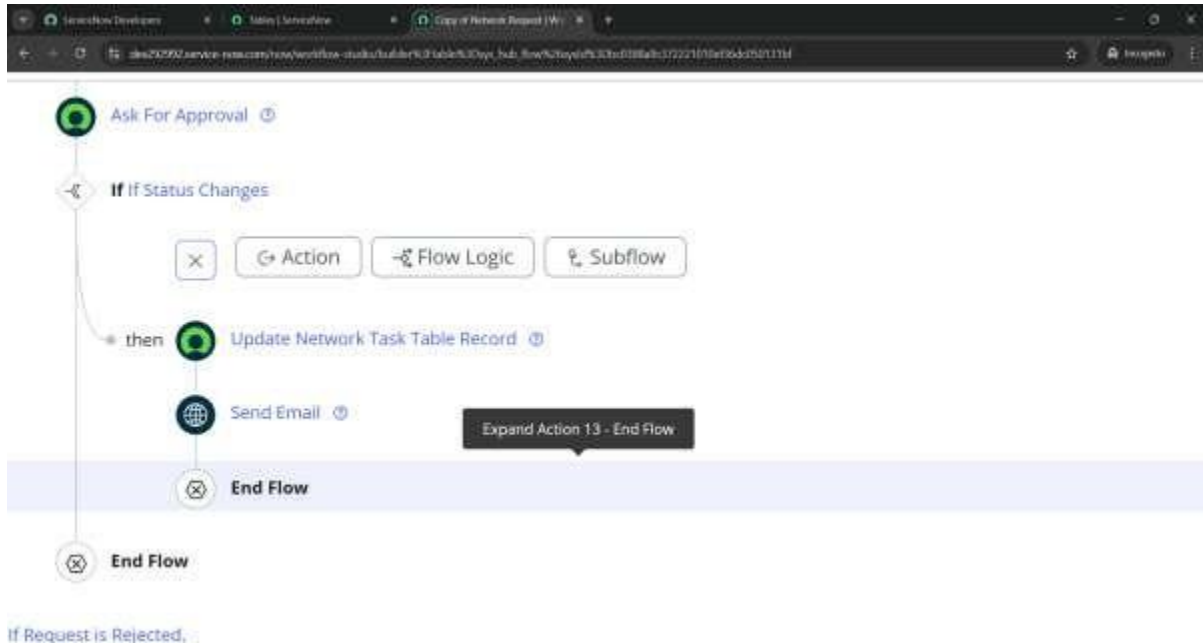
Update Record

- Target Record → *Network Task Table Record*.
- Update fields:
 - Assigned To → *Adam Ringle*.
 - Work Status → *Work in Progress*.
- Click **Done**.

Send Email (Approved)

- Add action → Send Email.
- Notify requestor that the task is approved and in progress.

(same as above)

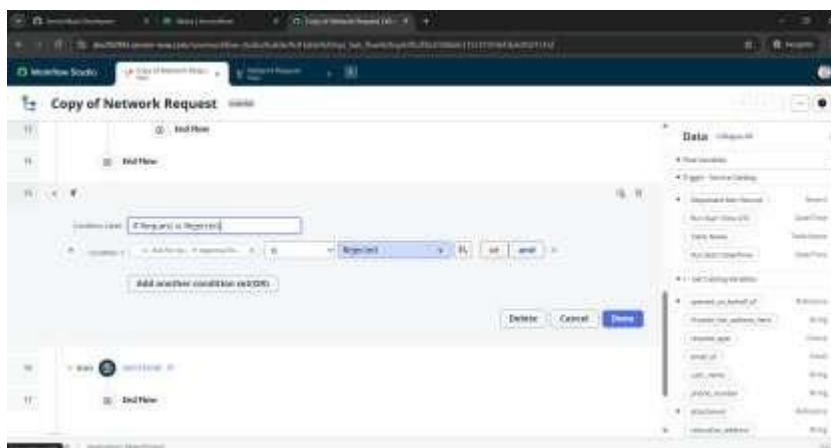


K. If Condition – Request Rejected

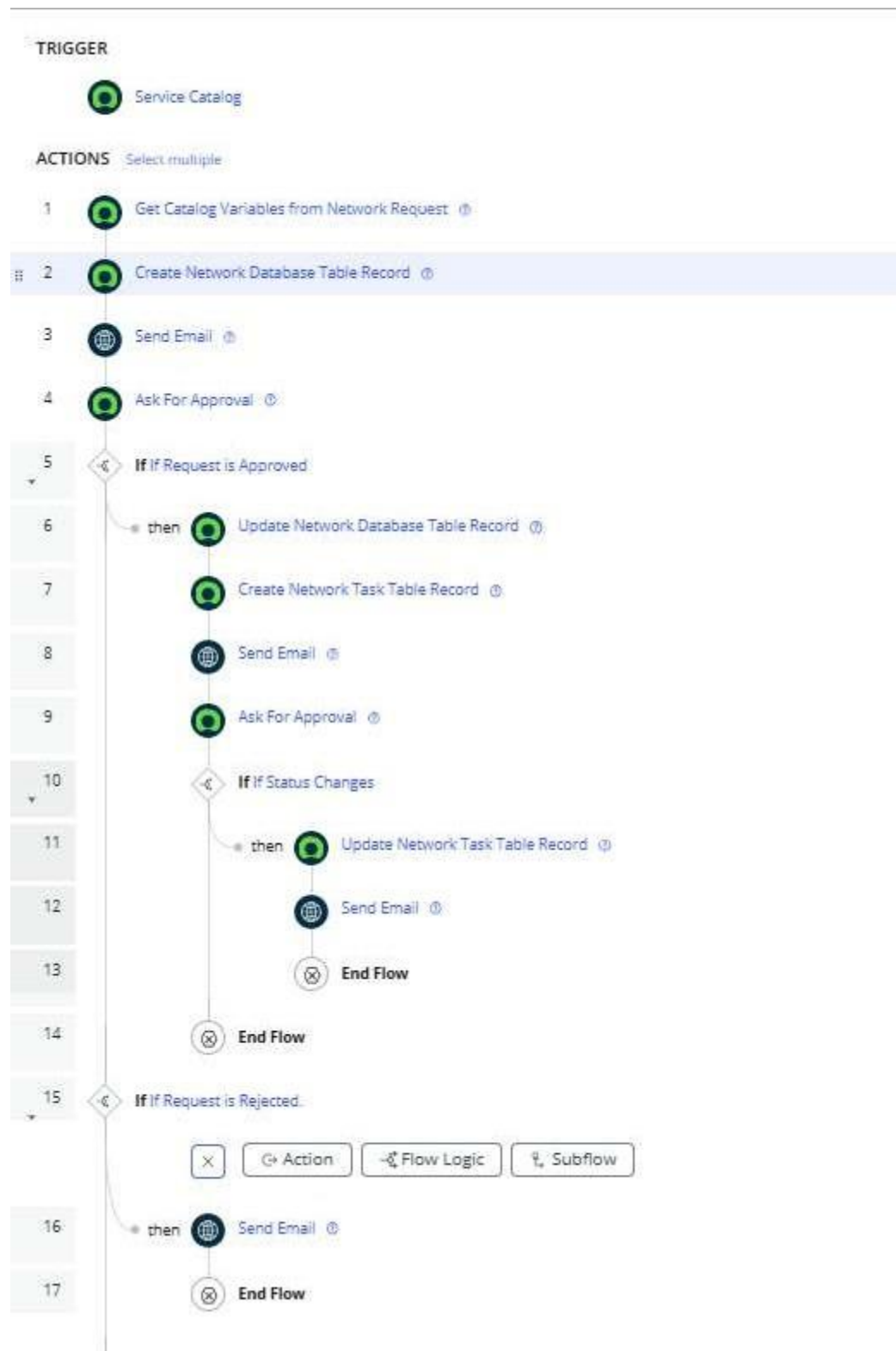
1. Add another If Condition for *Approval State is Rejected*.
2. In the Then branch:

Send Email (Rejected)

- Notify requestor that their request was rejected.
- Optionally include rejection comments.



OVERALL FLOW:



Summary

This project delivers an efficient ServiceNow -based solution for handling network service requests. By using a dedicated service catalog, automated approval workflows, and real -time notifications, it s treamlines the request process for both users and technicians. The system ensures accurate request capture, faster resolution through automation, and better visibility with reporting and SLA tracking.

- Gnanchad Isukapati