

Step 1: Fill the details of the table with fields as below >> Save.

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 Application ⓘ

* Name Create module ☒

Extends table ⓘ Create mobile module ☒

Add module to menu -- Create new --

New menu name

Columns Controls Application Access

Table Columns for text Search ⓘ

Dictionary Entries>Column label starts with Name>Type Label starts with String

Column label	Type	Reference	Max length	Default value	Display
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

Add module to menu -- Create new --

New menu name

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Column label	Type	Reference	Max length	Default value	Display
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
✕ ⓘ Name	String		100		false
✕ ⓘ Project Overview	String		200		false
✕ ⓘ Budget	Price				false
✕ ⓘ Total Expenses	Price				false
+ Insert a new row...					

Step 2: Open User >> New.

Step 3: Create Two Users Product Manager and Employee Management.

dev185049.service-now.com/now/nav/ui/classic/params/target/sys_user.do%3Fsys_id%3D96681ba983465610b80ff3a6feaad339%26syspar...

servicenow All Favorites History : User - Product Management Search

User Product Management Update Set Password Delete

User ID Product Management

First name Product

Last name Management

Title

Department

Password needs reset ☐

Locked out ☐

Active ☒

Web service access only ☐

Internal Integration User ☐

Email

Language -- None --

Calendar integration Outlook

Time zone System (America/Los Angeles)

Date format System (yyyy-MM-dd)

Business phone

Mobile phone

Photo Click to add...

Update Set Password Delete

Related Links

Step 4: Open Role >>New

Step 5: Create Employee Role.

Step 6: Go to the Project table >> Controls >> copy the role name from the table. Go to Product Management User and add role: u_project_user to it.

servicenow All Favorites History : User - Product Management Search

User Product Management Update Set Password Delete

Web service access only ☐

Internal Integration User ☐

Update Set Password Delete

Related Links

[View linked accounts](#)

[View Subscriptions](#)

[Reset a password](#)

Entitled Custom Tables Roles (1) Groups Delegates Subscriptions User Client Certificates

Role Search

Actions on selected rows... Edit...

User = Product Management

Role	State	Inherited	Inheritance Count
u_project_user	Active	false	

Step 7: Go to Employee Management User and add role: Employee role to it.

dev185049.service-now.com/now/nav/ui/classic/params/target/sys_user.do%3Fsys_id%3Dba6f9936d83465610b80f3a6feaad388%26sysparm...

servicenow All Favorites History User - Employee Management Search

User Employee Management Update Set Password Delete

User ID Employee Management

First name Employee

Last name Management

Title

Department

Password needs reset ☐

Locked out ☐

Active ☒

Web service access only ☐

Internal Integration User ☐

Email

Language -- None --

Calendar integration Outlook

Time zone System (America/Los_Angeles)

Date format System (yyyy-MM-dd)

Business phone

Mobile phone

Photo Click to add...

Update Set Password Delete

Related Links

Step 8: Click on the Profile avatar >> Elevate Role >> Grant the high security.

dev185049.service-now.com/now/nav/ui/classic/params/target/sys_user.do%3Fsys_id%3Dba6f9936d83465610b80f3a6feaad388%26sysparm...

servicenow All Favorites History User - Employee Management Search

User Employee Management Update

Active ☒

Web service access only ☐

Internal Integration User ☐

Update Set Password Delete

Related Links

View linked accounts

View Subscriptions

Reset a password

Entitled Custom Tables Roles (1) Groups De

Role Search

User = Employee Management

Role State Inherited Inheritance Count

Employee role Active false

Elevate role

Elevate a role by adding privileges, which end when you log out. [Learn more](#)

AVAILABLE ROLES

☒ security_admin

Grant modification access to High Security Settings, allow user to modify the Access Control List

Cancel Update

System Administrator

Profile

Preferences

Keyboard shortcuts

Impersonate user

Elevate role

Printer friendly version

Log out

Step 9: Search & Open ACL >> New.

Name	Decision Type	Operation	Type	Active	Updated by	Updated
\$allappsmgmt	Allow If	read	ui_page	true	admin	2019-02-20 01:02:07
\$atf_page_inspector	Allow If	read	ui_page	true	admin	2020-03-20 15:16:15
\$conversation-builder	Allow If	read	ui_page	true	admin	2019-06-14 15:13:38
\$mycompanyappsmgmt	Allow If	read	ui_page	true	admin	2019-02-21 02:31:44
\$ng_fd_sc	Allow If	read	ui_page	true	admin	2020-06-12 01:45:37
\$products	Allow If	read	ui_page	true	admin	2020-03-10 03:19:22
\$pwd_reset_serviceDesk	Allow If	read	ui_page	true	admin	2023-05-29 05:26:27
\$sa_service_model_json	Allow If	read	ui_page	true	admin	2015-10-28 02:03:33
\$sla_timeline	Allow If	read	ui_page	true	admin	2016-11-14 01:14:39
\$sn-va-web-client-app	Allow If	read	ui_page	true	admin	2018-03-06 10:20:09
\$sn_global_search_results	Allow If	read	ui_page	true	admin	2020-06-15 10:43:57
\$spd	Allow If	read	ui_page	true	admin	2016-01-19 12:53:23

Name	Decision Type	Operation	Type	Active	Updated by	Updated
u_st_project	Allow If	read	record	true	admin	2024-11-23 10:00:21
u_st_project	Allow If	create	record	true	admin	2024-11-23 10:00:21
u_st_project	Allow If	write	record	true	admin	2024-11-23 10:00:21
u_st_project	Allow If	delete	record	true	admin	2024-11-23 10:00:22

Step 10: Fill the details below and Create Read Operation Table Level ACL (none) on Employee role >> Save.

Step 11: New >> Fill the details below and Create Read Operation Field Level ACL(Budget) on role: u_project_user >> Save.

dev185049.service-now.com/now/nav/ui/classic/params/target/sys_security_acl.do%3Fsys_id%3D3D36b3df6583465610b80ff3a6feaad33f%26sysparm_vie...

servicenow All Favorites History : Access Control - u_st_project Search

Access Control u_st_project Update Delete

* Type record Application Global

* Operation read Active ☒

Decision Type Allow If Advanced ☐

Admin overrides ☒

Protection policy -- None --

* Name Project [u_st_project] -- None --

Description

Applies To No. of records matching the condition: 3

Add Filter Condition Add "OR" Clause

-- choose field -- -- oper -- -- value --

Conditions

dev185049.service-now.com/now/nav/ui/classic/params/target/sys_security_acl.do%3Fsys_id%3D3D36b3df6583465610b80ff3a6feaad33f%26sysparm_vie...

servicenow All Favorites History : Access Control - u_st_project Search

Access Control u_st_project Update Delete

More Info

Requires role 1 to 1 of 1

Role
u_project_user
Insert a new row...

Security Attribute Condition

Local or Existing ☐ Existing ☒ Local

Step 12: New >> Fill the details below and Create Read Operation Field Level ACL (Total Expenses) on role: u_project_user >> Save.

dev185049.service-now.com/now/nav/ui/classic/params/target/sys_security_acl.do%3Fsys_id%3D3D36b3df6583465610b80ff3a6feaad33f%26sysparm_rec...

servicenow All Favorites History : Access Control - u_st_project Search

Access Control u_st_project Update Delete

* Type record Application Global

* Operation read Active ☒

Decision Type Allow If Advanced ☐

Admin overrides ☒

Protection policy -- None --

* Name Project [u_st_project] -- None --

Description Allow read for records in u_st_project, for users with role Employee role.

Applies To No. of records matching the condition: 3

Add Filter Condition Add "OR" Clause

-- choose field -- -- oper -- -- value --

The screenshot shows the ServiceNow interface for configuring Access Control for the 'u_st_project'. The 'Requires role' section has 'Employee role' selected. The 'Security Attribute Condition' section is set to 'Local' and shows a condition 'All of these conditions must be met' with a dropdown menu for field selection and buttons for 'OR' and 'AND'. The 'Data Condition' section shows a message 'No. of records matching the condition: 3'.

Step 13: Impersonate User >> Product Management.

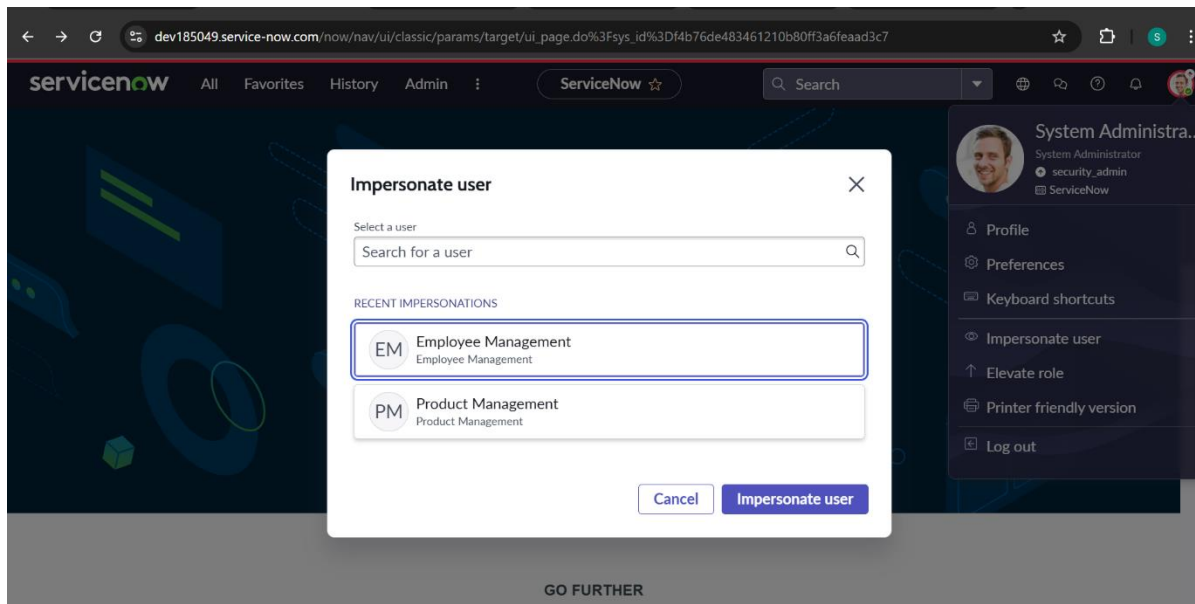
Step 14: All >> Project >> New (We can see that the product Manager has all the CRWD access).

Step 15: Create 3 Records with any details.

The screenshot shows the ServiceNow interface for the 'Projects' list view. The table displays three records with columns for Name, Budget, Project Overview, and Total Expenses.

Name	Budget	Project Overview	Total Expenses
Meghna	\$220.00	Data Analyst	\$212,356.0
Ajay	\$330.00	Data Integration	\$456,734.0
Sandeep	\$520.00	Data specialistizer	\$765,123.0

RESULT:



projects	
Name	Search
All	
Name	Project Overview
Alay	data integration
Sandeep	Data specilizer
Meghana	Data Analyst