

## PROJECT DESIGN:

Date	04-11-2025
Team id	NM2025TMID00191
Project name	Streamlining ticket assignment for efficient support operations

## Proposed solution:

SL.NO	PARAMETER	DISCRIPTION
1	Problem statement (problem to be solved )	Manual ticket assignment is slow and inefficient, causing delays and lower customer satisfaction. We need a faster, automated way to assign tickets to the right support agents based on their skills, workload, and ticket priority.
2	Idea/solution description	Use an automated ticket assignment system that quickly matches incoming tickets to the right support agents based on their skills, availability, and ticket priority. This will speed up response times, balance workloads, and improve customer satisfaction
3	Noveity/uniqueness	The unique aspect of this solution is the smart, automated matching of tickets to agents using real-time data like skills, workload, and ticket priority. Unlike basic assignment methods, it can adapt instantly to changes, ensuring faster, fairer, and more accurate ticket distribution.
4	Social impact/customer satisfaction	helps customers get faster, more accurate support, which increases their satisfaction and trust in the service. It also reduces stress and overload for support agents, creating a better work environment and improving overall team performance.
5	Business model/revenue model)	The solution can be offered as a subscription-based software (SaaS), where businesses pay monthly or yearly fees based on the number of users or tickets handled. Additional revenue can come from premium features like advanced reporting, AI-based routing, and system customization.
6	scalability of the solution	The solution can easily grow with the business by handling more tickets, agents, and support teams without losing speed or accuracy. It can be used by small teams or large organizations and can integrate with existing support tools to support future expansion.

# **STREAMLINING TICKET ASSIGNMENT FOR EFFICIENT SUPPORT OPERATIONS**

## **MILESTONE -1 USERS**

### **ACTIVITY 1:create Users**

#### **PURPOSE:**

User creation helps set up profiles for support agents with their skills, availability, and roles. This makes it easier to quickly assign tickets to the right person, improving support speed and customer satisfaction.

#### **USES**

User creation saves key details about each support agent, like their skills and availability. This helps the system quickly assign tickets to the right agent, making support faster and more efficient

#### **STEPS:**

- 1.Open service now.
- 2.Click on All >> search for user
3. Select Users under system security
- 4.Click on new
5. Fill the following details to create a new user
- 6.Click on submit  
Create one more user
- 7.Create another user with the following details
- 8.Click on submit

**ServiceNow - New Record (User)**

**User ID:**

**First name:**

**Last name:**

**Title:**

**Department:**

**Email:**

**Language:**

**Calendar integration:**

**Time zone:**

**Date format:**

**Business phone:**

**Mobile phone:**

**Photo:**

**Form Controls:**

- ☐ Password needs reset
- ☐ Locked out
- ☒ Active
- ☐ Web service access only
- ☐ Internal integration User

**Submit**

**Related Links:**

- [View related accounts](#)
- [View subscriptions](#)

**ServiceNow - New Record (User)**

**User ID:**

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- ☐ Internal integration User

**Submit**

**Related Links:**

- [View related accounts](#)
- [View subscriptions](#)

## MILESTONE -2 GROUPS

### ACTIVITY 1: create Groups

#### PURPOSE:

Group creation helps organize support agents into teams based on their skills, departments, or ticket types. This makes it easier to assign tickets to the right team, improving ticket handling speed and ensuring the right experts work on the right issues.

#### USES:

Group creation helps organize support agents into teams based on skills or departments. This makes it easier to quickly assign tickets to the right team, improving support speed, workload balance, and overall efficiency.

#### STEPS:

1. Open service now.
2. Click on All >> search for groups
3. Select groups under system security
4. Click on new
5. Fill the following details to create a new group
6. Click on submit
7. Create another group with the following details
8. Click on submit

The screenshot shows the 'Group - New Record' form in ServiceNow. The 'Name' field contains 'certificates', the 'Manager' field contains 'Katherine.pierce', and the 'Group email' and 'Parent' fields are empty. A 'Submit' button is visible at the bottom left of the form area.

The screenshot shows the 'Group - New Record' form in ServiceNow. The 'Name' field contains 'platform', the 'Manager' field contains 'marne.niranjai', and the 'Group email' and 'Parent' fields are empty. A 'Submit' button is visible at the bottom left of the form area.

## MILESTONE -3 ROLES

### ACTIVITY 1: Create Roles

#### PURPOSE:

Roles creation defines what each user can do in the system, such as managing tickets, handling specific tasks, or overseeing teams. It helps control access, organize responsibilities, and ensure the right people have the right permissions to keep the support process smooth and secure.

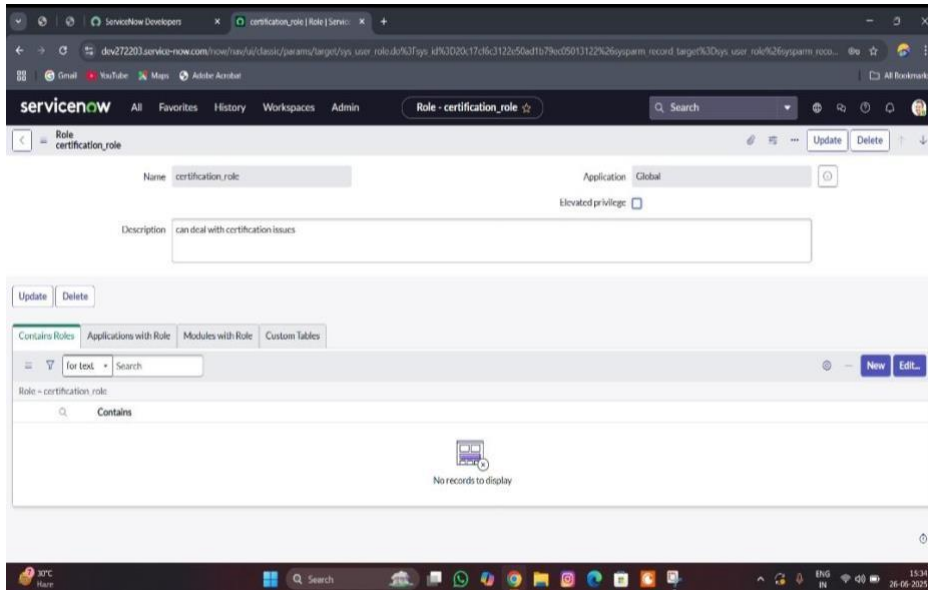
#### USES:

Roles creation helps assign specific permissions and responsibilities to each user. It ensures that agents, team leads, and managers can only access the features they need, making the ticket assignment process organized, secure, and efficient.

#### STEPS:

1. Open service now
2. Click on All >> search for roles
3. Select roles under system security
4. Click on new
5. Fill the following details to create a new role
6. Click on submit
  - Create one more role
7. Create another role with the following details

8.click on submit



## MILESTONE -4 TABLE

### ACTIVITY-1 Creating Table

#### PURPOSE:

Table creation is used to store, organize, and display important data like user details, ticket information, groups, and roles in a clear and structured way. This helps the system easily manage and track tickets, making the assignment process faster, more accurate, and easier to control.

#### USES:

Table creation helps store and organize data like users, tickets, groups, and roles. It makes it easy to manage, track, and quickly assign tickets to the right agents or teams.

#### STEPS:

- 1.Open service now.
- 2.Click on All >> search for tables
- 3.Select tables under system definition
- 4.Click on new
- 5.Fill the following details to create a new table

Label : Operations related

Check the boxes Create module & Create mobile module

6.Under new menu name : Operations related

7.Under table columns give the columns

8.Click on submit

Create choices for the issue filed by using form design

Choices are

\*unable to login to platform

\* 404 error

\*regarding certificates

\*regarding user expired

The screenshot displays the Oracle APEX interface for managing the 'Operations related' table. The 'Table Columns' tab is active, showing a list of columns with their respective types, references, and display settings. Below this, the 'Access Controls' tab is visible, showing a list of access controls for the table, including the 'u\_operations\_related' table and its associated columns.

Column label	Type	Reference	Max length	Default value	Display
Updates	Integer	(empty)	40		false
Updated by	String	(empty)	40		false
Updated	Date/Time	(empty)	40		false
Ticket raised date	Date/Time	(empty)	40		false
Sys ID	Sys ID (GUID)	(empty)	32		false
Service request No	String	(empty)	40		false
Priority	String	(empty)	40		false
Name	String	(empty)	40		false
Issue	String	(empty)	40		false
Created by	String	(empty)	40		false
Created	Date/Time	(empty)	40		false
Comment	String	(empty)	40		false
Assigned to user	Reference	User	32		false
Assigned to group	Reference	Group	32		false

Name	Decision Type	Operation	Type	Active	Updated by	Update
u_operations_related	Allow If	delete	record	true	admin	2025-08:31:1
u_operations_related	Allow If	read	record	true	admin	2025-08:31:1
u_operations_related	Allow If	write	record	true	admin	2025-08:31:1
u_operations_related	Allow If	create	record	true	admin	2025-08:31:1
u_operations_related	Allow If	create	record	true	admin	2025-08:31:1
u_operations_related	Allow If	write	record	true	admin	2025-08:31:1
u_operations_related	Allow If	read	record	true	admin	2025-08:31:1
u_operations_related	Allow If	delete	record	true	admin	2025-08:31:1
u_operations_related.u_issue	Allow If	create	record	true	admin	2025-08:31:1
u_operations_related.u_name	Allow If	create	record	true	admin	2025-08:31:1
u_operations_related.u_priority	Allow If	create	record	true	admin	2025-08:31:1
u_operations_related.u_service_request_no	Allow If	create	record	true	admin	2025-08:31:1
u_operations_related.u_ticket_raised_date	Allow If	create	record	true	admin	2025-08:31:1

## MILESTONE -5 ASSIGN ROLES & USERS TO GROUP

### ACTIVITY-1 Assign roles & users to certificate group

#### PURPOSE:

Assigning roles and users to a certificate group helps make sure the right people handle the right tickets. It ensures tickets go to qualified agents quickly and safely.

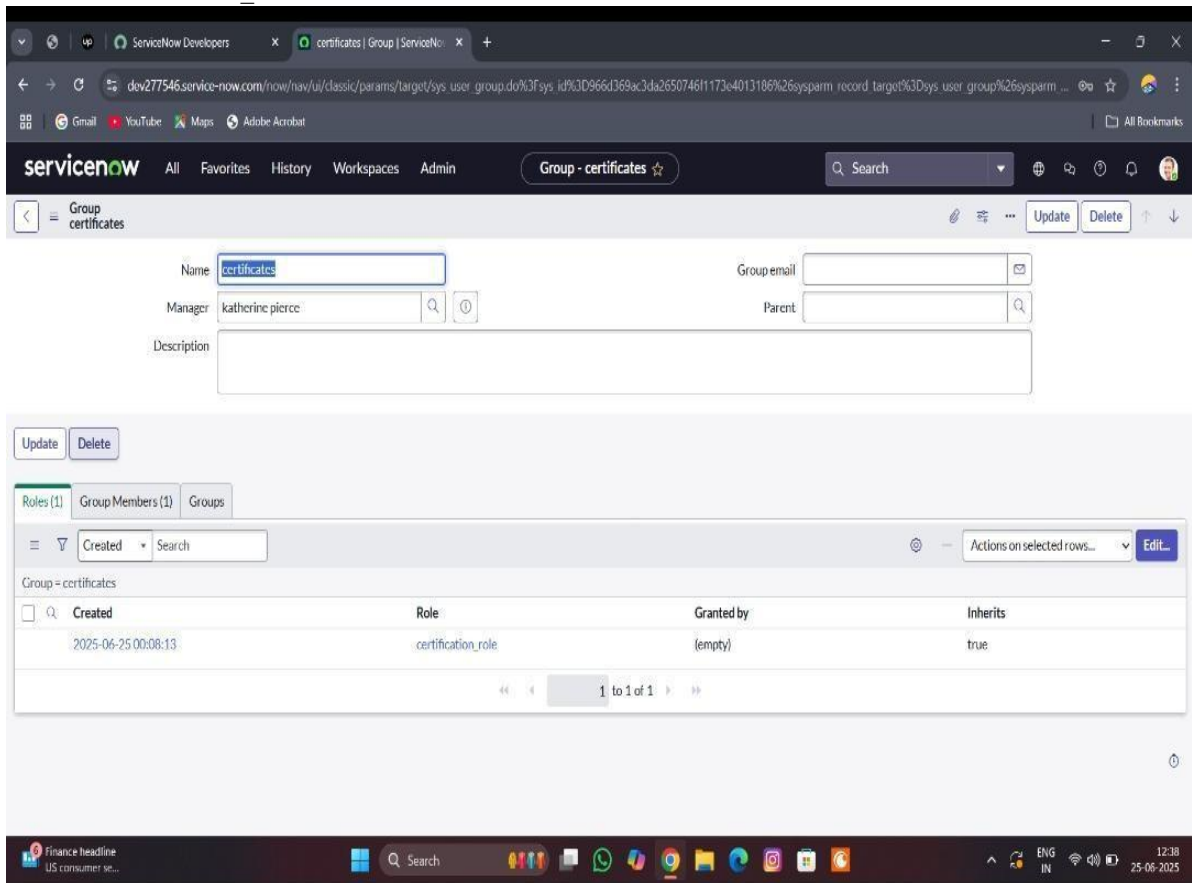
#### USES:

It helps the system automatically send specific tickets to the right certified agents or teams, making ticket assignment faster, more accurate, and handled by qualified people.

#### STEPS:

- 1.Open service now.
- 2.Click on All >> search for tables
- 3.Select tables under system definition
- 4.Select the certificates group

5. Under group members
6. Click on edit
7. Select Katherine Pierce and save
8. Click on roles
9. Select Certification\_role and save



## ACTIVITY -2 Assign roles & users to platform group

### PURPOSE:

Assigning roles and users to a platform group helps organize agents based on the platforms or tools they support. This ensures tickets related to specific platforms are quickly assigned to the right experts, improving accuracy and response time

### USES:

It helps the system automatically send platform-specific tickets to the right agents who are trained for that platform, making ticket assignment faster, more accurate, and efficient.

T shirt

### STEPS:

1. Open service now.
2. Click on All >> search for tables

3. Select tables under system definition
4. Select the platform group
5. Under group members
6. Click on edit
7. Select Manne Niranjana and save
8. Click on role
9. Give platform role and save

Job to add or remove role(s) from user(s) of group has been queued

Name:  Group email:

Manager:  Parent:

Description:

Update Delete

Roles (1) Group Members (1) Groups

Created Search Actions on selected rows... Edit...

Created	Role	Granted by	Inherits
2025-06-25 00:10:37	platform_role	(empty)	true

1 to 1 of 1

## MILESTONE-6 ASSIGN ROLE TO TABLE

### ACTIVITY-1 Assign role to table

#### PURPOSE:

Assigning roles to a table helps control who can view, edit, or manage the information in that table. It ensures that only the right users with proper permissions can access or update ticket, user, or group data, keeping the system organized, secure, and efficient.

#### USES:

It controls who can see or update the table data, making sure only the right people can manage tickets, users, or groups. This keeps the ticket assignment process safe, organized, and efficient.



## STEPS:

1. Open service now.
2. Click on All >> search for tables
3. Select operations related table
4. Click on the Application Access
5. Click on u\_operations\_related read operation
6. Click on the profile on top right side
7. Click on elevate role
8. Click on security admin and click on update
9. Under Requires role
10. Double click on insert a new row
11. Give platform role
12. And add certificate role
13. Click on update
14. Click on u\_operations\_related write operation
15. Under Requires role
16. Double click on insert a new row
17. Give platform role
18. And add certificate role

The screenshot shows the 'Access Control - New Record' form in the ServiceNow interface. At the top, there is a warning message: 'Warning: A role, security attribute, data condition, script or ACL control via reference fields is required to properly secure access with this ACL.' The form fields include: 'Type' (record), 'Operation' (write), 'Decision Type' (Allow If), 'Application' (Global), 'Active' (checked), and 'Advanced' (unchecked). There is a 'Protection policy' dropdown set to 'None'. The 'Name' field is empty, and the 'Description' field is also empty. The 'Applies To' field shows an error: 'Not a valid table name'. Below the form, there is a 'Conditions' section with a blue background and white text explaining that Access Control Rules have two decision types and how they behave. It lists: '1. Allow Access: Allows access to a resource if all conditions are met. Additional ACLs may grant access to records where this ACL has not granted access.' and '2. Deny Access: Denies access to a resource unless all conditions are met. Additional ACLs may not grant access to records where this ACL has denied access.' A 'More Info' link is provided at the bottom of the conditions section.

## MILESTONE-7 CREATE ACL

### ACTIVITY-1 Create ACL

#### PURPOSE:

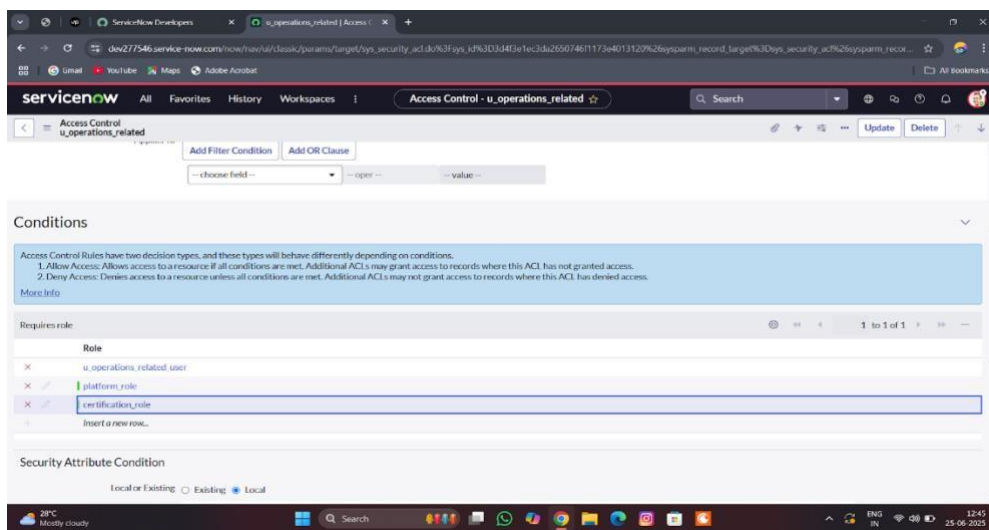
Creating an ACL (Access Control List) helps set rules about who can view, create, edit, or delete specific data. This keeps the ticket assignment process secure by making sure only authorized users can access or change important information.

#### USES:

Creating an ACL helps control user access to tickets, tables, and other system data. It makes sure only the right people can view or update information, keeping the ticket assignment process secure and well-managed.

#### STEPS:

1. Open service now.
2. Click on All >> search for ACL
3. Select Access Control(ACL) under system security
4. Click on new
5. Fill the following details to create a new ACL
6. Scroll down under requires role
7. Double click on insert a new row
8. Give admin role
9. Click on submit
10. Similarly create 4 acl for the following fields



## MILESTONE -8 FLOW

### ACTIVITY-1 Create a Flow to Assign operations ticket to group

#### PURPOSE:

Purpose of Creating a Flow to Assign Operations Ticket to Group: The purpose is to automate the process of directing operations-related tickets to the right support group.

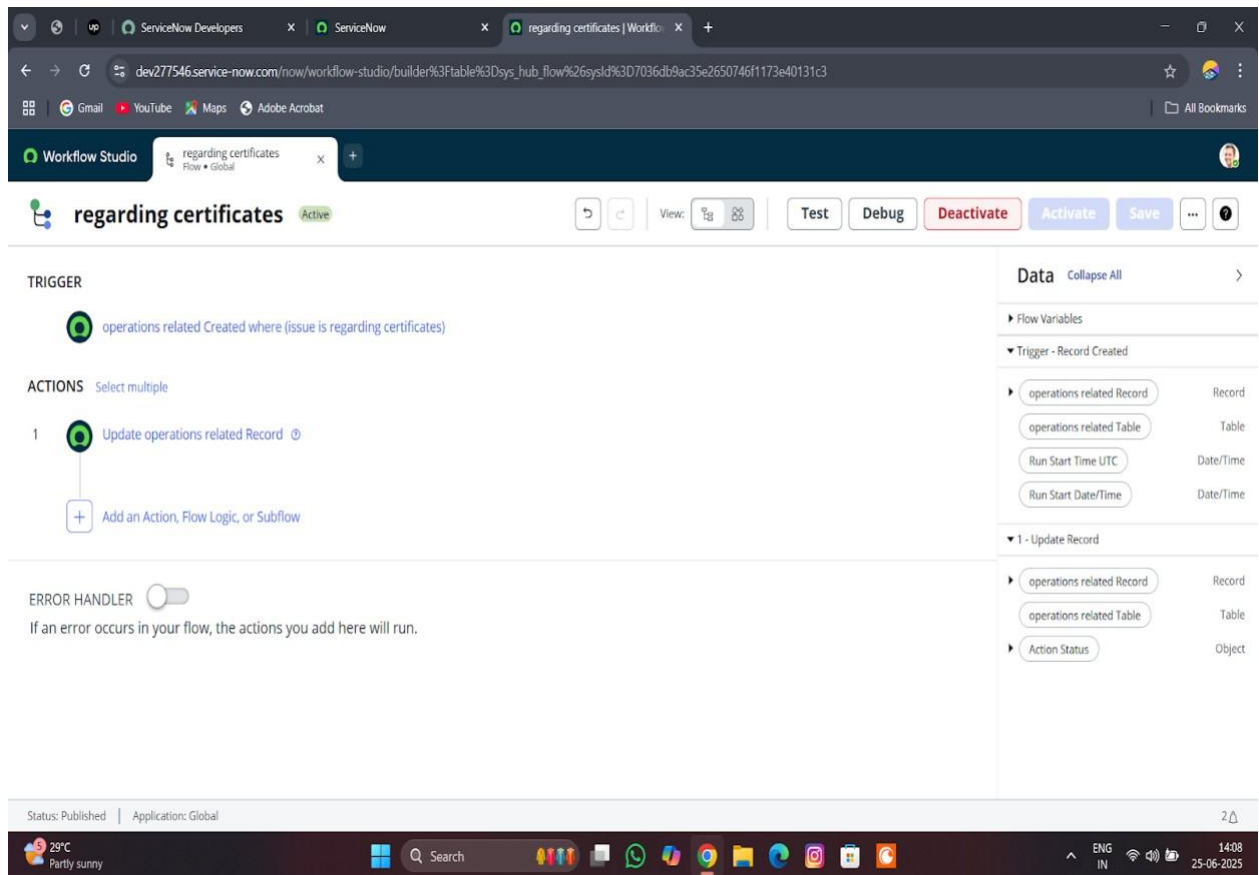
**USES:**

It automatically routes operations tickets to the correct group, speeding up ticket handling and improving support efficiency.

**STEPS:**

- 1.Open service now.
- 2.Click on All >> search for Flow Designer
- 3.Click on Flow Designer under Process Automation.
- 4.After opening Flow Designer Click on new and select Flow.
- 5.Under Flow properties Give Flow Name as “ Regarding Certificate”.
- 6.Application should be Global.
- 7.Select Run user as “ System user ” from that choice.
- 8.Click on Submit.

- 1.Click on Add a trigger
- 2.Select the trigger in that Search for “create or update a record” and select that.
- 3.Give the table name as “ Operations related ”.
- 4.Give the Condition as  
Field : issue  
Operator : is  
Value : Regrading Certificates
- 5.After that click on Done
- 6.Now under Actions.
- 7.Click on Add an action.
- 8.Select action in that search for “ Update Record ”.
- 9.In Record field drag the fields from the data navigation from left side
- 10.Table will be auto assigned after that
- 11.Give the field as “ Assigned to group ”
- 12.Give value as “ Certificates ”
- 13.Click on Done.
- 14.Click on Save to save the Flow.
- 15.Click on Activate.



## ACTIVITY-2 Create a Flow to Assign operations ticket to Platform

### PURPOSE:

To automatically assign operations tickets to the right platform experts, ensuring faster and accurate support.

### USES:

It routes operations tickets to the correct platform specialists automatically, improving response time and support accurate

### STEPS:

1. Open service now.
  2. Click on All >> search for Flow Designer
  3. Click on Flow Designer under Process Automation.
  4. After opening Flow Designer Click on new and select Flow.
  5. Under Flow properties Give Flow Name as “ Regarding Platform ”.
  6. Application should be Global.
  7. Select Run user as “ System user ” from that choice.
  8. Click on Submit.
- 
1. Click on Add a trigger
  2. Select the trigger in that Search for “create or update a record” and select that.
  3. Give the table name as “ Operations related ”.

4. Give the Condition as  
Field : issue  
Operator : is  
Value : Unable to login to platform
5. Click on New Criteria  
Field : issue  
Operator : is  
Value : 404 Error
6. Click on New Criteria  
Field : issue  
Operator : is  
Value : Regrading User expired
7. After that click on Done.
8. Now under Actions.
9. Click on Add an action.
10. Select action in that search for “ Update Record ”.
11. In Record field drag the fields from the data navigation from left side
12. Table will be auto assigned after that
13. Give the field as “ Assigned to group ”.
14. Give value as “ Platform ”
15. Click on Done.
16. Click on Save to save the Flow.
17. Click on Activate.

