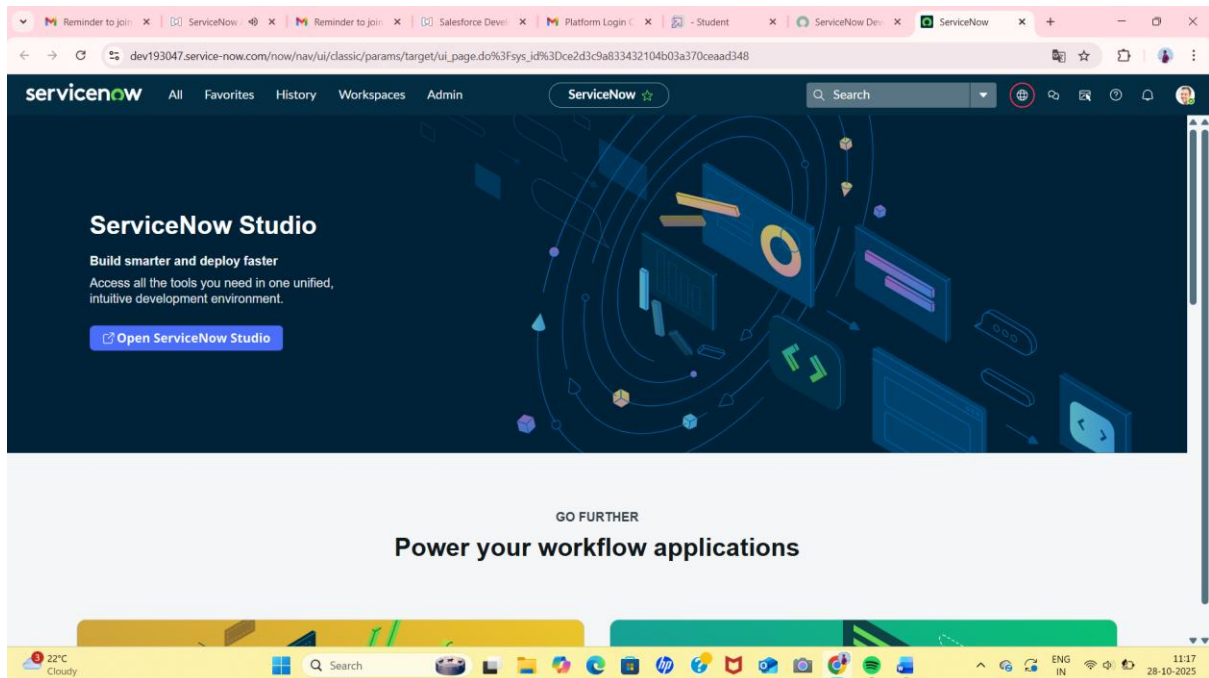
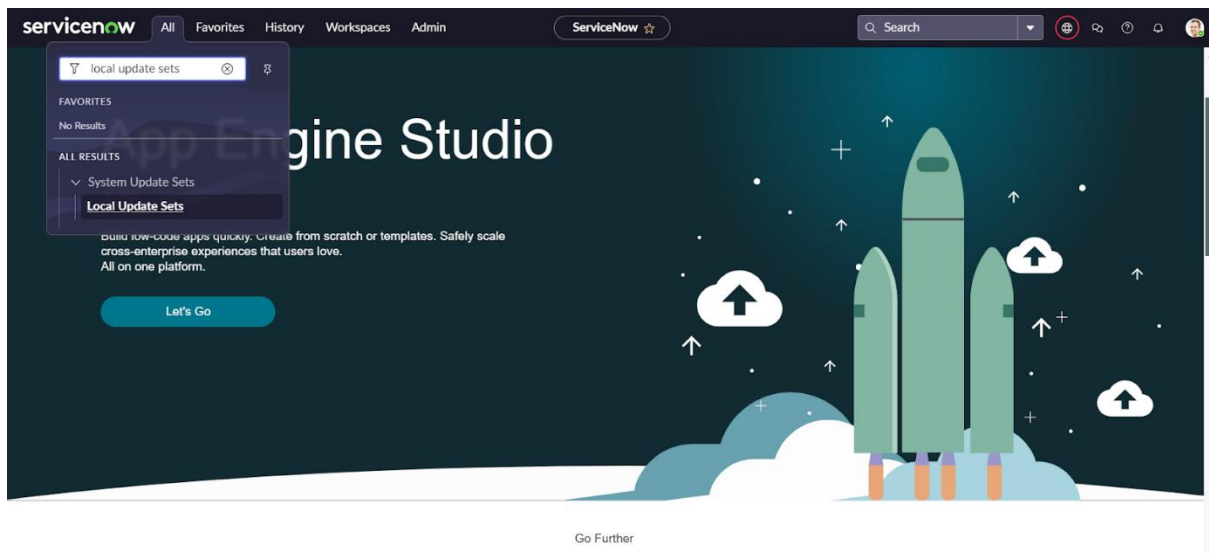


SETTING UP A SERVICE NOW INSTANCE:

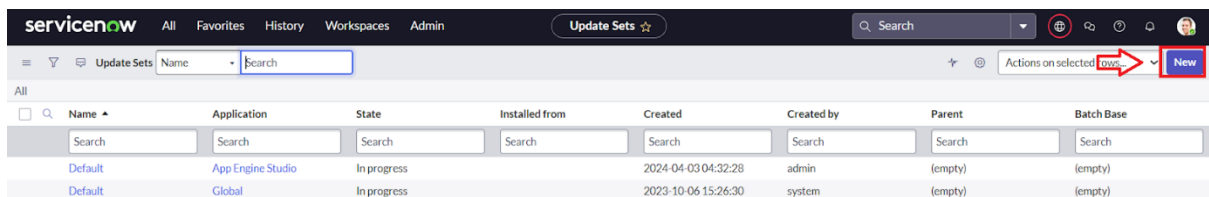


CREATING AN UPDATE SET:

1>



2>



3>

The screenshot shows the 'Update Set - Create New Update Set' form in ServiceNow. The form includes the following fields:

- Name:** A text field containing 'New Update Set'.
- State:** A dropdown menu set to 'In progress'.
- Parent:** A text field with a search icon.
- Release date:** A date picker icon.
- Description:** A large text area.
- Application:** A dropdown menu set to 'Global'.

At the bottom of the form, there are two buttons: 'Submit' and 'Submit and Make Current'.

CREATING THE SALESFORCE TABLE :

The screenshot shows the 'Tables' list view in ServiceNow. The table has the following columns: Label, Name, Extends table, Extensible, and Updated. The table contains 20 rows of data, including various system tables like .NET Application, A/B Testing Evaluation, and ACL Endpoint. A red arrow points to the 'Actions on selected row' dropdown menu, which is currently set to 'New'.

Label	Name	Extends table	Extensible	Updated
Search	Search	Search	Search	Search
.NET Application	cmdb_ci_appl_dot_net	Application	false	2025-09-08 20:48:16
A/B Testing Evaluation	evaluation	(empty)	false	2025-09-08 20:40:27
A/B Testing Evaluation Execution	evaluation_execution	(empty)	false	2025-09-08 20:40:27
A/B Testing Evaluation Parameter	evaluation_parameter	(empty)	false	2025-09-08 20:40:27
A/B Testing Evaluation Parameter Result	evaluation_parameter_result	(empty)	false	2025-09-08 20:40:27
A10 Load Balancer	cmdb_ci_lb_a10	Load Balancer	false	2025-09-08 20:48:01
Access Analyzer Query	sn_access_analyzer_request	(empty)	false	2025-09-08 21:53:07
Access Comparison Request	sn_access_analyzer_access_comparison_req...	(empty)	false	2025-09-08 21:53:06
Access Control	sys_security_acl	Application File	false	2025-09-08 20:35:31
Access Result	sn_access_analyzer_access_result	(empty)	false	2025-09-08 21:53:07
Access Roles	sys_security_acl_role	Application File	false	2025-09-08 20:35:30
Accessory	cmdb_ci_acc	Configuration Item	false	2025-09-08 20:48:19
Account level entitlements	sn_sub_man_st_account_level_entitlement	(empty)	false	2025-09-08 21:40:24
Account Subscription Entitlement	account_subscription_entitlement	(empty)	false	2025-09-08 21:40:14
ACE	cmdb_ci_lb_ace	Load Balancer	false	2025-09-08 20:47:30
ACL Endpoint	cmdb_ci_endpoint_acl	Endpoint	false	2025-09-08 20:44:54

ADMIN NUMBER

dev193047.service-now.com/now/nav/ui/classic/params/target/sys_db_object.do%3Fsys_id%3D8676b596837832104b03a370cead3b3%26sysparm_record_target%3Dsys_db_object%26sys...

servicenow All Favorites History Workspaces Admin Table - Salesforce

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 Remote Table

Columns Controls Application Access

Table Columns for text Search 1 to 9 of 9

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Admin Number	String	(empty)	40	javascript:getNextObjNumberPadded();	true
Created	Date/Time	(empty)	40		false
Class	System Class Name	(empty)	80	javascript:current.getTableNames();	false
Updates	Integer	(empty)	40		false
Sys ID	Sys ID (GUID)	(empty)	32		false
Updated by	String	(empty)	40		false
Grade	Choice	(empty)	40		false
Updated	Date/Time	(empty)	40		false

22°C Cloudy Search 11:31 28-10-2025

ADMISSION TABLE:

dev193047.service-now.com/now/nav/ui/classic/params/target/sys_db_object.do%3Fsys_id%3Db99c3d9283b832104b03a370cead33d%26sysparm_record_target%3Dsys_db_object%26sys...

servicenow All Favorites History Workspaces Admin Table - Admission

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 Remote Table

Extends table

Columns Controls Application Access

Table Columns for text Search 1 to 20 of 23

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Area	String	(empty)	40	40	false
District	String	(empty)	40	40	false
Comments	String (Full UTF-8)	(empty)	255	255	false
Admin Status	Choice	(empty)	40	40	false
Sys ID	Sys ID (GUID)	(empty)	32		false
City	String	(empty)	40	40	false
House Number	String	(empty)	40	40	false
Class	String	(empty)	40	80	false

22°C Cloudy Search 11:34 28-10-2025

CREATING THE FIELDS:

Table Admission

ColumnsControlsApplication Access

Table Columnsfor textSearch

1 to 29 of 29New

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Sys ID	Sys ID (GUID)	(empty)	32		false
Admin Status	Choice	(empty)	40		false
Admission Number	Reference	Salesforce	32		false
Area	String	(empty)	40		false
City	String	(empty)	40		false
Comments	String (Full UTF-8)	(empty)	255		false
District	String	(empty)	40		false
Fee	Price	(empty)	20		false
House No	String	(empty)	40		false
Mandal	String	(empty)	40		false
Pincode	Choice	(empty)	40		false
Purpose of join	Choice	(empty)	40		false
School	Choice	(empty)	40		false
School Area	Choice	(empty)	40		false
Class	System Class Name	(empty)	80	javascript:current.getTableName();	false

- Create choice for Admin Status as:

Dictionary EntryAdmin Status

Create Choice ListDelete ColumnUpdate

Create Choice ListDelete ColumnUpdate

Related Links

Show TableRun Point ScanAdvanced view

Access ControlsChoices (7)AttributesLabels (1)Dictionary Overrides

LabelSearch

Actions on selected rows...New

Choices

Label	Value	Language	Sequence	Inactive	Updated
New	New	en	1	false	2024-04-02 21:10:25
Join In progress	In progress	en	2	false	2024-04-02 21:11:03
Joined	Joined	en	3	false	2024-04-02 21:11:26
Rejected	Rejected	en	4	false	2024-04-02 21:12:00
Closed	Closed	en	5	false	2024-04-02 21:13:05
Rejoined	Rejoined	en	6	false	2024-04-02 21:13:08
Cancelled	Cancelled	en	7	false	2024-04-02 21:13:27
Insert a new row...					

- Create choice for Pincode as:

Access ControlsChoices (3)AttributesLabels (1)Dictionary Overrides

LabelSearch

Actions on selected rows...New

Choices

Label	Value	Language	Sequence	Inactive	Updated
509358	509358	en	1	false	2024-04-02 21:15:19
500079	500079	en	2	false	2024-04-02 21:15:46
500081	500081	en	3	false	2024-04-02 21:16:05
Insert a new row...					

- Create choice for Purpose of Join as:

Access ControlsChoices (3)AttributesLabels (1)Dictionary Overrides

LabelSearch

Actions on selected rows...New

Choices

Label	Value	Language	Sequence	Inactive	Updated
Tuition	Tuition	en	1	false	2024-04-02 21:17:09
Coaching	Coaching	en	2	false	2024-04-02 21:17:31
Teacher	Teacher	en	3	false	2024-04-02 21:17:53
Insert a new row...					

- Create choice for School as:

Access Controls Choices (2) Attributes Labels (1) Dictionary Overrides						
Label Search						
Actions on selected rows... New						
Choices						
	Label	Value	Language	Sequence	Inactive	Updated
	Stanley	Stanley	en	1	false	2024-04-02 21:19:14
	Naresh It	Naresh It	en	2	false	2024-04-02 21:19:35
Insert a new row...						

- Create choice for School Area as:

Access Controls Choices (2) Attributes Labels (1) Dictionary Overrides						
Label Search						
Actions on selected rows... New						
Choices						
	Label	Value	Language	Sequence	Inactive	Updated
	Near Market	Near Market	en	1	false	2024-04-02 21:20:53
	Near Bus Stand	Near Bus Stand	en	2	false	2024-04-02 21:21:24
Insert a new row...						

STUDENT PROGRESS TABLE:

dev193047.service-now.com/now/nav/ui/classic/params/target/sys_db_object_list.do%3Fsysparm_query%3Dsys_update_name%5BNOTEMPTY%255ElabelSTARTSWITHSTUDENT%26sysparm...

serviceNow

All Favorites History Workspaces Admin

Tables

Search

Table Student Progress Table

Delete Update Delete All Records

* Label Student Progress Table

* Name u_student_progress_table

Extends table

Application Global

Create module ☒

Create mobile module ☒

Add module to menu -- Create new --

New menu name

Remote Table ☐




Columns Controls Application Access

Table Columns for text Search

Dictionary Entries

	Column label	Type	Reference	Max length	Default value	Display
X	Total	String	(empty)	40	40	false
X	Result	String	(empty)	40	40	false
X	Social	String	(empty)	40	40	false
	Updated by	String	(empty)	40		false
	Sys ID	Sys ID (GUID)	(empty)	32		false
	Updates	Integer	(empty)	40		false

- In the Student Progress Table Page , Click on Layout form .

Table student progress			
	Telugu	String	(empty) 40
	Total	String	(empty) 40
	Insert a new row...		

Update

Delete

Delete All Records

Related Links

[Design Form](#)
[Layout Form](#)
[Layout List](#)
[Show Form](#)
[Show List](#)
[Show Schema Map](#)
[Add to Service Catalog](#)
[Run Point Scan](#)
[Explore REST API](#)

The screenshot shows the Salesforce Form Designer interface. On the left, a sidebar lists various fields. The field 'Salesforce [v_salesforce]' is highlighted with a blue background, and a red box and arrow point to it. The main area displays a form layout with several sections: a table section, an annotation section, a section with two columns containing 'Label' and 'Name' fields, a columns section, and a controls section.

The screenshot shows the SAP Form Designer interface for a table named 'Table [sys_db_object]'. The left sidebar displays a list of fields, with 'Salesforce' selected. The main area shows the table structure, including columns and controls. A red box highlights the 'Salesforce' field in the Fields list, and a red arrow points to it from the 'Table [sys_db_object]' header.

Creating the student progress table:

Creating Number Maintenance for Admin Number

- All >> Number Maintenance >> New

- Fill the details >> Submit.

Process flow for admission table:

- All >> Process Flow>> New.
- Fill the Details as given Below

Flow Formatter New

* Table: Admission [u_admission]

* Name: New

Application: Global

* Label: New

Order:

Active: ☒

Condition: Add Filter Condition Add *OR* Clause

Admin Status: is: New

Description:

Update Delete

- Right Click on toggle and click on the save .
- Replace the Name and Label as below and click on Insert on stay.

Flow Formatter In progress

* Table: Admission [u_admission]

* Name: In progress

Application: Global

* Label: In progress

Order:

Active: ☒

Condition: Add Filter Condition Add *OR* Clause

Admin Status: is: Join In progress

AND OR

Description:

Update Delete

Client Scripts for Admission Table

Client Script
New record

Submit

This form has annotations - click ⓘ to toggle them - (click here to never show this again)

Name

Auto populate

Table

Admission [u_admission]

UI Type

Mobile / Service Portal

Type

onChange

Field name

Admin Number

Application

Global

Active

☒

Inherited

☐

Global

☒

Description

Messages

Script

1

function onChange(control, oldValue, newValue, isLoading, isTemplate) {

2

if (isLoading || newValue === '') {

3

return;

4

}

5

//Type appropriate comment here, and begin script below

6

7

8

}

Client Script
Pincode Update

Update

Delete

This form has annotations - click ⓘ to toggle them - (click here to never show this again)

Name

Pincode Update

Table

Admission [u_admission]

UI Type

Desktop

Type

onChange

Field name

Pincode

Application

Global

Active

☒

Inherited

☐

Global

☒

Description

Messages

Script

1

function onChange(control, oldValue, newValue, isLoading, isTemplate) {

2

if (isLoading || newValue === '') {

3

return;

4

}

5

var a = g_form.getValue('u_pincode');

6

if(a == '589358')

7

{

8

g_form.setValue('u_mandal', 'kadthal');

9

g_form.setValue('u_city', 'kadthal');

Client Script
Disable Fields

Update

Delete

This form has annotations - click ⓘ to toggle them - (click here to never show this again)

Name

Disable Fields

Table

Student Progress [u_student_progress]

UI Type

All

Type

onLoad

Application

Global

Active

☒

Inherited

☐

Global

☒

Description

Messages

Script

1

function onLoad() {

2

//Type appropriate comment here, and begin script below

3

g_form.setDisabled('u_total',true);

4

g_form.setDisabled('u_percentage',true);

5

g_form.setDisabled('u_result',true);

6

}

servicenow All Favorites History Workspaces Admin Client Script - Total Up...

Client Script
Total Update

You are editing a record in the Global application (cancel)

Name: Total Update Application: Global

Table: Student Progress [u_student_progress]

UI Type: All Active: ☒

Type: onChange Inherited: ☐

Field name: Social Global: ☒

Description:

Messages:

Script

```

1 function onChange(control, oldValue, newValue, isLoading, isTemplate) {
2   if (isLoading || newValue === '') {
3     return;
4   }
5
6   //Type appropriate comment here, and begin script below
7   if (newValue){
8     var a = parseInt(g_form.getValue('u_telugu'));
9     var b = parseInt(g_form.getValue('u_hindi'));
10    var c = parseInt(g_form.getValue('u_english'));
11    var d = parseInt(g_form.getValue('u_maths'));
12    var e = parseInt(g_form.getValue('u_science'));
13    var f = parseInt(g_form.getValue('u_social'));
14    var Total = parseInt(a+b+c+d+e+f);
15    g_form.setValue('u_total', Total);
16  }
17 }

```

Isolate script ☒

Client Script
Result

You are editing a record in the Global application (cancel)

Name: Result Application: Global

Table: Student Progress [u_student_progress]

UI Type: All Active: ☒

Type: onChange Inherited: ☐

Field name: Percentage Global: ☒

Description:

Messages:

Script

```

1 function onChange(control, oldValue, newValue, isLoading, isTemplate) {
2   if (isLoading || newValue === '') {
3     return;
4   }
5
6   //Type appropriate comment here, and begin script below
7   if (newValue) {
8     var a = parseInt(g_form.getValue('u_percentage')); // Convert the value to an integer for comparison
9     if (a >= 0 && a <= 100) {
10      g_form.setValue('u_result', 'Pass');
11    } else if (a >= 60 && a <= 100) {
12      g_form.setValue('u_result', 'Pass');
13    } else {
14      g_form.setValue('u_result', 'Fail');
15    }
16  }
17 }

```

Client Script
Percentage

You are editing a record in the Global application (cancel)

Name: Percentage Application: Global

Table: Student Progress [u_student_progress]

UI Type: All Active: ☒

Type: onChange Inherited: ☐

Field name: Total Global: ☒

Description:

Messages:

Script

```

1 function onChange(control, oldValue, newValue, isLoading, isTemplate) {
2   if (isLoading || newValue === '') {
3     return;
4   }
5
6   //Type appropriate comment here, and begin script below
7   var Total = g_form.getValue('u_total');
8   var Percentage = (Total/600)*100;
9   g_form.setValue('u_percentage', Percentage+'%');
10 }

```

Isolate script ☒

Update Delete

Result:

Salesforce
New record

Admin Number: SAL0001078

Admin Date:

Grade: --None--

Student Name:

Father Name:

Mother Name:

Mother Cell:

Father Cell:

Submit

Admission New record

New In progress Joined Rejected Rejoined Closed Cancelled

Admission Number

Purpose of join -- None --

Student Name

Father Name

Mother Name

Comments

Admin Date

Grade -- None --

Fee \$ 0.00

Father Cell

Mother Cell

Admin Status -- None --

School Details Address

School Area -- None --

School -- None --

Submit

New Section New record

Admission Number

Grade -- None --

Student Name

Father Name

Mother Name

Father Cell

Mother Cell

Student Progress

Telugu

Hindi

English

Maths

Science

Social

Total

Percentage

Result

Submit

Final output :

Smart Internz

Guided Project Project Workspace

Project Title : Educational Organisation Using ServiceNow

NM Id : C43C84864D3090AA8694993B30A08E9B

Industry Mentor(s) Name : No Mentor has been assigned

Project Progress 100%

GENERAL INSTRUCTION SHOW

Demo Link View Mentor Comments View Industry Mentor Comments

PROJECT DETAILS TASK & PROGRESS MENTOR REVIEW

Educational Organisation Using ServiceNow INTERMEDIATE

Educational Organisation Using ServiceNow

Category: ServiceNow System Administrator

Skills Required: