

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

Table - New Record

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: Project

* Name: u_st_project

Extends table:

Application: Global

Create module: ☒

Create mobile module: ☒

Add module to menu: -- Create new --

New menu name: Project

Columns Controls Application Access

Table Columns for text Search

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Name	String		100		false
Project Overview	String		200		false
Budget	Price				false
Total Expenses	Price				false
Insert a new row...					

Submit Cancel

Step 2: Open User >> New.

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

Table - Project

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: Project

* Name: u_st_project

Application: Global

Delete Update Delete All Records

Columns Controls Application Access

Table Columns for text Search

Dictionary Entries

Column label	Type	Reference	Max length	Default value	Display
Budget	Price	(empty)	20		false
Total Expenses	Price	(empty)	20		false
Updated	Date/Time	(empty)	40		false
Sys ID	Sys ID (GUID)	(empty)	32		false
Created by	String	(empty)	40		false
Created	Date/Time	(empty)	40		false
Name	String	(empty)	100		false
Updates	Integer	(empty)	40		false
Project Overview	String	(empty)	200		false
Updated by	String	(empty)	40		false

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ServiceNow User - Product Management form. Fields include: User ID, First name, Last name, Title, Department, Password needs reset, Locked out, Active, Web service access only, Internal Integration User, Email, Language, Calendar integration, Time zone, Date format, Business phone, Mobile phone, Photo. Buttons: Update, Set Password, Delete. Tabs: Entitled Custom Tables, Roles (1), Groups, Delegates, Subscriptions, User Client Certificates. Role table: u_project_user.

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 User - Product Management form, Roles tab selected. Role table: u_project_user, State Active, Inherited false.

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

ServiceNow User - Employee Management

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

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...

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

ServiceNow Access Controls

System Administrator

Profile Preferences Keyboard shortcuts Impersonate user Elevate role Printer friendly version Log out

Name	Decision Type	Operation	Type	Active	Updated by
\$allappsmgmt	Allow If	read	ui_page	true	admin
\$att_page_inspector	Allow If				admin
\$conversation-builder	Allow If				admin
\$mycompanyappsmgmt	Allow If				admin
\$mg_fd_sc	Allow If				admin
\$products	Allow If				admin
\$pwd_reset_serviceDesk	Allow If				admin
\$sa_service_model_json	Allow If				admin
\$sla_timeline	Allow If				admin
\$srva-web-client-app	Allow If				admin
\$sn_global_search_results	Allow If				admin
\$spd	Allow If				admin
\$spm_availability.calculation.setting	Allow If	read	ui_page	true	admin
\$studio	Allow If	read	ui_page	true	admin
\$upgrade_client	Allow If	read	ui_page	true	admin
\$upgrade_monitor	Allow If	read	ui_page	true	admin
\$upgrade_preview	Allow If	read	ui_page	true	admin
\$upgrade_temo	Allow If	read	ui_page	true	admin

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

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Step 9 : Search & Open ACL >> New.

The screenshot shows the ServiceNow Access Controls interface. A search bar at the top left contains the text "ACL". A dropdown menu is open, showing a list of categories including Database Servers, Database Instances, Database Catalogs, System Properties, System Security, Access Control (ACL), Identity and Access Audit, and ACL Trails. The main table displays a list of ACL entries with columns: Name, Decision Type, Operation, Type, Active, Updated by, and Updated. The table shows 20 results, with the first few rows visible.

Name	Decision Type	Operation	Type	Active	Updated by	Updated
\$sn_global_search_results	Allow If	read	ui_page	true	admin	2020-06-15 10
\$spd	Allow If	read	ui_page	true	admin	2016-01-19 12
\$spn_availability_calculation_setting	Allow If	read	ui_page	true	admin	2024-02-18 06
\$studio	Allow If	read	ui_page	true	admin	2016-01-09 16
\$upgrade_client	Allow If	read	ui_page	true	admin	2015-07-07 12
\$upgrade_monitor	Allow If	read	ui_page	true	admin	2020-04-08 13
\$upgrade_preview	Allow If	read	ui_page	true	admin	2020-04-08 13
\$upgrade_temp	Allow If	read	ui_page	true	admin	2015-07-07 12

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Name	Decision Type	Operation	Type	Active	Updated by	Updated
u_st_project	Allow If	delete	record	true	admin	2024-11-19 04:47:08
u_st_project	Allow If	create	record	true	admin	2024-11-19 04:47:08
u_st_project	Allow If	write	record	true	admin	2024-11-19 04:47:08
u_st_project	Allow If	read	record	true	admin	2024-11-19 04:47:08
u_st_project	Allow If	read	record	true	admin	2024-11-19 05:17:18
u_st_projectu_budget	Allow If	read	record	true	admin	2024-11-19 05:33:08
u_st_projectu_total_expenses	Allow If	read	record	true	admin	2024-11-19 05:34:41

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.

The screenshot shows the ServiceNow Access Control form for the record 'u_st_project.u_budget'. The form includes the following fields and values:

- Type: record
- Operation: read
- Decision Type: Allow If
- Admin overrides: ☒
- Protection policy: -- None --
- Name: u_st_project.u_budget
- Description: (empty)
- Applies To: No. of records matching the condition: 0 (empty)
- Application: Global
- Active: ☒
- Advanced: ☐

Below the form, there is a 'Conditions' section with a blue box containing the following text:

Access Control Rules have two decision types, and these types will behave differently depending on conditions.
 1. Allow Access: Allows access to a resource if all conditions are met.
 2. Deny Access: Denies access to a resource unless all conditions are met.
[More Info](#)

At the bottom, there is a 'Requires role' section with a table:

Role
u_project_user

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

The screenshot shows the ServiceNow Access Control form for the record 'u_st_project.u_total_expenses'. The form includes the following fields and values:

- Type: record
- Operation: read
- Decision Type: Allow If
- Admin overrides: ☒
- Protection policy: -- None --
- Name: u_st_project.u_total_expenses
- Description: (empty)
- Applies To: (empty)
- Application: Global
- Active: ☒
- Advanced: ☐

Below the form, there is a 'Conditions' section with a blue box containing the following text:

Access Control Rules have two decision types, and these types will behave differently depending on conditions.
 1. Allow Access: Allows access to a resource if all conditions are met.
 2. Deny Access: Denies access to a resource unless all conditions are met.
[More Info](#)

At the bottom, there is a 'Requires role' section with a table:

Role
u_project_user

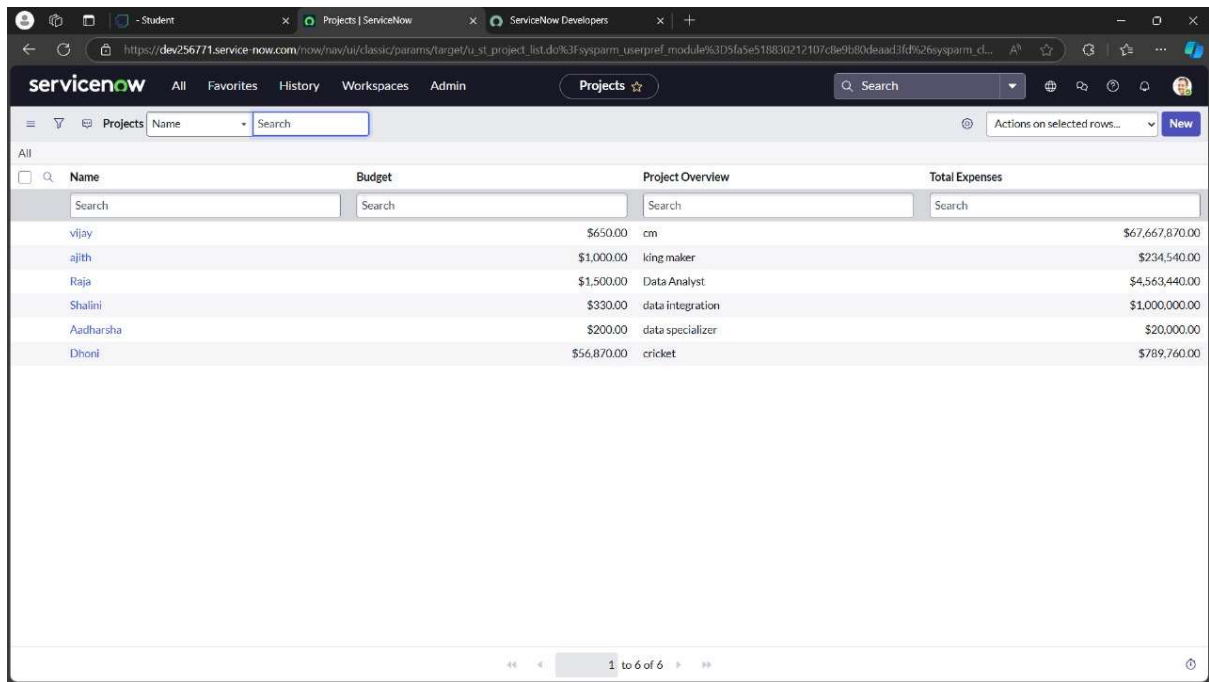
Below the 'Requires role' section, there is a 'Security Attribute Condition' section with a table:

Local or Existing	Local

Step 13 : Impersonate User >> Product Management.

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

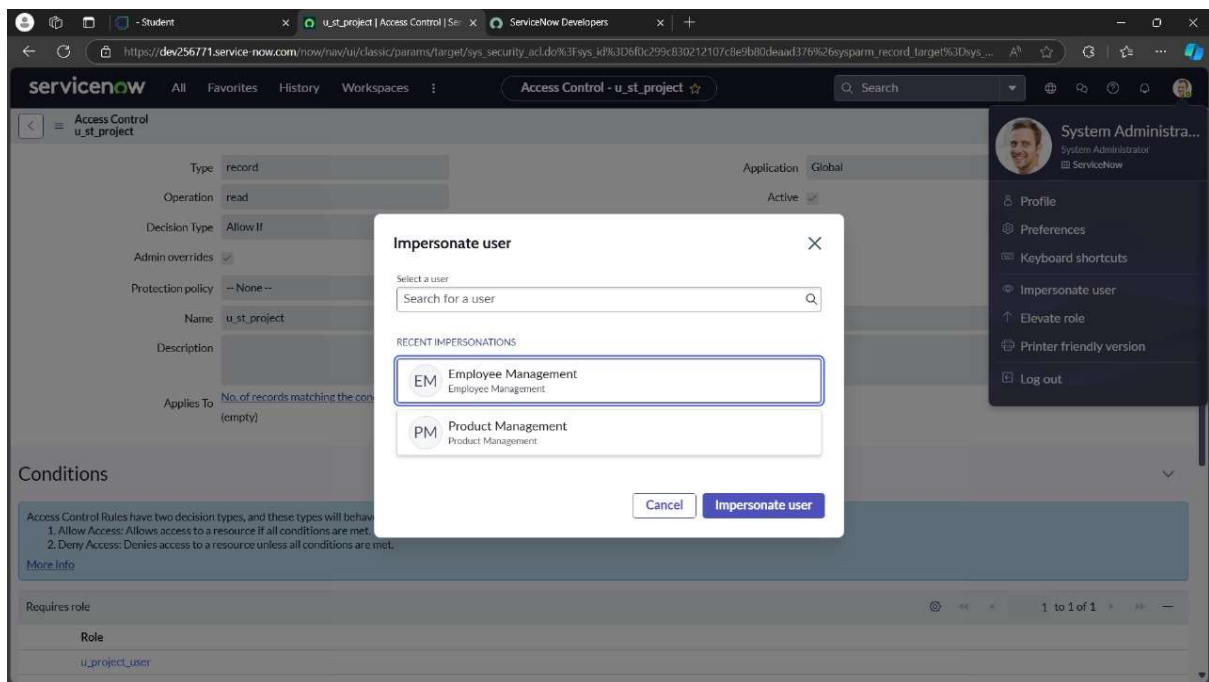
Step 15 : Create 3 Records with any details .



The screenshot shows the ServiceNow 'Projects' list view. The table has columns for Name, Budget, Project Overview, and Total Expenses. There are 6 rows of data. The interface includes a search bar, filters, and a 'New' button.

Name	Budget	Project Overview	Total Expenses
vijay	\$650.00	cm	\$67,667,870.00
ajith	\$1,000.00	king maker	\$234,540.00
Raja	\$1,500.00	Data Analyst	\$4,563,440.00
Shalini	\$330.00	data integration	\$1,000,000.00
Aadharsha	\$200.00	data specialistizer	\$20,000.00
Dhoni	\$56,870.00	cricket	\$789,760.00

RESULT:



The screenshot shows the 'Access Control - u_st_project' configuration page. A modal dialog titled 'Impersonate user' is open, allowing the user to select a user for impersonation. The dialog includes a search bar and a list of recent impersonations.

Access Control Rule Configuration:

- Type: record
- Operation: read
- Decision Type: Allow If
- Admin overrides: ☒
- Protection policy: --None--
- Name: u_st_project
- Description:
- Applies To: No. of records matching the con (empty)

Impersonate user Dialog:

- Select a user: Search for a user
- RECENT IMPERSONATIONS:
 - EM Employee Management
 - PM Product Management
- Buttons: Cancel, Impersonate user

Conditions:

Access Control Rules have two decision types, and these types will behave as follows:

1. Allow Access: Allows access to a resource if all conditions are met.
2. Deny Access: Denies access to a resource unless all conditions are met.

Requires role:

- Role: u_project_user

ServiceNow

AllFavoritesHistoryProcess Mining WorkspaceProjects

ProjectsNameSearch

Actions on selected rows...New

Name	Project Overview
Vijay	cm
Ajith	king maker
Raja	Data Analyst
Shalini	data integration
Aadharsha	data specializer
Dhoni	cricket

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