

Cafeteria Menu Display Portal

A ServiceNow Admin Project

Team Details

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Team Size: 4

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Abstract

In modern organizations, efficient communication and planning around cafeteria operations are critical to employee satisfaction and productivity. Traditionally, the process of managing and publishing cafeteria menus has been manual, involving handwritten notices, emails, or verbal updates. This outdated approach often leads to inconsistent information, delays in menu publication, poor visibility for employees, and operational inefficiencies.

To address these challenges, the Cafeteria Menu Display Portal was developed using the ServiceNow platform, leveraging its low-code tools and workflow automation capabilities. The project aims to digitize and centralize the entire cafeteria menu process — from creation and submission to approval and real-time display.

The portal includes a custom-scoped application built using ServiceNow Studio, where cafeteria administrators can create and manage daily and weekly menus through a structured form. Menu submissions are routed through an approval workflow to ensure quality and accuracy before being published. A UI Action button allows for one-click publishing, and reports help track past menus for planning and audit purposes.

Employees can access published menus through the Service Portal, allowing them to plan their meals in advance and stay informed about dietary options or special dishes. The portal

not only reduces the manual effort involved in menu management but also enhances the employee experience by providing timely and reliable access to meal information

The project demonstrates how administrative tasks like cafeteria planning can be transformed through automation and self-service tools. By using ServiceNow's native components—such as catalog items, custom tables, workflows, UI policies, and reports—the solution is both scalable and maintainable. The platform's role-based access ensures secure operations while its real-time features improve responsiveness and accuracy.

This digital solution not only streamlines internal cafeteria operations but also lays a foundation for future enhancements such as QR-based menu displays, nutritional tagging, and feedback systems, making it a vital step in the organization's journey toward smarter workplace services.

Introduction

The Cafeteria Menu Display Portal is a web-based project developed using ServiceNow to manage and display cafeteria menus efficiently.

It allows administrators to create, update, and publish menus while employees can view daily and weekly meal plans. The platform streamlines menu scheduling, approval workflows, and maintains historical records, enhancing the dining experience across the organization.

Project Overview

This project aims to simplify cafeteria menu operations using the ServiceNow platform. Key goals:

- Centralize menu creation, approval, and publishing.
- Automate workflows for timely menu updates.
- Make cafeteria menus easily accessible to employees.
- Maintain historical records for audit or planning.

The system includes a custom scoped application with tables, catalog items, UI policies, actions, reports, and roles.

Problem Statement

The Cafeteria Menu Display Portal will enhance the management, publication, and accessibility of daily and weekly cafeteria menus across an organization. Administrators will be able to create, update, and publish menus efficiently, ensuring employees have realtime access to meal options. The portal will streamline the approval process for new menus, automate menu scheduling, and maintain a historical record for future reference. Employees can easily view upcoming meals, dietary options, and special offerings, improving cafeteria engagement and meal planning. By centralizing menu management, the platform will reduce manual effort, minimize errors, and enhance the overall dining experience for employees.

Brainstorming & Module Planning

Modules identified:

- Scoped App in ServiceNow Studio
- Menu Record Table
- Service Catalog for submissions
- Workflow for approval
- UI Action for instant publishing • Reports for menu tracking

Requirement

Analysis

Functional Requirements:

- Create a menu with fields (Date, Meal, Food Items, Special Note)
- Submit via catalog item
- Approve/reject by cafeteria manager
- Publish/unpublish menu using UI Action
- View menus via the Service Portal

⚙️ Non-Functional Requirements:

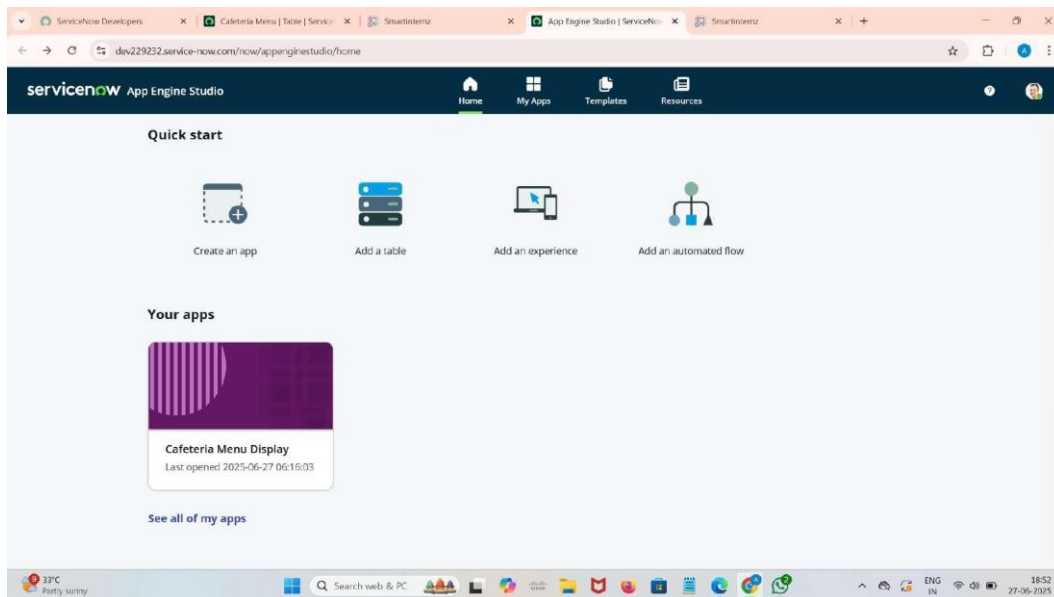
- Must be easy-to-use via ServiceNow UI
- Real-time publishing and notification
- Access control by roles (Admin, Manager, Employee)

Project Implementation

Studio

In this step, the application is created using the ServiceNow Studio environment.

The project began with the creation of a custom scoped application within ServiceNow Studio. This application, titled “Cafeteria Menu Display”, served as the container for all project components such as tables, catalog items, workflows, and reports. By leveraging Studio, the team ensured proper modularity, version control, and easy maintenance of the application throughout the development lifecycle.

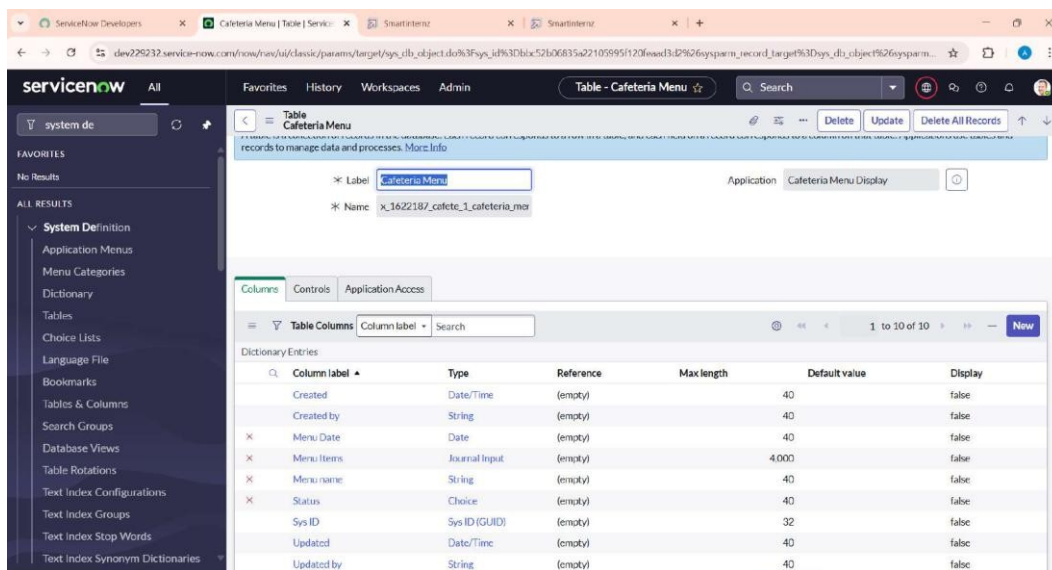


Table

A custom table was created to store cafeteria menu data. This table captures essential information such as:

- Menu Name
- Menu Date
- Menu Items
- Status (e.g., Pending, Approved, Published)

The table acts as the central repository for all menu records and is integrated with the catalog form, approval workflow, and reporting module. Its structured design enables seamless data flow across the application.



Column label	Type	Reference	Max length	Default value	Display
Created	Date/Time	(empty)	40	false	false
Created by	String	(empty)	40	false	false
Menu Date	Date	(empty)	40	false	false
Menu Items	Journal Input	(empty)	4000	false	false
Menu name	String	(empty)	40	false	false
Status	Choice	(empty)	40	false	false
Sys ID	Sys ID (GUID)	(empty)	32	false	false
Updated	Date/Time	(empty)	40	false	false
Updated by	String	(empty)	40	false	false

Service Catalog

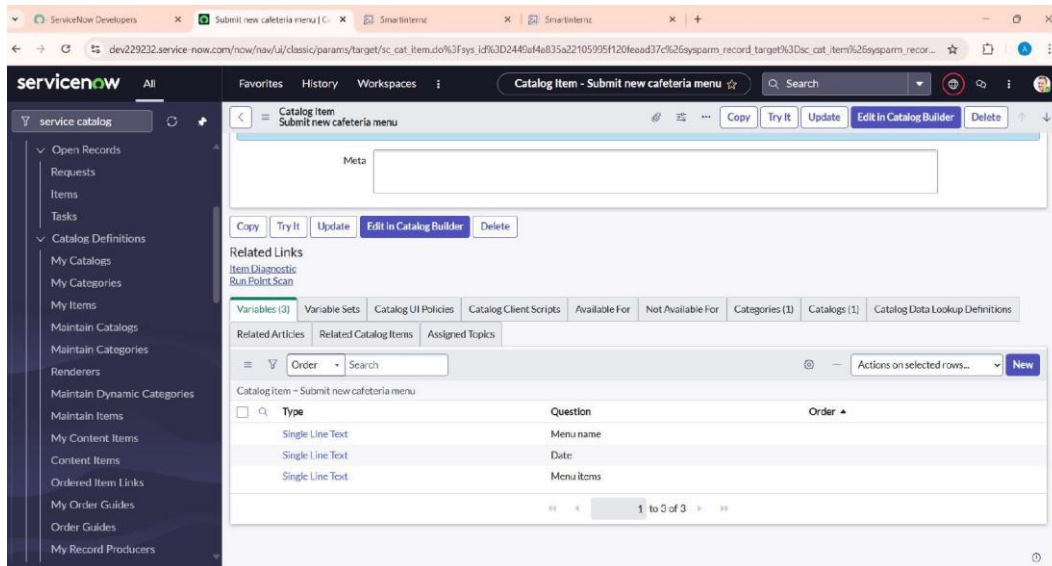
The Service Catalog allows menu submissions by cafeteria staff. It includes necessary fields and workflow integration.

To allow cafeteria staff or admins to submit menu details, a Service Catalog item was developed. The form captures inputs such as:

- Menu Name
- Menu Date
- Food Items (description)

This catalog item is user-friendly and tied to a workflow that routes submissions for approval. It ensures that only authorized menus are published, maintaining data accuracy and accountability.

The screenshot displays the ServiceNow interface for creating a new catalog item. The left sidebar shows the 'service catalog' navigation menu with options like 'Open Records', 'Requests', 'Items', 'Tasks', 'Catalog Definitions', 'My Catalogs', 'My Categories', 'My Items', 'Maintain Catalogs', 'Maintain Categories', 'Renderers', 'Maintain Dynamic Categories', and 'Maintain Items'. The main form area is titled 'Catalog Item - Submit new cafeteria menu' and includes a search bar and action buttons: 'Copy', 'Try It', 'Update', 'Edit in Catalog Builder', and 'Delete'. A blue informational box states: 'Catalog items are goods or services available to order from the service catalog. Items can be anything from hardware, like tablets and phones, to software applications, to furniture and office supplies. Enter a Name and Short description to display for the item. Enter a Price, approvals, variables, and other information as needed.' The form fields include: 'Name' (Submit new cafeteria menu), 'Application' (Cafeteria Menu Display), 'Catalogs' (Service Catalog), 'Category' (Cafeteria services), 'Active' (checked), 'Fulfillment automation level' (Unspecified), 'State' (None), 'Checked out' (None), and 'Owner' (System Administrator). Below these fields are tabs for 'Item Details', 'Process Engine', 'Picture', 'Pricing', and 'Portal Settings'. The 'Item Details' tab is active, showing a 'Short description' field and a 'Description' field with a rich text editor toolbar.



Report

The Report module plays a critical role in monitoring and maintaining visibility over the cafeteria's meal planning activities. A customized report was built using the Cafeteria Menu Display table to provide administrators with quick access to historical and upcoming menus.

A report was configured to display submitted menus grouped by date. The report provides a tabular view with the following columns:

- Menu Date
- Menu Name

- Menu Items

This feature helps administrators monitor past menus, identify patterns, and support planning. It also acts as a historical record for reference or audits.

The screenshot displays the ServiceNow interface for configuring a report. The left sidebar contains a navigation menu with the following items: Platform Analytics Administration, Data Sources, Report Sources, Usage and governance, Reports, Report Statistics, Schedules, Scheduled Reports, Color Settings, Report Ranges, Properties, Reporting Properties, and Predictive Intelligence. The main content area is titled 'Report - Cafeteria Report' and includes a search bar and action buttons (Update, View Report, Edit Report, Delete). Below the title, there is a message: 'Please configure this report using Edit Report, and create new reports using View / Run.' The configuration fields are as follows:

- Application: Cafeteria Menu Display
- Title: Cafeteria Report
- Table: Cafeteria Menu [x_1622109_cafeteri_cafeteria_menu]
- Field Name: menu_namemenu_name
- Type: List
- Chart size: Large
- User: 6816f79cd0a8016401c5a33be04be441
- Filter: Add Filter Condition, Add "OR" Clause, --choose field-- --oper-- --value--
- Roles: [icon]

At the bottom of the configuration area, there are buttons for Update, View Report, Edit Report, and Delete.

UI Action

UI Actions were used to enhance interactivity and streamline administrative processes. One of the key UI Actions implemented in this project is the “Publish Menu” button, which simplifies the transition of a menu item from an approved state to a published state, making it visible to employees via the Service Portal.

Create UI Action

The screenshot shows the ServiceNow UI Action configuration interface. The left sidebar contains a navigation menu with categories like 'System Classic Mobile UI', 'System Definition', 'System UI', 'Workspace Experience', 'Forms', 'UI Action Layouts', and 'UI Action Groups'. The main area is titled 'UI Action - Mark as Published' and contains the following fields:

- Name:** Mark as Published
- Table:** Cafeteria Menu(x_1622187/...)
- Order:** 100
- Action name:** (empty field)
- Active:** ☒
- Show icon:** ☒
- Show update:** ☒
- Client:** ☐
- Overrides:** (empty field with search icon)
- Application:** Cafeteria Menu Display
- Form button:** ☒
- Form context menu:** ☐
- Form link:** ☐
- Form style:** -- None --
- List banner button:** ☐
- List bottom button:** ☐
- List context menu:** ☐
- List choice:** ☐
- List link:** ☐
- List style:** -- None --
- Messages:** (empty text area)
- Comments:** (empty text area)

This screenshot shows the 'Script' section of the 'UI Action - Mark as Published' configuration. It includes a 'Hint' field, a 'Condition' field with the value 'current.status = Published', and a 'Script' field containing the following code:

```
1 current.status = "published";
2 current.update();
3 gs.addInfoMessage("Menu has been marked as published");
4 action.setRedirectURL(current);
5
6
```

Below the script field is a 'Protect integrity' dropdown set to '-- None --'. At the bottom, there are checkboxes for 'Workspace Form Button' and 'Workspace Form Menu', and a 'Format for Configurable Workspace' checkbox. 'Update' and 'Delete' buttons are also present.

Testing

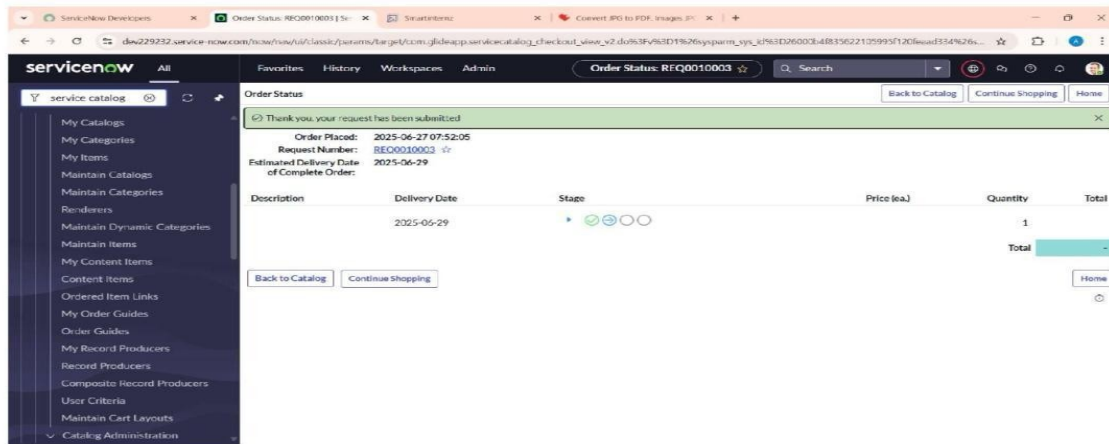
Testing was an essential phase of the project to ensure all modules performed as expected and integrated smoothly. We conducted both functional and UI testing across the custom table, catalog item, workflow, UI action, and reports.

Functional Test Cases Included:

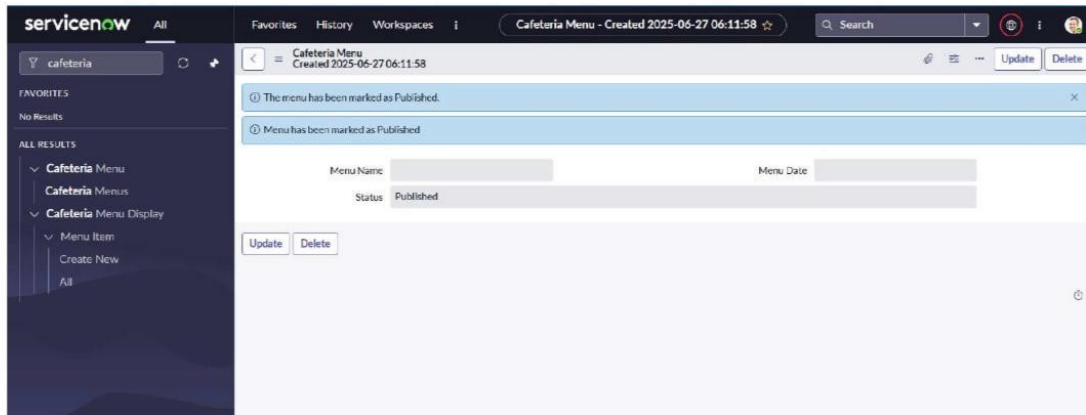
- Submitting a menu via the catalog form and verifying it created a table record.
- Triggering the approval workflow and confirming status updates.
- Using the “Publish Menu” UI Action and checking visibility changes.
- Verifying accurate grouping and filtering in the report module.

All test cases were executed by the team and reviewed by peers. Results showed that the application was functioning reliably under expected conditions, with no major defects or performance issues.

Testing Service Catalog



Testing UI Action



Results

As a result of this implementation:

- Menus can now be submitted and published within minutes.
- Administrative burden on cafeteria staff has reduced significantly.
- Visibility and accuracy of menu information has improved for employees.
- The application is structured in a way that it can be reused and scaled easily for other locations or menu categories.

Overall, the Cafeteria Menu Display Portal met all its objectives and delivered tangible improvements in cafeteria communication and operations.

Advantages & Disadvantages

Advantages:

- Real-time menu display
- Reduced errors and duplication
- Improved employee satisfaction
- Approval and record tracking

⚠ Disadvantages:

- Requires training for non-technical users
- Admin must regularly update
- Dependent on network availability

Conclusion

The Cafeteria Menu Display Portal demonstrates how ServiceNow can be leveraged to transform a traditionally manual process into an efficient, automated system. By combining custom forms, workflows, tables, and reports, the application creates a seamless end-to-end experience for both administrators and employees.

It not only supports daily operations but also lays the groundwork for a more digital, responsive workplace environment. The project stands as a successful example of low-code development addressing real-world organizational needs.

Future Scope

- Integrate nutritional info and meal ratings
- Add feedback collection forms for each meal
- Implement mobile-friendly views
- Enable QR code display in physical cafeterias