Application Files

Exercise

Exercise: Create NeedIt Form

NOTE: Before you begin with this exercise, you **must** complete the exercise found on the last slides of the powerpoint #3 presented during the lecture.

Using your personal instance, open the *NeedIt* application in *ServiceNow Studio*.

1. In Studio, create a Form View for the ***NeedIt*** application called "**<Your Name> AppFiles Lab Exercise**'' and configure the form to make it look exactly as   Figures   1.1   and 1.2 shown in the ***Appendix I*** page.

   To test the form:
   a. Go back to the ServiceNow main browser tab (*not Studio*).
      b. Open any *NeedIt* record. If you do not have any *NeedIt* records, click the **New** button on the *NeedIt* list.
      c. Click the **additional actions menu.**
      d. Under **View** select the recently created form view name.

Exercise: Create NeedIt Module

2. In Studio, create an application module for the ***NeedIt*** application menu to show records where the ***Due date*** field value is before the current day. See Figure #2 in the ***Appendix*** ***II*** page for reference.

Configure the module using these values:
Title: **Past Due**
Application Menu: **NeedIt**
Hint: **Show Past Due NeedIt records**

To test the module:
a. After creating the module, go back to the ServiceNow browser window tab (*not* *Studio*).

b. Use the navigation filter **All** and search for "**NeedIt**" and click the **Past Due**

c. Refer to Figure #2 in the **Appendix II** page.

*Hint: Check the **Order** field value of other modules to determine the order value of the newly created module in setting the sequence of the   modules.

Exercise: Create NeedIt Module

3. In Studio, create an application module for the ***NeedIt*** application menu to categorize the ***Past Due*** module from other modules. See Figure #3 in the ***Appendix II*** page for reference.

Configure the module using these values:
Title: **<Your Name> AppFile Lab Exercise**
Application Menu: **NeedIt**

*Hint: Check the **Order** value of other modules to determine the order value of the newly created module in setting the sequence of application modules.

Exercise: Create NeedIt Embedded Help

4. In Studio, Create ***Embedded Help*** for NeedIt Form to show help details when a user opens a NeedIt record.

    a. Configure the Embedded Help page:

        Name: **<Your Name> NeedIt Form**
Page: **leave this empty for now**
Mode: **Normal**
Version: **All**

    b. Get the value for the *Page* field.
      i. Leave the Studio tab open and return to the main ServiceNow browser window tab.
      ii. Use the *All* menu to open **NeedIt > All**.
      iii. Open any *NeedIt* record. If you do not have any *NeedIt* records, click the **New** button on the *NeedIt* list.
      iv. In the page URL, copy the **<table_name>** part of the URL

🔒   **.service-now.com**/now/nav/ui/classic/params/target`x_58872_needit_needit`.do%3Fsys_id%3D0fdba6030f...

v. Return to Studio and paste the URI fragment into the **Page** field on the *NeedIt Form - User* Embedded Help record.

c. Configure the Embedded Help page to make it exactly the same as what is shown in figure 4.1 and figure 4.2 in the ***Appendix III*** page.

To test the Embedded help page:

a. Go back to the ServiceNow browser window tab (not studio) and navigate to

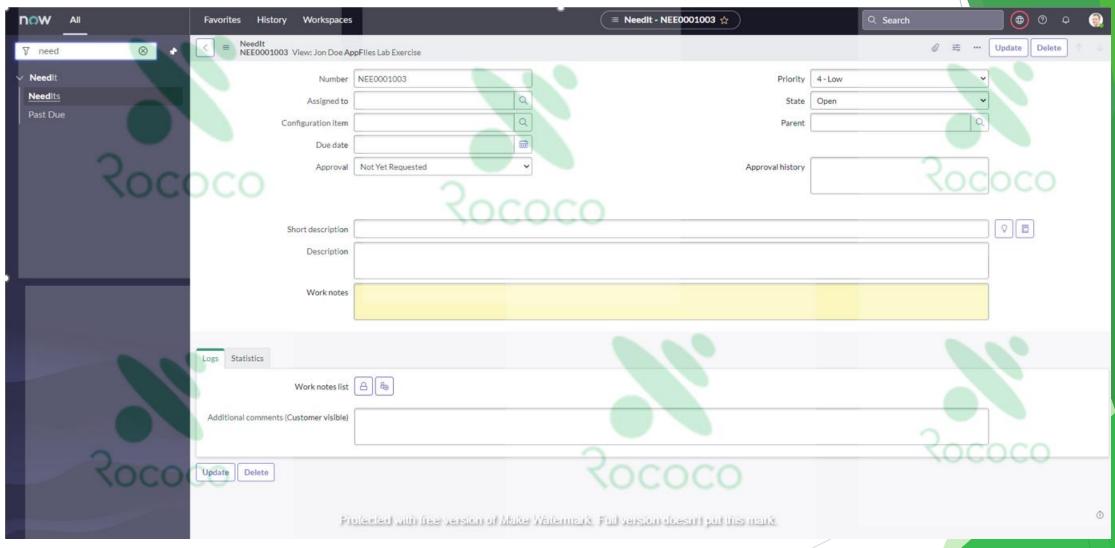**All > NeedIt > NeedIts,** then click the help icon.

Exercise: Create NeedIt Embedded Help

5. In Studio, Create another ***Embedded Help*** application file to show help details when a user opens the NeedIt list.

    a. Configure the Embedded Help page:

        Name: **<Your Name> NeedIt List**
      Mode: **Normal**
      Version: **All**

    b. Configure the Embedded Help page to make it exactly the same as what is shown in figure 5 in the ***Appendix IV*** page.

    To test the Embedded help page:

      a. Go back to ServiceNow browser window tab (not studio) and navigate to **All >** **NeedIt > NeedIts,** then click the help icon .

Appendix I

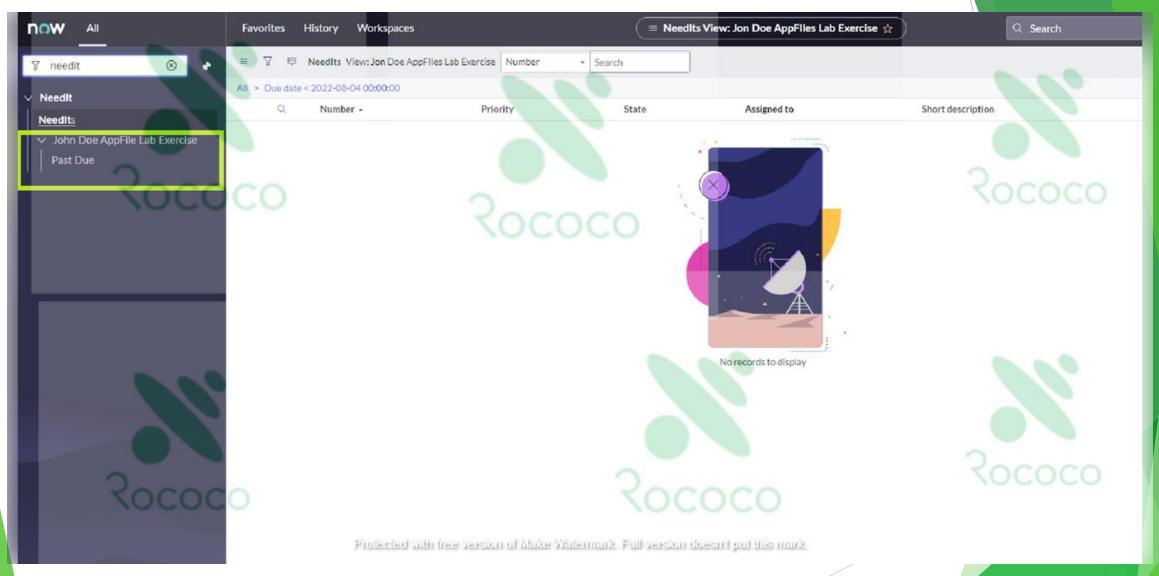*Figure 1.1*

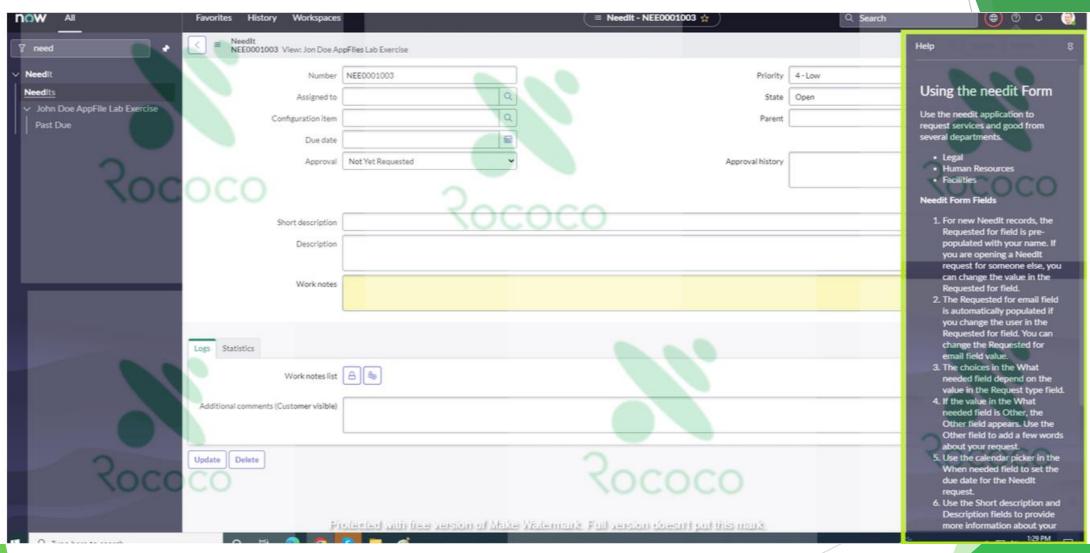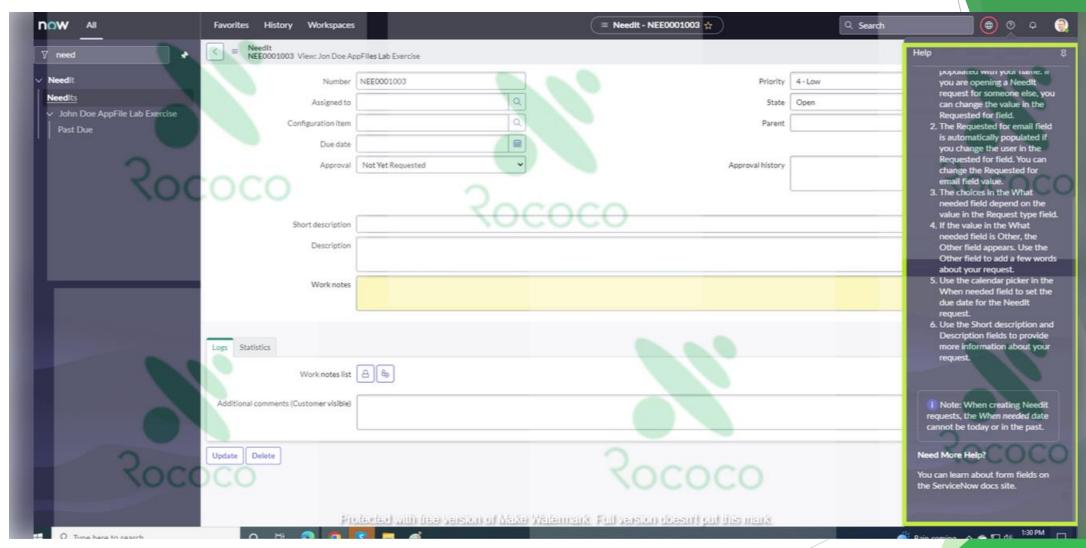*Figure 1.2*

Appendix II

Figure 2

Figure 3

Appendix III

Figure 4.1

Figure 4.2

Appendix IV

Figure 5