

INTRODUCTION

Project Name: importing and securing data in service now

Project overview:

Importing and securing data in a Service Now project involves loading data from various sources into Service Now and then ensuring its security. This process typically uses import sets, transform maps, and various security measures to protect sensitive information.

Purpose

Importing and securing data in a Service Now project aims to efficiently and safely load data into the platform, ensuring data integrity and protecting sensitive information. This involves using import sets to bring data from various sources into Service Now, mapping it to target tables, and implementing security measures to control access and prevent unauthorized modifications.

IDEATIONPHASE

Problem statement:

The goal of this project is to establish a seamless connection between each record and its corresponding employee. This includes pulling specific employee attributes (such as department, role, and other pertinent details) directly into the record. By doing this, we aim to enhance reporting capabilities, improve data accuracy, reduce manual effort, and enable better visibility into record trends across the organization based on employee demographics.

Challenges:

Data Quality Issues: External data sources may contain incomplete, inconsistent, or duplicate data requiring extensive cleansing.

Complex Transformations: Mapping diverse source formats into Service Now's data structure can be technically challenging.

Security Compliance: Ensuring strict access controls and compliance with data privacy regulations can be resource-intensive.

Objective:

The primary goal of this project is to design, implement, and validate a robust process for importing data into ServiceNow from multiple external

sources, while ensuring that data security, integrity, and compliance requirements are met.

REQUIREMENT ANALYSIS

Solution requirement (functional & Non functional)

Team ID	LTVIP2025TMID31005
Project Name	Importing and securing Data in service now

Functional Requirements:

following are the functional requirements of the proposed solution

FR No	Functional requirements	Sub requirement
FR-1	Tables	Create table set label to employee training records insert rows training name, completion date, status and department.
FR-2	Importing data	Open ServiceNow Search for System Import Sets Select Load Data Upload file (with fields: Training Name, Completion Date, Status, Employee) Set

		Label to Employee Training Set Name to u_employee_training.
FR-3	Using Dot walking to access employee department information	In ServiceNow, navigate to All > System Definition> List Layouts, search for Customer Orders, use dot-walking to add the Employee Department field, select it, save changes, and the field will appear in the list view.
FR-4	Access control list (ACL)	Create ACL Define ACL for Employees Set Operation to Read.
FR-5	Roles	Create role: HR Manager Add to sys_user Assign role to Tables, Application, and Module Add HR Manager role to sys_user Now HR Manager can view employee department

		info in Employee Training Records list view.
FR-6	Result	<p>Impersonate sys_user search Employee Training Records can view and edit fields.</p> <p>Impersonate another user cannot see the table.</p>

Non functional requirements:

Following are the non function requirements of the proposed solution

NFR N0	Non functional requirement	Description
NFR-1	Usability	Ensures data import and security processes in ServiceNow are clear, intuitive, and easy for authorized users to manage safely.
NFR-2	Security	Ensure secure data import by enforcing access controls, encryption, and audit logging to protect data integrity, confidentiality, and

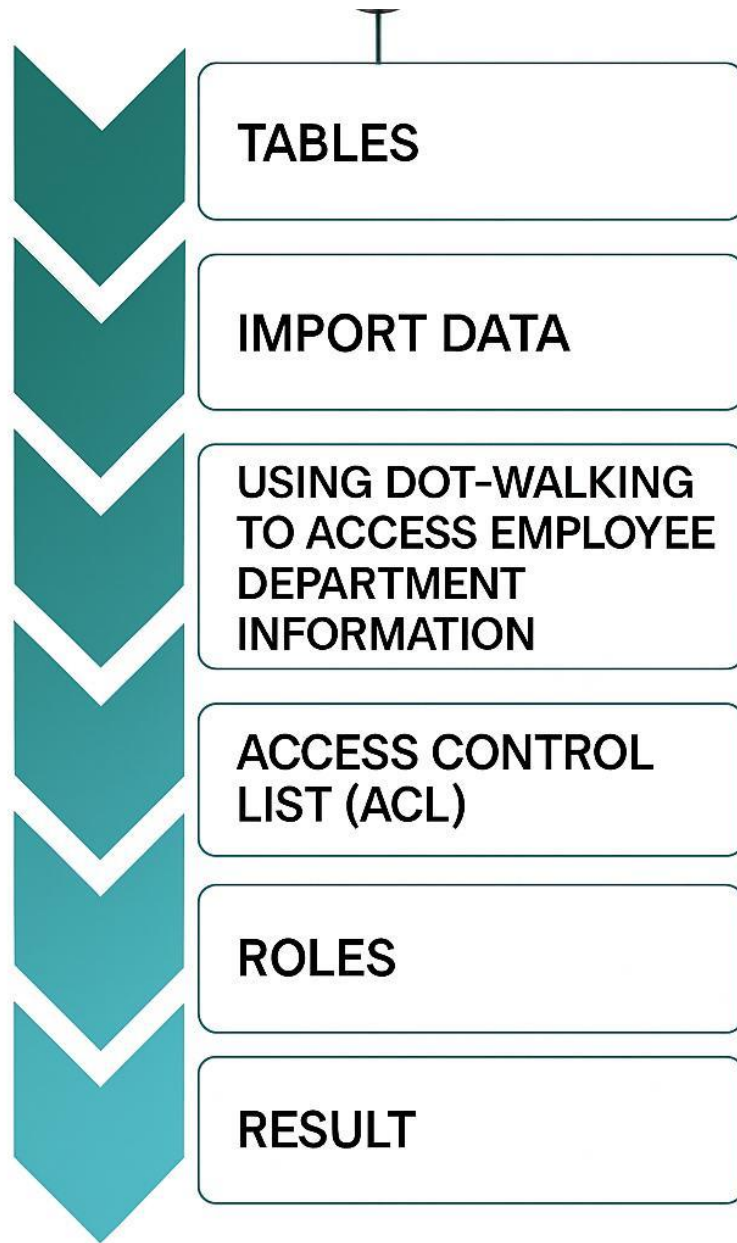
		compliance during the import process.
NFR-3	Reliability	Ensure reliable data import by validating files, handling errors gracefully, and maintaining consistent data availability throughout the process.
NFR-4	Performance	Ensure fast, efficient data import and secure processing in ServiceNow, minimizing delays and ensuring system responsiveness during large data operations.
NFR-5	Availability	Ensures that data import and security features in ServiceNow are reliably accessible, minimizing downtime and ensuring continuous, secure operations.

Data flow diagram: A Data Flow Diagram (DFD) is a simple visual tool that shows how data moves through a system. It outlines the input, processing, storage, and output of data, helping to understand and improve system workflows.

- Where data comes from (external sources)
- Where it goes (processes and storage)
- How it's transformed along the way

Uses:

- Show how data moves through a system from input communication output
- Break down complex processes into simpler, understandable components
- Enhance communication between technical teams and business stakeholders



- Aid in system design and development by mapping data processes clearly

Technology Stack: The image shows how data flows from a third-party system into the ServiceNow app, gets processed through import mechanisms, and ends up in the Incident Table, where it can trigger further actions or updates.

Third Party → REST API → ServiceNow

- Data is sent from a third-party system via REST API.

REST API → Scheduled Import

API data is captured by a scheduled import job.

Scheduled Import → Import Sets

- Data is loaded into temporary import tables.

Import Sets → Transform Map

- Data is transformed to match the format of the target tables.

Transform Map → Incident Table

- Transformed data is saved as incidents in ServiceNow.

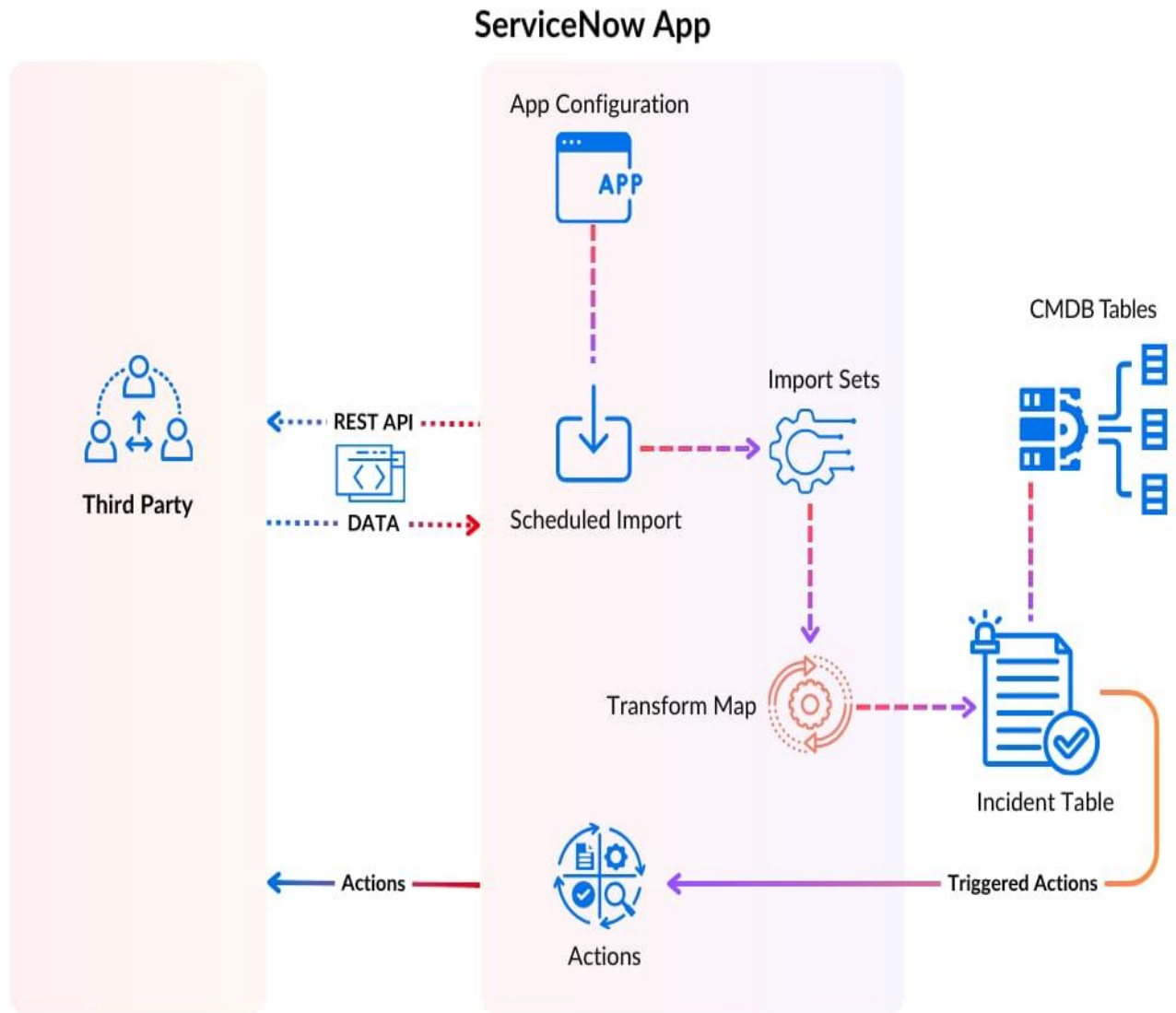
Incident Table → Triggered Actions

- Actions (like alerts, updates) are automatically triggered.

Incident Table ↔ CMDB Tables

- Incidents are linked to Configuration Items (Cis) from the CMDB.

Service now architecture



PROJECT DESIGN

Proposed solution template

Project team shall fill the following information in the proposal solution template

S No	Parameters	Description
1.	Problem statement	Linking each record to an employee and pulling some employee details (like department) into the record for easier reporting
2.	Ideal / solution description	Multi step process using important maps for data loading combined with robot security measures to protect sensitive information
3.	Novelty / uniqueness	Ensure should Data integrity and confidently during the import process and within the platform
4.	Social impact / customer satisfaction	Ensure that I is handled and securely leading to increase

		customer satisfaction and positive social impact
5.	Business model (revenue model)	Customer pay for the right to use service now and that includes the ability to import data from various source
6.	Scalability of the solution	Service now can handle growing that of volumes and maintain Data integrity and confidently

Milestone 1: tables

Purpose:

- Store imported data.
- Ensure data accuracy.
- Control data access.

Uses:

- Store and organize data
- Control secure access
- Link related information

Steps:

1. Open service now

2. Click on all > >search for tables
3. Select tables under system security
4. Click on new
5. Fill the following details to create a new table

ServiceNow Developers x New Record | Table | ServiceNow x +

dev202756.service-now.com/now/nav/ui/classic/params/target/sys_db_object.do%3Fsys_id%3D-1%26sys_list%3Dtrue%26sys_target%3Dsys_db_object%26sysparm_checked_items%3D%26sysp... Guest Finish update

servicenow All Favorites History Workspaces Admin Table - New Record Search

Table New record Submit Cancel

ServiceNow recommends creating custom tables in scoped applications. To learn more about creating scoped applications, click [here](#).

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 Employee Training Records

* Name u_employee_training_records

Extends table

Application Global ⓘ

Create module ☒

Create mobile module ☒

Add module to menu -- Create new --

New menu name Employee Training Records

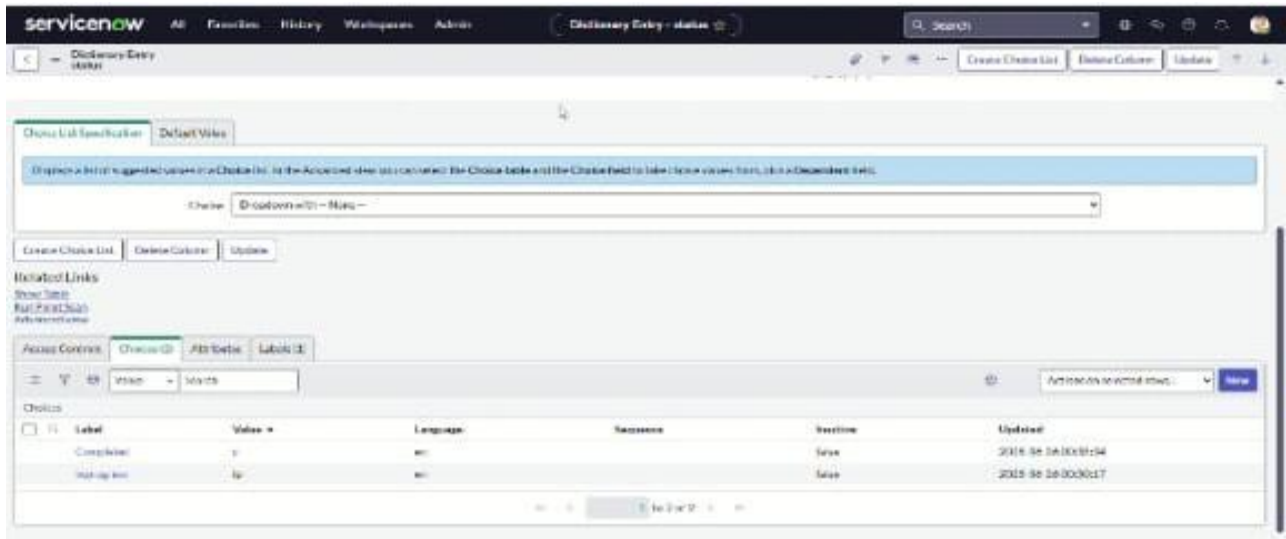
Remote Table ☐

Columns Controls Application Access

Table Columns for text Search

Dictionary Entries

6. Add the following fields:
7. Training name (type: string)
8. Completion date (type: date)
9. Status (type: choice)
10. Employee(type: reference),(reference field to system user table)



Milestone 2: import data

Purpose:

- Bring data into ServiceNow.
- Map data to correct tables.
- Enable secure access control.

Uses:

- Load external data
- Ensure data consistency
- Control secure access

Steps

1. Open service now
2. Click on all > >search for system imports Select

3. Select load data and upload file that you have already created with four fields that are: (training name, completion date, status and employee)
4. Label: employee training
5. Name: u_employee_training

The screenshot shows the 'Load Data' interface in ServiceNow. The top navigation bar includes 'servicenow', 'All', 'Favorites', 'History', 'Workspaces', 'Admin', and a 'Load Data' button. Below the navigation bar, there is a search bar and a 'Submit' button. The main form is titled 'Load Data' and contains the following sections:

- Import set table:** This section has two radio buttons: 'Create table' (selected) and 'Existing table'. Below these, there is a 'Label' field with the value 'Employee Training' and a 'Name' field with the value 'u_employee_training_'. There is also a red asterisk icon next to the 'Label' field.
- Source of the import:** This section has two radio buttons: 'File' (selected) and 'Data source'. Below these, there is a 'File' field with a 'Choose File' button and the text 'Employee Training.xlsx'. There is also a 'Sheet number' field with the value '1' and a 'Header row' field with the value '1'.

A 'Submit' button is located at the bottom of the form.

6. Click on submit

The screenshot shows the 'Progress' and 'Next steps...' sections of the ServiceNow interface. The top navigation bar includes 'servicenow', 'All', 'Favorites', 'History', 'Workspaces', 'Admin', and a 'ServiceNow' button. Below the navigation bar, there is a search bar and a 'Submit' button. The main form is titled 'Progress' and contains the following sections:

- Progress:** This section shows the status of the import process. It includes a table with the following rows:

Name	State
ImportProcessor	Complete

Completion code: Success

Message: Processed: 0, Inserts 0, updates 0, errors 0, empty and ignored 0, ignored errors 0 (0:00:01.384)
- Next steps...:** This section provides a list of actions to be taken next. It includes the following links:
 - [Import sets](#): Go to the import sets for this data load
 - [Loaded data](#): Go to the newly imported data inside the staging table: u_employee_training_
 - [Create transform map](#): Create a transform map for the newly staged data
 - [Import log](#): View the import log

Map fields

Purpose:

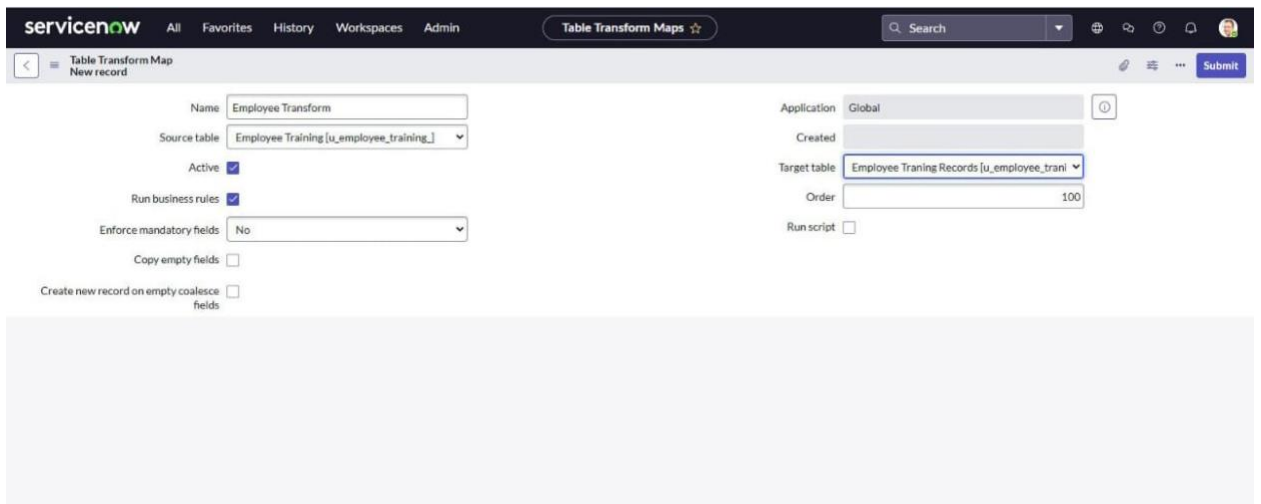
- Match source to target fields
- Enforce data security rules
- Ensure accurate data transfer

Uses:

- Match fields
- Place data correctly
- Prevent errors

Steps:

1. Open service now
2. Click on all > > search for Transform maps
3. Fill the following details to create a new table
4. Click on submit



The screenshot shows the 'Table Transform Maps' 'New record' form in ServiceNow. The form is divided into two main sections: 'Source table' and 'Target table'.

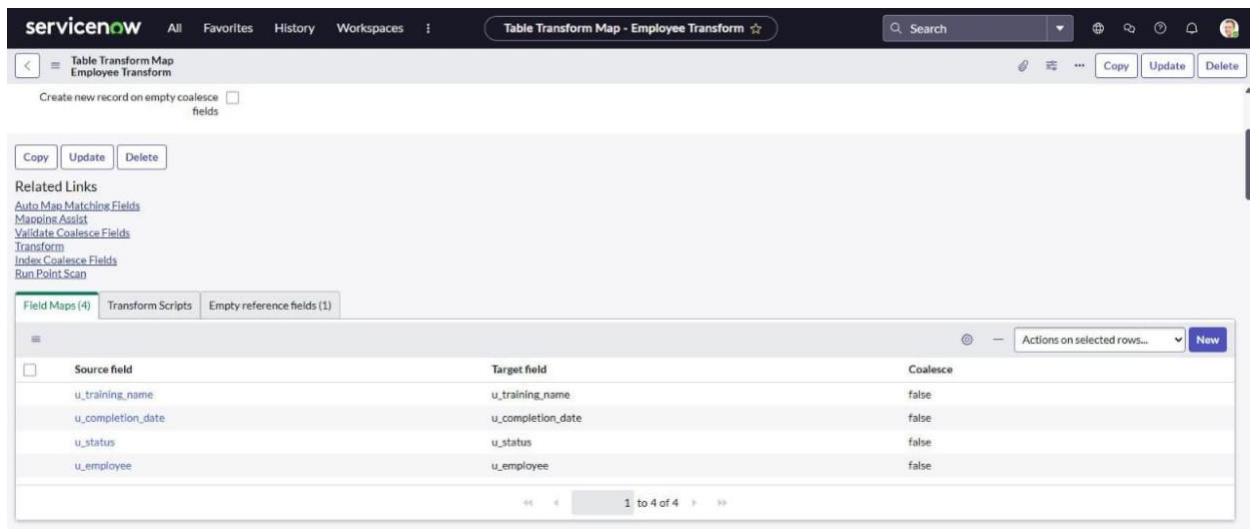
Source table section:

- Name: Employee Transform
- Source table: Employee Training [u_employee_training_]
- Active: ☒
- Run business rules: ☒
- Enforce mandatory fields: No
- Copy empty fields: ☐
- Create new record on empty coalesce fields: ☐

Target table section:

- Application: Global
- Created: [empty field]
- Target table: Employee Training Records [u_employee_trani]
- Order: 100
- Run script: ☐

The form is titled 'Table Transform Map' and 'New record'. The 'Submit' button is located in the top right corner.



5. Add field maps as shown
6. Click transform to run the import
- 7.



Milestone 3: using dot walking to access employee department information

Purpose:

- Retrieve related record data
- Display linked information easily
- Build reports and conditions using referenced fields

Uses:

- Retrieve related department data
- Apply security rules via ACLs
- Keep department info consistent

Steps:

1. Open service now
2. Click on all >> system definition >>list layouts
3. Search for customer orders
4. Add the employee department field by using dot walking
5. Select the field and save changes

Milestone 4: Access control list (ACL)

Purpose:

- Restricts data access
- Secures sensitive info
- Controls user permissions

Uses:

- Restrict data access
- Protect sensitive fields
- Control user permissions

Steps:

1. Open service now
2. Click on all>>ACL>>create new ACL
3. Define ACL (Employees)
4. Operation: Read

Milestone 5: Roles

Purpose:

- Assign permissions to users
- Control access to imported data
- Enforce data security policies

Uses:

- Grant specific access rights to users
- Control who can import or modify data
- Secure sensitive data during import processes

Steps:

1. Open service now
2. Click on all>>roles>>create a new role:Hr manager
3. Add in the sys_user

servicenow All Favorites History Workspaces Admin User - test user1

Search

User - test user1

Last name user1 Title Department

Calendar integration Outlook Time zone System (America/Los_Angeles) Date format System (yyyy-MM-dd) Business phone Mobile phone Photo Click to add...

Password needs reset Locked out Active Web service access only Internal Integration User

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

User = test user1

Role	State	Inherited	Inheritance Count
Hr Manager	Active	false	

4. Add this roll to the tables application and module

servicenow All Favorites History Workspaces Application Menu - Employee training records

Search

Application Menu Employee training records

An application menu is a group of modules in the application navigator. Choose

Title Employee training records

Restricts access to the specified roles. Otherwise, all users can view the applica

Roles

Specifies the menu category, which defines the navigation menu style. The defa

Category Custom Applications

The text that appears in a tooltip when a user points to this application menu

Hint

Description

Update Delete

Modules Order Search

Application menu = Employee training records

Roles

Available

- access_analyzer_admin
- action_category_creator
- action_designer
- activity_admin
- activity_creator
- actsub_admin
- actsub_user
- admin
- agent_admin

Selected

- u_employee_training_records_user
- Hr Manager

Done

5. At the HR manager role to the sys_user

servicenow All Favorites History Workspaces Admin User - test user1

Update Set Password Delete

First name: test user1 (pattern: K[a-z]0_9@) Last name: Department: Password needs reset: Locked out: Active: Web service access only: Internal Integration User:

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 (2) Groups Delegates Subscriptions User Client Certificates

Role Search Actions on selected rows... Edit...

Role	State	Inherited	Inheritance Count
u_employee_training_records_user	Active	false	
Hr Manager	Active	false	

1 to 2 of 2

- Now you can view each employees department information directly in the employee training records list view

Update to elevate role

servicenow All Favorites History Workspaces Admin Employee Training Records

Completion Date Search Actions on selected rows... New

Completion Date	Employee	Status	Training Name	Department
Search	Search	Search	Search	Search
(empty)	(empty)			(empty)
(empty)	(empty)			(empty)
(empty)	Abel Tuter	Inprogress	Full Stack Java	Product Management

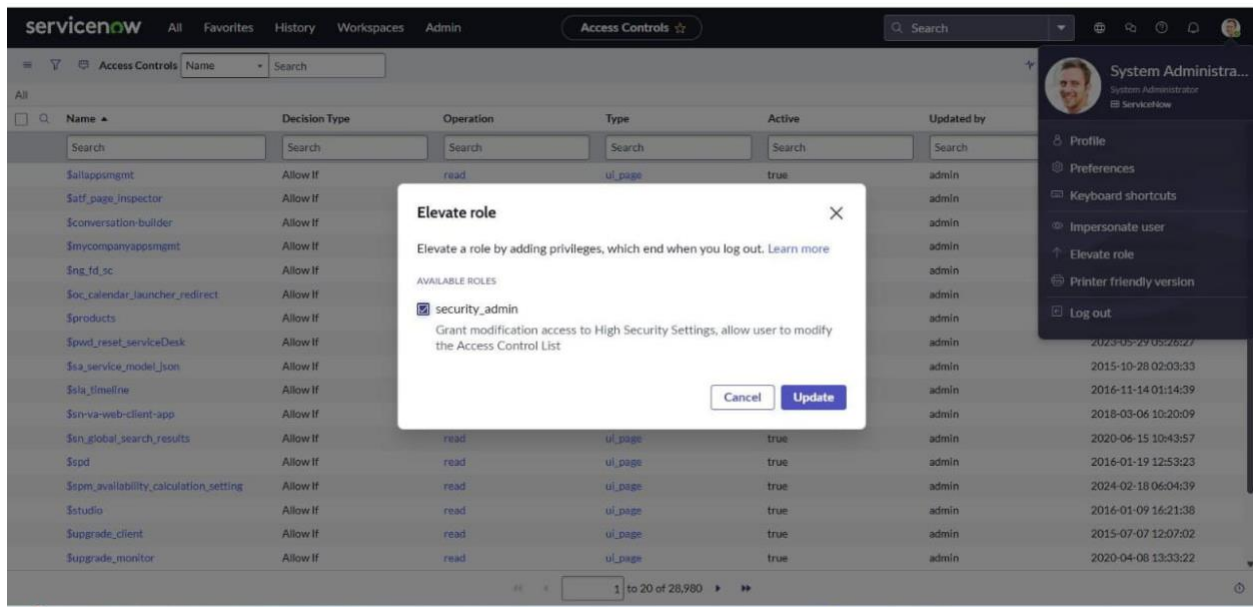
Purpose:

- Grant higher permissions for data import.
- Access restricted data and tables.
- Configure security controls during import.

Uses:

- Modify roles for data import.
- Approve imported data securely.
- Strengthen data access controls.

Steps:



1. Create new ACL and give read access to employee training records table

The screenshot shows the ServiceNow 'Access Control - u_employee_training_records' configuration page. The form is set up with the following details:

- Type:** record
- Operation:** read
- Decision Type:** Allow If
- Admin overrides:** ☒
- Protection policy:** -- None --
- Name:** Employee Training Records [u_employee_training_records]
- Description:** Allow read four records in u_employee_training_records for users with role Hr Manager.
- Applies To:** No. of records matching the condition: 3

Below the form, the 'Conditions' section is expanded, showing a blue informational box:

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. Additional ACLs may grant access to records where this ACL has not granted access.
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.

[More Info](#)

2. Give HR manager role to the ACL

This screenshot shows the 'Conditions' section of the ACL configuration page. It includes the same informational box as the previous screenshot. Below it, the 'Requires role' section is active, showing a table with one role assigned:

Role
Hr Manager

Below the table, the 'Security Attribute Condition' section is visible, with 'Local or Existing' set to 'Local' and a condition defined as 'All of these conditions must be met'.

3. Create another new ACL and repeat the same process to the write access

Milestone 6: result

The screenshot shows the ServiceNow Access Control configuration page for the record 'u_employee_training_records'. The interface includes a top navigation bar with 'servicenow' logo and tabs for 'All', 'Favorites', 'History', and 'Workspaces'. The main configuration area has the following fields and options:

- Type:** record
- Operation:** write
- Decision Type:** Allow if
- Admin overrides:** ☒
- Protection policy:** -- None --
- Name:** Employee Training Records [u_employee_training_records]
- Description:** Allow write for records in u_employee_training_records for users with role Hr Manager.
- Applies To:** No. of records matching the condition: 3 @
Buttons: Add Filter Condition, Add OR Clause
Fields: -- choose field --, -- oper --, -- value --
- Application:** Global
- Active:** ☒
- Advanced:** ☐

At the bottom, 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. Additional ACLs may grant access to records where this ACL has not granted access.
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.
[More Info](#)

Purpose:

- Confirms data imported correctly
- Identifies errors or issues
- Ensures security and compliance

Uses:

- Confirms data accuracy
- Tracks import status
- Validates security controls

Steps :

1. Impersonate the sys_user and search employee training records
2. Now you can see and edit the fields

servicenow

AllFavoritesHistoryProcess Mining Workspace

Employee Training Records

Completion Date

Search

Actions on selected rows...New

All					
<input type="checkbox"/>	Completion Date	Employee	Status	Training Name	Department
	(empty)	(empty)			(empty)
	(empty)	(empty)			(empty)
	(empty)	Abel Tuter	Inprogress	Full Stack Java	Product Management

servicenow

AllFavoritesHistory

Employee Training Records - Create Created

Employee Training Records

New record

Submit

Training Name

Completion Date

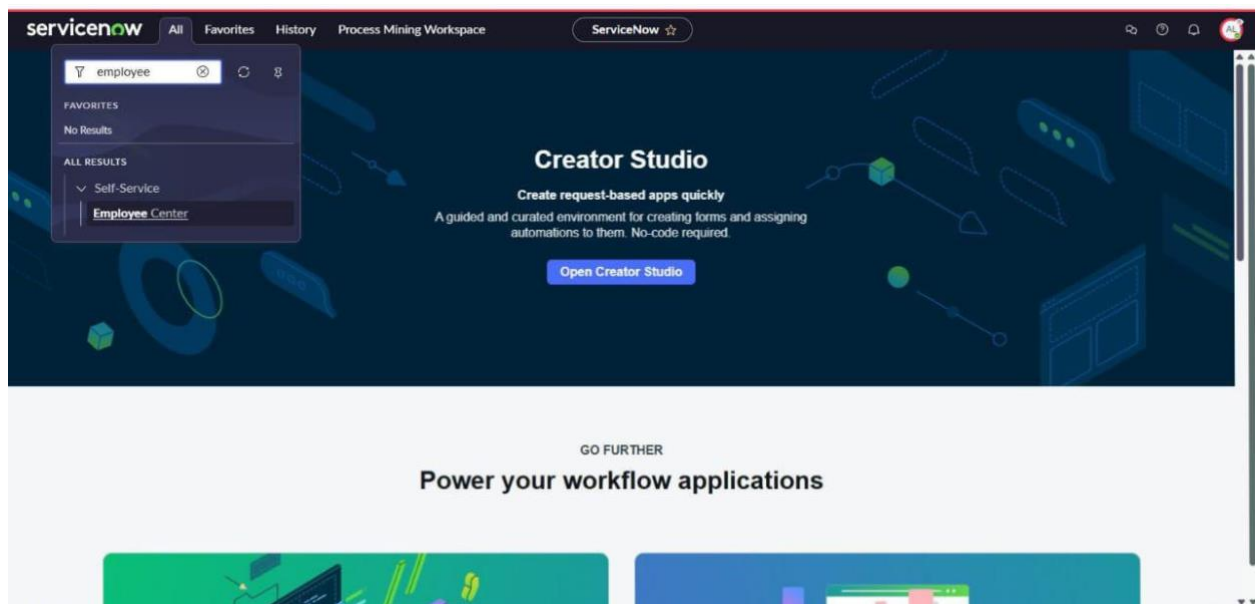
Employee

Status

Department

Submit

3. Impersonate the other user you cannot see the table



PROJECT PLANNING AND SCHEDULING

Assign Roles & Responsibilities to Team

→ Proceed to Workspace

Tables	▼	Create Table	▼	* Varra Navya	✓	✗
Import Data	▼	Importing Data	▼	* Varra Navya	✓	✗
Import Data	▼	Map Fields	▼	* Kalisetti Samanthakaman	✓	✗
Using Dot-Walkin	▼	Dot-Walking	▼	* Kalisetti Samanthakaman	✓	✗
Access Control Li	▼	Creating an ACL	▼	* Vanka Parvathi	✓	✗
Roles	▼	Create Role	▼	* Vanka Parvathi	✓	✗
Roles	▼	Update to Elevate	▼	* Eeti Sharmila	✓	✗
Result	▼	Testing Result	▼	* Eeti Sharmila	✓	✗

+ ADD

Functional requirements	User story	No of activity	Team members
Tables	Tables to store imported data securely so I can manage and control access effectively.	1	Yarra Navya
Import data	Import data into ServiceNow tables so that records are accurate and secure.	1	Yarra Navya
Map fields	map fields during data import so that data is placed correctly and	1	Kalisetti Samanthakamani

	securely in ServiceNow.		
Using dot walking to access employee department	I Want to use dot walking to get employee department info during data import so I can secure and organize data by department.	1	Kalisetti Samanthakamani
Access control list (ACL)	create an ACL so employees have read-only access to imported data, ensuring data security.	1	Vanka Parvathi

Roles	Create HR Manager role, assign to users, give access to view employee department info in training records.	1	Vanka Parvathi
Update to elevate role	Create two ACLs (one for read and one for write) on the Employee Training Records table, assigning the HR Manager role to both.	1	Eeti Sharmila

	This ensures only HR Managers can view and update employee training data, improving data security.		
Result	<p>When impersonating sys_user, I can access records.</p> <p>When impersonating other users, they cannot access records.</p>	1	Eeti Sharmila

FUNCTIONAL AND PERFORMANCE TESTING

Performance testing

Purpose:

- Confirms data imported correctly
- Identifies errors or issues
- Ensures security and compliance

Uses:

- Confirms data accuracy
- Tracks import status
- Validates security controls

Milestone 6: result

1. Impersonate the sys_ user and search employee training records
2. Now you can see and edit the fields

servicenow All Favorites History Process Mining Workspace Employee Training Records ☆

Employee Training Records Completion Date Search Actions on selected rows... New

All

Completion Date	Employee	Status	Training Name	Department
(empty)	(empty)			(empty)
(empty)	(empty)			(empty)
(empty)	Abel Tuter	Inprogress	Full Stack Java	Product Management

servicenow All Favorites History Employee Training Records - Create Created ☆

Employee Training Records New record Submit

Training Name

Completion Date

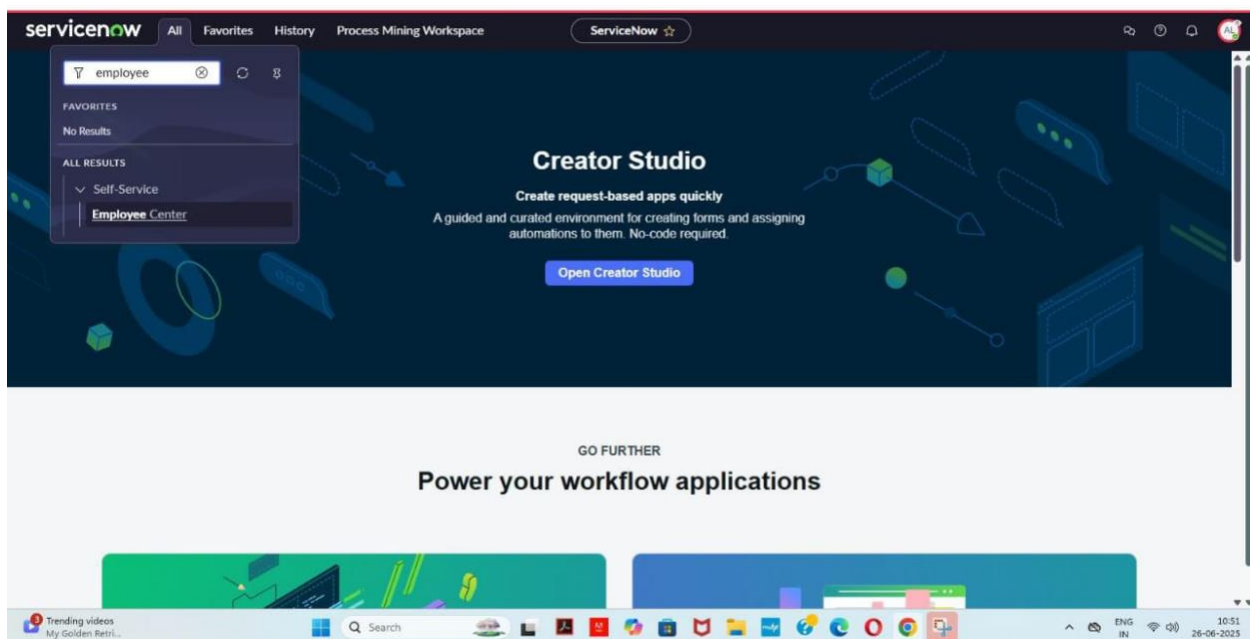
Employee Search

Status --None--

Department

Submit

3.Impersonate the other user you cannot see the table



ADVANTAGES & DISADVANTAGES

Advantages

- Ensures accurate data import and reduces errors.
- Protects sensitive data from unauthorized access.
- Helps meet regulatory requirements and industry standards.
- Maintains data consistency and completeness.
- Streamlines data import and management processes.
- Minimizes risks associated with data breaches or unauthorized access.

Disadvantages

- Importing and securing data can be a complex process, requiring specialized knowledge and expertise.
- The process can be time-consuming, especially for large datasets or complex security configuration.
- Importing and securing data may require significant resources, including personnel, infrastructure, and technology.
- Errors during the import process can lead to data inconsistencies or security vulnerabilities.
- Implementing robust security measures and importing data can incur additional costs, such as licensing fees or consulting services.

CONCLUSION:

The importing and securing Data in service now project demonstrated the essential process of importing data into Service Now using Import Sets, leveraging dot-walking to access and utilize related table data efficiently, and applying Access Control Rules (ACLs) to enforce robust data security. By combining these core functionalities, we ensured accurate data integration, streamlined data relationships, and protected sensitive information through role-based access control.