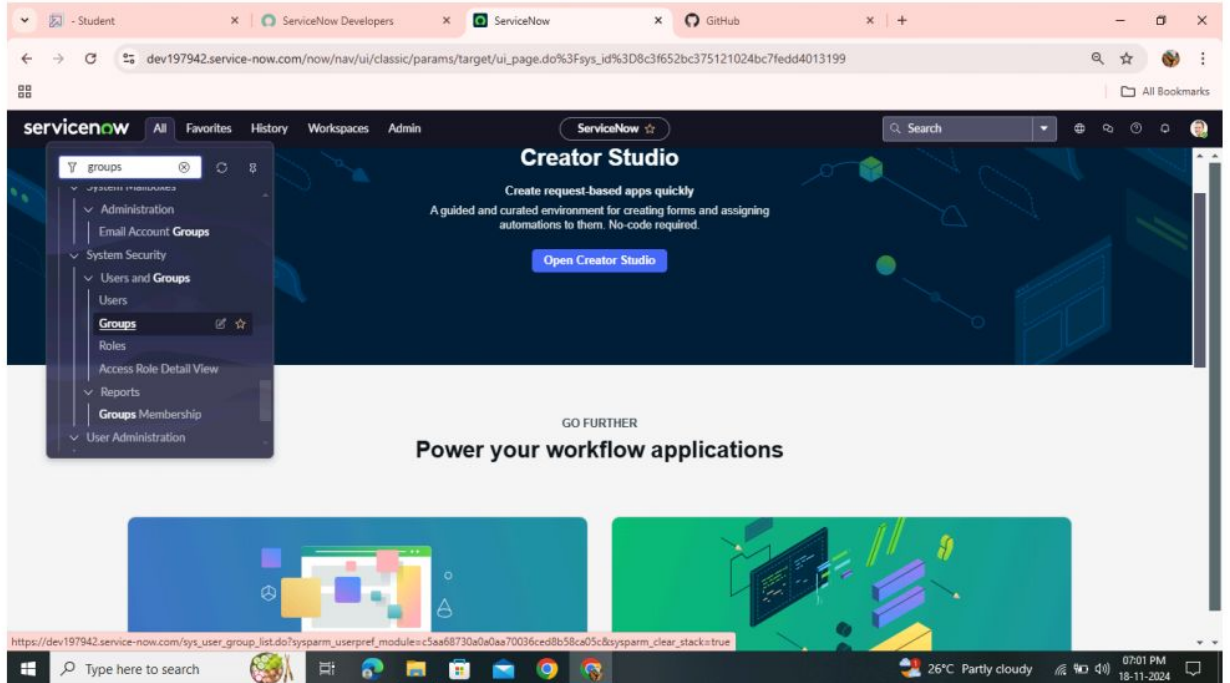
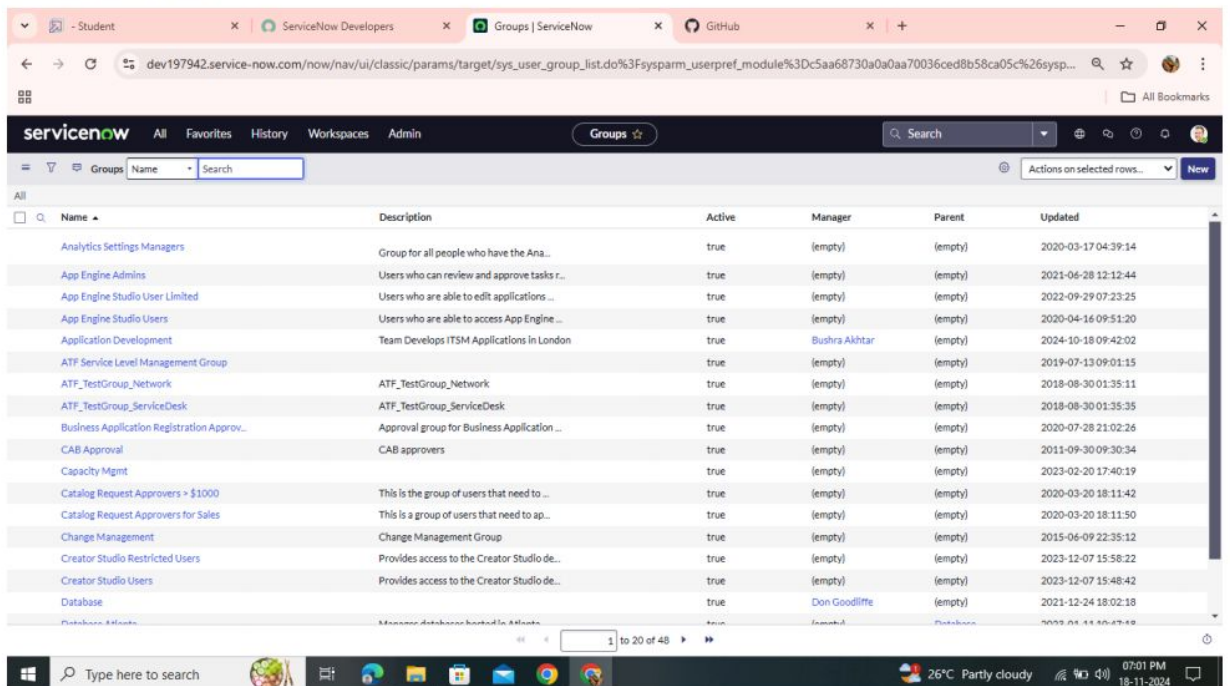


Activity - 2: Create Groups

1. Open service now.
2. Click on All >> search for groups
3. Select groups under system security



4. Click on new



5. Fill the following details to create a new group.

The screenshot shows the ServiceNow interface for creating a new group. The browser tabs include 'Student', 'ServiceNow Developers', 'Manager Group | Group | ServiceNow', and 'GitHub'. The URL is 'dev197942.service-now.com/now/nav/ui/classic/params/target/sys_user_group.do%3Fsys_id%3D535628c4c3c2921024bc7fedd4013164%26sysparm_record_target%3Ds...'. The page title is 'Group - Manager Group'. The form has the following fields:

- Name: Manager Group
- Manager: [Search]
- Group email: [Text]
- Parent: [Search]
- Description: [Text]

Below the form are 'Update' and 'Delete' buttons. The 'Group Members' section has a search bar with 'User' entered and a table with the message 'No records to display'.

6. Under Group Members, click on edit.

7. Add the user(Jai Prakash) to the Manager Group and click on Save.

The screenshot shows the ServiceNow interface for editing group members. The browser tabs include 'Student', 'ServiceNow Developers', 'Edit Members | Group Member | ServiceNow', and 'GitHub'. The URL is 'dev197942.service-now.com/now/nav/ui/classic/params/target/sys_m2m_template.do%3Fsys_is_list%3Dtrue%26sys_is_related_list%3Dtrue%26sys_target%3Dsys_user_g...'. The page title is 'Group Member - Edit Members'. The form has the following fields:

- Collection: Jai
- Group Members List: Jai Prakash

Below the form are 'Cancel' and 'Save' buttons. The 'Group Members List' table shows the following data:

Name	First name	Last name	Email
Jai Prakash	Jai	Prakash	

8. Click on save.