

ServiceNow Application Developer

Importing Data > Create a Transform Map

In this import, an Excel spreadsheet is the data source. Compare the columns in the spreadsheet with the target table form.

	A	B	C	D	E
1	Requested for	Request type	What needed	Short description	Must have by
2	Adela Cervantsz	Legal	Legal 2	Imported record 1	1/14/17
3	Aileen Mottern	Human Resources	Other	Imported record 2	2/4/17
4	Bryan Rovell	Facilities	Facilities 1	Imported record 3	12/18/16
5	Danny Dales	Legal	Legal 1	Imported record 4	11/11/16
6	Nathanial Phoenix	Human Resources	Human Resources 2	Imported record 5	3/20/17

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NeedIt
New record

A

* Requested for

System Administrator

Q

i

* Requested for email

B

* Request type

Legal

⌵

C

* What needed

Legal 1

⌵

* When needed

⌵

D

Short description

Description

E

The letter callouts on the example form indicate the data column from the source spreadsheet. For example, the *Requested for* column in the spreadsheet maps to the *NeedIt* table *Requested for* field. The trickiest match is the *Must have by* column in the spreadsheet to the *When needed* field on the *NeedIt* table.









The Transform Map matches the columns from the data source to the columns in the target table. Every import operation requires at least one transform.

Configure the Table Transform Map:

- **Target table:** Select the table where you want transformed data to be placed. You can select only tables within the currently selected application scope, the global scope, or tables that grant write access to other applications.
- **Order:** Enter the order in which to apply transform maps in the event that more than one map fits the conditions. Runs transform maps from lowest to highest order.
- **Run Script:** Select to display the *Script* field.
- **Script:** Enter the transform map script you want to use to transform field values in the source table to the target table. ServiceNow runs the transform map script in addition to any Field Maps.

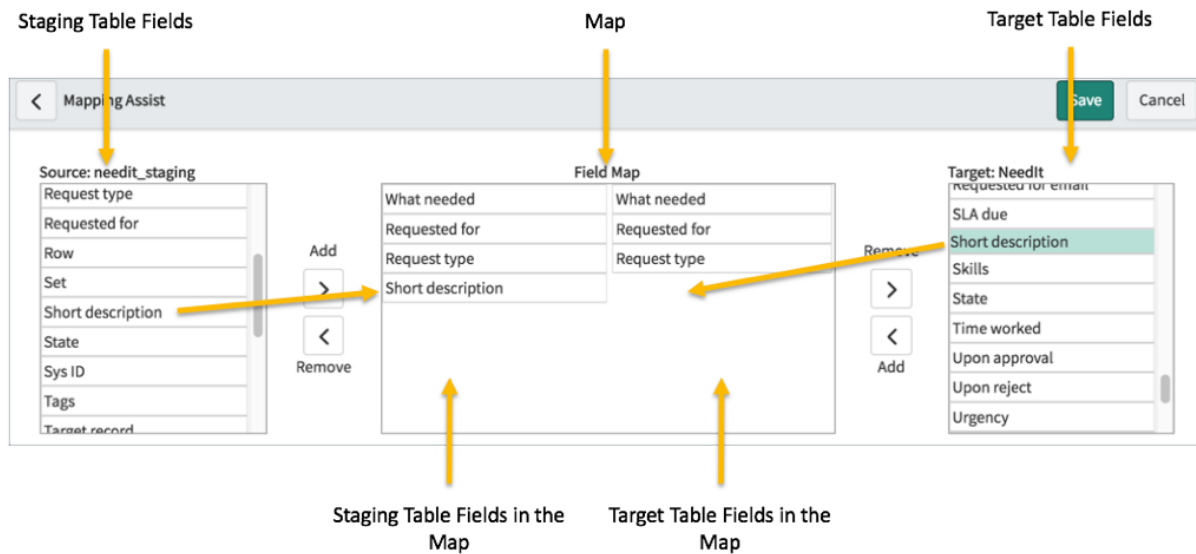
Auto Map Matching Fields

Click the **Auto Map Matching Fields** Related Link for ServiceNow to attempt to match the staging table columns to the target table columns based on column name. The auto mapped fields appear in the *Field Maps* section (tab).

Field Maps (3)		Transform Scripts	
	Field Maps	New	 <input type="text" value="1"/> to 3 of 3  
	Source field	Target field	Coalesce
<input type="checkbox"/>	 <u>u_what_needed</u>	u_what_needed	false
<input type="checkbox"/>	 <u>u_requested_for</u>	u_requested_for	false
<input type="checkbox"/>	 <u>u_request_type</u>	u_request_type	false
<input type="checkbox"/>	Actions on selected rows... 		
			 <input type="text" value="1"/> to 3 of 3 

Mapping Assist

Not all of the columns from the staging table were auto mapped to target table columns. To manually map the remaining columns, click the **Mapping Assist** Related Link.



Add fields from the staging table to the map and pair them with fields from the target table. To add or remove fields from the map, click the field to highlight it then click either the **Add** or **Remove** button. You can move fields around in the map by clicking, holding, and dragging.

Scroll to the *Data Viewer* section to see what a record from the staging table looks like when the map is applied. Compare the mapped staging table record to a record from the target table to see if the field values and formatting look correct.

Choose whether to view all fields or only mapped fields

Data Viewer

Show ☐ All Fields ☒ Mapped Fields

needit_staging		NeedIt	
Field	Value	Field	Value
What needed	Other	What needed	Legal 1
Requested for	Aileen Mottern	Requested for	Beth Anglin
Request type	Human Resources	Request type	Legal
Short description	Imported record 2		

Staging Table Record Target Table Record

Not all fields have to be mapped. For this example, the *Must have by/When needed* field is not mapped.

When the mapping is complete, click the **Save** button.