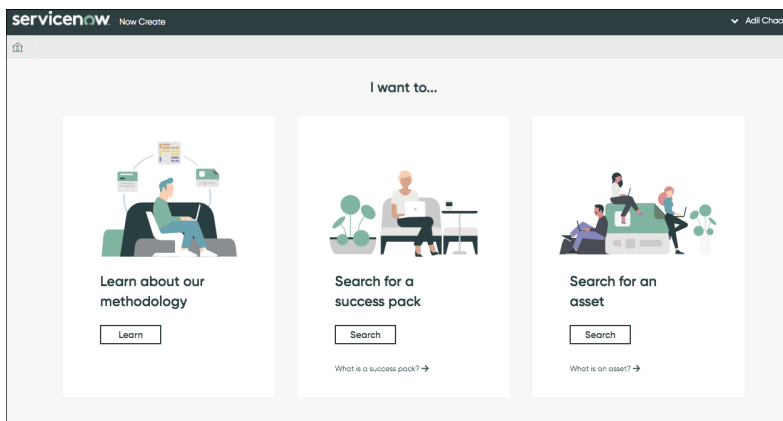


ServiceNow Platform Implementation On Demand

Explore the Now Create Portal

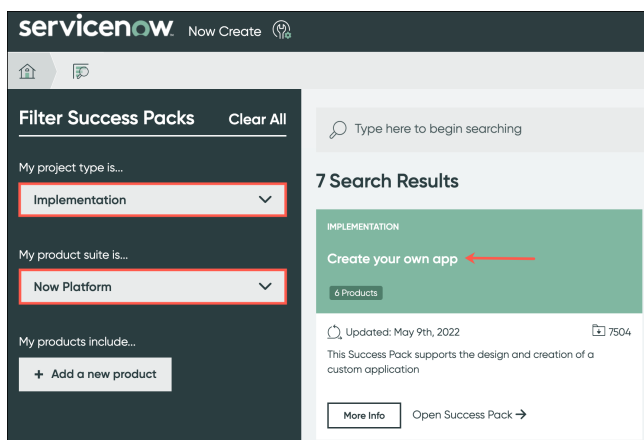
A. Login to NowCreate Portal

1. Login to **nowlearning.service-nowcom/nowcreate**.

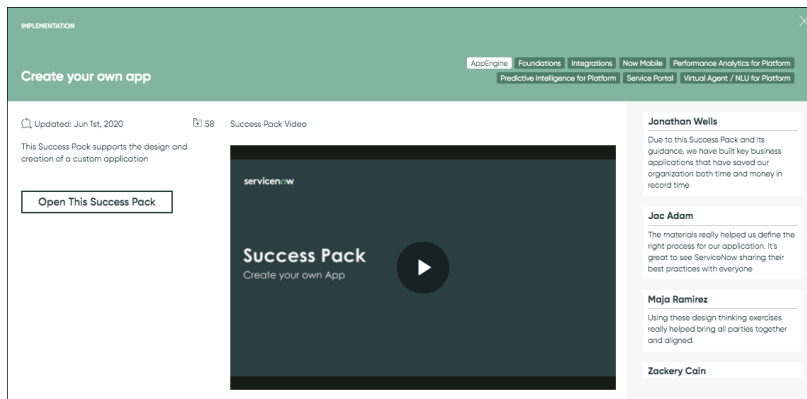


2. Click **Search** to filter success packs based on the product suite.
3. Under the success packs filter, under **My project type is ...** select **Implementation** and under **My product suite is ...** select **Now Platform**

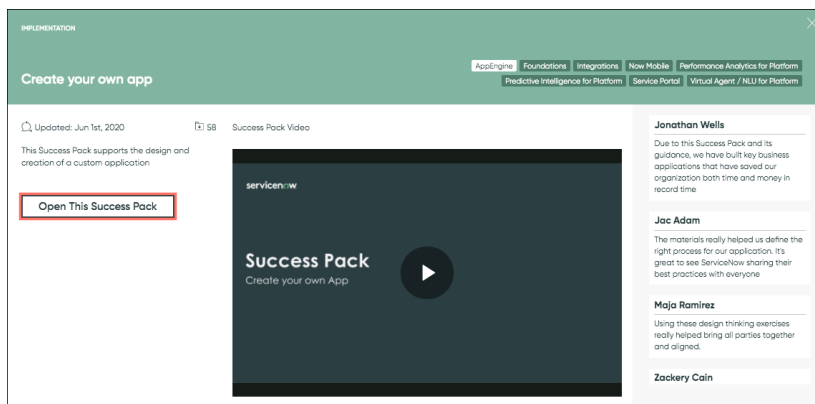
NOTE: Based on the filter, the corresponding success pack displays.



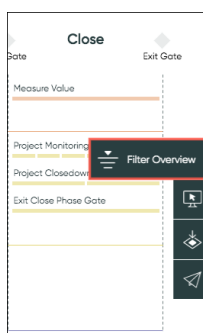
4. Select **More info** to learn about this AppEngine success pack. You will be presented with a short video covering a brief overview of what is covered in the success pack.



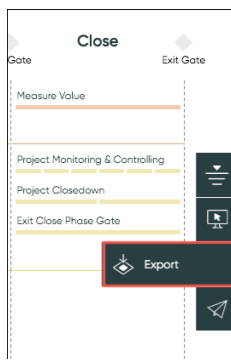
5. After watching the video, select the **Open This Success Pack** to review the different phases.



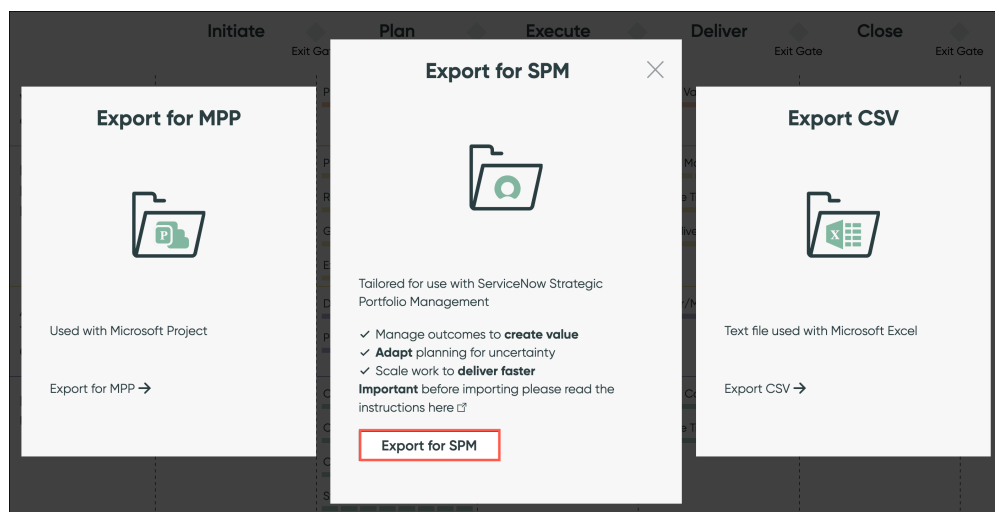
6. Hover over the icon and select the **Filter Overview** on the side of the screen. This option allows you to filter the success pack based on any role.



7. Select **Developer** from the list of roles.
Notice, the filter is applied to the RACI matrix. You can filter further based on the task you wish to view. Whether you want to view the tasks the role is responsible for, accountable, consulted or informed.
8. Click the X to close the filter.
Notice: The tasks within the success pack that do not match the filter are grayed out.
9. Hover over the icon on the right of the screen and select **Export**.
Note: This option will allow you to export the project plan.



10. Select **Choose File Format** button.
11. Select **Export to SPM**.

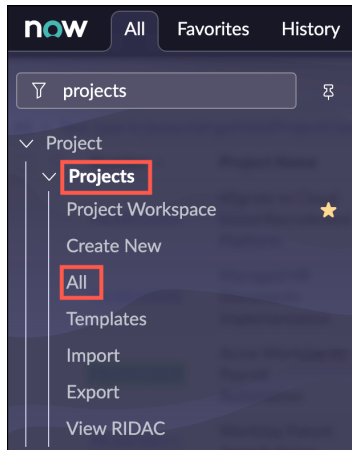


12. When the project plan is exported, click **Done**.
13. The XML file was downloaded and it is now located in your downloads folder.

Access SPM

B. Access the Project and Project Tasks

14. Login to your ServiceNow instance as an administrator – Ask your instructor if you cannot login to your instance.
15. In the Application Navigation pane, navigate to **Project > Projects > All**.



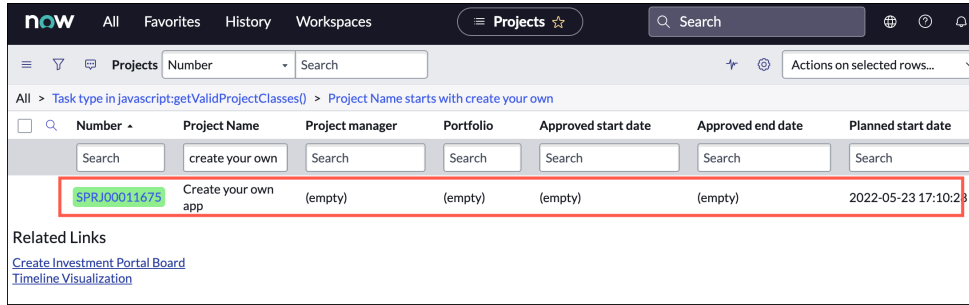
16. Right-click on the list column header in the right frame, then click **Import XML**.

A screenshot of the ServiceNow Projects list. The table has columns: Number, Project Name, Project manager, Portfolio, Approved start date, Approved end date, Planned start date, Planned end date, and Priority. A context menu is open over the 'Project Name' header, showing options like 'Sort (a to z)', 'Sort (z to a)', 'Show Visual Task Board', 'Ungroup', 'Group By Project Name', 'Bar Chart', 'Pie Chart', 'Launch Interactive Analysis', 'Configure', 'Import', 'Export', 'Update Selected', 'Update All', 'Create Application Files', 'Import XML' (highlighted with a red box), and 'Show XML'. The table contains 14 rows of project data.

Number	Project Name	Project manager	Portfolio	Approved start date	Approved end date	Planned start date	Planned end date	Priority
PRJ0010004	Migrate to Cloud based Recruitment Platform			(empty)	(empty)	2021-02-03 16:00:00	2022-03-05 01:00:00	4 - Low
PRJ0010008	Managed HR Documents Implementation			2022-03-15 15:00:00	2021-11-27 01:00:00	2022-03-15 15:00:00	2022-11-27 01:00:00	4 - Low
PRJ0010009	Acme Workday to Payroll Automation			2021-01-11 15:00:00	2022-01-25 01:00:00	2021-01-11 15:00:00	2022-01-25 01:00:00	2 - High
PRJ0010011	Workday Patent Awards Setup			(empty)	(empty)	2020-08-12 15:00:00	2021-05-01 00:00:00	2 - High
PRJ0010013	CPQ Tool Implementation			2021-06-01 15:00:00	2021-10-23 00:00:00	2021-06-01 15:00:00	2021-10-23 00:00:00	2 - High
PRJ0010014	ITSM Portal Redesign			(empty)	(empty)	2020-08-12 15:00:00	2021-05-14 00:00:00	3 - Moderate
PRJ0010015	Sales Enablement Content			(empty)	(empty)	2020-08-12 02:30:00	2021-08-15 00:00:00	2 - High
PRJ0010018	Leave of Absence - no work authorization		HR	(empty)	(empty)	2020-09-25 02:30:00	2021-03-20 00:00:00	2 - High
PRJ0010019	Internal Transfer (Transitions)	paul.martin	HR	(empty)	(empty)	2020-09-25 02:30:00	2021-07-15 15:00:00	4 - Low
PRJ0010020	Outsource FSM Support Team	paul.martin	Sales	(empty)	(empty)	2020-09-25 02:30:00	2021-07-23 15:00:00	4 - Low
PRJ0010021	eCommerce Platform through Mobile	chase.furley	Application Modernization	2021-02-14 12:20:27	2021-08-10 11:20:41	2021-02-14 03:30:00	2021-08-10 00:00:00	4 - Low
PRJ0010022	L1 Request Automation	chase.furley	Application Modernization	(empty)	(empty)	2021-04-22 01:30:00	2021-09-19 00:00:00	4 - Low

17. Click **Choose File** and select your newly downloaded Now Create XML file.
18. Click **Upload**.

19. Your Success Pack project will now be available in the Projects list.

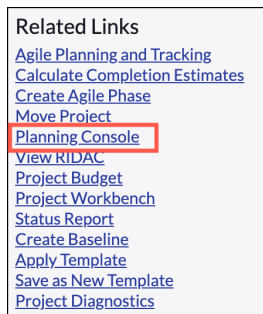


The screenshot shows the 'Now' Projects list interface. At the top, there's a navigation bar with 'All', 'Favorites', 'History', and 'Workspaces'. Below this is a search bar and a 'Projects' tab. The main table has columns: Number, Project Name, Project manager, Portfolio, Approved start date, Approved end date, and Planned start date. A row is highlighted with a red box, showing the project 'Create your own app' with ID 'SPRJ00011675' and a planned start date of '2022-05-23 17:10:28'. Below the table, there are 'Related Links' including 'Create Investment Portal Board' and 'Timeline Visualization'.

Number	Project Name	Project manager	Portfolio	Approved start date	Approved end date	Planned start date
SPRJ00011675	Create your own app	(empty)	(empty)	(empty)	(empty)	2022-05-23 17:10:28

20. Open the project you just imported.

21. Under the **Related Links**, click **Planning Console**.

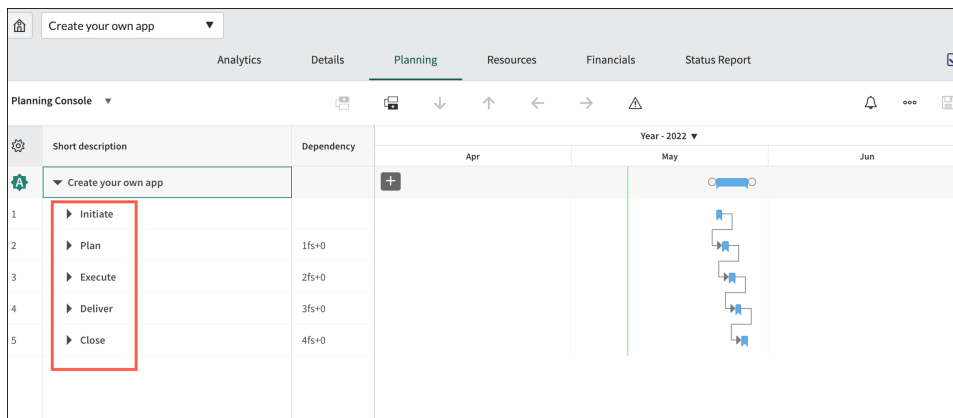


The screenshot shows a 'Related Links' section with a list of links. The link 'Planning Console' is highlighted with a red box. Other links include 'Agile Planning and Tracking', 'Calculate Completion Estimates', 'Create Agile Phase', 'Move Project', 'View RIDAC', 'Project Budget', 'Project Workbench', 'Status Report', 'Create Baseline', 'Apply Template', 'Save as New Template', and 'Project Diagnostics'.

Related Links
Agile Planning and Tracking
Calculate Completion Estimates
Create Agile Phase
Move Project
Planning Console
View RIDAC
Project Budget
Project Workbench
Status Report
Create Baseline
Apply Template
Save as New Template
Project Diagnostics

22. The project displays.

From the Planning Console, the project manager has a comprehensive view of all aspects of a project, including a heretical list of project tasks and the project Gantt chart.



Congratulations, you have successfully explored the Now Create portal.