ServiceNow Fundamentals Simulator (San Diego) (Course) ❯ **Lists and Filters Activity (Content)**

Lists and Filters Activity

Simulator Task

INSTANCE STATUS		Your instance will expire in...	SIMULATOR SCORE
Running	**Open My Instance**	14 Days 10 Hours 46 Minutes	20% passed
Terminate Instance		Request Expiry Extension	

Task Result: *Success*   Task validation successful!
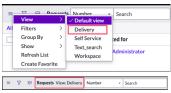
Get Started with Lists

To help them fulfill procurement tasks, the Hardware group needs to see additional information when looking at Service Catalog Requests.

1. Navigate to the **All > Service Catalog > Open Records > Requests** module to display the List view for the Requests (sc_request) table. Then **create** a **new** List view called '**Delivery**' to show the following fields in the order shown.
   - Number
   - Requested for
   - Due date
   - Urgency
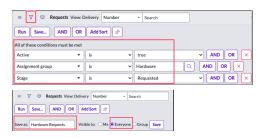   - Delivery address

HINT: If you get stuck on creating the view, review the Lists and Filters Lesson.

After creating your new view, be sure to select it within the list view, to display it:

2. To help identify Hardware requests quickly, create a saved filter for the list. Begin by filtering your list view to only display **Active** requests, where the Assignment group is the **Hardware** group and the Stage is **Requested**. Then use the **Save..** button to save the filter with the name '**Hardware Requests**' and ensure **Everyone** can access it.

3. Apply the **Hardware Requests** filter to your list view, then create a **Favorite** to save the link to the list view in your Favorites list.

4. *Personalize* the new **Delivery** list view to meet your **individual** needs. Click the **Personalize List** gear icon in list header to add the **Escalation** field to the list just before **Delivery address**.

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Upon completion of these tasks, select the **Validate Task** button. If the validation fails, refer to the recommendations for hints.

If you continue to have difficulties completing the activity, you can find additional hints by going to your Simulator Instance and navigating to the **Simulator Task Information > Lists and Filters Activity** module.