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

Lists and Filters Activity

Simulator Task

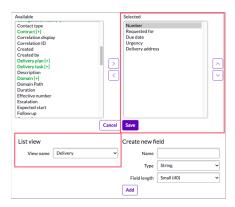
INSTANCE STATUS Running Open My Instance Terminate Instance	Your instance will expire in 14 Days 49 Minutes Request Expiry Extension	SIMULATOR SCORE 70% passed	
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Task Result: Success Task validation successful!

Get Started with Lists

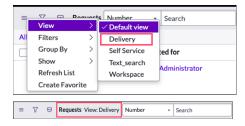
To help them fulfill procurement tasks, the Hardware group needs to see additional information when looking at Service Catalog Requests.

- 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



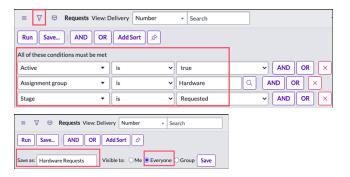
 \emph{HINT} : If you get stuck on creating the view, review the Lists and Filters Lesson.

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

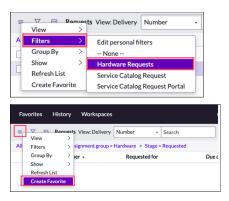


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To help identify Hardware requests quickly, create a saved filter for the list. Begin by filtering your list view to only display Active requests, where
the Assignment group is the Hardware group and the Stage is Requested. Then use the Save.. button 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*.



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.

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