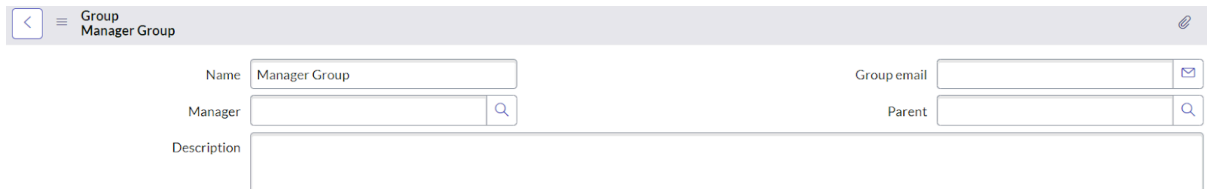


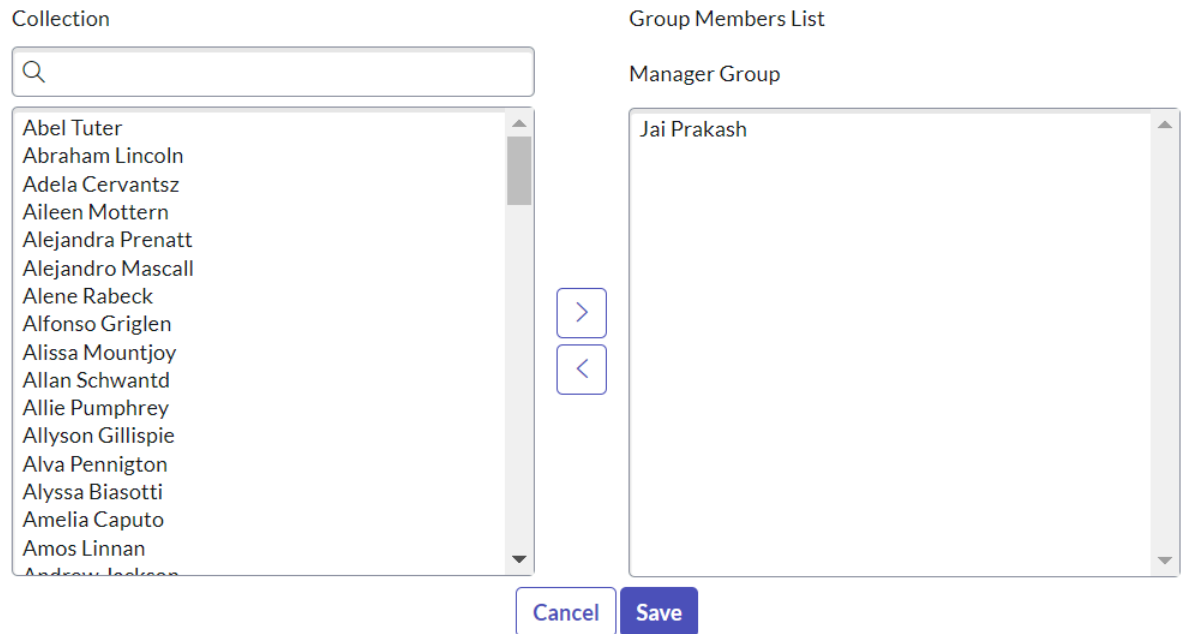
Activity - 3: Create Groups

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.



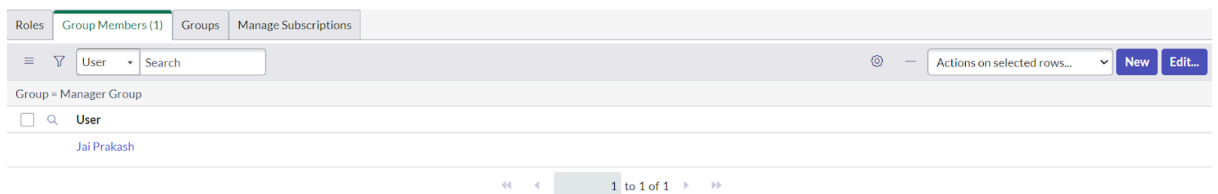
The screenshot shows the 'Group Manager Group' form. It includes fields for Name (Manager Group), Group email, Manager, Parent, and Description. The Name field is filled with 'Manager Group'. The Group email, Manager, and Parent fields are empty. The Description field is also empty.

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 'Group Members List' interface. On the left, there is a 'Collection' search bar and a list of users. On the right, there is a 'Group Members List' search bar and a list of users. The 'Manager Group' is selected, and the user 'Jai Prakash' is added to the list. Below the lists are 'Cancel' and 'Save' buttons.

8. It would like below.



The screenshot shows the 'Group Members (1)' tab in ServiceNow. It displays a table with one row containing the user 'Jai Prakash'. The table has columns for 'User' and 'Actions on selected rows...'. The 'User' column is highlighted, and the 'Jai Prakash' user is listed. The 'Actions on selected rows...' column has 'New' and 'Edit...' buttons. The table is paginated to show '1 to 1 of 1'.

9. Click on save.

