

Activity - 4: Create Roles

1. Open service now.
2. Click on All >> search for roles
3. Select roles under system security
4. Click on new
5. Fill the following details to create a new role

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Role
New record

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Name

Manager

Application

Global

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Elevated privilege

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Description

Submit

6. Click on Submit.
7. Click on All >> users
8. Search for “jai prakash ”
9. Open the record, Go to the related list Click on roles
10. Click on Edit
11. Add manager to the selected list and Click in Save.

Entitled Custom Tables
Roles (1)
Groups (1)
Delegates
Subscriptions
User Client Certificates

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Role
Search

⚙️
—
Actions on selected rows...
Edit...

User = jai Prakash

<input type="checkbox"/>	🔍	Role	State	Inherited	Inheritance Count
<input type="checkbox"/>		Manager	Active	true	1

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1 to 1 of 1
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